

Felsham Parish Council

Minutes of the ANNUAL GENERAL MEETING of FELSHAM PARISH COUNCIL held on 13th May 2025 in the Village Hall

Present: Cllr Simon Garrod (Chairman); Cllr Ken Sparkes; Cllr Paul Kearney; Cllr Jason Stringer; Cllr Beverley Williams; Cllr Karen Hubbard;

In attendance: Clerk & RFO Miss Isabelle Reece

Apologies: Cllr Paul Kearney; Cllr Mark Tavernor

2025/001 Nominations, Election & Acceptance of Office of Chairman – Proposed by Cllr Sparkes & seconded by Cllr Williams Cllr Simon Garrod was re-elected Chairman

2025/002 Nominations and election of Vice Chair – Proposed by Cllr Garrod & seconded by Cllr Hubbard, Cllr Sparkes was re-elected Vice-Chairman **Declarations of interest & requests for dispensation** – Cllr Sparkes for the Felsham Charity

2025/003 To receive apologies for absence – Apologies were received and accepted from Cllrs Kearney and Tavernor

2025/004 Declarations of Interest and requests for dispensation – Cllr Sparkes Felsham Charity

2025/005 Minutes of the Previous Parish Council – the Minutes of the meeting of 8th April were considered, **APPROVED**, and signed by Cllr Garrod as a true record

2025/006 To receive reports from SCC & MSDC Cllrs

a. **SCC Cllr Penny Otton** - Cllr Otton's Annual Report to the Parish Council had been received & noted at the Annual Parish Meeting; and is available on this website.

b. **District Councillor Willshire** – Cllr Willshire's Annual Report had been received & noted at the Annual Parish Meeting and is available on this website

2025/007 Public Forum – there were no members of the Public in attendance

2025/008 To receive Clerk & RFO Report - The Clerk had circulated a Financial Report; the bank reconciliation was signed by Cllr Sparkes.

2025/009 Financial Matters, Audit & Governance

a. The Annual Governance Statement 2024/25 (AGAR Section1) was **APPROVED** & Signed

b. The Annual Governance Statement 2024/25 (AGAR Section1) was **APPROVED** & Signed

c. The Accounting Statements 2024/25(AGAR Section2) were **APPROVED** & Signed

d. The dates for the period for the Exercise of Public Rights were **APPROVED** and the notice is available on this website

e. Payments totalling £2,481.24 were **APPROVED** – Village Sign £2,212; Clerk's Pay April £256.20; Bank Charges £4.25

f. The premium for the final year of the three-year contract with Zurich was due in June. The Clerk was **DELEGATED** to update provision and to investigate Public Liability implications for the Beacon and to add the Village Sign. The Clerk suggested formulating a Terms of Use for the Beacon

g. The Clerk re-iterated the change of email address required for Compliance and the likelihood that this would incur a cost.

2025/010 To appoint/confirm officers & representatives to outside bodies & receive urgent reports

a. Conservation Officer – Proposed by Cllr Sparkes & seconded by Cllr Williams: **Cllr Kearney** (PROVISIONAL)

- b. Footpath Officer – Proposed by Cllr Garrod & seconded by Cllr Stringer: **Cllr Kearney** (PROVISIONAL)
- c. Tree Officer – Proposed by Cllr Garrod & seconded by Cllr Sparkes: **Cllr Tavernor** (PROVISIONAL)
- d. Local Housing Needs – Proposed by Cllr Hubbard & seconded by Cllr Garrod: **Cllr Sparkes**
- e. Village Hall Committee – Proposed by Cllr Hubbard & seconded by Cllr Stringer: **Cllr Williams**
- f. Playing field Committee – Proposed by Cllr Williams & seconded by Cllr Garrod: **Cllr Kearney** (PROVISIONAL)
- g. Felsham Charity Trustees – Cllr Garrod & Cllr Williams **CONFIRMED** the names of the following eight Trustees: Mrs Patricia Wilson, Mr Andrew Conquest, Ms Hayley Gillbrook, Cllr Ken Sparkes, Rev. Sharon Potter, Mr Michael Swallow, Mr Brian Deards and Mr Brian Francis

2025/011 Planning & Conservation Area

- a. No Applications had been received since issue of the Agenda
- b. DC/25/00537 Brindlewood, Dakings Lane, Felsham, IP30 0QW – Discharge of Conditions (Contamination & Contamination Report); **DC/25/01503** 23 Meadow Close, Felsham, IP30 0QS – Treeworks **CONSENT**; **DC/24/04853** Felsham Village Hall, Church Road, IP30 0PJ – Erection of new community shop, PO, cafe, & storage - **GRANTED** Discharge Conditions - The Cottage, Upper Green, Felsham IP30 0PL - **NOTED**
- c. Report from Conservation Officer- **NONE**
- d. Local Housing Needs Survey – Rural Housing Enabler Sue Downes had given a short presentation at the Annual Parish Meeting immediately preceding the this Annual Meeting of the Parish Council.
- e. To consider any other urgent Planning matters – **NONE**

2025/012 To consider priorities for the coming year – The Clerk had compiled a list of eighteen projects that were in progress or had been suggested in Council and a schedule of priorities was decided.

2025/013 Correspondence – The Suggestions Box had received its first submission: a request for the Parish Council to consider installing an EV Charging Point in the Village Hall Car Park. The Parish Council does not own the Village Hall Car Park, but understands that an EV Charging Point is being included as part of the Extension and Renovation Plans for the Village Hall; the Parish Council supports this project. The Clerk will write to the resident who submitted the suggestion. Cllr Tavernor had already replied to a parishioner regarding and the Clerk would reply to an enquiry regarding signs on the Village Green and fund raising.

2025/014 To confirm the Meeting Schedule for 2025/2026: 10th June, 8th July, 9th September, 14th October, 11th November, 9th December; 2026 – 13th January, 10th February 10th March, 14th April, 12th May (Plus Annual Parish Meeting)

The Meeting was closed by Cllr Garrod at 21.17hrs

Signed _____ **Chairman** **Dated** _____