


Toft Parish Council

I hereby give notice that the 796th meeting of Toft Parish Council will be held on Monday 5 September 2022 at 7.00 pm in the People's Hall, Toft

The Public and Press and County and District Councillors are invited to be present and Members of the Parish are welcome to attend and may speak under the Open Public Session item and make representation to the Council on items on the agenda during this section of the meeting

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder



Mrs Gail Stoehr, Clerk, 31/8/2022

AGENDA

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

1. Apologies for absence and declaration of interests
 - 1.1 To approve written apologies and reasons for absence
 - 1.2 To receive declarations of interests from councillors on items on the agenda
 - 1.3 To receive written requests for dispensations and to grant any dispensations
2. To approve the minutes of the last meeting
3. To consider any matters arising from the last or a previous meeting including
 - 3.1 (3.1) To consider any applications for co-option or how to fill any vacancies left either by insufficient candidates at election or casual vacancies
 - 3.2 (3.3.3) Climate Change and Green Issues – to consider Terms of Reference for the working group and any additional membership
 - 3.3 (7.2) Privately Funded Highway Project - Parking outside the Church – to consider response from CCC and whether to progress the project
 - 3.4 (3.5) RoSPA report toddler multiplay equipment – to consider the quotation received to replace or fill the rotten wood and proposal that the Cllr Watson be appointed to seek grants towards replacement toddler climbing frame ^(CW)
4. To consider correspondence received since the last meeting requiring the Council's attention
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
 - 5.2 To receive play inspection reports and consider any work required ^(CW)
 - 5.3 To consider any matter which is urgent because of risk or health and safety
 - 5.4 Insurance review and renewal
 - 5.5 Option to opt out of the SAAA Central External Auditor appointment arrangements
6. To consider any Planning or Tree works applications or related items received
 - 6.1 Planning applications
 - 6.1.1 22/02436/CONDA – 12 Comberton Road – Submission of details required by condition 4 (Railings and gates) of consent 22/02436/LBC
 - 6.1.2 22/02436/CONDB – 12 Comberton Road – Submission of details required by condition 5 (Roof details) of consent 22/02436/LBC
 - 6.1.3 22/02436/CONDC – 12 Comberton Road – Submission of details required by condition 3 (Render details) of consent 22/02436/LBC
 - 6.2 SCDC decisions for information
 - 6.3 Tree works applications
 - 6.3.1 22/0904/TTCA – 1 Beldams Close
7. Members items and reports for information only unless otherwise stated
 - 7.1 Village Maintenance ^(MY)
 - 7.2 Highways ^(ED, MY)
 - 7.3 Toft People's Hall ^(CW)
 - 7.4 Footpaths ^(EM)
 - 7.5 Defibrillator report ^(CW)
 - 7.6 Birdlings liaison ^(SC)
8. Closure of meeting

Clerk report to Toft Parish Council meeting on 5 September 2022

1. To approve written apologies and reasons for absence – any apologies received will be reported to the meeting.
- 1.2 To receive declarations of interests from councillors on items on the agenda
The Clerk advises the Code of Conduct requires any Councillor who has an interest in a matter under discussion to declare an interest and the type of interest held. They are also required to declare if their spouse or someone they live with has an interest. With land or licenses to occupy land that interest is pecuniary. Under the Localism Act 2011 a member with a pecuniary interest must withdraw from the meeting unless they have been granted a dispensation.
2. To approve the minutes of the last meeting on 1 August – attached
3. To consider any matters arising from the last or a previous meeting
- 3.1 (3.1) To consider any applications for co-option
The District Council has confirmed that the Council may co-opt to fill the vacancy following the resignation of Annie Wilkinson-Fenn as well as the one remaining after the election. A notice has been placed on the notice board and applications are awaited.
- 3.2 (3.3.3) Climate Change and Green Issues – to consider Terms of Reference for the working group and any additional membership
Nothing received at the time of writing.
- 3.3 (7.2) Privately Funded Highway Project - Parking outside the Church – to consider response from CCC and whether to progress the project
Cllr Yeadon to report.
CCC have produced the Project Feasibility Summary (attached). Costs shown do not include construction costs.
- 3.4 (3.5) RoSPA report toddler multiplay equipment – to consider the quotation received to replace or fill the rotten wood and proposal that the Cllr Watson be appointed to seek quotes and grants towards replacement toddler climbing frame^(CW)
The Clerk was delegate spend up to £1000 to contract RPM to replace the rotten wood and repaint the toddler multiplay. Two quotes have been received - the Clerk has not used delegated powers as the first exceeds the delegation and the second is not as delegated.

RPM to rub down prime and paint the above item using brown, black and red colour preservative £795.00

RPM to replace 12 No. rotten slats with new £585.00
Please note design will be different from original
or
RPM to infill cracks on the barrier slats as best we can £90
Please note this may not work well and the filler may come out after a short period of time.
4. Correspondence
None requiring a decision of the Council at the time of writing.
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
Attached.

5.2 Play inspection reports ^(CW) – to be verbally reported to the meeting so that any necessary works may be arranged. Cllr Watson retains the written reports until requested by Council or for the annual audit.

5.3 To consider any matter which is urgent because of risk or health and safety
None at the time of writing.

5.4 Insurance review and renewal
**“Insurance Renewal 01/10/2022 for Toft Parish Council
Our Ref: 5405025**

The insurance policy for Toft Parish Council falls due for renewal on 1st October 2022 and is currently insured with Pen Underwriting Limited.

As part of our renewal review, please find attached a Pre Renewal Questionnaire, specific to Toft Parish Council which we ask that you review and return to communityrenewals@ajg.com at your earliest convenience.

The details contained within this questionnaire will be used to prepare your renewal quotation and should we not receive a response by 8th September 2022 we will base the renewal for Toft Parish Council on the details currently held. Any changes requested after the renewal invite has been issued may result in a change to the invited renewal premium.

I would also draw your attention to the Duty of Fair Presentation requirements contained within the attached document.”

Community Pre-renewal questionnaire attached – please consider whether any changes are required.

5.5 Option to opt out of the SAAA Central External Auditor appointment arrangements
“Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via e mail to admin@saaa.co.uk.

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

Opting-out

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at www.saaa.co.uk

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**”

6.1 Planning Applications received

* NB Some planning applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council.

The planning portal for new applications can now be found at <https://applications.greatercambridgeplanning.org/>

The Parish Council's options are SUPPORTS or OBJECTS or NEUTRAL

Comments:

The Parish Council *does/does not request that the application be referred to the District Council Planning Committee *(please delete)**

Planning reasons:

Guidance: - What are Material Considerations - A material consideration is a matter that should be taken into account in deciding a planning application or appeal against a planning decision.

Examples of material considerations can include (but are not limited to).

- Overlooking / loss of privacy
- Loss of light/overshadowing
- Highway Safety
- Traffic
- Parking
- Noise
- Layout and density
- Design, appearance and materials
- Effect on listed Building and Conservation Areas
- Nature Conservation and or impact on protected trees or the landscape.
- Disabled Person's access
- Government Policy
- Compliance with the Local Plan.

The following are **not normally** issues that can be taken into account:

- Loss of property value
- Issues of market competition
- Loss of a view
- The applicant's motive, character or personal circumstances
- Matters covered by other legislation including restrictive covenants
- Issues relating to landownership/property boundaries.
- Moral or religious Issue

6.1.1 22/02436/CONDA – 12 Comberton Road – Submission of details required by condition 4 (Railings and gates) of consent 22/02436/LBC

6.1.2 22/02436/CONDB – 12 Comberton Road – Submission of details required by condition 5 (Roof details) of consent 22/02436/LBC

6.1.3 22/02436/CONDC – 12 Comberton Road – Submission of details required by condition 3 (Render details) of consent 22/02436/LBC

6.2 SCDC decision notices

6.2.1 22/01743/FUL – Old Farm Business Centre, Church Road – To extend car park – Permission granted by SCDC.

6.2.2 22/01754/FUL – 55 High Street – Erection of a detached dwelling and associated works (amended scheme to refused application 21/04100/FUL – Permission granted by SCDC.

6.2.3 22/02958/HFUL – 9 Eversden Close – Single storey side extension – Permission granted by SCDC.

6.3 Tree works

6.3.1 22/0904/TTCA – 1 Beldams Close

7. Members' items and reports for information only unless otherwise stated

7.1 Village Maintenance

7.2 Highways

Cllrs Darbyshire and Yeadon to report.

7.3 Toft People's Hall

7.4 Footpaths ^(EM)

7.5 Defibrillator report ^(CW)

7.6 Birdlings liaison ^(SC)

8. Closure of meeting

PROJECT FEASIBILITY SUMMARY

Privately Funded Highway Improvement (PFHI)



Applicant	Toft	Status	
Application Reference No	PFHI 22/23	Version	1.0
Assigned Highways Officer	Donald O'Shea	Approved by	JR
Location of proposal	Church Lane, Toft. Outside St. Andrews Church.		
Streetview Link	https://www.google.co.uk/maps/@52.1833784,-		
Highway Issue or Improvement -	The parish believe installing Grasscrete for extra parking spaces would help churchgoers and dog walkers parking in that area.		
Key Considerations -	Private ownership / damage of trees belonging to the diocese of Ely, and the PC would require their permission to undertake the work. Mature trees in the Church grounds and tree roots on the surface are a major problem and any damage to the tree roots could possibly kill the trees outright or within a few years. Any work close to listed buildings / walls which could also have a impact on the works as the Church is Grade 2 listed building and that would apply also to the wall that surrounds the church. Location of utilities running through the area, and where these are in relation to tree roots and existing ground level.		
Optimum Solution -	Do nothing due to unknown risks and environmental considerations.		
Other options considered -	Grasscrete or plastic equivalent. Digging out and relaying with porous asphalt material.		
Key project risks -	Good arboricultural practice is determined by the British Standard 5837 (2012), the key element of which is the root protection zone, calculated as a radius of 12 times the diameter of the tree stem, within which no machine excavation is permitted, and excavation advised against where avoidable. If any excavation is proposed within the proposed parking area, significant damage to the root plates of the large lime trees within the churchyard is possible. This may cause trees to die or become unstable. The risk vs reward for the scheme is considered low as cost of works to deliver 3/ 4 parking spaces would be high, Grasscrete is comparatively expensive with conventional excavation, before taking into account kerbing, drainage and the fact it would mostly have to be hand dug or vacuum excavated. A road closure / TRO would be needed along with traffic management and costs would be high due to the time required to do the works. Further costs may be attributable also for unknowns regarding services running above / between the existing tree roots which may have to be relocated.		

TECHNICAL APPRAISAL OF PROPOSED SOLUTION	RAG
Road Safety Benefit and/or Issues	
Creation of parking for 3 or 4 cars at most. Considering the potential scheme costs that would be involved to provide this it would be considered very costly.	
Risks to Delivery (see 'Key project risks' section above for further information)	
Significant damage to the root plates of the large lime trees within the churchyard is inevitable and would kill the trees off. High scheme costs for end product. Trees are on third party land. Listed properties nearby. Difficult to estimate costs at current time, please see breakdown below.	
Effectiveness	
Minimal additional space created for vehicles.	
Maintenance Considerations	
If any construction is undertaken, tree roots will also present future maintenance problems.	

ESTIMATED CONSTRUCTION & OTHER COSTS	
Item	Estimated Cost
PFHI Fee	£ 500.00
Design Costs -	£ 1,875.00
Environmental Survey -	£ 2,500.00
GPR Survey / Testing -	£ 5,000.00
Road Safety Audit -	£ 2,000.00
TTRO (Road Closure) -	£ 1,200.00
Construction -	TBC
Sub-Total	£ 13,075.00
GRAND TOTAL	£ 13,075.00

TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Sep-22

Summary of previous month

Balance brought forward		65667.30
Adjustments		
BUCHANS	LOT MEADOW WITHHELD	86.40
Expenditure approved at previous / between meetings		
SALARIES	JULY & AUG	-161.00
OPUS ENERGY	STREETLIGHT ENERGY	-61.37
M YEADON	EXPENSES - FLOWERS	-39.95
M SEBBORN	EXPENSES - BEACON	-26.70
P ELLIS-EVANS	EXPENSES - JUBILEE EXPENSES	-239.91
COMMUNITY HEARTBEAT	VETS	-49.20
Credits		
CCC	VERGES GRANT	626.06
PLAY SAFETY LTD	REFUND	96.60
PLOT 1A	ALLOTMENT RENT	12.00
PLOT 3A & 3B	ALLOTMENT RENT	24.00
PLOT 4B 6A & 6B	ALLOTMENT RENT	36.00
<i>Total Adjustments</i>		<u>302.93</u>
Balance revised after adjustments		<u>£65,970.23</u>

Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Unity Trust Bank	11,910.89	13305.96	-1395.07
Natwest Current Account	17,576.42	17576.42	
Nationwide BS	36,482.92	36482.92	
Total	65,970.23	67,365.30	-1,395.07

Expenditure for approval

		£
SALARIES		442.75
LGS SERVICES	ADMIN SUPPORT JUNE 22	465.19
LGS SERVICES	ADMIN SUPPORT JULY 22	452.95
LGS SERVICES	ADMIN SUPPORT AUG 22	466.39
OPUS ENERGY	STREETLIGHT ENERGY	19.93
		<u>1847.21</u>
	Balance C/F	<u>64123.02</u>

Gail Stoehr
Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting

PAYMENTS TO CAPALC (AFFILIATION FEE) AND LGS SERVICES (ADMIN SUPPORT MAY 22) ARE OUTSTANDING AT BANK AND NEED TO BE REISSUED.

Toft PC

	Approved budget FY2021/22	Actual to 31 MAR 2022	%	DRAFT budget FY2023/24
Payments				
Advertising (Calendar & Website)	355	0.00	0.00%	
Salaries	2415.00	1675.70	69.39%	
Admin Support	3640.00	1819.98	50.00%	
Insurance	800.00		0.00%	
Audit Fee	120.00	122.26	101.88%	
Post/tel/station/gen exp/bank fees etc	1200.00	457.62	38.14%	
Affiliation fees (CAPALC, DPA, SLCC etc)	395.00	335.28	84.88%	
Elections	1000.00	105.00		
Training	150.00			
People's Hall, Room hire	180	45.00	25.00%	
General Admin TOTAL	9900	4560.84	46.07%	0
Village/assets Maintenance	1000	893.33	89.33%	
Street lighting - energy	2000	73.37	3.67%	
Grasscutting & Agency Services Verges	600	1035.00	172.50%	
Parish Paths Maintenance				
Playground maintenance				
Allotments (facilitating)				
Trees				
Maintenance TOTAL	3600.00	2001.70	55.60%	0.00
Special Projects incl LHI	4000.00			
Speed reduction measures				
Sports Day				
Phone Kiosk		0.00	#DIV/0!	
Climate Response				
Defibrillator (inc training and other costs)	£200.00		0.00%	
Welcome Packs	£0.00			
Parish Plan				
Special Projects TOTAL	4200.00	0.00		0.00
S137 grant payments	£4,000.00	0.00	0.00%	
S145 (entertainment) incl. fireworks & street party etc	£250.00			
Grant payments	4250.00	0.00	0.00%	0.00
Contingency		0.00		
General Reserves increase				
TOTAL	22305.00	6562.54	29.42%	0.00

Receipts	Budget	Actual	%	Budget
Precept	21679.00	0.00	0.00%	
Agency Services	626.06	626.06	100.00%	
Interest		0.00		
Allotment rents				
General Admin & Misc		0.00		
General Reserves Release				
TOTAL	£22,305.06	£626.06	2.81%	£0.00

Reserves	B/F	Rec	Pay	C/F
General Reserves	£23,510.15			£18,049.65
P3	£591.44			£790.64
S106 West Street (14/6/13) offsite provision and future maintenance of POS infrastructure	£3,040.99			£3,040.99
S106 46 High Street (Lot Meadow) (2/5/14) Indoor community facilities provision	£737.88			£737.88
S106 70 School Lane (30/10/14) offsite provision and future maintenance of POS	£3,531.14			£3,531.14
S106 2 Hardwick Road (30/3/16) offsite provision and future maintenance of outdoor sports play space and informal open space infrastructure	£4,495.51			£4,495.51
S106 2 Hardwick Road (30/3/16) offsite provision of community facility space	£742.94			£742.94
S106 Meridian Court (20/9/16) offsite provision and future maintenance of outdoor sports play space and informal open space infrastructure	£12,525.39			£12,525.39
S106 Meridian Court (20/9/16) indoor community facilities provision	£2,069.99			£2,069.99
S106 69 High Street (5/9/16) offsite provision and future maintenance of outdoor sports play space and informal open space infrastructure	£2,283.08			£2,283.08
s106 69 High Street (5/9/16) offsite provision of community facility space	£377.31			£377.31
S106 Old Horse Yard (1/7/19) offsite provision and future maintenance of outdoor sports play space and informal open space infrastructure	£3,847.51			£3,847.51
S106 Old Horse Yard (1/7/19) offsite provision of community facility space	£635.85			£635.85
S106 Old Horse Yard (1/7/19) offsite provision of community facility space	£6,005.38			£6,005.38
Climate Response	£200.00			£200.00
Training	£150.00			£150.00
Ex-Worboys Charity	£876.37			£876.37
Eversden Charity Fund (Allotments)	£269.62	77.00	0.00	£346.62
Allotments FY21	£665.43			£665.43
Trees FY21	£200.00			£200.00
Defibrillator FY21	£142.80			£142.80
S145 Entertainment	£500.00		326.53	£173.47
S145 Sports Day FY21	£200.00			£200.00
Phone Kiosk FY22	£200.00			£200.00
Defibrillator FY22	£100.00		49.20	£50.80
Welcome Packs FY22	£300.00			£300.00
Streetlight Electricity FY22	£1,400.00		0.00	£1,400.00
Contra-payments	£0.00	96.60	96.60	£0.00
Community Fund (Cultural Event)	£84.27			£84.27
TOTAL	£69,683.05	£173.60	£472.33	£64,123.02

TOTAL RECEIPTS
TOTAL PAYMENTS

799.66

7,034.87