

Toft Parish Council

I hereby give notice that the 808th meeting of Toft Parish Council will be held
on Monday 6 November 2023 in the People's Hall, Toft at 7.00 pm

The Public and Press are invited to be present. Members of the Public are welcome to attend and
may speak under the Open Public Session only

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

Ben Stoehr

Mr Ben Stoehr, Clerk, 1/11/23

AGENDA

Comments and observations from members of the public on items on this agenda only and reports from the District and County Councillors

- 1. Apologies for absence and declaration of interests**
 - 1.1 To receive 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) Proposal to purchase owl/bat boxes – to consider report and recommendations ^(ED)
 - 3.2 (3.4) Purchase of musical instruments – to consider updated quote and installation costs ^(CW)
 - 3.3 (3.4) Proposal for new climbing frame – to consider any recommendations received ^(CW)
 - 3.4 (5.2) Refurbishment of play equipment – to consider quotations if received
 - 3.5 (7.3) Toft People's Hall – update regarding revised planning application ^(CW)
 - 3.6 (8) Next Door/Instagram/Facebook
- 4. To consider correspondence received requiring the Council's attention**
 - 4.1 SCDC Polling District Review (deadline 27 November)
 - 4.2 Natural Cambridgeshire – Small Grants for Nature
 - 4.3 CCC Winter Gritting
- 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 Review of signatories on bank accounts
- 6. To consider any Planning or Tree works applications or related items received**
 - 6.1 Planning applications
 - 6.1.1 23/03339/CONDD – Land west of 80 West Street – Submission of details required by Condition 10 (Zebra crossing) of planning permission 20/03339/FUL.
 - 6.1.2 23/03765/TELNOT – Near 80 West Street – Installation of 1x10m medium pole
 - 6.2 SCDC planning decision notices for information
 - 6.3 Tree works applications
 - 6.3.1 23/1259/TTCA – Manor Cottage, Church Road
 - 6.3.2 23/1244/TTCA – 1 Hardwick Road.
 - 6.3.3 23/1240/TTCA – Toft Manor, Church Road
- 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 ^(CW)
 - 7.4 Footpaths ^(EM)
 - 7.5 Defibrillator report ^(CW)
 - 7.6 Birdlings liaison ^(SC)
 - 7.7 Update on the small plot by the Green and future plans for the area ^(MY)
 - 7.8 Correspondence from a resident regarding Bourn Brook monitoring ^(MY)
 - 7.9 Grants for Nature ^(EM)
 - 7.10 Summary of Woodland Trust Plan for Toft Wood ^(EM)
 - 7.11 Blocked Drains ^(RH)
- 8. Closure of meeting**

Clerk report to Toft Parish Council meeting on 6 November 2023

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
2. To approve the minutes of the last meeting on 2 October – attached
3. To consider any matters arising from the last or a previous meeting including
- 3.2 (3.4) Purchase of musical instruments – to consider updated quotation and quotation for installation if received
Cllr Watson has written:
“I have attached the quote for the three instruments we agreed to purchase at the last Parish Council meeting along with the company's terms and conditions (Ben may wish to peruse those).
Daniel, from Percussion Play (who has been very helpful), says "We do not offer an installation service, but the process has been simple. In most cases, there is little assembly required as the instruments arrive part assembled, and no specialist tools are required. Many of our customers will cut back on contractor costs and have the installation carried out by the site maintenance team, the staff, or a group of volunteers." I am hoping to speak to the 'fencing man' tomorrow. I would like this purchase as an agenda item please for approval. I will update you on installation and likely costs.”
And
“I have received a quote for the purchase of the three musical instruments that we agreed to purchase at the last Toft parish Council meeting. I have attached this. However, I have noticed that only the small babel drum is quoted and so I will need to update this quote when I receive the correct one. I have also asked a local contractor to quote for the installation of these instruments. I will send this to you once I receive it.”
Updated quotation attached – installation quotes awaited at the time of writing.
- 3.3 (3.4) Proposal for new climbing frame – to consider any recommendations received ^(CW)
Cllr Watson writes:
“The Chair has identified a toddler climbing frame that might be suitable. Could you add a discussion of this to the agenda also please. Martin has the link to the web site.”
- 3.4 (5.2) Refurbishment of play equipment – to consider quotations if received
Quotations have been sought and will be brought to the meeting if received.
- 3.5 (7.3) Toft People's Hall – update regarding revised planning application
Raised at the last meeting.
- 3.6 (8) Nextdoor/Instagram/Facebook
Proposed at the last meeting.
- 3.7 (William Eversden's Charity) Allotment clearance and steps – to consider quotations if received
Quotations have been sought for the works at the allotments. Nothing has been received as yet.
4. SCDC Polling District Review (deadline 27 November)
We are currently undertaking a review of our polling districts in South Cambridgeshire. All councils are required by law to keep their polling districts and places under review. Polling districts are the building blocks of electoral areas. Most of our polling districts are formed along the same boundaries as our parishes. To make the review more inclusive we are also asking for views on our polling station arrangements, including looking at accessibility of stations for disabled voters.

We are starting our review now and would like to invite parish councils to share their views. Full details can be found on our website at <https://www.scambs.gov.uk/your-council-and-democracy/elections/polling-district-review/>

If you wish to comment or have any questions please contact elections@scambs.gov.uk. The consultation is open until 27 November.”

Beth Lock | Electoral Services Support Officer

4.2 Natural Cambridgeshire – Small Grants for Nature

The following has been received via District Cllr Nieto:

“The small capital grants scheme offering awards of upto £5,000 for communities who wish to do more for nature where they live is now open for applications:

<https://www.cambscf.org.uk/fund-for-nature>.

The fund is enabled by monies from the Cambridgeshire and Peterborough Combined Authority's £1m Doubling Nature Fund, which is being managed by Natural Cambridgeshire.

The deadline for this first round of projects is 1st November, for projects due to start in Spring 2024; there will be a further call for projects next year the deadline for which will be 1 May 2024. Applicants will need to show how their project will directly contribute to 'Doubling Nature' and make reference to objectives contained within Natural Cambridgeshire's Local Nature Recovery Toolkit,

https://naturalcambridgeshire.org.uk/wp-content/uploads/2021/01/Doubling-Nature_Local-nature-recovery-toolkit.pdf.

Please do circulate this opportunity to your networks and within your own local community. Questions about the fund can be emailed to the Cambridgeshire Community Foundation at info@cambscf.org.uk or directly to Natural Cambridgeshire at Communities@naturalcambridgeshire.org.uk.”

Helen Dye
Co-ordinator, Natural Cambridgeshire

4.3 CCC Winter Gritting

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

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

5.4 Review of signatories on bank accounts

The Council currently have 3 signatories on the Unity Trust Account – Cllr Yeadon, Cllr Miles and Cllr Watson. Do the Council want to add any more?

Natwest currently have 2 signatories – Cllr Yeadon and Cllr Miles.

Nationwide currently only has 1 current Councillor as signatory – Cllr Yeadon

Clerk notes – Budget/Precept meeting will be held at the December meeting this year

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 may choose its own wording to show whether it agrees with an application or not and can now both support/approve or object/ refuse etc parts of the same application

The Parish Council should include material planning reasons why the Council take this stance via its comments.

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

Material planning reasons:

Planning reasons:

6.1 Planning applications

6.1.1 23/03339/CONDD – Land west of 80 West Street – Submission of details required by Condition 10 (Zebra crossing) of planning permission 20/03339/FUL.

6.1.2 23/03765/TELNOT – Near 80 West Street – Installation of 1x10m medium pole in soft ground

6.2 SCDC decision notices

6.2.1 23/03114/CLUED – 19 Millers Road – Certificate of lawfulness under S191 for confirmation that a garage that has been converted to ancillary accommodation is deemed lawful – Certificate granted.

6.3 Tree works

6.3.1 23/1259/TTCA – Manor Cottage, Church Road

6.3.2 23/1244/TTCA – 1 Hardwick Road.

6.3.3 23/1240/TTCA – Toft Manor, Church Road

7. Members' items

7.8 Proposal that the Parish Council considers correspondence from a resident regarding Bourn Brook monitoring ^(MY)

Letter from resident attached.

7.10 Summary of Woodland Trust Plan for Toft Wood ^(EM)

Attached

7.11 Blocked Drains ^(RH)

"I noticed that many drains were blocked by the large amounts of straw left by PX farms straw lorries and as a result, the high street in Toft ran like a river during a couple of recent heavy downpours. I wanted to ask the councillors if there was any method of getting PX farms to pay for a council road sweeper to clean the routes they use when they have finished transporting all their straw. It's a question for discussion really."

This has been reported to CCC Highways by Cllr Harris.

8. Closure of meeting.

**Minutes of the (806th) meeting of Toft Parish Council
Held on Monday 2 October 2023 at 7.15 pm in The People's Hall, Toft
following the William Eversden's Charity Meeting**

Present: Councillors: M Yeadon (Chairman), S Collinson, E Darbyshire, R Harris and C Watson.
In attendance: 2 members of the public and Mrs C Newton (Minutes Secretary, LGS Services).

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

Following a complaint last year about smoke on Bonfire Night, a resident asked whether there were any rules on private bonfires. It was suggested that the resident contact the District Council if there was a problem.

It was reported that a green bin in School Lane had not been emptied last Thursday. The telephone number for SCDC Waste Management shown on the bin was no longer in use.

Overgrown hedges between the People's Hall and Stoney Lane were obstructing the pavement and pedestrians had to walk on the road. This should be reported to CCC online. Cllr Darbyshire agreed to look into the matter.

A tree in Pinfold Well Lane had fallen and had been moved.

1. Apologies for absence and declaration of interests

1.1 To approve written apologies and reasons for absence
None.

1.2 To receive declarations of interests from councillors on items on the agenda
None.

1.3 To receive written requests for dispensations and to grant any dispensations
None.

2. To approve the minutes of the last meeting on 4 September 2023

RESOLVED that the minutes of 4 September 2023 be approved as a true record and signed by the Chairman.

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

3.1 (3.1) Proposal to purchase owl/bat boxes – to consider report and recommendations

RESOLVED to defer this item to the next meeting as it was believed that Tricia Ellis-Evans may have some boxes. Prior permission to erect them would also be required.

3.2 (3.3) RoSPA report works – to consider report and recommendation on toddler swing

RESOLVED to receive the Chairman's verbal report that he had fixed the chain and tightened the bar on the toddler swing.

3.3 (5.3) Resident offer of replacement bench – update

RESOLVED to receive the Chairman's report that he had ordered a bench and delivery was due on 6 October. The resident was happy with the cost and will transfer the funds to the Parish Council, whereupon Cllr Yeadon will be reimbursed for the costs, including the plaque.

3.4 (7.0.8) Proposal for new play equipment – to consider recommendations and quotes

Cllr Watson's previously circulated report was noted.

RESOLVED to approve the purchase of the musical equipment at a price of over £6,000, but to establish the total cost including installation before ordering.

Cllr Watson should seek quotations for installation from a local contractor. and that Cllr Collinson should find and pass on the names of other contractors to Cllr Watson.

RESOLVED that all members should look for a suitable replacement climbing frame and that this should be an agenda item for the next meeting.

- 3.5 (8) Proposal to consider purchase of a new music system for the People's Hall
RESOLVED to purchase a new music system for the People's Hall at the price of £3,120.00 or up to 10% higher.
- 3.6 (3.5 of 5.6.23 and 3.4 of 6.2.23) To consider revised quotations for the purchase of a notice board at the Birdlings and a replacement Parish Council notice board
RESOLVED to purchase two notice boards from JAKK for the cost of £2,118.00, subject to a 5% discount if paid by BACS.
The notice boards should be engraved with the wording "Toft Parish Council" in black and that they should be lockable.
Cllr Collinson will take delivery of the notice boards. The order will be placed once the installation costs are known.

Cllr Collinson left the meeting briefly at 8.00 pm and returned at 8.01 pm.
4. **To consider correspondence received since the last meeting requiring the Council's attention**
None.
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
RESOLVED to receive the financial report and check the invoices and bank statements before the payments were approved, plus Zurich (Insurance) £396.00. (Prop MY, 2nd CW, unanimous)
- | | | |
|---------------------------|----------------------------|---------|
| Salaries | August and September | £169.93 |
| M Yeadon | Church bench | £382.50 |
| Buchans | Grass cutting August | £715.07 |
| Morelock | MVAS battery | £163.20 |
| PKF Littlejohn | External audit | £378.00 |
| Community Heartbeat Trust | VETS session defibrillator | £210.00 |
| LGS Services | Admin support | £454.76 |
- Credits, including allotment rents and receipt of the precept, were noted.
- 5.2 To receive play inspection reports and consider any work required
Cllr Watson reported that weeds had been pulled out and the wood needed repainting and cleaning, the benches needed repair/refurbishment and the goal post was loose and rusty.
RESOLVED to seek quotations for the works.
- 5.3 To consider any matter which is urgent because of risk or health and safety and relates to Council property
None.
- 5.4 To consider insurance renewal
RESOLVED to approve renewal of the insurance cover with Zurich at a premium of £396.00 per annum.
- 5.5 To consider recommendation from the External Auditors regarding a separate bank account for the William Eversden's Charity (allotments) funds
RESOLVED to follow the advice of the RFO as to what course of action is best and complies with the concerns.
- 5.6 To note the conclusion of the External Audit
RESOLVED to note the conclusion of the External Audit.
6. **To consider any Planning or Tree works applications or related items received**
- 6.1 Planning applications
- 6.1.1 21/01919/CONDC – Land rear of 6 Hardwick Road – Submission of details requested by Condition 7 (Contamination) of planning permission 21/01919/FUL.
RESOLVED that the Parish Council has no comments.

6.1.2 20/03757/CONDC – Land adjacent to 6 Hardwick Road – Submission of details required by condition 3 (Contamination and remediation) of planning permission 20/03757/FUL
RESOLVED that the Parish Council has no comments

6.2 SCDC decisions for information
None.

6.3 Tree works applications

6.3.1 23/1054/TTCA – 6 Glebe Close (new application)
RESOLVED that the Parish Council has no comments.

6.3.2 23/1055/TTCA – Priory Cottage
RESOLVED that the Parish Council has no comments.

6.3.3 23/0985/TTCA – 26 High Street
RESOLVED to note the response made by the Clerk under delegated powers. The Parish Council had no comments.

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

7.1 Village Maintenance

It was noted that a tree that had come down in Green Lane had been reported and cleared.

7.2 Highways

Overhanging vegetation at the corner of Toft and Bourn had been reported to CCC. Re-lining of the main road will take place this financial year. A pedestrian crossing is to be installed by the Comberton Co-op.

7.3 Toft People's Hall

Cllr Watson reported that a planning application had been drawn up for the extension but this is likely to be revised and will be brought back to the next meeting.

7.4 Footpaths

Nothing to report.
RESOLVED that Cllr Miles should again report the footpath gates at the end of Millers Road, Long Field, and opposite the Church to CCC.

7.5 Defibrillator report

Cllr Watson reported that the defibrillator training had been publicised in the Calendar and on the Social Club's Facebook page.

7.6 Birdlings liaison

Nothing to report.

There is a consultation on the Woodland Trust 5 year plan. Comments should be made by 26 October if so wished.

7.0.7 Website

RESOLVED that Cllr Miles should ask for the Parish Council website to be added to the Calendar.
REOSLVED that Cllr Darbyshire should keep the website up to date.
RESOLVED to change the photograph on the website.

8. Closure of meeting

Nextdoor/Instagram is to be an agenda item for the next meeting.

There was no further business and the meeting closed at 8.37 pm.

SignedChairmandate.

Quotation



Invoice To:
Toft Parish Council
5 School Lane
Toft
Cambridge
CB23 2RE
England
Christine Watson
Tel: 0773094 1946
Email: cjlw53@cam.ac.uk
Tax ID:
Purchase Order Number
Customer Job Reference Toft Playground

Deliver To:
Invoice Address

Percussion Play Ltd
Staple Ash Lane
Froxfield
Hampshire
GU32 1DJ

UK/ROW +44 (0) 1730 235180 info@percussionplay.com
USA/CAN +1 (866) 882-9170 www.percussionplay.com

Our Job Reference QU/92754
Quotation Date: 27-Sep-2023

Delivery Lead Time (days) 00
Quotation Valid Until: 27-Oct-2023

Part Number:	Part Description:	Part Text:	Qty:	Unit Price:	Value:
PPHARMXXXG	Harmony - (Ground Fix)		1	1,940.00	1,940.00
PPBABLLGXXG	Babel Drum (Large) - G-Major (Ground Fix)		1	1,830.00	1,830.00
PPRSAMSTHG	Heavy Duty Rainbow Sambas (Set of 5) - (Ground Fix)	Standard Colours	1	1,890.00	1,890.00
PACKDEL	Packaging and Delivery/Freight		1	566.00	566.00

PLEASE NOTE: DELIVERIES CAN TAKE PLACE UP TO THE CLOSE OF BUSINESS ON THE DELIVERY DATE AND WE THEREFORE RECOMMEND **NOT TO** PLAN INSTALLATION DATE TO COINCIDE WITH THE EXACT DATE OF DELIVERY.

Additional Text:

Sub Total GBP (Excl. TAX) 6,226.00
20.00% TAX 1,245.20
Total GBP (Incl. TAX) 7,471.20

THIS QUOTATION IS TO SUPPLY ONLY NOT INCLUDING INSTALLATION. INTERNATIONAL COMMERCIAL TERMS AS SPECIFIED ABOVE (INCOTERMS 2010)

PLEASE QUOTE OUR JOB REFERENCE QU92754 WHEN MAKING ENQUIRES. PERCUSSION PLAY TERMS AND CONDITIONS OF SALES APPLY. ERRORS AND OMISSIONS EXCEPTED.

File Path: F:\Percussion Play\Production\QUOTATIONS\QU_92700-92799\QU_92754 (ZZZZ001) (Quotation)
Last Printed/Modified: 24/10/2023 09:31

Bourn Brook

Dear Parish Councillors

Over the past couple of years while walking on Brookside I have seen the state of Bourn Brook deteriorating. The stones are now covered in sludge and lately I have seen no fish in the water except for the American crayfish living in the banks.

Following the campaigns in the press and several TV programmes about the state of our rivers, I would like to encourage villagers to get involved in monitoring the water quality and investigating how our river seems to have become so polluted.

The Cam Valley Trust(CVT) monitors the Cam and its tributaries but they have limited resources so are very pleased that we are interested in studying our stretch of this stream here in Toft. They have agreed to give a short presentation to anyone in the village who is interested or would like to join us.

I am not a scientist and need help to get this project running. I have been asking various residents who *are* qualified to join a working party to collect and process the data and investigate the source of the problems with the river.

We hope that as a community project we can ask for the support of the Parish Council. Do you still have a Counsellor who can advise us on environmental issues?

The People's Hall has been looked for a meeting and a short presentation by the Cam Valley Trust on 2 December at 15.00, to encourage and inform the residents about Bourn Brook and garner support for this project.

CVT will help us get started but eventually we will need to buy some equipment for testing the water. At the moment I have no idea what we need but when we do know, any contribution would be gratefully received.



TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Nov-23

Summary of previous month

Balance brought forward 135,548.76

Adjustments

Expenditure approved at previous / between meetings

UNITY TRUST	SERVICE FEE	-18.00
ZURICH	INSURANCE	-396.00
OPUS ENERGY	STREETLIGHT ENERGY	-264.72

Credits

HMRC	VAT CLAIM	1005.09
PLOT 4B 6A 6B	ALLOTMENT RENT	45.00

Total Adjustments 371.37

Balance revised after adjustments 135,920.13

Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Unity Trust Bank	72,312.20	72,312.20	0.00
Natwest Current Account	26,918.01	26,918.01	
Nationwide BS	36,689.92	36,689.92	
Total	135,920.13	135,920.13	0.00

Expenditure for approval

	£
SALARIES	169.93
M SEBBORN	3049.87
BUCHANS	715.07
LGS SERVICES	451.61

4,386.48

Balance C/F **131,533.65**

Ben Stoehr
Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting

£26,628.69 IS TO BE TRANSFERED OUT OF THE NATWEST ACCOUNT TO LEAVE THE ACCOUNT SOLEY FOR WILLIAM EVERSDEN CHARITY USE. THIS WILL LEAVE A BALANCE OF £289.32. WHEN THE RENTS HAVE BEEN RECEIVED THEY WILL BE PAID ACROSS.

Summary of Woodland Trust Management Plan : Toft Wood

(Plan period – 2023 to 2028)

The long term vision for Toft Wood is for the majority of the site to be managed as high forest consisting of primarily native broadleaved tree and shrub species, with an element of standing and fallen deadwood. The woods species mix will consist of primarily Oak and Field maple, supported by species such as Cherry , Willow , Small leaved lime and Silver birch. Ash will still be a component of the site, but this is most likely to be providing the important feature of, standing and fallen deadwood habitat within the wood due to Ash Dieback. The areas where the Ash have died and opened up the canopy, will provide areas for ground flora and natural regeneration to flourish, and provide an understorey layer. Shrub species will include species such as Hawthorn, Hazel, Blackthorn, Dog Rose , Crab Apple , Dogwood and Spindle.

The wood will also be part of a much wider connected landscape linking Toft Wood to the nearby Hardwick Wood SSSI managed by the Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire. In addition to the native broadleaved woodland , the site will continue to provide an open area of grassland in the centre of the site . This area will be managed as open grassland and will be maintained annually to conserve its quality.

The woodland will be open to the public in perpetuity. Low key public access will be maintained at the site and the paths, signs and other furniture that allows safe access for the public will be maintained in good order. The wood is primarily for the use and enjoyment of the people of Toft Parish and the other immediately neighbouring parishes. The wood will continue to link to the local public footpath networks and will be part of the much wider access provision in the area and will provide publicly accessible links between Toft Wood and the nearby Hardwick Wood. (The full report can be found on the Toft Village Website or by email from Cllr. Miles -cllr.miles@tpc.toft.org.uk)