

**MINUTES OF A MEETING OF  
SOMERSHAM PARISH COUNCIL**  
**Held on Monday 11<sup>th</sup> March 2024 at 7.30 p.m.**  
**At the Millennium Sports Pavilion, The Trundle, Somersham PE28 3JS**  
[www.somersham-pc.gov.uk](http://www.somersham-pc.gov.uk)

**PRESENT WERE:**

Cllr C Dolby  
Cllr J Drury  
Cllr D Potter (in the Chair)

Cllr D Skeggs  
Cllr D Sutton  
Cllr R Woolway

Mrs I Healiss, Executive Officer (EO)  
Mrs J Turney, Deputy Clerk

Seats Fifteen (15), Councillors present Six (6), Vacancies Three (3), Quorum Five (5).

**251/3/24      APOLOGIES**

Apologies for absence were accepted from:

Cllr A Cass – personal  
Cllr A Chapman – personal  
Cllr N David – illness  
Cllr T Piper – ABSENT  
Cllr T Sansom – personal  
Cllr F Smith - personal

**252/3/24      PARISH COUNCILLORS DECLARATIONS OF INTEREST**

Declarations of interest were received from:

Cllr Dolby under planning matters 24/00163/FUL - Land South of Lockers Barn.  
Cllr Drury under item 265/3/24 regarding the Scout Hut.  
Cllr Skeggs regarding public forum discussion 253/3/24 for Church Street.

**253/3/24      PUBLIC FORUM**

It was proposed by Cllr Sutton, seconded by Cllr Skeggs and unanimously RESOLVED to close the meeting for a period of time to hold a public forum.

The meeting was closed at 19:32 hours and reconvened at 19:45 hours

Mr Bevans from L Bevans Associates Architects Ltd raised possible development at the site of the Bishop of Ely's palace on land at the end of Church Street. Discussion surrounded the potential for frontage development only and the PC raised concern that any development would struggle at this location.

This land is on the site of an ancient monument with an existing public footpath running along one side which contain services, including gas mains and foul sewage.

Cllr Criswell advised that there have been some minor changes made to the planning application at 16 The Bank, Somersham, which now includes four bungalows at the site.

**254/3/24      CO-OPT A NEW PARISH COUNCILLOR**

It was proposed by Cllr Woolway, seconded by Cllr Sutton and unanimously RESOLVED to accept Bill Bruce as a Parish Councillor.

**255/3/24      REPORT FROM DISTRICT & COUNTY COUNCILLOR STEVE CRISWELL**

Cllr Criswell advised that further to budget setting, council tax is set to increase to its highest level. The request for an extra £20 million to Highways was turned down. Excess surface water drainage work on Parkhall Road is within the budget, but now involves re-surfacing and re-profiling work, including updated drainage underneath at further cost. The ENVAR appeal finished ten days ago- the inspector will consider his recommendation within the next three weeks and the Secretary of State will then make the final decision. Improvements at the Wheatsheaf Crossroads have been delayed due to unavoidable circumstances. Pot hole repairs are ongoing and Warner's Drove, Long Drove and Short Drove are due to be actioned this week for repair.

**256/3//24      PLANNING MATTERS**

**a) PLANNING APPLICATIONS**

|              |  |         |
|--------------|--|---------|
| 24/00163/FUL | Land South of Lockers Barn, Farmhouse Heath, View Close<br>Erection of a General-Purpose Agricultural Building | 12/3/24 |
|--------------|--|---------|

*Cllr Dolby left the room at 19:51 hours*

It was proposed by Cllr Woolway, seconded by Cllr Skeggs and RESOLVED to approve this application as the proposed building is in keeping with the surrounding area. There were three (3) votes in favour and one (1) against.

*Cllr Dolby returned to the room at 19:53 Hours.*

|                |   |         |
|----------------|---|---------|
| 24/00309/HHFUL | 10 Cranfield Place, Somersham, PE28 3YJ<br>Single storey rear extension | 14/3/24 |
|----------------|---|---------|

It was proposed by Cllr Sutton, seconded by Cllr Skeggs and unanimously RESOLVED to approve this application, as the proposed extension is unobtrusive and in keeping with the rest of the property.

|              |   |         |
|--------------|---|---------|
| 23/02133/FUL | Chinese Restaurant, 70 High Street, PE28 3EE<br>Installation of a new kitchen extraction unit | 12/3/24 |
|--------------|---|---------|

It was proposed by Cllr Sutton, seconded by Cllr Dolby and unanimously RESOLVED to approve this application as works were agreed as necessary.

|              |  |         |
|--------------|--|---------|
| 24/00280/FUL | Jacks Barn, St Ives Road, PE28 3ET<br>Erection of Side Extension and Change of Use of Agricultural Land to Residential Use | 14/3/24 |
|--------------|--|---------|



It was proposed by Cllr Woolway, seconded by Cllr Skeggs and RESOLVED to approve this application as the proposed extension is in keeping with the current building. There were four (4) votes in favour and one (1) against.

23/00369/REM            Land North Of 16 The Bank, Somersham            18/3/24  
Further information received –  
Planning application for the approval of reserved matters in respect of appearance, layout, landscaping and scale pursuant to outline planning permission reference 19/01790/OUT for the construction of 132 dwellings (including one self-build dwelling) alongside associated site infrastructure, works and landscaping.

It was proposed by Cllr Sutton, seconded by Cllr Skeggs and unanimously RESOLVED to approve this application as the proposal has already been agreed (in principle) by the Parish Council. Further information provided contains satisfactory amendments.

**b) PLANNING APPROVED**

23/02263/FUL            Stamford Lodge, 16 St Ives Road, Somersham  
Change of existing workshop to form residential dwelling.

23/02359/HHFUL        43 High Street, Somersham, PE28 3JB  
Proposed reconstruction of existing outbuilding

**c) PLANNING WITHDRAWN**

23/00344/ADV            The Cross, High Street Somersham  
Erection of a totem for a freestanding digital display

**257/3/24            AGREE A SOMERSHAM NEIGHBOURHOOD PLAN AND PARISH COUNCIL REPRESENTATIVES ONTO THE STEERING GROUP**

The Executive Officer will disseminate information to Councillors outlining other local Neighbourhood Plans before the next meeting.

**258/3/24            MINUTES OF THE MEETING HELD ON 12<sup>TH</sup> FEBRUARY 2024.**

The Minutes were proposed by Cllr Sutton, seconded by Cllr Woolway and RESOLVED as approved. There were four (4) votes in favour and two (2) abstentions due to absence.

**259/3/24            ADOPT THE UPDATED CCTV POLICY AND DATA PROTECTION IMPACT STATEMENT (DPIA.)**

It was proposed by Cllr Skeggs, approved by Cllr Sutton and unanimously RESOLVED to adopt the updated CCTV Policy and Data Protection Impact Statement (DPIA.)

**260/3/24            ADOPT THE SICKNESS ABSENCE POLICY.**

It was proposed by Cllr Skeggs, approved by Cllr Sutton and unanimously RESOLVED to adopt the sickness absence policy.

**261/3/24            POLICE REPORT**

- Neighbourhood Safety Emails – noted by Councillors
- A police report was not provided for the meeting.



262/3/24

**EXECUTIVE OFFICER’S REPORT**

**Correspondence emailed to councillors:**

- i. CAPALC bulletin & NALC CEO bulletins
- ii. Neighbourhood Alerts
- iii. Cambridgeshire ACRE bulletins and updates
- iv. Huntingdonshire DC – press releases and updates  
Application to add two footpaths to the Definitive Map and statement for Cambridgeshire (across allotments at Chapel Field, Somersham) – 10<sup>th</sup> April 2024.  
It was proposed by Cllr Sutton and RESOLVED to submit that the proposed footpath inclusions are what people have been using for years – the other is a hard track.
- v. ‘Coffee with a Cop’ event – date arranged for Friday 26<sup>th</sup> April at 11am to 1pm.  
(An opportunity for parishioners to meet with a police officer from the local neighbourhood policing team in an informal setting, ask questions, raise concerns and get advice.)

263/3/24

**FINANCE & RISK MANAGEMENT MATTERS**

- i. Monthly Accounts (Appendix One)  
The monthly accounts were proposed by Cllr Sutton, seconded by Cllr Woodway and unanimously RESOLVED for approval.
- ii. Report Huntingdon District Councils Precept Notification Band D charge.  
Noted by Cllrs.

|   |                 |
|---|-----------------|
| Thank you for your Notified Precept of:                 | <b>£264,712</b> |
| Tax Base for Area (Equated number of Band D Properties) | 1415.2          |
| Band D Charge (to cover Local Council Precept)          | <b>£187.05</b>  |

- iii. Christmas Lights update: Monies received for the Christmas Lights 2023 Collection boxes, bucket donations, SUMUP payments and other donations £1439.33  
Draw tickets sales £1583.80  
Noted by Cllrs.
- iv. Councillor Quarterly Risk Assessments – (due for completion by 29/2/24.)  
Reports are still due from Cllr Skeggs/Cllr Dolby and Cllr Smith/Cllr Sansom.
- v. To Note: three (3) free One Leisure sports sessions at the Norwood Field (one in May and two over the Summer holidays at £23.55 per hour plus VAT.)  
This has been included in the budget for this year.  
Noted by Cllrs.
- vi. Agree the Internal Auditor’s report.  
Agreed by Councillors.
- vii. Next finance working party meeting to be held on Wednesday 1<sup>st</sup> May at 7pm at the Millennium Pavilion.  
Noted by Cllrs.
- viii. Next Environmental and Localism Working Party meeting to be held on Monday 25<sup>th</sup> March at 7:30pm at the Millennium Pavilion.  
Noted by Cllrs.



**264/3/24**      **REPORT FROM THE PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 29TH FEBRUARY 2024**

It was proposed by Cllr Sutton, seconded by Cllr Potter and unanimously RESOLVED to amend the Committee title to Personnel and Governance Committee, as suggested by the Internal Auditor. Outdated policies due for review will be discussed throughout the year and the EO will update the Terms of Reference in line with this change.

**265/3/24**      **AGREE PREFERRED SPECIFICATIONS FOR A NEW SCOUT HUT BUILDING, AS REQUESTED BY THE 1<sup>ST</sup> SOMERSHAM SCOUT GROUP.**

It was agreed that the new scout hut should be erected onto the existing footprint (or smaller,) and not rotated due to potential encroachment onto the new car park extension and drive way on the Norwood field.

The type of building can be further discussed once the Scout Group have agreed the structure, although the Parish Council do not have any recommendations at this time. The EO will report back to the Scout Group.

**266/3/24**      **REPORT HIGHWAY MATTERS INCLUDING PUBLIC FOOTWAYS – REPAIRS/ MAINTENANCE**

There were no Council volunteers to join the community speed watch team. A notice asking for volunteers from the community has been included in the spring edition of the S4U Newsletter.

It was noted that residents should report pot hole issues to CCC directly via the website.

**267/3/24**      **REPORTS OF MEETINGS ATTENDED BY PARISH COUNCILLORS**

Cllr Sutton offered a report from the Victory Hall Management Committee meeting and confirmed that this years Somersham Carnival has unfortunately been cancelled. There is a new temporary treasurer.

**268/3/24**      **NOTICES & MATTERS FOR THE NEXT AGENDA**

None.

The next meeting of Somersham Parish Council will be on Monday 8<sup>th</sup> April 2024 at 7.30pm in the Millennium Pavilion, The Trundle, Somersham, PE28 3JS.

There being no further business the meeting was closed at 20:50 hours.

.....  
*[Handwritten Signature]*  
Chairman

*[Handwritten Mark]*

## Appendix One - Accounts

### ACCOUNTS from 5th February 24 to

|                            |   | Nov-23         | Vat            | Net               | TOTAL             |      | Cost Centre         |
|----------------------------|---|----------------|----------------|-------------------|-------------------|------|---------------------|
| Payroll                    | Salaries  |                | £0.00          | £7,808.75         | £7,808.75         | Bacs | Salaries - February |
| Pension payments           | Pension Fund  |                | £0.00          | £1,960.89         | £1,960.89         | Bacs | Pensions - Februar  |
| HMRC                       | Tax & NI  |                | £0.00          | £2,792.07         | £2,792.07         | Bacs | HMRC - February 2   |
| Becky Adams                | Strength & Balance January 4 sessions                         |                | £0.00          | £200.00           | £200.00           | Bacs | Changing Lives      |
| Clean Courts               | Multi surface area tarmac repairs re root damage 1stFeb 24    | £658.00        |                | £3,290.00         | £3,948.00         | Bacs | Multi sports area   |
| Cole & Day                 | Diesel 31stJan 24   | £8.32          |                | £41.58            | £49.90            | Bacs | Kubota              |
| I Healiss                  | Expenses re 4 x Giffgaff 5thFeb 24                            | £0.00          |                | £24.00            | £24.00            | Bacs | Expenses            |
| JPT Design Cons Ltd        | Planning application re Norwood car park extension 18thJan 24 | £120.00        |                | £600.00           | £720.00           | Bacs | Professional fees   |
| M Tabrett                  | Tai Chi Dec23 and Jan24 7 x sessions 4thFeb 24                | £0.00          |                | £350.00           | £350.00           | Bacs | Changing Lives      |
| P Bryant                   | Expenses re Microsoft 19thSept 23 annual charge               | £13.33         |                | £66.66            | £79.99            | Bacs | Office              |
| Somersham Victory Hall     | Mental & Physical wellbeing event 3rdFeb 24                   | £0.00          |                | £76.00            | £76.00            | Bacs | Changing Lives      |
| Somersham Victory Hall     | Strength & Balance 5 classes Jan 2024                         | £0.00          |                | £88.00            | £88.00            | Bacs | Changing Lives      |
| Somersham Victory Hall     | Tai Chi 5 classes Jan 24                                      | £0.00          |                | £44.00            | £44.00            | Bacs | Changing Lives      |
| Somersham Victory Hall     | Timebank coffee morning 17thJan 24                            | £0.00          |                | £16.50            | £16.50            | Bacs | Timebank            |
| Vision ICT                 | Bi annual fee for .gov.uk domain Apr 24 to Mar 26             | £13.00         |                | £65.00            | £78.00            | Bacs | Office              |
| CCL Supplies               | Millennium Pavilion washroom supplies 6th Feb24               | £11.07         |                | £55.33            | £66.40            | Bacs | Millennium          |
| CCL supplies               | Millennium Pavilion paper towels 8thFeb 24                    | £23.48         |                | £117.40           | £140.88           | Bacs | Millennium          |
| HDC                        | Excess bin weight charge Oct-Dec23                            | £0.00          |                | £59.25            | £59.25            | Bacs | Millennium          |
| I Healiss                  | Expenses re Giffgaff 14thFeb 24                               | £0.00          |                | £22.00            | £22.00            | Bacs | Expenses            |
| I Healiss                  | Exp re travel and parking Leicester re Comm Gov exam 6thFeb24 | £0.00          |                | £75.50            | £75.50            | Bacs | Expenses            |
| Microshade VSM             | Monthly fee 14thFeb 24  | £55.20         |                | £276.00           | £331.20           | Bacs | Office              |
| Optimum                    | Card top up 14thFeb 24  | £0.00          |                | £50.00            | £50.00            | Bacs | Optimum             |
| Suprclean                  | Millennium Pavilion 4 weekly cleaning Nov23                   | £0.00          |                | £480.00           | £480.00           | Bacs | Millennium          |
| Suprclean                  | Millennium Pavilion 4 weekly cleaning Dec23                   | £0.00          |                | £440.00           | £440.00           | Bacs | Millennium          |
| Suprclean                  | Millennium Pavilion 4 weekly cleaning Jan24                   | £0.00          |                | £600.00           | £600.00           | Bacs | Millennium          |
| Viking                     | Printer paper, letter trays and display book 5thFeb 24        | £8.17          |                | £40.84            | £49.01            | Bacs | Office              |
| White Plumbing             | Replace broken water valve at Millennium Pavilion 7thFeb 24   | £52.61         |                | £263.07           | £315.68           | Bacs | Millennium          |
| The Handlebards            | The Comedy of Errors deposit 1stMar 24                        | £0.00          |                | £500.00           | £500.00           | Bacs | Changing Lives      |
| Testmeter Group            | PAT tester test 5thFeb 24                                     | £18.00         |                | £90.00            | £108.00           | Bacs | Repairs replaceme   |
| L&S engineers              | Part payment for alternative hedge trimmers 21stFeb 24        | £5.90          |                | £29.50            | £35.40            | Bacs | Repairs replaceme   |
| Unity Bank multipay        | Lloyds debit card annual fee                                  | £0.00          |                | £50.00            | £50.00            | Bacs | Administration      |
|                            |   | <b>£987.08</b> |                | <b>£20,572.34</b> | <b>£21,559.42</b> |      | <b>£21,559.42</b>   |
| <b>ELECTRONIC PAYMENTS</b> |   |                |                |                   |                   |      |                     |
| Talk Talk Business         | 01487 841359 & internet Feb24                                 |                | £7.79          | £38.95            | £46.74            | DD   | Administration      |
| EDF                        | Electricity - Multi sports area - Feb24                       |                | £0.40          | £7.60             | £8.00             | DD   | Multi sports area   |
| British GasLite            | Electricity - Lake sea container - Feb24                      |                | £0.46          | £9.23             | £9.69             | DD   | Lake area           |
| British GasLite            | Electricity - Norwood Building - Feb24                        |                | £5.95          | £118.97           | £124.92           | DD   | Norwood Building    |
| British GasLite            | Electricity - Library - Feb24                                 |                | £60.97         | £304.85           | £365.82           | DD   | Library             |
| British GasLite            | Electricity - Millennium Sports Facility - Feb24              |                | £3.99          | £79.81            | £83.80            | DD   | Millennium SF       |
| British GasLite            | Gas - Millennium Sports Facility - Feb24                      |                | £7.11          | £142.27           | £149.38           | DD   | Millennium SF       |
| Scottish Power             | Gas - Norwood Building Feb24                                  |                | £11.52         | £230.33           | £241.85           | DD   | Norwood Building    |
| YU Energy                  | Street lighting - standing charge - Feb24                     |                | £0.49          | £9.87             | £10.36            | DD   | Street lighting     |
| YU Energy                  | Street lighting - electric - Feb24                            |                | £4.29          | £85.84            | £90.13            | DD   | Street lighting     |
| BrightPay / Stripe         | iCloud access mthly fee - Feb24                               |                | £0.56          | £2.98             | £3.54             | DD   | Pyroll software     |
| HDC                        | Millenium Sports container rates 23/24                        |                | £0.00          | £35.00            | £35.00            | DD   | Millennium SP       |
| HDC                        | Sea container rates 23/24                                     |                | £0.00          | £52.00            | £52.00            | DD   | Administration      |
| BNP Paribas                | Quarterly photocopier lease March/June/Sept/Dec               |                |                |                   | N/A               |      |                     |
| Pennon Water               | Library water bill Feb24                                      |                | £0.00          | £44.99            | £44.99            | DD   | Library             |
| Siemens                    | Quarterly photocopier lease-cancelled                         |                |                |                   | N/A               | DD   | Administration      |
|                            | <b>TOTAL</b>  |                | <b>£103.53</b> | <b>£1,162.69</b>  | <b>£1,266.22</b>  |      | <b>£1,266.22</b>    |
| <b>OPTIMUM CARD</b>        |   |                |                |                   |                   |      |                     |
| Morrisons                  | Timebank refreshments for coffee morning                      |                | £0.00          | £18.18            | £18.18            | CARD |                     |
| HDC                        | Lottery license   |                | £0.00          | £20.00            | £20.00            | CARD |                     |
| Screwfix                   | Cooker hotplate electrode                                     |                | £1.92          | £9.58             | £11.50            | CARD |                     |
| Optimum                    | Monthly card fee  |                | £0.00          | £1.99             | £1.99             | CARD |                     |

Bookwhen  
Amazon UK

|                      |       |        |        |      |
|----------------------|-------|--------|--------|------|
| Monthly fee          | £3.80 | £19.00 | £22.80 | CARD |
| Toilet handle        | £2.68 | £10.71 | £13.39 | CARD |
| WD40 plus applicator | £6.33 | £31.66 | £37.99 | CARD |

|              |               |               |               |               |
|--------------|---------------|---------------|---------------|---------------|
| <b>TOTAL</b> | <b>£14.73</b> | <b>£72.94</b> | <b>£87.67</b> | <b>£87.67</b> |
|--------------|---------------|---------------|---------------|---------------|