

Draft Minutes of the ANNUAL MEETING of FELSHAM PARISH COUNCIL
held on 16th May 2023 following the ANNUAL PARISH MEETING in the Village Hall

Present: Cllr Simon Garrod (Chair), Cllr Ken Sparkes, Cllr Paul Kearney, Cllr Mark Tavernor
(Co-opted at 2023/010f)
In attendance: Isabelle Reece (Clerk & RFO)
Apologies: Cllr Paul Jell

2023/001 Nominations and election of Chair

Proposed by Cllr Sparkes & seconded by Cllr Kearney, Cllr Garrod was elected Chairman

2023/002 Acceptance of office of new Chair

Cllr Garrod Accepted to continue in the Office of Chairman & signed the Declaration of Acceptance of Office. Other Councillors signed their Declarations of Acceptance of Office & Summons Consent Forms

2023/003 Nominations and election of Vice Chair

Proposed by Cllr Garrod & seconded by Cllr Kearney, Cllr Sparkes was elected as Vice-Chairman

2023/004 To receive apologies – apologies were received from Cllr Jell.

2023/005 Declarations of Interest and requests for dispensation – Cllr Sparkes for Felsham Charity

2023/006 Minutes of Parish Council Meeting – The minutes from the Meeting of the Parish Council on 18th April 2023 were considered and approved. Cllr Garrod proposed, Cllr Sparkes seconded, all in favour **RESOLVED**. The minutes were signed by Cllr Garrod as a true record.

2023/007

a. County & (Former) District Councillor Otton – Cllr Otton's report to the Parish Council had been received & was noted – and is appended to these Minutes.

b. Newly elected District Councillor Wilshire was introduced during the Annual Parish Meeting.

2023/008 Public Participation – There was none.

2023/009 Clerk's Report – The Clerk's Report was received and is appended to these Minutes

2023/010 Financial Matters, Audit & Governance

a. To Review & Approve Final Accounts 2022-23

The Clerk apologised that the Annual Accounts were not yet available. It was agreed to defer Review & Approval until the June Meeting

b. To authorize payments – Payments totalling £961.47 were approved (Clerk's Salary 2 months – £434.00; Village Hall – £105.00; Reimbursement defibrillator accessories – £47.94; SCC Bins – £374.53)

c. To consider & approve Insurance Provision – The Council's current insurer (via CAS) had failed to provide a renewal quote; the Clerk had reminded them but it had not yet been received: an alternative quote from Zurich had been circulated for comparison. It was **AGREED** to await the Ansvar Renewal Quote & to confer via email & instruct the Clerk

d. To consider & approve deferment of Cllr Jell's Declaration of Acceptance of Office – this was **AGREED**

e. To consider adoption of New Suffolk Councils' Code of Conduct – Proposed by Cllr Garrod & seconded by Cllr Sparkes – **RESOLVED**

f. To consider co-options to the Council – Proposed by Cllr Garrod & seconded by Cllr Kearney – **RESOLVED** to co-opt Mr Mark Tavernor's to the Council

2023/011 To appoint Officers:

a. Conservation Officer – Cllr Kearney agreed to undertake this role

b. Footpath Officer – Cllr Kearney agreed to remain in this role

c. Tree Officer – Cllr Tavernor agreed to remain in this role

d. Local Housing Needs Officer – Cllr Sparked agreed to undertake this role

2023/012 To appoint Representatives to outside bodies:

a. Village Hall Committee – this position remains vacant

b. Playing Field Committee – Cllr kearney agreed to remain in this role

c. Felsham Charity Trustees – Formerly appointed several months ago, Cllr Sparkes remains in this role.

2023/013 Planning

a. To consider any applications made since the issue of the Agenda – none received

b. To note any planning decisions since the issue of the Agenda – none received

c. To consider any other planning matters – it was **AGREED** to seek MSDC Cllr Wilshire's input and views on the Joint Local Plan

2023/014 Village maintenance

a To receive a report from the Tree Officer – Nothing to report

b To consider other matters reported – the Council agreed that it was happy with the grass cutting regime as undertaken by Top Garden Services: but that areas recently mown by District Council contractors was too short. **ACTIONS** – Clerk to inform TGS and to contact MSDC

c. Village Sign Update – none available. **ACTION** – enquire of Mr Simpson status of Planning Application for plinth

2023/015 Conservation Area

a. To receive a report from the Conservation Officer – nothing to report

b. To consider matters reported – nothing reported

2023/016 Footpaths

a. To receive a report from the Footpath Officer – nothing to report

b. To consider matters reported – a footpath had been churned up by a large vehicle leaving the roadway: Cllr Kearney had tidied the footpath & agreed to continue to keep vegetation clear. Visibility was severely reduced by vegetation overgrowth on the Cockfield Road. **ACTION** – Clerk to write to owner of the property in question

2023/017 To consider Correspondence received – **ACTION** – SALC's request for Coronation photographs to be forwarded to the Village Hall Committee

2023/018 Housing Needs Survey – no update available

2023/019 Matters to be brought to the attention of the Council/future Agenda items – Clerk's Appraisal; Cllr Kearney gave advance apologies for the next meetings

2023/020 To approve the Meting Schedule for 2023-24 – every third Tuesday (Bar August – no meeting) exceptionally June Meeting to be the second Tuesday 13th June

The meeting was closed by Cllr Garrod at 21.05hrs

Signed_____ **Chairman** **Dated**_____