



# Three Saints South Elmham Parish Council

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

## PARISH COUNCIL MEETING

*Rumburgh Village Hall*

**Wednesday 12<sup>th</sup> March 2025 at 7.30 pm**

**Councillors Present:** John Flatt (Chair), Heather Hughes-Jones (Vice Chair), Winky Evans and Paul Watkin

**Clerk/Responsible Financial Officer (RFO):** Sally Chapman

**Also Present:** County Councillor Judy Cloke, District Councillor Anthony Specca & four parishioners.

## PUBLIC FORUM

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

County Councillor Judy Cloke sent a report and answer questions.

- **Suffolk County Council** plans to take back responsibility for libraries. Councillors discussed the public library consultation, which will take place in September.

Full report on TSPC's website:

<https://threesaintssouthelmham.onesuffolk.net/parish-council/minutes>

District Councillor Anthony Specca gave an update and answered questions.

**Main points:**

- **East Suffolk Council:** Local Government reorganisation Meeting will be held soon.
- **Ellough Incinerator:** East Suffolk Council is awaiting the Carbon Management Plan. The Environmental Consultant is working with carbon consultants on how to manage the project. Operations cannot commence until the plan is approved.
- **Suffolk County Council:** consulting on a potential move to a Unitary Council, which could result in a single council for Suffolk.
- **Mayoral elections:** scheduled for 2026; there will be no County or District Council elections next year.
- **Unitary Authority:** if approved, the Unitary Authority would go live in 2028.

### B. Public Forum – for Members of the Public

- **Oasis Barn, All Saints – Update on Future Plans**

The owners of Oasis Barn provided an update on their future plans. The business is closing, and existing bookings will be honoured until June. The property has been on the market for a year. They intend to apply for residential planning permission to convert the barn into a single-storey bungalow for their own use. Once complete, they plan to sell their nearby current house and move into the barn. All proposed works will be internal only.

## MINUTES

### 1. To Approve Apologies for Absence

[Apologies Approved and Accepted from Cllr Patrick](#). Absent: Cllr Pooley.

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

None

Signed: \_\_\_\_\_

Chair

Date: \_\_\_\_\_

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

The Minutes from the Meetings held on 8th January 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

Councillors Resolved unanimously to Approve the following Receipts and Expenditure:

Date	Reference	Details	Receipts	Expenditure
28/01/2025	S/O	Clerk's Salary - January		183.69
31/01/2025	D/D	Bank Service Charge		6.00
28/02/2025	S/O	Clerk's Salary - February		183.69
31/02/2025	D/D	Bank Service Charge		6.00
17/03/2025	Transfer	Saver Account to Current Account - £600		
17/03/2025	19	Clerk's Expenses - February-March		20.00
17/03/2025	20	Rumburgh Village Hall Hire		63.00
17/03/2025	21	EAAA Grant		50.00
17/03/2025	22	Curry's Business - Clerk's Laptop		553.96
		<b>Total</b>	<b>£ -</b>	<b>£ 876.65</b>
		<b>Total Restricted Reserves</b>		<b>£ 4,678.27</b>
		<b>General Reserves</b>		<b>£ 1,732.75</b>
		<b>Total</b>		<b>£ 6,411.02</b>

#### b) To Consider Grant Requests

Councillors Approved a grant of £50.00 to the East Anglian Air Ambulance (EAAA).

#### c) To Consider a Clerk's Computer using the Transparency Grant

The Transparency Grant was government funding aimed at smaller parish councils to help them comply with the Transparency Code, requiring the publication of financial and governance information online.

Councillors Approved the purchase of the Clerk's computer using the Transparency Grant. The Clerk was asked to select her preferred option from four quotations received.

#### d) To Consider General Reserves

Councillors Resolved to allow the Clerk to vire funds between the General and Restricted Reserves when completing the end-of-year accounts.

#### e) To Note the Internal Auditor's Inspection – 23<sup>rd</sup> April 2025

CLRs noted the above date for the year-end inspection.

### 5. Planning Applications and Decisions

#### Applications

None

#### Decisions

None

### 6. Annual Review of Policies and Statutory Documents

Councillors had reviewed the Policies and Statutory Documents prior to the meeting. Cllr Hughes-Jones added an update to the Biodiversity Annual Monitoring Plan.

Councillors Resolved unanimously to Adopt all the following Policies and Documents:

#### a) Asset Register

#### b) Biodiversity Policy

Signed \_\_\_\_\_

Date \_\_\_\_\_

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

## 7. Village Reports & Issues

### a) **All Saints**

The potholes in All Saints have been partially repaired, and the hedge at The Grange has been cut back. A willow tree has been cut back at the Old Red Lion. Cllr Evans has reported the footpath sign on St. James' Road. Mr. Barry Lugo continues to maintain the area around the bus shelter, and councillors agree it is looking good with the snowdrops and daffodils in bloom.

### b) **St. Nicholas**

Ongoing road issues were reported in St. Nicholas.

### c) **St. Michael**

A burst water pipe was reported at Bacon's Barn and has been repaired, but flooding persists. Additionally, various potholes have been noted.

### d) **St. Peter**

No update.

## 8. Villages' Maintenance & Issues

### a) **Tree & Common Maintenance**

At All Saints Common, brambles have been cut back around the pond, with further clearing planned for the autumn. Additionally, native trees could be planted in the copse around the pond in the autumn.

## 9. Correspondence

None

## 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 – c/f**

*To commemorate Victory in Europe Day (VE Day) & Victory over Japan Day (VJ Day)*

### b) **Spring Litter-Pick 15-16<sup>th</sup> March 2025 – update**

The Chair thanked Cllr Evans for organising the litter pick and expressed hope for its success.

### c) **Annual Website Statistics**

Cllrs noted the following website statistics:

- 2023/24 – 2,154 page views/631 users
- 2024/25 – 1,981 page views/420 users

### d) **Walking the Three Saints Footpath Map**

Only 80 Footpath Maps remain, and Cllr Evans has requested 40. Cllr Hughes-Jones will obtain a quote for a reprint. Councillors requested that the Clerk look for grants. **Action: HHJ/Clerk**

Signed \_\_\_\_\_

Date \_\_\_\_\_

**11. To Receive items for the next Agenda**

- **End of Year Accounts**

**12. To Confirm the Next Meeting Dates:**

- Wednesday 14<sup>th</sup> May 2025 at 7.30 pm – *Annual Parish Meeting & Annual Parish Council Meeting*
- Wednesday 9<sup>th</sup> July 2025 at 7.30 pm
- Wednesday 10<sup>th</sup> September 2025 at 7.30 pm
- Wednesday 12<sup>th</sup> 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.*

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

One member of the public left the meeting, and Councillors discussed common encroachments and potential further actions.

*Councillors agreed to seek further advice on the matter of encroachments.*

*The meeting ended at 9.15 pm*

Signed \_\_\_\_\_

Date \_\_\_\_\_