

Felsham Parish Council

Minutes of the Annual Parish Council Meeting held on 15th May 2018 in the Village Hall

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

- 2018/2214 **Nominations and Election of Chairman** – Cllr Garrod was nominated, Proposed by Cllr Wragge, Sec Cllr Williams and was duly elected with all in favour.
- 2018/2215 **Acceptance of Office of New Chairman** - Cllr Garrod signed the Declaration of Acceptance of Office.
- 2018/2216 **Nominations and election of Vice Chairman** – Cllr Williams was nominated and elected as Vice Chairman. Prop. Cllr Garrod, seconded Cllr Sparkes with all in favour.
- 2018/2217 **Apologies for Absence** - County & District Cllr Penny Otton
- 2018/2218 **Declarations of Interest and requests for dispensation** – None
- 2018/2219 **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 April 2018 were signed as a true record.
- 2018/2220 **Public Participation** – No questions
- 2018/2221 **To Appoint Officers** –
Conservation Area Officer – Cllr Simpson was nominated and accepted. Prop by Cllr Williams, seconded by Cllr Nunn with all in favour.
- 2018/2222 Footpath officer – Cllr Nunn was nominated, Prop by Cllr Wragge, sec by Cllr Tavernor with all in favour.
- 2018/2223 Tree Officer – Cllr Tavernor was nominated, Prop Cllr Sparkes, sec Cllr Wragge with all in favour.
- 2018/2224 **To Appoint Representatives of outside bodies** –
Village Hall Committee – Cllr Williams – Nominated by Cllr Garrod
Playing Field committee – Cllr Simpson – Nominated by Cllr Garrod
Felsham Charity – Cllr Wragge – Nominated by Cllr Garrod
- 2018/2227 **Felsham Charity Trustees** – The following nominations were proposed and approved for a term of three years. Mrs Trish Wilson, Mr Brian Francis, Mr Harry Wragge and Mrs Mary Carter. Nomination of the fifth trustee was deferred to the next meeting.
- 2018/2228 **Meeting Schedule** – The meeting schedule for 2018/2019 was approved.
- 2018/2229 **Planning** – It was Resolved to submit the following comments to MSDC for application no. DC/18/01714 Erection of single storey rear extension following removal of greenhouse and garden store, 7 Church Road *"Felsham Parish Council have NO OBJECTION to this application based on the information available" and*
- 2018/2230 Application No. DC/18/01737 Erection of rear conservatory extension, 23 Meadow Close *"Felsham Parish Council have NO OBJECTION to this application based on the information available"*
- 2018/2231 The following MSDC decisions were noted; Tree Preservation Order Ref MS68/A1 - Fell 1 No. Sycamore tree (T1) Prune 1 No. Sycamore/Ash tree (T2) Fell 1 No. Sycamore tree (T3), Khurrem House, Church Road - GRANTED
DC/18/00274 Non Material Amendment - Change to external layout, Felsham House, Bury Road - CONFIRMED
DC/17/06336 Discharge of Condition 3, 7 Church Road - APPROVED
- 2018/2232 **Finance** – Section 1 of the Annual Governance and Accountability Return, The Annual Governance Statement 2017/18, was completed, approved and signed. Proposed by Cllr Garrod with all in favour.

- 2018/2233 The final accounts for the year ending 31st March 2018 were approved and section 2 of the Annual Governance and Accountability Return, Accounting Statements 2017/18, was signed. Proposed by Cllr Garrod with all in favour.
- 2018/2234 The Finance report for May 2018 was approved.
- 2018/2235 The following payments were approved. Prop by Cllr Garrod, sec Cllr Williams with all in favour. Clerks Salary for April.
- 2018/2236 SCC Street Lights £9170.32
- 2018/2237 Grass Cutting £299.80
- 2018/2238 Following a review of the assets and insurance cover it was resolved to accept the renewal quote from Came & Company at £291.20 proposed by Cllr Garrod with all in favour.
- 2018/2239 The completion of the Internal Audit by Andrew Conquest was noted. The Internal Audit report included two queries which have been addressed by the clerk. The Internal Audit Action Plan was approved, Proposed Cllr Garrod with all in favour.
- 2018/2240 **General Data Protection Regulations** - It was noted that the recently proposed Government amendment to the bill if implemented will result in the Parish Council being exempt from appointing a Data Protection Officer.
- 2018/2241 Consideration was given to the process of delivering compliance with the GDPR and the Action Plan was discussed and approved. It was noted that drafts of the various documents should be available for approval at the next meeting.
- 2018/2242 It was agreed that all Cllrs will need to develop their knowledge in the area of Data Protection and carry out a Data Audit of the personal data they currently individually hold.
- 2018/2243 **2018 -2019 National Salary awards** - It was resolved to approve the new 2018 -2019 National Salary awards agreed by the joint council for Local Government Services and apply them to the clerks salary in line with the Contract of Employment. Proposed Cllr Garrod Sec Cllr Nunn with all in favour.
- 2018/2244 **Matters to be brought to the attention of council** – It was noted that the grit bin on Lower Green would be replaced as soon as possible. It was suggested that a Litter Pick was due, Cllr Nunn agreed to organise one.

**The next Parish Council Meeting will be held in the Village Hall
on Tuesday 19th June 2018 at 7.30pm.**