

## Minutes of Iken Annual Parish Council Meeting

### Held on 22<sup>nd</sup> August 2024 ~ following the Annual Parish Meeting Hardys Barn, Iken

#### Members

Cllr. Alan Hutson (Chairman)	Cllr. Ray Herring	Cllr. Lottie Fairs
Cllr. Lucy Mann (Vice Chair)	Cllr. Eliot Sayer	(2 x Vacancies)

#### Present

Cllr. Alan Hutson	Cllr. Ray Herring	Cllr. Eliot Sayer
Cllr. Lottie Fairs		

#### Attendees

Tiffany Pollock (Clerk)

2 x Members of the public

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

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

Cllr. Hutson confirmed that Cllr. Morton had resigned from her role on the Parish Council and gave thanks for all her work during her time as Councillor.

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

A member of the public gave a brief update for IPPSAC (Iken Parish Plan Steering and Action Committee) and gave a copy of the report to all Councillors. The Iken Café event held at Hardy's Barn was very successful and positive feedback had been received from 29 residents who attended.

It is the hope that the village plan will offer support and provide guidance for the Parish Council and encourage community spirit. There will be a further opportunity for residents to give their views on 31<sup>st</sup> August in the grounds of the village hall, after this the plan will be written. The member of the public highlighted that IPPSAC is separate to the Parish Council and does not contribute to planning applications.

Chair's initials: .....

Pastor Dave Rushbrook from Grace Church Rendlesham introduced himself, Dave highlighted that Grace Church have a chapel in Sudbourne and hold many events locally. Dave wishes to find out more about Iken and offer any help where needed. Cllr. Hutson gave thanks to Dave for attending the meeting and agreed that advertising from Grace Church could be circulated via the Iken Newsfeed.

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**

There were no candidates for co-option.

**5. To agree minutes of meeting dated 27<sup>th</sup> June 2024**

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

**6. Planning:**

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

*There were none*

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

Cllr. Hutson stated that a planning application will be received imminently for Iken Hall.

**7. Highways: to receive an update for all highways matters**

Cllr. Sayer stated that the holes in the footpaths have now been filled.

Highways responsibility will be discussed at the next meeting.

**8. Iken Village Hall:**

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

Councillors visited the village hall prior to the meeting, three quotes had been received for a full building survey. After a brief discussion Councillors agreed that a full building survey should be carried out by the surveyors who had previously surveyed the roof as per quote (£800.00 including VAT). This was proposed by Cllr. Sayer and seconded by Cllr. Hutson, all Councillors were in favour.

Cllr. Hutson stated the importance of continuing to move the village hall project forward, Cllr. Sayer agreed and highlighted the importance of all Councillors seeking any funding opportunities.

The Clerk will contact the surveyor to arranged a date for the survey to be carried out.

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

Cllr. Sayer notified Councillors that he wishes to step down as representative for the AOECF.

Representative to be discussed and agreed at the next meeting.

Chair's initials: .....

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

There were none.

**11. Village plan update from the Iken Parish Plan Steering and Action Group**

This was discussed during public participation, see item 3. a. above.

**12. To discuss possible training for Councillors**

This was deferred to the next meeting.

**13. To consider and discuss ways of improving communication with local villages and the wider community**

Cllr. Sayer would like to encourage ways in which Iken can engage with other local communities, this would assist in forming links and benefitting knowledge bases.

The Clerk was asked to contact East Suffolk Planning Alliance (ESPA) to request their attendance at the next meeting.

**14. Finance Matters:**a. To receive Accounts to 31<sup>st</sup> July 2024

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

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 distributed the report to all Councillors prior to the meeting, all comments have been noted and the report was accepted. This was proposed by Cllr. Hutson and seconded by Cllr. Herring, all Councillors were in agreement.

c. To authorise the following Invoices for Payment:

i.	Iken Bay Lettings (room hire)	£25.00
ii.	T Pollock (Clerks salary June – July)	£404.51
iii.	Suffolk Cloud (domain name renewal)	£16.50
iv.	SALC (Audit)	£144.00

d. To note Payments made since last meeting:

i.	Donation for grass cutting at the village hall	£30.00
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e. To note Payments received since last meeting:

i. None

f. To note Bank Balances as at 31<sup>st</sup> July 2024:

i.	Barclays Bank (Current Account)	£4,357.86
ii.	Monmouthshire	£7,950.73
iii.	Barclays (Monmouthshire Transfers Only)	£0

Chair's initials: .....

All listed payments were accepted by all, proposed by Cllr. Hutson, seconded by Cllr. Sayer.

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

- a) **LGA Module Councillor Code of Conduct**
- b) **Standing Orders**
- c) **Internal Controls**

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

**16. 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.

The next meeting will be held on Thursday 24<sup>th</sup> October at 6pm in Hardys Barn.

The meeting closed at 6.55pm.

Signed: .....  
Cllr. Alan Hutson, Chair

Date: .....

*Tiffany Pollock*  
Clerk to Iken Parish Council

Chair's initials: .....