



Three Saints South Elmham Parish Council

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

To Members of the Council

You are hereby summoned by the Clerk to attend the next

PARISH COUNCIL MEETING

Rumburgh Village Hall

Wednesday 12th March 2025 at 7.30 pm

PUBLIC FORUM

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

All reports can be found on TSPC's website: <https://threesaints-pc.gov.uk>

B. Public Forum – for Members of the Public

Members of the public are welcome to attend.

AGENDA

1. To Approve Apologies for Absence

Apologies Received from Cllr Patrick

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

3. To Approve the Minutes of the Meeting held on 8th January 2025

4. Finance

- a) To Receive the Financial & Budget Reports & Approve Income & Expenditure
- b) To Consider Grant Requests
- c) To Consider a Clerk's Computer using the Transparency Grant
- d) To Consider General Reserves
- e) To Note the Internal Auditor's Inspection – 23rd April 2025

5. Planning Applications and Decisions

To review the listed Planning Applications and any Additional Applications issued after the Agenda is published.

Applications

None

Decisions

None

6. Annual Review of Policies and Statutory Documents

- a) Asset Register
- b) Biodiversity Policy
- c) Code of Conduct Policy
- d) General Data Protection Regulations Policy
- e) Data Retention and Disposal Policy
- f) Financial Regulations Policy
- g) Financial Reserves Policy - *updated*
- h) Freedom of Information & Publication Scheme Policy
- i) Internal Control Statement
- j) Online Banking Procedure Policy
- k) Parish Council Risk Assessment
- l) Standing Orders Policy



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- m) **Strimmer Policy**
- n) **Subject Access Request and Procedure Policy**

7. Village Reports & Issues

- a) All Saints
- b) St. Nicholas
- c) St. Michael
- d) St. Peter

8. Villages' Maintenance & Issues

- a) Tree & Common Maintenance

9. Correspondence

- a) First Buses Letter

10. AOB

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

- a) **To Consider an All Saints Bus Shelter Event 2025**
To commemorate Victory in Europe Day (VE Day) & Victory over Japan Day (VJ Day)
- b) **Spring Litter-Pick 15-16th March 2025 - update**
- c) **Annual Website Statistics**

11. To Receive items for the next Agenda

12. To Confirm the Next Meeting Dates:

- Wednesday 14th May 2025 at 7.30 pm
- Wednesday 9th July 2025 at 7.30 pm
- Wednesday 10th September 2025 at 7.30 pm
- Wednesday 12th November 2025 at 7.30 pm

13. To Consider Common Encroachments

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.

S. G. Chapman

Sally Chapman

Clerk to Three Saints South Elmham Parish Council

Date 5th March 2025