



Soham Town Council
PO Box 21
The Walter Gidney Pavilion
Fountain Lane
Soham
Cambridgeshire CB7 9PL
Town Clerk: D E Marshall
T/F: 01353 723472
Email: info@soham-tc.gov.uk
Web: www.soham-tc.gov.uk

SOHAM TOWN COUNCIL

A MEETING of SOHAM TOWN COUNCIL will be held on **MONDAY 13th DECEMBER 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/Y_wSwT5pk3w

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

6TH December 2021

- 147/21. **CHAIRMAN'S ANNOUNCEMENTS & TOWN CLLR VERBAL UPDATES (maximum 5 minutes per group) TO INCLUDE:**
Meetings and training attended in month by Cllrs.
- 148/21. **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:
- 149/21. **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 ITEMS (IN TOTAL NOT PER PERSON) & THAT NO COUNCIL APPROVALS MAY LEGITIMATELY BE TAKEN.

AGENDA

- 150/21. **APOLOGIES FOR ABSENCE**
- 151/21. **DECLARATIONS OF INTERESTS TO ITEMS ON AGENDA**
- 152/21. **MINUTES OF MEETING HELD ON Monday 8TH NOVEMBER 2021 (attached)**
- 153/21. **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.

154/21

A) INCOME & PAYMENTS OF ACCOUNTS MADE (FP 22/20), STATEMENT OF BALANCES AT 30TH NOVEMBER 2021

- B) To acknowledge receipt of Annual Financial review-includes currently only expenditure budget for overheads and running costs 2022-23 (as per approvals made at October 2021 meeting-attached)
- C) To set budget and precept for Soham Town Council 2022-23 or under Chairperson's entitlement under Standing Orders-motion to consider these matters at EOM (proposed date 10TH January 2022).

155/21.

Matters arising & any further approvals from Team Lead & and Delegated Cllrs in month.

No approvals may be legally taken on matters not listed either in the monthly written Team Lead Cllrs including delegated Cllr updates and published on the website or listed below on this agenda.

A) Planning- update attached/not attached at time of agenda publication

1. Lead delegated Cllr (Pallett) update- *monthly update report reproduced where available at <https://www.soham-tc.gov.uk/monthly-update-report-planning/> -see preclusion above*

2. Planning comments submitted in month by members (attached)

There are no paper copies of planning applications at 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>)

- a) Land To Rear Of 81 - 111 Brook Street Soham Cambridgeshire (up to 80 dwellings)
- b) PR0751 - NOI - Removal & Install of Raised Tables and a Zebra Crossing on The Shade, Soham (Planning ref 19/00771/FUM-extension for comment agreed correspondence item j)
- c) PR0749 - Prohibition of Waiting/Loading, Mereside & Station Rd, Soham (extension for comments not agreed-correspondence item l- delivery to be effected before the opening of the rail station)

B) Allotments -update attached/not attached at time of agenda publication

1. Lead delegated Cllr (Warner) update- *monthly update report where available reproduced at <https://www.soham-tc.gov.uk/monthly-update-reports-allotments/> -see preclusion above*

2. Soham Mobility scooter initiative -storage at Pavilion request

C) Community Amenities- update attached/not attached at time of agenda publication

Lead delegated Cllr (D Woricker) update- *monthly update report where available reproduced at <https://www.soham-tc.gov.uk/monthly-update-reports-community-amenities/> -see preclusion above*

1. Pavilion Loft insulation costs -request for budget amount this financial year

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

1. Chapel repairs (Cllr Woodbridge)

F) Finance & Policy* - update attached/not attached at time of agenda publication

1. Team Lead delegated Cllr update- *monthly update report reproduced at <https://www.soham-tc.gov.uk/monthly-update-reports-finance-policy/> -see preclusion above*

2. Execution of purchase (conveyance) of land at Millcroft allotments (portion thereof) land and approval of costs*

*** Matter may be subject to exclusion of the Public & Press at discretion of the Chairperson**

156/21 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):

- d) RBL Touchpoint Weekly Editions (None)
- e) **Cambs Parish and Community Forum updates agenda and notes (various) including Soham is part of COVID enhanced response area**
- f) Highway Events Diary - Events Diary- November 21
- g) IHMC Incident report November 2021
- h) **CCC Highways- Way 2 Go (Winter)**
- i) **The Rural Bulletin - 2 November 2021; Rural Market Town Group Roundup - Nov 2021, The Rural Bulletin - 30 November 2021**
- j) **NALC Newsletter and events calendar (various); NALC Events - Including Future Communities**
- k) **Greater Cambridge Partnership Community Forum meetings**
- l) **PR0749 - Prohibition of Waiting/Loading, Mereside & Station Rd, Soham**
- m) **PR0751 - NOI - Removal & Install of Raised Tables and a Zebra Crossing on The Shade, Soham (Planning ref 19/00771/FUM)**
- n) **Letter from Soham Town Council Anglia Water as Statutory Consultee in planning application response from Lucy Frazer MP (Case Ref: LF52400)**
- o) TTRO 21/1128 - Fountain Lane, Soham commencement
- p) TTRO 21/1132 - Spencer Drove, Soham commencement 29th November -30th November until completion (diversions in effect)
- q) TTRO 21/1132 - Spencer Drove, Soham commencement 12th December until completion (June 2022 or sooner station reintroduction)-Footpath closure and diversions
- r) TTRO 21/1130 - Paddock Street, Soham commencement 1st -3rd December (Water works)
- s) Innovate & Cultivate Fund - new funding round and advice sessions
- t) Hold the date! Virtual roundtable for local Councillors with Police and Crime Commissioner, Darryl Preston (3 dates Monday 10th January 2022 East Cambs & Fenland 18:00 – 19.30)
- u) **Invitation to the opening of the new Soham railway station - Monday 13 December - from 11am.**
- v) The Health Security Agency Webinar invitation -Enhanced response area (16:00-17:00) 1st December 2021 (Zoom)
- w) LGA webinar on Personal Safety for Councillors
- x) ECDC youth Strategy consultation deadline 20.12.21 (reproduced on website)
- y) Proposed TTRO AD030-10666929 Mill Corner Soham CB7 5HT 18 - 20.1.2022

157/21. MONTHLY PAPERS/BIBIOGRAPHY/ PERIODICALS/ BULLETINS (LIST TO APPEAR IN MINUTES ONLY)

158/21 DATE OF NEXT MEETING

- **Soham Town Council Monday 14TH February 2022 (no scheduled meeting January 2022)**
- **EOM (precept determination 2022-23) January 10th 2022 @7:30pm (subject to approval under 154/21 b&c above)**

(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)

Soham Town Council Offices are closed from Friday 24th December 2021 for the Christmas and New Year holidays and reopen 9am Tuesday 4th January 2022

FOR IMMEDIATE BURIAL & INTERMENT DURING THIS HOLIDAY TIME PLEASE EMAIL info@soham-tc.gov.uk (PLEASE DO NOT PHONE OR LEAVE MESSAGE) WHICH WILL BE PROCESSED ON AN EMERGENCY ADMINISTRATIVE BASIS ONLY

SOHAM TOWN COUNCIL & STAFF WISH ALL RESIDENTS A MERRY CHRISTMAS AND HAPPY NEW YEAR



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).