

**Minutes of the 790th meeting of Toft Parish Council  
Held on Monday 10 January 2022 at 7.00 pm in The People's Hall, Toft**

Present: Councillors: M Yeadon (Chairman), P Ellis-Evans, J Howells, E Miles, K Popat and A Tall.

In attendance: 3 members of the public, District Cllr Grenville Chamberlain and Mrs Gail Stoehr (Clerk).

**Public participation on agenda items and matters of mutual interest (includes reports from County and District Councillors and representation by members of the public)**

A resident reported that white lines needed repainting near The Mount, and there had been flooding near Beldams Close. Cllr Tall is to report these matters to CCC, along with the lines outside the People's Hall.

A resident of Comberton Road spoke to his application and answered questions. He clarified that the gates were to open inwards, not outwards.

District Cllr Chamberlain reported on:

- He had attended a meeting in Hardwick regarding the implications of the Active Travel Scheme. Overall, Hardwick residents were not in favour. Toft Parish Council would welcome an opportunity to comment on any consultation.

**1. Apologies for absence, declaration of interests and application for co-option**

**1.1 To approve written apologies and reasons for absence**

Apologies were received from Cllr Borrell (unwell).

**1.2 To receive declarations of interest from councillors on items on the agenda**

None.

**1.3 To receive written requests for dispensations and to grant any dispensations**

None.

**2. To approve the minutes of the last meeting on 6 December 2021**

RESOLVED that the minutes of 6 December 2021 be approved as a true record and signed by the Chairman, after an amendment under item 3.1 to read "£54.00 per square metre including VAT." (Prop EM, 2nd PE, unanimous)

On a proposition by the Chairman, it was agreed to vary the order of business to take item 6.1.2 next.

**6.1.2 21/05233/HFUL – 12 Comberton Road – Demolition of a rear single storey lean-to, the construction of a new single storey pitched roof rear extension and linking range to Tyne Cottage. Renovation of the existing property and repair and replacement of the existing timber windows. The construction of a two-bay cart lodge and alteration and conversion of an existing outbuilding. New boundary treatments will be applied to the site.**

RESOLVED to make the following response:

The Parish Council supports the application as it will greatly improve the condition of the building and plot, both of which are in very poor condition. The objection to the application is only because of the proposal to have the new gates opening onto the car park of the People's Hall. The Parish Council considers that the gates shouldn't open to another landowner's property and it could cause a hazard to foot and vehicular traffic in the car park."

RESOLVED to delegate to the Clerk to support the application if the gates are changed to open inwards. (Prop MY, 2nd EM, unanimous)

**3. To consider any matters arising from the last or a previous meeting including**

**3.1 (3.2) Proposal for additional dog waste bin – consider SCDC response and if the Parish Council agrees to pay £414.00 for supply and installation of a Topsy bin and £3 per empty charge**

RESOLVED in the light of increased litter, to accept the quotation from SCDC for £414.00 for supply and installation of a Topsy bin and pay the charge of £3 per week to empty. (Prop EM, 2nd AT, unanimous)

- 3.2 (3.4) Arrangements for the Queen's Platinum Jubilee - update  
RESOLVED to note that the Village Committee was starting to organise the event. Cllr Ellis-Evans is the Parish Council's representative.
- 3.3 (3.5) Defibrillator frequency of checks update and to consider if any action is necessary  
RESOLVED to note that the past volunteer had been thanked by Cllr Ellis-Evans for his efforts and that a new rota had been set up with Cllrs Howells and Yeadon.  
On a proposition by the Chairman, the order of business was varied to take item 7.5 next.
- 7.5 Defibrillator report including update on training session  
Cllr Ellis-Evans reported that the Community Heartbeat Trust had been asked to hold a Zoom training session. The costs were already in the 2022 budget.
- 3.4 (7.4) Bridge at Lot Meadow – update  
RESOLVED to note Cllr Ellis-Evans's verbal report that a new bridge had been installed but it was not known who had done it.
- 3.5 (7.5) Gates at either end of Lot Meadow not fastening – to consider any action  
RESOLVED to note Cllr Ellis-Evans's verbal report that the latch on the gate from the High Street had been fixed and was now working. However the alignment of the left hand side of the gate by Long Meadow was an issue as the spring was not working properly.  
RESOLVED that Cllr Tall should report this to CCC.
- 3.6 (7.5) Gates backing onto High Street not closing properly – to consider any action  
RESOLVED to note Cllr Ellis-Evans's verbal report that the gate at the north end of Long Meadow, not the High Street, was two inches short and the catch did not go into the catch holder. The gate at the north-west side of Lot Meadow does close properly but the post has not been fitted properly.
- 4. To consider correspondence received since the last meeting requiring the Council's attention**
- 4.1 Resident – litter in the village  
RESOLVED to order two new Topsy bins from SCDC to replace the existing bin in Brookfield and also to replace the bin in Church Lane opposite Bullfield by the Ian Stewart memorial bench at a cost of £414 plus £3 per week to empty each. (Prop MY, 2nd AT, unanimous)
- 5. Finance, Procedure and risk assessment and use of delegated powers**
- 5.1 To consider the finance report and approve the payment of any bills  
Cllr Howells declared an interest in the reimbursement payment to him.  
RESOLVED to receive the financial report and check the invoices and bank statements before the payments were approved, plus James Wrycroft (B Timber – notice board) £207.96 and (B&Q – notice board) £12.26.  
RESOLVED that the invoices should be sent to the signatories rather than being checked at meetings. (Prop MY, 2nd PEE, unanimous)
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|---------------------------|------------------------|---------|
| Salaries                  |                        | £115.88 |
| Community Heartbeat Trust | VETS                   | £120.00 |
| LGS Services              | Admin support Dec      | £502.37 |
| J Howells                 | Notice board materials | £228.85 |
- 5.2 To receive play inspection reports and consider any work required  
Nothing to report.
- 5.3 To consider any matter which is urgent because of risk or health and safety  
RESOLVED to note that a hedge at the cottage by the Methodist Chapel was overhanging the pavement and bins from Firs Farm were being left on the pavement.  
RESOLVED that Cllr Tall should report both to CCC.

RESOLVED that Cllr Tall should also report ivy encroaching on the pavement at 1 Church Road.

5.4 To consider the grass cutting specification and whether any changes are required  
RESOLVED that Cllr Ellis-Evans should speak to CCC to see if the proposed specification for the verges excluding Green Lane and Pinfold Well Lane to be only cut once at the end of the season was acceptable to CCC.

5.5 To review the budget FY2022 and consider arrangements for any outstanding projects and earmarked reserves

At 8.16 pm, on a proposition by the Chairman, carried unopposed, in accordance with S1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, in view of the confidential nature of the business to be transacted, that is, employment matters, the public were temporarily excluded from the meeting and were instructed to withdraw. The public and the Clerk left the meeting and re-joined at 8.30 pm.

RESOLVED to approve the increase in the Clerk's hours and to hourly rate. (Prop MY, 2nd KP, unanimous)

RESOLVED in addition to the draft figures presented by the RFO:

- To earmark any under-spend at the financial year end for P3, phone kiosk, defibrillator, village/assets maintenance and welcome packs as this was expected to be spend in the forthcoming financial year.
- To delete the heading Bus shelter cleaning.
- To note that with the ending of the fixed rate contract in autumn the electricity costs are likely to increase substantially

5.6 To consider and approve the budget for FY2023  
RESOLVED having considered the baseline budget prepared by the RFO based on historic costs and contracts in place be accepted as starting point.  
RESOLVED to include £150 for People's Hall room hire; £1000 for village/assets maintenance; £00 for defibrillator, £4000 for S137, £250 for S145 entertainment; £4000 for special projects and/or LHI.

RESOLVED that the costs for verges grass cutting should be less than at present and to budget accordingly.

RESOLVED to include the emptying of the three new bins at £3pw in the budget.

RESOLVED that the budget for FY2023 be adopted by the Parish Council. (Prop MY, 2nd PEE, unanimous)

5.7 To set and demand the precept for FY2023  
RESOLVED to set and demand the precept for FY2023 at £21,679.00 as being the amount required by the Council to balance its budget. (Prop MY, 2nd PEE, unanimous)

## **6. To consider any Planning or Tree works applications or related items received**

### **6.1 Planning applications**

#### **6.1.1 21/05397/HFUL – 19 Mill Lane – Single storey side extension**

RESOLVED that the Parish Council is neutral, but to comment that the surface water drainage has not been addressed, and a condition for surface water drainage is required.

#### **6.1.2 21/05233/HFUL – 12 Comberton Road – Demolition of a rear single storey lean-to, the construction of a new single storey pitched roof rear extension and linking range to Tyne Cottage. Renovation of the existing property and repair and replacement of the existing timber windows. The construction of a two-bay cart lodge and alteration and conversion of an existing outbuilding. New boundary treatments will be applied to the site.**

Taken earlier.

#### **6.1.3 21/05234/LBC – 12 Comberton Road – As above, listed building application**

RESOLVED to make the same comments as for item 6.1.2.

### **6.2 SCDC decisions for information**

- 6.2.1 21/04967/CTY – Comberton Village College, West Street – Proposed ground source heat pump system consisting of heat pumps and buffers/storage to be accommodated within a proposed energy centre, borehole array and connecting pipework. Informative: Section 73 planning application to continue the above development without compliance with conditions 2,5 and 8 to enable an amended borehole layout, revised onsite temporary parking layouts, without the external heat plant. The works are to be carried out mainly during term time. Have no objection to.
- 6.2.2 21/04401/HFUL – Coach House, Church Road – Single storey front extension – Withdrawn.
- 6.2.3 20/05184/CTY – Comberton Village College, West Street – Proposed ground source heat pump system consisting of heat pumps and buffers/storage to be accommodated within a proposed energy centre, borehole array and connecting pipework – Have no objection to
- 6.2.4 20/02181/PRI06A – The Stable, Bennell Farm, West Street – Prior approval for the erection of an agricultural building – Deemed consent, prior approval.
- 6.3 Tree works applications  
None.
- 7. Members items and reports for information only unless otherwise stated**
- 7.1 Village Maintenance  
Flooding outside Beldam's Close had already been reported by the resident on the CCC website. It was noted that an elderly gentleman had fallen.  
The gritter is being collected by CCC.  
RESOLVED to write and thank James Wrycroft for the fabulous notice board.
- 7.2 Highways  
Cllr Tall reported that:
- The PFHI highways work by the Church had been postponed due to Covid.
  - The next stage of the LHI was the presentation to the panel on 31 January. The feasibility study had been received and was within costs. A copy will be sent to the Clerk.
- 7.3 Toft People's Hall  
Nothing to report.
- 7.4 Footpaths  
Nothing to report.
- 7.5 Defibrillator report including update on training session  
Taken earlier. Nothing further to report.
- 7.6 Climate Change Working Group report  
A meeting will be held on Wednesday.
- 8. Closure of meeting**  
There was no further business and the meeting closed at 9.55 pm.

Signed .....Chairman .....date.

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