

**Minutes of the 677th meeting of Toft Parish Council
Meeting held on Monday 2 July 2012 in The People's Hall, Toft at 7.00 pm**

Present: Councillors: M Yeadon (Chairman), R Howling, P Gouldstone J McCarten and J Betson.

In attendance: District Councillor T Hawkins, County Cllr F Whelan (for part of the meeting), 2 members of the public, and Mrs Gail Stoehr (Clerk).

12/89 Apologies, and reasons for absence

Apologies were received from Cllr Dolman, Cllr Howling (leaving early), County Cllr Fiona Whelan.

12/90 Declarations of interest relating to items on the agenda

There were no declarations of interest.

12/91 Public Participation on Agenda items and matters of mutual interest

A member of the public raised the fact that members of IW were tidying up the village and the turning by the bus shelter where the library van parks. The Parish Council was requested to ask the hedge owner to keep this trimmed back.

It was reported illicit activity taking place at the Cambridge Design Partnership car park. This is the second occurrence and has been reported to the police.

12/92 To approve the minutes of the meeting of 11 June

The minutes were approved ^(Prop XX, 2nd XX) and signed by the Chairman.

On a proposition by the Chairman, it was agreed to vary the order of business to take Item 12/96 at this point.

12/96 Planning

a S/0941/12/FL – 41 School Lane – Extensions and alterations

The Parish Council recommended approval.

District Cllr Tumi Hawkins provided her report, which covered streetlighting, the LDF Issues and Options consultation, and its implications for Comberton and Toft; Connecting Cambridge; the guide for businesses and also for households; the Proposed Youth Council; casework and an offer of assistance with any matters; forthcoming dates. It was agreed to place an article regarding Broadband, Connecting Cambridge and the two guides in Calendar.

12/93 Matters arising

a Co-option to fill casual vacancy

The District Council (SCDC) has now said that the Parish Council could fill the vacancy by co-option. A notice had been placed on the notice board and Cllr Yeadon will put an article in Calendar.

b (12/82) Bennell Farm – to consider the views of others on the proposal

Consideration was given to the reply from Comberton Parish Council stating its objections to the proposal and giving background to its considerations and meeting with SCDC, which had included a representative from Toft Parish Council. The Chairman proposed, and it was agreed that the Parish Council was not prepared to take a lead on this, and the matter would be considered if and when it goes through the planning process.

c (12/83/e) Affordable Housing review of current need and provision

The Housing Needs Survey Report and Schuyler Newstead's report on current need and provision were considered. It was agreed to revisit this after the Parish Plan had been published. A reply is to be sent to Mark Deas.

d (12/88/c) Parish Plan – to consider its adoption

To be taken under Item 12/97b.

- e (12/82/f) Policy Review
Cllr Yeadon will meet with the Clerk next week to review these. Carried forward to the next meeting.
- f (12/83/d) Recreation ground trees – to consider quotation received
The quotation from Peter Oakes in the sum of £500 plus £50 was considered in the light of the Financial Regulations. It was agreed to ask Mr Oakes whether he would be prepared to carry out the work required for £500, otherwise additional quotations would be required.
- g (12/88/h) Dog fouling
It was reported that in Brookside, dog owners were putting waste into the normal bin rather than using the dog bin. The bin by the Church end of the path across the meadow had been knocked down some time ago by a joy rider. Fouling continued to be a problem and articles had been placed in the newsletter to try to educate dog walkers and these would be repeated to include the legislation. It was agreed to write to Mr Harwood-Clarke of SCDC with a copy to the District Councillor, to request a replacement bin. A laminated sign campaign is to be considered at the next meeting and details are to be sent to the Chairman. Carried forward.

12/94 Consideration of Correspondence

- a CAPALC – cheque signing guidance
The guidance was considered and it was agreed to reply to CAPALC informing them that the Parish Council already complies with the guidance requirements.
- b SCDC – South Cambridgeshire Community Pride and Village Hero Awards
It was agreed to nominate
A Johnson for services to the community and Tom Preece for his work with Toft Lions for a Village Hero Award.
The organising group for the Jubilee and Feast Weekend for the Community Pride Award. Cllrs Yeadon and McCarten declared personal interests as members of the Jubilee and Feast Weekend Group. Cllr Dolman is to be asked to draft the nominations.
- c SCDC Local Plan Issues and Options Consultation – local opportunities
Cllr Yeadon is to attend the workshop on 10 July.
- d SCDC – S106 Parish Indemnity to authorise signing
The indemnity was signed by two members on the Parish Council's behalf and is to be sent to SCDC.
- e SCDC Code of Conduct – to adopt a Code of Conduct, consider complaints procedure and complete members' interests requirements
It was agreed ^(Prop MY, 2nd RH) to adopt the model Code of Conduct. The Current complaints policy already covers Code of conduct complaints but is to be updated with the 2012 date The draft model policy from Cottenham Parish Council for handling some matters by the Council is to be considered by the Chairman and Clerk and a recommendation brought to the next meeting.

12/95 Finance and Risk Assessment

- a To consider the finance report and approve the payment of any bills
The financial report was received and considered and invoices and bank statements were checked before the cheques were signed. The payments as listed in the finance report were unanimously approved for payment plus LGS Services £312.22 (Admin Support), and Rebecca Howling £24.55 (reimbursement of out of pocket expenses for the WREN application) Credits and bank interest received since the last meeting was noted.
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| Buchans (Grass cutting) | £296.40 |
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The payment at the last meeting to Mr Stone had been cancelled.
The balance at bank £30,273.92

An update was provided on the additional audit questioning.

b Risk assessment matters

It was noted that this agenda item would be included on a future agenda.

12/96 Planning

Taken earlier.

12/97 Members items and reports

a Playground and grant applications update

Still waiting to hear from WREN.

b Parish Plan

Cllr Dolman's report was considered in her absence. It was agreed to make an application through the SCDC Community Chest scheme for a grant towards the printing and ask Cllr Hawkins to support this. The Parish Council agreed to contribute £100 towards the costs of the printing. The amount of earmarked funds held by the Parish Council is to be checked with Cllr Dolman.

c Footpaths

Nothing to report. The Pinfold Well Lane overgrown vegetation raised at the last meeting is to be referred to Peter Gaskin of the Countryside Services Team.

d Roadworks

Nothing to report.

e Community Orchard

Nothing to report.

f Village Maintenance

A meeting is to take place with the Highways Supervisor on 10 July. The hedge raised by the member of the public at the start of this meeting is also to be discussed with Mr Vacher.

Cllr Gouldstone is to provide the Clerk with Mr Blower's contact details.

Cllr Gouldstone is to replace the maps in the mapholders. Streetlights out of order have been reported. A reply from Jenny Clark is awaited – carried forward.

A letter of thanks is to be sent to Jake Stewart for replacing the seat overlooking the meadow along with the Council's apologies for the delay in writing.

g Consideration of replanting the trees on the grass verges in School Lane

A proposal for replanting the trees in School Lane is to be taken up with the Highways Supervisor.

12/98 Closure of meeting

The Parish Council will meet in August only if there is urgent business. At September's meeting a date is to be arranged for the Assets Review walk, when photographs will be taken of all assets for the register.

There was no further business and the meeting closed at 8.34 pm.

SignedChairmandate.