

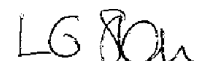
Toft Parish Council

Clerk to the Council, Mrs Gail Stoehr, 30 West Drive, Highfields Caldecote, CB23 7NY
Tel 01954 210241 Email clerk@toft.org.uk or toftpc@lgs-services.co.uk

Notice of the 723rd meeting of Toft Parish Council on Monday 4 April 2016 at 7.00pm in The People's Hall, Toft

The Public and Press are cordially invited to be present and Members of the Parish are welcome to attend and may speak under the Public Participation item

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



LG Stoehr (Clerk) 30/3/16

AGENDA

Open public session including reports from the County and District Councillors

1. Apologies for absence and declaration of interests
 - 1.1 To approve 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 (if any) and to grant any dispensation as appropriate
2. To approve the minutes of the meeting on 7 March 2016 and the confidential minute
3. To consider any matters arising from the last or a previous meeting including
 - 3.1 (3.4) Quotations for Lot Meadow
 - 3.2 (3.5) Litter bin outside the shop – update on discussions
 - 3.3 (5.1) Cambridgeshire ACRE membership – to consider benefits and if to rejoin
 - 3.4 (5.4) Street Party and Bring and Share Tea on 12 June – to consider arrangements and funding
 - 3.5 (7.4) Pinfold Well Lane – to consider report and recommendation for action ^(EM)
- 3
4. To consider any correspondence received since the last meeting requiring the Parish Council's attention
 - 4.1 Allotment tenant – request to retain fruit trees
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 Play inspection reports ^(PG)
 - 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 decisions to note
 - 6.3 Tree works applications
7. Members items and reports for information only unless otherwise stated
 - 7.1 Village Maintenance ^(AT)
 - 7.2 Highways ^(AT)
 - 7.3 Toft People's Hall ^(GP)
 - 7.4 Footpaths ^(JM)
 - 7.5 Parking around the Village Green
 - 7.6 Parking outside Comberton Village College
 - 7.7 Hardwick Road development – decision on the response for s106 proposals and the arrangements for the 13th April public exhibition ^(MY)
 - 7.8 Allotments update ^(MY)
 - 7.9 Village Hero Award report ^(MY)
 - 7.10 The Queen's birthday – to consider arrangements including the beacon ^(MY)
 - 7.11 To consider a request for double yellow lines on the highway at Comberton College to prevent student parking causing a danger to pedestrians and passing traffic
8. Closure of meeting

Clerk report to Toft Parish Council meeting on 4 April 2016

1. To approve written apologies and reasons for absence – none at the time of writing.
2. To approve the minutes of the meeting on 7 March 2016 and the confidential minutes
3. To consider any matters arising from the last or a previous meeting
 - 3.1 (3.4) Quotations for Lot Meadow
 - 3.2 (3.5) Litter bin outside the shop – update on discussions – Cllr Ellis-Evans to report.
 - 3.3 (5.1) Cambridgeshire ACRE membership – to consider benefits and if to rejoin
<http://www.cambsacre.org.uk/>
 - 3.4 (5.4) Street Party and Bring and Share Tea on 12 June – to consider arrangements and funding – approved budget attached.
 - 3.5 (7.4) Pinfold Well Lane – to consider report and recommendation – Cllr Miles to report.
- 4.1 Allotment tenant – request to retain fruit trees
An allotment tenant, who is a resident of Hardwick, on returning his signed allotment agreement, writes:
“I have three dwarf apple/pears and 6 cordon trees at the moment and apply retrospectively for permission to keep them. I do not intend to put in any new trees with a greater than 12 month maturing period.”
5. Finance, Procedure and risk assessment and use of delegated powers
The Clerk has used her delegated powers to contract Rospa Play Safety to undertake the annual inspection in April as the Council indicated at its last meeting that it was considering a change from its previous supplier. A delay to this meeting would have resulted in the cost of approximately £75 doubling as the inspections had to be booked by the end of March to receive the lower price.
- 5.1 To consider the finance report and approve the payment of any bills – attached. Late invoices will be brought to the meeting.
- 5.2 Play inspection reports – to be brought to the meeting
- 5.3 To consider any matter which is urgent because of risk or health and safety
None at the time of writing.
6. Planning
* 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. For more information see the current planning application consultations on
<http://plan.scams.gov.uk/swiftlg/apas/run/wchvarylogin.display>
- 6.1 Planning Applications received
None at the time of writing.
- 6.2 SCDC Decision Notices
 - 6.2.1 S/2965/15/FL – Land r/o 1 Hardwick Road – Erection of detached dwelling and associated works – Permission granted.
- 6.3 Tree works – none at the time of writing
7. Members items and reports for information only unless otherwise stated
 - 7.1 Village Maintenance ^(AT)
 - 7.2 Highways ^(AT)
 - 7.3 Toft People’s Hall ^(GP)
 - 7.4 Footpaths ^(JM)

- 7.5 Parking around the Village Green
- 7.6 Parking outside Comberton Village College
- 7.7 Hardwick Road development – decision on the response for s106 proposals and the arrangements for the 13th April public exhibition ^(MY)
- 7.8 Allotments update ^(MY)
- 7.9 Village Hero Award report ^(MY)
- 7.10 The Queen's birthday – to consider arrangements including the beacon ^(MY)
- 7.11 To consider a request for double yellow lines on the highway at Comberton College to prevent student parking causing a danger to pedestrians and passing traffic

8. Closure of meeting

TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Apr-16

Summary of previous month

Balance brought forward	<u>38,041.17</u>
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Adjustments**Expenditure approved at previous / between meetings**

LCAS	TRAINING	-25.00
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Credits

ALLOTMENT RENT	30.00
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ALLOTMENT RENT	10.00
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<i>Total Adjustments</i>	<i>15.00</i>
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Balance revised after adjustments	<u>£38,056.17</u>
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Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Current Account	37,408.79	39,223.42	-1814.63
CBS Account	647.38	647.38	
Total	38,056.17	39,870.80	-1,814.63

Expenditure for approval

£

BUCHANS	BRAMBLE & MOSS CLEARANCE	40.80
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ORACLE HEDGING AND FENCING	TREE WORKS	100.00
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	SALARY	106.55
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<i>Sub-Total</i>	<i>247.35</i>
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Balance C/F	<u>37808.82</u>
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Gail Stoehr

Responsible Financial Officer

Notes:*Late invoices will be brought to the meeting*

Toft PC

	Approved Budget FY2015/16	Actual to 30/3/16	%	Approved Budget FY2016/17	Notes FY16/17
Payments					
Advertising (Calendar)	175	78.39		100	
Salaries	1611.00	1597.80	99.18%	1660.00	Previous year plus 3%. Clerk's overtime for TPH project o/s
Admin Support	3120.00	3380.00	108.33%	3208.00	Current contract ends at end of Oct 2016. Estimate for 3 year contract year 1/3. Assumes no additional meetings or work
Insurance	470.00	390.66	83.12%	401.00	Previous year plus 3%
Audit Fee	350.00	378.92	108.26%	280.00	External audit fee £10k-£25k = £100, £25k to £50k = £200, £50k to £100k = £300 Internal Audit approx £180
Post/tel/station/gen exp	1100.00	1072.05	97.46%	1100.00	Includes office fee £500 and £66 payroll
Affiliation fees (CAPALC, DPA, SLCC etc)	295.00	222.45	75.41%	295.00	Includes SLCC shared costs with other Councils
Elections	0.00				2018 election year
Training	210.00		0.00%		Is any training required? Should underspend be earmarked?
People's Hall, Room hire	156	108.00	69.23%	156	unless a price increase notified
General Admin TOTAL	7312	7149.88	97.78%	7100	0.00
Bus Shelter Cleaning	0			0	Member has been recently cleaning
Village Maintenance	2000	1425.00	71.25%		What work has been identified from the assets walk?
Street lighting - energy	800.00	911.78	113.97%	800	
Grass Cutting	1751	2308.65	131.85%	2051	Includes agency services verges which is offset in part by income and £300 addition to allow for extra cuts
Parish Paths Maintenance	100.00	36.83	36.83%	100.00	
Playground maintenance	250.00	94.72	37.89%	250.00	
Playground purchase/upgrade					what work is required? Should this be earmarked? The Council is advised to secure legal support to register its land est £780-£1000 using earmarked allotment fund and unerspend from FY15 towards the costs.
Allotments	200.00			0.00	
Trees	300.00	0		300.00	o/s Oakes tree work of £450.
Maintenace TOTAL	5401.00	4776.98	88.45%	3501.00	
SPEP Initiatives	50.00				Should unspent be earmarked or how will it be spent?
VH Loan (to 2015/16)	2325.00	2,324.84	99.99%	0.00	Loan fully repaid
People's Hall					
Speed reduction measures	3000.00				Earmark given proposal to reduce speed along Comberton Road?
Sports Day	£200.00	157.68		£200.00	
Parish Plan					
Special Projects TOTAL	5575.00	2482.52		200.00	
S137 grant payments	£150.00	50	33.33%	£300.00	must be budgeted for, proportionate to benefit, not historic, not to benefit an individual and in response to demonstrable need
People's Hall Oil tank		800.00			
S145 (entertainment)				£150.00	
Fireworks	£150.00	150.00		£150.00	
S137 grant payments	300.00	1,000	333.33%	600.00	
Contingency	500	120.76	24.15%	4125.06	
General Reserves increase					
TOTAL	19263.00	15608.53	81.03%	15626.06	

Receipts	Budget	Actual	%	Budget	
Precept	17500.00	17500.00	100.00%	15000.00	
Agency Services	400.00	626.06	156.52%	626.06	possibility that CCC will reduce its contribution to the cutting
Interest		0.00			the Council should consider its interest received
Allotment rents		40.00			rents for FY 2016 o/s
General Admin & Misc		0.00			
General Reserves Release	1363.00				
TOTAL	£19,263.00	£18,166.06	94.31%	£15,626.06	

Reserves	B/F	Rec	Pay	C/F

General Reserves	£19,168.42			£21,449.56	
P3	£20.13	136.00	156.13	£0.00	
Parish Plan	£0.00			£0.00	
Play Equipment	£960.28		960.28	£0.00	Is this necessary as an earmarked fund or can it be released into general reserves?
People's Hall Phase 2	£0.00			£0.00	
Peoples Hall Phase 3	-£2,803.45	14455.38	11651.93	£3,000.00	
Ramblers bench	£69.37			£69.37	
S106 West Street (14/6/13)	£4,355.07			£4,355.07	
S106 46 High Street (Comm Land Fund) (13/07/12)	£2,742.95		701.12	£2,041.83	o/s £500 from recent tree works contract
S106 46 High Street (Comm Land Fund) (2/5/14)	£737.88			£737.88	
S106 70 School Lane (30/10/14)	£4,509.42			£4,509.42	
Allotment fund	£469.32			£469.32	
Transport consultatant	£256.69			£256.69	
Village Sign Refurbishment	£780.00		780.00	£0.00	
Community Fund	£1,167.03			£1,167.03	
TOTAL	£32,433.11	£14,591.38	£14,249.46	£38,056.17	

TOTAL RECEIPTS

32,757.44

TOTAL PAYMENTS

29,857.99