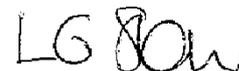


# Toft Parish Council

## Notice of the 750th meeting of Toft Parish Council on Monday 2 July 2018 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 any may speak under the Open Public Session item and make representation to the Council on items on the agenda

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) 26/06/18

### 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 last meeting
3. To consider any matters arising from the last or a previous meeting including
  - 3.1 (3) Assets review outstanding matters – to confirm ownership of the bench on Woodland Trust land and the location of the Beacon canvas
  - 3.2 (3.1) To consider dedicated email addresses
  - 3.3 (4.2) CCC LHI 2019-20 scheme invitation to bid – to consider proposals
  - 3.4 (5.2.1) Toft Sports – to consider arrangements
  - 3.5 (7.5) To consider quotation for repairs to bench by allotments
  - 3.6 (7.7) Defibrillator - proposal to pay for training from the Council's contingency budget
  - 3.7 (3) Review of the Council's complaints procedure
  - 3.8 (3) Risk Assessment and appointment of Internal Auditor for FY2019
4. To consider any correspondence received since the last meeting requiring the Parish Council's attention
  - 4.1 Toft Historical Society – Establishing a memorial to recognise Toft as a Thankful Village request for financial support
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
  - 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/1948/18/FL – Orchard Gate, 50 Comberton Road – Conversion of the garage roof space and one of the ground floor parking bays into a home office
    - 6.1.2 S/2142/18/FL – 11 Brookside – Conservatory
    - 6.1.3 S/2143/18/LB – 11 Brookside – As above, listed building consent
    - 6.1.4 S/1774/18/FL – Bay Tree Barn, 1 Church Road – Proposed change of use for the keeping of horses and a new stable block
  - 6.2 SCDC decisions to note
  - 6.3 Tree works applications
    - 6.3.1 S/2252/18/TC – 11 Brookside
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>(JM)</sup>
  - 7.5 Footpaths <sup>(EM)</sup>
  - 7.6 Defibrillator report <sup>(PE)</sup>
  - 7.7 Proposal that the Council contracts Clive Blower to repair the gate at Lot Meadow<sup>(PE)</sup>
8. Closure of meeting

## Clerk report to Toft Parish Council meeting on 2<sup>nd</sup> July 2018

1. To approve written apologies and reasons for absence – any received will be reported to the meeting.
2. To approve the minutes of the meeting on 4 June 2018 - attached
3. To consider any matters arising from the last or a previous meeting
- 3.1 (3) Assets review outstanding matters – to confirm ownership of the bench and the location of the Beacon canvas  
The Clerk does not know where the Beacon canvas is kept.  
The Woodland Trust is checking with its site manager as to the ownership of the bench in Toft Wood.  
Please could the Parish Council also provide the exact locations for the ten benches listed on the Assets List?
- 3.2 (3.1) To consider dedicated email addresses  
Martin Sebborn has offered the Parish Council dedicated email addresses. Cllr Yeadon proposed in April that the Parish Council consider this at its May meeting.
- 3.3 (4.2) CCC LHI 2019-20 scheme invitation to bid – to consider proposals  
Cllr Tall to make a recommendation.
- 3.4 (5.2.1) Toft Sports  
Proposed at the last meeting.
- 3.5 (7.5) To consider quotation for repairs to bench by allotments  
Clive Blower has written:  
“I am disappointed that the bench has split where it has. This looks like a design fault and I would send the first 2 pictures to the manufacturers and try and get a replacement (or at least replacement parts).  
Your letter did not say what the PC were thinking I might do with the bench to repair the damage done by the knife/axe. We could try planing it off, but there would be a permanent dip in the wood where the damage was. This would take about 1 hour so would cost £20.  
Please advise what you want me to do.  
He subsequently wrote:  
“Further to previous message, I went to have a look at the bench today, and saw that it is not only the damage to the top of the bench, but it has been broken/weakened further down at all the joints which hold the back of the seat on.  
I would suggest that a responsible person from Toft PC go and assess it for safety, as I think it might be at risk of collapse if you lean back on the backrest. It appears they have been trying to remove it from the fixings (but my fixings survived the onslaught!).”  
The Clerk has asked Cllr McNiven to discuss this with Mr Blower. Cllr Miles has been asked to report the damage to the police.
- 3.6 (7.7) Defibrillator - proposal to pay for training from the Council's contingency budget<sup>(PE)</sup>
- 3.7 (3) Review of the Council's complaints procedure  
The Clerk advises that the current policy is the model and appears to meet the Council's requirements.
- 3.8 (3) Risk Assessment and appointment of Internal Auditor for FY2019  
As background the internal Auditor commented in her report “RISK ASSESSMENT and RISK MANAGEMENT  
I need to see written evidence in the minutes that when a volunteer undertakes work on parish council land that a risk assessment is undertaken and adhered to.”

The internal Auditor's quote has already been circulated in May as part of her report and will be brought to the meeting.

4. Correspondence

4.1 Toft Historical Society – Establishing a memorial to recognise Toft as a Thankful Village request for financial support

“Background - 2018 is an important year in which we mark 100 years since the end of the First World War. Communities across UK recognise the sacrifice of those individuals killed during the conflict and have in most cases marked these losses with a memorial of some kind. In a very few instances, village communities have also publicly acknowledged on these memorials the people who went to the First World War and fortunately returned to their families.

Toft is one of only fifty-four “Thankful Villages” across England and Wales where all those who went to War in 1914-1918 from these villages also returned. All the villages of the Bourn Valley suffered losses during that conflict, except for Toft, where seven men went to the War and all returned home.

Proposal - Toft Historical Society (THS) is planning several events over the weekend of November 9-11 to commemorate Toft as a Thankful Village. The core element of our early planning is to establish a permanent memorial to those seven Toft men who fought in the Great War and to recognise the remarkable good fortune of this thankful village. We envisage the memorial taking the form of a plaque and an informational board. The Methodist Chapel is the site of the current stone memorial to the three Toft men lost in World War Two and so would be an obvious and central location for a Thankful Village stone plaque together with an information board. THS has initiated discussions with the Methodist Chapel management team who are very supportive of the idea. Clearly more discussion will be needed to refine these plans and ensure there are no issues with, for example, modifying the Chapel wall. If problems did arise with the plaque we have established that St Andrews Church management team would also look favourably on housing a plaque. The information board should however remain in a central location.

As well as organising the weekend of events, the THS is prepared to contribute funds towards establishing a memorial. However, this is something that has relevance to the whole village. I therefore request that the Parish Council consider also contributing funds towards the memorial. One possibility could be that THS take responsibility for organising and purchasing the informational board and that the PC contributed funds for the memorial plaque. We hope to have costings by the time of the PC July meeting but from initial enquiries anticipate that a stone memorial would cost around £300 to engrave and install and similarly a compact metal framed information board.

We are asking for this item to be placed on the July PC agenda as there will be no August meeting and September is getting late to start the process. We are conscious of the need to make an early start in identifying funding sources so that construction of a memorial would not be hindered by time constraints. I am happy to discuss this proposal at the PC meeting.

Cynan Ellis-Evans (THS Chair)”

Clerk's advice the Parish Council does not have the power to erect a memorial only to maintain, repair or protect so the Council would have to consider using S137 which is limited to £7.86 x 453 = £3,560.58 in the current financial year.

5. Finance, Procedure and risk assessment and use of delegated powers  
None at the time of writing.
- 5.1 To consider the finance report and approve the payment of any bills  
Attached. Late invoices will be brought to the meeting.
- 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. For more information see the current planning application consultations on  
<http://plan.scams.gov.uk/swiftlg/apas/run/wchvarylogin.display>
- 6.1.1 S/1948/18/FL – Orchard Gate, 50 Comberton Road – Conversion of the garage roof space and one of the ground floor parking bays into a home office
- 6.1.2 S/2142/18/FL – 11 Brookside – Conservatory
- 6.1.3 S/2143/18/LB – 11 Brookside – As above, listed building consent
- 6.1.4 S/1774/18/FL – Bay Tree Barn, 1 Church Road – Proposed change of use for the keeping of horses and a new stable block
- 6.2 SCDC Decision Notices
- 6.2.1 S/1293/18/DC – Meridian Court, Comberton Road – Discharge of Conditions 4 (Traffic management plan) and 7 (Hard and soft landscaping) – Permission refused.
- 6.3 Tree works  
Tree works applications are now available to view on the SCDC portal.
- 6.3.1 S/2252/18/TC – 11 Brookside
7. Members' items and reports for information only
- 7.1 Allotments<sup>(JM)</sup>  
The registration of the allotments is proceeding with the Solicitor and Land Registry. Once completed the Council will need to consider establishing itself as a sole trustee charity.
- 7.2 Village Maintenance<sup>(AT)</sup>
- 7.3 Highways<sup>(AT)</sup>
- 7.4 Toft People's Hall<sup>(JM)</sup>
- 7.5 Footpaths<sup>(EM)</sup>
- 7.6 Defibrillator report<sup>(PEE)</sup>
- 7.7 Proposal that the Council contracts Clive Blower to repair the gate at Lot Meadow<sup>(PE)</sup>  
Cllr Ellis-Evans writes "We have established that the gate on the entry into Lot Meadow from the village end is on the boundary which belongs to the Parish Council and therefore it is our responsibility to have it mended. The part of it which is in the ground appears to have rotted and the post has become increasingly unstable. It is quite a heavy gate and every time someone goes through it, it bangs against the post so much so that it is now rapidly deteriorating. "
8. Closure of meeting

## TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Jun-18

## Summary of previous month

<b>Balance brought forward</b>		<b><u>69,249.67</u></b>
<b>Adjustments</b>		
CHQ 2361	ADJUSTMENT	0.10
<b>Expenditure approved at previous / between meetings</b>		
HAMILL LANDSCAPING	GRASSCUTTING	-621.00
LGS SERVICES	ADMIN SUPPORT	-492.81
<b>Credits</b>		
M YEADON	BAG DEPOSIT RETURN	10.00
<i>Total Adjustments</i>		<i>-1103.71</i>
<b>Balance revised after adjustments</b>		<b><u>£68,145.96</u></b>

## Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Current Account	32,145.96	36,333.56	-4187.60
Nationwide BS	36,000.00	36,000.00	
<b>Total</b>	<b>68,145.96</b>	<b>72,333.56</b>	<b>-4,187.60</b>

## Expenditure for approval

		£
SCDC	ELECTION FEES	105.00
	SALARY	57.92
NEST	PENSION	57.96
HMRC	PAYE	96.80
		317.68
<b>Balance C/F</b>		<b><u>67828.28</u></b>

Gail Stoehr  
Responsible Financial Officer

**Notes:**

*Late invoices will be brought to the meeting*