

**MINUTES OF A MEETING OF
SOMERSHAM PARISH COUNCIL**

**Held in the Millennium Sports Pavilion, The Trundle, Somersham
On Monday 9th April 2018 at 7.30 p.m.**

PRESENT WERE:

Miss D Carr	Mr A Hulme
Miss Y Cooper	Mr P McCloskey
Mr S Criswell (Chairman)	Miss L Minter
Mr M Greaves	Ms D Skeggs
Mr K Hawkins	Mr R Sutton
Mr M Hoy	Mrs P Bryant, Parish Clerk

IN ATTENDANCE: 1 member of the public

1. APOLOGIES

Apologies for absence were accepted from:
Mrs A Eastham - personal
Mrs L Robertson - personal

District Councillor Graham Bull – attending HDC meetings

2. PARISH COUNCILLORS DECLARATIONS OF INTEREST

No declarations were made.

3. PUBLIC FORUM

It was proposed by Mr Sutton, seconded by Mr McCloskey 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 was closed at 7.32 pm and reconvened as no matters were discussed.

4. PLANNING MATTERS

a) PLANNING APPLICATIONS

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

It was proposed by Mr Sutton, seconded by Mr Hoy and agreed by a unanimous vote to recommend no objection. The changes appear to be simply cosmetic.

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

It was proposed by Mr Sutton, seconded by Miss Minter and RESOLVED by a unanimous vote to recommend no objection. Changing the HCV route will be good for the village and will reduce HCV movement through the parish in general. Signage is essential to indicate there is a Definitive footpath crossing the proposed HCV access route and therefore a danger to walkers.

At the request of the Chairman it was agreed to request funding towards improvements at Woodhurst crossroads as there will be something in the region of 184 movements a day.

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c) PLANNING APPLICATIONS WITHDRAWN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

PLANNING MATTERS

Mr Sutton asked Cllr Criswell to remind Cllr Bull about the enforcement reports requested/promised last October. Cllr Criswell said the new monitoring report may supersede this. However, Mr Sutton thought this wouldn't as planning officers will be able to over-ride most decisions detailed in the recent email.

It was proposed by Mr Sutton, seconded by Mr Hawkins and RESOLVED by all councillors present with 2 abstentions to write expressing concern that elected members powers are being removed by officer delegation.

5. MINUTES OF THE MEEING HELD ON 12TH MARCH 2018

At the request of Miss Minter the following amendment was made to the Minutes:
Page 11/18, Item 17, line 3 – After the word ‘have’ add the words ‘plans for’

The Minutes were proposed by Mr Sutton, seconded by Miss Minter and RESOLVED to be a true record of events by 8 votes for and 2 abstentions (as the councillors were not present at the meeting) and were duly signed by the Chairman.

6. TOWN & PARISH ELECTION TIMETABLE FOR 3RD MAY 2018

The Chairman reported only eight people have put themselves forward for the fifteen available places on the parish council; this means the Councillors are automatically appointed in an uncontested election. This is disappointing as it directly impacts the Gold Quality Standard Award and means the council loses the ability to use the General Power of Competence.

7. POLICE REPORT

Emailed to Councillors:

- i. Neighbourhood Watch Alerts

8. REPORT FROM COUNTY & DISTRICT COUNCILLOR S CRISWELL

Cllr Criswell updated members on the SID for Somersham. Mr McCandless (Community Roadwatch) has sent a detailed email which is going on the May agenda for discussion; it includes costs for Roadwatch to move/maintain the SID on the council's behalf. Community Roadwatch currently have a spare SID purchased through the Red Tile Windfarm fund and it is located on St Ives Road.

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It was agreed the Clerk will try to establish how much it would cost to employ Parish Council staff to move/maintain the SID in line with recommendations. It is a 2 person task.

9. PARISH CLERK'S REPORT

Matters Arising Report & Updates:

Correspondence emailed to councillors:

- ii. RSN online – weekly updates

Hard copy correspondence:

- iii. M&G Charibond dividend £2.30

10. FINANCE & RISK MANAGEMENT MATTERS including: -

- a. **The Monthly Accounts** – It was proposed by Mr Sutton, seconded by Mr Greaves and RESOLVED by a unanimous vote to accept the accounts.
SEE Appendix 3
- b. **Yearend Accounts for 2017-2018 (Recorded vote)** – It was proposed by Mr Sutton, seconded by Mr Hoy and RESOLVED by a unanimous vote to accept the year end accounts.
- c. **The Annual Return for 2017-2018** has been received from the External Auditor PKF Littlejohn LLP
- d. **The Quarterly Risk Assessments** have been circulated to Councillors for completion.

11. PERSONNEL WORKING PARTY MEETING HELD ON 5TH APRIL 2018

- a. **Review of working parties** – It was agreed to leave this until the May APM for the new council
- b. **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*
- c. **Recommended training courses for Councillors** – The Finance for councillors course (2 hrs) is essential for the Finance WP if not all councillors. It was agreed all councillors should attend the October course.

12. 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

All the documents were taken from NALC's GDPR Toolkit for Local Councils dated February 2018 drawn up by Winckworth Sherwood, Solicitors & Parliamentary Agents. This means the legal nature and liability of the template documents for use by local councils remains with NALC.

Mr McCloskey and Mr Sutton were the only councillors to attend CAPALC's GDPR training event in March 2018 which included a presentation on the toolkit.

Following lengthy discussion it was proposed by Mr McCloskey and seconded by Mr Sutton to accept all of the above documents. The documents will form part of the GDPR management process for the council at this moment in time, it is acknowledged like all policy documents, they could be changed and advice on that is likely to come from NALC.

To accept the 4 documents: Mr Hoy, Miss Minter, Miss Carr, Mr Sutton, Mr Greaves, Mr McCloskey, Mr Hulme and Mr Criswell.

To abstain: Mr Hawkins, Ms Skeggs and Miss Cooper. Mr Hawkins said he was abstaining because he fundamentally disagreed with the contents of documents. Ms Skeggs and Miss Cooper said they were abstaining for the exact same reason.



Miss Minter asked if the Clerk has anything the Council could use to tell local groups and organisations as many were unaware of the new law? The Clerk will look at the ICO website for generic information to go in the newsletter.

13. HIGHWAY MATTERS including Public Footways - Repairs/ Maintenance

- a. Email update on the Chatteris Road build-out sent to Councillors – whereby Highways have completed another safety audit which confirms the buildouts comply with the relevant criteria. Recommendations were suggested for additional signage.

Cllr Criswell asked in light of the email is there anything else Cllrs would like done?

Ms Skeggs felt the buildouts should be removed they increased accidents and it would save money by not spending money on new signs.

Mr McCloskey commented more money would be spent by removing the buildouts.

GENERAL ROAD MATTERS

- Mr Hulme asked if there was any way Highways could put early warning signs up for the Earith when the road is flooded and shut. All the detours are so long once you have got to the closed road. Cllr Criswell said there used to be one at Bar Hill but the bridge is down at present although that is just short term.
Mr Sutton supports Mr Hulme's comments; an early warning sign would be good
Mr Hulme said signs aren't changed either when the road is reopened
- Mr Hulme asked for a SID to be placed in the High Street. General discussion was held on SID's.

14. 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.

Mr Greaves left meeting during Item 14 from 8.21 pm – 8.23 pm

15. UK POWER NETWORK

Mr Sutton started by saying he asked for this item to go on the agenda. Mr Sutton requested the Parish Council write a formal letter asking when the job of burying the electric cables in the High Street would be done. This was agreed by all councillors present with 1 abstention.

The Chairman said he will find out where best to send the letter and the best approach to take.

16. 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
 - ii. Miss Minter reported the new windows & most of the doors have been installed, keys are being changed & windows & doors will be bricked up as agreed.
- c. **Friends of Somersham Local Nature Reserve & Somersham Lake**
 - i. See Appendix 2
- d. **Community Library**
 - i. Miss Minter reported the old gas boiler is being decommissioned and the heating is being changed to electric. Therefore the building will not need gas and the supply needs cancelling by the Clerk.
 - ii. See Appendix 2
- e. **Millennium Sports Facility**
 - i. There were no matters to report



- f. **Localism Working Party & Somersham Time Bank**
 - i. There were no matters to report
- g. **Communication Working Party**
 - i. *See Appendix 2*
- h. **Christmas Lights Working Party**
 - i. Mr Greaves reported the working party had their first planning meeting of the year last week. Mr Greaves also reported they will be having a carnival stall as usual.
- i. **Reports of External Meetings Attended by Parish Councillor's**
 - i. Report from Mr McCloskey on the CAPALC EOM 21st March 2018.
See Appendix 1


17. NOTICES & MATTERS FOR THE NEXT AGENDA

Ms Skeggs gave apologies for the meetings on 30 April and 14th May.
Mr Sutton gave apologies for the meeting on 21st May.

The Chairman reported there will be an extra-ordinary meeting on 30th April 2018 to be held in the Norwood Room to consider at least one planning application.

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

There being no further business the meeting closed at 8.36 pm.


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14/5/18 Chairman

Notes from the CAPALC EOM - 22 March 2018

The major reason for holding this Extra-Ordinary Meeting (EOM) was to ratify three outstanding resolutions from the preceding AGM in November 2017 (not quorate) viz, a resolution to seek greater connectivity with other agents who deliver a similar range of services as CAPALC, secondly to offer a (non-voting) position on the CAPALC Board to a representative from SLCC who are also active nationally in local government and finally, a 3% rise in membership fees. The second resolution recognised the increasing ties and joint areas of work already in hand between the two organisations (CAPALC & SLCC); all motions were passed unopposed.

The CAPALC Chairman Henry Clark, also took the opportunity to update delegates on a new revitalisation project which seeks to:

- Improve membership benefits
- Deliver ever more training & new specialist courses to local councils to better engage with the communities we serve.
- Create a more professional & responsive service this will include a new website, social media and revised monthly e-bulletin

A demonstration of the refurbished CAPALC website was provided on how it should look in the very near future. The main website will be accessible to all for general information and to book training courses. There will be a 'Members Area' with confidential member benefit information which can only be accessed exclusively by CAPALC members and that access will be ceded to individual Parish Clerks on member councils.

In addition to this, CAPALC have participated in the production of the Local Development Plan, sponsored by Cambridge County Council and managed by Cambridgeshire ACRE through a strategic partnership. However, there were some financial hurdles to 'jump' before CAPALC could fully support the proposals.

The CAPALC CEO Ian Dewar, then briefed the meeting on the National Training Strategy and elaborated on a Council Development Tool which could be used by individual Councils to gauge how effective they were supporting their communities. He also commended the value of peer reviews and spoke about the Local Award Scheme and its value in maintaining standards. However, it was readily acknowledged that despite some excellent work in tackling and confronting the tiers of central government on our behalf, the national body NALC itself suffered a poor record in communicating its message downstream to elements of local government. There was also mention of the growing anomalies in the current pay band structures for Parish Clerks which didn't always properly recognise the training required to qualify for the role, nor the service delivery required from the role.

In separate votes the meeting endorsed the CAPALC annual accounts, accepted the budget for next year and, after an in-depth discussion, agreed to an increase of 3% in the CAPALC subscription fees across the board. The meeting also approved 3 new volunteers to join the CAPALC Board noting that the next Board meeting would take place on 21st April at its new premises by the Pidley Golf Course. This move out of its previous CCC-sponsored premises in St Ives was a result of the withdrawal of county council funding and office building designated for an alternative use. Further detail will be provided in the formal minutes from this EOM.

Paul McCloskey
Somersham Parish Council
23rd March 2018

APPENDIX 2

REPORT FROM SNRG for the PC Meeting on 9th April 2108

The weather continues to interfere with planned the outstanding planned management tasks in the Reserve but the joint working party continues to meet on the first Sunday of every month at 09:30 by the Springfield Gate. However, the SNRG annual site management walk will take place on Tuesday 17th April at 7pm beginning at the Station Approach entrance; all are invited to attend to contribute to and oversee the planning requirements for the year ahead. Additionally, following the interest generated at the 'pop-up' visitor centre held at the Somersham Cross in January there will be a further 'pop-up' centre at the Springfield Gate entrance on Sunday 22nd April 2018 to stimulate better connectivity with the Somersham community. In line with this year's carnival theme 'Farming and the land', the Nature Reserve intends to hold a joint event with the Somersham Timebank to create an eventful evening for children and families after school on Monday 11 June. A variety of elements are to be staged including pom-pom farm animals, face painting and 'Wild Play'. The SNRG also intends to have a stall on Carnival Day itself (16th June) to promote the nature reserve and to encourage new volunteers to help at work parties or join the committee.

The three Interpretation Boards purchased with monies from the Mick George Community Fund are ready for use and will be installed at the Station Approach entrance, the Springfield entrance and at Chatteris end of the Nature Reserve shortly. The rest of the support from the Mick George funding went towards clearing Galley Drove (now completed), the lake access improvements (now completed) and to pay for leaflets titled "Explore Somersham", which will be dispersed strategically around the Somersham community. There are also outstanding funding bids in progress to refurbish the fishing platforms around the lake and for a proposed willow tunnel and sky viewing platform on Station Field. The Angling Club is also looking for photographic evidence from the last outbreak of blue/green algae problem in 2008 which could be used in support of any applications to improve the Lake. Additionally, there are concerns about the number of cormorants visiting



the lake early in the morning, depleting stocks. However, it has been suggested that clearing the trees on the island could beneficially reduce the chance of these birds perching on-site.

The next working party meets on the 4th March while the next SNRG Management Committee meeting takes place on 10th March in the Somersham Library; sincere thanks to the FOSL for their continued support in making this facility available.

REPORT FROM FOSL for the PC Meeting on 9th Apr 2108

The Somersham Library has suffered a catastrophic heating failure recently which left its existing boiler beyond economic repair. However, it already had funded a replacement system and has accelerated the permissions from CCC and the Parish Council to implement the new installation which will take place between Monday 16th and Wednesday 18th April, inclusive. The library will be closed on these dates and will re-open for normal business on Thursday 19th April. There is also an on-going push to manage and improve our adult non-fiction book stocks by the 'Book Champions' in line with recent improvements to children's book stocks.

The next Sunday drop-in sessions at the library will take place on the 22nd April and on the 13th and 27th May, respectively, between 11:00am and 1:00pm. All are welcome to drop in to browse or chat, or even just to have a cuppa. The library is closed all day on 7th May for the May Bank Holiday and again on 28th May for the Spring Bank Holiday.

REPORT FROM THE COMMS & ENGAGEMENT WP for the PC Meeting on 9th Apr 2108

The Communication & Engagement WP will next meet on 17th April and has reported that the Apr/May Edition of the S4U Newsletter was successfully delivered; a reminder that the deadline for the June/July Edition is 30 Apr 2018.

Paul McCloskey
Somersham Parish Council
7th April 2018



ACCOUNTS	9th April 2018	Vat	TOTAL	Cost (
ages	Salaries	0.00	5671.54	5,671.54 Bacs	Salari
SS	Pension Fund	0	0	0 Bacs	Pensio
ST	Pension Fund	0	73.91	73.91 DD	Pensio
ARC	Tax & NI	0	1556.57	1556.57 Bacs	HMRC
LA	Changing Lives - pavilion hire	0	0	0 Bacs	Chang
otimum Card	Top up	0	200	200 Bacs	Admi
ave	Sewerage charge	0.00	197.31	£197.31 Bacs	Norw
mbridge Water Business	Water	0	80.22	80.22 Bacs	Norw
IMC	Hall hire - February youth club	0	130.5	130.5 Bacs	Youth
	Hall hire - February T'ai Chi Chuan	0	63	63 Bacs	Chang
On	Street lighting	3.33	66.65	69.98 Bacs	Street
le & Day	February fuel	8.48	42.39	50.87 Bacs	Kubot
m Godfrey	Nordic Walking	0	300	300 Bacs	Chang
ke orett	T'ai Chi Chuan	0	300	300 Bacs	Chang
PO	Gas	26.71	133.53	160.24 Bacs	Librar
	Gas	4.82	96.34	101.16 Bacs	Norw
CC	Membership - P Bryant	0	308	308 Bacs	Admi
	Membership -M Blewett	0	165	165 Bacs	Admi
mbridgeshire CC	LHI Scheme - Chatteris Road, Somersham	0	5000	£5,000.00 Bacs	LHI
iltas Business Solutions	Asset Inventory & training	67.4	337	£404.40 Bacs	Admi
PALC	Clerks bitesize training - Annual Meetings	0	20	20 Bacs	Traini
	GDPR Workshop	0	70	70 Bacs	Traini
obs & Dandy	Materials	19.28	96.39	115.67 Bacs	Maint
K Installations	GSM/3g line rental on remote CCTV	11.1	55.5	66.6 Bacs	CCTV
rnival Committee	Programme advertisement	0	75	75 Bacs	Time
LA	Nordic walking field hire	0	162	162 Bacs	Chang
	Bexercise	0	108	108 Bacs	Chang
netree Marketing	April/May Somersham4u Newsletter	0	598	598 Bacs	Some
ave	Sewerage charges	0	154.68	154.68 Bacs	Norw
ing Payments	Sundries	6.43	69.13	75.56 Bacs	P Cou
pressions	Village Scene - advertisements	33.6	168	201.6 Bacs	Chang
- T Palmer	Scaffold poles x 40	0	255	255 Bacs	Anglir
	TOTAL	181.15	16553.66	16,734.81	
				£16,734.81	

Electronic payments

lk Talk	Telephone/Broadband	8.99	44.93	£53.92 DD	Admi
lk Talk	CIC-01487 840266			£0.00 DD	Librar
lk Talk	01487 841359 / broadband			DD	Admi
rphone warehouse	L Bird - mobile contract payment	1.25	6.25	£7.50 DD	Time
	P Bryant - mobile contract payment	1.25	6.25	£7.50 DD	Admi
	M Tyers - mobile contract payment	1.25	6.25	£7.50 DD	Admi
ntir donshire DC	Sea Container - rates	0	48	£48.00 DD	Admi

