

Felsham Parish Council

Minutes of the Parish Council Meeting held on 15th September 2015 in the Village Hall

Present: Cllr Simon Garrod (chair) Cllr David Simpson
Cllr Ken Sparkes Cllr Mark Tavernor
Cllr Hayley Nunn Cllr Harry Wragge
Cllr David Williams
Mrs. Paula Gladwell (Clerk) County Cllr Penny Otton
1 member of the public

- 2015/1350 **Apologies for Absence** — None
- 2015/1351 **Declarations of Interest** – None
- 2015/1352 **Minutes of Parish Council Meeting** – It was proposed by Cllr Garrod that the minutes of the previous Parish Council Meeting were approved with all in favour. The Parish Council Meeting minutes of 21st July 2015 were signed as a true record.
- 2015/1353 **Adjournment for:**
Cllr Otton's Report – Cllr Otton gave her report which has been circulated.
Police Report – The police report had been received and circulated. It was noted that the Safer Neighbourhood Team would no longer be routinely attending parish council meetings and they would not be providing a written report anymore. We are asked in future to seek information from their online crime map via <http://www.police.uk/suffolk/H44/crime/2015-06/all-crime/> or alternatively through the website <http://www.suffolk.police.uk/> It was noted that the quarterly Priority Tasking Meetings had also been cancelled.
Public Participation – Concerns were expressed regarding long grass on some of the footpaths in particular FP7 It was confirmed that a second cut of some paths, including FP7 had been carried out recently, it was not clear if this was done by SCC or landowners.
Meeting resumed:
- 2015/1354 **Clerks report** – It was noted that the new bank mandate had not yet been submitted as one signatory was awaited, once complete it will be processed.
- 2015/1355 MSDC Planning Dept could not provide information regarding any planning permission requirement for moving street light poles until they were given exact locations and intentions and SCC would not provide a written quote without specific locations. It was agreed that Cllr Sparkes would join the Street Lighting Working Group and the group would carry out site visits and provide a recommendation to the next meeting.
- 2015/1356 The offer from two young girls to carryout regular bimonthly litter picks as part of a school challenge was commended. MSDC have welcomed the initiative and will work with the girls to provide a safety briefing and equipment.
- 2015/1357 **Planning** – There were no applications to consider.
- 2015/1358 There were no MSDC decisions to note.
- 2015/1359 **Finance** – The clerks Financial Report for September 2015 was approved.
- 2015/1360 The following payments were approved. Prop by Cllr Garrod with all in favour.
Clerks Salary July & August 2015
- 2015/1361 MSDC Election reissued invoice £729.81
- 2015/1362 It was resolved to approve the clerk's attendance on LCPAS training course at a cost of £10.00. Prop Cllr Williams with all in favour.
- 2015/1363 The completion of the BDO external audit was noted, there were no issues arising that required action.
- 2015/1364 **Correspondence** - There were no comments to tabled correspondence.
- 2015/1365 **Parish Plan Action Plan review** – The minutes from the Parish Plan Review meeting were noted. It was agreed that the recommendation for a 5 year review

of the Parish Plan should be carried out by a newly formed Steering Group to be facilitated by the parish council in 2017.

2015/1366 **Provision of VAS** – Cllr Simpson reported on; his recent visit to Great Barton to see the Radarlux machine working there and, further investigation into the Westcotec machine as the demonstration video had not been sent. The recommendation was that the Radarlux machine would be the most suitable. It was noted that this is also the favoured machine of Buxhall Parish Council. It was resolved to order the Radarlux VAS in partnership with Buxhall Parish Council at the quoted price of £2835.95 with a £1000 contribution to the costs to match Buxhall PC with the balance in funding to come from SCCllr Penny Otton and the MSDC Locality Award fund. Proposed Cllr Simpson, Sec Cllr Garrod with all in favour.

It was noted that 2 of the sites approved would need some confirmation of detail before installation and that the Memorandum of Understanding would need to be signed before the works order could be authorised. It was noted that Cllr Otton had agreed to fund the installation of the verge posts and that volunteers may have to be provided with Hi vis jackets.

2015/1367 **To review Internal Controls** - Standing Orders and Financial Regulations together with all policies and procedures were reviewed with no amendments proposed. It was resolved to approve the reviewed documents. Proposed Cllr Garrod with all in favour.

2015/1368 The Risk Assessment was reviewed and no amendments were proposed. It was resolved to approve the reviewed Risk Assessment, proposed Cllr Garrod with all in favour.

2015/1369 **Effectiveness of Internal Control** – A review of the effectiveness of councils governing arrangements and systems of internal control was carried out. All controls in place were felt to be effective and no areas for development were identified.

2015/1370 **Village Maintenance** – Tree Officer Report – Nothing to report.

2015/1371 Other matters - No other issues reported.

2015/1372 **Conservation Area** – Conservation Officer Report – The clearing of the site adjacent to the Bells has highlighted the scale of the plot and concerns were expressed that it may be financially unviable for a developer to build the current proposed design. It was suggested that close monitoring will be needed of any minor amendments that might be proposed should the appeal for planning permission be upheld. It was understood that the appeal inspector had carried out his site visit; however there had been no notification of this from MSDC therefore council was unable to ensure a representative was on site at the time, the lack of notification may be because the appeal is being dealt with by the planning inspectorate via written representation only.

2015/1373 Other matters - No other issues reported.

2015/1374 **Footpaths** – Footpath Officers Report – Thanks were extended to those walkers and landowners who have cut back overhanging brambles from some paths.

2015/1375 Other matters - No other issues reported.

2015/1376 **Appointment of Felsham Charity Trustee** – Deferred

2015/1377 **Matters to be brought to the attention of council** – None.

The next meeting of the Parish Council will be held on Tuesday 120th October 2015 at 7.30pm in the Village Hall