

**Minutes of the 697th meeting of Toft Parish Council
Meeting held on Monday 6 January 2014 in The People's Hall, Toft at 7.00 pm**

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

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

Open public session including reports from the County and District Councillors

A resident reported leaning posts on the Village Green.

District Cllr Hawkins' report as circulated was noted. She reported on:

- the Local Development Plan update and consideration of the consultation response and the timetable
- the establishment of SCDC Ltd for buying and renting properties
- business rates
- the decision not to toll the A14
- the Connecting Cambridgeshire broadband initiative
- casework and the drop-in surgery

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

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 meetings on 4 November and the extra-ordinary meeting on 16 December 2013

RESOLVED ^(Prop PG, 2nd JB) that the minutes of the meeting on 4 November be approved as a true record and signed by the Chairman.

RESOLVED that the minutes of the extra-ordinary meeting on 16 December be approved as a true record and signed by the Chairman after the following amendments: Under Item 3: end of first sentence to read "grass cutting of the community land," and in the second paragraph, amend "and quote in huge recommendations" to "and quote on those recommendations".

3. Matters Arising

3.1 Clerk's report - Noted.

3.2 (3.2) Community Land update including ditch clearance

RESOLVED to accept the quotations from Buchans for clearance around the edge of the community land (£309 plus VAT) and ditch work £275 plus VAT) ^(Prop PEE, 2nd ED)

RESOLVED that the Working Group is to meet and consider what other work is required and make a recommendation to the next meeting. The costs are to be taken from the Community Land reserves.

3.3 (3.3) Recreation ground – to consider drainage problem

It was noted that there had been no improvement and excess water was evident. A response from Kompan regarding the size of matting was still awaited. The goal posts have still not been replaced. RESOLVED that Cllrs Betson and Yeadon should repair the ladybird rocker handles and feet which need tightening and reinstall the goal posts. Kompan should be asked again to contact Cllr Gouldstone to discuss the Council's concerns. Quotations for the spiking of the recreation ground should be sought to see if this could help improve drainage.

- 3.4 (4.3) To consider the level of affordable housing need in Toft and Comberton
The statistical information on housing as received from SCDC was noted and will be discussed by the working group at the joint meeting with Comberton Parish Council.
- 3.5 (3.4) People's Hall internal improvements project update and to agree any next steps
The outstanding SCDC grant for the last project is expected within seven days. The delay was due to the wait for the completion certificate were noted.
RESOLVED that Cllr Betson is to request a cash flow projection and plan from the People's Hall Committee. Improvements to the acoustics are required.
- 3.6 Cllr Yeadon submitted an expenses claim form for £15.00.
- 3.7 Cllr Yeadon is to attend a meeting regarding the Minor Improvements Scheme.
- 3.8 A generous resident had kindly offered to cover materials, wildflowers and labour for Church Road and Mr Tebbitt is to liaise directly with her. It was confirmed the the verges at the top end of church road will be reinstated as part of the completion works for the new development The developer had directed the Chairman to Michael Tebbitt and will invite the Parish Council to the opening event.
- 3.9 The process for the forthcoming elections was considered.
District Cllr Hawkins left the meeting.
- 4. Consideration of Correspondence**
- 4.1 SCDC Community Awards – to agree any nominations
RESOLVED ^(Prop JM, 2nd PG) to nominate Mary Baverstock for the Community Pride and Wellbeing Award for her work on the Car Care Scheme and Brian Roberts and Koran Collett for the Village Hero Award for their work with the fireworks and other work around the village. ^(Prop JB, 2nd PEE) If after checking it is not permissible to have two Village Hero nominations, Koran Collett will be nominated for the Community Pride Award for improving the local environment. Cllr Dolman is to write the nominations.
- 5. Finance and risk assessment**
- 5.1 To consider the finance report and approve the payment of any bills
RESOLVED that a donation of £10 be made to the People's Hall for the filing cabinet.
RESOLVED to receive the financial report and check the invoices and bank statements before the cheques were signed. The payments as listed in the finance report were unanimously approved for payment. ^{(Prop JM, 2nd ED).}
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|--------------------|---------------|---------|
| Buchans | Grass cutting | £531.90 |
| Salaries | | £414.05 |
| LGS Services | Admin support | £330.07 |
| Toft People's Hall | Hall Hire | £36.00 |
| LGS Services | Admin support | £627.13 |
- 5.2 To consider any matter which is urgent because of risk or health and safety
RESOLVED that Peter Oakes should be asked to undertake an inspection and provide quotes and/or a recommendation for overhanging trees in High Street and on the Recreation Ground.
- 5.3 Play inspection report – to consider the report and any recommendations
Nothing further to note.
- 5.4 To review the budget for FY ending 31 March 2014
The budget report prepared by the RFO detailing receipts and payments against the agreed budget for the current financial year 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. RESOLVED that any under spend at the year end is to be transferred into General Reserves.
- 5.4 To approve a budget for FY ending 31 March 2015
The draft baseline budget showing contracts in place and spending projections and the supporting report, as prepared by the RFO was considered.

A request for financial support from Calendar was anticipated. RESOLVED that Cllr Gouldstone should follow this up.

RESOLVED that a budget for the bus shelter was not required. This is to be removed from the budget.

The tenders for grass cutting and village maintenance were opened and considered. RESOLVED to ask contractors for their price to cut the recreation ground and village green one additional cut per month during four months of the year (over summer) and delegated to the Clerk to accept the tender from Buchans for the grass cutting of the village and verges (leaving the arisings) if this resulted in being the best value.

The invoice from Lattenbury Services is to be moved to the P3 reserves.

RESOLVED to use reserves to cover the waymarker posts if these could not be provided by Peter Gaskin at the County Council. Jill Tuffnell at the Cambs Ramblers is to be asked if they can assist with the installation of the waymarking. RESOLVED to invite quotations for spiking the Recreation Ground for drainage.

The sum of £196.25 from Buchans is to be moved to reserves.

£750 was added to general admin for the elections, £1700 was included for grass cutting (to include additional cuts that might be required), £680 was allocated for streetlights £500 was added for S137 donations the audit fee was increased to £420.

It was proposed that the Parish Council consider budgeting £200 next January for allotments. ^(ED) This is to be added to the agenda for January 2015

RESOLVED that with these additions and changes the budget for the FY ended 31 March 2015 be approved. ^(Prop ED, 2nd PG)

5.5 To set a precept for FY ending 31 March 2015

RESOLVED to demand a precept of £17500 from South Cambridgeshire District Council, being the sum required to balance the budget, for the Financial Year ending 31 March 2015.

6. To consider any Planning or Tree works applications received

6.1 Planning Applications

None.

6.2 SCDC decisions to note

None.

6.3 Tree works applications – none.

7. Members items and reports

7.1 Highways and Village maintenance report

RESOLVED to receive Cllr Betson's verbal report:

- Drains are blocked in the High Street. Sharon Moloney is to inspect these.
- RESOLVED that Cllr Betson will follow up the outstanding quotation from James Tebbitt.
- A complaint had been received from a wheelchair user about the path in Comberton Road by Cannors Close.
- RESOLVED that Cllr Betson will report online potholes at Millers Road and Mill Lane and the complaint received from a wheelchair user about the path in Comberton Road by Cannors Close.
- RESOLVED to ask Clive Blower to repair the posts on the village green.
- RESOLVED to note that a grant application for £1000 had been made to SCDC for the refurbishment of the village sign.
- The sign in School Lane is to be checked to see if the District Council had repaired it.
- The Gritting Routes map had been received.

8. Closure of meeting

There was no further business and the meeting closed at 10.20 pm.

SignedChairmandate.