

**Minutes of the 817th meeting of Toft Parish Council
Held on Monday 2 September 2024 in The People's Hall, Toft at 7.00 pm**

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

In attendance: 1 member of the public and Mrs A Griffiths (Minutes Secretary, LGS Services).

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 asked whether there was any further news about East West Rail and expressed concerns that the decision would be a political one, to allow more housing to be built. The Chairman explained that he had attended a Zoom meeting with the new CEO, but nothing new had been heard. The resident reported that a survey on flood risk was coming up.

1. Apologies for absence and declaration of interests

1.1 To approve written apologies and reasons for absence
None.

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

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

2. To approve the minutes of the last meeting on 1 July 2024

RESOLVED that the minutes of 1 July 2024 be approved as a true record and signed by the Chairman. (Prop MY, 2nd EM, unanimous)

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

3.1 (3.1) Queen's Platinum Jubilee area – update

Cllr Yeadon reported that he had applied for funding under the Green Spaces Shared Prosperity Fund but had not heard anything yet. He will obtain prices for grass and hedging for the next meeting.

3.2 (3.2) Grass cutting contract and review of specification - update

RESOLVED to receive Cllr Harris's verbal report that she had received Mrs Ellis-Evans's report and recommendations about the specification, and would circulate it to members. Cllr Harris will also contact RH Landscapes about the wording in the contract.
RESOLVED that members should email their comments to Cllr Harris so that the specification can be updated for the next meeting.

Members reported that they had had problems sending emails from their Parish Council email addresses. The Chairman emphasised the importance of using Parish Council email addresses and we agreed to contact the Webmaster.

3.3 (3.3) Signage for Lot Meadow and the playground – to consider quotations if received

Cllr Miles reported that no quotations had yet been received, but the Men's Shed were trialling different designs and types of wood and would forward photographs of prototypes when available.

3.4 (3.4) Bird nesting boxes – update and to consider village locations

Cllr Darbyshire had met Barnabas Leeke at the Churchyard and identified locations there for tawny owl, tree creeper, blue tit and robin boxes, which altogether would cost approximately £50. The Men's Shed will make, treat and install them and will let Cllr Darbyshire know when they are complete.

The next step will be to identify other suitable village locations. It was also suggested that the Council could liaise with Home Meadow on a project.

- 3.5 (5.1) Grass cutting invoices – update
RESOLVED to note that the May invoice payment had been reduced to £103.36 to reflect items which did not appear to have been carried out.

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

- 4.1 CCC Community Energy Action Plan consultation (deadline 16 September)
RESOLVED to make no response.
- 4.2 CCC Active Travel Hierarchy consultation (deadline 30 September)
RESOLVED that Cllr Darbyshire should look at the consultation and make a recommendation as to whether the Council should respond, and seek a time extension if necessary.
- 4.3 Combined Authority Bus Franchising consultation (deadline 20 November)
RESOLVED that Cllr Watson should liaise with Cllr Darbyshire to look at the consultation and make a recommendation as to whether the Parish Council should respond.
- 4.4 CAPALC Model Biodiversity Policy
RESOLVED to defer this item to the next meeting.

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
RESOLVED to receive the financial report and check the invoices and bank statements before the payments were approved, plus RH Landscapes (grass cutting) £614.40, Dean Missen (notice boards installation) £300.00, and Toft People's Hall (room hire) £15.00.
(Prop MY, 2nd ED, unanimous)

Salaries	August & September	£498.04
Buchans	Grass cutting	£103.36
Buchans	Grass cutting	£113.73
Broxap	Installation play equipment	£15,252.00
Broxap	Materials play equipment	£8,724.00
RH Landscapes	Grass cutting	£200.00
RH Landscapes	Grass cutting	£794.40
Toft People's Hall	Room hire	£15.00
LGS Services	Admin support June	£533.84
LGS Services	Admin support July	£514.31
LGS Services	Admin support August	£501.62

Receipt of the verges grant was noted.

RESOLVED to note that the June payment to LGS Services should be £533.84 and not £534.84 as shown on the finance report.

- 5.2 To receive play inspection reports and consider any work required
Cllr Watson reported that the old climbing frame had been replaced with the new equipment which was popular with the children.
RESOLVED that Cllr Watson should place a note in The Calendar.
- 5.3 To consider any matter which is urgent because of risk or health and safety and relates to Council property
None.
- 5.4 To consider whether to apply for re-designation of the People's Hall as an Asset of Community Value
RESOLVED that the Parish Council should apply for re-designation of the People's Hall as an Asset of Community Value and that Cllr Yeadon should draft and submit the application.
- 6. To consider any Planning or Tree works applications or related items received**
- 6.1 Planning applications

- 6.1.1 24/02903/PRIOR – CCC Social Services Building, Comberton Road – Conversion of offices (Class E) to 2 No. 2 bed two storey dwellings, 1 No. 3 bed single storey dwelling and 1 No. 2 bed single storey dwelling (Class C3)

RESOLVED to note the response made using delegated powers between meetings. The Parish Council recommended refusal.

6.2 SCDC decisions for information

- 6.2.1 20/01992/CONDC – Bennell Farm, West Street – Submission of details required by condition 20 (Foul water drainage) of planning permission 20/01992/FUL - Condition discharged in full.
- 6.2.2 24/02174/HFUL – 66 School Lane – Two storey side extension, single storey rear extension to garage, enlargement to existing side dormer window and associated alterations – Permission granted by SCDC.
- 6.2.3 24/01889/HFUL – 3 Preston Close – Demolition of existing conservatory and garage. Single storey side and rear extension, single storey front porch extension and application of insulating render – Permission granted by SCDC.

6.3 Tree works applications

None.

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

7.1 Village Maintenance

Cllr Yeadon reported that the two notice boards had been installed, and that Dean Missen had been asked to remove protruding screws.

Cllr Tebbit reported that a bench at the Drift was facing the hedge and proposed that it be moved so that it could face the view.

RESOLVED that the Parish Council approves moving the bench to a location facing the view and that Cllrs Yeadon and Tebbit should take a look at the area to identify a suitable location and report back to the next meeting.

Overgrown brambles were reported on the Drift. Cllr Miles had cut some brambles at Mill Lane and Cllr Darbyshire had cut back brambles at Mill Lane Drift, near the old railway line and Lot Meadow. Brambles had also been trimmed back on the Church Drift and the stream had been cleared.

7.2 Highways

RESOLVED to note the delay to CCC's decision on the 20 mph limit applications.

The poor surface at the close off School Lane had been reported to CCC online.

7.3 Toft People's Hall

Cllr Watson reported that she had been unable to attend the last meeting and would be unable to attend the next. A new carpet had been laid on the stairs.

RESOLVED, given a suggestion that the furniture be updated as it was heavy and difficult for wheelchair users to negotiate, that Cllr Watson should approach the Committee and enquire about the possibility of installing more modern, lightweight furniture.

7.4 Footpaths

Cllr Miles reported that the bridge where the tree had fallen had now re-opened, and expressed concerns that the large trunk was overhanging the brook.

RESOLVED that Cllr Miles should contact the Bridges Officer at CCC and ask whether they would be doing any work to the banks and checking that the passage of water would not be blocked and cause flooding.

No volunteers had come forward to assist with the installation of rustic steps at the allotments.

Cllr Yeadon reported that he had received one letter of apology about the damage to the bus shelter but the other had not been received.

RESOLVED that Cllr Yeadon should contact the Police Officer again and report back any response.

It was noted that persons unknown had broken off a cycle lock and thrown away notices around the new play equipment which had been put in place to allow the ground to settle and solidify.

7.5 Defibrillator report

Cllr Watson reported that the defibrillator was in good working order. Ordering new pads is to be an agenda item for the next meeting.

7.6 Birdlings liaison

Nothing to report.

7.7 Proposal to designate the Chapel as an Asset of Community Value

RESOLVED to apply for designation of the Chapel as an Asset of Community Value.

RESOLVED that Cllr Yeadon should draft and submit the application. (Prop MY, 2nd EM, unanimous)

7.8 Bug hotel on Lot Meadow – restock and “tidy up” ready for Autumn

RESOLVED, given that the bug hotel on Lot Meadow was in need of some new materials to refurbish it, that members should form a working party to add new material on Saturday 14 September at 2.30 pm.

7.9 Proposal that the Council considers taking out a subscription to Parish Online mapping

Cllr Miles reported on the benefits of Parish Online and recommended that the Parish Council take out a subscription for a year and seek training. A 90 day free trial had been given by Parish Online.

RESOLVED to ask the Clerk to clarify how members should access the service, how it should be used, and when the 90 day trial is due to end, and to defer this item to the next meeting.

7.10 Employment Matters (Confidential)

At 8.30 pm, on a proposition by the Chairman, carried unopposed, in accordance with S1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, in view of the confidential nature of the business to be transacted, that is, employment matters, the public were temporarily excluded from the meeting and were instructed to withdraw.

The Minutes Secretary left the meeting while this item was discussed. No members of the public remained.

At 8.40 pm the meeting was re-opened to the public. The Minutes Secretary re-joined the meeting.

8. Closure of meeting

There was no further business and the meeting closed at 8.40 pm.

SignedChairmandate.