

**MINUTES OF THE ANNUAL MEETING OF
SOMERSHAM PARISH COUNCIL**
Held on Monday 20th May 2025 at 7.30 p.m.
**At the Norwood Squash Courts, Norwood Building, Parkhall Rd,
Somersham PE28 3HE**
www.somersham-pc.gov.uk

PRESENT WERE:

Cllr B Bruce
Cllr N David
Cllr C Dolby

Cllr D Potter (in the Chair)
Cllr T Sansom

Mrs I Healiss, Executive Officer (EO)

Seats Fifteen (15), Councillors present Five (5), Vacancies five (5), Quorum Five (5)

IN ATTENDANCE

There were no members of the public in attendance

**301/5/25 ELECTION OF CHAIR & DECLARATION
OF ACCEPTANCE OF OFFICE**

It was proposed by Cllr Sansom, seconded by Cllr Bruce and unanimously RESOLVED to elect Cllr Potter as Chair for the upcoming year. Cllr Potter duly signed the Chair's Declaration of Acceptance of office.

302/5/25 ELECTION OF VICE CHAIR

It was proposed by Cllr Bruce, seconded by Cllr David and unanimously RESOLVED to elect Cllr Dolby as Vice Chair. Cllr Dolby duly signed the Deputy Chair's Declaration of Acceptance of Office.

**303/5/25 ELECTION OF PERSONNEL COMMITTEE, WORKING PARTIES
AND REPRESENTATIVES (Appendix A)**

It was proposed by Cllr Potter, seconded by Cllr Bruce and unanimously RESOLVED to approve the Personnel Committee, Working Parties and Representatives as per Appendix A.

304/5/25 APOLOGIES FOR ABSENCE

Received and approved form:

Cllr Chapman – personal
Cllr Drury – personal
Cllr Skeggs – personal
Cllr Sutton – personal
Cllr Woolway - personal

District Councillor S Criswell – personal
County Councillor C Lowe – work commitments
Deputy Clerk J Turney – personal

305/5/25 PARISH COUNCILLORS DECLARATIONS OF INTEREST

No declarations were made.

306/5/25 PUBLIC FORUM

It was proposed by Cllr Bruce, seconded by Cllr David and unanimously RESOLVED to adjourn the meeting at 19:34 for a period of time to hold a public forum.

Nothing raised from the public gallery. The meeting was reconvened immediately after.

307/5/25 REPORT FROM THE DISTRICT COUNCILLOR STEVE CRISWELL

No report was provided.

308/5/25 PLANNING MATTERS

PLANNING APPLICATIONS

25/00353/HHFUL	Rose Cottage 98A High Street Somersham Huntingdon Proposed single storey lean-to rear extension	21/5/25
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It was proposed by Cllr Bruce, seconded by Cllr David and RESOLVED to support this application. There were three (3) votes in favour, and one (1) abstention.

a) 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
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
25/00242/FUL	The Stables Long Drove Somersham Huntingdon PE28 3HY Erection of 1.8m security gate and fence	15/4/25
25/00111/HHFUL	14 Ibbott Crescent Somersham Huntingdon PE28 3JP Erection of garden room and pergola (retrospective)	9/5/25
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
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

b) PLANNING REFUSED

None.

c) PLANNING WITHDRAWN

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

d) PLANNING APPEALS

None.

309/5/25 MINUTES OF THE MEETING HELD ON 7TH APRIL 2025

The Minutes were proposed by Cllr Potter, seconded by Cllr Dolby and RESOLVED as approved. There were three (3) votes in favour, and two (2) abstentions due to absence.

310/5/25 POLICE REPORT

- Neighbourhood Safety Emails.
- Police report – noted by Councillors

311/5/25 EXECUTIVE OFFICERS REPORT

- 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 FINANCE & RISK MANAGEMENT MATTERS

- i. Monthly Accounts (Appendix B)
The monthly accounts were proposed by Cllr Dolby, seconded by Cllr David and unanimously RESOLVED as approved.
- ii. Year-end accounts for 2024-2025, including EMR's.
The year-end accounts were proposed by Cllr Potter, seconded by Cllr David and unanimously RESOLVED as approved.
- iii. Budget for Quarter 4 2024-2025
The budget for quarter 4 were proposed by Cllr Bruce, seconded by Cllr Dolby and unanimously RESOLVED as approved.
- iv. Report on the Finance & Risk Management working party meeting held on 29th April 2025.
An update was offered by Cllr Potter – the working party discussed the Internal Auditors report, the Annual Governance and Accountability Return (AGAR), Ear Marked Reserves, planned projects, quarterly reports and the recent RoSPA inspection at the play area.
- v. Internal Auditors Report.
It was proposed Cllr Potter, seconded by Cllr Bruce and unanimously RESOLVED to accept the internal auditors report. There were no issues noted
- vi. Internal Auditor for 2025-2026
It was proposed Cllr Potter, seconded by Cllr Bruce and unanimously RESOLVED to accept CAPALC IA services as the internal auditor for 2025-2026.

vii. Annual Return 2024-2025

a. Statement 1

b. Statement 2

It was proposed by Cllr Dolby, seconded by Cllr Sansom and unanimously RESOLVED to accept statements 1 and 2 of the Annual Return.

viii. Agree confirmation of the dates of the period for the exercise of public rights.

It was proposed by Cllr Bruce, seconded by Cllr Dolby and unanimously RESOLVED to agree the confirmation of the dates Tuesday 3rd June 2025-Monday 14th July 2025 for the exercise of public dates.

ix. 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

It was agreed to defer this item to the Personnel and Governance Committee meeting to be held on the 3rd June.

x. To Review the RoSPA report received from Play Safety.

The Executive Officer will discuss remedial work as per the report with the Lengthsman, and agree an action plan for necessary works.

**313/5/25 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 23rd April 10:00hrs and 4th June 2025 at 23:59 hours.

Councillors were asked to submit any additional comments to the Executive Officer. Remarks for the local plan assessments will be offered at the Personnel and Governance Committee Meeting on the 2nd June, as agreed at the meeting in October 2024 (minute reference 402/10/24.)

314/5/25 Highway Matters including Public Footways - Repairs/Maintenance

Community Road Watch reports and Traffic Management Centre incident reports.

**315/5/25 REPORTS OF MEETINGS ATTENDED BY PARISH
COUNCILLORS**


Councillors commented that the Annual Parish Meeting was a successful and positive evening.

316/5/25 NOTICES & MATTERS FOR THE NEXT AGENDA

None.

The next meeting of Somersham Parish Council will be on Monday 9th June 2025 at 7.30 pm in the Millennium Pavilion, The Trundle, Somersham, PE28 3JS.

There being no further issued the meeting was closed at 20:57 hours.

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Chairman

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	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 Somersham Incumbent	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	Richard Sutton Julia Drury 1 vacancy		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	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 Dianna Skeggs 1 Vacancies	<i>To research articles for inclusion and to proof-read draft produced by the parish office.</i> 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	Chairman + 5 councillors Leaseholder sub-group



	1 vacancy	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 rd member from council members. A 4 th person can be invited as required i.e. to use specialist knowledge for a particular matter. TOR updated in 2024.