



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 13th March 2019 at 7.30pm

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

Clerk/Responsible Financial Officer: Sally Chapman

Also Present:

Public Forum

- A. **To receive reports from the District and County Councillor**
Not present and reports circulated and on website:
<http://threesaintssouthelmham.onesuffolk.net/parish-council/minutes/>
- B. **Public Forum – for Members of the Public**

Main Meeting

1. **Chair's Welcome**
The Chair welcomed everyone to the meeting.
2. **To consider Apologies for Absence**
None
3. **To record Declarations of Interests and to consider Requests for Dispensation**
8.b. Cllr Pooley, Cllr Hughes-Jones and Cllr Lee declared a non-pecuniary Interest as residents on All Saints Common or St Michaels Green.
4. **To approve the Minutes of the Meetings held on 9th January 2019 & 6th February 2019 and Matters Arising**
- One correction in the February Minutes: David Flatt corrected to David Lee.
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.
5. **Finance**
 - a) **To receive the current Financial and Budget 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.

Signed: _____ (Chair)

Date: _____



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Date	Receipts	
	None	
	Expenditure	
31/01/2019	Clerk's Salary - January	131.30
28/02/2019	Clerk's Salary - February	131.30
13/03/2019	Clerk's Expenses February/March	15.00
13/03/2019	Rumburgh Village Hall - Hall Hire	20.00
13/03/2019	HMRC PAYE - Past Clerk	67.20
13/03/2019	Noticeboard - St. Peters	256.80
	Total	£ 621.60

b) Community Infrastructure Levy (CIL) Money Expenditure

Cllrs discussed and agreed unanimously to purchase a new noticeboard for St. Peters and place the rest of the CIL money £248.96 in a reserve for a future purchase of a defibrillator.

Action: Clerk

6. Statutory Documents Annual Review

- a) Asset Register
- b) Code of Conduct Policy
- c) Financial Regulations Policy
- d) Freedom of Information Publication Scheme Policy
- e) General Data Protection Privacy Policy
- f) Internal Control Statement Policy
- g) Risk Assessment
- h) Standing Orders Policy

Cllrs agreed unanimously to re-adopted all the above Statutory Documents.

Action: Clerk

7. Planning Applications and Decisions

Applications

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 | Received: Fri 11 Jan 2019 | Validated: Fri 11 Jan 2019
 Status: Awaiting decision (*now 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 / Application Received: Thu 06 Dec 2018 / Application Validated: Fri 07 Dec 2018
 Status: Awaiting decision (*now permitted*)

Decisions

a) Provide a new 'cart lodge' style garage with bedroom accommodation above

Elms Barn Capps Lane South Elmham All Saints Halesworth Suffolk IP19 0PD

Signed: _____ (Chair)

Date: _____



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Ref. No: DC/18/4941/FUL | Received: Fri 30 Nov 2018 | Validated: Fri 30 Nov 2018
Status: Refused

8. Village and Common Maintenance

a) Tree Maintenance

- Cllrs informed some trees need maintenance in St. Nicholas.

b) Other Issues

- All Saints Common & St Michaels Green Encroachment Letter

(Cllr Pooley, Cllr Hughes-Jones and Cllr Lee declared a non-pecuniary Interest as residents)

C/F – letter to be amended.

Action: Clerk

9. Correspondence

a) Clerks & Councils Direct Magazine.

10. AOB

a) Cllr Lee informed the water supply fittings to East View on All Saints Common may need to be replaced.

b) Cllr Pooley informed of two incidents of vandalism in the Church and asked Cllrs to be vigilant.

c) Litterpick – Cllrs discussed and Cllr Hughes-Jones agreed to organise and will liaise with the Clerk.

Action: HHH/Clerk

d) Cllr Lee informed he would not be standing for election in May. The Chair and Cllrs thanked him for his 20+ years on the PC and for all his hard work and support.

e) Cllr Lee agreed to continue to trim the areas around the Parish and Cllr Hughes-Jones agreed to man the All Saints noticeboard.

11. To receive items for the next Agenda

None

12. Next meeting date:

Wednesday 8th May 2018 at 7.30pm – Annual Parish Meeting & AGM

The meeting ended at 9.05pm

Signed: _____ (Chair)

Date: _____