

## **MINUTES OF THE IKEN ANNUAL PARISH COUNCIL MEETING held on Thursday 25<sup>th</sup> May 2023 following the Annual Parish Meeting**

- 1. Election of Chairman** – Cllr Morton proposed Cllr Hutson, Cllr Mann seconded. There were no other nominations. Cllr Hutson accepted.

**Vice Chair** - Cllr Mann was proposed by Cllr Morton, seconded by Cllr Herring. Cllr Mann accepted.

**2. Signing of Declaration of Councillors**

The declarations were handed to councillors for signature, witnessing and dating. This was all completed and copies of election letters from East Suffolk Council passed to each councillor.

**3. Apologies and approval of absence**

There were no apologies received.

**4. Declaration of Interests**

Cllr Mann pointed out that she had an interest in the Iken planning application at point 10.1.

**5. Co-option of two more Councillors**

There were none forthcoming to bring to the meeting. The clerk pointed out that there can be co-options to these two positions at any time during the next four years.

**6. Appointment of new Clerk**

Tiffany Pollock had been the only applicant for the appointment. The Chair had met with Tiffany and she agreed to take on the position. It was proposed Cllr Herring and seconded Cllr Morton that Tiffany be appointed. All were in favour and offered congratulations. The Chair to prepare and present contract of employment. **Action AH**

**7. Approval of the Minutes of the Meeting held on Friday 24<sup>th</sup> February 2023**

The Minutes of the last meeting had been distributed, put on the noticeboard and the website. Agreed as accurate and duly signed as such.

**8. Matters arising from the Minutes**

- 8.1 *Tree roots in Sandy Lane.* Cllr Morton was nominated to address highways on behalf of IPC. Cllr Morton will liaise with her predecessor, Annabel Chamberlain. **Action L Morton**

- 8.2 *Village Hall.* The chairman explained that there were two situations 1) Ownership and Trust. Robert Gillespie has agreed to continue to help with this matter. All agreed Robert should continue with the excellent work he had so far carried out. 2) Upkeep and renovation. The chairman stated that we will start the process of seeking funding/grants to undertake the refurbishment of the hall now that we have a surveyors report with an indication of cost. Thanks were extended to Sir Tom Hughes Hallett for initially cutting the grass around the village hall and to Graham Ridsdale for keeping it cut and tidy since. Cllr Sayer pointed out that he was happy to help as much as he could. The Howe family had been keeping verges cut at the junction and around the village for which we are grateful.

- 8.3 *Asbestos Survey report.* There had been an Asbestos Survey carried out and a full report previously circulated to the councillors. It had included an estimate of cost of upgrading and it was agreed a useful document.

- 8.4 *Emergency Plan.* The Emergency Plan is now on the website.

- 8.5 *Insurance.* The clerk had obtained parish protect insurance which had cost less than estimated because it was still not possible to include the village hall building. There was a discussion around the criteria required by the insurers to enable cover. Once remedial work on the village hall proceeds insurance can be obtained at that point. The village notice board was also left off the insurance policy this time because the extra cost would have been £80 and that only covered damage. If it was thought the noticeboard should be included then this could be done at a later date. Subsequently the cost of insurance was less than predicted when the budget was set.

8.6 *River defences.* There was a discussion around the Alde and Ore Estuary Community Partnership and Cllr Herring reported of difficulties being ironed out. £20M will come from the Environmental Agency. He considered the project was looking positive. It was agreed the chairman would be the representative at meetings and will report back.

8.7 *Highways.* Cllr Morton to deal with all issues regarding highways. **Action L Morton**

8.8 *Defibrillator.* Cllr Mann explained that the defibrillator had been upgraded and was now back in situ thanks to help from the farm health and safety officer. Cllr Mann would be dealing with maintenance and replacement battery dates etc. **Action L Mann**

## 9. Finance

- 9.1 Approval of year end accounts and cash book. The accounts and cash book had been presented and was approved.
- 9.2 Annual Governance Statement (section 1) for approval. The Annual Governance Statement (section 1) was presented and was approved.
- 9.3 Annual Governance Statement (section 2) for approval. The Annual Governance Statement (section 2) was presented and was approved.
- 9.4 Certificate of exemption for approval. The Certificate of exemption was presented and approved.
- 9.5 Annual Internal Report. The Annual Internal Report had been circulated and put on the website. There were no further comments.
- 9.6 Receipts and Payments since last meeting to date

### Expenditure

Date	Cheque No.	To Whom Paid	Particulars	Current account
23.2.23	Online	Acecom Solutions	Upgrade Office	55.00
9.3.23	Online	KWD Surveyors	VH asbestos survey	440.00
24.2.23	100389	Iken Bay Lettings	Venue Hire	10.00
22.3.23	online	L Lloyd	Clerks pay January – March	362.77
22.3.23	100390	HMRC	PAYE	90.80
1.4.23	online	SALC	Subscription	76.42
21.4.23	online	CAS	Parish Protect Insurance	159.12
30.4.23	Online	SALC	Internal Audit	138.00
10.5.23	Online	L Lloyd	Clerks Pay April & May and expenses Nov 22 – May 23	311.13
10.5.23	100391	HMRC	PAYE	55.20
		<b>Total Expenditure</b>		<b>1698.44</b>

### Income

Date	Reference	From	Particulars	Current account
28.4.23	058660	East Suffolk Council	Precept 2023/24	3420.00
		<b>Total Income</b>		<b>3420.00</b>

### Bank Reconciliation

24.2.23	Brought forward	4015.67
	Less payments	1698.44
	Add income	3420.00
	<b>Balance at bank</b>	<b>5737.23</b>

### Differences in expected payments

Insurance was less as reported in 8.5 above

£1,749 of the balance in the bank is grant income earmarked for the village hall.

9.7 Payments due for approval:

Clerks pay – April, May, June, July tbc	
ICO Annual Fee Direct Debit	35.00
Venue for meeting	10.00

Payments were approved.

9.8 Signatories for Barclays Bank Mandate (2 from 3) and online (Chairman & RFO) Cllrs Hutson, Mann and clerk Tiffany Pollock. All agreed. Clerk to process Mandate

9.9 Signatories for Monmouthshire Building Society change of mandate. As Trustee Iken Parish Council appointed Cllr Alan Hutson (existing) plus Cllr Lucy Mann and Clerk Tiffany Pollock replacing Jeremy Hinves and Lorraine Lloyd. All agreed. Clerk to process Mandate

9.10 Pensions Regulator – declaration. The clerk had completed the declaration.

**10. Planning Applications**

10.1 DC/23/1242/FUL - Change of use of agricultural livestock building to stables and livery with a ménage, external lighting and parking area (retrospective) Hill Farm, Hill Farm Road. This application had been dealt with by the expiry date of 3<sup>rd</sup> May 2023. There had been no objections raised from Iken Parish Council.

10.2 There was a discussion around the handling of planning applications. Cllr Hutson had looked into the matter. He considered it was complex and had prepared a paper to share. It was thought that the Planning Department should be asked if all applications, including those not requiring Iken Parish Council comment, could be put into the clerk's portal so they could in turn be put on the website. **Action clerk.**

**10. Review and adoption of all policies and procedures deferred to next meeting in August**

- 11.1 Standing Orders
- 11.2 Internal Controls
- 11.3 Data Protection and Information Management Policy
- 11.4 Privacy Notice
- 11.5 Code of Conduct Policy
- 11.6 Financial Regulations
- 11.7 Risk Assessment/Health & Safety
- 11.8 Disciplinary Procedures
- 11.9 Complaints Procedure

Cllrs to review each policy before the next meeting.

11. **Public forum** There were no matters arising from the public.

**12. Items for next meeting**

12.1 "Matters arising between meetings" had been omitted from the Agenda and should be reinserted as a standing item. **Action Clerk**

**10 Date of the next meetings**

Wednesday 23<sup>rd</sup> August 6pm  
Wednesday 22<sup>nd</sup> November

With no further matters to discuss the meeting finished at 7.40pm