

Icklingham Parish Council

Minutes of the Meeting of Icklingham Parish Council
Held at the Icklingham Community Centre on Monday 19th January 2023 at 7:30pm

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

Present: Clerk – Vicky Bright. Cllr. Susan Glossop – WSC. Will Wright – Communities Team Leader - WSC

Public Forum:

3 Members of the Public were in attendance.

Will Wright, SCC & the Police met before Christmas regarding the signs. Will advised at the meeting that there was a mix up with the order, but they will now be delivered by end of January, the installation date is TBC. Hall Close is being looked at in isolation, due to the increased level of anti-social behaviour. The signs are meant as educational and are to hopefully encourage behavioural changes, which will be monitored for 2-3 months. The Police have approached SCC to enquire if a TRO can be expedited for a restriction on the By-Way. It was stressed that any incidences of Anti-social behaviour need to be reported to the Police; the Clerk is to put an article in the newsletter and on the website/social media encouraging people to report incidences and how to do it. Police are being provided with weekly updates by residents in Hall Close.

Will advised that Claire Dickson (PROW) has been in talks with Elveden and the Ecologist Officer to see if temporary closures of the Icklingham Way can be arranged to allow SSI regeneration.

Ramparts field and the car parking was raised for discussion, as lorries are also now using the area to park. Will confirmed that Damien had been having no joy with a response from Nature England or Highways. It was discussed that the landlord needs to look at measures, such as fencing or an overhead barrier and that a community approach may help and it was suggested that a meeting be arranged with the Parish Council, Nature England/SSI Lead, Highways, Mr Browning and other interested parties. It was suggested that the Clerk approach Cllr. Colin Noble (SCC) to ask for his support, quoting the impact that it is having on residents Mental Health & Wellbeing and the impact on wildlife, it was suggested that residents provide the Clerk with supporting evidence of this to be included.

	Meeting opened at 7:30pm
22/23.17	<u>Chair's Welcome & Acceptance of Apologies for Absence (LGA 1972, Section 85(1) & (2)):</u> Apologies: Cllr. V. Halford. Absent: None.
22/23.18	<u>Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:</u> None.
22/23.19	<u>Adopt the Minutes of the Parish Council Meeting held on 27th July 2022 - LGA 1972, Schedule 12, para 41(2):</u> <u>Resolved 22/23.19.01</u> The minutes of the Parish Council meeting held on 27 th July 2022 were adopted as a true statement and signed by the Chair (DB).

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22/23.20	<p><u>Formally appoint the new Clerk/RFO</u></p> <p><u>Resolved 22/23.20.01</u></p> <p>It was formally resolved to appoint Vicky Bright as the new Clerk/RFO to the Council, with an employment start date 9th December 2022, on salary point SCP 17 £13.95 for 20 hours pcm.</p>
22/23.21	<p><u>Councillor Vacancies Update</u></p> <p>It was confirmed that there are 3 casual vacancies on the Council. The Clerk advised that with elections coming up on 4th May, now is a good time to do a big push looking for members to stand and join the Council, therefore the Clerk is to proceed with a marketing campaign in the next few weeks.</p>
22/23.22	<p><u>To Receive County, District and Community reports:</u></p> <p>WSC – Cllr. Susan Glossop</p> <p>A report was circulated to Councillors before the meeting, Cllr. Glossop raised the following points at the meeting;</p> <ul style="list-style-type: none">• Electors will now need to produce photo ID at Polling stations for the next elections on 4th May.• The pub planning application was refused. <p>SCC – Cllr. Colin Noble;</p> <p>No report and no apologies sent.</p>
22/23.23 i)	<p><u>Planning Applications:</u></p> <p>DC/22/2117/HH – part single storey, part two storey side extension. Location: 6 West Street, IP28 6QB</p> <p><u>Resolved 22/23.23.01</u></p> <p>It was unanimously agreed to offer No Objections to application DC/22/2117/HH.</p>
22/23.24 i)	<p><u>Parish Matters:</u></p> <p>Anti-Social Behaviour</p> <p>*See the update in the Public Forum from Will Wright, WSC.</p>
ii)	<p>Traffic Calming/MVAS</p> <p>The Clerk is to go back through the PC Emails and accounts to establish if the grant from Cllr. Colin Nobles' Locality Budget was received for the VAS.</p>
iii)	<p>Basketball Court Surfacing</p> <p>The play area inspections have highlighted that the basketball court surfacing is eroding and breaking up, the Clerk is to look into the warranty and contact the supplier.</p> <p>The Clerk is also going to check and update the Council's Asset Register and Insurance provision, and also the annual Risk Assessment procedures and forms.</p>

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The Clerk is to look into street lighting owned by the Parish Council and review the maintenance of said street lighting.

22/23.25

Correspondence:

- Suffolks' Devolution Deal – A Devolution Deal worth half a billion (£480 million over next 30 years) has been preliminary agreed. It is to be used to improve the lives of Suffolk residents and local priorities, such as; affordable housing, education, transport settlement, key infrastructure priorities and environment.
- Voters ID - The UK Government has introduced a requirement for voters to show photo ID when voting at a polling station. This new requirement will apply for the first time in England at the local elections on Thursday 4 May 2023. You can use any of the following:
 - Passport
 - Driving licence (including provisional license)
 - Blue Badge
 - Certain concessionary Travel Cards
 - ID Card with PASS mark
 - Biometric Immigration document
 - Defence Identity card
 - Certain National Identity cards

For more information on which forms of photo ID will be accepted, visit www.electoralcommission.org.uk/voterID or call their helpline on 0800 328 0280. If you don't already have an accepted form of photo ID, or you're not sure whether your photo ID is still valid, you can apply for a free voter ID document, known as a Voter Authority Certificate. You can apply for this at www.voter-authority-certificate.service.gov.uk. Alternatively, you can complete a paper application form and send this to the Electoral Services Team at West Suffolk Council.

22/23.26

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 £10,486.68 as of 28th October 2022 (as this is the most recent bank statement the Clerk has access to).

Resolved 22/23.26.01.

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 22/23.26.02

Payee	Details	Invoice number	Payment Option	Total	Power

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					to pay*
V Bright	December salary		BACS	£178.60	3
V Bright	January salary & overtime		BACS	£393.35	3
HMRC	PAYE Quarter 3	475/UA7 4209	BACS	£103.40	3
V Bright	Office allowance Dec 22 – March 23		BACS	£104.00	3
V Bright	Mileage & expenses		BACS	£68.16	3
D Fisher	Hall hire 26.10.22	IPC2610 22	BACS	£20.00	3
Budget Computers	PC computer repairs	61931	BACS	£24.00	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
9.	Litter Act 1983 ss. 5,6
10.	Post Office Act 1953, s.51;

iii)

Update on the Bank Account Mandate

The forms to change the address on the account were signed and submitted to Lloyds Bank the week before Christmas. The mandate to add the new Clerk and remove the old

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Clerk and old signatories is being signed this evening and will be posted to Lloyds after the meeting

iv) To Adopt the 2023/24 Budget

Resolved 22/23.26.03

The projected budget for 23/24 was approved, with expenditure of £10.475.00 and was duly signed by the Chair (DB).

v) To Agree & Adopt the Precept Figure for 2023/24

Resolved 22/23.26.04

It was unanimously agreed to go with Option 2 and request a precept of £9,651.00 (using reserves to make up the deficit), this is an increase of 9.36%, which is the equivalent of £5.42 per annum, per household, based on a Band D property.

vi) Discuss the Councils Internal & External Audit provision for 2022/23

The Council have been appointed PKF Littlejohn LLP as the external auditor for the end of year. The Clerk is to contact PKF Littlejohn to establish the Councils 2021/22 position and what impact this will have on this end of year procedure. The Clerk is also to contact the Councils appointed Internal Auditor to arrange the audit for the end of year in April.

vii) Repair/Replacement costs associated with the Parish Council Laptop

Resolved 22/23.26.05

The costs to repair and access the PC Computer were agreed at a cost of £43.99 + £24.00.

viii) Approval of overtime hours associated with new Clerk

Resolved 22/23.26.06

It was agreed to approve the extra hours for the Clerk in January, at £13.95 per hour x 5 hours.

22/23.27 Councillor's Reports & Items for next Agenda

None.

Next Meeting to be held on Thursday 24th March 2023 at 7:30pm 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 9:12pm

Signed: *Darren Baugh*

Date: 16th March 2023

Chair, Icklingham PC

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