

# Felsham Parish Council

## Draft Minutes of the MEETING of FELSHAM PARISH COUNCIL held on 17th January 2023 in the Village Hall

**Present:** Cllr Simon Garrod (Chair), Cllr Mark Tavenor, Cllr Ken Sparkes, Cllr David Simpson, Cllr Paul Jell

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

**Apologies:** Cllr Paul Kearney

**2022/103 Welcome & To receive apologies** – Cllr Garrod welcomed everyone to the meeting and received apologies from Cllr Kearney

**2022/104 Declarations of Interest and requests for dispensation** – No interests were declared & there were no requests for dispensation.

**2022/105 Minutes of Parish Council Meeting** – The minutes from the Meeting of the Parish Council on 20th December 2022 were considered, approved & signed as a true record

**2022/106 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 impending A14 Roadworks and the Grant Funding available from MSDC to adapt homes for those with reduced mobility, balance & strength

**2022/107 Public Forum** – No members of the public were in attendance

**2022/108 Clerk's Report**

### **Clerk & RFO report for 17th January 2023 PC meeting (Position at 13th January 2023)**

#### **1. Financial statement**

Treasurer's Account balance as per bank statement: 13th January 2023	£10,401.42
Business Savings Account balance per bank statement: 13th January 2023	£12,191.28
<b>Balance</b>	<b>£22,592.70</b>
Unpresented approved payments	(£458.55)
<b>Subtotal</b>	<b>£22,134.15</b>
Unpresented receipts	
Orders requested for approvals	(£541.99)
<b>Net Balance (assuming approval of orders requested)</b>	<b>£21,592.16</b>

#### **2. Orders requested for approval**

<b>Payments to be made</b>	<b>Date</b>	<b>Sum</b>
Top Garden Services – Grass cutting	asap	£480.00
CAB – s137 donation	asap	£50.00
Reimbursement Clerk – gift for HMRC help	asap	£11.99
<b>Total</b>		<b>£541.99</b>

#### **3. Unpresented approved items**

<b>Item</b>	<b>Cheque</b>	
Office Needs – Printer ink & punched pockets – see note 10)		£33.35
Clerk's Salary (November & December)		£425.20
<b>Total</b>		<b>£458.55</b>

#### **4. Receipts & payments since last report**

Interest

£5.21

Salary paid

£511.00

(Salary Request) £425.20

## 5. Bank reconciliation

Cash book opening balance 1st April 2022 £19,160.54  
Receipts (2 x Precept payments; interest) £6,957.15

Treasurer's A/C payments inc. 4 £4525.53

**Cash book balance: £21,592.16**

## 6. Banking arrangements: -

## 7. Action Status Report

Action		(Minute ref)	Status	Notes
VAT Claim	Clerk		started	
Vegetation of overgrowth Meadow Close	SCC		in progress	SCC – needs to be chased
Updating of info with outside bodies	Clerk		In progress	
Update Cllrs' Register of Interests			not started	Cllrs to check
Mowing Regime modifications	Cllrs & Clerk		in progress	
Investigate metal post spikes	Clerk		started	
Contact BMSDC Heritage dept	Clerk		in progress	
vegetation overgrowth	Cllr			should be done before 1st March

## 8. Correspondence

**Cllr Otton:** Monthly Report

**SCC:** A14 Junction 43; A14 Junction 47a – 49 Tothill Reconstruction Scheme

**Suffolk Police:** Precept Survey – posted on FPC website; Support: Coronation Weekend

**BMSDC:** Town & Parish Update; Planning Decision Notice; Planning Consultation Requests  
DC/22/06185 & DC/22/06186 – The Grange Cockfield Road; DC/23/00203 – Lower Green Farm  
Lower Green

**CAS:** Funding & Development December 2022; Cost of Living Impact Survey 2

**SALC:** Bulletins x 3

**Anglian Water:** Pipeline Strategy

**Sue Downs:** Affordable Housing

**Private Individual:** Youth Councils Survey

**PSE:** Insights into COP27 Digital Solutions

## 9. Police Report

Constables County [November 2022](#) (latest available)

1 crime reported in Felsham November 2022 (vehicle)

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

## 10. Other Matters to report

1 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

## 2022/109 Finance & Governance

### a. Orders totalling £631.99 were approved:

Top Garden Services – Grass cutting (£480.00)

CAB – s 137 donation (£75.00) – sum on Clerk's Report increased by £25.00

Reimbursement Clerk – Gift for help with HMRC problem (£11.99)

CAB – Donation (£75.00)

F & G Village News – Donation (£25.00)

ICO – GDPR Regulator (£40.00) Clerk to renew standing order

**b. To review and agree the draft Budget for 2023-24** – The Budget for 2023-24 was agreed and can be viewed separately on this website

**c. To set the Precept for 2023-24** – The precept was set at **£6795.00**; a slight reduction to 2022-23; which means no increase to individual local households

**2022/110 Planning.**

- i. **Planning Applications DC/22/06185 & DC/22/06186** – The Grange Cockfield Road – No Comments; **Application DC/23/00203** – Lower Green Farm Lower Green – No comments
- ii. **DC/22/05982 – Discharge of Conditions Application for DC/20/00465** Thistle House – noted
- iii. **Any other Planning Matters** – Cllr Otton had contacted BMSDC Heritage Department regarding deterioration of Listed Wall – Clerk will do so also; possible changes to Planning legislation & capacity within the District Planning Enforcement Department were mentioned

**2022/111 Village Maintenance:**

- a. To receive a report from the Tree Officer – nothing to report
- b. To consider any matters reported – nothing reported
- c. Update modifications to the mowing regime – Clerk has sent details to contractor; Clerk to copy Cllr Tavernor into future correspondence

**2022/112 Conservation Area:**

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

**2022/113 Footpaths:**

- a. To receive a report from the Footpath Officer – none available
- b. To consider any matters reported – Cllr Tavernor corrected Clerk that she had been asked to contact SCC to enquire about the availability of posts, not the post spikes

**2022/114 Correspondence** - To note correspondence tabled & to consider action-correspondence as per Clerk's Report noted: no further action. The Clerk will ensure that forwarded correspondence is well 'triaged'

**2022/115 Local Housing Needs Survey** – Cllr Simpson to re-establish contact with new CAS Officer

**2022/116 Village Sign – Update** – none available – Cllr Sparkes to pursue

**2022/117 Matters to be brought to the attention of the council** – Clerk mentioned the Coronation: no action necessary – Village Organizations usually plan for such events

**2022/118 To confirm date of next Meeting – Tuesday 21st February 2023 7.30pm**

**The Meeting was closed by Cllr Garrod at 20.35hrs**

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