



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:**

Annual Full Council

**TIME:** 7.15pm**DATE:** 15<sup>th</sup> May 2023**VENUE:** Walter Gidney  
Pavilion Fountain Lane Soham  
CB7 5ED**To: All Members of Soham Town Council**

**You are hereby summoned to attend the Annual 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. 10<sup>th</sup> May 2023**AGENDA**

- 1/23 ELECTION OF TOWN MAYOR (CHAIRMAN OF THE COUNCIL) FOR ENSUING CIVIC YEAR (and signing of Declaration of Acceptance of Office).**
- 2/23 APPOINTMENT OF DEPUTY MAYOR (VICE CHAIRMAN OF THE COUNCIL) FOR ENSUING CIVIC YEAR**
- 3/23 APOLOGIES FOR ABSENCE**
- 4/23 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
- 5/23 GENERAL POWER OF COMPETENCE**
- To consider adopting the General Power of Competence (Localism Act 2011, s.1-8).
- 6/23 CHAIRMAN'S ANNOUNCEMENTS & TOWN CLLR UPDATES**  
*(maximum 5 minutes per group)*
- a. Flood Resilience – Cllr Aitchison.
- 7/23 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.

**8/23 COUNTY & DISTRICT COUNCILLOR REPORTS**

**9/23 APPROVAL OF MINUTES**

- a. To approve the minutes from the Full Council Meeting held 17<sup>th</sup> April 2023.
- b. To approve the minutes from the Planning Meeting held on 24<sup>th</sup> April 2023.

**10/23 MATTERS ARISING FROM THE MINUTES.**

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

**11/23 FINANCE MATTERS**

- a. To receive and approve Receipts & Payments for May 2023 (as listed at the end of the agenda).

**12/23 GOVERNANCE & ADMINISTRATION**

- a. To note confirmation of schedule of Full Council and Committee Meetings.
- b. To agree membership and appointment of chairpersons to Standing Committees.
- c. To note confirmation of membership to working parties and external bodies.
- d. To note April Health & Safety report from Adams Payne Safety Ltd, and proposal to discontinue the Council's request for a monthly report.
- e. To consider quotations for IT and Telecoms support – see separate Clerk's report attached.
- f. To consider proposals and quotations for upgrade of the Council's website – see separate Clerk's report attached.
- g. To consider quotations for Cemetery Mapping and Burials Software – see separate Clerk's report attached.

**13/23 RECREATION GROUND/PAVILION/TOWN MATTERS**

- a. Neighbourhood Planning.
- b. Cemetery chapel update and approval of further work as necessary – Cllr Woodbridge.
- c. To consider quotations for repair of boundary wall at Brewhouse Lane play area (see 213/23a).
- d. To consider and approve planting and wildlife scheme for Drayton Meadows – Cllr Johnston.
- e. Sale of Land – Brewhouse Lane and Guntons Close (see 212/23 c) – Cllr Johnston.
- f. To consider quotation for fabrication of new gate and fencing at Weatheralls Allotments (see 213/23d), cost £4,480.00 +VAT.
- g. To consider and approve request from ECDC to place CCTV camera in the Fountain Lane public toilets (costs to met by ECDC).
- h. To consider the following safety inspection reports and take necessary action:
  - Fountain Lane Playground
  - Fountain Lane BMX/Skate/Basketball
  - Gym Equipment at Recreation Ground
  - Kingfisher Drive.
- i. To consider proposal to either repair or extend the current skate park – Cllr Woricker.
- j. Demolition of pavilion rear hall, kitchen and toilets – Cllr Woricker.
- k. To consider and approve proposal to remove two newly planted trees (in a year's time) in the recreation ground following complaint from a resident – Cllr Horgan.
- l. To consider and respond to complaint from a resident re: football goals and request to replace removed vegetation with trees.
- m. To consider and respond to correspondence from residents requesting removal and re-siting of bench on north side of recreation ground.
- n. To consider and respond to correspondence from a resident requesting a tree be planted outside the Vape Shop as previously planned.
- o. To consider proposed 20mph zone and respond to CCC.

**14/23**

**CORRESPONDENCE**

- a. To note grant thank you letters from CAMSAR, Soham Gardening Club and Bumbly Bees.

**15/23**

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

- Annual Town Meeting, Monday 22<sup>nd</sup> May.
- Ordinary Full Council Meeting, Monday 12<sup>th</sup> June.

**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.

Apr-23

## PAYMENTS

Receipt No or Invoice No	Code	DDR or BACS	Date	Payer	Details	Nett	VAT	Gross
600189319	81/23	DDR	24-Apr	British Gas	Pavilion	199.43	9.97	209.40
6221	82/23	DDR	08-Apr	MHH Partnership	Payroll Services	39.00	7.80	46.80
4816	83/23	BACS	08-Apr	ICCM	Membership	95.00		95.00
157373	84/23	BACS	08-Apr	Barcham Trees	High Street Trees	1555.00	311.00	1866.00
PAYROLL	85/23	BACS	22-Apr	Staff	Salaries	11316.13		11316.13
300012	86/23	Cheque	14-Apr	Cheque	Petty Cash	300.00		300.00
300013	87/23	Cheque	14-Apr	JF Staples	Allotment & Cemetery Works	1350.00		1350.00
157419	88/23	BACS	14-Apr	Barcham Trees	Tree Planting Service	1195.00	239.00	1434.00
1943	89/23	BACS	19-Apr	CW Kirk Lawnmowers	Works on Toro	750.55	150.12	900.67
211/23d	100/23	BACS	19-Apr	Grant Application	Summer Reading Challenge	250.00		250.00
211/23e	101/23	BACS	19-Apr	Grant Application	CamSAR	500.00		500.00
423003635927	102/23	BACS	20-Apr	CCC	Weatheralls Lease	130.00		130.00
RMTG/23/24/100	103/23	BACS	20-Apr	Rural Market Town	Membership	133.00	26.60	159.60
101580	104/23	BACS	21-Apr	Acetech Security	CCTV Upgrade	12320.00	2464.00	14784.00
Paypal	105/23	CCARD	20-Apr	Open Spaces Society	Membership - MS	45.00		45.00
INV188934089	106/23	CCARD	24-Apr	Zoom	Subscription	119.90	23.98	143.88
74079	107/23	BACS	24-Apr	CDS	Cemetery Assessment	2905.00	581.00	3486.00
1445	108/23	CCARD	25-Apr	Soham SF Connect	Petrol	48.97	9.79	58.76
101215600	109/23	BACS	27-Apr	Thalia	Recreation ground & cemetery waste	70.12	14.02	84.14
100090128	110/23	BACS	27-Apr	Witham	Cutters & Qualube	89.48	17.90	107.38
INV-0323	111/23	BACS	28-Apr	SJ Harrison Tree Services	Recreation Ground tree & Closed Cemetery	565.00	113.00	678.00
A11865922730	112/23	CCARD	28-Apr	Screwfix	PPE - Boots	57.99		57.99
						8849.88	67996.24	

Apr-23

## RECEIPTS

Receipt No or Reference No	BACS Cash Cheque Sum-up	Date	Payer	Details	Nett	VAT	Gross
B2553/23	BACS	14-Apr	Mildenhall Monumental	Memorial	240.00		240.00
6602	Cheque	14-Apr	Lloyds Bank	Yearly Lease	1512.00	304.20	1825.20
	BACS	19-Apr	Amazon	Refund	24.95		24.95
W000001	Cheque	20-Apr	UK Power Networks	Scout & Guide Hut	2.30		2.30
6603	BACS	26-Apr	Mr Beldean	Allotment	38.00		38.00
							2130.45

Apr-23

## PETTY CASH

Receipt No or Reference No	Date	Payer	Details	Nett	VAT	Gross	Balance
16/23	24 Apr	H&J Cutlack	Padlock water Berrycroft	25.99		25.99	£328.11
17/23	28 Apr	SJD Cleaning Services	Window Cleaning	36.00		36.00	£292.11

Starting  
balance  
£54.73

Checked 28.04.23

May-23

**PAYMENTS**

Receipt No or Invoice No	Code	DDR or BACS	Date	Payer	Details	Nett	VAT	Gross
300701733	113/23	DDR	03-May	Total Energies	UMS Street Lighting	50.57	2.52	53.09
179849415	114/23	DDR	01-May	SSE	Cemetery Electricity	25.75	1.28	27.03
Mor-9283	115/23	DDR	03-May	Mor-Tech	IT support & maintenance	420.00	84.00	504.00
70153	116/23	BACS	03-May	ROSPA	Annual playground inspections	427.00	85.40	512.40
93	117/23	CCARD	03-May	Soham Cycles	Keys cut	18.00		18.00
6127	118/23	BACS	03-May	Rialtas	Annual support & maintenance	753.08	150.62	903.70
89/30/23	119/23	BACS	03-May	CEL Group	Chapel works	23456.30	4691.26	28147.56
039-23	120/23	DDR	03-May	Adams-Paynes Safety	Health & Safety Advisor	500.00		500.00
600189319	121/23	DDR	04-May	British Gas	Pavilion gas	146.67	7.33	154.00
12UC022-0001	122/23	BACS	04-May	Parish on-line	Parish on-line digital mapping	360.00	72.00	432.00
48887	123/23	BACS	05-May	Ely Skip Hire	Weatheralls allotment skip	253.33	50.67	304.00
							5145.08	31555.78

May-23

**RECEIPTS**

Receipt No or Reference No	BACS Cash Cheque Sum-up	Date	Payer	Details	Nett	VAT	Gross
B2554/23	BACS	03-May	Andrea Edwards	Burial	940.00		940.00
B2555/23	BACS	04-May	CE Fuller & Co	Burial	550.00		550.00
B2556/23	BACS	04-May	CE Fuller & Co	Burial	350.00		350.00
B2557/23	BACS	04-May	CE Fuller & Co	Burial	630.00		630.00
							2470.00