



Soham Town Council  
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The Walter Gidney Pavilion  
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## SOHAM TOWN COUNCIL

**A MEETING of SOHAM TOWN COUNCIL** will be held on **MONDAY 9<sup>TH</sup> MAY 2022** commencing at **7.15pm** and you are summoned to attend the Pavilion recreation ground Soham for the transaction of the following business.

*Where the general Public is unable to attend at the Council Offices/Pavilion or where hall capacity has been exceeded due to any ongoing COVID restrictions proceedings may be followed by live streaming of the meeting using the following YouTube link (where applicable the URL link will be provided below):*

N/A

*If members of the public wish to participate and make formal representation during the Public Comment Time section of the meeting they may do so in person, via Zoom or by written statement. Please follow the instructions provided in the Notes below.*

**MA Francis**  
**Assistant Clerk, Town Council**  
**4<sup>th</sup> MAY 2022**

- 61/22. CHAIRMAN'S ANNOUNCEMENTS & TOWN CLLR VERBAL UPDATES**  
**(maximum 5 minutes per group) TO INCLUDE:**  
a) Meetings and training attended in month by Cllrs.
- 62/22. 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:
- 63/22. COUNTY & DISTRICT COUNCILLOR REPORTS-please note that**  
**District and County Cllr written monthly reports may be viewed at**  
<https://www.soham-tc.gov.uk/county-district-cllr-reports/>

**(PLEASE NOTE 5 MINS MAX IS ALLOCATED UNDER EACH LISTED AGENDA ITEM ABOVE (IN TOTAL NOT PER PERSON) & THAT NO COUNCIL APPROVALS MAY LEGITIMATELY BE TAKEN.**

### AGENDA

- 64/22 NOMINATIONS FOR & ELECTION OF CHAIRMAN FOR THE ENSUING CIVIC YEAR**
- 65/22 NOMINATIONS FOR & ELECTION OF VICE CHAIRMAN FOR THE ENSUING CIVIC YEAR**
- 66/22 ANNUAL MEETING (GOVERNANCE) MATTERS-STANDING ORDER 5**  
**A) ACKNOWLEDGEMENT BY CLLRS** of current governance documents for Soham Town Council under which 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)

**D) MEMBERSHIP & APPOINTMENT OF CHAIRPERSONS TO STANDING COMMITTEES** (attached – including if appropriate election/appointments of Chairpersons to Standing Committees)

**E) CONFIRMATION MEMBERSHIP TO ANY WORKING PARTIES & TO ANY EXTERNAL BODIES &/OR REPRESENTATIONS FOR THE ENSUING CIVIC YEAR** (previously considered as attached no current representative on Wicken Fen Forum).

**67/22. APOLOGIES FOR ABSENCE**

**68/22. DECLARATIONS OF INTERESTS TO ITEMS ON AGENDA**

**69/22. MINUTES OF MEETING HELD ON MONDAY 11<sup>th</sup> APRIL 2022** (attached)

**70/22 MATTERS ARISING FROM THE CURRENT & WHERE NECESSARY PREVIOUS FULL COUNCIL MINUTES** (*where not specified by prior notice and listed on this agenda no decisions or approvals may be legally taken*):

- A) Neighbourhood planning (Working Group)- 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) Jubilee '22 Committee-attached
- C) Chapel update (Cllr Woodbridge) / memorial request
- D) GCP – Letter of objection regarding implementation of congestion charge for Cambridge.
- E) Cllr Pallet represent Town Council at Andrézieux-Bouthéon for Twinning (47/22)
- F) RFO job description. (Cllr Johnston)

**71/22 PREVIOUS MONTH'S STANDING COMMITTEE MINUTES & MATTERS ARISING**

A. Planning - 25<sup>th</sup> April 2022

**22/00385/HRN** Land South West Of Eye Hill Farm Eye Hill Drove Soham H1 Elm Spp, Blackthorn, Ash, English Oak, Field Maple - It is necessary to remove 268 metres of hedgerow to allow the expansion of the tree nursery unit in order to grow more trees to be supplied to our retail and commercial customers to help mitigate climate change. The Council is in the process of determining if the hedge(s) are classified as 'important' under the Hedgerow Regulations. The Council cannot refuse permission for removal of the hedge if it is not classed as 'important', and to be 'important' the hedgerow must be at least 30 years old and meet at least one of the 8 set criteria summarized on the back of The Hedgerow Regulations – Your Questions Answered, which is available to download at <http://www.eastcambs.gov.uk/trees-landscaping/hedgerows>.

**72/22 TO RECEIVE INCOME & EXPENDITURE FOR YEAR ENDING 31<sup>st</sup> MARCH 2022 & THEREAFTER TO APPROVE ANY RECOMMENDATIONS /INFORMATION FROM THE RESPONSIBLE FINANCIAL OFFICER (RFO) IN REGARDS TO THE**

**ANNUAL RETURN FOR SOHAM TOWN COUNCIL FOR THE YEAR ENDING 31<sup>st</sup> MARCH 2022 (attached).**

- A. Approval of payments 5 April – 3 May 2022
- B. AGAR 31 March 2022

**73/22 RECREATION GROUND / PAVILION MATTERS:**

- A. Replacement bin - recreation ground
- B. Quotes for servicing of: Fire Alarms, Emergency Lighting, Access System, Induction Loop & WC Alarms

**74/22 SOHAM/WICKEN CYCLE WAY PROJECT**

- A. CAPCA - Draft Funding Agreement for the recently approved Soham to Wicken Cycle Way project.

**75/22 CORRESPONDENCE –TO BE NOTED ONLY UNLESS OTHERWISE INDICATED 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. TTRO Proposed closure - Tanners Lane, Soham 09/05-11/05/22.
- b. ICCM - Institute 1 day courses
- c. RSN Rural Funding Digest - April 2022 Edition
- d. Highways Events diary - April 2022
- e. TMC (formerly IHMC) Incident Report - March 2022
- f. Street Trading Consent application 22/00209/STRCON - Sabro's - The Fountain PH car park 1 Churchgate Street Soham CB7 5DS
- g. CCC Transport Strategy - Key stakeholder engagement**
- h. TTRO 22/255 - Mereside, Soham
- i. NALC Newsletter
- j. Bird Flu Partner & Stakeholder Briefing Note
- k. TTRO - Proposed closure Kings Parade, Soham 06/06-08/06/22.
- l. Staploe Education Trust AGM 28 April 2022.
- m. TTRO 22/383 - Broad Piece, Soham
- n. TTRO 22/386 - Hasse Road, Soham
- o. TTRO 22/388 - Tanners Lane, Soham
- p. ECDC - April Newsletter
- q. Updated 2022 Surface Dressing Entire program
- r. Publication of Draft Haddenham and Aldreth Neighbourhood Plan - 14 April to 31 May 2022 - All comments must be received on or before Tuesday 31 May 2022
- s. Updated 2022 Micro Asphalt/Gripfibre Carriageway Surface Treatment Program Phase 1
- t. Cambridgeshire Crimestoppers
- u. TTRO - Proposed No Waiting - Mereside, Soham 20/06-12/08/22.
- v. April 2022 Cambridgeshire Matters newsletter (CCC)
- w. Her Majesty's Platinum Jubilee - Update for Parish Councils
- x. Edition 3 CSP Newsletter
- y. Invite to Mayor STC - A SERVICE OF THANKSGIVING FOR THE PLATINUM JUBILEE OF HER MAJESTY THE QUEEN.**

**76/22. MONTHLY PAPERS/BIBIOGRAPHY/ PERIODICALS/ BULLETINS. (LIST TO APPEAR IN MINUTES ONLY)**

**77/22 DATE OF NEXT MEETING**

Full Council Meeting Monday 14<sup>th</sup> June 2022 7.15pm @ Walter Gidney Pavilion.

## NOTES:

1. Since the introduction of COVID restrictions on gatherings of people by the Government in March 2020 and up to 4<sup>th</sup> 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 in April 2020. The Coronavirus Act 2020 was implemented and in Regulations made under 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 (remotely using Zoom). These temporary Emergency Powers were withdrawn effective 17<sup>th</sup> May 2021.
2. After 17<sup>th</sup> May 2021 Soham Town Council will return to face to face meetings and will need to consider the necessity of holding these meetings in public based on Government Advice the importance of matters under consideration and under its own risk assessments. Where it does hold meetings it will make provision for them to proceed safely at the Pavilion. Where conditions cannot be safely met after 17<sup>th</sup> May 2021 then a decision will be taken by the Clerk in consultation with the Chairman as to whether the monthly council meetings will be able to proceed. The safety of Cllrs, staff and the Public remains of paramount importance.
- 3. Where face to face meetings proceed at the Pavilion and where members of the Public wish to also attend in person they are requested to inform the town council Office as soon as possible as numbers will, until restrictions are fully lifted, be limited to a maximum number due to capacity of the venue and social distancing requirements. Attendance by the Public will be on a 'first come' basis and priority will be given to those that have previously made a request to speak at the meeting and invited guests such as District and County Cllrs. All members of the Public who attend must be prepared to comply with the town council's hygiene measures on entering and leaving the building and provide contact details for tracing purposes.**
- 4. The Council did continue to allow the public to speak at its remote/virtual meetings held via Zoom up to 17<sup>th</sup> May 2021. After 17<sup>th</sup> May 2021 if you wish to speak at any of the planned meetings via a Zoom link you must contact the Clerks office by 10am on the Friday before the day of the meeting and a link will be issued.** Where it is not possible to admit a member of the Public due to having reached maximum numbers or where the participant cannot access the Zoom link representation can still be made by written statement which will be read out at the relevant meeting either by the Clerk or the Chairman.
5. At its April 2021 monthly meeting the council approved that where technically possible meetings would continue to 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) enabling members of the public to tune in and follow proceedings.
6. Attachments marked in the Agenda as "attached" unless marked "oral" may be requested prior to the meeting as usual from the Clerks office.
7. As normal if the full Council or a Standing Committee wishes to exclude the Public and Press then 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).*