

## **MINUTES OF THE IKEN ANNUAL PARISH COUNCIL MEETING held on Friday 21<sup>st</sup> May 2021 commencing at 6.50pm**

### **1. Election of Chairman**

Cllr Herring proposed Cllr Jeremy Hinves and this was seconded by Cllr Hutson. All agreed and Declaration was duly signed

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

Apologies had been received and accepted from Cllr Gillespie.

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

3.1 Cllr Hinves declared his interest in a planning application to be discussed.

3.2 All have an interest in the river walls.

### **4. Minutes of the Meeting held on 26<sup>th</sup> March 2021**

Agreed a true record and duly signed as such.

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

#### **5.1 Clerks contract of employment and pay structure**

The chairman had previously circulated a draft contract to the councillors which had included the lowest LC1 (7-12) (substantive benchmark range) salary point and job description. Cllr Herring said that it is essential to have this in place and supported the chairman in his decision to follow NALC and SALC standard format as advised. Following discussion there was a majority vote in support of acceptance of the draft contract.

#### **5.2 Expected achievements for new councillor**

This matter had been requested to be included on the agenda by Cllr Gillespie at the previous meeting but as he was not able to attend this meeting it was decided to leave the subject until more clarity was available.

#### **5.3 Village Hall**

The Chairman explained that there is a need to have a closed meeting of the Trustee of the village hall and then report back. An offer had been received from Toby Mann to purchase it to use as a shooting lodge and there had also been an offer to provide funds to renovate it. The charitable status was discussed. Cllr Herring pointed out that an enabling fund of £1,500 or possibly more might be available to carry out an outline feasibility study.

#### **5.4 Defibrillator**

Cllr Mann had produced updated signage for the website and notice board. He had sourced an outlet to purchase a new battery urgently required at a cost of £165 plus VAT and electrodes at £36 plus vat. This cost was approved.

#### **5.5 Emergency Plan**

Cllr Hutson had liaised with Keith Fawkner-Simpson, Emergency Planning Officer at East Suffolk Council who had provided documentation and templates to enable an Iken specific plan to be produced. He had also been in conversation with Neville Howe and Loulou cook regarding areas of flooding. It was hoped the plan would be in place by the next meeting.

#### **5.6 Insurance**

The clerk explained that a new insurance policy was now in place to cover the parish council as well as the village hall. The total cost for this, including repayment to East Suffolk Council who had paid the renewal premium for the former insurance policy, was £266.17p.

## 6. Finance

A statement of account for the past two years had been circulated and is attached to these minutes. The bank balance is £3375 which includes the whole precept for this year. This could not be increased as planned last year due to the collapse of the Parish Council causing the deadline to apply for an increase in the precept to be requested. With a further expected income of £70 from VAT claim there would only be enough money for the essential bills and purchases which amount to £2470.

Future financial planning should include a budget for a new compliant website; emergency plan printing; training and attending planning forums; maintenance to secure the village hall to insurance requirements; village hall grounds.

- 6.1 Year-end statement of accounts and cash book were approved
- 6.2 The Annual Internal Report had been carried out by L J Harley for the SALC Audit Team
- 6.3 The Annual Governance Statement (section 1) was presented and approved
- 6.4 The Annual Governance Statement (section 2) was approved after it had been restated to take into account two cheques which should have been included in the accounts for 2019
- 6.5 The Certificate of exemption was approved
- 6.6 There was approval for payment of two bills – Hardy’s Barn £10 and the internal audit £70 plus VAT which was a heavily discounted price kindly arranged by SALC who had waived their arrangement fee.
- 6.7 Cllr Herring spoke of the level of reserves, essential expenditure and drawing down on reserves. He pointed out we will need to increase the precept next year.

## 7. Planning Applications

- 7.1 DC/21/2044/FUL Refurbishment of existing dwelling, Potters Row, Iken. Cllr Hives left the meeting as he had registered an interest in this matter. The Councillors had examined the application online and all were in agreement for the clerk to respond to East Suffolk Coastal Planning Department in support the application as it was clearly an upgrade to an existing part of the house.
- 7.2 The Clerk advised of receipt of a Variation on Conditions of planning permission for canoe hire business, The River House Iken Cliff. This could not be discussed at this meeting because there had not been three clear days’ notice in which to carry out the necessary process. A date was set for 6pm on the following Thursday 27<sup>th</sup> May at Hardy’s Barn.

## 8. Review and adoption of Standing Orders (as amended)

The clerk advised that in her haste to adapt the NALC Model Standing Orders to Iken Parish Council which were approved at the last meeting in March 2021 she had inadvertently missed a section out. There had initially been confusion as to how this could be corrected but it was then realised it would be quite in order to put the section back for approval at this meeting – as it was an Annual Meeting when all policies should be reviewed and agreed. The clerk had also upgraded some figures that had changed since the Orders had originally been produced and which had been raised by the Internal Audit.

An objection was raised and it was asked for it to be Minuted that the Parish Council, SALC and the ESC Monitoring Officer should not have been so dismissive of this action because it was considered that the Parish Council had been intentionally misled. It was pointed out that councillors have a duty to study the draft document when it is made available to them. The Council resolved to adopt the revised Standing Orders.

## 9. Review and adoption of Internal Controls

The Clerk had produced an Internal Control Statement and the Control Test had been carried out by Cllr Mann as a non-bank signatory. The Council resolved to adopt the Internal Controls.

## 10. Review and Adoption of Data Protection and Information Management Policy

The clerk had produced a policy based on the SALC Template for GDPR v.1 December 2018. The Council resolved to adopt the Data Protection and Information Management Policy.

**11. Review and Adoption of Code of Conduct Policy**

In accordance with SS.26 to 37 of the Localism Act 2011 the clerk had produced a policy which was resolved and adopted by Iken Parish Council.

**12. Review and Adoption of Financial Regulations**

The clerk had adapted the Model Financial Regulations templates produced by NALC in July 2019 for the purpose of its member councils and county associations. The Council resolved to adopt the regulations.

**13. Provision of a Risk Management policy/checklist**

Cllr Hutson had produced a Risk Management Policy which included Finance, Health and Safety, Business Continuity and Records Management. The Council resolved and adopted the policy and checklist.

The clerk was thanked for pulling all these documents together. She advised there were still more to create in accordance with the information and guidance provided.

**14. Public forum**

14.1 Thanks were extended to the councillors to taking on the tasks. It was thought the public will always want more.

14.2 As Dominic Kilburn did not expect to be able to attend the meeting to discuss his planning application he was asked if there was anything he wished to pass onto the public. He explained that he had received a letter from ESC pointing out that he was in breach of his original planning permission regarding the canoe business which he fully acknowledges. As the business had become more popular he had resigned from his publishing work to throw himself wholeheartedly into the canoe business and he had lost sight of planning commission. His planning application is a revision of planning permission. He was not looking to get bigger; he just wants to keep it as it is.

14.3 It was asked if supporting papers for future meetings could be emailed to village with the Agenda within the three clear day rule. Cllr Herring explained that most other village do not get sent notices by email and not all documentation sent to Councillors for discussion at meeting is for the general public, particularly anything relevant to employment. There may also be occasions when documentation is not actually available until the last moment. All relevant documentation will be put on the noticeboard and the website.

14.4 It was asked if there is any funding available to village hall. Cllr Herring replied potentially yes. He pointed out that there is an opportunity for the trustees to look at an alternative. The village hall neighbours are to be considered and kept abreast of village hall activity and discussions.

14.5 The planning application process was outlined by Cllr Herring.

**15. Items for next meeting**

- River wall
- Village hall
- Website
- Further draft policy documents
- Update on Orford surgery charity

Date of the next meeting – Friday 20<sup>th</sup> August 2021.

The meeting concluded at 9.30pm

NB Standing Order 3x stipulates that meetings shall not exceed two hours.

*Signed as a true record*

*J Hives*

*19.8.21*

Sign.....Print..... Date .....