

# **MINUTES OF THE IKEN PARISH COUNCIL MEETING**

## **held on Thursday 19<sup>th</sup> August 2021 commencing at 6pm at Hardy's Barn**

### **1. Present**

Cllrs Jeremy Hinves (Chair), Alan Hutson (Vice Chair), Ray Herring, Imogen Sayer, Robert Gillespie, Annabel Chamberlain. Clerk Lorraine Lloyd. Seven members of the public

### **2. Apologies and approval of absence**

None received

### **3. Declaration of Interests**

Cllr Gillespie stated that he had an interest the planning application to be discussed.  
All have DOI in the River Wall Defences

### **4. Minutes of the Meeting held on Friday 21<sup>st</sup> May 2021**

Cllr Chamberlain had challenged the Minutes both by email prior to the meeting and again at the meeting. Her objections were not concurred and it was agreed by vote 4 to 1 with one abstention that the Minutes were a true record.

### **5. Public forum**

Letters received prior to the meeting to be clarified included:

- The Road System
- The River Wall defences and potential flooding
- The Village Hall
- Planning applications (including Sizewell C)
- How does a member of the public get any item considered by the council
- Public participation at parish meetings
- Notices by email

At the meeting:

- Feelings on communication were expressed and it was thought they should be clear, timely and friendly.
- It was asked if we should be communicating with East Suffolk Highways on the future of the roadways.
- It was thought that the draft Public Participation policy was unfriendly and that the matter in the Standing Orders was sufficient.
- Regarding the village hall situation, Audrey Rutherford stated that they would still like to purchase or rent a small strip of the land adjoining her property in line with their garage if that were possible.
- It was pointed out that Declarations of interest should be on the website

### **6. Matters arising from the Minutes**

#### **6.1 Village Hall**

The Chairman reported that the Trustees of the village hall met on the 23rd July. It has been established that the hall is a charity and cannot be sold, leaving two options:

- 1) Demolish and abandon
- 2) Renovate/rebuild.

Option 1 is difficult because the presence of asbestos means that the cost of demolition is beyond our means.

Option 2 is possible because Andrew Page has very generously offered to donate towards the cost of rebuilding. Therefore it was decided to investigate this option.

Cllr Herring was to liaise with East Suffolk about the asbestos.

Cllr Hutson was to ask a builder approximate costings.

Cllr Gillespie was to start market research to gather evidence of need.

Also discussed was possible options for rebuilding; what style and size, both of which relate to cost and need.

Cllr Herring pointed out that an asbestos assessment had been carried out in 2016 and is still current but this was Stage 1. Another assessment will be required and this clearly would point us in the direction of the next steps. The Parish Council at the time of the first asbestos report had been advised that removal of the asbestos wouldn't necessarily require a specialist and the cost of this would be in the region of £25,000. This could be removed before a planning application is submitted.

Cllr Hutson had obtained initial building estimates of approximately £100,000 to refurbish the existing village hall (excluding asbestos removal) and about £180,000 to £200,000 to build a new one of the same size, less for a smaller one.

Cllr Gillespie was looking at ways to generate income to run the village hall and whether it was worth it. The villagers to be asked to give their opinions and any suggestions as to how it might be used.

Cllr Chamberlain asked from where we had received the guidance notes regarding sale of the village hall and Cllr Herring gave an overview of the expert company, Groundwork East, who specialise in village halls. They had also consulted with colleagues at a national level. It was pointed out that even if it had been possible to sell the village hall grounds there would be constraints on how the money could be spent.

Cllr Herring stated that the Community Grant application for £1000 completed by the clerk can now proceed and can go towards preliminary costs.

#### 6.2 **Emergency Plan**

Cllr Hutson had prepared a draft emergency plan to circulate to the village.

#### 6.3 **River defences**

Cllr Hinves had attended the last meeting of the AOCP and reported that the Environmental Agency were holding everything up. Cllr Chamberlain asked if it was worth IPC sending a letter to the Environmental Agency stating that Iken is interested. She felt that pressure should be kept up. Cllr Herring pointed out that the threat of legal action is all part of a bigger investigation.

#### 6.4 **Website**

The new secure website – [www.ikenpc.org.uk](http://www.ikenpc.org.uk) was just about complete and ready to be handed over. There were just a few more tweaks to finalise. Cllr Hutson gave a demonstration. There was a discussion regarding the cessation of notifying the village of planning applications and meetings via email now that it will be much easier for people to access all the information via the website. There was a suggestion that the village should still be emailed to advise when there were items put up on the website. The clerk pointed out that it was unreasonable to expect her to carry on emailing to the extent as she had been doing to date. Not everyone in the village was on the internet and there was expectation from a few people that that she could enter into email conversation with them – which she had been advised to cease. She advised that she would attempt to continue to send a quick heading stating when important information had been put up.

The clerk had sent a letter of thanks to Dominic Kilburn on behalf of the Parish Council and the village for all the years, work and time he had spent in providing a website.

#### 6.5 **Update on village activities including Orford Surgery Charity, village party**

##### 6.5.1. Orford Surgery

Cllr Hutson read out a report from Lynette Morton, Iken representative of the Trust.

The Charity was set up by the Trustees in 1980 to secure and build a surgery building in Orford for the benefit of Orford and Gedgrave, Iken, Chillesford, Sudbourne, and Butley parishes. The Trustees made arrangements for the day-to-day business of the Trust to be achieved by a management committee of representatives of the five parishes, all of whom are volunteers.

The management committee oversees two charitable elements:

1. The Orford and District Surgery Trust which can fund the provision of medical equipment and facilities for the surgery.

2. The Esmond House Legacy Care Fund which can fund the provision of medical equipment and services for frail older persons and disabled people resident in the five parishes to support them to live independently at home. During 2019/2020 the Charity funded extra nursing and health care assistant hours at Orford surgery, supported the continuous professional development of practice staff, allocated Orford Primary School a payment for extra teaching assistant hours to support children with additional health needs, paid for tree surgery and shrub clearance to the area surrounding the surgery car park to obviate car park flooding, purchased a defibrillator for Chillesford, funded a venue for the Flu vaccination day, put up new signs for Chapman House building and paid for alterations to the building so that the dispensary could operate from a dedicated window. Currently the Trust is in the process of buying a Doppler machine for the Orford Surgery.

This year the Esmond House charity is helping to pay for call monitors and/or key safes, through the Good Neighbour Scheme, for those elderly and vulnerable people in the locality who are in need and would not otherwise be able to afford them.

The Trust and Management committee agreed a plan, suggested by our Chair, Katharine Silver-Murphy with support from Sue Johnson and Corinne Lusher, that we all work to support the health care needs of the users of Chapman House surgery and ensure the surgery remains in Orford for the use of the community in the future. To that end, two main projects are currently underway, i) to establish a new internal repairing lease with the practice and ii) to change the Orford and District Surgery Charitable Trust into a Charitable Incorporated Organisation. Both these projects are well underway and should be completed by the end of the year.

#### 6.5.2. Village Party

Nobody had anything to say on this matter so it was assumed that there wouldn't be a party this year.

### 6.6 Further draft policy documents

#### 6.6.1 Public participation at Parish Council Meetings

There was a discussion about the draft the clerk had prepared using one from another Parish Council website as a template. It was thought to be too unfriendly and lengthy.

#### 6.6.2 Code of practice for handling complaints

Cllr Gillespie had highlighted a couple of points that needed to be included and would liaise with the clerk to amend this document.

## 7. Finance

### Income

Date	Voucher	Received from	Particulars	Current a/c	Town Estate Charity
30.4.21	35331	East Suffolk Council	precept	1500.00	
28.5.21		HMRC	VAT refund	70.40	
1.6.21		HMRC	VAT refund	10.40	
22.6.21	39652	East Suffolk Council	Enabling website grant	600.00	
31.7.21		<b>Total Income</b>		<b>2180.80</b>	£7,651.82

### Expenditure

Date	Cheque No	To Whom Paid	Particulars	Current a/c	VAT
30.5.21	100370	SALC	Membership	69.66	
6.5.21	100371	CAS	Insurance	251.51	
6.5.21	100372	ESC	Payment for insurance time paid on risk	14.66	
21.5.21	100373	Iken Bay Lettings	Hall Hire	10.00	
21.5.21	100374	SALC	Internal Audit	84.00	14.00
27.5.21	100375	Iken Bay Lettings	Hall Hire	10.00	
2.6.21	online	WEL Medical	Defibrillator Electrode Pads	43.20	7.20
2.6.21	online	First Rescue/DEFIB Warehouse	Defibrillator Battery	198.00	33.00
30.6.21	online	Lorraine Lloyd	Clerks pay April-June	325.76	
12.7.21	100376	HMRC	PAYE	81.40	
31.3.21		<b>Total Expenditure</b>		<b>1088.19</b>	

### Bank Reconciliation

31.2.20	Balance brought forward	1874.82	
31.3.21	Plus Total Income	2180.80	
31.3.21	Less Expenditure		1088.19
<b>31.3.21</b>	<b>Balance at Bank</b>		<b>2967.43 (reconciled)</b>

### Payments required for approval

30.09.21	Clerks Pay - July, Aug, Sept	325.76	
30.09.21	PAYE	81.40	
11.09.21	ICO - Data Protection	40.00	(less £5 if DD can be set up)
31.8.21	Suffolk Cloud - website costs	325.00	

Payments were approved.

**8. Planning**

8.1 DC/21/3440/FUL. Wayside Sandy Lane Iken Suffolk IP12 2HE. Proposed demolition of existing 3/4 Bedroom dwelling and construction of replacement 4 Bedroom sustainable dwelling.

Plaice Planning had provided a comprehensive written response to queries previously raised on this application and the clerk had circulated this. There was a general discussion and views were shared. Cllr Herring outlined how the Planning Department dealt with responses of "Support" and "No Objection". There was a vote of 5 in support of the application and 1 no objection. The clerk to respond to the Planning Department later on in the evening to keep within the closing date.

8.2 The planning application process was outlined. When the clerk receives a planning application into her inbox she will immediately put this up on the website and email the councillors so that it can be decided if a special meeting is required to be arranged. If Iken residents and the councillors decide that a public meeting will be necessary then the clerk will arrange a venue and date.

**9. Coastal Path**

There had been no news on the Coastal Path project. The clerk asked if she should write to Jonathan Clarke of the Coastal Access Team, Natural England for an update.

**10. Items for next meeting**

- Highways
- Public toilet on Iken Cliff – Cllr Herring will speak to ESC on the matter
- Sizewell C
- Precept

With no further business to attend to the meeting closed at 7.45pm.

Date of the next meeting – 19<sup>th</sup> November 2021

.....Jeremy Hives..... sign and date

*Signed on 19<sup>th</sup> November 2021 as a true record by the chairman*

Signed as confirmation of a true record