



# Three Saints South Elmham Parish Council

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

## Three Saints South Elmham Parish Council's MEETING MINUTES Rumburgh Village Hall Wednesday 15<sup>th</sup> May 2019 at 8.20pm

**Present:** John Flatt (Chair), Heather Hughes Jones, James Montagu.

**Clerk/Responsible Financial Officer:** Sally Chapman

**Also Present:** one parishioner

### Public Forum

- A. **To receive reports from the District and County Councillor**  
No further report.
- B. **Public Forum – for Members of the Public**  
No questions.

### Main Meeting

1. **To Appoint a Chair**  
Cllr Flatt was unanimously elected as Chair.
2. **To Appoint a Vice Chair**  
Cllr Pooley was unanimously elected as Vice Chair.
3. **To consider Apologies for Absence**  
Cllr Pooley & Cllr Watkin – apologies accepted.
4. **To record Declarations of Interests and to consider Requests for Dispensation**  
9.b. Cllr Hughes-Jones declared a non-pecuniary Interest (*resident on All Saints Common*).
5. **To consider Co-option to fill the Casual Vacancy**  
None
6. **To approve the Minutes of the Meetings held on 13<sup>th</sup> March 2019 and Matters Arising**  
The Minutes of the Meeting were then confirmed unanimously as a true and accurate record and signed by the Chair.  
The Chair confirmed any outstanding items were on the agenda.
7. **Finance**
  - a) To receive a report from the Internal Auditor for 2018/19 (circulated prior to meeting)  
The RFO read out the main points.

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_



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- b) To Agree a Certificate of Exemption from a Limited Assurance Review & Annual Audit Return Sections 1 & 2  
 Cllrs approved unanimously to apply for a Certificate of Exemption from a Limited Assurance Review and the Chair and Clerk signed the Annual Audit Return.
- c) To appoint and Internal Auditor for 2019/20  
 Cllrs approved unanimously to reappoint Mr Trevor Brown.
- d) To receive the current Financial and Budget Report and Approve Cheques (*circulated prior to meeting*)  
 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	Receipts	
16/04/2019	VAT Reclaim 2018-19	£ 62.02
30/04/2019	Precept - 1st instalment	£1,500.00
	<b>Total</b>	<b>£1,562.02</b>
Date	Expenditure	
29/04/2019	Clerk's Salary - April	£ 134.81
15/05/2019	SALC Subscription	£ 135.92
15/05/2019	Trevor Brown - Internal Auditor	£ 82.20
15/05/2019	Clerk's Expenses April & May	£ 291.32
	<b>Total</b>	<b>£ 644.25</b>

Cllrs agreed the current bank mandate need to be updated.

Action: Clerk

## 8. Planning Applications and Decisions

Cllrs noted:

### Applications

None

### Decisions

#### a) To erect two log cabins for use as holiday accommodation.

Abbey Farm St Margarets Road South Elmham All Saints Halesworth Suffolk IP19 0PB  
 Ref. No: DC/19/0132/FUL | Status: Withdrawn

#### b) Erection of replacement workshop building

K R Glassfibre Ltd Malt Office Lane Rumburgh Halesworth Suffolk IP19 0JD  
 Ref. No: DC/18/5021/FUL | Status: Permitted

## 9. Village and Common Maintenance

### a) Tree Maintenance

### b) Other Issues

- All Saints Common & St Michaels Green Encroachment Letter  
 (Cllr Hughes-Jones declared a non-pecuniary Interest as a resident)

Cllrs approved the amended letter to be sent with NALC's Legal Topic Notice 52.

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_



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Clerk to circulate to residents.

Action: Clerk

- Litterpick Report. Cllr Hughes-Jones read out her report (attached) and made recommendations for future litter picks. She was thanked by the Chair.

## 10. Correspondence

a) Clerks & Councils Direct Magazine

b) Parishioners Letters – re Common Trees

Cllrs discussed and the Chair advised he has spoken with one of the parishioners re trees on St Michael's common and advised the willow tree on All Saints common need coppicing. Clerk to respond.

Action: Clerk

c) Councillor Training (email)

## 11. AOB

None

## 12. To receive items for the next Agenda

None

## 13. Next meeting date:

Wednesday 10<sup>th</sup> July 2019 at 7.30pm

**The meeting ended at 9.00pm**

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_



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9.b.

## THREE SAINTS SOUTH ELMHAM LITTER PICK REPORT - 27 –28 April 2019

### Results

The litter pick took place as planned in All Saints on 27 and 28 April 2019. About 10 volunteers collected about 8 bags and other assorted rubbish. In addition, 2 other volunteers did ragwort pulling along the road between the end of the Common and Rumburgh.

No volunteers came from St Peters or St Michaels so those areas were not covered.

The Council failed to collect the rubbish on time so John Flatt kindly removed it himself (I informed the Council so they could cancel the collection).

### Method

I am making this note of the method in case it useful for future reference. Now we know the system it will be much easier next time.

The procedure to use the Council equipment was followed- requires form filling and some phone calls. I have kept the details on file. Equipment is delivered and collected (rather more efficiently than the filled rubbish bags) albeit not to the address requested. After the pick I sent in the photos required for grant and the draw.

Equipment was signed out on the day and arrangements for return made for items not handed back on Sunday.

Publicity was through our Notice Boards, delivery of leaflets in All Saints, Facebook, Sange's Newsletter, the Rumburgh Village Hall notice Board, Coffee morning and Word of Mouth.

### Recommendations

1 Timing: Most people said earlier in the year would be better as rubbish would be more visible. We did want to do it earlier but we waited for the Council notice. I think in future we could choose an earlier date. After all it couldn't have been any colder?

2 DIY approach? We should get a £20 grant for picking our litter- perhaps this could go towards our own kit? The hoops and sticks each cost about £20. Given we needed 10 kits for All Saints I think we would still need to borrow from the Council for an organised picking event. We could consider if Rumburgh wanted buy and share equipment?

3 We need to improve the Council's efficiency in collecting the resulting rubbish. Now I know who to phone and email I can chase immediately. We need to avoid Bank Holidays as it is gives the potential for long delays in getting hold of the Council and collection of rubbish.

**Heather Hughes-Jones: 9 May 2019**

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_