

Minutes of Iken Annual Parish Council Meeting
Held on 23rd May 2024 ~ following the Annual Parish Meeting
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)
6 members of the public

1. To elect a Chair for 2024/25 and the signing of the Declaration of Acceptance of Office

Cllr. Morton proposed Cllr. Hutson to take the Chair, this was seconded by Cllr. Mann and all Councillors were in favour.

Cllr. Hutson signed the declaration of acceptance of office.

2. To receive Apologies for absence.

Apologies had been received from Cllr. Ray Herring (personal reasons) which were accepted by all Councillors.

Apologies had also been received from Cllr. Andrew Reid (County Councillor).

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

Cllr. Mann declared an interest in item 12. a.) i. DC/24/0931/FUL (re-consultation) as this is a relatives application.

4. Public Participation (15 minutes Maximum) – To receive:

a) Reports or comment from any member of the public

A member of the public highlighted that many residents have concerns with regard to the proposed dog walk facility, objections to this are still unchanged and it was noted that the revised comments of fencing will not stop the noise. The proposed location is not appropriate.

A number of residents who could not attend the meeting had asked to be mentioned and that they object to this application.

Chair's initials:

A member of the public asked if planning applications could be sent via the Iken Newsfeed, Cllr. Hutson explained that there is a link on the Iken website directly to the East Suffolk Planning webpage to view all applications.

A resident thanked the Parish Council for their efforts and work within Iken.

b) Reports from County and District Councillors

Reports had been received from Cllr. Reid and Cllr. Wilson, these will be posted on the Iken website.

5. Co-option of a Councillor and signing of the Declaration of Acceptance of Office

No candidate stood for co-option.

6. To elect a Vice-Chair of the Parish Council and signing of the Declaration of Acceptance of Office

Cllr. Mann agreed to take on the role as Vice-Chair, this was proposed by Cllr. Hutson and seconded by Cllr. Morton, all Councillors were in favour.

7. To appoint persons to the following offices:

- a) **Responsible Finance Officer - Clerk**
- b) **Footpaths Warden – Cllr. Morton**
- c) **Tree Warden – Cllr. Sayer**
- d) **SALC Representative – Clerk**
- e) **Internal Auditor - SALC**

The above positions were proposed by Cllr. Hutson, seconded by Cllr. Mann and all Councillors were in agreement.

8. To remind Councillors to review their Register of Members Interest on the East Suffolk Council website

The Clerk reminded Councillors present of their responsibility to check their entry in the 'Register of Members Interests', held by ESC. She agreed to send the link to the current entries to all.

9. To confirm all Direct Debits and Standing orders presently set up for the Council

The Clerk confirmed that there was currently only one DD set up: Information Commissioners Office for £35 annually.

10. To agree minutes of meeting dated 18th April 2024

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

11. Highways

- a) To receive an update including tree roots on Sandy Lane

Cllr. Morton advised that the replacement signpost for the top of Sandy Lane has been funded by Cllr. Reid's budget and was placed on a 16 week lead time which began on 23rd February.

Cllr. Morton is continuing to request more signs for Iken to be installed and highlighted the dangers for unfamiliar road users and agricultural vehicles. Cllr. Morton will request highways to review the damage to the road on Sandy Lane from the tree roots.

Flooding from the corner at the Church and the Tunstall Road has been a concern and a request has been made to highways to clear the drains.

12. Planning:

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

Cllr. Mann left the meeting.

- i. DC/24/0931/FUL Proposal: Change of Use From Agricultural Land to Dog Walking and Exercising Facility Address: Land South Of , Sandy Lane, Iken, Suffolk, IP12 2HE Town/Parish: Iken

Comments: The additional details have not changed my opinion. The fence is very tall and the reasoning that this is farm land not doing anything is not acceptable. Noise from dogs would be an issue.

Conclusion: **Objection**, proposed by Cllr. Hutson, seconded by Cllr. Morton.

Cllr. Mann returned to the meeting.

- ii. DC/24/1577/CLE Proposal: Certificate of Lawful Use (Existing) - Occupation of The Lodge without compliance with the agricultural restriction. Site address: Iken Farm Lodge, Tunstall Road, Iken, Woodbridge, Suffolk IP12 2EP

Comments: More information from East Suffolk Council required to check if the applicant is regularising something that hasn't happened. The Clerk will contact the planning officer for clarity and forward this to Councillors.

b. Any other applications forthcoming or planning matters:

There were none.

13. Iken Village Hall

a. To receive update of Iken Village Hall and agree next steps.

Councillors have received a confidential report from Birketts, which gave a brief history and confirmed that Iken Parish Council own the Village Hall. It is hoped that this would provide a clean start and that steps towards fundraising and renovating the Village Hall can be made. Cllr. Sayer would prefer the Village Hall to be run by a separate committee.

Thanks was given to Graham who kindly continues to mow lawn around the Village Hall and to Mr and Mrs Shipman who have been cycling around the village carrying out litter picks.

Chair's initials:

14. To receive an update for the Alde and Ore Estuary Community Partnership.

No update.

15. Matters brought to a Councillor's attention since the last meeting.

Cllr. Morton requested if there could be a stretch of land for wildflowers to act as a 'buffer' between the Village Hall and residential buildings. This will be reviewed as the Village Hall project moves forward.

16. To discuss a Village Plan including Communication Strategy.

There had been a small meeting to discuss ways forward for the village plan, there will be a get together for all residents to gather thoughts, ideas and suggestions. The Parish Council has been used to get the steering group formed which will work with the village. Cllr. Sayer has some views for this and is keen that there is transparency.

17. Finance Matters:**a. To receive Accounts to 31st March 2024**

The Clerk distributed the accounts to all Councillors prior to the meeting, these were accepted by all, proposed by Cllr. Mann, seconded by Cllr. Sayer.

b. To declare Iken Parish Council exempt from Limited Assurance Review by PKF Littlejohn LLP and completion of Certificate of Exemption

The Clerk advised the Council that they were entitled to declare themselves exempt from a Limited Assurance Review by PKF Littlejohn LLP, due to their income and expenditure both being under £25,000. Cllr. Hutson proposed that this be formally declared, and the Exemption Certificate signed. This was seconded by Cllr. Mann and all Councillors were in agreement. The Chair and RFO signed the Certificate.

c. To authorise the following Invoices for Payment:

- i. None.*
- ii. Any other invoice presenting.*

d. To note Payments made since last meeting:

i.	T Pollock (Clerks salary December - January)	£340.71
i.	Iken Bay Lettings (room hire)	£25.00
ii.	Birketts LLP	£1,800.00
iii.	T Pollock (Clerks salary February – March)	£340.51
iv.	T Pollock (Clerks expenses)	£78.00

e. To note Payments received since last meeting:

- i. None*

f. To note Bank Balances as at 31st March 2024:

i.	Barclays Bank (Current Account)	£1,747.41
ii.	Monmouthshire	£7,763.88

Chair's initials:

iii. Barclays (Monmouthshire Transfers Only)

£0

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

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

a) LGA Model Councillor Code of Conduct

The above documentation was agreed and adopted by all Councillors this was proposed by Cllr. Mann and seconded by Cllr. Sayer.

18. To receive agenda items for next meeting and agree date of Next Meetings.

Items to add to the next agenda:

- Website content
- Links with other Parishes

The next meeting will be held on Thursday 22nd August at 6pm in Hardys Barn.

The meeting closed at 7.44pm.

Signed:
Cllr. Alan Hutson, Chair

Date:

Tiffany Pollock
Clerk to Iken Parish Council

Chair's initials: