



Three Saints South Elmham Parish Council

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

PARISH COUNCIL MEETING

held by email on

Wednesday 20th May 2020 at 7.30pm

Present: John Flatt (Chair), Richard Pooley (Vice Chair), Heather Hughes-Jones, James Montagu Paul Watkin

Clerk/Responsible Financial Officer: Sally Chapman

Also Present:

Public Forum

- A. **Reports from County & District Councillor David Ritchie & District Councillor Judy Cloke**
On website: <http://threesaintssouthelmham.onesuffolk.net>
- B. **Public Forum – for Members of the Public**
No questions

Main Meeting

***All decisions to be ratified at the next proper meeting**

- 1. **To consider Apologies for Absence**
None
- 2. **To record Declarations of Interests and to consider Requests for Dispensation**
None
- 3. **To approve Minutes of the Meetings held on:**
 - a) **11th March 2020**
[The minutes of the meeting were confirmed unanimously as a true and accurate record*](#)
 - b) **7th May 2020**
[The minutes of the meeting were confirmed unanimously as a true and accurate record*](#)
- 4. **Matters Arising from the Minutes above**
The re-election of the Chair and Vice Chair will be c/f to the May 2021 meeting.
- 5. **Finance**
 - a) **To approve the End of Year Balance Sheet 2019/20**
[Cllrs resolved to approve the End of Year Balance Sheet 2019/20*](#)
 - b) **To approve the Internal Auditor's Report for 2019/20**
[Cllrs resolved to approve the Internal Auditor's Report for 2019/20*](#)
Cllr comment: I would like to commend the Clerk for her RFO work during the year and for working remotely on the audit.

Signed: _____

Chair

Date: _____



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

Cllrs agreed to a Certificate of Exemption from a Limited Assurance Review and approved the Annual Audit Return Sections 1 & 2*

d) To appoint the Internal Auditor for 2020-21

Cllrs resolved to continue with the present internal auditor Mr. Trevor Brown*

e) To receive the current Financial and Budget Report & Approve Payments

Cllrs resolved to approve the Finance Reports, Receipts and Payments as below*

Date	Receipts	
27/04/2020	VAT Reclaim 2019-20	£ 78.70
29/04/2020	Precept - 1st instalment	£1,500.00
	Total	£1,578.70
Date	Expenditure	
28/04/2020	Clerk's Salary - April	£ 138.85
20/05/2020	South Elmham Community News	£ 180.00
20/05/2020	SALC Subscription for 2020-21	£ 138.90
20/05/2020	Clerk's Expenses April & May	£ 29.12
20/05/2020	Trevor Brown - Internal Audit	£ 85.00
	Total	£ 571.87

The cheques will be posted to the Chair & Cllr for signing.

Cllr comment: The end of year projection for Hall hire will be too high given the remote meetings. Will the PC make a contribution to RVH? Rents may increase in the future.

6. Planning Applications and Decisions

Applications

a) Certificate of Lawful Use (Existing) - Use of land to the east of Hawk Meadow as garden land in connection with the adjacent house

Hawk Meadow Church Road South Elmham St Peter Suffolk NR35 1NG Ref.

No: DC/20/1514/CLE | Received: Mon 20 Apr 2020 |

Status: Awaiting decision

Cllrs approved the above planning application, except the first part, 'only one dwelling'.

b) Eels Foot Wheelbarrow Lane South Elmham St Nicholas IP20 OPS

1. Converted stable block: erect various internal walls, fit additional doors and windows, and install appropriate toilet facilities to existing for use as guest accommodation for the household.

2. Construct approx. 10m x 5m swimming pool in garden.

3. Relocate existing timber summerhouse to be used as pool house.

Ref. No: DC/20/0460/FUL | Received: Tue 04 Feb 2020

Status: Awaiting decision

Decisions

None

Signed: _____

Chair

Date: _____



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7. Village and Common Maintenance

- a) Tree Maintenance c/f
- b) - St. Michael's Common Tree Survey
For discussion at the next proper meeting.
- All Saints Common Tree
A large willow in front of the old All Saints Schoolhouse is reported dead.
Cllr Comments: Tree is dead. We will need to have this cut down before the winter.
- c) Other Issues
 - All Saints Common 30mph Speed Limit Sign – c/f
 - Common Encroachments – c/f
 - Bright Lights at St Peter's Brewery – c/f
 - Parking, Potholes on Track and Off Roading on All Saints Common c/f
A parishioner has reported the above. For discussion at the next proper meeting.

9. Correspondence

- a) EAAA thank you letter for grant

10. AOB (For discussion only – the Council cannot make decisions on these items)

- a) Clerk's Training website accessibility training – c/f

11. To receive items for the next Agenda

None

12. To note the Next Year's Meeting Dates:

- Wednesday 15th July 2020 at 7.30pm
- Wednesday 9th September 2020 at 7.30pm
- Wednesday 11th November 2020 at 7.30pm

The meeting ended at 10.00pm

Signed: _____

Chair

Date: _____