

Toft Parish Council

Clerk to the Council, Mrs Gail Stoehr, 30 West Drive, Highfields Caldecote, CB23 7NY
Tel 01954 210241 Email clerk@toft.org.uk or toftpc@lgs-services.co.uk

Notice of the 711th meeting of Toft Parish Council on Monday 2nd March 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, 24 February 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 2 February 2015
3. To consider any matters arising from the last or a previous meeting including
 - 3.1 (3.2) BT Kiosk proposed adoption^(AT)
 - 3.2 To consider report and quotation for work to the Millennium Beacon
 - 3.3 Silted up ditch in School Lane causing flooding
4. To consider any correspondence received since the last meeting requiring the Parish Council's attention
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^(PG) and to consider any matter which is urgent because of risk or health and safety
6. To consider any Planning or Tree works applications or related items received
 - 6.1 Planning applications
 - 6.2 SCDC decisions to note
 - 6.3 Tree works applications
 - 6.3.1 Home Meadow Care Home
7. Members items and reports for information only unless otherwise stated
 - 7.1 Toft People's Hall and works update^(GP,MY)
 - 7.2 Highways^(AT)
 - 7.3 Village Maintenance^(AT)
 - 7.4 Community Land report and proposal to send letter of thanks to Vince Lea for his assistance^(PE)
 - 7.5 P3 report including^(JM)
 - 7.5.1 Proposed kissing gate in Kingston Parish
 - 7.5.2 Proposal that Clive Blower replaces missing waymarker post
 - 7.6 SPEP report and to consider the next steps^(GP)
 - 7.7 Report on the sewer works to take place off Miller's Road at the end of March^(JM)
 - 7.8 Police Neighbourhood Panel Meeting report^(JM)
8. Closure of meeting

Clerk report to Toft Parish Council meeting on 2 March 2015

- 1.1 To approve written apologies and reasons for absence – apologies have been received from Cllr Ellis-Evans (out of parish)
2. To approve the minutes of the meeting on 2 February 2015 – attached
3. Matters arising
 - 3.1 (3.2) BT kiosk proposed adoption ^(AT) – To consider adoption or change of use - deferred at the last meeting.
 - 3.2 To consider report and quotation for work to the Millennium Beacon
From Clive Blower:
Millennium beacon:
The pole is installed safely, but a woodpecker has been pecking at it near the top. In my opinion this is safe for the time being, but needs to be watched for further damage.
The basket on the top could have a lick of paint (Hammerite or MSP) to make it black again and to protect it from the weather. This would be best done in dry weather next spring/summer (maybe while doing benches?).
Approximate cost: £60 including paint.
 - 3.3 Silted up ditch in School Lane causing flooding – CCC have replied as follows:
“Further to your request for the ditch to be cleaned out on School Lane, Toft. The watercourse is not the responsibility of Cambridgeshire County Council (CCC), and we cannot take responsibility for this watercourse without doing the same for all other landowners' drains around the County.
Under 'Riparian Ownership' the maintenance duty is clear, and rests with the landowners who abut the drain.
Our advice would be for you to contact the adjoining landowner directly with this issue.”

Other for info only

Response from Anglian Water regarding damage to verges:

“I can confirm the maintenance manager attended the site to assess the damage to the verge directly in front of the pumping station.

The verge has indeed been churned up.

The maintenance manager is going to apply for funding to see whether the road can be made slightly wider. If the funding is not available then we will reinstate the verge outside the pumping station.

Applying for funding can be a lengthy process so I will write back to you by the end of March with an update.”

Update on Village Sign

Harry Stebbing Workshop have replied as follows:

“After commencing work we found the sign to be far worse condition than we first thought. We had no idea that they were made from pine which has suffered badly over the years. The repair and patching up has taken far longer than anticipated, particularly as it has required repairing several previous poor quality repairs. Progress naturally is very slow although rest assured that progress *is* being made and we will keep you informed when we are nearing a completion date.

You may be pleased to know that we feel that we cannot possibly charge you for the extra work!!!”

West Cambourne planning application

Response submitted as “The Toft PC oppose the proposal for the development in West Cambourne as the infrastructurer, particularly the transport routes cannot sustain such a development. The PC was particulr concerned that the numbers of houses proposed greatly exceeded the numbers within the LDP.”

4. To consider correspondence – none at the time of writing
5. Finance, procedure and risk assessment
- 5.1 To consider the finance report and approve the payment of any bills – attached
- 5.2 Play inspection reports ^(PG) and to consider any matter which is urgent because of risk or health and safety
- 6.1 Planning Applications – None received at the time of writing.
The SCDC website shows S/0368/15/DC Discharge of conditions for Greenwich Barns, Land Adj Meridian Court, Comberton Road, Toft, Cambridge, Cambridgeshire, CB23 2RY
Full Description:
Discharge of Conditions 3 (materials), 4 (hard and soft landscaping treatments), 7 (boundary treatments), 8 (details of barn), 9 (contamination), 10 (visibility splays)
<http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/0368/15/DC&backURL=%3Ca%20href=wphappcriteria.display?paSearchKey=785202%3ESearch%20Criteria%3C/a%3E%20%3E%20%3Ca%20href=%27wphappsearchres.displayResultsURL?ResultID=1021610%26StartIndex=1%26SortOrder=rgndat:desc%26DispResultsAs=WPHAPPSEARCHRES%26BackURL=%3Ca%20href=wphappcriteria.display?paSearchKey=785202%3ESearch%20Criteria%3C/a%3E%27%3ESearch%20Results%3C/a%3E>
- 6.3 Tree works applications
- 6.3.1 Home Meadow Care Home – attached.
7. Members' items and reports for information only unless otherwise stated
- 7.1 Toft People's Hall and works update – see finance report for more info.
- 7.4 Community Land report and proposal to send letter of thanks to Vince Lea for his assistance ^(TEE)
Cllr Ellis-Evans has written as follows:
I would like to have thanks recorded to Vince Lea who has greatly assisted us in the Community Land. He has given us a day of his time to assist in putting up the two owl boxes which are quite large and awkward to manage as well as assessing the wooded area last autumn and giving us his expert opinion on what we should do with it. Could this be proposed at the next meeting and a letter be sent to him.
- 7.5 Proposed kissing gate in Kingston parish ^(JM)
Cambridge Rambling Club had some money they would like to invest on improving paths in South Cambs for a scheme to improve access, especially for people with some mobility problems.
CCC were asked whether it would be possible to submit a bid for a kissing gate or similar. Kingston Parish Council has indicated its support. While the money has now all been allocated but the Rights of Way Officer has replied that they may be able to supply a gate/s. CCC asks: would Toft Parish Council be willing to negotiate with the landowner and commission the installation?

**Minutes of the 710th meeting of Toft Parish Council
Meeting held on Monday 2 February 2015 in The People's Hall, Toft at 7.00 pm**

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

In attendance: 3 members of the public, District Cllr T Hawkins, County Cllr S Frost, Mrs C Newton (LGS Services) and Mrs A Griffiths (Minutes Secretary, LGS Services).

Open public session including reports from the County and District Councillors

A resident enquired about progress with the refurbishment of the village sign. This is to be pursued again.

It was reported that two posts had been knocked down on the Green.

A resident asked when Balfour Beatty would tidy up the village and remove the security fencing. Some new lights and some old lights were working but quite a lot were not.

In response to an enquiry about flooding, Cllr Hawkins undertook to look into this again.

County Cllr Frost arrived at 7.05 pm.

A resident raised the following matters:

- Surface water accumulation in School Lane, top of Stoney Lane, at times of heavy rain, and in front of 23 School Lane where a silted up ditch prevents water draining away.
- Overgrown hedges at the High Street end of the footpath near the car park and opposite the chapel masking the light.
- Several cars in various stages of disrepair, and trailers in the car park.
- A pothole at the end of School Lane. This is to be reported online.
- A tree is overhanging the footpath near 16 School Lane, causing pedestrians to move off the path to pass it.
- A post on the kissing gate into Home Meadow from School Lane is loose.

District Cllr Hawkins circulated and spoke to her written report, which covered:

- The Local Plan examination.
- The application for 2350 houses at West Cambourne. Changes to the threshold for calculating S106 funding.
- Protection for village pubs and the SCDC consultation.
- Business workshops offering free business advice.
- Government funding cuts to the District Council.
- The City Deal transport priorities..
- The planning application for 6 houses in Comberton Road had been refused.

County Cllr Frost gave a verbal report, covering:

- Anglian Water has now identified the problems caused by ingress of water into waste pipes and hopes to finish repairing them by 31 March.
- Street lighting The Parish Council listed the main problems, including the lights not working, the missing signage, and the poor finish of the tarmac, causing a hazard and, the bus shelter light that had been removed. Cllr Frost undertook to find out whether a lamp was to be replaced in that location.
- The County budget and the potential increase in Council Tax.
- The City Deal and its priorities.

1. Apologies for absence and declaration of interests

1.1 To approve written apologies and reasons for absence
Apologies were received from Cllr Tall.

1.2 To receive declarations of interests from councillors on items on the agenda
Cllrs Gouldstone and Dolman declared an interest in Item 6.3 (Tree works) as adjacent residents.

Cllr Frost left the meeting at 7.42 pm.

- 1.3 To receive written requests for dispensations (if any) and to grant any dispensation as appropriate
None.

2. To approve the minutes of the last meeting on 5 January 2015

RESOLVED that the minutes of the meeting on 5 January be approved as a true record and signed by the Chairman. (Prop MY, 2nd GP)

3. Matters Arising

- 3.1 (3.2) Allotments transfer – to consider drawing up a plan for the site

The Clerk is to forward model tenancy agreements to Cllr Dolman. It will be necessary to ask current allotment holders to commit to having a plot. Tasks to be carried out include: studying the Wildlife Study and the impact of clearing the land; a meeting with the allotment holders and discussion on forming of a working party as for the Community Land; the possibility of grant funding from Cambridge Water for water butts will be investigated. Other issues to be considered are the need for chicken wire fencing round the hawthorn hedge, and a place for manure.

- 3.2 (3.4) BT kiosk

Deferred to the next meeting.

Cllr Pugh reported that a SPEG meeting was to be held shortly. No requests had yet been received for the thermal camera, but typical houses could be surveyed.

- 3.3 Resident response – horses by the right of way and request that the Parish Council cut back trees and bushes

RESOLVED that Cllr McCarten will speak to the resident who raised the matter. RESOLVED to write to the landowner asking him to trim back the hedges he owns on Brookside, which are overhanging the road and restricting visibility.

RESOLVED to respond to the resident that the Council is communicating the information regarding the horses to the concerned dog walker and has asked for the trees to be cut back. The issue of dog mess has been raised several times in the Calendar.

4. Consideration of Correspondence

- 4.1 SCDC consultation on use of Article 4 directions to help retain village pubs

RESOLVED that the Parish Council has no comments.

- 4.2 Children's Links Community Grants – to consider whether the Parish Council should apply

RESOLVED not to make an application.

- 4.3 Seetec – Community work placements programme

The Parish Council considered how information could be disseminated to small businesses in the village. RESOLVED that Cllr Yeadon will place an item in Calendar asking anyone who might be interested in receiving information on items of interest to business to contact him.

- 4.4 Balfour Beatty – response to complaint about missing signage

RESOLVED to note that Balfour Beatty undertook to replace the signage. The two bus stop signs in the High Street by the Recreation Ground and on the opposite side of the road, are missing, as is the car park sign which was beside the People's Hall pointing to the car park. In addition two playground signs by Mr Harris's farm were now lying on the ground across the road.

- 4.5 Wiser Recycling proposed date for electrical waste collection

RESOLVED that the proposed date of 13 April was acceptable.

The Parish Council noted with thanks that the map holder signs had been beautifully restored and expressed its gratitude to Mr Peter Barker for taking the initiative to have them refurbished and reinstate them in his own time at no cost to the Parish Council. The Council also recorded its grateful thanks to Mr Jake Tebbit for designing and

specifying the typography at no cost to the Council and for taking the signs to Algar Signcraft.

5. Finance and risk assessment

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

RESOLVED to receive the financial report and check the invoices and bank statements before the cheques were signed.

RESOLVED that the payments as listed in the finance report be approved for payment.
(Prop MY, 2nd PG).

Cambridgeshire ACRE	Affiliation fee	£54.00
Toft Peoples Hall	Meeting Room	£12.00
Algar Signcraft	Wooden plaques	£100.80
Toft PCC	Calendar	£80.85
	Salary	£162.46

5.2 To consider any matter which is urgent because of risk or health and safety

RESOLVED to receive the play inspection reports.

RESOLVED to note that the pavement had still not been cleared and was still slippery. The signs had not been replaced.

6. To consider any Planning or Tree works applications received

6.1 Planning Applications

None.

RESOLVED to reiterate the Council's previous objections to the Cambourne West planning application..

6.2 SCDC decisions to note

None.

6.3 Tree works applications

6.3.1 St Andrew's Parish Church, Church Road

Cllrs Gouldstone and Dolman, having previously declared an interest in this item, left the meeting at 8.23 pm. RESOLVED to support the application. (Prop MY, 2nd TEE)

Cllrs Gouldstone and Dolman re-joined the meeting at 8.24 pm.

7. Members items and reports

7.1 Toft People's Hall update including grant reclaims and changes to works

The Chairman reported on a meeting with the Clerk and the People's Hall Committee, and reported that everything was going well. The official opening will be on 4 April.

7.2 Highways and

7.3 Village Maintenance

RESOLVED to note the items raised by residents and to ask Cllr Tall to consider these further.

RESOLVED to ask Clive Blower to fix the posts on the village green and ask whether they can be installed a little deeper to avoid being knocked down.

One member of the public and Cllr Hawkins left the meeting at 8.33 pm.

RESOLVED to write to Michael Tebbit reporting that the gate post on the kissing gate in School Lane is loose, and also asking if he is willing for the Parish Council to put some bark down at both gates, in School Lane and opposite the Church.

RESOLVED to write to the owner of the overgrown hedge on either side of the Snicket asking him to cut this back. Cllr Gouldstone will check and notify the location and address.

RESOLVED that the car park issues will be pursued by the District Cllr.

RESOLVED that a letter is to be sent to the resident at 16 School Lane expressing concerns at the overhanging trees which prevent pedestrians from passing safely, and asking for them to be cut back.

RESOLVED to write to Highways regarding the ditch outside 23 and 25 School Lane, where water comes across the road at times of heavy rain, believed to be due to the drainage ditch being neglected and silted up.

7.4 Community Land report

RESOLVED to receive Cllr Ellis-Evans’s verbal report. A working party to plant the trees had been very successful. It had been decided to follow the recommendation of Stuart Buchan regarding the blackthorn and plant the wild flowers elsewhere.

RESOLVED unanimously to accept a quotation from Buchans to cut the grass in the centre area of the Community Land over the summer, with 12 cuts over the year, at a cost of £72.00 per cut, to weaken the nettles. (Prop TEE, 2nd MY)

7.5 Request to lay bark at footpath at School Lane and Church

Taken earlier.

8. Closure of meeting

Cllr Ellis-Evans gave her apologies for absence for the next meeting (out of parish).

There was no further business and the meeting closed at 8.48 pm.

SignedChairmandate.

DRAFT

TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Mar-15

Summary of previous month

Balance brought forward	<u>38,025.85</u>
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Adjustments

Expenditure approved at previous / between meetings

CCF	PEOPLES HALL	-2104.13
JASON MOORE	PEOPLES HALL	-2184.00

Credits

<i>Total Adjustments</i>	<i>-4288.13</i>
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Balance revised after adjustments	<u>£33,737.72</u>
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Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Current Account	33,096.75	39,093.08	-5996.33
CBS Account	640.97	640.97	
Total	<u>33,737.72</u>	<u>39,734.05</u>	<u>-5,996.33</u>

Expenditure for approval

£

TOFT PEOPLES HALL	MEETING ROOM	12.00
TOFT PEOPLES HALL	MEETING ROOM	12.00
LGS SERVICES	ADMIN SUPPORT	418.88
QVS	PEOPLES HALL	653.00
LG STOEHR	SALARY	106.55
HMRC	PAYE/NIC	92.60

<i>Sub-Total</i>	<i>1295.03</i>
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Balance C/F	<u>32442.69</u>
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Gail Stoehr
Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting

The Jason Moore cheque has been made out for £xxx which was the quoted amount and the amount on the acceptance. The invoice received was for £xxx, we have contacted Jason Moore to clarify the discrepancy.

QVS and CCF (paid between meetings) will not provide pro-forma invoices for their supplies, so the PC will need to pay against the quote on this occasion.