

Toft Parish Council

Notice of the 755th meeting of Toft Parish Council on Monday 4 February 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)
28/01/19

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 consider candidates to fill vacancies on the Council
- 3 To approve the minutes of the last meeting
- 4 To consider any matters arising from the last or a previous meeting including
 - 4.1 (Open) Resident – removal of communal from the village ^(District Cllr Chamberlain)
 - 4.2 (Open) Registration of protected village amenities
 - 4.3 (3.1) Allotment Title Deeds/To consider proposal for an Allotment Trust
- 5 To consider any correspondence received since the last meeting requiring the Council's attention
- 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/4773/18/FL – Orchard Farm House, Comberton Road – Demolition of existing ground floor extensions to be replaced with two storey side extensions
 - 7.2 SCDC decisions for information
 - 7.3 Tree works applications
8. Members items and reports for information only unless otherwise stated
 - 8.1 Allotments including allotment sign quotation and water butt shelter ^(JM)
 - 8.2 Village Maintenance ^(AT)
 - 8.3 Highways ^(AT)
 - 8.4 Toft People's Hall ^(JM)
 - 8.5 Footpaths ^(EM)
 - 8.6 Defibrillator report ^(PE)
9. Closure of meeting

Clerk report to Toft Parish Council meeting on 4 February 2019

1. To approve written apologies and reasons for absence – any received will be reported to the meeting.
 - 2 To consider candidates to fill vacancies on the Council
 3. To approve the minutes of the meeting on 7 January 2019 – attached
 4. To consider any matters arising from the last or a previous meeting
 - 4.1 (Open) Resident – removal of communal from the village
Cllr Chamberlain to report.
 - 4.2 (Open) Registration of protected village amenities
Proposed at the last meeting.
 - 4.2 (3.1) Allotment Title Deeds/To consider proposal for an Allotment Trust
Deferred at the last meeting.
 5. Correspondence
None at the time of writing.
 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
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/4773/18/FL – Orchard Farm House, Comberton Road – Demolition of existing ground floor extensions to be replaced with two storey side extensions
 - 7.2 SCDC Decision Notices
 - 7.2.1 S/4518/18/NM – 32 School Lane – Non-material amendment of planning permission
S/0235/18/FL – Permission granted.
 - 7.3 Tree works
Tree works applications are now available to view on the SCDC portal.
 8. Members' items and reports for information only
 - 8.1 Allotments including allotment sign quotation and water butt shelter ^(JM)
Cllr McCarten to report. She writes:
"Toft allotments were originally purchased in 1730 for £6 with a bequest from William Eversden. Eversden's intention was that the rents from the allotments be used to help the poor of Toft and in particular to provide them with bread in Easter week. Today the land is managed by Toft Parish Council as an allotments site and wildlife area.
- I'm also attaching the very rough estimate from Algar sign craft. No doubt the spec will need updating."
The quotation will be brought to the meeting.

Cllr McCarten has also reported that a resident has kindly offered to construct a water butt shelter.

- 8.2 Village Maintenance ^(AT)
- 8.3 Highways ^(AT)
- 8.4 Toft People's Hall ^(JM)
- 8.5 Footpaths ^(EM)
- 8.6 Defibrillator report ^(PEE)
9. Closure of meeting

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

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

In attendance: 1 member of the public, District Cllr Grenville Chamberlain and Mr Ben Stoehr (Acting Clerk).

Open public session including reports from the County and District Councillors

District Cllr Chamberlain reported that the consultation on the Waterbeach development was due shortly and a decision on the transport corridor on the route from Cambourne to Cambridge was due in February or March. He expressed the hope that funding would be provided for the Bikeability scheme.

A letter from a resident, which had been passed to Cllr Chamberlain, about registration of protected village amenities under the Local Plan, is to be agenda items for the next meeting.

A resident reported that there was still a large puddle outside Beldams Close. This has been reported to CCC. Some hedges are overhanging the path on the High Street.

1. Apologies for absence and declaration of interests

1.1 To approve written apologies and reasons for absence

Apologies had been received from Cllr McNiven (work commitment).

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

None.

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 3 December 2018

RESOLVED that the minutes of the meeting on 3 December be approved and signed by the Chairman after an amendment under item 4.1, line 1, to add the words "on the Bennell Farm development" after "Public Open Space." (Prop MY, 2nd AT, unanimous)

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

This item was deferred to the next meeting.

4. Consideration of correspondence

4.1 CCC – Funding for Bikeability cycle training in schools

RESOLVED that the Parish Council is willing to contribute up to £200.00 if the scheme is unable to source other funding. (Prop MY, 2nd PEE, unanimous)

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

RESOLVED that the Parish Council should obtain a box, which is to be delivered to Cllr Yeadon.

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, plus Toft PCC (Calendar pages) £93.70. (Prop MY, 2nd AT, unanimous)

Salary		£58.12
Salary		£141.60
LGS Services	Admin support	£426.08
LGS Services	Admin support	£413.83
NEST	Pension (DD)	£57.96

- 5.2 Play inspection reports
Nothing to report.
- 5.3 To consider any matter which is urgent because of risk or health and safety
A storm damaged tree behind Lot Meadow was reported to CCC by Cllr Tall.
- 5.4 To review the budget FY2019 and consider arrangements for any outstanding projects and earmarked reserves
Cllr Yeadon declared an interest as a member of Comberton Squash Club. The Squash Club are carrying out improvements and seeking funding.
RESOLVED to earmark the following funds: Village Maintenance, Grass cutting, Allotments; LHI Speed signs, and Sports Day at year end.
- 5.5 To consider and approve the budget for FY2020
The budget for FY2020 was considered and approved. (Prop MY, 2nd PEE, unanimous)
- 5.6 To set and demand the precept for FY2020
RESOLVED to keep the Precept at £15,000.00. (Prop MY, 2nd PEE, unanimous)
- 6. To consider any Planning or Tree works applications 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
Noted.
- 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
Noted. The planning reference should read S/4690/18/DC.
- 6.1.3 S/4518/28/NM – 32 School Lane – Non-material amendment of planning permission S/0235/18/FL
Noted.
- 6.2 SCDC decisions to note
None.
- 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
Noted
- 7. Members items and reports for information only unless otherwise stated**
- 7.1 Allotments
RESOLVED that the Parish Council should write to the Cambridge Conservation Volunteers for their works.
- 7.2 Village maintenance
Flooding had been reported to CCC. Nothing further to report.
- 7.3 Highways
Cllr Tall reported that he had been registered to present the application but the works to the bus stop lay-by had already been completed by Highways so a bid was unnecessary. RESOLVED to withdraw the bid.
The Mobile Vehicle Activated Sign has been delivered and Balfour Beatty have confirmed that it can be attached to lamp posts. The equipment is to be added to the insurance policy. RESOLVED that the Memorandum of Understanding should be signed by the Chairman and Cllr Tall.
- 7.4 Toft People's Hall
Nothing to report.
- 7.5 Footpaths
A gate near the cow field is starting to droop and stick. A tree had fallen into the brook a couple of years ago and was starting to block the brook. Kingfishers used to live there

but no longer did so. RESOLVED, as this was unsightly and the water scummy, to report this to the Environment Agency.

7.6 Defibrillator report

A training seminar is being held to teach CPR. RESOLVED that the Parish Council should sign the service agreement between the Council and the Community Heartbeat Trust.

8. Closure of meeting

There was no further business and the meeting closed at 8.23 pm.

SignedChairmandate.

DRAFT

New Constitution of William Eversden's Charity, adopted by the Trustees of the Charity on 2018

1. Name

The charity's name is William Eversden's Charity.

2. The purpose of the charity

The Toft Allotments were entrusted to this Charity after a gift made in 1730 from William Eversden. The purpose of the Charity is to administer the Toft Allotments for the benefit of the inhabitants of Toft (in Cambridgeshire) and its surrounding areas.

3. Custodian Trustee

The Toft Allotments are registered at HM Land Registry under title number CB434495 and the registered proprietor is the Official Custodian for Charities.

4. Corporate Managing Trustee

The Charity is managed by Toft Parish Council acting as the Corporate Managing Trustee.

5. Carrying out the purposes

In order to carry out the charitable purposes, the Corporate Managing Trustee has the power to:

- (1) Let or rent the allotments to individual plot-holders on terms and conditions approved by the Corporate Managing Trustee
- (2) raise funds, receive grants and donations
- (3) apply funds to carry out the work of the Charity
- (4) co-operate with and support other charities with similar purposes
- (5) do anything which is lawful and necessary to achieve the purpose of the Charity

6. Annual General Meeting

Every person who is a plot-holder of an allotment managed by the Charity is entitled to attend an Annual General Meeting of the Charity which must be convened by the Corporate Managing Trustee.

7. Meetings of the Corporate Managing Trustee

- (1) The Corporate Managing Trustee must hold at least one meeting each year (in addition to the AGM).

- (2) At least three individual members of the Corporate Managing Trustee must be present at each meeting to be able to take decisions.
- (3) The Corporate Managing Trustee may generally act by simple majority decision, but any decision to change this constitution or to wind up the Charity requires a two-thirds majority
- (4) Minutes shall be kept for every meeting.
- (5) If any individual member of the Corporate Managing Trustee has a conflict of interests, they must declare it and leave the meeting while this matter is being discussed or decided.
- (6) The Corporate Managing Trustee may make reasonable additional rules to help run the Charity. These rules must not conflict with this constitution or the law.

8. Money and Property

- (1) Money and property must only be used for the Charity's purposes.
- (2) The Corporate Managing Trustee must keep accounts for the Charity which are completely separated from Toft Parish Council's own accounts. The most recent annual accounts of the Charity can be seen by anybody on request.
- (3) Neither the Corporate Managing Trustee nor any individual member of the Corporate Managing Trustee can receive any money or property from the Charity, with two exceptions:
 - (a) individual members of the Corporate Managing Trustee may become plot-holders of allotment plots, just as any other local inhabitant may; and
 - (b) reasonable out of pocket expenses may be refunded to individual members of the Corporate Managing Trustee.
- (4) Money must be held in the Charity's own bank account.

9. Changing this Constitution and Winding Up the Charity

- (1) If the Corporate Managing Trustee considers it is necessary to change the constitution, or wind up the Charity, they must call a general meeting of the allotment plot-holders and listen to their opinions before making the decision.
- (2) If the Charity is to be wound up, any money or property remaining after payment of debts must be given to a Charity with similar purposes to this one.
- (3) No change to the constitution can be made that would make the organisation no longer a charity.

William Eversden's Charity

Resolution of the current trustees, transferring the management of the Charity to Toft Parish Council

We, the two remaining trustees of William Eversden's Charity, have today agreed unanimously to adopt the attached new Constitution for the Charity and thereby to transfer the management of the Charity to Toft Parish Council, which will act as a Corporate Managing Trustee.

We make this change in the constitution of the Charity because it is in the best interests of the Charity to do so.

We are not changing the purpose or objects of the Charity at all.

Signed TRUSTEE

Name:

Address:

Signed TRUSTEE

Name:

Address:

Dated 2018

TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Feb-19

Summary of previous month

Balance brought forward	<u>67,424.06</u>
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Adjustments**Expenditure approved at previous / between meetings**

LGS SERVICES	ADMIN SUPPORT	-446.44
TOFT PCC	CALENDAR	-93.70

Credits

HMRC	VAT	1542.14
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<i>Total Adjustments</i>	<i>1002.00</i>
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Balance revised after adjustments	<u>£68,426.06</u>
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Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Current Account	32,426.06	34,499.23	-2073.17
Nationwide BS	36,000.00	36,000.00	
Total	68,426.06	70,499.23	-2,073.17

Expenditure for approval

£

TOFT PEOPLES HALL	ROOM HIRE	30.00
CAM VALLEY FORUM	AFFILIATION FEE	10.00
	SALARY	57.92
	SALARY	113.24
NEST	PENSION	57.96

<i>Sub-Total</i>	<i>269.12</i>
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Balance C/F	<u>68156.94</u>
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Gail Stoehr
Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting