



Soham Town Council
The Walter Gidney Pavilion
Fountain Lane
Soham
Cambridgeshire CB7 5ED
Town Clerk: MJ Strand
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NOTICE OF MEETING:
Annual Full Council
TIME: 7.15pm
DATE: 13th May 2024
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: 14 Vacancies: 1

Mrs MJ Strand

Marilyn Strand, Town Clerk. 8th May 2024

AGENDA

- 1/24 ELECTION OF TOWN MAYOR (CHAIRMAN OF THE COUNCIL) FOR ENSUING CIVIC YEAR (and signing of Declaration of Acceptance of Office).**
- 2/24 APPOINTMENT OF DEPUTY MAYOR (VICE CHAIRMAN OF THE COUNCIL) FOR ENSUING CIVIC YEAR**
- 3/24 APOLOGIES FOR ABSENCE**
- 4/24 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
- 5/24 CHAIRMAN'S ANNOUNCEMENTS & TOWN CLLR UPDATES**
(maximum 5 minutes per group)
- a. Wicken Fen Milestone Celebrations – Cllr Johnston.
 - b. Visit to French town twinned with Soham – Cllr Woricker.
- 6/24 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.
- 7/24 COUNTY & DISTRICT COUNCILLOR REPORTS**
- 8/24 APPROVAL OF MINUTES**
- a. To approve the minutes of the Full Council Meeting held 8th April 2024.
 - b. To note the draft minutes of the Planning Meeting held on 29th April 2024.

9/24 MATTERS ARISING FROM THE MINUTES.

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

10/24 FINANCE & GOVERNANCE MATTERS

- a. To receive and approve Receipts & Payments for April/May 2024 (as listed at the end of the agenda).
- b. To receive and approve bank reconciliation and financial reports to 31st March.
- c. To receive and action Internal Auditor's report for the 2023-24 financial year.
- d. To approve and sign the Annual Governance Statement for 2023-24.
- e. To approve and sign the Annual Accounting Statements for 2023-24.
- f. To review payments by Direct Debit (as per Financial Regulation 6.7).
- g. To note confirmation of schedule of Full Council and Committee Meetings.
- h. To agree membership to Standing Committees (Committees to elect Chairman at their next meeting).
- i. To note confirmation of membership to working parties and external bodies.
- j. To consider grant application from CCC for the Summer Reading Challenge for £250.00.
- k. To consider grant application for £500.00 from Soham Pumpkin Fair for portable toilets for the event.

11/24 RECREATION GROUND/PAVILION/TOWN MATTERS

- a. Neighbourhood Planning – to note confirmation of submission of the Soham & Barway Neighbourhood Plan to ECDC for Regulation 16 Consultation.
- b. Pavilion Phase II – to note Biodiversity Net Gain Report from Andrew Fleet Architects.
- c. To consider the following safety inspection reports and take any necessary action:
- Fountain Lane Playground
 - Fountain Lane BMX/Skate/Basketball
 - Gym Equipment at Recreation Ground
 - Kingfisher Drive.
- d. To consider and approve budget of £7,500 to purchase or lease an open-backed van for use by the grounds maintenance team.
- e. To consider and approve proposal to remove the teenage shelter and replace with picnic tables/benches – cost up to £3,000 (see Clerk's report).
- f. To approve purchase of Trimax grass cutter (to replace 25-year-old gang mowers – see Clerk's report), cost £9,855.00 +VAT.
- g. To consider request from resident to place a bench in the cemetery (to be purchased by the resident).
- h. To consider request from resident re: replacement of fencing between their garden and the recreation ground.

12/24 CORRESPONDENCE

- a. Rural Services Network re: membership benefits.
- b. District Cllr Vellacott re: medical centre planning application.
- c. Viva re: SoFest 2024 (safety and events management information).

13/24 MOTION TO EXCLUDE

To resolve under the Public Bodies (Admissions to Meetings) Act 1960, that public and representatives of the press and broadcast media be excluded from the meeting during consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

14/24 PURCHASE OF LAND

- a. To consider potential land to purchase for community use – Cllr Johnston.

15/24 MATTERS FOR FUTURE CONSIDERATION AND DATE OF NEXT MEETING

- Annual Town Meeting, Monday 20th May.
- Finance & Policy, Monday 3rd June (to be confirmed).
- Planning Committee, Monday 20th May.
- Ordinary Full Council Meeting, Monday 10th June.
- Community Amenities Committee, Monday 24th 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-24		RECEIPTS					
Receipt No or Reference No	BACS Cash Cheque Sum-up	Date	Payer	Details	Nett	VAT	Gross
	BACS	19-Apr	Ivett & Reed	Memorial - Hayhoe	190.00		190.00
02/24	BACS	15-Mar	Soham Town Rangers	Lease - Kingfisher	25.00		25.00
	Cheque	23-Apr	UK Power Networks	Scout Hut wayleave	2.30		2.30
ECDC	BACS	30-Apr	ECDC	Precept 1 of 2			220,667.00
ECDC	BACS	30-Apr	ECDC	CIL			15,734.59

Apr-24		PETTY CASH					
Receipt No or Reference No	Date	Payer	Details	Nett	VAT	Gross	Balance
15/24	8-Apr	Soham Cycles	Keys Cut MG (CCARD)	50.00		50.00	

Apr-24		PAYMENTS						
Receipt No or Invoice No	Code	DDR or BACS	Date	Payer	Details	Nett	VAT	Gross
	132/24	DDR	1-Apr	RJ Spriddell	Land agent	£500.00	£100.00	£600.00
MOR-11685	133/24	DDR	02-Apr	Mor-Tech	IT Support & Maintenance	175.00	35.00	210.00
333130352/24	134/24	DDR	24-Apr	Total Energies	Pavilion Electricity	805.13	161.03	966.16
333130330/24	135/24	DDR	22-Apr	Total Energies	Street Lighting	137.02	6.85	143.87
7175789	136/24	DDR	02-Apr	British gas	Pavilion Gas	296.35	14.82	311.17
INV99639	137/24	DDR	17-Apr	Ethos	Photocopying	74.84	14.97	89.81
141232	138/24	BACS	03-Apr	Pear Technology	Cemetery map for website	700.00	140.00	840.00
89/15/24	139/24	BACS	03-Apr	CEL Group Ltd	Flint wall repairs cemetery	6311.25	1262.25	7573.50
INV-2108	140/24	BACS	03-Apr	Human Capital Department	HR Support	79.00	15.80	94.80
SM30327	141/24	BACS	03-Apr	Rialtas	Allotments annual support & maintenance	249.00	49.80	298.80
SM30328	142/24	BACS	03-Apr	Rialtas	Rialtas cloud user fee	660.00	132.00	792.00
SM30326	143/24	BACS	03-Apr	Rialtas	Making tax digital for VAT	110.00	22.00	132.00
SM30325	144/24	BACS	03-Apr	Rialtas	Omega support & maintenance	999.00	199.80	1198.80
SE-44-24	145/24	DDR	03-Apr	Adams-Payne Safety	Health & Safety Advisor	500.00		500.00
8650	146/24	BACS	03-Apr	K & M Lighting services	Street lighting annual maintenance contract	336.00	67.20	403.20
79676	147/24	BACS	03-Apr	Open Spaces Society	Membership renewal	45.00		45.00
SI57273	148/24	BACS	03-Apr	Blachere Illumination UK Ltd	Hire of christmas lights	5348.16	1069.63	6417.79
026-8233028-3463531	149/24	CCARD	04-Apr	Amazon	Measuring Wheel - MF	24.99	5.00	29.99
026-8205757-6557161	150/24	CCARD	05-Apr	Amazon	PPE Boots Groundsmen - MF	24.22	5.11	30.71
026-1826251-2467500	151/24	CCARD	05-Apr	Amazon	Workwear Groundsmen - MF	93.24	20.76	114.00
40400	152/24	DDR	08-Apr	MHH Partnership	Payroll	40.00	8.00	48.00
871613	153/24	BACS	08-Apr	E CDC	ID bages	15.59	2.80	18.39
532194245	154/23	BACS	08-Apr	Zurich	Insurance	7774.46	72.04	7846.50
PAYROLL	155/24	BACS	22-Apr	LCGP	Staff pension	2539.93		2539.93
PAYROLL	156/24	DDR	22-Apr	HMRC	Staff PAYE	2588.89		2588.89
PAYROLL	157/24	BACS	22-Apr	Staff Salaries	Pay	9872.32		9872.32
	158/24	BACS	10-Apr	Clr Expenses	D Woricker	620.00		620.00
	159/24	BACS	10-Apr	Clr Expenses	E Johnston	620.00		620.00
	160/24	BACS	10-Apr	Clr Expenses	G Dyer	620.00		620.00
	161/24	BACS	10-Apr	Clr Expenses	G Woodbridge	620.00		620.00
	162/24	BACS	10-Apr	Clr Expenses	K Horgan	500.00		500.00
	163/24	BACS	10-Apr	Soham Community Group	Grant Application	500.00		500.00
5972	164/24	BACS	11-Apr	Fenland Spirit Services Ltd	Service & repairs to Toro	874.42	174.88	1049.30
199369	165/24	BACS	11-Apr	Ben Burgess	Trimax S4210 Procut	9855.00	1971.00	11826.00
IEE2024004056346	166/24	CCARD	11-Apr	Adobe	Acrobat Pro	16.64		16.64
026-9914382-1537161	167/24	CCARD	11-Apr	Amazon	Wellington Boots spraying - MF	11.53	2.31	13.84
026-2977196-5171514	168/24	CCARD	11-Apr	Amazon	Disposable Coveralls spraying - MF	16.64	3.32	19.96
026-2969310-2094740	169/24	CCARD	11-Apr	Amazon	Visor Spraying - MF	11.87	2.38	14.25
026-0839159-4826760	170/24	CCARD	11-Apr	Amazon	Gloves spraying - MF	15.40	3.09	18.49
026-0123425-0305905	171/24	CCARD	11-Apr	Amazon	Knapsack sprayer	152.12	30.42	182.54
M033 AT	172/24	DDR	10-Apr	BT	Lease line	665.00	133.00	798.00
	173/24	BACS	12-Apr	Clr Expenses	R Aitchison	500.00		500.00
	174/24	CCARD	11-Apr	Soham SF Connect	Diesel	54.20	10.85	65.05
337300672/24	175/24	DDR	13-Apr	Total Energies	Electricity - streetlights	131.38	6.57	137.95
337300683/24	176/24	DDR	13-Apr	Total Energies	Electricity - pavilion	802.20	160.43	962.63
337567917/24	177/24	DDR	13-Apr	Total Energies	Electricity - CCTV/Festive	264.52	13.23	277.75
IV00672295	178/24	DDR	23-Apr	SSE	Gas	58.41	2.92	61.33
4816/2024/252	179/24	BACS	01-Apr	ICCM	ICCM subscription	100.00		100.00
31480	180/24	BACS	14-Apr	MARPA	MARPA subscription	25.00		25.00
4.23004E+11	181/24	BACS	12-Apr	Rialtas	Yr end closedown	868.00	173.60	1041.60
8016281	182/24	BACS	05-Apr	CCC	Weatheralls lease	130.00		130.00
	183/24	BACS	16-Apr	AJ Products	High St trolley	499.00	99.80	598.80
RMTG/24/25/119	184/24	BACS	12-Apr	Rural Services Partnership	Rural Mkt Town subs	137.00	27.40	164.40
MO65 DD	185/24	DDR	17-Apr	BT	Telephone	222.28	44.45	266.73
	186/24	BACS	17-Apr	Clr Expenses	A Pallett	500.00		500.00
18367	187/24	BACS	11-Apr	Wack Builders	Staff Uniform	478.99	95.80	574.79
482544	188/24	BACS	17-Apr	CPS Fuels	Gas oil	404.90	20.25	425.15
100098225	189/24	BACS	19-Apr	Witham	Brake cleaner	9.85	1.97	11.82
Mor-11836	190/24	BACS	19-Apr	Mor-Tech	Office 365	1340.64	268.13	1608.77
7437370	191/24	DDR	20-Apr	British gas	Pavilion gas	168.01	8.40	176.41
74639609	192/24	DDR	20-Apr	Open Spaces Society	Membership renewal	45.00		45.00
6034	193/24	BACS	22-Apr	Fenland Spirit Services Ltd	Machinery repairs	54.17	10.83	65.00
871687	194/24	BACS	24-Apr	East Cambs DC	ID badges	22.52	4.20	26.72
INV253852199	195/24	CCARD	23-Apr	Zoom Inc	Zoom subscription	129.90		129.90
Mor-11906	196/24	DDR	26-Apr	Mor-Tech	IT Support & Maintenance	175.00	35.00	210.00
78483	197/24	BACS	24-Apr	Rospa Playsafey	Playground inspections	320.00	64.00	384.00
23033	198/24	BACS	28-Apr	Jigsaw	Jigsaw advert LHI	66.00		66.00
	199/24	CCARD	19-Apr	Ben Burgess	Machinery repairs	107.23	21.44	128.67
								0.00
							£6,192.66	£65,024.76