

# Felsham Parish Council

## Minutes of the Annual Parish Council Meeting held on 20<sup>th</sup> May 2014 in the Village Hall

Present: Cllr David Simpson Cllr Christopher Bornett  
Cllr Harry Wragge Cllr David Williams  
Cllr Mick Zarych Cllr Simon Garrod  
Cllr Hayley Nunn

Mrs. Paula Gladwell (Clerk) 2 members of public

- 2014/1002 **Nominations and Election of Chairman** – Cllr Garrod was nominated, Proposed by Cllr Williams, Sec Cllr Zarych and was duly elected with all in favour.
- 2014/1003 **Acceptance of Office of New Chairman** - Cllr Garrod signed the Declaration of Acceptance of Office.
- 2014/1004 **Nominations and election of Vice Chairman** – Cllr Zarych was nominated and elected as Vice Chairman. Prop. Cllr Garrod, seconded Cllr Nunn with a majority in favour (6-1)
- 2014/1005 **Apologies for Absence** – Cllr Simon Garrod
- 2014/1006 **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 and councillors personal details.
- 2014/1007 The chairman read a statement of complaint from Cllr Bornett and a letter from the grass-cutting contractor.
- 2014/1008 The chairman changed the order of agenda items by alternating no 17 for no 15.
- 2014/1009 **Declarations of Interest** – Cllr Simpson declared a non pecuniary interest as a member of the village news committee for item 17 (Min no. )
- 2014/1010 **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 15<sup>th</sup> April 2014 were signed as a true record.
- 2014/1011 **Adjournment for:**  
**Public Participation** – None  
**Meeting resumed:**
- 2014/1012 **Clerks Report** – Open Surgery event for April has been missed, the next one is scheduled for 29<sup>th</sup> July.
- 2014/1013 It was confirmed that the subscription for CPRE had already been paid and that the letter received last month was just a notification that the price for membership was to rise.
- 2014/1014 The Environment Working Group proposed letter to landowners regarding the provision of a new footpath has been drafted. It was agreed that councillors would confirm their approval of the wording of the letter via email in order that the clerk could sign it with Richard Vass, Gedding Chairman, to ensure no further delay.
- 2014/1015 **Meeting Schedule** – The meeting schedule for 2014/15 was approved.
- 2014/1016 **Planning** – It was resolved to send the following comments to MSDC, application no. 1157/14 Replace existing UPVC windows with flush casement wood effect composite windows on all four front elevation windows only, The Haven, Upper Green – *No Objection based on the information available.*
- 2014/1017 Application no. 1348/14 and 1349/14 (Listed) Rebuilding chimney stacks and alterations to elevation (part retrospective application) at Castle Farmhouse, Brettenham Road – *No Objection based on the information received.*

- 2014/1018 It was noted that the new owners at Castle Farm would be removing the pump from the garden of the farmhouse and that they had offered it to the parish council. It was agreed that rather than have it lost the council would approach the owner to negotiate its removal. Cllr Garrod agreed that he could store the pump temporarily until further consideration could be taken on the possibility of repair and relocation.
- 1214/1019 It was noted that the pub had been sold to Hawthorn Leisure Group and it was agreed that correspondence be entered into with the new owner in an attempt to solve the ongoing problems of the overgrown hedge, the removal of the sign and internal door and the damage to the boundary wall.
- 2014/1020 There were no MSDC decisions to note
- 2014/1021 **Finance** – The following payments were approved. Prop by Cllr Wragge with all in favour. Clerks salary April 2014,  
D Leggett Grass cutting £221.40
- 2014/1022 The insurance renewal was reviewed and it was resolved to approve the  
2014/1023 payment of £272.95 with Came & Company under the long term agreement.
- 2014/1024 **Speedwatch** – It was confirmed by Cllr Nunn that SCC should have a policy at Highways to cover requests to use their street signage for additional signs. Cllr Zarych will write to the contact at SCC with a request to use their posts for permanent Speedwatch signs.  
The estimated cost of £31.21 plus vat per sign with a total for 4 signs at approx £125 was noted. The clerk will contact Bradfield and Whelnetham clerks to seek information on their newly erected VAS.
- 2014/1025 **To consider whether Felsham Parish Council minutes are written as a verbatim record** – Councillor Bornett proposed a motion under Standing Order 10a (vii) *to proceed to the next business on the agenda*; Seconded by Cllr Wragge. It was suggested that consideration be given to proceed to the next business on the agenda, no reason was given as to why the item missed should not be considered. There was some confusion expressed as to the interpretation of the standing order and if the motion was approved when or if the item missed would be considered.  
Cllr Bornett left the meeting.  
A vote was taken on the motion proposed with 5-1 against, the motion failed.
- 2014/1026 The clerk confirmed that it was current practice that should a councillor request that a vote be recorded this would always be done ref Standing Order 3(r). It was agreed that verbatim recording of minutes is not required.
- 2014/1027 **Alternative location for conservation and wildlife area** – It was confirmed that the church have received a letter from Suffolk Wildlife Trust regarding the proposal to site a conservation and wildlife area on the newly acquired extension to the churchyard. The PCC are currently considering the recommendations within the correspondence. Various suggestions were put forward for possible alternative sites for a parish council project, most of which are in private ownership or possibly District or County council owned. It was agreed that informal contact is made with any known landowners and further investigation is needed to establish the ownership of others. It was agreed that a project in principle should be pursued if land were to become available and further consideration will be added to the next agenda.
- 2014/1028 **Provision of a Memorial Copse** – Cllr Bornett's draft letter to landowners was approved with an amendment to the last paragraph. The letters will be distributed as per the list compiled of feasible landowners.
- 2014/1029 **Village News Article** – Lengthy discussion took place regarding the concerns expressed about the recently published article in May edition of the newsletter. It was suggested that the article undermined the position of the council and belittled the decision-making regarding the maintenance programme for grass

2014/1030

cutting on Lower Green. It was agreed that a letter be sent to the editorial team asking for a retraction and an apology.

**Matters to be brought to the attention of council** – The Upper Green bench will be re oiled as soon as flowering is over and the vegetation around it is cut back.

The Conservation Area leaflet is being redrafted with MSDC's suggested changes and feedback.

It was suggested that the artwork for the Parish Plan be reproduced on the cover of the Welcome Pack.

**The next Meeting of the Parish Council will be held on Tuesday 17<sup>th</sup> June 2014 at 7.30pm**