Minutes of Iken Parish Council Meeting

Held on 20th May 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. Lucy Mann	Cllr. Lottie Fairs

Attendees

Tiffany Pollock (Clerk)

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 stand as Chair, this was proposed by Cllr. Mann and seconded by Cllr. Fairs, all Councillors were in agreement.

2. **To receive apologies for absence**

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

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

      There were none.

   b) Reports from County and District Councillors

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 stand as Vice Chair, this was proposed by Cllr. Huston and seconded by Cllr. Fairs. All Councillors were in agreement.

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

There were no candidates.

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

Cllr. Mann attended a full day workshop with the AONB and reported that discussions are ongoing with landowners.

9. To agree minutes of meetings dated 26th March 2026

This was deferred to the next meeting.

10. To appoint persons to the following offices:

a. **Responsible Finance Officer** – Clerk, proposed by Cllr. Hutson, seconded by Cllr. Mann. All Councillors in agreement.

b. **Footpaths Warden** – deferred to the next meeting.

c. **SALC Representative** – Clerk, proposed by Cllr. Mann, seconded by Cllr. Fairs. All Councillors in agreement.

d. **Internal Auditor** – SALC, proposed by Cllr. Mann, seconded by Cllr. Fairs. All Councillors in agreement.

e. **Tree Warden** – deferred to the next meeting.

f. **Highways** – Cllr. Fairs, proposed by Cllr. Hutson, seconded by Cllr. Mann. All Councillors in agreement.

11. Iken Village Hall

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

Cllr. Riggs is working on this, we will need an operational/business plan. There will be an update at the next meeting.

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

The Clerk reminded Councillors that it is their responsibility to make sure that their details are up to date.

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

The Clerk confirmed that there is one direct debit for the Information Commissioners Office for £35.00 a year.

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

There were none.

15. To discuss housing needs and requirements

To be discuss at the next meeting.

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

Councillors noted tree roots are becoming an issue on Sandy Lane.

17. Finance Matters:

a. To receive Accounts to 31st March 2026

This was deferred to the next meeting.

b. To declare Iken Parish Council exempt from Limited Assurance Review by PKF Littlejohn LLP and completion of Certificate of Exemption

This was deferred to the next meeting.

c. To discuss and agree budget for 2026/27

This had been added to the agenda in error.

d. To authorise the following Invoices for Payment:

Any other invoice presenting

e. To note Payments made since last meeting:

There were none.

f. To note Payments received since last meeting:

i.	East Suffolk Council (precept)	£5,442.73

g. To note Bank Balances as at 29th April 2026:

i.	Barclays Bank (Current Account)	£5,834.37
ii.	Monmouthshire	£8,140.61
iii.	Barclays (Monmouthshire Transfers Only)	£0

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

LGA Model Councillor Code of Conduct

The above documentation was proposed to be adopted by the Council by Cllr. Mann and seconded by Cllr. Fairs. All Councillors were in agreement.

19. To discuss moving to gov.uk address for emails and website

Awaiting pricing and further information from Pear Space (formerly Suffolk Cloud).

20. To discuss and agree pension for the Clerk

Councillors agreed for the Clerk to be enrolled on the Nest pension scheme starting from 1st June 2026. This was proposed by Cllr. Mann and seconded by Cllr. Huston, all Councillors were in agreement.

21. To receive agenda items for next meeting and agree date of Next Meetings

The next meetings will be held on 24th June and 29th July.

Items to add to the next agenda:

- Items carried forward from this meeting.

The meeting closed at 7.00pm.

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

Tiffany Pollock
Clerk to Iken Parish Council