

Felsham Parish Council

Minutes of the MEETING of FELSHAM PARISH COUNCIL **held on 9th September 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: SCC Cllr Penny Otton, MSDC Nicky Willshire, Cllr Mark Tavernor

2025/028 Chairman's Welcome & to receive apologies for absence – Chairman Cllr Garrod welcomed everyone to the meeting and received apologies from Cllr Penny Otton, Cllr Nicky Willshire and Cllr Mark Tavernor.

2025/029 Declarations of interest & requests for dispensation – Cllr Sparkes for the Felsham Charity; all councillors for the Village Sign Planning Application – Dispensation was granted.

2025/030 Minutes of the Previous Parish Council – the Minutes of the meeting of 8th July were considered, **APPROVED**, and signed by Cllr Garrod as a true record

2025/031 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

b. MSDC Cllr Nicky Willshire

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

2025/032 Public Forum – There were no members of the public in attendance

2025/033 To receive Clerk's Report – following a refund of £695.10, the Council's VAT status was as up to date as possible at this stage, since refund applications are for a minimum of £100.00; the Village Hall had not yet sent an invoice for hall hire. **ACTION** – Cllr Williams to pursue; the Clerk had not yet received bank details from the F & G Village News. **ACTION** – Cllr Hubbard to pursue; the Internal Auditor's Report had not yet been received

2025/034 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 Sparkes.

b. Payment orders totalling £1,653.86 were APPROVED - Hartley's Garden Services £663.00; CAS website & email compliance upgrade £49.00; MSDC (Bin Emptying) £411.46; Clerk's Salary July & August £530.40

c. Other Finance & Governance matters – The new compliant website domain name had been arranged and would go live in due course; the new compliant email address had been arranged and the Clerk would investigate set-up.

2025/035 Planning

a. To consider DC/25/0323 - Erection of village sign Upper Green, Cockfield Road, Felsham – **PARISH COUNCIL'S APPLICATION; DC/25/03168** - Erection of outbuilding (post demolition existing outbuilding) Monks Park Cottage, Cockfield Road, Felsham, IP30 0QP – **NO COMMENT; no other applications had been received since issue of this agenda**

b. The following decisions were NOTED – DC/25/03116 & 03622 Discharge Conditions App **DC/23/03662** - Conditions 9, 10 & 11(Wildlife Sensitive, Biodiversity & Bats), Brindlewood, Dakings Lane, Felsham IP30 0QW; **DC/25/02517** Garage/Annex Conversion, The Old Rectory, Church Rd, Felsham IP30 0PW – **GRANTED; 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 – the Clerk had circulated Locality Links; nothing further reported

e. Further Planning matters – the Clerk had circulated Government Guidance on the flying of St George's and Union Flags

2025/036 Village Maintenance – Trees & Greens

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

b. To consider matters reported & updates – a parishioner had questioned the basis of the grass cutting contract; there were considerable; waste licencing for arisings from the cutting of Lower Green was queried
ACTION – Cllr Tavernor would be consulted

c. Projects update – the sign was in a temporary base pending Planning Consent, which was expected by 18th September; the design for the plinth and fixing had yet to be finalized with costings for materials; Cllr Garrod had submitted and paid for the planning application **ACTION** – Cllr Garrod to finalise plinth design and submit invoice for reimbursement

2025/037 Highways & Footpaths

a. To receive a report from the Footpath Officer – footpaths are all in fairly good order; the Council noted with appreciation that landowners are cutting back vegetation overgrowth from fields adjacent to footpaths

b. To consider any matters reported – nothing was reported

c. Projects Update – it had not been possible to install the Kissing Gate within the desired time frame and was rescheduled for 21st September, with Cllr Garrod to carry out risk assessment; there was no update on parking in The Orchard; no update from Cllr Tavernor on Village Lengthsman; Cllr Hubbard had contacted the volunteers for Community Speedwatch and a meeting would be arranged when all were available

2025/038 Correspondence

a. Parish Council Suggestions Box QR Code – a QR code had been produced and initial testing carried out, though some fine tuning was necessary; Cllr Kearney would also arrange for the QR Code to be displayed at selected Village locations

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

2025/039 Matters to be brought to the attention of the council/future agenda items – the Village Hall had requested a contribution towards this year's Christmas Tree – proposed by Cllr Garrod and seconded by Cllr Kearney it was unanimously **AGREED** in principle to donate £100.00 towards the Tree (To be ratified during the October Meeting); it was suggested that an extra dog bin was necessary – for October Agenda

2025/040 Date of next Meeting - 14th October

The Meeting was closed by Cllr Garrod at 20.30hrs

Signed _____ Chairman Dated _____