



Three Saints South Elmham Parish Council

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

PARISH COUNCIL MEETING

Rumburgh Village Hall

Wednesday 14th May 2025 at 8.00 pm

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

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: Two parishioners

PUBLIC FORUM

A. To Receive Reports from the County and District Councillors'

No further reports

B. Public Forum – for Members of the Public

- A parishioner informed the Council that they had applied for a Certificate of Lawful Development to demolish an existing garage and erect a replacement structure.
- A parishioner reported that the brown directional sign to All Saints Church has disappeared. It was reported noted that the church has closed and the sign may have been removed as a result. A check will be made to confirm.
- A parishioner reported that the Eels Foot property in St Nicholas lacks clear signage for the public footpath and that the route is unclear. Clerk to report. **Action: Clerk**
- A parishioner commented on domestic mowing taking place on the commons. Councillors agreed to address this under the Common Encroachment agenda item.

MINUTES

The meeting was Chaired by Cllr Hughes-Jones.

1. To Appoint a Chair John Flatt (absent) 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 Apologies Approved and Accepted from Cllr Flatt. No apologies for Cllr Watkin.
4. To record Declarations of Interests and to consider Requests for Dispensation None
5. To Approve the Minutes of the Meeting held on 12th March 2025 The Minutes from the Meetings held on 12th March 2025 were confirmed unanimously as a true and accurate record and signed by the Chair.

Signed: _____

Chair

Date: _____

6. Finance

a) To Approve the End of Year Accounts 2024-25

Councillors Approved unanimously the End of Year Balance Sheet 2024/25 (attached).

b) To Approve the Internal Auditor's Report for 2024-25

Councillors Approved the Internal Auditor's Report for 2024/25 and commented on the following recommendations:

Summary of recommendations

1. **Section D - Members consider building the level of reserves to the equivalent of 75% of 1 year's expenditure – approx. £3,300.**

Councillors discussed and Agreed to maintain the General Reserve at 50% of the precept, considering it has always been adequate for a small village.

2. **Section H - All Saints Common should be added to the asset list at a nominal value. A health and safety risk assessment should be carried out for All Saints Common and regular inspections undertaken.**

Councillors discussed the recommendation and stated that All Saints and St Michael's South Elmham Commons are 'Ownerless Commons.' The Parish Council does not hold responsibility for them and does not wish to assume liability.

3. **Section L - Three Saints pc separately list all transactions over £100 on their website.**

Councillors discussed and the Clerk agreed to add this list to the end-of-year accounts on TSPC's website.

c) To Agree the Annual Audit Return Sections 1 & 2 2024-25

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

d) To Agree a Certificate of Exemption from a Limited Assurance Review for 2024-25

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 2025-26

The Internal Auditor requested to be contacted again in six months regarding next year's internal audit.

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
07/04/2025	credit	VAT Reclaim 01/04/2024-31/03/2025	128.76	
28/04/2025	S/O	Clerk's Salary - April		183.69
30/04/2025	D/D	Bank Service Charge		6.00
30/04/2025	BACS	ESC Precept Payment	3800.00	
14/05/2025	1	SALC Subscription		147.76
14/05/2025	2	South Elmham Community News - Grant		180.00
14/05/2025	3	Peter Strange - Internal Auditor		125.00
14/05/2025	4	Clerk's Expenses - April-May		25.62
		Total	£ 3,928.76	£ 668.07
		Total Restricted Reserves		£ 4,199.62
		General Reserves		£ 4,910.81
		Total		£ 9,110.43

g) To Consider a Grant to Rumburgh Village Hall Trustees VE Day Commemoration – c/f

After considerable discussion, Councillors agreed to carry the item forward to the next meeting and expressed hope that further details would be available.

Signed _____

Date _____

<p>h) To Consider a Footpath Map Reprint Cllr Hughes-Jones reported that the cost for the next reprint of the footpath map, for 1,500 copies, would be £595. Cllr Evans advised that she had applied for several grants without success. The Clerk will look for suitable grant opportunities to secure funding.</p> <p>i) New Clerk's Computer using the Transparency Grant - update The Clerk informed the Council that she had received the new laptop, which is functioning well.</p>
<p>7. Planning Applications and Decisions</p> <p>Applications</p> <p>a) Planning reference: DC/25/1644/FUL Proposal: Change of use from former holiday lets to single residential unit. Site address: Oasis Barn, Rockford House, St Margarets Road, South Elmham All Saints Councillors Resolved to Approve this application with no comments.</p> <p>Decisions None</p>
<p>8. Village Reports & Issues</p> <p>a) All Saints No further report.</p> <p>b) St. Nicholas No further report.</p> <p>c) St. Michael None</p> <p>d) St. Peter Cllr Patrick informed there would be a Plant and Bric-a-Brac and Plant Sale in St Peter's on 17th May 2025 and another Boules event was planned for 3rd July 2025.</p>
<p>9. Villages' Maintenance & Issues</p> <p>a) Tree & Common Maintenance - Tree Planting on Common – c/f Cllr Hughes-Jones gave a report (<i>attached</i>) Cllrs expressed concern regarding the decline of the ash trees.</p>
<p>10. Correspondence</p> <p>a) Clerks & Councillors Magazine</p>
<p>11. AOB <i>For discussion only – the Council cannot make decisions on these items unless on the agenda.</i></p> <p>a) Flixton Solar Farm Proposal Cllr Patrick reported: - A public meeting was held in Flixton and several Saint Peter's parishioners attended. - Attendees raised concerns about the limited information provided and criticised the poor quality of the presentation. - Specific issues highlighted included the lack of detail regarding traffic impact and insufficient consideration of environmental effects.</p> <p>b) To Consider an All Saints Bus Shelter Event 2025 – c/f <i>To commemorate Victory in Europe Day (VE Day) & Victory over Japan Day (VJ Day)</i></p> <p>c) Spring Litter-Pick 15-16th March 2025 - update The Spring Litter-Pick took place over the weekend of 15th–16th March 2025. Despite the very cold weather, there was a turnout of volunteers. Footpaths and roads were covered</p>

Signed _____

Date _____

<p>across the parishes and a total of 15 bags of litter were collected for East Suffolk Council to collect, with a few additional bags deposited in parishioners' wheelie bins. Councillors expressed their thanks and were pleased with the community's participation.</p> <p>d) Councillor Resignation Councillor Pooley resigned from the Parish Council after nine years of service. Cllrs expressed their sincere thanks to him for his long-standing commitment and valuable contributions to the Council and the community.</p>
<p>12. To Receive items for the next Agenda None</p>
<p>13. To Confirm the Next Meeting Dates:</p> <ul style="list-style-type: none"> • Wednesday 9th July 2025 at 7.30 pm • Wednesday 10th September 2025 at 7.30 pm • Wednesday 12th November 2025 at 7.30 pm
<p>14. To Consider Common Encroachments <i>The Council is recommended to RESOLVE, in accordance with the Public Bodies (Admission to Meetings) Act 1960, that this agenda item shall be closed to members of the press and public. This is to allow the Council to discuss confidential and sensitive matters related to common encroachments.</i></p> <p>Councillors agreed to carry forward this agenda item to the next meeting, when it is hoped that all Councillors will be present.</p>

The meeting ended at 9.32 pm

9.a) Report for PC Meeting 14 May 2025:

Weds 12th March 2025 Minutes

Matters Arising:

8. Village Maintenance & Issues

a) Tree & Common Maintenance

In fulfilment of the relevant part of the Biodiversity Policy and related Action Plan and minute 8. a) of PC Meeting 12 March 2025 (see annex below), a small number of native trees were successfully planted in appropriate locations on All Saints Common. The main purpose is to make it possible for the future replacement of what are now existing dying or dead trees, not to create woodland. The added advantage is the support of biodiversity of the Common. We are grateful for the donation of native trees by the Woodland Trust and the help of Tree Wardens Lisa Simmonds and Alan Witherby. The GPS locations were recorded.

Criteria for choice of location:

- Next to dead/dying trees, mainly Ash (used 3 oak, 2 hornbeam and 1 crab)
- Copse near pond/mardle - avoiding risk of shade on water, small trees which will provide food for wildlife (used 1 crab and 1 wild cherry)
- Nothing planted on open land and no obstruction to mowing

Councillor Heather Hughes-Jones

Signed _____

Date _____

Relevant PC Policy

BIODIVERSITY:

POLICY 'biodiversity projects on its land including for example tree planting'

ACTION PLAN 'Support hedge/tree planting in any appropriate areas... protecting/enhancing habitats/ habitat improvement on All Saints Common'

Relevant Minutes

Wednesday 12th March 20258.

Villages' Maintenance & Issues a) Tree & Common Maintenance at All Saints Common, 'brambles have been cut back around the pond, with further clearing planned for the autumn. Additionally, native trees could be planted in the copse around the pond in the autumn'. *(NB in the event given the ideal wet conditions it was advised it would be better to plant in March)*

Signed _____

Date_____