

**MINUTES OF THE 643<sup>rd</sup> PARISH COUNCIL MEETING HELD IN TOFT PEOPLES' HALL  
ON WEDNESDAY 5<sup>th</sup> JULY 2010**

**PRESENT: Councillors P Hercus (Chairman); J Betson; E Dolman; M Yeadon & J McCarten. District Councillor Tumi Hawkins and three members of the public were in attendance.**

| Item | Content   | Action |
|------|---|--------|
| 1.   | <p><b>APOLOGIES</b><br/>Apologies were received from County Councillor Whelan.</p>  |        |
| 2.   | <p><b>MINUTES</b><br/>Copies of the minutes of the meeting held on 7<sup>th</sup> June 2010 (M641) had been circulated in advance of the meeting and it was <b>RESOLVED</b> to approve these as a correct record and they were duly signed by the Chairman. Despite their inclusion on the agenda, no minutes of the meeting held on 30<sup>th</sup> June 2010 (M642) were presented for consideration. It was therefore <b>RESOLVED</b> to consider for approval the minutes of 30<sup>th</sup> June 2010 (M642) at the next meeting.</p> <p>As matters arising from the previous meeting minutes, Cllr E Dolman reported that she had established that problems in Beldams Close were down to a leaking water pipe. Councillor McCarten proposed thanks for the planning ticklist provided by Caldecote Parish Council and asked whether there had been progress regarding the provision of a covered litter bin at the green, since the Clerk had requested this from the District Council. It was therefore <b>RESOLVED</b> to note these comments with thanks and to look forward to receiving further reports.</p>  | KC     |
| 3    | <p><b>OPEN SESSION</b><br/>The Chairman proposed that the meeting adjourn in order to hear representations from Members of the public and it was <b>RESOLVED</b> so to do.</p> <p>Mrs Coppin asked what had happened to the Edward VII post box and suggested that it would be nice for the village if it could be returned. Cllr Yeadon offered to call and ask and the Clerk agreed to pass on contact details for this purpose. Repairs were urgently required to the pavement in front of the Tai Yuen Restaurant, which was in such a poor state, there had now been several trips and falls there. Despite the fact it had been reported by a number of residents, still nothing had been done. Finally Mrs Coppin asked when a tree guard would be provided on the green. Mr Sparkes referred to drainage problems &amp; hedgerows maintenance matters that he considered had not been attended to, despite his having reported them previously. He specifically mentioned problems on the footpath along Brookside; and the lack of a dog bin up Church Road; highways drainage on Hardwick Road; and hedges requiring maintenance on School Lane. Following some discussion it was agreed that specific addresses where maintenance was required would be notified to the Clerk, who would then write to individual property owners and remind them about their responsibilities. Finally, Members were asked if there were plans to site any more benches or seats in the parish and School Lane at the entrance to Pinfold Well Lane was suggested as a potential location. It was therefore <b>RESOLVED</b> to thank members of the public for their comments and to reconvene the meeting.</p> |        |

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| 4. | <p><b>FEEDBACK FROM CIRCULATION</b></p> <p>With reference to a letter inviting Members to meet Governors of Addenbrookes Hospital, following discussion it was <b>RESOLVED</b> to consider inviting one as a speaker to an Annual Parish Meeting in future and to suggest this in a village newsletter, inviting feedback to Councillors in response.</p> <p>In regard to a catalogue of ACRE Services circulated, the Chairman confirmed that the Council was a member. Cllr Yeadon suggested that where the Council had a need, there were a range of services available from ACRE and the catalogue could be retained for reference when necessary.</p> <p>In regard to Community Pride and Local Hero Awards, Cllr Dolman expressed the view that in Toft, people worked as a team, using the Church and the Social Club as examples. Taking pride in a place was one thing, but celebrating an individual was unnecessary. Although the Community Pride Award was considered as an option for the Parish Council, Members considered that the work of the Council to date was not commendable. Finally, regarding Social Media, Cllr Yeadon proposed the Council could use this as a means of connecting with younger people. Cllr Dolman told members they'd need to remember that not everyone was IT literate and that the Council could exclude a whole sector of the community by using this means. All agreed that social media should be an additional means of communication, not an exclusive one. Toft Village Website could have a section for young people, it was suggested and it was agreed that consultation on the matter could start in Calendar, with a suggested link from the Toft Village website to a Facebook page. It was therefore <b>RESOLVED</b> to look forward to considering feedback resulting from the consultation proposed.</p> | ALL      |
| 5. | <p><b>COUNTY &amp; DISTRICT COUNCILLOR REPORTS</b></p> <p>The District Councillor reported. A copy of the report was circulated at the meeting and lodged with the Clerk, as was a report from the County Councillor. It was therefore <b>RESOLVED</b> to note the report with thanks.</p>  |          |
| 6. | <p><b>PLANNING</b></p> <p>Cllr Dolman spoke enthusiastically in follow up to her attendance at the Parish Planning Forum, where matters such as sustainable energy, community orchards and changes to planning policy had been discussed. Local communities were expected to have greater say in local planning matters, among other things. A written report prepared by Cllr Dolman was passed to the Clerk and it was <b>RESOLVED</b> to note the report with thanks.</p>  |          |
| 7. | <p><b>FOOTPATHS</b></p> <p>Cllr McCarten addressed the meeting. There was discussion about visiting Brookside; nettles on the Kingston footpath needing maintenance; trees hanging over the footpath on the High Street; maintenance of the hedgerow bordering the footpath opposite Beldams Close, about which the Clerk was asked to write to the owner of "Black Bull"; and rabbit holes on footpath to Caldecote, about which Cllr McCarten agreed to talk to former footpaths representative for the Council, Clive Sinclair.</p> <p>It was therefore <b>RESOLVED</b> to look forward to future reports with interest.</p>   | KC<br>JM |

| 8    | <p><b>HIGHWAYS</b></p> <p>Councillors considered some correspondence from R Arnold, who was campaigning for double yellow lines at Bennell Farm entrance. Members acknowledged that cones were often in use at the location and expressed surprise that there weren't lines there already.</p> <p>It was therefore <b>RESOLVED</b> that the Clerk would express the Council's support in writing. The Clerk told Members that the Highways Officer had expressed a preference for morning meetings and the morning of 22<sup>nd</sup> July 2010 was suggested as a suitable date. It was therefore <b>RESOLVED</b> to look forward to receiving confirmation details from the Clerk.</p>  | KC      |        |        |      |                                       |        |      |                                 |         |      |   |         |      |                           |         |     |                   |        |      |   |        |  |
|------|---|---------|--------|--------|------|---------------------------------------|--------|------|---------------------------------|---------|------|---|---------|------|---------------------------|---------|-----|-------------------|--------|------|---|--------|--|
| 9    | <p><b>VILLAGE MAINTENANCE</b></p> <p>Copies of the Play Area Inspection Report had been circulated to Members in advance of the meeting. Councillor Yeadon had visited and reported that where the fence had been cut back to allow stile access into field next door, he had folded back untidy wires when he was there and considered that the risk had been reduced from medium to low. An old telegraph pole and chicken wire needed removing and it was <b>RESOLVED</b> that the Clerk should instruct the Council's maintenance contractor to do this and to tidy up the fencing wire.</p>  | KC      |        |        |      |                                       |        |      |                                 |         |      |   |         |      |                           |         |     |                   |        |      |   |        |  |
| 10   | <p><b>TOFT PEOPLE'S HALL</b></p> <p>Cllr Betson had attended the latest meeting of the Management Committee, which was setting up a Committee to address the view that the Hall was unattractive and unappealing from outside. Suggestions for improvement were hanging baskets, shrubs, a reduced parking area and resurfacing. Funding was being sought. Members discussed the Council's role as Custodian Trustee and funding available from the Council. The Clerk advised that it was illegal for the Council to make purchases or pay for works contracted by the Village Hall Management Committee in order that the latter could avoid paying VAT. Members were further advised about funding availability from external sources for which the Management Committee would be more eligible than the Council. Members noted that budgeted expenditure for the Village Hall had been agreed as £2500 for the current year. It was therefore <b>RESOLVED</b> to note the report with thanks.</p>   |         |        |        |      |                                       |        |      |                                 |         |      |   |         |      |                           |         |     |                   |        |      |   |        |  |
|      | <p><b>FINANCE</b></p> <p>The Clerk presented cheques for signature:</p>   |         |        |        |      |                                       |        |      |                                 |         |      |   |         |      |                           |         |     |                   |        |      |   |        |  |
|      | <table border="1"> <thead> <tr> <th data-bbox="181 1520 277 1554">No</th> <th data-bbox="282 1520 903 1554">Reason</th> <th data-bbox="908 1520 1262 1554">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="181 1561 277 1594">1716</td> <td data-bbox="282 1561 903 1594">Play Safety, for play area inspection</td> <td data-bbox="908 1561 1262 1594">£74.03</td> </tr> <tr> <td data-bbox="181 1601 277 1635">1717</td> <td data-bbox="282 1601 903 1635">CGM Ltd, for verges maintenance</td> <td data-bbox="908 1601 1262 1635">£235.00</td> </tr> <tr> <td data-bbox="181 1641 277 1675">1718</td> <td data-bbox="282 1641 903 1675">South Cambs District Council, for elections</td> <td data-bbox="908 1641 1262 1675">£105.00</td> </tr> <tr> <td data-bbox="181 1682 277 1715">1719</td> <td data-bbox="282 1682 903 1715">K Cameron, Clerk's Salary</td> <td data-bbox="908 1682 1262 1715">£123.36</td> </tr> <tr> <td data-bbox="181 1722 277 1756">n/a</td> <td data-bbox="282 1722 903 1756">HMRC, Clerk's Tax</td> <td data-bbox="908 1722 1262 1756">£81.60</td> </tr> <tr> <td data-bbox="181 1762 277 1796">1720</td> <td data-bbox="282 1762 903 1796">Mr Clive Blower, maintenance at bus shelter</td> <td data-bbox="908 1762 1262 1796">£45.00</td> </tr> </tbody> </table> | No      | Reason | Amount | 1716 | Play Safety, for play area inspection | £74.03 | 1717 | CGM Ltd, for verges maintenance | £235.00 | 1718 | South Cambs District Council, for elections | £105.00 | 1719 | K Cameron, Clerk's Salary | £123.36 | n/a | HMRC, Clerk's Tax | £81.60 | 1720 | Mr Clive Blower, maintenance at bus shelter | £45.00 |  |
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| 1720 | Mr Clive Blower, maintenance at bus shelter   | £45.00  |        |        |      |                                       |        |      |                                 |         |      |   |         |      |                           |         |     |                   |        |      |   |        |  |
|      | <p>An income and expenditure report dated 5<sup>th</sup> July 2010 showed expenditure to date at £4592.73; income at £7000; and a balance available of £29,648.29. It was therefore <b>RESOLVED</b> to note this with thanks.</p>   |         |        |        |      |                                       |        |      |                                 |         |      |   |         |      |                           |         |     |                   |        |      |   |        |  |
| 11   | <p><b>WELCOME PACK</b></p> <p>The Clerk had circulated a copy of the checklist of contents of Welcome</p>   |         |        |        |      |                                       |        |      |                                 |         |      |   |         |      |                           |         |     |                   |        |      |   |        |  |

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|     | Packs and it was<br><b>RESOLVED</b> to look forward to seeing an example of a prepared Pack at the next meeting.   | KC |
| 12  | <b>RECRUITMENT OF CLERK</b><br>Members had before them proposed draft contract of employment and job description for the Clerk's position, following receipt and acceptance of three months' notice by the Clerk. It was suggested that an advertisement should be placed on the Parish Council noticeboards; in the shop; circulated to the Society of Local Council Clerks (SLCC) local branch and to NALC' Direct Information Service Members briefly reviewed the contract and discussed experience required for the post. Tumi Hawkins mentioned Caldecote had recently employed a new Clerk. It was therefore<br><b>RESOLVED</b> to look forward to considering applications in the near future. | KC |
| 13. | <b>DATE AND AGENDA OF NEXT MEETING</b><br>The date of the next meeting was noted as 6 <sup>th</sup> September 2010, at 8.00pm, at Toft People's Hall, following the village inspection , commencing at 7.00pm.   |    |