



Soham Town Council
The Walter Gidney Pavilion
Fountain Lane
Soham
Cambridgeshire CB7 5ED
Town Clerk: MJ Strand
Tel: 01353 723472
Email: info@soham-
tc.gov.uk
Web: www.soham-tc.gov.uk

NOTICE OF MEETING:

Full Council

TIME: 7.15pm**DATE:** 12th February 2024**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 6th February 2024

Presentation from RJS Corporate – Land Agent

AGENDA**84/24 APOLOGIES FOR ABSENCE****85/24 CO-OPTION OF COUNCILLOR**

- a. To consider application for co-option onto the Council from Mr Charles Warner.

86/24 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

87/24 CHAIRMAN'S ANNOUNCEMENTS & TOWN CLLR UPDATES

(maximum 5 minutes per group)

- a. Highways re: road lining – Cllr Woricker.
b. Coronation Committee re: return of funds from grant, £424.22 – Cllr Pallett.
c. CCC Finance & Budget Webinar – Cllr Horgan.

88/24 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.

89/24 COUNTY & DISTRICT COUNCILLOR REPORTS**90/24 APPROVAL OF MINUTES**

- a. To approve the minutes from the Full Council Meeting held on 11th December 2023.

- b. To note the draft minutes of the Finance & Policy Committee Meetings held on 15th January and 5th February 2024.
- c. To note the minutes of the Planning Committee Meeting held on 18th December 2023 and the draft minutes of the meeting held on 29th January 2024.

91/24 MATTERS ARISING FROM THE MINUTES.

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

92/24 FINANCE & GOVERNANCE MATTERS

- a. To receive and approve Receipts & Payments for January/February (as listed at the end of the agenda).
- b. To receive and approve bank reconciliation and financial reports to 31st December 2023.
- c. To note Health & Safety Activity Report July-December 2023.
- d. To review and approve charges for Pavilion & Recreation Ground hire including allowing community groups, the Soham Carnival and the Pumpkin Fair free hire for 2024-25.
- e. To review and agree Cemetery fees and allotment rent for 2024-25.
- f. To consider and approve Local Highways Initiative lead Councillor.
- g. To consider and approve delegated powers to the Clerk and Assistant Clerk regarding reduction of burial fees in exceptional circumstances, up to £1,000.00.

93/24 RECREATION GROUND/PAVILION/TOWN MATTERS

- a. Neighbourhood Plan – to consider and approve the Draft Plan for Soham & Barway for submission to ECDC for independent examination.
- b. Pavilion Phase II – to consider proposals from two architects for the rebuilding of the rear of the pavilion to provide a community space with kitchen, storage and toilet facilities, and to appoint an architect to take the project forward to submission of a planning application.
- c. To consider cash offer of £25,000 for land at Guntons Close.
- d. To consider budget for D-Day 80th anniversary commemoration - £5k to £6k – Cllrs Aitchison and Chouler. (*Deferred from Finance & Policy Committee.*)
- e. To consider donation to the Conservation Volunteers re: provision of trees for Drayton Meadows, £100 to £200 – Cllr Aitchison. (*Deferred from Finance & Policy Committee.*)
- f. To consider and approve quotation for urgent repairs to the boundary wall between the cemetery and Pet Doctor's, £6311.25 +VAT (*Deferred from Finance & Policy Committee.*)
- g. To consider and approve request from Larry Gray Funfair for hire of the recreation ground April or July (depending on ground conditions). Usual charge £500 +VAT.
- h. To consider and approve request for use of the recreation ground for Holi Festival (including the throwing of paint powder and paint).
- i. To note update from meeting with Mereside Medical re: planning for new medical centre.
- j. To consider and approve enhanced retained services from RJS Corporate to include Estate Management of the Council's assets, cost £2,166.00 +VAT per month (an increase from one day per month to one day per week). (Presentation of services to be made at the beginning of the meeting.)

94/24 CORRESPONDENCE FOR INFORMATION

- a. Viva re: thank you for supporting solar panel application.
- b. Resident volunteer re: thank you for recreation ground Christmas tree.

95/24 MATTERS FOR FUTURE CONSIDERATION AND DATE OF NEXT MEETINGS

- Community Amenities – Monday 19th February, 7:15pm.
- Planning Committee – Monday 26th February, 1pm.
- Finance & Policy Committee – Monday 4th March, 10:30am.
- Full Council – Monday 11th March, 7:15pm.

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.

Jan-24		PAYMENTS						
Receipt No or Invoice No	Code	DDR or BACS	Date	Payer	Details	Nett	VAT	Gross
4518	01/24	BACS	08-Jan	CAPALC	Biodiversity Training - RA	40.00		40.00
12948200	02/24	BACS	08-Jan	WAVE	Leak detection Cemetery	549.00	109.80	658.80
MOR-10988	03/24	DDR	02-Jan	Mortech	IT Support & Maintenance	175.00	35.00	210.00
SE-33-24	04/24	DDR	01-Jan	Adams-Payne Safety	Health & Safety Advisor	500.00		500.00
101228726	05/24	DDR	08-Jan	Thalia	Recreation & cemetery waste	439.14	87.83	526.97
7181991	06/24	BACS	08-Jan	ESPO	Stationery	58.10	11.62	69.72
INV86352	07/24	DDR	17-Jan	ETHOS	Photocopier	238.84	47.77	286.61
IEE20240003254 22	08/24	CCARD	09-Jan	Adobe	Acrobat Pro	16.64		16.64
2324-0001	09/24	BACS	10-Jan	S&F Home and Garden Landscapes	Works at pavilion	675.00		675.00
2324-002	10/24	BACS	10-Jan	S&F Home and Garden Landscapes	Works at Drayton Meadows	350.00		350.00
INV-04457	11/24	BACS	11-Jan	Geoff Hobbs Haulage Ltd	Shingle Cemetery Road	675.41	135.08	810.49
15791	12/24	BACS	11-Jan	CLT Tyres & Exhaust	Tyres Toro	116.19	23.23	139.42
C02222887	13/24	BACS	12-Jan	Net World Sports	2 x football goals (EMR)	2664.99	533.00	3197.99
MO30 ZY	14/24	DDR	25-Jan	BT	Leaseline	665.00	133.00	798.00
PAYROLL	15/24	BACS	22-Jan	Salaries	Staff Payroll	8243.24		8243.24
PAYROLL	16/24	DDR	22-Jan	Staff	PAYE	2427.63		2427.63
PAYROLL	17/24	BACS	22-Jan	Staff	Pensions	2539.93		2539.93
	18/24	Cheque	17-Jan	JF Staples	Drayton Meadows & Cemetery works	840.00		840.00
15930	19/24	BACS	17-Jan	CLT Tyres & Exhaust	Puncture repair Tractor	65.00	13.00	78.00
7195138	20/24	BACS	18-Jan	ESPO	Equipment following VDU Assessments	55.35	11.07	66.42
MO621S	21/24	DDR	31-Jan	BT	Landline & Mobile	206.92	41.38	248.30
1765	22/24	CCARD	19-Jan	ASDA	Water - MG	6.50		6.50
6658	23/24	CCARD	19-Jan	ASDA	Water - JG	6.50		6.50
93263	24/24	BACS	22-Jan	Witham Oil	Respirator	17.20	3.44	20.64
026-8752819- 7719520	25/24	CCARD	22-Jan	Amazon	Duster - MF	7.49	1.50	8.99
026-9432834- 3880351	26/24	CCARD	22-Jan	Amazon	Padlocks - Allotments MF	65.70	13.14	78.84
AUB12097	27/24	BACS	24-Jan	Aubergine	Annual eform subscription	50.00	10.00	60.00
6327	28/24	BACS	24-Jan	M&H Civil Engineering Ltd	Works on back hall for water	7028.89	1405.78	8434.67
8274	29/24	BACS	25-Jan	Cambridgeshire ACRE	Annual membership	54.17	10.83	65.00
INV-0418	30/24	BACS	26-Jan	SJ Harrison Tree Services	Tree works cemetery & recreation ground	1230.00	246.00	1476.00
INV-0419	31/24	BACS	26-Jan	SJ Harrison Tree Services	Emergency Tree works cemetery	310.00	62.00	372.00
108242	32/24	BACS	26-Jan	CamAlarms	Fault repair toilet alarm	135.00	27.00	162.00

Jan-24		RECEIPTS					
Receipt No or Reference No	BACS Cash Cheque Sum-up	Date	Payer	Details	Nett	VAT	Gross
Jan-24	BACS	08-Jan	William Rowland	Hall Hire	20.00		20.00
B2560/24	BACS	11-Jan	Peasgood & Skeates	Burial	535.00		535.00
B2561/24	BACS	17-Jan	Harvey	Burial	535.00		535.00
B2562/24	BACS	19-Jan	RJ Pepper & Son	Burial	560.00		560.00
B2563/24	BACS	26-Jan	Ivett & Reed	Memorial	250.00		250.00

Feb-24		PAYMENTS						
Receipt No or Invoice No	Code	DDR or BACS	Date	Payer	Details	Nett	VAT	Gross
3007011733	33/24	DDR	20-Feb	TotalEnergies	Street Lighting electricity	146.03	7.32	153.35
3007314860	34/24	DDR	22-Feb	TotalEnergies	Pavilion Electricity	844.66	168.93	1013.59
BGL481571	35/24	DDR	03-Feb	British Gas	Pavilion Gas	231.50	11.58	243.08
MOR-11205	36/24	DDR	02-Feb	Mor-Tech	IT support & Maintenance	175.00	35.00	210.00
INV-0425	37/24	BACS	02-Feb	SJ Harrison Tree Services	Recreation ground tree works	585.00	117.00	702.00
1630	38/24	BACS	02-Feb	DEMCOM	Demolition back hall	7914.00	1582.80	9496.80
6331	39/24	BACS	02-Feb	M&H Civil Engineering Ltd	Cemetery water leak	773.17	154.63	927.80
SE-36-24	40/24	DDR	02-Feb	Adams-Payne Safety	Health & Safety Advisor	500.00		500.00
70353754	41/24	BACS	02-Feb	PHS Group	Waste collection	343.48	68.70	412.18
101230547	42/24	DDR	02-Feb	Thalia	Recreation & cemetery waste	476.62	95.32	571.94
300020		Cheque	05-Feb	Petty Cash	Transfer	300.00		300.00
026-6982565-6597944	43/24	CCARD	05-Feb	Amazon	Wildlife camera - MF	104.15	20.83	124.98
INV-2026	44/24	BACS	05-Feb	Human Capital Department	HR Support	97.00	19.40	116.40