

# Felsham Parish Council

## Draft Minutes of the Annual Meeting of the Parish Council held on 18<sup>th</sup> May 2021 held in the Village Hall after Annual Parish Meeting at 7.54pm

Present: Cllr Simon Garrod (chair), Cllr David Simpson, Cllr Ken Sparkes, Cllr Mark  
Tavernor, Cllr Paul Kearney  
Mark Bloomfield (Clerk & RFO) County & District Cllr Penny Otton  
no members of the public

2021/0001 **Nominations and Election of Chair** – Cllr Sparkes nominated Cllr Garrod, Cllr Tavernor seconded, all in favour (resolution passed) – Cllr Garrod remains Chair

2021/0002 **Acceptance of Office** – Cllr Garrod signed 'Declaration of Acceptance of Office'

2021/0003 **Nominations and Election of Vice-chair** – Cllr Garrod nominated Cllr Nunn, Cllr Kearney seconded, all in favour (resolution passed) – Cllr Nunn remains Vice-chair.

2021/0004 **Apologies for Absence** – Cllr Nunn

2021/0005 **Declarations of Interest and requests for dispensation** – None

2021/0006 **Minutes of Parish Council Meeting** – The minutes from 27<sup>th</sup> April 2021 were considered and approved. Cllr Garrod proposed, Cllr Simpson seconded, all in favour (resolution passed). The minutes were signed by Cllr Garrod as a true record.

2021/0007 **Co-option of Councillor** – deferred until next month.

2021/0008 **County & District Councillor Otton** – Cllr Otton gave her report to the Annual Parish Meeting, and forms part of those minutes.

2021/0009 **Public Participation** – No members of public present.

2021/0010 **Clerks Report** –

'Thank you very much for the kind & friendly welcome I've received.'

Face-to-face meetings are back – with Covid mitigation measures in place. The Risk Assessment will be considered for approval & adoption in Item 2021/0014, and this risk assessment & the necessary measures will be kept under constant review & will be amended as regulations change.

From last meeting – S137 donations – the donation from Suffolk Age Concern cannot be paid – No longer in operation, therefore the funds remain in the accounts.

The following may be of interest to members:

- SALC – East Anglia Community Energy Event (Webinar) – to create ground level, community based solutions to the climate crisis. Please ask clerk for details.
- BMSDC – Biodiversity – Extension to apply for Tree/Hedgerow/Wild Flower scheme – I know that you have shown interest in doing more in this area – I think that you decided that there was no suitable parish owned land that could be used – but I'm not sure if you have had any response to your request about BMSDC owned land?
- Any interest in installing outdoor gym equipment?
- Consultation taking place re: walking/cycling infrastructure – Do we have any rambling/walking or cycling groups in the village that might want to be consulted?
- Consultation taking place from Suffolk County Council re: possible boundary changes. Please ask clerk for details of how to get involved with the consultation.
- Sicon Foundation has been in touch & has talked to FPC before about possible tree planting schemes. They are focusing at the moment on 'litter picking' & have asked if we would be interested in joining in – I am assuming that litter isn't a real problem in Felsham. But they are interested also in knowing if they can support any other environmental projects in the village. Please ask clerk for details.

Thanks have been received from Issy O'Riordan from East Anglia Children's Hospice re: donation.

Thanks have been received from Sue Groom at Suffolk Accident Rescue Service re: donation.

Thanks have been received from the Finance team at East Anglia Air Ambulance.

2021/0011

**Officer Appointments:**

- a. Conservation Officer – Cllr Simpson (proposed by Cllr Garrod, seconded by Cllr Sparkes, all in favour – resolution passed)
- b. Footpath Officer – Cllr Nunn (proposed by Cllr Garrod, seconded by Cllr Simpson, all in favour – resolution passed)
- c. Tree Officer – Cllr Tavernor (proposed by Cllr Garrod, seconded by Cllr Kearney, all in favour – resolution passed)

2021/0012

**Outside Bodies – Appointments:**

- a. Village Hall Committee – Cllr Simpson (proposed by Cllr Garrod, seconded by Cllr Kearney, all in favour – resolution passed)
- b. Playing Field Committee – Cllr Kearney (proposed by Cllr Sparkes, seconded by Cllr Garrod, all in favour – resolution passed)
- c. Felsham Charity Trustees – Cllr Sparkes (proposed by Cllr Garrod, seconded by Cllr Kearney, all in favour – resolution passed)

2021/0013

**Meeting Schedule for 2021/2022** – the following dates were proposed:

Tuesday 15<sup>th</sup> June 2021

Tuesday 20<sup>th</sup> July 2021

NO MEETING – August 2021

Tuesday 21<sup>st</sup> September 2021

Tuesday 19<sup>th</sup> October 2021

Tuesday 16<sup>th</sup> November 2021

Tuesday 21<sup>st</sup> December 2021

Tuesday 18<sup>th</sup> January 2022

Tuesday 15<sup>th</sup> February 2022

Tuesday 15<sup>th</sup> March 2022

Tuesday 19<sup>th</sup> April 2022

Tuesday 17<sup>th</sup> May 2022 (Also date for Annual Parish Meeting)

Proposed by Cllr Garrod, seconded by Cllr Simpson, all in favour – resolution passed.

2021/0014

**Adoption of Covid 19 Risk Assessment for Public Meetings** – a draft risk assessment was circulated to all members prior to the meeting. It was proposed for adoption. Cllr Garrod proposed, Cllr Sparkes seconded, all in favour – resolution passed.

2021/0015

**Planning –**

- a. One application to consider – DC/21/02872 – Maiden Hall, Discharge of Conditions. Proposal - NO OBJECTION. Proposed by Cllr Garrod, Cllr Kearney seconded, all in favour – resolution passed.
- b. Note of Decisions by MSDC –  
DC/21/01329 – Maiden Hall, Erection of Summerhouse – GRANTED  
DC/21/01773 – Felsham Village Hall, Extension – GRANTED

2021/0016

**Finance –**

- a. Completion and approval of Annual Governance Statement for accounts 2020/21 (Section 1 – Annual Governance & Accountability Return, AGAR) – deferred until next month
- b. Approval of Accounting Statements for accounts 2020/21 (Section 2 – AGAR) – deferred until next month
- c. RFO Report – distributed at meeting with update of accounts for payment, budget update, bank reconciliation, reserves status.
- d. Payments authorised in April 21:  
Mid-Suffolk CAB - £75

Suffolk Accident Rescue Service - £25  
Headway - £25  
East Anglia Children's Hospice - £25  
East Anglia Air Ambulance - £25

Payments made but need to be authorised:

15<sup>th</sup> April 21 – Defibrillator batteries - £47.94  
15<sup>th</sup> April 21 – SALC Subscriptions - £265.12  
30<sup>th</sup> April 21 – (outgoing) Clerk Salary & Expenses - £XXX  
4<sup>th</sup> May 21 – Zoom (x2 months) - £28.78

Payments to be authorised:

30<sup>th</sup> April 21 – Felsham Garage (Grass Cutting) - £120 (from last year)  
7<sup>th</sup> May 21 – MSDC (Litter & Dog Bins) - £350.05  
11<sup>th</sup> May 21 – Westcotec (SID) - £3,360.00

Proposal to authorise/make payments. Proposed by Cllr Garrod, seconded by Cllr Tavernor, all in favour – resolution passed.

- e. Asset Register & Insurance Provision – the RFO informed the council that the value of the Asset Register remained the same as the previous year. On that basis, the insurance quote from Community Action Suffolk was considered. There were 2 payment options - £321 for one year or £304.95 each year for 3 years. It was proposed that the council would pay the £304.95 each year for 3 years (subject to any changes in IPT). Proposed by Cllr Garrod, seconded by Cllr Kearney, all in favour – resolution passed.

2021/0017

**Village Maintenance**

- a. Tree Officer – No update  
b. Reported Matters – Cllr Tavernor reported that the new trees on the Playing Field were doing well

2021/0018

**Conservation Area**

- a. Conservation Officer – No update  
b. Reported Matters – none

2021/0019

**Footpaths**

- a. Footpath Officer – Cllr Nunn reported (by email) – 'The footpath cutting contractor was in Felsham on Friday 14<sup>th</sup> May and commenced our first cut. I'm not sure how far he has got as I haven't had a chance to walk all of the paths yet. Mark Tavernor kindly reinstated the dog wastebin on the Maiden Hall footpath – thanks Mark! No other matters to report.  
b. Reported Matters – as above.

2021/0020

**Correspondence –**

An email from Mrs Horrex regarding the location of a dog bin was considered. The Clerk is to respond when more information becomes available.

2021/0021

**Housing Needs Survey** – arrangements for a 'Walk 'Round' of councillors in conjunction with a representative from the planning team at MSDC need to be made next month.

2021/0022

**Other Matters brought to the attention of the council** – None

Next meeting of the Parish Council – Tuesday 15<sup>th</sup> June 2021 in the Village Hall

The meeting was closed by the Chairman at 8.52pm