

# Toft Parish Council

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## Notice of the 717th meeting of Toft Parish Council on Monday 5 October 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, 30/09/2015

### 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 7 September and the public meeting on 28 September 2015
3. To consider any matters arising from the last or a previous meeting including
  - 3.1 (3.3) To consider an application for a Minor Improvement Scheme bid and speed reduction measures <sup>(AT)</sup>
  - 3.2 (3.5) To consider the Tree survey report and consider what if any actions are required for insurance cover
  - 3.3 (5.4) To consider the arrangements for the annual collection of allotment rents
4. To consider any correspondence received since the last meeting requiring the Parish Council's attention
  - 4.1 South Cambridgeshire Police – solutions to problem parking
  - 4.2 Comberton Parish Council – clearance of the ditch behind school houses on parish boundary
  - 4.3 Request to cover cost of hall booking for music sessions <sup>(MY)</sup>
5. Finance, Procedure and risk assessment and use of delegated powers
  - 5.1 To consider the finance report and approve the payment of any bills
  - 5.2 Play inspection reports <sup>(PG)</sup>
  - 5.3 To consider any matter which is urgent because of risk or health and safety
  - 5.4 Annual Audit completion
6. To consider any Planning or Tree works applications or related items received
  - 6.1 Planning applications
    - 6.1.1 S/2204/15/OL – Bennell Farm, West Street – Outline planning application for up to 90 dwellings, car park, football pitch and changing facilities, and associated infrastructure works
    - 6.1.2 S/2366/15/OL – 14 Mill Lane – Single storey front, side and rear extensions
  - 6.2 SCDC decisions to note
  - 6.3 Tree works applications
7. Members items and reports for information only unless otherwise stated
  - 7.1 Bennell Farm Working Group report <sup>(JM)</sup>
  - 7.2 Village Maintenance <sup>(AT)</sup>
  - 7.3 Highways <sup>(AT)</sup>
  - 7.4 Toft People's Hall update
  - 7.5 Footpaths <sup>(JM)</sup>
8. Closure of meeting

## Clerk report to Toft Parish Council meeting on 5 October 2015

1. To approve written apologies and reasons for absence - None at the time of writing
2. To approve the minutes of the meeting on 7 September 2015 (attached) and the public meeting on 28 September 2015 (attached)
3. To consider any matters arising from the last or a previous meeting including
  - 3.1 To consider an application for a Minor Improvement Scheme bid and speed reduction measures <sup>(AT)</sup>
  - 3.2 To consider the Tree survey report and consider what if any actions are required for insurance cover

The Council will recall that the Insurers require a formal tree survey/arboursurvey report undertaken at least every 3-5 years and works identified in the report carried out. Earlier in the year the Council contracted Peter Oakes to do the survey and his report was provided to the Council at its May 2015 meeting.

The Community Land Management team did not agree with the report and have got someone else to look at the trees, they have identified one tree (an oak with dead branches "on the south side at the far end before you get to the blackberries", roots are on the bank) needing work, also possibly a big tree near the bridge which could be pollarded by one-third, and a further tree further back at a strong angle could be taken (back/out?). A figure of £130 was mentioned to do the work.

Cllr Ellis Evans report to the last meeting (considered in her absence) indicated "I had a meeting with the owner of the land to the south and west of Lot Meadow. According to him we own the boundary on the south side of the meadow right up to the fence on his side of the ditch. This means that we are responsible for the ditch and any trees which are growing out of the bank on the far side of the ditch but before the fence. The boundary on the west side of the meadow, which is accessed through the wood, is the middle of the ditch."

How does the Parish Council wish to proceed?

- 3.3 (5.4) To consider the arrangements for the annual collection of allotment rents and allotment tenancy agreement <sup>(MY)</sup>
4. Correspondence
  - 4.1 South Cambridgeshire Police – solutions to problem parking

Dear Parish Councillors.

First of all let me begin by thanking you for attending our meetings to discuss the ongoing issues felt by your communities in relation to nuisance or inconsiderate parking. I do know there were a number that would have liked to have come but simply couldn't for a number of reasons.

The purpose of this email was to update those who couldn't attend and to remind those that did of what was said for further discussions in your meetings.

I recall that some of the parishes hadn't been represented at the Spring Policing Panel meetings and were unaware of why it had become necessary to have an additional conversation about parking.

At the panels Chief Inspector Sutherland gave an overview of where the Police felt we were in terms of reduced crimes in our neighbourhoods and the issues the Police faced in maintaining our focus with ever reducing resources. The Crime & Disorder Reduction Partnership 12 month priorities of protecting the vulnerable were explained as was how

and why it was necessary to risk assess and prioritise how we would conduct our business over the next 12 months.

We took many questions from attendees and it's fair to say that there were several on issues of thoughtless and inconsiderate parking.

The Police position is clear. We cannot do what we have always done any longer. We will not prioritise action against nuisance parking unless there is a clear risk of harm coming to someone. The County and I review all incidents of collisions where there has been a fatality or serious injury to ascertain what can be done to prevent recurrence. There have been no such incidents in South Cambs in the past 12 months where visibility reduced by parked vehicles has been a significant factor.

The panel attendees asked us to consider what options were available to the community to deal with the problem for themselves. We discussed;

1. ***Could the Police provide a form of words on headed notepaper that could be printed and placed on offending vehicles.***

I do not support this;

Volunteers would be acting without support or the sort of protective equipment that PCs and PCSOs wear.

Some people become irrationally violent when they see strangers touching their vehicles.

There was a high likelihood of an ugly confrontation in the street – I would hate for a well-meaning volunteer to be assaulted because of a process that I put in place.

There is the possibility of allegations of criminal damage made against volunteers.

Potential for discord within the community.

One area thought they might still do this albeit they accepted they would need to come up with the format themselves and take appropriate precautions.

2. ***Could the Constabulary create a parking version of Speed Watch whereby we are sent an image of an illegally parked vehicle and we write to the RO.***

We cannot support this option;

We would be overwhelmed by images of vehicles which may not actually be illegally parked (waiting, actually still moving but doesn't appear so, not showing restrictions in images etc etc)

We would be overwhelmed by images of vehicles belonging to neighbours in the middle of neighbour disputes.

We might have to employ someone to administrate the checks, the letters and the subsequent complaints and appeals processes.

The use of PNC for this purpose might not be lawful – access to the data on the system is only accessible for a policing purpose and for each check the officer conducting the check is personally liable.

3. ***Could the County take over responsibility of parking as in our major urban areas.***

We approached DC. At this time there are no plans to take this on.

Enquiries with County reveal;

A Parking Enforcement Officer costs about £30k PA when taking into account salary, employment, administration, pension costs etc.

+ Office Costs

+ an appeals and admin process team

+ Vehicle

The County Council estimate a scheme for an area the size of SC would cost £150k

PA. Initially this would need to be met by a rise in the precept. Long term it might self-fund as unlike with Police, ticket revenue does not go direct to the Chancellor and can be used to self-fund the scheme. Long term you would all need to be sure that it could consistently issue 100+ tickets a week or inevitably there would have to be a rise in taxes. Personally I think that would be achievable initially but I doubt it would beyond six months.

Moving responsibility for parking enforcement to County is a legal process involving ministerial support. It would not be simple to reverse (I'm not sure it's ever been done) and once it's gone across Police/ PCSO cannot continue to issue tickets for offences other than obstruction.

4. ***Can Parishes buy a PCSO just to do parking complaints –Could we hire a PCSO on overtime.***

PCSO costs about the same as PEO with on costs too. Additionally they're over-qualified for the role of simply disrupting nuisance parking.

PCSO normally cost about £45 an hour if required for an event – this is partly due to administration costs.

An option may be the offer from the parishes of a conditional grant to a Community Parking Fund. This would allow the Constabulary to consume the administration costs and do its bit to help.

A grant of £1k would allow a PCSO to be deployed for 42 hours outside of their normal duties on voluntary overtime.

Some of the parishes are quite small and perhaps they could join a syndicate with others - we would prefer it not to be more than 4 to a syndicate and remain within the geographic Policing Panel Areas to make it manageable and give value.

We would recommend that the hours are spread over 6 months. This makes finding volunteers easier and also would tend to make the period of enforcement longer to potentially change behaviours.

Areas for attention should be determined by the parishes however ultimately discretion of whether to ticket or educate remains with the PCSO.

Would be managed by their area Policing Team and a breakdown of activity would be given to the parishes.

Revenue generated would not go to the Police or parishes but still go to the Chancellor.

Overtime would include travelling to the parish – the Constabulary would do its best to ensure the PCSO started at the local Police Station.

Should the PCSO be taken away for a major incident that time would not be deducted from the parishes' hours.

Can I ask that you take this information away to your meetings for further discussions. There is of course an unwritten option which is that you choose to do nothing and we stay as we are dealing with issues as we come across them but not prioritising parking as a day to day issue.

Can I ask that if you would like to discuss the Community Parking Fund as an option for your parish that you come back to us as early as you can in September please (I think a few of you have meetings mid-September so as soon as you reasonably can after would be great).

Kind Regards.

Richard.  
T/Insp Richard Isley  
Safer Neighbourhood Manager  
Cambourne Police Station

If there is interest from your parish in the Community Parking Fund, please notify the PCSO for your village, myself or Inspector Isley (richard.isley@cambs.pnn.police.uk) as soon as possible.

Many thanks,  
PC 1477 Murphy  
Cambourne Police Station.

#### 4.2 Comberton Parish Council – clearance of the ditch behind school houses on parish boundary

No local authority has ever accepted responsibility for the ditch which runs behind the CVC school houses and forms the parish boundary. This appears to be no-man's land. Following a plea from a Toft parishioner Comberton Parish Council would like to know if Toft parish Council is agreeable in principle to contributing half towards the as yet unknown costs of clearing the ditch as a one off. The Parish Councils should then encourage the residents to assume their riparian responsibilities in absence of anyone else being identified as the Authority or person responsible?

If Toft Parish Council is agreeable in principle Comberton Parish Council will obtain quotations so that the costs can be discussed further and the Council's can decide if they wish to proceed.

#### 4.3 Request to cover cost of hall booking for music sessions

Martin Yeadon has written:

I'd like to apply for some funding from the Community Pot the PC is now administering. We are starting a music session during a Wednesday afternoon for anyone who plays an instrument, it is open to all although for the first session is being initiated by inviting folks that I know play instruments with the instruction to pass the invitation on to anyone else they think may be interested. It's sort of an open mic session without the mic. The intention is to discuss the format going forward at the first gathering in October. The funding I'm seeking is to cover the hall booking for the first two sessions. After that we'll look to being self financing. The cost will be 2 x £25 ie £50.

#### 5. Use of delegated powers

Further to the last meeting the Clerk and Chairman accepted a quote for a three year undertaking from Came and Co for insurance cover with Hiscox. The cost for one year was £411.12 and for a 3 year undertaking £390.66 was less than the current premium of £446.64

#### 5.1 To consider the finance report and approve the payment of any bills – attached. Late invoices will be brought to the meeting.

#### 5.2 Play equipment report

#### 5.4 Annual Audit completion and to consider any comments or qualifications

The audit is complete and has been advertised on the notice board. There was a typo on a FY14 figure which has now been corrected.

#### 6. Planning

\* NB Some planning applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council. For more information see the current planning

application consultations on

<http://plan.scamb.gov.uk/swiftlg/apas/run/wchvarylogin.display>

6.1 Planning Applications received

6.1.1 S/2204/15/OL – Bennell Farm, West Street – Outline planning application for up to 90 dwellings, car park, football pitch and changing facilities, and associated infrastructure works

6.1.2 S/2366/15/OL – 14 Mill Lane – Single storey front, side and rear extensions

6.2 SCDC Decision Notices

6.2.1 S/1467/15/VC – 2 Hardwick Road – Variation of Condition 2 and 10 of planning approval S/0912/14 – Permission granted

6.2.2 S/1636/14/NM – 54 School Lane – Non-material amendment to Planning Permission S/2244/05/F (extension) to reduce parapet wall and internal gutter with external overhanging eaves gutter – Permission refused.

6.3 Tree works – none at the time of writing

7. Members' items and reports for information only. No decisions can be made under these items unless specified.

7.5 Footpaths <sup>(JM)</sup>

In response to a report from Cllr McCarten that Footpath 1 to Caldecote has become overgrown with dense scrub at one end, Peter Gaskin of CCC has replied:

This is a short note to thank you for reporting the scrub on Toft Footpath 1. At present there is no resources to be able to clear the scrub. Thus, I have added this work to our Future Capital Works Programme so that it can be prioritised against similar work from the next Financial Year. However, if resources do become available this year I will keep this job in mind.

TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Oct-15

Summary of previous month

Balance brought forward 34,878.66

Adjustments

Expenditure approved at previous / between meetings

LGS SERVICES	ADMIN SUPPORT	-384.63
TOFT SHOP	REFRESHMENTS	-76.18
J MCCARTEN	MEDALS	-63.00
J MCCARTEN	MEDALS	-16.50
BUCHANS	GRASSCUTTING	-355.61

Credits

SCDC	PRECEPT	8750.00
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Total Adjustments 7854.08

Balance revised after adjustments £42,732.74

Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Current Account	42,085.36	37,317.31	4768.05
CBS Account	647.38	647.38	
<b>Total</b>	<u>42,732.74</u>	<u>37,964.69</u>	<u>4,768.05</u>

Expenditure for approval

£

LITTLEJOHN LLP	AUDIT	240.00
	SALARY	106.55
BOURN PC	TRAFFIC CONSULTANT	106.17
ROLAND FLETCHER	FP1-3 GATES	163.20

*Sub-Total* 615.92

Balance C/F 42116.82

Gail Stoehr  
Responsible Financial Officer

Notes:

*Late invoices will be brought to the meeting*