

Minutes of Iken Parish Council Meeting

Held on 19th March 2025 ~ 6pm
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. Lucy Mann	Cllr. Lottie Fairs

Attendees

Tiffany Pollock (Clerk)

1 x Member of the public

1. To receive apologies for absence

Apologies had been received from Cllr. Sayer, these were accepted by all Councillors.

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

There were none.

3. To receive any Declarations of Gifts or Hospitality received over the value of £50.00

There were none.

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

a) Reports or comment from any member of the public

A resident and member of the IPSAAC group briefly discussed the Village Plan which has recently been completed. Many residents are grateful for the Iken Whatsapp group and it was discussed if another group could be formed for communication from the Parish Council. The Clerk agreed to contact SALC for guidance.

The plan has been created independently from the Parish Council and it is hoped that it can be used to help guide and support the Parish Council going forward.

Many residents are in support of the Village Hall being refurbished and have ideas for community events. The speed of traffic and flood defences are a concern.

Cllr. Hutson and Cllr. Mann agreed to provide each household in Iken with a copy of the Village Plan prior to the Annual Parish meeting where this will be discussed further.

Cllr. Hutson thanked the IPSAAC group for all their work in creating the Village Plan.

b) Reports from County and District Councillors

A report had been received from Cllr. Andrew Reid prior to the meeting and circulated to all Councillors. The report has been uploaded to the Iken website.

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

There were no candidates for co-option.

6. To agree minutes of meetings dated 29th January 2025

Cllr. Hutson 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.

7. Planning:

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

- **DC/25/0578/FUL** Proposal: Replacement porch, 2 x Air Source Heat Pump enclosures and enlargement of window to front elevation. Enlargement of existing window and replace existing window with door to West elevation. Replace existing window with patio doors, blocking up of existing door and enlargement of existing window to rear elevation. Removal of flue and insertion of new window to front elevation of outbuilding. Site address: Church Farm, Tunstall Road, Iken, Woodbridge, Suffolk IP12 2ER

No comments:

- **Conclusion: No Objection** (Proposed by Cllr. Mann, seconded by Cllr. Hutson, all Councillors in favour)

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

- **DC/25/0885/FUL** – Covert existing barn to habitable accommodation and link existing annexe. Site Address: Church Farm, Tunstall Road, Iken, Woodbridge, Suffolk, IP12 2ER

No comments:

- **Conclusion: No Objection** (Proposed by Cllr. Mann, seconded by Cllr. Hutson, all Councillors in favour)

8. Iken Village Hall

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

All Councillors had received information with regards to closing the Town Estate Charity from the Charity Commission prior to the meeting. Councillors agreed funds held in the Monmouthshire account are to be transferred for Village Hall funds and that the Town Estate Charity closed. This was proposed by Cllr. Hutson and seconded by Cllr. Herring, all Councillors were in agreement.

Councillors asked the Clerk to obtain quotes from Birketts to explore the options given in the previous Birketts report.

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

Cllr. Mann will be attending a meeting next week and will provide an update at the next meeting.

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

There were none.

11. To discuss housing needs and requirements

This was deferred to the next meeting.

12. Highways: to receive an update for all highways matters

No further updates.

13. Finance Matters:

a. To receive Accounts to 28th February 2025

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

b. To discuss and agree insurance renewal

The insurance renewal information had been distributed to all Councillors prior to the meeting for review, all Councillors were in agreement that this was accepted. This was proposed by Cllr. Fairs and seconded by Cllr. Herring.

c. To confirm bank signatories and authorise an additional signatory to be added to the Barclays account.

Cllr. Mann indicated that she would be willing to become a signatory, this was proposed by Cllr. Hutson, seconded by Cllr. Herring and all Councillors were in agreement.

d. To authorise the following Invoices for Payment:

i. Iken Bay Lettings £50.00

ii. Any other invoice presenting

e. To note Payments made since last meeting:

i. T Pollock (Clerks salary) £404.51

ii. Iken Bay Lettings £25.00

iii. Iken Hall Farms (Defibrillator battery, pads) £304.79

f. To note Payments received since last meeting:

i. None

g. To note Bank Balances as at 28th February 2025:

i. Barclays Bank (Current Account) £945.73

ii. Monmouthshire £7,950.73

iii. Barclays (Monmouthshire Transfers Only) £0

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

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

- **Data Protection & Information Management policy**
- **Risk Assessment 2025**

The Clerk distributed the above documents to all Councillors prior to the meeting, both documents were agreed and adopted by all Councillors, proposed by Cllr. Hutson and seconded by Cllr. Herring.

15. 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 Parish Council meeting (AGM) will be held on 14th May at 6pm in Hardys Barn.

The Annual Parish meeting will be held on 2nd May at 6pm in Hardy's Barn.

The meeting closed at 7.06pm.

Signed:

Cllr. Alan Hutson, Chair

Date:

Tiffany Pollock
Clerk to Iken Parish Council

Chair's initials: