



Soham Town Council
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The Walter Gidney Pavilion
Fountain Lane
Soham
Cambridgeshire CB7 9PL
Town Clerk: D E Marshall
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SOHAM TOWN COUNCIL

A MEETING of SOHAM TOWN COUNCIL will be held on **MONDAY 11th OCTOBER 2021** 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):

https://youtu.be/7ee_2cOkZ48

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.

**DE Marshall
Clerk
Soham Town Council
4th October 2021**

AGENDA

- 120/21. 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:
- 121/21. COUNTY & DISTRICT COUNCILLOR REPORTS**
- 122/21. CHAIRMAN'S ANNOUNCEMENTS & TOWN CLLR VERBAL UPDATES (maximum 5 minutes per group) TO INCLUDE:**
Meetings attended in month - delegated Cllrs.

(PLEASE NOTE THAT NO DECISIONS MAY LEGITIMATELY BE TAKEN BY THE TOWN COUNCIL UNDER 118-120/21 INCLUSIVE)

In session:

- 123/21. APOLOGIES FOR ABSENCE**
- 124/21. DECLARATIONS OF INTERESTS TO ITEMS ON AGENDA**

125/21. TOWN CLLR VACANCY (NORTH WARDS)

PLEASE NOTE THAT CLLR INTERVIEWS & VOTING TAKES PLACE UNDER EXCLUSION OF THE PRESS & PUBLIC

That the press and public be excluded during the consideration of a matter 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 item 125/21 would be disclosure of exempt information of Category 2 of Part I Schedule 1972 (AS AMENDED BY THE LOCAL AUTHORITIES (ACCESS TO INFORMATION) (EXEMPT INFORMATION) (ENGLAND) ORDER 2006)

To consider any applications made for the four (4) vacancies for Soham Town Cllr (2x South ,1x Central 1x North Ward respectively) -vote by way of ballot of the existing membership. Prospective candidate is as follows:

- Mr Keith Horgan, Nau Mai Barcham Rd Soham CB7 5TU

And thereafter with Public and Press in attendance

126/21. **MINUTES OF MEETING HELD ON Monday 13th & EOM CONVENED ON FRIDAY 17TH SEPTEMBER 2021 respectively (attached)**

127/21. **MATTERS ARISING FROM THE CURRENT & WHERE NECESSARY PREVIOUS FULL COUNCIL MINUTES (As attached):**

- A) Remembrance Sunday 2021 (40.21b Cllr Aitchison)
- B) Verge flower bed planting (62.20ii, 16.21d Cllr Aitchison)
- C) Queens Jubilee weekend activities (Cllr Aitchison)
- D) Request by Chairman to be styled/addressed 'Mayoress' at official civic functions (min 84/20ii, referendum results Christmas 2020)
- E) 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.

128/21. **Matters arising & any further approvals resulting from Lead Cllr and any Cllr delegations in month.**

A) Planning

1. Lead Cllr update- *any matter requiring full council decision MUST be listed as an agenda item as below.*
 2. LHI 2023 (revised closing date 14th October 2021 Cyprian Way + update disabled bay o/s Post Office Cllr Pallett)
 3. Anglia Water-update Cllr Warner and request for letter to be sent advocating the need for AA to be a Statutory Consultee in the Planning Process.
 4. Planning comments submitted in month (attached)
There are no paper copies of planning applications into the town council offices. Residents can still comment on all planning applications on ECDC on-line Planning portal <https://www.eastcambs.gov.uk/planning/current-planning-applications>)
- i) **19/00717/OUM – Broad Piece (up to 175 houses- Persimmon Homes) Planning Appeal Notification**

B) Finance & Policy

1. Lead Cllr update- *any matter requiring full council decision MUST be listed as an agenda item as below*

C) Allotments

1. Lead Cllr update-*any matter requiring full council decision MUST be listed as an agenda item as below.*
2. Recommendation-Allotment Fee increase effective October 2023 (112/21B Cllr Woodbridge)
3. Consideration of additional amenity provisions for this and next financial year (budget)

D) Community Amenities

1. Lead Cllr update- *any matter requiring full council decision MUST be listed as an agenda item as below.*
2. Proposal Road Traffic restrictions/management (school pick up/set down times)-(Cllr Woodbridge)
3. Consideration of additional amenity provisions for this and next financial year (budget)

E) Cemetery (updates & further approvals - full council)

1. Chapel repairs (Cllr Woodbridge)

129/21 **A) INCOME & PAYMENTS OF ACCOUNTS MADE (FP 22/20), STATEMENT OF BALANCES AT & 6 MONTH INCOME & EXPENDITURE (NET) OUTTURN AS AT 30th SEPTEMBER 2021**
a) Completion of Annual (Financial) Audit 2021.

130/21 **COMMUNITY SUPPORT INCLUDING FINANCIAL REQUESTS (unless otherwise specified as attached)**
No requests received at time of agenda publication

131/21 **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 Weekly Editions nos 65 - no 70 (July-Sept)
- b) IHMC incident reports August Incident Report 2021
- c) The High Sheriff of Cambridgeshire - Justice Service Invitation (invitation to Chairman)
- d) Highway Events Diary - Events Diary –September Swaffham Bulbeck Neighbourhood Plan-notification under **Regulation 14 (pre-submission) Consultation 14th September until 2nd November 2021**
- e) TTRO 21/918 - Spencer Drove & Footpath 12, Soham-works will be carried out between 18 October 2021 and 7 January 2022.
- f) NASF Project | TTRO Application Soham Byway 113, Soham 22.10.21-30.04
- g) TTRO 21/957 - Paddock Street, Soham-in operation on 6 October 2021 and continue until these works have finished or on the 5 April 2023 whichever is the earlier
- h) Cambridgeshire ACRE's Annual General Meeting 2021
- i) The Rural Bulletin - 1 September 2021
- j) Cambridgeshire County Council-Real Faces of Fostering - Emergency Care social media toolkit
- k) The Rural Bulletin - 28 September 2021
- l) Institute of cemetery & Crematorium Management Member Newsletter 28th September 2021
- m) Survey + Report - EV Charging in East Cambridgeshire**
- n) SLCC News Bulletin - 28 September 2021
- o) DWP- Kickstart Scheme: how your business can get involved
- p) OxCam Arc spatial framework consultation query-Combined Authority**
- q) East Cambs Parish and Community Forum updates and notes
- r) Civic update - 1st October 2021

132/21. **MONTHLY PAPERS/BIBIOGRAPHY/ PERIODICALS/ BULLETINS (LIST TO APPEAR IN MINUTES ONLY)**

133/21 **DATE OF NEXT MEETING**

- **Soham Town Council Monday 8TH November 2021**

(the above meetings will be conducted face-to-face but are still subject to cancellation due to any further COVID restrictions imposed by Central Government- date and venue confirmed at the time of agenda publication)

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 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 17th May 2021.

2. After 17th 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 17th 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 17th May 2021. After 17th 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).