

MINUTES OF A MEETING OF SOMERSHAM PARISH COUNCIL

Held on Monday 15th May 2023 at 7.30 p.m.

At the Millennium Sports Pavilion, The Trundle, Somersham PE28 3JS

www.somersham-pc.gov.uk

PRESENT WERE:

Cllr C Dolby

Cllr C Fidler

Cllr D Potter (in the Chair)

Cllr T Sansom

Cllr D Skeggs

Cllr F Smith

Cllr R Sutton

Cllr R Woolway

Mrs P Bryant, Parish Clerk

Mrs I Healiss, Succession Clerk

Mrs J Turney, Deputy Clerk

Members Fifteen (15) Quorum: Five (5)

IN ATTENDANCE:

County & District Cllr S Criswell

One (1) member of the public.

68/05/23

ELECTION OF CHAIRMAN & SIGNING THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

It was proposed by Cllr Dolby, seconded by Cllr Woolway and unanimously RESOLVED to elect Cllr Potter as Chairman. Cllr Potter duly signed the Chairman's Declaration of Acceptance of Office.

69/05/23

ELECTION OF VICE CHAIRMAN

It was proposed by Cllr Sansom, seconded by Cllr Skeggs and unanimously RESOLVED to elect Cllr Dolby as Vice Chairman.

70/05/23

ELECTION OF PERSONNEL COMMITTEE, WORKING PARTIES AND REPRESENTATIVES (Appendix One)

- It was proposed by Cllr Woolway, seconded by Cllr Skeggs and unanimously RESOLVED to elect Cllr Skeggs onto the Education Charity of Thomas Hammond, alongside current members.
- It was proposed by Cllr Sutton, seconded by Cllr Sansom and unanimously RESOLVED to elect Cllr Potter as the Armed Forces Covenant representative.
- It was proposed by Cllr Sutton, seconded by Cllr Woolway and unanimously RESOLVED to elect Cllr's Dolby and Fidler onto the Environment and Localism Working Party, alongside current members.
- It was proposed by Cllr Woolway, seconded by Cllr Skeggs and unanimously RESOLVED to elect Cllr Smith onto the Christmas Lights working party, alongside current members.
- It was proposed by Cllr Sutton, seconded by Cllr Woolway and unanimously RESOLVED to elect Cllr's Sansom and Smith onto the Finance, Insurance & Risk Management Working Party alongside current members.
- It was proposed by Cllr Sutton, seconded by Cllr Woolway and unanimously RESOLVED to elect Potter onto the Personnel Committee, alongside current members.
- It was proposed by Cllr Sutton, seconded by Cllr Woolway and unanimously RESOLVED for Cllr Sansom to remain the representative for the Somersham Nature Reserve Group.
- It was agreed to defer Communication & Engagement working party to the next meeting.

- It was agreed to defer the Victory Hall Management Committee and Library representatives to the next meeting.

71/05/23 APOLOGIES FOR ABSENCE

Apologies for absence were accepted from:

Cllr N David - personal

Cllr J Drury – work commitments

Cllr K Meadows – **ABSENT**

Ryan Wilson offered his resignation today - the elections office has been notified.

72/05/23 PARISH COUNCILLORS DECLARATIONS OF INTEREST

No declarations were made.

73/05/23 PUBLIC FORUM

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

The meeting was closed at 19:52 hours and reconvened at 19.53pm

Cllr Sutton expressed thanks to the Council for their support during his term as Chairman, and also to the Clerk, Mrs Penny Bryant, for twenty-five years of dedicated service.

Cllr Potter expressed his thanks to Cllr Sutton for his work as Chairman, on behalf of the Council.

74/05/23 REPORT FROM THE DISTRICT & COUNTY COUNCILLOR STEVE CRISWELL

Cllr Criswell offered welcome to the new Chairman.

The Envar planning application (CCC/21/088/FUL) was declined at the DMC meeting, and now have six months to appeal or submit a new application.

Issues surrounding deep ruts along Parkhall Road have been reported to Highways. This is an unclassified road - it was advised the Parish Council consider applying for an LHI bid to build a layby in order to rectify the issues raised. There is up to £25,000 available in the Local Highways Initiative scheme, and the PC will need to contribute at least 10% of the cost.

Cllr Criswell has been reassured that there are adequate school places, and will send through a report to disseminate to Councillors. There are no plans to build a new secondary school

The Local Plan to 2036 is under review and consultations are ongoing. The Parish Council have time to offer input, although the settlement hierarchy methodology closed last week.

Cllr Criswell thanked Mrs Bryant for her hard work over the last 25 years.

75/05/23 PLANNING MATTERS

a) PLANNING APPLICATIONS – response dates extended if required

23/00576/HHFUL	43 Pennway Somersham Huntingdon	16 th May 2023
	Proposed entrance porch extension	

It was proposed by Cllr Sutton, seconded by Cllr Fidler and unanimously **RESOLVED** to support this application as the proposal is in keeping with the surrounding area and street scene.

23/00541/FUL	Land North of Ash Barn Oak Acres Farm, Parkhall Road	16 th May 2023
	Proposed extension to stables	

It was proposed by Cllr Sansom, seconded by Cllr Skeggs and **RESOLVED** to support this application as the proposal is in keeping with the surrounding area. There were six (6) votes in favour, one (1) against and one (1) abstention.

18/00840/FUL

Legacy Park Chatteris Road Somersham

26th May 2023

Change of use of land to provide four additional gypsy/traveller pitches with day rooms and gym room/ store.

It was proposed by Cllr Sutton, seconded by Cllr Woolway and RESOLVED to object to this application based on the following reasons: -

1. The proposal is contrary to the National Planning Policy Framework dated July 2021 paragraph 159, in that it is inappropriate development in a flood risk area. The Council therefore fully supports the reasoning provided by the Environment Agency in their letter of objection dated 18 October 2018.

2. Previous planning conditions set in earlier approved applications relating to this site have not been implemented by the applicants and the Council has concerns this will be a continuing trend unless Planning Enforcement is timelier and more proactive in their approach.

3. Somersham Parish Council fully supports the comments made by Cambridgeshire County Council, West Highways Division in their objection response letter dated 18th October 2018 regarding vehicular access and the construction of the access.

There were seven (7) votes against this proposal and one (1) abstention.

23/00751/HHFUL

Fields End 42 Colnefields Somersham

26th May 2023

Erection of single storey side extension to create annexe following demolition of outbuildings.

It was proposed by Cllr Sansom, seconded by Cllr Fidler and unanimously RESOLVED to support this application, as the proposal is in keeping with the surrounding area and street scene.

b) PLANNING APPROVED

None.

c) PLANNING REFUSED

CCC/21/088/FUL

ENVAR Composting Ltd St Ives Road, Somersham

Demolition of in-vessel compost buildings/tunnels and ancillary development; construction of a dry anaerobic digestion (AD) facility, pellet fertiliser facility, healthcare waste energy recovery facility, water transfer station, vehicle refuelling station, biomass storage building, surface water storage lagoons, extension to concrete pad and ancillary development including car park.

d) PLANNING WITHDRAWN

19/00594/FUL

Land north of The Pasture, Somersham

Residential development for 10 dwellings with associated parking and incidental works.

e) **PLANNING APPEALS**

None.

f) **HUNTINGDONSHIRE DC PLANNING CORRESPONDANCE**

- Correspondence received from POWI regarding application: -
CCC/21/088/FUL ENVAR Composting Ltd St Ives Road, Somersham

:-

Request to confirm what are the council's intentions, should the applicant: -

- a) ask the court in the next 6 weeks to overturn the planning permission
- b) go to planning appeal
- c) submit a new application minus the healthcare facility

The Clerk advised that Cllrs should not discuss the matter due to issues surrounding pre-determination, and will respond to the query accordingly.

- Correspondence received from HDC Development Management Team: -
20/01979/FUL - Cuckoo Bridge Nursery, St Ives Road, Somersham - Change of use of part of existing plant nursery to sale of plants direct to the public and small shop with parking. Do the Parish Council maintain their objection and if so, the application will be progressed to the Development Management Committee for determination.

It was proposed by Cllr Skeggs, seconded by Cllr Sutton and RESOLVED to withdraw the previous objection. There were seven (7) votes in favour and one (1) abstention.

Local Plan: -

- Call for Sites consultation continues to run for 10 weeks until Wednesday 7th June 2023.
- Settlement Hierarchy Methodology & the Land Availability Assessment Methodology continue to run for 6 weeks until Wednesday 10th May 2023

Local Plan: Issues Engagement Papers for consultation as part of the next stage of public engagement in the development of the council's new Local Plan. Consultation will run from the 26th April for 10 weeks until Wednesday 5th July 2023.

The Parish Council has already missed one deadline, and will re-send the email with the relevant links to Councillors.

76/05/23 MINUTES OF THE MEETING HELD ON 17TH APRIL 2023

Cllr Woolway requested the following amendment be made: -

Cllr Skeggs listed as present at the meeting.

Therefore, the Minutes were proposed by Cllr Sutton, seconded by Cllr Skeggs and RESOLVED by all councillors present to be approved. The Chairman duly signed the Minutes as a true record of events.

77/05/23 POLICE REPORT

- Neighbourhood Safety Emails

A police report was not provided for the meeting. There will be a representative from the Neighbourhood Policing Team in attendance at the APM on 25th May.

78/05/23

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. Huntingdonshire DC – press releases & updates
- v. NALC's Good Employee Guide 2023 sent to all Councillors.
- vi. Resident open letter received and disseminated to Cllrs.

The Clerk advised that the defibrillator located outside Tesco was originally provided by both the Football Club and Carnival Committee, although there has been no ongoing maintenance. The CFR Group will be assessing the unit so that, if re-instated, it is in full working order. They will then carry out future maintenance.

The Clerk has consulted with NALC solicitors regarding maintenance of the Church Walk footpath. It was advised that as it is not publicly owned, the Council should not carry out repairs/maintenance due to liability issues.

It was Proposed by Cllr Sansom, seconded by Cllr Dolby and unanimously RESOLVED for the Clerk to contact the Highways Authority to request they carry out repairs/maintenance.

79/05/23

FINANCE & RISK MANAGEMENT MATTERS INCLUDING: -

- i. To Agree the Monthly Accounts (Appendix Two)

The Monthly Accounts were proposed by Cllr Sutton, seconded by Cllr Sansom and unanimously RESOLVED for approval.

- ii. To Accept the Year end accounts for 2022-2023

The Year End accounts were proposed by Cllr Sutton, seconded by Cllr Smith and unanimously RESOLVED for approval

- iii. To Accept the Financial Supporting Notes for the Year end accounts for 2022-2023

The Financial Supporting Notes for Year End accounts were proposed by Cllr Sutton, seconded by Cllr Fidler and unanimously RESOLVED for approval.

- iv. To Accept the Budget for Quarter 4 2022-2023

The Budget for Quarter 4 was proposed by Cllr Sutton, seconded by Cllr Dolby and unanimously RESOLVED for approval.

- v. To acknowledge the Internal Auditor attending on 17th May 2023.
This will be reported in June meeting.

- vi. To Receive the Quarterly Risk Assessments update.
It was agreed to defer this to the next meeting.

- vii. To Receive the Attendance Register for 2022-2023.
This will be published onto the Parish Council website.

- viii. To Accept the Draft Action Plan.
It was proposed by Cllr Sansom, seconded by Cllr Smith and unanimously RESOLVED to accept the draft Action Plan. The Clerk will also update Business Plan.

- ix. To Review the following policies:
 - Financial Regulations
 - Standing Orders
 - Complaints Policy
 - Disciplinary and Grievance Policy
 - Compassionate Leave Policy

It was proposed by Cllr Sutton, seconded by Cllr Sansom and unanimously RESOLVED to accept all policies listed above.

To Note: All other policies will be reviewed throughout the year, as applicable.

80/05/23 PURCHASE AND REPLACEMENT OF DEFECTIVE ESSENTIAL OFFICE EQUIPMENT (£2000 in earmarked reserves for computer renewals)

- Laptop @ £500 + vat
- Desktop base unit @ £600 + vat

It was proposed by Cllr Dolby, seconded by Cllr Sansom and unanimously RESOLVED to purchase a new laptop and desktop base unit using earmarked reserves of up to £2000.

81/05/23 PROPOSED SNRG CONSTITUTION TO BECOME A CHARITY INCORPORATED ORGANISATION (CIO).

A report (shown in Appendix Three) was read by the Clerk regarding the proposed SNRG constitution to become a CIO.

It was proposed by Cllr Sutton, seconded by Cllr Sansom and unanimously RESOLVED to support the SNRG becoming as Charity Incorporated Organisation, subject to improvements to the current banking practices as raised by the internal auditor.

82/05/23 MRS I HEALISS WILL TAKE ON THE POSITION OF SOMERSHAM PARISH COUNCIL PARISH CLERK, PROPER OFFICER AND THE RESPONSIBLE FINANCIAL OFFICER (RFO) AS OF THE 1ST JUNE 2023 ON THE RETIREMENT OF MRS P BRYANT

Noted.

83/05/23 THANKS WERE GIVEN TO THE OUTGOING MRS P BRYANT, PARISH CLERK AND RFO FOR TWENTY-FIVE (25) YEARS OF DEDICATED SERVICE.

Cllr Potter expressed thanks to Mrs Bryant on behalf of the Council.

84/05/23 REPORT HIGHWAY MATTERS INCLUDING PUBLIC FOOTWAYS - REPAIRS/ MAINTENANCE
CORRESPONDENCE EMAILED TO COUNCILLORS:

- i. Roadwatch donation request, as per email received on the 8th May 2023.

It was proposed by Cllr Woolway, seconded by Cllr Dolby and unanimously RESOLVED for the Clerk to approach Mick George regarding a donation.

85/05/23 REPORTS OF MEETINGS ATTENDED BY PARISH COUNCILLORS

The SNRG Walk in May events are coming up soon. There is a suspected outbreak of bird flu as several birds have died in the last 24 hours. DEFRA have been informed.

86/05/23 NOTICES AND 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 next meeting of Somersham Parish Council will be on Monday 12th June 2023 at 7.30 pm in the Millennium Pavilion, The Trundle, Somersham, PE28 3JS

The Annual Parish Meeting will be held on Thursday 25th May at 7.00pm in the Millennium Pavilion, The Trundle, Somersham PE28 3JS

There being no further business the meeting closed at 21.20 hours.

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Chairman

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Appendix One



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) Dianna Skeggs Richard Sutton	3 representatives	Trust Deed 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	Trust Deed 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	3 representatives	Trust Deed One ex-officio Trustee (Incumbent) & 3 representatives from Somersham Parish Council Mrs Healiss Clerk's on behalf of the Charity
Victory Hall Management Committee	3 Vacancies – Deferred to 12 th June 2023 meeting		Lease Document <ul style="list-style-type: none"> The Management Committee shall comprise of not less than 12 members & at least one quarter of the committee shall consist of representatives appointed by the

			Council from the members of Somersham Parish Council <ul style="list-style-type: none"> Representative members may include not more than 3 co-opted members
Library Representative	Vacant – Deferred to 12 th June 2023 meeting		
Armed Forces Covenant Representative	Daryl Potter		

Parish Council Working Parties/Committee

Working Party	Members	Membership & Notes
Environment & Localism	Christine Dolby Claire Fidler Tony Sansom Dianna Skeggs Dick Sutton 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 Frances Smith Vacancies	No limit set
Communication & Engagement including Somersham4u Newsletter	Nicola David Frances Smith 1 vacancy– Deferred to 12 th June 2023 meeting	To research articles for inclusion and to proof-read draft produced by the parish office. Sub-group recommended on a rota basis in pairs to sort & deliver newsletters to distributors
Finance, Insurance & Risk Management	Daryl Potter Tony Sansom	Chairman + 5 councillors

	Dianna Skeggs Frances Smith Richard Sutton Vacancies	Leaseholder sub-group 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	The representative will also be a Trustee on the CIO once it has been set up by the SNRG
Personnel Committee	Christine Dolby Daryl Potter Richard Sutton	Chairman, Vice Chairman + one other. It is the gift of the Chairman & Vice Chairman to choose an appropriate 3 rd member from council members. A 4 th person can be invited as required i.e. to use specialist knowledge for a particular matter

Appendix Two

ACCOUNTS

15th May 2023

Vat

	Salaries	£0.00
Pension payments	Pension Fund	£0.00
HMRC	Tax & NI	£0.00
Mike Tabrett	T'ai Chi sessions - March 2023	£0.00
Cromwell Fire Ltd	Fire extinguisher service charge	£0.00
CCL Supplies	Cleaning materials	£5.48
Mrs P Peck	March 2023 - expenses refund	£0.00
Cole & Day	Fuel - 01 - 15 April 2023	£17.92
CAPALC Ltd	Affiliation fee 2023 - 2024	£0.00
PPP First Aid	First Aid event cover - Coronation event	£0.00
Trophy Store Ltd	Pin badges - King Charles III coronation	£24.83
Mrs J Turney	Coronation event expenses refund	£17.94
B & S Chains	Swing repair links for maintenance	£3.12
	Swing shackles for maintenance	£2.64
Viking Payments	Office supplies	£6.07
BT	Closure of account payment	£0.00
Ms S Carmody	Face painting - Coronation event	£0.00

Mr M Ingham	Angling Club - refund of expenses	£0.00
Carnival Committee	2 x full page magazine advertisements	£0.00
	Carnival stall	£0.00
Rialtas Business Solutions Ltd	Making Tax Digital - VAT submissions annual subscription	£19.47
	Omega Cashbook, annual support & 5 licences	£158.94
Mrs P Bryant	March 2023 - expenses refund	£0.00
	April/May 2023 - expenses refund	£0.00
Mike Tabrett	T'ai Chi sessions - April 2023	£0.00
Mrs S Godfrey	Nordic walking sessions - April 2023	£0.00
Gibbs & Dandy Plc	Sand & cement	£67.41
PPL & PRS for Music	PPL & PRS Licence - Coronation event	£21.56
CCL Supplies	Rubble bags	£7.54
Mrs I Healiss	Expenses refund	£0.00
R Adams Rehab	Strength & balance sessions	£0.00
M Murray Signs	3 x Coronation banners	£28.40
Victory Hall Management Com.	Hall hire - Strength & balance April 2023	£0.00
	Hall hire - T'ai Chi April 2023	£0.00
	Hall hire - yoga April 2023	£0.00
Microshade VSM	Hosted application service - May 2023	£55.20
Suprclean	Cleaning service - Millennium pavilion - March 2023	£0.00
	Cleaning service - Millennium pavilion - April 2023	£0.00
All Undercover Marquees	Marquee hire - Coronation event	£90.00
Online Playgrounds	Safagrass matting - play area surfacing	£344.00
Cole & Day	Fuel - 16 - 30 April 2023	£11.58
Linda Garrick	Starfish yoga - April 2023	£0.00
TNS Ltd	Kubota tractor spares - replacement	£24.84
	TOTAL	£906.94

Talk Talk Business	01487 841359 & internet -(due 2 May 2023)	£1.15
Talk Talk Business	CIC-01487 840266 - (closing invoice due April 2023)	
Siemens	Printer lease rental - next 1/4 due May 2023	£0.00
Huntingdonshire DC	Sea Container - Rates 2023-2024	£0.00
	Norwood Building - Rates 2023	£0.00
	Millennium Sports Facility - Rates 2023-2024	£0.00
EDF	Electricity - Multi sports area - May 2023	£0.43
British GasLite	Electricity - Lake sea container - 20th April 2023	£0.00
British GasLite	Electricity - Norwood Building - 20th April 2023	£3.19
British GasLite	Electricity - Library - 20th April 2023	£46.85
British GasLite	Electricity - Millennium Sports Facility - 20th April 2023	£6.57
British GasLite	Gas - Millennium Sports Facility - 20th April 2023	£2.80
Scottish Power	Gas - Norwood Building - 6 May 2023	£11.52
YU Energy	Street lighting - standing charge - 8 May 2023	£0.48
	Street lighting - electric - 8 May 2023	£3.52
BrightPay UK - iCloud access	Monthly fee - 4 May 2023	£0.69

TOTAL**£77.20****OPTIMUM CARD****30 April 2023****VAT**

GiffGaff	Giff Gaff x 5 staff members (phone)	£5.00
GiffGaff	Wi-Fi data access - Millennium pavilion - February 2023	£1.67
Optimum card	Monthly fee	£0.00
Bookwhen	Monthly fee	£3.80
Vegware Ltd	Papercups - Coronation event	£42.20
Specilaised Canvas	Replacement gazebo - Timebank	£16.00
Amazon UK	Office/Millennium repairs & replacements & coronation supplies	£27.31
Etsy.com	Coronation event supplies (Timebank)	£0.00
Tesco Stores	Timebank/Changing Lives	£0.00
Poundland	Timebank/Changing Lives	£0.00
LIDL	Timebank/Changing Lives	£0.00
TOTAL		£95.98

Appendix Three
Clerks Report

- Many causes reflect local government law so they are a familiar way of working
- Clause 4 Powers – the CIO has no intention to own any of the land or buildings it will manage
- Clause 4 - Finance matters. I can see much is carried out as custom and practice but moving forward my understanding is the CIO is to assist obtaining grant funding. If this is the case I would recommend the following;
 - Open an online account such as the Unity Trust Bank and make bacs payments (This gives the option for two administrators perhaps one is the parish clerk in case of emergencies) plus several signatories for dual authorisation.
 - Current practice – payments are made by bacs, cash or cheque using pre-signed blank cheques
 - The SNRG are covered under the parish council's insurance policy including Fidelity Guarantee. If the money disappears through a cheque payment for example (with the pre-signed blank cheque) the SNRG group's money is not covered.
 - The SNRG may wish to take out separate insurance for this?

- There is an anomaly again in the SNRG yearend accounts with a balancing figure of £54. The IA has mentioned this in her report.
- Clause 4.6.2 requires the trustees to ensure all orders for work are completed in line with the Parish Council's Financial Regulations. Prior approval must be sort and orders placed by the council in order to reclaim any VAT if due. Otherwise liability for payment lies with the person placing the order.
- Clause 12.3.1 Maximum number of trustees – requires one representative from Cambridgeshire CC and one representative from Somersham Parish Council
- Clause 18.2.1 states a committee may consist of two or more persons.... I have checked this with Roger Taylor, Wellers Hedley Solicitors ad this is okay for a CIO. In local council law however, case law says 3 or more persons for a committee