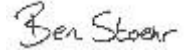


Toft Parish Council

I hereby give notice that the 809th meeting of Toft Parish Council will be held
on Monday 4 December 2023 in the People's Hall, Toft
at approximately 7.10 pm following the William Eversden Charity (Allotments) meeting

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



Mr Ben Stoehr, Clerk, 29/11/23

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 (Open) To consider whether to apply for a 20 mph limit throughout the village ^(MY)
- 3.2 (3.1) Proposal to purchase owl/bat boxes – to consider recommendations and quotations ^(ED)
- 3.3 (3.2) Purchase of musical instruments – to consider quotation for installation costs ^(CW)
- 3.4 (3.3) Proposal for new climbing frame – to consider any quotations received ^(CW)
- 3.5 (3.4) Refurbishment of play equipment – to consider quotations received
- 3.6 (5.3) Tree near entrance to the Meadow – to consider report and recommendation ^(MY)
- 3.7 (7.1) Grass cutting 2023 season – consider report and any recommendations for 2024 ^(RH)
- 3.8 (7.2) Report on LHI meeting and to consider whether to submit a bid for 2024/2025 ^(MY)
- 3.9 (7.7) Small plot by the Green – to consider report on meeting, recommendations and how they should be funded, including whether to purchase a replacement tree ^(MY)
- 3.10 (7.7) Bourn Brook monitoring – to consider report on meeting ^(RH, MY)

4. To consider correspondence received requiring the Council's attention

- 4.1 SCDC – Arc4 consultation on Gypsy and Traveller Accommodation Needs Assessment
- 4.2 SCDC – Six free trees scheme (Deadline 22 December)

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
- 5.3 To consider any matter which is urgent because of risk or health and safety
- 5.4 To review the budget FY2024 and consider arrangements for any outstanding projects or spending and also the earmarked reserves
- 5.5 To consider and approve the budget for FY2025
- 5.6 To set the precept for FY2025

6. To consider any Planning or Tree works applications or related items received

- 6.1 Planning applications
- 6.2 SCDC planning decision notices for information
- 6.3 Tree works applications
 - 6.3.1 23/1365/TTCA – 9 Brookside
 - 6.3.2 23/1299/TTCA – Field rear of 15 School Lane.
 - 6.3.3 23/1290/TTCA – Bay Tree Barn, 1 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 Wildlife survey ^(EM)

8. Closure of meeting

Clerk to the Council, Mr Ben Stoehr, 30 West Drive, Highfields Caldecote, CB23 7NY
Tel 01954 210241 Email clerk@tpc.toft.org.uk

Clerk report to Toft Parish Council meeting on 4 December 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 6 November – 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 quotation for installation costs if received
The installation quote has not yet been received. As it is not known at the time of writing whether this will be over £500, it has been added to the agenda. It will also be necessary to decide who is to take delivery.
- 3.4 (3.3) Proposal for new climbing frame – to consider any quotations received ^(CW)
Quotations awaited at the time of writing.
- 3.5 (5.2) Refurbishment of play equipment – to consider quotations received
Quotations will be brought to the meeting.
- 3.11 (William Eversden's Charity meeting) To consider quotations for clearing the path through the allotments and for installation of rustic steps
Quotations will be brought to the meeting.
4. **Correspondence**
- 4.1 SCDC and Cambridge City Council – Arc4 consultation on Gypsy and Traveller Accommodation Needs Assessment
“SCDC have written:
“Arc4 has been commissioned by South Cambridgeshire and Cambridge City Councils to prepare a Gypsy and Traveller Accommodation Needs Assessment (GTAA), including Boat Dwellers.
The overall aim of the GTAA is to provide a clear, robust, and credible evidence base to inform the development of planning policies.
As part of our research, we are contacting a range of stakeholders including Parish Councils to obtain feedback by completing as many questions as you feel able to answer. Please complete as many questions as you would like to but we are particularly interested in your views on unauthorised encampment activity in your parish.
A Stakeholder Survey Privacy Notice can be found [here](#).
Thank you in anticipation for your assistance.”

Arc4 have written:
“Arc4 has been appointed to support South Cambridgeshire District Council and Cambridge City Council. One aspect of the study is to visit all Gypsy and Traveller sites and update information on the current number of pitches and caravans on these sites.
As part of our stakeholder consultation, which is a key part of the methodology, I have attached a questionnaire for you to complete and send back to lynne.shaw@arc4.co.uk by **Friday, 10th November**. (Note: A time extension has been obtained)
If you would like to discuss this further, then please let me know and I will arrange for you to speak to Michael Bullock, Managing Partner.”
Questionnaire attached.
- 4.2 SCDC – Six free trees scheme (Deadline 22 December)
“We are excited to once again be offering Six Free Trees (or one larger potted tree) to all parish councils in South Cambridgeshire, in partnership with English Woodlands. If you

have a suitable site and can commit to planting and upkeep, express your interest [here](#) and we'll get in touch to arrange your order. All trees must be ordered by 22 December 2023.

This is a great opportunity to increase tree cover, promote biodiversity and provide new habitats in your area – not to mention the carbon sequestration benefits of trees! There are a selection of native varieties to choose from including silver birch, wild cherry and English oak.

We hope your parish council will take advantage of the scheme.”

Orla Gibbons | Project Officer - Climate and Environment

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 To review the budget FY2024 and consider arrangements for any outstanding projects or spending and also the earmarked reserves

Attached.

5.5 To consider and approve the budget for FY2025

Attached.

5.6 To set and demand the precept for FY2025

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

None at the time of writing.

6.2 SCDC decision notices

6.2.1 21/01919/CONDC – Land rear of 6 Hardwick Road – Submission of details required by condition 7 (Contamination) of planning permission 21/01919/FUL – Condition discharged in part.

6.2.2 20/03757/CONDC – Land adjacent to 6 Hardwick Road – Submission of details required by condition 3 (Contamination and remediation) of planning permission 20/03757/HFUL – Condition discharged in part.

6.3 Tree works

6.3.1 23/1365/TTCA – 9 Brookside

6.3.2 23/1299/TTCA – Field rear of 15 School Lane.

6.3.3 23/1290/TTCA – Bay Tree Barn, 1 Church Road

7. Members' items
- 7.7 Update on Wildlife Survey ^(EM)
8. Closure of meeting.



**South Cambridgeshire and Cambridge
Gypsy, Traveller and Travelling Showperson Accommodation Assessment
(GTAA)
Including Boat Dwellers
Parish Councils**

Introduction:

arc4 has been commissioned by South Cambridgeshire and Cambridge City Councils to prepare a Gypsy and Traveller Accommodation Needs Assessment (GTAA), including Boat Dwellers.

The overall aim of the GTAA is to provide a clear, robust, and credible evidence base to inform the development of planning policies.

As part of our research, we are contacting a range of stakeholders including Parish Councils to obtain feedback by completing as many questions as you feel able to answer. Please complete as many questions as you would like to but we are particularly interested in your views on unauthorised encampment activity in your parish.

A Stakeholder Survey Privacy Notice can be found [here](#).

Thank you in anticipation for your assistance.

Name:	
Parish Council:	
Title:	
Contact Email:	
Contact Phone Number:	

Section 1 – Gypsies and Traveller

1.1 Residential Pitch Need.

Q1. Do you think there is a need for additional permanent residential pitches for Gypsies and Travellers in South Cambridgeshire and Cambridge City?

If yes, please provide reasons and your view on the number of pitches that are needed (a pitch is an area of land on a Gypsy Traveller site occupied by one resident family).

Response:

Q1.1 Do you think there is a need for additional sites for Gypsies and Travellers in South Cambridgeshire and Cambridge City?

If yes, please provide reasons and your view on the number of sites that are needed and the location.

Response:

Q2. If permanent sites are needed, where do you think they should be located and why?

Response:

Q3. Do you think there are barriers to the provision of new permanent sites? If so, what are the main barriers and how can they be dealt with?

Response:

Unauthorised encampments and the need for temporary provision.

Q4. Do you have any knowledge of unauthorised encampment activity in South Cambridgeshire and Cambridge City (particularly your parish)? We are interested to know about the level of activity, challenges faced and policies for dealing with encampments.

An unauthorised encampment refers to land where persons unknown reside in vehicles or tents without permission. Unauthorised encampments can occur in a variety of locations and constitute trespass.

Response:

1.2 For Gypsy and Traveller households travelling through South Cambridgeshire and Cambridge City, there are several potential options which could be considered.

Q5. Firstly, transit sites. These are intended for short-term use whilst people are travelling and usually include hard-standing, water and electricity. Is there a need for transit sites in South Cambridgeshire and Cambridge City?

If yes, please provide reasons and your view on the number of transit pitches that are needed and where they could be located.

Response:

Q6. Secondly, temporary stop-over places. This is land which can be used on a temporary basis if unauthorised encampments occur. They can include fields, disused land and areas of hard standing. Is there a need for temporary stop-over places in South Cambridgeshire and Cambridge City?

If yes, please provide reasons and your view on potential locations of temporary stop-over places.

Response:

Q7. Do you think there are barriers to transit provision? If so, what are the main barriers and how can they be dealt with?

Response:

Q7.1 Do you think there are barriers to temporary stopping place provision? If so, what are the main barriers and how can they be dealt with?

Response:

1.3 Gypsies and Travellers in bricks and mortar/residential sites accommodation.

Q8. Do you have any information on the broad locations within South Cambridgeshire and Cambridge City of where Gypsy and Traveller households live and the number of households living in bricks and mortar accommodation?

Response:

Q9. Are you aware of any challenges, such as access to facilities, services and any unmet needs faced by Gypsy and Traveller households who live in South Cambridgeshire and Cambridge City?

Response:

1.4 Movement and cross-boundary considerations.

Q10. Are you aware of any regular movements of Gypsies and Travellers from South Cambridgeshire and Cambridge City to/from other neighbouring areas?

Response:

Q11. Are there any cross-boundary issues in respect of Gypsies and Travellers that should be considered as part of this study? If yes, please provide further information.

Response:

Section 2 – Travelling Showpeople

2.1 Residential Pitch Need.

Q12. Do you think there is a need for permanent residential plots on yards for Travelling Showpeople in South Cambridgeshire and Cambridge City?

If yes, please provide reasons and your view on the number of plots that are needed (a plot is an area of land on a yard occupied by one resident family).

Response:

Q13. If yards are needed, where do you think they should be located and why?

Response:

Q14. Do you think there are barriers to the provision of new permanent yards? If so, what are the main barriers and how can they be dealt with?

Response:

Q15. Are there any cross-boundary issues in respect of Travelling Showpeople that should be considered as part of this study? If yes, please provide further information.

Response:

Section 3 Boat dwellers

2.1 residential mooring need.

Q16. Do you think there is a need for more permanent residential moorings for boat dwellers South Cambridgeshire and Cambridge City?

If yes, please provide reasons and your view on the number of moorings that are needed.

Response:

Q17. If moorings are needed, where do you think they should be located and who should provide them.

Response:

Section 4

Q18. What would you want to see as the key strategic messages coming from the Accommodation Needs Assessment?

Response:

Q19. Do you have any other comments, observations or views on any specific areas we may not have addressed in the questionnaire?

Response:

This question is only relevant to Planning Policy Officers.

Q20. We consider that this questionnaire contributes to our requirement on the Duty to Cooperate with neighbouring authorities as set out in Section 33A of the Planning and Compulsory Purchase Act (as amended by Section 110 of the Localism Act 2011) and described in the National Planning Policy Framework (NPPF) as an integral part of the Local Plan-making process.

Do you agree? Do you have any further views on this?

Response:

As part of the reporting for the project we often use quotes from the stakeholder survey in the narrative of the report and in related appendices. Are you happy for us to use your responses or part of your responses in the reporting? Listed below are a few options. Can you please pick one so we know how we can use your responses to the questions?

We normally provide summary responses in the main body of the reporting, but we are asking you this question so that we can provide useful qualitative quotes to back up particular views expressed. The appendices to our reports also include all responses provided by all stakeholders but these are provided anonymised so that individuals cannot be directly linked.

- I am happy for anything I have said, in my responses to this survey, to be used in the reporting. Please use my name when attributing references to responses provided. *Response Y/N.*
- I am happy for anything I have said on behalf of my organisation/company/Council, in my responses to this survey, to be used in the reporting. Please use the name of my organisation/company/Council when attributing references to responses provided. *Response Y/N.*
- I do not want anything I have said, in my responses to this survey, to be attributable to me in the reporting. Please do not use my name in the reporting. *Response Y/N.*

- | |
|--|
| <ul style="list-style-type: none">• I do not want anything I have said on behalf of my organisation/company/Council, in my responses to this survey, to be used in the reporting. Please do not use the name of my organisation/company/Council in the reporting. <i>Response Y/N.</i> |
| <ul style="list-style-type: none">• Other |

THANK YOU for taking the time to complete and return your responses to this questionnaire. Your responses are confidential and are protected under the Data Protection Act (2018) and GDPR legislation.

Summary of previous month

Balance brought forward	<u>131,533.65</u>
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Adjustments**Expenditure approved at previous / between meetings**

OPUS ENERGY	STREETLIGHT ENERGY	-152.50
BUCHANS	GRASSCUTTING	-277.02

Credits

RESIDENT	REPLACEMENT CHURCH BENCH	318.75
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<i>Total Adjustments</i>	<i>-110.77</i>
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Balance revised after adjustments	<u>131,422.88</u>
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Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Unity Trust Bank	94,443.64	94,613.64	-170.00
Natwest Current Account	289.32	26,918.01	-26,628.69
Nationwide BS	36,689.92	36,689.92	
Total	131,422.88	158,221.57	-26,798.69

Expenditure for approval

	£
SALARIES	297.13
DR JC & MRS PJ ELLIS-EVANS	WILDLIFE MAILING PHOTOCOPIE 22.50
CANALBS LTD	INTERNAL AUDIT 71.25
COMMUNITY HEARTBEAT TRUST	VILLAGE VETS SYSTEM YR6 120.00
JAKK FURNITURE DESIGNS	NOTICEBOARD 2,242.00
LGS SERVICES	ADMIN SUPPORT NOV 456.02
	<i>3,208.90</i>
	Balance C/F 128,213.98

Ben Stoehr
Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting

Transfer from Natwest account is completed however Natwest statement has not been received.

**Buchans - payment of £0.07 to be made to correct underpayment on invoice 3453

Toft Parish Council

	Approved budget FY2023/24	Actual to 31/3/2023	%	DRAFT budget FY2024/25	Notes FY24	Notes FY25
Payments						
Advertising (Calendar & Website)		0.00				
Salaries	2,716.00	1,995.55	0.73	2,852.00	Current salaries plus estimated 5% annual increase. Includes some costs from change of clerk.	Current salaries plus estimated 5% annual increase.
Admin Support	3,640.00	2,729.97	0.75	4,160.00	year 3 of 3	new contract due. Based on 3 year contract.
Insurance	350.00	396.00	1.13	420.00	Policy with Zurich	
Audit Fee	150.00	386.25	2.58	400.00	Internal Audit approx £120. EA due for FY23 due to S106 income.	Internal Audit approx £120. External audit due if receipts or payments are over £25k
Post/tel/station/gen exp/bank fees etc	1,200.00	634.22	0.53	1,200.00	Includes office fee and payroll.	Includes office fee and payroll.
Affiliation fees (CAPALC, DPA, SLCC etc)	395.00	335.83	0.85	395.00		
Elections	0.00	145.01		0.00	2022 election year (assuming no bye-elections). Elections cost £105 in 2018 as uncontested. Next elections in 2026	2022 election year (assuming no bye-elections). Elections cost £105 in 2018 as uncontested. Next elections in 2026
Training					See reserves. Is anything required?	See reserves. Is anything required?
People's Hall, Room hire	250.00	186.66	0.75	250.00	unless a price increase notified. Excludes any extra meetings and all	unless a price increase notified. Excludes any extra meetings and all
General Admin TOTAL	8,701.00	6,809.49	0.78	9,677.00		
Village/assets Maintenance	2,000.00	1,189.75	0.59		For maintenance of benches bins etc. Should be budgeted for.	For maintenance of benches bins etc. Should be budgeted for.
Street lighting - energy	2,000.00		0.00			The Council has fairly significant reserves for streetlight energy
Grasscutting & Agency Services Verges	3,700.00	4,147.20	1.12	3,700.00	The Contractor has billed for additional cuts of the Rec (3), Lot Meadow (1) and Verges (7) over the contracted visits.	Contract price approx £2946 (subject to inflation)
Parish Paths Maintenance					See P3 reserves below.	See P3 reserves below.
Playground maintenance					S106 funds to be used	S106 funds to be used
Allotments (facilitating)	0.00					
Defibrillator (inc training and other costs)	200.00		0.00		VETS and new pads. Lottery funding held by CHT	VETS and new pads. Lottery funding held by CHT
Trees	500.00	0.00			is a tree survey required?	is a tree survey required?
Maintenance TOTAL	8,400.00	5,336.95	0.64	3,700.00		
Special Projects	1,000.00				for LHI see reserves	for LHI see reserves
Speed reduction measures LHI	2,000.00				See earmarked reserves	See earmarked reserves
Sports Day						
Phone Kiosk						
Trees by Jubilee Tree	1,204.00					
Operation Orb - Coronation Event						
Welcome Packs						
Parish Plan						
Special Projects TOTAL	4,204.00	0.00	0.00	0.00	Are any other new/special projects that the PC want to consider?	Are any other new/special projects that the PC want to consider?
S137 grant payments	1,000.00	0.00	0.00		must be budgeted for, proportionate to benefit, not historic, not to benefit an individual and in response to demonstrable need.	must be budgeted for, proportionate to benefit, not historic, not to benefit an individual and in response to demonstrable need.
S145 (entertainment) incl. fireworks & street party etc					Jubilee	Jubilee
Grant payments	1,000.00	0.00	0.00	0.00		
Contingency	0.00	0.00		0.00	Suggest approx 5%.	Suggest approx 5%
General Reserves increase						
TOTAL	22,305.00	12,146.44	0.54	13,377.00		

	Budget	Actual	%	Budget
Receipts				
Precept	21,679.00	21,679.00	1.00	
Agency Services	626.06	626.06	1.00	626.06
Interest		0.00		
General Admin & Misc		0.00		
General Reserves Release				
TOTAL	22,305.06	22,305.06	1.00	626.06

	B/F	Rec	Pay	C/F
Reserves				
General Reserves	20,897.94			29,356.92
P3/Noticeboard Repair	790.64		790.64	0.00
S106 West Street (14/6/13) offsite provision and future maintenance of POS infrastructure	2,797.66			2,797.66
S106 46 High Street (Lot Meadow) (2/5/14) Indoor community facilities provision	737.88		737.88	0.00
S106 70 School Lane (30/10/14) offsite provision and future maintenance of POS	3,531.14			3,531.14
S106 2 Hardwick Road (30/3/16) offsite provision and future maintenance of outdoor sports play space and informal open space infrastructure	4,495.51			4,495.51
S106 2 Hardwick Road (30/3/16) offsite provision of community facility space	742.94		742.94	0.00
S106 Meridian Court (20/9/16) offsite provision and future maintenance of outdoor sports play space and informal open space infrastructure	12,525.39			12,525.39
S106 Meridian Court (20/9/16) indoor community facilities provision	2,069.99		888.14	1,181.85
S106 69 High Street (5/9/16) offsite provision and future maintenance of outdoor sports play space and informal open space infrastructure	2,283.08			2,283.08
S106 69 High Street (5/9/16) offsite provision of community facility space	377.31			377.31
S106 Old Horse Yard (1/7/19) offsite provision and future maintenance of outdoor sports play space and informal open space infrastructure	3,847.51			3,847.51
S106 Old Horse Yard (1/7/19) offsite provision of community facility space	635.85			635.85
S106 Old Horse Yard (1/7/19) offsite provision of community facility space	6,005.38			6,005.38
S106 - Bennel Farm (1/8/22) Toft Peoples Hall	25,449.10			25,449.10
S106 Bennel Farm (1/8/22) Improvements to Toft Recreation Ground	25,449.10			25,449.10
Climate Response	200.00			200.00
Clr Training	150.00			150.00
Ex-Worboys Charity	876.37			876.37
Eversden Charity Fund (Allotments)	289.32	105.00	0.00	394.32
Allotments FY21	665.43			665.43
S145 Entertainment/Sports Day	404.24			404.24
S145 Events FY23	2,000.00			2,000.00
Resident Coronation Grant	0.00	1,000.00	1,000.00	0.00
Phone Kiosk FY22	200.00			200.00
Defibrillator FY22 & FY23	243.60		243.60	0.00
Welcome Packs FY22	300.00			300.00
Streetlight Electricity FY22 & FY23	2,609.30		1,605.75	1,003.55
LHI 20mph FY23	4,000.00			4,000.00
Resident Bench Donation	0.00	318.75	318.75	0.00
Community Fund (Cultural Event)	84.27			84.27
TOTAL	124,658.95	1,423.75	6,327.70	128,213.98

TOTAL RECEIPTS 23,728.81
TOTAL PAYMENTS 18,474.14

S137 limit
 FY25 - £9.93 per elector