

## Minutes of Iken Parish Council Meeting

Held on 23<sup>rd</sup> August 2023 ~ 6.00pm

Hardys Barn, Iken

### Members

Cllr. Alan Hutson (Chairman)  
Cllr. Lynette Morton

Cllr. Ray Herring  
Cllr. Eliot Sayer

Cllr. Lucy Mann (Vice Chair)  
(2 x Vacancies)

### Present

Cllr. Alan Hutson  
Cllr. Lucy Mann

Cllr. Lynette Morton

Cllr. Eliot Sayer

### Attendees

Tiffany Pollock (Clerk)  
3 x members of the public

#### **1. To receive Apologies for absence.**

Apologies had been received from Cllr. Andrew Reid (County Councillor) and Cllr. Tim Wilson (District Councillor).

#### **2. To receive any Declarations of Interest and any Applications for Dispensation on Agenda Items (either pecuniary or non-pecuniary):**

*There were none.*

#### **3. Public Participation (15 minutes Maximum) – To receive:**

##### **a) Reports or comment from any member of the public**

The following comments were made by a member of the public:

- Planning applications have never been correctly dealt with by the Parish Council, please could the Parish Council ensure that all planning applications for Iken are on the agenda.
- If a planning application is to be discussed, could the Parish Council invite the applicant to the meeting.
- No submission to East Suffolk Council Planning should be made until the application has been discussed in a public meeting.
- There is no agenda item for the two vacant seats on the Council, could this be advertised.
- Iken Village Hall: There is no zero cost option for the village hall, funding will become available from Sizewell C, could a grant be requested for the village hall.

Chair's initials: .....

b) Reports from County and District Councillors

A report had been received from Cllr. Reid which was sent to Councillors prior to the meeting. The report will be published on the Iken website.

**Action: Clerk**

**4. To appoint persons to the following offices:**

- a) **Responsible Finance Officer** – Tiffany Pollock - Clerk
- b) **Tree Warden** – Cllr. Sayer
- c) **Internal Auditor** – Trevor Brown

The above appointments were proposed by Cllr. Hutson, this was seconded by Cllr. Morton and all Councillors were in agreement.

**5. To agree Minutes of meeting dated 25<sup>th</sup> May 2023**

Cllr. Morton proposed the minutes to be adopted as a true record of the meeting. This was seconded by Cllr. Mann and all Councillors were in agreement.

**6. Highways**

a) **To receive an update for tree roots on Sandy Lane.**

Cllr. Morton explained that she will be arranging to speak to a resident in regard to the tree roots on Sandy Lane.

Cllr. Morton has been in regular contact with Highways due to damaged/missing signs in Iken, Cllr. Morton has cleaned and photographed each sign and forwarded this onto Highways. As yet there has been no response, Cllr. Morton will contact Cllr. Reid and Cllr. West to raise concerns of the lack of communication from the Highways department.

The Clerk agreed to contact Cllr. Reid to attend the next Parish Council meeting.

**Action: Clerk & Cllr. Morton**

**7. Planning**

a) **To discuss and agree response to the following Applications received:**

*There were none.*

**Any other applications forthcoming or planning matters:**

b) **To discuss and agree guidance note for planning matters**

Cllr. Hutson had prepared and distributed a copy of the guidance note for planning matters prior to the meeting, it was emphasised that the document is not a policy and is to be used only for guidance purposes.

Cllr. Hutson briefly talked through the document, Councillors agreed that the additional comment to invite applicants to meetings relating to their plans to discuss further should be added.

Chair's initials: .....

Cllr. Morton proposed the document to be adopted by the Council, this was seconded by Cllr. Mann and all Councillors were in agreement. The Clerk will publish the document on the Iken website.

**Action: Clerk**

## **8. Iken Village Hall**

### **a) To receive update of Iken Village Hall and agree next steps**

Cllr. Hutson advised that Birketts solicitors are working towards finalising the ownership of the village hall, this is estimated to be completed by the end of the year. The asbestos survey has been sent to three contractors to obtain quotes to make the hall structurally safe and watertight.

Councillors expressed their thanks to the resident who continues to cut the grass surrounding the hall.

## **9. To receive an update for the Alde and Ore Estuary Community Partnership.**

Cllr. Hutson had been unable to attend the previous meeting in June, but has received the meeting minutes which will be posted on the Iken website. The next meeting is due to be held in January, Cllr. Hutson highlighted that the AOECF will be attending the Orford Flower Show and they will be hosting an open day at Snape Maltings on 7<sup>th</sup> October.

Cllr. Sayer advised that he would be happy to stand in for Cllr. Hutson as a representative for Iken Parish Council if required.

## **10. Matters brought to a Councillor's attention since the last meeting**

*There were none.*

## **11. To discuss a Village Plan including Communication Strategy.**

A resident has agreed to volunteer to assist with improving communication within the village and will be using guidance from East Suffolk Council to begin a village plan for Iken.

## **12. Finance Matters:**

### **a) To receive Accounts to 31<sup>st</sup> July 2023**

The Clerk distributed the accounts to all Councillors prior to the meeting, these were accepted.

### **b) To authorise the following Invoices for Payment:**

- |     |  |        |
|-----|--|--------|
| i.  | East Suffolk Council (Election expenses) | £56.10 |
| ii. | Any other invoice presenting.            |        |
|     | None                                     |        |

### **c) To note Payments made since last meeting:**

- |    |                        |        |
|----|------------------------|--------|
| i. | Iken Barns (Room hire) | £10.00 |
|----|------------------------|--------|

Chair's initials: .....

d) To note Payments received since last meeting:

None

e) To note Bank Balances as at 31<sup>st</sup> July 2023:

i. Barclays Bank (Current Account)	£6,038.36
ii. Monmouthshire	£7,763.88
iii. Barclays (Monmouthshire Transfers Only)	£0

All listed payments were accepted by all, proposed by Cllr. Morton, seconded by Cllr. Mann.

**13. Documentation – To approve adoption or acknowledge review of the following documentation:**

- a) **Standing Orders**
- b) **Data Protection and Information Management Policy**
- c) **Privacy Notice**
- d) **LGA Model Councillor Code of Conduct**
- e) **Disciplinary Procedure**
- f) **Complaints Procedure**

All the above documentation was agreed and adopted by all Councillors, this was proposed by Cllr. Morton and seconded by Cllr. Mann.

**14. Meetings – To receive agenda items for next meeting and agree date of next meetings**

Items to add to the next agenda:

- Items carried forward from this meeting.
- Cllr. Mann reported that the defibrillator will continue to be checked monthly, the battery life is 70%, Cllr. Mann will look available training.

The meeting closed at 6.42pm.

Signed: .....

Cllr. Alan Hutson, Chair

Date: .....

*Tiffany Pollock*  
Clerk to Iken Parish Council

Chair's initials: .....