Toft Parish Council

Notice of the 755th meeting of Toft Parish Council on Monday 7 January 2019 at 7.00 pm in The People's Hall, Toft

The Public and Press are 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 Stochr Ben Stochr (Acting Clerk) 03/01/19

AGENDA

Open public session including reports from the County and District Councillors

- 1. Apologies for absence and declaration of interests
 - To approve written apologies and reasons for absence 1.1
 - 1.2 To receive declarations of interests from councillors on items on the agenda
 - 1.3 To receive written requests for dispensations 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
 - (7.1) Allotment Title Deeds/To consider proposal for an Allotment Trust 3.1
- To consider any correspondence received since the last meeting requiring the Council's attention 4.
 - 4.1 CCC – Funding for Bikeability cycle training in schools
 - Winter Health Packs to consider if any are required and if so how they will be distributed 4.2
- 5. Finance, Procedure and risk assessment and use of delegated powers
 - To consider the finance report and approve the payment of any bills 5.1
 - Play inspection reports 5.2
 - 5.3 To consider any matter which is urgent because of risk or health and safety
 - 5.4 To review the budget FY2019 and consider arrangements for any outstanding projects and earmarked reserves
 - 5.5 To consider and approve the budget for FY2020
 - To set and demand the precept for FY2020 5.6
- 6. To consider any Planning or Tree works applications or related items received
 - **Planning applications** 6.1
 - 6.1.1 S/4203/18/DC Bennell Farm, West Street, Comberton Discharge of conditions 9,12,14,15,16 and 25 of planning consent S/1812/17/OL
 - S/2960/18/DC Bennell Farm, West Street, Comberton Discharge of Conditions 2. 3 AND 6.1.2 7 following outline planning permission S/1812/17/OL
 - S/4518/18/NM 32 School Lane Non-material amendment of planning permission 6.1.3 S/0235/18/FL
 - 6.2 SCDC decisions for information
 - 6.3 Tree works applications
 - S/4685/18/TC Trees located in the extended garden on land behind The Mount, 10 6.3.1 High Street - Trees 1-3 have been given consent in a previous application S/1786/18/TC
- 7. Members items and reports for information only unless otherwise stated
 - Allotments (JM) 7.1
 - Village Maintenance (AT) 7.2
 - Highways and Decision on LHI 2018-19 scheme (AT) 7.3
 - Toft People's Hall (JM) 7.4
 - Footpaths (EM) & 7.5
 - Defibrillator report (PE) 7.6
- 8. Closure of meeting

Clerk report to Toft Parish Council meeting on 7 January 2019

- 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 3 December 2018 attached
- 3. To consider any matters arising from the last or a previous meeting
- 3.1 (7.1) Allotment Title Deeds/To consider proposal for an Allotment Trust Deferred at the last meeting following receipt of correspondence from the Parish Council's Solicitor.

Other to note

(7.5) Footpaths

Kingston Parish Council have replied that they are the landowners for the damaged gate on Kingston Footpath 7 and will get it repaired as soon as possible.

- 4. Correspondence
- 4.1 <u>CCC Funding for Bikeability cycle training in schools</u>

CCC write "Bikeability cycle training is offered as a free service to all Cambridgeshire primary schools. To date this has been funded through a Department for Transport (DfT) grant to Cambridgeshire County Council. Due to growing demand, the DfT have not been able to provide a guarantee that all of the funding required will be available.

More information about Bikeability can be seen at this link: <u>https://bikeability.org.uk/</u>

For the current financial year full funding is in place, but from April 2019 there may not be enough funding to ensure that every school is offered all of the training places that they require. Currently it costs £40 per pupil to participate in the training.

The funding situation was discussed by the County Council's Economy and Environment Committee on 12th July 2018. It was resolved that officers should contact Parish, Town and District Councils, as well as schools, to gauge their appetite to consider making some sort of financial contribution towards the cycle training, to ensure that demand can be met in their local area.

I am therefore writing to your Council to see if you would be prepared to make a financial contribution towards cycle training in your area." Mike Davies Team Leader – Cycling Projects

4.2 Winter Health Packs – to consider if any are required and if so how they will be distributed

CCC write "The effects of cold winter weather on the health of vulnerable people are well known and often result in unplanned hospital admissions. For several years the Cambridgeshire County Council Public Health Directorate has been working with different organisations in the county to provide, to those most at risk, information about the steps that can be taken to mitigate the effects of cold weather and the support that is available locally.

As part of this work, Public Health has put together and funded a "Winter Health Pack" which includes information on staying warm and well during the cold winter months, a recipe card, a tea bag and useful contacts.

These packs have been very popular, and many Parish Councils assisted in previous years in identifying and distributing the packs to vulnerable members of their communities. It would be great if again this year you could distribute these among your

communities, especially to those who are most vulnerable e.g. older and frailer people, young children from impoverished families, and those who are more deprived. There is no cost associated with the pack.

If you would like to obtain a box of 100 Winter Health packs, please contact the Library Service on <u>HPResources@cambridgeshire.gov.uk</u>, who are now holding local Parish Council stock ready for distribution.

If you would like to receive further information about these packs however, please contact Siôn James: <u>Sion.james@cambridgeshire.gov.uk</u>"

- 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 Attached. Late invoices will be brought to the meeting.
- 5.2 Play inspection reports to be reported to the meeting.
- 5.3 To consider any matter which is urgent because of risk or health and safety None at the time of writing.
- 5.4 To review the budget FY2019 and consider arrangements for any outstanding projects and earmarked reserves
- 5.5 To consider and approve the budget for FY2020
- 5.6 To set and demand the precept for FY2020
- 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.scambs.gov.uk/swiftlg/apas/run/wchvarylogin.display

- 6.1.1 S/4203/18/DC Bennell Farm, West Street, Comberton Discharge of conditions 9 (Contaminated land), 12 (Scheme for foul drainage), 14 (Energy requirements), 15 (Noise impact assessment), 16 (Scheme to increase foul drainage network), 20 (Waste management plan for occupation) and 25 (Screened storage of waste) of planning consent S/1812/17/OL
- 6.1.2 S/2960/18/DC Bennell Farm, West Street, Comberton Discharge of Conditions 2 (External material) and 3 (GH Bullard letter and plan 16.0296/101rev P2), 7 (Hard landscape layout) 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
- 6.1.3 S/4518/18/NM 32 School Lane Non-material amendment of planning permission S/0235/18/FL
- 6.2 SCDC Decision Notices None.
- 6.3 Tree works
- Tree works applications are now available to view on the SCDC portal.
- 6.3.1 S/4685/18/TC Trees located in the extended garden on land behind The Mount, 10 High Street – Trees 1-3 have been given consent in a previous application S/1786/18/TC
- 7. Members' items and reports for information only
- 7.1 Allotments ^(JM)
- 7.2 Village Maintenance (AT)
- 7.3 Highways (AT)
- 7.4 Toft People's Hall ^(JM)
- 7.5 Footpaths (EM)

- 7.6 Defibrillator report ^(PEE)
- 8. Closure of meeting

Toft PC	100001/50			1	1	
	APPROVED budget	Actual to		Draft budget		
Payments	FY2018/19	31/01/18	%	FY2019/20	Notes FY19	Notes FY20
Advertising (Calendar)		15.00				Based on published NJC Scales for FY2020. 2019 includes acting
Salaries	2027.00	2212.88	109.17%	1938.00	Based on previous year +2% Current contract to March 2020 Assumes no additional meetings or	clerk which is to be claimed back from insurance. Current contract to March 2020 Assumes no additional meetings or
Admin Support	3432.00	2574.00	75.00%	3432.00	work.	work.
Insurance	460.00	487.86	106.06%	500.00	be higher if insurance claim pursued	Previous year plus small increase for asset value increases. May be higher if insurance claim pursued
					External audit fee £10k-£25k = £100, £25k to £50k = £200, £50k to £100k = £300 Internal Audit approx £180. No EA at current rec/pay	
Audit Fee	370.00	151.93	41.06%	180.00		Internal Audit approx £180. No EA at current rec/pay levels
Post/tel/station/gen exp	1200.00	794.04	66.17%	1200.00	Includes office fee and payroll	Includes office fee and payroll
						Includes SLCC shared costs with other Councils. The Council to review if all necessary and benificial or if other suport or affiliations
Affiliation fees (CAPALC, DPA, SLCC etc)	395.00	262.73	66.51%	395.00	required	required
Elections	1000.00	105.00	10.50%	0.00	2022 election year (assuming no bye-elections)	2022 election year (assuming no bye-elections)
Training					See reserves. As election year and with new legislation is anything required?	See reserves. Is anything required?
People's Hall, Room hire	180	135.00	75.00%	180	unless a price increase notified	unless a price increase notified
General Admin TOTAL	9064	6723.44	74.18%	7825		
Bus Shelter Cleaning						
Village Maintenance	250	76.38	30.55%		How much?	How much?
	800				Estimate	Estimate
Street lighting - energy	800	1095.16	136.90%	1100	Includes agency services verges which is offset in part by income	Includes agency services verges which is offset in part by income
Grass Cutting	2800	1602.50	57.23%	2030	and £300 addition to allow for extra cuts. Out to tender for 2018- 2020 incl.	and £300 addition to allow for extra cuts. Fixed pprice contract 2018 - 2020 - Contract Price =£1730
Parish Paths Maintenance						
Playground maintenance Playground purchase/upgrade					S106 funds used.	S106 funds to be used?
Allotments	400.00	350	33.41%		what work is required? Should this be earmarked?	what work is required? Should this be earmarked?
Trees Maintenace TOTAL	4250.00		73.51%	3130.00	Does the pC wish to use earmaked s106 funds?	
People's Hall						
LHI	1000.00					Cllr Tall to make reccomendation
Speed reduction measures					See earmarked reserves	See earmarked reserves
Sports Day Parish Plan	£300.00	149.03	49.68%		How much?	How much?
Special Projects TOTAL	1300.00	149.03		0.00		Are any other new/special projects that the PC want to consider?
S137 grant payments					must be budgeted for, proportionate to benefit, not historic, not to benefit an individual and in response to demonstrable need	must be budgeted for, proportionate to benefit, not historic, not to benefit an individual and in response to demonstrable need
S145 (entertainment) incl. fireworks	£150.00	150.00			See reserves	See reserves
Grant payments	150.00	150.00	100.00%	0.00		
Contingency					Approx 5%. Any overspend or unforseen can be taken from this.	Suggest approx 5%. Unless general reserves are high
General Reserves increase	902.00					
TOTAL	15666.00	10161.51	64.86%	10955.00		
Receipts	Budget	Actual	%	Budget		
Precept	15000.00			Dudget		
Agency Services	626.00	626.06	100.01%	626.06		No info received on CCC contribution for next year. Contract £900
Interest		0.00			the Council should consider its interest received	the Council should consider its interest received
Allotment rents General Admin & Misc	40.00	0.00 20.00		40.00	Madingley Mulch Bag Refunds	
General Reserves Release		20.00			nitalingity motor bag hardrad	
TOTAL				£666.06		
	£15,666.00	£15,646.06	99.87%			
				-		
Reserves	B/F	£15,646.06 Rec	99.87% Pay	C/F		
				C/F £29,062.61 £193.04		
Reserves General Reserves	B/F £25,629.24 £193.04			£29,062.61 £193.04	Is this necessary as an earmarked fund or can it be released into general reserves?	
Reserves General Reserves P3 Ramblers bench	B/F £25,629.24 £193.04 £199.20			£29,062.61 £193.04 £199.20		Is this necessary as an earmarked fund or can it be released into general reserves?
Reserves General Reserves P3 Ramblers bench S106 West Street (14/6/13) offsite provision and future maintenance of POS infrastructure	B/F £25,629.24 £193.04 £199.20 £4,202.57	Rec	Pay	£29,062.61 £193.04 £199.20 £4,202.57		
Reserves General Reserves P3 Ramblers bench S106 West Street (14/6/13) offsite provision and future maintenance of POS infrastructure S105 46 High Street (Lot Meadow) (13/07/12)	B/F £25,629.24 £193.04 £199.20 £4,202.57 £371.80	Rec		£29,062.61 £193.04 £199.20 £4,202.57 £0.00		
Reserves General Reserves P3 Ramblers bench S106 West Street (14/6/13) offsite provision and future maintenance of POS infrastructure S106 46 High Street (Lot Meadow) (13/07/12) S106 46 High Street (Lot Meadow) (25/14) Indoor community facilities provision S106 70 School Lane (30/10/14) offsite provision and future maintenance of POS	B/F £25,629.24 £193.04 £199.20 £4,202.57	Rec	Pay	£29,062.61 £193.04 £199.20 £4,202.57		
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Reserves General Reserves P3 Ramblers bench S106 West Street (14/6/13) offsite provision and future maintenance of POS infrastructure S106 46 High Street (Lot Meadow) (13/07/12) S106 46 High Street (Lot Meadow) (25/14) Indoor community facilities provision S106 70 School Lane (30/10/14) offsite provision and future maintenance of POS S106 2 Hardwick Read (30/31/6) offsite provision and future maintenance of outdoor sports play space and informal open space infrastructure S106 2 Hardwick Read (30/31/6) offsite provision of community facility space S106 Phardwick Read (30/31/6) offsite provision of future maintenance of outdoor sports play space and informal open space infrastructure S106 Phardwick Texter (59/16) offsite provision and future maintenance of outdoor sports play space and informal open space infrastructure S106 60 High Street (59/16) offsite provision and future maintenance of outdoor sports play space and informal open space infrastructure S106 60 High Street (59/16) offsite provision and future maintenance of outdoor sports play space and informal open space infrastructure S106 60 High Street (59/16) offsite provision and future maintenance of outdoor sports play space and informal open space infrastructure S106 60 High Street (59/16) offsite provision of indoor community facility space Alkitment turd	B/F £25,629,24 £193,04 £199,20 £4,202,57 £371,80 £737,88 £4,435,92 £4,495,51 £742,94 £12,525,39 £2,069,99 £2,283,08 £377,31 £168,62	Rec	Pay 371.8 904.78	£29,062.61 £193.04 £199.20 £4,202.57 £0.00 £737.88 £3,531.14 £4,495.51 £742.94 £12,52.39 £2,069.99 £2,283.08 £377.31 £34.99 £2,669.59 £2,659.50 £37.53 £34.99 £2,56.50 £2,50.00	general reserves? Commitment to Bourn PC	general reserves? Commitment to Bourn PC PC to identify projects or release to General Reserves
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Toft PC

Summary of previous month Balance brought forward GB,536.65 Adjustments Expenditure approved at previous / between meetings M YEADON CALENDAR -15.00 Credits Total Adjustments Total Adjustments Bank Reconciliation to latest statement Account Current Account SALARY	TOFT PARISH COUNCIL MONTHLY									
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NEST PENSION 57.96 Sub-Total 1097.59										
Sub-Total 1097.59										
	INEOI	FENSION		57.96						
Balance C/F 67424.06										
		Balance C/F		67424.06						

Gail Stoehr Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting