

**Minutes of the Annual (803rd) meeting of Toft Parish Council  
Held on Monday 15 May 2023 at 7.35 pm in The People's Hall, Toft  
Following the Annual Parish Meeting**

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

In attendance: 4 members of the public including Steve Pugh (Chairman, Village Hall Committee) and Mrs Gail Stoehr (Clerk).

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 MY, 2nd CW, unanimous)
  3. To appoint committees, working groups or any representatives on any other organisation or authority deemed necessary and conduct annual reviews  
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 Members' lead areas of responsibility should be as follows: (Prop MY, 2nd ED, unanimous)
    - Financial monitoring – Cllr Yeadon
    - Footpaths – Cllr Miles
    - Communications – Cllr Miles
    - Play inspection reports – Cllr Watson
    - Lot Meadow – Tricia Ellis Evans, if she is willing to continue
    - Village Maintenance – Cllr Yeadon
    - Highways – Fault reporting, Verge by the Church, LHI application – Cllr Darbyshire
    - Grass cutting – Cllr Harris
    - Dog and litter bins – Cllr Miles
    - Allotments – Cllr Yeadon
    - Notice boards and welcome packs – Cllr Miles
    - Police liaison – Deferred for further consideration
    - Planning – Cllr Yeadon
    - Defibrillator – Cllr Watson
    - Birdlings liaison – Cllr Collinson
    - Climate Change and Green Issues – Cllr Collinson
- Representation on other organisations or authorities:
- East West Rail and Cambridge Approaches – Cllr Yeadon
  - Toft People's Hall – Cllr Watson
  - Comberton Village College Community Governors' Liaison – Cllr Darbyshire.  
RESOLVED, as Cllr Darbyshire has not received emails for some time, to check with the Village College. Cllr Yeadon will assist if Cllr Darbyshire is unable to attend daytime meetings.
  - SCDC Community Champions – Cllr Yeadon
- 3.1 Standing Orders, Financial Regulations, Risk Assessment and other policies review – to consider if any policies need updating or any new policies adopting  
RESOLVED that there should be no changes. (Prop MY, 2nd EM, unanimous)
  - 3.2 Assets, Insurance policy and fidelity guarantee review  
Clarification was sought on the ownership of the People's Hall.  
RESOLVED that there should be no changes.
  - 3.3 Review of Parish Council land  
RESOLVED to note the following:  
Community land CB378985 (Lot Meadow)

Recreation ground CB298407

The Council is sole trustee to William Eversden Charity Allotments, Mill Lane.

The Village Green is still in the process of being registered with Land Registry. The Clerk has to find time to make a statement of truth and swear it before a solicitor and compile the additional information requested by and Registry.

**Public participation on agenda items and matters of mutual interest (includes reports from County and District Councillors and representation by members of the public)  
Steve Pugh, Toft Peoples Hall update on plans for the hall and planning application arrangements**

A resident reported ongoing flooding outside Beldams Close. The gutters had been cleared but the pipe underneath had collapsed and the flooding would continue until it was replaced.

Flooding in School Lane, outside the cottages at the northern end, was also reported.

Another resident explained that the water used to go into a pond in Beldams Close, but this had been filled in. He also provided information about a former ditch from the entrance to Home Meadow leading into a pond at Green Lane, which was now clogged, and about the drainage pipes outside 23 School Lane.

Cllr Darbyshire will report these issues on the CCC website.

A resident commented that cables were now being attached to posts in School Lane without ducting being used.

Steve Pugh, Chairman of Toft People's Hall Management Committee, circulated copies of the plans for the extension of the kitchen and re-location of the front entrance to improve disabled/pushchair access. An application for funding from the Platinum Jubilee Fund had been submitted and Stage 1 had been successful but the Village Hall Committee could not meet the requirements for Stage 2 of the process within the timescale, which included a fully designed scheme, planning permission, building regulations and quotations from three contractors. Mr Pugh requested that the planning application be submitted in the name of the Parish Council as Custodian Trustee, and asked if the Council would pay the application fee (subject to a 50% reduction for Parish Councils). He said that further funding requests would come forward in the future, and expressed the hope that the Council would contribute via S106 money.

On a proposition by the Chairman, it was agreed to take item 8.1 at this point.

8.1 Toft Peoples Hall – request that the Parish Council submit the planning application in its name

RESOLVED to approve the request that the Parish Council submit the planning application in its name and pay the 50% fee. (Prop MY, 2nd CW, unanimous)

**4. Apologies for absence and declaration of interests**

4.1 To approve written apologies and reasons for absence

Apologies were received from Cllrs Collinson (work commitment) and Harris (out of parish).

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

None.

4.3 To receive written requests for dispensations and to grant any dispensations

None.

**5. To approve the minutes of the last meeting on 3 April 2023**

RESOLVED that the minutes of 3 April 2023 be approved as a true record and signed by the Chairman. (Prop MY, 2nd EM, unanimous)

**6. To consider any resolutions from the Annual Parish Meeting**

None.

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

7.1 (3.2) Climate Change and Green issues – to consider revised Environmental Policy

RESOLVED to defer this item to the next meeting in the absence of Cllr Collinson.

- 7.2 (7.1) Proposal that the Parish Council consider the supply of three boulders at a maximum cost of £400.00 from Barnolds Supplies Ltd, Capability Barns in Fen Drayton and arrangements for their purchase

RESOLVED, given the potential risk of damage to vehicles, the difficulty of moving boulders which might not be in keeping, not to proceed with the purchase of boulders, but to consider other options, such as small posts with reflectors, instead.

RESOLVED that Cllrs Yeadon and Darbyshire should look for suitable posts and bring a proposal to a future meeting.

- 7.3 (7.11) To consider whether the Parish Council should explore public electric car chargers

RESOLVED to defer this item to the next meeting in the absence of Cllr Collinson.

**8. To consider correspondence received since the last meeting requiring the Council's attention**

- 8.1 Toft Peoples Hall – request that the Parish Council submit the planning application in its name

Taken earlier.

- 8.2 Resident - offer of a donation of £1000 for celebrating the King's Coronation, or possibly to be used for the construction of a notice board at Birdlings or for a variety of other requirements for the village of Toft

Cllr Yeadon reported that a resident had kindly made a donation of £1000 towards Coronation expenses or a contribution towards the Birdlings notice board or other item of benefit to the village.

RESOLVED gratefully to accept the offer and that Cllr Yeadon should thank the resident for the donation and for providing information regarding trees at Brookside.

RESOLVED that Cllr Yeadon will make enquiries about the final costing for the Coronation celebrations, and bring a proposal to the next meeting.

A proposal by Cllr Miles that the money be used for a new notice board for the village was not seconded.

**9. Finance, Procedure and risk assessment and use of delegated powers**

- 9.1 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 Playsafety (RoSPA report) £102.60, but not the payment for £118.80 to Morelock (MVAS PCB) which was duplicated and included in error. (Prop MY, 2nd EM, unanimous)

Salaries		£169.93
LGS Services	Admin support April 23	£537.79
Cam Valley Forum	Affiliation fee	£10.00
Buchans	Grass cutting (April)	£715.07
LGS Services	Payroll FY23	£79.20
Toft People's Hall	Room Hire	£15.00
Buchans	Grass cutting (March)	£326.27
CAPALC	Affiliation fee	£325.83

Credits, including bank interest and receipt of the precept, were noted.

- 9.2 To receive play inspection reports and consider any work required

Cllr Watson reported that the signs in the playground had been replaced and attached to a post.

RESOLVED that the Chairman will try to remove the old keyholders sign.

Cllr Watson has removed litter left following the Coronation and dug out thistles over the mound.

- 9.3 To consider any matter which is urgent because of risk or health and safety and relates to Council property

None.

- 9.4 To consider the RoSPA report

Cllr Watson reported that a couple of remedial jobs were required including tightening loose screws, and twisted swing chains. Cllr Yeadon had secured the goal post nets. RESOLVED that Cllr Watson will submit a costed proposal for equipment to replace the toddler climbing frame, and also for the musical equipment, in time for the next meeting, when this will be an agenda item.

- 9.5 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 1<sup>st</sup> April 2022 and 31 March 2023)  
RESOLVED that the Parish Council is satisfied with the system of internal control that is in place.
- 9.6 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 ED, unanimous)
- 9.7 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 ED, unanimous)
- 9.8 To consider the Accounting Statements (Section 2 of the Annual Return)  
The Accounting Statements were considered.  
Clarification is to be provided about item 4.
- 9.9 To approve the Accounting Statements by resolution  
RESOLVED that the Accounting Statements be approved by resolution of the Parish Council. (Prop MY, 2nd EM, carried with 1 abstention)
- 9.10 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting  
The Accounting Statements were signed and dated by the Chairman.
- 9.11 To complete the certificate of exemption – AGAR 2022/23 Part 2  
The Parish Council is not eligible this year.
- 10. To consider any Planning or Tree works applications or related items received**
- 10.1 Planning applications  
None.
- 10.2 SCDC decisions for information
- 10.2.1 20/01992/NMA1 – Bennell Farm, West Street – Non-material amendment on application 20/01992/FUL to amend the wording of conditions 4, 6, 7 and 23 – Permission granted by SCDC.
- 10.2.2 20/03757/CONDB – Land adjacent to 6 Hardwick Road – Submission of details required by condition 7 (Scheme for disposal of surface water and foul water) of planning permission 20/03757/FUL – Condition discharged in full
- 10.2.3 21/01919/CONDB – Land rear of 6 Hardwick Road – Submission of details required by condition 10 (Scheme for disposal of surface water and foul water) of planning permission 21/01919/FUL – Condition discharged in full
- 10.2.4 20/03339/CONDB – Land west of 80 West Street – Submission of details required by conditions 3 (CEMP), 4 (Foul and surface water drainage), 5 (Materials) and 6 (Landscaping scheme) of planning permission 20/03339/FUL – Split decision
- 10.3 Tree works applications  
None.
- 11. Members items and reports for information only unless otherwise stated**
- 11.1 Village Maintenance  
Nothing to report.
- 11.2 Highways  
Cllr Darbyshire reported on a Teams meeting with Daniel Nye of CCC to discuss traffic calming options. He had confirmed that the 20 mph limit for the High Street and School Lane would be dealt with as soon as possible.

The following areas had been discussed:

- There is little scope for measures in the High Street due to the parked cars.
- There are a few broken down cars in the car park.
- One possible option would be to install reminder signage, counting down (3,2,1) to 30 mph as drivers approach Toft from the Bourn direction. This would be the best solution on the B1046 due to the bend.
- “Slow” signs to be re-painted on the approach to the bend by the shop. Cllr Darbyshire will look into the suggestions of rumble strips or speed bumps.
- On the approach into Toft from Hardwick, whilst there is a Give Way sign it is difficult to see and drivers have to edge out.
- On the approach into Toft from Comberton, a chicane and 3,2,1 countdown signs were suggested. The chicane could be positioned with the golf club on the left to make drivers give way to vehicles coming out of Toft.
- The aim would be to slow vehicles down at several points, provided buses and farm vehicles would not be impeded.
- Zebra crossings would be very difficult to install due to the bends in the road. The only possibility would be adjacent to the bus stop by Home Meadow where there is a dropped kerb and a small lay-by. Cllr Darbyshire recommended applying for this option as it was feasible, subject to a contribution of 10% by the Parish Council.

RESOLVED that Cllr Darbyshire should check on the process for making an application. RESOLVED to note that the application for a 20 mph limit for the whole village would have to be made next year, and that Cllr Darbyshire should check the requirements and begin preparing the application at an early stage so that surveys or other evidence could be provided.

RESOLVED to discuss the options in more detail at the next meeting and clarify what measures the Parish Council would wish to support.

#### 11.3 Toft People’s Hall

Cllr Watson reported that she had missed the last People’s Hall meeting. The planning application had been revised in the light of comments made.

#### 11.4 Footpaths

RESOLVED to re-send the letter to a landowner regarding the proposed new footpath as it had previously been sent to an incorrect address. This is to be an agenda item for the next meeting.

The Chairman reported on a letter from a resident regarding the ownership of a field adjacent to Brookside, and will speak to the resident about this.

A tree on the footpath in Pinfold Well Lane had been reported to CCC. It had been established that the tree was the responsibility of the landowner on the other side of the fence and was not the Parish Council’s responsibility.

#### 11.5 Defibrillator report

The Defibrillator is in good working order. The training has not yet been organised.

#### 11.6 Birdlings liaison

Nothing to report.

#### 11.7 Operation Orb update

Cllr Miles reported that the event had been very successful, with a great community spirit and everyone had enjoyed a fantastic weekend.

#### 11.8 Toft Nature – the land on Brookside opposite the thatched cottage – proposal to increase wildlife/biodiversity

Cllr Darbyshire reported on suggestions to encourage nature in Toft:

- The purchase of some nesting boxes for areas such as behind the bus shelter or at the People’s Hall.
- Wildflowers for the Village Green and night scented flowers for moths.
- Cllr Miles suggested daffodils in Church Road and asking the Woodland Trust to put an owl nesting box in Toft Wood.

- Cllr Watson suggested involving local children and public participation.
- Volunteers were needed to plant bulbs.
- Suggestions should be put to residents, encouraging them to do one thing to help wildlife/biodiversity.
- Cllr Darbyshire reported that she had looked into the ownership of the land at the bottom of School Lane, which could potentially be used as a small nature reserve, and proposed making contact to raise the suggestion with the owner.

RESOLVED that Cllr Darbyshire should look at the options and bring a costed proposal to a future meeting.

11.9 Update on speed monitors

Cllr Yeadon reported that the new speed monitor had arrived and that he would pass the PCB to Cllr Collinson.

11.10 Update on EWR

Cllr Yeadon reported that an update was to come out later this month.

11.11 Request for tree works in Pinfold Well Lane

Taken earlier.

12. Closure of meeting

Cllr Darbyshire gave her apologies for the next meeting.

There was no further business and the meeting closed at 9.23 pm.

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

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