

# Toft Parish Council

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## Notice of the 716th meeting of Toft Parish Council on Monday 7 September 2015 at 7.00pm 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, 02/09/2015

### 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 6 July 2015
3. To consider any matters arising from the last or a previous meeting including
  - 3.1 (Open) To consider provision of a seat outside the shop
  - 3.3 (Open) To consider locating a dog bin near the children's playground
  - 3.3 (3.3) To consider making an application for a Minor Improvement Scheme bid and speed reduction measures including CCC response on parking problems in the High Street <sup>(AT)</sup>
  - 3.4 (5.3) Bus shelter cleaning
  - 3.5 (5.3) Lot Meadow boundary trees <sup>(PEE)</sup>
  - 3.6 (4.2) Report from the Bennell Farm Working Group and to consider any actions required <sup>(MY)</sup>
4. To consider any correspondence received since the last meeting requiring the Parish Council's attention
  - 4.1 Wisser Recycling report and to consider whether another collection should be arranged
  - 4.2 Cambridgeshire Community Reuse and Recycling Network – offer of free paint
  - 4.3 CCC Rights of Way Improvement Plan review consultation
  - 4.4 SCDC consultation on all out elections
  - 4.5 Pensions Regulator – automatic enrolment
  - 4.6 Peoples Hall external works and fuel tank request for financial support – attached.
5. Finance, Procedure and risk assessment
  - 5.1 To consider the finance report and approve the payment of any bills
  - 5.2 Play inspection reports <sup>(PG)</sup>
  - 5.3 To consider any matter which is urgent because of risk or health and safety
  - 5.4 To consider the arrangements for the annual collection of allotment rents
  - 5.5 To consider insurance cover arrangements for October 2015 to 2018
6. To consider any Planning or Tree works applications or related items received
  - 6.1 Planning applications
    - 6.1.1 S/1394/15/FL – 39 High Street – Two storey and single storey rear extensions
    - 6.1.2 S/1637/15/OL – Land off Comberton Road – Outline application with access – erection of 2 dwellings, garden stores, access drives, parking areas, turning and associated infrastructure
    - 6.1.3 S/2110/15/LB – 61 High Street – Replacement of 3 ground floor windows in one elevation, 1 ground floor window and 1 door to rear elevation and 2 windows on rear extension
  - 6.2 SCDC decisions to note
  - 6.3 Tree works applications
7. Members items and reports for information only unless otherwise stated
  - 7.1 Bennell Farm Working Group report <sup>(JM)</sup>
  - 7.2 Toft Sports Working Group - proposal that the Council records its thanks to the working group <sup>(JM)</sup>
  - 7.3 Village Maintenance <sup>(AT)</sup>
  - 7.4 Kissing gate maintenance to consider work required and quotes <sup>(JM)</sup>
  - 7.5 Proposal that a letter be sent to a resident asking that they regularly sweep up the stones from their garden that overflow onto the pavement <sup>(PG)</sup>
8. Closure of meeting

Clerk report to Toft Parish Council meeting on 7 September 2015

1. To approve written apologies and reasons for absence – received from Cllr Gouldstone (reason given), Cllr Ellis Evans (business commitment)
2. To approve the minutes of the meeting on 6 July 2015 – attached
3. To consider any matters arising from the last or a previous meeting including
  - 3.1 (Open) To consider provision of a seat outside the shop
  - 3.2 (Open) To consider locating a dog bin near the children's playground

- 3.3 (3.3) To consider making an application for a Minor Improvement Scheme bid and speed reduction measures including CCC response on parking problems in the High Street  
Cambridgeshire County Council is once again delivering its Local Highway Improvement (LHI) initiative, which has recently been updated, following a review conducted by County Councillors. Please find attached the new application form and supporting guidance document for applicants.

It would be appreciated if you could also circulate this information to any groups in your community that you think may be interested in this initiative.

Please note that the closing date for LHI 2016/17 application forms is **Monday 2<sup>nd</sup> November 2015**. Applications should be submitted to this email address – [local.projects@cambridgeshire.gov.uk](mailto:local.projects@cambridgeshire.gov.uk)

We encourage applicants to discuss their application prior to submission. To do this please contact the Local Projects team on the above email, or attend one of our planned Highways Depot Open days listed in the attached guidance document.

The following response has been received from CCC regarding parking problems in the High Street:

Thank you for your correspondence regarding parking on the High Street, Toft.

Apologies for the delay in responding, we are currently experiencing a high influx of issues regarding the highway.

In response to your questions - as there are no parking restrictions prohibiting parking, vehicles can park as long as they are not causing an obstruction of the highway or parked in a dangerous manner. These offences would be for the Police to determine. Furthermore, if there have been planning conditions attached to this development that apply to parking, then they will have been set by the Planning Department at South Cambridgeshire District Council. I would suggest that you discuss these concerns with them directly, on this occasion.

In the meantime, if you feel that parking restrictions would be beneficial, then you could apply to have restrictions implemented through a Local Highways Improvement (LHI) bid. Or pay for this through 3rd Party Funding.

Unfortunately, we within maintenance do not have the funds to install them. They would need to get the support of Derek Crosby (Police), and his details are on the application form on the link below, which I have included for your convenience:-

<http://www.cambridgeshire.gov.uk/lhi>

Obviously residents can object to the inclusion of the double yellow lines, so it would be good to get their support too.

Toft Parish Council should have recently received the documentation for this year's LHI applications, please let me know if this is not the case.

Again, may I take the opportunity to thank you for contacting us with your concerns, and I hope the above information is of help.

Kind regards

Sharon Maloney BSc (Hons)

Local Highway Officer, Cambridgeshire County Council

- 3.4 (5.3) Bus shelter cleaning
- 3.5 (5.3) Lot Meadow boundary trees

Other for info only

Anglian Water has written “

Following on from previous communications, I'm pleased to advise you that the widening of the road near our pumping station in Toft was completed on the 24th July.

This will allow easier access for our tankers attending the site and will minimise any damage to the verges.”

#### 4. Correspondence

##### 4.1 Wiser Recycling report and to consider whether another collection should be arranged

“In total, we collected 3179kg's in April, *which is a pretty good performance for a village of your size.*

A large portion of equipment (868kg's) was 'Small Domestic Appliances' (SDA) – Cambs County Council have advised that only 40% (of SDA) is recovered from the Household Waste Recycling Centres, meaning 60% STILL go to landfill, which certainly indicates that we have succeeded in diverting material from landfill – *which is exactly our aim!*

The amount to be paid to the Parish Council for this is £114.76

I would like to propose another event – please may I suggest Wednesday 17<sup>th</sup> February 2016?”

##### 4.2 Cambridgeshire Community Reuse and Recycling Network – offer of free paint

CAPALC have notified the Council of the Cambridgeshire Community Reuse and Recycling Network (CCORRN) offer of FREE paint through the Community RePaint's 'Get Painted' scheme. In summary: CCORRN give away thousands of litres of paint a year to Cambridgeshire Community Groups and Parish Councils for the betterment of community facilities.

Applications can be submitted at any time and are awarded and notified on a monthly basis.

##### 4.3 CCC Rights of Way Improvement Plan review consultation

Cambridgeshire County Council's Rights of Way Improvement Plan (ROWIP) was adopted in 2006 as part of the Cambridgeshire Local Transport Plan 2006-2011. The Plan was formulated following considerable research, data gathering and extensive public and stakeholder consultation with the Local Access Forum playing a key part in the plan's development. The Plan is well used and has been invaluable in, helping to bring about improvements to the rights of way network and enhancing countryside access.

The Draft Rights of Way Improvement Plan provides an update to the ROWIP, in line with the requirements of the Countryside and Rights of Way Act 2000. This update summarises the progress made since the ROWIP was adopted in 2006 and sets out future challenges for rights of way and countryside access to 2031 in the form of updated Statements of Action. This draft update to the ROWIP will form part of the third iteration of the Local Transport Plan, which is known as LT P3.

The draft updated plan can be viewed on the County Council's website

Comments are invited on the draft documentation during the consultation period which runs until 21st October 2015.

All comments received will be taken into account when the draft document is finalised for publication in November 2015.

4.4 SCDC Consultation on all out elections  
Attached.

4.5 Pensions Regulator – automatic enrolment  
“The law on workplace pensions has changed. Under the Pensions Act 2008, every employer with staff in the UK is required to automatically enrol those who are eligible into a workplace pension scheme and contribute towards it. Your staging date is 1 June 2016. This is the date the law comes into effect for you.

Key steps –

Find out who to enrol

Check that your payroll processes work for automatic enrolment

Choose a pension scheme

Raise awareness amongst your staff

Information on all of these key steps can be found in our

[step-by-step guide to automatic enrolment](#).

Start your preparations now. Use our [planning tool](#) to help you find out what steps you'll need to take to prepare, when to take them and approximately how much time to allow. “

4.6 Peoples Hall external works and fuel tank request for financial support – attached.

Other for info only

At this time the County Council owned street lighting columns in your Village/Town will not be switched off at off peak times or dimmed any further.

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 equipment report

Cllr Gouldstone writes “ Nothing serious to report. There is some blue paint flaking on the Playtower which will need attention before the winter months – we don't have any blue paint left so would need to discuss purchase. I can bring some details of the previous paint used for the October meeting.

The soft area under the climbing tower continues to need attention i.e. raking, removal of grass growing and creeping into the soft area.”

6. Planning

\* 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>

6.2 SCDC Decision Notices

6.2.1 S.1358/15/FL – Old Farm business centre, Church Road – Retention of storage container on site – Permission granted

6.2.2 S/1623/15/E1 – Land at Bennell Farm, Comberton – Request for screening opinion for residential development of 90 dwellings – The local planning authority considers that the proposal does not constitute E1A development.

6.3 Tree works – none at the time of writing

7. Members' items and reports for information only. No decisions can be made under these items unless specified.

7.3.1 Village Maintenance (Cllr Tall)

The right hand bend sign along the High Street opposite Firs Farm is completely covered by overhanging branches.

7.5 Proposal that a letter be sent to a resident asking that they regularly sweep up the stones from their garden that overflow onto the pavement<sup>(PG)</sup>

“ I would like to request that a letter to Mr & Mrs Farman of 15 Comberton Road be sent to request they regularly sweep the stones which overflow onto the footpath from their driveway. I have witnessed wheelchairs having to be dragged across backwards which is the only way to get across the stones. This issue is also dangerous to children walking to school as well as anyone walking along the footpath.”

## Summary of previous month

Balance brought forward	<u>31,205.64</u>
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## Adjustments

## Expenditure approved at previous / between meetings

M SEBBORN	VH ELECTRICAL WORKS	-8547.00
BUCHANS	GRASSCUTTING	-355.61
BUCHANS	GRASSCUTTING	-355.61
TOFT PEOPLES HALL	ROOM HIRE	-36.00
LGS SERVICES	ADMIN SUPPORT	-399.85

## Credits

WREN	GRANT	9665.00
CCC	AGENCY SERVICES	626.06
HMRC	VAT RECLAIM	5399.06

Total Adjustments

5996.05

Balance revised after adjustments

£37,201.69

## Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Current Account	36,554.31	37,317.31	-763.00
CBS Account	647.38	647.38	
<b>Total</b>	<b>37,201.69</b>	<b>37,964.69</b>	<b>-763.00</b>

£0.00

## Expenditure for approval

£

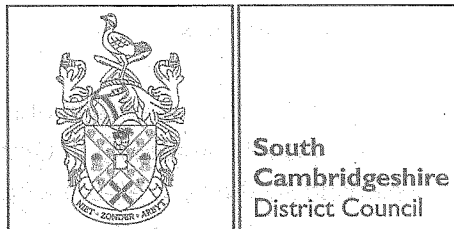
RPM	PLAY EQUIPMENT REPAIRS	1266.00
TOFT PEOPLES HALL	ROOM HIRE	12.00
	SALARY	106.55
	SALARY	106.55
HMRC	PAYE/NIC	79.80
LGS SERVICES	ADMIN SUPPORT	396.52
BUCHANS	GRASSCUTTING	355.61
	<i>Sub-Total</i>	<i>2323.03</i>
	Balance C/F	<b>34878.66</b>

Gail Stoehr  
Responsible Financial Officer

## Notes:

Late invoices will be brought to the meeting

# Consultation on proposed changes to the Local Elections system from thirds to all-out elections



1. We would welcome your views by Friday 18 September 2015 on proposed changes to how we run District Council elections in South Cambridgeshire. Should we:
  - i. Keep our present system of electing 'by thirds' - where elections are held for a third of all council seats each year for three successive years out of four
  - ii. Change to 'all-out' elections - with every District Council seat up for election once every four years.

## Why are changes being proposed?

2. The Local Government Boundary Commission for England (LGBCE) is due to carry out a district 'Boundary Review' because councillors in some wards – the geographical area that councillors cover - represent many more electors than councillors in others. The review will look to iron out these inequalities, whilst preserving community identity.
3. One of the first steps LGBCE will take is to consider how many councillors are needed to represent our district effectively. If we continue to elect councillors by thirds, the Commission will look to introduce three-councillor wards across the district. If we move to all-out elections, we are likely to have more single-councillor wards.
4. Currently, 57 councillors represent 34 wards across South Cambridgeshire. A councillor's normal term of office is four years, unless they are elected in an unscheduled by-election. Depending on their size, some wards have one councillor while others have two or three.

## The current system – electing 'by thirds'

5. Each May, elections for one third of the Council's seats are held for three successive years out of four. This means that:
  - i. all seats are elected once during that period
  - ii. residents living in wards with a single district councillor have one election every four years
  - iii. residents living in wards with two or three district councillors get to vote in elections two or three times during the four-year cycle

## Moving to 'all-out' elections

6. Comments and the results of this consultation will be considered by councillors at a special Council meeting in October 2015, where they will vote on whether to move from electing by thirds to all-out elections:
  - i. two thirds of councillors will need to vote in favour of moving to all-out elections for a change to be made
  - ii. if Council votes to make a change, it is likely that the first all-out election would take place in 2018, to:
    - avoid clashing with all-out elections to Cambridgeshire County Council in 2017
    - provide time for LGBCE to complete its boundary review of our district
7. If all-out elections began in 2018, any councillors elected in 2016 under the current by thirds system would serve two-year terms of office instead of the usual four.

## Effect on parish council elections

8. A District Council move to all-out elections could potentially lead to all Parish Council elections also being held once every four years. At present, Parish Council elections are held at the same time as District Council elections. Changing the election arrangements for Parish Councils to keep their elections in line with the District Council would avoid the potential costs of holding standalone elections.

## Pros and cons

9. Our Civic Affairs Committee agreed to carry out this public consultation on 9 July 2015 (see the meeting notes [on our website](#)). In reaching this decision, the Committee discussed the merits of each option. These were the key points.

<b>The case for the present system 'electing by thirds'</b>	<b>The case for the proposed change 'all-out' elections</b>
<ul style="list-style-type: none"><li>• following the boundary review, if every ward has three councillors, all residents will have consistent voting rights, being able to vote in three years out of four.</li><li>• more regular opportunities to hold elected councillors to account for key policy decisions</li><li>• can help voters to focus on local issues, which may otherwise be drowned out by national issues and political party campaigning</li></ul>	<ul style="list-style-type: none"><li>• avoids an absolute requirement for three-councillor wards, which may not be an appropriate model to impose upon a large rural district</li><li>• voters can make more informed judgements on four-year manifestos and individual candidate commitments, providing a clearer mandate to help the Council adopt a more strategic, long-term approach to policy and decision-making.</li><li>• clearer opportunity for voters to change</li></ul>



<ul style="list-style-type: none"> <li>• allows the Council to gradually change, rather than the possibility of big political change every four years. New councillors can learn from more experienced ones.</li> <li>• "If it ain't broke, don't fix it."</li> </ul>	<ul style="list-style-type: none"> <li>• the political composition of the Council once every four years.</li> <li>• holding whole-Council elections once every four years, rather than smaller elections every three years out of four, would cost less and be less disruptive for public buildings used as polling stations, especially schools.</li> <li>• the results from all-out elections are simpler and more easily understood, which may increase voter turnout and avoid the confusion and 'election fatigue' which can arise from the current system of thirds.</li> </ul>
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### Have your say

Please let us know your views about the proposals **by Friday 18 September 2015** by completing our [online survey](#). For a paper copy of the survey, please email [Richard.may@scambs.gov.uk](mailto:Richard.may@scambs.gov.uk) or call 01954 713366.

