

**Minutes of the First and Annual (748th) meeting of Toft Parish Council  
Meeting held on Tuesday 8 May 2018 in The People's Hall, Toft  
at 8.15 pm following the Annual Parish Meeting**

Present: Councillors: M Yeadon (Chairman), P Ellis-Evans, E Miles, A Tall and J McNiven.

In attendance: 15 members of the public, County Cllr L Joseph, and Mrs Gail Stoehr (Clerk).

**1. Annual Business**

1.1 To elect a Chairman and to receive the declaration of acceptance of office

RESOLVED to elect Cllr Yeadon as Chairman. (Prop PEE, 2nd EM, unanimous)

1.2 To elect a Vice-Chairman

RESOLVED to elect Cllr Ellis-Evans as Vice-Chairman. (Prop EM, 2nd MY, unanimous)

1.3 To receive members' declarations of acceptance of office

Declarations of office were received before the start of the meeting.

1.4 To approve the minutes of the last meeting

RESOLVED that the minutes of the meeting of 9 April 2018 be approved and signed by the Chairman. (Prop PEE, 2nd EM, unanimous)

1.5 To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled

RESOLVED that Andrew Tall of 44 School Lane be co-opted as a member of the Parish Council. (Prop MY, 2nd EM, unanimous)

RESOLVED that James McNiven of 41 School Lane be co-opted as a member of the Parish Council. (Prop MY, 2nd EM, unanimous)

Cllrs Tall and McNiven signed their declarations of acceptance of office before taking their seats.

RESOLVED to advertise the remaining two vacancies on the notice board, on the website and in Calendar, and that members should approach people to ascertain interest.

1.6 Review of delegation arrangements to committees, working groups, employees and other local authorities

RESOLVED that there should be no committees or working groups were required, but that the Council should operate a system of members' responsibilities.

RESOLVED that Members' lead areas of responsibility should be as follows:

Financial monitoring	Cllr Yeadon
Footpaths	Cllr Miles
Communication	Cllr Yeadon
PC Policies and Procedures	Cllr Yeadon
Play inspection reports	Cllr Yeadon
Lot Meadow	Cllr Ellis-Evans
Village Maintenance	Cllr Tall
Highways	Cllr Tall
Grass cutting	Cllr Ellis-Evans
Toft Peoples Hall	Cllr McNiven
RESOLVED to make the following additional appointments:	
Dog and litter bins	Cllr Miles
Footpaths	Cllr Miles
Allotments	Cllr McNiven
Noticeboards and welcome packs	Cllr Miles
Police	Cllr Tall
Planning	Cllr Yeadon
Defibrillator	Cllr Ellis-Evans

Toft Sports is to be considered at the next meeting.

RESOLVED that if additional members are co-opted, the Parish Council will consider the sharing out of responsibilities again.

- 1.7 Review of the terms of references for committees and working groups  
RESOLVED that members should monitor their areas of responsibility and make recommendations to the Parish Council as necessary.
- 1.8 Receipt of nominations to existing committees and working groups  
None.
- 1.9 Appointment of any new committees and working groups, confirmation of the terms of reference, the number of members (including if appropriate, co-opted members) and receipt of nominations to them  
None.
- 1.10 There was no item 1.10.
- 1.11 Review and adoption of appropriate standing orders, financial regulations and risk assessment arrangements  
RESOLVED to adopt the new model standing orders using the same provisions and additional orders as at present. (Prop EM, 2nd PEE, unanimous)
- 1.12 Review of arrangements, including any charters, with other local authorities and review of contributions made to and expenditure incurred by other local authorities  
RESOLVED to continue with the arrangement with CCC for grass cutting.
- 1.13 Review of representation on or work with external bodies and arrangements for reporting back  
None.
- 1.14 Review of inventory of land and assets  
RESOLVED to note the following:  
CB378985 Lot Meadow  
CB298407 Recreation ground  
The Assets List was reviewed  
RESOLVED to delete the allotments and the Village Green.  
On a proposition by the Chairman, the meeting was briefly adjourned at 9 pm to seek clarification from the People's Hall member.  
RESOLVED:  
  - to dispose of the tub chairs valued at £449.93 on the assets list
  - to clarify with the Woodland Trust who owns the bench
  - to add the bench by the allotments
  - to locate the Beacon canvas and add its location to the assets list
  - to remove the dog bins and litter bins adjacent to the highway as these are now the responsibility of the District Council
  - to list four filing cabinets on the assets list which are in the People's Hall.
- 1.15 Review and confirmation of arrangements for insurance cover in respect of all insured assets  
RESOLVED that there should be no changes.  
RESOLVED to note the Hiscox cover for internet and email and the cost of cyber cover.
- 1.16 Review of the Council's complaints procedure  
RESOLVED to defer this item to the next meeting.
- 1.17 Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998  
Taken earlier.
- 1.18 Review of the Council's policy for dealing with the press/media  
RESOLVED that this will be dealt with by the Chairman together with the Clerk.
- 1.19 Setting the dates, times and place of ordinary meetings of the Council

RESOLVED that meetings should take place on the first Monday of the month at 7.00 pm unless it falls on a Bank Holiday when it will be on the second Monday.

1.20 Review of dispensations required under the Code of Conduct to enable the Council to conduct its business

RESOLVED that requests for dispensations should be directed to the Clerk.

1.21 To review banking arrangements and appoint any bank signatories

RESOLVED that the signatories for the current account with Natwest Bank should be any two from Cllrs Yeadon, Ellis-Evans, Tall and Miles.

RESOLVED that the signatories for the Nationwide account should be Cllrs Yeadon and Ellis-Evans.

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

County Cllr Lina Joseph reported on: staff wellbeing; demand-led services; the budget; Park and Ride charging being dropped; and human trafficking.

On a proposition by the Chairman, it was agreed to vary the order of business to take item 7.1.1 next.

7.1.1 S/3253/17/FL – Land west of Hardwick Road – Development for 30 no. dwellings together with associate garaging, parking, public open space, landscaping, access, highways drainage and infrastructure works

RESOLVED that the Parish Council objects to the application and to submit the following response: (Prop MY, 2nd PEE, unanimous)

*“Toft Parish Council considered Planning Application S/3253/17/FL at its meeting on 8 May 2018.*

*The Parish Council unanimously agreed to object to the proposal.*

*The view of the Parish Council was that the application is unacceptably poor in that most of the more contentious issues including access and drainage, which the Parish Council believes cannot be resolved, have not been designed to a level to show that they can be. Most of the reports within the application were prepared for outline planning approval rather than full planning approval and have inaccuracies and are questionable as to whether they reflect the current situation.*

*Furthermore, Toft Parish Council recommends that the application is considered by the full Planning Committee, should the Planning Officer recommend approval, for the following material reasons:*

**Compliance with the Local Development Plan**

- *Toft is designated as an infill village recognising the limited services and facilities available in the village. This proposal greatly exceeds the amount of development acceptable for an infill village.*
- *The proposed development is outside of the village framework.*
- *It is not a designated site within the proposed Local Development Plan.*

*Although we recognise that the SCDC Local Development Plan is not fully approved, it presumably is SCDC's current strategy for development in the area. Approval of this development would, we believe, invalidate the plan and make it difficult to refuse any development proposed in any location.*

*Furthermore, the development with 90 houses at Bennell Farm, within Toft's parish, will provide more than enough homes and affordable housing for the local area's needs and will already put considerable strains on all local services, infrastructure and facilities.*

**Location**

*The location of the proposed development, which is a pleasant meadow, currently provides a pleasing transition between the village and the intensely farmed land beyond, and provides a selection of natural habitats and natural features. There is a lot of intensive farming around the village and the loss of this meadow is very undesirable.*

There is little mention in the application of the company that deals with waste and provides skip hire on the opposite side of Hardwick Road. This company has skip lorries frequently entering and leaving its site and creates significant noise whilst dealing with the skips on site. This also makes the site unsuitable for development.

### **Transport and access**

The Transport Statement, prepared two years ago for outline planning approval, is out of date in a number of areas, including the bus services available; there is no Whippet No 2 bus and no Huntingdon Community Transport Bus. There is a bus service into Cambridge but it is only once per hour, takes a long route into town and the service finishes early in the evening. The times of the buses are not co-ordinated with school times. It is not a great service.

Most importantly, in the Transport Plan the main pedestrian and cycle access proposed is a new 2m footpath along the side of Hardwick Road. No details are given. There is NOT enough road width to achieve this. The secondary pedestrian access loops around the north end of Mill Lane onto a muddy, unmade "drift" which then joins Mill Road at a crossroads that has no pedestrian ways. Mill Road itself does not have a pedestrian way south of the junction (and has no room for one). These factors mean that there is no acceptable pedestrian and cycle route onto the site.

The cycle way to Comberton is barely adequate with a number of pinch points along its route, which cannot be eased as they are adjacent to private land, therefore although it can be improved there are limitations to this.

There are only minimal and specialised employment opportunities in and around the village and only the secondary school can be accessed by foot or cycle, therefore heavy car usage must be expected from the residents from the proposed development.

### **Surface water and flooding**

The location of the proposed development gives some protection to the village from flooding from the fields above the site. There is already a problem from water running off the fields into the back gardens of the houses on the north side of the village and down Hardwick Road into the centre of the village. The proposal is to discharge surface water via an existing culverted drainage ditch but the technical report recognises that the service and structural condition of the ditch will need further investigation. There is considerable evidence that this ditch will not cope with the current surface water volumes. The report suggests that if it is found that the ditch is inadequate then the public sewer could be used. This would further exacerbate the problems already encountered with the village's drainage system. The lack of clarity about how the surface water could be managed highlights the inappropriateness of the site for development.

### **Conclusion**

The Parish Council notes that this is outside of the village boundary, contrary to the infill village designation and not within the proposed Local Development Plan as a designated site.

The Parish Council also believes that there is not enough detail within this application to give full planning approval. The Parish Council believes that the proposed pedestrian access routes are unachievable and no viable management of foul and surface water is included within the application.

The Parish Council challenges the demographics as presented because of the increase in the number of young families and the high population of elderly people due to the care home.

Too much weight is given to the SLR Consulting report Part 1 and work done by the Parish Council. There is still inadequate drainage which the officer's report judged as unacceptable and should be refused.

*Finally the Parish Council does not see this development as being sustainable. Car use will be significant and the designation of Toft as an infill village reflects its unsuitability for substantial development such as the one proposed.*

*The Parish Council urges the Planning Committee to refuse this application."*

RESOLVED to write to Jon Finney of CCC regarding 1.8.2 Transport and Access

RESOLVED that Cllr Yeadon should attend the Planning Committee meeting if he is able, and that Cllr Ellis-Evans should attend if the Chairman is not available.

RESOLVED to raise at the Planning Committee meeting that whilst the Parish Council strongly objects, it would want to be involved in any S106 negotiations.

The members of the public all left the meeting.

## **2. Apologies for absence and declaration of interests**

2.1 To approve written apologies and reasons for absence  
Apologies for absence were received from District Cllr Grenville Chamberlain. A written report is to be requested.

2.2 To receive declarations of interests from councillors on items on the agenda  
Cllr Yeadon declared an interest in any item relating to the allotments as a Trustee of the William Eversden and Worboys Trust.

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

## **3. To consider resolutions from the Annual Parish Meeting if any**

None.

## **4. To consider any matters arising from the last or a previous meeting**

4.1.1 RESOLVED that the Chairman should write to the Cambridge Centre to request an update.

4.1.2 RESOLVED to note the correspondence with Slater Gordon and also with the Council's insurers regarding the claim against the Toft Fireworks.

## **5. Consideration of correspondence**

5.1 Resident – complaint about an advertising board on the Green

RESOLVED to refer the matter to SCDC enforcement.

## **6. Finance and risk assessment**

6.1 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, plus CAPALC (Membership fee) £226.73, Shelley Signs (Panel) £1260.00, and M Coppin (APM refreshments) £4.94. (Prop MY, 2nd PEE, unanimous)

J McCarten	Expenses	£20.33
Oakes and Watson	Tree Works – Rec	£350.00
CCC	Street light energy	£1095.16
C Blower	Handyman	£15.00
Canalbs	Internal Audit	£151.93
V McNiven	Sports Day expenses	£101.91
LGS Services	Admin support	£464.62
Salary		£58.12
NEST	Pension (DD)	£57.96

Credits, including receipt of the precept and an insurance claim, were noted.  
RESOLVED to add the interpretation panel to the Assets List with a value of £1050.00.

Data Protection Officer

RESOLVED to note the amendment going through the House of Commons.

RESOLVED to appoint CAPALC as Data Protection Officer if the amendment going through Parliament is not passed.

- 6.2 Play inspection reports  
Nothing to report.
- 6.3 To consider any matter which is urgent because of risk or health and safety  
None.
- 6.4 To carry out a review of the effectiveness of the system of internal control that has been in place  
RESOLVED having undertaken a review that the system of internal control is considered to be in place.
- 6.5 To consider the Internal Auditor's report  
RESOLVED that Risk Assessment is to be an agenda item for the next meeting.  
RESOLVED to note the Internal Auditor's report and consider the appointment of the Internal Auditor for next year at the next meeting
- 6.6 To prepare the Annual Governance Statement (Section 1 of the Annual Return)  
RESOLVED that the statements in Section 2 of the Annual Return should all be answered "Yes" except for Question 9 (Trust Funds) which was not applicable.
- 6.7 To approve the Annual Governance Statement by resolution  
RESOLVED that the Annual Governance Statement be approved by resolution of the Parish Council and signed by the Chairman on the Council's behalf. (Prop MY, 2nd EM, unanimous)
- 6.8 To consider the Accounting Statements (Section 2 of the Annual Return)  
The Accounting Statements were considered.
- 6.9 To approve the Accounting Statements by resolution  
RESOLVED that the Accounting Statements be approved by resolution of the Parish Council. (Prop MY, 2nd PEE, carried with 2 abstentions)
- 6.10 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting  
The Accounting Statements were signed and dated by the Chairman.  
RESOLVED to apply for exemption as a smaller authority
- 7. To consider any Planning or Tree works applications received**
- 7.1 Planning Applications
- 7.1.1 S/3253/17/FL – Land west of Hardwick Road – Development for 30 no. dwellings together with associate garaging, parking, public open space, landscaping, access, highways drainage and infrastructure works  
Taken earlier.
- 7.1.2 S/1293/18/DC – Meridian Court, Comberton Road – Discharge of Conditions 4 (Traffic management plan) and 7 (Hard and soft landscaping)  
Noted.
- 7.2 SCDC decisions to note
- 7.2.1 S/3790/17/FL – 42A School Lane – Replacement of existing prefabricated garage with construction garage and works – Permission granted.
- 7.3 Tree works applications
- 7.3.1 S/1582/18/TC – Bay Tree Barn, 1 Church Road  
RESOLVED that the Parish Council has no comments. (Prop PEE, 2nd MY, unanimous)
- 8. Members items and reports for information only unless otherwise stated**
- 8.1 Allotments  
Having previously declared an interest, the Chairman left the meeting.  
RESOLVED to note that the Solicitor had prepared the papers for the allotments land registration and to appoint Jeanne McCarten to continue the registration and declaration if she is willing.

The Chairman rejoined the meeting.

- 8.2 Village maintenance  
Fly tipping has been reported to SCDC.
- 8.3 Highways  
Nothing to report.
- 8.4 Toft People's Hall  
Nothing to report.
- 8.5 Footpaths  
An upright post on the gate to Lot Meadow has been reported to CCC.  
Nothing had been heard about the Brookside dog bin.  
An overhanging leylandii hedge on the public right of way at Millers Road by the Brook had been reported to CCC.  
Cyclists were reported riding on the public right of way from Millers Road to Comberton.
- 8.7 Defibrillator report  
Expenditure on the defibrillator is to be an agenda item for the next meeting.
9. **Closure of meeting**  
Cllr Yeadon gave his apologies for the next meeting.  
There was no further business and the meeting closed at 10.53 pm.

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

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