

**Minutes of the Annual (814th) meeting of Toft Parish Council
Held on Monday 13 May 2024 at 8.08 pm in The People's Hall, Toft
Following the Annual Parish Meeting and William Eversden's Charity (Allotments) meeting**

Present: Councillors: M Yeadon (Chairman), E Miles, C Watson, E Darbyshire and S Tebbit.

In attendance: 1 member of the public and Mr Ben Stoehr (Clerk).

1. To elect a Chairman and to receive the declaration of acceptance of office
RESOLVED to elect Cllr Yeadon as Chairman. Cllr Yeadon signed his declaration of acceptance of office. (Prop EM, 2nd ED, unanimous)
2. To elect a Vice-Chairman
RESOLVED to elect Cllr Miles as Vice-Chairman. (Prop MY, 2nd CW, unanimous)
3. To appoint committees, working groups or any representatives on any other organisation or authority deemed necessary and conduct annual reviews
RESOLVED that there should be no committees or working groups, but that the Council should continue to operate a system of members' responsibilities.
RESOLVED that Members' lead areas of responsibility should be as follows: (Prop MY, 2nd ED, unanimous)
 - Financial monitoring – Cllr Yeadon
 - Footpaths – Cllr Miles
 - Communications – Cllr Miles
 - Play inspection reports – Cllr Watson
 - Lot Meadow – Tricia Ellis Evans, if she is willing to continue
 - Village Maintenance – Cllr Yeadon
 - Highways – Fault reporting, LHI application – Cllr Darbyshire
 - Grass cutting – Cllr Harris
 - Dog and litter bins – Cllr Miles
 - Allotments – Cllr Yeadon
 - Notice boards and welcome packs – Cllr Miles
 - Police liaison – Deferred for further consideration
 - Planning – Cllr Yeadon
 - Defibrillator – Cllr Watson
 - Birdlings liaison – Cllr Miles
 - Climate Change and Green Issues – Cllr Harris
 - Website – Cllr Darbyshire
 - Speed camera monitoring – Cllr Yeadon

Representation on other organisations or authorities:

 - East West Rail and Cambridge Approaches – Cllr Yeadon
 - Toft People's Hall – Cllr Watson
 - Comberton Village College Community Governors' Liaison – Cllr Darbyshire.
 - SCDC Community Champions – Cllr Yeadon
- 3.1 Standing Orders, Financial Regulations, Risk Assessment and other policies review – to consider if any policies need updating or any new policies adopting
RESOLVED that there should be no changes. (Prop MY, 2nd EM, unanimous)
- 3.2 Assets, Insurance policy and fidelity guarantee review
RESOLVED that there should be no changes at this time.
- 3.3 Review of Parish Council land
RESOLVED to note the following:
 - Community land CB378985 (Lot Meadow)
 - Recreation ground CB298407
 - Village Green - unregistered
 The Council is sole trustee to William Eversden Charity Allotments, Mill Lane.

Public participation on agenda items and matters of mutual interest (includes reports from County and District Councillors and representation by members of the public)

A resident reported that his neighbour was very unhappy about people lighting bonfires but it seemed that not much could be done. The Chairman reported that there was information on the SCDC website which might help.

It was observed that the Snicket (Sand Path) was very overgrown. The Chairman explained that the contractor was closing the business and a new contractor was being sought.

4. Apologies for absence and declaration of interests

4.1 To approve written apologies and reasons for absence
Apologies were received from Cllr Harris (out of parish).

4.2 To receive declarations of interests from councillors on items on the agenda
None.

4.3 To receive written requests for dispensations and to grant any dispensations
None.

5. To consider any applications for co-option

RESOLVED to co-opt Sarah Tebbit as a member of the Parish Council. Cllr Tebbit signed her declaration of acceptance of office before taking her seat. (Prop MY, 2nd EM, unanimous)

6. To approve the minutes of the last meeting on 8 April 2024

RESOLVED that the minutes of 8 April 2024 be approved as a true record and signed by the Chairman. (Prop MY, 2nd EM, unanimous)

7. To consider any resolutions from the Annual Parish Meeting

None.

8. To consider any matters arising from the last or a previous meeting including

8.1 (3.4) New climbing frame – to consider response from manufacturer and the next steps
Cllr Watson reported on discussions with the suppliers and the options available.

RESOLVED that the Parish Council should accept Option 1 including the wet pour with edging. (Prop CW, 2nd MY, unanimous)

8.2 (3.5.2) Queen's Platinum Jubilee area – to consider a quotation for grass cutting if received

There was no update. RESOLVED that Cllr Yeadon should investigate the SCDC funding option.

9. To consider correspondence received since the last meeting requiring the Council's attention

None.

10. Finance, Procedure and risk assessment and use of delegated powers

10.1 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 payments were approved, plus The Handyman Contractor (Play equipment refurbishment) £417.00, and RoSPA (Play inspection) £122.40. (Prop MY, 2nd EM, unanimous)

Salaries		£192.51
Toft People's Hall	Room hire	£15.00
LGS Services	Admin support April	£502.52
Toft People's Hall	Room Hire	£15.00

Credits, including bank interest and receipt of the precept, were noted.

10.2 To receive play inspection reports and consider any work required

Cllr Watson reported that the works were all completed but the grass needed cutting.

- 10.3 To consider any matter which is urgent because of risk or health and safety and relates to Council property
Cllr Yeadon reported on the Buchans contract cancellation. Once the replacement contract quote details are known they are to be circulated to all members for comment. RESOLVED to write to Buchans thanking them for their work and wishing them well.
- 11. To consider any Planning or Tree works applications or related items received**
- 11.1 Planning applications
- 11.1.1 20/01992/NMA2 – Bennell Farm, West Street – Non-material amendment on 20/01992/FUL to amend condition 2 (approved plans) of Appeal Decision reference APP/W0530/W/21/3286850
RESOLVED that the Parish Council has no comments.
- 11.2 SCDC decisions for information
None.
- 11.3 Tree works applications
- 11.3.1 24/0484/TTCA – Manor Cottage, Church Road
RESOLVED that the Parish Council has no comments.
- 12. Members items and reports for information only unless otherwise stated**
- 12.1 Village Maintenance
Cllr Yeadon reported that he had painted the footpath notice board.
- 12.2 Highways
Cllr Darbyshire reported that she would report the overhanging vegetation near the bus stop near the play area. Cllr Yeadon undertook to take a look.
Cllr Miles reported that the leak at the bottom of Mill Lane had been fixed. Anglian Water has reported that the leak in School Lane isn't a leak but either surface water run-off or natural groundwater. This is to be monitored over the summer as it should clear in the better weather if Anglian Waters report is correct.
- 12.3 Toft People's Hall
Cllr Watson reported on the last Village Hall meeting. Plans to extend the Hall will need significant funding to move forward.
- 12.4 Footpaths
Peter Gaskin of CCC had confirmed that the fencing opposite the Church had been repaired.
Cllr Miles reported that the willow tree near the footbridge on the path to Kingston was down and had fallen across the bridge. CCC has been chased for updates and has advised that it was the responsibility of the bridges team rather than footpaths. There was no update on repairs after four weeks. Cllr Miles will chase this again as it is taking too long. Options for expediting the repairs were discussed. It was also noted that the bridge was significantly undermined.
- 12.5 Defibrillator report
The Defibrillator is in good working order. The pads will expire next year.
- 12.6 Birdlings liaison
There was no update on the notice board. The Clerk will chase an update.
- 12.7 Proposal that the Parish Council considers signage for Lot Meadow and the playground
RESOLVED that Cllr Miles should investigate the options for signs on posts, similar to the footpath sign for Lot Meadow.
- 12.8 Damage to the bus shelter and to decide on actions
Cllr Miles reported on a recent incident which had been reported to the Police. The Police had said that there was enough evidence to investigate and the case will be allocated to an officer.
RESOLVED that Cllr Yeadon should post a notice in the bus shelter about the damage and replace the damaged panes at some point.
It was agreed not to write to Comberton Village College about the incidents.

12.9 Grass cutting contract
Taken earlier.

12.10 East West Rail – update and to consider the next steps
Cllr Yeadon reported on the EWR consultation scheduled in June. A briefing will be held at Comberton Village College on 22 May. None of EWR, SCDC or CCC had felt it necessary to discuss the consultation process with parish councils.

Cllr Yeadon had attended a meeting with Cambridge Approaches who had suggested writing to SCDC, CCC and EWR on a number of matters.
RESOLVED that Cllr Yeadon should write the letters.

RESOLVED, given that many areas will have difficulty maintaining school access, that Cllr Yeadon should write to Comberton Village College about the access issues.

13. Closure of meeting

There was no further business and the meeting closed at 9.27 pm.

SignedChairmandate.

