

# Toft Parish Council

## Notice of the 745th meeting of Toft Parish Council on Monday 5 February 2018 at 7.00 pm 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 any may speak under the Open Public Session item and make representation to the Council on items on the agenda  
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) 30/01/18

### 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 last meeting
3. To consider any matters arising from the last or a previous meeting including
  - 3.1 (3.1) General Data Protection Regulations Bill 2017 - to consider a draft policy and model templates
  - 3.2 (3.4) Interest bearing accounts – to consider options and rates available
  - 3.3 (3.6) To consider tenders for grass cutting and village maintenance contract
  - 3.4 (4.2) SCDC Consultation on main modifications to South Cambridgeshire Local Plan and Cambridge Local Plan
  - 3.5 (6.1.2) S/4552/17/RM - Bennell Farm, West Street – Application for reserved matters, details of appearance, layout, landscaping and scale for 90 dwellings with associated roads, footpaths, landscaping and open space following outline planning permission S/1812/17/OL
4. To consider any correspondence received since the last meeting requiring the Parish Council's attention
  - 4.1 Hardwick Parish Council Speedwatch camera sharing
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
  - 5.3 To consider any matter which is urgent because of risk or health and safety
    - 5.3.1 Recreation ground storm damaged tree
6. To consider any Planning or Tree works applications or related items received
  - 6.1 Planning applications
    - 6.1.1 S/4595/17/PN – Agricultural land, Bennell Farm, West Street – Application for prior approval for proposed agricultural building for the storage of hay, straw and machinery
    - 6.1.2 S/4446/18/FL – 11 Brookside – Proposed conservatory
    - 6.1.3 S/4448/18/LB – 11 Brookside – As above, listed building consent
    - 6.1.4 S/2035/18/FL – 32 School Lane – Loft conversion with a pitched roof, single storey rear extension and front porch
  - 6.2 SCDC decisions to note
  - 6.3 Tree works applications
7. Members items and reports for information only unless otherwise stated
  - 7.1 Allotments <sup>(JM)</sup>
  - 7.2 Village Maintenance <sup>(AT)</sup>
  - 7.3 Highways <sup>(AT)</sup>
  - 7.4 Toft People's Hall <sup>(GP)</sup>
  - 7.5 Footpaths <sup>(EM)</sup>
  - 7.7 Defibrillator report <sup>(PEE)</sup>
  - 7.8 Computer Club proposal <sup>(MY)</sup>
  - 7.9 Proposal that the Council increases its contribution to the LHI 2018/19 scheme by £80
8. Closure of meeting

## Clerk report to Toft Parish Council meeting on 5 February 2018

1. To approve written apologies and reasons for absence – any received will be reported to the meeting.
2. To approve the minutes of the meeting on 8 January 2018 - attached
3. To consider any matters arising from the last or a previous meeting
  - 3.1 (3.1) General Data Protection Regulations Bill 2017 – to consider a draft policy and model templates  
Deferred at the last meeting.
  - 3.2 (3.4) Interest bearing accounts – to consider options and rates available  
Interest rates will be forwarded to the Chairman for consideration by the Council at the meeting.
  - 3.3 (3.6) To consider tenders for grass cutting and village maintenance contract  
Tenders will be brought to the meeting.
  - 3.4 (4.2) SDCDC Consultation on main modifications to South Cambridgeshire Local Plan and Cambridge Local Plan  
Deferred at the last meeting.
  - 3.5 (6.1.2) S/4552/17/RM - Bennell Farm, West Street – Application for reserved matters, details of appearance, layout, landscaping and scale for 90 dwellings with associated roads, footpaths, landscaping and open space following outline planning permission S/1812/17/OL  
Deferred at the last meeting.

### Other

(December meeting) Cutting of Lot Meadow and The Snicket, Toft  
Cllr Ellis-Evans to report.

Natasha at Buchan's has responded:

“Stuart has arranged a visit for both areas to be looked at again on Tuesday 16th.

He has told me that he has looked at the records and as far as he was aware the pathway should be addressed on each verge cut and the meadow was strimmed on the last cut. However the last two cuts on both were carried out by a new operator covering a period of sickness and where his work was completely satisfactory it may be that these areas with particular requirements may have been carried out incorrectly?

I am actually updating the scheduled work sheets at the moment to and incorporate some of these types of anomalies so to avoid such circumstances in the future.”

4. Correspondence
  - 4.1 Hardwick Parish Council Speedwatch camera sharing  
Hardwick Parish Council has written to advise that it has agreed to Caxton Parish Council sharing the camera along with Toft. The Speedwatch co-ordinator has been informed.
5. Finance, Procedure and risk assessment and use of delegated powers

The Clerk used her delegated powers to contract Oakes Tree Surgery for £380 to attend to a storm damaged tree on the recreation ground. See 5.3.1.

  - 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 inspection reports
  - 5.3 To consider any matter which is urgent because of risk or health and safety

### 5.3.1 Recreation ground storm damaged tree

Jenna Oakes has advised that “unfortunately the tree which the stem has torn from really needs to be removed within the next 6 months due to the large tear along its trunk where one of the 2 stems has split out. The quote will be brought to the meeting. It complies with the Council’s financial regulations that only one quote is required but the Council may choose to seek further quotes.

### 6.1 Planning Applications received

\* 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>

6.1.1 S/4595/17/PN – Agricultural land, Bennell Farm, West Street – Application for prior approval for proposed agricultural building for the storage of hay, straw and machinery

6.1.2 S/4446/18/FL – 11 Brookside – Proposed conservatory

6.1.3 S/4448/18/LB – 11 Brookside – As above, listed building consent

6.1.4 S/2035/18/FL – 32 School Lane – Loft conversion with a pitched roof, single storey rear extension and front porch

### 6.2 SCDC Decision Notices

6.2.1 S/4132/17/FL – 36 School Lane – To raise the roof by 1m to allow a loft conversion with box dormer to the rear elevation, plus single storey rear extensions – Permission granted.

6.2.2 S/4336/17/FL – 43 High Street – Demolition of existing single garage and proposed erection of a side and rear extension, and a rear dormer – Permission granted.

### 6.3 Tree works

Tree works applications are now available to view on the SCDC portal.

None at the time of writing.

### 7. Members’ items and reports for information only

7.1 Allotments <sup>(JM)</sup>

7.2 Village Maintenance <sup>(AT)</sup>

7.3 Highways <sup>(AT)</sup>

7.4 Toft People’s Hall <sup>(GP)</sup>

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

7.7 Defibrillator report <sup>(PEE)</sup>

7.8 Computer Club proposal <sup>(MY)</sup>

Cllr Yeadon to report.

A resident has written as follows:

“I have been attending the Coton Computer Club several times recently. Yesterday a lady, Nina (sorry, didn’t take her surname), from South Cambs, was visiting as she’s trying to get similar groups going in other villages (and funding IS available); she will almost certainly be in touch with you, the Parish Council, in the near future.

Sarah Redsell, who set up the Coton group a couple of years ago, has suggested a similar group in Toft would be a Good Thing. She’s very willing to go to other villages to explain how it works - and more importantly how to apply for funding (there’s the usual amount of form-filling required). She can also advise on things they found didn’t work for them.

What is ‘special’ about the Coton Club, which meets every Thursday morning, is that it IS a club - it is not a teaching forum. It’s a self-help group, which anyone can attend for £2 per session (coffee included!). There are 2-3 committed people in the village who have some knowledge of PCs, Macs, iPads and other tablets, phones etc. - and there’s the rub: it DOES need two or three committed people who have some degree of knowledge (but not necessarily comprehensive knowledge!). The aim is to solve problems by working alongside others to help them do it for themselves. It is also, importantly, a social

group: one man who attends regularly arranges for a carer to be at home to look after his wife (she suffers from dementia) so that he can take a couple of hours out in a safe and social environment. Incidentally, people from other villages are welcome - we had come from Newnham, Grantchester, Haslingfield, Toft as well as Coton. It's very much a drop-in group - there's no commitment to attend regularly (unless you are a 'leader'). It doesn't have to be every week, but it does need to be a regular meeting. I have a certain amount of knowledge of Macs, tho it's narrow (I needed help with working on an iPad!), and I would be happy to be involved if this village felt it was a useful and viable option. Perhaps it's something you might consider at your next meeting...?"

- 7.9 Proposal that the Council increases its contribution to the LHI 2018/19 scheme by £80  
Cllr Tall writes In line with the new format of LHI applications, the council has undertaken a cost feasibility to firm up costs before the presentation (on 7th February)  
The overall project costs are slightly higher than the original estimate, so our 10% contribution has also increased from £400 to £480.  
I would like to propose we increase our agreed contribution at the next PC meeting on 5th February."

8. Closure of meeting

## TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Feb-18

## Summary of previous month

<b>Balance brought forward</b>	<b><u><u>67,296.39</u></u></b>
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**Adjustments****Expenditure approved at previous / between meetings**

TOFT PEOPLES HALL	ROOM HIRE	-15.00
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**Credits**

PLOT 1A 2A & 2B	ALLOTMENT RENT	15.00
PLOT 1B	ALLOTMENT RENT	10.00
4B, 6A & 6B	ALLOTMENT RENT	15.00
PLOT 1A 2A & 2B	ALLOTMENT RENT	15.00
HMRC	VAT	1691.75

<i>Total Adjustments</i>	<i>1731.75</i>
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<b>Balance revised after adjustments</b>	<b><u><u>£69,028.14</u></u></b>
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**Bank Reconciliation to latest statement**

Account	Funds	Statement	Outstanding
Current Account	69,028.14	69,893.28	-865.14
CBS Account	0.00	0.00	
<b>Total</b>	<b>69,028.14</b>	<b>69,893.28</b>	<b>-865.14</b>

**Expenditure for approval**

£

TOFT PCC	CALENDAR	114.44	
	SALARY	57.93	
NEST	PENSION	57.95	<i>DD</i>
CAM VALLEY FORUM	AFFILIATION FEE	10.00	

<i>Sub-Total</i>	<i>240.32</i>
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<b>Balance C/F</b>	<b><u><u>68787.82</u></u></b>
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Gail Stoehr  
Responsible Financial Officer

**Notes:**

*Late invoices will be brought to the meeting*

# PROJECT FEASIBILITY SUMMARY

## Local Highway Improvement (LHI) Initiative



<b>Applicant</b>	Toft PC	<b>Status</b>	draft
<b>Application Reference No</b>	3195058	<b>Version</b>	1.0
<b>Assigned Highways Officer</b>		<b>Approved by</b>	
<b>Location of proposal</b>	Within village - likely comberton road/high street - MVAS		
<b>Streetview Link</b>	<a href="https://www.google.co.uk/maps/@52.18632,-">https://www.google.co.uk/maps/@52.18632,-</a>		
<b>Highway Issue or Improvement</b>	Speeding throughout village		
<b>Key Considerations</b>			
<b>Optimum Solution</b>			
<b>Other options considered</b>			
<b>Supporting Documents</b>			

## TECHNICAL APPRAISAL OF PROPOSED SOLUTION

Road Safety Benefit and/or Issues	RAG
Risks to Delivery	RAG
Agreeing suitable locations with the PC and Residents. Agreeing on a type of unit - getting permission to mount of lamp columns.	
Effectiveness	RAG
Will allow data capture and as long as it is relocated every 4 weeks it should have a positive impact on vehicle speeds.	
Maintenance Considerations	RAG
MVAS to be maintained by the PC.	

## ESTIMATED DESIGN AND MANAGEMENT COSTS

Task	Resource Grade (hrs)					Totals
	A	B	C	D	E	
Site Meeting					2.5	£81
Design/Location plan			1		3	£145
Procuring Unit		0.5			2	£90
Delivery/Assembling MVAS with PC					2.5	£81
						£0
						£0
						£0
<b>GRAND TOTAL</b>						<b>£396</b>

## ESTIMATED CONSTRUCTION & OTHER COSTS

Item	Estimated Cost	
Labour	-	
Equipment	£4,000	
Materials	-	
Traffic Management	-	
Legal Traffic Regulation Order (Includes 2 No. Newspaper Adverts)	-	
Independent Road Safety Audits (Stage 1,2 and 3)	-	
10% Risk Contingency	£400	
<b>GRAND TOTAL</b>		<b>£4,400</b>

Total Project Budget Required £4,796

Applicant Contribution £480 10.0%

CCC Contribution applied for £4,316

Estimated duration of project 7

Commencing 1st April 2018