

SOHAM TOWN COUNCIL

Minutes of the meeting of Soham Town Council held at the Pavilion, Soham, on Monday 8th April 2019

Present: Cllrs R Aitchison (Chairman), C Warner, G Dyer (from 7:20pm) , P Lane, G Ginn, H Ross, G Fisher, C Palmer, D Woricker, T Hinsley & G Woodbridge

In Attendance District Cllrs C Sennitt & I Bovingdon.

42/19 PUBLIC COMMENT TIME

There were no comments or representations made by members of the public to items or matters listed on the agenda.

43/19 COUNTY & DISTRICT COUNCILLOR REPORTS

The Chairman thanked County Cllr Hunt for his email to town Cllrs outlining current County Council matters¹ and instructed the membership where they had any queries to contact him directly. The Chairman additionally noted CCllr Hunt's intention to attend next month's full council meeting as well as the annual town meeting (meeting of the residents) on Monday 20th May 2019.

The Chairman then invited DCllr Sennitt to address the council who read DCllr Goldsack's² monthly report on District Council matters

- Nellie4Soham- DCllr Sennitt noted that the cost of the insurance premium necessary to operate the recently purchased town tuk-tuk now needs to be raised and it is likely that the town council will be asked to contribute to this (annual) overhead.
- Community Group at Millbrooke – DCllr Sennitt was pleased to report that this community initiative, which the town council funded its rental for its accommodation, was going from strength to strength with 38 members of the public attending this week alone.
- VIVA Mill project-DCllr Sennitt noted that the old mill conversion and refurbishment programme was progressing well. The membership noted that further additional finances had been sought from District Council.
- Eastern Gateway development progress. DCllr Sennitt reported that another public consultation for this development proposal was planned, likely to be in May, but noted the likelihood that there would need to be some scaling back of ambitions to accommodate issues arising from

¹ Matters highlighted Soham Rail station, High St tree initiative, Ely bypass, local traffic reduction initiatives post A14(M) improvements, Ely archive re-opening October/Nov 2019, Soham Library expansion, mobile libraries, pot holes, CCC budgets, proposed new East Anglian Children hospital on Addenbrookes site, CCC joint working with Cambridgeshire & Peterborough Combined Authority Mayor proposals for metro system, Cambridge's South rail station, improved road links- Cambridge/Bedford, A428/ Black Cat, A10 dualing, A142/A14 junction at Exning.

² Apologies for absence

noise (A142) and the site being in close proximity to two registered commons.

- Finally CCllr Goldsack via DCllr Sennitt extended his congratulations on the election of both current and new town Cllrs to Soham Town Council at the recent Local Election 2019 and that he looked forward to working productively with the new administration.

44/19

APOLOGIES FOR ABSENCE

Apologies were received from town Cllrs Horman, Pallett and Johnston which were duly authorised by the membership. The Chairman noted that Cllr Horman had recently moved to Edinburgh and the membership wished her well in her move. Cllr Chapman was recorded as being absent.

45/19

CHAIRMANS ANNOUNCEMENTS & TOWN CLLR UPDATES

The Chairman noted that the next Planning Committee meeting would be held on Wednesday 24 April 2019 (commencing 1pm Pavilion).

Cllr Woodbridge noted that Morwenna Woodbridge, a previous recipient of the Pride of Soham award had placed 4th overall in the National Standard Bearer competition. The membership extended their warm congratulations to her for her achievement.

Taking Cllr Woodbridge's announcement as an ideal opportunity, the Chairman was very pleased to present four longstanding town Cllrs with this same award presenting in order of increasing length of service to:

- George Ginn (19 years)
- Tony Hinsley (28 year)
- Geoff Fisher (37 years)
- Christopher Palmer (40 year)

Cllr Aitchison was pleased to make these presentations to those Cllrs who had served Soham and its community but had decided to retire (not re-stand in May elections) but also expressed sadness in noting the not insubstantial cumulative loss of more than 120 years of combined knowledge, experiences and skills to the town council. (A brief recess was called to enable the Local Press and photographer present to record the event).

Thereafter the Chairman noted that the local elections for the three Wards for Soham Town had been declared and was pleased to note both re-election of those who had re-stood (uncontested) and also the election of a new town Cllr member who would be joining the new administration term (4 years) at the May 2019 meeting.

The membership recorded a very warm vote of thanks to Cllr Aitchison for all her tireless work often requiring a significant sense of forbearance and humour as outgoing Chairman at the May 2019 meeting noting that she will remain as a town Cllr in the new administration. There are currently four vacancies (2 in South Ward, 2 in Central Ward) which will be subject to normal co-option procedures (ballot of the membership) at subsequent full council meeting. For further details and application process please contact the town council Office).

The Chairman finally noted that the anticipated open meeting with Lucy Frazer MP, scheduled for this coming Wednesday 11th April 2019, had had to be cancelled at short notice due to the necessity for her to remain in London to

take part and vote on matters relating to Brexit (no further information regarding rescheduling this at time of meeting).

46/19

DECLARATIONS OF INTEREST

Town Cllrs Aitchison and Warner declared DPI's to min 53/19A (financial and/or other type of community support)

Having declared a DPI and where no dispensations have been applied for or agreed with the Proper Officer³ prior to a meeting it remained the responsibility of those Cllrs making DPI declarations⁴ to take the necessary actions to recuse themselves from the meeting and prior to debate and or council decisions to those items and matters.

47/19

MINUTES OF MEETING HELD ON 11 MARCH 2019

RESOLVED and APPROVED that the minutes of the meeting on the 11 MARCH 2019 as printed and attached to these minutes as a true record of proceedings which were duly signed by the Chairman.

48/19

MATTERS ARISING FROM CURRENT AND WHERE NECESSARY PREVIOUS MINUTES:

35/19 A) Adizone (COM05/19)

NOTED a summary report from Victor Le Grand Senior Leisure Services Officer ECDC with advice from the original Suppliers had been received in the morning together with recommendations to progress this area and had been reviewed by Finance & Policy Committee members earlier in evening. Report for full council to be presented at a subsequent convenient meeting.

35/19 D) Soham Youth Football.

NOTED Cllr Aitchison provided a brief report from Cllr Johnston who was unable to attend the meeting indicating that matters were progressing well regarding football space provision and that she hoped to provide more information subsequently.

35/19 E) Speed Watch

NOTED Cllr Warner confirmed that CCC Highways had approved the list of streets lights which will be used to temporarily install the council's speed watch camera to collect traffic volume and speed data.

NOTED Cllr Warner's intention to provide a brief report to the public regarding this work at the upcoming Annual Town meeting (20th May 2019).

A) NEIGHBOURHOOD PLAN(NING)-monthly update from working group, recommendations and any town council approvals necessary

NOTED that this working group had recently met, formed its objectives including a requirement there should be an equal amount of residents to town Cllrs in representation and that a meeting with Fordham Parish Council, recently successfully having its neighbourhood plan 'made' is planned for 30th April 2019 (7:30pm Pavilion).

³ Delegated to Clerk Soham Town Council

⁴ Failure to comply with the rules is a criminal offence and may be punished by a *fine* of up to £5,000 and/or disqualification for up to 5 years.

- B) FOI response requesting income and expenditure information from CCC to Eastern Gateway Development (min 01/19)
 NOTED the response and approved with exception of providing the information on the town council's website for resident information to take no further action in this matter
- C) MHI 2019-20 (Barcham Rd) CCC Highways panel results
 NOTED that the town funded application (Barcham Rd) had scored very low (Bottom) on the adjudicating panels assessment and that as consequence there would be no additional CCC funding provided.
 NOTED that all additional funding above 10% as approved as Soham Town Council contribution would be needed from those residents for the successful delivery of the proposed scheme at Barcham Rd.
 NOTED (under 6 month rule Soham Town Council's Standing Orders) as there had been a material change in its previous decision to fund the Barcham Rd speed reduction measures to rescind the decision to support and to
 APPROVE, subject to confirmation from DCllr Goldsack of financial need to provide 10% financial contribution up to £1900 to the Kingfisher Drive (school) pedestrian crossing application which it was pleased to note had scored highest in rankings applied by the CCC Highways' decision panel.

49/19

MINUTES OF MEETINGS OF STANDING COMMITTEES

RESOLVED that the minutes of the following committees as printed and recommendations contained, unless otherwise specified under matters arising (below), be duly adopted.

- | | | |
|---------------------|---|-----------------------------|
| a) Finance & Policy | - | 11 th March 2019 |
| b) Planning | - | 27 th March 2019 |

50/19

MATTERS ARISING FROM THE MINUTES OF STANDING COMMITTEES –

FP28/19 Barway Village Hall Charity-(disposal of assets)

NOTED Cllr Aitchison provided a brief report from Cllr Johnston who was unable to attend the meeting indicating that matters were progressing well and that she hoped to provide more information subsequently.

FP 24/19 A (i-viii) and 24/19 B (i-x) Accounts-(February)

APPROVED all recommendations made by the Finance & Policy Committee under FP 24/19A (i-viii)- changes and practices to the applied to year end (AGAR)

APPROVED all recommendations made by the Finance & Policy Committee under FP 24 19 B (i-x) regarding changes to banking services including change to electronic (e) banking for payments from the current cheque payments system and application for current account debit card arrangements for the Clerk (and Assistant Clerks) use.

PL17/19 Public Comment Time

NOTED letter had been issued to Persimmon Homes regarding concerns to site *Proposed Residential Development and Open Space at Broad Piece Soham –Current web-based consultation-‘illustrative map’* (may be viewed on application to the Office)

PL23/19 (Other urgent planning matters-(Planning applications where request for extension has been refused/unlikely (request of mid-month deadline) and/or requires immediate or urgent consideration)

NOTED Consultation by Frontier Estates regarding proposal to Land East 2a The Shade includes business opportunities for a residential care home additional supported living accommodation and children's day care facilities planned for Thursday 11th April 2019 (Pavilion 11am-7pm- open to the public) and request to attend the next (April) planning committee's meeting (will be listed under Public Comment time)

51/19

RECEIPTS & PAYMENTS OF ACCOUNTS MADE IN MARCH 2019,
STATEMENT OF BALANCES AT 31ST MARCH 2019 AND BUDGET
REPORT FOR APRIL 2018-MARCH 2019

NOTED income and APPROVED payments made to 31st March 2019 totalling £ 57 179.98 (inc vat) respectively and as attached to the council minutes as appendices.

NOTED & APPROVED monthly statement of balances and where appropriate those financial adjustments (virement) to the council's budgets, to its reserves and provisions and to ring fenced monies as held by and approved by full council.

NOTED & APPROVED annual budget report (income and expenditure) for year ending 31st March 2019 (April 2018-March 2019)

A) Draft accounts ending 31st March 2019

NOTED WITH A VOTE OF THANKS to the Clerk acting as RFO and Cllr Warner delegated with overseeing the year end accounting process & APPROVED the draft set of accounts to year ending 31st March 2019 detailing the bank reconciliation to 31st March 2019 to reconcile with box 8 (AGAR form); balance sheet detailing the difference between cash & short term investments (box 8 AGAR form) and those of balances carried forward (box 7 AGAR form); all grant expenditure including details of payments made under s137 provision in year; income and expenditure for the management of the town council's allotment sites; £ balances to be brought forward, cash book reconciliations and payments made in regards to allowances and expenses made to elected members in the financial year.

52/19

AUDIT COMMISSION: ANNUAL GOVERNANCE & ACCOUNTABILITY
RETURN (AGAR) FORM FOR SOHAM TOWN COUNCIL FOR THE
FINANCIAL YEAR ENDING 31ST MARCH 2019.

- I) APPROVED in the affirmative (to answer 'yes') to questions 1-8 of (question 9 noted as not being applicable) for Section 1-Annual Governance Statement for Soham Town Council for the year ending 31st March 2019 and for the Chairman to duly sign this section of the AGAR form.
- II) NOTED previous approvals regarding bank reconciliation, reconciliations between boxes 7 & 8 and explanations under min 51/19A APPROVED those financial figures highlighted in boxes 1 to 8 of financial £ variances on Section 2-Accounting Statement for Soham Town Council for the year ending 31st March 2019 and the explanations of variance statement provided between previous and current year. APPROVED the extensive 'write down' in £ value to council assets identified in box 9 on Section 2-Accounting Statement for Soham Town

- Council for the year ending 31st March 2019 and for the explanation of variances statements
- III) APPROVED Section 2 -Accounting Statement for Soham Town Council for the year ending 31st March 2019 and for the Chairman to duly sign this section of the AGAR form.
- IV) APPROVED reconfirmation of appointment of Canalbs Ltd to act as independent internal auditor (IIA) to Soham Town Council for 2019-20 (min. 2x visits annually) noting that the annual audit report for current 2018/19 (Section 3 of AGAR form) will be undertaken on 24th April 2019 and prior to the new administration (post 2nd May 2019 Local Elections).

Having declared a DPI to 53/19A at 8:52pm Cllrs Warner and Aitchison temporarily left the meeting. Cllr Palmer assumed the chairmanship and thereafter:

- 53/19 FINANCIAL &/OR OTHER TYPE OF COMMUNITY SUPPORT
 A) APPROVED under s137 Power to Provide £400 for Heritage & Tourism to hold a community event highlighting its work -10th August 2019 at Pavilion.

At 8:55pm Cllrs Warner and Aitchison re-joined the meeting and with Cllr Aitchison resuming the chairmanship:

- 54/19 CORRESPONDENCE – TO BE NOTED ONLY UNLESS OTHERWISE RECORDED (*italicised* and in **Bold**) IN THE MINUTES.
 NOTED HCLG-Local Government Finance and the 2019 Spending Review
 NOTED Calor rural community fund (grants)
 NOTED NALC Chief Executive Bulletin - 01/03/19, 08/03/19, 15/03/19
 22/03/19NALC Newsletter
NOTED Cambridgeshire and Huntingdonshire Archives: temporary suspension of accessions of records
 NOTED RSN Rural Funding Digest - March 2019 Edition
 NOTED TTRO 19/270 - Footpath between Berrycroft and West Drive, Soham (temporary closure of footpath to facilitate stop tap replacements-expected works between 2nd-4th April 2019)
 NOTED CCC highways Roadworks & events report 16th - 31st March 2019, 1st - 15th April 2019
 NOTED CAPALC Bulletin - March 2019
NOTED Cambridgeshire and Peterborough Minerals and Waste Local Plan
NOTED Clerks request for Cllrs to look into this matter using the 'interactive map' as provided in the emailed link as there was some consultation area highlighted towards to North end of the town
Further Draft Consultation – 15 March 2019 to 25 April 2019 regarding area towards Broad Piece/The former Shade Common areas.
NOTED DfT Circular 01/2013 'Setting Local Speed Limits for you' (courtesy PC Derek Crosby Traffic Management Officer
NOTED ECDC Local Plan and Neighbourhood Planning Further neighbourhood planning briefing note withdrawal of emerging local plan (R Kay ECDC)
 NOTED NALC Information - Rishi Sunak Letter
 NOTED Cambridgeshire Matters - March 2019
 NOTED TTRO Mereside, Soham -24-27TH June 2019 for Installation of new electricity supply Will affect Station Road, Fountain Lane, Churchgate Street, Pratt Street, Hall Street, Julius Martin Lane, End, Vice versa

NOTED East of England Allotments Officers' Forum Thursday 4 April 2019, 10am till 3.30pm

NOTED Learning to improve care together Thursday 4 April, 10am-4pm, Wood Green, King's Bush Farm, London Road, Godmanchester, PE29 2NH

NOTED IHMC Incident Report February 2019

NOTED Nellie4Soham Update - last chance to donate to Crowdfunder (running to end April 2019)

55/19 MONTHLY PAPERS/BIBIOGRAPHY/PERIODICALS/BULLETINS (LIST TO APPEAR IN MINUTES ONLY)

ECDC Chairman's chat
Andrezieux Boutheon

Circulated to all Cllrs via email
No 227 April 2019

56/19 DATE OF NEXT MEETING

2019 Local Council Elections (District)
Annual Town Meeting

2nd May 2019
20th May 2019 commencing
7pm

The annual meeting of Soham Town Council will be held on Monday 13 May 2019 commencing 7.15pm Walter Gidney Pavilion Soham (Finance and Policy Committee meeting prior to main meeting from 6:30pm).