



Three Saints South Elmham Parish Council

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

PARISH COUNCIL MEETING

Rumburgh Village Hall

Wednesday 12th July 2023 at 7.30pm

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

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: County Councillor Judy Cloke, District Councillor Anthony Specca and one parishioner. Apologies from District Councillor Hammond.

PUBLIC FORUM

A. County Councillor Judy Cloke and District Councillor Anthony Specca

Both Councillors spoke of their recent activities and answers questions. DC Specca asked the Clerk to forward emails to him re. the All Saints bridge handrail that needs repairing.

Action: Clerk

Full CC & DC reports: <http://threesaintssouthelmham.onesuffolk.net/parish-council/minutes>

B. Public Forum – for Members of the Public

No questions.

MINUTES

1. To Approve Apologies for Absence

None

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

None

3. To Approve the Minutes of the Meeting held on 24th May 2023

[The Minutes from the Meetings held on 24th May 2023 were confirmed unanimously as a true and accurate record and signed by the Chair.](#)

4. Matters Arising from the Minutes above and not on the Agenda

None

5. Finance

a) To Consider the Internal Auditor's Report for 2022/23 Recommendations

[Councillors approved the RFOs suggested actions \(attached\) which will be implemented as appropriate this year.](#)

b) The Internal Auditor for 2023-24

The RFO advised SALC will be taking internal audit bookings from January 2024 and will book TSPCs, as approved at the May meeting.

c) To Receive the current Financial & Budget Reports & Approve Income & Expenditure

The Chair signed the bank statement and the Financial & Budget Reports.

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

Signed: _____ Chair

Date: _____

Date	Reference	Details	Receipts	Expenses
28/05/2023	S/O	Clerk's Salary - May		£ 162.50
12/07/2023	100803	Clerk's Expenses June & July		£ 20.00
12/07/2023	100804	SALC - Councillor Training W.E.		£ 60.00
12/07/2023	100805	SALC - Internal Audit 2022-23		£ 138.00
		Total	£ -	£ 380.50
		Total Restricted Reserves		£ 5,014.45
		General Reserves		£ 3,922.43
		Total		£ 8,936.88

d) To Consider a Poppy Wreath for Remembrance Sunday

Councillors agreed to re-use last year's wreath if in a good condition and donate £19.99 to the Royal British Legion. If the wreath is not useable the Clerk will order a new one for £19.99. **Action: RP**

e) To Consider Noticeboard PCs Name Signs

Councillors agreed to purchase signs for the noticeboard as the TSPCs logo with each village name printed underneath. Price quoted £20.00 each without the additional wording. **Action: Clerk**

6. Planning Applications and Decisions

Applications

None

Decisions

None

7. Village Reports

a) All Saints & St. Nicholas

It was noted the area around the bus shelter is looking good and kept in a very good condition.

b) St. Michael

- No update

c) St. Peter

Cllr Patrick has arranged a meeting with County Council Cloke to discuss the damaged roads and banks in St. Peter's.

8. Villages' Maintenance

a) Tree & Common Maintenance

- All Saint's Bridge Hand Rail

The Clerk is waiting for a quotation from SCC to replace or repair the handrail.

- East Suffolk Council Daffodil Donation – *update*

TSPC is one of the lucky PCs and will receive 500 Daffodils in the autumn for the parishes.

b) Common Encroachments – c/f

c) Other Issues

- Road Signs Condition – *update*

Cllrs are going to take photographs of the signs in a poor condition in their parish and forward to the Clerk. **Action: Cllrs**

d) To Consider Asset Maintenance

Cllrs considered the asset list and Cllr Platt agreed to assess the benches and bus shelter. **Action: JF**

9. Correspondence

a) Open Spaces Spring & Summer Newsletter

b) Clerks & Councils Direct Magazine

10. AOB

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

a) Village Footpath Map – update

Signed _____

Date _____

CLLrs discussed the draft footpath map and editorial and made some amendments and thanked Cllr Hughes-Jones for her time and effort in producing this leaflet.

b) Councillor Training

Cllr Evans has attended some SALC Councillor training and found it very beneficial.

11. To Receive items for the next Agenda

None

12. To Confirm the Next Meeting Dates:

- Wednesday 13th September 2023 at 7.30pm
- Wednesday 8th November 2023 at 7.30pm

The meeting ended at 9.10pm

5.a) SALC's Internal Audit Report for Three Saints Parish Council 2023

A review of the Internal Auditor's recommendations and comments.

Section 2 – Financial Regulation and Standing Orders

Have Standing Orders been adopted, up to date and reviewed annually?

Yes. The Council last reviewed its Standing Orders at its meeting of 14th March 2023. Those viewed are based on the Model Standing Orders as produced by NALC which are based on the Model Standing Orders produced by NALC in 2018 and take into account changes in legislation since those produced in 2013. Annual reviews should ensure that they are adapted (where they are not statutory requirements) to be relevant to the Parish Council.

Responsible Financial Officer (RFO) Comment:

The Standing Orders will be adapted before the next review.

Are Financial Regulations up to date and reviewed annually?

Yes. Financial Regulations (FR), as seen on the Council's website also show that they were reviewed at the meeting of 14th March 2023 and are based on the NALC Model Financial Regulations 2019.

Comment: at the next annual review, Council might wish to also review the Procurement Thresholds amendments (SI 2022/139) of the Public Contracts (Amendment) Regulations 2022 which came into force on 21st December 2022 and make the changes to the contract value limits from £25,000 to £30,000 for non-central government authorities. The contract value limits are to be calculated inclusive of VAT (effective from 1st January 2022).

RFO Comment:

The procurement values will be updated before the next policy review in March 2024 to the latest increase.

Section 3 – Payment Controls

Are payments under s.1373 separately recorded, minuted and is there evidence of direct benefit to electorate?

Yes. Section 137 of the Local Government Act 1972 ("the 1972 Act") enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure. The basic power is for a local council to spend money (subject to the statutory limit – of £8.41 per elector) on purposes for the direct benefit of its area, or part of its area, or all or some of its inhabitants.

Comment: The contributions to the South Elmham Community News can be paid under LGA 1972 s.142 - Power for councils to publish information about the council, its services and the services provided in the area by other local authorities, government departments, charities or other voluntary organisations.

Purchasing the poppy wreath can be paid under LGA 1972 s.138B - Power to support or facilitate a religious event. All payments made under this power are listed on the website.

Signed _____

Date _____

RFO Comment:

The above is noted and these payments in future will be listed in the cashbook under miscellaneous payments using different powers instead of S137.

Section 6 – Income Controls**Has it (CIL) been published on the authority's website?**

Yes. Council received no CIL funds during the year under review. In accordance with the 2010 Regulations, the Council having received a proportion of CIL funds previously has ensured that retained balances were transferred into the Earmarked Reserve specifically allocated.

Comment: Council have noted its duty to comply with the CIL Regulations to produce an annual report that details the amount of CIL funds received, spent and retained for each financial year until the funds are totally expended. Each annual report should be uploaded onto the Council's website by 31st December. The annual report for the year ending 31st March 2023 should be uploaded onto its website by 31st December 2023. The Council noted in their minutes of 13/7/22 and in their CIL report that CIL funds were clawbacked.

RFO Comment:

The CIL report for the year ending 31st March 2023 was uploaded on the website on 11th April 2023 (can be evidenced) well before the internal audit. The internal auditor must have missed it.

Section 14 – Additional Information**Is the Council compliant with the General Data Protection Regulation requirements?**

Yes. Council has taken steps to ensure compliance with the GDPR requirements and is aware that this should be monitored at all times to ensure compliance. The Council's Privacy Notices were seen on the parish council's website. Council has completed the following documents which are also available to view on the Council's website: Data Protection Policy, General Data Protection awareness checklist for Councillors.

Comment: To be fully compliant with the GDPR requirements the Council may wish to adopt a Subject Access Request Policy & Subject Access Procedure Policy.

RFO Comment:

A Subject Access Request Policy & Subject Access Procedure Policy will be presented to Council for consideration for adoption.

Signed _____

Date _____