



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:** 13<sup>th</sup> February 2023**VENUE:** Walter Gidney  
Pavilion Fountain Lane Soham  
CB7 5ED

To: All Members of Soham Town Council

You are hereby summoned to attend the Full Council 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 in before the meeting.

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

Quorum: 5 Members: 15 Vacancies: 4

*Mrs MJ Strand*

Marilyn Strand, Town Clerk. 6<sup>th</sup> February 2023

**AGENDA****177/22. APOLOGIES FOR ABSENCE****178/22 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

**179/22. CHAIRMAN'S ANNOUNCEMENTS & TOWN CLLR UPDATES**

*(maximum 5 minutes per group)*

- Mr Geoffrey Woollard.
- Cllr Johnston – vandalism of public toilets.
- Cllrs Johnston and Warner – report from meeting with This Land.
- Cllr Horgan – Community Payback trees.
- Cllrs Horgan and Dyer –High Street trees.

**180/22. 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 current 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

**181/22. COUNTY & DISTRICT COUNCILLOR REPORTS****182/22. APPROVAL OF MINUTES**

- To approve the minutes from the Full Council Meeting held 16<sup>th</sup> January 2023
- To note minutes of the Finance & Policy Meeting held on 9<sup>th</sup> January 2023
- To approve the minutes from the Planning Meeting held on 30<sup>th</sup> January 2023

**183/22. MATTERS ARISING FROM THE MINUTES.**

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

**184/22 FINANCE MATTERS**

- a. Neighbourhood planning – approvals and updates: to consider and approve Design Guide and Housing Needs Assessment – Cllr Aitchison.
- b. To receive and approve Receipts & Payments for February 2023 (as listed at the end of the agenda).
- c. To receive and approve bank reconciliation and Q1/Q2 financial reports to 30<sup>th</sup> September 2022.
- d. To consider request from Jigsaw for grant of £500 towards printing costs.
- e. HM King Charles III Coronation, 6<sup>th</sup> May – Cllr Pallett.

**185/22 GOVERNANCE & ADMINISTRATION**

- a. To note January Health & Safety report from Adams Payne Safety Ltd.
- b. To consider and approve appointment of Internal Auditor 2022-23.
- c. To consider request to offer administrative, office-based learning opportunity (work experience).

**186/22 RECREATION GROUND/PAVILION/TOWN MATTERS**

- a. To receive and respond to complaint from resident regarding the new deposit charge for allotments.
- b. To consider and respond to correspondence from resident regarding safe use of the skate park.
- c. To consider and approve request for Larry Gray Funfair on recreation ground, 9<sup>th</sup> to 17<sup>th</sup> April (usual charge, £500 +VAT).
- d. High Street Renewal Fund for Soham and Littleport – eligibility and promotion.

**187/22 MATTERS FOR FUTURE CONSIDERATION AND DATE OF NEXT MEETING**

- Monday 13<sup>th</sup> March 2023, Walter Gidney Pavilion, 7.15pm

**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.