

**MINUTES OF AN EXTRA-ORDINARY MEETING OF
SOMERSHAM PARISH COUNCIL**
Held in the Norwood Building, Parkhall Road, Somersham
On Monday 6th February 2017 at 7.30 p.m.

PRESENT WERE:

Mr S Criswell (in the Chair)	Mr P McCloskey
Mr R Fabb	Mr G Siggs
Mr M Greaves	Ms D Skeggs
Mr M Hoy	Mr R Sutton
Mr A Hulme	
Mrs D Jones	Mrs P Bryant, Parish Clerk

IN ATTENDANCE: There were no members of the public present.

1. APOLOGIES

Apologies for absence were accepted from:

Deb Carr – work commitments
Lesley Minter – personal
Leah Robertson - personal

District Councillor Graham Bull

2. PARISH COUNCILLORS DECLARATIONS OF INTEREST

No declarations were made.

3. PUBLIC FORUM

It was proposed by Mr Sutton, seconded by Mr McCloskey and RESOLVED by a unanimous vote to close the meeting for a period of time to allow members of the public to participate in an open forum. The meeting closed and reopened at 7.32 pm as there were no members of the public present.

**4. MATTERS ARISING FROM THE PERSONNEL WORKING PARTY MEETING
HELD ON 24TH JANUARY 2017**

It was proposed by Mr Sutton, seconded by Mr McCloskey and RESOLVED by all members present to close the meeting due to the confidential and sensitive matters to be discussed.

The meeting was closed at 7.33pm and reconvened at 8.15 pm after Item 4 (i).

a. Report on the Time Bank Innovation funding bid Round 1 & Round 2

The Clerk was pleased to report (Lucy Bird, Philip Clark & herself) have been working on a funding bid for a 3-year project to work with local people who have neurological conditions such as dementia, Parkinson's, MS, stroke etc. The aim is to provide activity classes, therapy, dance lessons and forestry schools. Not only will it help those suffering from these illnesses but it provides carers the opportunity for some respite or the opportunity to participate in a positive activity with their family member. We are successfully through Round 1 with a bid of £42,900 and now we must provide more detailed information on the projects, projected outcomes and costs for Round 2 by 15th February 2017.

b. Time Bank Member Report from Lucy Bird:

The latest membership figures from the Time Bank are:

Individual members 151
Organisational members 15
Hours exchanged 11 582

The hours exchanged are a wide variety of activities such as changing light bulbs, support gardening, social activities, admin, tool sharpening, hospital visiting, escorting to appointments, odd jobs, knitting, massages, and more!

The Chairman reminded councillors the Personnel Working Party had previously reported problems at the meeting on 1st August 2016 with one member. The issues have persisted since then and the Chairman and Clerk had a meeting with the Police today seeking advice as nothing else seemed to be working.

It was proposed by Mr McCloskey, seconded by Mr Sutton and RESOLVED by a unanimous vote to endorse the action proposed by the Police but also to be mindful of not just the staff affected but the individual concerned.

c. Proposed role of the part-time grounds person/handyman & link with SSLA from April 2017

Following discussion, it was proposed by Mr Siggs, seconded by Mr Fabb and RESOLVED by a unanimous vote to link with the SSLA and their Caretaker and use him for the additional work required to help Martin Tyers. There is a precepted amount for this in the 2017-2018 budget.

d. Wood Chipper Risk Assessment

It was proposed by Mr Sutton, seconded by Mr Hoy and RESOLVED by a unanimous vote to adopt the Wood Chipper Risk Assessment.

e. Proposal to use the SSLA Caretaker to assist with the play bark work & wood chipper work during February 2017

It was proposed by Mr Sutton, seconded by Mr Hoy and RESOLVED by a unanimous vote to utilise the SSLA Caretaker to assist with both work requirements during February 2017.

f. Youth Club staff and proposal to move from the JNC pay scales to NALC / SLCC National Pay Scales in line with all Parish Council staff

It was proposed by Mr Sutton, seconded by Mr Hoy and RESOLVED by a unanimous vote to bring youth club staff in line with all other staff pay scales being the NALC/SLCC National Pay Scales.

g. Training Proposals for staff and councillors – approval of costs

3 x CAPALC Outreach training sessions @ £350 per session – following the May 2017 local elections – possibility to offer the course to neighbouring parishes as well and help offset costs.

It was proposed by Mr Hoy, seconded by Mr Hulme and RESOLVED by a unanimous vote to hold 3 outreach sessions from the end of May 2017.

Youth club training courses

The following youth club staff courses and costs were proposed by Mr Hoy, seconded by Mr Hulme and RESOLVED by a unanimous vote to book:

- **First aid** – 6 youth club + Megan Blewett – Costs for 7 attendees are in the region of £500 - £660. The Clerk is still seeking quotes for best value. Mr McCloskey requested a course is booked if possible for to allow the wider community to attend if a good price can be found. The Clerk's priority is the staff are trained but will do her best to source a more open ended course as per Mr McCloskey's request.
- **Safeguarding** - £40 per head via CCC – E Clark & T Clark possibly Alice Boon
- **Food hygiene** – £60 per head via HDC – E Clark & T Clark possibly Alice Boon

h. Update on the Parish Councillor vacancies

The Chairman briefed councillors on the discussions held in the Personnel Working Party meeting and the advice received from CAPALC.

Based on the advice received it was proposed by Mr Sutton, seconded by Mr McCloskey and RESOLVED by a unanimous vote the following amendment was made to Standing Orders 8. (a) to add:

All co-options are to be carried out by secret ballot regardless of the number of applicants per vacancy. Applicants are always considered on the value they will bring to the council, people who are likely to contribute in a positive and proactive way for the community.

If more than 1 applicant per vacancy, then the proportional ballot vote will be used as recommended in Charles Arnold Baker – Local Council Administration.

i. Update on Parish Council community communications

The Clerk gave a brief update:

- **‘Surgeries’** – it was agreed to consider parish councillor surgeries under tight Terms of Reference to increase the council’s interaction with the parishioners. There would be a rota of 2 councillors at any session, no individual councillor would run a session on their own. Only trained Parish Councillors could participate.

It was suggested to hold surgeries quarterly in library with dates to be timed soon after the newsletter is delivered – 3/4 surgeries a year

- **Annual Meeting** – Councillors were asked to think about how do we maximise attendance. Perhaps a talk from Shailesh Vara MP? The meeting would need to be on a Friday if we invite our MP
Perhaps Cheese & wine after the meeting, although this has been tried in the past with little success.
- **Digital Screens** - 1 screen on Norwood Building has been approved as a start but this does not make sense of the original project proposal as per the approved Business Plan (October 2015)

The Clerk explained there is an opportunity to create a broader scheme using funding opportunities to extend the screens to internal locations in community buildings and include the original plan for one external totem in the centre of the village. It was agreed she could explore these avenues and use the agreed 2017-2018 budget of £3,500 as part of any funding bid.

Matters the Clerk will be researching:

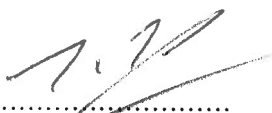
- Funding opportunities – Donarbon or the A14 Community Fund
- What we want to use the screens for & what formats/layouts in each location
- RSS feeds (the banner which runs across the bottom of the screen) / Wi-Fi hot spots / sound/live streaming of Highway England A14 updates at commuter times and more

The Chairman reminded councillors there is a Communication Working Party Meeting set for tomorrow evening.

5. NOTICES & MATTERS FOR THE NEXT AGENDA

The next Parish Council meeting will be held on Monday 13th February 2017 at 7.30 pm in the Millennium Pavilion.

There being no further business the meeting closed at 8.16 pm


.....
Steve Criswell, Chairman