



Three Saints South Elmham Parish Council

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

PARISH COUNCIL MEETING

Rumburgh Village Hall

Wednesday 10th September 2025 at 7.30 pm

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

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: County Councillor Judy Cloke and four parishioners

PUBLIC FORUM

- A. To Receive Reports from the County and District Councillors'**
County Councillor Judy Cloke sent a report and gave a brief update:
[Meetings » Three Saints South Elmham Parish Council](#)
District Councillor Anthony Specca sent apologies.
- B. Public Forum – for Members of the Public**
No comments

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 Wednesday 9th July 2025**
[The Minutes from the Meetings held on Wednesday 9th July 2025 were confirmed unanimously as a true and accurate record and signed by the Chair.](#)
- 4. Finance**
 - a) Certificate of Exemption for 2024/25**
Cllrs noted the External Auditors Notification of Exempt Status 2024/25 - No Review to be Performed.
 - b) To Receive the Financial & Budget Reports & Approve Income & Expenditure**
[Councillors Resolved unanimously to Approve the following Receipts and Expenditure:](#)

Date	Reference	Details	Receipts	Expenditure
15/07/2025	6	RBL - Bungay - Grant		£ 20.00
28/07/2025	S/O	Clerk's Salary - July		£ 183.69
29/07/2025	7	Clerk's Backpay		£ 23.92
31/07/2025	D/D	Bank Service Charge		£ 6.00
28/08/2025	S/O	Clerk's Salary - July		£ 189.67
31/08/2025	D/D	Bank Service Charge		£ 6.00
10/09/2025	8	Clerk's Expenses - August-September		£ 20.00
10/09/2025	9	CAS Insurance		£ 339.46
10/09/2025	10	Open Spaces Society Subscription		£ 45.00
		Total	£ -	£ 833.74
		Total Restricted Reserves		£ 4,199.62
		General Reserves		£ 3,671.25
		Total		£ 7,870.87

Signed: _____

Chair

Date: _____

c) **To Consider and Review the Insurance Quotations**

Councillors Considered and Reviewed the Insurance Quotations and Agreed unanimously to Approved the CAS Insurance quotation.

d) **To Note the Clerk's NALC Contract Salary Award**

Councillors noted the Clerk's NALC Contract Salary Award.

e) **Grant to Rumburgh Village Hall Trustees VE Day Commemoration – update**

It was noted that as the County Councillor had provided a grant towards the Rumburgh VE Day Commemoration Event, the previously agreed TSPCs donation of £50 was no longer required. The Chair thanked the County Councillor for her generous grant.

f) **Grant Requests for Footpath Map Reprint – update**

Greenprint Forum's Volunteer Panel met on 19 August and considered the Parish Council's application for a grant of £595 from the Nature First small grants fund. It was confirmed that Three Saints Parish Council would receive sufficient funding to reprint 1,500 Footpath leaflets with a small number of minor updates.

Action: HHJ

5. Planning Applications and Decisions

Cllrs noted the following:

Applications check

a) **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

Status: Awaiting decision

Decisions

None

6. Village Reports & Issues

a) **All Saints**

- The common has been cut and is awaiting baling.
- A fence has been erected at Mill Farm and the Chair advised that this was to prevent vehicles from driving into the steep pond, which could be dangerous.
Councillors Agreed not to object to the fence and did not consider it to be an encroachment on the Common – carried.

The following position of the Parish Council is as follows:

- **Responsibility and Ownership:** The fence remains the responsibility of the landowner, Mill Farm. The Parish Council's agreement at the recent meeting was limited to allowing the fence to remain for safety reasons. It does not imply any transfer of ownership of the common land, nor does it place the fence under Council ownership or management.
- **Retrospective Permission:** Councillors agreed to allow the fence retrospectively purely on the grounds of public and resident safety, particularly given the risk posed by the entrance by the ditch.
- **Implications for Liability and Maintenance:**
 - The Council is not liable for accidents involving the fence. Responsibility rests with the landowner.
 - Maintenance of the fence is also the responsibility of the landowner. The Council has no ongoing obligations for upkeep.

Signed _____

Date _____

b) St. Nicholas

- It was reported that the highways are in poor condition around the Old Forge and that a damaged culvert near Crabtree Farm which could cause flooding to the nearby buildings in bad weather. The Clerk was asked to report. Action: Clerk

c) St. Michael

No report

d) St. Peter

- The boules tournament was affected by wet weather but still raised some funds for the local church.
- The roads are still in a bad condition and it was noted that damage to the verges caused by chicken lorries has been repaired, but it has left them in a worse condition than before.

7. Villages' Maintenance & Issues

a) Tree & Common Maintenance

- Willows Trees on All Saints Common

It was noted that two large branches have fallen from the Willows near All Saints Common Cottage, in the middle of the Common. The Chair has spoken to a contractor.

Councillors Agreed that the contractor may cut up the branches, retain any timber he wishes, and burn the remainder on the Common.

- Tree Planting on Common – update

It was noted that the previously planted unapproved trees on the Common have now been removed. Councillors reported that two trees remained, and it was confirmed that these would also be removed.

- Ragwort – update

It was noted that some ragwort on the Common has been pulled and the common and remainder cut and is now awaiting baling.

8. Correspondence

None

9. AOB

a) Rumburgh VE Day Event

Cllr Watkin thanked County Councillor Judy Cloke for the grant towards the Rumburgh VE Day event.

Cllrs noted that it was a lovely event, attended by approximately 150 people, with pipers, music and a barbecue. It was enjoyed by all present.

10. To Receive items for the next Agenda

a) Budget & Precept Setting

b) Spring Litterpick

11. To Confirm the Next Meeting Dates:

- Wednesday 12th November 2025 at 7.30 pm

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.

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

The meeting ended at 8.45 pm

Signed _____

Date _____