

Felsham Parish Council

Draft Minutes of the MEETING of FELSHAM PARISH COUNCIL held on 20th December 2022 in the Village Hall

Present: Cllr Simon Garrod (Chair), Cllr Mark Tavenor, Cllr Paul Kearney, Cllr Paul Jell

In attendance: SCC & MSDC Cllr Penny Otton
Isabelle Reece (Clerk & RFO)

Apologies: Cllr Ken Sparkes, Cllr David Simpson

2022/087 Welcome & To receive apologies – Cllr Garrod welcomed everyone to the meeting and received apologies from Cllrs Simpson & Sparkes

2022/072 Declarations of Interest and requests for dispensation – No interests were declared & there were no requests for dispensation.

2022/073 Minutes of Parish Council Meeting – The minutes from the Meeting of the Parish Council on 15th November 2022 were considered, approved & signed as a true record

2022/074 County & District Cllr Penny Otton – Cllr Otton's report to the Parish Council had been received & was noted – and forms part of these minutes below. Cllr Otton highlighted the 'Devolved Suffolk' announcement; the winter warmth initiatives; her Group's submission of a Bus Service Improvement Plan to SCC

2022/075 Public Forum – No members of the public were in attendance

2022/076 Clerk's report was noted:

Clerk & RFO report for 20th December 2022 PC meeting (Position at 17th December 2022)

1. Financial statement

Treasurer's Account balance as per bank statement: 15th December	£10,912.42
Business Savings Account balance per bank statement: 15th December	£12,186.07
Balance	£23,098.49
Unpresented approved payments	(£33.35)
Subtotal	£23,065.14
Unpresented receipts	
Orders requested for approvals	(£936.20)
Net Balance (assuming approval of orders requested)	£22,128.94

2. Orders requested for approval

Payments to be made	Date	Sum
Clerk's Salary (July – October) balance post HMRC payments		£511.00
Clerk's Salary (November - December)		£425.20
Total		£936.20

3. Unpresented approved items

Item	Cheque	
Office Needs – Printer ink & punched pockets – see note 10)		£33.35
Total		£33.35

4. Receipts & payments since last report

Interest		£2.79
HMRC	£266.20	
(Salary Request)	£936.20	

5. Bank reconciliation

Cash book opening balance 1st April 2022 £19,160.54

Receipts (2 x Precept payments; interest) £6,951.94

Treasurer's A/C payments inc. 4 £3983.54

Cash book balance: £22,128.94

6. Banking arrangements

Chairman Cllr Garrod handed over bank books, card & card reader to Clerk at November meeting

7. Action Status Report

Action	(Minute ref)	Status	Notes
Gain initial access to HMRC Account		completed	
Resumption of Payroll with HMRC SEE NOTE 10 below		completed	
VAT Claim		started	
Vegetation of overgrowth Meadow Close		in progress	
Reporting of missing footpath signs		In progress	1 reported
Updating of info with outside bodies		In progress	
Update Cllrs' Register of Interests		not started	Cllrs to check
Mowing Regime modifications		in progress	

8. Correspondence

Cllr Otton - Monthly Report; Keeping Suffolk Warm; Suffolk Highways Gritters; County Devolution Deal;

A14 Junction 47a;

SCC – Christmas Street Lighting

BMSDC - Christmas Waste Collections – on website; Consultation on changes to Planning Validation; Virtual High Street

CAS – Climate Change Survey

SALC – News Bulletin 5th Dec

CPRE - 'Planning Victory'

Arthritis Action – Info inc presentations

9. Police Report

Constables County [November 2022](#)

No crimes reported in Felsham since August (latest available data October)

<https://www.police.uk/pu/your-area/suffolk-constabulary/stowmarket/?tab=crimemap>

10. Other Matters to report

- 1 Clerk has made the necessary payments to HMRC, which has avoided penalties.
2. The payment to Office Needs authorized at the last meeting has still not yet been made: the company may have gone out of business. Clerk investigating
3. PKF Littlejohn re-appointed External Auditors by SAAA
4. None of the charity donations in the 2022-23 budget have yet been allocated and paid

2022/093

Finance & Governance

a. To approve orders requested for payment – orders totalling £936.20 were approved (see Clerk's Report above)

b. To review & consider the draft Budget for 2023-24 – mostly acceptable: to be reconsidered at the January Meeting when more information available

2022/094

Planning.

- i. No applications had been received since the issue of this Agenda
- ii. Dismissal of Appeal APP/W3520/W/21/3289197 - **DC/21/02924** Land Rear of Six Bells was noted

- iii. BMSDC Local Planning Validation – there were no comments on the Formal Consultation of revisions to the Validation Process
- iv. The deteriorating Listed Wall at the rear of the Six Bells was noted. **ACTION:** Clerk to contact Babergh DC Heritage Dept.

2022/095

Village Maintenance:

- a. To receive a report from the Tree Officer – nothing to report
- b. To consider any matters reported – nothing to report
- c. Update modifications to the mowing regime – Contractor's flexibility re specifications was noted & Cllr Tavernor provided further details for the Trial Mowing Regime

2022/096

Conservation Area:

- a. To receive a report from the Conservation Officer.- - none available
- b. To consider any matters reported

2022/097

Footpaths:

- a. To receive a report from the Footpath Officer – the FO had recently walked most of the footpaths' which were in good order given the weather; some overgrowth was noted. Rotting signposts a problem
- b. To consider any matters reported – **ACTIONS:** Cllr Kearney to tackle vegetation; Clerk to investigate metal post spikes

2022/098

Correspondence - To note correspondence tabled & to consider action: Correspondence listed in Clerk's Report was noted

2022/099

Local Housing Needs Survey – Update – none available

2022/100

Village Sign – Update – none available

2022/101

Matters to be brought to the attention of the council – none

2022/102

To confirm date of next Meeting – Tuesday 17th January 2023 7.30pm

The meeting was closed by Cllr Garrod at 20.34hrs

Signed_____ Chairman Dated_____