

Toft Parish Council

**I hereby give notice that the 840th meeting of Toft Parish Council will be held
on Monday 5 October 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, 30/09/26

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 (Open) Update on the former Methodist Chapel ^(MY)
 - 3.2 (3.4) To consider the RoSPA report and swing repair - update ^(MY)
 - 3.3 (3.5) Purchase of a new bench for the Drift - update ^(MY)
 - 3.4 (3.5) To consider the condition of the bench in Brookside ^(EM)
 - 3.5 (3.7, 7.10) Refurbishment of benches and map signs – to confirm acceptance of quotation and update on map sign ^(MY)
 - 3.6 (3.8) Website and email updates ^(MY)
 - 3.7 (7.9) Roadside advertising and future actions ^(MY)
 - 3.8 (7.11) Speed monitor results and Speed Watch update ^(MY)
 - 3.9 (3.6 of 6.7.26) Agreement to paint the fence at rear of Queen's Platinum Jubilee area ^(MY)
- 4. To consider correspondence received requiring the Council's attention**
 - 4.1 CIPFA consultation on proposed new Proper Practices Framework (deadline 31 October)
 - 4.2 SCDC – Six Free Trees Scheme (deadline 31 October)
 - 4.3 CCC Community Gritting scheme volunteers
- 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 consider the Insurance renewal
 - 5.5 To consider the Internal Auditor's report and appointment of Internal Auditor for FY2027
- 6. To consider any Planning or Tree works applications or related items received**
 - 6.1 Planning applications received – to be considered
 - 6.2 Planning response 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)
 - 7.3.1 Toft People's Hall application for improvements to the Hall and possible

Clerk to the Council, Mr Ben Stoehr, 30 West Drive, Highfields Caldecote, CB23 7NY

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Toft Parish Council

request for funding; ^(MY) and People's Hall door move ^(ED)

7.4 Footpaths ^(EM)

7.5 Defibrillator report ^(PMcC)

7.6 Birdlings liaison ^(AC)

7.7 East West Rail ^(MY)

7.8 Disaster Management/Emergency Plan ^(WH)

7.11 Speed monitor results ^(MY)

7.12 Playground use and engagement ^(WH)

7.13 Newcomer and wider village participation ^(WH)

8. Closure of meeting

Clerk report to Toft Parish Council meeting on 5 October 2026

The Chairman writes:

“Jake Tebbit may attend to ask whether the Parish Council can help fund some improvements to the Hall.”

2. To approve the minutes of the last meeting on 7 September – attached
3. Matters arising
- 3.1 (Open) Update on the former Methodist Chapel ^(MY)
- 3.2 (3.4) To consider the RoSPA report and swing repair - update
Cllr Yeadon writes:
“I said I'd replace the bushes on the large swing in the rec but each bush is £414 +VAT. The Rospa report rated this as low risk. I think no risk so I propose we don't change them yet.”
- 3.3 (3.5) Purchase of a new bench for the Drift - update
Cllr Yeadon has written:
“.If you haven't ordered the bench for the Drift yet please hold. There is a bench at the front of the Chapel which, I guess, will become available.”
- 3.4 (3.5) To consider the condition of the bench in Brookside ^(EM)
Raised at the last meeting.
- 3.5 (3.7, 7.10) Refurbishment of benches and map signs – to confirm acceptance of quotation and update on map sign ^(MY)
Cllr Yeadon to report.
- 3.6 (3.8) Website and email updates ^(MY)
Cllrs have been sent login details to the new @toftparishcouncil.gov.uk email accounts. The content from the old website will be migrated to the new website shortly (agendas, minutes, finances etc).

The old @tpc.toft.org.uk email accounts will be forwarded to the new accounts. The village webmaster has been asked about the email migration and if this is something they can assist with.
- 3.7 (7.9) Roadside advertising and future actions ^(MY)
A letter has been sent to the County Councillor. At the time of writing there has been no reply.
CCC have responded to Cllr Darbyshire's report claiming it is not their land.
- 3.8 (7.11) Speed monitor results and Speed Watch update ^(MY)
- 3.9 (3.6 of 6.7.26) Agreement to paint the fence at rear of Queen's Platinum Jubilee area ^(MY)
To note that the Parish Council accepted a quotation from Dean Missen to paint the fence at the rear of the Queen's Platinum Jubilee area for the sum of £150.00.
4. Correspondence
- 4.1 CAPALC – CIPFA consultation on proposed new Proper Practices Framework (deadline 31 October)
“The Smaller Authorities Proper Practices Panel (SAPPP) has launched a consultation on proposed changes to the Proper Practices framework for Category 2 Authorities in England.
The current framework has been in place for more than a decade and is now being reviewed to ensure that it remains relevant, proportionate and fit for purpose. The review is being undertaken by the Chartered Institute of Public Finance and Accountancy (CIPFA) on behalf of SAPPP, with support from the Smaller Authorities' Audit Appointments (SAAA).
The consultation covers two proposed documents:

- **Proper Practices Code for Category 2 Authorities (England)**
- **Code of Practice for Internal Audit of Category 2 Authorities (England)**

The proposed codes aim to provide clearer and more consistent guidance for councils in areas including governance, financial management, accountability, financial reporting and internal audit.

This is the second stage of the review, following an earlier consultation which highlighted a number of areas where the existing framework could be improved, including accounts preparation, internal audit arrangements, training and the usability of the guidance.

The current consultation is seeking views on whether the proposed new codes are clear, practical and sufficient to help councils meet their statutory responsibilities. Councils are particularly encouraged to consider the proposed changes relating to the **Annual Governance Statement, reserves, the presentation of accounts and internal audit.**

We would encourage member councils to take the opportunity to review the proposals and provide feedback. Your views will help to shape the final framework and ensure that it works effectively for smaller authorities.

The consultation closes on 31st October 2026. Subject to approval, the new framework is expected to be introduced for the 2027/28 financial year.

[Consultation on the Governance and Accountability of Category 2 Authorities in England](#)

Link to complete the consultation:

[Consultation on the Governance and Accountability of Category 2 Authorities in England](#)

4.2 SCDC – Six Free Trees Scheme (deadline 31 October)

“All parishes and towns in South Cambs are now invited to apply for the sixth round of South Cambridgeshire District Council’s [Six Free Trees Scheme](#).”

The Six Free Trees scheme offers 6 free whips (small trees) or 1 large container grown tree to every parish/town in South Cambridgeshire – it has helped to plant more than 950 trees to date!

Free trees from the scheme can be planted on parish-owned land, school grounds and other publicly accessible areas (with landowner permission and subject to the Council's approval). As each parish is entitled to one order per year, schools and landowners are advised to liaise with their parish council if they would like to plant trees on non-parish-owned land.

Whips will come with bamboo canes, biodegradable protective spirals, and biodegradable mulch mats. Larger container grown trees will come with a stake, tree tie, mulch mat and an optional root irrigation kit.

Once delivered, applicants are responsible for planting and caring for the trees – extra care will be required in the first three years after planting while the trees establish.

APPLY NOW by filling out this webform: [Apply for Six Free Trees](#)

Please note: the Terms and Conditions are included in the webform. A link for photo consents will be sent out once trees have been delivered.

If you have any questions about the scheme or the application, please email climateandenvironment@scambs.gov.uk.”

4.3 CCC - Community Gritting scheme volunteers

Local volunteers can help to keep their community moving in freezing weather by taking part in the Community Gritting Scheme.

Volunteers can sign up to grit local footpaths chosen by their parish council using equipment provided by us.

If you would like to know more or wish to volunteer, please read the Community Gritting Training Pack.

You will need to complete the registration form below and email it to us to sign up and become a volunteer. If you are a parish or town council looking to join the scheme, please complete our [make an enquiry online form](https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/gritting-roads-cycleways-and-paths/help-with-gritting-and-clearing-snow) or speak to your local highway officer.

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/gritting-roads-cycleways-and-paths/help-with-gritting-and-clearing-snow>

Training pack attached

5. Finance, Procedure and risk assessment and use of delegated powers
None at the time of writing.

- 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
This item is for urgent works required since the publication of the agenda.

- 5.4 To consider the Insurance renewal
Attached.

- 5.5 To consider the Internal Auditor's report and appointment of Internal Auditor for FY2027
Report attached.

The updated model Standing Orders and Financial Regulations are attached along with the current policies. The Council has already adopted the updated Code of Conduct in 2022.

The changes are fairly minor and won't cause any change in any day to day practice or procedure.

Financial Regs:

- Changes the primary payment method from cheque to BACS and clarifies the authorisation requirements (which TPC already complies with).
- References updated legislation and thresholds for larger projects (not relevant for TPC under normal circumstances).
- Gives more flexibility in delegated spending (e.g in conjunction with the Chair).

Standing Orders:

- Updated legislation references
- Adopted gender neutral language (eg Chair, they, their etc).

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 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

7.3.1 Toft People's Hall application for improvements to the Hall and possible request for funding; ^(MY) and People's Hall door move ^(ED)

Jake Tebbit who is chair of the Toft People's Hall Committee will be coming to the October PC meeting to discuss.

7.12 Playground use and engagement ^(WH)

Cllr Howling writes:

"Playground use and engagement - discussing current use of the playground, whether it would be useful to survey this, and possible ways of increasing use and engagement. I'd be happy to take forward any work arising from this."

7.13 Newcomer and wider village participation ^(WH)

Cllr Howling writes:

"Newcomer and wider village participation - a discussion or introduction around how we currently encourage new residents and the wider village to participate in events and community activities, including the role of the existing welcome pack and whether there are any additional approaches worth considering."

8. Closure of meeting

**Minutes of the 839th meeting of Toft Parish Council
Held on Monday 7 September 2026 in The People's Hall, Toft at 7.00 pm**

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

In attendance: 2 members of the public, including a representative of the Plymouth Brethren, District Cllr C Hubbard plus 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 representative of the Plymouth Brethren Christian Church outlined the background to their recent purchase of the former Methodist Church building. It was expected that two weekly services would be held at first, on Sunday mornings and Monday evenings. He explained that it was customary for the Church to demarcate the boundaries of its property, typically by planting a hedge or putting up a fence around the Church premises. They were planning to do this and possibly move the entrance from the front to the back of the building, along with the car parking, to allow more privacy for the congregation. Some internal alterations might also be carried out.

The Church member explained that they were conscious that a hedge or fence would restrict access by the public to the War Memorial and Remembrance services. He asked the Parish Council for its views on the possibility of moving the Memorial, suggesting that their architects could work with the village to find a mutually agreeable solution. The Chairman asked the group to send a written proposal outlining their wishes, which the Parish Council would consider. Members expressed a preference for a hedge rather than a fence, to promote biodiversity.

Asked whether the group would be open to some community use of the space, the Church member indicated that the premises would probably only be used for their own services. However, they would be open to a team of their members contributing to the community by carrying out work such as litter picking and sign cleaning.

A resident reported that the weeds at the Snicket had been trimmed but the privet hedge at the High Street end was overhanging the path, making it difficult to pass. There was also a large concrete block lying on the path near the first junction at the School Lane end, which the resident suggested could be moved into the car park. This matter will be discussed later in the meeting.

District Cllr Hubbard reported on:

- The Unitary Authority plans were currently on hold.
- Residents had raised the need for a pedestrian crossing. Cllr Hubbard suggested that a crossing near the former Methodist Church might be a safe location, particularly if the 20 mph limit was granted.

A resident observed that the work in School Lane did not appear to have been carried out, but the road closure sign was still in place. Cllr Darbyshire explained that some work was being carried out near Pinfold Well Lane, and she would contact Highways to find out what had been done. She reported that she had discussed a pedestrian crossing with the Highways Officer a couple of years ago and he had concluded that there was no suitable place for a zebra crossing in Toft, due to the parked cars in the High Street and the proximity to the bend. She undertook to raise this with Highways again but the Council's view was that a location north of the Church building would be too close to the blind bend.

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 6 July 2026

RESOLVED that the minutes of the meeting on 6 July 2026 be approved as a true record and signed by the Chairman, after replacing the first paragraph of the Open Session with the following text: (Prop ED, 2nd MY, unanimous)

"A resident asked about Speed Watch operating in the village. Cllr Yeadon outlined the Parish Council's concerns about speeding and that a new Speed Watch group has been set up, has just begun operating, and will be reporting results to the Police. The Parish Council would like the Police to visit to monitor speeding in Toft, but Cllr Darbyshire explained that the Police require a Speed Watch group to be operating and the Police must receive a significant amount of data before considering a visit to monitor the speed of vehicles through Toft. Speed Watch data may help to support another application for a 20 mph limit throughout the village, and it was hoped that Toft would eventually be successful with this."

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

3.1 (3.1) To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled

RESOLVED, having considered his application, to co-opt Paul McCarthy as a member of the Parish Council. (Prop MY, 2nd EM, unanimous)

Cllr McCarthy signed his Declaration of Acceptance of Office before taking his seat.

3.2 (Open) Shared use path between Toft and Comberton – update and report on meeting

Cllr Miles reported on a successful meeting with Thomas Tolliday of CCC. The hedgerow appeared to have been cut back but the surface was still a concern. There was debris on the path and it was only suitable for single file walking for part of the way. The CCC Officer had said that they would be doing siding out of the path and scraping it back as far as possible to restore its original width. Cllr Darbyshire undertook to follow this up. A letter had also been sent by CCC to neighbouring residents asking them to trim back their hedges within two weeks, but had not allowed sufficient time, as the letter had taken almost two weeks to arrive.

3.3 (3.4) Finding Fitness climbing wall proposal – update

Cllr Miles reported that the application had been submitted to the National Lottery Community Fund but the outcome was not expected until mid-November.

3.4 (3.5) To consider the RoSPA report and quotations received

RESOLVED given that only two items were in need of work, and had been identified as low risk in the RoSPA report, that Cllr Yeadon should carry out the repairs and purchase and fit new bearings for the rocking swing and new bolts for the rocking ladybird.

3.5 (3.6) To consider the purchase of a new bench for the Drift, and potential location

RESOLVED to purchase a new bench from Cyan and to locate it on the eastern side of the Drift where there is a large gap in the hedge. (Prop EM, 2nd ED, unanimous)

RESOLVED that Cllr Miles should take a look at a bench in Brookside, which was in poor condition, and report back.

3.6 (3.6) To confirm the purchase of "Pick up after your dog" signs

RESOLVED to confirm the purchase of twelve "Pick up after your dog" signs by Cllr Miles at a cost of £47.88. (Prop EM, 2nd MY, unanimous)

3.7 (3.6) Refurbishment of benches and map signs – to consider any quotations received

RESOLVED, given that the quotations received were quite high, to seek additional quotations and to delegate to the Chairman to confirm acceptance of the best price. (Prop MY, 2nd EM, unanimous)

On a proposition by the Chairman, the order of business was varied to take item 7.10 next.

7.10 Removal/damage of two Parish Council map information boards

Cllr Miles reported that the header of the map sign by the Green had fallen off and the map sign in Brookside had been pulled up and left in the trees.

RESOLVED that Cllr Yeadon should take a look at the sign by the Green and retrieve the sign in Brookside.

3.8 (3.7) Website and emails update

RESOLVED that Cllr Darbyshire and Cllr Howling should try following the links to the instructions and guidance provided by Parish Online for transferring their emails to the new email addresses.

RESOLVED to wait until the migration of all the content to the new website had been completed before deleting material from the old website. It was noted that Parish Online offered a tidying up service for £25.00.

RESOLVED to seek guidance from the Clerk about what needed to be done next, and to ask him to update the current webmaster. The Council sought clarification about Admin access to the website including logins and who would update the website, which needed to be populated.

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

4.1 SCDC – Expiry of ACV listing for Toft Shop

RESOLVED noting the listing expires in September 2027 to consider this again in six months' time.

4.2 SCDC – Proposed submission Greater Cambridge Local Plan final consultation (deadline 25 September)

RESOLVED, noting that there were no proposals in the area, not to make a response, but that members can respond individually if they wished.

4.3 CCC – Cambridgeshire and Peterborough Minerals & Waste Local Plan review – Scoping consultation and Call for Sites (deadline 12 October)

RESOLVED that the Parish Council make no response.

4.4 Resident request for funding for improvements to Jubilee Green

RESOLVED to approve expenditure of up to £60.00 for the purchase of wild daffodil bulbs and wild primroses to be planted near the hedge at the Jubilee Green. Cllr Yeadon will inform the resident.

RESOLVED to ensure that the grass cutters are including the area in the grass cutting schedule as a cut is now needed.

4.5 Cambridgeshire ACRE – Parish and Town Survey 2026

RESOLVED to note the survey and that the Clerk should complete it online.

4.6 Cambridgeshire ACRE – Invitation to Annual General Meeting 2026 and Impact Report

RESOLVED to note that Cllr Darbyshire had registered to attend.

4.7 CCC - Cambridgeshire Rights of Way Improvement Plan survey

RESOLVED, having considered and agreed the questionnaire responses, that Cllr Miles should submit the response online.

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. (Prop MY, 2nd EM, unanimous)

SCDC	Uncontested election cost	£105.00
Toft People's Hall	Room hire	£20.00
Toft People's Hall	Room hire	£20.00
MD Landscapes	Grass cutting	£577.50
E Miles	Expenses dog signs	£47.88
Clerks Compliance	Internal Audit fee	£120.00

5.2 To receive play inspection reports and consider any work required

Nothing further to add.

- 5.3 To consider any matter which is urgent because of risk or health and safety and relates to Council property
RESOLVED that low hanging brambles on the Church Drift path, which had not been cut will be reported to CCC by Cllr Miles.
6. **To consider any Planning or Tree works applications or related items received**
- 6.1 Planning applications received – to be considered
- 6.1.1 26/02650/S73 – Land rear of 6 Hardwick Road – S73 to vary condition 8 (Verification report) of planning permission 21/01919/FUL (Part demolition of industrial building and conversion of remaining into a detached private dwelling and associated works) to amend the wording of the condition to omit the wording “prior to occupation”.
RESOLVED to make no comments.
- 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
- 6.3.1 26/01600/HFUL – 5 Cannors Close – Single storey side extension including alterations to fenestration – Permission granted by SCDC.
- 6.4 Tree works applications
None.
7. **Members items and reports for information only unless otherwise stated**
- 7.1 Village Maintenance
The new picnic benches for Lot Meadow are being delivered shortly.
- 7.2 Highways
Cllr Darbyshire reported that pothole repair was up to date and the pavement repairs on the western side of the High Street by the former Methodist Church had been completed, as had the Beldams Close flooding work. A puddle from recent rain had drained quickly but Cllr Darbyshire will continue to monitor this when it rains.
- 7.3 Toft People’s Hall
Internal renovations had been carried out with just a few outstanding points.
- 7.4 Footpaths
It was noted that there had been no change to the overgrown vegetation on Footpath K6. A letter had been sent to Kingston Parish Council.
RESOLVED that Cllr Yeadon should take a look at the junction of footpaths T2 and T19 where brambles had become more overgrown and made the path very narrow.
- 7.5 Defibrillator report
It was noted that a new battery had been ordered but that the order now needed to be resubmitted online via a website called Webnos. Cllr Darbyshire will create an online account.
RESOLVED that Cllr McCarthy should take on responsibility for the defibrillator and liaise with the Community Heartbeat Trust. Cllr Darbyshire will phone Webnos to update them and redirect the contact details, and will meet Cllr McCarthy at the defibrillator site to show him the equipment.
RESOLVED that Cllr McCarthy should arrange defibrillator and CPR training for January.
- 7.6 Birdlings liaison
Cllr Coghlan reported that a resident had asked for another zebra crossing at the Co-op, as a large number of pupils from the Village College crossed there. It was felt unlikely that this would be approved by CCC as it would be so close to the existing crossing.
RESOLVED that Cllr Darbyshire should make enquiries with CCC but to suggest to the resident that it might be beneficial if they were to write to Comberton Village College to raise the matter themselves.

7.7 East West Rail

There were no new developments. It was noted that the organisers of the EWR meetings were looking for another Parish Council to take over.

7.8 Disaster Management Plan and Compilation of a Risk Management and Emergency Plan

Cllr Miles reported that she had written to Pippa Heylings MP and was considering writing to emergency groups about compiling a plan. She will introduce Cllr Howling as he is leading the project.

Cllr Howling outlined his initial ideas for a plan, which included: wildfire risks, their prediction and effects, such as tree branch drop; Bourn Brook; shared green spaces; flooding and storms.

He suggested setting up a communications network and reaching out to neighbouring villages to communicate information about fires, etc.

Members also suggested that it would be useful to make a confidential list of people who might be vulnerable due to being ill or disabled, or had no transport, to identify who might need help in an emergency. The village could be broken down into areas with one or two residents responsible for a few streets.

It would be necessary to identify where people could go if there was a fire or shelter was needed.

RESOLVED that Cllr Howling should continue to develop the plan, and contact the MP and local Parish Councils and ask whether they have plans or policies that they could share.

7.9 Proposal that the Parish Council considers the excessive amount of promotional material on the top of the High Street and Excessive signage on the road side

RESOLVED, given the concern about restricted visibility for those pulling out onto the High Street, to write to the County Councillor seeking his support with the removal of the signs. The excessive signage had already been reported on the CCC website. Cllr Darbyshire will raise the matter with Highways.

7.10 Removal/damage of two Parish Council map information boards

Taken earlier.

7.11 Village Hero Awards

RESOLVED to run the Awards again this year, and that Cllr Yeadon should place an article in the Calendar seeking nominations and will bring them to the Parish Council to be finalised.

RESOLVED to purchase plaques for the approximate cost of £80.00 and also boxes of chocolates, to be presented at the Christmas dinner. (Prop MY, 2nd ED, unanimous)

7.12 Funding for bulbs for the Village Green

RESOLVED to approve expenditure of an additional sum of £40.00 for the purchase of spring flowers for the village green, and that Cllr Darbyshire should contact the resident who looks after the Jubilee Green about where to source the plants.

7.13 Speed monitor results

Cllr Yeadon reported that he would prepare results again for next month. He had sent the previous results to the Speed Watch group and would ask them for an update on their activities.

8. Closure of meeting

There was no further business and the meeting closed at 9.43 pm.

SignedChairmandate.

Community Gritting Training Pack



For help, advice or further training
on any aspect of this scheme, please
contact
highways@cambridgeshire.gov.uk
or call 0345 045 5212

Welcome to the Community Gritting Scheme

Thank you for offering your time to help your community by gritting local footways. The County Council's Community Gritting scheme allows people like you to step in during extended periods of freezing weather to clear routes in your area that are not part of the County Council's gritting program.

This training pack contains all the information you need to become a fully trained Community Gritting volunteer. In order to complete your registration you will find a form to sign and return to the County Council at the end of this pack. However, if you are unsure about any element of this training, have any questions or would like more information, please contact highways@cambridgeshire.gov.uk

How the scheme works

When do I grit?

Just like the gritters that clear the roads, the community gritting schedule is determined by the weather. We do not notify registered community gritting volunteers when to grit, we rely on our volunteers to grit the footpaths as and when it is required. Knowing when to grit can be determined by noting when:

- Snow or ice has formed;
- County Council Gritters are predicted to be operating on the highways (follow us on twitter or go to Cambridgeshire County Council's website);
- Local weather forecasts predicted ice/freezing temperatures.

Where do I grit?

This scheme only applies to footways and footpaths. You are not insured or trained to grit the roads and should never place yourself in conflict with live traffic. You should not put yourself at any further risk from motor vehicles than you would as an untrained pedestrian.

Each parish decides which footways and paths should be gritted by volunteers and submits them to the County Council for approval. The routes are then discussed and an agreed route map is recorded. You are only covered by the County Council's insurance for these agreed routes.

If you feel that a route should be changed or added to the agreed route map then please contact your parish council who can discuss the change and submit it to the County Council if appropriate.

Recording your gritting

It is very important that you keep a record of when and where you have gritted. These records evidence that a route was gritted by a volunteer so that any potential claim can be dealt with by the County Council's insurance.

As the County Council will only require these records if a problem arises, it is recommended that you arrange to pass these records to your parish clerk for safe keeping.

An example form for recording your gritting is provided with this pack, but you can record the information in whichever way is best for you and your parish clerk.

Only volunteers that have completed this training and returned the registration form you will be covered by the County Council's insurance. A person would not be considered a volunteer if the Parish Council pays them. Even if they are paid only a penny that person becomes their employee and they would need to obtain employers liability insurance.

Cambridgeshire County Council are only able to indemnify in respect of voluntary services for which the parish are providing a 'support' and would not be comfortable with payment being made.

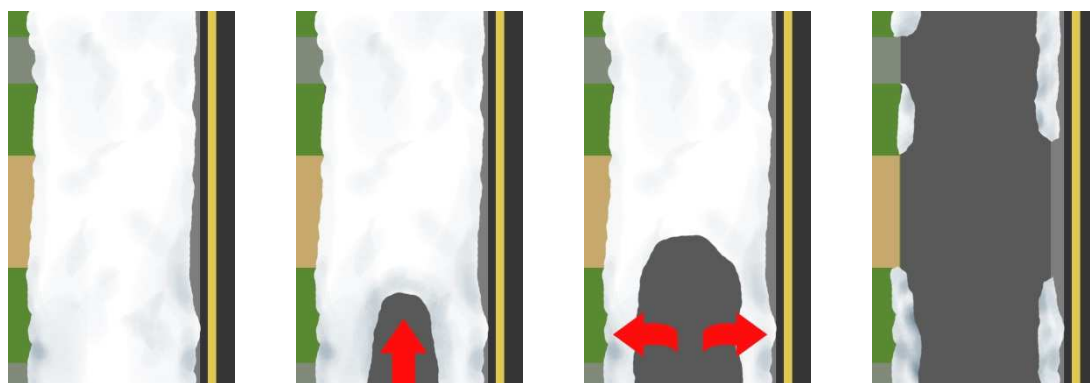
How do I grit?

The grit that you will be using is the same substance used by the County Council's road gritters, a mixture of crushed sand, stone and rock salt. When it is spread on a road or path, the crushed sand and stone provide extra grip for shoes and tyres and the rock salt dissolves and raises the salinity of surface water, which lowers the temperature at which it will freeze.

A surprisingly thin layer of grit is needed to achieve this effect and our road gritters use as little as one tablespoon of grit per square metre when they go out. There is a limit to the amount of salt which water can absorb, which means that using a heavier layer of grit will not make the surface less likely to freeze.

Spreading grit will not clear heavy snow and if it is spread on snow that has been compacted, it may briefly melt a thin, top layer which will then refreeze and create a very slippery layer of ice. This means that it is very important to clear snow before you spread grit.

Using an appropriate shovel, start from the centre of the path, moving snow outward to the edge, taking care not to block driveways, dropped kerbs or drains. Even a small pile of snow can freeze into an icy 'speed bump' that will cause problems for pedestrians and vehicles.



Grit works best when spread onto an area where ice has already melted. You can use nature to your advantage by clearing snow early and timing your gritting after the sun has had time to act on the icy path beneath but before it sets and causes a drop in temperature that will start a new freeze.

This ideal scenario may not be possible, but for parishes who have a diverse range of volunteers you may be able to coordinate shifts that allow for clearing and gritting to be done by separate volunteers at different times of the day.

Operating a spreader

There are two types of spreader that have been provided by the County Council, but both follow the same basic principle. Grit is loaded into a hopper at the top of the spreader and the motion of pushing the spreader turns a disc which releases a thin layer of grit onto the ground.

If grit has become damp and frozen, the large lumps may block the spreader, preventing grit from being spread. The County Council is looking into better storage methods to help prevent this from happening, but if this occurs, carefully break up the lumps to allow the grit to pass through normally.

Always make sure that the spreader is stationary and you have a firm footing before attempting to clear or refill the hopper. Never put your hands near the disc when it is in motion.

Fill the hopper carefully, making sure that you do not overload it by making the spreader too heavily to easily push and that you follow the lifting advice in the health and safety section below.

Ensure that the spreader is adjusted to the appropriate setting and make sure you have a firm footing. Then push the spreader at a slow walking pace, making sure that you take small steps, keeping the spreader a comfortable distance from you with your body weight centred above your feet. Moving too quickly or taking long steps will increase the chances of losing your footing or the spreader slipping out of your reach.

Ensure that salt is only spread on the footway or footpath on the agreed route and does not fall into nearby grass or gardens as it will harm the plants growing there.

If you would like a demonstration of how to use a spreader, have any questions or are unsure about these instructions, please speak to a fellow volunteer or contact highways@cambridgeshire.gov.uk to ask for additional training.

Health and Safety

The Health and Safety at work act of 1974 is the foundation of British Health and Safety Law. It imposes a duty of care on employees, including volunteers to take reasonable care of themselves and others while working and to co-operate with their employer to achieve this.

The information presented here is given to allow you to grit as safely as possible. If you have any concerns or questions, please contact highways@cambridgeshire.gov.uk and remember, if it doesn't feel safe, don't do it!

Working around the highway

This volunteer scheme provides for gritting of footways and footpaths and does not provide for gritting on the carriageway. You should not be any closer to moving traffic than you would be as an ordinary pedestrian and you should take extra care when crossing roads. Weather conditions will increase vehicle stopping distances and may reduce visibility.

Personal protective equipment (PPE)

PPE is equipment or clothing which is intended to protect you against risks to your health and safety. You should always wear the appropriate PPE when gritting and make sure that it is in good repair and suitably stored when not in use. If any of your PPE is damaged or unsuitable, do not 'make do'. Make sure you inform your parish council that it needs replacing.

When gritting you should wear the following

- ◆ A high visibility Jacket or long sleeved waistcoat. This is bright, reflective clothing that will make it easier for drivers and other road users to see you and should be on top of any other clothing you are wearing at all times.
- ◆ Gloves. Aside from the cold, there is a risk of cuts or abrasions from grit. Always make sure you are wearing appropriately protective gloves
- ◆ Eye protection. Grit and salt water can be flung into the air, particularly when using a spreader. Keep your eyes protected from painful or damaging salt spray at all times.
- ◆ Appropriate footwear. A sturdy set of boots that support your ankles, are flat soled with good tread and have steel toecaps (not supplied by Cambridgeshire County Council).

Manual Handling

Manual handling covers any transportation or supporting of a load (including pulling, pushing, carrying and moving) by hand or bodily force. You have a duty to ensure that you do not place yourself or others at risk by not following proper systems of work while acting as part of the scheme.

Pushing spreaders

Ensure that you do not overfill the spreader so that it is too heavy to comfortably push. If you have overfilled by accident, remove the additional weight and do not put unnecessary strain on your body by trying to 'make do'.

Make sure you have a firm footing and are in control of the spreader by keeping your body weight about your feet, taking small steps and keeping to a slow walking pace.

Clearing snow

Shovelling snow can be strenuous work that puts a strain on the heart and back. Make sure you stretch your muscles and warm up before you start.

Do not attempt to clear too much snow on each shovel-load and do not attempt to 'throw' the snow as this can cause jerky movements that increase the risk of strained muscles. It is better to work slowly and use more shovel movements than risk hurting yourself by hurrying.

Make sure you follow the proper form when shovelling:

- ◆ Keep your feet wide apart, with your front foot close to the lowered shovel
- ◆ Put your weight on your front foot, using the force of your leg to push the shovel forward
- ◆ Shift your weight to your rear foot as you lift the shovel, keeping the load close to your body
- ◆ Turn your feet in the direction you are depositing the snow as you unload the shovel

For further advice please refer to 'The Snow Code' at the following link:

<http://www.metoffice.gov.uk/get-ready-for-winter/out-and-about/the-snow-code>

Lifting grit

Some grit may be delivered in small bags that can be lifted to pour grit into the spreader. When doing so make sure you plan the lift carefully:

- ◆ Adopt a stable position, feet apart with one leg slightly forward to maintain balance, with the load directly in front of you.
- ◆ Bend the hips and knees with a small flex of the back in a squat. Do not flex your back further than necessary.
- ◆ Take hold of the load and straighten up with your legs and hips. Move smoothly and do not jerk or snatch the load as this can cause injury. If the load is too heavy for this, do not lift.
- ◆ Only turn once you have completed lifting. Leaning sideways or twisting your back mid-lift puts additional strain on your back.
- ◆ Follow this procedure in reverse to safely lower the load again.

Remember, never lift more than can be easily managed and if in doubt, don't lift. Grit can always be shovelled into the hopper in smaller loads.

Slips and Trips

The Health and Safety Executive states that slips and trips were the most common cause of accidents in the workplace and account for over a third of all reported injuries lasting over three days.

While gritting you may be working in a very slippery environment so remember to always wear the appropriate PPE, take your time and use small steps, ensuring that you take extra care around tightly compacted ice and uneven surfaces.

Control of Substances Hazardous to Health (COSHH)

Substances can be harmful by inhalation, ingestion, eye injury or skin irritation. Although grit is not toxic it can be very abrasive and will be painful if it comes into contact with cuts, grazes or your eyes.

Always wear appropriate gloves when loading or using grit to protect your hands from abrasion, ensure that any broken skin is appropriately covered and wear eye protection to prevent injury from flying grit or salt spray.

Lone working

Working alone can significantly increase work related risks, particularly at night, when you should ensure you stick to well lit areas whenever possible.

In an ideal scenario you should arrange to go gritting with another trained volunteer, both in appropriate PPE. However, as this is not always practical you should carry a mobile phone and use the 'buddy system'. Always make sure that you inform somebody (your buddy) that you are going out gritting and when you expect to return. Your buddy could be the parish clerk, a friend, family member or anyone else who you can easily contact.

Your buddy will be able to alert authorities or look for you if you do not return in good time and can contact you to check that you are alright if you are delayed. Please remember to contact your nominated 'buddy' when you have returned home safely or if you are going to take longer than expected.

Working in low temperatures

Gritting and shovelling snow can be hard work which will warm you up once you start. However, due to the low temperatures you will be working at, you will very quickly cool down when you stop exerting yourself. Make sure you dress in layers so that you can add and remove clothing easily to adjust how warm you are. Always ensure that your high visibility jacket or vest is the top layer of clothing at all times.

If you dress appropriately, you should be relatively comfortable while carrying out gritting and it is unlikely that you will experience the following problems but please read the follow effects of being out in low temperatures and ensure that you take action if you feel any of the described symptoms.

Hypothermia

Hypothermia is a condition that develops when the body temperature drops below 35 degrees centigrade. It is characterised by excessive shivering, confusion, slow movement or a stumbling pace.

If you start to experience any of these symptoms, stop gritting and find somewhere to warm up. Do not place yourself at risk by continuing to grit if you are feeling these effects.

Frostbite

Frostbite is a more severe condition that results from exposure to prolonged or intense cold and affects the extremities of the body, particularly the fingers, toes or nose. It begins with a prickly pain, like intense pins and needles, followed by a gradual loss of feeling in the affected area. The skin then begins to feel hard, becoming a mottled blue or sometimes white colour and can eventually lead to the loss of the affected extremity.

If you start to feel the symptoms of frostbite, stop gritting immediately and find somewhere that is a comfortable temperature to slowly warm up at a natural pace. Never try to warm the affected area with a hot water bottle, bath or hot drink as this can cause permanent damage.

We are here to help

If you have any questions about this training pack, want clarification on any of the points raised or would like face to face training at one of our highway depots, just contact highways@cambridgeshire.gov.uk or call 0345 045 5212

Thank you for volunteering to help your parish this winter. This leaflet is a pocket guide to help ensure that you are safe and insured whilst gritting footpaths for your parish council. If you have not read the Community Gritting training pack and completed the registration form, you will not be covered by the County Council's insurance.

When and where should I grit?

Knowing when to grit can be determined by noting when:

Snow or ice has formed;

County Council Gritters are predicted to be operating on the highways (follow us on twitter or go to Cambridgeshire County Council's website);

Local weather forecasts predicted ice/freezing temperatures.

The routes for gritting are agreed between your Town/Parish Council and Cambridgeshire County Council and it is important that you stick to these routes when gritting. If you feel that the routes need to be changed or added to, please let your Town/Parish clerk know.

If you grit outside of the agreed routes you will not be covered by Cambridgeshire County Council's insurance.

When you have been out, please make sure that you fill out a log sheet, with your name, date and route that you gritted and return these to your town/parish clerk. These logs ensure that Cambridgeshire County Council and your local clerk can deal with any enquiries about the volunteer gritting routes.

Good Gritting Checklist

Before going out, make sure you have:

- Warm clothing
- Stout footwear with good grip
- A high visibility vest or jacket
- Gloves and eye protection
- A copy of the agreed route
- Gritting equipment that you are comfortable using
- Told someone that you are going gritting

While gritting, make sure that you:

- Check that it is safe to grit
 - Visibility is good
 - Traffic flows are not too high or fast
 - You are not at risk of falling
- Keep aware of traffic, which may have difficulty stopping
- Start by shovelling snow if necessary, starting from the middle

of the path, so you have a safe route to walk

- Make sure shovelled snow is not left in front of pedestrian crossings, driveways or other accesses to property.
- Use grit sparingly and check that your spreader is on the right setting
- DO NOT use hot water, which will melt the snow, but will freeze into more dangerous black ice
- Remove clothing layers if you get too warm, but always leave your high visibility jacket or vest on and remember that you will cool down quickly after you stop work

When you have finished gritting, make sure that you have:

- Emptied, cleaned and secured your equipment. Grit left in spreaders will solidify and become unusable.
- Told someone that you have returned safely from gritting
- Recorded your gritting on your log-sheet

Whenever possible, grit with a partner and keep a mobile phone on your person so that you can call for help if needed. However, if you do have a fall

Try not to panic. It is likely that you will feel shocked and a bit shaken, but staying calm will help you to gather your thoughts and remember what to do.

When you are calm, ask yourself whether you feel able to get up. If you are not hurt and you feel strong enough to get up, follow the steps listed below.

- *Do not get up quickly. Roll onto your hands and knees and look for a solid, stable object nearby.*
- *Crawl over to the object and, if possible, put something soft under your knees.*
- *Hold on to the object with both hands to support yourself.*
- *Place one foot flat on the floor, with your knee bent in front of your body.*
- *When you feel ready, slowly get up.*
- *Sit down and rest for a while before carrying on, if you feel able to do so.*

To update your contact details, log issues with gritting equipment, request more grit or for any other enquiries, please call

0345 045 5212 or email

highways@cambridgeshire.gov.uk

Thank you for volunteering your time to help keep your parish moving this winter.

Community Gritting **for Volunteers**



A Pocket Guide

Community Gritting Volunteer Log Sheet

Parish:

Name of volunteer	Footpaths gritted (If all agreed footpaths shown on map, please write 'all agreed')	Date	Time out	Time back

Community Gritting Registration form

Thank you for volunteering to help keep your parish gritted. Please complete this form and return to *Cambridgeshire County Council, Highways Depot, Station Road, Whittlesford CB2 4NL* or highways@cambridgeshire.gov.uk to register as a Community Gritting volunteer.

Name.....

Parish being supported.....

Date.....

Email address.....

I require the following equipment (please tick all that apply):

PPE as described in the Community Gritting training:

- ☐ High visibility long sleeved waistcoat
- ☐ Gloves
- ☐ Eye protection
- ☐ A snow shovel
- ☐ A hand-pushed spreader

Please collect equipment from nearest depot or provide delivery address below

.....

.....

.....

- ☐ By ticking this box I confirm that I have read and understood the training in the Community Gritting Information Pack provided by Cambridgeshire County Council and will follow the guidance given.

The information provided on this form will be used solely for the purposes of administering the Community Gritting scheme.

Mrs GAIL STOEHR
Toft Parish Council (South Cambridgeshire)
30 WEST DRIVE
HIGHFIELDS CALDECOTE
CAMBRIDGE
CAMBS
CB23 7NY

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Policy Number	YLL-2720922873
Insured	Toft Parish Council (South Cambridgeshire)
Business	Parish Council
Period of Insurance	
From	01/11/2026
To	31/10/2027

and any other period for which cover has been agreed.

Premium Breakdown:

Package	£ 396.00
Monuments, Memorials & Statues	£ 0.00 (Cover not selected)
All Risks	
Playground Equipment All Risks	£ 0.00 (Cover not selected)

Total Annual Premium*	£ 396.00
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*Premiums are inclusive of Insurance Premium Tax

Schedule Number	178015305
Preparation Date	06/09/2026
Policy Form Reference	MLAACI11

Statement of Fact

You have confirmed to us that you comply with these statements of fact. If you become non-compliant with any of these statements, you must tell us, as it may affect your ability to claim under this policy.

- You have never had insurance declined, refused, cancelled or had special terms applied
- You will have up to date risk assessments whilst you are insured with us
- If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:
 - *Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory*
 - *You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse*
 - *You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process*
 - *All Employees and **volunteers** engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training*
 - *You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse*
 - *You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.*
- You are not aware of any situations prior to purchasing this policy, which might cause a claim
- You have not had more than three claims or any one claim exceeding £5,000 in the last three years
- On average, your volunteers contribute less than 70 hours a week
- You do not hold any events that have more than 500 people in attendance at any one time
- You do not send goods or money outside of UK
- You are not responsible for insuring any type of buildings
- You are not responsible for:
 - Skateparks, BMX tracks or adventure playgrounds
 - Zip wires, trampolines or inflatable play equipment
- You do not require All Risks cover for monuments, memorials & statues
- You do not require All Risks cover for playground equipment

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part C – All risks

Where no premises address is shown, the item is not based at one location and cover is provided anywhere with the **territorial limits**.

Item Description	Sum Insured (subject to single article limit)	Excess
All contents owned by the council, excluding any other items specified on the schedule, subject to the single article limit	£ 50,000	£100

Single article limits applicable are;

Computer Equipment	£2,000
Fine Art and Jewellery	£2,500
Civic Regalia	£2,500

Operative Endorsements: 1 and 2 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other money :	
(a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any member or employee	£250
(c) in the premises	
(i) in the custody of or under the actual supervision of any member or employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£250

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.'

Part E – Public liability

Limit of Indemnity: £12,000,000

Operative Endorsements:

Section 2.10 Financial loss is operative and the retroactive date is 01/11/2022

Part G – Employers liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and slander

Sum Insured £250,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Operative Endorsements:

None

Part N – Fidelity guarantee

Persons Guaranteed: **Sum Guaranteed**
All members and employees £250,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part O – Personal accident

The cover			
Category:	Insured Persons:	Operative Time:	
A	Employees	Engaged in Usual Occupation including Journeys and whilst commuting directly between place of residence and usual place of business	
B	member	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business	
C	volunteer	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business	
Excesses			
Excesses:		Not applicable	
Table of benefits			
Benefit:	Category:		
	A	B	C
1. Death	£100,000	£100,000	£20,000
2. Loss of Limb (one or more) and/or Loss of Sight (in one or both eyes)	£100,000	£100,000	£20,000
3A. Total Loss of Hearing (in both ears) and/or Total Loss of Speech	£100,000	£100,000	£20,000
3B. Total Loss of Hearing in one ear	25% of 3A	25% of 3A	25% of 3A
4. Permanent Total Disablement	£100,000	£100,000	£20,000

5. Permanent Partial Disablement	See section 2.16	See section 2.16	See Section 2.16
6A. Hemiplegia	£125,000	£125,000	£125,000
6B. Paraplegia	£125,000	£125,000	£125,000
7A. Quadriplegia	£250,000	£250,000	£250,000
7B. Triplegia	£200,000	£200,000	£200,000
8. Temporary Total Disablement	£500 per week	£500 per week	£100 per week
9. Temporary Partial Disablement	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil
Benefit Period – temporary disablement	104 weeks	104 weeks	104 weeks
Deferment Period – temporary disablement	0 days	0 days	0 days

Operative endorsements

Endorsement title:	Endorsement wording:
1	Special exclusion 2 of Section 3 is inoperative provided always that the insurer will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

Part P – Legal expenses**Insured Incidents:**

1. Employment Disputes and Compensation Awards	Operative
2. Legal Defence	Operative
3. Statutory License Appeal	Operative
4. Contract Disputes - £5,000 Limit	Operative
5. Debt Recovery	Operative
6. Property Protection and Bodily Injury	Operative
7. Tax Protection	Operative

Limit of Indemnity: £250,000

Operative Endorsements:

None

General Notes

1. Fair presentation of the risk

The insured must make a fair presentation of the risk to the insurer at inception, renewal and variation of the insured's policy. This means that the insured must tell the insurer about all facts and circumstances which may be material to the risks covered by the policy in a clear and accessible manner and that the insured must not misrepresent any material facts. A material fact is one which would influence the acceptance or assessment of the risk. If the insured has any doubt about facts considered material, it is in the insured's interest to disclose them to the insurer.

Please check that all of the information recorded in this document is correct. If there are any inaccuracies or omissions, please inform the insurer immediately. Failure to make a fair presentation of the risk could result in the policy being avoided, written on different terms and/or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

2. Cancellation

All insurance policies run for a fixed period. The insured can terminate an insurance contract verbally or in writing at any time. No refunds are due for any unused period of cover outside of the 'cooling-off period' for customers or following initiation for organisations and businesses.

The insurer may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

ARAG Head and Registered Office

ARAG Legal Expenses Insurance Company Limited, Unit 4a, Greenway Court, Bedwas, Caerphilly, CF83 8DW
Registered in England and Wales | Company Number 103274 Website: www.arag.co.uk

ARAG Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.



Clerk's Compliance
113 Garden Walk
Royston, Herts
SG8 7JN
cameron@clerkcompliance.uk

INTERNAL AUDIT REPORT FY25/26

Name of Authority	Toft Parish Council	Date Audit Completed	Friday 3rd July 2026
Audit for Year	FY25/26	Auditor	Cameron Biggs
Clerk/Officer/Auditee	Ben Stoehr		

Criteria	Section	Mandatory?	Audit findings	Opportunities for improvement
Basic Governance	Standing Orders	Audit Requirement	The standing orders are published online. They were last adopted in 2018.	Consider updating to the NALC 2025 model template.
Basic Governance	Financial Regulations	Statutory Requirement	The finance regulations were last adopted in September 2019.	It would be beneficial to review the FRs and update to the 2025 NALC model template.
Basic Governance	Minute book	Statutory Requirement	The minute book is up to date digitally signed.	
Basic Governance	Agendas	Statutory Requirement	Agendas are made publicly available. Accounts/payments and planning applications are included on the agenda.	
Basic Governance	Council's Code of Conduct	Statutory Requirement	The CoC was last adopted in 2012.	Considering reviewing and updating to the 2020 version.
Basic Governance	Risk management document	Audit Requirement	The risk management document is appropriate for the Council's activities. Reviewed July 2022.	
Basic Governance	Declarations of interests	Audit Requirement	No concerns were noted.	
Basic Governance	Members' Registers of Interest	Statutory Requirement	Registers of interests were present for a sample of members.	
Employment & Personnel	Written statement of particulars of employment	Statutory Requirement	A contract of employment for the clerk is stored in the clerk's office.	
Financial	Accounts (e.g. day book)	Statutory Requirement	Accounts are managed using Excel.	
Financial	Budget for the financial year, including earmarked reserves.	Statutory Requirement	A budget for the FY was published, it included a number of EMRs	
Financial	Prior year Annual Return	Statutory Requirement	The AGAR for 24/25 was submitted and complete. A copy of the 24/25 internal audit report was available.	The internal audit 24/25 should be uploaded to the website.
Financial	Bank statements	Statutory Requirement	Bank statements are regularly reconciled to the accounts ledger.	
Financial	Bank reconciliations	Statutory Requirement	Payments are regularly reported at monthly meetings and reconciliations are carried out on a regular basis.	
Financial	Cheque books and paying in books	Statutory Requirement	N/A	
Financial	Invoices and receipts	Statutory Requirement	Copies of invoices and receipts are retained digitally and filed in the Clerk's office.	

INTERNAL AUDIT

Financial	Insurance documents Inc. Certificate of Employer's Liability	Statutory Requirement	Insurances have been maintained throughout the year, including Employer's liability.	The Council may wish to consider whether the current policy should include appropriate cover pertaining to digital and cyber risks.
Financial	Notice of tax code for each employee.	Statutory Requirement	Payroll is outsourced.	
Financial	VAT reclaim record	Statutory Requirement	N/A	
Financial	Investment certificates / bonds	Statutory Requirement	N/A	
Financial	Asset register (inc. Record of deeds)	Statutory Requirement	The asset register is up to date.	
Financial	Record of grants made	Statutory Requirement	Records are kept in the signed minutes	
Financial	Record of borrowings	Statutory Requirement	N/A	
GDPR	Data protection/information security policy	Audit Requirement	A data protection policy was available on the website.	
GDPR	Email addresses and privacy notices	Audit Requirement	A org.uk domain is in use, and privacy notice in place.	
Digital Compliance	IT Policy	Audit Requirement	The IT policy was appropriate for the council's operations, adopted on the 2nd February 2026.	
Digital Compliance	Data protection and IT training for Councillors.	Audit Requirement	There was no evidence that Councillor's had received training on Digital and Data Compliance.	As part of Assertion 10, Councils are required to 'Provide regular training to ensure all staff and members are trained on data protection principles and practices.' - Consider enrolling councillors in relevant training when available, from CAPALC etc., this must be retained as a training record.
Openness & accountability	Publication Scheme under the Freedom of Information Act 2000	Statutory Requirement	The publication scheme was appropriate and last adopted in 2012.	Consider updating the document to note when it was last reviewed.
Openness & accountability	ICO registration	Audit Requirement	The ICO registration certificate was up to date on the ICO website. Registration reference: ZB853170 Registration expires: 20th May 2027	Consider adding the ICO registration certificate to the Parish Council website.
Play Areas (Skip section if council does not own, manage or operate play areas)	Record of play equipment inspections	Audit Requirement	Inspections and remedial actions are also documented in the minutes.	
Play Areas (Skip section if council does not own, manage or operate play areas)	Record of annual inspection and copies of inspection certificate	Audit Requirement	The annual inspection was carried out in April 2025 and reported in the May 2025 minutes.	
Play Areas (Skip section if council does not own, manage or operate play areas)	Record of contractors' insurance, including copies of contractor's liability insurance documents	Audit Requirement	N/A	