

Toft Parish Council

I hereby give notice that the 797th meeting of Toft Parish Council will be held on Monday 7 November 2022 at 7.30 pm in the People's Hall, Toft following the William Eversden's Charity meeting

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, 2/11/2022

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 (3.2) Climate Change and Green Issues – to consider Terms of Reference for the working group and any additional membership
 - 3.3 (3.3) Privately Funded Highway Project - Parking outside the Church – to consider update from CCC and any future actions
 - 3.4 (7.6) Update on discussions with Birdlings site management regarding parish notice board (SC)
 - 3.5 (7.6) To consider whether the Parish Council should fund copies of The Calendar needed for The Birdlings at approximately £70 per month (MY)
 - 3.6 (8) Report on EWR consultation meeting (MY)
 - 3.7 (3.4) To consider report and recommendation on multiplay equipment (CW)
 - 3.8 (5.2) To consider recommendation and specification on playground signage (CW)
4. To consider correspondence received since the last meeting requiring the Council's attention
 - 4.1 CCC – Request for Community Gritting Volunteers
 - 4.2 CCC – Transport Strategies 2022 – Public consultation
 - 4.3 SCDC - confirmation of inclusion of Toft Shop on the Assets of Community Value
 - 4.4 CCC ditch adjacent to the recreation ground
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
6. To consider any Planning or Tree works applications or related items received
 - 6.1 Planning applications
 - 6.1.1 22/04143/HFUL – 72 West Street – Extension to garage to form home office
 - 6.1.2 20/03339/CONDA – Land west of 80 West Street – Submission of details required by condition 3 (Construction and Environmental management (CEMP)), 4 (Foul and surface water), 5 (Material), 6 (Landscaping scheme) and 13 (Acoustic fencing) of planning permission 20/03339/FUL
 - 6.1.3 20/03757/CONDA – Land adjacent to 6 Hardwick Road – Submission of details required by condition 3A (Environmental desk study) of planning permission 20/03757/FUL
 - 6.1.4 20/01919/CONDA – Land rear of 6 Hardwick Road – Submission of details required by condition 7A (Environmental desk study) of planning permission 21/01919/FUL
 - 6.2 SCDC decisions for information
 - 6.3 Tree works applications

Toft Parish Council

- 6.3.1 22/1100/TTCA – 3 Farmers End – Considered between meetings - the Parish Council made no response
- 7. Members items and reports for information only unless otherwise stated
 - 7.1 Village Maintenance ^(MY)
 - 7.2 Highways ^(ED, MY)
 - 7.2.1 To consider LHI bid 2023-2024 including proposal for 20 mph zone ^(EM)
 - 7.3 Toft People's Hall ^(CW)
 - 7.4 Footpaths ^(EM)
 - 7.5 Defibrillator report ^(CW)
 - 7.6 Birdlings liaison including resident request for information about the plans for the new development such as visitor parking/expected dates for start and end of build/as well as access etc.) ^(SC)
 - 7.7 Stagecoach No 18 Bus – to consider whether the Parish Council should take any action ^(ED)
 - 7.8 Operation ORB ^(MY)
 - 7.9 Proposal that the Parish Council invites the Cambridge Nature Network to speak about the Natural Cambridgeshire Nature Recovery Toolkit ^(SC)
- 8. Closure of meeting

Clerk report to Toft Parish Council meeting on 7 November 2022

Please note the meeting will start at 7.30 pm after the William Eversden's Charity AGM. The allotment tenants have been notified of the Charity meeting.

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 5 September– 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
None received at the time of writing.
 - 3.2 (3.3.3) Climate Change and Green Issues – to consider Terms of Reference for the working group and any additional membership
Deferred at the last meeting. Cllr Collinson to bring a recommendation as to the terms of reference of this group. All working groups should have approved terms of reference before any work or discussions are undertaken.
 - 3.3 (7.2) Privately Funded Highway Project - Parking outside the Church – to consider update from CCC and any future actions
Cllr Yeadon to report.
Deferred at the last meeting.
CCC have replied to District Cllr Nieto's request as follows:
"With regards to this particular request from Toft, this isn't something we can provide an accurate costing for at the current time due to the amount of unknowns underground and the existing site constraints. This is outlined in more detail in the report. One of the options could be to lay a plastic grid system similar to what you have identified below, however we would still need to invest upfront as identified to carry out the design work. Whilst the costs are very much a worst case, and the Safety Audit / TTRO wouldn't necessarily be required to progress the design work to a point where we could make a decision on whether the scheme is viable or not, I am afraid the other items identified would need to be covered by the applicant to progress the project to a stage where there is some certainty regarding the proposed construction methodology."
 - 3.4 (7.6) Update on discussions with Birdlings site management regarding parish notice board^(SC)
 - 3.5 (7.6) To consider whether the Parish Council should fund copies of The Calendar needed for the Birdlings at approximately £70 per month^(MY)
If this is agreed the Council to decide from which budget heading.
 - 3.6 (8) Report on EWR consultation meeting^(MY)
 - 3.7 (3.4) To consider report and recommendation on multiplay equipment^(CW)
Cllr Watson has written:
"I have researched current practice on playground notices and will present an updated design at the next TPC meeting. This will avoid any issues of children's ages, parental supervision etc. I am still trying to find grant funding sources to apply to for a new toddler climbing frame. At the suggestion of the Chairman, I have costed musical apparatus for the playground and I would welcome my fellow councillors' comments at the next

meeting. I will forward a paper in plenty of time. Such apparatus would be inclusive and suitable for disabled children so I think a welcome addition to the playground.”

- 3.8 (5.2) To consider recommendation and specification on playground signage ^(CW)
Cllr Watson to report – see note above.

4. Correspondence

4.1 CCC – Request for Community Gritting volunteers

“This is a request for winter volunteers for this winter season 2022-2023.

We would like to take this opportunity to say a big thank you to all the volunteers that took part in our Community Gritting Scheme last winter.

For those hearing about the Community Gritting Scheme for the first time, this is a scheme where Local volunteers can help to keep their community moving in freezing weather. Under this scheme, the parish or town council decides on specific routes in their area which are important to the local community and agrees them with the county council.

If you are a parish or town council looking to join the scheme, please send your completed form by 31st October 2022.

I will need a form for each of your volunteers, including those who have volunteered before. The form is required annually ensure our health and safety standards are being met.

See below for a link to the Community Gritting registration form:

http://cambridgeshire-self.achieveservice.com/service/Community_gritting_registration_form

For further information please see our web page:

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/gritting-roads-cycleways-and-paths/help-with-gritting-and-clearing-snow/>

If you would prefer a paper form please let me know.

If you spot a grit bin that is empty or running low, please let us know through our [online reporting tool](#).”

Catherine Howes
Business Support Officer
Highways and Transport

The Parish Council will also need to decide on priority routes if a volunteer comes forward.

4.2 CCC – Transport Strategies 2022 – Public consultation

“The Transport Strategy team at Cambridgeshire County Council has developed three draft transport strategies that will set the County Council’s transport policy approach for the districts of Fenland and Huntingdonshire, and for active travel across the whole county. We are now consulting with all stakeholders and the public on the draft strategies to give you the opportunity to input into them before they are finalised and recommended for adoption in Spring 2023. We would welcome your comments on the following strategies, and also ask for your help in spreading the word.

- Draft Fenland Transport Strategy
- Draft Huntingdonshire Transport Strategy
- Draft Cambridgeshire’s Active Travel Strategy

The public consultation survey is now live and can be accessed on our consultation website here <https://consultcambs.uk.engagementhq.com/>. Please select which strategy you would like to find out more, read the draft strategy and provide your views by completing the online survey. The survey will **close on Monday 7th November 2022**. We welcome your response for any combination of the three strategies dependent on your interest.

We want to ensure we reach as much of the general public as possible so we also ask that you display/share the promotional materials attached, or the link to the survey to your contacts, or add the information to any newsletters/social media pages you produce. If you would like printed copies to be sent, please get in touch. Alternatively, watch out for the County Council's social media posts and share as appropriate.

We will be holding a number of events, and paper copies of the strategies are available at selected libraries, all listed in the leaflet attached.

If you have any questions please do get in touch. We thank you in advance of your support in spreading the word, and hope you will take time to respond to the surveys.

Kind regards,

Transport Strategy Team

Transport Strategy & Funding

Cambridgeshire County Council

Email: transport.plan@cambridgeshire.gov.uk

Links for response:

Active Travel - <https://consultcambs.uk.engagementhq.com/active-travel-strategy-for-cambridgeshire-public-consultation>

4.3 SCDC - confirmation of inclusion of Toft Shop on the Assets of Community Value

SCDC has confirmed its inclusion on the register.

4.4 CCC ditch adjacent to the recreation ground

The County Council was trying to locate the owner of the ditch adjacent to the recreation ground. It provides drainage for the highway and will need to be cleared.

CCC have since provided an update:

"The owner of the ditch has been in touch and he has started to dig it out by hand and will be hiring in a mini-digger to finish the work. I've also got a separate issue outside nos 23/25 where Cambridge Water appear to have damaged the drainage pipes which needs to be repaired. Once this is done and the ditch is cleared out, I'll get the jetting tanker back to clear and jet the remaining gullies between the ditch and Firs Farm including the pipe under the road that drains into the ditch north of the playground."

5. Finance, Procedure and risk assessment and use of delegated powers

The Clerk together with the Chairman used delegated powers to remove any previously insured assets from the insurance policy reducing the annual cost with Hiscox from approx £1000 to approx £478. By moving to a different insurance provider the cost of the policy has been reduced to £300 with Zurich Insurance. The Clerk is waiting for Zurich to provide a quote to cover the shed for £1700. The level of cover is the same if not slightly enhanced with Zurich.

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.

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 None at the time of writing.

6.1.1 22/04143/HFUL – 72 West Street – Extension to garage to form home office

6.1.2 20/03339/CONDA – Land west of 80 West Street – Submission of details required by condition 3 (Construction and Environmental management (CEMP)), 4 (Foul and surface water), 5 (Material), 6 (Landscaping scheme) and 13 (Acoustic fencing) of planning permission 20/03339/FUL

- 6.1.3 20/03757/CONDA – Land adjacent to 6 Hardwick Road – Submission of details required by condition 3A (Environmental desk study) of planning permission 20/03757/FUL
- 6.1.4 20/01919/CONDA – Land rear of 6 Hardwick Road – Submission of details required by condition 7A (Environmental desk study) of planning permission 21/01919/FUL
- 6.2 SCDC decision notices
- 6.2.1 22/02436/CONDC – 12 Comberton Road – Submission of details required by Condition 3 (Render details) of Listed Building Consent ref 22/02436/LBC – Condition discharged in full
- 6.2.2 22/02436/CONDA – 12 Comberton Road – As above, condition 4 (Railings and gates) – Condition discharged in full
- 6.2.3 22/02436/CONDB – 12 Comberton Road – As above, condition 5 (Roof details) – Condition discharged in full
- 6.2.4 22/04402/LBC – Coach House, Church Road – Single storey front extension – Withdrawn.
- 6.2.5 21/05397/NMA1 – 19 Mill Lane – Non-material amendment on 21/05397/HFUL to amend pitched roof material from zinc to concrete tile and external wall materials from zinc to red brick – Permission granted.
- 6.3 Tree works
- 6.3.1 22/1100/TTCA – 3 Farmers End – considered between meetings – the Parish Council made no response
- 7. Members' items and reports for information only unless otherwise stated
- 7.1 Village Maintenance
- 7.2 Highways
Cllrs Darbyshire and Yeadon to report.
- 7.2.1 To consider LHI bid 2023-2024 including proposal for 20 mph zone
CCC have approved changes to the LHI process
The application window opens on 31 October.
CCC have written:
"I am writing to make you aware that the 23/24 Local Highway Improvement Process is now open again for applications.

Our website has been changed to reflect the newly agreed process communicated to you all earlier in October and can be found at the following - [Local Highway Improvement funding - Cambridgeshire County Council](#)

Some key changes to our website include around the narrative / guidance for applicants. This explains how you apply, which part of the process you fall under, and provides some narrative and examples of suitable responses to the different questions asked.

I would also like to draw your attention to the following page - [Improving the local highway - Cambridgeshire County Council](#) This contains interactive links to the different measures available, and also gives you the expected cost for installing the measure. You will need to take this into account when budgeting for your proposed improvement and completing the application form.

Applicants are now able to make applications until **5pm on Friday 6th January 2023**. Should you have any questions or comments please send these to the Local Projects inbox, Cc'd above."

Joshua Rutherford
Team Leader,
Highway Projects Team

Cllr Miles has written:

“Proposal that the area from Mill Lane and down Miller's Road is also made a 20mph zone. The 4-way junction with Mill Lane, Glebe Lane and Miller's Road is a dangerous junction as there are no road markings and cars go round the corners at quite fast speeds - and not only delivery vans. We get a lot of additional traffic along here now as it is popular with dog walkers who tend to drive rather fast and of course we get heavy farm machinery trying to negotiate the parked cars. There are a lot of elderly people walking along these roads which are rather narrow. Residents have already brought this to my attention.”

Cllr Collinson has written:

“Despite the law change giving pedestrians right of way at T junctions drivers are not stopping. I witnessed an incident at the junction of the B1046 and the Hardwick Rd, in which drivers were ignoring school children and causing them to step back on the pavement. Keeping our children safe from irresponsible drivers at this junction, would get a vote from me.”

Former Councillor Andy Tall wrote in April with CCC's recommendation regarding a speed limit reduction on the B1046:

“Following the concerns raised by residents at the last PC meeting around the current 50mph speed limit on the B1046 between Toft and Comberton, and their request to reduce it to 40 mph if possible, I had an informal conversation with someone at CCC Highways this morning to understand the feasibility, and likelihood of success, of such an application, especially in light of the recent reduction of the speed limit between Comberton and Barton.

The recommendation was to make the application as part of the **next** LHI, which will start later this year, with a view of decisions being made in April/March 2023 for delivery of the solution in 2023/24.

To support that application, it was suggested that the PC should commission a speed survey. There are no suitable posts for the MVAS along this route so additional equipment would need to be hired; costs tbc but would be in the region of £500 (starting price) for a week's hire of the equipment required.

But note that the data could also support a case for **not** reducing the speed limit, without also reducing the design of the road. This is because one of the considerations when deciding speed limit adjustments is the 85th percentile speed - the speed at which 85% of free flowing traffic will be travelling at or below along a road. If there is a significant delta between the 85th percentile speed and the proposed new speed limit then the argument is that driver behaviour won't change with new speed limits alone, as people will continue to drive at speeds suitable for the road design. Consequently, lowering the speed limit alone has no impact and requires complementary measures for the road design as well (and therefore a higher cost).”

- 7.3 Toft People's Hall
- 7.4 Footpaths ^(EM)
- 7.5 Defibrillator report ^(CW)
- 7.6 Birdlings liaison including resident request for information about the plans for the new development such as visitor parking/expected dates for start and end of build/as well as access etc) ^(SC)
- 7.7 Stagecoach No 18 bus – to consider whether the Parish Council should take any action
“*Stagecoach bus service Route 18 changes - what can the PC do about them.* This follows the very alarming news that the bus Route 18 service is on the list to be scrapped by Stagecoach.”

7.8 Operation ORB

The Chairman to report.

7.9 Proposal that the Parish Council invites the Cambridge Nature Network to speak about the Natural Cambridgeshire Nature Recovery Toolkit

Cllr Collinson to report.

The Cambridge Nature Network has written:

“I would like to introduce myself; my name is Natalie Lambert and I am the Officer for the [Cambridge Nature Network](#).”

Cambridgeshire has made a commitment to ***double the amount of nature rich habitats by 2050***. To help achieve this target, a nature recovery network for the Cambridge area has been mapped with thanks to the Wildlife Trust BCN, which identifies opportunities to double nature and increase access to natural greenspace for one of the UK's fastest growing populations.

This is the Cambridge Nature Network (CNN). It covers 9,203 hectares, contains 13 SSSIs and 84 Local Wildlife Sites as well as providing accessible greenspace for 200,000 residents. It is essential to the well-being of all those who live, work, study and visit the Cambridge area and for its future economic prospects.

Your parish sits within the CNN, more specifically it falls within the Boulder Clay and Woodlands Priority Areas – see attached map.

If you have the capacity, I would like to come and talk to your parish about the CNN and how you can help nature recover in your parish with the use of [Natural Cambridgeshire's Nature Recovery Toolkit](#). I have presented the CNN to other parishes when they have held “biodiversity” or “green” events for example, and at East Cambs Parish Council Conference, but my short talk doesn't necessarily have to be as part of a green event.

Furthermore, if there are any planned or “shovel-ready” **nature recovery projects** in your parish, there is potential for these projects to be included in our portfolio. This portfolio will be used to facilitate future funding opportunities for these and other nature recovery projects.

Last year we secured just under £500k from government's Green Recovery Fun and Natural England's Nature Recovery Programme. The grants are helping to support 24 nature recovery projects, of which 18 are at or near completion. For a list of projects [see here](#), including those completed by Histon and Impington Parish, as an example.”

Natalie Lambert - Cambridge Nature Network Officer

www.cambridgenaturenetwork.org

www.cambridgeppf.org/cambridge-nature-network

8. Closure of meeting

TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Nov-22

Summary of previous month

Balance brought forward		<u>82432.49</u>
Adjustments		
GALLAGHER	INSURANCE - CANCELLED	474.08
Expenditure approved at previous / between meetings		
MY VILLAGE HANDYMAN	PHONE BOX REFURB	-690.00
MY VILLAGE HANDYMAN	ASSET REPAIRS	-1980.00
UNITY TRUST BANK	SERVICE CHARGE	-18.00
Credits		
SCDC	S106 - BENNELL FARM	50898.20
PLOT 1A	ALLOTMENT RENT	10.00
<i>Total Adjustments</i>		<i>48694.28</i>
Balance revised after adjustments		<u>£131,126.77</u>

Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Unity Trust Bank	66,895.01	69683.74	-2788.73
Natwest Current Account	27,748.84	27748.84	
Nationwide BS	36,482.92	36482.92	
Total	131,126.77	133,915.50	-2,788.73

Expenditure for approval

		£
SALARIES		161.05
TOFT PEOPLES HALL	ROOM HIRE	15.00
TOFT PEOPLES HALL	ROOM HIRE	15.00
LGS SERVICES	ADMIN SUPPORT OCTOBER	457.41
BUCHANS	GRASSCUTTING	618.90
ZURICH	INSURANCE	300.00
		<i>1567.36</i>
Balance C/F		<u>129559.41</u>

Gail Stoehr
Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting

THE PAYMENTS WHICH ARE DETAILED ON THE OCTOBER FINANCE REPORT ARE STILL OUTSTANDING AT BANK DUE TO THE MEETING BEING CANCELLED.