



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 24th May 2023 at 8.20pm

Councillors Present: John Flatt, Winky Evans, Simon Patrick, Richard Pooley & Paul Watkin

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: County Councillor Judy Cloke

PUBLIC FORUM

- A. County Councillor Judy Cloke**
No further report.
- B. Public Forum – for Members of the Public**
None

MINUTES

All Councillors completed a Declaration of Acceptance of Office form before the start of the meeting.

- 1. To Appoint a Chair**
John Flatt was proposed and elected unanimously as Chair.
- 2. To Appoint a Vice Chair**
Heather Hughes-Jones was proposed and elected unanimously as Vice Chair.
- 3. To Approve Apologies for Absence**
Councillors Accepted and Approved Apologies from Cllr Hughes-Jones, she had previously signed her Declaration of Acceptance of Office form, witnessed by John Flatt.
- 4. To record Declarations of Interests and to consider Requests for Dispensation**
None
- 5. To Approve the Minutes of the Meeting held on 8th March 2023**
The Minutes from the Meetings held on 8th March 2023 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 2022/23**
Councillors approved unanimously the End of Year Balance Sheet 2022/23.
 - b) To Approve the Internal Auditor's Report for 2022/23 (on website)**
Councillors approved the Internal Auditor's Report for 2022/23 and requested the RFO to draw-up an action plan of the recommendations and comments for consideration at the next meeting.

Signed: _____

Chair

Date: _____

c) To Approve the Annual Audit Return Sections 1 & 2

Councillors resolved unanimously the Annual Audit Return Sections 1 & 2 and the Chair and RFO signed the documents.

d) To Consider a Certificate of Exemption from a Limited Assurance Review

Councillors agreed unanimously to certify themselves as exempt from a Limited Assurance Review and the Chair and RFO signed the Certificate of Exemption.

e) To Appoint the Internal Auditor for 2023-24

Councillors resolved unanimously to appoint the Suffolk Association of Local Councils (SALC) to complete the Internal Audit for 2023-24.

f) To Receive the current Financial & Budget Reports and Approve the Income & Expenditure

The Chair signed the bank statement and the Financial & Budget Reports.

Councillors resolved to Approve the following Receipts and Expenditure:

| Date | Reference | Details | Receipts | Expenses |
|------------|-----------|--------------------------------------|-------------------|-------------------|
| 20/04/2023 | credit | VAT Reclaim 01/04/2022-31/03/2023 | £ 115.96 | |
| 28/04/2023 | S/O | Clerk's Salary - April | | £ 162.50 |
| 28/04/2023 | credit | East Suffolk Council Precept Payment | £ 3,300.00 | |
| 24/05/2023 | 100799 | SALC Subscription | | £ 141.41 |
| 24/05/2023 | 100800 | Vistaprint - 50 Coronation Mugs | | £ 299.40 |
| 24/05/2023 | 100801 | Clerk's Expenses April & May | | £ 49.76 |
| 24/05/2023 | 100802 | Barry Lugo - Groundworks | | £ 50.00 |
| | | Total | £ 3,415.96 | £ 703.07 |
| | | Total Funds in All Accounts | | £ 9,352.38 |

g) To Consider a grant for Suffolk Accident Rescue Service

Councillors agreed to carry forward this grant request until the March 2024 meeting to be considered with any other grant requests received.

8. Planning Applications and Decisions

Applications

None

Decisions

None

9. Village Reports

a) All Saints & St. Nicholas

No further report.

b) St. Michael

No further report.

c) St. Peter

- St. Peter's Hall is now events only and no longer a restaurant and bar.

- The road leading to the bridge is in a bad state of repair with the banks eroded into the properties. Complaints have been made to SCC and no action has been taken.

10. Villages' Maintenance

a) Tree & Common Maintenance

- All Saint's Bridge Hand Rail – still waiting for repairs.

- East Suffolk Council Daffodil Donation – ordered and due for collection in November.

b) Common Encroachments - c/f

Signed _____

Date _____

c) Other Issues

Road Signs Condition – Cllr Pooley is photographing signs in St. Nicholas to report.

d) Litter Pick on Saturday 11-12th March 2023

A well-attended and organised event – *see report attached.*

e) The King's Coronation Event - Sunday 7th May 2023

Around 30 parishioners from the Three Saint's gathered to mark the coronation. There was much discussion, including ideas of re-naming the Bus Shelter: shelter or hub or something else?

11. Correspondence

a) Country Broadband

Councillors agreed they did not wish for a presentation from Country Broadband.

12. AOB

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

a) Village Footpath Map – c/f

b) East Suffolk Council's Pantries Scheme

Unfortunately, the information for this was circulated too late.

c) BT Broadband

Some parishioners have reported they still have very poor broadband in All Saints.

d) SCC Footpaths

A farmer has informed SCC has been cutting the grass on his fields grass margins which are not footpaths.

13. To Receive items for the next Agenda

None

14. To Confirm the Next Meeting Dates:

- Wednesday 12th July 2023 at 7.30pm
- Wednesday 13th September 2023 at 7.30pm
- Wednesday 8th November 2023 at 7.30pm

The meeting ended at 9.05pm

Signed _____

Date _____

REPORT: THREE SAINTS SOUTH ELMHAM 2023 LITTER PICK

Results

The TSPC litter pick took place in March ending Saturday 11 – Sunday 12 March 2023. Volunteers from all villages, All Saints, St Nicholas, St Michael and St Peter joined in. St Peter's was very active with Simon Patrick and parishioners collecting a large number of sacks of litter and other items. Winky Evans organised collection of 18 rubbish sacks and other bulky items. In addition, at least 3 bags of rubbish were disposed of by pickers themselves. This was a very successful activity, if 'success' is the right word for collecting so much rubbish. This is the second parish wide litter pick, the first being in 2019. Of course, parishioners and members litter pick informally from time to time, but a Parish wide litter pick raises awareness of the issue.

Method

This time TSPC had its own set of litter pick equipment- about 17 picks, 9 hoops and a supply of bags. The equipment was obtained through a litter pick grant and from equipment requested by Winky Evans.

Equipment was signed out with arrangements for return. Pickers were shown the Risk Assessment list. Equipment is stored ready for loan in Heather Hughes-Jones's stable.

Publicity was through our Notice Boards, delivery of leaflets, Facebook, Sange's Newsletter, and Word of Mouth.

The posters, leaflets, risk assessment, and action list are on file for reference.

Recommendations

1 Timing and frequency: The timing seems about right, being earlier than in 2019 and avoided Bank Holidays. Due to Covid we missed out on parish wide litter picks. We could consider annual or every two years? Fly tip alert? More informal picks?

Useful contacts

East Suffolk Council Environmental Health 03330162000 button 2 and ask for Nicky Noodles, waste collection, advice and info on extra equipment loan)

<https://www.suffolkrecycling.org.uk/uploads/Community-Litter-Pick-Declaration-Form.pdf>

<https://www.eastsuffolk.gov.uk/waste/litter/love-east-suffolk/>

<https://www.eastsuffolk.gov.uk/waste/fly-tipping/>

Councillor Heather Hughes-Jones

22. 05. 2023

Signed _____

Date _____