

MINUTES OF A MEETING OF SOMERSHAM PARISH COUNCIL

Held on Monday 8th June 2026 at 7.30 p.m.

At the Millennium Sports Pavilion, The Trundle, Somersham PE28 3JS

www.somersham-pc.gov.uk

PRESENT WERE:

Cllr B Bruce
Cllr S Bunnage
Cllr A Chapman
Cllr C Dolby

Cllr D Potter (in the Chair)
Cllr D Sutton

Mrs I Healiss, Executive Officer

Seats Fifteen (15), Councillors Present Six (6), Vacancies five (6), Quorum Five (5).

IN ATTENDANCE

District Councillor Sarah Hodgson-Jones

Cllr Potter observed the recent passing of Cllr Dianna Skeggs by holding a minutes silence prior to the meeting commencing.

686/6/26 APOLOGIES FOR ABSENCE

Received and approved from:
Cllr N David – personal
Cllr F Reid - personal
Cllr R Woolway – work commitments

County Councillor C Lowe – personal
Mrs J Turney (Deputy Clerk) - personal

687/6/26 PARISH COUNCILLORS DECLARATIONS OF INTEREST

Cllr Sutton regarding planning application 26/00885/HHFUL

688/6/26 PUBLIC FORUM

It was proposed by Cllr Sutton, seconded by Cllr Dolby and unanimously RESOLVED to adjourn the meeting at 19:33 for a period of time to hold a public meeting.

A member of the public raised concerns about vehicles exceeding the 20mph speed limit on High Street, Somersham. It was reported that a 999 call had been made on Friday evening following incidents of excessive speeding. The EO will contact the County Councillor to enquire what can be done regarding this issue.

The meeting reconvened at closed 19:48 

689/6/26

REPORT FROM DISTRICT AND COUNTY COUNCILLORS

District Councillor Hodgson-Jones reported her appointment to the Development Management Committee (DMC) at the recent meeting of the Full Council. Appreciation was expressed for the support received in the recent elections, and reaffirmed her commitment to representing and supporting the local community.

Councillor Hodgson-Jones further advised that, from the autumn, proposed changes to the national scheme of delegation will significantly curtail the ability of elected councillors to 'call in' planning applications for committee determination, with the majority of applications instead being determined by planning officers.

The Parish Council expressed its dissatisfaction with the proposed changes and requested that Councillor Hodgson-Jones convey its concerns to the relevant authorities. Members considered that the changes would diminish local democratic involvement in the planning process and reduce opportunities for communities to have their views adequately represented and considered.

Cllr Lowe offered an update that Hinchbrooke Country park has an inflatable aqua park opening on Saturday 18th July.

690/6/26

PLANNING MATTERS

a) PLANNING APPLICATIONS

26/00885/HHFUL 25 Loftsteads Somersham Huntingdon PE28 3HX 09/6/26
Proposed side and rear single storey extension.

It was proposed by Cllr Dolby, seconded by Cllr Bruce and RESOLVED to support this application as a positive extension to the property.

b) PLANNING APPROVED

26/00515/FUL Land South of Warners Drove and West of Parkhall Road 22/5/26
Temporary retention of 2 monitoring boreholes and associated headworks (retrospective.)

26/00472/FUL Land at Northern End of Parkhall Road Somersham 7/5/26
Temporary retention of 1 monitoring borehole and its associated headworks (retrospective.)

26/00378/HHFUL 15 Bank Avenue Somersham Huntingdon PE28 3DH 13/5/26
Demolition of single storey part and erection of single storey extension. Conversion of existing conservatory, comprising of new solid roof and revised garden elevation.

25/02320/FUL Land East of Sun A Rise Parkhall Road Somersham 29/4/26
Construction of a dwelling with associated parking and private amenity land.

25/00973/S73 Legacy Park Chatteris Road Somersham 24/4/26
Removal of Conditions 1 (5 Year Time Limit), 5 (Permanent Pitches), 6 (90 Days), 7 (Transient Pitches) and Variation of Condition 10 (Access) of 23/02358/FUL.



25/00972/S73	Legacy Park Chatteris Road Somersham Variation of Conditions 1 (Permitted Use), 6 (Access Time Frame and removal of Condition 2 (5 Year Limit) of 18/00840/FUL.	24/4/26
24/02116/FUL	Land at Rosefield Parkhall Road Somersham Change of use of land for the stationing of two mobile homes and four touring caravans to include establishment of hardstanding and fences on a temporary or permanent basis (part retrospective.)	24/4/26
26/00117/HHFUL	6B The Bank Somersham Huntingdon PE28 3DJ Proposed two storey and single storey rear extension and change in window colour throughout.	01/6/26

c) PLANNING REFUSED

25/02062/OUT	Land North of Parkhall Nurseries, Parkhall Rd, Somersham Application for Outline Planning Permission with all matters reserved for the proposed erection of a one and a half storey self-build dwelling and associated works.	28/4/26
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d) PLANNING APPEALS

25/02227/PIP	Land North East of The Gates Colne Road Somersham Permission in Principle for 2No. Self-build custom dwellings 5 week consultation from 26 th May 2026.
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It was proposed by Cllr Dolby, seconded by Cllr Bruce and RESOLVED to resubmit comments sent to planning regarding this application. The road splay is not wide enough to access the site, with fencing onto private property located either side. The site also sits within a flood zone (flood zones 2 and 3.)

691/6/26 MINUTES OF THE ANNUAL MEETING HELD ON 18th MAY 2026

The Minutes were proposed by Cllr Sutton, seconded by Cllr Bruce and RESOLVED as approved. There was one (1) abstention due to absence.

692/6/26 POLICE REPORT

- Neighbourhood Safety Emails
- No Police Report was provided

693/6/26 EXECUTIVE OFFICER'S REPORT

- i. CAPALC bulletin & NALC CEO bulletins
- ii. Neighbourhood Alerts
- iii. Cambridgeshire ACRE bulletins and updates
- iv. Huntingdonshire DC – press releases and updates
- v. Correspondence received regarding annual pathfinder march on the 6th June 2026 shared with Councillors.
- vi. Cllr Hodgson-Jones contacted the business rates department at HDC regarding the outstanding amount owed further to the dissolution of the



SSLA in 2020, and it was confirmed that this amount remains due. A direct debit has been set up from June 2026 to March 2027 to recover the debt.

694/6/26 **REVIEW THE FOLLOWING POLICIES:-**

Risk Management Policy – last reviewed June 2025

It was proposed by Cllr Chapman, seconded by Cllr Sutton and unanimously RESOLVED to approve the Risk Management Policy, subject to updating the Councils eligibility to use the General Power of Competence within the policy (as of the Annual Meeting in May 2026.)

695/6/26 **FINANCE & RISK MANAGEMENT MATTERS**

- i. Monthly Accounts (Appendix B)

The monthly accounts were proposed by Cllr Sutton, seconded by Cllr Chapman and unanimously RESOLVED as approved.

- ii. Councillor Quarterly Risk Assessments - to be sent out on the 1st July 2026 (due by the 31/7/26.) Noted by Councillors.

696/6/26 **ELECT THE PERSONNEL COMMITTEE, WORKING PARTIES, AND REPRESENTATIVES AND REVIEW THE TERMS OF REFERENCE**

- Terms of reference for committees (Appendix A)

It was proposed by Cllr Sutton, seconded by Cllr Chapman and unanimously RESOLVED to accept the representatives, as per appendix A. This will also be sent to absent Councillors for additional members to be agreed as required.

697/6/26 **OFFER AN UPDATE REGARDING THE NORWOOD LIFT PROJECT**

As per the Councils Financial Regulations 5.7 (p9) “For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts.” This requires councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised. As the lift project is likely to meet this financial threshold, the Council must proceed in line with regulations.

698/6/26 **AGREE A LETTER OF THANKS BE SENT TO TONY SANSOM FOR HIS YEARS AS A PARISH COUNCILLOR**

It was agreed that the EO would send a card to Mr Sansom in recognition of his many years of service as a Councillor, and that this practice would be extended to all members leaving the Council after a period of service.

699/6/26 **REPORT HIGHWAY MATTERS INCLUDING PUBLIC FOOTWAYS – REPAIRS/MAINTENANCE.**

Correspondence emailed to councillors:

- TTRO at Parkhall Road, Somersham
The proposed Order is necessary to facilitate drainage investigations, construction

and associated works which are being carried out on or near this highway.
It is anticipated that these works will be carried out between 07:30hrs and 17:00hrs 27 July 2026 and 28 August 2026.

700/6/26 **ACCEPT REPORTS OF MEETINGS ATTENDED BY PARISH COUNCILLORS**


Cllr Sutton reported that the Victory Hall Management Committee (VHMC) will be meeting tomorrow.

701/6/26 **NOTICES & MATTERS FOR THE NEXT AGENDA.**

None.

The next meeting of Somersham Parish Council will be Full Council Meeting on Monday 6th July 2026 at 7.30pm in the Millennium Pavilion, The Trundle, Somersham, PE29 3JS.

There being no further issues the meeting closed at 20:44 hours



Chairman



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	Richard Sutton Somersham Incumbent Sarah Hodgson-Jones Charlotte Lowe Martin Legge Eddie Howlett Sian Bunnage	3 representatives	Trust Deed 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 (Chair) Lesley Minter (Parishioner) Richard Sutton Ray Woolway	4 representatives	Trust Deed 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	Christine Dolby Richard Sutton Somersham Incumbent 3 vacancies	3 representatives	Trust Deed 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 1 vacancy		Lease Document <ul style="list-style-type: none"> The Management Committee shall comprise of not less than 12

			<p>members & at least one quarter of the committee shall consist of representatives appointed by the Council from the members of Somersham Parish Council</p> <ul style="list-style-type: none"> • Representative members may include not more than 3 co-opted members
Friends of Somersham Library Representative	Andrew Chapman		
Armed Forces Covenant Representative	Daryl Potter		<p>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.</p>

Parish Council Working Parties/Committee

Working Party	Members	Membership & Notes
Environment	Christine Dolby Bill Bruce Dick Sutton S Blackwell footpath officer (MOP)	To include a Green Spaces Champion & Definitive Footpath responsibility

	1 vacancy	Members of the public welcome to volunteer on the working group
Christmas Lights	Mervyn Greaves (WP Chairman, parishioner) Andrew Chapman Bill Bruce Vacancies	No limit set
Communication & Engagement including Somersham4u Newsletter	Nicola David Daryl Potter Christine Dolby 1 Vacancy	To research articles for inclusion and to proof-read draft produced by the parish office. Sub-group recommended on a rota basis in pairs to sort & deliver newsletters to distributors
Finance, Insurance & Risk Management	Daryl Potter Nicola David Richard Sutton Andrew Chapman 1 vacancy	Chairman + 5 councillors Leaseholder sub-group 1 x Parish Councillor Representative from each body – Friends of Somersham Library, Victory Hall Management Committee, Somersham Scouts, SNRG, Angling Club.
Somersham Nature Reserve Group Representative (SNRG)	Andrew Chapman Bill Bruce	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 Dick Sutton	The working group will review the 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 rd member from council members. A 4 th person can be invited as required i.e. to use specialist knowledge for a particular matter. TOR updated in 2024.

Appendix B

ACCOUNTS from 9th May 26 to 31st May 26

		Vat	Net	TOTAL		Cost Centre
Payroll - May	Salaries to go through 3rd June	£0.00		N/A	Bacs	Salaries May 26
Pension payments - May	Pension Fund (NEST only)	£0.00		N/A	Bacs	Pensions
HMRC - May	Tax & NI	£0.00		N/A	Bacs	HMRC
Cole & Day	Tractor fuel 16 Apr to 30 Apr 26	£11.90	£59.49	£71.39	Bacs	Kubota
HDC	Youth sports sessions 1st and 8th April 26	£0.00	£303.60	£303.60	Bacs	Localism
HDC	Over 60's exercise x 3 sessions April 26	£0.00	£344.00	£344.00	Bacs	Changing Lives
Human Capital Dept	Retained HR April 26	£15.80	£79.00	£94.80	Bacs	Office
L Garrick	Yoga x 1 session April 26	£0.00	£55.00	£55.00	Bacs	Changing Lives
R Adams	Strength & Balance x 4 sessions Apr 26	£0.00	£200.00	£200.00	Bacs	Changing Lives
Rialtas	Year end 2026 Omega Gold Scheme 2026	£184.00	£920.00	£1,104.00	Bacs	Office
SLCC	I Healiss Comm Gevt study days re 9th Sept 26	£10.20	£150.00	£160.20	Bacs	Training
Victory Hall	Strength & Balance x 4 sessions Apr 26	£0.00	£96.00	£96.00	Bacs	Changing Lives
Victory Hall	Tai Chi x 4 sessions Apr 26	£0.00	£48.00	£48.00	Bacs	Changing Lives
Victory Hall	Yoga x 5 sessions April 26	£0.00	£67.50	£67.50	Bacs	Changing Lives
Viking	A4 printer paper for Norwood office 7th May 26	£4.98	£24.90	£29.88	Bacs	Office
L Garrick	Yoga x 4 sessions April 26	£0.00	£220.00	£220.00	Bacs	Changing Lives
Treefusion Ltd	Tree survey 25th Feb 26	£385.00	£1,925.00	£2,310.00	Bacs	Tree work
Support Cambridgeshire	Membership Subscription April-March 26	£0.00	£30.00	£30.00	Bacs	Office
Royal Britis Legion	Over 60's Club x 8 sessions April 26	£0.00	£144.00	£144.00	Bacs	Changing Lives
PSK Installations	Call out and works to security system 10th May 26	£19.20	£96.00	£115.20	Bacs	CCV Norwood playground
Online Playgrounds	Wetpour for youth playground 11th May 26	£27.27	£136.33	£163.60	Bacs	Changing Lives
M Tabrett	Tai Chi x 3 sessions April 26	£0.00	£120.00	£120.00	Bacs	Library
Libra Security	Library replacement fire alarm system 11th Mar 26	£85.00	£425.00	£510.00	Bacs	Expenses
I Healiss	Expense re postage re DBS checks 11th May 26	£0.00	£5.30	£5.30	Bacs	Kubota
Cola & Day	Tractor fuel 1 May to 15 May 26	£11.00	£55.03	£66.03	Bacs	Office
Freeths	DocuSign fee 23rd April 26	£2.00	£10.00	£12.00	Bacs	Office
CAPALC	Internal Audit 25/26	£0.00	£364.74	£364.74	Bacs	Office
Advanced Payroll Services	DBS checks x 2 13th May 26 To supply and instal 4 radiator valves at Norwood building May 26	£0.00	£32.00	£32.00	Bacs	Changing Lives
White Plumbing		£79.20	£396.00	£475.20	Bacs	Norwood
		£835.55	£6,306.89	£7,142.44		£7,142.44

ELECTRONIC PAYMENTS

Talk Talk Business	01487 841359 & internet May 26	£10.02	£50.08	£60.10	DD	Administration
British GasLite	Electricity - Lake sea container - May 26			N/A	DD	Lake area
British GasBusiness	Gas - Norwood Building - May 26	£4.51	£90.37	£94.88	DD	Norwood Building
British GasLite	Electricity - Norwood Building			N/A	DD	Norwood Building
British GasLite	Electricity - Library - May 26			N/A	DD	Library
British GasLite	Electricity - Millennium Pavilion - May 26			N/A	DD	Millennium
British GasLite	Gas - Millennium Pavilion - May 26			N/A	DD	Millennium
British GasLite	Electricity - multi sports area - May 26	£10.96	£12.13	£23.09	DD	Multi sports area
Aurora (prev Ethos)	Photocopy charge 10th Apr to 9th July 26	£129.00	£644.99	£773.99	DD	Office
Aurora (prev Ethos)	Charge for scans 10th Apr to 9th July 26	£0.00	£2.64	£2.64	DD	Office



YU Energy	Street lighting - electric 1st Apr to 30th Apr 26	£7.13	£142.64	£149.77	DD	Street lighting
HDC	Lake area sea container rates May 26	£0.00	£69.00	£69.00	DD	Administration
HDC	Millennium Pavilion sea container rates			N/A	DD	Administration
Microshade -Flotek	Citrix Server License,Pear mapping,VSM Share, Rialtas May 26	£74.34	£371.70	£446.04	DD	Office
Microshade -Flotek	Millennium new wifi with Aruba May 26	£19.80	£99.00	£118.80	DD	Millennium
TOTAL		£255.76	£1,482.55	£1,738.31		£1,738.31

LLOYDS CARD 16th May 26

Giffgaff	6 x £6 plus 6 x £10	£0.00	£46.00	£46.00	CARD	
Bookwhen	Monthly payment fee	£3.80	£19.00	£22.80	CARD	
Adobe	Monthly charge re pdf format change	£0.00	£16.64	£16.64	CARD	
Lloyds corporate card	Monthly card fee	£0.00	£3.00	£3.00	CARD	
Hyperian Auctions	Pump delivery charge	£6.00	£24.00	£30.00	CARD	
Hyperian Auctions	Village pump	£24.00	£100.00	£124.00	CARD	
Tesco	Timebank refreshments	£0.00	£27.15	£27.15	CARD	
SLB Wholesale	Timebank refreshments	£0.00	£4.98	£4.98	CARD	
Paxton	10 key fobs	£0.00	£62.40	£62.40	CARD	
Post Office	Pstal fee recorded delivery to HDC	£0.00	£10.95	£10.95	CARD	
AMAZON UK	Padlock and shackle for lake area	£3.75	£18.74	£22.49	CARD	
	Office ring binders	£1.67	£8.32	£9.99	CARD	
	Two plastic storage boxes	£2.20	£10.99	£13.19	CARD	
	Box long lasting milk for office	£3.28	£16.41	£19.69	CARD	
	Leather for village pump repair	£0.00	£49.28	£49.28	CARD	
	Leather hole puncher for village pump	£3.50	£17.49	£20.99	CARD	
TOTAL		£48.20	£435.35	£483.55		£483.55

