

SOHAM TOWN COUNCIL

Minutes of the Soham Town Council meeting held at the Walter Gidney Pavilion recreation ground Soham Monday 17 January 2022.

Present: Cllr E Johnston (Chairperson), D Woricker, P Lane, P Leonard, G Woodbridge & Mesdames R Aitchison & A Pallett

In attendance: CCllr/DCllr D Schumann, DCllr A Jones & DCllr I Bovingdon

The meeting commenced at 7:15pm

01/22 CHAIRMAN'S ANNOUNCEMENTS & TOWN CLLR VERBAL UPDATES (maximum 5 minutes per group) TO INCLUDE: Meetings and training opportunities attended in month by councillors

The Chairman noted that a 'Pride in our Town' award had been accepted by Mr & Mrs John Curtis for their 22+ years of community service as custodians to Berrycroft Community Garden and that she had agreed due to personal reasons to present the certificate at their home over the Christmas period.

Cllr Woodbridge, as the external representative for Soham Town Council Board of Trustees, noted that Soham Moor Old School Grammar Fund has applied for charitable status.

02/22 PUBLIC COMMENT TIME

NOTED no public comments or representations made by members of the public to items and matters listed on the agenda or more generally.

03/22 COUNTY & DISTRICT COUNCILLOR REPORTS:

The Chairman thanked CCllr/DCllr Goldsack (not present at meeting) and DCllr Jones for providing their written reports as Cambridgeshire County Council (CCC) and East Cambridgeshire District Council (ECDC) representatives, respectively affecting Soham or more generally. Noting these monthly summary reports had previously been circulated by email to all town council members and for residents' convenience had been reproduced on the town councils website at <https://www.soham-tc.gov.uk/county-district-cllr-reports/> (January 2022).

Confirming the above the Chairman asked members if they had any queries or questions for those CCllr or DCllrs present.

NOTED Cllr D Woricker queried CCllr/DCllr Schumann on any updates regarding the status of the town councils bid under Soham Market Town Fund. NOTED CCllr/DCllr Schumann statement that this Fund is now managed by the Combined Authority and new Mayor stating his belief that the next meeting would be held on 26 January 2022 where all agenda items to be discussed would be listed and published on their website.

IN SESSION AND UNDER LISTED AGENDA ITEMS

The Chairman requested and the membership approved for agenda item 08/22 F) Finance and policy be moved to the end of the meeting under Exclusion of Public and Press

04/22 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs C Simoes, C Warner, K Horgan & A Woricker and duly noted by the membership. Cllr H Ross was noted as absent.

- 05/22 DECLARATIONS OF INTEREST TO ITEMS ON AGENDA
No Declarations of Interest to matters on the agenda were noted by the Cllr members.
- 06/22 MINUTES OF MEETING HELD ON 13 DECEMBER 2021
APPROVED that the minutes of the meeting of the 13 December 2021 as printed and attached herein being true records of proceedings were duly signed as being such by the Chairman.
- 07/22 BUDGET 2022-23 -APPROVALS FOR FUNCTIONAL AREAS FOR SOHAM TOWN COUNCIL (projects) WITH INDICATIVE (£) AMOUNTS:
A) Community Amenities
APPROVED £40K for provision under 2022-23 budget of electronic gates at the entrance to the recreation ground. Proposed Cllr D Woricker, seconded Cllr R Aitchison, approved unanimously.
NOTED AS APPROVED but under the Councils Standing Orders these matters were not included/listed on the Team Lead monthly update or appeared as listed on the agenda as follows:
-CIL monies 2022-2023 to be ring fenced for Phase II of the pavilion project. Proposed by Cllr P Leonard, seconded by Cllr R Aitchison, approved unanimously.
- defer any decision regarding the Festive lights to February 2022 meeting.
-for pavilion & recreation ground fees to be frozen for 2022-2023 to last years figures (£36 per hour + VAT for hall hire and £11 per hour + VAT recreation ground with a 50% deduction for community groups and/or charities).
- Councillor expenses be frozen for 2022-2023, for elected members only Chair & Vice-Chair can claim £620 and elected members £500. Proposed Cllr R Aitchison, seconded Cllr P Lane, approved unanimously.
-update to IT office hardware of £7K. Proposed by Cllr E Johnston, seconded Cllr G Woodbridge, approved unanimously.
-noted discussion regarding omissions to current HR staff base to make the council more resilient to staff requirements at February's meeting.
B) Allotments
APPROVED £5K for looking at installing water and more fencing on Weatherall's allotment site. Proposed Cllr E Johnston, seconded by Cllr R Aitchison, approved by majority.
NOTED Cllr G Woodbridge's comment that he would have liked to receive further information before voting on matters.
NOTED Cllr A Pallett query as to whether there is a budget for Civic events 2022-23.
NOTED AS APPROVED but under the Councils Standing Orders these matters were not included/listed on the Team Lead monthly update or appeared as listed on the agenda as follows:
- increase allotment rents by 5% for 2022-2023 growing season. Proposed by Cllr D Woricker, seconded by Cllr G Woodbridge, approved unanimously.
C) Cemetery
APPROVED for £20K for the reinstatement of the public toilet and DDA path at the cemetery. Proposed Cllr E Johnston, seconded Cllr D Woricker, approved unanimously.
NOTED comments that the flint wall St Andrew's closed church yard is in decline/disrepair and has been for a significant period of time and that the town council needed to consider forward budgeting for its ongoing repair and restoration.
NOTED It wall is in the conservation area and will need specialist contractors to ensure it is repaired with the correct materials.

NOTED Cllr G Woodbridge question regarding whether CIL monies can be spent on such repairs as CIL monies is for strategic projects for community improvements (capital items) only and not to be used for general repairs and maintenance.

APPROVED £40K of 2022-2023 budget be set aside (where not spent in year to be ring fenced subsequently) for when repairs need completing. Proposed Cllr P Leonard, seconded Cllr A Pallett, approved by majority. Cllr G Woodbridge wished it to be noted he abstained from vote.

NOTED AS APPROVED but under the Councils Standing Orders these matters were not included/listed on the Team Lead monthly update or appeared as listed on the agenda as follows:

-to increase burial fees by 5% from 1 April 2022. Proposed by Cllr E Johnston, seconded by Cllr R Aitchison, Cllr A Pallett objected.

D) Planning

NOTED no budget provision currently required for planning matters although the council does now retains a Land Agent (as monthly expense)

NOTED Cllr A Pallett statement that if required she will pay for items out of her own pocket under her option to claim annually her allowance as an elected member.

NOTED Cllr G Woodbridge objection to this stating that no councillor should pay for any items in execution of their duty and that as disbursements should be claimed back as expenses.

08/22

CURRENT MATTERS ARISING & ANY FURTHER APPROVALS FROM TEAM LEAD & DELEGATED CLLRS IN MONTH.

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.

NOTED next meeting will be on 26 January 2022 at the Pavilion.

NOTED to date no Town Council monies have been spent on this community activity with all costs being met from successful grant applications.

NOTED AS APPROVED but under the Councils Standing Orders these matters were not included/listed on the Team Lead monthly update or appeared as listed on the agenda as follows:

-£1k towards the production of leaflets that will require distributing to every household in Soham and Barway. Proposed by Cllr R Aitchison, seconded by Cllr P Lane, approved unanimously.

B) Jubilee 2022 Committee – Request (part payments)

NOTED the quote for entertainments from the committee.

APPROVED payment of £2276.40 to reserve human hamster balls, climbing wall and laser clay pigeon shooting. Proposed Cllr R Aitchison, seconded Cllr A Pallett, approved unanimously.

NOTED AS APPROVED but under the Councils Standing Orders these matters were not included/listed on the Team Lead monthly update or appeared as listed on the agenda as follows:

-pavilion hire and recreation ground will be free for this event.

NOTED proforma deposit was paid for the hire of a large TV screen as approved previously.

NOTED Committee must ensure that all aspects of health and safety including first aid provision, toilet and publicity for the event.

NOTED & APPROVED Queen's Jubilee tree has been kindly donated by Barcham Trees and will be planted on the recreation ground on the day of the event (site to be confirmed).

C) 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.

NOTED LHI for Cyprian Rust Way (double yellow lines) is progressing.

NOTED a request from resident for double yellow lines at Weatherall's Close, Cllr A Pallett will be meeting with resident on Wednesday 26 January 2022 to discuss an LHI but this matter will not be subject to funding this financial year.

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) East Cambridgeshire Single Issue Review Consultation - Regulation 18 (The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)

NOTED without comment.

3 A) Decision Notice 20/01636/FUL - Phase II acknowledgement of Consultant costs to date

NOTED Cllr Pallett's comment that planning permission had been granted for Phase II of the pavilion but with many pre commencement conditions.

B) **21/01693/FUL** The Soham Lodge Nursing Home Soham Bypass Soham 14No Single storey bedroom extensions to provide day space and cooking facilities.

NOTED without further comment or objection

C) **21/01048/HYBM** Land To Rear Of 81 - 111 Brook Street Soham Hybrid planning application consisting of full planning permission for the demolition of 81 Brook Street and the provision of a new site and replacement bungalow along with outline planning permission (all matters reserved except for access) for the construction of up to 80 new homes (including affordable housing), public open space and associated infrastructure – AMENDMENT - Amended plans, site access plan, transport assessment and ecology.

NOTED & APPROVED Pigeon Investment Management Ltd's request to attend February's full council meeting to provide presentation and take questions and answers from Cllrs and any members of the public in attendance.

APPROVED to limit this (re)presentation to no more than 10 minutes consistent with other requests made by Developers under current organisational structure with a 15 min allowance for Q&A. Proposed Cllr A Pallett, seconded Cllr R Aitchison approved by majority.

D) **19/01600/ESO** Land West Of A142 Between East Fen Common And Qua Fen Common, And East Of Brewhouse Lane Soham Outline planning application for a residential led mixed-use development at Soham Eastern Gateway including a new mixed use hub (Class A1/A2/A3/A5/B1/D1 and C3 uses), associated highways and infrastructure works, drainage, open space and landscaping, with all matters reserved save for landscaping (including drainage, infrastructure works and open space) (in relation to Phases 1 and 3B) and access (including highways and infrastructure works) (in relation to Phase 1 only) AMENDMENT - Technical note in response to comments from the County Highway Authority

NOTED no further comments recorded.

NOTED Cllr R Aitchison's comment that she had read through the amendment and it would appear that that the site Developers do not want to/have no intention of putting a connecting road through to the town centre.

NOTED Cllr Aitchison's comment that if the medical centre were to move to this Development site and without a road to the town all users would have to drive along the A142 to access this essential amenity which she considered unacceptable.

E) 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/> .

No verbal comments recorded.

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

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

A) Pavilion Loft insulation costs – financial request this financial year.

NOTED - 3 quotes received by Cllr Horgan for Pavilion (front end) loft insulation
NOTED Cllr Horgan may be able to apply for a grant to help towards the cost of insulation but that the council is ineligible under this grant awarding Body's (ECDC) requirements as it retains sufficient CIL monies.

NOTED Cllr Woodbridge's question regarding use of CIL and confirmation that CIL should not for use for general repairs and maintenance.

NOTED AS APPROVED but under the Councils Standing Orders these matters were not included/listed on the Team Lead monthly update or appeared as listed on the agenda as follows:

- to apply for the grant and provide £500.00 for shortfall. Proposed Cllr D Woricker, seconded Cllr R Aitchison, approved unanimously.

B) Play Equipment

APPROVED repairs to Cantilever Swing £1627.00 + VAT from HAGS (preferred supplier and original play area Installer) Proposed Cllr D Woricker, seconded Cllr P Lane, approved unanimously.

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

1. Chapel repairs (Cllr Woodbridge verbal update)

NOTED strongly worded letter was sent by Clerk to roofing company (December 2021 meeting) and Office received an immediate response with roofing contractor being noted on site on-site next day.

NOTED currently rain water goods contractors have completed the guttering and the majority of the roofing is now in place.

NOTED once complete the 2 ridge crosses remain to be reinstalled.

NOTED Cllr G Woodbridge expectation that all exterior works should be completed by the end of February.

NOTED Matters under agenda item 08/22 F) Finance & Policy as agreed by full council were moved under Exclusion of the Public & Press to after agenda item 12/22

09/22 INCOME & PAYMENTS OF ACCOUNTS MADE (FP 22/20), 31st December 2021 Q3 NET INCOME & EXPENDITURE OUT-TURN

NOTED income & RESOLVED TO APPROVE those payments made to 31st December 2021 (inc. vat) of £67401.17 as attached to these minutes.

NOTED without comment the monthly financial reports consisting current monthly actual net (income and expenditure) budget statement & Q3 out-turn which had previously circulated to members via email and are attached to the council minutes as appendices are additionally reproduced on the councils website <https://www.soham-tc.gov.uk/soham-town-council/accounts/monthly-accounts/>

10/22 COMMUNITY SUPPORT INCLUDING FINANCIAL REQUESTS

A) Soham Town Council - Armed Forces Covenant

NOTED no comments recorded in respect of this matter.

B) Fireman's benevolent Fund (Mayors charity for 2022)

NOTED Cllr Johnston would like more information regarding this Fund

NOTED Cllr R Aitchison's request that a Fund such as this should benefit both full time and retained firemen equally.

C) Barway Bridge - Resident request support (See attached)

NOTED residents email in concern regarding the state of disrepair to the bridge at Barway.

APPROVED a letter of support be sent to CCC Highways (responsible Authority) and a confirmation email of this action be to resident.

11/22

CORRESPONDENCE –NOTED ONLY UNLESS OTHERWISE INDICATED (*italicised* and in **bold**) IN THE MINUTES. (matters in bold or as highlighted in **red BOLD on the agenda** considered to be more relevant to Soham) Unless otherwise indicated all correspondence emailed/circulated to Cllrs as being received:

- ECDC December Leader's newsletter
- Soham Touchpoint New Year Special Edition
- Cambs Heritage Listing Project
- Cambridgeshire County Day - Arts, Culture and Sport Thursday 22 June 2022 @ July Course Newmarket
- Highways Events Diary January 2022
- Street works - Proposed TTRO - Broad Piece, Soham 31/01/2022 - 02/02/2022
- Street Works - TTRO 22/043 - Mill Corner, Soham
- East Cambs District Council - Business Growth Fund
- COVID-19 Business support grant-Omicron Hospitality and Leisure grant
- Submission and Publication of Isleham Neighbourhood Plan (08 Dec 21 to 26 Jan 22)
- Info for Workshop: East Cambs Food Poverty Collaboration | Tues 14th Dec. 3 - 4.45pm
- Soham Station opening - thank you message
- Soham Town Council - Armed Forces Covenant
- ICCM Member Newsletter 15th December 2021; 2, 17th December 2021
- East Cambs Think Community Newsletter Notes from Food Poverty Collaboration + Household Support Fund.
- Active Travel proposals for Soham
- Greater Cambridge Partnership Northern Community Forum meeting
- Keep Britain Tidy Save the Date!
- Public Sector Executive: How to decarbonise through EV adoption

12/22

MONTHLY PAPERS/BIBIOGRAPHY/ PERIODICALS/ BULLETINS (LIST TO APPEAR IN MINUTES ONLY)
NOTED

13/22

DATE OF NEXT MEETING

- Soham Town Council Monday 14 February 2022
(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).

At 9:10pm the Chairman closed the meeting and under Exclusion of Public and Press

08/22

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

a) Team Lead delegated Cllr update- monthly update report reproduced at <https://www.soham-tc.gov.uk/monthly-update-reports-finance-policy/>

NOTED successful purchase of the land to be called Drayton Meadows for community benefit to be added to the assets list.

NOTED the possibility of planting a 'circle of seven trees' to mark Queen Elizabeth II Platinum Jubilee at Drayton Meadows

NOTED the possibility of obtaining a further 2x packs (300 trees) for the Queens Green Canopy to plant a copse on this land but that this requires further consideration and planning including the viability (watering needs) and sustainability to this proposed action.

NOTED potential purchase of small portion of land High St suitable for 'greening up' purposes which requires further investigations (to be tabled at a at March 2022 meeting).

APPROVED Cllrs Aitchison and Leonard to liaise with current Land Agent to investigate all the above matters to provide a plan of action.

NOTED further land acquisitions remain ongoing wrt to Millcroft Allotment and cemetery extension (s106).

The meeting ended at 9.43pm.