



# Three Saints South Elmham Parish Council

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

## MEETING – 20 JULY 2016

### DRAFT MINUTES (not yet approved by councillors)

1. The Chairman, Paul Watkin, welcomed councillors John Davies, John Flatt and James Montagu. Apologies were received from David Lee. John Davies was acting Parish Clerk.
2. **Declarations of interest** – No interests were declared.
3. **Public Forum** – No members of the public were present.
4. **Parish Councillor vacancy** – The acting Parish Clerk reported that an enquiry had been received from Richard Pooley of Crabtree Farm, St Nicholas, expressing interest in serving on the Parish Council. It was agreed that he would be a suitable candidate for co-opting on to the Parish Council. John Davies to contact Mr Pooley, inviting him to the next Parish Council Meeting.
5. **Minutes of previous meeting (18 May 2016)** – These were approved and signed as a true record.
6. **Matters arising not on the agenda** – There were no matters arising.
7. **Finances**

Balances as at 29.6.16 – Current account: £4,303.05, Savings account: £1,394.82. This includes CIL money ringfenced at 1056.89.

External Auditor's report – this had not yet been received.

Cancellation of Direct Debit to Open Spaces Society – a letter to Barclays confirming this was signed. John Davies to forward to Barclays.
8. **Vacancy for new Parish Clerk** – An application had been received from a Sally Chapman of Rushall nr Harleston to be the new Parish Clerk. Councillors discussed her CV and agreed she appeared to be a highly suitable candidate for the job. John Davies to contact her and arrange a meeting to discuss further.
9. **Noticeboards for St Nicholas & St Peter** – Acting Clerk presented a quotation from Lexique Signs for a green aluminium 4 x A4 noticeboard

of the same design as that used in Rumburgh. The cost per noticeboard was £195, with two oak posts at £14.33 each, a total of £223.66. It was agreed that two noticeboards should be bought, one for St Nicholas and one for St Peter. John Davies to action. James Montagu offered to install the signs once they had been delivered. The existing sign for St Nicholas, which had now fallen down was to be destroyed.

10. **Comments on Waveney Local Plan** – It was noted that an email had been received from Waveney District Council acknowledging receipt of the Parish Council's comments on the new Local Plan
11. **St Michael's Common** – It was noted that the hay from the common had now been taken. Acting Clerk advised that Suffolk Wildlife Trust had undertaken a survey of the common and their findings would be sent to Mr Thane Meldrum of St Michael. These would be circulated to the Parish Council when available.
12. **"Unsuitable for HGVs" sign on Uncles Lane** – Acting Clerk advised that David Ritchie had agreed to pay £250 towards the cost of this from locality money. Suffolk Highways to advise on progress.
13. **Letter of thanks to previous Parish Clerk** – Rather than write a letter it was agreed that it was more appropriate for the Chairman to pass on his thanks on a personal basis.
14. **Correspondence** – Received and discussed.
15. **Planning business** – no current planning business.

The meeting closed at 8.15pm