

Felsham Parish Council

Minutes of the Annual Parish Council Meeting held on 21st May 2019 in the Village Hall

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

- 2019/2511 **Nominations and Election of Chairman** – Cllr Garrod was nominated, Proposed by Cllr Williams, Sec Cllr Sparkes and was duly elected with all in favour.
- 2019/2512 **Acceptance of Office of New Chairman** - Cllr Garrod signed the Declaration of Acceptance of Office.
- 2019/2513 **Nominations and election of Vice Chairman** – Cllr Williams was nominated and elected as Vice Chairman. Prop. Cllr Sparkes, seconded Cllr Simpson with all in favour.
- 2019/2514 **Apologies for Absence** - County & District Cllr Penny Otton
- 2019/2515 **Declarations of Interest and requests for dispensation** – None
- 2019/2516 **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 16th April 2019 were signed as a true record.
- 2019/2517 **Public Participation** – Designs and discussions regarding the provision of a Village Sign were discussed. Thanks were extended to Chris Bassett for her work on the design for a sign and the provisional costings sought. It was noted that this design if agreed would need to be laser cut with a finishing border, name and post fixing in wrought iron crafted by a blacksmith. Discussion on a suitable site and fundraising would be added to the next agenda for discussion. The suggestion that the final agreed design be printed onto tea towels for fundraising sales was supported, with other fundraising streams suggested of Felsham Charity, PC reserves and Cllr Otton's locality. The clerk will check with MSDC Planning and seek costs and compatible designs from Robert Wragge. Cllr Sparkes will seek approval from landowners for possible sites.
- 2019/2518 **Clerks report** - Congratulations were extended to Penny Otton on her success at the recent District Council elections.
It was confirmed that all councillors would need to complete a new Register of Interests form.
It has been confirmed that the CAS housing surveys are carried out slightly differently to our previous experience and Sunilla Osborne has requested a meeting to discuss these. The clerk, Cllrs Simpson and Tavernor will meet with Sunilla to facilitate the survey.
- 2019/2519 **To Appoint Officers** –
Conservation Area Officer – Cllr Simpson was nominated and accepted. Prop by Cllr Garrod, with all in favour.
- 2019/2520 Footpath officer – Cllr Nunn was nominated, Prop by Cllr Garrod, with all in favour.
- 2019/2521 Tree Officer – Cllr Tavernor was nominated, Prop Cllr Garrod, with all in favour.
- 2019/2522 **To Appoint Representatives of outside bodies** –
Village Hall Committee – Cllr Sparkes – Nominated by Cllr Garrod
- 2019/2523 Playing Field committee – Cllr Tavernor – Nominated by Cllr Garrod
- 2019/2524 Felsham Charity – Cllr Williams – Nominated by Cllr Garrod
- Cllr Williams declared a non pecuniary interest in Item 11 as an existing Trustee.
- 2019/2525 **Felsham Charity Trustees** – One application to fill the current vacancies had been received. Mr Ken Sparkes nomination as Trustee was proposed and approved until May 2021, being the remainder of the three year term of the current vacancy. It was noted that one other expression of interest had been received and that there had been no response to the advert in Village News.
Nomination of the remaining Trustee vacancy was deferred to the next meeting.
- 2019/2526 **Meeting Schedule** – The meeting schedule for 2019/2020 was approved.
- 2019/2527 **Planning** – There were no MSDC applications to consider.

- 2019/2528 The following MSDC decisions were noted; DC/19/01595 Re roofing, removal of chimney, rear dormer window, front porch and insertion of 5no. rooflights, 11 no. windows and rear bifold doors - Moat farm, Dakings Lane - GRANTED
- 2019/2529 **Finance** – Section 1 of the Annual Governance and Accountability Return, The Annual Governance Statement 2018/19, was completed, approved and signed. Proposed by Cllr Garrod with all in favour.
- 2019/2530 The final accounts for the year ending 31st March 2019 were approved and section 2 of the Annual Governance and Accountability Return, Accounting Statements 2018/19, was signed. Proposed by Cllr Garrod with all in favour.
- 2019/2531 The Finance report for May 2019 was approved.
- 2019/2532 The following payments were approved. Prop by Cllr Garrod, sec Cllr Williams with all in favour. Clerks Salary for April.
- 2019/2533 Glasdon £122.92
- 2019/2234 Top Garden £192.00
- 2019/2535 Hall Hire £140.00
- 2019/2536 Following a review of the assets and insurance cover it was resolved to accept the renewal quote from Came & Company at £352.85 proposed by Cllr Garrod with all in favour.
- 2019/2537 The completion of the Internal Audit by Andrew Conquest was noted. There were no issues or recommendations raised.
- 2019/2538 **2019 -2020 National Salary awards** - It was resolved to approve the new 2019 -2020 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 with all in favour.
- 2019/2539 **Matters to be brought to the attention of council** – It was noted that the landlords of the pub had expressed concerns regarding the outside maintenance of the building. The windows in particular are in need of repair, they are struggling to get any cooperation from the owners of the pub and suggestion was made that the PC might help with a letter. Further discussion with the landlords will be taken before any wording is agreed.
- It was noted that Buxhall PC have indicated that they may purchase their own VAS sign which would possibly make our joint one available to Felsham full time. It was suggested that we look at additional sites if we can use the VAS permanently.
- Co option of councillor vacancy - it was agreed that the usual advertising to fill the vacancy be carried out.

The next Parish Council Meeting will be held in the Village Hall on Tuesday 18th June 2019 at 7.30pm.