



Three Saints South Elmham Parish Council

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

PARISH COUNCIL MEETING

Rumburgh Village Hall

Wednesday 8th May 2024 at 7.30 pm

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

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: District Councillor Anthony Specca & two parishioners

PUBLIC FORUM

- A. County Councillor Judy Cloke and District Councillor Anthony Specca**
County Councillor Judy Cloke and District Councillor Anthony Specca sent a report.
Full reports: <http://threesaintssouthelmham.onesuffolk.net/parish-council/minutes>
- B. Public Forum – for Members of the Public**
No questions or comments

MINUTES

- 1. To Appoint a Chair**
[John Flatt was nominated and elected as Chair.](#)
- 2. To Appoint a Vice Chair**
[Heather Hughes-Jones was nominated and elected as Vice Chair.](#)
- 3. To Approve Apologies for Absence**
None
- 4. To record Declarations of Interests and to consider Requests for Dispensation**
None
- 5. To Approve the Minutes of the Meeting held on 13th March 2024**
[The Minutes from the Meetings held on 13th March 2024 were Confirmed unanimously as a true and accurate record and signed by the Chair.](#)
- 6. Finance**
The Clerk informed SALC had not completed the 2023/24 Internal Audit and points 6.a) - 6.e) would be c/f to a Finance Meeting to be held on 22nd May 2024.
 - a) **To Approve the End of Year Accounts 2023/24 – c/f**
 - b) **To Approve the Internal Auditor's Report for 2023/24 – c/f**
 - c) **To Agree the Annual Audit Return Sections 1 & 2 2023/24 – c/f**
 - d) **To Agree a Certificate of Exemption from a Limited Assurance Review for 2023/24 – c/f**
 - e) **To Appoint the Internal Auditor for 2024-25 – c/f**

Signed: _____ Chair

Date: _____

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

Councillors Resolved unanimously to approve the following Receipts and Expenditure:

Date	Reference	Details	Receipts	Expenditure
01/04/2024	b/f	Opening Balance		
01/04/2024	BACS	ESC Precept Payment	£ 3,600.00	
10/04/2024	credit	VAT Reclaim 01/04/2023-31/03/2024	£ 159.23	
29/04/2024	S/O	Clerk's Salary - April		£ 175.50
08/05/2024	1	SALC Subscription		£ 145.65
08/05/2024	2	South Elmham Community News Grant		£ 180.00
08/05/2024	3	Clerk's Expenses - April-May		£ 27.78
		Total	£ 3,759.23	£ 528.93
		Total Restricted Reserves		£ 4,678.27
		General Reserves		£ 4,918.13
		Total		£ 9,596.40

g) To Consider a Walking the Three Saints Footpath Map Board for the All Saints Bus Shelter

Councillors Resolved to not order a Map Board and will update the existing map.

h) To Consider a Secure Certificate for TSPC's Website

Councillors Agreed to install a secure certificate on TSPC Website at a cost of £39.00.

Action: Clerk

i) To Consider Poster and Banners for the D-Day 80 Celebration - 6th June 2024

Councillors Agreed to make their own poster to advertise the event.

7. Planning Applications and Decisions

Councillors noted the following:

Applications

None

Decisions

a) Planning Reference: DC/24/0428/FUL

Dandy Hall Cottage, Malt Office Lane, Rumburgh, Halesworth Suffolk, IP19 0JD Proposal: Construction of a replacement 3-bedroom dwelling.

At the 13th March Meeting Councillors Resolved to Support this application with no comments.

Status: Permitted

8. Village Reports

No further reports – reports were received in the Annual Parish Meeting earlier.

a) All Saints & St. Nicholas

b) St. Michael

c) St. Peter

- **Low Farm** – Concerns were discussed regarding the extensive building work and East Suffolk Council are monitoring the site.

9. Villages' Maintenance & Issues

a) Tree & Common Maintenance – no new issues

b) Village Issues

- Road Signs Condition – c/f

10. Correspondence

None

Signed _____

Date _____

11. AOB

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

a) Walking the Three Saints Footpath Map— update

Cllr Hughes-Jones reported that 1000 maps had been printed, and to date 580 had been placed in key points in the Three Saints parishes, neighbouring villages and in the 4 Visitor Information points in Halesworth and Bungay (both libraries, the Art shop in Bungay and the Angel Hotel in Halesworth). The Chair expressed gratitude for her hard work on the maps. He also gratefully noted that all councillors have been involved with distributing the leaflets and raising awareness.

b) Spring Litter Pick 16-17th March 2024 – update

c) Cllr Winky informed that 10 bags of rubbish and 5 tyres had been collected from St. Peter's, and 9 bags from the other parishes. The Chair thanked Cllr Evans and everyone involved in this important event.

d) Community Gathering at All Saints Bus Shelter 2024 – update

D-Day 80 Commemoration and Footpath Map Launch - 8th June 2024 at 5 pm

Cllrs discussed the D-Day commemoration and agreed to include the footpath map launch. A BBQ will be held and parishioners will be invited to bring their own refreshments. A poster to advertise the event will be made ASAP.

Action: HHJ/Clerk

e) East Suffolk Bee & Butterfly Bulb Mix Scheme

Councillors Agreed the bulbs offered were not naturalising bulbs suitable for the parishes.

f) All Saints Common

It had been reported that a large treehouse was being built in a tree on All Saints Common near Cleveleys. It was uncertain whether a planning application should have been approved by East Suffolk Council.

Action: Clerk

12. To Receive items for the next Agenda

None

13. To Confirm the Next Meeting Dates:

- Wednesday 22nd May 2024 at 7.30 pm – Finance Meeting
- Wednesday 10th July 2024 at 7.30 pm
- Wednesday 11th September 2024 at 7.30 pm
- Wednesday 13th November 2024 at 7.30 pm

The meeting ended at 9.20 pm

Signed _____

Date _____