

MINUTES OF SOMERSHAM PARISH COUNCIL
ANNUAL MEETING

Held at the Millennium Sports Pavilion, The Trundle, Somersham
On Monday 14th May 2018 at 7.30 p.m.

PRESENT WERE:

Mr S Criswell	Mr P McCloskey
Mrs D Dew	Mr R Sutton (in the Chair)
Mr M Greaves	
Mr A Hulme	Mrs P Bryant, Parish Clerk

Quorum – 5 Parish Councillors

IN ATTENDANCE: 1 member of the public

The outgoing Chairman Steve Criswell opened the meeting; he thanked long standing councillors for their work over the previous term and welcomed not only Mrs D Dew but the re-elected councillors following the uncontested elections. Cllr Criswell explained due to his heavy work load at HDC & CCC he will not put himself forward this year as Chairman. Cllr Criswell invited nominations for Chairman.

1. ELECTION OF CHAIRMAN

It was proposed by Mr Hulme, seconded by Mr Greaves and RESOLVED by a unanimous vote to elect Mr R Sutton as Chairman.

Mr Sutton signed the Declaration of Acceptance of Office

1. ELECTION OF VICE CHAIRMAN

It was proposed by Mr Criswell, seconded by Mr Hulme and RESOLVED by a unanimous vote to elect Mr P McCloskey as Vice Chairman.

2. PARISH COUNCILLORS DECLARATION OF ACCEPTANCE OF OFFICE

The Parish Clerk confirmed all declarations of acceptance of office have been signed by the Councillors.

3. ELECTION OF COMMITTEES, WORKING PARTIES & REPRESENTATIVES

It was proposed by Mr Sutton, seconded by Mr Greaves and RESOLVED by a unanimous vote the following working parties would be dissolved or the representative is no longer required by the organisation: Somersham CP School Governor, Amenity WP, Localism WP, Youth WP, Local Council Award WP & Traffic WP. In future working parties will be set up for bespoke project work.

The list will be reviewed again at the next meeting as there are several vacant representative places.

4. APOLOGIES

Apologies for absence were received from:

Ms Skeggs – no reason supplied

Mr K Hawkins – work commitments

5. **PARISH COUNCILLORS DECLARATIONS OF INTEREST**

Mr Greaves declared a personal interest in 18/00717/FUL The Centurian Hall

6. **PUBLIC FORUM**

.It was proposed by Mr McCloskey, seconded by Mr Criswell 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 and reconvened at 7.49 pm, no matters discussed

7. **ELIGIBILITY TO USE THE GENERAL POWER OF COMPETANCE (GPC)**

Due to the uncontested election only 8 councillors were elected.

GPC eligibility requires a Qualified Clerk relevant to the prescribed criteria (The criteria are set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012) Mrs Bryant holds the Degree in Community Engagement & Governance and is therefore a qualified clerk as described in the Order.

Two thirds of the Council must be elected i.e. 2/3rds of 15 = 10 elected councillors are required as part of the criteria this means the parish council is no longer eligible as there are just 8 elected councillors in the non-contested election.

The Council will need to consider an election in due course if they wish to regain GPC and retain the Quality Gold Standard Award due for renewal in 2020.

8. **PLANNING MATTERS**

PLANNING APPLICATIONS

18/00717/FUL The Centurian Hall, High Street, Somersham PE28 3EE

First floor domestic accommodation and erection of a conservatory to the rear

It was proposed by Mr McCloskey, seconded by Mr Greaves and RESOLVED by a unanimous vote to recommend no objection. Councillors could see no reason to object to the proposals, the plans/designs look acceptable and the village has a shortage of this type of accommodation.

18/00835/HHFUL Shenera, 31, Colne Fields, Somersham PE28 3DL

Retrospective planning permission for boundary fence, change to raised patio area and wall to side of patio

It was proposed by Mr McCloskey, seconded by Mr Hulme and RESOLVED by a unanimous vote to recommend no objection. The proposals fit the property and the street scene.

a) **PLANNING APPLICATIONS APPROVED**

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

18/00281/HHFUL Fieldfare 39 Colnefields Somersham
Single storey side extension

18/00322/HHFUL 18 The Bank Somersham
Proposed extensions/alterations and detached garage with store over

18/00433/HHFUL Oak Acres Farm Parkhall Road Somersham
Proposed rear extension to residential dwelling

17/02508/S73 Fields End 42, Colne Fields, Somersham
Variation of condition 16/02160/FUL to change timber post and rail type to timber close boarded fence at a height of 1650mm



b) **PLANNING CORRESPONDENCE**

- a. Huntingdonshire DC – allocation of addressing to new residential property at Parkhall Road, Somersham. To be known as 27A, Parkhall Road, Somersham
- b. Huntingdonshire DC – email – changes to the Councils Scheme of Delegation as of 01.03.2018.

Mr Sutton asked who at HDC came up with the scheme of delegation and why were town/parish councils not consulted?

Cllr Criswell replied HDC came up with the scheme and the elected members approved the scheme which is not unusual to other HDC policies. The Planning Department receive a lot of applications and the scheme changes reflect that. Mr Sutton asked if the summary report promised by Cllr G Bull last year would be arriving. Cllr Criswell will make enquiries.

9. **MINUTES OF THE MEETING HELD ON 9TH APRIL & 30TH APRIL 2018**

9th April 2018 - It was proposed by Mr McCloskey, seconded by Mr Greaves and RESOLVED by all Councillors present with 1 abstention as that person was not present at the meeting

30th April 2018 - At the request of Mr Criswell the following amendment was made to the Minutes 'In closing the meeting the Chairman thanked all Cllrs for the work over the last 4 years & in particular those members who were not seeking election'

The amended Minutes were proposed by Mr Criswell, seconded by Mr Greaves and RESOLVED by all Councillors present with 1 abstention as that person was not present at the meeting

10. **POLICE REPORT**

Emailed to Councillors:

- i. Neighbourhood Watch Alerts

11. **REPORT FROM COUNTY & DISTRICT COUNCILLOR STEVE CRISWELL**

Councillor Criswell said he was pleased to be re-elected as the district councillor and will continue to work for the best interests of his constituent's. Cllr Criswell continues in the 2 roles being, the District Councillor as well as County Councillor.

At HDC, Cllr Criswell chairs the Licencing & Protection Committee and at County he chairs the Communities & Partnership Committee.

12. **PARISH CLERKS REPORT Inc. Matters Arising Report & Updates:**

- The Clerk reported the Fire Hooks have been refurbished and are now reinstated on the Tithe Barn and Low Barn.

Correspondence emailed to councillors:

- ii. RSN online – weekly updates
- iii. St Ives Town Council – Copy letter sent to Mr Nelson CCC, Local Transport Manager, notes from the Bus Survey meeting held on Monday 15th Jan 2018
- iv. Mr R Fabb – request to set regular village clean-up events – Mr McCloskey suggested the schools may wish to do a litter pick? Mr Criswell suggested Mr Fabb may be willing to organise one and the Clerk could explain what needs to happen?

13. **FINANCE & RISK MANAGEMENT including: -**

- a. **The Monthly Accounts** – The accounts were proposed by Mr Sutton, seconded by Mr Criswell and RESOLVED by all Councillors present with 1 abstention to be paid. *SEE Appendix 2*

- b. **Annual Return for 2017-2018 -**
- i. **Section 1** – The Clerk read out the Annual Governance Statement and Councillors replied ‘yes’ to all points. Section 1 was proposed by Mr McCloskey, seconded by Mr Greaves and RESOLVED by all Councillors present to be correct.
 - ii. **Section 2** – Accounting Statements – The accounting statement was proposed by Mr Hulme, seconded by Mr Greaves and RESOLVED by all Councillors present to fairly represent the councils financial position.
- c. **Authorised Unity Trust Bank Account Signatories** – It was proposed by Mr McCloskey, seconded by Mr Hulme and RESOLVED by a unanimous vote for all councillors to be account signatories and to have access internet banking to authorise payments on a rota basis.
- d. **Authorised CCLA Bank Account Signatories**- It was proposed by Mr Criswell, seconded by Mr McCloskey and RESOLVED by a unanimous vote for all councillors to be account signatories.
- e. **Replacement Office Laptop for Meetings** – average cost £650-£700 to include Microsoft Office – It was proposed by Mr McCloskey, seconded by Mr Hulme and RESOLVED by a unanimous vote to purchase a laptop within the amount specified.
- f. **Quarterly Risk Assessments** – The Clerk will check with the Deputy which assessments have been received as any outstanding ones will need completing ASAP

14. NALC/ALCC 2018-2019 National Salary Award effective April 2018

This item was deferred to the end of the agenda.

It was proposed by Mr McCloskey, seconded by Mr Criswell and RESOLVED by a unanimous vote to close the meeting for a period of time to discuss the staff pay review.

It was proposed by Mr McCloskey, seconded by Mr Criswell and RESOLVED by all councillors present to accept all SCP recommendations (average 2% increase per hr) from NALC/ALCC with 2 staff on the 2018 Living Wage being £7.83 per hr.

The meeting was closed at 9.15 pm and reconvened at 9.27 pm.

15. MEMBERSHIP of Cambridgeshire & Peterborough Association of Local Councils (CAPALC) - Annual Membership £576.17

Mr Criswell said CAPALC are an improving organisation and the council ought to retain their membership.

It was proposed by Mr McCloskey, seconded by Mr Criswell and RESOLVED by a unanimous vote to renew the affiliation fees @ £576.17

16. UPDATE FROM NALC ON GDPR & THE DPO

SEE Appendix 1

17. ACTION PLAN REVIEW

It was proposed by Mr Criswell, seconded by Mr McCloskey and RESOLVED by a unanimous vote to include the following projects on the Action Plan:

- The Clerks updates
- Longer term projects – speeding in the village, suggestion for 20 mph across whole of village, speed reduction on Chatteris Rd, roundabout by Cole & Day?
- Light control crossing in the High St (£40-50k)

Page 4 of 6 Pages



- Community transport (e.g. changing lives) within the village or join with other villages

It was agreed the Action Plan should come back to the next meeting for comment/approval

18. HIGHWAY MATTERS To Discuss Highway Matters including Public Footways - Repairs/ Maintenance

- a. **Community Roadwatch (CRW) SID servicing charges** – emailed to councillors

The Clerk reported as a minimum it would cost the parish council £25 per hr if 2 staff completed the work– 4 visits = £100

It was proposed by Mr Criswell, seconded by Mr Greaves and RESOLVED by a unanimous vote to instruct CRW to service the SID @ £20 per month for 4 visits + a donation £10.

The Clerk will request the SID is moved twice a month

Cllr Criswell confirmed Somersham's SID was paid for by M George Ltd

Cllr Criswell reported CCC have got half a million pounds to spend on Chatteris Road. To repair it properly it will have to be a road closure. The work will be done in September and will be closed for 4 – 5 weeks – no firm dates yet.

19. STREET LIGHTING inc repairs

There were no matters to report.

20. UPDATE ON UK POWER NETWORK

Cllr Criswell said the central section of High Street still requires resurfacing but CCC have been waiting for UK Power Network to bury the cables and there is no obligation for them to bury the cables. However, CCC have pinned them down to summer 2019.

Cllr Criswell further reported Highways have asked if Somersham PC want the resurfacing done now or leave it until then? There is a risk UK Power Networks may dig up in the interim.

It was proposed by Mr Criswell, seconded by Mr McCloskey and RESOLVED by a unanimous vote to get the road resurfaced now in case Somersham lose the money to another project.

It was also acknowledged UK P Network may change their minds and not carry out the work at all.

Mrs Dew said please don't close the High St at the same time as Chatteris Road as this will cause challenges!

21. REPORTS FROM SOMERSHAM PARISH COUNCIL WORKING PARTIES & REPRESENTATIVES:

- a. **The Norwood Playing Field/ Norwood Building**

- i. Matters relating to the skate ramp – Cllr Criswell reminded Cllrs that with reductions in spending HDC went through a process of handing over equipment. The skate ramp was signed over but the remedial work was inadequate. Following a long-convoluted to-ing and fro-ing there is now no budget at HDC to do this work. A lot of the wood is rotten. The whole job will cost £13k but it will make it a much better job and will last quite a lot longer.

Cllr Criswell said HDC recognise they should have done a better job in the first place. The only way to pay is through CIL money. HDC say they have CIL money for Somersham of £5k, we need to put in at least £3k CIL money and they will pay the rest. Page 5 of 6 Pages

It was proposed by Mr Criswell, seconded by Mr McCloskey and RESOLVED by a unanimous vote to use the CIL money as

recommended and to put in an application for CIL funding to get the remaining funds.

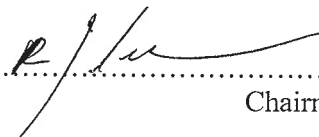
- b. The Victory Hall Management Committee**
 - i. Draft Minutes 10th April 2018
- c. Friends of Somersham Local Nature Reserve (SNRG) & Somersham Lake**
 - i. SNRG AGM 30th May 2018
- d. Community Library** – there was nothing to report
- e. Millennium Sports Facility** – there was nothing to report
- f. Localism Working Party & Somersham Time Bank** – Mr Criswell reminded Cllrs Lucy Bird will be leaving in the next couple of months and personnel will be interviewing 11 candidates on Monday 21st May.
- g. Communication Working Party** – Mr McCloskey reported the newsletter is being compiled and should go to the printers by end of the week.
- h. Christmas Lights Working Party** – the next event will be a stall at the carnival otherwise the working party are continuing with their annual plan.
- i. Reports of External Meetings Attended by Parish Councillor's** – no reports received

22. NOTICES & MATTERS FOR THE NEXT AGENDA

The Annual Meeting (Meeting of the Electorate) will be held in the Millennium Pavilion on Monday 21st May 2018 at 7.30 pm

The Next Ordinary Parish Council Meeting will be held in the Millennium Pavilion on Monday 11th June 2018 at 7.30 pm

There being no further business the meeting closed at 9.28 pm.


..... 11/6/18.
Chairman

NALC updates by Jonathon Owen CEO

ICO statement on GDPR (20th April 2018)

- I'm really pleased to let you know that following lengthy discussions with NALC and also relevant Government departments, the Information Commissioner's Office (ICO) has issued a statement of reassurance setting out their views on the particular challenges facing the local council sector regarding the General Data Protection Regulation (GDPR), which we have very much welcomed. You can read the full statement in Policy Briefing PB01-18 but I wanted to draw to your attention the following section: *"The Commissioner has said previously that the GDPR is a journey rather than a destination. She will be looking to councils to demonstrate that they are committed to making progress towards embedding the right processes and procedures. She wants to reassure councils that if they have a positive attitude to finding practical solutions to some of the challenges of implementation, they will find a pragmatic, fair and proportionate regulator."*
- We are continuing to work with the ICO and others to establish sensible arrangements for the requirement to appoint a Data Protection Officer and will provide further updates as discussions progress, plus there is a wealth of information available to help our councils on the ICO website as well as NALC's toolkit on GDPR and Legal Briefings in the members area of the NALC website. We are continuing to lobby on your behalf for a proportionate regime for the sector during the passage of the Data Protection Bill; this will be having its final stages in Parliament over the coming weeks and I would urge you to contact your local MP and press upon them the importance of having a system that works for the sector and reflects its size and data usage – you can read more about our concerns in our Parliamentary Briefing.

Update on GDPR and Data Protection Bill (27th April 2018)

- **Yesterday the government tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. Officials from the Department for Culture, Media and Sport (DCMS) have confirmed with us that all other measures will still apply, but that appointing a DPO to support a council's approach to data protection will be discretionary and may be regarded as good practice.**

- We will of course keep you updated but it is vital that councils continue to prepare for compliance with the rest of the GDPR requirements as set out in NALC's GDPR toolkit and numerous legal briefings which are available in the members area of the website. Once the Bill has received Royal Assent we will be reviewing and updating as necessary the toolkit, legal briefings and model standing orders.

COSTS	14th May 2018	Vat	TOTAL	Cost	
ages	Salaries	0.00	5885.55	5,885.55 Bacs	Salari
SS	Pension Fund	0	1000.95	1000.95 Bacs	Pensi
ST	Pension Fund	0	73.07	73.07 DD	Pensi
MRC	Tax & NI	0	1615.92	1615.92 Bacs	HMR
LA	Changing Lives - Nordic walking	0	126	126 Bacs	Chan
	Health & Wellbeing meeting	0	27	27 Bacs	Admi
	Changing Lives - Bexercise	0.00	72	£72.00 Bacs	Chan
IMC	Hall hire - March youth club	0	174	174 Bacs	Youtl
	Hall hire - March T'ai Chi Chuan	0	63	63 Bacs	Chan
ing Payments	Sundries	2.93	14.66	17.59 Bacs	Admi
ave	Sewerage charge	0	297.35	297.35 Bacs	Libra
rnival Committee	C Lights Stall	0	15	15 Bacs	C Ligl
rshaw	Legionella Risk assessment	115	575	690 Bacs	Main
On	Street lighting	3.69	73.79	77.48 Bacs	Stree
le & Day	March fuel	16.52	82.62	99.14 Bacs	Kubo
PO	Gas	3.52	70.33	73.85 Bacs	Libra
	Gas	5.07	101.37	106.44 Bacs	Norw
imum Card	Top up	0	400	400 Bacs	Admi
ing Payments	Stationary	16.34	81.71	£98.05 Bacs	Admi
	TOTAL	163.07	10749.32	10,912.39	
				£10,912.39	
Electronic payments					
lk Talk	Telephone/Broadband	9.68	48.42	£58.10 DD	Admi
lk Talk	CIC-01487 840266	6.69	33.43	£40.12 DD	Libra
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
ntingdonshire DC	Sea Container - rates	0		DD	Admi
	Norwood Building - rates	0	0	£0.00 DD	No ra
E	Electricity - Multi sports area			£0.00 DD	2019
	Electricity - Lake sea container			£0.00 DD	Multi
	Electricity - Norwood Building			£0.00 DD	Lake
	Electricity - library			£0.00 DD	Norw
	TOTAL	20.12	100.6	£120.72	Libra
equies					
n Waters	Flailing - Dec 2017	5.4	27	32.4	300430
	Flailing - Feb 2018	10.8	54	64.8	300430

16.2

81

97.2

Optimum Card

res Clark - April	Tuck & crafts	0	104.19	104.19	Card	Youth
cy Bird - April	Refreshments	0	2.55	2.55	Card	Time
		0	6.83	6.83	Card	Time
nny Bryant - April	Hotline - cotton bags (Somersham4u)	39.4	197	236.4	Card	Some
	X2 Connect - BT Kiosk parts	14.16	70.8	84.96	Card	BT Ki
	Amazon UK - storage clip boards	0	15.04	15.04	Card	Admi
	TOTAL	<u>53.56</u>	<u>396.41</u>			<u>449.97</u>
				449.97		