



# Three Saints South Elmham Parish Council

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

## PARISH COUNCIL MEETING

*Rumburgh Village Hall*

**Wednesday 8<sup>th</sup> November 2023 at 7.30 pm**

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

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

**Also Present:** District Councillor Anthony Specca

## 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 Councillors questions.  
Full reports: <http://threesaintssouthelmham.onesuffolk.net/parish-council/minutes>
- B. Public Forum – for Members of the Public**

## 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 13<sup>th</sup> September 2023**  
[The Minutes from the Meetings held on 13th September 2023 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:](#)

Date	Reference	Details	Receipts	Expenses
£45,197.00	S/O	Clerk's Salary - September		£ 162.50
£45,208.00	credit	SCC Grant - All Saints Bridge Handrail	£ 340.00	
£45,227.00	S/O	Clerk's Salary - October		£ 162.50
£45,238.00	100811	Clerk's Expenses August & September		£ 20.00
£45,238.00	100812	CAS - One Suffolk Website Hosting		£ 60.00
£45,238.00	100813	Barry Lugo - Groundworks		£ 50.00
£45,238.00	100813	Clerk's Backpay - 01/04/23-30/11/23		£ 104.00
		<b>Total Restricted Reserves</b>		<b>£ 4,947.13</b>
		<b>General Reserves</b>		<b>£ 2,953.56</b>
		<b>Total</b>		<b>£ 7,900.69</b>

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

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

**b) To Consider and Approve the Budget and Precept 2024/25**

Councillors Resolved to Approve the Draft Budget and a Precept of £3,600 an increase of £300 (Band D property an increase of £1.90 per annum) for 2024/25 (copy attached).

**c) Bungay First Responder Grant Request**

Councillors Agreed a Grant of £50.00 for the Bungay First Responders' and to Reserve a Grant of £50.00 for the East Anglian Air Ambulance.

**d) Poppy Wreath for Remembrance Sunday – update**

A £20.00 donation was given to the Royal British Legion this year.

**e) Noticeboard PCs Name Signs – update**

The Clerk circulated the new noticeboard name signs.

**5. Planning Applications and Decisions**

**Applications**

None

**Decisions**

None

**6. Village Reports**

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

No major flooding and the Chair gave thanks to parishioner David Lee who cleared some blocked drainage pipes.

**b) St. Michael**

The main road from the St. Michael's turning to All Saints church is full of potholes and the tarmac is cracking badly – to be reported.

Action: Clerk

**c) St. Peter**

No reported issues.

**7. Villages' Maintenance**

**a) Tree & Common Maintenance**

- All Saint's Bridge Hand Rail – soon to be completed.
- East Suffolk Council Daffodil Donation – The Daffodil bulbs were collected by Cllr Evans and divided between the four parishes for planting.

**b) Other Issues**

- Road Signs Condition – c/f

**c) To Consider Asset Maintenance**

The Clerk to circulate to Cllrs the current asset list with photographs and it was agreed in the budget for next year the four parish benches to be cleaned down and re-oiled.

Action: Clerk

**8. Correspondence**

**a) Royal British Legion – Grant thank you letter**

**b) Open Spaces Society Autumn Newsletter**

**9. AOB**

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

**a) Village Footpath Map – update**

The map is going well and the illustrations are being completed. A production quotation will soon be received.

**b) Litter Pick - 21-22nd October 2023 – update**

Twelve bags of litter and two tyres were collected by 20 parishioners – a very positive event. Cllrs gave thanks to all who attended.

**c) To Consider a Community Gathering at All Saints Bus Shelter in 2024 – c/f**

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

**a) Biodiversity Policy**

**b) Bank update**

Signed \_\_\_\_\_

Date \_\_\_\_\_

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

- Wednesday 10<sup>th</sup> January 2024 at 7.30 pm
- Wednesday 13<sup>th</sup> March 2024 at 7.30 pm
- Wednesday 8<sup>th</sup> May 2024 at 7.30 pm – Annual Parish Meeting & Annual Parish Council Meeting
- Wednesday 10<sup>th</sup> July 2024 at 7.30 pm
- Wednesday 11<sup>th</sup> September 2024 at 7.30 pm
- Wednesday 13<sup>th</sup> November 2024 at 7.30 pm

*The meeting ended at 8.53 pm*

<b>Budget 2024/25</b>	
	<b>Budget</b>
<b>INCOME</b>	<b>2024/25</b>
Precept	3,600.00
Additional Grants	0.00
Jubilee/Coronation Mugs Sales	0.00
VAT Reclaimed	100.00
Business Saver Interest	50.00
CIL Money	0.00
<b>Total Income</b>	<b>3,750.00</b>
<b>EXPENDITURE</b>	
Clerk's Salary	2106.00
Clerk's Office Costs	120.00
Clerk's Expenses	50.00
Hall Hire	75.00
ICO - Data protection registration	35.00
Insurance - 1 year term to September	275.00
Internal Audit Fee	120.00
S137 Grants	250.00
SALC & Open Spaces Society Subscription	200.00
Training	60.00
Maintenance	350.00
Miscellaneous	50.00
Website	50.00
<b>Total Budgeted Expenditure</b>	<b>3,741.00</b>
	Budget Variance
<b>Non-budgeted</b>	
VAT to Reclaim	0.00
ESC CIL Clawback	0.00
Vistaprint Jubilee/Coronation Mugs	0.00
ESC - Uncontested Election Fee	0.00
Noticeboard St Peters	0.00
<b>Total Expenditure</b>	<b>3,741.00</b>
	Total Variance
	9.00

Signed \_\_\_\_\_

Date \_\_\_\_\_