



Three Saints South Elmham Parish Council

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

PARISH COUNCIL MEETING

held by Zoom on

Wednesday 5th May 2021 at 7.30pm

Present: John Flatt (Chair), Richard Pooley (Vice Chair), Winky Evans, 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**
No further reports because of the elections.
- B. Public Forum – for Members of the Public**
None

MINUTES

- 1. To Appoint a Chair**
[Councillor John Flatt was elected unanimously as Chair.](#)
Cllr Flatt signed the Declaration of Acceptance of Office form and Chaired the meeting.
- 2. To Appoint a Vice Chair**
[Councillor Richard Pooley was elected unanimously as Vice Chair.](#)
- 3. To consider Apologies for Absence**
None
- 4. To record Declarations of Interests and to consider Requests for Dispensation**
None
- 5. To Approve the Minutes of the Meeting held on 10th March 2021**
[The Minutes from the meeting held on 10th March 2021 were confirmed unanimously as a true and accurate record.](#)
- 6. Matters Arising from the Minutes above and not on the Agenda**
None
- 7. Finance**
 - a) To approve the End of Year Balance Sheet 2020/21 (attached)**
[Councillors approved unanimously the End of Year Balance Sheet 2020/21.](#)
 - b) To approve the Internal Auditor's Report for 2020/21 (on website)**

Signed: _____ Chair Date: _____

Councillors approved the Internal Auditor's report for 2021/21.

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

The Chair signed the Annual Audit Return Sections 1 & 2 and Councillors agreed unanimously to apply for a Certificate of Exemption from a Limited Assurance Review.

d) To appoint the Internal Auditor for 2021-22

Councillors resolved unanimously to appoint the Internal Auditor Mr Trevor Brown for 2021-22.

e) To receive the current Financial & Budget Reports and Approve Income & Expenditure

Councillors resolved unanimously to approve the following Receipts and Expenditure.

Date	Ref	Receipts	Amount
07/04/2021	credit	VAT Reclaim 2020-21	£ 20.54
April	credit	Precept - 1st instalment	£ 1,500.00
		Total	£ 1,520.54
Date	Ref	Expenditure	
28/04/2021	S/O	Clerk's Salary - April	£ 138.85
05/05/2021	100762	SALC Subscripton	£ 143.29
05/05/2021	100763	Trevor Brown - Internal Auditor	£ 100.00
05/05/2021	100764	Clerk's Expenses April & May	£ 63.09
		Total	£ 445.23

8. Planning Applications and Decisions

Applications

None

Decisions

None

9. Villages Maintenance

a) Tree & Common Maintenance

- Trees St. Michael's Common and All Saints Schoolhouse, St Nicholas Lane
Cllrs advised the trees had now been cut down and cleared.

b) Other Issues

- Common encroachments

Cllrs discussed common encroachments and agreed to investigate further and report back at the next meeting.

- Bus Shelter

Cllr Evans reported a broken window at the bus shelter and agreed to obtain a quote to have it repaired.

Action: WE

10. Correspondence

a) Cllrs noted a thank you letter from EAAA for giving them a grant.

b) The Chair informed he had received a telephone call from a parishioner regarding a gateway being opened into a field. The Chair made enquiries and advised it was an existing overgrown gateway, which had not been used for many years and now re-opened.

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

a) Cllrs noted the next meeting would be in the Village Hall.

12. To receive items for the next Agenda

None

13. To confirm the Next Meeting Dates:

- Wednesday 14th July 2021 at 7.30pm
- Wednesday 15th September 2021 at 7.30pm
- Wednesday 10th November 2021 at 7.30pm

The meeting ended at 8:55pm

End of Year Balance Sheet 2020/21

Three Saints South Elmham Parish Council PC		
Year ended 31st March 2021		
Receipts		
2019/20		2020/21
£	Receipts	£
3,000.00	Precept	3,000.00
20.00	Additional Grants	58.43
62.02	VAT Reclaim	78.70
6.00	Business Saver Interest	2.42
3,088.02		3,139.55
Payments		
1,617.72	Clerk's Salary	1,762.92
90.00	Clerk's Office Costs	90.00
44.47	Clerk's Expenses	30.87
77.00	Hall Hire	25.20
35.00	ICO - Data protection registration	35.00
234.08	Insurance	234.08
82.20	Internal Audit Fee	85.00
50.00	S137 Grants	410.00
135.92	SALC Subscription	138.90
-	Training	-
125.00	Maintenance	300.00
-	Litter picking equipment	47.42
50.00	Website	50.00
54.40	ESC Election Fees	-
214.00	CIL Money	-
78.70	VAT on payments	20.54
- 67.20	written off cheque	-
2,821.29		3,229.93
266.73	Surplus income over expenditure	- 90.38
6,562.41	Balance b/f	6,829.14
6,829.14	Balance c/f	6,738.76
Balance Sheet		
£	Cash at Bank	£
1,571.30	Current Account	1,676.50
5,334.84	Business Saving Account	5,302.26
-	Petty Cash	-
-	Uncleared receipts	-
- 77.00	Uncleared cheques	240.00
6,829.14		6,738.76
1,267.93	General Reserves	1,637.55
5,561.21	Earmarked Reserves	5,101.21
6,829.14		6,738.76
The above statement represents fairly the financial position of the Authority as at 31st March 2021 and reflects its receipts and payments during the year.		
Signed		
	John Flatt - Chair	
Signed		
	Sally Chapman - Responsible Financial Officer	