

Felsham Parish Council

Minutes of the Parish Council Meeting held on 18th October 2016 in the Village Hall

Present: Cllr Simon Garrod (chair) Cllr Hayley Nunn
Cllr David Williams Cllr Harry Wragge
Cllr David Simpson Cllr Mark Tavernor

Mrs. Paula Gladwell (Clerk) County Cllr Penny Otton
0 member of the public

- 2016/1666 **Apologies for Absence** — Cllr Ken Sparkes.
- 2016/1667 **Declarations of Interest and requests for dispensation** – None
- 2016/1668 **Minutes of Parish Council Meeting** – It was proposed by Cllr Simpson that the minutes of the previous Parish Council Meeting were approved with all in favour. The Parish Council Meeting minutes of 14th September 2016 were signed as a true record.
- 2016/1669 **Adjournment for:**
County & District Cllr Penny Otton's Report – Cllr Otton gave her report which has been circulated and will be attached to these minutes.
Public Participation – No questions
Meeting resumed:
- 2016/1670 **Clerks Report** – There has been no response to further emails and letters sent to Hawthorne Leisure. No reply as yet from Philip Isbell MSDC Planning.
- 2016/1671 £50 donation towards the marquee repairs has been received from Felsham & Gedding Village Hall; replies from Church and Playingfield are awaited.
- 2016/1672 Loan agreement for the marquee has been finalised and is available for future request to borrow the marquee. No donation received as yet from the recent loan.
- 2016/1673 Speedwatch update – two new volunteers are due to complete the process to register with Suffolk Police. Beyton Parish Council are in discussions as to the financial viability of repairing the speed gun, it may be that it has come to the end of its useful life and a new one will need to be purchased.
- 2016/1674 The application for Transparency funding for 2016/17 has been successful with funds received to cover the software and a further one hour per month administration of the website. The reserve to administer the website now stands at £246.25, Suffolk Cloud have agreed that they could help with a revamp of the site should council agree to move the website domain to them. Further consideration of the future provision of a website will be added to the November agenda.
- 2016/1675 Auto Enrol Pensions – the staging date for Felsham Parish Council is 1st November, the employee letters have been sent and the clerk will complete the declaration after 1st November.
- 2016/1676 It was noted that it is proposed to move Felsham to sit within the South Suffolk constituency in the 2018 Boundary Review, it was agreed that no comments be submitted to the consultation.
- 2016/1677 **Planning** – There were no planning applications to consider.
- 2016/1678 The following MSDC Decisions were noted; 3317/16 Erection of two storey side extension, 1 Lime Walk – GRANTED
2707/16 Retention of concrete pad and addition of shingle to driveway, 4 Church Road – GRANTED
3283/16 Alterations to resurface and kerb entrance, Playingfield, Lower Green - GRANTED
- 2016/1679 **Finance** – The Finance Report for October 2016 was approved.
- 2016/1680 The following payments were approved. Prop by Cllr Garrod with all in favour.
Clerks Salary & Exp for September

- 2016/1681 HMRC Q2 Payment
- 2016/1682 **Correspondence** – There were no comments to tabled correspondence.
- 2016/1683 **Local Government Finance Consultation** – It was agreed that no comments be submitted.
- 2016/1684 **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.
- 2016/1685 The Risk Assessment was reviewed with no amendments proposed. It was resolved to approve the review of the Risk Assessment, proposed Cllr Garrod with all in favour.
- 2016/1686 **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.
- 2016/1687 **Village Maintenance** – Tree Officer Report – Nothing to report.
- 2016/1688 It was agreed that small maintenance jobs around the village previously carried out by the lengthsman would be covered on an ad hoc basis and a work party arrangement be reviewed in the spring if a new lengthsman cannot be found. Cllr Nunn will arrange for the signposts to be cleaned.
- 2016/1689 There were no other matters reported.
- 2016/1690 **Conservation Area** – Conservation Officer Report – Nothing to report.
- 2016/1691 **Footpaths** – Footpath Officer Report – Nothing to report
- 2016/1692 **Motion to exclude temporarily the Public and Press** - It was resolved to exclude the Public and Press pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed concerning staff salaries and personal information.
- 2016/1693 Following a review of the clerk's salary it was resolved to move the rate to scale point 23. Proposed Cllr Wragge, sec. Cllr Nunn with all in favour.
- 2016/1694 **Matters to be brought to the attention of council** – None

The next meeting of the Parish Council will be held on Tuesday 15th November 2016 at 7.30pm in the Village Hall –