

Minutes of Iken Annual Parish Council Meeting
Held on 27th June 2024 ~ following the Annual Parish Meeting
Hardys Barn, Iken

Members

| | | |
|------------------------------|-------------------|------------------------------|
| Cllr. Alan Hutson (Chairman) | Cllr. Ray Herring | Cllr. Lucy Mann (Vice Chair) |
| Cllr. Lynette Morton | Cllr. Eliot Sayer | (1 x Vacancy) |

Present

| | | |
|-------------------|-----------------------------------|-------------------|
| Cllr. Alan Hutson | Cllr. Lynette Morton | Cllr. Eliot Sayer |
| Cllr. Lucy Mann | Cllr. Lottie Fairs (after item 4) | |

Attendees

Tiffany Pollock (Clerk)

1. To receive apologies for absence

Apologies had been received from Cllr. Herring (holiday) these were accepted by all Councillors.

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

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

None

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

a) Reports or comment from any member of the public

There were none.

b) Reports from County and District Councillors

There were none.

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

Lottie Fairs indicated that she would be willing to be co-opted onto the Council, Cllr. Hutson gave a brief overview of the Parish Council and the way meetings work.

Cllr. Mann proposed Lottie to be co-opted onto the Council, this was seconded by Cllr. Sayer and all Councillors were in agreement. The declaration of acceptance of office was signed and Lottie was invited to join the Councillors.

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

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.

Chair's initials:

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

There were none

b. Any other applications forthcoming or planning matters:

Councillors confirmed that they had no objection to planning application - 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.

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

Cllr. Hutson confirmed that the village hall is owned by the Parish Council, a concern was raised if the village hall could be sold but this would not be possible. Cllr. Hutson indicated that the funds held in the Town Estate charity could be used for the village hall.

Options have been outlined within the Birketts report and it was agreed that Councillors would explore options 1 and 2 further before making a decision. Cllr. Sayer has reviewed the previous survey report which confirmed that the survey was only undertaken for the roof. Cllr. Sayer will look into obtaining quotes for a full building survey for the next meeting.

Councillors agreed to visit the hall prior to the next meeting.

Cllr. Sayer proposed a donation of £30 to be made to the resident who continues to cut the grass surrounding the village hall, this was seconded by Cllr. Mann and all Councillors were in agreement.

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

No further update.

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

Cllr. Morton had received a comment from a resident with regards to the timing of the publication of the agenda, the Clerk reassured Councillors that the required three clear days' notice has been given. In most circumstances a longer period of time would be given but this may not always be the case for all meetings, particularly if they are additional meetings.

10. Village plan update and appointment of two Councillors for the Iken Parish Plan Steering Group

Cllr. Mann and Cllr. Morton confirmed that they are willing to join the steering group, this was proposed by Cllr. Hutson and seconded by Cllr. Sayer, all Councillors were in agreement.

11. To appoint a non-signatory Councillor to carry out quarterly internal control checks including bank reconciliations

Cllr. Fairs indicated that she would be willing to carry out the quarterly control checks, this was proposed by Cllr. Sayer and seconded by Cllr. Morton, all Councillors were in agreement.

Chair's initials:

12. To agree and accept Parish Council insurance policy

The insurance renewal had been circulated to all Councillors prior to the meeting for review, Cllr. Mann proposed that the policy should be renewed, this was seconded by Cllr. Hutson and all Councillors were in agreement.

13. Finance Matters:

a. To receive Accounts to 31st May 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 accept Internal Auditor's Report for 2023/24 and Page 4 of Part 2 of the Annual Governance Accountability Return (AGAR) 2023/24

The Clerk advised Councillors that due to illness and holidays the internal audit had not been completed in time for the meeting. The Clerk will forward the report to all Councillors as soon as it has been received.

c. To agree and complete Section 1 of Part 2 of the AGAR 2023/24

Cllr. Hutson read Section 1 of Part 2 of the AGAR 2023/24, this was agreed and proposed by Cllr. Mann, seconded by Cllr. Morton, all Councillors were in agreement. The Chair and RFO signed the official copy.

d. To agree and complete Section 2 of Part 2 of the AGAR 2023/24

Cllr. Hutson read Section 2 of Part 2 of the AGAR 2023/24, this was agreed and proposed by Cllr. Mann, seconded by Cllr. Sayer and all Councillors were in agreement. The Chair and RFO signed the official copy.

The Clerk agreed to publish all documentation on the Iken website and send any necessary paperwork to PKF Littlejohn LLP.

e. To authorise the following Invoices for Payment:

| | |
|----------------------------------|--------|
| i. Iken Bay Lettings (room hire) | £25.00 |
|----------------------------------|--------|

f. To note Payments made since last meeting:

| | |
|--|---------|
| i. T Pollock (Clerks salary April – May) | £404.71 |
| ii. Iken Bay Lettings (room hire) | £25.00 |
| iii. CAS Insurance | £186.85 |

g. To note Payments received since last meeting:

| | |
|------------------------------|-----------|
| i. East Suffolk (Precept) | £3,591.00 |
| ii. Interest (Monmouthshire) | £186.85 |

h. To note Bank Balances as at 31st May 2024:

Chair's initials:

| | |
|--|-----------|
| i. Barclays Bank (Current Account) | £4,651.13 |
| ii. Monmouthshire | £7,950.73 |
| iii. Barclays (Monmouthshire Transfers Only) | £0 |

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

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

a) Financial Regulations

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

15. To receive agenda items for next meeting and agree date of Next Meetings, including Annual Parish Meeting.

Items to add to the next agenda:

- Items carried forward from this meeting.

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

The meeting closed at 7.00pm.

Signed:
Cllr. Alan Hutson, Chair

Date:

Tiffany Pollock
Clerk to Iken Parish Council

Chair's initials: