

Toft Parish Council

Clerk to the Council, Mrs Gail Stoehr, 30 West Drive, Highfields Caldecote, CB23 7NY
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Notice of the 732nd meeting of Toft Parish Council on Monday 9 January 2017 at 7.00 pm 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) 04/01/17

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 5 December 2016
3. To consider any matters arising from the last or a previous meeting including
 - 3.1 (3.8) Bennell Farm football pitch – update on discussions with the Chairman of Comberton Parish Council ^(MY)
 - 3.2 (3.3) Proposal for defibrillator – to consider costs and sources of funding ^(PEE)
 - 3.3 (3.6) Overhanging tree - to confirm the exact location and if any action is required ^(AT)
 - 3.4 (3.7) Overhanging vegetation at Millers Road – to receive a report on the discussion with the resident and to consider if any further action is required ^(EM)
 - 3.5 (8) Proposal that the Parish Council considers if the parish boundary should be changed ^(MY)
4. To consider any correspondence received since the last meeting requiring the Parish Council's attention
 - 4.1 Pelham Structures Ltd – proposed Housing Needs Survey
 - 4.2 Cambridgeshire ACRE Rural Services Survey 2016
 - 4.3 Resident request for bark chippings to be placed at Home Meadow field entrances ^(JM)
 - 4.4 CCC – consultation on a draft corporate energy strategy for Cambridgeshire County Council
 - 4.5 Heidi Allen MP – request for feedback on public transport issues
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 ^(MY)
 - 5.3 To consider any matter which is urgent because of risk or health and safety
 - 5.4 To review the budget for FY2017 and approve a budget for FY2018 including admin support provision
 - 5.5 To set and demand a precept for FY2018
6. To consider any Planning or Tree works applications or related items received
 - 6.1 Planning applications
 - 6.1.1 S/3541/16/FL – 2 High Street – Proposed change of use of existing ground floor and demolition of existing single storey extensions/outbuildings and retaining existing fish and chip shop and associated works
 - 6.2 SCDC decisions to note
 - 6.3 Tree works applications
7. Members items and reports for information only unless otherwise stated
 - 7.1 Allotment paths – to consider if works should be undertaken and to consider a quote for this (JM)
 - 7.2 Village Maintenance ^(AT)
 - 7.3 Highways ^(AT)
 - 7.4 Toft People's Hall ^(GP)
 - 7.5 Footpaths ^(EM)
8. Closure of meeting

Clerk report to Toft Parish Council meeting on 9 January 2017

1. To approve written apologies and reasons for absence – none at the time of writing.
2. To approve the minutes of the meeting on 5 December 2016 - attached
3. To consider any matters arising from the last or a previous meeting
 - 3.1 (3.8) Bennell Farm football pitch – update
Cllr Yeadon to report.
 - 3.2 (3.3) Proposal for defibrillator – to consider costs and sources of funding
Cllr Ellis-Evans to report.
 - 3.3 (3.6) Overhanging tree
Deferred at the last meeting.
 - 3.4 (3.7) Overhanging vegetation at Millers Road – to consider report and recommendation
Deferred at the last meeting.
4. Correspondence
 - 4.1 Pelham Structures Ltd – proposed Housing Needs Survey
“We have been requested by Mr & Mrs Tebbit to undertake a Housing Needs Survey for Toft. We have been in discussions with Mark Deas of Cambridge Acre to produce the survey. They have undertaken surveys for Comberton, Hardwick and Caldecote. We would like the survey not only be sent out to all households within Toft, but to all workplaces as well. We have also been discussing with Cambridge Design Partnership, who, as you are aware, are the largest employer locally, to produce highly sustainable homes that are made available for people who live and work in Toft and would be offered at a discounted rate and if this would be of interest to anyone completing the survey within the village.
We would like the opportunity to discuss this and any proposals at your next Parish Council meeting as an Agenda item prior to commissioning.
I look forward to hearing from you.”
Kind regards,
Bill Bampton

Mark Deas from Cambridgeshire Acre may also attend.
 - 4.2 Cambridgeshire ACRE Rural Services Survey 2016
Attached.
 - 4.3 Resident request for bark chippings to be placed at Home Meadow field entrances
Cllr McCarten has written:
“A resident phoned me today to ask if we could put bark chippings at the kissing gates at the entrances to Home Meadow again (the field not the care home ☐). I believe Clive Blower has done this in the past.
I think the cost is about £10 for the chippings and maybe £20 for Clive’s time.”
 - 4.4 CCC consultation on draft energy strategy for Cambridgeshire County Council
Please find below “a link to an online questionnaire for you to feedback your comments. The consultation launches next week on 3rd January and will finish on 31st January 2017.

http://www.smartsurvey.co.uk/s/Consultation_DRAFTCorporateEnergyStrategy_CCC/

Please note, the attached draft has included a small amendment to section 3 in the strategy where biomethane projects have been split into smaller and larger schemes as they have different impacts, this allows us to differentiate the feedback via the online questionnaire better.”

Sheryl French
Project Director, Mobilising Local Energy Investment
Cambridgeshire County Council

- 4.5 Heidi Allen MP – request for feedback on public transport issues
Attached.

Other to note:

GRITTING TO BE BACK TO PREVIOUS LEVELS BY END OF JANUARY

The delivery of gritters and drivers is being fast tracked by Cambridgeshire County Council to make sure by the end of January the authority once again treats 44 per cent of roads.

Councillors agreed at Full Council last Tuesday, 13 December, to increase the percentage of roads, cycleways and paths treated to last year's levels rather than the reduced 30% percent currently being treated.

The decision to reduce the gritting routes and number of vehicles was taken in February as part of the authority's plan to meet around £40 million in savings. This follows the

The Council has been working with its contractors to secure the extra gritters now needed to cover the extra routes and make sure enough drivers are trained. Extra gritters should be arriving in Cambridgeshire this week.

Although it is expected that this and training will be completed by the end of January as drivers become ready they will immediately be put onto the extra routes.

Cambridgeshire County Councillor Mac McGuire, Chairman of Highways and Community Infrastructure Committee, said: "Following the decision by Full Council the authority contracted our contractors to secure the extra gritting vehicles needed and the drivers needed to operate them. While this should all be completed by January over the next few weeks we will see the old routes reinstated in phases as gritters and drivers become available. But even on treated roads we ask people to drive carefully and make sure they plan their route in cold weather."

5. Finance
- 5.1 To consider the finance report and approve the payment of any bills
Attached.
- 5.3 To consider any matter which is urgent because of risk or health and safety
None at the time of writing.
- 5.4 To review the budget for FY2017 and approve a budget for FY2018
Attached.

- 5.5 To set and demand a precept for FY2018

SCDC has written – "I am writing to town and parish councils to advise you of the estimated tax base for your parish for 2017-18, for you to check before we formally set the tax base in December 2016 and are also seeking the precept information we need to finalise our budgets. Attached as **Appendix A** is a consultation document setting out proposals for payment of Parish Precepts by the District Council in 2017-18, if you would like to comment on this document I would appreciate a reply by 9 January 2017.

The information I now require is as follows: -

Question 1 *Do you wish to comment on the enclosed consultation document?*

Question 2 *How much will your Council require by way of precept in 2017-18? Please state your requirements as an amount of money.*

The Council is working in conjunction with Cambridgeshire County Council and the Fire and Police Authorities to produce a combined leaflet for distribution with the Council Tax bills. In order for this ambitious project to succeed, your assistance would be appreciated by receiving your precept requirements, including nil precepts, by **3 February 2017 using the form attached as Appendix D.**

Some Parishes find it helpful to have details of the estimated tax base for the Parish when they determine their precept. A schedule showing the estimated tax base for all the Parishes for 2017-18 is attached at **Appendix B**, along with explanatory information as to how the Council Tax Base is calculated, **Appendix C.**

Where local councils request £140,000 or more from their council taxpayers they are required to provide details of their spending plans, a template is attached at **Appendix D**, which should be completed and returned with your precept request.

The Council's preferred method of settlement for precepts and other payments due to Parish Councils is directly to bank accounts via BACS, the remittance advice being sent to the Parish Council by e-mail. If your Parish has not already taken advantage of this method of payment, or if your parish has changed its bank details, can I ask you to complete the form attached at **Appendix E** and return it with your precept requirements, this will enable the precept payment due in April 2017 to be made directly to your bank.

APPENDIX A

LOCAL GOVERNMENT FINANCE ACT 1992

PARISH PRECEPTS

1. CONSULTATION

1.1 The consultation relating to the payment of precepts covers the: -

- i. frequency of payment;
- ii. dates on which payments are to be made; and
- iii. calculation of each amount.

1.2 Regulations provide that at least 50% of the precept must be paid within 30 days of the start of the financial year and the remaining 50% within 6 months of the start of the financial year. Payment of precepts issued after the beginning of the financial year will be delayed.

1.3 The proposed schedule for the payment of precepts for 2017-18 are as follows: -

- a) The first instalment will be paid by Friday 21 April 2017. In the case of a precept of £1,000 or less, the full precept will be paid. In all other cases the amount of the first instalment will be £1,000 or 50% of the precept, whichever is greater.
- b) Any balance will be paid by 22 September 2017.

- 1.4 Please let me have any comments you wish to make by the 9 January 2017.
- 1.5 As mentioned in my accompanying letter, it would be of assistance if Parishes could submit their precepts no later than the 3 February 2017.

2. PARISH COUNCIL ELECTIONS

- 2.1 As you know the Council sends invoices to Parishes in respect of the costs of Parish Council elections; Parishes which are due for an election should allow and include for these amounts in their precepts.
- 2.2 Whilst it is not possible to predict the exact costs of elections, the following information may assist those parishes concerned.

1) Uncontested Election

If there are too few candidates for a Poll, a nominal charge will be made to cover the administration of nominations and the services of the Returning Officer. This will be £15 per Council seat.

2) Contested Election

If there are a sufficient number of candidates for a Parish Election to be contested, the recharged costs will be made on the following basis:

- a) A third of all costs where the services are shared with contested Police and Crime Commissioner and District Council Polls - for example, polling station rent, Presiding Officer and Poll Clerk costs, poll cards and associated postage.
- b) All costs where separate provision for the Parish has to be made, for example, postal votes and associated postage, nomination papers and ballot papers.

Expected Recharge:

Based on the assumption that any Parish election will be combined with PCC and District Council elections please budget for the following approximate recharge:

Electorate	Potential recharge = a + b (approximate)
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0 – 1,000	£1,000
1,001 – 2,000	£2,000
2,001 – 3,000	£3,000
3,001 – 4,000	£4,000

These figures are estimates only. Many variable factors can affect the cost of delivering an election.

2.3 If a Parish has a by-election in 2017, it is probable that 100% of costs will have to be recharged.

2.4 You may be aware that the District Council recently voted to move to all out elections from 2018. This means that from 2018 all district council seats will be contested at the same time.

The Council also voted to make an order changing the dates of Parish Elections so that they continue to be held in the same year as district elections. Therefore, all parish councils should be ready for elections to take place in 2018 and every four years thereafter.

APPENDIX C

CALCULATION OF COUNCIL TAX BASE

- All dwellings in the Parish are assessed by the Valuation Office, part of Revenue and Customs, and placed in the following bands:

<u>Valuation Band</u>		<u>Range of Values</u> <u>(at 1991 prices)</u>
A	up to	£40,000
B		£40,001 - £ 52,000
C		£52,001 - £ 68,000
D		£68,001 - £ 88,000
E		£88,001 - £120,000
F		£120,001 - £160,000
G		£160,001 - £320,000
H	more than	£320,000

- The number of dwellings in each band is then adjusted to take account of:

- a) reductions in the number of dwellings
 - exempt dwellings
 - diplomats' dwellings (if any)
 - demolitions

 - b) additions to the number of dwelling
 - Ministry of Defence properties (if any)
 - Dwellings awaiting banding
 - New dwellings to be completed and occupied before the end of the next financial year

 - c) Adjustments
 - reductions in banding for disabled persons
 - 25% discount for single adults for Council Tax purposes
3. The adjusted number of dwellings in each band is then expressed as a single figure known as "band D equivalents" by multiplying by the relevant fraction:

<u>Valuation Band</u>	<u>Relevant Fraction</u>
A-	5/9
A	6/9
B	7/9
C	8/9
D	9/9
E	11/9
F	13/9
G	15/9
H	18/9

4. The District Council prudently estimates an allowance for losses on collection which is 0.6% for the next financial year. This percentage reduction is applied to the number of band D equivalents in the previous paragraph to arrive at the tax base for tax setting purposes.
5. The Parish precept divided by the tax base will give the Council Tax to cover Parish Council expenditure for a band D property occupied by two or more

adults. The Council Tax for dwellings in other bands is calculated by multiplying by the relevant fractions in paragraph 3.

6. A similar calculation, using the same tax base, is also required for the District council, the County Council and the Police and Fire Authorities. Council Tax setting by the District involves the aggregation of all five calculations to arrive at the total Council Tax bill levied to meet the net expenditure of the Parish, District, County, Fire and Police.
7. The actual Council Tax payable will be reduced if discounts (paragraph 2c) and/or council tax benefits for persons on low incomes apply.
8. An illustration of the tax base calculation is shown below:

Toft Parish Council	2017/18 Band D Equivalentents
Number of Properties as at 1.10.2016	232.0
Actual Tax Base on 1.10.2016	253.8
Expected New Properties Chargeable for whole year	1.9
Expected New Properties Chargeable for part of the year	0
Less Discount under LCTS	-10.3
Less Provision for uncollectable (0.6%)	-1.5

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. For more information see the current planning application consultations on

<http://plan.scambs.gov.uk/swiftlg/apas/run/wchvarylogin.display>

6.1.1 S/3541/16/FL – 2 High Street – Proposed change of use of existing ground floor and demolition of existing single storey extensions/outbuildings and retaining existing fish and chip shop and associated works**6.2 SCDC Decision Notices**

6.2.1 S/2504/16/FL – 19 High Street – Single storey front extension, two storey side extension and single storey rear extension – Permission granted.

6.2.2 S/2574/16/FL – 12 Millers Road – Proposed three storey side extension and new porch with associated works – Permission granted.

6.2.3 S/2435/16/FI – Land off Hardwick Road – Proposed erection of a private detached dwelling, new vehicular access and associated works – Permission granted.

6.2.4 S/2848/16/FL – 2 High Street – Proposed change of use of the existing ground floor and the demolition of existing outbuildings and remodelling of car parking arrangements
The SCDC website indicates that a decision was made on 22 December but at the time of writing no further information has been added.

6.2.5 S/3250/16/DC – 46 High Street – Discharge of conditions of S/1303/16/FL – Permission granted.

6.3 Tree works

Tree works applications are now available to view on the SCDC portal.

None at the time of writing.

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

7.1 Allotment paths – to consider if works should be undertaken and to consider a quote for this (JM)

8. Closure of meeting

Rural Services Survey 2016

1. Section A - About Your Community

1. Which District Council / Unitary Authority area do you fall under? *

- East Cambridgeshire
- Fenland
- Huntingdonshire
- Peterborough
- South Cambridgeshire

2. What is the name of your parish? *

3. What is the name of the village(s) you are completing this survey for? *

2. Section B - Shops and Other Services

4. Is a Post Office service provided in your community?

- Yes
- No

5. What sort of Post Office service is provided?

- Standalone Post Office branch
- Mobile or Outreach Service
- Hosted service in a community building, e.g. in a hall or pub
- Partner service within another retail premises
- Other (please specify):

6. How is the Post Office service managed?

- As a private business
- By the community

7. Is the Post Office service open:

- Full-time
- Part-time

8. If part-time, how many hours per week is the Post Office service open?

9. If there is no Post Office service in your community, approximately how far do people have to travel to access the nearest Post Office service?

- Less than 1 mile
- 1 - 3 miles
- 3 - 5 miles
- 5 miles +

10. Is there a post box in your community?

- Yes
- No

11. Is there a working telephone box in your community?

Yes

No

12. Are there any banking facilities in your community? Please tick all that apply.

Cashpoint machine

Post Office counter

Bank/Building Society

None

13. If there is a cashpoint machine, is it free of charge to use?

Yes

No

14. If there is a cashpoint machine, where is it located?

Internal (e.g. in a shop, pub or bank)

External (e.g. an ATM in a wall)

15. Is there a PayPoint* facility available in your community? *PayPoint is a retail network for the local payment of household bills, mobile top-ups and cash withdrawals from in-store LINK cash dispensers.

Yes

No

16. Which shops operate in your community? Please tick all that apply and indicate whether they are managed privately or by the community.

	Private	Community
General Store	<input type="checkbox"/>	<input type="checkbox"/>
Baker	<input type="checkbox"/>	<input type="checkbox"/>
Butcher	<input type="checkbox"/>	<input type="checkbox"/>
Chemist	<input type="checkbox"/>	<input type="checkbox"/>
Newsagent/Confectioners	<input type="checkbox"/>	<input type="checkbox"/>
Hairdressers/Beauty Salon	<input type="checkbox"/>	<input type="checkbox"/>

17. What mobile shops or delivery vans visit your community? Please tick all that apply.

- Baker
- Butcher
- Fishmonger
- Milk and other dairy
- Supermarket deliveries
- None

18. Does your community have a farm shop?

- Yes
- No

19. If there is a farm shop, does it have an alcohol licence?

- Yes
- No

20. Does your community have a market? Please tick all that apply.

- None
- General Market
- Farmer's Market
- Other (please specify):

21. If you have a market, how often does it take place?

Daily

Weekly

Other (please specify):

22. Are there any pubs, cafes, restaurants or take-aways in your community? Please tick all that apply.

Restaurant(s)

Cafe(s)

Take-away(s)

Hotel(s) serving drinks only

Hotel(s) serving food

Pub(s) serving drinks only

Pub(s) serving food

None

23. Is there a petrol station in your community?

Yes

No

24. If not, approximately how far is the nearest petrol station?

Less than 1 mile

1 - 3 miles

3 - 5 miles

5 miles +

25. What recycling facilities are there in your community? Please tick all that apply.

- None
- Kerbside collection
- Paper bank
- Plastics bank
- Bottle bank
- Clothes and textiles bank
- Can / tin bank
- Other (please specify):

3. Section C - Health and Social Care facilities

26. Is there a doctor's surgery in your community?

- Yes
- No

27. If yes, is it:

- A permanent surgery
- A visiting surgery
- Other (please specify):

28. If no, approximately what is the distance from your community to the nearest doctor's surgery?

- Less than 1 mile
- 1 - 3 miles
- 3 - 5 miles
- 5 miles +

29. Is there a dental practice in your community?

- Yes
 No

30. If yes, does it offer NHS treatment?

- Yes
 No

31. If no, approximately what is the distance from your community to the nearest NHS dental practice?

- Less than 1 mile
 1 - 3 miles
 3 - 5 miles
 5 miles +

32. What other health services are provided in your community? Please tick all that apply and indicate whether they are visiting or permanent services.

	Visiting	Permanent
Pharmacy	<input type="checkbox"/>	<input type="checkbox"/>
Prescription collection point	<input type="checkbox"/>	<input type="checkbox"/>
Chiropody	<input type="checkbox"/>	<input type="checkbox"/>

33. Are there any adult residential homes or other care facilities in your community? Please tick all that apply.

- Residential home
 Nursing home
 Day-care centre
 Lunch club
 Sheltered housing
 Over 60s club
 Meals on wheels

Other (please specify):

4. Section D - Community Facilities

34. Are there any places of worship in your community which are still in use? Please tick all that apply.

- None
- Church / Chapel
- Other (please specify):

35. What meeting places do you have in your community? Please tick all that apply.

- Village hall / Community centre
- School hall
- Church hall
- Other (please specify):

36. Does your community have any of the following amenities? Please tick all that apply.

- Sports field
- Sports hall
- Pavilion
- Allotments
- Social club
- Pocket park / nature reserve
- Village green / public open space
- Children's play area (without equipment)
- Children's play area (with equipment)

37. What other sports facilities are there in your community? Please tick all that apply.

- Tennis courts
- Football pitch
- Cricket pitch
- Hockey pitch
- Rugby pitch
- Bowling green
- Floodlit / multi-purpose sports pitch
- Other (please specify):

38. Does your community have any of the following organisations? Please tick all that apply.

- Youth organisations (e.g. Scouts, youth club)
- Older people's clubs / groups
- Special interest / hobby groups (e.g. WI, gardening club, local history group)
- Sports clubs / groups (e.g. football teams, tennis club)
- Environmental groups (e.g. conservation groups)
- Health or fitness groups (e.g. yoga class, slimming group, walking groups)

5. Section E - Communication and Information Services

39. What library services are available in your community? Please tick all that apply.

- A permanent library
- A mobile van library
- A Library Access Point
- A community-run library (e.g. book café)
- Other (please specify):

40. Which of the following information services are there in your community? Please tick all that apply and provide additional information as requested in the comments box below.

- Public noticeboards
- Community website(s) e.g. parish council or village website - please give the website address in the comments box below
- Village newsletter(s) or Parish magazine(s) - please give name and indicate whether it is available online and if so, where
- Social media e.g. Twitter or Facebook - please give Twitter handle or Facebook name in the Comments box below

Comments:

41. Does your community have any of the following? Please tick all that apply.

- Internet access for the public
- Broadband coverage
- Broadband 'not spots' or 'slow spots'

6. Section F - Childcare and Education

42. Which of the following childcare facilities are available in your community? Please tick all that apply.

- Parent and toddler group(s)
- Pre-school playgroup(s)
- Nursery(ies)
- None

43. Is there an adult education provider in your community?

- Yes
- No

44. If no, approximately what is the distance from your community to the nearest adult education provider?

- Less than 1 mile
- 1 - 3 miles
- 3 - 5 miles
- 5 miles +

7. Section G - Transport

45. Is there a scheduled bus service in your community?

- Yes
- No

46. If there is a bus service, please tell us when and how frequently it runs. Please tick all that apply.

- At least hourly between 7am and 8pm
- Monday - Friday
- Saturday
- Sundays and Bank Holidays
- Once a week only

47. What community / voluntary transport schemes service your community? Please tick all that apply.

- Community minibus
- Car Sharing scheme
- Community car scheme
- Taxicard scheme
- Dial-a-Ride (either bus or car)
- None
- Other (please specify):

48. Is there a rail service in your community?

Yes

No

49. If no, approximately what is the distance to the nearest rail station?

Less than 1 mile

1 - 3 miles

3 - 5 miles

5 miles +

8. Section H - Crime Prevention

50. Do you have a police station in your community?

Yes

No

51. If, 'yes', is the police station:

Permanent

Part-time

Mobile police station

52. Does your community have any of the following? Please tick all that apply.

Police Community Support Officer(s)

Farmwatch Scheme

Neighbourhood / Home Watch Scheme

Other (please specify):

9. Section I - Additional Services

53. Are there any other services provided in your community that are not mentioned elsewhere in this questionnaire? If yes, please list below.

10. Section J - Contact Details

Please can you provide your name and a daytime telephone number in case we need to contact you with any queries about the responses you have given.

54. Please can you provide your contact details in case we need to contact you with any queries about the responses you have given. *

Name	<input type="text"/>
	*
Daytime telephone number	<input type="text"/>
	*
Email address	<input type="text"/>

HEIDI ALLEN MP
SOUTH CAMBRIDGESHIRE



HOUSE OF COMMONS
LONDON SW1A 0AA

All County and District Councillors and Parish Council Chairs

South Cambs

By email

22nd December 2016

Dear Councillors and Parish Council Chairs,

I am seeking feedback from constituents about public transport provision in South Cambs. Over the past month I have received a significant number of emails detailing separate public transport failings on local buses and trains. Much of the feedback has been negative, outlining poor service, delays, cancellations, lack of information and poor value for money.

Many of our rural constituents rely on public transport and I am concerned that the commercial operators have a poor understanding of the repercussions of these public transport failings. In some instances, constituents have missed hospital appointments, are late for work or school or end up having to make their own arrangements at greater cost to themselves.

If the problem is widespread, I'd like to take this feedback to the transport operators. If you are aware of repeated issues within your communities, please could you email details of these issues to me at heidi.allen.mp@parliament.uk using the subject title 'Public Transport Feedback'. Alternatively, please encourage your constituents to drop me an email or send a letter to my constituency office. I intend to present evidence of poor service to the transport companies by mid-January and so am seeking feedback by 13th January 2017.

Of course, some feedback about individual drivers has been positive and I'd welcome hearing about this too, so that we can celebrate good service within the same conversation.

I'm grateful to you for your assistance in building up a picture of South Cambs public transport. If you have further questions, please contact Nicola or Paula in my constituency office.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Heidi Allen'.

Heidi Allen
MP for South Cambridgeshire

TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Jan-17

Summary of previous month

Balance brought forward 65,826.12

Adjustments

NEST DD DECEMBER 16 ADJUSTMENT -1.50

Expenditure approved at previous / between meetings

M YEADON	EXPENSES	-15.00
P ELLIS-EVANS	WIRE NETTING	-78.22
P ELLIS-EVANS	MILEAGE EXPENSES	-40.50
LGS SERVICES	ADMIN SUPPORT	-401.86

Credits

PLOT 4B 6A & 6B	ALLOTMENT RENT	30.00
PLOT 1A	ALLOTMENT RENT	10.00

Total Adjustments -497.08

Balance revised after adjustments £65,329.04

Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Current Account	64,675.31	65,645.94	-970.63
CBS Account	653.73	653.73	
Total	<u>65,329.04</u>	<u>66,299.67</u>	<u>-970.63</u>

Expenditure for approval

£

	SALARY	56.35	
LGS SERVICES	ADMIN SUPPORT	260.00	
NEST	PENSION	56.37	<i>DD</i>

Sub-Total 372.72

Balance C/F 64956.32

Gail Stoehr

Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting

Toft PC						
Payments	Approved Budget FY2016/17	Actual to 9/1/17	%	Draft budget FY2017/18	Notes FY16/17	Notes FY17/18
Advertising (Calendar)	100	15.00				
Salaries	1660.00	1518.83	91.50%	1742.00	Previous year plus 3%. Clerk's overtime for TPH project o/s.	FY17 will go over budget due to backdated pay from FY16
Admin Support	3208.00	2600.00	81.05%	3432.00	Current contract ends at ends on Oct 2016. Estimate for 3 year contract year 1/3. Assumes no additional meetings or work	Current contract ends at ended in Oct 2016. Draft budget for 3 year contract year 1/3. Assumes no additional meetings or work
Insurance	401.00	426.73	106.42%	430.00	Previous year plus small increase for asset value increases	Previous year plus small increase for asset value increases
Audit Fee	280.00	342.65	122.38%	280.00	External audit fee £10k-£25k = £100, £25k to £50k = £200, £50k to £100k = £300 Internal Audit approx £180	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	921.73	83.79%	1100.00	Includes office fee £500 and £66 payroll	Includes office fee £500 and £66 payroll
Affiliation fees (CAPALC, DPA, SLCC etc)	295.00	283.34	96.05%	295.00	Includes SLCC shared costs with other Councils	Includes SLCC shared costs with other Councils
Elections					2018 election year	2018 election year
Training					Is any training required? Should underspend be earmarked?	Is any additional training required? See reserves
People's Hall, Room hire	156	60.00	38.46%	156	unless a price increase notified	
General Admin TOTAL	7100	6153.28	86.67%	7435		
Bus Shelter Cleaning	0				Member has been recently cleaning	Member has been recently cleaning
Village Maintenance					What work has been identified from the assets walk?	What work has been identified from the assets walk?
Street lighting - energy	800		0.00%	800	invoice due shortly	invoice due shortly
Grass Cutting	2051	1157.44	56.43%		Includes agency services verges which is offset in part by income and £300 addition to allow for extra cuts	Includes agency services verges which is offset in part by income and £300 addition to allow for extra cuts
Parish Paths Maintenance	100.00	0.00	0.00%			
Playground maintenance	250.00	1436.05	574.42%			The Council to consider an appropriate budget.
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 underspend from FY15 towards the costs.	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 underspend from FY15 towards the costs.
Allotments	0.00					
Trees	300.00		0.00%			
Maintenance TOTAL	3501.00	2593.49	74.08%	800.00		
SPEP Initiatives					Should unspent be earmarked or how will it be spent?	
VH Loan (to 2015/16)	0.00	0.00			Loan fully repaid	Loan fully repaid
People's Hall						
Speed reduction measures					Earmark given proposal to reduce speed along Comberton Road?	If the event is to be held in FY2018 perhaps an increased budget is required.
Sports Day	£200.00	438.74	219.37%			
Parish Plan						
Special Projects TOTAL	200.00	438.74		0.00		
S137 grant payments	£300.00		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
People's Hall Oil tank						
S145 (entertainment)	£150.00	100				
Fireworks	£150.00	150.00				
S137 grant payments	600.00	250	41.67%	0.00		
Contingency	4125.06		0.00%		Approx 5%. The 1512.45 overspend will be taken from this.	
General Reserves increase						
TOTAL	15626.06	9450.51	60.48%	8235.00		

Receipts	Budget	Actual	%	Budget	
Precept	15000.00	15000.00	100.00%		
Agency Services	626.06	626.06	100.00%	626.00	possibility that CCC will reduce its contribution to the cutting
Interest		0.00			the Council should consider its interest received
Allotment rents		70.00			The Council should consider how to maximise its interest
General Admin & Misc		0.00			
General Reserves Release					
TOTAL	£15,626.06	£15,696.06	100.45%	£626.00	

Reserves	B/F	Rec	Pay	C/F	
General Reserves	£17,377.87			£25,755.80	
P3	£43.04			£43.04	
Peoples Hall Phase 3	£3,000.00			£0.00	The PC contributed towards the works
Ramblers bench	£69.37			£69.37	Is this necessary as an earmarked fund or can it be released into general reserves?
S106 West Street (14/6/13)	£4,355.07			£4,355.07	
S106 46 High Street (Comm Land Fund) (13/07/12)	£2,041.83		1178.35	£863.48	
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	
S106 2 Hardwick Road (30/3/16)	£5,238.45			£5,238.45	o/s £500 from recent tree works contract
S106 Meridian Court (20/9/16)	£0.00	14595.38		£14,595.38	
S106 69 High Street	£0.00	2660.39		£2,660.39	
Allotment fund	£669.32			£869.32	
Transport consultatant	£256.69			£256.69	
Village Sign Refurbishment	£0.00			£0.00	
SPEP	£50.00			£50.00	earmarked for the speed reduction between Toft and Comberton.
MIS Speed reduction scheme	£3,000.00			£3,000.00	Comberton PC committed to also contributing
Training	£210.00		66.70	£210.00	
Village maintenance	£575.00		170.00	£575.00	

Community Fund	£1,167.03			£1,167.03
TOTAL	£43,300.97	£17,255.77	£1,415.05	£64,956.32

TOTAL RECEIPTS 32,951.83
TOTAL PAYMENTS 10,865.56

Notes to 2018 budget. If the PC delivers its 2017 budget as anticipated then it still has £6000 to spend from general reserves before the financial year end although this might be less if the contingency is not all spent.

Definitive Statement for the Parish of Toft

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
1	FP	Starts at High Street at stile near Methodist Chapel; proceeds along the edge of a cinder field roadway and bears left between fences of pig enclosures 6ft apart continuing across piped ditch crossing to another stile; proceeds as a grass path 3ft wide along the edge of arable fields to its exit at the Caldecote parish boundary.			There is no stile at the entrance to this footpath nor pig enclosures. Should read: "Starts at High Street and follows a private drive and then enters a field via a wooden gate. It continues through the field to a metal farm gate, then across the next pasture to a wooden gate and then on to the Caldecote parish border.

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
2	FP	Starts at the High Street near The Black Bull PH at stile; proceeds over meadow to another stile and footbridge over ditch; continues over another meadow to field gate and earth cartbridge; bears left as a grass path 3ft wide along edge of arable field to its exit at footbridge over Bourn Brook at the Kingston parish boundary near Toft Bridge.			The Black Bull is now a private residence. The stile has been replaced by a wooden kissing gate. Should read: Starts at the High Street next to the Recreation Ground. The path continues to a wooden gate into Lot Meadow and then to a footbridge and another wooden gate into another meadow and on to a further wooden gate; bears left etc.."

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
3	FP	Starts at FP No. 2 at footbridge and stile; proceeds in a north-easterly direction over meadow; continues along field track at edge of arable field to gap at Miller's Road; crosses the road beyond a gap and continues along grass lane to gap at end of lane; proceeds as a grass path along bank of			Should read: "Starts at FP No 2 at a footbridge and wooden gate and proceeds in a north-easterly direction over the meadow to another wooden gate and footbridge; continues along a track at field edge to Miller's Road which it crosses over to enter Toft Wood; proceeds through the wood to emerge on a track alongside

Definitive Statement of Public Rights of Way for Cambridgeshire

To be read in conjunction with the Definitive Map

Relevant Date 11th May 2016

Toft

		ditch at edge of arable fields; through gaps in hedges and bears right over earth cartbridge and along edge of another arable field at side of allotment gardens to its exit into FP No. 5 at the end of grass road.			arable fields and bears right over an earth cartbridge and along edge of another arable field at side of allotment gardens to its exit into FP No 5 at the end of grass road."
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Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
4	FP	Starts at the Hardwick Road near Halfway House and proceeds along a grass lane 30ft wide between hedges to the end of the lane at Wood Farm; continues along grass track at edge of arable fields to Wood Barn Farm; proceeds along track at edge of Hardwick Wood to its exit at the Caldecote parish boundary.			Should read: "Starts at Hardwick Road alongside the farm road leading to Frog's Farm where it turns left; continues along a track between arable fields to Wood Barn Farm; continues along the side of Hardwick Wood to the Caldecote parish boundary."

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
5	FP	Starts at the corner of Miller's Road; proceeds along grass lane 30 ft wide between hedges to gap at the end of the lane at its junction with public footpath No. 6; recommences 170m west-north-westerly along public footpath No. 3 and proceeds in a general north-easterly direction along the headland to the east of a drain for approximately 470m; proceeds over arable fields to its exit into public footpath No. 4 near Wood Farm.	Between TL3626 5713 and TL3602 5674 width 2m		Starts at the junction of Miller's Road and Mill Lane; proceeds along a 30ft wide grass track with a hedge on the left and arable field on the right to junction with FP No 6; recommences 170m west at FP No 3 and proceeds, to the east of a drain in a north-easterly direction for approximately 470m; it crosses west over a wooden footbridge and follows the edge of an arable field to meet FP4 near Frog's Hall.

Definitive Statement of Public Rights of Way for Cambridgeshire

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Relevant Date 11th May 2016

Toft

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
6	FP	Starts at FP No.5; proceeds along the edge of arable field as a grass path 6ft wide to its exit at field gate and into the Hardwick Road.			Should read:".. to its exit into the Hardwick Road." (there is no field gate)

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
7	FP	Starts at the end of Miller's Road; bears left and then right along edge of arable fields; continues along the north of a field boundary then north and north-easterly along the Caldecote parish boundary then bears left to its exit at field gate at the Caldecote parish boundary.	Between TL3526 5650 and TL3504 5668 width 2m		Should read:"...along the Caldecote parish boundary then bears left to its exit at the Caldecote parish boundary." (There is no field gate.)

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
8	FP	From Brookside to and across Bourn Brook at the Kingston parish boundary near the railway.			1952 Definitive Statement has describes path as 'tarmac and gravelled path 3ft wide along grass lane 20ft wide'

FP 8 - this path no longer exists

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
9	FP	Starts at the High Street opposite the Methodist Chapel at stile; proceeds as a cinder path 3ft wide between gardens of council houses to the end of the gardens; bears left as a gravel path 4ft wide between fences to its exit into School Lane opposite the school.			There is no stile at the entrance to FP 9 and the path is now tarmac not cinder. Should read: "Starts at High Street opposite the Methodist Chapel;proceeds as a tarmac path 3ft wide between gardens of council houses and bears left then right before its exit into School Lane almost opposite The People's Hall."

Definitive Statement of Public Rights of Way for Cambridgeshire

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Relevant Date 11th May 2016

Toft

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
10	FP	Stony Lane. Starts at the High Street opposite The Black Bull PH; proceeds as a gravel path 3ft wide along the centre of a grass lane 6ft wide between fences and hedges of gardens to its exit at timber post and into School Lane near the council houses.			Should read: "Stoney Lane: starts at the High Street between house nos.39 and 41; proceeds as a tarmac path 3ft wide along the centre of a grass lane 6ft wide between fences and hedges to its exit into School Lane."

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
11	BR	Pinford Well Lane. From River Lane to the immediate west of Priory Cottage, north past the entrance to Green Lane and north-west for a distance of approximately 280m to School Lane.	12 ft		Should read " Pinfold Well Lane. From Brookside to the immediate west of Priory Cottage etc...."

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
12	BOAT	From Pinford Well Lane and proceeding south-east and then south to Riverside.	3.8m		.Should read: "Green Lane. Starts from Pinfold Well Lane and proceeds east and then south to Church Road.

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
13	FP	Starts at the High Street nearly opposite The Firs at stile; proceeds as a grass path alongside wire fences of poultry farm to another stile at School Lane; crosses the lane and continues beyond another stile along edge of a meadow as a grass path to its exit at stile and into Pinford Well Lane			Should read: "Starts on the eastern side of High Street and south of the Recreation Ground; proceeds along the drive of properties on the right then continues along the left hand side of a garage and into the drive of properties beyond and onto School Lane. It crosses School Lane and continues between houses to join Pinfold Well Lane opposite Green Lane

Definitive Statement of Public Rights of Way for Cambridgeshire

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Relevant Date 11th May 2016

Toft

		opposite Green Lane.			
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Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
14	FP	Starts at School Lane near Stony Lane at stile; proceeds over meadows to its exit at another stile and into Church Road opposite the Church.			Should read: "Starts at School Lane almost opposite Stoney Lane at a wooden gate; proceeds over Home Meadow to exit at another wooden gate opposite St. Andrew's Church."

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
15	FP	Starts at Green Lane at stile; proceeds over meadow to its exit at FP No. 14 at stile opposite Church.			Starts at Green Lane at a metal kissing gate and proceeds over Home Meadow to exit along with FP14 at the wooden gate opposite St. Andrew's church."

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
16	FP	From Church Road to the immediate north of the Church in an easterly direction for a distance of approximately 520m to the end of the green lane and the existing footpath No. 16 Toft.	Between 20-30ft		"....end of the green lane where it crosses a wooden bridge onto the Meridian golf course. It continues east past the junction with FP 20 and continues east to the Comberton parish boundary."

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
17	FP	Starts at the Kingston parish boundary; proceeds over meadow near Bourn Brook to its exit at the Great Eversden parish boundary.			Should read: "Starts at exit of FP 18 and the Kingston parish boundary; proceeds over meadow near Bourn Brook to two wooden gates at either end of a wooden footbridge to its exit at the Great Eversden parish boundary."

Definitive Statement of Public Rights of Way for Cambridgeshire

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Relevant Date 11th May 2016

Toft

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
18	FP	Starts at Brookside opposite cottages and proceeds as a sunken gravel footpath 5ft wide between bushes to its exit at footbridge over Bourn Brook at the Kingston parish boundary.			Should read: "Starts at Brookside opposite a bungalow and proceeds as a gravel path 5ft wide to its exit at the footbridge over Bourn Brook at the Kingston parish boundary."

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
19	FP	Commences approximately 285m west from High Street Toft along public footpath No. 1 by a wooden stile, continues as a 1.5m wide footpath adjacent to the western side of the drain and field boundary for a distance of approximately 126m to its termination at its junction with public footpath No. 2 Toft by a wooden footbridge approximately 226m from High Street, Toft.	1.5m		Should read: "Commences approximately 285 m west from High Street along public footpath No 1 by a wooden gate and continues south as a 1.5m wide footpath adjacent to the western side of the drain and field boundary for a distance of approximately 126m to its termination at its junction with public footpath No 2 by a wooden gate approximately 226 m from High Street."

Number	Status	Description	Width	Conditions & Limitations	Remarks (non-conclusive information)
20	FP	Starts on Comberton Road at Ordnance Survey grid ref TL3707 5597 and runs in a general south-south-easterly direction to join public footpath No. 16 Toft at Ordnance Survey grid ref TL3713 5563. The path runs along the west side of a farm track, approximately 2m from and parallel to the boundary with the Cambridge Meridian Golf Course.	2m		

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Relevant Date 11th May 2016

Toft