

MINUTES OF A MEETING OF
SOMERSHAM PARISH COUNCIL
Held on Monday 28th June 2021 at 7.30 p.m.
At the Millennium Sports Pavilion, The Trundle, Somersham, PE28 3JS
www.somersham-pc.gov.uk

PRESENT WERE:

Cllr S Criswell
Cllr C Dolby
Cllr D Potter

Cllr R Sutton (In the Chair)
Cllr R Woolway
Cllr G Wooster

Mrs P Bryant, Parish Clerk
Miss M Blewett, Deputy Clerk via Zoom
Mr A Scriven, Administrator via Zoom

IN ATTENDANCE: 1 member of the public

1. **APOLOGIES**

Apologies for absence were accepted from.

Cllr T Sansom - Unwell

Cllr J Sewell - Unwell

Cllr D Skeggs – Personal reasons

Cllr G Wooster - Covid 19 concern & returning to Face-to-Face meetings (arrived at 19:49, Item 5)

Cllr J Blundell - ABSENT

Cllr D Smith - ABSENT (last Meeting attended was 8th March 2021)

2. **REPORT RESIGNATION OF ANTHONY HULME ON 19th MAY 2021**

A letter of thanks has been sent to Mr Hulme.

3. **DECLARATIONS OF INTEREST**

No declarations were made.

4. **PUBLIC FORUM**

It was proposed by Cllr Criswell, seconded by Cllr Potter and RESOLVED by a unanimous vote to close the meeting for a period of time to allow members of the public to participate in an open forum. The meeting closed at 19:35 and was reconvened at 19:48.

Matters discussed: The member of the public spoke about grass verge cutting and a possible environmentally sensitive regime.

5. **PLANNING MATTERS**

a) **TO RATIFY THE DECISION MADE FOR 21/01199/TREE**

21/01199/TREE

Old Spot Farm Parkhall Road Somersham Huntingdon PE28 3HQ

T1 - Ash - Crown reduce by approximately 1- 2 metres maximum. We would like to carry out the work to maintain the tree for the future. Lessening wind load on long tip heavy limbs, tree is also positioned next to oil tanks.

Response made: Councillors have no objection provided the Tree Officer is in favour.

It was proposed by Cllr Sutton, seconded by Cllr Criswell and RESOLVED by a unanimous vote to confirm the response.

Cllr Wooster arrived at 19:49

b) PLANNING APPLICATIONS

21/01311/TREE 8 Hereford Close Somersham Huntingdon PE28 3JY
T1 Lime at front of driveway: reduce laterally 2 meters away from driveway
to reduce detritus and bird droppings on cars, thin center of crown by 20% by
removing small crossing branches and epicormic growth

It was proposed by Cllr Woolway, seconded by Cllr Wooster and RESOLVED by a unanimous vote
to propose no objection. It is necessary work required to upkeep the tree.

21/01238/TREE 5 Bonnetts Gate High Street Somersham PE28 3EH
Application to carry out work on a Tree Preservation Order Tree(s)

It was proposed by Cllr Dolby, seconded by Cllr Wooster and RESOLVED by a unanimous vote to
propose no objection, it is necessary work required and provided the tree officer is in favour.

c) PLANNING APPROVED

21/00565/HHFUL Rivington 11, St Ives Road, Somersham PE28 3ER
Single storey extension

21/00172/HHFUL 13, Locksgate, Somersham PE28 3HZ
One and two storey rear/side extension to house

F/YR20/1048/F North west of Mepal AD Plant, Iretons Way, Chatteris
Construct an extension to existing anaerobic digester plant (5x digester tanks,
3 x industrial/process buildings, 10 x CO2 storage tanks, concrete
hardstanding areas and floodlights including 5 x mounted on 8.0m high
columns)

6. MINUTES OF THE MEETING HELD ON 4TH MAY 2021

The Minutes were proposed by Cllr Potter, seconded by Cllr Criswell and RESOLVED by 4 votes for
and 2 abstentions to be a true record of events. The Minutes will be signed by the Chairman.

7. ADOPT THE REVISED CODE OF CONDUCT 2021

It was proposed by Cllr Sutton, seconded by Cllr Dolby and RESOLVED by a unanimous vote to
adopt the Local Government Association (LGA) revised Code of Conduct (January) 2021.

8. POLICE REPORT

Emailed to Councillors:

- i. Weekly Policing Updates

9. PARISH CLERK'S REPORT Inc.

Matters Arising Report & Updates:

- a. Clerk's Matters Arising Report
- b. Councillor Sutton attended an Envar online Zoom meeting

Correspondence emailed to councillors:

- ii. RSN online – updates
- iii. CAPALC bulletin & NALC CEO bulletins
- iv. 20's Plenty for Cambridgeshire Briefing Note for Parish Councillors – For
the traffic working party. Should be decided in line with the LHI Bid.

It was proposed by Cllr Criswell, seconded by Cllr Wooster and RESOLVED unanimously to look in
principle of a 20 mph through the High Street as a bid for the Local Highway Initiative (LHI).

10. FINANCE & RISK MANAGEMENT including: -

- a. **The Monthly Accounts** – The accounts were proposed by Cllr Sutton, seconded
by Cllr Potter and RESOLVED by a unanimous vote to be accepted.
- b. **Report from the Finance Working Party**

- i. The Internal Auditors Report for 2020-2021 – Councillors accepted the internal auditors report. The Chairman thanked the Clerk for her hard work.
- ii. The Year End Supporting Notes for 2020-2021 were accepted.
- iii. **To Approve the AGAR for 2020-2021**
- iv. **Section 1 – The Annual Governance Statement**

It was proposed by Cllr Sutton, seconded by Cllr Criswell and RESOVLED by a unanimous vote to approve Section 1.

- v. **Section 2 – The Accounting Statements**

It was proposed by Cllr Sutton, seconded by Cllr Criswell and RESOVLED by a unanimous vote to approve Section 2.

- c. **To Appoint the Internal Auditor for 2021-2022** – Jacquie Wilson, Canabls Ltd

It was proposed by Cllr Woolway, seconded by Cllr Criswell and RESOVLED by a unanimous vote to accept the appointment of Jacquie Wilson.

11. **HIGHWAY MATTERS including Public Footways - Repairs/ Maintenance**

a. **Highway repair/maintenance matters –**

- i. Catherine Keck, Asset Information Definitive Map Officer Letter, plan and a copy of an application for a Definitive Map Modification Order to record a bridleway between Fen Road, Pidley and Pidley Hill, Somersham on the Definitive Map and Statement in Cambridgeshire.

Cllr Woolway declared a personal interest.

It was proposed by Cllr Dolby, seconded by Cllr Wooster and RESOVLED by 3 votes for and 3 abstentions to support the application to upgrade from a footpath to a bridleway.

- ii. East Cambs & Combined Villages HCV group – request to carry out pollution monitoring

It was proposed by Cllr Sutton, seconded by Cllr Criswell and RESOVLED by a unanimous vote to proceed.

- iii. Parishioner request for HCV checks for those vehicles travelling through Somersham High Street despite the weight restriction without cause.

It was agreed the Clerk will contact Trading Standards.

12. **WRITTEN REPORTS OF MEETINGS ATTENDED BY PARISH COUNCILLORS**

- a. Report received from Cllr Sansom, SNRG and circulated to councillors via email

13. **DISCUSS AN UPDATE FOR A REQUEST TO LEASE PARISH OWNED LAND FOR A PRIVATE BUSINESS – CONFIDENTIAL SESSION**

Public Bodies (Admissions to Meetings) Act 1960 s1(2) A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

It was proposed by Cllr Sutton, seconded by Cllr Criswell, and RESOLVED by a unanimous vote to close the meeting to the public at 20:35, the meeting was reconvened at 20:48

It was proposed by Cllr Sutton, seconded by Cllr Criswell and RESOLVED by a unanimous vote that the applicant needs to provide further information and clarification supported by an independant qualified report on the business plan at the applicant's expense.

14. **NOTICES & MATTERS FOR THE NEXT AGENDA**

No matters were raised by Councillors.

The next meeting will be held on Monday 2nd August 2021 at 7.30 pm in the Millennium Pavilion (COVID distancing restrictions will apply to maintain standards and prevent infection).

There being no further business the meeting finished at 20:49

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Richard Sutton, Chairman

DRAFT

ACCOUNTS	28th June 2021	Vat	TOTAL	Cost Centre
			L	
ACCOUNTS	Salaries	£0.00	£6,505.04	£6,505.04 Bacs Salaries - 17 May 2021
LGSS	Pension Fund	£0.00	£479.94	£479.94 Bacs Pensions - 17 May 2021
NEST	Pension Fund	£0.00	£206.42	£206.42 DD Pension - 17 May 2021
HMRC	Tax & NI	£0.00	£2,078.87	£2,078.87 Bacs HMRC - 17 May 2021
Office Staff	Home working allowance - x 4 office staff	£0.00	£104.00	£104.00 Bacs Salaries - 17 May 2021
	Salaries	£0.00	£6,585.06	£6,585.06 Bacs Salaries - 14 June 2021
LGSS	Pension Fund	£0.00	£479.94	£479.94 Bacs Pensions - 14 June 2021
NEST	Pension Fund	£0.00	£212.39	£212.39 DD Pension - 14 June 2021
HMRC	Tax & NI	£0.00	£1,940.69	£1,940.69 Bacs HMRC - 14 June 2021
Office Staff	Home working allowance - x 4 office staff	£0.00	£104.00	£104.00 Bacs Salaries - 14 June 2021
Linda Garrick	Adapted yoga	£0.00	£220.00	£220.00 Bacs Changing Lives
R Adams rehab	Seated exercise	£0.00	£200.00	£200.00 Bacs Changing Lives
TNS Ltd	Tractor service	£84.30	£421.51	£505.81 Bacs Kubota Tractor
Mike Tabrett	Adapted T'ai Chi	£0.00	£250.00	£250.00 Bacs Changing Lives
Libra Security Ltd	Fire alarm service	£36.00	£180.00	£216.00 Bacs Librarian
Rialtas Business Solutions	Annual software licence - 5 users	£134.60	£673.00	£807.60 Bacs Admin
PWLB	Loan repayment	£0.00	£5,406.00	£5,406.00 Bacs Burial Land loan
HoeyAinscough Associates	Code of Conduct training	£50.00	£250.00	£300.00 Bacs Training
SLCC Enterprises Ltd	Leadership in Action conference x 2	£30.00	£150.00	£180.00 Bacs Staff training
E-on	Electricity - street lighting (final account)	£6.01	£120.25	£126.26 Bacs Street lighting
S Godfrey	Nordic walking sessions - May 2021	£0.00	£70.00	£70.00 Bacs Changing Lives
ESPO	Gas - Norwood Building	£3.48	£69.60	£73.08 Bacs Norwood Building
CCL Supplies	Refuse sacks	£4.10	£20.50	£24.60 Bacs Amenity areas
S Blackwell	Tree surgery work	£0.00	£500.00	£500.00 Bacs Tree surgery
VHMC	Hall hire - Seated exercise	£0.00	£25.00	£25.00 Bacs Changing Lives
	Hall hire - Ta'i Chi	£0.00	£20.00	£20.00 Bacs Changing Lives
Buy it Direct	Monitor x 2	£35.00	£175.00	£210.00 Bacs Computer upgrade

VisionICT	Data backup - Aug 2021 - July 2022	£36.00	£180.00	£216.00	Bacs	Admin
Warren Access	Versalift hire	£45.60	£228.00	£273.60	Bacs	Christmas Lights
R Adams Rehab	Seated exercise instructor	£0.00	£100.00	£100.00	Bacs	Changing Lives
Cole & Day	Fuel - 15 May - 31 May 2021	£9.57	£43.54	£53.11	Bacs	Kubota Tractor
Holwood Nursery	Hanging baskets x 4	£0.00	£84.00	£84.00	Bacs	Amenity areas
Starfish Yoga	Yoga sessions - May 2021	£0.00	£220.00	£220.00	Bacs	Changing Lives
M Tabrett	Ta'i Chi	£0.00	£400.00	£400.00	Bacs	Changing Lives
Impressions	Village scene advert	£35.40	£177.00	£212.40	Bacs	Changing Lives
Dalrod Drainage Solutions	Jetting & CCTV of drains at Norwood car park	£44.00	£220.00	£264.00	Bacs	Maintenance
Mrs P Bryant	Expenses refund - batteries & polish	£0.00	£9.00	£9.00	Bacs	Admin/office
VisionICT	SSL Certificate renewal July 2021 - June 2022	£10.00	£50.00	£60.00	Bacs	Admin/office
Canalbs Ltd	Internal Audit 2020-2021	£0.00	£307.90	£307.90	Bacs	Audit
PSK Installations	GSM/3g line rental - High Street CCTV	£11.10	£55.50	£66.60	Bacs	CCTV
Mr J Waters	Verge mowing	£78.00	£390.00	£468.00	Bacs	Maintenance

TOTAL

£653.16 £29,912.15 £30,565.31

£30,565.31

Electronic payments

BT Business	Qtr - to receive			£0.00	DD	Administration
Talk Talk Business	01487 841359 & internet - due 1 May 2021	£5.60	£28.00	£33.60	DD	Administration
Talk Talk	CIC-01487 840266 - to receive			£0.00	DD	Library
Siemens	Printer lease rental			£0.00	DD	Administration
Carphone warehouse	K Ixer - mobile contract payment	£1.25	£6.25	£7.50	DD	Time Bank - office
Giifgaff	P Bryant - mobile contract payment	£1.25	£6.25	£7.50	DD	Administration
Huntingdonshire DC	Sea Container - Rates - 15 April 2021	£0.00	£49.00	£49.00	DD	Administration
	Norwood Building - rates	£0.00	£0.00	£0.00	DD	No rates due in 2021-2022
	Millennium Sports Facility - Rates - 15 April	£0.00	£140.00	£140.00	DD	Millennium SF

SSE	Electricity - Multi sports area - Qtr			£0.00	DD	MSA - Norwood PF
	Electricity - Lake sea container - Qtr			£0.00	DD	Lake area
	Electricity - Norwood Building - QTR			£0.00	DD	Norwood Building
	Electricity - Library - QRT			£0.00	DD	Librar y
	Electricity - Millennium Sports Facility - QRT			£0.00	Invoi ce	Millennium SF
	Gas - Millennium Sports Facility - QTR	£113. 03	£565. 16	£678. 19	Invoi ce	Millennium SF
	<u>TOTAL</u>	<u>£121.</u>	<u>£794.</u>			<u>915.</u>
		<u>13</u>	<u>66</u>			<u>79</u>
				£915.		79

Optimum Card
Katie Ixer

31 May 2021

	TB/ Changing Lives COVID items	£0.00	£122. 67	£122. 67	Card
	Giffgaff	£1.33	£6.67	£8.00	

Penny Bryant

BrightPay	Cloud access for staff pay slips	£0.56	£2.82	£3.38	Card
Giff Gaff	M Tyers mobile	£1.00	£5.00	£6.00	Card
Microsoft	OneDrive	£0.00		£0.00	Card
NCC	DBS check - K Ixer	£0.00	£55.0 0	£55.0 0	Card
Amazon	Office/maintenance	£0.00	£106. 04	£106. 04	Card

	<u>TOTAL</u>	<u>£1.56</u>	<u>£168.</u>			<u>£170</u>
			<u>86</u>			<u>.42</u>
				£170.		42