



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 May 2026 at 7.30 pm

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

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: Four parishioners

PUBLIC FORUM

A. Public Forum – for Members of the Public

A parishioner requested that Parish Council meeting dates be advertised within the Community News parish magazine. The Clerk confirmed that the dates had been provided to the editor and were published in one edition. However, despite further requests, the dates have not appeared in subsequent editions. The magazine is outside the control of the Parish Council.

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

No reports. Cllrs noted that the new County Councillor for the Bungay Division is Peter Aiano.

MINUTES

1. To Appoint a Chair

John Flatt was nominated and Elected as Chair and signed the Declaration of Acceptance of Office form.

2. To Appoint a Vice Chair

Heather Hughes-Jones was nominated and Elected as Vice Chair and signed the Declaration of Acceptance of Office form.

3. To Approve Apologies for Absence

Cllr Walpole absent.

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

6.f) Cllr Hughes-Jones and Cllr Evans declared a pecuniary interest as they had submitted expense claims for reimbursement.

5. To Approve the Minutes of the Meeting held on Wednesday 11th March 2026

The Minutes from the Meetings held on Wednesday 11th March 2026 were confirmed unanimously as a true and accurate record and signed by the Chair.

6. Finance

a) To Approve the End of Year Accounts 2025-26 – all documents are on [TSPC website](#)

Councillors Approved unanimously the End of Year Accounts.

b) To Approve the Internal Auditor's Report for 2025-26

Councillors Approved the Internal Auditor's Report and noted there were no recommendations.

c) To Agree the Annual Audit Return Sections 1 & 2 2025-26

Councillors Resolved unanimously the Annual Audit Return Sections 1 & 2 and the Chair and RFO signed the documents.

Signed: _____ Chair

Date: _____



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- d) **To Agree a Certificate of Exemption from a Limited Assurance Review for 2025-26**
Councillors Agreed unanimously to certify themselves as Exempt from a Limited Assurance Review and the Chair and RFO signed the Certificate of Exemption.
- e) **To Appoint the Internal Auditor for 2026-27**
Councillors Agreed unanimously to Appoint the Internal Auditor Mr Trevor Brown for 2026-27.
- f) **To Receive the Financial & Budget Reports & Approve Income & Expenditure**
Cllr Hughes-Jones and Cllr Evans declared a pecuniary interest and did not comment.
Councillors Resolved unanimously to Approve the following Receipts and Expenditure:

Date	Reference	Details	Receipts	Expenditure
13/04/2026	BACS	VAT Return 2025/26	£ 16.44	
29/04/2026	BACS	Precept 2025/26	£ 4,000.00	
28/04/2026	S/O	Clerk's Salary		£ 189.67
30/04/2026	D/D	Bank Service Charge		£ 7.00
13/05/2026	1	Barry Lugo - Grounds Maintenance		£ 50.00
13/05/2026	2	South Elmham Community News		£ 180.00
13/05/2026	3	SALC - Subscription		£ 152.28
13/05/2026	4	Winky Evans - Litter Picking Supplies		£ 3.75
13/05/2026	5	Clerk's Expenses - April - May		£ 27.59
13/05/2026	6	Heather Hughes-Jones - map printing		£ 4.15
13/05/2026	7	Trevor Brown - Internal Auditor		£ 154.00
		Total	£ 4,016.44	£ 768.44
		Total Restricted Reserves		£ 4,235.62
		General Reserves		£ 2,648.04
		Total		£ 6,883.66

7. Planning Applications and Decisions

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

Applications

None

Decisions

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 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: Status: Permitted

Cllrs discussed the application and raised concerns regarding how the building contractor would gain access to the property without crossing the common. Councillors raised concerns that an unauthorised new entrance, crossing the ditch/gully may be created without the necessary permissions being obtained. The Parish Council is not qualified to authorise such access arrangements.

Councillors Agreed to ask the Clerk to contact East Suffolk Council and Suffolk County Council regarding the matter.

Signed: _____

Chair

Date: _____



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8. Village Reports & Issues

a) All Saints

- Flooding near Bridge/Fallen Willow – update

The Chair advised he has spoken with Essex and Suffolk Water regarding the water leak. Following investigative works using a digger, it is believed the leak may be originating from All Saints Cottage. It was also noted that a nearby willow tree had been cut back during the works and the remaining wood is being cleared.

b) St. Nicholas

- Footpath Signage around the Eels Foot property area – update

No further update from ESC.

c) St. Michael

No issues reported.

d) St. Peter

Councillors discussed the new building at St Peter's Brewery and noted that operational works had not yet been moved into the building.

9. Villages' Maintenance

a) Tree & Common Maintenance

- Fallen Willows on Common – update as 8.a)

- Tree Planting on Common – update

The unauthorised trees have now been removed.

10. Correspondence

a) EAAA – Grant thank you letter

Cllrs noted the above.

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

a) Website Statistics 2025-26

The Clerk provided an update on the website statistics and advised that website visits had decreased by 238 and active users by 102 compared with the previous year. Cllrs agreed this may be due to the launch of the Three Saints footpath map during the previous year, which had generated significant interest and increased traffic to the website.

b) Footpath Map Reprint – update

Cllr Hughes-Jones reported that a laminated copy of the footpath map is now displayed in the bus shelter. Cllrs were also advised that the website was updated with new information and that the footpath map has been well received wherever it has been distributed.

c) Spring Litterpick – update

Cllr Evans read a report regarding the Spring litter pick (*attached*). The Chair thanked Cllr Evans and Cllr Patrick for organising and managing the successful event.

d) To Consider an All Saints Bus Shelter Event 2026 – update

Cllrs discussed the event and Cllr Hughes-Jones provided a list of suggestions for consideration. It was agreed that the event would take place on Saturday 18 July. Cllrs further agreed that a barbecue would not be held this year and instead attendees would be invited to bring a plate of food to share and their own drinks.

Action: HHJ/Clerk

12. To Receive items for the next Agenda

None

Signed: _____

Chair
199

Date: _____



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13. To Confirm the Next Meeting Dates:

- Wednesday 8th July 2026 at 7.30 pm
- Wednesday 9th September 2026 at 7.30 pm
- Wednesday 11th November 2026 at 7.30 pm

14. 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.](#)

Four members of the public left the meeting and Councillors discussed the common encroachments.

The meeting ended at 8.55 pm

11.c) Spring Litterpick

Three Saints Parish Council Annual Litter Pick Weekend - 11 & 12 April 2026

During the weekend of 11 and 12 April 2026, our Annual Community Litter Pick took place covering St Michael, St Nicholas, St Peter and All Saints South Elmham.

The usual volunteers participated with several new villagers stepping up including some children. We distributed 15 sticks and 9 bag rings. It's also good news to learn how many villagers have their own sticks and during health walks and daily dog walking, are consistently looking out for and picking up rubbish from our verges and ditches.

Feedback this year on what was found was not the greasy take-out meal boxes and wine bottles previously collected but mainly coffee cups, empty cans, gin bottles and sweet papers and wrappers.

Once again St Peter's excelled themselves and delivered to my drive some 8 filled bags, a "mud on road" sign (Cllr Patrick's favourite subject!), a large "Vote LibDem" sign, a squashed traffic cone and a large footstool. Well done all.

In total with the bags, I received and those the villagers had put in their own bins, we have achieved a very successful 2026 Litter Pick Event with over 18 bags and other items.

A final word: please do contact us should you come across any piles of rubbish dumped and indeed any fly-tipping anywhere around The Saints. Take photos where possible.

The Parish Council would like to once again record our thanks to all who spent time and enthusiasm collecting litter this year and our special thank you to East Suffolk Services for kindly collecting everything free of charge.

Cllr Winky Evans

13/5/26

Signed: _____

Chair
200

Date: _____