



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: 8th July 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: 14 Vacancies: 1

Mrs MJ Strand

Marilyn Strand, Town Clerk. 1st July 2024

AGENDA

27/24 APOLOGIES FOR ABSENCE

28/24 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

29/24 CHAIRMAN'S ANNOUNCEMENTS & TOWN CLLR UPDATES

(maximum 5 minutes per group)

- a. Acquisition of land – Cllr Johnston.
- b. Cemetery walkabout – Cllr Woodbridge.

30/24 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.

31/24 COUNTY & DISTRICT COUNCILLOR REPORTS

32/24 APPROVAL OF MINUTES

- a. To approve the minutes of the Full Council Meeting held 10th June 2024.
- b. To note the draft minutes of the Planning Committee Meeting held on 24th June 2024.
- c. To note the draft minutes of the Community Amenities Meeting held on 24th June 2024.

33/24 MATTERS ARISING FROM THE MINUTES.

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

34/24

FINANCE & GOVERNANCE MATTERS

- a. To receive and approve Receipts & Payments for June/July 2024 (as listed at the end of the agenda).
- b. To receive and approve bank reconciliation and financial reports to 31st May 2024.
- c. To consider and approve updated Terms of Reference for the Council's Standing Committees.
- d. To review and approve policies: Code of Conduct, Safeguarding, Debit Card, and Website Accessibility Policies.

35/24

RECREATION GROUND/PAVILION/TOWN MATTERS

- a. Pavilion Phase II – update.
- b. Neighbourhood Plan:
 - Update on Examination and retrospective approval of consultancy expenditure, £795.00 +VAT (paid under delegated powers).
 - To consider and approve Working Group's comments and recommendations following the Regulation 16 Consultation.
- c. To consider resident's offer of £500 to part-fund a replacement bench in St Andrew's Churchyard, and request to install commemorative plaque alongside existing plaque installed in 1974. (Total cost of bench £750.35 inclusive of VAT which cannot be claimed back.)
- d. To consider and approve recommendation of the Community Amenities Committee to purchase outright a Moveable Vehicle Activated Sign (MVAS), cost £5,750.00.
- e. To consider correspondence from resident re: position of football goals on the recreation ground.
- f. To consider proposal to facilitate information event on gardening activities in relation to climate change and the Council's declaration of a Climate Change Emergency – Cllr Aitchison.
- g. To consider proposal to have a guided walk around Drayton Meadows – Cllr Aitchison.
- h. To note Health & Safety report.

36/24

PLANNING MATTERS

- a. 19/01600/ESO Land west of A142 between East Fen Common and Qua Fen Common, and east of Brewhouse Lane – Outline planning application for up to 540 dwellings, a medical centre (E(e) use class), and up to 1,600 sqm GIA of use classes: E (a)(b)(c)(e)(f)(g) sui generis (r) hot food takeaway, F1, and F2 and associated highways and infrastructure works, drainage, open space and landscaping, with all matters reserved save for Phase 1 and 3B including landscaping, drainage, infrastructure works and open space, and access (including highways and infrastructure works) via a new roundabout to the A142, and new access points to the NE boundary of Staploe Medical Centre, the former garden centre, and to the boundary of land between East Fen Common and Cornwell Close. Location: Land West Of A142. **AMENDMENT: Update on the Ecology and Transport chapters of the Environmental Statement, amended PROW proposal and amended landscape drawings, including details for tree planting.** *(Please note: this Council will only be discussing the amendment as stated and not the Outline Planning Application.)*
- b. To consider a Council representative to attend ECDC's Extraordinary Planning Committee meeting on Tuesday 13th August at 2pm where applications 19/01600/ESO Soham Eastern Gateway and 24/00146/FUM Soham Medical Centre are to be determined.

37/24

MATTERS FOR FUTURE CONSIDERATION AND DATE OF NEXT MEETING

- Planning Committee, Monday 29th July, 1pm.
- Finance & Policy Committee, Monday 5th August, 10:30am (to be confirmed).
- Full Council, Monday 9th September, 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.

| Jun-24 | | PAYMENTS | | | | | | |
|--------------------------|--------|-------------|--------|---------------------------------|---|----------|--------|----------|
| Receipt No or Invoice No | Code | DDR or BACS | Date | Payer | Details | Nett | VAT | Gross |
| INV-2167 | 255/24 | BACS | 06-Jun | Human Capital | HR Support | 79.00 | 15.80 | 94.80 |
| TM20777 | 256/24 | BACS | 06-Jun | M Francis | Heavy Duty Weed Control Drayton Meadows | 22.93 | | 22.93 |
| 400061 | 257/24 | BACS | 06-Jun | Thurlow Nunn Standen | Leaf Blower | 262.50 | 52.50 | 315.00 |
| 400594 | 258/24 | BACS | 06-Jun | Thurlow Nunn Standen | Brushcutter | 678.33 | 135.67 | 814.00 |
| ORD508830-1 | 259/24 | BACS | 10-Jun | SLCC | The Clerk's Manual 2023 | 511.50 | 0.80 | 52.30 |
| BK216322-1 | 260/24 | BACS | 10-Jun | SLCC | National Conference - MS | 650.00 | 74.00 | 694.00 |
| BK216323-1 | 261/24 | BACS | 10-Jun | SLCC | National Conference - MF | 650.00 | 74.00 | 694.00 |
| 339510 | 262/24 | BACS | 10-Jun | Briar Security | Engineer call out | 108.00 | 21.60 | 129.60 |
| AUB12590 | 263/24 | BACS | 10-Jun | Aubergine | Annual domain renewal | 100.00 | 20.00 | 120.00 |
| IEE2024006551912 | 264/24 | CCARD | 10-Jun | Adobe | Acrobat Pro - MS | 16.64 | | 16.64 |
| MEM249790-1 | 265/24 | BACS | 10-Jun | SLCC | Membership Fee - MS | 403.00 | | 403.00 |
| 31/01/2024 | 266/24 | BACS | 10-Jun | TC Windows | Maintenance pavilion windows | 525.00 | | 525.00 |
| 13635184 | 267/24 | DDR | 20-Jun | WAVE (Anglian Water) | Pavilion Electricity | 1108.17 | | 1108.17 |
| SIN059091 | 268/24 | BACS | 10-Jun | Online Playgrounds | Repairs Recreation ground playground equipment | 315.80 | 63.16 | 378.96 |
| SIN059092 | 269/24 | BACS | 10-Jun | Online Playgrounds | Repairs Recreation ground playground Wetspour surface | 3187.00 | 637.40 | 3824.40 |
| MILEAGE | 270/24 | BACS | 10-Jun | M Francis | Mileage SLCC Branch Meeting | 25.20 | | 25.20 |
| 2900 | 271/24 | BACS | 12-Jun | Dorans Plumbing | Plumb in new Conceal-a-tap Pavilion | 691.00 | | 691.00 |
| IV01025240 | 272/04 | DDR | 24-Jun | SSE | Cemetery Electricity | 65.83 | 3.29 | 69.12 |
| 40796 | 273/24 | BACS | 12-Jun | MHH Partnership | Payroll Services | 43.75 | 8.75 | 52.50 |
| INV-0468 | 274/24 | BACS | 13-Jun | SJ Harrison Tree services | Cemetery & recreation ground trees | 1160.00 | 232.00 | 1392.00 |
| INV-0470 | 275/24 | BACS | 13-Jun | SJ Harrison Tree services | Cemetery emergency tree works | 140.00 | 28.00 | 168.00 |
| MO35 L1 | 276/24 | DDR | 13-Jun | BT | Lease Line | 665.00 | 133.00 | 798.00 |
| PAYROLL | 277/24 | BACS | 22-Jun | Staff | Staff payroll | 10200.65 | | 10200.65 |
| HMRC | 278/24 | DDR | 22-Jun | HMRC | Staff PAYE | 2780.74 | | 2780.74 |
| PENSION | 279/24 | BACS | 22-Jun | LCGPS | Staff Pension | 2539.93 | | 2539.93 |
| 026-0684766-3917116 | 280/24 | CCARD | 14-Jun | Amazon | Stihl strimmer line | 66.64 | 13.34 | 79.98 |
| 2906 | 281/24 | BACS | 19-Jun | Dorans Plumbing | 2 x conceal tap security keys | 81.40 | | 81.40 |
| 41428 | 282/24 | BACS | 19-Jun | Sigma Embroidery & Printing Ltd | Staff Uniform | 158.60 | 31.72 | 190.32 |
| 306/25/0001018 | 283/24 | DDR | 14-Jun | PEAC | Photocopier Lease | 799.99 | 160.00 | 959.99 |
| 102026 | 284/24 | BACS | 19-Jun | Acetech Security | Replacement camera and maintenance | 595.00 | 119.00 | 714.00 |
| 343197299/24 | 285/24 | BACS | 20-Jun | TotalEnergies | CCTV & Christmas lights | 267.23 | 13.37 | 280.60 |
| 300022 | 286/24 | Cheque | 20-Jun | Petty cash | Cash | 300.00 | | 300.00 |
| GBV-32157-PEPA-18452-110 | 287/24 | CCARD | 21-Jun | GB Vehicle Leasing | Processing fee - new vehicle | 250.00 | 50.00 | 300.00 |
| 324946565/24 | 288/24 | BACS | 21-Jun | TotalEnergies | Outstanding pavilion electricity | 768.89 | 153.78 | 922.67 |
| 342946587/24 | 289/24 | BACS | 21-Jun | TotalEnergies | Oustanding Street Lighting electricity | 126.74 | 6.34 | 133.08 |
| 5497 | 290/24 | CCARD | 21-Jun | BP Express | Petrol - JG | 59.23 | 11.85 | 71.08 |
| | 291/24 | BACS | 21-Jun | M Strand | Occupational Glasses | 150.00 | | 150.00 |
| 25758 | 292/24 | BACS | 26-Jun | Amethyst Horticulture | Hanging baskets | 2052.00 | 410.40 | 2462.40 |
| AUB12631 | 293/24 | BACS | 26-Jun | Aubergine | Annual subscription + Support | 199.00 | 39.80 | 238.80 |
| 10019 | 294/24 | BACS | 27-Jun | Mitchell & Mayle | Empty portacabin tank | 150.00 | | 150.00 |
| IV01052284 | 295/24 | DDR | 28-Jun | SSE | Cemetery Electricity | 3.24 | 0.16 | 3.40 |
| 7363049 | 296/24 | BACS | 27-Jun | ESPO | A4 paper & refuse sacks | 191.15 | 38.28 | 229.38 |
| 101239023 | 297/24 | DDR | 28-Jun | Thalia | Cemetery & recreation ground waste | 469.88 | 93.98 | 563.86 |
| NOR3055034 | 298/24 | BACS | 28-Jun | Newsquest Media | Job advert online | 250.00 | 50.00 | 300.00 |
| NOR3055017 | 299/24 | BACS | 28-Jun | Newsquest Media | Job advert newspaper | 145.00 | 29.00 | 174.00 |

| Jun-24 | | RECEIPTS | | | | | | |
|----------------------------|-------------------------|----------|------------------------|-----------------|--------|-----|--------|--|
| Receipt No or Reference No | BACS Cash Cheque Sum-up | Date | Payer | Details | Nett | VAT | Gross | |
| B24585/24 | Cheque | 03-Jun | Mr R Wadley | Burial | 590.00 | | 590.00 | |
| | BACS | 03-Jun | Zurich Insurance | Insurance claim | 590.00 | | 590.00 | |
| B04/24 | BACS | 03-Jun | Natasha Goldon | Yoga | 22.00 | | 22.00 | |
| B2586/24 | BACS | 10-Jun | Southgates Undertakers | Burial | 590.00 | | 590.00 | |
| B2587/24 | BACS | 26-Jun | Peasgood & Skeates | Burial | 660.00 | | 660.00 | |
| B2588/24 | BACS | 26-Jun | Peasgood & Skeates | Burial | 560.00 | | 560.00 | |

| Jun-24 | | PETTY CASH | | | | | | |
|----------------------------|---------|-----------------------|-------------------------------|-------|------|-------|---------|--|
| Receipt No or Reference No | Date | Payer | Details | Nett | VAT | Gross | Balance | |
| 18/24 | 20-Jun | Cllr E Johnston | Cable Ties & SD card - Amazon | 17.46 | 3.51 | 20.97 | £95.94 | |
| | 20 Jun | Cheque Paid in | £300 | | | | £395.94 | |
| 19/24 | 21 June | SJD Cleaning Services | Window Cleaner | 36.00 | | 36.00 | £359.94 | |

| Jul-24 | | PAYMENTS | | | | | | |
|--------------------------|------|-------------|--------|---------------|--------------------------|---------|---------|---------|
| Receipt No or Invoice No | Code | DDR or BACS | Date | Payer | Details | Nett | VAT | Gross |
| | | DDR | 1-Jun | RJ Spriddell | Land agent | £500.00 | £100.00 | £600.00 |
| 342946587/24 | | DDR | 08-Jul | Totalenergies | UMS Street Lighting | 121.55 | 6.08 | 127.63 |
| 342946565/24 | | DDR | 08-Jul | Totalenergies | Pavilion electricity | 675.41 | 135.08 | 810.49 |
| INV112628 | | DDR | 18-Jul | Ethos | Photocopying | 121.32 | 24.26 | 145.58 |
| MO67 LJ | | DDR | 01-Jul | BT | Landline & mobiles | 176.49 | 35.29 | 211.78 |
| BGL481571 | | DDR | 04-Jul | British Gas | Gas pavilion | 80.68 | 4.03 | 84.71 |
| MOR-12314 | | DDR | 03-Jul | Mor_tech | IT Support & Maintenance | 175.00 | 35.00 | 210.00 |