

Icklingham Parish Council

3 Scott Avenue, Mildenhall, Suffolk IP28 7LT
Tel: 07712 232920 Email: icklinghampc@gmail.com

Minutes of the Annual Meeting of Icklingham Parish Council
Held at the Old School Hall on Wednesday 10th May 2023

Councillors present: Cllr. D. Baugh (Chair), Cllr. V. Halford, Cllr. K. Baugh, Cllr. R. Moss & Cllr. J. Fisher.

Present: Clerk – Vicky Bright. Cllr. Susan Glossop- WSC. 1 Members of the Public.

23/05/1	Meeting opened at 7:10pm ANNUAL COUNCIL BUSINESS Election of Chairman:
	Cllr. K. Baugh proposed Cllr. D. Baugh, this was seconded by Cllr. V. Halford. All voted in favour and Cllr. Baugh accepted and signed his Declaration of Acceptance to Office as Chairman.
	Resolved 23/05/1.01 To Receive the Chairman’s Declaration of Acceptance of Office: Cllr. D. Baugh signed the declaration of office of Chairman for the year 2023-24 and this was witnessed and countersigned by the Clerk.
23/05/2	Chairman’s Welcome & Acceptance of Apologies for Absence (LGA 1972, Section 85(1) & (2)): The Chairman welcomed everyone. Apologies: None. Absent: None.
23/05/3	Election of Vice Chairman: Cllr. D. Baugh proposed Cllr. V. Halford, this was seconded by Cllr. K. Baugh. All voted in favour. Cllr. Halford accepted and signed her Declaration of Acceptance of Office as Vice Chair. Resolved 23/05/3.01 To Receive the Vice Chair’s Declaration of Acceptance of Office: Cllr. V. Halford signed the declaration of office of Vice Chairman for the year 2023-24 and this was witnessed and countersigned by the Clerk.
23/05/4	To Receive the Declarations of Office by Members: All members signed their declaration of office as Councillor for the year 2023-24 and these were witnessed and countersigned by the Clerk.
23/05/5	Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III: Cllr. J. Fisher declared a pecuniary interest in Item 16(i).
23/05/6	Appointment of Councillor Responsibilities & Representatives on Outside Bodies: Councillor representative on the Alice Dix Charity – Cllr. D. Baugh & Cllr. J. Fisher SALC Liaison – Clerk. WSC Parish Forum Liaison – Clerk & Chair (Cllr. D. Baugh). Councillor’s responsible for Planning – Full Council.

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Councillor's responsible for Street Lighting – All Councillor's and Clerk responsibility to report.

Councillor responsible for Trees / Footpaths – All Councillor's and Clerk responsibility to report.

Councillor responsible for Asset Risk Assessment – Cllr. Ray Moss

Councillor's Responsible for VAS – Cllr. Darren Baugh

Defibrillator Volunteers – To be agreed.

23/05/7

Appointment of the Responsible Financial Officer:

Resolved 23/05/7.01

It was agreed by full Council that the Clerk would continue in the role as Responsible Financial Officer for the year 2023-24.

23/05/8

Adoption of the Annual Governance Statement (Section 1 AGAR) 2022-23:

Resolved 23/05/8.01

The Annual Return for 2022-23 was scrutinised and the Annual Governance Statement Section 1 was adopted as a true statement by all Councillor's present and signed as such by the Chairman (DB) and the RFO.

Assertion 3 was noted as 'No' due to the Council not complying with the statutory requirement to prepare an AGAR in the prior year (2021-2022), resulting in a Public Interest Report, which then unfortunately was not actioned as required by regulations and proper practices and the statutory requirement to discuss the report issued in accordance with Schedule 7 which states one month, due to not being able to schedule the meeting within the required timeframe due to not being quorate, but it is confirmed that the meeting was held at the earliest opportunity following this on 16th March 2023.

23/05/9

i)

To Approve the Final Accounts for the Financial Year ended 31st March 2023:

The Income for 2022-23 was £10,864.39, the Expenditure was £12,627.54. The balance of 2022-23 carried forward £6,739.03.

Resolved 23/05/9.01

The final accounts summary and Bank Reconciliation for the financial year ended 31st March 2023 were scrutinised and approved by all Councillor's. The accounts were signed as a true statement by the Chairman (DB) & the RFO.

ii)

Resolved 23/05/9.02

Section 2 Accounting Statements (AGAR) 2022-23 were approved and accepted by all Councillor's and signed as such by the Chairman (DB).

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23/05/10

Discuss the Councils Internal Audit Provision and the Audit for 2022-23

The Clerk confirmed that she had booked in the Audit with SALC for the week commencing 3rd July 2023, and that PKF Littlejohn had granted an extension for submission of the Council's AGAR until 31st July 2023.

It was agreed to appoint SALC as the Internal Auditor for the year 2023-24, to ensure continuity in light of past audit issues.

23/05/11

To Review & Adopt the Budget for 2023/2024:

Resolved 23/05/11.01

The Clerk presented an Actual to Budget Report and the budget for 2023-24, with no amendments. It was scrutinised and adopted and signed by the Chairman (DB).

23/05/12

Review & Adoption of Financial Risk Assessment 2023/24:

Resolved 23/05/12.01

The Financial Risk Assessment for the financial year 2023-24 was reviewed and adopted by the Full Council and signed by the Chairman (DB).

23/05/13

Approve & Authorise Annual Standing Payments & Direct Debits:

Resolved 23/05/13.01

The following standing payments and direct debits were approved;

Mrs V Bright	Clerks Monthly Salary	Local Government Act 1972ss. 101, 111 and 112	SO	PCM	£279.00
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23/05/14

To Consider any Annual Donations:

Resolved 23/05/14.01

St James's Church (Churchyard Maintenance) = £385.20 (LGA 1972, s. 214(6&8)).

All Saints Church (Churchyard Maintenance) = £385.20 (LGA 1972, s. 214(6&8)).

Remembrance Wreath = £20 (S.137).

It was discussed and agreed that the Churches should receive the same amount for their grass cutting donations, to keep it fair.

ORDINARY COUNCIL BUSINESS

23/05/15

Minutes of the meeting held on 16th March 2023 - LGA 1972, Schedule 12, para 41(2):

Resolved 23/05/15.01

The minutes of the meeting held on 16th March 2023 were adopted as a true statement and signed by the Chairman (DB).

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23/05/16

i)

Planning Applications (For consideration):

DC/23/0267/HH - a. replacement render to existing chimney b. two storey side extension to form integral garage and roof terrace with external staircase c. enlargement of existing rear dormer d. replacement windows. Location: 28 The Street, Icklingham

Resolved 23/05/16.01

No Objections submitted to LPA 4th May 2023.

ii)

Update on Enforcement EN/23/0089 - Debonnaire Acres

The Clerk raised an enquiry with the LPA enforcement team regarding a large timber building that has been erected on land at Debonnaire Acres, on Bury Road just outside of Icklingham village. The enforcement team confirmed that permission had been granted for a wooden storage building; the Full planning application can be found under reference: DC/22/1518/AG1 under the below link.

[Simple Search \(westsuffolk.gov.uk\)](https://www.westsuffolk.gov.uk)

The Clerk went back to Enforcement with the following queries, however the Officer is on leave until 15th May 2023, so no response or update on these queries has yet been received;

1. What is the difference between the accepted application, and the previously rejected application DC/22/0681/AG? The building approved seems larger than the one refused.
2. Can you advise whether the applications were submitted to the Parish Council for consultation, and if not, why?
3. Also, we have previously expressed to the LPA concerns over the potential danger of the entrance of this site. This was under investigation by Nick Tollit (see below correspondence with Susan Glossop from Nick Tollitt) planning enforcement officer, however we were not informed of a resolution or ever given any update on this matter. I'm sure the planning office has retained and referenced its notes prior to any approval/enforcement investigation, perhaps you could share this with us.

23/05/17

i)

Parish Matters:

Anti-Social Behaviour/Dirt Bikes Update

The signs are now in place. It was suggested that signage be put in place at the other end of the footpath as well, the Clerk is to forward this suggestion to Claire Dickson – PROW and Cllr. Susan Glossop to be considered.

The suggestion of a road closure for West Street was discussed and the Clerk is to enquire about the options for this.

It was discussed how the lack of attendance and support from Cllr. Noble our County Councillor was a disappointment and it was suggested that the Clerk write to him to raise our disappointment that he was not present at the Annual Parish Assembly either to answer questions and concerns over Highways issues.

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ii) **Discuss the maintenance and checks for the Community Defibrillator**
The Clerk is to check the defibrillator to ensure it is working and the battery and pads are in date, and also to get the key code. The Clerk is also to look into Annual Service/Supplies options and getting it listed with the Ambulance Service. The defibrillator will need to be checked frequently, and a notice is to be placed in the next newsletter asking for any volunteers.

iii) **Maintenance Update & Quotes**
Deferred to the next agenda. The Clerk is to source quotes for the various works needed.

23/05/18 **Correspondence:**
None.

23/05/19 **Finance & Policies:**
i) **Approval of Clerk's overtime hours April 2023**
Resolved 23/05/19.01
It was agreed to approve the Clerks overtime;
April 2023 = 9hrs @ £13.95 per hour = Total £125.55.
May 2023 = 9hrs @ £13.95 per hour = Total £125.55.

ii) **Approval and to authorise payment of outstanding invoices**
Resolved 23/05/19.02

Payee	Details	Total	Power to pay*
V Bright	April Overtime	£125.55	3
V Bright	May Overtime	£125.55	3
V Bright	Mileage & Expenses & PAYE Refund	£73.66	3
Herringswell PC	Printer Toner/Ink contribution - Clerk	£124.82	3
WSC	Dog bins	£183.04	9
SALC	Membership	£201.59	3

*Power to pay

1.	Local Government Act 1972 S.112
2.	Local Government Act 1972 s.137
3.	Local Government Act 1972 S.111
4.	Local Government Act 1972 S.133
5.	Small Holdings and Allotments Act 1908 ss.23,25
6.	Public Health Act 1875 s.164
7.	Public Health Act 1980 ss.43, 50
8.	Local Government Act 1972 S.142

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9.	Litter Act 1983 ss. 5,6
10.	Post Office Act 1953, s.51;
11.	Parish Councils Act 1957, s3 (i)

iii)

Update on Councils VAT Reclaim

The Clerk confirmed that it would be possible to claim bat VAT for only the last 3 years, unfortunately any VAT paid by the Council before that date was now lost. The Clerk confirmed that after checking all invoices and accounts for the last 3 financial years; 2020-2021, 2021-2022 & 2022-2023, she would be submitting a VAT Reclaim to HMRC for the amount of £4,403.81.

23/05/20

Councillors Reports & Items for Future Agendas

Cllr. Halford raised the fact that there are many elderly and single people living in the village and that it would be helpful if there was a group or person that could help people with problems, concerns etc. The Clerk advised that any concerns villagers have they can email, call or write to the Clerk who can report anti-social behaviour incidents, highways issues, footpath issues etc. or signpost them in the right direction, depending on the enquiry raised.

It was also suggested that a notice be put in the newsletter, asking for volunteers to set up the Icklingham Community Group again.

Next Meeting to be held on Monday 17th July 2023 at 7:30pm, in the Old School Hall

Meeting closed at 8:55pm

Signed: *D. Baugh*

Date: 17th July 2023

Chair