

# Felsham Parish Council

## Minutes of the MEETING of FELSHAM PARISH COUNCIL held on 9<sup>th</sup> December 2025 in the Village Hall

- Present:** Cllr Simon Garrod (Chairman), Cllr Ken Sparkes, Cllr Paul Kearney, Cllr Mark Tavernor, Cllr Beverley Williams, Cllr Karen Hubbard;
- In attendance:** SCC Cllr Penny Otton, Clerk & RFO Miss Isabelle Reece
- Apologies:** MSDC Nicky Willshere, Cllr Jason Stringer
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**2025/068 Chairman's Welcome & to receive apologies for absence** – Chairman Cllr Garrod welcomed everyone to the meeting and received apologies from Cllr Nicky Willshere and Cllr Jason Stringer

**2025/069 Declarations of interest & requests for dispensation** – Cllr Sparkes for the Felsham Charity

**2025/070 Minutes of the Previous Parish Council** – The Minutes of the meeting of 11<sup>th</sup> November were considered, **APPROVED**, and signed by Cllr Garrod as a true record

**2025/071 To receive reports from SCC & MSDC Cllrs**

**a. SCC Cllr Penny Otton**

Cllr Otton's report, previously circulated, was noted and is available on this website, under Agendas and Reports. Cllr Otton highlighted the recently announced postponement of the Mayoral Elections and the plans for Thurston Community College; she had sent a map of drains and gullies

**b. MSDC Cllr Nicky Willshere**

Cllr Willshere had sent her report prior to the meeting and is available on this website, under Agendas and Reports.

**2025/072 Public Forum** – There were no members of the public in attendance

**2025/073 To receive Clerk's Report** – The Clerk sought and received clarification on the correct sourcing and invoicing for the new dog bin

**2025/074 Finance & Governance**

**a. To receive a financial update (RFO's Report)** – The Clerk had circulated a Financial Report; the bank reconciliation was signed by Cllr Tavernor. The invoices for grass cutting had been queried and a revision required. **ACTION** – Cllr Tavernor to investigate with contractor

**b. Payment orders totalling £265.20 were APPROVED** - Clerk's Salary November £265.20; grass cutting invoices pending.

**c. To review Financial Regulations** – This item was postponed until a later Meeting

**d. To consider draft Budget 2026-27** – The first draft of the Budget was considered and modifications made, to include pay scale upgrade of Clerk, who left the meeting while this was discussed. **ACTION** – Budget and Precept to be finalised in the January meeting. The Council would request funding for Capital Projects that are being considered from SCC and MSDC Cllrs Locality Budgets. A correction to defibrillator accessory itemisation was provided by Cllrs Hubbard and Kearney. **ACTION Cllrs Kearney & Hubbard** – VAS batteries to be tested and new VASs to be researched, including provision for solar charging; **Clerk** to find archived site survey information

**e. Any other Finance & Governance matters** – The Internal Auditor had been contacted for the delayed IA Report

**2025/075 Planning**

**a. To consider any Planning Applications received since issue of the agenda** - no planning applications had been received since issue of this agenda

**b. The following decision was NOTED – DC/25/04173 & DC/25/04174** Live And Let Live, Upper Green, Felsham, IP30 0PL Retention of dormer window **GRANTED**; no further Notices had been received since issue of this agenda;

**c. The Conservation Officer Report** – Nothing to report; it was reiterated that a response had been received at an earlier meeting that the enforcement case pertaining to the Six Bells Wall had been closed

**d. Further Planning matters** – There were no other Planning Matters

#### **2025/076 Village Maintenance – Trees & Greens**

**a. To receive a report from the Tree Officer** – Nothing to report

**b. To consider matters reported & updates** – Cllrs reported fallen trees **ACTION** – Cllr Tavernor to investigate

**c. Projects update** – No updates

#### **2025/077 Highways & Footpaths**

**a. To receive a report from the Footpath Officer** – footpaths are all in reasonably good order for the time of the year; a maintenance survey of the footpaths, including bridges and signs will be undertaken in the Spring and issues reported to SCC Highways & PRsOW

**b. To consider any matters reported** – See item 076b; nothing further reported

**c. c. To consider roadside signs policy** – not yet available

**d. Projects Update** – parking on The Orchard: it was reported that there has been unpermitted driving over MSDC Public Realm greensward, causing damage which would become worse **ACTION** – Clerk to contact Cllr Willshere and residents concerned to address the matter constructively;  
**Lengthsman** – no progress to report

#### **2025/078 Correspondence**

**a. Parish Council Suggestions Box & QR Code** – nothing in the Suggestions Box; Cllr Kearney noted that the technical problem encountered for the QR code would be resolved if the Council were to purchase a laptop

**b. To note correspondence & consider action** – nothing requiring further action

**2025/079 Matters to be brought to the attention of the council/future agenda items** – Christmas Street Lights to be left as normal for Christmas. **ACTION** – Clerk to confirm with SCC; Cllr Garrod would be submitting a Planning Application in the coming months; Cllr Garrod yet to seek reimbursement of Village Sign Planning Application fee.

**2025/080 Date of next Meeting** – Tuesday 13<sup>th</sup> January 2026

**The Meeting was closed by Cllr Garrod at 20.28hrs**

Signed \_\_\_\_\_ Chairman Dated \_\_\_\_\_