



Soham Town Council  
The Walter Gidney Pavilion  
Fountain Lane  
Soham  
Cambridgeshire CB7 5ED  
Town Clerk: MJ Strand  
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**NOTICE OF MEETING:**

Full Council

**TIME:** 7.15pm**DATE:** 11<sup>th</sup> September 2023**VENUE:** Walter Gidney  
Pavilion Fountain Lane Soham  
CB7 5ED**To: All Members of Soham Town Council**

You are hereby summoned to attend a 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. 5<sup>th</sup> September 2023

**Presentation from Victoria Wingfield re: Soham Station Projects.**

**AGENDA****40/23 APOLOGIES FOR ABSENCE****41/23 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

**42/23 CHAIRMAN'S ANNOUNCEMENTS & TOWN CLLR UPDATES**

*(maximum 5 minutes per group)*

- a. Invitation to the Mayor from the High Sheriff of Cambridgeshire to attend a service for His Majesty's Judiciary, Sunday 8<sup>th</sup> October, Peterborough Cathedral.
- b. Local Highways Improvement (High Street) – Cllr Horgan.

**43/23 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.

**44/23 COUNTY & DISTRICT COUNCILLOR REPORTS****45/23 APPROVAL OF MINUTES**

- a. To approve the minutes from the Full Council Meeting held 10<sup>th</sup> July 2023.
- b. To note the draft minutes of the Planning Committee Meeting held 31<sup>st</sup> July 2023.
- c. To note the draft minutes of the Community Amenities Committee Meeting held 4<sup>th</sup> September 2023.

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All correspondence should be addressed to the Clerk of the Council

- d. To note the draft minutes of the Finance & Policy Committee Meeting held 4<sup>th</sup> September 2023.

**46/23**

**MATTERS ARISING FROM THE MINUTES.**

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

**47/23**

**FINANCE & GOVERNANCE MATTERS**

- a. To receive and approve Receipts & Payments for August/September 2023 (as listed at the end of the agenda).  
b. To receive and approve bank reconciliation and financial reports for June & July 2023.  
c. To note - completion of external audit of the Annual Governance & Accountability Return (AGAR) for 2022-23 – no matters raised.  
d. To consider and approve quotation for cloud-based access to Rialtas software, cost £50.00 per month.

**48/23**

**RECREATION GROUND/PAVILION/TOWN MATTERS**

- a. Neighbourhood Planning - to consider and approve proposal from Cllr Aitchison re: funding up to £3,256 to complete the Plan.  
b. Pavilion Phase II –
  - To consider and approve purchase of 40ft shipping container for storage of grounds equipment, cost £1,450 (15 yrs. old) or £3,150 (3 yrs. old) or £3,800 (brand new with venting system), plus extras – lock box, £65.00, padlock for lock box, £55.00, £480.00 for roof covering (for older models), £450.00 for delivery.
  - To consider and approve purchase of a ramp for the front of the building to allow disabled access, cost £1,799.95.
  - To consider and approve plans recommended by the Community Amenities Committee for submission to ECDC.
  - To consider and approve further budget of £3,000 for demolition related costs including any necessary tree works and tree protection scheme.

c. To consider and approve quotations from Anglian Water and Shane White Groundworks Ltd for connection of water to the Weatheralls Allotments, cost £3,200.40 (Outside the scope for VAT) and £1,100.00 +VAT respectively.  
d. To consider and approve quotation for crushed tarmac for car park area at the Weatheralls Allotments, cost £2,450.00 +VAT.  
e. To consider and approve proposals for Connections Bus and youth – Cllr Aitchison.  
f. To consider request from Alina's Kitchen to trade at Kingfisher Drive sports ground.  
g. To consider maintenance of the town's verges, weed spraying, and the Brook Dam Lane duck pond area. (See Clerk's report, final paragraph.)

**49/23**

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

- Planning Committee – Monday 25<sup>th</sup> September, 1pm.
- Finance & Policy Committee – Monday 2<sup>nd</sup> October, 10:30am.
- Full Council – Monday 9<sup>th</sup> October, 7:15pm.
- Community Amenities – Monday 4<sup>th</sup> December, 7:15pm.

Aug-23

**PAYMENTS**

Receipt No or Invoice No	Code	DDR or BACS	Date	Payer	Details	Nett	VAT	Gross
DRD/S01024000 2	203/23	BACS	01-Aug	Edmondson Hall Solicitors	Professional Charges - Scout & Guide Lease	1126.00	224.00	1350.00
MOR- 9949	204/23	DDR	03-Aug	Mor-Tech Computing Services	IT Support & Maintenance	175.00	35.00	210.00
89/70/23	205/23	BACS	04-Aug	CEL Group	South Chapel works	24757.34	4951.47	29708.81
808046207	206/23	DDR	18-Aug	British Gas	Pavilion gas	31.80	1.59	33.39
SE-13-24	207/23	DDR	01-Aug	Adams-Payne Safety	Health & safety Advisor	500.00		500.00
4221	208/23	BACS	14-Aug	CAPALC	Planning Training - MF	50.00		50.00
MO56 C6	209/23	DDR	01-Aug	BT	Landline & Mobile	211.92	42.38	254.30
3007314860	210/23	BACS	14-Aug	TotalEnergies	Pavilion electricity	572.31	114.46	686.77
3007011733	211/23	DDR	22-Aug	TotalEnergies	UMS	99.72	4.98	104.70
45120	212/23	BACS	14-Aug	VCAEC	Transport - Rumsey	31.95		31.95
0005	213/23	BACS	14-Aug	Conor Bedford & Co	Electrical Condition Report	330.00	66.00	396.00
Email	214/23	DDR	14-Aug	GDPR/Data Protection	Annual Renewal	40.00		40.00
101685	215/23	BACS	14-Aug	Acetech Security	Remove & refit CCTV cameras from back hall to front of pavilion	795.00	159.00	954.00
38511	216/23	BACS	14-Aug	MHH Partnership	Payroll services	39.00	7.80	46.80
SI56163	217/23	BACS	14-Aug	Blanchere	Christmas lights hire	5348.16	1069.63	6417.79
334876	218/23	BACS	14-Aug	Briar Security	Decommission key pads back hall	440.00	88.00	528.00
PAYROLL	219/23	BACS	22-Aug	Payroll	Staff Salaries	7259.12		7259.12
PAYE	220/23	BACS	22-Aug	LGPS	Staff Pension	2204.63		2204.63
PAYE	221/23	BACS	22-Aug	HMRC	Staff tax & NI	1959.82		1959.82
IEE20230085756 82	222/23	CCARD	08-Aug	BP Express	Petrol - JG	53.42	10.68	64.10
2302	223/23	CCARD	09-Aug	Adobe	Acrobat Pro - MS	16.64		16.64
	224/23	BACS	16-Aug	Neighbourhood Watch	Signs - Bittern Grove	30.00		30.00

4229	225/23	BACS	16-Aug	CAPALC	Managing Projects Training - MS	40.00		40.00
18085	226/23	BACS	16-Aug	R Plamer & Sons	Weatheralls gates + sundries for groundsmen	4714.96	943.00	567.96
90959	227/23	BACS	16-Aug	Hags	Playground repairs	741.00	148.20	889.20
206-0464988-3569126	228/23	CCARD	16-Aug	Amazon	Kettle - MF	18.32	3.66	21.98
8122	229/23	BACS	17-Aug	Cambridgeshire ACRE	Neighbourhood Planning	2100.00	420.00	2520.00
IV00009607	230/23	DDR	24-Aug	SSE	Cemetery Electricity	26.09	1.30	27.39
SB20230674	231/23	BACS	18-Aug	PKF Littlejohn	AGAR	1365.00	273.00	1638.00
106735	232/23	BACS	18-Aug	CamAlarms	Disconnect back hall equipment - Fire Alarm	176.38	35.28	211.66
12409176	233/23	DDR	27-Aug	WAVE (Anglian Water)	Berrycroft Allotments	104.78		104.78
9670215	234/23	CCARD	18-Aug	Royal Mail	1st & 2nd class stamps - MF	92.50		92.50
0014	235/23	BACS	21-Aug	Connor Bedford & Co	Disconnect back hall Electricity	60.00		60.00
MO25 DC	236/23	DDR	24-Aug	BT	Lease Line	665.00	133.00	798.00
MO57 G6	237/23	DDR	31-Aug	BT	Landline & mobile	206.92	41.38	248.30
026-4178837-0149116	238/23	CCARD	23-Aug	Amazon	Disposable cups - MF	7.00	1.40	8.40
106862	239/23	BACS	24-Aug	CamAlarms Ltd	Maintenance of fire alarm	240.20	48.04	288.24
CD970535724	240/23	BACS	24-Aug	Hutchisons	Depitox	84.00	16.80	100.80
3007475152	241/23	BACS	25-Aug	TotalEnergies	CCTV/Festive Lights			4488.85
026-8165818-8775528	242/23	CCARD	25-Aug	Amazon	Latex Gloves - MF	9.90	1.98	11.88
026-4192113-3101168	243/23	CCARD	25-Aug	Amazon	Black bin bags - MF	29.88	5.97	35.85
345802601	244/23	DDR	31-Aug	WAVE (Anglian Water)	Cemetery Water	756.60		756.60
S/T/C	245/23	BACS	30-Aug	Ric's Mobile Mechanics	Toro	346.11		346.11
101222575	246/23	DDR	30-Aug	Thalia	Recreation & cemetery waste	93.70	18.74	112.44
106898	247/23	BACS	30-Aug	CamAlarms	WC alarms	41.50	8.30	49.80

INV-0357	248/23	BACS	30-Aug	SJ Harrison Tree Services	St Andrews Churchyard	565.00	113.00	678.00
MEM245775-1	249/23	CCARD	31-Aug	SLCC	Principle Membership - MF	13.75		13.75
SE-16-24	250/23	DDR	31-Aug	Adams-Payne Safety	Health & safety Advisor	500.00		500.00
026-69000896-5034760	251/23	CCARD	31-Aug	Amazon	Disposable cups - MF	20.58	4.11	24.69

5368.9 60066.59





**Sep-23**

**RECEIPTS**

<b>Receipt No or Reference No</b>	<b>BACS Cash Cheque Sum-up</b>	<b>Date</b>	<b>Payer</b>	<b>Details</b>	<b>Nett</b>	<b>VAT</b>	<b>Gross</b>
16/23	BACS	01-Sep	Natasha Goldson Yoga	Recreatin Ground hire	44.00		44.00

44.00