



Three Saints South Elmham Parish Council

All Saints & St. Nicholas, St. Michael and St. Peter South Elmham

ANNUAL PARISH COUNCIL MEETING

Rumburgh Village Hall

Wednesday 11th May 2022 at 8.00pm

Present Councillors: John Flatt (Chair), Richard Pooley (Vice Chair), Winky Evans, Heather Hughes-Jones and Paul Watkin

Clerk/Responsible Financial Officer: Sally Chapman

Also Present:

PUBLIC FORUM

A. County & District Councillor Judy Cloke

Cllr Judy Cloke was not present but sent a report on the website:
threesaintssouthelmham.onesuffolk.net.

B. Public Forum – for Members of the Public

None

MINUTES

1. To Appoint a Chair

[John Flatt was elected unanimously as Chair.](#)

Cllr Flatt signed the Declaration of Acceptance of Office form.

2. To Appoint a Vice Chair

[Heather Hughes-Jones was elected unanimously as Vice Chair.](#)

Cllr Hughes-Jones signed the Declaration of Acceptance of Office form.

3. To consider Apologies for Absence

None

The Chair informed Cllr Montagu has now resigned and thanked him for his work and input into the Parish Council over many years.

4. To record Declarations of Interests and to consider Requests for Dispensation

None

5. To Approve the Minutes of the Meeting held on 9th March 2022

[The Minutes from the Meeting held on 9th March 2022 were confirmed unanimously as a true and accurate record and signed by the Chair.](#)

6. Matters Arising from the Minutes above and not on the Agenda

None

7. Finance

a) To Approve the End of Year Accounts 2021/22

[Councillors approved unanimously the End of Year Balance Sheet 2021/22.](#)

Signed: _____

Chair

Date: _____

- b) To Approve the Internal Auditor's Report for 2021/22**
Councillors approved the Internal Auditor's Report for 2021/22.
- c) To Approve the Annual Audit Return Sections 1 & 2**
Councillors agreed unanimously the Annual Audit Return the Chair and RFO signed the Annual Audit Return Sections 1 & 2.
- d) To Agree to a Certificate of Exemption from a Limited Assurance Review**
Councillors agreed unanimously to certify themselves as exempt from a Limited Assurance Review. The Chair and RFO signed the Certificate of Exemption.
- e) To Appoint the Internal Auditor for 2022-23**
Councillors resolved unanimously to appoint the Internal Auditor Mr Trevor Brown for 2022-23.
- f) To receive the Financial & Budget Reports and Approve Income & Expenditure**
Councillors resolved unanimously to approve the following Receipts and Expenditure.

Date	Details	Details	Receipts	Expenses
10/04/2022	credit	VAT Reclaim 01/04/2021-31/03/2022	£ 17.80	
28/04/2022	S/O	Clerk's Salary - April		£ 149.47
29/04/2022	credit	ESC Precept Payment (Total)	£ 3,300.00	
11/05/2022	100779	SALC Subscription		£ 142.90
11/05/2022	100780	Trevor Brown - Internal Auditor		£ 120.00
11/05/2022	100781	South Elmham Community News		£ 180.00
11/05/2022	100782	Clerk's Expenses April & May		£ 29.04
11/05/2022	100783	ESC CIL Clawback		£ 291.76
11/05/2022	100784	Vistaprint Jubilee Mugs		£ 149.16
		Total	£ 3,317.80	£ 1,062.33

g) Bus Shelter Grounds Maintenance

Cllrs discussed the parishioner who has taken on the maintenance of the area surrounding All Saints bus shelter.

Councillors agreed unanimously to pay Barry Lugo £100 per annum in two payments in July and December. It was agreed for him to use the PC's strimmer and to have the strimmer serviced.

Clerk to issue a Strimmer risk assessment.

Action: Clerk

Chair to arrange service.

Action JF

8. Planning Applications and Decisions

Cllrs noted the following applications and decisions:

Applications

a) Reference: DC/22/0851/FUL

Proposal: Erection of a 1619sq.m General industrial (B2) building and associated external works, on a vacant area of the existing brewery site to allow the brewing process to be moved out of the existing single storey farm buildings.

Site address: St Peters Hall, Church Road, South Elmham St Peter, Suffolk, NR35 1NQ

Status Awaiting decision (*comments closed*)

b) Ref. No: DC/22/0003/FUL

Remove Conservatory and Erect Replacement Garden Room

Meens Farm Capps Lane South Elmham All Saints IP19 0PD

Status: Pending Consideration (*comments closed*)

Decisions

None

Signed _____

Date _____

9. Villages' Maintenance

a) Tree & Common Maintenance

Ragwort is growing on All Saint's common and the grass cannot be used for fodder as the ragwort is poisonous to animals.

Councillor agreed not to spray the ragwort and to contact Suffolk Wildlife Trust for advice – carried.

Action: Clerk

b) Other Issues

- Common Encroachments

Cllrs discussed what action could be taken and another letter to parishioners is being considered.

Action: HHJ

c) All Saints Bus Shelter

The Chair gave thanks to the parishioner Mr Lugo who has taken on maintaining the outside area and watering the new Oak tree. Cllrs suggested planting more bulbs in the autumn.

10. The Queen's Platinum Jubilee - June 2022

a) Tree Planting

The free Oak Tree from East Suffolk Council has now been planted at All Saints bus shelter.

Oak Tree's Plaque Unveiling Event – Friday 2nd June 2022 at 5pm

A tree's plaque unveiling event at All Saints bus shelter will be held and all parishioners will be encouraged to bring a drink and food to toast the tree and celebrate the Queen's Platinum Jubilee. Poster to be made and circulated.

Action: Clerk/HHJ

b) Children's Gift

The jubilee mugs have now been received for all who requested them. The Clerk will arrange for parishioners to collect.

11. Correspondence

a) Two Parking on Common emails

b) South Elmham Community News - Grant Thank You Letter

c) EAAA - Grant Thank You Letter

d) Open Spaces Booklet

12. AOB

For discussion only – the Council cannot make decisions on these items unless on the agenda.

a) Village Footpath Maps

The map is progressing and the logo and wording is being decided and waiting for the illustrations.

13. To Receive items for the next Agenda

None

14. To Confirm the Next Meeting Dates:

- Wednesday 13th July 2022 at 7.30pm
- Wednesday 14th September 2022 at 7.30pm
- Wednesday 9th November 2022 at 7.30pm

The meeting ended at 9.20pm

Signed _____

Date _____