

**Councillors**

**Bruce, Chapman, David, Dolby, Drury, Potter, Sansom, Skeggs, Sutton, and Woolway of: -**

**SOMERSHAM PARISH COUNCIL  
ARE SUMMONED TO THE ANNUAL MEETING**

To be held on Monday 12<sup>th</sup> May 2025 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)    [what3words /// wolf.constants.pine](https://www.what3words.com/what3words/wolf.constants.pine)

**Signature Mrs I Healiss 7<sup>th</sup> May 2025**

Irene Healiss, Executive Officer and RFO

The Norwood Building, Parkhall Road, Somersham PE28 3HE



**PLEASE NOTE: MOBILE PHONE's must be set on silent/vibrate.  
APPLICABLE TO COUNCILLORS, PRESS AND MEMBERS OF THE PUBLIC.  
THE PUBLIC & PRESS ARE CORDIALLY INVITED TO ATTEND**

**301/5/25      To Elect the Chairman & sign the Chairman's Declaration of Acceptance of Office**

**302/5/25      To Elect the Vice Chairman**

**303/5/25      To Elect the Personnel Committee, Working Parties and Representatives**

- Review terms of reference for committees (Appendix A)

**304/5/25      To Accept Apologies for Absence**

**305/5/25      To Accept Parish Councillors Declarations of Interest for Matters on the Agenda**

Members of the Council are subject to the Relevant Authorities (Disclosable Pecuniary Interest) Regulations 2012. LGA Model Code of Conduct adopted on 28<sup>th</sup> June 2021.

Councillors with pecuniary interests must leave the room immediately prior to any discussion on a disclosed interest this could be during the public forum or elsewhere on the agenda. Councillors cannot remain in the room to hear the representations of others nor make any representation to the meeting.

**Please note:** When the Council starts to discuss any item on the agenda, where a member has an interest, the member with that interest must have regard to the Code of Conduct and make the necessary disclosure (if not done in Item 2) and leave the meeting.

**ALL Dispensation requests must be made to the Parish Clerk prior to the meeting.**

**306/5/25      To Agree to hold a Public Forum**

*Maximum time allotted for the Public Forum 15 minutes. If no members of the public are present the meeting will continue.*

Following this agenda item members of the public will no longer be permitted to address the Council.

**307/5/25      To Receive a Report from the District & County Councillor Steve Criswell**

**308/5/25      To Discuss Planning Matters – [available to view online at www.somersham-pc.gov.uk](http://www.somersham-pc.gov.uk)**

a) **PLANNING APPLICATIONS – response dates extended if required**

25/00353/HHFUL	Rose Cottage 98A High Street Somersham Huntingdon Proposed single storey lean-to rear extension	13/5/25
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b) **PLANNING APPROVED**

25/00318/FUL	Land West Of 1 Hammond Way Somersham Erection of 3-bedroom chalet style dwelling with associated parking including demolition of existing double garage.	16/4/25
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25/00294/P3JPA	116A High Street Somersham Huntingdon PE28 3EN Conversion of a disused office (Use class E) to a 2 bed residential dwelling (Use class C3) with associated parking, front garden and private amenity space.	10/4/25
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25/00242/FUL	The Stables Long Drove Somersham Huntingdon PE28 3HY Erection of 1.8m security gate and fence	15/4/25
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25/00111/HHFUL	14 Ibbott Crescent Somersham Huntingdon PE28 3JP Erection of garden room and pergola (retrospective)	9/5/25
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23/02370/FUL	42B High Street Somersham Huntingdon PE28 3JB To demolish the existing building at the front of the site and redevelop the site with 6 new dwellings	4/5/25
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23/02266/FUL	Hilltop Orchard St Ives Road Somersham Change of Use of Part Orchard to provide three gypsy/traveller mobile homes and associated tourer parking and laying of associated hard standing and proposed dayroom to replace existing mobile home	23/4/25
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c) **PLANNING REFUSED**

None.

d) **PLANNING WITHDRAWN**

25/00185/LBC105	High Street Somersham Huntingdon PE28 3EH Replacement of sash windows on front, rear and side elevations.	14/4/25
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25/00184/HHFUL	105 High Street Somersham Huntingdon PE28 3EH Replacement of sash windows on front, rear and side elevations.	24/4/25
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e) **PLANNING APPEALS**

None.

**309/5/25 To Approve the Minutes of the Meeting held on 7<sup>th</sup> April 2025**

**310/5/25 To Accept the Police Report**

- Neighbourhood Safety Emails

- 311/5/25 To Accept the Parish Clerk's Report Inc. Matters Arising Report & Updates: Correspondence emailed to Councillors:**
- i. CAPALC bulletin & NALC CEO bulletins
  - ii. Neighbourhood Alerts
  - iii. Cambridgeshire ACRE bulletins and updates
  - iv. Section 137 expenditure limit update 25/26 including increase to £11.10 per electorate

- 312/5/25 To Discuss Finance & Risk Management Matters including: -**
- i. To Agree the Monthly Accounts
  - ii. To Accept the Year end accounts for 2024-2025, including EMR's.
  - iii. To Accept the Budget for Quarter 4 2024-2025
  - iv. To Report on the Finance & Risk Management working party meeting held on 29<sup>th</sup> April 2025.
  - v. To Accept the Internal Auditors Report.
  - vi. To Agree the Internal Auditor for 2025-2026
  - vii. To Approve the Annual Return 2024-2025
    - a. Statement 1
    - b. Statement 2
    - c. To agree confirmation of the dates of the period for the exercise of public rights: -  
Tuesday 3<sup>rd</sup> June 2025-Monday 14<sup>th</sup> July 2025
  - viii. To Adopt and Review the following policies: -
    - Adopt new Standing Orders (last reviewed in 2023 - recently updated in 2025)
    - Review Financial Regulations
    - Review Complaints Procedure (last reviewed 14/5/24)
    - Review Social Media Policy (adopted 6/6/2016)All other policies will be reviewed throughout the year, as applicable.
  - ix. To Review the RoSPA report received from Play Safety.

- 313/5/25 To Discuss the allocation of Additional Sites Land Availability within the Local Plan -** The additional sites land availability assessments will be available to view and comment on the Huntingdon District Council website between 23<sup>rd</sup> April 10:00hrs and 4<sup>th</sup> June 23:59hrs

- 314/5/25 To Report Highway Matters including Public Footways - Repairs/ Maintenance Correspondence emailed to Councillors:**

Community Road Watch reports and Traffic Management Centre incident reports.

- 315/5/25 To Accept Reports of Meetings attended by Parish Councillors**

- 316/5/25 To Accept Notices & Matters for the next Agenda**

Please note that no decisions can lawfully be made under this item. LGA 1972 schedule 12 10(2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for discussion.

**The Annual Parish Meeting will be held on Monday 19th May 2025 at 7pm in the Millennium Pavilion, The Trundle, Somersham, PE28 3JS.**

**The next meeting of Somersham Parish Council will be on Monday 9<sup>th</sup> June 2025 at 7.30 pm in the Millennium Pavilion, The Trundle, Somersham, PE28 3HE**

## Appendix A



### Working Parties & Representatives

#### Representatives (on outside organisations)

Charity	Somersham PC Representatives	Number of Representative Trustees required & relevant document	Governing Document & Notes
Education Charity of Thomas Hammond	David Bonnett (Parishioner) Richard Sutton Somersham Incumbent Steve Criswell Graham Bull Martin Legge Eddie Howlett Dianna Skeggs	3 representatives	<b>Trust Deed</b> One ex-officio Trustee (Incumbent) & seven representatives comprising: 2 church wardens, 2 Huntingdon County Council & 3 Somersham Parish Council Mrs Healiss Clerk's on behalf of the Charity
Harvey Feoffees Charity Committee	David Bonnett (Parishioner) Steve Criswell Lesley Minter (Parishioner) Richard Sutton	4 representatives	<b>Trust Deed</b> One ex-officio Trustee (Incumbent) & seven representatives comprising: 3 Somersham Parish Council representatives -Term of Office 4 years 3 Co-Optiv Trustees - voted on by the existing Trustees for a period of five years Miss J Bullard, Clerk to the Feoffees
Somersham Charity of Poor's Money. William Petit Wilson & Robert Hempsted	David Bonnett (Parishioner) Dianna Skeggs Richard Sutton Somersham Incumbent	3 representatives	<b>Trust Deed</b> One ex-officio Trustee (Incumbent) & 3 representatives from Somersham Parish Council Mrs Healiss Clerk's on behalf of the Charity
Victory Hall Management Committee	Richard Sutton Julia Drury 1 vacancy		<b>Lease Document</b> <ul style="list-style-type: none"> <li>The Management Committee shall comprise of not less than 12 members &amp; at least one quarter of the committee shall consist of representatives appointed by the Council from the members of Somersham Parish Council</li> <li>Representative members may include</li> </ul>

			not more than 3 co-opted members
Library Representative	Andrew Chapman		
Armed Forces Covenant Representative	Daryl Potter		All signatories pledge to uphold and act in accordance with the basic principles of the Covenant. Organisations are encouraged to commit specific pledges detailing exactly how the Covenant will be supported and upheld. The aim - to bring together the armed forces community and the civilian community on a local level, nurturing mutual understanding and raising awareness of issues faced by the armed forces.

### Parish Council Working Parties/Committee

Working Party	Members	Membership & Notes
Environment	Christine Dolby Tony Sansom Dianna Skeggs Dick Sutton  No vacancies	To include a Green Spaces Champion & Definitive Footpath responsibility  Members of the public welcome to volunteer on the working group
Christmas Lights	Mervyn Greaves (WP Chairman, parishioner) Dianna Skeggs Andrew Chapman  Vacancies	No limit set
Communication & Engagement including Somersham4u Newsletter	Nicola David Daryl Potter  2 Vacancies	<b>To research articles for inclusion and to proof-read draft produced by the parish office.</b> Sub-group recommended on a rota basis in pairs to sort & deliver newsletters to distributors
Finance, Insurance & Risk Management	Daryl Potter Tony Sansom Dianna Skeggs Richard Sutton  1 vacancy	Chairman + 5 councillors  <b>Leaseholder sub-group</b> 1 x Parish Councillor Representative from each body – Friends of Somersham Library, Victory Hall Management Committee, Somersham Scouts, Somersham Sports & Leisure Association.

Somersham Nature Reserve Group Representative (SNRG)	Tony Sansom Andrew Chapman	The representative will also be a Trustee on the CIO once it has been set up by the SNRG
Review of Parish Sports Provision	Tony Sansom Nicola David Daryl Potter Dianna Skeggs Dick Sutton	The working group will review the current sports provision in the parish, investigate expanding the variety of sports facilities and activities available to reflect the expected increase of population in Somersham, plus potential costs of the project
Personnel Committee	Christine Dolby Daryl Potter Richard Sutton Andrew Chapman  No vacancies	Chairman, Vice Chairman + one other. It is the gift of the Chairman & Vice Chairman to choose an appropriate 3 <sup>rd</sup> member from council members.  A 4 <sup>th</sup> person can be invited as required i.e. to use specialist knowledge for a particular matter. TOR updated in 2024.

