



Soham Town Council
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SOHAM TOWN COUNCIL

THE ANNUAL MEETING of SOHAM TOWN COUNCIL will be held on **TUESDAY 4th MAY 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 attendees 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 many 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 OR where no reasonable access due to limits to numbers of the Public who may be 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://youtu.be/VK3TDOqH1Sg>

**DE Marshall
Clerk, Town Council
26th April 2021**

Due to the format (legal requirements) of the Annual Meeting of the Town Council, County & District Cllrs reports and questions will form part of the PUBLIC COMMENT TIME and be inclusive of the time limits imposed for this section (total 5 mins per group) under the council's Standing Orders as amended under min 51/21 C at its April 2021 meeting and thereafter in session:

AGENDA

57/21.

**All correspondence should be addressed to the Clerk of the Council
NOMINATIONS FOR & ELECTION OF CHAIRMAN FOR THE
ENSUING CIVIC YEAR**

- 58/21. NOMINATIONS FOR & ELECTION OF VICE CHAIRMAN FOR THE ENSUING CIVIC YEAR**
- 59/21. ANNUAL MEETING (GOVERNANCE) MATTERS-STANDING ORDER 5**
- A) ACKNOWLEDGEMENT BY CLLRS** of current governance documents for Soham Town Council underwhich the membership are expected to work/abide (Standing Orders, Financial Regulations, Code of Conduct previously provided when elected/co-opted further copies available on request)
 - B) UNDER PARISH COUNCILS (GENERAL POWER OF COMPETENCE-[PRESCRIBED CONDITIONS] ORDER 2012**
NOTED Soham Town Council due to lack of minimum number of electorally mandated Cllrs (elected unopposed /uncontested) currently does not meet the eligibility requirements to exercise the Power of General Competency (GPC)
 - C) CONFIRMATION OF SCHEDULE OF FULL COUNCIL AND ANY PROPOSED COMMITTEE MEETINGS FOR THE YEAR** (attached- this timetable will be subject to change until further notice including cancellation of meetings until all restrictions by Central Government relating to the coronovirus COVID 19 virus)
 - D) MEMBERSHIP & APPOINTMENT OF CHAIRPERSONS TO STANDING COMMITTEES** (attached – including if appropriate election/appointments of Chairpersons to Standing Committees
 - E) CONFIRMATION MEMBERSHIP TO ANY ANY WORKING PARTIES & TO ANY EXTERNAL BODIES &/OR REPRESENTATIONS FOR THE ENSUING CIVIC YEAR** (previously considered at March 2021 meeting as attached no current representative on Wicken Fen Forum).
- 60/21. APOLOGIES FOR ABSENCE**
- 61/21. DECLARATIONS OF INTERESTS TO ITEMS ON AGENDA**
- 62/21. MINUTES OF MEETING HELD ON 12th APRIL 2021 (attached)**
- 63/21. MATTERS ARISING FROM THE CURRENT & WHERE NECESSARY PREVIOUS FULL COUNCIL MINUTES (matters not listed on the agenda specifically below BUT to include):**
- A) 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.
 - B) Strategic considerations (projects) suggested by Cllrs for captilisation from capital gains generated from potential disposal to existing community assets-land (56/21)**
 - C) Any other pertinent matters** (Cllrs must specify at the meeting the minute number(s) to which they wish to refer)
- 64/21. PREVIOUS MONTH'S STANDING COMMITTEE MINUTES**
I) Planning - 26th April 2021 *attached*
- 6521. 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):
- 66/21 A) INCOME & PAYMENTS OF ACCOUNTS MADE (FP 22/20) & STATEMENT OF BALANCES AS AT 30TH APRIL 2021 -attached**
- 67/21 AUDIT COMMISSION ANNUAL RETURN (AGAR) FORM FOR SOHAM TOWN COUNCIL FOR FINANCIAL YEAR ENDING 31st MARCH 2021:**

- I) Approval Section 1-Annual governance statement, Annual Governance & Accountability Return (AGAR) form for Soham Town Council for the year ending 31st March 2021 (*attached*).
- II) Approval of bank reconciliation, reconciliaton between boxs 7&8, explanation of variance between current and previous financial return to Section 2 (*attached*)
- III) Approval Section 2- Accounting statement, Annual Governance Statement for Soham Town Council for the year ending 31st March 2021 (*attached*)
- IV) To consider any 'exceptions' noted by External Auditors on previous years AGAR and to confirm any restitutive actions taken in year where necessary (*attached*)
- V) Review, where necessary amend and confirm readoption of Soham Town Council's Risk Assessment & Management Policy (*attached*).
- VI) To reconfirm annual appointment of Canalbs Ltd as IIA to Soham Town Council for 2021-22 (year ending 31st March 2022) -Council to note that Annual Internal Audit report for 2020/21 [current financial year] period and section 3 Annual Governance & Accountability Return (AGAR) form will be completed after approval of Section 1 and 2 at tonights meeting)

68/21 Budget 2021-22 considerations where any (set as previous 2020-21 financial year by full council (87/20D) Additional Expenditure considerations for coming year- Any approvals in respect of works:

- i) Cemetery- (Chairman of Standing Committee)
- ii) Allotments (Chairman of Standing Committee)
- iii) Community Amenities (Chairman of Standing Committee)
- iv) Planning (Chairman of Standing Committee)

69/21 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) RBL Touchpoint Editions no 54 7th April 2021, 55 - 20 April 2021; 56 21st April 2021
- b) The Rural Bulletin - 13 April 2021 20 April 2021
- c) Responses to West Suffolk Local Plan Issues and Options consultation
- d) Proposed Closure - 119/121 Brook Street, Soham, 01/06/2021 - 04/06/2021
- e) IHMC March Incident Report; Roadworks & events bulletin 16th - 30th April 2021
- f) ICCM Member Newsletter 13th April 2021
- g) ECDC May Bank Holiday Waste Collections
- h) Letter from Lord Callanan, Department for Business, Energy and Industrial Strategy. (Case Ref: LF41220)-Local Energy Bill
- i) Network Rail/Murphy - Soham station residents notifications 21 April 2021**
- j) Cambridgeshire Drought Damaged Road Resurfacing/Reconstruction-weekly update**
- k) Civic Voice -update - 23rd April 2021

70/21. MONTHLY PAPERS/BIBIOGRAPHY/PERIODICALS/BULLETINS (LIST TO APPEAR IN MINUTES ONLY)

71/21 DATE OF NEXT MEETING

- 14th June 2021
- Annual meeting of Soham Town (meeting of the Residents) 28th June 2021-please note this is NOT a Soham Town council meeting

(face to face /subject to cancellation due to any further COVID restrictions by Central Government- date and venue 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 COVID 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 Soham Town Council's meetings. The Coronavirus Act 2020 was implemented and in Regulations made under Section 78 it 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. These emergency powers will be revoked effective 17th May 2021 but Soham Town Council will continue to hold virtual meetings up to this point in time.

After 17th May 2021 Soham Town Council will consider based on Government Advice and on the agenda items/matters to be considered the necessity of holding monthly face-to-face meetings and where it is deemed necessary and/or advantageous to the democratic process and under its risk assessments make provision for these meetings to proceed physically at the Pavilion and with the Public in attendance.

Where meetings proceed at the Pavilion and face-to-face, members of the Public must contact the Office to register their intention to attend and will be limited due to capacity of the venue and social distancing requirements to a maximum number (TBD) and on a 'first come first served' basis. Members of the Public registered to attend 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 tracing purposes.

Where these conditions cannot be safely met after 17th May 2021 then a decision will be taken as to whether the monthly council meetings will proceed. Public safety remains of paramount importance.

2. The Council will continue to allow public speaking at its remote/virtual meetings held via Zoom up to 17th May 2021. If you wish to speak at any of the planned meetings, you must contact the Clerks office by 10am on the Friday before the day of the meeting. Alternatively, you may wish to send a statement to be read at the meeting if you are not able to attend face to face meetings, access remotely, or do not wish to speak via a remote link. Please note that public speaking in all cases is limited to 5 minutes (max) per contributor.

3. At its April 2021 monthly meeting the council approved that where technically possible its meetings would be streamed live via Youtube via the generic link <https://www.youtube.com/watch> (the actual entire link code will be provided on summons page (page 1) of the relevant agenda).

4. Attachments marked in the Agenda as "attached" unless marked "oral" may be requested prior to the meeting as usual from the Clerks office.

5. 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).