

THREE SAINTS SOUTH ELMHAM PARISH COUNCIL**ANNUAL MEETING – 20TH MAY 2015****MINUTES**

1. The outgoing chair, John Davies, welcomed councillors Paul Watkin, Kim Croysdill and David Lee. Apologies were received from David Ritchie [WD councillor and SC councillor] and John Flatt. The clerk, Caroline Cardwell, was in attendance.
2. **New councillors** – all councillors signed the acceptance of office form; James Montagu was co-opted to fill the place for St. Peter – he signed the form and was welcomed to the council.
3. **Election of chairman** for coming year – John Davies was proposed and all councillors agreed.
4. **Election of vice-chairman** for coming year – Paul Watkin was proposed and all councillors agreed.
5. **Declarations of interest** – none
6. **Minutes of previous meeting** [25-03-15] were approved and signed as a true record.
7. **Matters arising** - Councillors considered that Cleveleys need a sign on their drive and David Lee will approach them; also possibly a sign was needed to prevent HGVs going up Uncles Lane, which has been re-surfaced. It was agreed that plans to graze stock on the common might well resolve the question of clearing the Mardle.
8. **Finances** –
 - Receipts and Payments account for year ending March 2015 - this was approved and signed.
 - Cheques approved as follows: no.600 to LCPAS for £25.00 [training]; no.601 to Van Dijk for £72.00 [payroll services]; no. 602 to C. Cardwell for £175.45 [net sal Apr/May]; no. 603 to HMRC for £65.60 [tax to 5 July]; no. 604 to SALC for £123.00 [sub]; no.605 to C. Cardwell for £60.80 [expenses from Jul 14 to May 15].
 - Audits – clerk explained that the external audit date this year was in late July and suggested that there should be a financial meeting in June to receive the internal audit papers, discuss the asset register etc – the 17th suggested - clerk to e-mail councillors to offer dates.
9. **Correspondence** – received and discussed.
10. **Planning** – DC/15/1488/FUL: Moat Farm, All Saints – variations in height of buildings – councillors had no objection.
11. **Any other business** – David Lee said that his brother-in-law had moved to Rumburgh and was a cabinet maker and could be considered for notice boards; DL to contact.

The meeting closed at 9pm.