



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.

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: County Councillor Judy Cloke and one parishioner

PUBLIC FORUM

A. Public Forum – for Members of the Public

No comments or questions

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

County Councillor Judy Cloke sent a report and District Councillor Anthony Specca sent an apology.

All reports are on [TSPC's Website](#)

MINUTES

1. To Approve Apologies for Absence

[Apologies Accepted and Approved from Cllr Patrick, Cllr Walpole and Cllr Watkin.](#)

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

None

3. To Approve the Minutes of the Meeting held on Wednesday 14th January 2026

[The Minutes from the Meetings held on Wednesday 14th January 2026 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
28/01/2026	S/O	Clerk's Salary - January		£ 189.67
31/01/2026	D/D	Bank Service Charge		£ 6.00
28/02/2026	S/O	Clerk's Salary - February		£ 189.67
28/02/2026	D/D	Bank Service Charge		£ 6.00
11/03/2026	22	Clerk's Expenses - February-March		£ 20.00
11/03/2026	23	Village Hall Invoice		£ 60.00
11/03/2026	24	Postage - Encroachment Letters		£ 6.75
11/03/2026	25	East England Air Ambulance - Grant		£ 85.00
		Total	£ -	£ 563.09
		Total Restricted Reserves		£ 4,454.83
		General Reserves		£ 1,650.00
		Total		£ 6,104.83

Signed: _____

Chair

Date: _____

- b) **To Consider Grant Requests**
Councillors considered the Grant Request and agreed to award £85 to East England Air Ambulance.
- c) **To Consider General Reserves**
Councillors Resolved that any General Reserve above 50% of the precept should be transferred to the Strimmer Restricted Reserve.
- d) **To Note the Internal Auditor's Inspection – 20th April 2026**
Cllrs noted the above Internal Audit date.

5. Planning Applications and Decisions

To review the listed Planning Applications and any Additional Applications issued after the Agenda is published.

Applications

- a) **DC/26/0512/FUL - [Link](#)**
Proposal: Demolition of existing porch and construction of a two-storey side extension against the north east face of the existing dwelling and various exterior alterations to the existing upper storey and roof.
Site address: 1 North End, St James Road, South Elmham All Saints, Halesworth, Suffolk IP19 0HG
Consultation letter expiry date: 10 March 2026
Status: Awaiting decision
Councillors Resolved to submit a Neutral response with no comments.

Decisions

None

6. Annual Review of Policies and Statutory Documents

Councillors Approved the Statutory Documents and Policies listed below.

- a) **Asset Register**
- b) **Biodiversity Policy**
- c) **Councillor Code of Conduct**
- d) **Data Retention and Disposal Policy**
- e) **Financial Regulations**
- f) **Financial Reserves Policy**
- g) **Freedom of Information Policy and Publication Scheme**
- h) **General Data Protection Regulations Policy, Privacy Notice & Data Information Audit**
- i) **Health and Safety Code of Practice Policy - new**
- j) **Information Technology Policy - new**
- k) **Internal Control Statement**
- l) **Online Banking Policy**
- m) **Planning Applications Policy and Scheme of Delegation - new**
- n) **Risk Assessment**
- o) **Standing Orders**
- p) **Strimmer Policy**
- q) **Subject Access Request and Procedure Policy**

7. Village Reports & Issues

a) All Saints

- **Flooding at Rose Cottage – update**

The Chair reported that Mr Shepherd and his son cleared the drains near Rose Cottage, helping to remove water from the road. Cllrs sent appreciative thanks for completing this work.

The Chair reported that the Anglian Water mains near the bridge/fallen Willow tree is still leaking and have not yet been repaired.

Action: Clerk

Signed _____

Date _____

b) St. Nicholas

- **Damage to Roads & Gullies Clearing – update**

CLRs reported that there are many potholes, damaged roads and banks throughout the village.

- **Footpath Signage around the Eels Foot property area – update**

The Clerk advised that she has reported the lack of footpath signage around the Eels Foot property area to Suffolk County Council, which has confirmed that Highways Operational staff will review the information and respond.

c) St. Michael

- No report

d) St. Peter

- The Chair read out Cllr Patrick's report regarding the state of the roads (*Clerk has reported numerous times*), local construction works, a request for litter picking devices and information on the new scheme to build water storage reservoirs in North East Suffolk.

Action: Clerk

8. Villages' Maintenance

a) Tree & Common Maintenance

- **Fallen Willows on Common – update**

The fallen tree on the Common has not yet been removed due to the wet conditions.

- **Bramble Clearing**

The Chair thanked William Shepherd for cutting back the brambles on the Common.

- **Tree Planting on Common – update**

It was reported that another tree has been planted on the Common and will be removed as soon as possible.

9. Correspondence

a) Open Spaces Magazine

b) Free Wildflower seeds from East Suffolk Council

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

a) To Note Base Station Upgrade at Anglian Water, Essex & Suffolk Water Tower at St. Michael

Removal of 3 existing antennas, 1 equipment cabinet, installation of 3 new antennas on new supporting steelworks, 2 transmission dishes and 1 equipment cabinet and ancillary development.

b) Footpath Map Reprint – update

The updated footpath map has now been printed and is ready for circulation, which will take place shortly. TSPC's website has been updated with the new map and photographs of the villages.

c) To Consider a Spring Litterpick

Cllr Evans is planning a litter pick in the villages on 11th and 12th April. A poster and further details will be circulated shortly.

d) To Consider an All Saints Bus Shelter Event 2026

Cllr Hughes-Jones is in the early stages of planning another event at All Saints Bus Shelter.

11. To Receive items for the next Agenda

None

12. To Confirm the Next Meeting Dates:

- 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

Signed _____

Date _____

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.

Councillors discussed the common encroachments.

The meeting ended at 8.45 pm

Signed _____

Date _____