

**MINUTES OF THE IKEN PARISH COUNCIL MEETING**  
**held at Hardy's Barn, Iken on Friday 25<sup>th</sup> November 2022**  
**commencing at 6.00pm**

**1. Present**

Cllrs Hinves (Chair), Hutson (Vice Chair) Herring, Mann, Bell, Gillespie, Chamberlain.  
Clerk Lorraine Lloyd  
Three members of the public

**2. Apologies and approval of absence**

none

**3. Declaration of Interests**

Cllr Chamberlain declared an interest in the matter of tree roots in point 7.4.

**4. Approval of the Minutes of the Parish Council Meeting held on Friday 19<sup>th</sup> August 2022**

Agreed a true record and duly signed and dated by the Chairman

**5. Matters brought to the attention of the PC since the last meeting**

- 5.1** A complaint had been received by email from Dr Norman Johnson to the clerk and chairman following an admin error whereby the clerk had accidentally forgotten to blind-copy a public notice sent out to the village mailing list. Once she had realised what she had done the clerk retracted the email but not before a few people, including Dr Johnson, had opened the email. Dr Johnson was of the opinion that this should have been reported to the ICO.

The Chairman passed the matter to the Vice Chairman to deal with. Cllr Hutson investigated the matter thoroughly using the ICO website tool to determine whether the matter was reportable. It came under the threshold so Cllr Hutson responded sympathetically to Dr Johnson apologising for the error and explained the situation. A log sheet was created for the ICO folder. The clerk had also spoken with the ICO who assured her that the actions taken were correct.

The mailing list has now been deleted from the clerk's personal computer so that it cannot happen again. The Chairman asked that it be recorded that apologies be extended to anyone else in the village on the mailing list who may have had their email address shared with the few people who had opened it.

- 5.2** A further complaint had been received by email to all councillors, excluding the clerk, from Dr Norman Johnson regarding how the Parish Council handled planning applications, referencing a few including two belonging to Cllr Hutson. Dr Johnson was of the opinion that the Parish Council did not handle the planning applications correctly. Cllr Hutson had written to the councillors with the facts and his perspective. All copies of both complaints and responses had been passed to the councillors. There followed a lengthy discussion on the matter. The handling of planning applications would be deferred to point 9.4 on the agenda and the complaint dealt according to the complaints procedure adopted by Iken Parish Council.

**6. Public forum**

The meeting is temporarily adjourned during the public forum.

**7. Matters arising from the Minutes**

**7.1** *Village Hall*

Cllr Gillespie reported that he had looked at documents trying to establish what had

happened. He had looked back at legislation in the days when the village hall was established. If a piece of land is given to the council then the land is registered to the council as custodian trustee. Although initially parish councillors were named, there was no continuation of this. Cllr Gillespie made a suggestion of a way forward based on getting the ownership structure into place and closing the current charity. He asked if he should offer this suggestion to Birketts to confirm this action is the right way forward. It was asked if there are a group of people who wish to form a village hall trust, three could become custodian trustees. Cllr Gillespie was thanked for all the work he had carried out on the matter. **Action RG**

Cllr Bell had looked at perhaps sending books and documents held in the village hall to Suffolk Archives. The clerk explained that there had been one session of archiving carried out but she couldn't remember where and how this had been done. She just recalled seeing something documented in one of the folders held in the village hall. Celia to investigate archiving. **Action CB**

Andrew Bell had produced an architectural drawing of village hall to assist when looking to obtain estimates to upgrade. These were circulated among councillors and meeting. The councillors were delighted and asked for their thanks to be passed to Andrew.

It was asked if the donation to village hall renovation was still available. There was a discussion around what to do next. Cllr Hutson had consulted with builders and the asbestos firm and considered that we should remove the asbestos guttering, paint the outside and make it safe. Cost to be obtained. **Action AH**

It was thought a management committee should be created immediately. **Action RG, CB, TM, AH**

- 7.2 *Emergency Plan.* Cllr Hutson reported that he had a very pleasant meeting with Lynette Morton and Eliot Sayer. They had agreed that a coordinator was required to govern and own. Wardens should be on high ground. Neville Howes has agreed to be a warden until May 2023 then appraise the situation.
- 7.3 *River Defences.* A meeting had been held reporting that the investigation had been separated out. Details about the funding tba. There was nothing more to add.
- 7.4 *Highways.* Cllr Chamberlain reported that some things had been done in the village. She spoke of sand and which sections of the council deals with what. Regarding the warning sign from the forest Cllr Chamberlain had written to Paul West. foliage had been cut back, there were newly painted lines and upgraded signs. It was his view was that traffic wasn't going at a high speed so wasn't a priority to have a warning sign. There is a process to obtain speeding signs. There was a discussion about speeding in village.

Roots going under roadway – Cllr Chamberlain stated that Highways had levelled it out once. When going down Sandy Lane people have to take care. Highways had said you have to drive carefully. Cllr Gillespie had dug out soakaways in his area. Photographs to be taken of flooded areas **Action AC**

Quiet lanes were discussed and the process. Iken Parish Council to register interest in any future scheme for quiet lanes. **Action CB**

- 7.5 Defibrillator. Cllr Mann reported that a temporary defibrillator was being placed as the existing one is to be taken away for upgrade. Norman Johnson's name is removed as a contact from the website.
- 7.6 Communications strategy. Cllr Mann to review.

7.7 A draft Health and Safety strategy had been circulated. It was agreed the strategy should be adopted as per the draft.

7.8 The Risk Assessment had been updated.

## 8. Finance

8.1 Barclays Business – income & expenditure, bank reconciliation, payments required for approval

### Iken Parish Council - Receipts and Expenditure 1<sup>st</sup> August – 31<sup>st</sup> October 2022

#### Expenditure

Date	Cheque No	To Whom Paid	Particulars	Current a/c
2.9.22	Online	Suffolk Cloud	Annual Fee	136.50
7.9.22	DD	ICO	Annual Certificate	35.00
22.9.22	100385	Iken Barns	Venue hire	10.00
31.10.22	100386	HMRC	PAYE	83.00
31.10.22	Online	L. Lloyd	Clerks Pay July-Sept	331.57
		<b>Total Expenditure</b>		<b>596.07</b>

#### Bank Reconciliation

31.10.22	Balance brought forward	4485.56
11.7.22	HMRC VAT Claim	76.00
		<b>4561.66</b>
31.10.22	Less Expenditure	596.07
<b>31.10.22</b>	<b>Balance at Bank</b>	<b>3965.59</b>

#### Payments required for approval

30.12.22	Clerks Pay – Oct, Nov, Dec	453.57
30.12.22	Clerks direct expenses 31.12.21- 25.11.22	97.35
30.12.22	Clerk's back pay (6 months)	78.00
25.11.22	Iken Bay Lettings	10.00
		<b>£638.92</b>

Payments were approved

## 8.2 Barclays Town Trust

There had been a review of the setup of this account because of its charity status and the tightening up of the management of charity accounts. This account is kept open to transfer money from the Monmouthshire charity account to make payments using charity money which is kept separately from Parish Council accounts. Barclays are satisfied with the review and the mandate was processed with signatories being JH, AH and LL.

## 8.3 Monmouthshire

There has been a long process of review on this account carried out by the Monmouthshire as it was not set up in accordance with the charitable status. This has now been completed and the "frozen" state lifted. The mandate has been updated with signatories being as per the Barclays Town Trust. There is currently £7690.08 in this account.

#### 8.4 **Appointment of Internal Auditor**

It was agreed SALC should be our internal auditor for 2023/24

#### 8.5 **Precept 2023/24**

Outgoings considered for 2022/23 in calculating precept requirement

8.5	SALC	Membership	80.00
		Insurance for Parish Protect & Village hall	400.00
	Iken Bay	Hall Hire	40.00
	SALC	Internal Audit	120.00
		Defibrillator parts	50.00
		Clerks Salary	1814.28
		Website fees	137.00
	ICO	Data Protection	35.00
		Clerks expenses	100.00
		Election costs	640.00
		<b>Total</b>	<b>3416.28</b>

It was agreed £3420 should be requested

#### 9. **Planning Applications**

9.1 Planning reference: DC/22/3967/FUL. Construction of a 2 bay cart lodge and a greenhouse on either side of the front entrance drive, Wayside, Sandy Lane, Iken.

*Clerk to respond:* no objections

9.2 Planning reference: DC/22/4109/FUL. Retrospective Application- Replacement jetty, The Anchor, Iken Cliff, Iken, Woodbridge, Suffolk, IP12 2EN

*Clerk to respond:* After observations and discussions there were no objections however the councillors were in agreement that the planners should seek advice of the relevant environmental agencies.

9.3 Planning reference: DC/22/4540/FUL. Extension to dwelling 3 bay cart lodge with studio over, The Anchor, Iken Cliff, Iken

*Clerk to respond:* Following a great deal of discussion which included concerns about size and impact on the view from the river and over development, the councillors decided that they had a duty of care to respond - 4 objections, 1 support and 2 abstentions.

9.4 The process for dealing with planning applications, including the possibility of delegating non-contentious applications that do not require meeting or discussion to Chairman/Vice Chairman to direct the clerk to respond to the Planning Department under s.101 Local Government Act 1972.

The process is:

- i. the clerk receives an application into her portal in tray;
- ii. it is immediately emailed out to the councillors for a decision as to whether there should be a meeting in public;

- iii.* at the same time the application is put up on the IPC website in the planning folder and a note is placed on the website noticeboard to indicate that a new document had been uploaded and where to find it.
- iv.* If there is a planned PC meeting and the application deadline falls within the timescale then the application is added to the agenda;
- v.* if it is possible to have the deadline extended so that the application can be discussed at the arranged meeting then the clerk is to request this;
- vi.* if a meeting in public is required then the clerk to arrange date and venue and advise the public;
- vii.* if there are no objections or comments to an uncontentious application and the councillors wish to have this reported to the Planning Department then the Chair/Vice Chair can instruct the clerk to respond to the Planning Department under s.101 Local Government Act 1972 without the need for a meeting in public. All agreed.

#### **10. Items for next meeting**

There were no matters requested to be added.

**Date of the next meeting** 17<sup>th</sup> February 2023

**Time of finish** 8.50pm

*Original printed copy signed as approved by the Chairman 24.2.23*