



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:** 17th April 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: 11 Vacancies: 4

Mrs MJ Strand

Marilyn Strand, Town Clerk. 12th April 2023

AGENDA**204/23 APOLOGIES FOR ABSENCE****205/23 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

206/23 CHAIRMAN'S ANNOUNCEMENTS & TOWN CLLR UPDATES

(maximum 5 minutes per group)

- a. Cllr Johnston – Drayton Meadows.
- b. Cllr Pallett – Local Highways Initiative at Cyprian Rust Way.
- c. Cllr Horgan – High Street trees project.
- d. Cllr Horgan – Seen to be Green Competition.
- e. Cllr Horgan – contact with resident and Sanctuary Housing re: bird infestation.

207/23 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 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

208/23 COUNTY & DISTRICT COUNCILLOR REPORTS**209/23 APPROVAL OF MINUTES**

- a. To approve the minutes from the Full Council Meeting held 13th March 2023.
- b. To approve the minutes from the Planning Meeting held on 27th March 2023.

210/23 MATTERS ARISING FROM THE MINUTES.

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

211/23

FINANCE MATTERS

- a. Neighbourhood planning.
- b. To receive and approve Receipts & Payments for April 2023 (as listed at the end of the agenda).
- c. To receive and approve bank reconciliation and Q3 financial reports to 31st December 2022.
- d. To consider and approve grant application from Summer Reading Challenge for Soham Library for £250, and invitation to present medals to the finishers on Saturday 23rd September.
- e. To consider and approve grant application from Cambridgeshire Search and Rescue (CamSAR) for £500.

212/23

GOVERNANCE & ADMINISTRATION

- a. To note March Health & Safety report from Adams Payne Safety Ltd.
- b. To consider closing Barclays bank accounts and transferring funds to Unity Trust Bank and/or Public Sector Deposit Fund.
- c. To consider sale of land at Brewhouse Lane and Guntons Close – Cllr Johnston.
- d. To consider joining The Open Spaces Society, cost £45 per annum – Cllr Aitchison.
- e. To consider and approve request from Soham Gardening Club to pay for their insurance, cost £196.31.
- f. To consider and approve virement of funds from general reserves to telephone expenses of £10.000 for the year 2023-24.

213/23

RECREATION GROUND/PAVILION/TOWN MATTERS

- a. To consider quotation for repair of boundary wall at Brewhouse Lane play area, cost £8,865.00 +VAT.
- b. To consider restarting Councillor 'surgeries' – Cllr Johnston.
- c. To consider and note documents relating to responsibility for the repair and maintenance of St Andrew's (closed) churchyard wall (see also Clerk's report).
- d. To consider and approve removal of dumped waste and re-siting of gate to the front of the car park at Weatherall's Allotment, cost up to £2,000.00 – Cllr Warner.
- e. To consider and respond to correspondence from a resident re: allotment deposit scheme, management and maintenance of allotments and proposal to invite allotment holders to a special meeting to discuss.
- f. To consider and respond to correspondence from a resident re: the cemetery and chapel.
- g. To consider and respond to correspondence from a resident re: tree planting on the recreation ground.
- h. To consider invitation for the Mayor to attend the opening ceremony of the King Charles III Coronation Big Lunch and Live Concert, Sunday 7th May.
- i. To consider and approve felling of three trees on Soham Football club grounds due to subsidence of nearby property (to be paid for by property owner's insurance company).

214/23

CORRESPONDENCE

- a. To note thank you letter from PosAbility for financial support given.
- b. To note response from the Office of the Police & Crime Commissioner for Cambridgeshire and Peterborough re: vandalism of public toilets.
- c. To note T2 Assessment carried out by The CDS Group (awaiting further response from the Environment Agency).

215/23

MATTERS FOR FUTURE CONSIDERATION AND DATE OF NEXT MEETING

- Annual meeting of the Town Council, Monday 15th May and Annual Town Meeting, Monday 22nd May.

Mar-23

PAYMENTS

Receipt No or Invoice No	Code	DDR or BACS	Date	Payer	Details	Nett	VAT	Gross	Authoriser
PAYROLL	60/23	BACS	22-Mar	Payroll	Staff salaries	11290.91		11290.91	
	61/23	BACS	16-Mar	Councillor Allowance	G Woodbridge	620.00		620.00	
	62/23	BACS	17-Mar	Councillor Allowance	E Johnston	620.00		620.00	
2384480	63/23	CCARD	17-Mar	Value Products Ltd	Safety Signs	97.24	19.44	116.68	
522309327	64/23	BACS	17-Mar	Zurich	Insurance	6557.65	818.76	7396.41	
INV-0306	65/23	BACS	17-Mar	SJ Harrison Tree Services	Cemetery Tree Works	365.00	73.00	438.00	
86410	66/23	BACS	17-Mar	HAGS	Playground repairs	545.00	109.00	654.00	
	67/23	BACS	17-Mar	Councillor Allowance	A Pallett	620.00		620.00	
	68/23	BACS	20-Mar	Councillor Allowance	David Woricker	620.00		620.00	
13161	69/23	BACS	20-Mar	CLT Tyre & Exhaust	Puncture repair	20.00	4.00	24.00	
3803	70/23	BACS	20-Mar	CAPALC	Cemetery Training - MF	120.00		120.00	
7944	71/23	BACS	22-Mar	Cambridgeshire ACRE	N Planning	1000.00	200.00	1200.00	
8199	72/23	CCARD	27-Mar	ASDA	Batteries AA & AAA	17.60		17.60	
2223-013	73/23	BACS	27-Mar	S&F Home & Garden Landscapes	Drayton Meadow Fencing	2000.00		2000.00	
00004	74/23	BACS	31-Mar	Steven Woricker	Maintenance Tow Signs	273.00		273.00	
	75/23	BACS	31-Mar	CAPALC	Affiliation Fee	1425.76		1425.76	
69486	76/23	BACS	31-Mar	ROSPA	Groundsmen - Playground inspection Course	590.00	118.00	708.00	
101213568	77/23	BACS	31-Mar	Thalia	Recreation Ground & Cemetery Waste	87.65	17.53	105.18	
	78/23	BACS	31-Mar	Mark Green	Mileage - Training	31.50		31.50	
203-4036648-5527536	79/23	CCARD	31-Mar	Amazon	Green spray paint	23.94	4.80	28.74	
203-4743817-5185128	80/23	CCARD	31-Mar	Amazon	Gray Primer spray paint	8.37	1.68	10.05	
						5786.22		65216.87	

Mar-23

RECEIPTS

Receipt No or Reference No	BACS Cash Cheque Sum-up	Date	Payer	Details	Nett	VAT	Gross
B2545/23	BACS	15-Mar	Ivett & Reed	Memorial	170.00		170.00
1LJ-PFNP-1DC4	BACS	16-Mar	Amazon	Refund	23.27	4.65	27.92
B2546/23	BACS	20-Mar	Ivett & Reed	Memorial	240.00		240.00
B2547/23	BACS	27-Mar	RJ Pepper & Son	Burial	2085.00		2085.00
B2548/23	BACS	27-Mar	JK Memorials	Memorial	170.00		170.00
B2549/23	BACS	27-Mar	JK Memorials	Memorial	170.00		170.00
B2550/23	BACS	27-Mar	JK Memorials	Memorial	240.00		240.00
B2551/23	BACS	27-Mar	CE Fuller & Co	Burial	600.00		600.00
B2552/23	BACS	27-Mar	CE Fuller & Co	Burial	600.00		600.00
							6503.92

Mar-23

PETTY CASH

Receipt No or Reference No	Date	Payer	Details	Nett	VAT	Gross	Balance
13/23	15 March	CO-OP	Anti-bacterial cleaner	4.55		4.55	
14/23	31 March	SJD Cleaning Services	Window cleaner	36.00		36.00	£54.73

Starting balance £131.28
Checked 31.03.2023

Apr-23

PAYMENTS

Receipt No or Invoice No	Code	DDR or BACS	Date	Payer	Details	Nett	VAT	Gross	Authoriser
INV44774	81/23	DDR	16-Apr	ETHOS	Photocopier charges	59.83	11.97	71.80	
TSGC01VA01	82/23	BACS	01-Apr	Soham Gardening Club	Annual Insurance	196.31		196.31	
MOR-9096	83/23	BACS	01-Apr	R Aitchison	Councillor Expenses	500.00		500.00	
MOR-9107	84/23	DDR	02-Apr	Mor-Tech	IT Support & Maintenance	420.00	84.00	504.00	
	85/23	DDR	03-Apr	Mor-Tech	Office 365 Licenses	1231.20	246.24	1477.44	
	86/23	BACS	05-Apr	VCAEC	Rumsey Twins	7.00		7.00	
8002	87/23	BACS	05-Apr	K&M Lighting Services	Street Lighting Maintenance	336.00	67.20	403.20	
89/23/23	88/23	BACS	05-Apr	CEL Group	Cemetery Chapel Repairs	22031.45	4406.29	26437.74	
23042	89/23	BACS	05-Apr	Languard	Weed spraying cemetery	280.00	56.00	336.00	
7988	90/23	BACS	05-Apr	Cambridgeshire ACRE	Annual membership	50.00	10.00	60.00	
						4881.7	29993.49		

Apr-23

PETTY CASH

Receipt No or Reference No	Date	Payer	Details	Nett	VAT	Gross	Balance
15/23	3 Apr	CO-OP	Milk	1.40		1.40	

Starting balance £54.73
Checked 31.03.23