



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 Meeting held at Rumburgh Village Hall on Wednesday 8th November at 7.30pm

Present: John Flatt (Chair), Paul Watkins (Vice Chair), James Montagu, Richard Pooley

Clerk/Responsible Financial Officer: Sally Chapman

Also Present:

Public Forum

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

Parish Council Meeting

- 1. Chair's Welcome**
The Chair welcomed everyone to the meeting.
- 2. To consider Apologies for Absence**
Cllr Lee – apologies accepted.
- 3. To record Declarations of Interests and to consider Requests for Dispensation**
None
- 4. To approve the Minutes of the Meeting held on 13th September 2017 and Matters Arising**
The Minutes of the Meeting were confirmed as a true and accurate record and signed by the Chair. [Proposed RP, 2nd JM – unanimous.](#)
- 5. Finance**
 - a) To receive the Financial Report and Approve Cheques**
The Clerk read out the report and the following were approved:

Signed: _____ (Chair)

Date: _____



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Date	Receipts	Amount
19/09/2017	Precept- 2nd instalment	£ 1,600.00
05/10/2017	County Councillor Grant - Noticeboard	£ 241.00
19/10/2017	Transparency Grant	£ 120.00
	Total	£ 1,961.00
Date	Expenditure	Amount
08/11/2017	CAS Insurance	£ 271.90
08/11/2017	South Elmham Community News	£ 180.00
08/11/2017	CAS - One Suffolk Website Hosting	£ 60.00
08/11/2017	Clerk's October/November Salary	£ 260.00
08/11/2017	Clerk's October/November Expenses	£ 15.00
08/11/2017	Rumburgh Children's Party Donation	£ 50.00
	Total	£ 836.90

Proposed JM, 2nd PW – unanimous

The bank mandate was updated and Chair to take to the bank.

Action: Chair

b) Transparency Grant update

The Clerk informed this had been successful and £120 had been granted.

c) Barclays Simple Servicing Agreement update

The Clerk informed she had still not received a response.

d) To note the External Auditors Certificate and Report 2017/18

Cllrs noted the External Auditors report and the Clerk advised it had been placed on TSPC's website.

e) To agree Budget and Precept for 2018/19

Cllrs discussed and agreed the budget (copy attached) and earmarked the following reserves:

- Common Maintenance £2,500
- By-Election £1,000

Proposed RP, 2nd JM – unanimous

Clerk to enquire if CIL money could be used for a donation.

Action: Clerk

6. Statutory Documents Annual Review

- Asset Register – dates updated
- Code of Conduct
- Financial Regulations
- Freedom of Information Publication Scheme
- Risk Assessment
- Standing Orders

Cllrs resolved to re-adopt the Asset Register and Policies above.

Proposed JM, 2nd RP – unanimous

Clerk to update policies on website.

Action: Clerk

Signed: _____ (Chair)

Date: _____



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7. Planning Applications and to note Decisions

Application

a) Prior Notification - To convert one existing building to residential use

(Plans brought to the meeting)

Reference DC/17/4431/PN3

Application Received Wed 18 Oct 2017

Address K R Glass Fibre Ltd Malt Office Lane Rumburgh Halesworth Suffolk IP19 0JD

Status: Awaiting decision

Clrs resolved: No Comment

No meetings were called for the following application:

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

Beckford Farm St Peter South Elmham NR35 1NQ

Ref. No: DC/17/4027/FUL | Received: Thu 21 Sep 2017 | Status: Awaiting decision

c) Single storey extension and internal reconfiguration to an existing dwelling

Beckford Farm St Peter South Elmham NR35 1NQ

Ref. No: DC/17/4026/FUL | Received: Thu 21 Sep 2017 | Status: Awaiting decision

d) Erection of two storey extension

1 North End St James Road South Elmham All Saints Halesworth Suffolk IP19 0HG

Ref. No: DC/17/3990/FUL | Received: Mon 18 Sep 2017 | Status: Awaiting decision

Decisions

Clrs noted the following:

a) **Listed Building Consent** - Remove and replace two rear elevation ground floor windows. The new windows to be manufactured in Idigbo Hardwood and glazed with 12mm conservation sealed units.

The Old House St Michaels Green South Elmham St Michael Bungay Suffolk NR35 1ND

Ref. No: DC/17/3631/LBC | Received: Mon 21 Aug 2017 | Permitted.

8. Village and Common Maintenance

a) Tree Maintenance

Branch near The Grange, All Saints to be removed.

Action: Chair

b) Other Issues

- The reported fly-tipping near St Peters Brewery on the bends was cleared within one week. Clerk to thank WDC

Action: Clerk

- Fly-tipped mattress near Oasis Barn. Clerk to report.

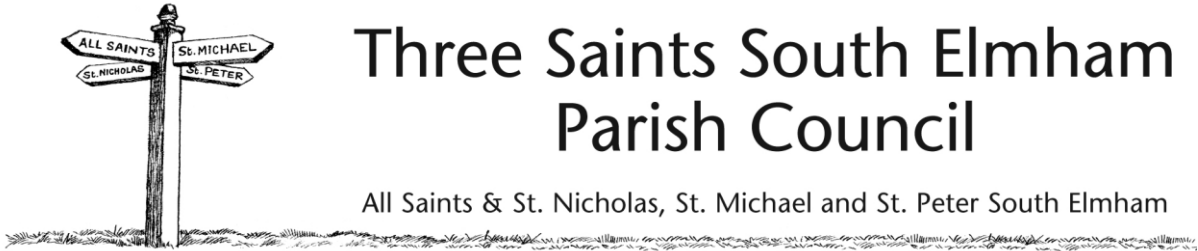
Action: Clerk

c) Noticeboards

The All Saints noticeboard had been installed by Cllr Montagu. The Chair gave thanks for his time and materials.

Signed: _____ (Chair)

Date: _____



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9. Correspondence

- a. SALC Annual Report
- b. Clerks & Council Direct Magazine
- c. Email from the Leaders to Town and Parish Councils: Secretary of State's announcement - creation of new super district for East Suffolk.

10. AOB

None

11. To receive items for the next Agenda

- a) To consider an addition Community News donation.
- b) St. Michaels Common Registration map.

Action: Clerk

12. Next meeting date:

Wednesday 10th January 2018 at 7.30pm

The meeting ended at 8.40pm

Signed: _____ (Chair)

Date: _____



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THREE SAINTS SOUTH ELMHAM PARISH COUNCIL BUDGET 2018-19

	Budget	
	2018/19	Notes
INCOME		
Precept	3200.00	
Additional Grants	0.00	Not guaranteed
VAT Reclaim	0.00	variable
Business Saver Interest	0.00	
Total Income	<u>£3200.00</u>	
EXPENDITURE		
Clerk's Salary	1575.60	National Salary Increase SCP20 from £9.999 to £10.099ph
Clerk's Office Costs	90.00	
Clerk's Expenses	60.00	
Training	100.00	Data Protection training
Insurance	295.00	
SALC Subscription	140.00	
Maintenance	200.00	
Payroll Services	0.00	
Miscellaneous	50.00	
Internal Audit Fee	100.00	
Hall Hire	75.00	
S137/Donations	250.00	(£200 CN & £50 Children's Party)
Website	50.00	
ICO - Data protection registration	35.00	Register from May 2018
Total Budgeted Expenditure	<u>£3,020.60</u>	
CIL Money	0.00	
VAT	0.00	variable
Total Expenditure	<u>£3,020.60</u>	
Total Variance	£179.40	

Signed: _____ (Chair)

Date: _____