

# Iken Parish Council

## Minutes of the meeting of the Council held on Friday 26<sup>th</sup> March 2021 via Zoom commencing at 5pm

### IN ATTENDANCE

Councillors as appointed by East Suffolk Council on 18<sup>th</sup> March 2021 pursuant to s91 of the Local Government Act 1972 - Annabel Chamberlain, Robert Gillespie, Ray Herring, Jeremy Hives, Alan Hutson, Toby Mann, Imogen Sayer. Clerk Lorraine Lloyd plus four members of the public. Also Jim Friend of SALC

### 1. INTRODUCTION

District Councillor Ray Herring welcomed everyone to the meeting, especially to the newly appointed parish councillors. He said their term should be both interesting and enjoyable. He gave an overview of his position explaining that he had been District Councillor for 34 years and Leader for 20 years. The Zoom procedure was outlined. It was explained that it wouldn't be necessary for the new councillors to sign a Declaration as all had been appointed and all have exactly the same responsibilities as elected councillors. The clerk had held things together over the last three months and she will retire in due course once the new Parish Council was up and running efficiently. The Agenda had been constructed so as not to overload the first meeting.

### 2. OPEN PUBLIC FORUM

Members of the public were invited to express views and raise concerns relating to the agenda.

2.1 It was asked when the chicane on the river path was going to be removed. Councillor Herring explained that Andrew Reid would be able to offer advice in this matter later.

2.2 It was asked:

- if in the future we were going to reinstate the Agenda to its previous format
- pointed out that the last date for comments regarding the Coastal Footpath is 31<sup>st</sup> March
- requested future openness and transparency
- if it could be assured that the clerk is to work for all councillors
- if we were going to have a public meeting regarding the Coastal Footpath

Cllr Herring responded that comments regarding the Coastal Path are not going to be made by the 31<sup>st</sup> March as originally stated so we will await further direction.

2.3 Apologies were put forward by a former councillor for involving Cllr Herring and Hilary Slater in the extra work caused by mass resignations. Trying to co-opt four out of seven councillors was an insidious task and it was suggested there should not be group co-options going forward.

Cllr Herring stated that he would hope that the situation of mass resignations would not occur again.

A comment was made that it was hoped the future councillors would be outward rather inward looking and respect each other. The new council was wished well.

- 2.4 Jim Friend of SALC was introduced. His advice was:
- 2.4.1. NALC recommends that Any Other Business should not appear on the Agenda because items to be considered by the council must be notified in advance to members and to the public. It is okay to include Matters Arising but care should be taken to ensure new matters are not introduced that are not specified on the agenda.
  - 2.4.2. A second Public Forum is not recommended. If the council want to afford time for the public to comment on matters that have been debated then consideration may be given to holding the Forum later in the meeting.
  - 2.4.3. Vacancies should be dealt with as they arise.
  - 2.4.4. Openness and transparency is important and the council needs to beware of the requirements the Transparency Code for Smaller Authorities.

**3. APOLOGIES AND APPROVAL OF ABSENCE**

None

**4. DECLARATIONS OF INTEREST**

There were no declarations of interest. Cllr Herring gave a brief overview about declarations of interest and said we will spend time on this matter in due course.

**5. ELECTION OF CHAIRMAN**

Jeremy Hives had offered his services and Annabel Chamberlain gave her views as to why she thought that Robert Gillespie would be a good candidate. They both were asked for some background and motive which they provided.

Jeremy was proposed by Alan Hutson and seconded by Toby Mann.

Robert Gillespie was proposed by Annabel Chamberlain but as there was no seconder the proposal failed.

With one nomination on the table it was agreed by a show of hands that Jeremy Hives be elected Chairman. He was congratulated.

**6. ELECTION OF VICE CHAIRMAN**

Alan Hutson stated that he had lived at Iken Hall for over 20 years and would like to be part of the team. He was keen to interact with the community. Toby Mann proposed and Robert Gillespie seconded and Alan was elected by show of hands.

**8. APPROVAL OF THE DRAFT MINUTES OF PREVIOUS PARISH COUNCIL MEETING**

The Minutes of the meeting held on Thursday 12<sup>th</sup> November 2020 had been circulated and on the noticeboard and it was agreed they were a true record of the proceedings.

**9. APPROVAL OF THE DRAFT STANDING ORDERS**

Standing Orders produced from NALC Standing Orders Model had been tailored to Iken and circulated prior to the meeting. The clerk explained that Iken's original Standing Orders had not been updated or reviewed since 2015/16 and were out of date. It made sense to use the Model as it could easily be referred back to when regulation updates were necessary. Ray Herring explained its usefulness, particularly as an on-coming clerk may be working at more than one Parish Council and it would be simpler to have consistency in the Standing Orders.

Jim Friend endorsed Cllr Herring's comments and pointed out SALC always recommend that the NALC Model Standing Orders are adopted by councils.

Cllr Chamberlain stated that the previous standing orders had included the co-option procedure and also provision to remove from the council a councillor who had not attended for good reason for two meetings and these two items were not included in the draft Model. Jim Friend pointed out that there was no requirement to include co-option procedures in the Standing Orders and that if every piece of guidance was included in a council's Standing Orders they would be too extensive and unworkable. He also stated that it would be unlawful to have a policy which removed a councillor simply for not attending two meetings. (NB it is a six month time period) It was also noted that the Model Standing Orders included details of a quorum.

Cllr Hutson proposed and Cllr Hinves seconded that the draft Standing Orders be adopted. It was carried.

**10. APPROVAL OF THE DRAFT INTERNAL CONTROL STATEMENT**

The latest NALC model has been tailored to suit Iken and as a lawful document it was agreed that this should be adopted.

**11. CONFIRMATION OF THE PARISH COUNCIL PRECEPT 2021-22**

The clerk explained that due to the collapse of the Parish Council we missed the deadline to raise the precept as we had planned to cover the increase in expected expenditure. The only option left open to us is to confirm the same precept of £1500 as per previous year and this has to be done by 31<sup>st</sup> March 2021. It was agreed the Parish Precept should be confirmed.

**ACTION CLERK**

**12. BANKING ARRANGEMENTS**

A new banking mandate needs to be set up with two out of three signatories. It was decided the three signatories would be Imogen Sayer, Jeremy Hinves and the clerk. The clerk to organise the Mandates for the business account and the charity account with Barclays.

**ACTION CLERK**

**13. FINANCIAL REPORT**

A financial statement as at 31<sup>st</sup> March 2021 had been circulated prior to the meeting. Lorraine talked through the figures. Cllr Herring pointed out that the clerk's pay is derisory and needs to be addressed. One of the first points on the next Agenda is to ensure a contract of employment and payment structure is put in place. It was noted that the insurance which is being paid by ESC because it falls due on 1<sup>st</sup> April 2021 is for the village hall. It will be repaid to ESC once bank signatories are approved by Barclays. A vote of thanks to Lorraine was requested to be noted.

**14. PLANNING APPLICATIONS**

There were no planning applications to consider. There had only been one that occurred during the period when there was no Parish Council to comment and that was Yarn Hill Barn extension dated 3.2.21. This has now been permitted. Lorraine had circulated a notice of this application to the village so that anyone could have commented directly to the Planning Department if they so wished.

- 15. APPOINTMENT OF REPRESENTATIVE TO THE ALDE AND ORE ESTUARY PARTNERSHIP**  
Cllr Herring explained the importance of the wider investigation regarding the clay than Iken. He thought that the Chairman should be the representative and therefore proposed Cllr Hives, Cllr Chamberlain seconded this. All agreed
- 16. APPOINTMENT OF PERSON TO DEAL WITH DEFIBRILLATOR**  
Cllr Mann agreed to deal with the Defibrillator. Clerk will forward the information passed to her.
- 17. APPOINTMENT OF EMERGENCY PLAN OFFICER**  
It was proposed by Cllr Chamberlain and seconded Cllr Hives that Cllr Hutson take on this role. All agreed.
- 18. REPORT FROM THE SUFFOLK COUNTY COUNCILLOR ANDREW REID**  
Andrew Reid was unable to attend the meeting
- 19. REPORT FROM THE EAST SUFFOLK DISTRICT COUNCILLOR RAY HERRING**  
Ray explained that East Suffolk Council and Suffolk County Council had been supporting businesses as regards Covid. ESC prospective business grants and rates had been administered. 98% of staff were working from home. There were Covid issues – one of the biggest for local governments is small market towns. Local economies are suffering significantly. There is quite a lot of money going into Lowestoft. Local shops are suffering because more people are shopping online. All members are aware of the impact of Sizewell. There are differing opinions and social impact. There are some local economy Sizewell C advantages. East Suffolk services have tried to keep most services up and running. Leisure centres are closed until 12<sup>th</sup> April. There has been a 0% increase on Council Tax leaving SCC financial matters in good order.
- 20. AGENDA ITEMS FOR NEXT MEETING**
- 20.1 Draft of clerks pay and conditions
  - 20.2 Finance
  - 20.3 Achievements – what we want to do and how
  - 20.4 Village hall
  - 20.5 Potholes
- 21. MEETING DATES FOR 2021**
- \* Friday 14<sup>th</sup> May 2021 APM and Iken Parish Council Meeting
  - Friday 20<sup>th</sup> August 2021
  - Friday 19<sup>th</sup> November 2021

All to commence at 5.30pm

Jim Friend said that he is happy to help any way he can.

The meeting closed at 6.30pm.

\* Due to a change in legislation since the meeting remote meetings will cease to be able to be held after 7<sup>th</sup> May and physical meetings not enabled until 17<sup>th</sup> May so this date will be changed.