



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 January 2026 at 7.30 pm

Councillors Present: John Flatt (Chair), Heather Hughes-Jones (Vice Chair), Winky Evans, Simon Patrick, Jack Walpole and Paul Watkin (*from 8.10 pm*)

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: County Councillor Judy Cloke and five parishioners

PUBLIC FORUM

A. Public Forum – for Members of the Public

A parishioner requested sight of the encroachment information letter which had recently been circulated to properties adjoining the Commons that were not encroaching. The Chair advised that this correspondence was a private letter issued by the Parish Council to the individuals concerned and would not be shared.

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

County Councillor Judy Cloke sent a report and District Councillor Anthony Speca sent an apology. The reports are on TSPC's website: [Meetings » Three Saints South Elmham Parish Council](#)

MINUTES

1. To Approve Apologies for Absence

None

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

Cllr Hughes-Jones declared a pecuniary interest in item 4.a) as she had submitted an invoice for payment.

3. To Approve the Minutes of the Meeting held on Wednesday 12th November 2025

[The Minutes from the Meetings held on Wednesday 12th November 2025](#) were confirmed unanimously as a true and accurate record and signed by the Chair.

4. Finance

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

Cllr Hughes-Jones declared a pecuniary interest in item as she had submitted an invoice for payment.

[Councillors Resolved unanimously to Approve the following Receipts and Expenditure:](#)

Signed: _____

Chair

Date: _____

Date	Reference	Details	Receipts	Expenditure
12/11/2025	16	HM Title Register and Plan Search		£ 14.00
25/11/2025	17	HM Title Register and Plan Search		£ 14.00
25/11/2025	18	Robinson's Stationers - Footpath Map		£ 595.00
28/11/2025	S/O	Clerk's Salary - November		£ 189.67
30/11/2025	D/D	Bank Service Charge		£ 6.00
25/11/2025	19	HM Title Register and Plan Search		£ 21.00
28/12/2025	S/O	Clerk's Salary - December		£ 189.67
31/12/2025	D/D	Bank Service Charge		£ 6.00
14/01/2026	20	Clerk's Expenses - December & January		£ 20.00
14/01/2026	21	Heather Hughes-Jones - postage		£ 5.54
		Total	£ -	£ 1,060.88
		Total Restricted Reserves		£ 4,199.62
		General Reserves		£ 2,663.97
		Total		£ 6,863.59

b) To Consider and Approve the Budget and Precept 2026/27 – update

The Clerk confirmed that the application for the precept had been submitted and it had been acknowledged by East Suffolk Council.

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. Village Reports & Issues

a) All Saints

- **Uncles Lane**

Cllrs advised that there had been significant flooding at the bottom of Uncles Lane and that the pipe near Rose Cottage was blocked. The floodwater has since subsided. The Chair and a parishioner confirmed that they would try to unblock the pipe.

Action: JF

- **St James Road**

Cllrs noted that there had been flooding on St James's Road near the Council houses, which has now subsided.

b) St. Nicholas

- **St Nicholas's Road**

This road has recently been patched by SCC Highways; however, the repairs have deteriorated further following recent frosts. Cllr Walpole has cleared several culverts in the area, but the gullies across all villages require attention.

Cllrs requested that the Clerk contact SCC Highways to arrange clearing of the gullies and address the damage to St Nicholas's Road.

Action: Clerk

c) St. Michael

No report

d) St. Peter

Cllr Patrick reported that all roads and verges in St Peter's are in a poor state of repair. These issues have been raised with Suffolk County Council Highways on multiple occasions, but no improvement has been made.

Signed _____

Date _____

7. Villages' Maintenance

a) Tree & Common Maintenance

- **Fallen Willow Tree on Common** – *update*

The fallen tree on the Common has not yet been removed due to excessively wet conditions. Cllrs noted that the water leak on the Common remains unrepaired; this was initially reported to Anglian Water in September.

8. Correspondence

a) Clerks & Councils Direct Magazine

9. AOB - *For discussion only – the Council cannot make decisions on these items unless on the agenda.*

a) **Footpath Map Reprint** – *update*

Councillor Hughes-Jones reported that the footpath map has been reprinted and has provided updated information to be added to TSPC's website. Once the website has been updated, the leaflets will be distributed.

Action: Clerk

b) **Spring Litterpick** – *c/f*

c) **To Consider an All Saints Bus Shelter Event 2026** – *c/f*

10. To Receive items for the next Agenda

a) **Polices Review & Update**

11. To Confirm the Next Meeting Dates:

- Wednesday 11th March 2026 at 7.30 pm
- Wednesday 13th May 2026 at 7.30 pm - *Annual Parish Meeting & Annual Parish Council Meeting*
- Wednesday 8th July 2026 at 7.30 pm
- Wednesday 9th September 2026 at 7.30 pm
- Wednesday 11th November 2026 at 7.30 pm

12. 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.

Councillors Resolved to close the meeting to the Press and Public in order to discuss Commons encroachments.

Five members of the public left the meeting and Councillors discussed common encroachments and further actions.

Councillors Resolved to review the actions taken by the property owners at the July meeting following this six-month period.

The meeting ended at 9.00 pm

Signed _____

Date _____