



PO Box 21
The Pavilion
Fountain Lane
Soham
Cambs. CB7 9PL

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Soham Town Council

SOHAM TOWN COUNCIL

A MEETING of SOHAM TOWN COUNCIL will be held on **MONDAY 12th APRIL 2021** commencing at **7:15PM** and you are summoned to attend the venue and means as identified **in red** under options 1-3 below for the transaction of the following business.

PLEASE NOTE: Due to the ongoing restrictions on gatherings of people by the Government regarding Covid-19 infection, meeting venues and means until further notice will be at/using one of the following options (identified in red and by strike-through of non-applicables) :

- ~~1.~~ At the Pavilion. Due to social distancing measures the number of members of Public will be restricted to a maximum of 10 and due to this maximum number and for track and trace requirements will need to pre-register with the Clerks office prior to the meeting. Please note that when the meeting commences (after 7:15pm) for public safety there will be **NO SPECULATIVE ATTENDANCE OR WALK-IN ACCESS ALLOWED.**
- ~~2.~~ At the Pavilion, by Partial (hybrid) means with the assistance of Zoom** & Youtube video conferencing (See privacy notice below) COMPLYING with those maximum public numbers and track and trace requirements as indicated (see point 1 above).
- 3. TOTALLY REMOTELY (no face-to-face public meeting) using Zoom** conference & Youtube live stream video platforms.**

Provision for Public speaking at the remote meeting (via Zoom) is indicated in the Notes Box at the end of the Agenda. PLEASE NOTE residents including County & District Cllrs are not permitted to participate in the town council meeting once the meeting is in session and connections using Zoom, unless by agreement with the membership, will be terminated.

****ZOOM MEETING PRIVACY NOTICE-Soham Town Council at its legal discretion may use the Zoom video platform to conduct where necessary Council and Committee meetings. Zoom™ may collect information including IP address, device details and operating system details. When you use Zoom to participate in a meeting some data will be disclosed to other participants and to meeting or webinar hosts. For instance, when you attend a meeting, your name might appear in the attendee list. If you turn on your video camera, your image will be shown. If you send a chat or share content, that can be viewed by others in the chat or the meeting. For more information, please see Zoom's Privacy Policy: <https://zoom.us/privacy>**

Where a meeting proceeds EITHER as 2. Partial (hybrid) or 3. Totally remotely and no reasonable access of numbers of the Public able to attend at the Council Offices/Pavilion the Public may view the meeting via the Youtube link (where applicable the URL link will be provided below):

https://www.youtube.com/watch?v=Nk_beYas7Fg

**DE Marshall
Clerk, Town Council
6TH April 2021**

AGENDA

- 46/21. PUBLIC COMMENT TIME** – the first 15 minutes of the meeting allows members of the public to raise issues relevant to Soham and the Council. Indication of intention to speak together with the agenda item or subject should be notified to the Clerk as indicated in the notes below to enable the Zoom log-in details to be provided and thereafter:
- 47/21. CHAIRMAN'S ANNOUNCEMENTS & TOWN CLLR UPDATES (maximum 5 minutes) TO INCLUDE:**
- i) CCTV provision (Chairman)
 - ii) ~~Detached Youth Training/goalposts (Cllr Pallett)~~

All correspondence should be addressed to the Clerk of the Council

48/21. COUNTY & DISTRICT COUNCILLOR REPORTS

In session:

49/21. APOLOGIES FOR ABSENCE
50/21. DECLARATIONS OF INTERESTS TO ITEMS ON AGENDA
51/21. MINUTES OF MEETING HELD ON 8th MARCH 2021 (attached)
52/21. MATTERS ARISING FROM THE CURRENT & WHERE NECESSARY PREVIOUS FULL COUNCIL MINUTES (matters not listed on the agenda specifically below BUT to include):

- A) Soham Town Master Plan -Bid application (Cllr Warner 48/20b July 2020, 38/21B attached)
- B) This Land Ltd - CCllr Goldsacks written response to Soham Town Council previous questions and approvals (76/29, 78/20, 94/20, 15/21, 17/21, 31/21, 33/21 attached)
- C) Way out of lockdown-Revision to Policies and procedures (36/20 May 2020 meeting) includes consideration to change of annual town council meeting from 17th May 2021 to Tuesday 4th May 2021 (one day after May Bank Holiday to allow meeting to proceed under current emergency powers -agenda item 59/21 below attached)
- D) Annual town meeting-date June 28th 2021 literature advertisement and promotional materials (update Cllr D Woricker)
- E) High St improvements including Heritage tree planting (update Cllr Leonard)
- F) Pavilion & recreation ground 2021– Approvals in regards to way out of lockdown - H&S Contractor attached
 - i) Pavilion hire (general considerations)
 - ii) Local Elections (6th May 2021)
 - iii) Fun Fair (10th May –17th May 2021)
 - iv) Beer Festival (13th -14th August 2021)
 - v) Pumpkin Fair (25th September 2021)

G) NEIGHBOURHOOD PLAN(NING) - WORKING GROUP

UPDATES – Any approvals to be made by Soham Town Council as Lead Body [Town and Country Planning Act 1990 s61F(1), (2)] including aspects of designation of neighbourhood area, appointment of consultant, grant application AOB.

53/21. PREVIOUS MONTH'S STANDING COMMITTEE MINUTES
I) Planning - 29th March 2021 attached

54/21. MATTERS ARISING FROM LAST AND PREVIOUS MONTHS STANDING COMMITTEE MINUTES(to be specified at time of meeting-members are reminded they must indicate the official minute reference to which they are referring/requesting further council approvals):

55/21 A) INCOME & PAYMENTS OF ACCOUNTS MADE (FP 22/20), STATEMENT OF BALANCES AS AT 31st MARCH 2021 and BUDGET ACTUAL REPORT APRIL 2020- MARCH 2021(attached)

56/21 Potential Land (and property) acquisition -Strategy and Funding options

EXCLUSION OF THE PRESS & PUBLIC

That the press and public be excluded during the consideration of matter 56/21 A which is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that where members of the public were present during the item there would be disclosure of exempt information of Category 1(information relating to an individual) , 3 (information relating to the financial of business affairs) and 5 (commercially sensitive including legal privileged considerations) under Part I Schedule 1972 (AS AMENDED BY THE LOCAL AUTHORITIES (ACCESS TO INFORMATION) (EXEMPT INFORMATION) (ENGLAND) ORDER 2006)

- A) Land (and property) acquisition -Strategy and Funding options 139/19C, 151/19B v, 07/20B, 53/20E, 67/20iv, 82/20,26/21B, 31/21 (EOM)

57/21 CORRESPONDENCE –TO BE NOTED ONLY UNLESS OTHERWISE

INDICATED (*italicised and in bold*) **IN THE MINUTES.** (matters in bold or as highlighted in **red BOLD** considered to be more relevant to Soham)

Unless otherwise indicated all correspondence emailed/circulated to Cllrs as received):

- a) Adams Payne safety (contracted H&S) Newsletter Spring 2021
- b) SLCC Letter to the Sec of State concerning standards in public life -request endorsement by Soham Town Council as responsible Employer
- c) Royal British Legion (RBL) Virtual Touchpoint Wednesday 3rd March 2021 Editions 49, 50, 51
- d) Integrated Highways Management Centre (IHMC) Incident report January 2021; Roadworks & events bulletin
- e) Highway Events Diary - March 2021
- f) Local Highways March 2021 Micro Asphalt Program Update
- g) Soham Community Association public meeting 9th March 2021
- h) CCC The Road Safety Education Newsletter Autumn/Winter 2020 Way 2 Go (Winter)
- i) **Application for a street trading consent as a food vendor - BB's Bakery Soham Town Council Recreation Ground Car Park Fountain Lane Soham CB7 5ED deadline 11th April 2021**
- j) **Peterborough & Cambridgeshire Combined Authority-Climate Commission Initial Recommendations for our region**
- k) **Information regarding the Census for Parish Councils and Volunteer groups**
- l) **Cambridgeshire Acre: An offer for communities from Eastern Community Homes; Eastern Community Homes; Networking events 2021; Funding event video shared; CHESS - Parish information event; Cambridgeshire Local - Community Mapping in East Cambs**
- m) **Public Sector Executive (PSE) Net-Zero government: Addressing the climate change emergency**
- n) **CCC Standfirm initiative and toolkit**
- o) **Cambridgeshire Skills launch Family Learning Grants.**
- p) **Network Rail - Murphy - Soham station Newsletter - issue #1**

**58/21. MONTHLY PAPERS/BIBIOGRAPHY/PERIODICALS/BULLETINS
(LIST TO APPEAR IN MINUTES ONLY)**

59/21 DATE OF NEXT MEETING

**Annual meeting of Soham Town Council -Monday 17th May or
Tuesday 4th May 2021 TBC see agenda item 47/21ii above
(date and venue remains to be confirmed at the time of agenda
publication)**

**** PLEASE NOTE: The Finance & Policy Committee meeting OUTSIDE RESTRICTIONS IMPOSED BY COVID INFECTION and which previously convened at 6.30pm prior to the monthly Full Council meeting with an agenda under its Terms of Reference WILL until further notice meet WHERE NECESSARY remotely on the same day when the Planning Standing Committee meets (last working Monday of the month) at the revised time of 10 am unless otherwise specified by the respective published Agenda notices (see notice boards and website for current information). Minutes of all Town Council Meetings and attachments for all non-confidential items on the Agenda may be viewed electronically by request to the Clerk latest Monday 10.00am day of meeting.**

NOTES:

1. Since the introduction of restrictions on gatherings of people by the Government in March 2020 and up to 4th July 2020 it was not possible to hold standard face-to-face public meetings at the Town Council Offices (Community Room The Pavilion Fountain Lane Soham). This led to a temporary suspension of meetings in March 2020. The Coronavirus Act 2020 under Regulations within Section 78 gave local authorities the power to hold meetings without it being necessary for any of the participants or audience to be present together in the same room (using Zoom, Microsoft Team and Youtube platforms)
2. These Emergency Powers end effective 6th May 2021 currently and unless reinstated or allowed to be continued by Central Government the ability to hold virtual remote and hybrid meetings will also end .
3. Up to 17th May 2021 public community building including the Pavilion may only be used in specific circumstances. After May 17th 2021 and up to 21st June 2021 and where lockdown measures continue to be eased, which will be subject to Central Government confirmation, the Pavilion will be restricted to use under the so called "Rule of 6"
4. **Where meetings proceed during the transition period (between 17th May and 21st June 2021) at the Pavilion and as face-to-face, members of the Public must contact the Office to register their intention to attend as access will be extremely limited and on a 'first come first served' basis. Members of the Public who can gain entry must be prepared to comply with the town council's full hygiene measures Policy on entering and leaving the building and provide contact details for track and trace purposes.**
5. As of June 21st 2021 if lockdown continues to ease there will be no restrictions in force and normal council routines related to council and committee meetings will apply.
6. Where the council approves to continue the use of YouTube as a democratic tool to enable the public to view and follow proceedings the link will be posted on the relevant agenda <https://www.youtube.com/watch> (the actual entire link code will be provided on summons page (page 1) of the relevant agenda).
7. Attachments marked in the Agenda as "attached" unless marked "oral" may be requested prior to the meeting from the Clerks office on info@soham-tc.gov.uk or by telephoning 10353 723472.
8. If the full Council or the Standing Committee wishes to exclude the Public and Press from face to face, live streamed and/or zoom conducted meetings as usual a resolution to this effect will either be published on the relevant Agenda or where not and a decision is taken during the meeting then a motion duly proposed and seconded will need to be verbally passed stating the following: *"That the Press and public be excluded during the consideration of the remaining item no(s). X because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item(s) there would be disclosure to them of exempt information of Category X of Part I Schedule 12A to the Local Government Act 1972 (as amended).*