



Three Saints South Elmham Parish Council

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

PARISH COUNCIL MEETING

Rumburgh Village Hall

Wednesday 13th March 2024 at 7.30 pm

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

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: District Councillor Anthony Specca & three parishioners

PUBLIC FORUM

A. County Councillor Judy Cloke and District Councillor Anthony Specca

County Councillor Judy Cloke sent apologies and a report.

District Councillor Anthony Specca gave an update on his report and answered questions.

Main point:

- Suffolk County Council ordered the landowner to remove the dangerous trees along the B1062 Homersfield to Flixton road due to safety concerns. Although the Forestry Commission had initiated an investigation, they closed it upon learning of SCC's directive, as they would not intervene.

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

B. Public Forum – for Members of the Public

Sonia Collins, the Local History Recorder for All Saints, gave an interesting update on her work.

MINUTES

1. To Approve Apologies for Absence

Apologies were Accepted and Approved from Cllr Pooley. No apologies from Cllr Watkin.

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

Point 6. a) – Cllr Flatt declared a non-pecuniary interest in this planning application – relative.

3. To Approve the Minutes of the Meeting held on 10th January 2024

The Minutes from the Meetings held on 10th January 2024 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

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

Councillors resolved unanimously to Approve the following Receipts and Expenditure:

Signed: _____ Chair

Date: _____

Date	Reference	Details	Receipts	Expenditure
13/03/2024	3	South Elmham Community News		180.00
13/03/2024	4	Clerk's Expenses February & March		20.00
13/03/2024	5	Rumburgh - Hall Hire		57.00
13/03/2024	6	Local History Recorder Grant		16.76
13/03/2024	7	Robinsons Stationers - Footpath Map		395.00
		Total	£ -	£ 668.76
		Total Restricted Reserves		£ 4,678.27
		General Reserves		£ 1,650.00
		Total		£ 6,328.27

b) To Consider Grant Requests

Councillors unanimously Approved a grant of £16.76 for stationery for the Local History Recorder.

c) To Consider General Reserves

The General Reserve should be approximately 50% of the annual precept, which is in accordance with the Government's proper practices for smaller authorities.

Councillors Agreed to top-up the General Reserve from the Common Maintenance, Election and trimmer Restricted Reserves.

d) New Bank Accounts - update

The Clerk confirmed that the new bank accounts were open and running satisfactorily.

5. Internal Audit Report 2022-23 – update

The Clerk read out the action points and recommendations from the SALC Internal Audit Report 2022/24 and confirmed that they had been actioned this year.

6. Planning Applications and Decisions

Applications

Cllr Platt declared a non-pecuniary interest in this planning application (relative) and did not comment or vote.

a) Planning Reference: DC/24/0428/FUL

Address: Dandy Hall Cottage, Malt Office Lane, Rumburgh, Halesworth Suffolk, IP19 0JD

Proposal: Construction of a replacement 3-bedroom dwelling

Councillors resolved to Support this application with no comments.

Decisions

b) Planning reference: DC/23/4585/FUL

Proposal: First floor extension with balcony over existing single-storey side extension.

Address: The Acorns, Capps Lane, South Elmham All Saints, Halesworth, IP19 0PD

Date: 13 December 2023

Status: Permitted

7. Annual Review of Policies and Statutory Documents

Councillors unanimously Approved the following Policies and Statutory Documents.

a) Asset Register

b) Code of Conduct Policy

c) Data Protection Regulations Policy

d) Data Retention and Disposal Policy - New

e) Financial Regulations Policy – updated

f) Financial Reserves Policy - New

g) Freedom of Information & Publication Scheme Policy

h) Internal Control Statement

i) Online Banking Policy - New

j) Parish Council Risk Assessment

k) Standing Orders Policy – updated

Signed _____

Date _____

- l) **Strimmer Policy**
- m) **Subject Access Request and Procedure Policy – New**

8. Village Reports

a) **All Saints & St. Nicholas**

Cllr Hughes-Jones reported:

- Native trees had been planted at Cleveleys Foods Ltd.
- There had been flooding recently on Uncles Lane near Rose Cottage.
- The Daffodils planted last year are appearing.
- There were cars being parked on the common, Cllr Flatt said he would speak to the owners.

Action: JF

b) **St. Michael**

Councillors were informed that there is a Roadside Nature Reserve near Uncles Lane and it is now being looked after by two local parishioners. It contains some rare plants, including yellow clover.

c) **St. Peter**

Cllr Patrick reported:

- The verges are in a bad state.
- The Daffodils planted last autumn are starting to flower.
- There is a lot of rubbish on the roadsides.

9. Villages' Maintenance

a) **Tree & Common Maintenance – c/f**

b) **Village Issues**

- The footpath sign just before Ash Farm, All Saints has disappeared.

Action: Clerk

10. Correspondence

a) **Open Space Magazine**

11. AOB

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

a) **Website Annual Statistics**

Cllrs noted the following website statistics:

- 2022/23 – 1,500 page views/420 users
- 2023/24 – 2,154 page views/631 users

b) **Walking the Three Saints Map – update**

Cllr Hughes-Jones circulated the finished 'Walking the Three Saints' Map and advised where it would be distributed. The Chair thanked Heather and her husband, Richard, for all their hard work in completing the lovely updated map. The Clerk will place it on the website.

Action: Clerk

c) **Spring Litter Pick 16-17th March 2024 – update**

Cllr Evans informed that she had organised the Spring Litter Pick and everything was ready for the weekend.

d) **Community Gathering at All Saints Bus Shelter 2024 – update**

D-Day 80 Celebration – Saturday 8th June 2024

12. To Receive items for the next Agenda

None

13. To Confirm the Next Meeting Dates:

- Wednesday 8th May 2024 at 7.30 pm - Annual Parish Meeting & Annual Parish Council Meeting
- Wednesday 10th July 2024 at 7.30 pm
- Wednesday 11th September 2024 at 7.30 pm
- Wednesday 13th November 2024 at 7.30 pm

The meeting ended at 8.55 pm

Signed _____

Date _____