

# Felsham Parish Council

## Minutes of the Parish Council Meeting held on 17th September 2019 in the Village Hall

Present: Cllr Simon Garrod (chair) Cllr David Simpson Cllr David Williams  
Cllr Ken Sparkes  
Paula Gladwell (Clerk & RFO) County & District Cllr Penny Otton  
1 member of the public

- 2019/2606 **Apologies for Absence** - Cllr Hayley Nunn, Cllr Mark Tavernor  
2019/2607 **Declarations of Interest and requests for dispensation** – Cllr Sparkes declared an interest in Item 4 as a relative of an applicant. (min no. 2019/2609)
- 2019/2608 **Minutes of Parish Council Meeting** – It was proposed by Cllr Williams that the minutes of the previous Parish Council Meeting were approved with all in favour. The Parish Council Meeting minutes of 22nd August 2019 were signed as a true record.
- 2019/2609 **Co Option of Vacancy** - It was resolved to co opt Paul Kearney to fill the councillor vacancy. Proposed by Cllr Williams, sec. Cllr Garrod, with all in favour. Cllr Kearney will complete his Declaration of Office at the next meeting.
- 2019/2610 **County & District Councillor Otton** – Cllr Otton gave her report, which had been circulated, and is attached to these minutes. Cllr Otton commented on lack of representation at the Gliding Club meeting. Consideration of future representation will be added to next agenda.
- 2019/2611 **Public Participation** – No questions  
2019/2612 **Clerks Report** - It has been confirmed by Buxhall Clerk that the VAS machine has been sent away for survey and possible repair and we await the outcome.  
The Post Office has been chased again re the post boxes at Dakings Lane and the shop. The Dakings Lane box has been confirmed as to be replaced however no firm timeframe given. No further progress on replacement for shop, pressure for a solution to this one will be kept up.
- 2019/2613 **Planning** – There were no MSDC application to consider.  
2019/2614 There were no MSDC decisions to note.  
2019/2615 **Finance** – The Finance Report for September 2019 was approved.  
2019/2616 The following payments were approved. Prop by Cllr Williams, with all in favour. Clerks Salary for September.
- 2019/2617 **To review Internal Controls** - Standing Orders and Financial Regulations together with all policies and procedures were reviewed with amendments made to Financial Regulations. It was resolved to approve the reviewed and amended documents. Proposed Cllr Garrod with all in favour.
- 2019/2618 The Risk Assessments were reviewed with no amendments proposed. It was resolved to approve the review of the Risk Assessment, proposed Cllr Garrod with all in favour.
- 2019/2619 **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.
- 2019/2620 **Correspondence** – There were no comments to any tabled correspondence.  
2019/2621 **Village Maintenance** – Tree Officer Report – No report  
2019/2622 There were no further maintenance matters reported.  
2019/2623 **Conservation Area** – Conservation Officer Report – No report.  
2019/2624 It was requested that the production of the Conservation Leaflet be added to the next agenda.
- 2019/2625 There were no further Conservation matters reported.  
2019/2626 **Footpaths** – Footpath Officer Report – Nothing new to report.  
Footpath Review Working Group - No report. It was noted that queries on paths 10, 13, 14 and 8 had been clarified by ROW officer Charlotte Ditchburn.
- 2019/2627 It was agreed that no comments be submitted to the Green Access Strategy Consultation at this time.

- 2019/2628 There were no further Footpath matters reported.
- 2019/2629 **Loss of Bus Service** - It was noted that council had received no replies to notices seeking comments on any hardship caused by loss of the bus service. Hearsay has suggested that very few people use the service and of those none have come forward with information. It was agreed that unless the Parish Council are approached with details of individuals needing specific help no progress can be made on sourcing alternative means of transport for users.
- 2019/2630 **Local Housing Survey** - It was Resolved to establish a Local Housing Needs Survey Working Group consisting of Cllrs Nunn, Simpson and Sparkes. The LHNS Working Group's remit is to progress the schedule and advertising of the Questionnaire. Terms of Reference for the group were approved.
- 2019/2631 **Parish Plan Working Group** - Establishment of this working group was deferred to next meeting.
- 2019/2632 **Village Sign** - Decisions regarding the design and costings were deferred to the next meeting with councillors asked to bring forward ideas and preferences for the mounting of the sign.
- 2019/2633 **Matters to be brought to the attention of council** – None.

Next meeting of the Parish Council - Tuesday 17th September 2019 7.30pm