

Felsham Parish Council

Draft Minutes of the MEETING of FELSHAM PARISH COUNCIL **held on 18th October 2022 in the Village Hall**

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

In attendance: SCC & MSDC Cllr Penny Otton; 1 Member of the Public
Isabelle Reece (Clerk & RFO)

Apologies: Cllr Paul Kearney

2022/054 Welcome & To receive apologies – Cllr Garrod welcomed everyone to the meeting and received apologies from Cllr Kearney

2022/055 Declarations of Interest and requests for dispensation – No interests were declared & there were no requests for dispensation.

2022/056 Minutes of Parish Council Meeting – The minutes from the Meeting of the Parish Council on 19th July 2022 were considered, approved & signed as a true record

2022/057 County & District Cllr Penny Otton – Cllr Otton's report to the Parish Council had been received & was noted – and forms part of these minutes. Cllr Otton highlighted: the Warm Homes Suffolk Fund, the EV Infrastructure Funding; the MSDC 10-year Land Supply; and that her Group had questioned Suffolk CC's decision to enter discussions with Central Government to become a new Investment Zone

2022/058 Public Forum – No members of the public made representation

2022/059 Clerk's report

Clerk & RFO report for 18th October 2022 PC meeting (Position at 14th October 2022)

1. Financial statement

Treasurer's Account balance as per bank statement dated:	£11,238.62
Business Savings Account balance per bank statement dated:	£12,181.98
Balance	£23,420.60
Unpaid orders requested for approval	£814.15
Unpresented receipts	£
Net Balance (assuming approval of orders requested)	£22,606.45

2. Orders requested for approval

Payments to be made	Date	Sum
CAS Website hosting	ASAP	£60.00
Office Needs – printer ink & punched pockets	ASAP	£33.35
Clerk's Salary – (July-September)	ASAP	£637.80
HMRC – Previous Clerk	ASAP	£83.00*
Total		£814.15

* Needs verification

3. Unpresented approved items

Item	Cheque	
-		
Total		£

4. Receipts

Receipts (2 x Precept payments; interest)

£6,947.85

5. Bank reconciliation

Cash book opening balance 1st April 2022	£19,160.54	
Receipts (2 x Precept payments; interest)		£6,947.85
Treasurer's A/C payments	£2687.79	
Cash book balance:	£23420.60	

6. Banking arrangements & Queries

Address from two clerks ago still on account. Mandate form will be needed to change address. Question from bank: Do we have a named Relations Manager: the answer was no. Also, Cllr Garrod corrected that the most recent details on the bank account should be his and not those of any previous clerk

7. AGAR update

Audit Report was back from Internal Auditor and is posted on the PC website. The Internal Auditor had noted a couple of typos in an accounting document

8. Action Status Report

Action		(Minute ref)	Status	Notes
Gain initial access to HMRC Account			completed	see note 11.1 below
Re-enrolment with Pensions Regulator		-	completed	
Resumption of Payroll			started	
VAT Claim			started	
Correspondence & Info re Vacancy			completed	
Vegetation of overgrowth Meadow Close			in progress	
Reporting of missing footpath signs			In progress	1 reported
Updating of info with outside bodies			In progress	
Inform Felsham Charity of Andrew Conquest as PC's appointed Trustee			completed	
Update Cllrs' Register of Interests			not started	Cllrs asked to check

9. Correspondence

Cllr Otton's Report

SCC – Cost of Living impact on Council's budget; Bus Strategy Meeting

BMSDC - Local Plan; dog & litter bins; Town & Parish update October

CAS – Cost of Living Suffolk Community Awards etc

SALC – Suffolk Climate Emergency Survey

PE EV Infrastructure Challenge

Parishioner expressing interest in Council vacancy – Clerk had corresponded with parishioner

SAAA – Notice of option to remain in scheme or opt out – deadline for opting out 28th October. Clerk's recommendation to remain in the Audit System upheld.

10. Police Report

Felsham- 11 Crimes reported March to August 1022 – 9 violence & sexual; 1- other theft; 1 antisocial behaviour

11. Other Matters to report

1. Given the immense difficulty and time-consuming nature of accessing the HMRC (and other accounts) by new Clerk, which was only resolved by a chance, it is suggested that the Clerk produce an *Emergency Continuity of Business* document pack in order to minimize any future extreme disruption in the event of loss of Clerk. **ACTION:** Clerk
2. BMSDC Returning Officer has informed us of the estimated costs for next year's elections. To be considered when formulating budget for next year.
3. Clerk had re-established the website link to SCC Highways Reporting Tool, in the Footpaths Menu option: anyone can report access problems, including missing or damaged signs
4. Clerk will be submitting a claim for phone and some travel expenses, at a later date

2022/060

Finance & Governance

- a. **To approve orders requested for payment, including: Clerk's Salary July to September (£637.80); CAS for Website hosting (£60.00)**
The Clerk recommended postponement of salary payment until HMRC situation fully updated; payments of £60.00 CAS website hosting & £33.35 to Office Needs – **approved**
- b. **Audit Update – see Clerk's Report**
- c. **To confirm Cllr Tavernor's acceptance of Office of Vice Chairman**
At the June meeting Cllr Tavernor had, in his absence, been proposed by Cllr Kearney, seconded by Cllr Garrod & elected Vice-Chairman: Cllr Tavernor accepted the position
- d. **Council Vacancy update**
The vacancy is advertised on the website and in the Community News: Clerk to verify wording. A parishioner had expressed interest and had been supplied with information on the role.

2022/061

Suffolk County Council's £150,000 Match Funder scheme for community action on the climate emergency – Cllr Simpson reported that he had contacted the Village Hall Committee and that an application was in progress

2022/062

Planning

- i. **To consider any applications received** – no Applications had been received
- ii. **To note any decisions made by MSDC** – none had been received
- iii. **Any other Planning Matters** –

2022/063

Village Maintenance:

- a. Report from Tree Officer – nothing to report
- b. To consider any matters reported – nothing reported

2022/064

Conservation Area:

- a. Report from Conservation Officer – Cllr Simpson reported that the Community Shop frontage issue was had been referred to Planning Control; & that a parishioner had expressed concern about a container which had appeared on land near the Garage: It is understood that this is a temporary situation and will be rectified shortly; still no news on the land behind the Six Bells
- b. Nothing further reported

2022/065

Footpaths:

- a. Report from Footpath Officer – nothing to report
- b. The Clerk been corresponding with Suffolk Highways dept. regarding vegetation clearance on the corner of Meadow Close and Church Road; Cllr Kearney had supplied suitable photographs to assist with the application

2022/066

Correspondence – The Clerk will use her discretion to publish certain correspondence on the website and share relevant information with other village organizations

2022/067

Local Housing Needs Survey – Sunila Osborne's replacement had contacted the Council and her details circulated. Cllr Simpson to pursue

2022/068

Village Sign Update – nothing to report

2022/069

Matters to be brought to the attention of the council – A review of the management of parish green spaces & to discuss environmentally friendly modifications to the mowing regime to be on the next agenda

2022/053

To confirm date of next Meeting – Tuesday 15th November 7.30pm

The meeting was closed by Cllr Garrod at 20.45hrs

Signed _____ Chairman

Dated _____