



### Councillors

**Bruce, Bunnage, Chapman, David, Dolby, Drury, Potter, Reid, Skeggs, Sutton, and Woolway of: -**

**SOMERSHAM PARISH COUNCIL  
ARE SUMMONED TO THE ANNUAL MEETING**  
To be held on Monday 18<sup>th</sup> May 2026 at 7.30 p.m.  
At the Millennium Sports Pavilion, The Trundle, Somersham PE29 3JS  
[www.somersham-pc.gov.uk](http://www.somersham-pc.gov.uk) what3words /// wolf.constants.pine

**Signature Mrs I Healiss Tuesday 12th May 2026**  
Irene Healiss, Proper Officer/Executive Officer  
The Norwood Building, Parkhall Road, Somersham PE28 3HE



**PLEASE NOTE: MOBILE PHONE's must be set on silent/vibrate.  
APPLICABLE TO COUNCILLORS, PRESS AND MEMBERS OF THE PUBLIC.  
THE PUBLIC & PRESS ARE CORDIALLY INVITED TO ATTEND**

- 2096/5/26 To Elect the Chairman & sign the Chairman's Declaration of Acceptance of Office**
- 2097/5/26 To Elect the Vice Chairman**
- 2998/5/26 To Accept Councillors Declaration of Acceptance of Office forms (Election Year)**
- 2099/5/26 To Elect the Personnel Committee, Working Parties and Representatives and review terms of reference.**
- Terms of reference for committees (Appendix A)
- 2100/5/26 To Agree the Parish Councils Eligibility for the General Power of Competence.**  
*(Article 2:2(1) Parish Councils (General Power of Competence)(Prescribed conditions)Order 2012*
- 2101/5/26 To Accept Apologies for Absence**
- 2102/5/26 To Accept Parish Councillors Declarations of Interest for Matters on the Agenda**  
Members of the Council are subject to the Relevant Authorities (Disclosable Pecuniary Interest) Regulations 2012. LGA Model Code of Conduct adopted on 28<sup>th</sup> June 2021.  
Councillors with pecuniary interests must leave the room immediately prior to any discussion on a disclosed interest this could be during the public forum or elsewhere on the agenda. Councillors cannot remain in the room to hear the representations of others nor make any representation to the meeting.  
**Please note:** When the Council starts to discuss any item on the agenda, where a member has an interest, the member with that interest must have regard to the Code of Conduct and make the necessary disclosure (if not done in Item 2) and leave the meeting.  
**ALL Dispensation requests must be made to the Parish Clerk prior to the meeting.**  
Somersham Parish Council, The Norwood Building, Parkhall Road, Somersham PE28 3HE  
Tel: 01487 841359

**2103/5/26 To Agree to hold a Public Forum**

*Maximum time allotted for the Public Forum 15 minutes. If no members of the public are present the meeting will continue.*

Following this agenda item members of the public will no longer be permitted to address the Council.

**2104/5/26 To Receive a Report from the District & County Councillors**

**2105/5/26 To Discuss Planning Matters – available to view online at [www.somersham-pc.gov.uk](http://www.somersham-pc.gov.uk)**

**PLANNING APPLICATIONS – response dates extended if required**

26/00797/FUL	Land East Of The Hawthorns, Pidley Road, Somersham Proposed construction of two dwellings	30/5/26
26/00515/FUL	Land South Of Warners Drove And West Of Parkhall Road Somersham Temporary retention of 2 monitoring boreholes and associated headworks (retrospective)	19/5/26

**a) PLANNING APPROVED**

26/000212/PIP	The Hawthorns, Pidley Road, Somersham, Huntingdon, PE28 3ES Permission in principle for construction of up to two dwellings	17/4/26
25/00353/HHFUL	Rose Cottage 98A High Street Somersham Huntingdon Proposed single storey lean-to rear extension	08/6/25

**b) PLANNING REFUSED**

None.

**c) PLANNING WITHDRAWN**

None.

**d) PLANNING APPEALS**

ENVAR - The original application, submitted by Envar under reference CCC/21/088/FUL, was refused by Planning Committee on 19 April 2023, against officer recommendation. In July 2024 the Secretary of State endorsed the Planning Inspectorate's (PINS) decision to uphold the appeal and grant permission subject to conditions. Envar intends to implement the planning permission and has submitted an application to discharge the pre-commencement conditions. The application reference number is CCC/26/065/DCON. The discharge of condition process does not involve public consultation because these are technical submissions that build on the detail provided in the original application.

**2106/5/26 To Approve the Minutes of the Meeting held on 13<sup>th</sup> April 2026**

**2107/5/26 To Accept the Police Report**

- Neighbourhood Safety Emails

**2108/5/26 To Accept the Parish Clerk's Report Inc. Matters Arising Report & Updates:**

Somersham Parish Council, The Norwood Building, Parkhall Road, Somersham PE28 3HE  
Tel: 01487 841359

**Correspondence emailed to Councillors:**

- i. CAPALC bulletin & NALC CEO bulletins
- ii. Neighbourhood Alerts
- iii. Cambridgeshire ACRE bulletins and updates

- 2109/5/26 To Discuss Finance & Risk Management Matters including: -**
- i. To Agree the Monthly Accounts
  - ii. To Accept the Year end accounts for 2025-2026, including EMR's.
  - iii. To Accept the Budget for Quarter 4 2025-2026
  - iv. To Report on the Finance & Risk Management working party meeting held on 13<sup>th</sup> May 2026
  - v. To Accept the Internal Auditors Report.
  - vi. To Agree the Internal Auditor for 2026-2027
  - vii. To Approve the Annual Return 2025-2026
    - a. Statement 1
    - b. Statement 2
    - c. To agree confirmation of the dates of the period for the exercise of public rights: -  
Tuesday 3<sup>rd</sup> June 2026-Monday 14<sup>th</sup> July 2026
  - viii. To Adopt and Review the following policies: -
    - Review Standing Orders (last reviewed May 2025)
    - Review Financial Regulations (last reviewed May 2025)
    - Review Complaints Procedure (last reviewed May 2025)All other policies will be reviewed throughout the year, as applicable.
  - ix. To Review the RoSPA report received from Play Safety.
  - x. To Review the asset register.
  - xi. To Discuss the Non-Domestic rates bill received from HDC (backdated to 2020)

- 2110/5/26 To Agree the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.**

- 2111/5/26 To Offer permission to the Carnival committee to waive the by law for a period of time for the dog show.**

- 2112/5/26 To Report Highway Matters including Public Footways - Repairs/ Maintenance Correspondence emailed to Councillors:**

- Traffic Management Centre incident reports.
- TTRO at Warners Drove, Somersham  
Legal Order Period: 18 Months – 15 June 2026 to 14 December 2027  
Anticipated Works Dates/Times: 09:30hrs and 15:30hrs 15 June 2026

- 2113/5/26 To Accept Reports of Meetings attended by Councillors.**

- 2114/5/26 To Accept Notices & Matters for the next Agenda**

Please note that no decisions can lawfully be made under this item. LGA 1972 schedule 12 10(2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for discussion.

**CONFIDENTIAL SESSION**

Public Bodies (Admissions to Meetings) Act 1960 s1(2) A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. 31/6/24 To Discuss and Agree Ashes Interment on PC land.

- 2115/5/26 To Discuss the invoice received from L. Bevans at £540.00**

**The next meeting of Somersham Parish Council will be on Monday 8<sup>th</sup> June 2026 at 7.30 pm in the Millennium Pavilion, The Trundle, Somersham, PE28 3**

## Appendix A



### Working Parties & Representatives

#### Representatives (on outside organisations)

Charity	Somersham PC Representatives	Number of Representative Trustees required & relevant document	Governing Document & Notes
Education Charity of Thomas Hammond	David Bonnett (Parishioner) Richard Sutton Somersham Incumbent Charlotte Lowe Graham Bull Martin Legge Eddie Howlett Dianna Skeggs	3 representatives	<b>Trust Deed</b> One ex-officio Trustee (Incumbent) & seven representatives comprising: 2 church wardens, 2 Huntingdon County Council & 3 Somersham Parish Council Mrs Healiss Clerk's on behalf of the Charity
Harvey Feoffees Charity Committee	David Bonnett (Parishioner) Steve Criswell Lesley Minter (Parishioner) Richard Sutton	4 representatives	<b>Trust Deed</b> One ex-officio Trustee (Incumbent) & seven representatives comprising: 3 Somersham Parish Council representatives -Term of Office 4 years 3 Co-Optiv Trustees - voted on by the existing Trustees for a period of five years Miss J Bullard, Clerk to the Feoffees
Somersham Charity of Poor's Money. William Petit Wilson & Robert Hempsted	David Bonnett (Parishioner) Dianna Skeggs Richard Sutton Somersham Incumbent	3 representatives	<b>Trust Deed</b> One ex-officio Trustee (Incumbent) & 3 representatives from Somersham Parish Council Mrs Healiss Clerk's on behalf of the Charity
Victory Hall Management Committee	Richard Sutton  2 vacancies		<b>Lease Document</b> <ul style="list-style-type: none"> <li>The Management Committee shall comprise of not less than 12 members &amp; at least one quarter of the committee shall consist of representatives appointed by the Council from the members of Somersham Parish Council</li> <li>Representative members may include</li> </ul>

			not more than 3 co-opted members
Library Representative	Andrew Chapman		
Armed Forces Covenant Representative	Daryl Potter		All signatories pledge to uphold and act in accordance with the basic principles of the Covenant. Organisations are encouraged to commit specific pledges detailing exactly how the Covenant will be supported and upheld. The aim - to bring together the armed forces community and the civilian community on a local level, nurturing mutual understanding and raising awareness of issues faced by the armed forces.

### Parish Council Working Parties/Committee

Working Party	Members	Membership & Notes
Environment	Christine Dolby Dianna Skeggs Dick Sutton  Vacancies	To include a Green Spaces Champion & Definitive Footpath responsibility  Members of the public welcome to volunteer on the working group
Christmas Lights	Mervyn Greaves (WP Chairman, parishioner) Dianna Skeggs Andrew Chapman  Vacancies	No limit set
Communication & Engagement including Somersham4u Newsletter	Nicola David Daryl Potter Christine Dolby  1 Vacancy	<b><i>To research articles for inclusion and to proof-read draft produced by the parish office.</i></b> Sub-group recommended on a rota basis in pairs to sort & deliver newsletters to distributors
Finance, Insurance & Risk Management	Daryl Potter Dianna Skeggs Richard Sutton  2 vacancies	Chairman + 5 councillors  <b>Leaseholder sub-group</b> 1 x Parish Councillor Representative from each body – Friends of Somersham Library,

		Victory Hall Management Committee, Somersham Scouts.
Somersham Nature Reserve Group Representative (SNRG)	Andrew Chapman  Vacancies	The representative will also be a Trustee on the CIO once it has been set up by the SNRG
Review of Parish Sports Provision	Nicola David Daryl Potter Dianna Skeggs Dick Sutton	The working party will review current sports provision in the parish, investigate expanding the variety of sports facilities and activities available to reflect the expected increase of population in Somersham, plus potential costs of the project
Personnel Committee	Christine Dolby Daryl Potter Richard Sutton Andrew Chapman  No vacancies	Chairman, Vice Chairman + one other. It is the gift of the Chairman & Vice Chairman to choose an appropriate 3 <sup>rd</sup> member from council members.  A 4 <sup>th</sup> person can be invited as required i.e. to use specialist knowledge for a particular matter. TOR updated in 2024.
Road Closure and MVAS Maintenance Group	Andrew Chapman Bill Bruce Nicola David	The working party are responsible for the maintenance of the Speed Indicator Devices (SID's) in Somersham, including the charging and replacement of batteries. The W/P have undertaken road closure training in 2025 (requires renewal after 5 years.) Road closure for Remembrance Day and Christmas Lights switch on.

