

# Toft Parish Council

## Notice of the 751st meeting of Toft Parish Council on Monday 3 September 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

Ben Stoehr (Acting Clerk) 28/08/18

### 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. Appointment of Acting Clerk
4. To consider any matters arising from the last or a previous meeting including
  - 4.1 (3.1) Assets review – to consider the map of benches and whether any action is necessary
  - 4.2 (3.3) CCC LHI 2019-20 scheme invitation to bid – to consider proposals
  - 4.3 (4.1) Toft Historical Society interpretation board – to consider quotation if received
  - 4.4 (7.7) Gate at Lot Meadow – update and to consider what, if any, action is necessary
5. To consider any correspondence received since the last meeting requiring the Parish Council's attention
  - 5.1 NALC – 2018-19 payscales and allowances and changes to the payscales from 1 April 2019
  - 5.2 Resident – Building works on the High Street in Toft
  - 5.3 SCDC consultation – Gambling (2005 Act) Policy
6. Finance, Procedure and risk assessment and use of delegated powers
  - 6.1 To consider the finance report and approve the payment of any bills
  - 6.2 Play inspection reports
  - 6.3 To consider any matter which is urgent because of risk or health and safety
7. To consider any Planning or Tree works applications or related items received
  - 7.1 Planning applications
    - 7.1.1 S/2470/18/FL – 65 West Street – Internal alterations, raising or rear flat roof
    - 7.1.2 S/2114/18/FL – Comberton Squash Club, West Street – Alterations to fenestration
  - 7.2 SCDC decisions to note
  - 7.3 Tree works applications
8. Members items and reports for information only unless otherwise stated
  - 8.1 Allotments <sup>(JM)</sup>
  - 8.2 Village Maintenance <sup>(AT)</sup>
  - 8.3 Highways <sup>(AT)</sup>
  - 8.4 Toft People's Hall <sup>(JM)</sup>
  - 8.5 Footpaths <sup>(EM)</sup>
  - 8.6 Defibrillator report <sup>(PE)</sup>
9. Closure of meeting

## Clerk report to Toft Parish Council meeting on 3 September 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 2 July 2018 – attached
3. Appointment of Acting Clerk

The Chairman, using his emergency powers has appointed Ben Stoehr as Acting Clerk in the Clerk's absence on the same T's&C's as the Clerk. The Council need to consider if it wants this arrangement to continue until the Clerk's return or if it wishes to make alternative provision.
4. To consider any matters arising from the last or a previous meeting
  - 4.1 (3.1) Assets review – to consider the map of benches and whether any action is necessary  
Map attached. Is any further action necessary?
  - 4.2 (3.3) CCC LHI 2019-20 scheme invitation to bid – to consider proposals  
Cllr Tall to report and make a recommendation.
  - 4.3 (4.1) Toft Historical Society interpretation board – to consider quotation if received  
At the time of writing further information about the preferred specification is awaited.
  - 4.4 (7.7) Gate at Lot Meadow – update and to consider what, if any, action is necessary  
Cllr Ellis-Evans reported:  
"The fence post, which has also rotted, has now been pushed over. Both have rotted at ground level. As they are not very old this seems very strange. I noted on Sunday that someone has put the broken post across the pathway to stop the gate from swinging open. This is becoming a hazard to the public using this Right of Way and I think we need to get it sorted as soon as possible."  
  
Clive Blower was asked to move the fence post for safety reasons, and has since responded:  
"Please find attached document showing pictures before and after the work today. The area was indeed unsafe and I did some extra things which you had not asked for to make it safe. I presume that is OK.  
My suggestion would be to remove the gate entirely - it is not needed and would allow easier passage to walkers."  
  
Report and photographs attached.  
  
At the time of writing a quote is awaited from Nick Warner.
5. Correspondence
  - 5.1 NALC – 2018-19 payscales and allowances and changes to the payscales from 1 April 2019

Details available at the following link:  
[https://gallery.mailchimp.com/082bf53548f28012f3de2de2a/files/d5ae2095-29b5-4e6f-9f99-47dda691f2ea/LGS\\_Pay\\_2018\\_19.pdf](https://gallery.mailchimp.com/082bf53548f28012f3de2de2a/files/d5ae2095-29b5-4e6f-9f99-47dda691f2ea/LGS_Pay_2018_19.pdf)
  - 5.2 Resident – Building works on the High Street in Toft

A resident has written:  
"I realise that you may not be meeting in August but I should be grateful if you would raise the following issue for discussion at your September meeting. You may remember that the residents of Beldam's Close had to resurface the roadway at their own expense, because it had become extremely dangerous and the Council would not adopt it. This work was completed in December 2011.

There have been several planning applications passed for extensions to properties on the High Street. I have found somewhere on the internet information saying that those who are submitting applications are required to indicate how contractors' vehicles are to turn but I can no longer locate the place where I read it. So I am relying on you to know more about this.

We are having considerable difficulties with huge vehicles using Beldam's Close as a turning place, despite the fact that we have clear notices on both sides of the road showing that this is a private road and requesting no turning. My neighbours have been very upset that drivers have sworn in a very abusive fashion when asked them not to turn here. We have approached the householder and were told that lorries are turning here for health and safety reasons. It is clearly not the health and safety of Beldam's Close residents that they have in mind. Pointing out that Brookside is a public highway a little further down the hill seems to make no difference. We stood at the entrance of the road yesterday to make sure another lorry couldn't turn here again. It is difficult to be quick enough to get the number plate so that the companies can identify the drivers.

If you know how we can raise the issue in order to request an amendment to the wording in the planning permission to say that vehicles must not turn in private roads or driveways, that would be a great relief to us. I am concerned about the health of elderly people dealing with this unpleasantness and we certainly cannot afford to pay out another huge sum of money to have the road repaired."

SCDC has been asked whether the Enforcement Department might be able to deal with this matter and they have replied:

"I am forwarding this email to John Koch for comment as the planning department are looking at conditions and wording in the near future."

### 5.3 SCDC consultation – Gambling (2005 Act) Policy

#### **"Consultation – Gambling (2005 Act) Policy**

The review of a Statement of South Cambridgeshire District Council's Gambling Act Policy is a requirement under Section 349 of the Gambling Act 2005. In preparing the statement, officers have given full regard to both the requirements of the Act itself and the revised guidelines issued by the Department of Culture Media and Sport (DCMS), Gambling Commission and where relevant, Council strategies such as crime and disorder. The policy will form the basis of any decision taken in respect of applications or enforcement under the Gambling Act 2005 by Officers or any Committee or sub-committee involved in licensing decisions.

The objectives of the Act as set by Government are:

- To prevent gambling from being a source of crime and disorder, being associated with crime or disorder or being used to support crime
- Ensuring that gambling is conducted in a fair and open way
- Protecting children and other vulnerable persons from being harmed or exploited by gambling
- 

As part of a public consultation process I am writing to you for views and feedback before the final policy comes into effect. Consultees will include

The Draft Gambling Policy has been published for public consultation and is available for viewing via the South Cambridgeshire District Council Website:

<https://www.scams.gov.uk/content/gambling-and-lottery-licences>

Alternatively, hard copies can be made available by telephoning the Licensing Department on 01954 713481 or emailing [licensing@scambs.gov.uk](mailto:licensing@scambs.gov.uk).

We welcome any comments you may wish to make and any views should be submitted in writing either by email or sent to:

The Licensing Manager,  
South Cambridgeshire District Council”

6. Finance, Procedure and risk assessment and use of delegated powers  
Please see item 3.
- 6.1 To consider the finance report and approve the payment of any bills  
Attached. Late invoices will be brought to the meeting.
- 6.2 Play inspection reports – to be reported to the meeting.
- 6.3 To consider any matter which is urgent because of risk or health and safety  
None at the time of writing.
- 7.1 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.scambs.gov.uk/swiftlg/apas/run/wchvarylogin.display>
- 7.1.1 S/2470/18/FL – 65 West Street – Internal alterations, raising or rear flat roof
- 7.1.2 S/2114/18/FL – Comberton Squash Club, West Street – Alterations to fenestration
- 7.2 SCDC Decision Notices
- 7.2.1 S/1370/18/FL – 72 School Lane – Replace 3m velux rooflights to rear of house with 3no. Dormer windows to match – Permission granted.
- 7.2.2 S/1948/18/FL – Orchard Gale, 50 Comberton Road – Conversion of the garage roofspace and one of the ground floor parking bays into a home office – Permission granted.
- 7.2.3 S/2142/18/FL – 11 Brookside – Conservatory – Permission granted.
- 7.2.4 S/2143/18/LB – 11 Brookside – As above, listed building consent – Permission granted.
- 7.3 Tree works  
Tree works applications are now available to view on the SCDC portal.  
None at the time of writing.
8. Members’ items and reports for information only
- 8.1 Allotments <sup>(JM)</sup>
- 8.2 Village Maintenance <sup>(AT)</sup>
- 8.3 Highways <sup>(AT)</sup>
- 8.4 Toft People’s Hall <sup>(JM)</sup>
- 8.5 Footpaths <sup>(EM)</sup>
- 8.6 Defibrillator report <sup>(PEE)</sup>
9. Closure of meeting

**Minutes of the 750th meeting of Toft Parish Council  
Meeting held on Monday 2 July 2018 in The People's Hall, Toft at 7.00 pm**

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

In attendance: 2 members of the public, District Cllr G Chamberlain, and Mrs A Griffiths (Minutes Secretary, LGS Services).

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

A resident expressed appreciation for the recent open evening at the Cambridge Design Partnership and the new 30 mph limit signs.

Cynan Ellis-Evans, Chair of the Toft Historical Society, spoke on the proposal for a memorial and information board to commemorate Toft as the 54th "Thankful Village." He explained the background to Thankful Villages and outlined details of the project. This would involve a stone memorial funded by the Historical Society, being installed on the wall of the Methodist Chapel, along with an information board located in front of the building, detailing the context of the memorial in relation to Toft. It was noted that the Parish Council could not assist with the funding of the fabric of religious buildings, but financial assistance was sought with the cost of the board. Two indicative prices had been obtained for boards of different designs, subject to further discussion on the final specification.

District Cllr Chamberlain spoke to his written report, which included:

- Travellers in the area and a forthcoming review of the surrounding issues.
- SCDC Planning Committee meetings will now be held on the second Wednesday of each month at 10.30 am.
- A consultation on facilities in Cambourne High Street.
- The Cambridge to Oxford Express Way proposals.
- Following completion of the A14 improvements, work will commence on the A428 dualling from Black Cat to Caxton Gibbet. Discussions between the Greater Cambridge Partnership and the Combined Authority Mayor regarding the Cambridge Transport Corridor are currently on hold.
- The forthcoming consultation on the proposed Greenways.
- Cllr Chamberlain indicated his willingness to support any application for funds from SCDC for the Thankful Villages memorial. The Community Chest scheme was currently closed pending a review.

**1. Apologies for absence and declaration of interests**

**1.1 To approve written apologies and reasons for absence**

Apologies had been received from Cllr Miles (out of parish).

**1.2 To receive declarations of interest from councillors on items on the agenda**

Cllr Ellis-Evans declared an interest in item 4.1 as her husband was Chair of the Toft Historical Society.

**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 meeting on 4 June 2018**

RESOLVED that the minutes of the meeting on 4 June be approved and signed by the Chairman. (Prop JM, 2nd PEE, carried with 1 abstention)

On a proposition by the Chairman, it was agreed to vary the order of business to take item 4.1 next.

**4.1 Toft Historical Society – Establishing a memorial to recognise Toft as a Thankful Village – request for financial support**

RESOLVED to note the Clerk's advice that the Parish Council does not have the power to erect a memorial but may consider using S137.

RESOLVED that the Parish Council is willing to provide financial assistance towards an information board. (Prop MY, 2nd AT, unanimous)

A proposition by the Chairman, that the Council fund up to a figure of £350.00 for the information board, was not seconded as further discussion ensued.

The meeting was temporarily adjourned while the Parish Council sought clarification on costs from Mr Ellis-Evans.

RESOLVED that the Parish Council should take responsibility for the purchase of an information board up to a maximum cost of £500.00 using S137, and to encourage the Historical Society to seek other sources of funding, such as the District Council. (Prop MY, 2nd AT, unanimous)

The issue of maintenance is to be resolved at a future date.

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

#### **3.1 (3) Assets review outstanding matters – to confirm ownership of the bench on Woodland Trust land and the location of the Beacon canvas**

RESOLVED to note the response of the Woodland Trust that they will assume responsibility for the bench on their land, while reserving the right to remove or replace it at their own discretion.

RESOLVED to reply to the Woodland Trust stating that there are in fact two benches on the Woodland Trust land, and the Parish Council assumes the Trust is taking on responsibility for them both.

RESOLVED to remove the bench from the Assets List.

RESOLVED, having made enquiries about the Beacon canvas, given there was no evidence of its existence, to remove it from the Assets List.

RESOLVED that Cllr McNiven should mark up a map showing the locations of the other benches in the village and send it to the Clerk.

#### **3.2 (3.1) To consider dedicated email addresses**

RESOLVED that Cllr Yeadon should make further enquiries about the offer of dedicated email addresses and inform members of the outcome.

#### **3.3 (4.2) CCC LHI 2019-20 scheme invitation to bid – to consider proposals**

Cllr Tall reported on a suggested scheme for the moving of the dropped kerb opposite the bus stop and the installation of another dropped kerb on the opposite side of the road, which could be staggered to improve visibility and make it safer and easier for pedestrians, and those pushing wheelchairs, to cross. The resurfacing of the bus stop hardstanding could also be included in the bid.

RESOLVED that Cllr Tall should seek the views of Home Meadow about the idea of dropped kerbs and access, submit an application and report back to the September meeting. (Prop AT, 2nd MY, unanimous)

RESOLVED that Cllr Tall should speak to the Church Warden about the grass parking area outside St Andrew's Church, which becomes churned up and boggy in winter, and that further consideration be given to this at a future meeting.

#### **3.4 (5.2.1) Toft Sports – to consider arrangements**

Cllr Tall reported that a budget of £200.00 had been allocated for the event on 14 July with expenditure of £171.00 identified. Cllr McNiven declared an interest in this item as a Committee Member.

RESOLVED, given that some items used in the past had now rotted, to approve expenditure of approximately £25.00 for this plus £10.00 for white line marking. (Prop AT, 2nd PEE, unanimous)

RESOLVED that Cllr Tall should forward a Risk Assessment to the Clerk before the event.

#### **3.5 (7.5) To consider quotation for repairs to bench by allotments**

RESOLVED to accept the quotation from Clive Blower for repairs to the bench at a maximum cost of £40.00. (Prop MY, 2nd AT, unanimous)

- 3.6 (7.7) Defibrillator – proposal to pay for training from the Council’s contingency budget  
RESOLVED, given it would be difficult to renegotiate the detail of the Lottery Funding agreement, to take the expenditure of £175.00 for training from the contingency budget.  
(Prop PEE, 2nd MY, unanimous)

- 3.7 (3) Review of the Council’s complaints procedure  
RESOLVED to adopt the complaints procedure with no change. (Prop MY, 2nd PEE, unanimous)

- 3.8 (3) Risk Assessment and appointment of Internal Auditor for FY2019  
RESOLVED to appoint Canalbs Ltd as Internal Auditor for FY2019 at a rate of £42.50 per hour plus 45p per mile travelling expenses. (Prop MY, 2nd AT, unanimous)  
RESOLVED to note that a risk assessment must be completed and sent to the Clerk in advance when members or volunteers carry out work on Parish Council land. Cllr Tall will check with CCC whether volunteers for areas other than Highways, such as allotments and Lot Meadow, are covered by Highways insurance.

#### **4. Consideration of correspondence**

- 4.1 Toft Historical Society – Establishing a memorial to recognise Toft as a Thankful Village – request for financial support  
Taken earlier.

#### **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, plus LGS Services (Admin support) £457.73 and Toft People’s Hall (Room hire) £15.00.  
(Prop MY, 2nd PEE, unanimous)

SCDC	Election fees	£105.00
Salary		£57.92
NEST	Pension (DD)	£57.96
HMRC	PAYE	£96.80

The return of the bark bag deposit was noted.

- 5.2 Play inspection reports  
RESOLVED to note that no action was currently required. The bark had been spread.  
RESOLVED that Cllr Yeadon should return the bags and recover the deposit.

- 5.3 To consider any matter which is urgent because of risk or health and safety  
None.

#### **6. To consider any Planning or Tree works applications received**

##### **6.1 Planning Applications**

- 6.1.1 S/1948/18/FL – Orchard Gate, 50 Comberton Road – Conversion of the garage roof space and one of the ground floor parking bays into a home office  
RESOLVED to support the application. (Prop MY, 2nd AT, unanimous)

- 6.1.2 S/2142/18/FL – 11 Brookside – Conservatory  
RESOLVED to support the application. (Prop MY, 2nd JM, unanimous)

- 6.1.3 S/2143/18/LB – 11 Brookside – As above, listed building consent  
RESOLVED to support the application. (Prop MY, 2nd JM, unanimous)

- 6.1.4 S/1774/18/FL – Bay Tree Barn, 1 Church Road – Proposed change of use for the keeping of horses and a new stable block  
RESOLVED to support the application. (Prop MY, 2nd JM, unanimous)

##### **6.2 SCDC decisions to note**

- 6.2.1 S/1293/18/DC – Meridian Court, Comberton Road – Discharge of Conditions 4 (Traffic management plan) and 7 (Hard and soft landscaping) – Permission refused

##### **6.3 Tree works applications**

- 6.3.1 S/2252/18/TC – 11 Brookside

RESOLVED that the Parish Council supports the application. (Prop MY, 2nd JM, unanimous)

**7. Members items and reports for information only unless otherwise stated**

7.1 Allotments

RESOLVED, having considered Cllr McNiven's report that having spoken to allotment holders regarding the suggestion of a water container, most were supportive of some form of water capture, that Cllr McNiven should research the options and report back to a future meeting. The path had been cleared. A risk assessment will be provided for future work.

7.2 Village maintenance

Cllr Tall reported that the sign for Church Road at the bottom of Pinfold Well Lane was in need of repair but that this was CCC's responsibility.

7.3 Highways

Cllr Tall reported on current issues outstanding with CCC, including drains, an uneven pavement and an overgrown hedgerow.

7.4 Toft People's Hall

Cllr McNiven reported that the tub chairs would be replaced soon.

RESOLVED to note that the S106 for Bennell Farm had been circulated to members. This included £20,000 for improvement of recreational facilities and £20,000 for improvements to the People's Hall. The funding will not be received until 50% of the houses are occupied.

7.5 Footpaths

Nothing to report.

7.6 Defibrillator report

Cllr Ellis-Evans reported that everything was in good order.

7.7 Proposal that the Council contracts Clive Blower to repair the gate at Lot Meadow

RESOLVED, given that the gate post had rotted and fallen down, and a post holding up the fence had also rotted, that Cllr Tall should ask CCC if they are willing to carry out the repairs, as they had installed the gate, and enquire why the complaint made by a resident had been closed by CCC; in the meantime, to seek a quote from Nick Warner for the work.

RESOLVED, if CCC will not repair the gate, to delegate to the Clerk to accept a quotation up to an approved limit of £500.00. (Prop MY, 2nd PEE, unanimous)

**8. Closure of meeting**

There was no further business and the meeting closed at 8.30 pm.

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



Work on Lot's meadow gate

Clive Blower ( 18/07/18 )

## On arrival

Overhanging brambles and branches at head height



Gate post by path, fence and post laying down in dangerous position



**After work**

Overhanging brambles removed



Broken fence and gate post moved to safe place

**TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT**

Sep-18

**Summary of previous month**

<b>Balance brought forward</b>		<b><u>67,828.28</u></b>
<b>Adjustments</b>		
CHQ 2831	CANCELLED	96.80
<b>Expenditure approved at previous / between meetings</b>		
LGS SERVICES	ADMIN SUPPORT	-457.73
TOFT PEOPLES HALL	ROOM HIRE	-15.00
NEST	PENSION	-57.96
<b>Credits</b>		
CCC	AGENCY SERVICES - VERGES	626.06
M YEADON	BAG DEPOSIT RETURN	10.00
<i>Total Adjustments</i>		<i>202.17</i>
<b>Balance revised after adjustments</b>		<b><u>£68,030.45</u></b>

**Bank Reconciliation to latest statement**

Account	Funds	Statement	Outstanding
Current Account	32,030.45	33,214.43	-1183.98
Nationwide BS	36,000.00	36,000.00	
<b>Total</b>	<b>68,030.45</b>	<b>69,214.43</b>	<b>-1,183.98</b>

**Expenditure for approval**

		£	
TOFT PEOPLES HALL	ROOM HIRE	15.00	
TOFT PEOPLES HALL	ROOM HIRE	15.00	
HAMILL LANDSCAPING	GRASSCUTTING	276.00	
MADINGLEY MULCH	PLAY BARK	165.70	
C BLOWER	HANDYMAN	35.00	
LGS SERVICES	ADMIN SUPPORT	443.30	
	SALARY	57.92	
	SALARY	57.92	
	SALARY	113.24	
HMRC	PAYE	115.20	
NEST	PENSION	57.96	<i>DD</i>
<i>Sub-Total</i>		<i>1352.24</i>	
<b>Balance C/F</b>		<b><u>66678.21</u></b>	

Gail Stoehr  
Responsible Financial Officer

**Notes:**

*Late invoices will be brought to the meeting*