

**Minutes of the 689th meeting of Toft Parish Council  
Meeting held on Monday 8 April 2013 in The People's Hall, Toft at 7.00 pm**

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

In attendance: 2 members of the public, District Cllr T Hawkins and Mrs Gail Stoehr (Clerk)

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

Cllr Hawkins reported on behalf of County Cllr Fiona Whelan:

- The County Council are still considering the applications under the Minor Improvements Scheme. Recruitment is underway to fill vacancies in the Highways Department.
- A topping out ceremony for the Cambourne Secondary School will take place on 15 April.

Cllr Hawkins reported on:

- SCDC has written to all those affected by welfare reforms. Cllr Hawkins undertook to help if residents contacted her.
- Independent volunteers were being sought for the Standards Committee.
- The CCC Connecting Cambridgeshire broadband contract was signed on 8 March, but a Community Chest grant from SCDC had been refused, and consideration was being given to support in other ways.

A member of the public raised the issues of litter behind the bus shelter, and wood missing from the base of the shelter. Cllr Betson undertook to collect the litter and look at the brambles.

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

Apologies were received from Cllr Dolman (unwell) and County Cllr Whelan.

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

None.

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

None.

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

None.

**2. To approve the minutes of the last meeting on 4 March 2013**

The minutes of the meeting on 4 March were approved as a true record <sup>(Prop JB, 2nd PG)</sup> and signed by the Chairman.

Cllr Hawkins left the meeting.

**3. Matters Arising**

**3.1 (3.2) Land at 46 High Street/Community Orchard update**

It was noted that the survey of great crested newts was preventing vehicle access for the clearance work. Seven newts had been found to date. Hedge and tree cuttings from the boundary had been left on the orchard land. Building on the plot is anticipated for 2014 and the owner will remove the cuttings from the Parish Council's land. The transfer was completed in March 2013. It was agreed that the Land Registry application would be signed by the Chairman and verified by Stephen Reid of SCDC before being sent to Land Registry by the Clerk. <sup>(Prop MY, 2nd JM)</sup>

**3.2 (3.3) Village Maintenance update**

Water leaking from the drain by Cambridge Electron Beam had been reported to Cambridge Water but it was not their responsibility and Cllr Betson will report the problem to Cambridgeshire County Council. The Highways Supervisor is to look at the water at the bottom of Mill Lane. It was noted that there used to be two wells in the village including in Beldams Close. An update on the car park and caravans was awaited from SCDC.

- 3.3 (3.4) Recreation ground update including flooding and official opening arrangements  
 The opening event will take place on Saturday 4 May at 1.30 pm. It was agreed to invite representatives from SCDC, Cllrs Hawkins and Whelan, WREN and Mr Robert Stone. The Chairman will deliver an opening speech and refreshments will be served in the People's Hall. Clive Blower is to install the plaque inside the play area. The contractor has been informed of the lock number for access. The event is to be advertised via the Calendar and by word of mouth.  
 It was noted that the surfacing was unfit, with a huge branch having fallen, and a large concrete stone protruding. Cllr Gouldstone and Mrs Howling will remove slippery fir cones from the site. There is flooding around the Skyline, and brambles by the notice board on both sides of the fencing. Clive Blower is to be asked to remove the stone, level the ruts on the site, clear the brambles and remove the orange fencing. Mr Blower is to be asked for advice on the flooding issue.
- 3.3.1 To consider a quote for a replacement gate  
 It was agreed to seek another quote as the gate did not close properly and the posts were wobbly. It was delegated to the Chairman and Clerk together to accept the best value quote. The work has to be in place by the opening date.
- 3.4 (3.5) People's Hall project update  
 The report from Mr R Fletcher was read out. The project is drawing to a conclusion. The budget, project costs, receipts and payments to date were considered and a small underspend on the project was noted. The invoices for the chairs and carpets were considered and it was agreed that the Parish Council ratify these orders and that the chairs be added to the assets list.
- 3.5 (3.6) Cambridge Future Transport update  
 Cllr Dolman's report, as circulated, was noted. This item was carried forward to the next agenda.
- 3.6 (Public) Village Shop  
 It was agreed that the Chairman would give a presentation and information and options would be presented. If there was support for a community shop, the Parish Council would facilitate a working group to organise a questionnaire and the management of the shop. Cllr Yeadon is to speak to Keith Jacklin. Cllr Ellis-Evans gave her apologies for the forthcoming meeting. The Clerk outlined briefly the General Power of Competence and the lack of power for the Parish Council to run or fund commercial venture.  
 On a proposition by the Chairman, it was agreed to vary the order of business to take Item 3.9 at this point.
- 3.9 (7.1) Neighbourhood Watch Scheme  
 Polly Wilderspin is to give a presentation with questions and answers at the next meeting, and an opportunity will be given to enable people to sign up and show the level of commitment.
- 3.7 (7) Village sign refurbishment – to consider any quotations received  
 Cllr Gouldstone will make enquiries of Cliff Tebbitt as to who made the sign to enable quotations to be sought.
- 3.8 (7.4) Annual Parish Meeting arrangements  
 The Annual Parish Meeting will take place on Tuesday 21 May, commencing at 7.30 pm with tea or coffee from 7.15 pm. Arrangements are to be as last year. An invitation is to be extended to Mr R Fletcher of the Toft People's Hall to report on the recent works.
- 3.10 (7.3) Annual Play Inspection arrangements  
 The inspection will be carried out by The Play Inspection Company at a cost of £59.95. Cllr Gouldstone is to be present.
4. **Consideration of Correspondence**  
 None.
5. **Finance and risk assessment**

5.1 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, plus Buchans (Grass cutting) £296.40, C Blower (installation of goal posts) £295.94, Smart Floors (carpets) £564.38, Borney (People's Hall sign) £1531.78, LGS Services (Admin support) £687.18, Landart (People's Hall) £9393.00, and Land Registry (registration of the Community Orchard land) £40.00 were unanimously approved for payment <sup>(Prop MY, 2nd PG),</sup>

CAMBS ACRE	AFFILIATION FEE	30.00
CAMBS ACRE	PAYROLL	14.10
LG STOEHR	SALARY	97.45
HMRC	PAYE / NIC	146.20
LGS SERVICES	ADMIN SUPPORT	294.49

5.2 Risk assessment matters

None.

5.3 Valuation of Assets and Data Transparency

NALC's advice at recording assets at historic (purchase) valuations and the Data Transparency and Data Protection requirements were noted.

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

6.1 Planning Applications

6.1.1 S/0360/13/FL – 24 Mill Lane – to note the Council's response on the application as submitted by the Clerk

Noted.

6.1.2 S/0394/13/FL – Meridian Court, Comberton Road – change of use of office to single dwelling including the erection of a garage/store

The Parish Council recommended approval.

6.2 SCDC decisions to note

6.2.1 S/0360/13/FL – 24 Mill Lane – Permission granted by SCDC.

Noted.

6.3 Tree works applications

6.3.1 6 Cannors Close

The Parish Council had no objections. It was agreed to ask SCDC whether the Taylors had been consulted on the application.

**7. Members items and reports**

7.1 Footpaths

It was agreed that a letter outlining the proposed work would be sent to Mr Harris by the Clerk.

7.2 Play Inspection reports

Taken earlier.

7.3 Potholes

Cllr Fiona Whelan is to be asked for an update on pothole repairs and ownership on Millers Road.

7.4 Proposal to put bark chippings around the kissing gates particularly in School Lane, the bridge over the Brook and Church Road

Carried forward to the May meeting.

7.5 Minor Improvements Scheme

Cllr Yeadon reported on his attendance at the Minor Improvements Scheme meeting to present the Parish Council's bid.

7.6 The Clerk is to seek advice from ACRE on the allotments as requested by Cllr Dolman.

8. **Closure of meeting**

There was no further business and the meeting closed at 9.20 pm.

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

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APPROVED