

Toft Parish Council

I hereby give notice that the 807th meeting of Toft Parish Council will be held
on Monday 2 October 2023 in the People's Hall, Toft
at approximately 7.30 pm following the William Eversden's Charity (Allotments) meeting

The Public and Press are invited to be present. Members of the Public are welcome to attend and
may speak under the Open Public Session only

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

Mr Ben Stoehr, Clerk, 25/09/23

AGENDA

Ben Stoehr

Comments and observations from members of the public on items on this agenda only and reports from the District and County Councillors

- 1. Apologies for absence and declaration of interests**
 - 1.1 To receive 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) Proposal to purchase owl/bat boxes – to consider report and recommendations ^(ED)
 - 3.2 (3.3) RoSPA report works – to consider report and recommendation on toddler swing ^(MY)
 - 3.3 (5.3) Resident offer of replacement bench – update ^(MY)
 - 3.4 (7.0.8) Proposal for new play equipment – to consider recommendations and quotes ^(CW)
 - 3.5 (8) Proposal to consider purchase of a new music system for the People's Hall ^(MY)
 - 3.6 (3.5 of 5.6.23 and 3.4 of 6.2.23) To consider revised quotations for the purchase of a notice board at the Birdlings and a replacement Parish Council notice board ^(SC)
- 4. To consider correspondence received requiring the Council's attention**
- 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 ^(CW)
 - 5.3 To consider any matter which is urgent because of risk or health and safety.
 - 5.4 To consider insurance renewal
 - 5.5 To consider recommendation from the External Auditors regarding a separate bank account for the William Eversden's Charity (allotments) funds.
 - 5.6 To note the conclusion of the External Audit.
- 6. To consider any Planning or Tree works applications or related items received**
 - 6.1 Planning applications
 - 6.1.1 21/01919/CONDC – Land rear of 6 Hardwick Road – Submission of details requested by Condition 7 (Contamination) of planning permission 21/01919/FUL.
 - 6.1.2 20/03757/CONDC – Land adjacent to 6 Hardwick Road – Submission of details required by condition 3 (Contamination and remediation) of planning permission 20/03757/FUL
 - 6.2 SCDC planning decision notices for information
 - 6.3 Tree works applications
 - 6.3.1 23/1054/TTCA – 6 Glebe Close (note: new application)
 - 6.3.2 23/1055/TTCA – Priory Cottage.
 - 6.3.3 23/0985/TTCA – 26 High Street
- 7. Members items and reports for information only unless otherwise stated**
 - 7.1 Village Maintenance ^(MY)
 - 7.2 Highways ^(ED)
 - 7.3 Toft People's Hall ^(CW)
 - 7.4 Footpaths ^(EM)
 - 7.5 Defibrillator report ^(CW)
 - 7.6 Birdlings liaison ^(SC)
- 8. Closure of meeting**

Clerk report to Toft Parish Council meeting on 2 October 2023

1. To approve written apologies and reasons for absence – any apologies received will be reported to the meeting.
- 1.2 To receive declarations of interests from councillors on items on the agenda
2. To approve the minutes of the last meeting on 4 September – attached
3. To consider any matters arising from the last or a previous meeting including
 - 3.1 (3.2) Proposal to purchase owl/bat boxes
Cllr Darbyshire to report.
 - 3.5 (8) Proposal that the Parish Council considers the purchase of a new music system for the People's Hall ^(MY)

"We are seeking funding to update the PA (Public Address) equipment used at Toft People's Hall. The existing equipment was purchased in 2010 and struggles to meet the increasing needs of performers at the Hall. The main equipment is also starting to show signs of wear.

We have been attracting a range of musical and comedy events to Toft to the benefit of people and community spirit in the village, fulfilling one of the requests identified in the Parish Plan. Upgrading the equipment will allow this to continue and a wider diversity of acts to be considered.

Whilst much of the existing equipment is still usable, the main mixing desk (an analogue unit) is increasingly unsuitable for acts we are trying to book, and often for local performers. Technology has moved on considerably in the intervening years since it was purchased and digital mixing desks, giving much greater flexibility, would allow more scope for use. As well as replacing the desk, using digital technology will simplify cabling and setup.

It is therefore proposed to purchase a modern multi-channel digital mixing desk and associated stage equipment and an additional amplifier.

Proposed equipment:

| | |
|--|--------|
| Behringer X32 Mixing Desk | £2,150 |
| Behringer X16 Stage Box | £620 |
| Behringer EPQ304-4 4 channel amplifier | £200 |
| Sundry cables | £150 |
| Total cost | £3,120 |

The above prices are correct at the time of writing."

Clerk Note: The Parish Council holds 36,108.45 in S106 funds which can be applied to the People's Hall (or other indoor community space) improvements.

- 3.6 (3.5 of 5.6.23 and 3.4 of 6.2.23) To consider revised quotations for the purchase of a notice board at the Birdlings and a replacement Parish Council notice board
Cllr Collinson has sent revised quotations for the Birdlings notice board and for the Parish Council notice board. The quotations have already been circulated.

Other to note:

The batteries for the speed monitor have been ordered but need paying before dispatch (on list of payments for approval).

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

Attached

5.4 To consider insurance renewal

“Thank you for insuring Toft Parish Council (South Cambridgeshire) with us for the past year.

Your policy is due for renewal and your renewal premium is £396.00 including tax.

This price is based on your precept value of £20,000-£30,000. If this is incorrect, please call us on 0800 917 9531 (Option 1).

Renewing your policy is easy, simply:

- Log in to your customer account [here](#)
- View and download your documents
- Check all your documents carefully
- Pay for your insurance, using the details shown on your invoice

To ensure your cover continues, please pay your renewal premium by bank transfer or cheque by 1st November 2023. Full details on how to pay can be found on your invoice.”

5.5 To consider correspondence from the External Auditors regarding a separate bank account for the William Eversden’s Charity (allotments) funds

The external auditors have raised an issue with the Eversdens Charity holding its funds within the Council’s bank account. The Auditors now require the funds to be held in a separate bank account solely for the charity funds, this has not previously been a problem.

If the Council/charity set up a new unity trust account there will be a £6pm charge for the account. Alternatively the Council could use the existing Natwest Account and withdraw the Council funds to the Unity/Nationwide accounts (Cllrs Yeadon and Miles are signatories of the Natwest Account)

How would the council like to proceed?

5.6 To note the conclusion of the External Audit.

Report attached.

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 may choose its own wording to show whether it agrees with an application or not and can now both support/approve or object/ refuse etc parts of the same application

The Parish Council should include material planning reasons why the Council take this stance via its comments.

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

Material planning reasons:

Planning reasons:

6.1 Planning applications

6.1.1 21/01919/CONDC – Land rear of 6 Hardwick Road – Submission of details requested by Condition 7 (Contamination) of planning permission 21/01919/FUL.

6.1.2 20/03757/CONDC – Land adjacent to 6 Hardwick Road – Submission of details required by condition 3 (Contamination and remediation) of planning permission 20/03757/FUL

6.2 SCDC decision notices

None at the time of writing.

6.3 Tree works

6.3.1 23/1054/TTCA – 6 Glebe Close (note: new application)

6.3.2 23/1055/TTCA – Priory Cottage.

6.3.3 23/0985/TTCA – 26 High Street

7. Members' items

8. Closure of meeting.

Dear Councillors,

4th Sept 2023

Apologies I can't be with you tonight. I am in Devon at a family wedding.

An update from Birdlings for July and August:

I have quotes from two suppliers for the parish notice boards. Prices have increased significantly!

Option one is for two noticeboards, one with legs and the other without. Option two is for one noticeboard with legs. There isn't a huge saving buying two noticeboards. As we can't actually see the noticeboards, I don't see any difference in quality from online photos. They seem the same to me. Quotations are attached to this email.

In summary the costs (inc. VAT) are:

| Company Name | Option One | Option Two |
|------------------------|------------|------------|
| Jakk Country Furniture | £2,180.00 | £1,180.00 |
| Green Barnes | £3,607.57 | £1,757.73 |
| | | |

Jakk will offer a 5% discount if we order both items together and pay by BACs rather than credit card.

Speed Cameras:

1. The School Lane speed camera is now set to 20mph, with a thank you/slow down message. FYI although Morelock say the unit is programmable via an 'always on' Bluetooth connection (Android app, or Windows 10 app only), the Bluetooth signal only pops up, when the unit is rebooted. It appears that the batteries last no longer than a month.
2. The B1046 road speed camera is finally fixed. The PCM board was replaced, however the two existing batteries had reached end of life and thus would not recharge. I got around the problem by using the spare battery from the School Lane camera.

So in the short term the cameras are working and programmed correctly. However, if we don't buy two new batteries, the cameras will be non-functioning until I take the batteries out, recharge and refit them. Therefore, I suggest we buy two new batteries. The cost for two new batteries is £163.20 inc. vat. I have forwarded you all the quotes for batteries and noticeboards.

Best Wishes

Stephen

cllr.collinson@tpc.toft.org.uk

From: Sales Jakk Country Furniture <sales@jakkuk.co.uk>
Sent: 08 August 2023 20:48
To: cllr.collinson@tpc.toft.org.uk
Subject: Re: Free Standing Parish Notice Board _ Jakk Country Furniture Designs.pdf

Apologies for the slow response, we've been particularly busy and I'm only now catching up with correspondence. In terms of pricing there's no difference between options 1 & 2, although there would be a saving on delivery costs. The main saving is primarily in method of payment as we lose c 3% if payment is made by card so if you can pay by BACS then we can reflect this in a small discount.

Double Bay iroko hardwood notice board, free standing (2 legs), natural, engraved "TOFT PARISH COUNCIL" letters coloured black, Total £1150
Additional charge for fitting locks (jeddo lock) - if required £30

Double Bay iroko hardwood notice board, as above, wall mounted, total £970
Additional charge for fitting locks (jeddo lock) - if required £30

All prices are incl VAT & Delivery

Delivery : c 4/5 weeks

Payment : 50% deposit with order, with balance immediately prior to despatch. If payment is made in full at time of order by BACS we will give a 3% discount, or 5% discount if both items are ordered together.

Rgds
Andrew

JAKK Country Furniture Designs Ltd
Office number - 01323 847115

[Facebook](#)
[Instagram](#)

Please note - Our office hours are Mon - Fri - 8.30am - 12pm, 1pm - 4.30pm

On Mon, 31 Jul 2023 at 08:07, <cllr.collinson@tpc.toft.org.uk> wrote:

Dear Jakk Team,

Can you please provide me with firm price options for the supply and deliver only of the attached notice board as follows:

Option One (two noticeboards)

1. First dual window notice board with black infill, legs and 'Toft Parish Council' as the infill text.
2. Second noticeboard, as above but without legs.

Option Two (one noticeboard)

3. Dual window notice board with black infill, legs and 'Toft Parish Council' as the infill text.

Any questions, please email, or phone on 07521 912734

With thanks

Stephen



Greenbarnes Ltd.

Stephen Collinson
Toft Parish Council

QUOTATION

Ref No. 28004/2
Dated 01/08/2023
Contact Stephen Collinson
Tel
Fax
Mobile 07521 912734

Dear Stephen,

Further to your enquiry, please find below details of our quotation for supply of the items required.

Re : 2 of DN/O 2-bay 4A4 Oak Noticeboards, one with posts & one wall mount

| Item | Qty | Ref Code | Description | Unit Price | Total |
|------|-----|----------|--|------------------|------------------|
| A | 2 | SF/LO | Light Oak Stain Finish to whole board | £0.00 | £0.00 |
| B | 2 | DN/O | Two Bay 4 x A4 Portrait Noticeboard (O/a size 1270mm wide x 868mm high) Both Bays Toughened Glass/Lockable, Oak/Tricoya Back | £1,363.25 | £2,726.50 |
| C | 2 | HDN/O | Header For Two Bay 4A4 Portrait Noticeboard, Straight Pattern 95mm, Oak | £94.29 | £188.58 |
| D | 34 | CEL | Engraving for Oak headers with coloured fill, Cost per character. Toft Parish Council (x2) Times or Arial font ? Black fill | £8.10 | £275.40 |
| E | 2 | POSTGO | MmT (Recycled Plastic) Post (2500mm x 88mm square + fixings) Golden Oak finish | £125.00 | £250.00 |
| F | 1 | DELD4A4 | Carriage Two Bay 4A4 Oak Noticeboard | £167.09 | £167.09 |
| | | | | Sub Total | £3,607.57 |
| | | | | VAT | £721.52 |
| | | | | TOTAL | £4,329.09 |

Terms:

Payment: Net 30 days

Payment Methods Accepted By:

Cheques: Made payable to Greenbarnes Ltd

Greenbarnes Ltd. , Unit 7 Barrington Court , Ward Road , Buckingham Road Ind Est , BRACKLEY , Northamptonshire , NN13 7LE

Telephone : 01280 701093 Fax: 01280 702843 Web: www.greenbarnes.co.uk Email: jay@greenbarnes.co.uk

Registration No: 2158191 VAT NO: GB 623 7575 28

BACS: Metro Bank, Sort Code 23-05-80. Account No 26585244
Credit/Debit Cards accepted

VAT is charged at 20%.

Delivery: Typically expected approx 4 to 6 weeks from receipt of order.

This quotation is valid for 30 days from the date of this document.

Details and sizes as per catalogue.

Installation not included.

Line item prices exclude VAT

E & OE

To order, simply ring, fax or email quoting the reference number at top of this document. Alternatively, if you need clarification, or would like to discuss or amend your requirements, please do not hesitate to contact our sales team on 01280 701093 or sales@greenbarnes.co.uk.

OPTIONS (EX vat):

Dark oak stain at no additional cost

Computer-cut vinyl lettering at £3.68 per character

Yours sincerely ,



Jay Greenaway



Greenbarnes Ltd.

Stephen Collinson
Toft Parish Council

QUOTATION

Ref No. 28006/1
Dated 01/08/2023
Contact Stephen Collinson
Tel
Fax
Mobile 07521 912734

Dear Stephen,

Further to your enquiry, please find below details of our quotation for supply of the items required.

Re : DN/O 2-bay 4A4 Oak Noticeboard with Posts

| Item | Qty | Ref Code | Description | Unit Price | Total |
|------|-----|----------|---|------------------|-----------|
| A | 1 | SF/LO | Light Oak Stain Finish to whole board | £0.00 | £0.00 |
| B | 1 | DN/O | Two Bay 4 x A4 Portrait Noticeboard (O/a size 1270mm wide x 868mm high) Both Bays Toughened Glass/Lockable, Oak/Tricoya Back | £1,363.25 | £1,363.25 |
| C | 1 | HDN/O | Header For Two Bay 4A4 Portrait Noticeboard, Straight Pattern 95mm, Oak | £94.29 | £94.29 |
| D | 17 | CEL | Engraving for Oak headers with coloured fill, Cost per character. Toft Parish Council Times or Arial font ? Black fill | £8.10 | £137.70 |
| E | 2 | POSTGO | MmT (Recycled Plastic) Post (2500mm x 88mm square + fixings) Golden Oak finish | £125.00 | £250.00 |
| F | 1 | DEL4A4 | Carriage 4A4 Oak Noticeboard | £103.45 | £103.45 |
| | | | | Sub Total | £1,948.69 |
| | | | | VAT | £389.74 |
| | | | | TOTAL | £2,338.43 |

Terms:

Payment: Net 30 days

Payment Methods Accepted By:

Cheques: Made payable to Greenbarnes Ltd

BACS: Metro Bank, Sort Code 23-05-80. Account No 26585244

Credit/Debit Cards accepted

Greenbarnes Ltd. , Unit 7 Barrington Court , Ward Road , Buckingham Road Ind Est , BRACKLEY , Northamptonshire , NN13 7LE

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Yours sincerely ,



Jay Greenaway

TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Oct-23

Summary of previous month

Balance brought forward 127,520.10

Adjustments

Expenditure approved at previous / between meetings

| | | |
|-------------|--------------------|------------|
| OPUS ENERGY | STREETLIGHT ENERGY | -193.50 DD |
| OPUS ENERGY | STREETLIGHT ENERGY | -203.88 DD |

Credits

| | |
|----------------------|-----------|
| ALLOTMENT RENT 1A | 15.00 |
| ALLOTMENT RENT 1B | 15.00 |
| ALLOTMENT RENT 3A 3B | 30.00 |
| SCDC | 10,839.50 |

Total Adjustments 10,502.12

Balance revised after adjustments 138,022.22

Bank Reconciliation to latest statement

| Account | Funds | Statement | Outstanding |
|-------------------------|-------------------|-------------------|------------------|
| Unity Trust Bank | 74,414.29 | 77,248.93 | -2,834.64 |
| Natwest Current Account | 26,918.01 | 26,918.01 | |
| Nationwide BS | 36,689.92 | 36,689.92 | |
| Total | 138,022.22 | 140,856.86 | -2,834.64 |

Expenditure for approval

| | | £ |
|---------------------------|--------------------|--------------------------|
| SALARIES | | 169.93 |
| M YEADON | CHURCH BENCH | 382.50 |
| BUCHANS | GRASSCUTTING AUG | 715.07 |
| MORELOCK | MVAS BATTERY | 163.20 |
| PKF LITTLEJOHN | EXTERNAL AUDIT | 378.00 |
| COMMUNITY HEARTBEAT TRUST | VETS SESSION DEFIB | 210.00 |
| LGS SERVICES | ADMIN SUPPORT | 454.76 |
| | | <u>2,473.46</u> |
| Balance C/F | | <u><u>135,548.76</u></u> |

Gail Stoehr
Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Toft Parish Council – CA0258

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR has not been signed in accordance with the Accounts and Audit Regulations 2015:

- Section 1 was not signed by the Clerk.

Section 1, Assertion 9 has been incorrectly completed. The trust fund does not have its own bank account resulting in trust fund transactions going through the bank account of the smaller authority. As the transactions are in the smaller authority’s bank account, these trust transactions cannot be excluded from the AGAR since the bank account’s full balance should be included in Section 2, Box 8. The response to Section 1, Assertion 9 should be ‘No’. The smaller authority should ensure that where it acts as sole managing trustee, the trust has its own bank account and any minutes of meetings are maintained separately.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the prior year, the smaller authority was exempt from our review, thus we have not reviewed any evidence to support the prior year comparatives on the AGAR.

The dates and minute references for Sections 1 and 2 have not been recorded on the AGAR. The minutes of the meeting at which the AGAR was approved have been reviewed and demonstrate that Sections 1 and 2 have been approved in the correct order. The smaller authority should ensure that the correct dates are recorded on the AGAR in future.

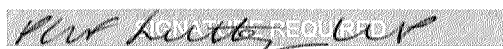
3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

21/09/2023