

Toft Parish Council

I hereby give notice that the 837th meeting of Toft Parish Council will be held on Monday 1 June 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, 27/05/26

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 (6) To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled
- 3.2 (9.1) Disposal of Asset of Community Value – report and to consider next steps^(MY)
- 3.3 (9.2) Finding Fitness – update and to consider the way forward ^(EM)
- 3.5 (10.2) East West Rail consultation (deadline 9 June) – to consider response ^(MY)
- 3.6 (11.4) To consider the RoSPA report and any necessary works
- 3.7 (11.5) To make arrangements for the Assets Walk

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

- 4.1 Toft People's Hall – request that the application for planning permission be made in the Parish Council's name

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
- 5.4 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1st April 2025 and 31 March 2026)
- 5.5 To prepare the Annual Governance Statement (Section 1 of the Annual Return)
- 5.6 To approve the Annual Governance Statement by resolution
- 5.7 To consider the Accounting Statements (Section 2 of the Annual Return)
- 5.8 To approve the Accounting Statements by resolution
- 5.9 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting
- 5.10 To consider the Internal Auditor's report and appointment of Internal Auditor for FY27

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

- 6.1 Planning applications received – to be considered
 - 6.1.1 26/01919/CONDF – Land rear of 6 Hardwick Road – Submission of details required by condition 8 (verification report) of planning permission 21/01919/FUL
- 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 ^(ED)
- 7.4 Footpaths ^(EM)
- 7.5 Defibrillator report ^(ED)

Toft Parish Council

- 7.6 Birdlings liaison ^(AC)
 - 7.7 Request to obtain land ownership details in Toft and Surrounding areas as part of the wildlife project ^(EM)
 - 7.8 Responding to aggressive confrontations outside Council meetings ^(EM)
 - 7.9 Speedwatch feedback vs speed bumps ^(EM)
- 8. Closure of meeting**

Clerk report to Toft Parish Council meeting on 1 June 2026

2. To approve the minutes of the last meeting on 11 May – attached
3. Matters arising
- 3.6 (11.4) To consider the RoSPA report and any necessary works
Attached.
4. Correspondence
- 4.1 Toft People's Hall – request that the application for planning permission be made in the Parish Council's name
Martin Sebborn has written:
"I am in the process of applying for planning permission for TPH to move the front door from the side of the porch to the front to make disabled access easier and to improve the exterior looks of the building. I have spoken to the planners and they say it should be straightforward. The reason for this email is that we have to apply for full permission, which is expensive at £600 but half that if the Parish Council is the applicant. The Hall will of course pay the fees, so are you happy that we proceed on the basis that the Parish Council is the applicant?"
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.
- 5.4 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1st April 2025 and 31 March 2026)
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- 5.9 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting
- 5.10 To consider the Internal Auditor's report and appointment of Internal Auditor for FY27
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
- 6.1.1 26/01919/CONDF – Land rear of 6 Hardwick Road – Submission of details required by condition 8 (verification report) of planning permission 21/01919/FUL.
- 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 at the time of writing.
- 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 First and Annual (836th) meeting of Toft Parish Council
Held on Monday 11 May 2026 in The People's Hall, Toft at 7.55 pm following
the Annual Parish Meeting and William Eversden's (Allotments) Charity meetings**

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

In attendance: 3 members 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. (Prop EM, 2nd AC, unanimous)
Cllr Yeadon signed his Declaration of Acceptance of Office.
2. **To elect a Vice-Chairman**
RESOLVED to elect Cllr Miles as Vice-Chairman. (Prop MY, 2nd ED, unanimous)
3. **Delivery by councillors of their declarations of acceptance of office**
Signed Declarations of Acceptance of Office were received before the start of the meeting for all councillors.
4. **Apologies for absence and declaration of interests**
 - 4.1 **To approve written apologies and reasons for absence**
None.
 - 4.2 **To receive declarations of interests from councillors on items on the agenda**
None.
 - 4.3 **To receive written requests for dispensations (if any) and to grant any dispensation as appropriate**
None.
5. **To approve the minutes of the last meeting on 13 April 2026**
RESOLVED that the minutes of the meeting on 13 April 2026 be approved as a true record and signed by the Chairman.
6. **To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled**
No applications had been received.
RESOLVED that Councillors should ask around and that Cllr Miles should put a note in the Calendar.
7. **Annual Business**
 - 7.1 **Review of delegation arrangements to committees, working groups, employees and other local authorities**
RESOLVED that delegation to the Clerk should continue as before.
 - 7.2 **Review of the terms of reference for committees and working groups**
RESOLVED that there should be no committees, but that the Council should continue to operate a system of members' responsibilities.
The Methodist Chapel Working Group - To progress the possible ownership and subsequent management of the building – Membership as before. Cllr Yeadon is the Parish Council's representative.
 - 7.3 **Receipt of nominations to existing committees and working groups**
RESOLVED that Members' lead areas of responsibility should be as follows: (Prop MY, 2nd EM, unanimous)
Financial monitoring – Cllr Yeadon
Footpaths – Cllr Miles
Monthly report – Cllr Miles
Play inspection reports – Cllr Yeadon
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 Yeadon
 Dog and litter bins – Cllr Miles
 Allotments – Cllr Yeadon
 Notice boards and welcome packs – Cllr Miles
 Police liaison – Cllr Darbyshire
 Planning – Cllr Yeadon
 Defibrillator – Cllr Darbyshire
 Birdlings liaison – Cllr Coghlan
 Climate Change, Green Issues and Biodiversity – Cllr Coghlan
 Website – Cllr Darbyshire
 Speed camera monitoring – Cllr Yeadon
 Wildlife – Cllrs Miles and Darbyshire

- 7.4 Appointment of any new committees and working groups, confirmation of the terms of reference, the number of members (including, if appropriate, co-opted members) and receipt of nominations to them
 None.
- 7.5 Review and adoption of standing orders, financial regulations, risk assessment arrangements
 RESOLVED that the Standing Orders, Financial Regulations, risk assessment arrangements and other policies should continue unchanged.
 RESOLVED that Cllr Miles should circulate the Biodiversity Plan.
- 7.6 Review of arrangements, including any legal agreements, with other local authorities and review of contributions made to and expenditure incurred by other local authorities
 None.
- 7.7 Review of representation on or work with external bodies and arrangements for reporting back
 East West Rail and Cambridge Approaches – Cllr Yeadon
 Toft People's Hall – Cllr Darbyshire with Cllr Miles if Cllr Darbyshire unavailable
 Comberton Village College Community Governors' Liaison – Cllr Darbyshire. (Cllr Yeadon if Cllr Darbyshire unavailable)
 SCDC Community Champion – Cllr Yeadon
 Parish Forum representative – Cllr Coghlan
- 7.8 Review of inventory of land and assets
 Community land CB378985 (Lot Meadow)
 Recreation ground CB298407
 Village Green – unregistered
 Toft People's Hall – Custodian Trustee
 William Eversden Allotments – Sole Trustee of Charity
 Noted.
- 7.9 Review and confirmation of arrangements for insurance cover in respect of all insured risks
 Noted that the Council's insurance policy with Zurich is due for renewal in October 2026.
 RESOLVED that there should be no change and to review prior to renewal.
- 7.10 Review of the Council's and/or employees' memberships of other bodies
 The Council affiliates to CAPALC and Cambridgeshire ACRE and the Clerk is affiliated to the SLCC.
 Noted.
- 7.11 Review of the Council's complaints procedure
 Noted. RESOLVED that there should be no change.
- 7.12 Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
 Noted. RESOLVED that there should be no change.

- 7.13 Review of the Council's policy for dealing with the press/media
RESOLVED not to adopt a formal policy but that the Parish Council should handle on an ad-hoc basis.
- 7.14 Review of the Council's employment policies and procedures
RESOLVED that there should be no change.
- 7.15 Review of the Council's expenditure incurred under S137 of the Local Government Act 1972
None.
- 7.16 Setting the dates, times and place of ordinary meetings of the full Council
RESOLVED that meetings should take place in the People's Hall on the first Monday of the month at 7.00 pm unless it falls on a Bank Holiday when it will be on the second Monday.
- 7.17 Review of dispensations required under the Code of Conduct to enable the Council to conduct its business
None.
- 7.18 Review of banking arrangements and appointment of any bank signatories
RESOLVED that there should be no changes and that the signatories should be Cllrs Yeadon, Miles and Darbyshire,
- 7.19 Member training arrangements
RESOLVED to consider training as and when advertised.

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 the hedges on the High Street were becoming overgrown.

8. To consider resolutions from the Annual Parish Meeting if any

None.

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

9.1 (3.2) Disposal of Asset of Community Value – update and to consider the next steps

Cllr Yeadon reported on the meeting with the community.

The site owners are not communicating or discussing the sale with the Parish Council, the Chapel is to be auctioned on 10 June with a guide price of £165,000.00.

Cllr Yeadon outlined the options and proposed a strategy whereby the Parish Council funded up to £100,000 with community funding making up the remainder, which could be up to another £100,000.00. The Parish Council's contribution could come from the Birdlings S106 money, subject to a Deed of Variation.

RESOLVED to progress arranging a Deed of Variation.

A second option would be a Public Works Loan Board loan of up to £100,000.00.

Cllr Yeadon explained his discussions with the Working Group and the business case plus the consultations which had taken place. The budget forecast was noted.

It was RESOLVED to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £100,000 over the borrowing term of 25 years for the purpose of purchasing the Methodist Chapel. The annual loan repayments will come to around £7950.

It is also intended to increase the council tax precept for the purpose of the loan repayments by 30% which is the equivalent of an additional £16 a year for a band D equivalent property. This will be subject to a precept increase consultation.

RESOLVED, given that the other contributions are to come from residents, that Cllr Yeadon should write to residents who have indicated they are willing to contribute a significant sum towards the project.

RESOLVED over the next few weeks to review whether to proceed with or to drop the project.

The next Working Group meeting is on 1 June when the position will be reviewed.

The Parish Council was unanimously in favour of proceeding.

9.2 (3.3) Finding Fitness – to consider the way forward

RESOLVED that Cllr Miles should contact former Cllr Tebbit for an update.

9.3 (3.6) Website – update

There was no update.

9.4 Dog fouling on Church Road – update

Cllr Yeadon reported that he had discussed this matter with a resident.

RESOLVED that this matter is now closed.

Cllr Miles raised another incident in which a dog from outside the village had actively attacked other dogs, including hers, and a recent incident where someone's hand was bitten.

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

10.1 Grass cutting contractor – notification of price increase

RESOLVED, noting the correspondence, to accept the increase in the grass cutting charges subject to them reducing if the fuel prices reduce.

10.2 East West Rail Consultation – to consider response (Deadline 9 June)

The Chairman reported on the updated EWR proposals.

Cllr Coghlan reported comments from residents of the Birdlings, who were unhappy with the increased height of the line near the Toft/Comberton gap, which it was claimed by EWR was to reduce the construction impact. The issue affects both the Birdlings residents but also Comberton Village College as the higher line meant increased noise compared to when the line was proposed to be below ground level. It was felt that the line should be moved towards the golf course to reduce the impact on residents and lower the line into a cutting with an embankment to reduce noise. Disappointment had been expressed that there was no community benefit with the project, such as cycle paths, nature areas, etc and the entrance to the Birdlings was within the red construction line.

RESOLVED that Cllr Yeadon should review the comments and prepare a draft response for consideration at the next meeting.

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

11.1 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 RoSPA (Play inspection) £128.40, LGS Services (Admin support April 2026) £558.94, and Martin Yeadon (Expenses – speed gun and batteries) £152.45.

Salaries		£240.50
MD Landscapes	Grass cutting	£525.00
Toft People's Hall	Room hire	£15.00

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

11.2 To receive play inspection reports and consider any work required

RESOLVED to order two bags of play bark for delivery in June, and that Cllr Yeadon will liaise with Stratagem regarding the spreading.

- 11.3 To consider any matter which is urgent because of risk or health and safety and relates to Council property
None.
- 11.4 To consider the RoSPA report if received
The report had not yet been received.
- 11.5 To make arrangements for the Assets Walk
RESOLVED to defer this item to the next meeting.
- 12. To consider any Planning or Tree works applications or related items received**
- 12.1 Planning applications received – to be considered
None.
- 12.2 Planning applications for which a response has been made between meetings using delegated powers – to be noted
None.
- 12.3 SCDC planning decision notices and appeal notifications and applications for information only
None.
- 12.4 Tree works applications
- 12.4.1 26/0421/TTCA – 4 High Street
RESOLVED that the Parish Council make no comments.
- 13. Members items and reports for information only unless otherwise stated**
- 13.1 Village Maintenance
Nothing to report.
- 13.2 Highways
It was noted that the road had been resurfaced.
Cllr Darbyshire had reported a number of items on the CCC website, including obscured signs, and the overgrown Toft to Comberton cycle path. She had also asked about the pedestrian crossing signs at Hardwick Road junction.
- 13.3 Toft People's Hall
Nothing to report.
- 13.4 Footpaths
Nothing to report.
- 13.5 Defibrillator report
RESOLVED to note that the Parish Council had ordered a new battery and pads.
- 13.6 Birdlings liaison
Nothing to report.
- 14. Closure of meeting**
There was no further business and the meeting closed at 9.17 pm.

SignedChairmandate.

Clerk report to Toft Parish Council meeting on 1 June 2026

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Attached.
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Material planning reasons:

Planning reasons:

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- 6.4 Tree works
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- 7. **Members items and reports for information only unless otherwise stated**
- 8. **Closure of meeting**

TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Jun-26

Summary of previous month

Balance brought forward 117,439.84

Adjustments

Expenditure approved at previous / between meetings

SALARIES		-240.5
PLAYSAFETY	ROSPA INSPECTION	-128.40
M YEADON	EXPENSES	-152.45

Credits

HMRC	VAT REFUND	2,650.70
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Total Adjustments 2,129.35

Balance revised after adjustments 119,569.19

Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Unity Trust Bank	80,737.92	80,737.92	0.00
Nationwide BS	38,831.27	38,831.27	
Total	119,569.19	119,569.19	0.00

Expenditure for approval

		£
SALARIES		336.50
LGS SERVICES	ADMIN SUPPORT	509.12
LGS SERVICES	ADMIN SUPPORT	542.67

1,388.29

Balance C/F **118,180.90**

Ben Stoehr
Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting