



Three Saints South Elmham Parish Council

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

**Minutes from Three Saint South Elmham Parish Council's
ANNUAL GENERAL MEETING
Rumburgh Village Hall
Wednesday 16th May 2018 at 8.40pm**

Present: John Flatt (Chair), Paul Watkin (Vice Chair) David Lee, James Montagu and Richard Pooley

Clerk/Responsible Financial Officer: Sally Chapman
Also Present:

Public Forum

- A. To receive reports from the District and County Councillor**
Not present
- B. Public Forum – for Members of the Public**
No parishioners

Parish Council Meeting

- 1. To appoint a Chair**
The Clerk asked for nominations for Chair.
Proposal unanimously: Councillor John Flatt
Councillor Flatt kindly agreed to be Chair.
- 2. To appoint a Vice Chair**
The Chair asked for nominations for Vice Chair.
Proposal unanimously: Councillor Richard Pooley
Councillor Pooley kindly agreed to be Vice Chair.
- 3. To record Declarations of Interests and to consider Requests for Dispensation**
None
- 4. To consider Co-option to fill the Casual Vacancy**
No applicants.

Signed: _____ (Chair)

Date: _____



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5. To approve the Minutes of the Meeting held on 14th March 2018
The Minutes of the Meeting were confirmed as a true and accurate record and signed by the Chair - proposed unanimously.

6. Finance

a) To receive a report from the Internal Auditor for 2017/18

The Chair read out the first two points of the summary (*full report on TSPC's website*):

1.1 During the 2017/18 year the Parish Council maintained effective governance arrangements including a robust framework of financial administration and internal control. The Council has a wide range of formal policies and procedures in place. This Internal Audit review has confirmed the overall adequacy of the financial arrangements in place within the Council.

1.2 By examination of the 2017/18 accounts and supporting documentation it was confirmed that the Clerk, in the role as the Council's Responsible Financial Officer (RFO), satisfactorily undertook the administration of the Council's financial affairs and produced satisfactory financial management information to enable the Council to make well-informed decisions.

b) To complete the Certificate of Exemption from a Limited Assurance Review and the Annual Audit Return Sections 1 & 2

The RFO informed Cllrs of the new external audit arrangements and the option of applying for exemption from an external audit. Cllrs discussed and agreed they were very happy with the thorough internal audit.

Cllrs agreed unanimously to apply for Exemption from the External Audit.

c) To appoint and Internal Auditor for 2018/19

Cllrs agreed unanimously to re-appoint Mr Trevor Brown to complete the Internal Audit for 2018/19.

d) To receive the current Financial Report and Approve Cheques

The Clerk read out the Finance and Budget Reports and they were agreed unanimously as a true and accurate record and signed by the Chair.

Date	Details	Amount
Receipts		
13/04/2018	Precept- 1st instalment	1,600.00
02/05/2018	VAT Reclaim 2017/18	72.71
	Total	£ 1,672.71
Expenditure		
28/04/2018	Clerk's Salary	131.30
16/05/2018	SALC - Clerk's Training	9.60
16/05/2018	SALC - Subs	135.16
16/05/2018	Clerk's Expenses	41.50
16/05/2018	Trevor Brown - Internal Audit	77.20
16/05/2018	ICO - Data Protection Registration	35.00
	Total	£ 429.76

Signed: _____ (Chair)

Date: _____



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7. General Data Protection Regulations (GDPR)

The Clerk informed the Government has tabled an amendment to its own Data Protection Bill to exempt all parish councils in England from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. Officials have confirmed with National ALC that, whilst all other measures still apply, appointing a Data Protection Officer to support a council's approach to data protection would then become discretionary and just regarded as good practice.

Cllrs were advised the regulations would still apply from the 25th May 2018 and at the July meeting a Data Protection Policy, Privacy Notice and other documents will be adopted. The current status of TSPC is '*working towards full compliancy of the GDPR Regulations*'.

8. Planning Applications and Decisions

Cllrs noted:

Applications

None

Decisions

a) Barn conversion to form a new annexe / home office

Beckford Farm St Peter South Elmham NR35 1NQ

Ref. No: DC/17/4027/FUL. Status: Application Permitted

b) Removal of existing dilapidated storage shed / building and construction of office building / Loading bay

Moat Farm, The Common South Elmham All Saints IP19 0NY

Ref. No: DC/18/0700/FUL. Status: Application Permitted

9. Village and Common Maintenance

a) Tree Maintenance

As below in correspondence.

b) Other Issues

- Container on All Saints Common. The Chair advised correspondence had been exchanged and it would be removed soon. **Action: Clerk**

- Cllr Montagu advised he would respond to Peter Aldous MP, Fast Broadband email on behalf of St Peter. **Action: Cllr Montagu**

10. Correspondence

The Clerk circulated:

a) The Councillor Magazine & Clerks & Councils Direct.

b) A Parishioner had emailed regarding an overgrown Walnut tree growing into BT wires. The Clerk confirmed she was seeking advice over who is responsible. **Action: Clerk**

Signed: _____ (Chair)

Date: _____



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11. AOB

None

12. To receive items for the next Agenda

- a) Data Protection Policy and Notices.
- b) All Saints Common Encroaching Notices
- c) All Saints Common Signs

13. Next meeting date:

Wednesday 11th July 2018 at 7.30pm

The meeting ended at 9.12pm

DRAFT

Signed: _____ (Chair)

Date: _____