

ALL COUNCILLORS OF
SOMERSHAM PARISH COUNCIL

ARE SUMMONED TO THE NEXT MEETING
AT the Millennium Sports Pavilion, The Trundle, Somersham
On Monday 9th April 2018 at 7.30 p.m.
THE PUBLIC & PRESS ARE CORDIALLY INVITED TO BE PRESENT

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

AGENDA

- 1. To Accept Apologies for Absence**
- 2. 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 following adoption of the revised Code of Conduct on 9th June 2014. **ALL Dispensation requests must be made to the Clerk prior to the meeting.**

- 3. To Agree to hold a Public Forum**

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.

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

At the meeting held on 12th March 2018 no matters were discussed.

- 4. To Discuss Planning Matters – [available to view on line at www.somersham-pc.gov.uk](http://www.somersham-pc.gov.uk)**

Response dates extended where necessary

a) PLANNING APPLICATIONS

18/00480/S73 Hillside Farm, St Ives Road, Somersham PE28 3ET 10 April
Variation of condition 2 on 17/01037/HHFUL

17/02527/FUL Land between St Ives Road & Colne Road, Somersham 13 April
Creation of an 3.4km long private HGV access route from Colne Road (B1050) in the east of
Somersham Road (B1086)

b) PLANNING APPLICATIONS APPROVED

17/02112/HHFUL 10, Queens Road, Somersham
Single storey rear extension

18/00036/HHFUL 35A The Bank Somersham
Partial retrospective – Replacement of existing footbridge and refurbishment of adjacent raised decking
area

18/00191/HHFUL 8 Meridian Close Somersham
Garage conversion and extension to the front elevation to create a hallway and porch

c) PLANNING APPLICATIONS WITHDRAWN

17/02397/FUL The Centurian Hall High Street Somersham
First floor domestic accommodation

d) PLANNING CORRESPONDENCE

HDC Street naming & numbering – Allocation of addressing of a converted barn at Parkhall Road, Somersham. To be known as 'Louella', Parkhall Road.

HDC – Review of Development Management Committee Operational Processes

- 5. To Approve the Minutes of the Meeting held 12th March 2018**
- 6. To Acknowledge the Town & Parish Elections Timetable for 3rd May 2018**

7. To Accept the Police Report

Emailed to Councillors:

- i. Neighbourhood Watch Alerts

8. To Accept a Report from County & District Councillor S Criswell and District Councillor G Bull

9. To Accept the Parish Clerk's Report Inc.

Matters Arising Report & Updates:

Correspondence emailed to councillors:

- ii. RSN online – weekly updates

Hard copy correspondence:

- iii. M&G Charibond dividend £2.30

10. To Discuss Finance & Risk Management Matters including: -

- a. To Agree the Monthly Accounts
- b. To Adopt the Yearend Accounts for 2017-2018 (Recorded vote)
- c. To Report the Annual Return for 2017-2018 has been received from the External Auditor PKF Littlejohn LLP
- d. To Report the Quarterly Risk Assessments have been circulated to Councillors for completion.

11. To Report on the Personnel Working Party meeting held on 5th April 2018

- e. Review of working parties
- f. Update on GDPR including draft Privacy Notices, consent form, Subject Access Request Policy, Personal Data Audit Questionnaire, Privacy Policy checklist & Cyber security checklists plus the role of the DPO – *see Item 12*
- g. To advise on recommended training courses for Councillors

12. To Approve the GDPR Notices, consent form & Subject Access Request Policy

(Recorded vote)

- a. General Privacy Notice
- b. Privacy Notice for Staff, Councillors & Role Holders
- c. Consent Form
- d. Subject Access Request Policy

Hard copies of the drafts provided to Cllrs in the meeting pack.

13. To Discuss Highway Matters including Public Footways - Repairs/ Maintenance

- e. Email update on the Chatteris Road build-out sent to Councillors

14. To Discuss Street Lighting Matters inc repairs

- a. The Parish Clerk & Deputy Clerk will be visiting & recording all parish owned lamps to update the asset register & to calculate the upgrade cost.

15. To Discuss UK Power Network & the requirement to bury the electric cable supply in the High Street

16. To Receive Reports from Somersham Parish Council Working Parties & Representatives

- a. **The Norwood Playing Field/ Norwood Building**
 - i. Investigations for an external water fountain are underway
- b. **The Victory Hall Management Committee**
 - i. Draft Minutes 13th March 2018
- c. **Friends of Somersham Local Nature Reserve & Somersham Lake**
- d. **Community Library**
- e. **Millennium Sports Facility**
- f. **Localism Working Party & Somersham Time Bank**
- g. **Communication Working Party**
- h. **Christmas Lights Working Party**
- i. **To Receive Reports of External Meetings Attended by Parish Councillor's**
 - i. Report from Mr McCloskey on the CAPALC EOM 21st March 2018

17. To Accept Notices & Matters for the next Agenda

Please note that no decisions can lawfully be made under this item. LGA 1972 s12 10(2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for discussion.

Signature *Mrs P Bryant* **3rd April 2018**

Penny Bryant Proper Officer/Parish Clerk The Norwood Building, Parkhall Road, Somersham PE28 3HE

The next Parish Council meeting will be the Annual Parish Meeting (AGM) held in the Millennium Pavilion on Monday 14th May 2018 at 7.30 pm. The Annual Meeting (Meeting of the Electorate) will be held in the Millennium Pavilion on Monday 21st May 2018 at 7.30 pm