

Toft Parish Council

I hereby give notice that the 786th meeting of Toft Parish Council will be held on Monday 6 September 2021 at 7.00 pm in the People's Hall, Toft

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
1/9/21

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 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 and to grant any dispensations
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 (3.1) Refurbishment of notice boards – to consider quotation ^(MY)
 - 3.2 (7.1) Church car park – to consider report ^(AT)
 - 3.3 (8) Assets walk
 - 3.4 (7.3 of 7.6.21) Toft People's Hall – to consider correspondence regarding grant
4. To consider correspondence received since the last meeting requiring the Council's attention
 - 4.1 CCC Local Highway Improvement Scheme 2022-23 – Invitation to bid
 - 4.2 SCDC - Six free trees offer
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
6. To consider any Planning or Tree works applications or related items received
 - 6.1 Planning applications
 - 6.1.1 21/01919/FUL – Land rear of Hardwick Road – Part demolition of industrial building and conversion of remaining into a detached private dwelling and associated works - To note additional response made between meetings
 - 6.1.2 21/03745/HFUL – Greenwich Court, 72 Comberton Road – Single storey rear extension
 - 6.2 SCDC decisions for information
 - 6.3 Tree works applications
7. Members items and reports for information only unless otherwise stated
 - 7.1 Village Maintenance ^(AT)
 - 7.2 Highways ^(AT)
 - 7.3 Toft People's Hall ^(LB)
 - 7.4 Footpaths ^(EM)
 - 7.5 Defibrillator report ^(PEE)
 - 7.6 Climate Change Working Group report ^(KP)
 - 7.7 Website access ^(PE)
8. Closure of meeting

Clerk report to Toft Parish Council meeting on 6 September 2021

1. To approve written apologies and reasons for absence – any received will be reported to the meeting.
- 1.2 To receive declarations of interests from councillors on items on the agenda
The clerk advises the Code of Conduct requires any Councillor who has an interest in a matter under discussion to declare an interest and the type of interest held. They are also required to declare if their spouse or someone they live with has an interest. With land or licences to occupy land that interest is pecuniary. Under the Localism Act 2011 a member with a pecuniary interest must withdraw from the meeting unless they have been granted a dispensation.
2. To approve the minutes of the last meeting on 5 July – attached
3. To consider any matters arising from the last or a previous meeting
 - 3.1 (3.1) Refurbishment of notice boards – to consider quotation
 - 3.2 (7.1) Church Car Park – to consider report
Cllr Tall to report.
 - 3.3 (8) Assets Walk
Proposed at the last meeting.
 - 3.4 (7.3 of 7.6.21) Toft People's Hall - to consider correspondence regarding grant
“I would like to confirm that the Hall Committee has received the agreed first tranche of the Parish Council's small grant funding and on behalf of the Hall Committee I would like to express our thanks for the funding which is already being put to good use.

The application for grant funding was made for furnishing and equipment to facilitate the establishment of a community café and for the provision of new day time services for young families and older village residents. I am pleased therefore to be able to inform the Parish Council that following a meeting held at the Hall on Saturday (21.08.21) of 30 volunteers drawn from the village it was agreed that subject to all necessary compliances being in place the community café intends to open on Wednesday 6th October and will operate between 10:30am and 1:30pm and from then on a weekly basis. In conjunction with the community café, a group of volunteers will run a 'Fun-time for Little Ones' group for pre-school children and their carers in the main hall for the first half hour of the café session on a fortnightly basis.

As the plans for the new activities have developed and the start-up has moved to a fixed date, priorities in terms of the equipment needed have changed. For example the café has been offered the use of a filter coffee machine (as used for the Toft Big Breakfast) which means that an expensive new coffee machine is no longer required for the start up. There are other items which definitely will be required for the start up, for example a payment card reader for the café and play mats for the Babies Group. I would be grateful if it could be agreed that the grant money already received be used flexibly to purchase the necessary equipment for the activities agreed in the grant application. Any expenditure for these items will be contained within the limit of the funding already received and all purchase invoices can be provided to meet any due diligence requirements.”

Other to note

(3.2) Bennell Farm S106 – reply from James Fisher of SCDC

“On 15 June I received a letter from Toft Parish Council asking me to “clarify what the final proposed S106 money for Bennell Farm will be and also the trigger and likely date the Parish Council will receive any money if applicable”.

In my e-mail from 15 June I advised “In terms of the second application at Bennell Farm comprising 41 dwellings I have suggested the following be secured...”

I understand that the County Council are seeking the provision of 2 bus shelters, the responsibility for which the County Council wish to transfer to the Parish Council, and that a contribution of £20,000 is sought in relation to their ongoing maintenance which will be paid to the County Council for onward transfer (if applicable).

The reason that this was not reference in my response is because it is something that Tam Parry has discussed with Toft Parish Council separately and as it is not something that I have suggested be secured (along with education, libraries, health etc).”

3.5 – Cherry tree on the green

Does the Parish Council wish to ask Oakes and Watson to check the tree again next year?

4. Correspondence

4.1 CCC Local Highway Improvement Scheme 2022-23 – Invitation to bid

“I am pleased to inform you that we are now accepting Local Highway Improvement (LHI) applications for the 2022/23 financial year.

The deadline for submitting an LHI application is midnight on **Thursday 30th September**, following which you will be contacted by an officer to progress your submission. They will initially work with you to ensure that your project scope and budget are accurate and achievable. Your bid will then be presented to the LHI Member Panel for scoring and prioritisation.

Please ensure you have read through the supporting LHI guidance available online before submitting your application as some of the requirements in the added value section have changed from last year.

Please complete the application form electronically, save, and submit via email to Local.Projects@cambridgeshire.gov.uk.

The application form and further information can be found at the following link - [Local Highway Improvement funding - Cambridgeshire County Council](#)

If you have any queries or questions, please do not hesitate to contact us.”

Daniel Jackson

Business Support Officer

4.2 SCDC - Six free trees offer

“Following the success of our Three Free Trees scheme last year, we are delighted to be offering all parish councils in the District **Six Free Trees** as part of our work to Double Nature in South Cambridgeshire.

If you are interested, please apply by 30 Sep.

Trees will be delivered directly to your chosen location during [National Tree Week](#) (Saturday 27 November – Sunday 5 December)

You can find out more information and apply for your free trees <https://www.scams.gov.uk/nature-and-climate-change/six-free-trees/>

Emma Dyer | Project Officer, Climate & Environment

5. Finance, Procedure and risk assessment and use of delegated powers

The Clerk used delegated powers to ask Clve blower to remove the graffiti on the shed.

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

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 NEUTRAL
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 21/01919/FUL – Land rear of Hardwick Road – Part demolition of industrial building and conversion of remaining into a detached private dwelling and associated works – to note additional response made between meetings

In addition to the comments made following the last meeting, the following additional response was made between meetings

“Toft Parish Council's objections for land rear of 6 Hardwick Road still stand as per its response dated 6 July. They have now submitted a design and access statement but all other objections that it made still stand.”

6.1.2 21/03745/HFUL – Greenwich Court, 72 Comberton Road – Single storey rear extension

6.2 SCDC decision notices

- 6.2.1 21/02155/HFUL – 5 School Lane – Single storey rear extension – Permission granted.
- 6.2.2 20/03339/FUL – Land west of 80 West Street – Erection of a convenience food retail store with associated car parking – Permission refused
- 6.2.3 20/01992/FUL – Bennell Farm, West Street – Erection of 41 dwellings including two self-build plots and associated development – Permission refused.

6.3 Tree works

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)

7.7 Website access^(PE)

8. Closure of meeting

TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Sep-21

Summary of previous month

Balance brought forward 73,851.18

Adjustments

Expenditure approved at previous / between meetings

SALARIES	AUGUST	-57.96
UNITY TRUST	SERVICE CHARGE	-18.00 DD
CANALBS	INTERNAL AUDIT	-114.30
P ELLIS-EVANS	EXPENSES - EWR	-74.50
TOFT PEOPLE'S HALL	COMMUNITY CAFÉ	-2773.68

Credits

CCC	AGENCY SERVICES - VERGES	626.06
HMRC	VAT	822.16

Total Adjustments -1590.22

Balance revised after adjustments £72,260.96

Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Unity Trust Bank	5,256.17	5314.13	-57.96
Natwest Current Account	30,540.10	30540.10	
Nationwide BS	36,464.69	36464.69	
Total	<u><u>72,260.96</u></u>	<u><u>72,318.92</u></u>	<u><u>-57.96</u></u>

Expenditure for approval

SALARIES		£ 260.80
RH LANDSCAPES	GRASSCUTTING	165.00
RH LANDSCAPES	GRASSCUTTING	276.00
LGS SERVICES	ADMIN SUPPORT JULY	448.19
LGS SERVICES	ADMIN SUPPORT AUGUST	431.87

1581.86

Balance C/F 70679.10

Gail Stoehr
Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting