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 Stoehr (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
   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 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 (7.1) Allotment Title Deeds/To consider proposal for an Allotment Trust

4. To consider any correspondence received since the last meeting requiring the Council’s attention
   4.1 CCC – Funding for Bikeability cycle training in schools
   4.2 Winter Health Packs – to consider if any are required and if so how they will be distributed

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
   5.4 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. To consider any Planning or Tree works applications or related items received
   6.1 Planning applications
      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
      6.1.2 S/2960/18/DC – Bennell Farm, West Street, Comberton – Discharge of Conditions 2, 3 AND 7 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 decisions for information
   6.3 Tree works applications
      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 unless otherwise stated
   7.1 Allotments (JM)
   7.2 Village Maintenance (AT)
   7.3 Highways and Decision on LHI 2018-19 scheme (AT)
   7.4 Toft People’s Hall (JM)
   7.5 Footpaths (EM) &
   7.6 Defibrillator report (PE)

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 CCC – Funding for Bikeability cycle training in schools

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: https://bikeability.org.uk/

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 HPRResources@cambridgeshire.gov.uk, 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: Sion.james@cambridgeshire.gov.uk”

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
### Date and Source

**Date:** 14/10/2020

**Source:** [Link](#)

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#### Payments

<table>
<thead>
<tr>
<th>Payments</th>
<th>APPROVED BUDGET</th>
<th>Actual to 31/08/20</th>
<th>%</th>
<th>Draft budget</th>
<th>Notes FY19</th>
<th>Notes FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>2072.00</td>
<td>2122.88</td>
<td>101.37%</td>
<td>1980.00</td>
<td>Based on previous year +2%</td>
<td></td>
</tr>
<tr>
<td>Admin Support</td>
<td>3462.00</td>
<td>2547.00</td>
<td>73.90%</td>
<td>3462.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Insurance</td>
<td>460.00</td>
<td>487.86</td>
<td>105.06%</td>
<td>580.00</td>
<td>May be higher if insurance claim pursued</td>
<td>-</td>
</tr>
<tr>
<td>Audit Fee</td>
<td>370.00</td>
<td>151.00</td>
<td>40.11%</td>
<td>180.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Post/Recip/Statutory pay</td>
<td>1200.00</td>
<td>794.00</td>
<td>66.17%</td>
<td>1200.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Affiliation fees (OAP, OAP, CGC etc)</td>
<td>395.00</td>
<td>262.73</td>
<td>66.51%</td>
<td>395.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Elections</td>
<td>1000.00</td>
<td>105.00</td>
<td>10.50%</td>
<td>1000.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>People's Hall, Boom, hire</td>
<td>193.00</td>
<td>153.00</td>
<td>79.50%</td>
<td>150.00</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**General Admin TOTAL:** £69,320.84

**Notes:**
- Allotment rents
- Training
- Grants
- Incurred with social enterprises etc. 2014 cheques not cashed (canceled FYE2017).

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#### Receipts

<table>
<thead>
<tr>
<th>Receipts</th>
<th>Budget</th>
<th>Actual</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parish Plan</td>
<td>£343.00</td>
<td>£343.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>Grass Cutting</td>
<td>£350.00</td>
<td>£350.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>Playground maintenance</td>
<td>£2,069.99</td>
<td>£2,069.99</td>
<td>100.00%</td>
</tr>
<tr>
<td>Affiliation fees (OAP, OAP, CGC etc)</td>
<td>£150.00</td>
<td>£150.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>Contingency</td>
<td>£100.00</td>
<td>£100.00</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

**Total:** £346,063.00

**Notes:**
- Additional £300 addition to allow for extra cuts.
- Fixed price contract SATA funds used.
- Suggest approx 5%. Unless general reserves are high.

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#### Reserves

<table>
<thead>
<tr>
<th>Reserves</th>
<th>Req</th>
<th>Pct</th>
<th>Pay</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Reserves</td>
<td>£15,000.00</td>
<td>11.52%</td>
<td>£0.00</td>
<td>In the current financial year</td>
</tr>
<tr>
<td>S106 West Street</td>
<td>£15,000.00</td>
<td>11.52%</td>
<td>£0.00</td>
<td>In the current financial year</td>
</tr>
<tr>
<td>S106 Meridian Court</td>
<td>£15,000.00</td>
<td>11.52%</td>
<td>£0.00</td>
<td>In the current financial year</td>
</tr>
<tr>
<td>S106 2 Hardwick Road</td>
<td>£15,000.00</td>
<td>11.52%</td>
<td>£0.00</td>
<td>In the current financial year</td>
</tr>
<tr>
<td>S106 46 High Street (Lot Meadow)</td>
<td>£15,000.00</td>
<td>11.52%</td>
<td>£0.00</td>
<td>In the current financial year</td>
</tr>
</tbody>
</table>

**Notes:**
- Contingency - Approx 5%. Any over spent or unspent can be taken from general reserves. |

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#### Notes

- See reserves.
- See reserves.
- The Council should consider its interest received to be higher if insurance claim pursued.
- The Council should consider its interest received to be higher if insurance claim pursued.
- A review if all necessary and beneficial or if other support or affiliations required.
- Include agency services verges which is offset in part by income and £200 addition to allow for extra cuts. Fixed price contract
- Includes agency services verges which is offset in part by income and £200 addition to allow for extra cuts. Fixed price contract
- See reserves.
TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT  Jan-19

Summary of previous month

Balance brought forward  68,536.65

Adjustments

Expenditure approved at previous / between meetings
M YEOADON  CALENDAR  -15.00

Credits

Total Adjustments  -15.00
Balance revised after adjustments  £68,521.65

Bank Reconciliation to latest statement

<table>
<thead>
<tr>
<th>Account</th>
<th>Funds</th>
<th>Statement</th>
<th>Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Account</td>
<td>32,521.65</td>
<td>37,748.67</td>
<td>-5227.02</td>
</tr>
<tr>
<td>Nationwide BS</td>
<td>36,000.00</td>
<td>36,000.00</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>68,521.65</td>
<td>73,748.67</td>
<td>-5,227.02</td>
</tr>
</tbody>
</table>

Expenditure for approval

<table>
<thead>
<tr>
<th></th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>58.12</td>
</tr>
<tr>
<td>SALARY</td>
<td>141.60</td>
</tr>
<tr>
<td>LGS SERVICES</td>
<td>ADMIN SUPPORT</td>
</tr>
<tr>
<td>LGS SERVICES</td>
<td>ADMIN SUPPORT</td>
</tr>
<tr>
<td>NEST</td>
<td>PENSION</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td><strong>1097.59</strong></td>
</tr>
<tr>
<td><strong>Balance C/F</strong></td>
<td><strong>67424.06</strong></td>
</tr>
</tbody>
</table>

Gail Stoehr
Responsible Financial Officer

Notes:
Late invoices will be brought to the meeting