



# Three Saints South Elmham Parish Council

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

## ANNUAL MEETING – 18 MAY 2016

### MINUTES (approved by councillors on 20 July 2016)

1. The outgoing Chair, John Davies, welcomed councillors Paul Watkin, David Lee, John Flatt and James Montagu. John Davies was acting Parish Clerk.
2. **Election of Chairman for coming year** – Paul Watkin was proposed and elected unanimously.
3. **Election of Vice Chairman** – no Vice Chairman was elected for the present.
4. **Declarations of interest** – none.
5. **Vacancy for new Parish Councillor** – as no applications had been received, the Clerk agreed to prepare a letter to be delivered to all residents of St. Nicholas as a first step in co-opting a new Parish Councillor.
6. **Minutes of previous meeting (9.3.16.)** – these were approved and signed as a true record.
7. **Matters arising not on the agenda** – A new oak tree had been planted near the bus shelter in All Saints. It was noted that planning approval had not been given to the proposed development on Willows Farm.
8. **Finances** –

The Receipts and Payments account for year ending March 2016 was approved and signed.

Current Balances as at 29.3.16. were: current account – £3, 241.41,  
Savings Account – £1,394.65.

Cheques were approved as follows: 625 to C. Cardwell for £116.73 (salary and expenses), 626 to Van Djik for £108 (payroll services), 627 to SALC for £17.10 (booklets), 628 to SALC for £127.73 (2016 – 2017 subscription).

Annual Governance Form for year ending 31 March 2016 reviewed, approved and signed. Internal Auditor's report reviewed and recommendations noted.

Up-to date Parish Assets Register, including bridges on All Saints Common was reviewed, approved and signed by the Chair.

A revised budget for 2016- 2017 was reviewed and accepted as a good reflection of likely expenditure in the coming financial year.

9. **Appointment of new Parish Clerk** – It was agreed that the Clerk should place an ad on the SALC website for a new Parish Clerk, with a salary range of £1344 – £1436 p.a., based on 3 hours per week. Posters were also to be put up on Parish Council noticeboards. David Lee to check the availability of a particular potential candidate.
10. **Noticeboards for St. Michael and St. Nicholas** – Quotations for oak noticeboards from three suppliers were discussed and it was agreed that all were too expensive for the purpose. The Clerk agreed to source quotations for cheaper noticeboards, not in oak, for the next meeting.
11. **“Unsuitable for HGVs” sign on Uncles Lane** – David Ritchie had indicated that the money for this might be found from his locality budget. Clerk to progress with Suffolk Highways. If this goes ahead then it was agreed a member of the Parish Council should meet with Suffolk Highways on site to indicate the best place for the sign to be situated.
12. **Correspondence** – received and discussed.
13. **Planning business** – It was noted that a planning application had been made for the construction of an agricultural building for the storage of chemicals on Chestnut Farm, All Saints.

The meeting closed at 9.20pm