



Three Saints South Elmham Parish Council

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

Three Saints South Elmham Parish Council MEETING'S MINUTES Rumburgh Village Hall Wednesday 11th March 2020 at 7.30pm

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

Clerk/Responsible Financial Officer: Sally Chapman

Also Present:

Public Forum

- A. **To receive reports from the County and District Councillor**
Apologies received from CC David Ritchie and DC Judy Cloke.
- B. **Public Forum – for Members of the Public**
None

Main Meeting

1. **To consider Apologies for Absence**
Cllr Montagu – apologies accepted.
2. **To record Declarations of Interests and to consider Requests for Dispensation**
Cllr Flatt 5.a) pecuniary interest – Ash Farm Partners invoice for tree work.
3. **To consider Co-option to fill the Casual Vacancy**
None
4. **To approve the Minutes of the Meetings held on 15th January, 29th January & 20th February 2020 and Matters Arising**
[The Minutes of the Meeting were 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 & Budget Report and Approve Payments**
Cllr Flatt declared a pecuniary interest – Ash Farm Partners invoice for tree work.
[The Clerk read out the Finance Reports and they were agreed unanimously as a true and accurate record and signed by the Chair.](#)
[Cllrs discussed the finances and resolved to place:](#)
 - £200.00 in a Grants Reserve
 - £500.00 in the Common Maintenance Reserve.
 - £200.00 in the defibrillator reserve.

Signed: _____

Chair

Date: _____



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Date	Receipts	
	None	
	Total	£ -
Date	Expenditure	
29/01/2020	Clerk's Salary - January	£ 134.81
28/02/2020	Clerk's Salary - February	£ 134.81
11/03/2020	Clerk's Expenses February & March	£ 15.00
11/03/2020	Village Hall - Rent for Year	£ 77.00
11/03/2020	Ash Farm Partners - tree work on common	£ 150.00
11/03/2020	East Anglian Air Ambulance - grant	£ 50.00
	Total	£ 561.62

b) Bungay Town Council Grant Request for Free Car Parking – update

Cllrs noted an email has been received from Bungay Town Council informing: 'They no longer have requirements for Parish Councils to contribute as further developments have been received from East Suffolk Council re future subsidies.'

c) To consider Grants/Donations

Cllrs discussed and resolved:

- To grant East Anglian Air Ambulance - £50.00.

d) Internal Audit Date – 21st April 2020

Date noted.

6. Statutory Documents Annual Review (circulated and reviewed prior to meeting)

Cllrs resolved to adopt the following reviewed and updated Policies and Documents:

- Asset Register - updated
- Code of Conduct Policy
- Financial Regulations Policy – updated (NALC's model policy updated July 2019)
- Freedom of Information Publication Scheme Policy
- General Data Protection Privacy Policy
- Internal Control Statement Policy
- Risk Assessment
- Standing Orders Policy

Clerk to update on TSPC's website.

Action: Clerk

7. Planning Applications and Decisions Applications

Cllrs had responded to the following planning application at the meeting dated 20th February 2020.

Ref. No: DC/20/0460/FUL

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.

Signed: _____

Chair

Date: _____



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Received: Tue 04 Feb 2020 | Validated: Tue 04 Feb 2020 | Status: Awaiting decision

Decisions

None

8. Litterpick 2020

Cllr Hughes -Jones gave an updated and informed she had registered the 18th April 2020 Litterpick with East Suffolk Council and TSPC's would merge this year with Rumburgh PC's Litterpick and she would collect and return the equipment.

Cllrs resolved to give a donation of up to £10.00 for refreshments, left to Cllr Hughes-Jones discretion.

Action: Clerk/ Cllr Hughes-Jones

9. Village and Common Maintenance

Tree Maintenance

a) The Chair has pollarded the Willow Tree near the Old Red Lion.

b) Poplar Trees on St. Michael's Common

Cllrs discussed and agreed they need advice from a tree surgeon.

Action: Cllr Watkin

Other Issues

- All Saints Common Bend in Road and Slow Sign - update

ESC Highways informed the sign should be installed in the next 18 weeks.

- Common Encroachments

Cllrs discussed an encroachment on St. Michaels Green and some photographs will be taken and Cllr Ritchie asked for his advice.

- St. Nicholas Lane's Potholes and Ruts

Cllr Pooley supplied some photographs of the very poor condition of the lane and the Clerk was requested to reported again to SCC Highways with the photographs and send a copy to County Councillor Ritchie.

Action: Clerk

10. Correspondence

Clerks & Councils Direct Magazine

11. AOB

The Clerk advised that existing council websites that were published before 23 September 2018 need to comply with the Government's Accessibility Regulations by 23 September 2020 and she will need to attend some training.

Action: Clerk

12. To receive items for the next Agenda

a) None

13. The next Meeting Dates:

- Wednesday 20th May 2020 at 7.30pm – APM & AGM
- 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 8.55pm

Signed: _____

Chair

Date: _____