

Toft Parish Council

**I hereby give notice that the 833rd meeting of Toft Parish Council will be held
on Monday 2 February 2026 in the People's Hall, Toft at 7.00 pm**

The Public and Press are invited to be present. Members of the Public are welcome to attend and may speak under the Open Public Session only

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

Mr Ben Stoehr, Clerk, 26/01/25

AGENDA

Comments and observations from members of the public on items on this agenda only and reports from the District and County Councillors

1. Apologies for absence and declaration of interests

- 1.1 To receive 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 dispensations

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 (3.1) Dogs in field notices – update ^(EM, ED)
- 3.2 (3.2) Overgrown cycleway – to consider response from County Councillor if received
- 3.3 (3.3) Disposal of Asset of Community Value – update ^(MY)
- 3.4 (3.4) To consider arrangements for website and emails and IT Policy
- 3.5 (3.5) Street lighting survey – to consider any responses from Calendar article and CCC replies
- 3.6 (3.7) 20 mph application – update ^(ED)
- 3.7 (3.8) LHI/MVAS application update ^(ED)
- 3.8 (7.0.8) SCDC Free Trees Offer (deadline 31 January) update on application ^(MY)
- 3.9 (3.2 of 1.12.25) Finding Fitness - update on any responses received if any and next steps ^(ST)
- 3.10 (3.5 of 3.11.25) Musical equipment action – to consider any further action necessary ^(MY)
- 3.11 (3.9 of 3.11.25) To consider Police speed van visit/fixed speed camera
- 3.12 (3.8 of 6.10.25) To consider the grassing of the QPJ area ^(MY)

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

- 4.1 Friends of Bourn Brook – funding request
- 4.2 Haslingfield Parish Council – Potential East West Rail working group
- 4.3 Cambridgeshire ACRE membership

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 To receive play inspection reports and consider any work required ^(MY)
- 5.3 To consider any matter which is urgent because of risk or health and safety

6. To consider any Planning or Tree works applications or related items received

- 6.1 Planning applications received – to be considered
- 6.2 Planning applications for which a response has been made between meetings using delegated powers – to be noted
- 6.3 SCDC planning decision notices and appeal notifications and applications for information only
- 6.4 Tree works applications

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

- 7.1 Village Maintenance ^(MY)
- 7.2 Highways ^(ED)
- 7.3 Toft People's Hall ^(ST)
- 7.4 Footpaths ^(EM)
- 7.5 Defibrillator report ^(ST)
- 7.6 Birdlings liaison ^(AC)
- 7.7 Lot Meadow ^(MY)
- 7.8 Proposal for a new bin at the junction of Church Road and Comberton Road along with "No dog fouling" signs on lamp posts ^(EM)

8. Closure of meeting

Clerk report to Toft Parish Council meeting on 2 February 2026

2. To approve the minutes of the last meeting on 5 January – attached
3. Matters Arising
- 3.2 (3.2) Overgrown cycleway – to consider response from County Councillor if received
Nothing received at the time of writing?
- 3.4 (3.4) To consider arrangements for website and emails
Information circulated following the last meeting below for ease of reference:
Information and links to prices for 3 website providers:
Parish Council Websites
www.parishcouncilwebsites.co.uk
Pricing - Parish Council Websites - Basic Package (£569pa) will be sufficient for TPC

Parish Online:
www.parish-online.co.uk/services/parish-council-website-package

Parish Online - Email service for town, community and parish councils using GOV.UK domains £350pa (first year £100 discount for transferring to .gov.uk domain).

Netwise
Parish Council Websites - Council Website Providers - NetWise UK
Prices - Parish Council Websites – Premium (£330pa plus one off £599 setup fee will be sufficient for TPC

Hugo Fox
<https://www.hugofox.com/home/parishcouncils.html> - Bronze £199.88 (plus email add-on £TBC) will be sufficient for TPC

IT Policy
The Clerk has discussed the Council's concerns with the IT Policy with CAPALC and they have said the policy should not be modified to allow forwarding of emails to personal accounts. The PC can adopt the policy with a condition that it becomes effective from when the new email system goes live if it isn't possible now due to limitations with the current setup. The Policy can be reviewed again in May and any necessary changes implemented. The Parish Council needs to adopt a policy by the 31/3/26 or it will not be able to tick yes to the new assertion 10 on the AGAR.
- 3.5 (3.5) Street lighting survey – to consider any responses from Calendar article and CCC replies
Balfour Beatty have been chased again for a response on the other 3 lights.
- 3.9 (3.2 of 1.12.25) Finding Fitness - update on any responses received if any and next steps ^(ST)
- 3.10 (3.5 of 3.11.25) Musical equipment action – consider any further action necessary ^(MY)
- 3.11 (3.9 of 3.11.25) To consider Police speed van visit/fixed speed camera
- 3.12 (3.8 of 6.10.25) To consider the grassing of the QPJ area ^(MY)
Deferred to the February meeting.

4. Correspondence
4.1 Friends of Bourn Brook – funding request

“ Request of funding support for the 2026 analytical programme of the Friends of Bourn Brook citizen science group

The Toft Friends of Bourn Brook (FOBB) have been in existence for almost two years and we have been actively monitoring the Brook over that period to assess both the biological and chemical status of the stream and pathogen health risks. Results from 2024 demonstrated a biologically impoverished environment and significant levels of pollutants in the Brook below Bourn Golf Club. The primary source of this pollution was traced to Anglian Water's Sewage Treatment Works, located on the ridge above Bourn village. The Works has been releasing treated effluent every few hours year-round into a drainage channel that drains directly into the Brook upstream of Caldecote and Toft. In summer, when the headwaters dry up, the Brook below the drainage channel entry point was virtually undiluted treated effluent which significantly exceeded acceptable bathing water standards. A phosphate stripping system installed at the treatment works in December 2024 significantly reduced nutrient levels in the effluent released during 2025 but the Brook downstream often still has barely acceptable chemical status, particularly when the headwaters run dry in summer.

As well as the already recognised polluting sources from sewage treatment works and pumping stations we have also been assessing potential enrichment from agricultural runoff and tracking down localised sources of bacterial health risks from failing septic tanks and individuals dumping waste into open drains that flow into the Brook.

Alongside our field studies I signed up FOBB with a new initiative within Cambridgeshire called the Cam Catchment Partnership early last year. The CCP is coordinating citizen science across the whole River Cam catchment in partnership with the Environment Agency, Cambridge Water and Anglian Water. The work of FOBB has been well received within CCP and the Bourn Brook has subsequently been identified as one of six major target systems for monitoring and restoration activities.

FOBB are now formally linking up through CCP with Vince Lea's Countryside Restoration Trust in Barton, the Wildlife Trust in Cambourne, Comberton Parish Council Nature Restoration Network and the West Cambridge Hundreds Farming Cluster to consider more ambitious projects to restore the environment and biodiversity of the Brook in the coming years. We also have some individuals who have jointly purchased a parcel of land bordering the Brook near Bourn who would entertain the idea of setting up a wetland area there.

Our 18 months of data collection for chemistry and microbiology during 2024 and 2025 and the now officially registered RiverFly survey work, led by Jane Tebbit, that assesses the biological health of the stream provides essential data to inform and underpin future CCP projects on and around the Brook. The RiverFly work is now well equipped following funding from Toft PC during 2025 but whilst we have the necessary analytical equipment for the laboratory work the various analyses use consumables (chemicals, filters, sterile containers, sterile pipettes) that have to be replaced each time so I wish to request funding from the PC to purchase the consumables necessary to continue our analytical work in 2026?

Consumables list for a 12 month period of analyses at 10-20 study sites along the course of the Brook and its feeder streams during 2026

Sterile 50 ml sampling bottles - £40
Sterile 5 ml pipette tips - £40

Phosphate analysis reagents - £160
Ammonia analysis reagents - £60
Calibration standards for phosphate and ammonia - £100
Petrifilm culturing pads for E. coli detection - £200

Total - £600"

- 4.2 Haslingfield Parish Council – Potential East West Rail working group
Letter attached.

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

- 5.3 To consider any matter which is urgent because of risk or health and safety
None at the time of writing.

6. 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.

The planning portal for new applications can now be found at
<https://applications.greatercambridgeplanning.org/>

The Parish Council may choose its own wording to show whether it agrees with an application or not and can now both support/approve or object/ refuse etc parts of the same application

The Parish Council should include material planning reasons why the Council take this stance via its comments.

The Parish Council *does/does not** request that the application be referred to the District Council Planning Committee *(please delete)

Material planning reasons:

Planning reasons:

6.1 Planning applications - to be considered

None at the time of writing.

- 6.2 Planning applications for which a response has been made between meetings using delegated powers – to be noted

None.

- 6.3 SCDC planning decision notices and appeal notifications and applications for information only

None.

6.4 Tree works

None at the time of writing.

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

8. **Closure of meeting**

**Minutes of the 832nd meeting of Toft Parish Council
Held on Monday 5 January 2026 in The People's Hall, Toft at 7.00 pm**

Present: Councillors: M Yeadon (Chairman), A Coghlan, E Darbyshire, G Harrison, E Miles.

In attendance: 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)

None.

1. Apologies for absence and declaration of interests

1.1 To approve written apologies and reasons for absence

Apologies were received from Cllr Harris who had resigned from the Parish Council. Apologies for absence had been received from Cllr Tebbit (work commitment).

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

Cllr Yeadon declared an interest in item 6.3.2 as the applicant was a neighbour.

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 December 2025

RESOLVED that the minutes of 1 December 2025 be approved as a true record and signed by the Chairman. (Prop MY, 2nd EM, carried with 3 abstentions)

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

3.1 (Open) Dogs in field notices – update

Cllr Miles reported that following discussion with the landowner it had been agreed to keep the existing wording, with the addition of the wording "Please keep to the footpath." RESOLVED to approve the wording as agreed and that Cllr Darbyshire should look into possible suppliers.

A suggestion was made that historical notes could be displayed at points of interest in the village. Cllr Yeadon undertook to speak to the Historical Society and Cllr Miles will take a look at similar signage in another village.

3.2 (3.1) Overgrown cycleway – to consider response from County Councillor if received
RESOLVED, noting that nothing had been heard, to chase this again.

3.3 (3.5) Disposal of Asset of Community Value – update

Cllr Yeadon reported on the ongoing maintenance of the premises and his intention to discuss the future vision for the building with someone who might be interested in taking this forward.

3.4 (3.7) To consider draft IT policy and arrangements for website

RESOLVED to circulate the links to potential website suppliers for consideration at the next meeting.

RESOLVED to note that it would be necessary to set up the new website and new email addresses before consideration of the IT policy and possible amendments.

3.5 (3.8) Street lighting survey – to consider response from SCDC and CCC price for an additional light

RESOLVED to note the response from SCDC that they will carry out trimming of vegetation which is obscuring two street lights.

RESOLVED having considered a quotation from Balfour Beatty for an additional street light in School Lane, that Cllr Miles should place an item in the Calendar informing residents that the Parish Council is considering an option for adding a new street light half way down School Lane near Stoney Lane, and that residents should let a Councillor know if they have any comments.

RESOLVED to chase CCC for a response on the remaining lighting issues.

3.6 (3.7 of 3.11.25 & 7.6 of 6.10.25) Birdlings bin and notice board – to consider response from Management Company that a second bin and notice board will not be installed

RESOLVED to note the correspondence from the managing agents that the Directors of the Management Company have declined to install an additional litter bin or notice board.

- 3.7 (7.2 of 3.11.25) 20mph application – to note feedback and consider the next steps
Cllr Darbyshire reported that she would look at the updated guidance and advice for applicants provided by CCC, and draft an application. The window for submission is between 26 January and 27 March.

- 3.8 (7.2 of 3.11.25) LHI/MVAS application update
Cllr Darbyshire had attended an online meeting with the Highways team on the LHI application process. The optimum locations for collecting data were discussed.
RESOLVED that Cllr Darbyshire should draft an LHI application for an additional MVAS unit similar to the existing equipment, to capture data from vehicles travelling up the High Street.

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

- 4.1 Draft Greater Cambridge Local Plan consultation (deadline 30 January) and consultation events
RESOLVED to make no comments but individuals may make a personal response should they so wish.

- 4.2 RECAP Resource and Waste Strategy and RECAP Design Guide Consultation (deadline 26 January)
RESOLVED to make no response.

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 LGS Services (Admin support) £516.74 and M Yeadon (Awards expenses) £135.80. (Prop EM, 2nd GH, carried with 4 in favour and 1 abstention)

Salaries		£192.30
Friends of Bourn Brook	NHBS Riverfly Kit	£116.80
SLCC	Membership fee	£47.50
Toft People's Hall	Room Hire June	£15.00
LGS Services	Admin support	£516.74

- 5.2 To receive play inspection reports and consider any work required
RESOLVED following the resignation of Becky Harris, that Cllr Yeadon will continue to carry out the play inspection reports until the review of roles and responsibilities in May.

- 5.3 To consider any matter which is urgent because of risk or health and safety and relates to Council property
RESOLVED that Cllr Miles should report to CCC that there is wire coming loose from a bridge over the Brook, and causing a trip hazard.
RESOLVED, following a recent collision between a car and a cyclist on the Comberton Road cycle path, to inform the County Council that the incident has highlighted the inadequacy of the cycle path provision as the path seems to come to an end at a random location, and to ask CCC to look at the cycle path and make suggestions for improvements or offer advice, in the interests of safety.

6. To consider any Planning or Tree works applications or related items received

- 6.1 Planning applications received – to be considered
None.

- 6.2 Planning applications for which a response has been made between meetings using delegated powers – to be noted
None.

- 6.3 SCDC planning decision notices and appeal notifications and applications for information only
None.
- 6.4 Tree works applications
- 6.4.1 25/1327/TTCA – 4 Farmers End
RESOLVED to note that this application had already been decided.
- 6.4.2 25/1463/TTCA – 7 Brookside
Cllr Yeadon, having previously declared an interest in this item, left the meeting at 8.00 pm. Cllr Miles chaired the meeting for this item.
RESOLVED that the Parish Council has no objections.
Cllr Yeadon re-joined the meeting at 8.05 pm.
- 7. Members items and reports for information only unless otherwise stated**
- 7.1 Village Maintenance
Nothing to report.
- 7.2 Highways
Cllr Darbyshire reported that a bad pothole in School Lane is to be fixed, but a pothole on the main road from Toft to Comberton did not meet the intervention level.
- 7.3 Toft People's Hall
RESOLVED to note that proposals for the works had been displayed on the wall in the People's Hall.
RESOLVED not to make a response but that individuals may do so if they wish.
- 7.4 Footpaths
Nothing further to report.
- 7.5 Defibrillator report
Nothing to report.
- 7.6 Birdlings liaison
Cllr Coghlan reported that a resident had asked for a frequent and more regular bus service to be provided. It was noted that the resident should write to Whippet or CCC as this was a County Council matter.
- The Chairman reported that he was waiting for a response from East West Rail to queries previously raised regarding a footpath.
- 7.7 Lot Meadow
Cllr Darbyshire suggested that the bug hotel be refurbished and refilled in the spring. She will find a convenient Saturday morning and let members know.
- 7.0.8 SCDC Commemorative tree offer and Six Free Trees offer
RESOLVED that Cllr Yeadon will look at the trees available and possible locations and complete the expression of interest form.
RESOLVED not to take up the offer of a blossom tree to commemorate Covid 19.
- 8. Closure of meeting**
There was no further business and the meeting closed at 8.25 pm.

SignedChairmandate.

TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Feb-26

Summary of previous month

Balance brought forward	<u><u>103,030.82</u></u>
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Adjustments

Expenditure approved at previous / between meetings	
M YEADON	EXPENSES

-135.80

Credits

Total Adjustments

-135.80

Balance revised after adjustments

102,895.02

Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Unity Trust Bank	64,691.08	64,691.18	-0.10
Nationwide BS	38,203.94	38,203.94	
Total	102,895.02	102,895.12	-0.10

Expenditure for approval

£

SALARIES		192.50
COMMUNITY HEARBEAT TRUST	VETS SYSTEM YR8	120.00
LGS SERVICES	ADMIN SUPPORT	518.15

830.65

Balance C/F

102,064.37

Ben Stoehr

Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting

Dear All,

Over the last 18 month period, through meeting with Pippa Heylings, Bridget Smith, Steven Kelly, representatives from East West Rail and relevant others, we have been able to voice the concerns of our parishioners to the proposed development and seek answers. We anticipate that the need for such meetings will continue for many years to come.

At this point we would like to explore how we can formalise ourselves as a Joint Working Group, to gain more recognition for the concerns of all those impacted by this proposed development and ensure that we have an appropriate joint impact on decision makers. One proposal is that we call ourselves the **South Cambridgeshire Parishes' Rail Group (SCPRG)** but we welcome other suggestions. It might also be appropriate to set up a website to advise on future meetings, proposed agendas and to store minutes of previous meetings and Terms of Reference.

To date, we in Haslingfield have taken the responsibilities for setting up and managing meetings and, as stated at the last meeting, we welcome any offer from other parishes to take this over. If none is forthcoming, our Clerk; Lise Jackson, is willing to continue covering the administrative work, but her input on this cannot continue to be covered by her Parish Council contract. Costs for her time, together with fees for the hire of the hall, have been £640, for the four meetings over the last 12 months. (See breakdown in footnote). With 16 parishes involved with the SCDC meetings and 14 with the meetings with Pippa Heylings, we would like to suggest a **£50 annual input** from each of the parishes involved, which would provide some surplus for additional meetings.

We also need to ensure that the role of Chair is open to representatives from any of the Parishes; with the understanding that the role of the Chair is simply management of the meeting and not acting as a PC representative. We also need to have a deputy chair, should the chair be unavailable on any of the scheduled dates. Again we welcome offers in relation to this.

We would welcome a response to this proposal by 31st January 2026.

Yours sincerely

Liz Hales, Acting Chair

Hours of administrative time per meeting have been 6.5 for arranging, setting up, taking down, minute taking, write up and follow up with administrative work. Admin costs are thus £137.41 per meeting. Hire hall from Badcock Trust is £15 for smaller room and £30 for main Hall. Costs to Haslingfield for 4 meeting this year have therefore amounted to £640

Caroline Newton

From: cllr.yeadon@tpc.toft.org.uk
Sent: 20 January 2026 18:08
To: Ben Stoehr (Toft Parish Council)
Subject: Re: FW: Cambridgeshire ACRE membership - will you join us?

Categories: TPC IN

On 2026-01-19 16:53, Ben Stoehr (Toft Parish Council) wrote:

> From: Cambridgeshire ACRE [mailto:alison.brown@camsacre.org.uk]
> Sent: 16 January 2026 13:24
> To: clerk@tpc.toft.org.uk
> Subject: Cambridgeshire ACRE membership - will you join us?
>
> [1]
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> -
>
> CAMBRIDGESHIRE ACRE MEMBERSHIP - WILL YOU JOIN US?
>
> Dear Ben
>
> I am getting in touch because your council has previously been a
> member of Cambridgeshire ACRE, and we would welcome the opportunity to
> work with you again.
>
> Membership of Cambridgeshire ACRE provides parish and town councils
> with access to specialist rural advice, targeted support and
> opportunities for professional development that go beyond statutory
> guidance. In the last year we have worked in depth with parish
> councils on complex issues including neighbourhood planning, rural
> housing delivery, community building management and environmental
> projects. This support is focused on councils that need tailored,
> practical input rather than generic information.
>
> We continue to strengthen our offer to parish councils. From Spring
> 2026 we will be introducing additional events specifically for parish
> clerks, providing dedicated opportunities for peer learning,
> discussion of shared challenges and building confidence in the role.
> Members also receive priority access to training, events and direct
> support from our experienced team.
>
> By way of example, Swavesey Parish Council has drawn on Cambridgeshire
> ACRE's advice around village hall management and neighbourhood
> planning and has benefitted from connections made through our wider
> rural networks.
>
> Membership for parish councils starts from £74.50 per year.
> Membership ensures your council can access informed support when it is
> needed and helps sustain an organisation whose sole purpose is to
> support and champion rural communities across Cambridgeshire.
>
> Further information about membership can be found in our membership
> leaflet (click on the button to download a copy to read).
>
> If you would like to rejoin, the process is straightforward and can be
> completed online by clicking on the button below.
>
> If you would like to discuss membership or clarify which option is

> most appropriate for your council, please do not hesitate to get in
> touch.
>
> With best wishes
>
> Alison Brown
>
> Head of Business Services
>
> On behalf of Cambridgeshire ACRE
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> [4]
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> [5]
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> [6]
>
> [7]
>
> Cambridgeshire ACRE, e-space North, 181 Wisbech Road, Littleport, Ely,
> CB6 1RA
>
> Tel: 01353 860850 | Email: enquiries@camsacre.org.uk | Web:
> www.camsacre.org.uk [1]
>
> Charity no: 1074032 | Company limited by guarantee no: 03690881
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> Unsubscribe from all emails [8]
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> Links:
> -----
> [1] <https://camsacre.org.uk/>
> [2]
> <https://camsacre.aidecrm.co.uk/download/i00h1jNIPgTzisTumpP1y3eB60jZ8>
> cTNvdQ4iJyS [3] <https://www.smartsurvey.co.uk/s/members2026>
> [4] <https://www.facebook.com/camsacre>
> [5] <https://www.instagram.com/camsacre/>
> [6] <https://www.linkedin.com/company/cambridgeshire-acre>
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> https://subscriptions.pstmrk.it/unsubscribe?m=1.A54zUtg4TWAdelWRk-EsxQ.Ey5zoBF1QHx73R7HLb7808LZkJ8fddF2YgDBcviN4oCN4iB68fJCair7Jj1Auil2IHRWpPZbHJULUqTIdmYTi_MuHcqgIFceWb6BrhC4hzC-LXxduQ7HViCZw70GmZOF66ijVCf9I58NqA1gN8tqabN6UOfRXbpwZd6E7vX2fvBAwXmEeKvWA7L27c3o4z-StKsiir0sLBLMwdtDhNAcDDzKJ2MXyrT2G15PQsn7s6xmNORGacdBikxSI-rUcgQj8Ckd7kFkN4RUQQ8_RKJ9yrUEcLA_HwCbGsKIRGXIZr0ZYtki0zLkny8Hg_USZ3qGmM2sMcV3AJzJdol8PDm2XkDVPSj3-24M5QrXemV6QSNHXHVqJr9b8mV5EF1k2DXxXpVBYryTsj1IAc_jtKfvdI2sWnS_0lucycVeC88mMj5SwphTclULYV1DKNRitXdH

Hi Ben,

Can you make sure this is on our next agenda. I think membership will be useful as we consider the Methodist Chapel. Do you have access to the book I saw advertised some time ago about funding sources? Do you have knowledge of fund raising?

Regards

Martin