



Three Saints South Elmham Parish Council

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

PARISH COUNCIL MEETING

Rumburgh Village Hall

Wednesday 12th November 2025 at 7.30 pm

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

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: District Councillor Anthony Specca and seven parishioners

PUBLIC FORUM

A. Public Forum – for Members of the Public

A parishioner reported that a hedge cutter had cut back brambles outside their property and in the process severed a telephone line, leaving the household without telephone and broadband for three weeks. The Chair has spoken with the hedge cutter to help prevent a repeat. BT has advised that it is unable to access the pole to replace the line at a higher level due to obstructing trees and brambles.

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

- **County Councillor Judy Cloke** sent apologies and a report.
- **District Councillor Anthony Specca** sent a report and answered questions on the Local Government Reorganisation. The District Council supports a three-district model within the proposed unitary arrangements while Suffolk County Council supports a single unitary model. Mayoral elections are expected in May 2026. A Devolution Committee and an Empowerment Bill will be debated with the Bill proceeding to the Lords for a vote.

All reports are on the website: [Meetings » Three Saints South Elmham Parish Council](#)

MINUTES

1. To Approve Apologies for Absence

Apologies were approved and Accepted from Councillor Watkin.

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

Cllr Hughes-Jones declared a pecuniary interest in item 4.a) as she had submitted an invoice for payment.

3. To Approve the Minutes of the Meeting held on Wednesday 10th September 2025

[The Minutes from the Meetings held on Wednesday 10th September 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

Cllr Hughes-Jones declared a pecuniary interest in item as she had submitted an invoice for payment.

[Councillors Resolved unanimously to Approve the following Receipts and Expenditure:](#)

Signed: _____

Chair

Date: _____

Date	Reference	Details	Receipts	Expenditure
28/09/2025	S/O	Clerk's Salary - September		£ 189.67
30/09/2025	D/D	Bank Service Charge		£ 6.00
01/10/2025	transfer	ESC Grant for Footpath Maps	£ 595.00	
28/10/2025	S/O	Clerk's Salary - October		£ 189.67
31/10/2025	D/D	Bank Service Charge		£ 6.00
12/11/2025	11	CAS - Website Hosting		£ 66.00
12/11/2025	12	CAS - Clerk's Mailbox		£ 27.00
12/11/2025	13	Heather Hughes-Jones - stationery		£ 19.95
12/11/2025	14	Clerk's Expenses - October & November		£ 20.00
12/11/2025	15	Barry Lugo - Grounds Maintenance		£ 100.00
		Total	£ 595.00	£ 624.29
		Total Restricted Reserves		£ 4,794.62
		General Reserves		£ 3,092.25
		Total		£ 7,886.87

b) To Consider and Approve the Budget and Precept 2026/27

Councillors Resolved to approve the Budget and Precept for 2026/27 (as attached). The Precept will increase by £200 to £4,000 for 2026/27, representing an annual rise of £1.97 for a Band D property. The Tax Base of 107.40 has been confirmed by East Suffolk Council.

5. Planning Applications and Decisions

Applications

a) East Suffolk Council - Local Plan Call for Sites

ESC is inviting site submissions for different uses including housing (sites of at least 5 homes), commercial and other uses. Open from Monday 20 October 2025 - Friday 9 January 2026

Councillors Agreed there were no sites within the parishes to put forward for consideration to East Suffolk Council.

Decisions

b) DC/25/1644/FUL

Proposal: Change of use from former holiday lets to single residential unit.

Site address: Oasis Barn, Rockford House, St Margarets Road, South Elmham All Saints, Suffolk

Application Validated: Mon 28 Apr 2025

Status: Withdrawn

6. Village Reports & Issues

a) All Saints

- Cllr Hughes-Jones reported that general encroachment letters had been delivered to parishioners around All Saints Common and St Michael's Common. The Clerk advised that two residents had contacted her to ask about the purpose of the letters and she confirmed that they were issued to provide information on general encroachments.
- Two bollards outside All Saints bus shelter had been destroyed and reported.
- The willow tree will be trimmed; the area is currently overgrown with sedge grasses.
- A water leak has been reported among the reeds. The Chair has notified Essex and Suffolk Water, and it will be repaired.

b) St. Nicholas

- The public highways are in a poor state of repair, with potholes and verges damaged by large vehicles.
- Footpath signs around Eels Foots have disappeared.

Action: Clerk

Signed _____

Date _____

c) St. Michael

- The SSSI post has been retrieved, repaired and replaced to protect the yellow clover along Uncles Lane. Thanks were given to Dr R Hughes-Jones.

d) St. Peter

- Concern was raised regarding damage to verges in the fields near Low Farm caused by sugar beet lorries and agricultural vehicles. Several roads have deteriorated at the edges, and parishioners have lodged complaints.
- The Water pressure has been very poor. Essex and Suffolk Water reported that the issue is with the pump station, where only one of the two pumps is operational and functioning ineffectively.
- Cllr Patrick and Cllr Hughes-Jones reported on the Suffolk Water Recycling, Transfer and Storage Project – Winter 2025 Consultation

The project aims to improve regional water security in light of shortages around Eye, expected demand from Sizewell C and future population growth. Water would be taken from the Lowestoft Recycling Centre, treated at the proposed Lowestoft Advanced Recycle Plant and discharged into the River Waveney. It would then be abstracted downstream for further treatment at a new Barsham facility before being piped underground to two new reservoirs near Laxfield and Eye. As an NSIP, decisions will be made nationally. The consultation seeks local insight on land use and conditions along the proposed routes. Route BC2 passes near Spexhall and BC5A near Aldous Corner, Rumburgh and Gray's Lane, Wissett, avoiding the approved solar site before continuing to Chediston. Route BC6 is more direct with fewer listed buildings.

Links to maps and documents have been shared and the Clerk holds copies of the consultation materials.

7. Villages' Maintenance

a) Tree & Common Maintenance

- **Fallen Willows on Common – update**
The willows on the common will be removed and burnt in due course.
- **Tree Planting on Common – update**
The unauthorised trees have been removed and the Chair will review the area.

Action: Chair

8. Correspondence

a) Clerks & Councils Magazine

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

a) Footpath Map Reprint – update

Cllr Hughes-Jones reported that the Footpath Map has been updated with the details required by Green Print, who awarded the grant to print 1,500 copies. It is now going to print.

b) Spring Litterpick – c/f

10. To Receive items for the next Agenda

None

11. To Confirm the Next Meeting Dates:

- Wednesday 14th January 2026 at 7.30 pm
- Wednesday 11th March 2026 at 7.30 pm
- 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 _____

12. 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.

Seven members of the public left the meeting and Councillors discussed common encroachments and further actions.

Councillors Resolved that a formal encroachment letter, including the title plan obtained from HM Land Registry's office, will be delivered by hand and by registered post to the owners of The Thatched Barn (Barn on the Green) and Cottage on the Green at St Michael's.

The meeting ended at 8.35 pm

Signed _____

Date _____

THREE SAINTS SOUTH ELMHAM PARISH COUNCIL BUDGET 2025-26		
RECEIPTS	DRAFT	
	Budget	
	2026/27	
Precept	4,000.00	
Grants	0.00	
VAT Reclaimed	40.00	
Business Saver Interest	175.00	
CIL Money	0.00	
Total Income	4,215.00	
	Budget Variance	
EXPENDITURE		
Clerk's Salary	2418.00	
Clerk's Office Costs	120.00	
General Expenses, stationery, bank charges etc.	50.00	
Hall Hire	75.00	
ICO - Data protection registration	47.00	
Insurance - 1 year term to September	350.00	
Internal Audit Fee	150.00	
S137 Grants	250.00	
SALC & Open Spaces Society Subscription	200.00	
Training	60.00	
Maintenance	300.00	
Miscellaneous	50.00	
Clerk's mailbox, website domain and hosting	104.50	
VAT to Reclaim	20.00	
Total Budgeted Expenditure	4,194.50	
	Budget Variance	
Non-Budgeted		
Footpath Maps	0.00	
Total Expenditure	4,194.50	
	Total Variance	20.50

Signed _____

Date _____