


Toft Parish Council

I hereby give notice that the 798th meeting of Toft Parish Council will be held on Monday 5 December 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, 29/11/2022

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)

Cambridge Nature Network – Natural Cambridgeshire Nature Recovery Toolkit - Natalie Lambert

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 (7.9) Cambridge Nature Network – to consider any matters arising from the open session
 - 3.3 (3.2) Climate Change and Green Issues – to consider Terms of Reference for the working group and any additional membership ^(SC)
 - 3.4 (7.6) Update on discussions with Birdlings site management regarding parish notice board ^(SC)
 - 3.5 (7.2.1) To consider costs of frames for moving speed equipment around ^(SC)
 - 3.6 (7.2.1) CCC LHI scheme 2023-24 – to consider report and recommendation and whether to submit a bid ^(ED, EM)
4. To consider correspondence received since the last meeting requiring the Council's attention
 - 4.1 SCDC – Three Free Trees scheme
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 SCDC – Parish Precept consultation
6. To consider any Planning or Tree works applications or related items received
 - 6.1 Planning applications
 - 6.2 SCDC decisions for information
 - 6.3 Tree works applications
 - 6.3.1 22/1361/TTCA – 3 Farmers End (please note this is a new application)
 - 6.3.2 22/1290/TTPO – 17 Comberton Road – 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)
 - 7.3 Toft People's Hall ^(CW)
 - 7.4 Footpaths ^(EM)
 - 7.5 Defibrillator report ^(CW)
 - 7.6 Birdlings liaison
8. Closure of meeting

Clerk report to Toft Parish Council meeting on 5 December 2022

Natalie Lambert of Cambridge Nature Network will attend to speak about the Natural Cambridgeshire Nature Recovery Toolkit.

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 7 November – 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
 - 3.2 (7.9) Cambridge Nature Network – to consider any matters arising from the open session
 - 3.3 (3.3.3) Climate Change and Green Issues – to consider Terms of Reference for the working group and any additional membership
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. Membership to be decided. The Council to consider if it wants a working group or not.
 - 3.4 (7.6) Update on discussions with Birdlings site management regarding parish notice board
Cllr Collinson to provide an update.
 - 3.5 (7.2.1) To consider costs of frames for moving speed equipment around
Cllr Collinson to report.
 - 3.6 (7.2.1) CCC LHI scheme 2023-24 – to consider report and recommendation and whether to submit a bid
Cllrs Darbyshire and Miles to report.
4. Correspondence
 - 4.1 SCDC – Three Free Trees scheme
“I am pleased to announce the launch of the 6 Free Trees scheme. This year, South Cambridgeshire District Council are offering every parish council in the district 6 Free Trees to plant on parish council land, or on local school land. There is also the option to choose one larger pot-grown trees, if more suitable for the preferred location. This scheme makes up part of our ambition to double nature and do what we can to get the district to Net Zero Carbon by 2050.

To apply, please complete the [application form](#) by **12pm on Friday 23rd December**.
Eleanor Haines
Climate & Environment Project Officer
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 SCDC – Parish Precept consultation
“Please find attached the 2023/24 consultation letter regarding the Parish Precept. Appendix D **must** be returned by 31/01/2023. Even if it is a £0.00 amount.

The tax base consultation is later this year due to changes proposed to the LCTS scheme. The following was included in September’s parish bulletin:

Update from our Benefits team

The annual consultation which we normally send to Parish Councils will be sent slightly later this year (November). We will be undertaking a consultation on changes to the Localised Council Tax Support (LCTS) to support residents further due the increased cost of living; we will be including this as part of the Annual Tax Base consultation. A more generous LCTS scheme and increased uptake would increase the discount amount for LCTS and reduce the Tax Base for your Parish. The consultation period is likely to be four weeks from 15 November 2022 until 13 December 2022. As a result, it should be noted that due to timing constraints we are unable to extend the dates of the tax base consultation further.

Brenda Robinson

Sent on behalf of Farzana Ahmed, Deputy Head of Finance

Consultation letter and taxbase factsheet attached.

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 Planning applications

None at the time of writing.

6.2 SCDC decision notices

None at the time of writing.

6.3 Tree works

6.3.1 22/1361/TTCA – 3 Farmers End (please note this is a new application)

6.3.2 22/1290/TTPO – 17 Comberton Road – 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)

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)

8. Closure of meeting

TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Dec-22

Summary of previous month

Balance brought forward 129559.41

Adjustments

Expenditure approved at previous / between meetings

Credits

Total Adjustments 0.00
 Balance revised after adjustments £129,559.41

Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Unity Trust Bank	65,488.65	69683.74	-4195.09
Natwest Current Account	27,587.84	27587.84	
Nationwide BS	36,482.92	36482.92	
Total	129,559.41	133,754.50	-4,195.09

Expenditure for approval	£
SALARIES	381.37
OPUS ENERGY	193.96
LGS SERVICES	473.66
	<u>1048.99</u>
Balance C/F	<u><u>128510.42</u></u>

Gail Stoehr
 Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting

AS OF 29/11/22 THE PAYMENTS FOR OCTOBER AND NOVEMBER MEETINGS ARE OUTSTANDING AT BANK.



Mrs Gail Stoehr
Toft Parish Council
clerk@tpc.toft.org.uk
01954 210241

Our ref: **Parish Precepts 2023.24**

15 November 2022

Contact email:
brenda.robinson@scambs.gov.uk

Dear Sir/Madam

Re: Local Government Finance Act 1992 – Parish Precepts

This letter is sent to all Town Councils, Parish Councils and Parish Meetings in South Cambridgeshire.

I am writing to advise you of our estimates for the tax base for your parish for 2023-24. This is an opportunity for you to check our estimates of your tax base before we formally set the tax base in December 2022. Please note that there have been particular difficulties in forecasting this year, as many builders have reported that shortages of both materials and labour are impacting build schedules. The impact of the uncertain economic environment is also difficult to predict. If you have any feedback, please respond by **12 December 2022**.

We are also seeking to obtain from you the precept information we need to finalise our budgets.

Appendix A is a consultation document setting out proposals for payment of Parish Precepts by the District Council in 2023-24. If you would like to comment on this document, please do so by **12 December 2022**.

Please answer the following questions:

Question 1

Do you wish to comment on the enclosed consultation document Appendix A?

*If yes, please reply to Katie.Kelly@scambs.gov.uk before **12 December 2022**, otherwise see question 2.*

Question 2

How much will your Council require by way of precept in 2023-24? Please state your requirements as an amount of money.

Please reply to Brenda.Robinson@scambs.gov.uk by **31 January 2023**, including nil precepts by completing the form **Appendix D**.

The Council is working in conjunction with Cambridgeshire County Council and the Fire and Police Authorities to produce a combined information pack which will be available from the Council's website by the time the Council Tax bills are sent out. Your answers to Question 2 above will provide us with the information required for this information pack to be prepared.

Some Parishes find it helpful to have details of the estimated tax base for the Parish when they determine their precept.

Appendix B is a schedule showing the estimated tax base for all the Parishes for 2023-24.

Appendix C is explanatory information on how the Council Tax Base is calculated.

Appendix D should be completed and returned by ALL parishes with your precept request – even for NIL requests.

Where local councils request £140,000 or more, they are required to provide details of their spending plans by using the template at the bottom of Appendix D. This information is made available to Council Taxpayers in the Council Tax leaflet distributed with the annual bills.

Payment will be made directly to the Parish Council bank account via BACS. If your Parish has changed its bank details in the last year, please complete **Appendix E** and return it with your precept request. The remittance advice will be sent via email – please complete the details in Appendix D.

If you have any queries, please do not hesitate to contact me.

Yours faithfully

Farzana Ahmed

Deputy Head of Finance

Aide-memoire:

Task	Due Date	Completed
Comments/Feedback regarding Consultation (Appendix A) - <i>Optional</i>	12/12/2022	
Comments/Feedback regarding Tax Base (Appendix B) - <i>Optional</i>	12/12/2022	
Parish Precept Requirement (Appendix D) - <i>Essential</i> Please return to Brenda.Robinson@scambs.gov.uk by:-	31/01/2023	
Submission of Bank Details (Appendix E) – <i>If changed.</i>	31/01/2023	

APPENDIX A

LOCAL GOVERNMENT FINANCE ACT 1992

PARISH PRECEPTS

1. CONSULTATION

1.1 The consultation relating to the payment of precepts covers the: -

- i. frequency of payment.
- ii. dates on which payments are to be made; and
- iii. calculation of each amount.

1.2 Regulations provide that at least 50% of the precept must be paid within 30 days of the start of the financial year and the remaining 50% within 6 months of the start of the financial year. Payment of precepts issued after the beginning of the financial year will be delayed.

1.3 The proposed schedule for the payment of precepts for 2023-24 are as follows: -

- a) The first instalment will be paid by Friday 21 April 2023. In the case of a precept of £1,000 or less, the full precept will be paid. In all other cases the amount of the first instalment will be £1,000 or 50% of the precept, whichever is greater.
- b) Any balance will be paid by 22 September 2023.

1.4 Please let me have any comments you wish to make by the 12 December 2022.

1.5 Please submit your Parish precepts no later than the 31 January 2023.

2. PARISH & TOWN COUNCIL ELECTIONS

2.1 There are no scheduled town or parish council elections taking place in May 2023. The next scheduled town and parish council elections will take place alongside elections to the district council in May 2026.

2.2 If a town or parish has a by-election caused by a casual vacancy, 100% of the costs of that election will be recharged to the Town/Parish Council.

2.3 The rough cost of a parish by-election will escalate in line with the size of the electorate. The cost will usually be between £1800 (for small parishes), up to £7000/£8000 for larger parishes. There are many variables and it is difficult to provide accurate estimates.

2.4 Please email the Elections Team (elections@scambbs.gov.uk) if you have any questions regarding 2023 Electoral Arrangements.

3. LOCAL COUNCIL TAX SUPPORT

3.1 The Local Council Tax Support Scheme (LCTS) consultation opens on the 15 November and closes on 12 December 2022. The council are considering changes to LCTS due to the cost-of-living crisis these changes would provide additional support for residents on low income. The council's website includes full details of consultation and questionnaire @ www.scambbs.gov.uk/council-tax/council-tax-support-consultation/

APPENDIX B

COUNCIL TAX BASE - 2023/24

Estimated number of band D equivalent properties
(after 0.6% allowance for losses on collection)

Great Abington	464.4	Horningsea	165.9
Little Abington	260.3	Horseheath	214.0
Abington Pigotts	76.4	Ickleton	344.7
Arrington	177.1	Impington	1,547.7
Babraham	135.0	Kingston	136.9
Balsham	761.3	Knapwell	43.8
Bar Hill	1,490.4	Landbeach	396.3
Barrington	536.5	Linton	1,811.5
Bartlow	54.0	Litlington	358.7
Barton	393.0	Lolworth	75.6
Bassingbourn	1,255.0	Longstanton	1,189.6
Bourn	431.2	Longstowe	89.8
Boxworth	103.6	Madingley	111.8
Caldecote	902.0	Melbourn	2,178.7
Cambourne	4,129.0	Meldreth	818.4
Carlton	97.0	Milton	1,757.2
Castle Camps	282.8	Guilden Morden	447.1
Caxton	251.1	Steeple Morden	525.8
Childerley	12.1	Newton	186.1
Chishill	334.9	Northstowe	1,291.2
Comberton	922.1	Oakington/Westwick	603.6
Conington	67.9	Orchard Park	810.7
Coton	381.5	Orwell	533.8
Cottenham	2,573.7	Over	1,215.4
Croxton	75.9	Pampisford	156.1
Croydon	107.6	Papworth Everard	1,390.3
Dry Drayton	322.3	Papworth St Agnes	32.7
Duxford	772.3	Rampton	205.0
Elsworth	315.8	Sawston	2,679.9
Eltisley	191.5	Great Shelford	2,050.5
Great Eversden	116.1	Little Shelford	386.7
Little Eversden	271.8	Shepreth	366.1
Fen Ditton	609.6	Shingay-cum-Wendy	63.1
Fen Drayton	391.5	Shudy Camps	148.8
Fowlmere	592.9	Stapleford	927.1
Foxton	562.5	Stow-cum-Quy	213.0
Fulbourn	1,966.5	Swavesey	1,115.3
Gamlingay	1,567.3	Tadlow	80.8
Girton	2,013.6	Teversham	1,039.3
Little Gransden	147.5	Thriplow	487.1
Grantchester	256.7	Toft	324.9
Graveley	93.5	South Trimpington	481.6
Hardwick	1,114.3	Waterbeach	2,174.1
Harlton	151.6	Weston Colville	205.6
Harston	826.8	West Wickham	194.8
Haslingfield	705.7	West Wratting	231.6
Hatley	94.2	Whaddon	221.1
Hauxton	595.8	Whittlesford	825.0
Heydon	125.1	Great Wilbraham	288.1
Hildersham	102.6	Little Wilbraham	190.4
Hinxton	162.2	Willingham	1,720.4
Histon	1,792.6	Wimpole	138.9
		DISTRICT TOTAL	<u>67330.7</u>

CALCULATION OF COUNCIL TAX BASE

1. All dwellings in the Parish are assessed by the Valuation Office, part of Revenue and Customs, and placed in the following bands:

<u>Valuation Band</u>		<u>Range of Values</u> <u>(at 1991 prices)</u>
A	up to	£40,000
B		£40,001 - £ 52,000
C		£52,001 - £ 68,000
D		£68,001 - £ 88,000
E		£88,001 - £120,000
F		£120,001 - £160,000
G		£160,001 - £320,000
H	more than	£320,000

2. The number of dwellings in each band is then adjusted to take account of:
- a) reductions in the number of dwellings
 - exempt dwellings
 - diplomats' dwellings (if any)
 - demolitions

 - b) additions to the number of dwelling
 - Ministry of Defence properties (if any)
 - Dwellings awaiting banding
 - New dwellings to be completed and occupied before the end of the next financial year

 - c) Adjustments
 - reductions in banding for disabled persons
 - 25% discount for single adults for Council Tax purposes

3. The adjusted number of dwellings in each band is then expressed as a single figure known as “band D equivalents” by multiplying by the relevant fraction:

<u>Valuation Band</u>	<u>Relevant Fraction</u>
A-	5/9
A	6/9
B	7/9
C	8/9
D	9/9
E	11/9
F	13/9
G	15/9
H	18/9

4. The District Council prudently estimates an allowance for losses on collection which is 0.6% for the next financial year. This percentage reduction is applied to the number of band D equivalents in the previous paragraph to arrive at the tax base for tax setting purposes.
5. The Parish precept divided by the tax base will give the Council Tax to cover Parish Council expenditure for a band D property occupied by two or more adults. The Council Tax for dwellings in other bands is calculated by multiplying by the relevant fractions in paragraph 3.
6. A similar calculation, using the same tax base, is also required for the District council, the County Council and the Police and Fire Authorities. Council Tax setting by the District involves the aggregation of all five calculations to arrive at the total Council Tax bill levied to meet the net expenditure of the Parish, District, County, Fire and Police.
7. The actual Council Tax payable will be reduced if discounts (paragraph 2c) and/or council tax benefits for persons on low incomes apply.
8. An illustration of the tax base calculation is shown on the next sheet:

Toft Parish Council	2023/24 Band D Equivalents
Number of Properties as at October 2022	299
Actual Tax Base on 03.10.2022	313.7
Expected New Properties Chargeable for whole year	20.7
Expected New Properties Chargeable for part of the year	0.0
Less Discount under LCTS	-7.6
Less Provision for uncollectable (0.6%)	-1.9
Tax Base for the Year	324.9

Parish Precept Requirement 2023/24

(to be completed by **all** parishes and **returned by 31/01/2023** including where a **NIL** precept is set)

Please return to: - Brenda.Robinson@scambs.gov.uk

Parish: Toft Parish Council

Amount required [words]:

Amount required [figures]: £

Name:

Position:

Please complete contact details for enquiries regarding the precept:

Telephone:

Email for remittance advice:

Where local councils request a precept of **£140,000 or more** from their taxpayers they are required to provide more detail of their spending plans, a template is provided below to assist you, this information will then be included in the Council Tax leaflet distributed to residents with the annual council tax bills.

Toft Parish Council	2022-23 Gross Expenditure £	2022-23 Net Expenditure £	2023-24 Gross Expenditure £	2023-24 Net Expenditure £
Cultural, Environmental and Planning				
Highways, Footpaths and Lighting				
Democratic Representation				
Corporate Management				
Capital Projects				
Total				
Contribution from balances				
Amount of Precept				

BANK DETAILS *(if changed)*

If the bank details change throughout the year, please advise: -

Accounts.payable@scams.gov.uk

South Cambridgeshire District Council, Accountancy Service, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA

Parish: Toft Parish Council

Address:
.....
.....
.....

Bank/Building Society.....

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 Sort Code

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 Account no

E-mail address for remittance advice.....

Contact name.....

Contact telephone number.....

Fax number.....

Authorised signatories:

Signed.....

Position.....

Signed.....

Position.....

Date.....

TAX BASE FACTSHEET

South Cambs District Council

1. What is the Tax base?

This is the average number of band D equivalent properties within your Town/Parish.

2. How the Tax base is calculated

The tax base is produced from the Council Tax system.

All dwellings in the Parish are assessed by the Valuation Office, part of Revenue and Customs, and placed in the following bands:

<u>Valuation Band</u>		<u>Range of Values</u> <u>(at 1991 prices)</u>
A	up to	£40,000
B		£40,001 - £ 52,000
C		£52,001 - £ 68,000
D		£68,001 - £ 88,000
E		£88,001 - £120,000
F		£120,001 -£160,000
G		£160,001 -£320,000
H	over	£320,000

The number of dwellings in each band is then adjusted to take account of:

- a) reductions in the number of dwellings, eg exempt, demolitions.
- b) additions to the number of dwelling eg new builds.
- c) Adjustments eg single occupancy discounts.

The properties are then translated into band D equivalent's using the ratios below:

Band A 6/9ths	Band B 7/9ths
Band C 8/9ths	Band D 9/9 (1)(one whole)
Band E 11/9ths	Band F 13/9ths
Band G 15/9ths	Band H 18/9ths

Finally, we add on the estimated number of Band D equivalents to be built in the year and apply an allowance for losses on collection rate.

This then gives us the total number of band D equivalent properties to use for the tax base.

3. What is the Tax base used for?

The tax base is used to calculate the Band D charge for each Town/Parish. This is done by dividing the total precept requirement by the tax base. This figure will be compared to the previous year's band D charge and published on the Council's website.

A common query is when the parish have set their precept at the same monetary value as the previous year but find that their charge per band D property has gone up. This will be due to the tax base having gone down i.e. number of properties we can collect from has gone down.

4. Why might the Tax base go down?

The tax base could go down due to more properties in that Town/Parish claiming for discounts, most commonly an increase in the number of properties claiming single occupancy discount. Other factors include homes being demolished, becoming empty, becoming second homes, boundary changes or a change in collection rate.

5. Who decides the precept?

The precept should be approved at the Parish Council's appropriate budget setting committee and a record kept of the approval.

The Appendix D form should be completed and emailed to Brenda.Robinson@scambs.gov.uk

6. Deadline for confirmation of your Precept Requirement

The deadline for Precept Requirements is sometime around the end of January. This is to ensure that all the data is available for setting the Council Tax which is done by the middle of February.

Council Tax cannot be set without precept requirement from **all** Parish Councils, Police and Fire Authorities, Cambridgeshire County Council and South Cambs District Council.

The Law requires that a Town/Parish must confirm even when their precept is nil.

A delay in Council Tax setting has a massive impact on billing to the public and payment of precepts.

It is imperative that Parish arrange their budget setting meetings appropriately so that they can meet the precept requirement deadline.

7. Payment of Precept

Half of the precept will be paid by the end of April and the other half by the end of September.

8. How will the Precept be paid

Payment will be made by BACS directly into the Town/Parish bank account.

Any changes to bank account must be notified on headed paper to:

Accounts.Payable@scambs.gov.uk

9. Parishes with a precept greater than £140k

If a Parish has a precept requirement greater than £140,000 they are required to provide a breakdown of expenditure and income to the public. This is published on our website <https://www.scams.gov.uk/council-tax/financial-information/parishes-with-yearly-expenditure-over-140k/>

Please complete the Appendix D with the appropriate information.

B M Robinson
25/01/2022