

# Felsham Parish Council

## Minutes of the MEETING of FELSHAM PARISH COUNCIL held on 13th June 2023 in the Village Hall

**Present:** Cllr Simon Garrod (Chair), Cllr Ken Sparkes, Cllr Paul Kearney Cllr, Mark Tavenor,

**In attendance:** MSDC Cllr Nicky Willshire  
Isabelle Reece (Clerk & RFO)

**Apologies:** SCC Cllr Penny Otton, Cllr Paul Jell

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**2023/021 Welcome & to receive apologies** – Cllr Garrod welcomed everyone to the meeting and received apologies from Cllr Jell

**2023/022 Declarations of Interest and requests for dispensation** – Cllr Sparkes for the Felsham Charity

**2023/023 Minutes of Parish Council Meeting** – The minutes from the Annual Meeting of the Parish Council on Tuesday 16th May 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.

**2023/024 To receive reports from SCC & MSDC Cllrs**

**a. SCC Cllr Penny Otton** – Cllr Otton, sent a message via Cllr Willshire to the effect that she had requested that Cllr Willshire consult the Neighbourhood Team Waste Services section if they had experienced any difficulties manoeuvring refuse lorries in the Orchard; widening The Orchard is not an option.

**b. MSDC Cllr Nicky Willshire** – Cllr Willshire's Report, previously circulated was noted. She highlighted the dismissal of the proposed Onehouse Development

**c.** To request update on Joint Local Plan & relevance to Felsham – Cllr Willshire confirmed that she would keep the parish council informed of the status of the JLP

**2023/025 Public Forum** – There were no members of the public in attendance

**2023/026 Clerk's report** – The Clerk's Report had been circulated & was noted. The Clerk requested clarification on what aspects of the banking arrangements were to be changed: Cllr Garrod confirmed the addition of Cllr Kearney as a Signatory

**2023/027 Finance & Governance**

**a. To receive the Annual Accounts 2022/3** – the Annual Accounts were received & signed

**b. To note the risk assessment & internal controls** – the risk assessment & internal controls were noted

**c. To review & approve the Certificate of Exemption** – the Certificate of Exemption was reviewed & signed

**d. To review & approve the Annual Governance Statement 2022/23** – the Governance Statement was reviewed & signed

**e. To review & approve Accounting Statements 2022/23**

**f. To confirm dates for the period for the exercise of public rights** – these were confirmed as commencing Monday 19th June and ending Friday 28th July

**g. To approve orders requested for payment** – Payment of £25.00 to the Felsham & Gedding Village news was **APPROVED**

**h. To receive Insurance update** – The Clerk confirmed the Insurance had been renewed

**i. Clerk's Appraisal (Temporary Exclusion of the Public for this item)** – This item was deferred to a later date so that the Clerk could provide councillors with a framework for appraisal

**j. To consider any other urgent Finance & Governance Matters** – the Clerk requested clarification over modification to Banking Mandate: additional signatory required

**2023/028 Planning**

**a. To consider Application DC/23/02426 WORKS TO TREE(S) IN A CONSERVATION AREA** – There were **NO COMMENTS**

- b. Any Planning Applications since the issue of this Agenda** – there were none  
**c. To note any decisions received since the issue of this Agenda** – there were none  
**d. To consider any other planning matters** – Joint Local Plan: see Item 2023/024c

**2023/029 Village Maintenance**

- a. To receive a report from the Tree Officer – vegetation reported on Church Road & near Six Bells
- b. To consider matters reported & updates

**2023/030 Conservation Area**

- a. To receive a report from the Conservation Office – nothing reported
- b. To consider any matters reported – nothing reported

**2023/031 Footpaths**

- a. To receive a report from the Footpath Officer – nothing reported
- b. To consider any matters reported – Cllr Garrod queried the dates of SCC PROW & BDC Public Realm cuttings. It was noted with appreciation that there are several good local landowners with exemplary cutting regimes; the Clerk reported that SCC has a new contractor and there have been some initial difficulties.

**2023/032 Correspondence** - To note correspondence tabled & to consider any action necessary – an SAR had been received from a member of the public – this is being dealt with by the Clerk

**2023/033 Local Housing Needs – update** – none was available. **ACTION:** Clerk to furnish Cllr Sparkes with relevant contact details.

**2023/034 Village Sign – update** – none available. **ACTION:** Cllr Sparkes to liaise with parishioner to finalize design ready for Planning Application

**2023/035 Matters to be brought to the attention of the council/future agenda items** – The Parish Council owns a marquee, which is stored in the Playing Field's container & loans of which were arranged by former Cllr Simpson. **ACTIONS:** Cllr Kearney to liaise with Cllr Tavernor regarding future storage & contacts; Notice to be put in F & G Village News thereafter for contact details regarding loan.

**2023/036 To confirm date of the next Meeting** – NOT 18th **ACTION:** suitable date to be arranged via email & Mr Simpson to be contacted for Village Hall Booking.

**The Meeting was closed by Cllr Garrod at 20.20hrs**

Signed\_\_\_\_\_ Chairman Dated\_\_\_\_\_