

Felsham Parish Council

Minutes of the Parish Council Meeting held on 16th September 2014 in the Village Hall

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

Mrs. Paula Gladwell (Clerk) County Cllr Penny Otton
2 members of the public

- 2014/1086 **Apologies for Absence** —PCSO Ryan Brunning
- 2014/1087 **Declarations of Interest** – None
- 2014/1088 **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 15th July 2014 were signed as a true record.
- 2014/1089 **Adjournment for:**
Cllr Otton’s Report – Cllr Otton gave her report which will be circulated.
Police Report – PCSO Ryan Brunning’s report was noted and will be circulated
Public Participation – Concerns were expressed that the dog poo problem on the allotments was becoming a serious concern. PCSO Ryan Brunning will be asked if he can help with the problem of irresponsible dog owners.
Meeting resumed:
- 2014/1090 **Clerks Report** – As no one has called for an election to fill the current councillor vacancy the council may now co opt. No response has been received to the offer of the village pump to be used within the design of the village sign; an update on the progress of the village sign project is still awaited. It was confirmed that the air source heat units installed on the village hall are subject to a retrospective planning application. Concerns have been expressed regarding the narrow path outside the church and the lack of accessibility for pushchairs, suggesting that any overgrowth of grass be cut back. It was confirmed that this path does not actually go back under the grass and has always been of this width; it was designated only as a sanctuary path and so not created to highways specifications.
- 2014/1091 **Planning** - It was resolved to send the following responses to MSDC: 2732/14 Conversion of existing barn to new independent dwelling house comprising demolition of existing stables, outbuilding & lean to structures with extension of barn to north to provide 2 storey accommodation. Erection of new cart lodge to provide covered parking and 1 bedroom annexe accommodation ancillary to the proposed main dwelling at Valley Farm, Brettenham Road - *Felsham Parish Council have NO OBJECTION to this application based on the information available, however would like to ensure that the current access onto the highway is assessed for its suitability for two properties.*
- 2014/1092 2303/14 Change of paint colour on window frames and door, 2 Lower green Cottages – *Felsham parish Council have NO OBJECTION to this application based on the information available”*
- 2014/1093 The following MSDC decisions were noted; 1395/14 Erection of first floor extension, Garage Cottage, Upper Green – WITHDRAWN
- 2014/1094 **Finance** – The clerks Financial Report for September 2014 was approved. The following payments were approved. Prop by Cllr Garrod with all in favour.
- 2014/1095 Clerks Salary July and August
- 2014/1096 D Leggett Grass cutting £314.20
- 2014/1097 The completion of the Annual Return and External Audit by BDO was approved. The matters arising report was considered and it was agreed that no action was needed.

- 2014/1098 **Correspondence** – No comments were made to tabled correspondence. Cllr Bornett left the meeting.
- 2014/1099 **To review Internal Controls** – lengthy discussion took place following the proposed to amend Standing Orders to cover changes to legislation relating to the recording of meetings by the press and public. Concerns were expressed regarding the possibility of misrepresentation by extreme editing of filmed and recorded reports of council meetings. It was noted that as the changes had been made by legislation there was no option but to make an amendment to Standing Orders, it was suggested that councillors would need to protect themselves by ensuring they made their own recordings of meetings should any controversy be fuelled by the new legislation. The amendment to standing orders was approved. Standing Orders and Financial Regulations together with all policies and procedures were reviewed with no further amendments proposed. It was resolved to approve the reviewed documents. Proposed Cllr Williams Seconded Cllr Simpson with all in favour.
- 2014/1100 The Risk Assessment was reviewed with no amendments. It was resolved to approve Risk Assessment, proposed Cllr Williams with all in favour.
- 2014/1101 **Effectiveness of Internal Control** – A review of the effectiveness of councils governing arrangements and systems of internal control was carried out. All controls in place were felt to be effective and no areas for development were identified.
- 2014/1102 **Vehicle Activated Sign** - It was resolved to complete the application form for the purchase of a VAS as part of Cllr Otton's joint initiative with neighbouring councils. Various locations were discussed and the application form completed.
- 2014/1103 **Speedwatch** – management of the scheme was considered, it was noted that there were three remaining volunteers including Cllr Simpson plus two new volunteers who had carried out the training. It was agreed that the scheme should be continued with the clerk offering to co ordinate the rota and completion of paperwork and Cllr Wragge agreeing to join the group.
- 2014/1104 **Street Lighting Working Group** – An initial meeting had yet to be fixed and further consideration was deferred to the November meeting.
- 2014/1105 **Village Maintenance** – Concerns were expressed regarding the broken water main cover at the end of The Yewlands – The clerk will report again. Various water leaks were highlighted which the clerk will report.
- 2014/1106 **Conservation Area** – An offer of land for planting the proposed memorial trees has been received with various suggestions of placing, numbers and plaques. Cllrs Garrod and Williams with correspond with the landowner to take this forward.
- 2014/1107 **Footpaths** – Concerns were expressed regarding the extensive side growth on paths 3 and 4. Cllr Garrod will contact the landowner in an effort to resolve.
- 2014/1108 **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 personal information.
- 2014/1109 It was agreed the councillor vacancy be advertised for co option on the notice board for 21 days. A special meeting was arranged for 9th October in order to consider all applicants and co opt in order that any new councillor may attend the October meeting.
- 2014/1110 **Matters to be brought to the attention of council** – The election of a Vice chair will be added to the next agenda.
It was suggested that purchase of some of the ceramic poppies being used to fill the Tower of London's dry moat as a visual commemoration for the First World War Centenary could be used to mark the event locally, consideration will be added to the next agenda.

The next Meeting of the Parish Council will be held on Tuesday 21st October at 7.30pm