

## Minutes of Iken Parish Council Meeting

Held on 22<sup>nd</sup> January 2026 ~ 6pm

Hardys Barn, Iken

### Members

Cllr. Alan Hutson (Chairman)	Cllr. Ray Herring	Cllr. Lottie Fairs
Cllr. Lucy Mann (Vice Chair)	Cllr. Eliot Sayer	Cllr. Christopher Riggs (after item 5)
(1 x Vacancy)		

### Present

Cllr. Alan Hutson	Cllr. Lottie Fairs	Cllr. Eliot Sayer
Cllr. Lucy Mann	Cllr. Ray Herring	Cllr. Christopher Riggs

### Attendees

Tiffany Pollock (Clerk)  
1 x Members of the public

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

*There were none.*

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

Cllr. Mann and Cllr. Fairs declared an interest in item 7. a. on the agenda. This is Cllr. Fairs own application and Cllr. Mann is a member of the family.

#### **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 request was made to Councillors if the cost of £25 for venue hire for the Iken social event could be covered by the Parish Council.

##### b) Reports from County and District Councillors

A report was received from Cllr. Andrew Reid which is available to view on the Iken website, this has been circulated to all Councillors and the Iken newsfeed.

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

Mr Christopher Riggs indicated that he would like to be co-opted as a Parish Councillor, Cllr. Mann proposed Mr Riggs to be co-opted, this was seconded by Cllr. Fairs and all Councillors were in agreement.

#### **6. To agree minutes of meetings dated 16<sup>th</sup> December 2025**

Chair's initials: .....

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.

**7. Planning:**

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

*Cllr. Fairs and Cllr. Mann did not participate in this agenda item.*

- Proposal: DC/25/4973/FUL Single storey, two storey and first floor extensions.  
Site address: Bologney House, Hill Farm Road, Iken, Woodbridge, Suffolk, IP12 2EX.

No comments.

**Conclusion:** No Objection, proposed by Cllr. Hutson, seconded by Cllr. Sayer and all Councillors were in agreement.

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

*There were none.*

**8. Iken Village Hall**

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

Cllr. Hutson will request the building contractors to revisit the quote which had been previously provided. Cllr. Sayer highlighted that it would be beneficial for others who are interested in the refurbishment to form a working group who may be able to assist with funding. Councillors briefly discussed re-approaching Sizewell for funding.

Action: Cllr. Hutson

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

There have been discussions taking place with local landowners to try and see if repairs can be done locally, the water board will be meeting with landowners soon. Cllr. Hutson has drafted a letter to Jenny Riddell-Carpenter MP which Councillors agreed this to be sent.

Action: Clerk

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

The local police officer has approached the Council to offer a police surgery in Iken, Councillors agreed that a Saturday would be preferred.

Action: Clerk

**11. To review the Action Log**

Councillors felt that items had been covered by the agenda.

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

Cllr. Fairs reported that the grit bin from Church corner was missing, the Clerk will contact the highways community liaison officer for a replacement.

Chair's initials: .....

Action: Clerk

**13. Housing: to receive an update for housing matters**

Cllr. Sayer has attended an online forum for housing matters and confirmed that there would need to be evidence that affordable housing is needed in Iken. A housing needs survey would cost £1,500, Councillors discussed whether housing needs could be included in the next community newsletter.

**14. Finance Matters:**a. To receive Accounts to 29<sup>th</sup> December 2025

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

b. To discuss draft budget for 2026/27

The draft budget had been circulated to all Councillors prior to the meeting, this was proposed by Cllr. Sayer and seconded by Cllr. Fairs.

c. To discuss and agree precept request for 2026/27

After considering the budget Councillors agreed to increase the precept by 12.5%, a total of £5,442.73 would be requested from East Suffolk Council for 2026/27.

d. To authorise the following Invoices for Payment:i. Any other invoice presentinge. To note Payments made since last meeting:

i. T Pollock (Clerks expenses)	£190.58
ii. T Pollock (Clerks salary)	£404.51

f. To note Payments received since last meeting:

## i. None

g. To note Bank Balances as at 29<sup>th</sup> December 2025:

i. Barclays Bank (Current Account)	£2,358.21
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. Sayer.

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

- Internal Controls
- Asset and Responsibility Register
- Risk Assessment

Chair's initials: .....

The above documentation had been circulated to all Councillors prior to the meeting, Cllr. Mann proposed these were adopted by the Council, this was seconded by Cllr. Hutson and all Councillors were in agreement.

**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 26<sup>th</sup> March at 6pm in Hardys Barn.

The annual parish meeting (APM) and the annual general meeting (AGM) will take place on Thursday 7<sup>th</sup> May from 6pm.

The meeting closed at 7.40pm.

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

Date: .....

*Tiffany Pollock*  
Clerk to Iken Parish Council

Chair's initials: .....