

THREE SAINTS SOUTH ELMHAM PARISH COUNCIL

MEETING – 24TH JUNE 2015

MINUTES (Approved by councillors on 23 September 2015)

1. The chairman, John Davies, welcomed councillors John Flatt, Kim Croysdill, David Lee and James Montagu. Paul Watkin was absent. The clerk, Caroline Cardwell, was in attendance. Apologies were received from David Ritchie [WD councillor and SC councillor].
2. **Declarations of interest** – none
3. **Public Forum** – none
4. **Minutes** of previous meeting [20-05-15] were approved and signed as a true record
5. **Matters arising** – Chris Maskery's plans to graze stock on All Saints common discussed, but no progress as yet; David Lee has contacted his brother-in-law [Simon Betney] re notice boards, but there is a delay while workshop is built.
6. **Finances**
 - Balances – at 31-03-15; c/acct – 3536.61; sav/acct: 1393.95; total assets – 4930.56
 - Cheques for approval
 - 606 – C. Cardwell 87.72 [net sal Jun]
 - 607 - WDC 379.26 [election costs]
 - 608 = John Davies 10.25 [wine]
 - Total – 477.23
 - Cheques approved in May – 521.85 - Current acct at 24-06-15 = 2537.53 [With reference to election costs, which councillors felt were too high, the clerk explained that WDC were planning a Governance Review in the next year which would give parishes a chance to review their status.]
 - Internal audit report [Heelis and Lodge] was received and recommendations considered
 - External audit [Annual Return – BDO] was approved and signed
 - Internal financial controls and risk management – the clerk gave councillors a suggested annual audit plan and financial risk assessment – these were discussed, approved and signed and are to be reviewed annually.
 - Assets were reviewed, there are no outstanding repairs needed, except new notice boards in St. Nicholas and St. Michael; the audit values were approved.
7. **Planning** – DC/15/1763/LBC: The Grange, All Saints – councillors discussed this and had no objection to proposed safety alarm.
8. **Correspondence** – received and discussed.
9. **Any other business** – the proposed closure of the Patrick Stead hospital in Halesworth was discussed and the clerk asked to write with the council's concerns; the clerk asked to check and respond to the formal consultation [online]. The millennium oak tree by the bus shelter had been damaged and had died; John Flatt offered another.
10. **Next meeting** – councillors felt that a July meeting was unnecessary – the next meeting is 23rd September 2015.

The meeting ended at 8.30pm.