

Felsham Parish Council

Minutes of the Parish Council Meeting held on 21st June 2016 in the Village Hall

Present: Cllr Simon Garrod Cllr Hayley Nunn, Cllr David Williams
 Cllr Harry Wragge Cllr David Simpson Cllr Ken Sparkes

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

- 2016/1575 **Apologies for Absence** — Cllr Mark Tavernor - absent
- 2016/1576 **Declarations of Interest** – None
- 2016/1577 **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 17th May 2016 were signed as a true record.
- 2016/1578 **Adjournment for:**
County & District Cllr Penny Otton's Report – Cllr Otton gave her report which had been circulated and will be attached to these minutes.
Public Participation – No questions
Meeting resumed:
- 2016/1579 **Clerks Report** – SCC have launched a consultation on Rights of Way which was completed by councillors and will be submitted.
- 2016/1580 A report from site meeting with Adrian Last, SCC street light engineer, was noted. An up to date quote for the various changes to the five lights is awaited. It was agreed that an article explaining what is planned be put into Village News together with notices on each lamp post. It was agreed that MSDC planning be notified of the proposal and advice requested as to whether any planning permission is required.
- 2016/1581 The VAS machine is ready for use and a rota for operation of the equipment needs to be confirmed. An invoice has been received from Buxhall Parish Council for the agreed share of the costs which includes Cllr Otton's contribution and results in a cost to council of £729.29.
- 2016/1582 2016 -2018 National Salary awards have been agreed by the joint council for Local Government Services – The new pay scales are available for 2016/17 and also for 2017/2018 it was agreed that these be applied to the clerk salary in line with the Contract of Employment.
- 2016/1582 Details of the available laptops and scanners for purchase with the Transparency funding were discussed. The HP Pavilion 15 laptop with set up and Microsoft office software and the DS620 scanner will be purchased from PC World. It was agreed that an application for funding for the software and 1 hr per month work hours be lodged in the upcoming round of funding.
- 2016/1583 The purchase of a two drawer filing cabinet for the storage of council papers was discussed and will be further considered at the next meeting.
- 2016/1584 It was noted that the Conservation leaflet had been finalised and was ready to be included in the Welcome Pack. The printing of the Welcome Pack cover would be progressed by Cllr Williams.
- 2016/1585 It was noted that although Nick Ward at MSDC had been chased for a response to the complaint against the planning Dept and has apologised for the delay and admitted verbally the error, he had been asked to respond officially in writing.
- 2016/1586 **Planning** – There were no planning applications to consider.
- 2016/1587 The following MSDC decisions were noted; 1815/16 Erection of cart lodge with store and ancillary accommodation over, Meadow Cottage, Brettenham Road – GRANTED

- 2016/1588 3881/14 Proposed alterations to external walls, new windows, new roof. Castle Farm House, Brettenham Road – CONDITIONS AGREED.
- 2016/1589 3148/15 Conversion of existing barn to new independent dwelling house comprising of the demolition of existing stables, outbuilding and lean to structures with extension of barn to north to provide 2 storey accommodation. Erection of new cart lodge. Valley Farm, Brettenham Road – CONDITIONS AGREED
- 2016/1590 **Finance** – The Finance Report for June 2016 was approved.
- 2016/1591 The following payments were approved. Prop by Cllr Garrod with all in favour.
Clerks Salary & Exp for May 2016
- 2016/1592 Grass Cutting £366.00
- 2016/1593 MSDC Bin Emptying £240.00
- 2016/1594 SALC Subs £236.25
- 2016/1595 LCPAS Chair course £25.00 bacs
- 2016/1596 VAS machine Buxhall PC £1229.29 bacs
- 2016/1597 It was resolved to delegate to the clerk payment of future grass cutting invoices by electronic transfer where they are as the previously agreed contract. Any payments will be reported to the next scheduled meeting in accordance with Financial Regulations. Proposed by Cllr Wragge with all in favour.
- 2016/1598 Completion of Internal Audit – Not yet received from Internal Auditor.
- 2016/1599 **Correspondence** – There were no comments to tabled correspondence.
- 2016/1600 **Village Maintenance** – Tree Officer Report – No report.
- 2016/1601 Concerns were expressed regarding the amount of surface water running down Church Road from the overflowing pond and from the entrance to The Yewlands causing the road surface to break up. This will be reported to Highways. There is still an issue with the poor road repair in The Orchard carried out by the developer, this will also be reported to Highways.
- 2016/1602 **Conservation Area** – Conservation Officer Report – Nothing to report
- 2016/1603 **Footpaths** – Footpath Officers Report – FP4 is blocked with logs, this will be reported to SCC Rights Of Way. Investigations into the lack of signage at FP5 Glebe Wood has highlighted that the sign is present however it is obscured within the overgrown hedge. This will be reported to PROW together with the broken bridge on FP5.
- 2016/1604 **Operation of VAS** – It was noted that Cllrs Simpson, Williams, Sparkes, Wragge and Garrod would make up the group taking on moving and operation of the VAS machine. A tutorial session would be arranged and a 4 weekly rota finalised with Buxhall Parish Council.
- 2016/1605 **Matters to be brought to the attention of council** – Concerns were expressed regarding speeding vehicles on Bury Road between 8 – 8.30am. It was noted that more volunteers were needed to operate the Community Speedwatch in order for it to be more effective at slowing drivers.

The next meeting of the Parish Council will be held on Tuesday 19th July 2016 at 7.30pm in the Village Hall