

Icklingham Parish Council

Minutes of the Meeting of Icklingham Parish Council
Held at the Icklingham Community Centre on Thursday 16th March 2023 at 7:36pm

Councillors present: Cllr. D. Baugh (DB), Cllr. K. Baugh (KB), Cllr. V. Halford (VH) & Cllr. R. Moss (RM)

Present: Clerk – Vicky Bright. Cllr. Susan Glossop – WSC.

Public Forum:

6 Members of the Public were in attendance.

See Item 34 (i).

Meeting opened at 7:30pm

22/23.29

Chair's Welcome & Acceptance of Apologies for Absence (LGA 1972, Section 85(1) & (2)):

Apologies: None.

Absent: None.

22/23.30

Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:

None.

22/23.31

Adopt the Minutes of the Parish Council Meeting held on 19th January 2023 - LGA 1972, Schedule 12, para 41(2):

Resolved 22/23.31.01

The minutes of the Parish Council meeting held on 19th January 2023 were adopted as a true statement and signed by the Chair (DB).

22/23.32

i)

To Receive County, District and Community reports:

WSC – Cllr. Susan Glossop

A report was circulated to Councillors before the meeting, Cllr. Glossop raised the following points at the meeting;

- Council tax has now been approved, roughly 9-10p extra per household.
- Brown bins are now £47 per year.

ii)

SCC – Cllr. Colin Noble;

No report - Apologies sent.

22/23.33

i)

Planning Applications:

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 IP28 6PS

Resolved 22/23.33.01

No objections or comments on application DC/23/0267/HH.

ii)

DC/22/2117/HH Amended – part single storey, part two storey side extension. Location: 6 West Street, Icklingham IP28 6QB

Resolved 22/23.33.02

No objections or comments on application DC/22/2117/HH.

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22/23.34

i)

Parish Matters:

Anti-Social Behaviour

The Chairman confirmed that the signs had been ordered and the extra signs to go on the fences at the back of the houses had also been agreed, with funding from Cllr. Noble (SCC). It was agreed to let PROW agree the wording for the signage, in order to expediate the order and installation. The installation should take up to 5 days after ordering. IT was reiterated that the signs are for the education of users to establish where the Byway changes to a footpath. There will follow a 6-week monitoring period following installation of the signs, it is vital to still report any anti-social behaviour and mis-use of the footpath during this time. We are awaiting an update from Will Wright regarding the Police approaching SCC for a TRO.

The current footpaths are closed due to surface damage and repairs being needed; Seven Tree Road byway (starts west of old Hall Close byway, and runs north through Elveden estate) and the Icknield Way.

ii)

Traffic Calming/MVAS

Agreed to remove from the agenda for future meetings.

iii)

Basketball Court Surfacing & Asset Maintenance Report

The Clerk advised that the surfacing is no longer under warranty and Mortimer's have advised that the damage is due to extreme weather conditions. It was agreed to monitor for any further deterioration and look at patch repair if necessary.

The Clerk is to source quotes for the repairs/maintenance required for the assets, as per the asset inspection report, carried out by Cllr. Moss in February.

iv)

Discuss Maintenance and Checks of the Community Defibrillator

The Clerk advised the Defibrillator needs checking to ensure it is working ok and the power supply is ok. The Clerk is going to check the Defibrillator to check the current condition, power supply, battery and pads expiry date. Then we will need to have a volunteer to check it monthly, perhaps on a rotational basis between Councillor's or by advertising for a volunteer from the village to take on the role.

v)

Discuss Decorations for the Coronation

Cllr. Halford is going to order ribbon (red, white & blue) to decorate the lamp posts and telegraph poles throughout the village, 2 weeks before the coronation. A notice was placed in the newsletter asking for suggestions, help etc. but no responses were received. It was suggested that the pub be asked if they would like to do something.

22/23.35

Correspondence:

None.

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i)

Finance & Policies:

Parish Council Bank Reconciliation from list of payments/receipts

The Payments and receipts were scrutinised and approved. The account balance was confirmed as £9,595.17 as of 28th February 2023.

Resolved 22/23.36.01.

That the Bank balances and reconciliation of payments & receipts be received and adopted and initialled as such by the Chair of the meeting (DB).

ii)

Payment Schedule for signing and approval for payment of outstanding invoices

Resolved 22/23.36.02

Payee	Details	Invoice number	Total	Power to pay*
V Bright	February 23 salary		£279.00	3
V Bright	March 23 salary		£380.83	3
V Bright	Overtime		£160.43	3
V Bright	Office allowance 23/24		£312.00	3
V Bright	Mileage & Expenses		£29.68	3
D Fisher	Hall Hire	IPC61222 & IPC19123	£50.00	3
Ray Moss	Printer ink		£25.29	3
SALC	Payroll	26885	£54.00	3
PKF Littlejohn	PIR Fine 20/21	SB20214527	£336.00	12
SCC	Street Lighting	9529115	£1,244.47	11

*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
9.	Litter Act 1983 ss. 5,6
10.	Post Office Act 1953, s.51;
11.	Parish Councils Act 1957, s3 (i)
12.	The Local Audit and Accountability Act 2014

iii)

Update on the Bank Account Mandate and Online Banking

The mandate has now been completed and all signatories and address details are correct and up to date. The Clerk has requested cards for online banking access for the signatories and has applied for online access for herself.

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- iv) **Adopt the PIR Report from PKF Littlejohn LLP in respect of the 2021/22 Financial Year**
The PIR report was discussed and its recommendations have been addressed. The Clerk advised that this is the third year when the AGAR has not been submitted to the External Auditors. As a result of being issued with the PIR the Council will have to submit a full AGAR for this financial year end. The Clerk also advised the Council has incurred £576 in fees for the year 2019/20 and £336 for the year 2020/21. The invoice for the fee for 2021/22 is still pending.
Resolved 22/23.36.03
The Council formally adopted the PIR Report issued for the financial year 2021/22, issued by PKF Littlejohn on 6th February 2023.
- v) **Discuss the Councils Internal & External Audit provision for 2022/23**
The Clerk confirmed that PKF Littlejohn LLP have been appointed as External Auditor for this financial year end (22/23). And as stated above the Council is required to submit a full AGAR and not declare themselves as an exempt authority.

The Clerk confirmed that no Internal Audit had been carried out for the last 5 years. The Clerk is currently trying to appoint an Internal Auditor to carry out the internal audit for this financial year 22/23.
- vi) **To Review & Adopt the Councils Standing Orders (per the NALC Model 2022)**
Resolved 22/23.36.04
The Council agreed to adopt the Standing Orders, per the NALC Model 2018 – Amended 2022.
- vii) **To Review & Adopt the Councils Financial Regulations (per the NALC Model 2019)**
Resolved 22/23.36.05
The Council agreed to adopt the Financial Regulations, per the amended NALC Model 2019)
- viii) **To Adopt the Suffolk Code of Conduct 2022**
Resolved 22/23.36.06
The Council agreed to adopt the Suffolk Code of Conduct 2022.
- ix) **To Adopt the Councils Asset Register as of 31st March 2023**
Resolved 22/23.36.07
The Council adopted its updated Asset Register, at a total value of £41,493.76 as of 31st March 2022.
- x) **To Adopt the Financial Risk Assessment 2022/23**
Resolved 22/23.36.08
The Council reviewed and adopted its Financial Risk Assessment for the financial year 2022/23.
- xi) **Adopt Street Lighting Inventory & Agree SCC 2022/23 Energy & Maintenance Costs**
Resolved 22/23.36.09
The Council reviewed and adopted its Street Lighting Inventory.

Resolved 22/23.36.10

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The Council agreed to appoint SCC as its street lighting Energy provider and maintenance contractor for the year 23/24 and to agree the costs associated.

- xii) **Approval of Clerk's overtime hours**
Resolved 22/23.36.11
It was agreed to approve the Clerks overtime for the period between 1st February to 15th March 2023, at 11.5 hours at £13.95 per hour – Total £ 160.43.
- xiii) **Discuss the Elections May 4th**
The Clerk briefed the Councillors on the election and nomination process and the Elections timeframe. The Clerk presented Councillors with their candidate nomination packs and advised they need to be hand delivered, by appointment to West Suffolk Council no later than 4pm on 4th April 2023.
- 22/23.37 **Councillor's Reports & Items for next Agenda**
None.
- 22/23.38 **Next Meeting to be held is the Annual Parish Meetings on Wednesday 10th May 2023 at 7pm, followed by the Annual Parish Council Meeting, in the Community Centre**
Meetings thereafter to be held on the 4th Thursday every other month at 7:30pm; (January, March, May, July, September, November)
- Meeting closed at 9:05pm
- Signed: *Darren Baugh*
Chair, Icklingham PC
- Date: 10th May 2023