# Minutes of Iken Parish Council Meeting

Held on 26th March 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 |
| (1 x Vacancy) | | |

**Present**

| | | |
|---|---|---|
| Cllr. Alan Hutson | Cllr. Christopher Riggs | Cllr. Eliot Sayer |

**Attendees**

Tiffany Pollock (Clerk)
2 x Members of the public

1. **To receive apologies for absence**

   Apologies had been received from Cllr. Herring, Cllr. Mann and Cllr. Fairs, 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 member of the public had a question relating to the clerks pension, item 14 but wished to wait for the item to be discussed.

   b) Reports from County and District Councillors

   A report was received from Cllr. Tim Wilson which is available to view on the Iken website, this has been circulated to all Councillors.

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

   *There were no candidates.*

**6. To agree minutes of meetings dated 22nd January 2026**

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

**7. Planning:**

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

*There were none.*

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 had circulated the quotes received for making the village hall safe to all Councillors. It was noted that there is no specification for a full restoration of the hall. Cllr. Hutson agreed to contact the Sizewell C funding team to request a face to face meeting.
Cllr. Riggs suggested a working group to be formed, Councillors felt that this was a good idea and would assist in running the hall once restoration is complete.

Action: Cllr. Hutson

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

Cllr. Hutson has been continuing to request a discussion with Jenny Riddell-Carpenter MP who seems to be positive in trying to assist with the river wall.

There will be a further update at the next meeting.

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

*There were none.*

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

No further updates.

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

Cllr. Sayer will be attending a rural housing network meeting online and stated that a housing survey for Iken would cost £1,500. Cllr. Sayer would like to see collective support from the Church as well as other parishes for joined up thinking. The focus for rural housing would be for those who live or work within the village.

Cllr. Sayer would like to propose that the funds held in the Town Estate account is allocated to £1,000 for welfare fund, £1,500 for a housing survey and £5,500 for the refurbishment of the village hall.

This will be discussed at the next meeting.

Action: Clerk

**13. Finance Matters:**

a. To receive Accounts to 28th February 2026

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

b. To discuss and agree insurance renewal

The Clerk distributed the insurance renewal details to all Councillors before the meeting, Cllr. Riggs proposed that this was accepted, seconded by Cllr. Huston and all Councillors were in agreement.

c. To approve and acknowledge receipt of letter of engagement for SALC internal audit service.

The Clerk distributed the letter of engagement received from SALC to all Councillors, Cllr. Huston proposed that this was accepted, this was seconded by Cllr. Sayer and all Councillors were in agreement.

d. To discuss moving to gov.uk for emails and website

*This was deferred to the next meeting.*

e. To authorise the following Invoices for Payment:

i. SALC (payroll) £27.00

Any other invoice presenting

f. To note Payments made since last meeting:

i. T Pollock (Clerks salary) £1,387.41

g. To note Payments received since last meeting:

i. None

h. To note Bank Balances as at 28th February 2026:

| | | |
|---|---|---|
| i. | Barclays Bank (Current Account) | £970.80 |
| 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.

With permission from Cllr. Huston, Cllr. Julia Ewart gave a brief introduction explaining that she would be standing in the upcoming County Council election as an independent candidate.

**14. To discuss and agree pension for the clerk**

Following advice from SALC the Clerk indicated that the threshold for her salary had been met for a pension, the minimum contribution for this would be 3%.

This will be discussed at the next meeting.

**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 meeting closed at 7.14pm.

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

*Tiffany Pollock*
Clerk to Iken Parish Council