

## MINUTES OF A MEETING OF SOMERSHAM PARISH COUNCIL

Held on Monday 14<sup>th</sup> July 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)

### PRESENT WERE:

Cllr B Bruce  
Cllr A Chapman  
Cllr N David  
Cllr D Potter (in the Chair)

Cllr T Sansom  
Cllr D Sutton  
Cllr R Woolway

Mrs I Healiss, Executive Officer  
Mrs J Turney, Deputy Clerk

Seats Fifteen (15), Councillors Present Seven (7), Vacancies five (5), Quorum Five (5).

### IN ATTENDANCE

District Councillor Steve Criswell

### **518/7/25      APOLOGIES FOR ABSENCE**

Received and approved from:

Cllr Dolby - personal  
Cllr Drury - personal  
Cllr Skeggs – personal

County Councillor Charlotte Lowe – work commitments

### **519/7/25      PARISH COUNCILLORS DECLARATIONS OF INTEREST**

No declarations were made

### **520/7/25      PUBLIC FORUM**

It was proposed by Cllr Sutton, seconded by Cllr Sansom and unanimously RESOLVED to adjourn the meeting at 19.31 for a period of time to hold a public forum.

Thanks were offered to the Carnival Committee for a successful and enjoyable event.

The Executive Officer read a letter received on behalf of a member of the public, regarding planning application 25/00958/FUL at Parkhall Garden Centre.

The meeting reconvened at 19:33

521/7/25

**REPORT FROM DISTRICT COUNCILLOR STEVE CRISWELL**

Civil parking enforcement will be implemented by Huntingdon District Council as of the end of July. This will be a self-funding scheme, with parking wardens introduced across the County to deal with illegal parking.

The upper branches on a row of poplar trees located between the development North of the Bank and the Nature Reserve are splitting; the developers have failed to cut the tops to prevent the branches from falling. The Executive Officer will write a letter to the developers reminding them of their prior agreement to tend to these trees.

There is no update regarding the installation of traffic lights at the Wheatsheaf Junction.

The food caddy system will begin at the end March 2026 and food waste will no longer be accepted in the green bins.

A complaint was raised regarding a cockerel crowing along the Trundle.

522/7/25

**PLANNING MATTERS**

**a) PLANNING APPLICATIONS**

25/00958/FUL	Parkhall Nurseries and Garden Centre Parkhall Road, Somersham, PE28 3HW Erection of replacement horticultural sales building	15/7/25
--------------	--	---------

It was proposed by Cllr David, seconded by Cllr Sutton and unanimously RESOLVED to support this application. The proposal falls within the applicant's property boundary, and will help to support the business.

25/01167/S73	Land East of West Newlands Reserved matters following 15/00917/OUT – Layout, Scale, Appearance and Landscaping for the 45 residential dwellings - Variation of conditions 1 (Approved Plans) and 5 (Hard Landscaping) of 19/02220/REM to reflect amendments made to plot 13 & 14.	21/7/25
--------------	--	---------

It was proposed by Cllr Sutton, seconded by Cllr Chapman and unanimously RESOLVED to support this application. The proposal falls within the development's footprint and any amendments to be made are cosmetic.

25/01211/HHFUL	12 The Paddock Somersham Huntingdon Single storey side extension	28/7/25
----------------	---	---------

It was proposed by Cllr Sutton, seconded by Cllr Bruce and unanimously RESOLVED to support this application. The proposal is in keeping with the existing street scene.

**b) PLANNING APPROVED**

25/00564/HHFUL	68 The Bank Somersham PE28 3DJ Two storey rear extension.	4/7/25
----------------	--	--------

523/7/25

**MINUTES OF THE PARISH MEETING HELD ON 9<sup>TH</sup> JUNE 2025**

The Minutes were proposed by Cllr Sutton, seconded by Cllr Chapman and unanimously RESOLVED as approved.

**524/7/25      POLICE REPORT**

- Neighbourhood Safety Emails
- No Police Report was provided

**525/7/25      EXECUTIVE OFFICER'S REPORT**

- i. CAPALC bulletin & NALC CEO bulletins
- ii. Neighbourhood Alerts
- iii. Cambridgeshire ACRE bulletins and updates
- iv. Huntingdonshire DC – press releases and updates
- v. CCC permission received to move the Somersham village sign to the new proposed location (opposite the White post area upon entering the village). The village sign base will be removed and the repaired sign will be placed in its new position at the White Post junction. The street sign at West End has been removed. The Executive Officer will investigate.
- vi. Local Government reorganisation survey available at [Local Government Reorganisation Survey - Huntingdonshire.gov.uk](https://www.localgovernmentreorganisation.gov.uk). Deadline for comments 20<sup>th</sup> July 2025
- vii. Update from the Annual Parish Council Forum, held on 19<sup>th</sup> June at Burgess Hall, St Ives.  
The Local Government re-organisation survey is available on HDC's website and there is both a public survey and one that is tailored for stakeholders. Hard copies are also available at the reception desk in Pathfinder House, Huntingdon. The survey will close at midnight on 20 July 2025.
- viii. Update on s106 allocations at the Millennium Sports Facility.  
There are current restrictions on where and how this money can be spent:
  - 21/02111/OUT – 'Off Site Outdoor Sports Facilities Contribution.' The sum of £8,833 for Outdoor Sports Facilities paid to the Parish Council towards the Outdoor Sports Facilities.
  - 15/00917/OUT – 'Off-Site Facilities Capital Outdoor Sports.' The provision of capital outdoor sports comprising improvement of outdoor facilities at Millennium Field Somersham serving the Residential Site. £23,792.00.
  - 19/01790/OUT – 'Off Site Formal Green Space Commuted Sum.' The sum of sixty two thousand seven hundred thirty nine pounds and sixty pence (£62,739.60) to be paid to the Council for onward transmission to Somersham Parish Council and to be used towards the enhancement of the Somersham Parish Council Millennium Sports Field.

**526/7/25      CHANGES TO THE VILLAGE HALL MANAGEMENT COMMITTEE TRUST DEED**

It was proposed by Cllr Sutton, seconded by Cllr Woolway and unanimously RESOLVED to agree to make the following changes to the Victory Hall Management Committee Trust Deed :

- To reduce the PC required Councillor quorum to two (2) people instead of three (3) or a quarter.
- To amend 'not less than 12 people' to 'up to 12 people'.

**527/7/25 THE INSTALLATION OF A DISABILITY DISCRIMINATION ACT, 1993 (DDA) COMPLIANT PATHWAY FROM THE CAR PARK TO THE ENTRANCE OF THE NEW REPAIR CAFÉ, AT A COST OF £3,300 PLUS VAT**

It was proposed by Cllr Sutton, seconded by Cllr Bruce and unanimously agreed to install a DDA compliant pathway from the car park to the entrance of the new repair café at a cost of £3,300 plus VAT.

**528/7/25 THE INSTALLATION OF SOLAR PANELS ON THE MILLENNIUM PAVILION ROOF, FOLLOWING A SUCCESSFUL GRANT APPLICATION TO RED TILES WIND FARM FOR £5,133.50 (Final quotes subject to survey)**

It was proposed by Cllr Chapman, seconded by Cllr Woolway and unanimously RESOLVED to accept the quote provided by LCS Energy to install solar panels at the Millennium Pavilion, with an agreed leeway of 10% (of the quote provided.) If costs exceed these parameters following a site survey, it was agreed to revisit this item at a further PC meeting to ratify final costings.

**529/7/25 AGREE TO UTILISE THE CRICKET SQUARE AT THE SPORTS FACILITY AS PART OF THE FOOTBALL AREA**

It was proposed by Cllr Woolway, seconded by Cllr Chapman and unanimously RESOLVED to utilise the cricket square at the Millennium sports facility as part of the football area.

**530/7/25 AGREE TO REPLACE THE FRONT AND REAR DOORS AT THE MILLENNIUM SPORTS FACILITY**

It was agreed to defer this matter to the next Parish Council meeting on 14th August 2025 as sufficient quotes have not yet been received to undertake this work.

**531/7/25 FINANCE & RISK MANAGEMENT MATTERS**

**i. To Agree the Monthly Accounts (Appendix One)**

The monthly accounts were proposed by Cllr Sutton, seconded by Cllr Woolway and unanimously RESOLVED as approved.

**ii. Councillor Quarterly Risk Assessments (reminder - due by the 31<sup>st</sup> July 2025)**

Noted by Councillors.

**532/7/25 HIGHWAY MATTERS INCLUDING PUBLIC FOOTWAYS - REPAIRS/ MAINTENANCE**

1) Parkhall Road, Somersham  
(TEMPORARY PROHIBITION OF THROUGH TRAFFIC ORDER) 2025-1377  
Between the Crossroads on Parkhall Road and the Norwood Road junction.

It is anticipated works will be carried out between 1st August and 14th September 2025 (or until works have finished, whichever is the earlier). The Order is made for drainage investigations, construction and associated work.

The alternative route for vehicles is via The Trundle, Norwood Road, Feoffees Road, High Street and vice versa.

2) StIves Road B1046, Somersham  
(TEMPORARY PROHIBITION OF THROUGH TRAFFIC ORDER) 2025 – 1247  
Between Cuckoo Bridge Nursery and B1040.

It is anticipated that these works will be carried out between 18 August 2025 and 20 August 2025.

The Order is made to facilitate telecommunications duct installation and associated works which are being carried out on or near this highway and it will come into operation on 18 August 2025.

The alternative route for vehicles is via B1040; B1089; B1086 and vice versa.



- 3) Curb-side weeds are growing through pavements along the Trundle. The Executive Officer was asked to contact HDC to request they are sprayed.

**533/7/25      AGREE A LOCAL HIGHWAYS INITIATIVE (LHI) BID TO CHANGE THE EXISTING CROSSING ON THE HIGH STREET (NEAR THE JUNCTION WITH PARKHALL ROAD), TO A PELICAN CROSSING**

It was proposed by Cllr Sutton, seconded by Cllr David and unanimously RESOLVED to submit an LHI application in the next bidding round, to replace the existing Zebra crossing with an alternative crossing. The Executive Officer was asked to consider a resident petition in support of the application.

**534/7/25      REPORTS OF MEETINGS ATTENDED BY PARISH COUNCILLORS**

Cllr Sutton offered a report from the Victory Hall Management Committee. Brenda Woods has been appointed as the new Vice Chair. A Pickle Ball group is now running, and film nights are to re-start in October. The now redundant pool table is being offered for sale by the Parish Council.

Cllr Chapman advised that following a successful day at the Carnival, the library hope to put funds raised towards the purchase of new chairs. A new secretary will hopefully soon be appointed.

The Christmas Lights Working Party raised over £100 at the carnival and received several expressions of help from residents.

**535/7/25      NOTICES & MATTERS FOR THE NEXT AGENDA**

None

The next meeting of Somersham Parish Council will be on Monday 11th August 2025 at 7.30pm in the Millennium Pavilion, The Trundle, Somersham, PE29 3JS.

There being no further business the meeting was closed at 21:01 hours.

..........  
Chairman

## Appendix One

### ACCOUNTS from 1st June 25 to 4th July 25

		Vat	Net	TOTAL	Cost Centre
Payroll	Salaries	£0.00	£8,121.11	£8,121.11 Bacs	Salaries - 6th June 2025
Pension payments	Pension Fund	£0.00	£1,987.77	£1,987.77 Bacs	Jun-25
HMRC	Tax & NI	£0.00	£3,169.75	£3,169.75 Bacs	HMRC - June 2025
Payroll	Salaries	£0.00	£8,064.45	£8,064.45 Bacs	Salaries - 4th July 2025
Pension payments	Pension Fund	£0.00	£1,989.26	£1,989.26 Bacs	Jul-25
HMRC	Tax & NI	£0.00	£3,190.65	£3,190.65 Bacs	HMRC - July 2025
S Godfrey	Nordic walking x 1 session	£0.00	£35.00	£35.00 Bacs	Changing Lives
Cole & Day	Tractor fuel 16 May - 31 May 25	£19.20	£95.98	£115.18 Bacs	Kubota
Cromwell Fire	Library annual fire extinguisher service 30 May 25	£55.40	£277.01	£332.41 Bacs	Library
I healiss	Eye test 27 May 25	£0.00	£25.00	£25.00 Bacs	Expenses
J Waters	Village verge cutting April/May 25	£120.00	£600.00	£720.00 Bacs	Agency
L Garrick	Yoga x 2 sessions Apr 25	£0.00	£110.00	£110.00 Bacs	Changing Lives
M Tabrett	Tai chi x 4 sessions Apr 25	£0.00	£200.00	£200.00 Bacs	Changing Lives
PSK Installatins	Works to cctv system 21 May 25	£18.00	£90.00	£108.00 Bacs	CCTV
R Adams	Strength & Balance x 3 sessions	£0.00	£150.00	£150.00 Bacs	Changing Lives
S Godfrey	Brainfit workout x 2 sessions	£0.00	£70.00	£70.00 Bacs	Changing Lives
Victory Hall	Timebank coffee morning May 25	£0.00	£13.50	£13.50 Bacs	Changing Lives
Victory Hall	Strength & Balance x 4 sessions	£0.00	£72.00	£72.00 Bacs	Changing Lives
Victory Hall	Tai Chi x 4 sessions May 25	£0.00	£48.00	£48.00 Bacs	Changing Lives
Vision ICT	Data backup Aug25 to July26	£36.00	£180.00	£216.00 Bacs	Office
C L Robertson	Mindfulness training 4 June 25	£0.00	£14.99	£14.99 Bacs	Changing Lives
Cole & Day	Tractor fuel 1 June to 15 June 25	£19.59	£97.93	£117.52 Bacs	Kubota
Dream Clean	Norwood building cleaning x 3 sessions June 25	£26.40	£132.00	£158.40 Bacs	Cleaning
Holwood Nursery	4 hanging baskets @ The Cross 5 June 25	£0.00	£227.50	£227.50 Bacs	The Cross
Human Capital Dept	Retained HR services 8 June 25	£15.80	£79.00	£94.80 Bacs	Office
Limetree Printing	1721 x S4U copies 6 June 25	£0.00	£727.71	£727.71 Bacs	Newsletter
Microshade VSM	Recurring office fees 6 June 25	£59.06	£295.30	£354.36 Bacs	Office
PSK Installations	3 months CCTV line rental 1 June 25	£11.10	£55.50	£66.60 Bacs	CCTV
Viking	Paper, pens, tea, coffee re Norwood office 5 June 25	£5.59	£80.95	£86.54 Bacs	Office
LHL Latta Hire Ltd	Porta loo hire for 6th August event at lake	£14.40	£72.00	£86.40 Bacs	Angling Club
Peters Electrical Services	Electrical testing works at Norwood and Millennium 28 June 25	£0.00	£200.00	£200.00 Bacs	Norwood
CAPALC	Affiliation fee 1st April 25 to 31st Mar 25	£0.00	£868.71	£868.71 Bacs	Office
Journey Transport Planning	Parking appraisal and digital mapping re car park extention May 25	£322.36	£1,611.79	£1,934.15 Bacs	Car Park
M Tabrett	Tai Chi x 4 sessions June 25	£0.00	£200.00	£200.00 Bacs	Changing Lives
Peters Electrical Services	Electrical testing at Nature Reserve Sea containers 26th June 25	£0.00	£150.00	£150.00 Bacs	Norwood
Victory Hall	Strength & Balance x 5 sessions June 25	£0.00	£120.00	£120.00 Bacs	Changing Lives
Victory Hall	Tai Chi x 4 sessions June 25	£0.00	£48.00	£48.00 Bacs	Changing Lives
Victory Hall	Timebank Coffee Morning 18th May 25	£0.00	£13.50	£13.50 Bacs	Timebank
White Plumbing	Boiler Service at Norwood Building	£16.00	£80.00	£96.00 Bacs	Norwood
		£738.90	£33,564.36	£34,303.26	£34,303.26

### ELECTRONIC PAYMENTS

Talk Talk Business	01487 841359 & internet June 25	£9.27	£46.35	£55.62 DD	Administration
Talk Talk Business	01487 841359 & internet July 25	£9.36	£46.82	£56.18 DD	Administration
British GasLite	Electricity - Lake sea container - June 25	£1.33	£26.69	£28.02 DD	Lake area
British GasLite	Electricity - Lake sea container - July 25	£1.08	£21.61	£22.69 DD	Lake area
British GasLite	Electricity - Norwood Building - May 25	£4.83	£96.57	£101.40 DD	Norwood Building
British GasBusiness	Gas - Norwood Building June 25	£6.56	£131.36	£137.92 DD	Norwood Building
British GasBusiness	Gas - Norwood Building July 25	£4.30	£86.05	£90.35 DD	Norwood Building
British GasLite	Electricity - Library - June 25	£12.67	£253.44	£266.11 DD	Library
British GasLite	Electricity - Millennium Sports Facility - June 25	£9.64	£192.73	£202.37 DD	Millennium
British GasLite	Electricity - Millennium Sports Facility - July 25	£7.12	£142.43	£149.55 DD	Millennium
British GasLite	Gas - Millennium Sports Facility - June 25	£2.22	£44.33	£46.55 DD	Millennium
British GasLite	Electricity - multi sports area -	£9.93	£38.85	£48.78 DD	Multi sports area
YU Energy	Street lighting - electric	£7.57	£151.46	£159.03 DD	Street lighting
BrightPay / Stripe	Licence key for 6 employees June 25	£29.76	£148.80	£178.56 DD	Payroll software
HDC	Lake area sea container rates June 25	£0.00	£66.00	£66.00 DD	Administration
HDC	Millennium Sports sea container rates 24/25	£0.00	£81.00	£81.00 DD	Administration
Unity Trust Bank	Bank service charge	£0.00	£15.60	£15.60 DD	Administration
Unity Trust Bank	Manual credit handling charge	£0.00	£10.30	£10.30 DD	Administration
Public Works Loans	Skate ramp loan repayment	£0.00	£5,406.00	£5,406.00 DD	Norwood Building
	TOTAL	£106.37	£6,960.04	£7,066.41	£7,066.41

**LLOYDS CARD 16th June 25**

Giffgaff	6 x E6 plus 1 x E10	£7.66	£38.34	£46.00 CARD
Adobe	Monthly charge re pdf format change	£0.00	£16.64	£16.64 CARD
Bookwhen	Monthly Paypal fee	£3.80	£19.00	£22.80 CARD
Lloyds Corporate card	Monthly card fee	£0.00	£3.00	£3.00 CARD
Work Wear	PPE for road closure training	£7.20	£38.78	£45.98 CARD
AMAZON UK				
	5 x packs file dividers	£2.10	£10.50	£12.60 CARD
	5 x packs coloured subject dividers	£2.12	£10.61	£12.73 CARD
	2 x pack wash up liquid	£1.05	£5.26	£6.31 CARD
	24pk toilet cistern blocks	£1.65	£8.24	£9.89 CARD
	A4 photo frame	£1.17	£5.82	£6.99 CARD
	12 piece paint brush set	£2.49	£12.45	£14.94 CARD
	Wood stain	£5.40	£27.01	£32.41 CARD
	12 x long lasting milk	£0.00	£24.99	£24.99 CARD
	<b>TOTAL</b>	<b>£34.64</b>	<b>£220.64</b>	<b>£255.28</b>