



Three Saints South Elmham Parish Council

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

PARISH COUNCIL MEETING

Rumburgh Village Hall

Wednesday 9th September 2026 at 7.30 pm

Councillors Present: John Flatt (Chair), Winky Evans, Paul Watkin and Jack Walpole

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: County Councillor Peter Aiano and four parishioners

PUBLIC FORUM

A. Public Forum – for Members of the Public

No comments

B. To Receive Reports from the County Councillor & District Councillor

County Councillor Peter Aiano attended the meeting and sent a report: [TSPC Website](#)

Main points:

- **All Saints Bus Shelter Bollards – Report CN703194**

The County Councillor is assisting with the replacement of six matching bollards and has offered to fund 50% from his Highways budget, with the remaining 50% to be funded by TSPC. The cost of six bollards has been requested.

- **St Peter's Roadside Nature Reserve – Report CN77761**

The County Councillor is supporting TSPC request for a Roadside Nature Reserve in St Peter's to protect the orchids. Councillors had reported the orchids were accidentally cut down in the spring. The County Councillor asked the Clerk to chase the matter again in November if the Roadside Nature Reserve posts are not in place.

- **Local Government Reorganisation**

The Councillor provided an update on the proposed Local Government Reorganisation. It was reported that the proposed unitary councils have been scrapped. At present, it remains unclear whether the proposed mayoral elections will proceed next year.

District Councillor Anthony Specia sent apologies, no report.

MINUTES

1. To Approve Apologies for Absence

Apologies were Accepted and Approved from Cllr Hughes-Jones and Cllr Patrick.

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 September 2026

The Minutes from the Meetings held on Wednesday 9th September 2026 were confirmed unanimously as a true and accurate record and signed by the Chair.

Signed: _____ Chair

Date: _____



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4. Finance

a) To Consider and Review the Insurance Quotations

Councillors considered the insurance quotations received and agreed to accept the quotation for a three-year long-term agreement at £332.40 per annum.

The Clerk was asked to confirm the policy excess.

Action: Clerk

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
28/07/2026	S/O	Clerk's Salary		£ 189.67
30/07/2026	D/D	Bank Service Charge		£ 7.00
28/08/2026	S/O	Clerk's Salary		£ 189.67
31/08/2026	D/D	Bank Service Charge		£ 7.00
09/09/2026	10	Clerk's Expenses and Salary Increase - August-September		£ 60.00
09/09/2026	11	Zurich Local Councils Insurance		£ 332.40
		Total	£ -	£ 785.74
		Total Restricted Reserves		£ 4,235.62
		General Reserves		£ 3,911.34
		Total		£ 8,146.96

Councillors considered the Open Spaces Society renewal and Agreed not to renew. The Clerk was asked to advise the Society that the Parish Council had not found their support helpful in dealing with the Commons issues.

Action: Clerk

c) To Approve the Clerk's NALC Contract Salary Award from 1st April 2026

Councillors Approved the Clerk's salary award, backdated to 1 April 2026.

d) To Consider a Cycle Rack and ESC Grant at All Saints Bus Shelter

Councillors considered whether a cycle rack was required at All Saints Bus Shelter and Resolved that it was not necessary.

e) All Saints Bus Shelter Replacement Bollards – update

The County Councillor is assisting with the replacement of six matching bollards and has offered to fund 50% from his Highways budget, with the remaining 50% to be funded by TSPC. The cost of six bollards has been requested.

5. Planning Applications and Decisions

To review the listed Planning Applications and any Additional Applications issued after the Agenda is published. Click the application number to view.

Councillors noted the following:

Applications

a) DC/26/2781/LBC

Proposal: Listed Building Consent - To replace 7 rotten timber windows and a set of patio doors in new hard wood

Site address: St Peters Hall, Church Road, South Elmham St Peter, Bungay, Suffolk NR35 1NQ

TSPC Resolved a Neutral Decision on this application with no comments. ESC: Pending Decision

Signed: _____

Chair
202

Date: _____



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Decisions

b) DC/26/1884/FUL

To demolish existing single-storey side extension and build a new single-storey side and rear extension.

Site address: Yew Tree Cottage, The Common, South Elmham All Saints, Halesworth, Suffolk IP19 0NY

Consultation letter expiry date: 7 July 2026 – *comments open*

TSPC: [Councillors Agreed to Approve this application with no comments](#). ESC: Permitted

c) DC/26/1589/FUL

Change of use of former holiday lets to single residential use - Oasis Barn Rockford House St Margarets Road South Elmham All Saints Suffolk

Received date: Tue 28 Apr 2026 | Status: Application Refused – Now Appealed

6. Policies & Documents

a) **Planning Guidance Document for Developments Adjacent to Common Land**

[Councillors considered the Planning Guidance Document for Developments Adjacent to Common Land document and requested that a Further Information and Guidance Contact Details section be added. The document was then Approved.](#)

Action: Clerk

7. Village Reports, Common Maintenance & Issues

b) **All Saints**

- **Ash Trees** - Councillors noted that a parishioner is cutting up and removing two ash trees for their own use.
- **Blackthorn** - It was reported that a small area of blackthorn was encroaching dangerously onto the highway at the end of Uncle's Lane. Councillors agreed that the Clerk would report this to Highways.

Action: Clerk

- **Blackberry Bushes** - Councillors noted that the blackberry bushes on All Saints Common are becoming overgrown and require maintenance. It was agreed that the large blackberry bush past the willow tree, near the Old Red Lion public house, should be removed and the remaining growth topped.

Action: JW

c) **St. Nicholas**

- **Footpath Signage around Eels Foot Area** – c/f
- **Brook Farm Charity Event raised £1,400**

d) **St. Michael** – no report

e) **St. Peter**

- **SCC Church Road - Roadside Nature Reserve for Orchid Protection Request – Report CN77761**

The County Councillor is supporting TSPC request for a Roadside Nature Reserve in St Peter's to protect the orchids. Councillors had reported the orchids were accidentally cut down in the spring.

The County Councillor asked the Clerk to chase the matter again in November if the Roadside Nature Reserve posts are not in place.

Action: Clerk

8. Correspondence

a) **Royal British Legion Grant – Thank You Letter**

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

a) **Suffolk Water Recycling Transfer & Storage - EIA Scoping & Consultation and Regulation 11 Notification**

Councillors discussed the latest information received by email regarding the Suffolk Water Transfer and Storage Proposal.

Signed: _____

Chair
203

Date: _____



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b) Stewardship Scheme

Cllr Walpole reported that he had contacted Natural England and that Common Land is currently not eligible for funding under the Stewardship Scheme. He has copies of the Common Land Register and agreed to send these to the Clerk for circulation to Councillors.

Action: JW/Clerk

10. To Receive items for the next Agenda

a) Budget & Precept

11. To Confirm the Next Meeting Dates:

- Wednesday 11th November 2026 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 the common encroachments.

a) Encroachment Letters

The Clerk reported that letters had been sent to the owners of Cottage on the Green and Barn on the Green, as requested at the previous meeting, seeking an update on the actions requested.

- The owners of Cottage on the Green are complying with the actions.
Councillors asked the Clerk to send a letter of thanks.
- The owners of Barn on the Green have requested further clarification.

Action: Clerk

Cllr Watkins agreed to meet with them and take relevant Common maps and photographs to assist with the discussion.

Action: PW

The meeting ended at 9.00 pm

Signed: _____

Chair
204

Date: _____