

MINUTES OF SOMERSHAM PARISH COUNCIL
ANNUAL GENERAL MEETING
Held at The Millennium Sports Pavilion, The Trundle, Somersham
Monday 17 May 2010 at 7.30 p.m.

PRESENT WERE: Mr A Beaven, Mr D Bonnett, Miss J Bullard, Mr D Cornwell, Mr S Criswell (in the Chair), Mr M Hoy, Mr P McCloskey, Miss L Minter, Mr G Siggs, Mr I Smith, Mrs J Smith, Mr R Sutton, Mr P Suckling and Mrs P Bryant (Parish Clerk)

IN ATTENDANCE: No members of the public were present.

1. ELECTION OF CHAIRMAN

It was proposed by Mr McCloskey, seconded by Mr Bonnett and RESOLVED by all councillors present with 1 abstention to elect Mr S Criswell.

Mr Criswell signed the Declaration of Acceptance as Chairman.

Mr Criswell thanked Mr Cornwell for his very effective Chairmanship over the last 2 years.

2. ELECTION OF VICE CHAIRMAN

It was proposed by Mr Sutton, seconded by Mr Hoy and RESOLVED by all councillors present with 1 abstention to elect Mr D Cornwell.

3. ELECTION OF WORKING PARTIES AND REPRESENTATIVES

The following working parties and representatives were proposed by Mr McCloskey, seconded by Mr Beaven and RESOLVED by a unanimous vote to be duly elected.

Somersham Charities of Poor's Money, William Petit Wilson & Robert Hempsted

Mr D Bonnett
Mr S Criswell
Mr M Hoy

The Harvey Feoffees Charity Committee

Mr D Cornwell
Mr S Criswell
Miss M Minter
Mr I Smith

Educational Charity of Thomas Hammond

Mr M Hoy
Mr I Smith
Mr R Sutton

St Ives Road Safety Committee

Mr M Hoy

Mr R Sutton
Mr P Suckling

Somersham County Primary School Governing Body

Mr P McCloskey

The Victory Hall Management Committee

Mr A Beaven
Miss J Bullard
Miss L Minter
Mr P Suckling

The Lake Working Party

Mr D Cornwell
Mr P McCloskey
Mrs D Siggs
Mr I Smith

Norwood Playing Field Working Party

Mr D Bonnett
Mr D Cornwell
Mr M Hoy
Miss L Minter
Mr P McCloskey

Public Footpath / Amenity Areas Working Party

Miss J Bullard
Mr S Criswell
Mrs D Siggs
Mr G Siggs
Mr I Smith (Tree Warden)

Finance, Insurance & Risk Management

Mr D Bonnett
Mr D Cornwell
Mr M Hoy
Mr P McCloskey
Mr G Siggs
Mr I Smith
Mrs J Smith(Health & Safety Officer)
Mr R Sutton

Millennium Sports Field Representative Trustees

Mr A Beaven
Miss J Bullard
Mr D Cornwell
Mr Hoy
Mr Smith

Youth Working Party

Miss J Bullard

Mr Hoy

Miss L Minter

Mr P Suckling

Christmas Lights Working Party

Mr G Siggs

Mr I Smith

Mrs J Smith

Somersham 'Voices' Newsletter

Mr P McCloskey

Mr G Siggs

Mrs J Smith

Mr P Suckling

Village Design Statement / Parish Plan Steering Group Representatives

Mr S Criswell

Mr M Hoy

Mr P McCloskey

Mr I Smith

Mrs J Smith

Mr R Sutton

CPALC Representatives

Mr R Sutton

Mr P Suckling

'Quality Council' Working Party

Mr D Cornwell

Mr I Smith

Mrs J Smith

Mr R Sutton

Hattie's Map Working Party

Mr D Cornwell

Mr G Siggs

Mrs J Smith

Traffic Watch Working Party

Mr D Bonnett

Mr S Criswell

Mr M Hoy

Mr P McCloskey

Mrs D Siggs

Environment Working Party

Mr S Criswell

Mr M Hoy
Mr P McCloskey
Mr I Smith
Mrs J Smith

Local Nature Reserve Working Party Representatives

Mr McCloskey
Mr G Siggs

Democracy Champion

Mr S Criswell

Personnel Working Party – small working party to review staff and council policy, staff issues, discipline and grievances, comprising of:

Miss J Bullard
Mr D Cornwell, Vice Chairman
Mr S Criswell, Chairman
Mr P Suckling

Leaseholder /Parish Council Liaison Working Party

Chairman
Vice Chairman
1 x Parish Councillor representative from each body – Friends of Somersham Library, Victory Hall Management Committee, Somersham Scouts, Somersham Sports & Leisure Association

Ramsey Neighbourhood Forum

Mr P McCloskey

4. APOLOGIES

Apologies for absence were accepted from:

Mrs D Siggs – illness
Cllr M Newman – at Wood Hurst PC

Mr Sutton left the meeting at 8.56pm after Item 18 – personal commitment

5. PARISH COUNCILLORS DECLARATIONS OF INTEREST

SEE APPENDIX 1

6. PUBLIC FORUM

At the meetings held on 19 & 26 April 2010 – No matters were discussed
It was proposed by Mr Sutton, seconded by Mr Cornwell and RESOLVED by a unanimous vote to close the meeting for a period of time to allow a public forum. The meeting was closed and reopened at 7.45 pm.

7. CO-OPTION TO FILL CASUAL VACANCY

The application closure date has been extended to 6 August 2010 as there has been no written interest expressed to date.

8. PLANNING MATTERS

PLANNING APPLICATIONS

None

PLANNING APPLICATIONS APPROVED

1000262TELDET SEW-05610 Land off Parkhall Road, Somersham
Installation of Sewage Pumping Station and Telemetry Equipment
(HDC - Permission not required)

PLANNING CORRESPONDENCE

HDC – Current Enforcement Cases within the Parish

At the request of Mr Sutton the Clerk will request a response from HDC on the lack of progress for cases involving 21A, Rectory Lane and The George PH.

It was proposed by Mr Cornwell, seconded by Mr Sutton and RESOLVED by a unanimous vote to state the parish council has reason to believe from the evidence they hold that the informant for 54, High Street was correct and HDC need to investigate further.

CCC – E/03009/09/CM Land at Bridge farm, Holme Fen Drove, Colne. Proposed extraction and processing of sand and gravel and construction of access onto Chatteris Road B1050, in connection with the construction of agricultural reservoirs.

To be considered at the Development Control Panel Meeting on 26 May 2010 10.30 am Shire Hall, Cambridge

PLANNING CONSULTATIONS

None

PLANNING DEPT QUESTIONS

The Clerk will query with Highways again a new access being created at The Meadow, Parkhall Road where there are shallow BT cables in the verge.

The Clerk will enquire whether the Traveller site at Wood Hurst has reapplied for planning.

9. MINUTES OF THE MEETINGS HELD ON 19 & 26 APRIL 2010

The Minutes of 19 April 2010 were proposed by Mr Bonnett, seconded by Mr McCloskey and RESOLVED by all councillors present with 2 abstentions to be a true record of events and were duly signed by the Chairman.

At the request of Miss Bullard her name was included to those present for 26 April 2010.

The Minutes of 26 April 2010 were proposed by Mr Bonnett, seconded by Mr McCloskey and RESOLVED by all councillors present with 2 abstentions to be a true record of events and were duly signed by the Chairman.

10. POLICE REPORT

Crime report presented at the meeting

**11. REPORT FROM COUNTY COUNCILLOR & DISTRICT COUNCILLOR
S CRISWELL**

Cllr Criswell said he had nothing to report which wouldn't come up elsewhere on the agenda.

12. PARISH CLERK'S REPORT

- a) Matters Arising Report - Accepted.
- b) Correspondence

The following correspondence has been received:

M & G Charibond Statement
COPE Newsletter – May 2010
CCC Cambridgeshire Older People's Newsletter
Cambridgeshire ACRE – The Playing Field

13. FINANCE & RISK MANAGEMENT MATTERS including: -

- a) **The Monthly Accounts** were proposed by Mr Bonnett, seconded by Miss Minter and RESOLVED by a unanimous vote to be paid. *SEE APPENDIX 2*
- b) **The Annual Return for 2009 / 2010 and Year-end Accounts**
 - The 2009/2010 Year-end Accounts were proposed by Mr McCloskey, seconded by Mrs Smith and RESOLVED by a unanimous vote to be adopted.
 - Section 1 of the Annual Return was proposed by Mr Bonnett, seconded by Mr Cornwell and RESOLVED by a unanimous vote to be correct.
 - Section 2 – Annual Governance Statement was proposed by Mrs Smith, seconded by Mr Sutton and RESOLVED by a unanimous vote to be correct.

Internal Auditor – It was proposed by Mr Bonnett, seconded by Mr McCloskey and RESOLVED by a unanimous vote to continue with Mr G Whitfield for 2010/2011.

c) To Pay Staff wages through BACS

It was agreed the pay document will be signed by 2 councillors as per the current arrangements for cheques.

It was proposed by Mr McCloskey, seconded by Mr Hoy and RESOLVED by a unanimous vote to agree in principal to pay by bacs provided staff are happy with the proposition and contracts will be amended appropriately.

14. HIGHWAY MATTERS including Public Footways - Repairs/ Maintenance

Email correspondence:

Mr J Wilkins – Complaint regarding the hedge at junction of Parkhall Road /The Trundle – Councillors agreed there was sufficient visibility for drivers and to request Highways to renew the junction road markings.

Mrs G Watts – Request for additional warning signage for horses –
It was proposed by Mr Sutton, seconded by Mr Cornwell and RESOLVED by a unanimous vote to forward this request to highways with parish council support for signs at each end of the village.

Road Repairs

Mr Bonnett requested all road marking are renewed at the Parkhall Road/High Street junction.

15. DEFINITIVE FOOTPATH MATTERS, Bridleway 7 (Short Drove to The Crafty Fox), White Post Area - Repairs/ Maintenance

Correspondence:

CCC – Springing into Action! Countryside Access and Public Rights of Way

CCC – Parish Path Membership (P3) 2010/2011 confirmation

16. STREET LIGHTING inc repairs

Mr Siggs thanked the Chairman for ensuring repairs to the pedestrian crossing column on the High Street were finally carried out.

Mr Bonnett reported the light outside No 80 High Street was finally replaced today.

17. CCTV HIGH STREET UPGRADE

It was proposed by Mr Sutton, seconded by Mr Hoy and RESOLVED by 9 for, 1 against and 2 abstentions to upgrade the system.

It was proposed by Mr Hoy, seconded by Mr Sutton and RESOLVED by 10 for and 2 abstentions to transfer boundary wall money of £2000 to this fund.

It was agreed the Clerk will write to thank Mrs Baker for her generous help in permitting the CCTV system to be located on her property.

18. ADOPTION OF 2010 MODEL STANDING ORDERS AND APPROVED AMENDMENTS

It was proposed by Mr Cornwell, seconded by Miss Bullard and RESOLVED by a unanimous vote to adopt the updated 2010 Standing Orders and recommended amendments.

A copy will be given to all councillors

In future the Summons will to be emailed to councillors with internet access and a hard copy of the information will follow.

Mr Sutton left at 20.56

19. ADOPTION OF LOCAL COUNCIL STAFF HANDBOOK

It was proposed by Miss Bullard, seconded by Mr Cornwell and RESOLVED by a unanimous vote to adopt the best practice local council staff hand book, a copy will be given to all staff members.

20. TO ADOPT A STAFF LONE WORKING POLICY

Deferred to the next meeting.

21. CAMBRIDGESHIRE TRADING STANDARDS SERVICE – Resident Consultation
2010

It was agreed Councillors may respond individually.

22. REPORTS OF SOMERSHAM PARISH COUNCIL WORKING PARTIES &
REPRESENTATIVES:

a) **Norwood Building / The Victory Hall -**

* VHMC Minutes 13 April 2010

* VHMC AGM held on 11 May

b) **Norwood Playing Field** – A working party meeting will be held shortly.

Following reports of underage drinking at the playing field during afternoons over the weekend it was agreed the Clerk would contact the Police and Dibbs Fletcher (Ramsey Youth Service) to request a youth worker to come out to speak to them.

c) **Millennium Sports Field** –

- The AGM was held on 10 May 2010

The Trustees request the position of Honorary Secretary/ Treasurer is taken back by the Parish Council as a duty of the Parish Clerk

It was proposed by Mr Bonnett, seconded by Mr Hoy and RESOLVED by all councillors present with 3 abstentions to agree in principal the parish will take the role back provided the cost is born by the SSLA and to pay Clerk in the interim month whilst a decision is made outline cost.

It was also agreed to call a Personnel Working Party meeting to discuss the Clerk's request for office staff help.

d) **Somersham LNR – Friends of Somersham Local Nature Reserve**

Including the Lake – * Launch Opening Event 2 May 2010 – Mr McCloskey reported on the event and proposed way forward.

- Environment Agency confirmation of Blue-green algae – the warning notices are up.

e) **Christmas Lights Working Party** – Meeting Report 6 May 2010

f) **Youth Working Party** – A working party meeting will be called to discuss money /funding following that a STYG meeting will be held.

g) **Environment Working Party** – A working party meeting will be held shortly.

h) **Voices Newsletter** – Issue 43 gone to printers – Mr Suckling will be the next compositor.

i) **Community Information Centre (Library)** –

- FOSL Minutes 10 March 2010
- FOSL AGM 12 May 2010

23. REPORTS OF EXTERNAL MEETINGS ATTENDED BY PARISH
COUNCILLORS

No meeting were reported.

24. BURIAL LAND EXTENSION – CLOSED SESSION

It was proposed by Mr Cornwell, seconded by Mr Beaven and RESOLVED by a unanimous vote in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted the Public and Press be temporarily excluded.

It was agreed once the Clerk received confirmation of the present situation from Mr J Green Ely Diocese a meeting would be arranged between Mr Green, Reverend Barter, Somersham Parish Council Clerk, Chairman and Vice Chairman.

The meeting was closed at 9.34 pm and reconvened at 9 .53 pm.

25. NOTICES AND MATTERS FOR THE NEXT AGENDA

No matters were raised by Councillors.

The next Parish Council meetings will be –
Annual Parish Meeting on Monday 24 May 2010 7.30 pm
Parish Council Meeting 14 June 2010 at 7.30 pm

There being no further business the meeting closed at 21.54 pm

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Steve Criswell
Chairman

DECLARATIONS OF INTEREST 2010

| | |
|------------------|---|
| ANDREW BEAVEN | Somersham Sports & Leisure Association Trustee Victory Hall Management Committee (Vice Chairman VHMC) |
| DAVID BONNETT | Harvey Feoffees Charity Committee Somersham Charity of Poor's Money |
| JUDITH BULLARD | Somersham Sports & Leisure Association Trustee (Vice Chairman SSLA) Victory Hall Management Committee |
| DAVID CORNWELL | Somersham Sports & Leisure Association Trustee (Chairman SSLA) Harvey Feoffees Charity Committee Somersham Town Band Trust |
| STEPHEN CRISWELL | Somersham Sports & Leisure Association Trustee Harvey Feoffees Charity Committee Somersham Charity of Poor's Money Friends of Somersham Library (FOSL) Member of Huntingdonshire District Council Member of Cambridgeshire County Council CCC Fire Authority Representative |
| MICHAEL HOY | Somersham Sports & Leisure Association Trustee Harvey Feoffees Charity Committee Somersham Charity of Poor's Money |
| PAUL McCLOSKEY | Somersham School Governor Friends of Somersham Local Nature Reserve - Secretary |
| LESLEY MINTER | Friends of Somersham Library (FOSL) Harvey Feoffees Charity Committee Victory Hall Management Committee |
| GRAHAM SIGGS | Historic Society – Treasurer Friends of Somersham Local Nature Reserve - Treasurer |
| IAIN SMITH | Somersham Sports & Leisure Association Trustee Friends of Somersham Library (FOSL) Education Trust of Thomas Hammond Harvey Feoffees Charity Committee Friends of Somersham Church |
| JENNET SMITH | Friends of Somersham Library (FOSL) Friends of Somersham Church |
| PAUL SUCKLING | Victory Hall Management Committee |
| RICHARD SUTTON | Friends of Somersham Library (FOSL) Education Trust of Thomas Hammond Personal interest as a relation: Booking Secretary monthly pay Friends of Somersham Church |

ACCOUNTS

17 May 2010

The following accounts were required before the meeting:

| | |
|--|-----------------|
| Wages, Tax & NI (8 March) | £4060.38 |
| E-on Energy Multi sports area lighting | £19.10 |
| M Murray Signs Bye law signage | £845.25 |
| | <u>£4924.73</u> |

17 May 2010

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|--------------------------|-----------------------------------|-----------------|--------------|
| Talk Talk | Broadband | £17.04 | Direct Debit |
| Cole & Day | Groundsman's Fuel | £95.58 | |
| E-on Energy | Street Lighting | £43.28 | |
| NALC | LCR subscription renewal | £13.50 | |
| ESPO | Norwood Building – gas | £70.42 | |
| | CIC | £79.70 | |
| CCC | LNR event funding contribution | £185.00 | |
| Thurlow Nunn Standen Ltd | Grease canisters | £34.64 | |
| Madingley Mulch | Play bark | £267.20 | |
| Somersham Town Band | Donation – Opening event 10 April | £25.00 | |
| Mr I Smith | Refund – netting for lake area | £50.00 | |
| Viking Direct | Stationary, toner etc | £189.61 | |
| Mr G Siggs | Refund – Christmas Lights | £ 68.44 | |
| Mrs P Bryant | 2 x external (1 TB) hard drives | £118.14 | |
| Mrs P Bryant | Refund expenses | £31.75 | |
| TOTAL | | <u>£1289.30</u> | |