

**Minutes of the 684th meeting of Toft Parish Council  
Meeting held on Monday 7 January 2013 in The People's Hall, Toft at 7.00 pm**

Present: Councillors: M Yeadon (Chairman), J Betson, E Dolman, P Ellis-Evans, P Gouldstone, R Howling and J McCarten.

In attendance: 1 member of the public, District Cllr T Hawkins, County Cllr F Whelan and Mrs Gail Stoehr (Clerk)

**1. To approve apologies and reasons for absence and declarations of interest**

None.

**1.1 To receive declarations of interests from councillors on items on the agenda**

All members declared an interest in Item 5.5, the setting of the precept, as residents and taxpayers, and the existence of dispensations for Cllrs Yeadon, Betson, Dolman, Gouldstone, and McCarten were noted.

Cllr Ellis-Evans declared an interest in Item 6.1.1, the application for 54 School Lane, as adjacent landowner.

**1.2 To receive written requests for dispensations for disclosable pecuniary interests (if any)**

Cllrs Ellis-Evans and Howling requested a dispensation to speak and vote on the setting of the precept.

**1.3 To grant any requests for dispensation as appropriate**

Cllrs Ellis-Evans and Howling were granted a dispensation to speak and vote on matters relating to the precept as over 50% of the Council had a disclosable pecuniary interest that the Council's business would be impeded.

**2. To approve the minutes of the last meeting on 3 December 2012**

The minutes of the meeting on 3 December were approved as a true record and signed by the Chairman.

**Open public session including reports from the County and District Councillors**

A resident reported that pot holes at the public bus stop had only been partially repaired.

Cllr Whelan apologised for the absence of a written report and commented on:

- The Minor Highway Improvements Scheme – it was still possible to submit more information and letters of support. Cllr Whelan offered to speak to the School and parents to seek their support.
- The CCC budget will be set at the end of January.
- Attendance at the forthcoming bus meetings on 17 and 23 January was encouraged.

Cllr Hawkins reported on:

- The SCDC Issues and Options 2 consultation, including a proposal to change the village envelope and include Comberton Village College within Comberton Parish rather than Toft.
- Bennell Farm. It was agreed <sup>(Prop JB, 2nd JM)</sup> that the Chairman should accept the invitation of Comberton Parish Council to discuss Bennell Farm. Cllrs Hawkins and Harangozo will attend.
- The SCDC grant funding cut of £1M. The sum of £300,000 had been cut from the capital grants programme.
- Cllr Hawkins's report also included the website update, demand responsive transport, Broadband and Connecting Cambridgeshire, the SCDC business support service and fund, casework surgeries, and an offer of support.

Cllr Gouldstone reported on behalf of a resident in School Lane who had raised a case of extreme dog fouling. An article is to be placed in Calendar.

**3. Matters Arising**

**3.1 (12/141 a) CCC – consultation on Cambridgeshire's Flood Risk Management Strategy**

Cllr Yeadon is to provide CCC with details of areas of flooding.

3.2 (12/141 b) Land at 46 High Street/Community Orchard

3.2.1 Progress on the legal handover

It was noted that the S106 was signed in May 2012 by the Ecksteins and the District Council and that it was available on the District Council (SCDC) website. A revised transfer document was awaited and then would be signed by two members. The revision was to clarify access conflicts in the cause only.

3.2.2 Progress on the ecological report and management plan and proposals for work this winter

The correspondence from the Ecology Officer was considered. The Parish Council wished to carry out some work before the spring on clearing brambles and other minor cutting back – carried forward to the next meeting pending the land transfer document being signed.

3.2.3 To agree membership and terms of reference for the proposed working group

Cllr Ellis-Evans is to approach people to join the working group and bring recommendations for appointment to the next meeting. Carried forward.

3.2.4 Cambridge Past Present and Future – offer of assistance

Noted. The Parish Council will keep this under consideration.

3.2.5 SCDC Ecology Officer information and costs of trees

Already taken.

3.3 (12/141 c) CCC – Local Minor Highways Improvements 2013-2014

The Chairman and Cllr Whelan had met with Brian Stinton of CCC. The Chairman had submitted a bid. Damage to the grass at the bus stop layby by unknown vehicles was reported. Photographs are to be passed to Cllr Whelan for her letter of support.

3.4 (12/141 e) Village Maintenance update on car park and list of works

The television sets and caravan had been removed, Cllr Hawkins is to report flooding of the car park to Jenny Clark.

Cllr Betson's written report as circulated was considered

Work at the bus stop in High Street had been carried out and will be monitored.

Dennis Vacher is to be thanked for the work that he has undertaken and gently reminded that the following is still awaited - Drain outside 32 High Street, appropriate height for trees in High Street.

Concern was expressed at the flooding of the car park and Cllr Hawkins will take this up with Jenny Clark at SCDC.

The highway map showing adopted roads including Millers Road is to be provided by CCC via Cllr Whelan.

3.5 (12/141 f) Play equipment project – keys, signage and goals update

Cllr Howling was pursuing the return of the keys from the contractors. The goals have been delivered and Clive Blower will install them. The turf has taken on the mound and grass has grown through the safety surfacing. Greater interest is being shown and the equipment is being used. The picnic tables are to be reinstalled deeper in the ground. Clive Blower is to be contracted and Cllr Howling will liaise with him regarding the location.

The budget and project income and expenditure was reviewed. The S106 money for 72 West Street when received is to be put towards the project.

3.6 (12/141 g) People's Hall project update

It was noted that the work was proceeding as planned.

3.7 Cambridge Future Transport bus consultation – report on activities planned for January and agreement of representatives

Cllr Dolman and Alan Quick were appointed to attend the meetings. CCC is to be informed.

#### **4. Consideration of Correspondence**

##### **4.1 Fields in Trust – Toft Community Field Queen Elizabeth II Status**

The requirements of the S106 agreement were considered alongside Mark Healy's correspondence and the advice from the NALC Solicitor'. The position as to whether a charitable or non-charitable trust would apply is to be clarified. Stephen Reid is to be asked about Section 1.9 of the S106 agreement and if this is really required.

##### **4.2 Came and Company – play equipment and tree monitoring requirements**

The information from Came and Company was considered. The tree monitoring would involve two trees on the village green, the recreation ground, the Jubilee Tree on Toft Wood, and 46 High Street. Tree inspections are carried out by Clive Sinclair and Graham Norgett once a month. The Parish Council is to consider a weekly check for the recreation ground at the next meeting as inspection sheets are still awaited from the Play Inspection Company.. A combination lock is to be purchased for the recreation ground gate.

#### **5. Finance and risk assessment**

##### **5.1 To consider the finance report and approve the payment of any bills**

Cllr Yeadon declared an interest in payment of £15.00 for the reimbursement of out of pocket expenses.

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, plus V McNiven (Christmas party expenses) £48.62, Toft People's Hall (room hire) £12.00, and M Yeadon (reimbursement of expenses, Christmas greeting in the Calendar) £15.00, were unanimously approved for payment <sup>(Prop eD, 2nd RH)</sup>.

Clive Blower (Notice board)	£72.54
CCC (Street lighting)	£608.44
Peter Saunders Builders (People's Hall works)	£7289.16
Cambridgeshire ACRE (Payroll)	£16.92
LGS Services (Admin support)	£347.13
LGS Services (Admin support)	£296.43
LG Stoehr (Salary M9)	£97.45

Receipt of the VAT reclaim from HMRC was noted. SCDC has confirmed that the play equipment grant has been released. The WREN grant is still awaited.

##### **5.2 Risk assessment matters**

None.

##### **5.3 To review budget FY2012**

The budget report prepared by the RFO detailing receipts and payments against the agreed budget for the year ended 2013 was considered and it was noted that three quarters of the way through the year the budget was coming in for most items broadly as expected.

##### **5.4 SCDC precept payment and consultation 2013-2014**

Noted. No response.

##### **5.5 To consider and approve a budget for FY2014 and to set the precept**

The draft budget as prepared by the RFO detailing anticipated spending against contracts in place or historic spending was considered.

It was agreed to look at forecasting and that in six months time (end of first quarter FY2014) a forecasting meeting is to take place,

It was agreed that Buchans would continue to cut the Recreation Ground.

The sum of £100 is to be vired from the P3 heading to the village maintenance heading and £250 from the play equipment heading to Special Projects.

The Parish Plan budget was reviewed and the final draft is awaited before seeking quotes and then applying for a grant from SCDC towards printing and graphic design. The S137 donations budget was reviewed.

Play equipment and also the Toft People's Hall project budgets were reviewed.

The budget was unanimously approved by resolution of the Council, <sup>(Prop MY, 2nd RH)</sup> and it was agreed that the amount required to balance the budget was £17,500. It was resolved to seek a precept of £16629 from South Cambridgeshire District Council, this being the amount required to balance the budget less the estimated grant of £871.

5.6 Appointment of Internal Auditor for FY2013

Quotations will be brought to the next meeting.

**6. To consider any Planning or Tree works applications received**

6.1 Planning Applications

6.1.1 S/2459/12/FL – 54 School Lane – Conservatory and Garage

The Parish Council agreed to recommend approval with no comments.

6.2 SCDC decisions to note

6.2.1 S/1953/12/FL – Land adjacent to Meridian Court, Comberton Road – Erection of replacement buildings to provide office accommodation together with new access and parking (extension of time limit for implementation) – Permission granted by SCDC. Noted.

6.2.2 S/2263/12/FL – Bennell Farm, West Street – Amendment of existing access off the public highway – Permission granted by SCDC. Noted.

6.3 Tree works applications

None.

**7. Members items and reports**

7.1 Children's Christmas Party report and confirmation on financial contribution

Cllr Howling reported that the party had been attended by ten children and enjoyed by all. The costs of £48.62 had been approved previously.

7.2 Neighbourhood Watch Scheme

An email from PCSO Karen Mahoney offering to attend a meeting and discuss setting up a Neighbourhood Watch Scheme was considered. It was agreed to invite her to the next or a future meeting.

7.3 Footpaths – progress on new gates

An improvement in the weather was awaited before installation.

7.4 East of England Ambulance Service

The offer to attend a meeting to discuss the setting up of a volunteer community First Responder scheme within Hardwick and Toft was noted.

**8. Closure of meeting**

It was agreed to send letters of congratulation to Stephen Munday on the award of the CBE and David Ridgeon on the award of MBE.

Linda Browne of SCDC will be asked to provide information about the presentation of the SCDC Community Award for the Jubilee Festival.

There was no further business and the meeting closed at 10.50 pm.

Signed .....Chairman .....date.