



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 September 2019 at 7.30pm

Present: John Flatt (Chair), Richard Pooley (Vice Chair), James Montagu, Paul Watkin (from 8pm).

Clerk/Responsible Financial Officer: Sally Chapman

Also Present:

Public Forum

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

Main Meeting

- 1. To consider Apologies for Absence**
Cllr Hughes Jones – apologies accepted.
- 2. To record Declarations of Interests and to consider Requests for Dispensation**
None
- 3. To consider Co-option to fill the Casual Vacancy**
None. The vacancy will be advertised in the next Community News.
- 4. To approve the Minutes of the Meetings held on 17th July 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.
- 5. Finance**
 - a) To receive the current Financial and Budget Report and Approve Payments (*circulated prior to meeting*)
[The Clerk read out the Finance Reports and Payments and they were agreed unanimously as a true and accurate record and signed by the Chair.](#)
[Cllrs agreed the East Suffolk Council Election fees of £54.40 to be taken from the election budget.](#)

Signed: _____

Chair

Date: _____



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Date	Receipts	
	None	
	Total	£ -
Date	Expenditure	
29/07/2019	Clerk's Salary - July	£ 134.81
31/08/2019	Clerk's Salary - August	£ 134.81
11/09/2019	Clerk's Expenses August & September	£ 36.35
11/09/2019	ESC Election fees	£ 54.40
11/09/2019	CAS Insurance	£ 234.08
	Total	£ 594.45

- b) To consider the Insurance Renewals
[Cllrs resolved to accept the CAS Parish Protect Insurance 3-year term at £234.08 per annum.](#)
- c) Bank Mandate update
 The bank mandate was agreed and updated with Cllrs Flatt, Pooley and Watkins as signatories and a retired Councillor removed.

6. Planning Applications and Decisions

Applications

None

Decisions

None

7. Village and Common Maintenance

a) Tree Maintenance

Blackthorn on St. Nicholas Common to be cut back in autumn/winter.

b) Other Issues

- All Saints Common, St Nicholas & St Michaels Green Encroachment Letter
 The letter has been mailed and the Clerk has received three general enquiries re its content.
- Ragwort reported on All Saints Common.

8. Clerk's Contingency Plan

The Clerk has produced a document listing all the PC's websites, passwords and files location in case of an emergency. This document to be held by the Chair and Vice Chair and renewed when passwords change.

9. Correspondence

- a) Clerks & Councils Direct Magazine

Signed: _____

Chair

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10. AOB

Cllr Watkins requested the Clerk to find a definitive map showing all the Commons and Greens boundaries. Action: Clerk

11. To receive items for the next Agenda

None

12. The next Year's Meeting Dates:

- 13th November 2019 at 7.30pm
- 15th January 2020 at 7.30pm
- 11th March 2020 at 7.30pm
- 13th May 2020 at 7.30pm – APM & AGM
- 15th July 2020 at 7.30pm

The meeting ended at 8.35pm

DRAFT

Signed: _____

Chair

Date: _____