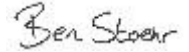


Toft Parish Council

I hereby give notice that the 816th meeting of Toft Parish Council will be held
on Monday 1 July 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, 21/06/24

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) Queen's Platinum Jubilee area – to consider the next steps ^(MY)
 - 3.2 (3.2) Grass cutting contract – update ^(BH)
 - 3.3 (3.3) Signage for Lot Meadow and the playground – to consider quotations if received ^(EM)
 - 3.4 (7.0.12) Bird boxes – to consider quotation if received ^(ED)
 - 3.5 New notice board – update
- 4. To consider correspondence received requiring the Council's attention**
 - 4.1 Resident request for speed reduction between Toft and Comberton
 - 4.2 SCDC – Green Spaces Shared Prosperity Fund Year 2 Applications – invitation to apply
- 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 consider the Internal Auditor's report and appointment of Internal Auditor for FY2025
- 6. To consider any Planning or Tree works applications or related items received**
 - 6.1 Planning applications
 - 6.1.1 24/02174/HFUL – 66 School Lane – Two storey side extension, single storey rear extension to garage, enlargement to existing side dormer window and associated alterations
 - 6.1.2 20/01992/CONDC – Bennell Farm, West Street – Submission of details required by conditions 20 (Foul water drainage) of planning permission 20/01992/FUL
 - 6.2 SCDC planning decision notices for information
 - 6.3 Tree works applications
- 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 ^(EM)
- 8. Closure of meeting**

Clerk report to Toft Parish Council meeting on 1 July 2024

2. To approve the minutes of the last meeting on 3 June – attached
3. To consider any matters arising from the last or a previous meeting including
 - 3.1 (3.1) Queen's Platinum Jubilee area – to consider the next steps ^(MY)
 - 3.2 (3.2) Grass cutting contract – update ^(BH)

“There are lots of comments around the village both when the grass was too long and now because it's too short!”
 - 3.3 (3.3) Signage for Lot Meadow and the playground – to consider quotations if received ^(EM)
 - 3.4 (7.0.12) Bird boxes – to consider quotation if received ^(ED)
 - 3.5 New notice board – update ^(MY)
4. Correspondence
 - 4.1 Resident request for speed reduction between Toft and Comberton

“Since we have been considering the speed limit within Toft and reducing it to 20mph, the council should also consider if it would be wise to reduce the speed limit of the section between Toft and Comberton (currently 50mph). Especially since it connects two close towns/villages that have or will have 20mph restrictions in place. My daughter has often told me how frightening it can be to be walking along the footpath and be passed by double-decker buses going 50mph.”
 - 4.2 SCDC – Green Spaces Shared Prosperity Fund Year 2 Applications – invitation to apply

“South Cambridgeshire District Council is currently working on a green space improvement project, utilising funding from the Shared Prosperity Fund and the Rural England Prosperity Fund. The project is in two parts. Four sites on Council owned pieces of land have already been selected for improvement and works will begin this summer.

For the second part of the project, we are now opening applications to all Parish and Town Council's in South Cambridgeshire, to submit a bid for a site they feel could be improved. There is an 8-week window to complete applications, beginning on Tuesday 4 June 2024, and ending on Thursday 1 August 2024.

At least four sites will be selected for improvement out of the applications received, and project costs could range from small works, up to around £15,000 per site. Once applications have been assessed and the projects selected, we will work with local Town/Parish Councils to deliver these improvements which will be funded from this scheme. We are particularly keen on working with Parish/Town Councils who have volunteers interested and keen to support the green space improvements.

The aim of the scheme is to provide a higher quality and/or more useable green space in your area. The works undertaken may include but are not limited to:

- Tree planting/hedging
- Seating areas/benches
- Wildlife habitat improvements
- Wildflower planting
- Repair work to existing structures.
- Paths and resurfacing

The application form includes more information and needs to be completed in full in order for the application to be considered. But please do make sure that the land you are suggesting is readily available for this type of improvement.

To submit your application, please complete the [application form](#).
For more information, please contact me by return email at james.croft@scambs.gov.uk or [visit our website](#).”

James Croft | Communities team

- 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
To follow.
- 5.4 To consider the Internal Auditor's report and appointment of Internal Auditor for FY2025
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
- 6.1.1 24/02174/HFUL – 66 School Lane – Two storey side extension, single storey rear extension to garage, enlargement to existing side dormer window and associated alterations
- 6.1.2 20/01992/CONDC – Bennell Farm, West Street – Submission of details required by conditions 20 (Foul water drainage) of planning permission 20/01992/FUL
- 6.2 SCDC decision notices
- 6.2.1 20/01992/CONDB – Bennell Farm, West Street – Submission of details required by conditions 9 (Travel plan), 12 (External materials), 13 (Hard and soft landscaping scheme) 19 (Maintenance arrangements for surface water drainage system) and 23 (Landscap and ecological management plan (LEMP)) of planning permission 20/01992/FUL – Condition discharged in full..
- 6.3 Tree works
None at the time of writing.
- 8. Closure of meeting

**Minutes of the 815th meeting of Toft Parish Council
Held on Monday 3 June 2024 in The People's Hall, Toft at 7.00 pm**

Present: Councillors: M Yeadon (Chairman), E Darbyshire, B Harris, E Miles and S Tebbit.

In attendance: Mrs A Griffiths (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)

None.

1. Apologies for absence and declaration of interests

1.1 To approve written apologies and reasons for absence

Apologies were received from Cllr Watson (out of parish).

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 13 May 2024

RESOLVED that the minutes of 13 May 2024 be approved as a true record and signed by the Chairman, after adding "not" after the word "agreed" in item 12.8, line 6. (Prop MY, 2nd BH, unanimous)

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

3.1 (8.2) Queen's Platinum Jubilee area - update

The Chairman reported that the fence had been erected and that he would consider the next steps.

3.2 (10.3) Grass cutting contract - update

RESOLVED to accept the quotation from RH Landscapes for grass cutting and village maintenance to the end of the grass cutting season, at a cost of 20% higher than their previously tendered price in 2022, and to ask them to start as soon as possible. (Prop BH, 2nd MY, unanimous)

RESOLVED that the Parish Council when reviewing the specification and going out to tender should consider whether some areas, such as junctions and bends, should be cut in May.

3.3 (12.7) Signage for Lot Meadow and the playground – to consider options

Cllr Miles reported that she would seek a quotation from the Men's Shed for producing signage for Lot Meadow, as well as from other contractors.

RESOLVED that the Parish Council authorise Cllr Miles to make the arrangements for a wooden sign with a fingerpost, stating "To Lot Meadow" and the distance in metres, along with a sign for Lot Meadow for the gate itself, up to a cost of £50.00. If the cost is higher this will be considered at the next meeting.

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 Dean Missen (QPJ fence) £500.00. (Prop MY, 2nd EM, unanimous)

Salaries		£316.82
Buchans	Grass cutting	£232.95
LGS Services	Admin support May	£546.08
C Ellis-Evans	Friends of Bourn Brook	£536.37

- 5.2 To receive play inspection reports and consider any work required
None.
- 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 carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1st April 2023 and 31 March 2024)
RESOLVED that the Parish Council considers that the system of internal control is satisfactory. (Prop MY, 2nd ED, unanimous)
- 5.5 There was no item 5.5.
- 5.6 To prepare the Annual Governance Statement (Section 1 of the Annual Return)
RESOLVED that the Annual Governance Statement be prepared and that questions 1-9 all be answered "Yes".
- 5.7 To approve the Annual Governance Statement by resolution
RESOLVED that that Annual Governance Statement be approved and signed by the Chairman on behalf of the Parish Council. (Prop MY, 2nd EM, unanimous)
- 5.8 To consider the Accounting Statements (Section 2 of the Annual Return)
The Accounting Statements were considered.
- 5.9 To approve the Accounting Statements by resolution
RESOLVED that the Accounting Statements be approved and signed by the Chairman on behalf of the Parish Council. (Prop MY, 2nd EM, unanimous)
- 5.10 To ensure that the Accounting Statements and supporting papers be signed and dated by the person presiding at the meeting
The Accounting Statements and supporting papers were signed and dated by the Chairman.
- 5.11 To consider the RoSPA report
RESOLVED that the Parish Council agreed with the findings and noted that actions were in place to deal with the issues raised.
- 6. To consider any Planning or Tree works applications or related items received**
- 6.1 Planning applications
- 6.1.1 24/01889/HFUL – 3 Preston Close – Demolition of existing conservatory and garage. Single storey side and rear extension, single storey front porch extension and application of insulating render
RESOLVED that the Parish Council has no comments. (Prop MY, 2nd EM, unanimous)
- 6.2 SCDC decisions for information
- 6.2.1 20/01992/NMA2 – Bennell Farm, West Street – Non-material amendment on 20/01992/FUL to amend condition 2 (approved plans) of appeal decision ref APP/W0530/W/21/3286850 – Permission granted by SCDC
- 6.3 Tree works applications
- 6.3.1 24/0484/TTCA – Manor Cottage, Church Road
RESOLVED that the Parish Council has no comments.
- 7. Members items and reports for information only unless otherwise stated**
- 7.1 Village Maintenance
Cllr Yeadon reported that nothing further had been heard from the Police about the bus shelter.
- 7.2 Highways
Cllr Miles reported that street lights which had been out of action, at the Green, Mill Lane and the Drift, and also in Miller's Road, were now all working again.
- 7.3 Toft People's Hall
Nothing to report.

7.4 Footpaths

Cllr Miles reported that she had spoken to the officer regarding the bridge damaged by a fallen tree and the bridge was now repaired and open again. The landowner had been in touch with the Chairman and was aware of the remaining tree trunk. The Chairman will pass the landowner's contact details to Cllr Miles and ask them to liaise with Cllr Miles directly.

7.5 Defibrillator report

Nothing to report.

7.6 Birdlings liaison

RESOLVED to note that the notice boards had not yet been delivered.

7.7 Speed monitor update and proposal to purchase a spare battery at £58 plus VAT and delivery at £14.00

Cllr Yeadon reported on the frequency with which the batteries needed to be changed. RESOLVED to approve the expenditure of £58.00 plus VAT and £14.00 delivery and that the Chairman should place the order. (Prop MY, 2nd EM, unanimous)

7.8 80th D-Day Anniversary Event Arrangements

Cllr Miles reported on the arrangements, including ringing of the bells nationwide at 6.30 pm, and from 8.30 pm, the lighting of the beacon, the lighting of the peace lantern, prayers and a proclamation. Leafleting had been carried out and refreshments and wine would be available.

The Parish Council expressed thanks to the organisers.

RESOLVED that the Parish Council approves a contribution of up to £150 for the cost of refreshments and covering a muddy gateway entrance with a slab and chippings. (Prop MY, 2nd EM, unanimous)

7.9 Double Yellow Lines Opposite the Entrance to the Co-op Shop

Reports had been received that cars parked opposite the entrance to the Co-op store were making it hazardous for vehicles to manoeuvre around them. RESOLVED that the Parish Council should monitor the situation.

7.10 Article about Identification for Voting Purposes

RESOLVED, noting that some residents were confused about the voting identification requirements, that Cllr Miles should place information in The Calendar.

7.0.11 Road works in Comberton

Cllr Darbyshire reported that due to road works, the road between Woottens Close and Harbour Avenue in Comberton would be closed in August, and there would be disruption to the 18 bus route.

RESOLVED, given residents' concerns, that Cllr Darbyshire should write to Whippet buses to ask what their planned diversion route would be, and publicise the information on the website, in The Calendar and in the bus shelter, when known.

7.0.12 Bird boxes

Cllr Darbyshire is seeking a quotation from the Men's Shed for ten bird boxes and for installation.

7.0.13 Methodist Hall

The Parish Council understood that a meeting would be taking place in August and will await the outcome.

8. Closure of meeting

There was no further business and the meeting closed at 8.06 pm.

SignedChairmandate.

**Computer Support
Network & PC**



canalbs ltd.

196 Cavalry Park
March
Cambs. PE15 9DL
Tel: 01-354-655459
Email: j.wilson@canalbs.co.uk

**Independent Internal Audit & Training Service
for Parish and Town Councils**

11th June 2024

The Chairman
Toft Parish Council
30 West Drive, Highfields Caldecote,
Cambridge, CB23 7NY

Dear Sir

INDEPENDENT INTERNAL AUDIT YEAR END REPORT for Financial Year 2023/2024

As a result of my recent year end inspection, I enclose a report of my findings, together with any recommendations for the Council to consider.

In the time allotted it is not possible for me to inspect all Council documents, but in a spot check of those published on the website we have discussed the following issues and I have clarified all of them with the Clerk at our zoom/telephone meeting.

I would also remind the Council that it is not in my remit to check the accuracy of the Council accounts. Please note that the External Auditors have now ruled that the Independent Internal Audit and Report must be completed before the Council meet to adopt their year end accounts and complete the AGAR.

I trust that the Parish Council have been satisfied with the level of service we have provided and that they will consider appointing Canalbs Ltd to undertake the Independent Internal Audit for the next financial year. Our charge for this service will be £49.50 per hour for the next financial year, and, in line with Inland Revenue our mileage rate will stay at 45p per mile when applicable.

Yours faithfully

Jacquie Wilson (Mrs) Director

REPORT AND RECOMMENDATION for year end 2023/24

Official Address: 30 West Drive, Highfields Caldecote, Cambridge CB23 7NY
Email Address: clerk@tpc.org.uk
Name of Clerk: Ben Stoehr
Exempt: No

ANY COMMENTS TO DISCUSS ON PREVIEW:

- None

COUNCIL MATTERS

- Seats 7 Vacancies 1 Election 2026
- Declaration of Acceptance of Office and Register of Interest Forms have been signed.
- Code of Conduct 2022: Has been adopted
- Web Site : Excellent
- Accounts Software Package: Use Excel data base.

EMPLOYMENT

- LGS Services Admin Support
- Clerk has Contract and Job Description

INSURANCE

- The Policy is with Zurich and includes cyber cover.
- Policy was renewed October 2023

COUNCIL POLICIES

- General Power of Competence No.
- All Policies are reviewed annually in May.

ICO REGISTER

- Fee was paid on 21st May 2024

CONTRACTORS

- Grass cutting with Buchans.
- Company has gone out of business will be seeking new contract.

PLAY AREA

- RoSPA annual inspection on 8th May 2024.
- Regular weekly risk inspections and log sheets completed.

VILLAGE HALL

- Yes
- But not parish council responsibility.

ALLOTMENTS

- Yes
- No formal inspection, Councillor is a tenant and reports any problems to Clerk.

BURIAL AUTHORITY

- No

PARISH COUNCIL TRUSTEES

- Yes

ARCHIVE

- All documents filed this year.

FINANCE

- Bank Accounts : Unity Trust and a Savings A/c with Nationwide
-

PETTY CASH

- No

BANK MANDATE

- Was reviewed at the Annual May meeting

BUDGETARY CONTROL STATEMENT

- Full report to each Parish Council meeting.

VAT

- Reclaimed in April 2024

PRECEPT	£	21,679	FIXED ASSETS : £412,661
GENERAL RESERVE	£	24,765	
EARMARKED RESERVE	£	9,083	
S.106	£	82,353	
			c/fwd: £ 116,201

Published Accounts from Monday 3rd June to Friday 12th July

Jacque Wilson Director

Please note that our invoice is attached to this email.