

Minutes of an additional meeting of Elmsett Parish Council to discuss the revision of the Neighbourhood Plan held on 5 March, 2025 at the Elmsett Methodist Church.

03.25.00     **PRESENT:** Alan Newman in the chair, Paul Firman, John Sones, Fiona Watt, Fran Williams, and the clerk was present.

03.25.01     **APOLOGIES FOR ABSENCE:** Nick Bird (holiday), Andrew Woodgate (unwell)

03.25.02     **DECLARATIONS OF INTEREST ON AGENDA ITEMS:** No declarations of interest.

03.25.03     **RECESS FOR PUBLIC COMMENTS:** No members of the public present.

03.25.04     **CHAIRMAN'S REPORT/CORRESPONDENCE:** The chairman said that although the meeting was primarily to discuss the review of the Neighbourhood Plan there was some correspondence.

A letter of resignation seeking retirement, had been received from the Clerk to take effect from the 30 April. Members of the Council wanted to record their thanks and appreciation for the work undertaken by the Clerk over the years. The clerk has advised SALC and await their response on the way forward.

The chairman had received a request to relocate the Mobile Post Office to the Village Hall car park. He had spoken to the Headteacher, the Manager of the Community Shop and the driver of the Mobile Post Office. As there were concerns over safeguarding and the safety of the school children it was agreed that the location should remain as it is at The Rose and Crown Car Park. The chairman to relay this to all concerned.

Devolution – Chairman said that a joint statement from Aldham and Elmsett PCs would be placed in the newsletter informing of the consultation.

03.25.05     **LETTER OF ENGAGEMENT FROM SALC TO ACT AS INTERNAL AUDITOR:** Proposed by Fiona Watt and seconded by Paul Firman the approval of the letter of engagement from SALC, having previously agreed to use SALC as Internal Auditor

03.25.06     **APPROVAL OF DRAFT NEIGHBOURHOOD PLAN AND UPDATE:** The document was checked on a page by page basis noting typos and minor alterations to be forwarded to the Consultant for finalisation.

03.25.07     **FINANCE:** Two invoices had been received for services previously agreed and carried out- Ipswich Borough Council – Tree Survey £676.50. Fiona Watt – Community Shop Set-up costs £504. Both invoices were verified for electronic payment.

03.25.08 **DATES FOR NEXT MEETINGS:** 1 April Annual Parish Meeting, 13 May Annual Parish Council Meeting, 17 June, 22 July, 16 September, 28 October, 9 December all at The Methodist Church Hall.

The meeting closed

Signed:-..... Dated:-.....

Chairman