

Toft Parish Council

I hereby give notice that the 778th meeting of Toft Parish Council will be held remotely due to the current pandemic

on Monday 11 January 2021 at 7.00 pm

To join the Zoom Meeting <https://zoom.us/j/91578090704> Meeting ID: 915 7809 0704

Or dial (charges apply)

0330 088 5830 or 0131 460 1196

The Public and Press and County and District Councillors are invited to be present and Members of the Parish are welcome to attend and may speak under the Open Public Session item and make representation to the Council on items on the agenda during this section of the meeting

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



Mrs Gail Stoehr, Clerk

05/01/21

AGENDA

Public participation on agenda items and matters of mutual interest (includes reports from County and District Councillors and representation by members of the public)

1. Apologies for absence, declaration of interests and application for co-option
 - 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 and to grant any dispensations
 - 1.4 To consider any application for co-option received or how the vacancy may be filled
2. To approve the minutes of the last meeting
3. To consider any matters arising from the last or a previous meeting including
 - 3.1 (3.0.1) Play equipment cleaning to consider quotation received
 - 3.2 (4.1) SCDC – Section S106 requests for development of 12 self-build dwellings at Hardwick Road (resubmission)
4. To consider correspondence received since the last meeting requiring the Council's attention
 - 4.1 Community Football and Sports Grounds enquiry regarding potential sale of playing fields
5. Finance, Procedure and risk assessment and use of delegated powers
 - 5.1 To consider the finance report and approve the payment of any bills
 - 5.2 To receive play inspection reports and consider any work required
 - 5.3 To consider any matter which is urgent because of risk or health and safety
 - 5.4 Village Green – to consider whether to register the land formally at the Land Registry
 - 5.5 To review the budget FY2021 and consider arrangements for any outstanding projects and earmarked reserves
 - 5.6 To consider and approve the budget for FY2022
 - 5.7 To set and demand the precept for FY2022
6. To consider any Planning or Tree works applications or related items received
 - 6.1 Planning applications
 - 6.1.1 20/05184/CTY – Comberton Village College – Proposed ground source heat pump consisting of heat pumps and buffers/storage to be accommodated within a proposed energy centre, borehole array and connecting pipework
 - 6.1.2 20/01992/FUL – Bennell Farm, West Street – Erection of 41 dwellings, including two self-build plots and associated development - AMENDED
 - 6.2 SCDC decisions for information
 - 6.3 Tree works applications
 - 6.3.1 20/2458/TTCA – 28 High Street
 - 6.3.2 20/2424/TTCA – Tree in farmers field behind 15 School Lane
 - 6.3.3 20/2359/TTCA – 6 Glebe Close
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 ^(LB)
 - 7.4 Footpaths ^(EM)
 - 7.5 Defibrillator report ^(PEE)

Toft Parish Council

- 7.6 Climate Change Working Group report ^(KP)
- 7.7 EWR outcomes from the Eversden Group Meeting and further actions (MY)
- 8. Closure of meeting

Clerk report to Toft Parish Council meeting on 11 January 2021

1. To approve written apologies and reasons for absence – any received will be reported to the meeting.
- 1.4 Application for co-option
An expression of interest has been received but at the time of writing the completed form had not been received.
2. To approve the minutes of the last meeting on 7 December – attached
3. To consider any matters arising from the last or a previous meeting
- 3.1 (3.0.1) Play equipment cleaning to consider quotation received

SCDC – Three Free Trees update

“Many thanks for participating in our Three Free Trees Voucher scheme earlier in the year. I know Covid impacted on some parishes managing to obtain a voucher so apologies if this was not as straight forward as we originally anticipated.

As part of National Tree week we would love to hear any updates- be it a photo or two or any news articles you may have written and are happy for us to share.”

A photograph was sent to SCDC at the time of the planting.

- 3.2 (4.1) SCDC – Section S106 requests for development of 12 self-build dwellings at Hardwick Road (resubmission)
James Fisher has responded to the Council’s enquiry about S106 funds being used on verges.

“Section 106 contributions can only be secured to mitigate the impact of development. Although this does not typically mean addressing an existing problem, contributions can be secured if the impact of the development makes an existing situation even worse.

On the basis of what you have described there could be an argument for a development contributing towards improved parking arrangements for a piece of land that was used to enable residents to access Green Infrastructure.

Policy NH/6: Green Infrastructure of the South Cambridgeshire District Council Local Plan states:

1. The Council will aim to conserve and enhance green infrastructure within the district. Proposals that cause loss or harm to this network will not be permitted unless the need for and benefits of the development demonstrably and substantially outweigh any adverse impacts on the district's green infrastructure network.

4. All new developments will be required to contribute towards the enhancement of the green infrastructure network within the district. These contributions will include the establishment, enhancement and the on-going management costs.

Green infrastructure is a strategic, multi-functional network of public green spaces and routes, landscapes, biodiversity and heritage. It includes a wide range of elements such as country parks, wildlife habitats, rights of way, bridleways, commons and greens, nature reserves, waterways and bodies of water, and historic landscapes and monuments. The network comprises rural and urban green infrastructure of different sizes and character, and the connections and links between them. It is part of (and

contributes to) the wider environment. It includes both land that can be open to the public and areas that are not accessible.

I can see from our mapping system that parking at the church would enable residents to access the public right of way network to the east taking walkers to the southern part of Comberton.

I do, however, have a concern that the development itself is only 500m away from the church and so can we argue that people from the development will drive 500m to then go for a country walk.

The Parish Council might recall from the Bennell Farm development a contribution was proposed being secured for improvements to Hardwick Wood:

New access gates to both improve the attractiveness of entrances, but also direct and manage visitors at a cost of around £2,000

New signage to both to explain the importance and sensitivity of the wood encouraging responsible visits, and to help inform people of the wildlife and history of the wood to help improve their enjoyment at a cost of around £1,000

Fencing to protect coppice plots is essential to protect the woodland ground flora as increased visitors will mean paths will become widened (particularly in wet conditions) at a cost of around £3,600

It was my intention that a financial contribution of £1,200 (representing £100 per dwelling) was to be requested from the Hardwick Road site towards Hardwick Wood, however, if the Parish Council were to present a compelling case as to why the Green Infrastructure contribution should be directed to the church parking project, or an alternate project then I am happy to put it forward for consideration.

Alternatively the Parish Council could decide to direct indoor community facility contributions towards the parking situation, but in order to do so the church would need to have an associated meeting space hireable to the public.”

4. Correspondence

4.1 Community Football and Sports Grounds – enquiry regarding potential sale of playing fields

The letter received has been marked confidential.

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 and quarterly check of bank statement

Attached.

5.2 Play inspection reports – to be reported 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 Village Green – to consider whether to register the land formally at the Land Registry

The Clerk writes: “The Village Green was removed from the assets list in FY2019 because CCC had included it on its land maps.

Whilst looking up something for another Council I spotted the attached.

I believe it should be added back on to the Council's assets list and the Parish Council might like to consider if it formally registers the village green at Land Registry.”

5.5 To review the budget FY2021 and consider arrangements for any outstanding projects and earmarked reserves

5.6 To consider and approve the budget for FY2022

Attached.

The Parish Council previously decided to consider the painting of the play equipment and a contribution towards a future Zero Carbon Grant application when setting the budget

5.7 To set and demand the precept for FY2022

6.1 Planning Applications received

* NB Some planning applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council.

The planning portal for new applications can now be found at <https://applications.greatercambridgeplanning.org/>

**The Parish Council's options are
SUPPORTS or OBJECTS or HAS NO RECOMMENDATIONS**

Comments:

The Parish Council *does/does not* request that the application be referred to the District Council Planning Committee *(please delete)

Planning reasons:

Guidance:

What are Material Considerations - A material consideration is a matter that should be taken into account in deciding a planning application or appeal against a planning decision.

Examples of material considerations can include (but are not limited to).

- Overlooking / loss of privacy
- Loss of light/overshadowing
- Highway Safety
- Traffic
- Parking
- Noise
- Layout and density
- Design, appearance and materials
- Effect on listed Building and Conservation Areas
- Nature Conservation and or impact on protected trees or the landscape.
- Disabled Person's access
- Government Policy
- Compliance with the Local Plan.

The following are **not normally** issues that can be taken into account:

- Loss of property value
- Issues of market competition
- Loss of a view
- The applicant's motive, character or personal circumstances
- Matters covered by other legislation including restrictive covenants
- Issues relating to landownership/property boundaries.
- Moral or religious Issue

- 6.1.1 20/05184/CTY – Comberton Village College – Proposed ground source heat pump consisting of heat pumps and buffers/storage to be accommodated within a proposed energy centre, borehole array and connecting pipework
- 6.1.2 20/01992/FUL – Bennell Farm, West Street – Erection of 41 dwellings, including two self-build plots and associated development - AMENDED

- 6.2 SCDC decision notices
- 6.2.1 20/04051/HFUL – 27 High Street – Installation of external wall insulation to front rear and gable end walls – Permission granted.
- 6.2.2 20/03775/HFUL – 43 High Street – Dropped kerb – Permission granted.
- 6.2.3 20/03757/FUL – land adj to 6 Hardwick Road – Erection of a detached dwelling house and associated works – Permission granted
- 6.2.4 20/03521/S73 – 55 School Lane – Variation of Condition 2 (approved plans) pursuant to planning permission S/4098/19/VC – Permission granted

- 6.3 Tree works
- 6.3.1 20/2458/TTCA – 28 High Street
- 6.3.2 20/2424/TTCA – Tree in farmer’s field behind 15 School Lane
- 6.3.3 20/2359/TTCA – 6 Glebe Close

- 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 ^(LB)
- 7.4 Footpaths ^(EM)
- 7.5 Defibrillator report ^(PE)
- 7.6 Climate Change Working Group report ^(KP)

- 8. Closure of meeting

TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Jan-21

Summary of previous month

Balance brought forward 76,855.09

Adjustments

Expenditure approved at previous / between meetings

COMMUNITY HEARTBEAT TRUST	VETS 3YR	-120.00
M YEADON	CALENDAR GREETING	-15.00
OPUS ENERGY	STREETLIGHT ENERGY	-213.95
OPUS ENERGY	STREETLIGHT ENERGY	-126.78

Credits

PLOT 1A	ALLOTMENT RENT	10.00
PLOT 2A & 2B	ALLOTMENT RENT	20.00

Total Adjustments -445.73

Balance revised after adjustments £76,409.36

Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Unity Trust Bank	18,550.90	20204.27	-1653.37
Natwest Current Account	21,416.88	21416.88	0
Nationwide BS	36,441.58	36441.58	
Total	<u><u>76,409.36</u></u>	<u><u>78,062.73</u></u>	<u><u>-1,653.37</u></u>

Expenditure for approval

£

SALARIES		115.88
LGS SERVICES	ADMIN SUPPORT DEVEMBER	430.33

546.21

Balance C/F 75863.15

Gail Stoehr
Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting

Toft PC

	Approved budget FY2020/21	Actual to Oct 2020	%	Draft budget FY2021/22
Payments				
Advertising (Calendar & Website)	235	15.00		
Salaries	1938.00	1419.80	73.26%	
Admin Support	3640.00	2893.00	79.48%	
Insurance	520.00	527.10	101.37%	
Audit Fee	180.00	106.80	59.33%	
Post/tel/station/gen exp/bank fees etc	1200.00	1368.94	114.08%	
Affiliation fees (CAPALC, DPA, SLCC etc)	395.00	295.25	74.75%	
Elections				
Training				
People's Hall, Room hire	180	30.00	16.67%	
General Admin TOTAL	8053	6640.89	82.46%	0
Bus Shelter Cleaning				
Village/assets Maintenance	1000	248.92		
Street lighting - energy	1388	1207.09	86.97%	
Grasscutting & Agency Services Verges	1000	1045.00	104.50%	
Parish Paths Maintenance				
Playground maintenance				
Allotments (facilitating)	800.00	134.57		
Trees	200.00			
Maintenace TOTAL	4388.00	2635.58	60.06%	0.00
LHI	2000.00			
Speed reduction measures				
Sports Day	£200.00		0.00%	
Phone Kiosk	£200.00	275.00		
Toft 2020	£200.00			
Climate Response	£150.00			
Defibrillator Training	£200.00	175.00		
Welcome Packs	£150.00			
Parish Plan				
Special Projects TOTAL	3100.00	450.00		0.00
S137 grant payments	£200.00			
Bikability				
S145 (entertainment) incl. fireworks & street party etc	£300.00			
Grant payments	500.00	0.00	0.00%	0.00
Contingency	1800	40.95		
General Reserves increase				
TOTAL	18076.00	9782.42	54.12%	0.00

Notes FY20

Notes FY21

Current contract to March 2020 Assumes no additional meetings or work. Based on 3 year contract to March 2023. Is any additional support required? Eg to service allotments

Previous year plus small increase for asset value increases. May be higher if insurance claim pursued. Previous year plus small increase for asset value increases.

Internal Audit approx £180. No EA at current rec/pay levels. Internal Audit approx £180. No EA at current rec/pay levels

Includes office fee and payroll. Includes office fee and payroll

review if all necessary and beneficial or if other suport or affiliations. review if all necessary and beneficial or if other suport or affiliations

2022 election year (assuming no bye-elections). 2022 election year (assuming no bye-elections)

See reserves. Is anything required? See reserves. Is anything required?

unless a price increase notified. unless a price increase notified. Excludes any extra meetings and al

Undertaken by a member FOC

See contingency and contingency reserve. For maintenance of benches bins etc. Should be budgeted for.

Includes 2017/18 and 2018/19 (billed earlier than usual). based on contract with Opus (1yr contract). LED upgrade schedulec Includes agency services verges which is offset in part by income and £300 addition to allow for extra cuts. Fixed price contract 2018 - 2020 - Contract Price =£1730

winter work invoices o/s. See P3 reserves below. Anything additional required?

See P3 reserves below. S106 funds to be used. S106 funds to be used

Includes £800 for bore hole

Cllr Tall to make recommendation

See earmarked reserves

How much?

Cllr Tall to make recommendation

See earmarked reserves

How much?

Are any other new/special projects that the PC want to consider?

Are any other new/special projects that the PC want to consider?

must be budgeted for, proportionate to benefit, not historic, not to benefit an individual and in response to demonstrable need

no request has been received from the bikability scheme.

See reserves

must be budgeted for, proportionate to benefit, not historic, not to benefit an individual and in response to demonstrable need

See reserves

Suggest approx 5%. Unless general reserves are high

Suggest approx 5%. Unless general reserves are high

	Budget	Actual	%	Budget
Receipts				
Precept	15000.00	15000.00	100.00%	15000.00
Agency Services	626.06	626.06	100.00%	626.00
Interest		0.00		200.00
Allotment rents	40.00			
General Admin & Misc		1158.42		
General Reserves Release				2250.00
TOTAL	£15,666.06	£16,784.48	107.14%	£18,076.00

No info received on CCC contribution for next year. Contract £900

the Council should consider its interest received

see reserves - paid to Eversdens Charity Fund

Play bark bag deposit

No info received on CCC contribution for next year. Contract £900

the Council should consider its interest received

see reserves - paid to Eversdens Charity Fund

	B/F	Rec	Pay	C/F
Reserves				
General Reserves	£29,669.61	0.00		£35,400.26
P3	£193.04			£193.04
Ramblers bench	£199.20			£199.20
S106 West Street (14/6/13) offsite provision and future maintenance of POS infrastructure	£4,202.57		881.58	£3,320.99
S106 46 High Street (Lot Meadow) (13/07/12)	£0.00			£0.00
S106 46 High Street (Lot Meadow) (2/5/14) Indoor community facilities provision	£737.88			£737.88
S106 70 School Lane (30/10/14) offsite provision and future maintenance of POS	£3,531.14			£3,531.14
S106 2 Hardwick Road (30/3/16) offsite provision and future maintenance of outdoor sports play space and informal open space infrastructure	£4,495.51			£4,495.51
S106 2 Hardwick Road (30/3/16) offsite provision of community facility space	£742.94			£742.94
S106 Meridian Court (20/9/16) offsite provision and future maintenance of outdoor sports play space and informal open space infrastructure	£12,525.39			£12,525.39
S106 Meridian Court (20/9/16) indoor community facilities provision	£2,069.99			£2,069.99
S106 69 High Street (5/9/16) offsite provision and future maintenance of outdoor sports play space and informal open space infrastructure	£2,283.08			£2,283.08
s106 69 High Street (5/9/16) offsite provision of community facility space	£377.31			£377.31
S106 Old Horse Yard (1/7/19) offsite provision and future maintenance of outdoor sports play space and informal open space infrastructure	£3,847.51			£3,847.51
S106 Old Horse Yard (1/7/19) offsite provision of community facility space	£635.85			£635.85
Transport consultant	£0.00			£0.00
LHI 21/22	£2,005.38			£2,005.38
SPEP	£0.00			£0.00
Climate Response	£50.00			£50.00
LHI Speed reduction scheme (2016/17 scheme)	£0.00		0.00	£0.00
Training	£150.00			£150.00
Ex-Worboys Charity	£876.37			£876.37
PC Allotment fund	£0.00			£0.00
Eversden Charity Fund (Allotments)	£368.62	80.00	124.20	£324.42
Awards for All defibrillator	£42.80			£42.80
Contingency reserve	£0.00			£0.00
LHI 2018/19 MVAS	£0.00			£0.00
S145 Entertainment	£200.00			£200.00
Cycle Path Runway Lights (LHI FY20)	£2,000.00			£2,000.00
Toft Book	£0.00		365.00	-£365.00
Community Fund (Cultural Event)	£343.29			£343.29
TOTAL	£71,547.48	£80.00	£1,370.78	£75,987.35

Key worker insurance claim

Is this necessary as an earmarked fund or can it be released into general reserves?

Is this necessary as an earmarked fund or can it be released into general reserves?

Commitment to Bourn PC

moved to LHI 21/22

ex Transport Consultant fund and underspend on LHI16/17

moved to Climate response reserve

ex SPEP fund

earmarked for the speed reduction between Toft and Comberton.

Comberton PC committed to also contributing £1500

underspend moved to LHI 21/22 reserve

Clerks training is shown under general admin expenses (above)

Funds used for legal fees/registration of land

Funds used for legal fees/registration of land

charity admin support invoice outstanding.

Fireworks event

Received 2014 for small grants - entertainment, sport, community enterprises etc. 2014 chq not cashed (cancelled FYE2017).

Received 2014 for small grants - entertainment, sport, community enterprises etc. 2014 chq not cashed (cancelled FYE2017).

TOTAL RECEIPTS
TOTAL PAYMENTS

16,864.48

11,153.20