



Soham Town Council  
PO Box 21  
The Walter Gidney Pavilion  
Fountain Lane  
Soham  
Cambridgeshire CB7 9PL  
Town Clerk: MJ Strand  
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**NOTICE OF MEETING:**

Full Council

TIME: 7.15pm

DATE: 12<sup>th</sup> June 2023VENUE: Walter Gidney  
Pavilion Fountain Lane Soham  
CB7 5ED**To: All Members of Soham Town Council**

You are hereby summoned to attend a meeting of Soham Town Council for the purpose of transacting the business as set out below. Any member not able to attend should send their apologies to the Clerk before the meeting.

The meeting is open to members of the public (including the press), but is not a public meeting.

Quorum: 5 Members: 10 Vacancies: 5

*Mrs MJ Strand*Marilyn Strand, Town Clerk. 5<sup>th</sup> June 2023**Presentation from Riding & Skating, Ely re: Carnival Consultation Skatepark Designs.****AGENDA****16/23 APOLOGIES FOR ABSENCE****17/23 COUNCILLORS' DECLARATIONS OF INTERESTS**

- To receive declarations of interest from Councillors on items on the agenda
- For declarations of interest received, Councillors to inform the Chairman if they wish to speak on the matter during public participation and/or at the agenda item prior to discussion.
- To receive written requests for dispensations for disclosable pecuniary interests (if any)
- To grant any requests for dispensation as appropriate

**18/23 CHAIRMAN'S ANNOUNCEMENTS & TOWN CLLR UPDATES***(maximum 5 minutes per group)*

- a. Cambridgeshire Archives: Royal Events – Cllr Pallett.
- b. Land off Blackberry Way development – Cllr Pallett.

**19/23 PUBLIC COMMENT TIME**

- Open Forum to provide an opportunity for members of the public to raise questions for future agendas, or on items that are on the agenda.
- To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting.
- At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. Limited to 3 minutes per person, 10 minutes in total.

**20/23 COUNTY & DISTRICT COUNCILLOR REPORTS****21/23 APPROVAL OF MINUTES**

- a. To approve the minutes from the Annual Full Council Meeting held 15<sup>th</sup> May 2023.
- b. To note the draft minutes of the Planning Committee Meeting held 22<sup>nd</sup> May 2023.

**22/23 MATTERS ARISING FROM THE MINUTES.**

- a. Clerk's Report (for information only).

**23/23**

**FINANCE MATTERS**

- a. To receive and approve Receipts & Payments for June 2023 (as listed at the end of the agenda).
- b. To receive and approve bank reconciliation and Q3/Q4 financial reports to 31<sup>st</sup> March 2023.

**24/23**

**GOVERNANCE & ADMINISTRATION**

- a. To receive and action Internal Auditor's report for the 2022-23 financial year.
- b. To approve and sign the Annual Governance Statement for 2022-23.
- c. To approve and sign the Annual Accounting Statements for 2022-23.
- d. To review payments by Direct Debit (as per Financial Regulation 6.7).
- e. To consider proposal to end the Council's PO Box address and purchase a post box for deliveries directly to the Walter Gidney Pavilion (see Clerk's report point 16. for more information).

**25/23**

**STAFFING MATTERS**

- a. To consider and approve proposal to raise the Clerk's hours permanently to 30 hours per week (from 25) from September 2023.
- b. To consider options for additional help with grounds maintenance for the growing season – Cllr Aitchison.

**26/23**

**RECREATION GROUND/PAVILION/TOWN MATTERS**

- a. Neighbourhood Planning – to consider and approve further consultancy work to complete the Plan, cost £6,825.00 +VAT.
- b. To consider and approve requests for community litter bins on Fordham Road, Centre Road and Orchard Row, cost approximately £400-£500 each + installation.
- c. To consider donation of £250.00 from Witham Oil & Paint for community project.
- d. To consider request from Soham Baptist Church to use the recreation ground for 'Craft in the Park' events on 9<sup>th</sup> and 29<sup>th</sup> August.
- e. To consider and approve Fuller Long as the Council's Planning Consultant.
- f. To consider request for support re: ECDC's Youth Event, 26<sup>th</sup> July.
- g. To consider and approve request for commando switches to streetlights from Red Lion Square to Pratt Street to facilitate Christmas motifs (see Clerk's report point 3. for more information), costs approximately £10,500.00 +VAT.
- h. To consider further request from residents to remove and reposition bench on north side of recreation ground.
- i. To consider new 'No Dogs' signage in English and other languages following complaints of dogs on the recreation ground.

**27/23**

**CORRESPONDENCE**

- a. To note grant thank you letter from Coronation Planning Committee.

**28/23**

**MATTERS FOR FUTURE CONSIDERATION AND DATE OF NEXT MEETING**

- Monday 10<sup>th</sup> July 2023.

## NOTES:

### **Public Comment Time**

If you wish to speak at any of the planned meetings, please inform the Assistant Clerk before 12noon on the day of the meeting you wish to speak at, with the nature/content of the subject on which you wish to speak. There is a restricted amount of time allocated, so please make effective use of the 3 minutes given. Once the public comment time is concluded, the public can no longer participate unless expressly invited to do so by the Chairman.

### **Exclusion of Press and Public**

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.

### **Agenda/Minutes**

If you are unable to view an agenda or minutes from a council meeting via our website, excluding those with information of or containing commercial or other sensitive matters, you may request a copy from the office. Please be aware that we are trying to reduce paperwork output to help the environment and lower costs.



B2557/23	BACS	04-May	CE Fuller & Co	Burial	630.00	630.00
B2558/23	BACS	11-May	Fenahnd Stoneworks	Memorial	180.00	180.00
B2559/23	BACS	19-May	E CDC	Cil	2750.59	2750.59