

Felsham Parish Council

Minutes of the MEETING of FELSHAM PARISH COUNCIL held on 11th November 2025 in the Village Hall

- Present:** Cllr Simon Garrod (Chairman), Cllr Ken Sparkes, Cllr Paul Kearney, Cllr Mark Tavernor, Cllr Jason Stringer, Cllr Beverley Williams, Cllr Karen Hubbard;
- In attendance:** SCC Cllr Penny Otton, Clerk & RFO Miss Isabelle Reece
- Apologies:** MSDC Nicky Willshere
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2025/054 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 Ken

2025/055 Declarations of interest & requests for dispensation – Cllr Sparkes for the Felsham Charity

2025/056 Minutes of the Previous Parish Council – With an amendment to include Cllr Tavernor's presence at the Meeting, the Minutes of the meeting of 14th October were considered, **APPROVED**, and signed by Cllr Garrod as a true record

2025/057 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 invitations to online briefings on Mayoral Devolution and Local Government Reorganization; she sought clarification on the Parish Council's request to and for help with drain mapping in the village and Cllr Otton agreed to obtain guidance on Road Drainage Maintenance schedules with Suffolk Highways.

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.

2025/058 Public Forum – There were no members of the public in attendance

2025/059 To receive Clerk's Report – Nothing to report not covered elsewhere on the Agenda

2025/060 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.

b. Payment orders totalling £896.70 were APPROVED - Hartley's Garden Services £331.50, Clerk's Salary October £265.20, Reimbursement Defibrillator Batteries £300.00. It was noted that the batteries previously sourced are no longer available and that those ordered on this occasion had a longer life.

c. Other Finance & Governance matters – The December Meeting will be focused on draft Budget and Precept 2026-27, Financial Regulations and a review of the grass cutting expenses

2025/061 Planning

a. To consider a. To consider DC/25/04572 & DC/25/04573 (LBC) - Six Bells Inn, Church Rd, Felsham, IP30 0PJ Application for consent to display an Advertisement(s) - Installation of external signage and lighting - **NO COMMENTS**; **DC/25/04578** - Bay Tree Cottage, Cockfield Road, Felsham, IP30 0HP Erection of Greenhouse – **NO COMMENTS**; **no other applications had been received since issue of this agenda**

b. The following decisions were NOTED – **DC/25/04338** Monks Park Cottage, Cockfield Road, Felsham, IP30 0QP **Discharge of Conditions for Application DC/25/03168** - Conditions 3 (Eaves & Verges), 4 (Fenestration), 5 (Rainwater Goods), 6 (External Roof Cladding Material), 7 (External Wall Cladding Materials), 9 (Biodiversity Enhancement Layout) & 10 (Wildlife Sensitive Lighting Design Scheme); **DC/25/04689** Brindlewood, Dakings Lane, Felsham IP30 0QW Amendment to materials - **REFUSED**; **no other notices had been received since issue of this agenda**

c. The Conservation Officer Report – Nothing to report

d. Neighbourhood Development & Local Housing Needs – Given the unlikelihood of possible material progress in this matter, especially in consideration of land availability, transport constraints and of impending Local Government Reorganization, it was **AGREED** to remove this item from the Agenda for the time being **ACTION** – Clerk to contact relevant officers to inform them of this decision

e. NSIPS Norwich to Tilbury, including registering as an interested party – It was agreed not necessary to register because of the location of the development in relation to Felsham

f. Further Planning matters – The Clerk verified that there was no demand for an application for a change in to Parish Governance via the Community Governance Review

2025/062 Village Maintenance – Trees & Greens

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

b. To consider matters reported & updates – Nothing reported

c. To consider roadside signs policy – The Clerk had found an email thread on historic policy on an earlier PC memory stick and would share with Council, for discussions at a later meeting to agree a policy

d. Projects update – Cllr Tavernor had circulated a draft Job Description. A team rather than a single person was suggested as possible. Further work on requirements to be considered; a Risk Assessment will be necessary **ACTION** – Cllr Tavernor to refresh & recirculate Job Description and investigate Risk Assessment templates available online

2025/063 Highways & Footpaths

a. To receive a report from the Footpath Officer – footpaths are all in reasonably good order; a sign needs to be replaced near the allotments; some work on posts is necessary; the Clerk received confirmation to order the dog bin circulated by Cllr Kearney; **ACTION** – Cllr Tavernor to investigate metal post pins.

b. To consider any matters reported – Cllr Tavernor had found 4 finger post roundels

c. Projects Update – parking problems in The Orchard had eased somewhat, and there were new residents **ACTION** – Cllr Sparkes to complete engagement questionnaires with residents and submit them to be collated; Road Safety Working Party – no update available on Community Speed Watch; anecdotal complaints about speeding were reported; data from speed monitoring devices is being shared with the local Community Policing Team for them to consider appropriate action to deal with speeding issues; no update on contact with current SID volunteers regarding relocation, brackets and batteries **ACTION** – Cllr Hubbard to contact SID volunteers

2025/064 Correspondence

a. Parish Council Suggestions Box & QR Code – nothing in the Suggestions Box; no update on QR Code: technical problems have arisen

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

2025/065 Matters to be brought to the attention of the council/future agenda items – it had been suggested by a parishioner that an additional metal Soldier silhouette be ordered from the RBL for next year's Remembrance Season and that a Parish Council Laptop Computer be bought for the Clerk to confine all PC business on the one PC-owned computer

2025/067 Date of next Meeting - 9th December

The Meeting was closed by Cllr Garrod at 20.4hrs

2025/066 Staff Matters – After close of Meeting, the Clerk left the room to give all councillors the opportunity to give feedback on the Clerk's performance to Cllrs Garrod and Hubbard, after which the Clerk's Appraisal was conducted *in camera* by Cllrs Garrod and Hubbard

Signed _____ Chairman Dated _____