



# Three Saints South Elmham Parish Council

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

## **PARISH COUNCIL MEETING** **ANNUAL PARISH MEETING** *Rumburgh Village Hall* **Wednesday 14<sup>th</sup> May 2025 – 7.30 pm**

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

**Clerk/Responsible Financial Officer (RFO):** Sally Chapman

**Also Present:** District Councillor Anthony Specca & two parishioners.

### **MINUTES**

**1. Chair's Welcome**

Cllr Hughes-Jones (Vice Chair) Chaired the meeting and welcomed everyone.

**2. Apologies**

Cllr Flatt and County Councillor Cloke

**3. To Approve the Minutes of the Meeting held on 24th May 2024**

*The Minutes from the Meetings held on 24th May 2024 were confirmed unanimously as a true and accurate record and signed by the Chair.*

**4. Matters Arising**

None

**5. Chair's End of Year Report**

Cllr Hughes-Jones read out the Chair's report (*attached*).

**6. Responsible Financial Officer's End of Year Report**

The Responsible Financial Officer's summarised the year's accounts (*balance sheet attached*).

**7. County Councillor's End of Year Report**

The County Councillor could not attend and sent apologies (*on website*).

**8. District Councillors' End of Year Report**

District Councillor Anthony Specca attended and gave a summary of his recent work and answered questions.

**9. To Receive a Councillor's Report from each Parish**

**a) All Saints**

Cllr Hughes-Jones gave a report (*attached*).

Signed \_\_\_\_\_

2025/1

Date \_\_\_\_\_



# Three Saints South Elmham Parish Council

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

- b) **St Nicholas**  
Cllr Pooley gave a report (*attached*).
- c) **St. Michael**  
No report
- d) **St. Peters**  
Cllr Patrick gave a report (*attached*).

## 10. To Receive Community Reports

- a) **St. Michael's Parish Land Trust Report – Paul Watkin**  
No report

## 11. Public Questions

No questions

*The meeting ended at 20.00 pm*

---

## 5. CHAIR'S END OF YEAR REPORT 2025 – THREE SAINTS PARISH COUNCIL

This past year has been productive for Three Saints Parish Council with several notable developments and ongoing efforts that aim to benefit our communities.

We took the decision to change the Council's bank account to ensure a better return on the funds held in the account. This was a necessary move in light of increasing financial responsibilities and the need to maximise value for money.

The Clerk has now moved to an official gov.uk email address and website domain. This improves professionalism and brings us into line with national recommendations for parish councils.

We awarded a number of small grants this year in support of local and regional causes. These included:

- South Elmham Community News, to help keep the parish newsletter in circulation
- Bungay & District Royal British Legion, instead of purchasing a poppy wreath, we made a direct donation
- East Anglian Air Ambulance (EAAA), a vital service that benefits everyone across our area

On the practical side, our Handyman carried out excellent work cleaning and re-staining all four village benches. The results have been well received by parishioners.

Mr Barry Lugo continues to provide an excellent service maintaining the grounds at All Saints bus shelter. His work is consistently high quality and much appreciated.



# Three Saints South Elmham Parish Council

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

Cllrs organised a spring litter pick, which turned out to be a very cold day and a few local residents joined Councillors to help tidy the parish.

The Council agreed to spend the Transparency Grant to replace the Clerk's laptop, which had become outdated, she can meet legal obligations more efficiently and securely.

We are currently investigating unlawful encroachments onto the commons. This is a serious matter and we are taking legal advice to protect these public spaces for the benefit of future generations and local wildlife.

In June, the Council organised a successful community event to commemorate the 80th anniversary of D-Day. Held at All Saints bus shelter, the event included a barbecue and was well attended. Many thanks to all who came and contributed. We are now planning a further event later in the year to mark VE/VJ Day.

I would like to thank the Clerk for her hard work throughout the year. Thanks also go to all the TSPC's Councillors, who give their time freely for the benefit of the community and many thanks to County Councillor Judy Cloke and District Councillor Anthony Specca for all their support

**John Flatt**  
**Chair**

---



# Three Saints South Elmham Parish Council

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

## 6. Responsible Financial Officer's End of Year Report

<b>Three Saints South Elmham Parish Council</b>		
<b>Year End 31st March 2025</b>		
	<b>Receipts</b>	
<b>2023/24</b>		<b>2024/25</b>
£	<b>Receipts</b>	<b>£</b>
3300.00	Precept	3,600.00
735.00	East Suffolk Council Grants	-
115.96	VAT Reclaim	159.23
64.00	Jubilee/Coronation Mugs Sales	-
79.66	Business Saver Interest (Barcalys & UTB)	179.67
<b>4,294.62</b>		<b>3,938.90</b>
	<b>Expenditure</b>	
2106.00	Clerk's Salary	2,205.54
120.00	Clerk's Office Costs	120.00
42.74	General Expenses	539.55
57.00	Hall Hire	63.00
35.00	ICO - Data Protection Registration	35.00
254.72	Insurance	290.41
115.00	Internal Audit Fee	120.00
266.76	S137 Grants	250.00
186.41	Subscriptions	190.65
60.00	Training	-
43.33	Maintenance	414.52
20.00	Miscellaneous	5.83
50.00	Website	92.00
159.23	VAT to reclaim	128.76
249.50	Vistaprint Jubilee Mugs	-
67.32	ESC - Uncontested Election Fee	-
340.00	All Saints Bridge Handrail	-
395.00	Footpath Map	-
<b>4,568.01</b>		<b>4,455.26</b>
-273.39	Surplus income over expenditure	- 516.36
6639.49	Balance b/f	6,366.10
<b>6,366.10</b>	<b>Balance c/f</b>	<b>5,849.74</b>
	<b>Balance Sheet</b>	
	<b>Cash at Bank</b>	<b>£</b>
830.38	Current Account	242.75
5535.72	Business Saving Account	5,606.99
-	Uncleared receipts	-
-	Uncleared cheques	-
<b>6,366.10</b>		<b>5,849.74</b>
1687.83	General Reserves	1,650.12
4678.27	Earmarked Reserves	4,199.62
<b>6,366.10</b>		<b>5,849.74</b>
The above statement represents fairly the financial position of the Authority as at 31st March 2025 and reflects its Receipts and Expenditure during the year.		
<b>Signed</b>		
	<b>John Flatt - Chair</b>	
<b>Signed</b>		
	<b>Sally Chapman - Responsible Financial Officer</b>	



# Three Saints South Elmham Parish Council

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

## 9.a) Annual Report 2024-5 for All Saints

This year has again seen some physical improvements to amenities, some joint activities and a celebration. Issues raised by parishioners, such as potholes, parking and brambles were addressed.

### All Saints Shelter Area

- It was decided to refer to the All Saint's bus shelter as the village or All Saints Shelter as it is now used for a variety of purpose and there are no buses. The area continues to be mown and kept tidy by a parishioner, which is helped by a small Maintenance Grant. The bench was refurbished.
- An A3 laminated version of the 'Walking the Three Saints Footpath Map' was produced and mounted in the Shelter on the village noticeboard. The map was specially designed to include a 'you are here' feature. It was also updated with a sketch of the shelter. The supply of paper copies (1500) was exhausted by the end of the 24/5 year so the poster version in the Shelter is very useful.

### All Saints Common

- Wild flowers are slowly increasing, notably with cowslips, primroses, yellow rattle and very small numbers of pyramidal and green-winged orchids. Cutting of the Common was timed to respect the wildflower season. Owners of Mill Farm were given permission to cut back the hedge and clear brambles etc round the pond (mardle) and this carried out.
- Some potholes were repaired and visibility on the corner near the Grange was improved. The heavy traffic using the lanes causes considerable wear and tear on the roads.
- Parking of cars on the Common is sometimes a problem.

### TSPC Litter Pick

All Saints joined in the Spring litter pick.

### D-Day 80 Celebration - 6th June 2024

Around 50 parishioners and friends gathered to mark D-Day 80, entertained by a piper, with barbecue, food and drink. The 'Walking the Three Saints Footpath Map' was officially launched at the event.

### Local History Recorder

Sonia Collins continues to be active as Local History Recorder for All Saints and St. Nicholas South Elmham and Rumburgh and held a very successful 'Rumburgh memories and History Day' on June 8th 2024 with participation from a number of All Saints parishioners.

Cllr Heather Hughes-Jones

30.4.2025

---

## 9.b) St Nicholas South Elmham Councillors report for 2024-5

Condition of St Nicholas Lane still very poor. Issues of road encroachment by old Forge being pursued by parishioners via Suffolk Highways. Litter pick carried out; two bags collected. Road sign at junction with St Margaret to All Saints Road is degraded, leaning and will soon fall over completely. Council to be requested to take this up with Highways.

Cllr R Pooley

5/5/25



# Three Saints South Elmham Parish Council

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

## **9.c) Annual Report: Matters Relating to St Peters**

Community spirit and “sense of place” remains high in St Peters. Communal events in 2024-25 included a plant and bric a brac sale organised by Pam Bonnett with proceeds (£830) benefiting the parish church; a summer barbecue hosted by Carol and Tim Maycock; Christmas dinner at St Peter’s Hall; and in July, the annual boules tournament.

The latter event celebrated its 10<sup>th</sup> year and is held at Ilketshall St Andrew’s village hall, as with 20 teams competing it has outgrown its original home at St Peter’s Brewery. Proceeds in excess of £1000 were raised for the parish church during a competitive but convivial day of bowling. Many thanks are owed to Tim and Carol Maycock, Pam Bonnett, David and Linda Humphreys and many other residents who work hard to make this event such a success.

Residents participated in the Three Saints’ litter picks and attended the D Day commemorations organised by the parish council.

Daily life in the village continues to be frustrated by the state of the local roads. Potholes and badly damaged verges caused by the ever-increasing numbers of heavy vehicles and the sheer size of agricultural equipment, significantly compromise the use of our roads especially by cyclists, equestrians and pedestrians. Harvesting of sugar beet in wet winter weather causes particularly dangerous conditions for local road users and is a cause of significant local frustration.

**Cllr Simon Patrick**