

# Toft Parish Council

Clerk to the Council, Mrs Gail Stoehr, 30 West Drive, Highfields Caldecote, CB23 7NY  
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## Notice of the 733rd meeting of Toft Parish Council on Monday 6 February 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) 31/01/17

### 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 9 January 2017
3. To consider any matters arising from the last or a previous meeting including
  - 3.1 (Open) Closure of Joseph Worboys Charity
  - 3.2 (3.1) S106 funding – report on meeting with SCDC, Comberton Parish Council and Comberton Village College and to consider if any further action is required<sup>(MY)</sup>
  - 3.3 (4.1) Proposed Housing Needs Survey - to consider survey and letter to residents
  - 3.4 (7.1) Allotment paths – to consider whether grant funding should be obtained and to consider identifying any other land in the village for allotments
4. To consider any correspondence received since the last meeting requiring the Parish Council's attention
  - 4.1 SCDC Tree survey services
  - 4.2 NALC advice that S8 of the Local Government Act 1894 specifically prohibits parish councils funding churches
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<sup>(MY)</sup>
  - 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/3597/16/FL – Firs Farm, 64 High Street – Demolition of existing thatched garage and workshop building and replacement with single storey annex outbuilding ancillary to use of main house
    - 6.1.2 S/0222/17/LB – 14 High Street – Alterations to windows
  - 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 February 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 9 January 2017 - attached
3. To consider any matters arising from the last or a previous meeting
- 3.1 (Open) Closure of Joseph Worboys Charity
- 3.2 (3.1) S106 Funding – report on meeting with SCDC, Comberton Parish Council and Comberton Village College and to consider if any further action is required  
Cllr Yeadon to report.
- 3.3 (4.1) Proposed Housing Needs Survey – to consider survey and letter to residents  
Cllr Yeadon to report.
- 3.4 (7.1) Allotment paths – to consider whether grant funding should be obtained and to consider identifying any other land in the village for allotments

Other to note:

(4.3) Home Meadow field entrances

Home Farm Meadow chippings - the landowner has kindly offered to do this himself free of charge but does not wish this to set a precedent requiring him always to do this in the future.

4. Correspondence

4.1 SCDC Tree survey services

Ian Lorman, SCDC Tree Officer writes:

“Please see the letter attached regarding a potential new service to be provided by South Cambridgeshire District Council. Please take a couple of minutes to read it and consider whether your Parish Council would be interested in this service and let me know.”

Letter attached.

4.2 NALC advice that S8 of the Local Government Act 1984 specifically prohibits parish councils funding churches

CAPALC has written to all parish councils as follows “We have had a number of queries about parish councils providing grants to churches and as it nearing budget time we thought it timely to circulate this note from the NALC legal team date November 2016.

Parish Councils and providing funds to churches

As you will be aware, section 8 Local Government Act 1894, which states that the Council can:

“...execute any works (including works of maintenance or improvement) incidental to or consequential on the exercise of any of the foregoing powers, or in relation to any parish property, not being property relating to affairs of the church or held for an ecclesiastical charity;”

The Council cannot contribute towards the cost of any church buildings and property, which would include kitchens and toilets belonging to the church. This section applies to local councils only, not principal authorities. Local Councils also have the responsibility of maintaining closed churchyards under s215 Local Government Act 1972, if asked to by the parochial church council.

I have, previously been asked by other Councils whether section 137 could be used to fund or give grants. Section 137(1) of the Local Government Act 1972 enables a council to incur expenditure which in its opinion is in the interests of, and will bring direct benefit to, the area or any part of it or all or some of its inhabitants. It is used where expenditure

is not otherwise authorised. Given the express s8 1894 Act restriction, it is NALC's view that s137 cannot be used.

The Council is reminded that expenditure is capped in accordance with the s.137 limit (£7.42 per elector for the financial year 2016-17) and the direct benefit must also be commensurate with the expenditure to be incurred. Section 137 could, for example, be used to gift funds for a new park bench in a churchyard. However, s137 cannot be used to give money for works relating to affairs of the church as expressly prohibited under s8 above.

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.
- 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.scambis.gov.uk/swiftlg/apas/run/wchvarylogin.display>
- 6.1.1 S/3597/16/FL – Firs Farm, 64 High Street – Demolition of existing thatched garage and workshop building and replacement with single storey annex outbuilding ancillary to use of main house
- 6.1.2 S/0222/17/LB – 14 High Street – Alterations to windows
- 6.2 SCDC Decision Notices  
None at the time of writing.
- 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

South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge,  
CB23 6EA  
[www.scams.gov.uk](http://www.scams.gov.uk)  
0345 045 0500



All Parish Councils  
South Cambridgeshire

Our ref: IL/PTS/Dec16  
Your ref:  
9 January 2017

Planning & New Communities  
Contact: Ian Lorman  
Email: [trees.andlandscapes@scams.gov.uk](mailto:trees.andlandscapes@scams.gov.uk)  
Direct dial: 01954 713405

Dear Parish Councils

### **Proposed new service to Parish Councils Tree health & safety surveys**

As part of ongoing improvements and extension to the Trees service at SCDC I am proposing to offer a competitive service to Parish Councils to assist with your health & safety audit processes.

Please would you register your interest by responding to this letter (preferably by email) to the address above so I may determine the level of interest in this service, which will enable me to present a business case. If you can respond either way within around six weeks from today, that would be very helpful. Registering interest is not binding and is not a commitment or contract.

Many Parish Councils, if not all who have trees to maintain, have regular professional tree inspections undertaken by external contractors. This is to ensure, among other things, to comply with their responsibilities and obligations to insurance and duty of care under The Occupier's Liability Acts of 1957 & 1984 and The Health & Safety at Work Act 1974. All tree owners are required by law to maintain trees so as to reduce to an acceptable minimum, the risk of damage to person and property that might be so caused by the failure of trees such as falling branches or whole tree failure. A regular visual inspection by an expert can alert the tree owner to many defects that require attention before a failure occurs. The proper recording of trees, their locations, their condition and defects coupled with a prioritised schedule of works is an essential audit process that can be invaluable when defending any third party claims regarding loss or damage connected to the health & safety of trees. It also enables effective, prioritised budgeting for a programme of tree surgery works and help to maintain a healthy and robust tree population.

DRAFT parameters / specification for a SCDC tree health & safety survey would be expected to comprise the following items and would be based upon maps provided by the customer showing all the land parcels for which the customer is responsible:

#### Service

- Tree inspection by qualified and experienced arboriculturists (one-off surveys or regular surveys as specified by the customer - for example, every three years)
- Use of proprietary, specialist software and hardware to enable fit for purpose, accurate tree plotting
- Maintenance of customer tree survey records back-up
- Supply of electronic copies of surveys and maps provided on completion of tree survey in popular formats

### Survey fields

- Tree numbering on maps and survey forms (no physical tree number tags fixed to trees)
- 'Zoning' of trees dependent of their location in respect of the presence and frequency of targets
- Species identity, limited to necessary criterion for identification - e.g. Lime, Beech, Pine etc
- Estimated dimensions - height, spread, trunk diameter at 1.5 metres above ground level
- Comments on form, structural and physiological condition
- Defects requiring remedial tree surgery and specification of works
- Helpful notes where other works are recommended - e.g. removal of stakes, adjustment of ties etc.
- Priority / urgency for works

### Items that would not be covered

- Advice and opinion on the probability of trees causing direct or indirect root damage to structures - e.g. buildings and walls
- Trip hazards from surface roots

I look forward to hearing from you.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Ian Lorman', with a horizontal line underneath.

**Ian Lorman**  
Trees Officer

**TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT**

Feb-17

**Summary of previous month**

**Balance brought forward** 64,956.32

**Adjustments**

**CHQ 254** ADJUSTMENT -135.89

**Expenditure approved at previous / between meetings**

**Credits**

*Total Adjustments* -135.89

**Balance revised after adjustments** £64,820.43

**Bank Reconciliation to latest statement**

Account	Funds	Statement	Outstanding
Current Account	64,166.70	65,060.52	-893.82
CBS Account	653.73	653.73	
<b>Total</b>	<b>64,820.43</b>	<b>65,714.25</b>	<b>-893.82</b>

**Expenditure for approval**

**£**

CAM VALLEY FORUM	AFFILIATION FEE	10.00
TOFT CALENDAR	ADVERTISING	105.36
TOFT PEOPLE'S HALL	ROOM HIRE	15.00
TOFT PEOPLE'S HALL	ROOM HIRE	15.00
	SALARY	56.35
NEST	PENSION	56.37

*Sub-Total* 258.08

**Balance C/F** 64562.35

Gail Stoehr

Responsible Financial Officer

**Notes:**

*Late invoices will be brought to the meeting*