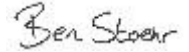


# Toft Parish Council

I hereby give notice that the 813<sup>th</sup> meeting of Toft Parish Council will be held on Monday 8 April 2024 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



Mr Ben Stoehr  
Clerk, 02/04/24

## 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) Application for village-wide 20 mph zone – update <sup>(ED)</sup>
- 3.2 (3.2) Wildlife survey – update <sup>(EM)</sup>
- 3.3 (3.4) Assets Walk – to consider report and any actions required <sup>(MY)</sup>
- 3.4 (3.5) Proposal for new climbing frame – consider response from manufacturer if received <sup>(CW)</sup>
- 3.5 (7.0.8) Queen's Platinum Jubilee area
  - 3.5.1 To consider a quotation to install a three bar fence at the back of the QPJ area <sup>(MY)</sup>
  - 3.5.2 To consider quotation for grass cutting at QPJ area if received and proposal that the grass cutting contract will now include the QPJ area <sup>(MY)</sup>
- 3.6 (3.2.2 of January meeting) Refurbishment of play equipment – to consider costs of materials

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

- 4.1 Toft Friends of Bourn Brook – request for funding support

### 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

### 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 24/0359/TTCA – Manor Cottage, Church Road
  - 6.3.2 24/0294/TTCA – 3 Hardwick Road – To note response made between meetings. The Parish Council made no comments,.
  - 6.3.3 23/1311/TTCA – Meridian Court, Comberton Road – To note response made between meetings. The Parish Council made no comments.

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

- 7.1 Village Maintenance <sup>(MY)</sup>
- 7.2 Highways <sup>(ED)</sup>
- 7.3 Toft People's Hall <sup>(CW)</sup>
- 7.4 Footpaths <sup>(EM)</sup>
- 7.5 Defibrillator report <sup>(CW)</sup>
- 7.6 Birdlings liaison <sup>(EM)</sup>
- 7.7 Proposal that the Parish Council considers a persistent water leak in Mill Road <sup>(EM)</sup>

### 8. Closure of meeting

## Clerk report to Toft Parish Council meeting on 8 April 2024

- 1.1 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
- 1.3 To receive written requests for dispensations and to grant any dispensations
2. To approve the minutes of the last meeting on 4 March – attached
3. To consider any matters arising from the last or a previous meeting including
  - 3.1 (3.1) Application for village-wide 20 mph zone – update <sup>(ED)</sup>
  - 3.2 (3.2) Wildlife survey - update <sup>(EM)</sup>
  - 3.3 (3.4) Assets Walk – to consider report and any actions required <sup>(MY)</sup>
  - 3.4 (3.5) Proposal for new climbing frame – consider response from manufacturer if received <sup>(CW)</sup>
- 3.5 (7.0.8) Queen’s Platinum Jubilee area
  - 3.5.1 To consider a quotation to install a three bar fence at the back of the QPJ area <sup>(MY)</sup>

Cllr Yeadon writes:  
“A proposal to accept a quote of £500 to install a three bar fence at the back of the QPJ area.”
  - 3.5.2 To consider quotation for grass cutting at QPJ area if received and proposal that the grass cutting contract will now include the QPJ area <sup>(MY)</sup>

“Agreement that the grass cutting contract will now include the QPJ area.”  
A quotation has been requested and will be brought to the meeting if received.
- 3.6 (3.2.2 of January meeting) Refurbishment of play equipment – to consider costs of materials

The quotation for the repairs was accepted in January, to be carried out when the better weather comes. The quotation did not include the costs of materials and the details have now been received, as follows:  
“The cost for the paints are as follows;  
White Hammerite for Goal Posts - £20.00  
Red Paint for Equipment - £12.00  
Black Paint for Equipment - £15.00  
Ducksback Wood Stain for Benches - £25.00  
Total - £ 72.00”  
Is the Parish Council happy to approve these costs?

### Other to note:

(7.8 of January meeting) Toft car park and fence

SCDC have replied as follows:

“Thank you for bringing this matter to our attention on behalf of Toft Parish Council.

I have asked colleagues to take a look at the current condition of the car park whilst noting the matters raised in your correspondence.

Once I receive some feedback and we have an idea of what remedial works we want to take forward I’ll come back to you.

If you have and further question please do get in touch.”

Cllr Miles has written:

“I have spoken to a resident who confirmed that the council has been to fill in potholes in the car park and she had been told by someone from the Council that "a lot of work was going to be done to it" but she doesn't know whether this meant the potholes or further work.”

(7.4 of February meeting) – Overhanging vegetation at the Snicket

A further report was made to CCC following the meeting.

Cllr Miles has written:

“A resident also informed me that she had seen the owner of the hedge working on it. I walked down the Snicket and the hedge has been cut back so no further action is required.”

(5.2) Grass cutting season

Buchans have reported that they will start cutting around 18 March, weather depending.

(7.6) Birdlings notice boards

The following reply has been received from Jakk Country Furniture Designs:

“Unfortunately we are a little bit behind our production schedule but we expect your order to be completed by the end of March.”

#### 4. **Correspondence**

##### 4.1 Toft Friends of Bourn Brook – request for funding support

Attached.

##### 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

##### 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 24/00167/ADV – Land adj 80 West Street, Comberton – 1 no. internally illuminated fascia sign, 2 no.,. non-illuminated fascia signs, 1 no. double-sided internally illuminated totem sign, 2 no. non-illuminated post mounted signs and 2 no. banner frames – Permission granted by SCDC.

##### 6.3 Tree works

6.3.1 24/0359/TTCA – Manor Cottage, Church Road

6.3.2 24/0294/TTCA – 3 Hardwick Road – To note response made between meetings. The Parish Council made no comments.

6.3.3 23/1311/TTCA – Meridian Court, Comberton Road – To note response made between meetings. The Parish Council made no comments.

#### 7. Members' items

7.7 Proposal that the Parish Council considers a persistent water leak in Mill Road <sup>(EM)</sup>

Cllr Miles has written:

“ A number of people have complained about the water which is running from the verge outside the house in Mill Lane, next door but one to the Chinese restaurant. It has been repaired on more than one occasion but water continues to run down the road.”

8. Closure of meeting.

# Application for Funding Support for Toft Friends of Bourn Brook

At a well-attended public meeting in December, representatives from the Cam Valley Forum (CVF) and the Countryside Regeneration Trust (CRT) made presentations to a Toft audience about the health of the Bourn Brook. The work of CVF revealed that the Bourn Sewage Treatment Plant has, in recent years, been intermittently releasing waste effluent into a field drain channel that flows into Bourn Brook near Caldecote. Toft villagers have also reported seeing evidence, at times, of effluent near the Sewage Pumping Station at the end of Brookside. Sewage contains both faecal bacteria, that can pose a threat to public health, and nutrients, such as phosphate which promotes excessive vegetation growth choking water bodies and causing oxygen depletion in streams as the vegetation later decomposes.

There is an ongoing input of nutrient enrichment entering the Brook from agriculture. Although modern agricultural methods have reduced the contribution of fertiliser treatments (phosphate, ammonia) and CVF found no obvious farm effluent issues there is still merit in monitoring agricultural inputs to the Brook. The phosphate enrichment from the Bourn Sewage Treatment Plant is due to be significantly decreased by the end of this year following the Environment Agency taking Anglian Water to court. However, this will need to be monitored before and after the required engineering upgrade to ensure compliance. CVF is too thinly spread across the Cam Valley area to be able to monitor Bourn Brook at the necessary frequency but a volunteer group could undertake this work alongside CVF members.

Bourn Brook also has problems with invasive plant species such as Himalayan Balsam that can choke the stream and cause significant erosion of stream banks. The work of the Wildlife Trust and its volunteers has knocked back the Balsam along much of the Brook course but it needs continued observation and clearance sessions. Invasive mink (escaped from mink farms) decimated the water vole (and other) stream populations in the recent past. The Trust have again more or less removed the Bourn Brook mink problem in recent years and, happily, water voles have returned. However, mink are still present in some parts of East Anglia and at least one has been spotted in the Toft section of Bourn Brook in recent months. The Trust has many challenges and a limited workforce so local volunteers again offer a means to support monitoring of the Brook's wildlife and vegetation.

The recent Bourn Brook meetings have clearly shown that there is significant enthusiasm to get a better understanding of the Brook and its ecosystem. A citizen science group, the **Friends of Bourn Brook**, led by Jane Tebbit and Cynan Ellis-Evans, has therefore been formed in the village. Plans for stream pollution monitoring are under development as well as monitoring of the local wildlife in the Parish. A website has recently been established (<https://toft.org.uk/bourn-brook/>) which will hopefully develop into a valuable data archive and educational tool over time.

The group aims to complement and extend the monitoring work of CVF and the Wildlife Trusts by sharing methodologies and data and providing volunteers to assist with projects. We are already planning stream invertebrate (River Fly) surveys this Spring in support of an ongoing Wildlife Trust project to assess the health of the Brook's ecosystem. The WT staff bring considerable experience. Such activities will hopefully help educate the wider Toft community about our precious ecological assets.

To begin sampling work the group will need to purchase some specialist equipment and certain consumable items, such as test kits, and these are all itemised below. The equipment purchases are a one-off whilst the consumables are intended to support regular measurements for the rest of this year. The group has started investigating various possible sources of financial support to cover future consumable costs but we would appreciate if the Parish Council could assist with financial support to get the work of the group off the ground.

Cynan Ellis-Evans (Co-chair, Friends of the Bourn Brook)

### **Items required to begin the monitoring programme**

- A) A telescopic sampling system to collect stream water samples from the safety of the bank and without disturbing the stream bed during the sampling. Cost - £90 for the telescopic pole and an attached sampling flask, plus £50 for a pack of reusable plastic sampling bottles
- B) A handheld colorimeter plus reagents/standards to measure phosphate concentrations in stream water collected from specific study sites over the next 8 months. Cost - £90 for the colorimeter, sample cuvettes and calibration standards, plus £60 for reagents to run the tests.
- C) A small (5L volume) biological incubator to facilitate counts of faecal bacteria. The test samples have to be incubated at a constant temperature of 42 deg C for 24-48 hrs for the tests to work reliably. Cost - £120 plus £90 for test kits to measure *E.coli* faecal bacteria numbers over the remainder of the year.

This totals £500 with £350 for equipment and reusable items (bottles) and £150 for chemical and microbiological test kits (consumables).

## TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Apr-24

## Summary of previous month

|                                |                                 |
|--------------------------------|---------------------------------|
| <b>Balance brought forward</b> | <b><u><u>116,403.73</u></u></b> |
|--------------------------------|---------------------------------|

**Adjustments****Expenditure approved at previous / between meetings**

|               |                        |         |
|---------------|------------------------|---------|
| OPUS ENERGY   | STREETLIGHT ENERGY     | -219.85 |
| DEAN MISSEN   | EQUIPMENT INSTALLATION | -275.00 |
| P ELLIS EVANS | EXPENSES PRINTING      | -33.80  |
| UNITY TRUST   | SERVICE FEE            | -18.00  |

**Credits**

|            |                |       |
|------------|----------------|-------|
| PLOT 2A 2B | ALLOTMENT RENT | 30.00 |
|------------|----------------|-------|

|                          |                |
|--------------------------|----------------|
| <i>Total Adjustments</i> | <i>-516.65</i> |
|--------------------------|----------------|

|  |                                 |
|--|---------------------------------|
| <b>Balance revised after adjustments</b> | <b><u><u>115,887.08</u></u></b> |
|--|---------------------------------|

**Bank Reconciliation to latest statement**

| Account                 | Funds             | Statement         | Outstanding   |
|-------------------------|-------------------|-------------------|---------------|
| Unity Trust Bank        | 78,802.84         | 78,802.84         | 0.00          |
| Natwest Current Account | 394.32            | 289.32            | 105.00        |
| Nationwide BS           | 36,689.92         | 36,689.92         |               |
| <b>Total</b>            | <b>115,887.08</b> | <b>115,782.08</b> | <b>105.00</b> |

**Expenditure for approval**

|                   |                     | £      |
|-------------------|---------------------|--------|
| SALARIES          |                     | 169.93 |
| TOFT PEOPLES HALL | ROOM HIRE           | 15.00  |
| CAPALC            | AFFILIATION FEE     | 351.03 |
| LGS SERVICES      | ADMIN SUPPORT MARCH | 466.72 |

|                 |
|-----------------|
| <i>1,002.68</i> |
|-----------------|

|             |                                 |
|-------------|---------------------------------|
| Balance C/F | <b><u><u>114,884.40</u></u></b> |
|-------------|---------------------------------|

Ben Stoehr  
Responsible Financial Officer

**Notes:**

*Late invoices will be brought to the meeting*