

# Toft Parish Council

Clerk to the Council, Mrs Gail Stoehr, 30 West Drive, Highfields Caldecote, CB23 7NY  
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## Notice of the 734th meeting of Toft Parish Council on Monday 6 March 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) 27/02/17

### 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 6 February 2017
3. To consider any matters arising from the last or a previous meeting including
  - 3.1 (3.3) Proposed Housing Needs Survey – update and to consider survey and letter to residents
  - 3.2 (4.0.3) Coalition of Parish Councils – formal agreement to broaden the statement of purpose and sign the letter to the Secretary of State
  - 3.3 (8) To consider the Assets List and a date for a Parish Walk
  - 3.4 (8) To consider a date and arrangements for the Annual Parish Meeting
  - 3.5 (8) To consider the date for the Annual Meeting of the Parish Council (standing orders say the second Monday of May)
  - 3.6 (7.5) Kissing gate
4. To consider any correspondence received since the last meeting requiring the Parish Council's attention
  - 4.1 CCC Consultation on proposed 50 mph speed limit between Toft and Comberton
  - 4.2 Cambridge Rambling Club – funding for rights of way projects
  - 4.3 CAPALC Membership Agreement (Draft Summary)
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 including arrangements for RoSPA annual inspection
  - 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
    - 6.1.1 S/0496/17/FL – Meridian Court, Comberton Road – Erection of two storey extension to provide 13 no. offices, meeting room, break area and ancillary facilities
    - 6.1.2 S/0390/17/VC – 1 Hardwick Road – Variation of Condition 2 (approved plans) to S/2535/16/FL
  - 6.2 SCDC decisions to note
  - 6.3 Tree works applications
7. Members items and reports for information only unless otherwise stated
  - 7.1 Allotments <sup>(JM)</sup>
  - 7.2 Village Maintenance <sup>(AT)</sup>
  - 7.3 Highways <sup>(AT)</sup>
  - 7.4 Toft People's Hall <sup>(GP)</sup>
  - 7.5 Footpaths <sup>(EM)</sup>
8. Closure of meeting

## Clerk report to Toft Parish Council meeting on 6 March 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 6 February 2017 - attached
3. To consider any matters arising from the last or a previous meeting
- 3.1 (3.3) Proposed Housing Needs Survey – update and to consider survey and letter to residents  
Cllr Yeadon to report.
- 3.2 (4.0.3) Coalition of Parish Councils – formal agreement to broaden the statement of purpose and sign the letter to the Secretary of State  
Raised at the last meeting.  
**Coalition of Parish Councils (CPC)**

### **CPC meetings on Current Planning Issues.**

I am pleased to attach a copy of the minutes of the CPC meeting on Current Planning Issues, held on 9<sup>th</sup> January. [The next meeting will be held on Tuesday, 28<sup>th</sup> March from 1830-2100 in Bourn Village Hall.](#)

### **Coalition of Parish Councils' Statement of Purpose**

We agreed at the meeting to broaden the CPC's statement of purpose more accurately to reflect the work we do. The proposed new statement is:

*The Coalition of Parish Councils exists to voice our concerns on key strategic transport and planning issues, affecting our communities.*

[We would be grateful if each of your parish councils would formally agree to this change and let me know when this has been done.](#)

### **Letter to Secretary of State on Girton Interchange**

I attach a letter which we propose to send to the Secretary of State for Transport on the urgent need for an all-ways interchange (A14/A428/M11) at Girton. Upgrading the Girton junction would significantly reduce 'rat-running' through our villages.

[We would be grateful if each of your parish councils could formally agree to this letter and authorise your Chair to sign it. Please let me know once this has been done and I will circulate the final version of the letter for signature. We hope to send the letter to Whitehall in early March.](#)

### **Examination in Public (EIP) of the Local Plan – Site specific hearing on Bourn Airfield**

The EIP site-specific hearings on Bourn Airfield will be held on 4-6 April, 2017. The Coalition of Parish Councils is opposed to the proposed development. We will submit our views to the Inspector (by the deadline of 17<sup>th</sup> February) and take part in the hearings in April.

[Please let me know if there are any specific points you would like us to address in our submission. I would be happy to discuss any issues with you.](#)

With best wishes

Steve Jones

Bourn Parish Council/

Convenor, Coalition of Parish Councils.

**DRAFT FOR CONSIDERATION BY PARISH COUNCILS**

Draft dated 02 Feb 2017

The Rt Hon Chris Grayling MP  
Secretary of State for Transport

cc: The Rt Hon Sajid Javid MP, Secretary of State for Communities and Local Government

Heidi Allen MP for South Cambridgeshire

Daniel Zeichner MP for Cambridge

Councillor Peter Topping,

Leader South Cambridgeshire District Council

Councillor Lewis Herbert,

Leader of Cambridge City Council

Dear Secretary of State,

**The urgent need for an all-ways Interchange serving the M11, A428, A14 at Girton, Cambridge.**

We are a group of 20 Parish Council Chairmen, representing over 30,000 people living in villages to the west of Cambridge.

There is universal consensus that inadequate transport infrastructure is starting to constrain economic growth in the Cambridge sub-region - one of the fastest growing areas in the UK. We urge you to take the steps necessary to remedy the situation.

While we welcome your recent approval of the Cambridge-Milton Keynes-Oxford Expressway and the East-West rail link, there are other essential improvements to the road network, that can and should be made now to sustain economic growth. Without these strategic improvements, there is a real risk, over the next few years, of gridlock in the transport network seriously constraining economic growth.

The most urgently needed improvement, in our view, is to construct an all-ways interchange at Girton, north-west of Cambridge, where the M11, A428 and A14 roads meet. This junction is located at the eastern end of the proposed Cambridge-Milton Keynes-Oxford Expressway.

Currently, the Girton interchange is fatally constrained. Traffic travelling eastwards towards Cambridge on the A428 (from the direction of Oxford and Milton Keynes), is unable to turn south onto the M11 at Girton to reach the rapidly growing Biomedical Campus and biotechnology companies south of Cambridge.

An all-ways junction at Girton, at the intersection of the east-west axis (A428) and the north-south axis (M11/A14), is essential for fast and direct access to Cambridge City centre, the Biomedical Campus south of the City and Stansted Airport. The provision of such a junction would unquestionably strengthen economic growth in Cambridge and across East Anglia.

What makes the provision of an all-ways interchange acutely time sensitive are the many thousands of new homes being built along the A428 corridor between St Neots and Cambridge, most recently West Cambourne. These developments, together with the new expressway and the expected rapid expansion of jobs in the Biomedical Campus, means that an all-ways interchange at Girton is now both urgent and imperative.

We have discussed the need for an upgraded interchange at Girton with Heidi Allen MP (South Cambridgeshire) and Daniel Zeichner MP (Cambridge) and our district and city councils. While there is broad agreement on the urgent need for the scheme, a push from central government will be needed to make it happen. We urge you to provide the necessary impetus.

We look forward to hearing from you. If it would be helpful, we would be pleased to meet you or your officials to provide more detail on the proposed scheme.

Yours sincerely,

Signed by the Coalition of Parish Councils and all 21 Parish Council Chairs.

- 3.3 (8) To consider the Assets List and a date for a Parish Walk – Assets list attached.
- 3.4 (8) To consider a date and arrangements for the Annual Parish Meeting
- 3.5 (8) To consider the date for the Annual Meeting of the Parish Council (standing orders say the second Monday of May i.e 8<sup>th</sup> May 2017)

3.6 (7.5) Kissing gate

The following copy correspondence from Kingston Parish Council to the resident has been received from Kingston Parish Council:

“I have now received a response to my email to CCC, which I attach.  
(Reproduced below)

- “1. Does the Council have any objection to the installation of a stile replacing the kissing gate? Yes, as there is no barriers, i.e. stiles, gates, etc., recorded on the Definitive Map or Statement on this particular Public Footpath.
- 2. Does the Council have any guidance covering the installation of stiles and kissing gates in general, and if so are these guidelines mandatory or advisory? As Highways Authority we can authorise a barrier for the retention of livestock. However, due to Equality Legislation we cannot accept stiles. Thus, the applicant can apply for a gate or kissing gate to be installed. As a kissing gate is in this location it would be for the landowner to keep it in good order.
- 3. Does the Council have any advice or practical or financial assistance to offer in view of the particular difficulties at this site? Unfortunately, as this is a new barrier on an Public Right of Way there is no obligation to give financial assistance in this instance.”)

I'm afraid it isn't very helpful. Apparently landowners are not permitted to erect a 'barrier' (such as a stile or gate) on a public right of way without permission, and permission will only be granted in certain situations. One of those situations is to control livestock, and since you keep horses in this field I cannot imagine there would be any problem in obtaining permission. However according to Peter Gaskin, permission has not been sought or granted for the footpath in question.

It looks as if you will need to regularise the current position by obtaining permission for the existing kissing gate. You will not be given permission for a stile for the reasons given. It will then be your responsibility to maintain the kissing gate.

I am sorry to bring you this unwelcome news. I can only suggest that, assuming you obtain retrospective permission for the kissing gate, you seek specialist advice regarding the installation in the difficult conditions resulting from the old railway ballast.”

4. Correspondence

4.1 CCC Consultation on proposed 50 mph speed limit between Toft and Comberton  
Letter and plan attached.

4.2 Cambridge Rambling Club – funding for rights of way projects

“Cambridge Rambling Club has funds to donate to a scheme(s) to help improve access. This money comes from the Ramblers Holidays 'Walking Partnership' fund. (People booking on a Ramblers Holiday can nominate a walking group to receive a donation which should be spent on helping to improve access; £30 for a long haul trip, £20 for Europe and £10 for a UK holiday). Lots of our Club members go on these holidays and we have regularly received payments of around £400-£500 every six months.

We had agreed to donate £500 to Cambs PPF for a new 'disability access' gate on the Coton Nature Reserve. However, a new manager has decided that they can't use the money in the near future and we are looking for an alternative project. At the end of March we should be paid another donation, so there should soon be at least £750 available.”

5. Finance

5.1 To consider the finance report and approve the payment of any bills  
Attached.

5.2 Play inspection reports including arrangements for Rospa annual inspection

The Parish Council does not currently have arrangements in place for the annual play inspection. Does it wish to contract Rospa to carry this out, and if so, does the Council wish to make it on an automatic renewal basis? A price has been requested and will 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.

5.4 To consider the Assets List and a date for a Parish Walk  
Proposed at the last meeting. Cllr Yeadon to report.

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/0496/17/FL – Meridian Court, Comberton Road – Erection of two storey extension to provide 13 no. offices, meeting room, break area and ancillary facilities

6.1.2 S/0390/17/VC – 1 Hardwick Road – Variation of Condition 2 (approved plans) to S/2535/16/FL

No details of the proposed Variation appear on the website at the time of writing but the condition to be varied - Condition 2 (Approved Plans) is below:

“The development hereby permitted shall be carried out in accordance with the following approved plans and documents: Location Plan OS reference 100038864, Proposed Elevations For House and Garage L-04 rev A, Proposed Ground and First Floor General Arrangement and Site Development Plans L-02, Proposed Site Plan P-4058-01, Arboricultural Report in accordance with BS5837:2012 by the Clarke Emith Partnership, The Traffic Management Plan dated 9th September 2016 by JM Contractor Ltd, and Section 7 of the Preliminary Ecological Appraisal dated September 2015 as submitted with this planning application. (Reason - To facilitate any future application to the Local Planning Authority under Section 73 of the Town and Country Planning Act 1990.)”

6.2 SCDC Decision Notices

6.2.1 S/2716/16/FL – Land rear of 2 High Street – Proposed private detached dwelling and demolition of existing outbuilding/extensions – Permission granted.

6.2.2 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 – Withdrawn.

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

8. Closure of meeting

Toft Parish Council  
Assets List  
31/03/2016

<b>Item</b>	<b>Location</b>	<b>Value</b>
Toft Peoples Hall	School Lane	343,488.00
Flagpole 5m	Peoples Hall	439.95
Tub Chairs (x6)	Peoples Hall	449.93
Victorian Hand Pump on Village Green	Green	717.07
Village Well	St Andrews Church	573.65
Goal Posts	Recreation Area	800.64
Playground Equipment	Recreation Area	5,736.75
LAPPSET	Recreation Area	
Supernova	Recreation Area	3,733.00
Birds Nest Swing	Recreation Area	2,341.00
Skyline	Recreation Area	10,041.00
Ecosmart Surface (57M SQ)	Recreation Area	3,177.00
Cusionfall Surface (19m cu)	Recreation Area	779.00
Mini Soccer Goals 12x6' (x2)	Recreation Area	578.00
Playground Equipment (2006)	Recreation Area	1,698.12
Picnic Tables	Recreation Area	623.42
Fencing & Gates	Recreation Area	1,892.86
Signage	Recreation Area	128.00
Timber Shed	Recreation Area	1,244.01
Bus Shelter	High Street, Village Green	3,844.35
10 Bench Seats	Various	4,200.00
Toft Wood Bench (E Barwell)	Toft Wood	464.00
Village Sign & Plaque	Comberton Road	1,779.75
Engraved Stone	Comberton Road	905.85
Millenium Beacon & Plaque	Church Drift	904.81
Canvas Cover (not insured)	Beacon	122.92
9 Litter Bins (not insured)	Various	1,392.00
Filing Cabinets (not insured)	People's Hall	200.00
4 Dog Waste Bin (not insured)	Church Lane	800.00
Jubilee bench	Village Green	1,989.70
Ramblers Bench	Community Orchard	458.73
Footpaths Signage	Green, Brookside & Toft Wood	1,065.30
Noticeboard	Recreation Area	200.00
Noticeboard	Bus Shelter (glass fronted)	200.00
Village Noticeboard	High Street, Village Green	466.02
Grit Bins x4 (not insured)	School Lane, Mill Lane, Millers Rd,	480.00
Toft Playground	High Street	1.00
Toft Village Green	Corner of High St & Comberton Rd	1.00
Toft Community Orchard	High Street	1.00
Allotment land		1.00
	<b>Total Value</b>	<b>397,918.83</b>

Assets are recorded at fixed value

My ref: PR0348  
Your ref:

Date: 15<sup>th</sup> February 2017

Contact: Andi Caddy  
Direct dial: 0345 045 5212  
E Mail: Andi.caddy@cambridgeshire.gov.uk



Economy, Transport and Environment  
Executive Director, Graham Hughes

Highways Service  
Policy & Regulation Team  
Box No: SH1204  
Shire Hall  
Cambridge  
CB3 0AP

Dear Sir or Madam,

**CAMBRIDGESHIRE COUNTY COUNCIL**  
**(COMBERTON ROAD (B1046), TOFT)**  
**(50 MPH SPEED LIMIT)**  
**ORDER 20\$\$**

Cambridgeshire County Council proposes to introduce:

Implement a 50mph speed limit on Comberton Road (B1046), from a point 165 metres east of its junction with Hardwick Road, to a point 480 metres west of its junction with Kentings (Comberton)

I have enclosed a plan(s) showing the location(s) and extent(s) of the proposed restriction.

If you wish to make any comments on these proposals we would appreciate them in writing, no later than 8th March 2017 quoting reference PR0348.

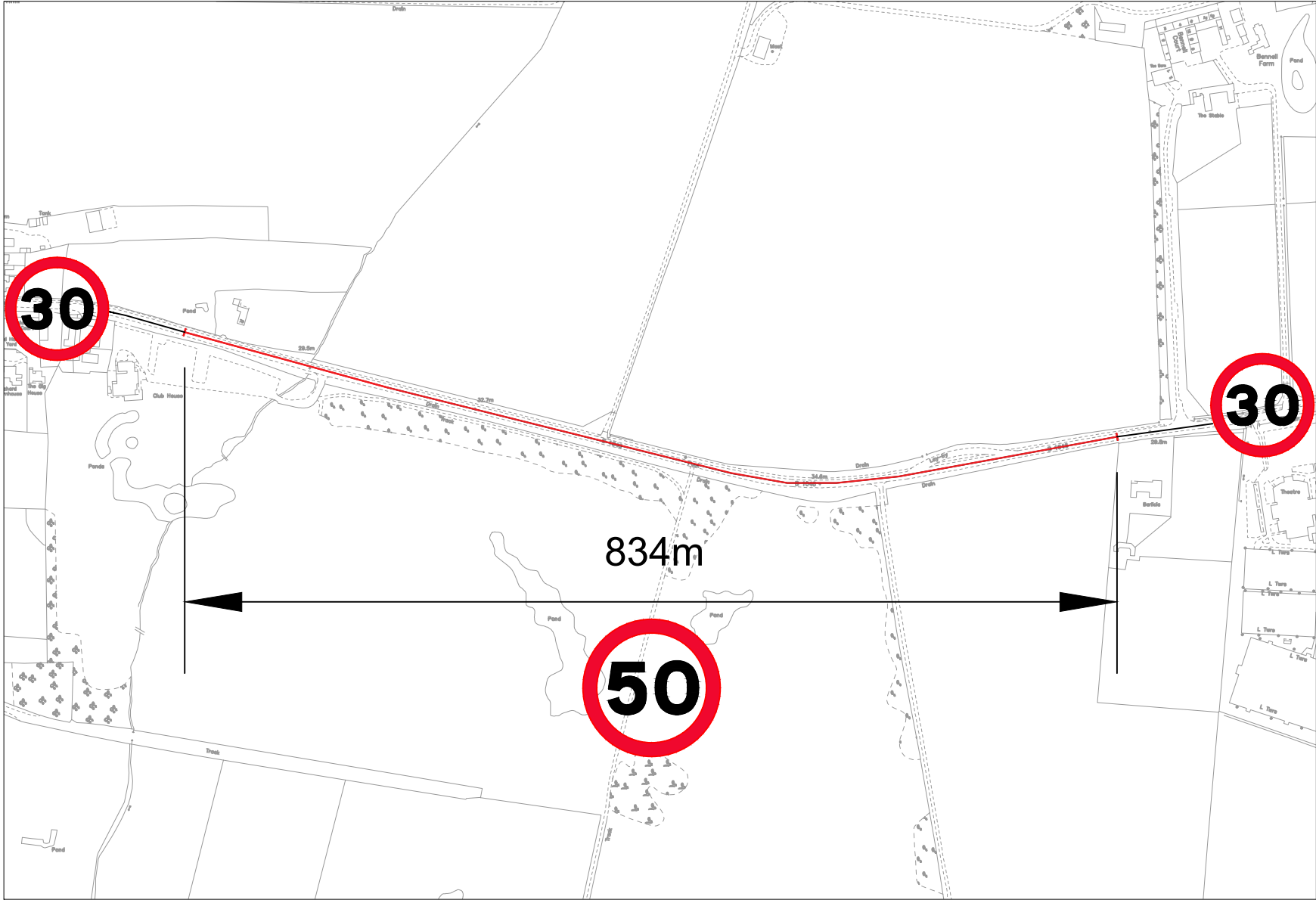
If you require any further information, please do not hesitate to contact me.

Yours faithfully

A handwritten signature in black ink, appearing to read 'A. Caddy', written in a cursive style.

Policy and Regulation





Document Title: CAPALC Membership Agreement (Draft Summary)  
Dated: 21st February 2017  
Response period: 4 weeks from 23rd February 2017  
Target implementation date: 1st April 2017)

**MEMBERSHIP AGREEMENT (Draft for Consultation)  
BETWEEN  
CAMBRIDGESHIRE & PETERBOROUGH ASSOCIATION OF LOCAL COUNCILS (CAPALC)  
AND  
CAMBRIDGESHIRE & PETERBOROUGH MEMBER COUNCILS**

**Introduction**

This Agreement sets out the support Cambridgeshire and Peterborough Associations of Local Councils (CAPALC) and its parent organisation the National Association of Local Councils (NALC) provides for member councils and clerks and what membership entails.

**A Local Perspective**

CAPALC and the Society of Local Council Clerks (SLCC) Cambridgeshire Branch both recognise each other's organisation and the joint work and support for Parish, Town and Community councils and clerks each does across Cambridgeshire and Peterborough.

CAPALC is not a businesses but a membership organisation, a collective strength and a representative voice for parish and town councils with the District, County and Unitary Authority.  
A truly Local Partnership

CAPALC and SLCC jointly promote each other's work and co-operation and promote councils to invest in joint membership of both CAPALC and SLCC.

In partnership with the principal authorities CAPALC, SLCC and Cambridgeshire branch of Action for Communities In Rural England (ACRE) work to represent and deliver change for the good of the sector.

**What sets CAPALC apart from others in the sector?**

Being affiliated to NALC, a national presence with the ear of government, it allows CAPALC to cover an extremely broad range of topics for our members.

For example:

- The county association (CAPALC) is the voice that represents you at a truly local level with District, County and Unitary authorities and service organisations.
- We campaign for parish and town council to have representation through CAPALC or appointed representatives to have a seat on a number of local bodies.
- The success of the free to attend Annual Parish Conferences is due to the work of CAPALC and its members engaging in dialogue with the principal authorities.
- CAPALC has an officer based in the county with specialised local knowledge and contacts.
- As part of membership of CAPALC we can attend your council meetings or meet for one to one sessions with your clerk and/or chairman without charge
- Councils with ongoing issues have the re-assurance from CAPALC of an out-of-hours telephone number. We know the problems don't stop when the normal working day ends.
- The Board of Management of CAPALC is made up of experienced local councillors working on your behalf.
- The income CAPALC receives from you is re-invested in the sector locally and nationally to benefit you and your community

### **The National Perspective**

The National Association of Local Councils (NALC) lobbies government on issues that affect the parish and town council sector.

A national protocol was agreed in October 2014 between the National Association of Local Council (NALC) together with the independent County Associations (ALCs), and the Society of Local Council Clerks (SLCC) and its County Branches.

### **The National Association of Local Councils (NALC)**

- Is the only national body in constant contact with and able to represent the views of the parish and town council sector with Government and its agencies
- Is the only national body campaigning and lobbying on behalf of its member parish and town councils
- Provides membership of NALC to parish and town councils via membership of local County Associations
- Provides member councils via County Associations with legal advice from NALC solicitors who are experts in parish and town council law and practice
- Provides a wide range of Legal Topic Notes, Legal Briefings and other written documentation free to member councils
- Provides a national website [www.nalc.gov.uk](http://www.nalc.gov.uk) open to member councils, clerks, chairmen and councillors
- NALC is unique in participating end to end in the development of and offering access and support to all councils on:
  - The Public Works Loan Board Scheme
  - Local Council Awards Scheme
  - Audit Arrangements for Smaller Councils Scheme
  - Standing Orders for Local Councils
  - Financial Regulations
  - Local Councils EXPLAINED published by NALC and written by NALC head of legal services
  - NALC Legal Topic Notes direct from the NALC Legal Team
  - NALC Briefings direct from the NALC Legal Team
  - NALC's Direct Information Service (DIS)
  - Local Council Review Magazine (LCR)

CAPALC and NALC, our national affiliated body, provide affordable expert advice, support, training and mentoring to Cambridgeshire and Peterborough parish, town and community councils.

Membership of CAPALC includes membership of NALC.

### **CAPALC's remit is defined by you, the members**

Our commitment is to provide a range of advice and professional services to member councils in an efficient and timely manner through our telephone and email helpdesks on topics such as :

- Local Council Awards Scheme
- Public Works Loan Board Finance
- Grant funding via CAPALC and NALC
- Council Statutory Powers and Duties
- Council and Committee Meeting Procedures
- Councillors Code of Conduct
- Councillors Declarations of Interest
- Council Budgets, Precepts and Finance
- Agendas and Minutes

- Risk Management
- Employment, Staff Contracts and Job Descriptions
- HR and Disciplinary Procedures
- S106 Agreements
- Community Infrastructure Levy
- Neighbourhood Planning and the implications for Councils
- Working with the Planning Process
- Responding to Planning Applications
- The Localism Act and the opportunity and challenges for Parish and Town Councils
- Assets of Community Value
- Right to Bid or Challenge service provision
- Right to build and Community Land Trusts
- General Power of Competence

### **The CAPALC Member Council's remit**

As a member of CAPALC your council agrees that its members will:

- Abide by the council's Code of Conduct and the 7 Nolan principles of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership
- Have a training budget for councillors and council staff
- Maintain good standards of governance and financial control of public funds
- Be open and transparent in how it conducts its meetings and dealing with the public
- Ensure all council staff have a contract and job description and receive regular appraisals
- Nominate a voting member for CAPALC AGM's and other Association meetings
- Provide CAPALC with up to date full contact details of Clerk and Council Chairman
- Provide a list of councillors on your council with email address and phone number (mobile preferred) where they exist so we can advise of free training and development opportunities or changes where they occur

### **Summary of advice and Support topics**

The list of support topics is driven by you and reflects your needs as enablers for your community.

Your membership of CAPALC includes membership of NALC and the cost of our advice and support is included in your membership fee on the basis of a fair use arrangement

In long running and complex situations we offer additional discounted paid professional assistance to ensure the best outcome for the council.

A more comprehensive list of services, advice, support and training topics from CAPALC and NALC to help enable your council to conduct its business in the best interests of your council and your community is contained in Appendix 1

## Appendix 1 – Summary list of services, advice, support and training topics

### Legal

Agricultural Holdings Act	Agricultural Tenancies Act	Alternative names for councils
Basic Charity Law	Business Tenancies	Bye-laws
Celebrations	Claiming Ownerless Land	Committee Meeting Procedures
Community Governance Reviews	Control of Dogs	Control of Litter
Copyright	Council Business and Law	Council Meeting Procedures
Councils as Landowners	Data Protection	Declarations of Interest
Documents and Records	Disclosure of Interests	Disposal of Land
Ditches and Water Courses	Easements over Land	Elections
Freedom of Information	General Power of Competence	Information Law
Land and Property	Leases and Licenses	Legal Proceedings
Lobbying Government	Non Councillors	Occupiers Liability
Parish Meetings	Policing your area	Private Access to Council Land
Protection of Common Land	Ownerless Common Land	Public Enquiries
Public Rights of Way	Registered Land	Right to Bid/Challenge services
Royal Visits	Service Contracts	Statutory Powers and Duties
Temporary Use of Allotment Land	Titles of Dignity	Transparency Code
Trespass to Land	Village Greens	

### Finance

Finance Introduction	Bank Reconciliation	Budgets
Cheque Payments	Councillors' Allowances	Electronic Payments
External Audit	Finance ad the role of the RFO	Finance for Councillors
Financial Regulations	Finding Funding and Grants	Internal Audit
Investment Planning	Local Councils and VAT	New Councils Fund
Public Works Loan Board	Section 137 Payments	Transparency Fund
Writing Funding Applications	Year End	

### Human Resources

Appraisals for Council Staff	Anti Social Behaviour	Code of Conduct
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Contracts of Employment	Defamation	Disability Discrimination
Disciplinary Procedures	Discrimination	Early Retirement
Employment Matters	Equality	First Line Conflict Resolution
Harassment	Health and Safety	Hiring Staff
Human Rights	Illness	Interviewing
Job Descriptions	Negligence	New Clerk Induction
New Councillor Induction	Nuisance (Private)	Nuisance (Public and Statutory)
Pensions	Policies	Professional fees
Race Discrimination	Retirement Payments	Salary Reviews
Sex Discrimination	Termination of Employment	Tribunals

## **Facilities**

Allotments	Asset Transfer	Assets of Community Value
CCTV	Clean Neighbourhoods	Community Buildings
Community Transport Schemes	Crime and Disorder	Energy performance
Football and Cricket Fields	Highways	Markets
Multi Use Games Areas	Neighbourhood Watch	Open Spaces
Pavilions	Playgrounds	Play and Sports Equipment
Provision of Parking Spaces	Skate and BMX Parks	Straying Animals
Street Naming and Numbering	Sports and Receptions	Tools Training for Ground Staff
Tree Management	Village Greens	Village Halls
Warden Schemes	Wheel Clamping	

## **Planning**

Agricultural Land and Buildings	Building Control Enforcement	Community Infrastructure Levy
Community Land Trusts	Neighbourhood Plans	Responding to Planning
Right to Build	Section 106 Agreements	The role of Local Councils

## **Ecclesiastical**

Burials and Burial Grounds	Cemeteries	Church Buildings
Church Clocks	Closed Churchyards	Disused Burial Grounds
Gardens of Remembrance	Graves	Grave Stones
Monuments	Tombstones and Memorials	War Memorials

## TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Mar-17

## Summary of previous month

Balance brought forward	<u><u>64,562.35</u></u>
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## Adjustments

## Expenditure approved at previous / between meetings

C BLOWER	VILLAGE GREEN POSTS	-15.99
LGS SERVICES	ADMIN SUPPORT	-414.22

## Credits

CBS	INTEREST	4.36
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<i>Total Adjustments</i>	<i>-425.85</i>
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<b>Balance revised after adjustments</b>	<b><u><u>£64,136.50</u></u></b>
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## Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Current Account	63,478.41	65,060.52	-1582.11
CBS Account	658.09	658.09	
<b>Total</b>	<b>64,136.50</b>	<b>65,718.61</b>	<b>-1,582.11</b>

## Expenditure for approval

£

HMRC	PAYE/NIC	84.60
	SALARY	56.35
NEST	PENSION	56.37
CCC	STREETLIGHT ENERGY	933.44
BUCHANS	ALLOTMENTS	397.20
TOFT PEOPLE'S HALL	ROOM HIRE	15.00

<i>Sub-Total</i>	<i>1542.96</i>
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<b>Balance C/F</b>	<b><u><u>62593.54</u></u></b>
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Gail Stoehr

Responsible Financial Officer

## Notes:

*Late invoices will be brought to the meeting*