



Three Saints South Elmham Parish Council

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

PARISH COUNCIL MEETING

Rumburgh Village Hall

Wednesday 8th July 2026 at 7.30 pm

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

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: County Councillor Peter Aiano, District Councillor Anthony Specca and five parishioners

PUBLIC FORUM

A. Public Forum – for Members of the Public

- A parishioner reported that, although the verges around the Commons have been cut, the grass on the Common remains long in places, reducing visibility for motorists. The parishioner also raised concerns that brambles have spread across parts of the Common, particularly opposite the bus shelter.
- Councillors noted that some areas of the Common have already been cut and managed. It was agreed to review the management of the Commons during the winter months, with further discussion to take place at the September meeting.

B. To Receive Reports from County Councillor Peter Aiano & District Councillor Anthony Specca

The new County Councillor Peter Aiano attended the meeting, answered questions and sent a report, click: [TSPC Website](#)

District Councillor Anthony Specca gave an update, main points:

- Cllr Specca informed Councillors that the removal of bramble from the Common does not adversely affect biodiversity when managed appropriately.
- Recycling services across the area continue to operate satisfactorily.
- Residents were encouraged to download the new East Suffolk Council app for information on waste collections and other council services. [App Link](#)
- Residents can also access bin collection dates, report missed collections and other waste-related issues through the East Suffolk Council website.
- Small electrical items can be placed on top of any household waste or recycling bin on the relevant collection day. Only one small electrical item should be presented per collection.
- Food waste collected in household caddies is transported to Cambridgeshire, where it is processed to generate renewable energy.

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 Wednesday 13th May 2026

[The Minutes from the Meetings held on Wednesday 13th May 2026 were confirmed unanimously as a true and accurate record and signed by the Chair.](#)

Signed: _____ Chair

Date: _____



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4. Finance

a) To Note the Certificate of Exemption 2025-26 was submitted 18th May 2026

Councillors thanked the Clerk for submitting the Certificate of Exemption in a timely manner.

b) To Appoint the Internal Auditor for 2026-27 – update

The Clerk confirmed that the Internal Auditor, Trevor Brown, has agreed to undertake the internal audit for the current financial year in April 2027.

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

Councillors Resolved unanimously to Approve the following Receipts and Expenditure:

Date	Reference	Details	Receipts	Expenditure
21/05/2026	D/D	ICO Data Protection - Fee		£ 47.00
28/05/2026	S/O	Clerk's Salary		£ 189.67
31/05/2026	D/D	Bank Service Charge		£ 7.00
28/06/2026	S/O	Clerk's Salary		£ 189.67
30/06/2026	D/D	Bank Service Charge		£ 7.00
08/07/2026	8	Clerk's Expenses - April - May		£ 20.00
08/07/2026	9	RBL Bungay - Grant		25.00
		Total	£ -	£ 485.34
		Total Restricted Reserves		£ 4,235.62
		General Reserves		£ 4,500.41
		Total		£ 8,736.03

d) To Consider All Saints Bus Shelter Replacement Bollards

Councillors considered the replacement of the damaged and missing bollards at the All Saints bus shelter.

- It was resolved that the Clerk should contact Suffolk County Council Highways to confirm that the Parish Council has permission to replace the bollards and to seek advice on suitable suppliers.
- Subject to the necessary approvals and receipt of quotations, Councillors agreed in principle to purchase three replacement bollards.
- Once costings have been obtained, the Clerk will approach the new County Councillor to enquire about the availability of grant funding towards the project.

Action: Clerk

e) To Consider a Remembrance Poppy Wreath or RBL Donation

Councillors Resolved to award a grant of £25.00 to the Royal British Legion Bungay Branch in lieu of purchasing a Remembrance wreath.

5. Planning Applications and Decisions

To review the listed Planning Applications and any Additional Applications issued after the Agenda is published. Click the application number to view.

Applications

a) DC/26/1884/FUL

To demolish existing single-storey side extension and build a new single-storey side and rear extension.

Site address: Yew Tree Cottage, The Common, South Elmham All Saints, Halesworth, Suffolk IP19 0NY

TSPC: Councillors Agreed to Approve this application with no comments. ESC Status: Awaiting decision

Signed: _____

Chair
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Date: _____



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Decisions

b) DC/26/1589/FUL

Change of use of former holiday lets to single residential use - Oasis Barn Rockford House St Margarets Road South Elmham All Saints Suffolk

Received date: Tue 28 Apr 2026 | Status: Application Refused

6. Village Reports & Issues

a) All Saints

- Councillors noted that parts of the Common, including along Rumburgh Road and within the woodland, would benefit from further tidying and management.

b) St. Nicholas

- **Footpath Signage around Eels Foot Area – update**
The Clerk has reported this issue again and waiting for a response from SSC.

c) St. Michael

- Councillors raised concerns regarding the dangerous parking of a truck on the corner outside Blacksmith Cottage. The Chair agreed to speak to the owner about the matter. Action: JF

d) St. Peter

- **Cutting of Verges**
Cllr Patrick reported that the verge containing orchids, from the bridge to the post box at the Wash Lane junction, had been cut whilst the orchids were in flower.
The Clerk agreed to investigate whether nature reserve or wildlife signs could be installed in the orchid area to help protect the orchids in future. Action: Clerk
The hedges from Willowdykes to Flixton had been cut during the bird nesting season using a brush cutter by a contractor employed by Suffolk County Council Highways.
- **Recent Illicit Shooting of Deer**
Cllr Patrick reported that a roe buck had recently been shot with a rifle in St Peter South Elmham and that the matter is being investigated by the police.

7. Villages' Maintenance

a) Tree & Common Maintenance

Cllr Walpole reported that the St Andrew Common Committee has successfully obtained grant funding to support the management of its Common. He agreed to obtain further information on the grants available and report back to the Council. Action: JW

b) Flooding near Bridge/Fallen Willow – update

It was reported that the willow tree will be cleared during the autumn and that the water leak has now been repaired.

8. Correspondence

The latest editions of Open Spaces and Clerks & Councils Direct magazines were circulated to Councillors.

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

a) All Saints Bus Shelter Event 2026 – update

Cllrs discussed the proposed All Saints Bus Shelter event and agreed to postpone it until next year. An alternative venue that had been offered will be considered for the rearranged event.

Signed: _____

Chair
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Date: _____



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10. To Receive items for the next Agenda

- a) Common Management
- b) Planning Guidance for Developments Adjacent to Common Land Policy

11. To Confirm the Next Meeting Dates:

- 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 the common encroachments.

a) Encroachment Letters

Councillors discussed the Common encroachments and Resolved that the Clerk should write to the owners of Barn on the Green and Cottage on the Green to request an update on the progress made in response to the Parish Council's letters dated 18 December 2025.

b) Planning Guidance for Developments Adjacent to Common Land Policy

The Clerk suggested that the Parish Council consider adopting Planning Guidance for Developments Adjacent to Common Land Policy. The guidance would provide a standard procedure for responding to relevant planning applications and be submitted to East Suffolk Council and applicants when developments affecting the Common are proposed.

Councillors Agreed this was a positive approach and requested that the Clerk and Cllr Hughes-Jones prepare a draft document for consideration at the September meeting.

Action: HHJ/Clerk

The meeting ended at 9.00 pm

Signed: _____

Chair
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Date: _____