

Minutes of Iken Parish Council Meeting

Held on 22nd May 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. Eliot Sayer

Cllr. Lucy Mann

Cllr. Lottie Fairs

Attendees

Tiffany Pollock (Clerk)

Cllr. Tim Wilson (District Council)

2 x Members of the public

1. To elect a Chair of the Parish Council and signing of the Declaration of Acceptance of Office

Cllr. Hutson indicated that he would be willing to be re-elected as Chair of the Parish Council, this was proposed by Cllr. Mann and seconded by Cllr. Sayer. There were no other candidates, and all Councillors were in favour.

2. To receive apologies for absence

There were none.

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

There were none.

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

There were none.

5. 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 advised Councillors that there will be a tea party held on Saturday 23rd August for Iken residents. There will also be a Christmas drinks party held on 20th December, it is hoped both events will be held in Hardy's Barn.

Chair's initials:

b) Reports from County and District Councillors

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

Cllr. Wilson confirmed that East Suffolk Council are actively seeking to improve recycling and there will be an additional bin provided to all households in the next 12-18 months.

There are ongoing discussion for devolution and the re-organisation of the Councils, there will be an election held next year for the role of Mayor.

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

Cllr. Mann indicated that she would be willing to be re-elected as Vice-Chair of the Parish Council, this was proposed by Cllr. Herring and seconded by Cllr. Hutson. There were no other candidates, and all Councillors were in favour.

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

There were no candidates for co-option.

8. To receive an update from the Alde and Ore Estuary Partnership, including river wall update

Cllr. Mann had attended an Alde and Ore public meeting in Orford Town Hall, it was confirmed that works will be carried out in Snape, followed by Aldeburgh and then Iken.

Cllr. Mann queried why Iken is being left until last, the only reason given was due to the number of houses which would be affected in a flood. Cllr. Mann would like to encourage residents to attend the meetings and has arranged a meeting with Jenny Riddell-Carpenter MP to discuss this further.

9. To agree minutes of meetings dated 19th March 2025

Cllr. Mann 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.

10. To appoint persons to the following offices:

- a. **Responsible Finance Officer** – Clerk (proposed by Cllr. Herring, seconded by Cllr. Hutson)
- b. **Footpaths Warden** – Cllr. Sayer (proposed by Cllr. Mann, seconded by Cllr. Hutson)
- c. **SALC Representative** – Clerk (proposed by Cllr. Sayer, seconded by Cllr. Mann)
- d. **Internal Auditor** – SALC (proposed by Cllr. Herring, seconded by Cllr. Hutson)
- e. **Tree Warden** – Cllr. Sayer (proposed by Cllr. Mann, seconded by Cllr. Fairs)
- f. **Highways** – Cllr. Fairs (proposed by Cllr. Mann, seconded by Cllr. Hutson)

All Councillors were in favour.

11. Iken Village Hall

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

Cllr. Hutson confirmed that there had been some positive conversations with residents with regards to funding. The Clerk has contact Birketts for costings to explore options detailed in the report.

Chair's initials:

Cllr. Sayer mentioned that Campsea Ashe are in a similar position with their village hall and there may be an opportunity to share knowledge between Councils.

It was agreed that a working group would be formed, which Cllr. Hutson would lead.

12. To remind all Councillors to review their Register of Member's Interests on the East Suffolk website

The Clerk advised the Council that a link will be provided to all Councillors to log in and check their Register of Member's Interest on the East Suffolk Council website, this is the responsibility of each Councillors to check that their details are correct.

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

The Clerk confirmed that there are no direct debits on the account but there is one standing order for the information Commissioners Office for £35.00 annually.

14. Matter brought to a Councillor's attention since the last meeting

Cllr. Hutson has developed an Action list from the Iken Parish Plan, Councillors briefly discussed the following points:

- Retaining the identity of Iken: Improving the Sense of Community - including housing, this will be lead by Cllr. Sayer, discussed during item 15.
- Local Environment – River – AONB – SSSI – this will be lead by Cllr. Mann, discussed during item 8.
- Flooding/River walls – discussed during item 8.
- Social – to support community events, Councillors thanked an Iken resident for volunteering to assist with this, discussed during item 5 a.
- Communication - continue to use the Iken Hoo Whatsapp group for non-Parish Council news, the Clerk has contact SALC for guidance for a separate Parish Council Whatsapp group
- Iken Village Hall refurbishment – A working group will be formed for this project, lead by Cllr. Hutson, discussed during item 11.
- Traffic Issues – this was discussed during item 16.
- Village Defibrillator – Cllr. Mann confirmed that the defibrillator is check annually.

15. To discuss housing needs and requirements

Cllr. Sayer has had a meeting with two housing officers from East Suffolk Council who would be willing to attend a Parish Council meeting to discuss housing needs and requirements. Cllr. Sayer is aware that housing surveys had been done in Snape and Orford are also looking to do the same.

Councillors agreed that Cllr. Sayer would take the lead with this and welcomes the housing officers to attend a Parish Council meeting.

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

Highways have confirmed that there is no speed limit in Iken and if the Parish Council would like a speed survey there would be a charge of approximately £500. It was mentioned that pot holes around the village had also been repaired.

17. Finance Matters:

a. To accept and sign Accounts to 31st March 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 declare Iken Parish Council exempt from Limited Assurance Review by PKF Littlejohn LLP and completion of Certificate of Exemption

The Clerk explained that as the income and expenditure had both been under £25,000 Iken Parish Council are able to declare exemption from a Limited Assurance Review. This was proposed by Cllr. Hutson and seconded by Cllr. Mann, all Councillors were in agreement.

c. To authorise the following Invoices for Payment:

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|-----|-------------------------------------|--------|
| i. | Iken Bay Lettings | £25.00 |
| ii. | <u>Any other invoice presenting</u> | |

d. To note Payments made since last meeting:

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|-----|---------------------------|---------|
| i. | T Pollock (Clerks salary) | £404.51 |
| ii. | HMRC | £42.40 |

e. To note Payments received since last meeting:

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| i. | Interest (Monmouthshire) | £189.88 |
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f. To note Bank Balances as at 29th April 2025:

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|------|---|-----------|
| i. | Barclays Bank (Current Account) | £491.22 |
| ii. | Monmouthshire | £8,140.61 |
| iii. | Barclays (Monmouthshire Transfers Only) | £0 |

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

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

- **LGA Model Councillor Code of Conduct**

The above Code of Conduct was agreed and adopted by all Councillors, proposed by Cllr. Herring and seconded by Cllr. Sayer.

19. 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.

Chair's initials:

- Clerks pay and salary
- Action log

The next meeting Parish Council meeting will be held on 11th June at 6pm in Hardys Barn.

Followed by:

Wednesday 20th August

Wednesday 1st October

Wednesday 3rd December

The meeting closed at 7.17pm.

Signed:

Cllr. Alan Hutson, Chair

Date:

Tiffany Pollock

Clerk to Iken Parish Council

Chair's initials: