

**Minutes of the First and Annual (794th) meeting of Toft Parish Council
held on Monday 27 June 2022 in The People's Hall, Toft at 7.00 pm**

Present: Councillors: M Yeadon (Chairman), E Darbyshire, E Miles, C Watson and A Wilkinson-Fenn.

In attendance: 1 member of the public and Mrs A Griffiths (Minutes Secretary, LGS Services).

1. To elect a Chairman and to receive the declaration of acceptance of office
RESOLVED to elect Cllr Yeadon as Chairman. Cllr Yeadon signed his declaration of acceptance of office. (Prop EM, 2nd CW, unanimous)
2. To elect a Vice-Chairman
RESOLVED to elect Cllr Miles as Vice-Chairman. (Prop AW-F, 2nd CW, unanimous)
3. To receive members' declarations of acceptance of office
Declarations of office were received before the start of the meeting.
4. To approve the minutes of the last meeting on 4 April 2022
RESOLVED that the minutes of the meeting of 4 April 2022 be approved and signed by the Chairman, after an alteration under item 7.7 to read "to re-varnish the woodwork and remove ivy on the Parish Council notice board." (Prop PEE, 2nd EM, carried with 2 abstentions)
5. To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled including seeking representatives from Bennell Farm
RESOLVED that Emma Darbyshire be co-opted as a member of the Parish Council. (Prop MY, 2nd EM, unanimous)
Cllr Darbyshire signed her declaration of acceptance of office before taking her seat.
RESOLVED that Stephen Collinson be co-opted as a member of the Parish Council. (Prop MY, 2nd EM, unanimous)
Cllr Collinson is to sign the declaration of acceptance of office before the next meeting.
6. Review of delegation arrangements to committees, working groups, employees and other local authorities
RESOLVED that there should be no committees or working groups, but that the Council should continue to operate a system of members' responsibilities.
RESOLVED that delegation to the Clerk should continue as before, with the exception of "deciding on the location of seats, litter bins and dog bins in conjunction with the principal authority," which is decided by the Parish Council on the basis of recommendations from the member with lead responsibility for this area. (Prop EM, 2nd MY, unanimous)
7. Review of the terms of references for committees and working groups
None.
8. Receipt of nominations to existing committees and working groups
RESOLVED, the Chairman having provided a brief summary of the responsibilities of each role, that Members' lead areas of responsibility should be as follows:

Financial monitoring	Cllr Yeadon
Footpaths	Cllr Miles
Communication	Cllr Miles
Play inspection reports	Cllr Watson
Lot Meadow	Patricia Ellis-Evans to continue.
Lot Meadow management group	Cllr Yeadon
Village Maintenance	Cllr Wilkinson-Fenn

RESOLVED to accept Cllr Wilkinson-Fenn's offer to report any issues at Bennell Farm to the site office, given that the Parish Council is not responsible for their playground.
Highways - reporting faults to CCC Cllr Darbyshire

Highways - verge outside the Church	Cllr Yeadon
Highways – LHI applications	Cllr Watson
Highways - MVAS speed equipment	The Speedwatch group.
Grass cutting	Cllr Wilkinson-Fenn
Dog and litter bins	Cllr Miles
Allotments	Cllr Yeadon
Notice boards and welcome packs	Cllr Miles
Police liaison	Not required at present
Planning	Cllr Yeadon
Defibrillator	Cllr Watson

The Chairman will ask Mrs Ellis-Evans to brief Cllr Watson on the procedure for weekly checks of the defibrillator.

On a proposition by the Chairman, the order of business was varied to take item 12 next.

12. Review of representation on or work with external bodies and arrangements for reporting back
 East West Rail - EWR Consultative meetings and Cambridge Approaches liaison
 A resident asked whether a decision had been made between the northern and the southern routes. The position was not known and residents along the northern route had not been consulted. RESOLVED that Cllr Yeadon will continue for the time being and to review representation at the next meeting.
 Toft People's Hall – RESOLVED to defer this item to the next meeting.
 Climate Change Working Group – RESOLVED to defer this item to the next meeting.
 Comberton Village College Governors' Community Meetings – Cllr Darbyshire.
 SCDC Community Champions – Cllr Yeadon to continue.
9. Appointment of any new committees and working groups, confirmation of the terms of reference, the number of members (including if appropriate, co-opted members) and receipt of nominations to them
 None.
10. Review and adoption of standing orders, financial regulations, risk assessment arrangements and other policies
 RESOLVED that the Risk Assessment arrangements should be reviewed at the next meeting.
 RESOLVED that the Standing Orders, Financial Regulations and other policies should continue unchanged.
- 10.1 To consider the adoption of the revised LGA Model Code of Conduct 2022 and revised Register of Interests form
 RESOLVED to adopt the new LGA Model Code of Conduct 2022 and revised Register of Interests form. (Prop MY, 2nd EM, unanimous)
11. Review of arrangements, including any legal agreements, with other local authorities and review of contributions made to and expenditure incurred by other local authorities
 None.
12. Review of representation on or work with external bodies and arrangements for reporting back
 Taken earlier.
13. Review of arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future
 RESOLVED to note that the Parish Council is not eligible to exercise the general power of competence due to insufficient candidates being returned at election.
14. Review of inventory of land and assets
 RESOLVED to note the following:
 CB378985 Lot Meadow
 CB298407 Recreation ground
 Clarification was sought as to whether the village green was Parish Council land.

15. Review and confirmation of arrangements for insurance cover in respect of all insured assets
RESOLVED that there should be no changes.
16. Review of the Council's and/or employees' memberships of other bodies
RESOLVED to note the Council's membership of CAPALC and the Clerk's membership of the SLCC.
17. Review of the Council's complaints procedure
RESOLVED that there should be no change.
18. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
RESOLVED that there should be no change.
19. Review of the Council's policy for dealing with the press/media
RESOLVED that this should continue to be dealt with by the Chairman together with the Clerk.
20. Review of the Council's employment policies and procedures
RESOLVED that there should be no change.
21. Review of the Council's expenditure incurred under S137 of the Local Government Act 1972 or the general power of competence
RESOLVED to note the expenditure under S137 of the Local Government Act 1972.
22. Setting the dates, times and place of ordinary meetings of the Council
RESOLVED that meetings should take place in the People's Hall on the first Monday of the month at 7.00 pm unless it falls on a Bank Holiday when it will be on the second Monday.
RESOLVED given the closeness of the dates, that the meeting on 4 July should be cancelled, but that it should meet on 1 August.
23. Review of dispensations required under the Code of Conduct to enable the Council to conduct its business
RESOLVED that none were required at present.
24. To review banking arrangements and appoint any bank signatories
RESOLVED that Cllrs Yeadon, Miles and Watson should be signatories on the current account with Unity Trust Bank with any two signatories to sign. (Prop MY, 2nd EM, unanimous)
25. Member training arrangements
RESOLVED to forward details of training available through CAPALC to all members.
RESOLVED to arrange for new members to be issued with dedicated Parish Council email addresses, and to raise email issues experienced by Cllr Miles with the Webmaster.
The Chairman explained that the Parish Council email address should be used for Parish Council business but all decisions had to be made at Parish Council meetings when only items on the agenda could be discussed.

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

None.

On a proposition by the Chairman, it was agreed to vary the order of business to take item 31.1.3 and 31.1.4 next.

- 31.1.3 22/02436/LBC – 12 Comberton Road – Change to existing consent 21/05234/LBC (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 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) change the angle/orientation of the glass link roof.

RESOLVED to support the application as it is an improvement to the building and its appearance. (Prop MY, 2nd EM, unanimous)

- 31.1.4 21/05233/NMA1 – 12 Comberton Road – Non-material amendment of planning permission 21/05233/HFUL (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 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) change the angle/orientation of the glass link roof.

RESOLVED to support the application. (Prop MY, 2nd EM, unanimous)

- 31.1.1 22/1743/FUL – Old Farm Business Centre, Church Road – To extend existing car park

RESOLVED that the Parish Council is neutral. (Prop MY, 2nd CW, unanimous)

- 31.1.2 22/01754/FUL – 55 High Street – Amended – Erection of a detached dwelling and associated works (Amended Scheme to refused application 21/04100/FUL) – to note response made between meetings using delegated powers – The Parish Council objected to the application

RESOLVED to note that the Clerk used delegated powers to respond to the application between meetings.

The Parish Council objected to the application with the following comments:

“Toft Parish Council objects to the application for the following reasons.

The Parish Council wishes to submit its previous comments as shown below with the additional comment that whilst the new application is lower than the previous application it is still higher than the adjacent buildings.

The access to the proposed new building is very tight. It is particularly tight at the corner of the existing building and could be hazardous for pedestrians. The PC relies on the planning authority to decide whether it is too tight for access for emergency vehicles etc. However there has been evidenced challenges from neighbours as to ownership of all the land that is included within the proposal, that is neighbours are saying that the applicant does not own all the land that is impacted by the proposal.

The new property would probably be backfilling on a section that is already a backfilled site.

There is no design and access statement included or materials of construction detailed. There are no details about how the surface water would be managed.

In terms of the building itself, the proposed building is a two storey structure when most of the adjoining buildings are single storey. It is a bulky design meaning that the full height (or close to) of the building extends to its full width making its very dominant. The design is out of character compared to adjacent buildings in its shape and materials of construction. The building will be close to and very visible from a number of adjacent residences, and will be very dominant from these residences and their gardens. The combination of all these factors mean that the location is not suitable for the building.

With this building the density of building in this area will be too high thereby affecting privacy and light.

The public footpath that runs along the road will be more hazardous

Ignoring the land ownership issues, the access proposals include widening the road with a wide splay onto the main road which will mean to loss of hedges and grassed areas. It will make the access very stark and unattractive and out of character with its location. It is difficult to see how a 2m footpath could be laid beside the driveway which will affect the safety of pedestrians.

The village suffers a lot of flooding with the B1046 and Brookside often closing due to flooding. Furthermore, the foul drains in Brookside overflow and discharge sewerage regularly after significant rain. This proposal will increase the amount of surface water and sewerage that the system needs to deal with and will inevitably make the situation

worse as land is built upon and the driveway widened. The application does not give enough details as to how this additional surface water and sewerage would be dealt with.”

26. Apologies for absence and declaration of interests

26.1 To approve written apologies and reasons for absence

Apologies for absence were received from District Cllr Lina Nieto.

26.2 To receive declarations of interests from councillors on items on the agenda

None.

26.3 To receive written requests for dispensations (if any) and to grant any dispensations as appropriate

None.

27. To consider resolutions from the Annual Parish Meeting if any

None.

28. To consider any matters arising from the last or a previous meeting

28.1 To set the date for the Annual Meeting of the William Eversden's Charity

RESOLVED to hold the Annual Meeting in October after the Parish Council meeting at approximately 8.30 pm. Cllr Yeadon will continue as member with responsibility for the allotments.

28.2 (7.2) To consider report on meeting with Highways and Church representatives regarding the PHFI application for the layby near the Church

RESOLVED to note the report from Andy Tall on the meeting between Highways and Church representatives.

RESOLVED, given that the Council was still awaiting the costs from the County Council, that Cllr Yeadon should ask County Cllr Michael Atkins to take a look at the location.

28.3 (7.2) To consider update on the speed limit

RESOLVED to note the report from Andy Tall on his informal discussion with CCC, who had recommended the Parish Council consider the speed limit on the B1046 Comberton Road for the next LHI application.

28.4 LHI scheme 2022-23 – Notification of successful bid – to consider the next steps

RESOLVED to note that the LHI scheme 2022-23 bid to reduce the speed limit on School Lane to 20 mph and have a second MVAS in the village, had been successful.

29. Consideration of correspondence

29.1 CCC – Transport Strategy Stakeholder Engagement Survey

RESOLVED to make no response. (Prop MY, 2nd EM, carried with 3 in favour and 2 abstentions)

29.2 Greater Cambridge Partnership - C2C Better Public Transport and Active Travel Project - Environmental Impact Assessment Public Consultation (Deadline 11 July)

RESOLVED to make no response. (Prop MY, 2nd EM)

30. Finance, procedure and risk assessment and use of delegated powers

30.1 To consider the finance report and approve the payment of any bills

RESOLVED to receive the financial report and check the invoices and bank statements before the payments were approved, plus Oakes & Watson (Replacement tree) £600.00, Community Heartbeat Trust (Replacement of defibrillator pads after use) £60.00. (Prop MY, 2nd EM, unanimous)

Salaries		£373.65
SCDC	Election fee	£105.00
Parish Online	Online Mapping	£45.00
Playsafety Ltd	RoSPA inspection	£96.60
Community Heartbeat Trust	Defibrillator pads	£60.00
LGS Services	Admin support (April 2022)	£446.42
LGS Services	Admin support (May 2022)	£510.71

RESOLVED to note the following payments made between meetings:

Salaries (May 2022)		£161.05
Buchans	Grass cutting	£604.20
Madingley Mulch	Play bark	£195.40
CAPALC	Affiliation fee	£297.78

A credit for bank interest was noted.

RESOLVED having considered the Chairman's report on budget for the Queen's Platinum Jubilee street party: an expense claim had not yet been submitted but given the success of the event, with more people attending than anticipated, to increase the upper limit of expenses payable for the event from the previously agreed sum of £250.00 to £300.00.

RESOLVED to approve payment of Cllr Yeadon's expenses claim for £46.00 subject to receipt of the invoice. (Prop MY, 2nd EM, unanimous)

- 30.2 Play inspection reports
Nothing to report.
- 30.3 To consider any matter which is urgent because of risk or health and safety
None.
- 30.4 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1st April 2021 and 31 March 2022)
RESOLVED having undertaken a review that the Parish Council is satisfied with the system of internal control that is in place. (Prop MY, 2nd EM, unanimous)
- 30.5 To consider the exemption certificate and sign it
RESOLVED that the Chairman should sign the exemption certificate.
- 30.6 To prepare the Annual Governance Statement (Section 1 of the Annual Return)
RESOLVED that the statements in Section 2 of the Annual Return should all be answered "Yes." (Prop MY, 2nd EM, carried with 3 abstentions)
- 30.7 To approve the Annual Governance Statement by resolution
RESOLVED that the Annual Governance Statement be approved by resolution of the Parish Council and signed by the Chairman on the Council's behalf. (Prop MY, 2nd EM, carried with 3 abstentions)
- 30.8 To consider the Accounting Statements (Section 2 of the Annual Return)
The Accounting Statements were considered.
Queries were raised about the rounding of figures and clarification sought on the depreciation of assets.
- 30.9 To approve the Accounting Statements by resolution
RESOLVED that the Accounting Statements be approved by resolution of the Parish Council, subject to correction of a figure under FY2021, point 9, to read £403,658 as shown in the assets list, rather than £43,658. (Prop MY, 2nd ED, unanimous)
- 30.10 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting
The Accounting Statements are to be signed and dated by the Chairman subject to the above amendment.
- 30.11 To consider the RoSPA report on comments on toddler safety following resident's concerns
RESOLVED to note that whilst the toddler climbing equipment complied with the required standard when installed, it no longer complied with the new standard.
RESOLVED to seek quotations for refurbishing the item of equipment, to include any action that can be taken to ensure it complies with the current requirements.
- 31. To consider any Planning or Tree works applications received**
- 31.1 Planning Applications
Taken earlier.

31.2 SCDC decisions to note

- 31.2.1 21/00968/HFUL – 72 West Street – Two storey extension to garage to form home office – Permission refused by SCDC.
- 31.2.2 20/04328/S73 – Old Farm Business Centre, Church Road – Removal of Condition 7 (Work operation hours) of planning permission s/1986/99/F (Conversion and extension of barns to form offices with associated parking) – Permission refused by SCDC.
- 31.2.3 20/04175/S73 – Old Farm Business Centre, Church Road – Removal of Condition 10 (Hours of operation) of planning permission S/1323/10 (Change of use of grain store into offices (Class B1) together with associated parking (time limit for implementation)) to remove these limitations as they would significantly restrict the ability to operate the business – Permission refused by SCDC.

31.3 Tree works applications

- 31.3.1 22/0520/TTCA – 18 School Lane
RESOLVED that the Parish Council make no comments.
- 31.3.2 22/0621/TTCA – 16 School Lane
RESOLVED that the Parish Council make no comments.
- 31.3.3 22/0641/TTCA – St Andrew’s Parish Church, Church Road
RESOLVED that the Parish Council make no comments.

32. Members items and reports for information only unless otherwise stated

32.1 Village Maintenance

RESOLVED to seek more quotations for the work identified on the assets walk.
RESOLVED that Cllr Wilkinson-Fenn should informally approach a resident who might be interested in carrying out the maintenance work and inform the Clerk if he is interested.

32.2 Highways

RESOLVED that Cllr Darbyshire should report to CCC online that road surfaces had been damaged by a road sweeper in the roads leading off Eversden Close and Miller’s Road.

32.3 Toft People’s Hall

Nothing to report.

32.4 Footpaths

Cllr Miles reported that a tree over the footbridge had been removed.

32.5 Defibrillator

Nothing to report.

32.6 Jubilee

The Queen’s Platinum Jubilee celebrations had been successful and were well attended.

RESOLVED to write formally to the former councillors thanking them for their services and in particular to Tricia Ellis-Evans for organising the Jubilee party.

33. Closure of meeting

There was no further business and the meeting closed at 9.37 pm.

SignedChairmandate.