



**MINUTES OF A MEETING OF SOMERSHAM PARISH COUNCIL**

**Held in the Millennium Sports Pavilion, The Trundle, Somersham**  
**On Monday 10<sup>th</sup> April 2017 at 7.30 p.m.**

**PRESENT WERE:**

- |                              |                            |
|------------------------------|----------------------------|
| Miss D Carr                  | Mr A Hulme                 |
| Mr S Criswell (in the Chair) | Mr P McCloskey             |
| Mr R Fabb                    | Miss L Minter              |
| Mr M Greaves                 | Mr G Siggs                 |
| Mr M Hoy                     | Mr R Sutton                |
|                              | Mrs P Bryant, Parish Clerk |

**IN ATTENDANCE:** 2 members of the public

**1. APOLOGIES**

Apologies for absence were accepted from:  
Mrs D Jones - personal  
Ms D Skeggs – work/holiday  
Mrs L Robertson – holiday  
District Cllr Graham Bull – HDC meeting

**2. PARISH COUNCILLORS DECLARATIONS OF INTEREST**

Miss D Carr – personal interest as a neighbour - 17/00273/HHFUL 18, Bank Avenue, Somersham PE28 3DH

Mr R Sutton – personal interest in discussing a donation to EACH on behalf of his sons as previous recipients.

**3. PUBLIC FORUM**

It was proposed by Mr Sutton, seconded by Mr Siggs 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 was closed at 7.32 pm and reconvened at 7.47 pm.

**Matters discussed were:** Bus services from Somersham with some matters improved since Cllr Criswell’s intervention with the C bus. As from today the C bus is stopping at The Pastures, it is a request stop. Thank you to Mr McCloskey for compiling an amalgamated bus time table, it just needs cross checking now.

Increasing amount of traffic via Hammond Way / Cranfield Place to avoid the High Street and driving on the residential roads at speed. The junctions also need re-marking to assist. Miss Minter said they also do this through Grange Road.

**4. PLANNING MATTERS**

**PLANNING APPLICATIONS**

17/00386/CLED Little Orchard, Parkhall Road, Somersham, PE28 3HG  
Use of an outbuilding, comprising a workshop, office and store as approved pursuant to planning permission 0703783FUL, as residential accommodation tied to host dwelling and retention of existing ancillary garage.

It was proposed by Mr Sutton, seconded by Mr Greaves and RESOLVED by 7 votes for, 1 against, 1 abstention to object. Parish Councillors object to this application on the basis the applicant is seeking permission to make something legal on the grounds they have not been found out earlier and faced enforcement action. Despite this the parish council object to the proposal in principal.

17/00459/HHFUL      1, The Trundle, Somersham, PE28 3JW  
Single storey flat roof infill extension

It was proposed by Mr Sutton, seconded by Mr Hoy and RESOLVED by a unanimous vote to recommend no objection. The proposed extension fits in with the property and street scene and will be at the back of the property.

17/00487/HHFUL      26, Hammond Way, Somersham, PE28 3YE  
Proposed two storey rear extension

It was proposed by Mr Sutton, seconded by Mr Siggs and RESOLVED by a unanimous vote to recommend no objection. The proposal fits in with the property and street scene and will be at the rear of the property.

17/00523/FUL      Old Spot Farm, Parkhall Road, Somersham, PE28 3HQ 12 April  
Replacement of a building in a range of buildings under renovation, with a proprietary portal framed building.

It was proposed by Mr Greaves, seconded by Mr Sutton and RESOLVED by 8 votes for and 1 abstention to recommend no objection. The proposal is to replace one building with another, the site is in an isolated position on a farm and won't affect neighbouring properties.

17/00273/HHFUL      18, Bank Avenue, Somersham PE28 3DH  
Fence will be 6ft high

Councillors raised concerns the high fence will stick out like a sore thumb, it is out of character with the fronts of other properties in Bank Avenue and will affect the street scene. There were also concerns that it will affect highway visibility.

It was proposed by Mr McCloskey, seconded by Mr Sutton and RESOLVED by 7 votes for and 2 abstentions to object. The proposed 6-foot-high fencing on Bank Avenue is out of character with the area and the street scene. All the houses in Bank Avenue are set back with open front gardens and the installation of high fencing can only be detrimental to the overall character of the area. The high fence may also have an adverse impact on highway visibility.

#### **PLANNING APPLICATIONS APPROVED**

16/00846/FUL      Land at 139 High Street, Somersham  
Construction of a 2-bed bungalow

17/00092/HHFUL      8, Crane Close, Somersham  
To extend the existing garage at first floor to create another bedroom

#### **PLANNING CORRESPONDENCE**

HDC – Street naming & numbering – Allocation of address to residential property on Parkhall Road, Somersham. To be known as Fenway, 25B, Parkhall Road, Somersham.

#### **PLANNING QUERY**

Mr Sutton said he understands the site at Wyton has been removed as they are concerned the infrastructure will not be in place.

Cllr Criswell replied *"The proposed 4,500 dwellings at Wyton have been removed from the Local Plan at this stage. Traffic modelling has shown that the required infrastructure to deliver such a development is nether deliverable or affordable. The district council plans to maximise use of the sites*

already consulted on in the Draft Local Plan. This should deliver sufficient housing for most of the plan period to 2036. The final draft of the Local Plan is expected go out for formal and final consultation in July.”

#### **5. MINUTES OF THE MEETING HELD ON 13<sup>TH</sup> MARCH 2017**

The Minutes were proposed by Mr Sutton, seconded by Mr Siggs and RESOLVED by 8 votes for and 1 abstention (as the Councillor was not present at that meeting) to approve the Minutes as a true record of events.

#### **6. POLICE REPORT**

Emailed to Councillors:

- i. Neighbourhood Watch Alerts

#### **7. REPORT FROM COUNTY & DISTRICT COUNCILLOR S CRISWELL**

- a. Cllr Criswell – report on public transport issues – SEE APPENDIX 1
- b. Elections Office – notice of election of County Councillors

#### **8. PARISH CLERK'S REPORT inc. Matters Arising Report & Updates:**

**Correspondence emailed to councillors:**

- i. RSN online – weekly updates

**Hard copy correspondence:**

- ii. M & G Charibond quarterly statement
- iii. EACH – request for a donation towards the Children's Hospice
- iv. Cambridgeshire ACRE – A Mini guide to the Ouse Washes Landscape

#### **9. FINANCE & RISK MANAGEMENT MATTERS including: -**

- o **The Monthly Accounts** – It was proposed by Mr Sutton, seconded by Mr Greaves and RESOLVED by a unanimous vote to approve the accounts. *SEE APPENDIX 4*
- o **To Change the current website provider ParishCouncil.net to a new provider**
  - o Vision ICT Quote £1400 to create & move all data to a new site (Yr. 1), then £250 per year
  - o Additional quotes are being sourced & the Clerk will produce a report

It was proposed by Mr Sutton, seconded by Mr Siggs and RESOLVED by a unanimous vote to agree to the principal the Parish Council will change to a new website provider as soon as possible and before the next full council meeting due to the high security concerns following the Clerk's final research report which will be with councillors shortly. All agreed.

- o **Norwood Playing Field & squash court hire charges for 2017**

It was proposed by Mr Sutton, seconded by Mr Hulme and RESOLVED by a unanimous vote to adopt the revised hire charges. *SEE APPENDIX 2*

- o **Part funding an internet receiver for the Millennium Sports Pavilion @ £400**

It was proposed by Mr Sutton, seconded by Mr Hoy and RESOLVED by a unanimous vote to part fund the internet receiver. This is a one off payment to link to the parish council internet with the long term benefits which include internet access for council meetings, easier digital screen advertising and easier access to update the door entry tag system at the Millennium Sports Facility by the parish office. (Total cost £800)

- o **Updated Fire Risk Assessment**

The updated Fire Risk Assessment for the Norwood Building was proposed by Mr Sutton, seconded by Mr McCloskey and RESOLVED by 7 votes for and 2 abstentions.

The Clerk confirmed she will be updating the additional evacuation plans and drawings required to go

Page 3 of 7 Pages

with the risk assessment plan. She also reported Megan Blewett is attending a Fire Marshall course in May and Miss Blewett has specific points to ask the trainer with regards the safest place to use as the evacuation point. There is also a need to have copies of the Scout Hut and Victory Hall fire evacuation plans as they are on the same site (site owned by Somersham Parish Council).

The Clerk will re-send the email and attachments as two councillors said they hadn't received it.

o **Updated Risk Management Scheme**

It was proposed by Mr Sutton, seconded by Mr McCloskey and RESOLVED by 8 votes for and 1 abstention to adopt the updated scheme.

o **Review of the draft Budget as at 28<sup>th</sup> March 2017**

For noting only.

**10. HIGHWAY MATTERS including Public Footways - Repairs/ Maintenance**

**Correspondence emailed to councillors:**

- o CCC – Bus time table updates
- o Highway Improvement Bid 2017/18 – successful bid to improve the White Post Junction, St Ives Road/Pidley Road
- o A14 Cambridge to Huntingdon – mobile visitor centre – proposed date to book?
- o HDC – Update on Orphan Site Grounds Maintenance

o **Community Roadwatch – email 9 April 2017 update – Steve Criswell**

The Chairman requested council's approval to donate £100 towards the stickers from the Chairman's Allowance as a measure of good will towards the Community Roadwatch costs. Its localism and a community initiative and as Somersham don't have Speedwatch it is important we have something.

It was proposed by Mr Sutton, seconded by Mr Hoy to endorse the Chairman's proposal. This was RESOLVED by all councillors present with 1 abstention.

**11. STREET LIGHTING inc repairs**

The lights are on permanently at the White Post.

The Clerk suspects this is possibly due to Highways, they were recently on site trying to work out where the electricity could be accessed as part of their work to alter the junction.

**12. HDC – Update on the Tree Strategy for Huntingdonshire**

- a. Emailed to councillors

Mr Sutton questioned whether this was about closing the HDC Tree Nursery?

The Clerk didn't believe it was but she would read it again and check whether it refers to the nursery.

**13. SCOUT HUT LEASE to 1<sup>st</sup> Somersham Scouts for an additional 5 years**

- a. Current Lease expires on 7<sup>th</sup> June 2017

It was proposed by Mr Sutton, seconded by Mr Siggs and RESOLVED by a unanimous vote to extend the lease for 5 years on the current terms.

**14. REPORTS FROM SOMERSHAM PARISH COUNCIL WORKING PARTIES & REPRESENTATIVES:**

a) **The Norwood Playing Field/ Norwood Building**

- Play area inspections will be carried out in April 2017
- Seesaw plastic seats are being replaced as they are cracked
- Norwood Building – 2 emergency lights have been replaced in the entrance hall & on the 1<sup>st</sup> floor landing as a high risk priority matter.

b) **The Victory Hall Management Committee (VHMC)**

- Draft Minutes 14<sup>th</sup> March 2017 & Chairman's Report 1<sup>st</sup> Jan – 31<sup>st</sup> Dec 2016
- Request received for a 3<sup>rd</sup> Parish Councillor representative to replace 2 committee resignations – it was agreed this should be discussed at the Annual Meeting
  - i. Miss Minter reported following Mr Sutton's concern about people parking along Parkhall Road in the mornings for Slimming World, the VHMC has asked the hirer to speak to her members and she has done this.
  - ii. James Burgess from CCC is taking over from Christian Wilson and he has visited to see the room to find more uses for it
  - iii. Miss Minter passed photos around to show the current state of the windows and doors, it is intended to replace them with UPVC. A couple of doors are just boarded up and one belongs to the Parish Council, it is for the old ref's room. The VHMC are asking permission to brick the door up if they get the grant for the work.

SOME BOARDED UP

It was proposed by Mr Hoy, seconded by Mr Siggs and agreed by a unanimous vote for the VHMC to go ahead.

c) **Amenity Area Working Party (inc Definitive Footpaths)**

- Working Party meeting held 20<sup>th</sup> February 2017
- To **Purchase 5 new young children's play equipment from CIL money @ £2050 + vat**

It was proposed by Mr Greaves, seconded by Mr McCloskey and RESOLVED by a unanimous vote to proceed with the proposal.

d) **Friends of Somersham Local Nature Reserve & Somersham Lake**

- Report from Mr McCloskey *SEE APPENDIX 3*

e) **Youth Working Party / Youth Club Report**

- Youth work provision Summer holidays 2017

The Clerk will set up a Youth Working Party meeting after Easter

f) **Community Library**

- Report from Mr McCloskey. *SEE APPENDIX 3*

Mr Hoy left the meeting during discussion at 8.47 pm

g) **Millennium Sports Facility**

Mr Sutton reported the Trustee meeting held on 20<sup>th</sup> March 2017

Matters discussed included the 2017 summer events 'The Handlebards' an outdoor live theatre production 'A Mid-Summer Nights Dream' on Wednesday 5<sup>th</sup> July & the annual musical event 'Picnic in the Park' on 5<sup>th</sup> August.

Mr Hoy returned during discussion at 8.50 pm

Mr Greaves left the meeting at 8.51 pm

h) **Localism Working Party & Somersham Time Bank**

Innovation Fund – Round 2 – Mr Criswell reported the parish council were successfully awarded £25k over 2 years. The project plan will be reassessed as it was originally a 3-year project application but the Clerk and Lucy Bird feel confident this project is viable and sustainable in the long term.

Mr Greaves returned at 8.55 pm

i) **Communication Working Party**

- Meeting held 4<sup>th</sup> April 2017 – Report from Mr McCloskey. *SEE APPENDIX 3*

- **Advertising Policy for the Public Shelter at The Cross** – It was proposed by Mr McCloskey, seconded by Miss Carr and RESOLVED by all councillors present with Mr Greaves abstention to adopt the policy.

j) **Personnel Working Party**

It was proposed by Mr Sutton, seconded by Mr McCloskey to close the meeting for a period of time due to the sensitive nature of matters to be discussed. This was agreed by a unanimous vote. The meeting was closed at 8.57 pm and reconvened at 9.26 pm.

- **Meeting Held on 28<sup>th</sup> March 2017**
- **NALC /SLCC 2017/2018, Pay scale @ 1% increase**

It was proposed by Mr Sutton, seconded by Mr Siggs and RESOLVED by a unanimous vote to approve the following pay scales using the CAPALC calculations provided in March 2017:

Miss M Blewett – SCP 22 increasing to SCP 27 on successful completion of CiLCA as per the 2016 contract agreement.

Mrs L Bird – SCP 30

Mrs P Bryant – SCP 45

Mrs J Draper – SCP 10

Mr M Tyers – SCP 22

Mrs Y Wilson – Living wage £7.50 per hour

**Youth Club**

Youth Club Manager – JNC 17 to SCP 32

Youth Club Leaders – JNC 8 – SCP 22

Youth Club workers – JNC 2 to SCP 15

- **Miss Blewett's request to transfer her pension provider to NEST**

It was proposed by Mr Sutton, seconded by Mr McCloskey and RESOLVED by a unanimous vote to allow Miss Blewett to transfer her pension provider from the LGPS Cambridgeshire Fund to NEST as she already has a pension with them. The Council also agreed they would pay the employer contribution to NEST.

- **Proposal for a long-term Pension Provider Review**

It was proposed by Mr Sutton a long-term pension review was required and the council should proceed with this. This was agreed by a unanimous vote.

- **The Youth Manager Position**

It was proposed by Mr Sutton, seconded by Mr Hoy and RESOLVED by a unanimous vote to offer Mrs A Eastham a short-term contract to Friday 5<sup>th</sup> May 2017.

The Clerk will speak to Mrs T Clark re an increased managerial role for a trial period until the end of the school summer term for 2017 starting at a pay scale of SCP 27.

If Mrs Clark proves capable then her pay will increase to SCP 28 from Autumn Term 2017.

The Clerk will re-write the managerial position and tailor to Mrs Clark's capability.

- **BrightPay UK Payroll software @ £148 + vat**

It was proposed by Mr Sutton, seconded by Mr Hoy and RESOLVED by a unanimous vote to purchase the BrightPay Payroll software at an annual fee of £148 + vat. This includes a 'cloud' system to allow staff to access their payslips, holiday calendar etc; it also is a backup system in case of computer failure.

- **Name Place holders for Parish Councillors @ £5.60 each x 16 =£89.60**

It was proposed by Mr Sutton, seconded by Mr Hoy and RESOLVED by all councillors present with Mr Greaves against to purchase the name place holders in order to be open and transparent in line with the adopted Communication Strategy and the Transparency Act.

- **Updated 'Training Statement of Intent'**

It was proposed by Mr Sutton, seconded by Mr McCloskey and RESOLVED by a unanimous vote to adopt the updated scheme.

**k) Reports of External Meetings Attended by Parish Councillor's**

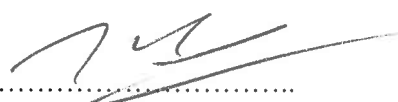
HDC Parish Conference – 30<sup>th</sup> March 2017 – Mr Criswell, the Parish Clerk and Miss Blewett attended.

**15. NOTICES & MATTERS FOR THE NEXT AGENDA**

This evening the Clerk has distributed key fobs to all parish councillors present on return of the current key on loan. All key fobs have to be returned to the Parish Office on any councillor leaving office.

The next meeting will be the Annual Meeting held in the Millennium Pavilion on Monday 8<sup>th</sup> May 2017 at 7.30 pm

The Annual Parish Meeting will be held on Monday 15<sup>th</sup> May 2017 at 7.30 pm in the Millennium Pavilion

  
.....  
Steve Criswell, Chairman

## **Public transport issues – Cllr Steve Criswell March '17**

### **County Council involvement.**

The Council is not a bus operator. It is in regular contact with bus companies, but has no power over commercial services. It's main involvement is spending £17m per annum on school transport. The Council has a small transport budget which either supports Community Transport initiatives or subsidises unprofitable routes where there would otherwise be no service, leaving a community isolated.

The only subsidised service calling at Somersham is the Saturday 22 service. The last subsidy on a weekday service was removed around 5 years ago due to lack of ridership and therefore poor value for the taxpayer. Stagecoach removed the service for the same reason – typically only 4 or 5 passengers.

### **Unreliability of Whippet services**

This has been reported to me by several people and is a concern. It lets people down and will reduce ridership – the exact opposite to what we want. Officers at the County Council are passing on our complaints through official channels.

### **Passenger numbers**

Commercial operators are reluctant to share these publically. The Busway commuter services are well patronised. The daytime 21 service is less so. At the last full consultation in 2014, it was used by 34 people from Somersham, a considerable number of which only travelled once per week, a few even less frequently. Out of a population of 3,000 that is a very low number and the reason we have gradually lost services. The Stagecoach 22 ceased because ridership was spread too thinly between services.

A couple of people have asked why they run double-deckers at off-peak times. By far the biggest expense is the cost of the vehicle. They need to be used to the maximum to justify that cost. They cannot have two fleets – double-deckers for peak and coaches for off-peak while the others sit idle.

### **Two services too close together**

This refers to the 9.25 and 9.35 to St Ives. The 9.25 is a Busway service that goes straight to St Ives and on to Cambridge arriving at a popular time, whereas the 9.35 is the local service that picks up round all the villages, just going to St Ives.

Therefore Somersham is the only place common to both. To change the village service by much, just to benefit Somersham may inconvenience all the others. Officers will ask Whippet to see if adjustment would be possible.

### **On-travel from St Ives to Huntingdon and Hinchingsbrooke.**



Bus operators maintain that there is little demand for buses between St Ives and Huntingdon. Most travellers from the surrounding areas go to one **or** the other, not between the two. That is why the service has reduced and will not now easily coincide with a connecting service.

### **Multi-operator tickets**

Understandably people are frustrated when you cannot mix operators or it costs considerably more. Bus companies are often reluctant to cooperate with one another. Firstly because they have to apportion the income and reimburse each other. Secondly because they do not want to encourage use of their competitors' services. The Gov't has recognised this and a Bus Bill is due to go through Parliament later this year, which hopefully should help address this.

### **Displaying timetables**

This is something bus operators are appalling at. They do not promote their services and expect everyone else to keep up with their changes. To accumulate all the various operators' info on one timetable and then keep it up to date, whilst regularly displaying the latest version throughout the village is an excellent aspiration. However we would need to find a local volunteer to do it. I know the parish council communications working party are due to discuss this.

### **St Ives Rd**

My attempts to introduce a 'request stop' on St Ives Rd are progressing. I hope to have something to report very shortly.

### **Please don't forget;-**

#### **HUNTINGDONSHIRE ASSOCIATION FOR COMMUNITY TRANSPORT**

This is charity-run and supported by the local council and provides a 'ring and ride' bookable service for rural areas with little or no public transport. It is available to us so please make use of it. To find out more, look on the website; [www.hact-cambs.co.uk](http://www.hact-cambs.co.uk) or telephone 01480 411114.

**SPORTS AREA HIRE CHARGES**

EFFECTIVE 1 January 2017

	SSA members	inc VAT @ 20%
<b>Squash Court</b>	£4.10	£4.92
Session 40 minutes		
<b>Norwood Room</b> per hour	£5.00	No VAT
<b>Football pitch</b> (Norwood Playing Field)	£20.00	£24.00
<b>Norwood Playing Field &amp; Multi Sports Area</b> per hour	£5.00	£6.00

NB. All organised training or play sessions on the Norwood Playing Field including the Multi Sports Area will be charged @ £5 + vat per hour or part thereof

*Children under 11 years of age cannot book or use the facilities unless accompanied by a responsible adult, the Booking Secretary retains the right to refuse a booking if concerned.*

**ALL COURTS ARE CLOSED BY 10 PM**

**REPORT FROM SNRG for the PC Meeting on 10th April 2107:**

The SNRG will hold its annual site 'walk-about' on Tuesday 25th April when the Management Committee will assemble at the Station Approach Gate around 19:00hrs to review its annual management plan. Any outstanding elements from last year's plan will automatically be formally carried forward into the new plan. However, if anyone has ideas or concerns on the work activities for the forthcoming year they are welcome to come along to present them at this annual review. Meanwhile, the next monthly work party takes place on the 7th May assembling at the Springfield gate for 09:30hrs.

**REPORT FROM FOSL for the PC Meeting on 10th April 2107:**

The FOSL 'Family Treasure Hunt' will continue until the 15th April. Entry forms complete with the clues for the Hunt are available from the library at a cost of £1 per entry. They intend that any correct entries will receive some sort of 'bounty' in addition to being entered into the grand prize draw for the treasure on Easter Saturday, the 15th April.

On Easter Saturday, there will also be a stall at the Cross selling raffle tickets for the traditional Breakfast Hamper. Later that afternoon, Coffee and Hot Cross Buns will be on offer at the Library during the draw for that Breakfast Hamper and for the announcement for the winner of the Treasure Hunt.

FOSL'S Fabulous Fete this year takes place at the Victory Hall on Sunday 21st May between 2:30pm and 4:30pm. Entry is free and will provide an afternoon of entertainment, refreshments, children's craft, a variety of stalls and much, much, more.

**REPORT FROM THE COMMS & ENGAGEMENT WP for the PC Meeting on 10th April 2107:**

At the last Communication & Engagement WP there was continuing concern that when we are

deficient of a distributor for the Parish Newsletter (we are currently still deficient 2 regular distribution agents), the duty Compositor's appeal for a Parish Councillors to step in and cover off this delivery is being ignored. This has resulted in the last 2 editions of S4U being delivered late to some routes in the community; I don't think this constitutes good communication on behalf of the council. Will Councillors please note that if an e-mail is generated asking for help on deliveries, it is only done so when all other avenues have been exhausted and the very least Councillors can do is to at least acknowledge receipt of the request and confirm that you're not available to cover it off. Meanwhile, the meeting also reviewed the council's policy on advertising at the cross and recommended a new draft for the Council's endorsement. Work to produce a composite bus timetable for Somersham continues.

Paul McCloskey

Somersham Parish Council

10th April 2017