

THREE SAINTS SOUTH ELMHAM PARISH COUNCIL

MEETING – 18TH NOVEMBER 2015

MINUTES [approved by councillors – 25-01-16]

1. The chairman, John Davies, welcomed councillors Paul Watkin, John Flatt and James Montagu. Apologies were received from David Lee and Kim Croysdill and also from David Ritchie [WD councillor and SC councillor]. The clerk, Caroline Cardwell, was in attendance.
2. **Declarations of interest** – none
3. **Public Forum** – none
4. **Minutes of previous meeting** [23-09-15] were approved and signed as a true record.
5. **Matters arising** – Chris Maskery had done some work on the ditches and the Mardle; Cleveleys had not yet put out a sign; John Flatt to look at broken sign post for repair. Clerk asked to contact Suffolk Highways re sign for Unkyls Lane.
6. **Finances** –
 - balances at 30-09-15 – c/acct: 5016.55; sav/acct: 1394.31; CIL money is ring-fenced at 1056.89 so total assets =£ 5353.97.
 - Cheques were approved as follows – 614 to Heelis and Lodge for 42.00 [audit]; 615 to Rumburgh Youth Club for 50.00 [Xmas party]; 616 to C. Cardwell for 179.14 [net sal. Oct/Nov]; 617 void; 618 to HMRC for 67.20 [tax to 5 Jan]; 619 to SALC for 22.50 [training]; total cheques - £360.84.
 - Councillors received the external auditor's report on the Annual Return and noted issues as follows – VAT returns, internal auditor's recommendations, risk assessment and minutes – the comments on the minutes were not accurate and the clerk drew councillors' attention to this fact, altho' BDO had still included them in their comments.
 - SALC finance course – the clerk reported that this was very worthwhile and she had gained a lot of useful information, particularly in relation to budgeting.
 - CIL funds – the clerk drew councillors' attention to the fact that they must be spent within 5 years and an annual report of spending submitted.
7. **Budget and precept for year Apr. 2016 to Mar. 2017** – spending plans were extensively discussed. The clerk asked for an increase in hours to 4 per week to be in line with NALC recommendations at SCP 16 of £8.82p. per hr. to start in January and all councillors agreed to this; to be confirmed in and start in January 2016. A provisional figure for the precept for the year Apr. 2016 to Mar. 2017 was set for 3,250; this will be reviewed in January before sending a request to the Waveney District Council.
8. **Planning** – DC/15/3852/AGO – Chestnut Farm, All Saints – councillors noted WDC decision to require planning permission for proposed agricultural building. The chair gave a report on the meeting with Waveney planners re the new Local Plan; the Three Saints South Elmham are designated as a scattered village. Currently there is a call for submission of possible building sites to be included in the Issues and Options consultation due in march 2016.
9. **All Saints common** – management issues were discussed and the clerk asked to contact Highways re signage. Bills are yet to be submitted bills for trimming round the common.
10. **Notice boards** – quotes to be sought from Sam Leah in Bungay and Catherine Thistlethwaite, Downs Farm, St. Cross.
11. **2016 meeting dates** – set for 3rd Weds every other month; next meeting 20th January

The meeting ended at 9.15pm