

Felsham Parish Council

Minutes of the Parish Council Meeting held on 19th May 2020

held remotely via Zoom platform

Present: Cllr Simon Garrod (chair) Cllr David Williams Cllr David Simpson
Cllr Hayley Nunn Cllr Paul Kearney Cllr Mark Tavernor
Cllr Ken Sparkes
Paula Gladwell (Clerk & RFO) County & District Cllr Penny Otton
0 member of the public

- 2020/2770 **Nominations and Election of Chairman** – Cllr Garrod was nominated, Proposed by Cllr Sparkes, Sec Cllr Tavernor and was duly elected with all in favour.
- 2020/2771 **Acceptance of Office of New Chairman** - Cllr Garrod will sign the Declaration of Acceptance of Office later this week.
- 2020/2772 **Nominations and election of Vice Chairman** – Cllr Nunn was nominated and elected as Vice Chairman. Prop. Cllr Simpson, seconded Cllr Garrod with all in favour.
- 2020/2773 **Apologies for Absence** - None
- 2020/2774 **Declarations of Interest and requests for dispensation** – None
- 2020/2775 **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 18th February 2020 were signed as a true record.
- 2020/2776 **County & District Councillor Otton** – Cllr Otton's gave her report, which had been circulated, and is attached to these minutes.
- 2020/2777 **Public Participation** – No questions.
- 2020/2778 **Clerks Report** - It was noted that correspondence between a resident and the owners of the pub regarding a land purchase had been forwarded to the council. It was agreed that any Parish Council action was not appropriate at this time.
- 2020/2779 **To Appoint Officers** –
Conservation Area Officer – Cllr Simpson was nominated and accepted. Prop by Cllr Nunn, sec. Cllr Garrod with all in favour.
- 2020/2780 Footpath officer – Cllr Nunn was nominated, Prop by Cllr Williams, sec. Cllr Sparkes with all in favour.
- 2020/2781 Tree Officer – Cllr Tavernor was nominated, Prop Cllr Simpson, sec Cllr Garrod with all in favour.
- 2020/2782 **To Appoint Representatives of outside bodies** –
Village Hall Committee – Cllr Sparkes – Nominated by Cllr Garrod, sec Cllr Simpson
Playing Field committee – Cllr Tavernor – Nominated by Cllr Garrod, Sec Cllr Nunn
- 2020/2784 Felsham Charity – Cllr Williams – Nominated by Cllr Garrod, sec Cllr Sparkes
- 2020/2785 **Meeting Schedule** – The meeting schedule for 2020/2021 was approved.
- 2020/2786 **Planning** – There were no MSDC applications to consider.
- 2020/2787 The following MSDC decisions were noted. DC/20/00594 Replacement of existing wooden single glazed windows with visually matching flush casement double glazed, wood effect units, 2 Red House Cottages - GRANTED
DC/20/00953 Dismantle barn and reposition to form 3 bay garage - Castle Farm, Brettenham Road - GRANTED
DC/20/00922 Erection of two bay cart lodge/store with dormer and gable end window - Maiden Hall, Cockfield Road - GRANTED
- 2020/2788 **Finance** – The Certificate of Exemption - AGAR 2019/20 Part 2 was approved and will be signed and submitted later this week. Proposed Cllr Garrod with all in favour.
- 2020/2789 Section 1 of the Annual Governance and Accountability Return, The Annual Governance Statement 2019/20, was completed and approved and will be signed later this week. Proposed by Cllr Garrod with all in favour.
- 2020/2790 The final accounts for the year ending 31st March 2020 were approved and section 2 of the Annual Governance and Accountability Return, Accounting Statements 2019/20 was approved and will be signed later this week. Proposed by Cllr Garrod with all in favour.
- 2020/2791 The Finance report for May 2020 was approved.

- 2020/2792 The following payments were approved. Prop by Cllr Williams, with all in favour. Clerks Salary for Feb/mar/April 2020.
- 2020/2793 SALC Subscription £258.47
- 2020/2794 HMRC Q4 payment
- 2020/2795 SCC Street Lights £127.33
- 2020/2796 Top Garden Grass cutting £192.00
- 2020/2797 Following a review of the assets and insurance cover it was resolved to accept the quote from Community Action Suffolk at £285.60 proposed by Cllr Garrod, sec Cllr Nunn with all in favour.
- 2020/2798 It was Resolved to award under S137 donations of £25 each to; Headway, EACH, SARS, Age Concern and East Anglian Air Ambulance. Proposed Cllr Garrod, seconded Cllr Kearney with all in favour.
- 2020/2798 It was resolved to award £75 to Mid Suffolk CAB Proposed Cllr Williams, sec Cllr Kearney with all in favour. It was noted that £50 would come from budget with £25 from reserves.
- 2020/2799 It was Resolved to donate £25 to Village News, proposed Cllr Garrod, seconded Cllr Kearney with all in favour.
- 2020/2800 It was resolved to appoint Andrew Conquest to carry out the Internal Audit for 2019/20. The Terms of Engagement and Audit Plan were approved. Proposed by Cllr Garrod, sec Cllr Williams with all in favour.
- 2020/2801 **Correspondence** –There were no comments to tabled correspondence.
- 2020/2802 **Village Maintenance** – Tree Officer Report – Cllr Tavernor reported that the donated tree on Lower Green was growing well. Council have been notified of work to a beech tree at The Rectory, Cllr Tavernor confirmed that the tree is suspected of having Ganoderma which causes internal rot, it was noted that councillors had no objection to the tree being felled.
- 2020/2803 Cllr Tavernor expressed some concerns regarding the shortness of grass cutting on the greens causing heavy build up of cuttings. It was noted that no complaints had been received and that Top Garden should be allowed to continue with their professional judgement on frequency and height of cuts however this would be monitored closely.
- 2020/2804 There were no further Village Maintenance matters reported
- 2020/2805 **Conservation Area** – Conservation Officer Report – It was confirmed that no planning application has been lodged for the erection of dwellings to the rear of the pub. It was noted that previous attempts to gain permission for this site had been refused by MSDC and during the subsequent appeal due in the main to access issues and it was unlikely that this had changed.
- 2020/2806 It was confirmed that the clearing of the area of land adjacent to The Rectory was now under referral to David Pizzey, Tree Officer at MSDC.
- 2020/2807 There were no further Conservation matters reported.
- 2020/2808 **Footpaths** – Footpath Officer Report – Cllr Nunn reported that a first cut of the paths had been carried out, this seems much earlier than usual and was thought not to be the usual contractors. All paths will be checked to ensure none have been missed.
- 2020/2809 There were no further Footpath matters reported.
- 2020/2810 **Village Sign** - Deferred.
- 2020/2811 **Local Housing Needs Survey Working Group Report** - Deferred.
- 2020/2812 **Matters to be brought to the attention of council** - It was agreed that the Covid emergency numbers be put into Village News again.

Next meeting of the Parish Council - Tuesday 16th June 2020 7.30pm