

# Icklingham Parish Council

Minutes of the Meeting of Icklingham Parish Council  
Held at the Old School Hall, Icklingham on Monday 17<sup>th</sup> July 2023 at 7:38pm

**Councillors present:** Cllr. D. Baugh (DB) - Chair, Cllr. V. Halford (VH) – Vice Chair, Cllr. K. Baugh (KB), Cllr. J. Fisher (JF) & Cllr. R. Moss (RM)

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

## **Public Forum:**

1 Member of the Public was in attendance.

The condition of the footpath between 59-69 The Street and footpath Number 1 was raised, and the Clerk was asked to report it online to SCC.

The Clerk was asked to complain to the grass cutting contractor that the grass cuttings had not been removed after the last cut in the village.

	<b>Meeting opened at 7:38pm</b>
<b>23/07/1</b>	<b><u>Chair's Welcome &amp; Acceptance of Apologies for Absence (LGA 1972, Section 85(1) &amp; (2)):</u></b> <b>Apologies:</b> None. <b>Absent:</b> None.
<b>23/07/2</b>	<b><u>Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:</u></b> None.
<b>23/07/3</b>	<b><u>Adopt the Minutes of the Annual Parish Council Meeting held on 10<sup>th</sup> May 2023 - LGA 1972, Schedule 12, para 41(2):</u></b> <b><u>Resolved 23/07/3.01</u></b> The minutes of the Annual Parish Council meeting held on 10 <sup>th</sup> May 2023 were adopted as a true statement and signed by the Chair (DB).
<b>23/07/4</b>	<b><u>To Receive County, District and Community reports:</u></b>
<b>i)</b>	<b>WSC – Cllr. Susan Glossop</b> Cllr. Glossop raised the following item for follow up; Item 6 (iii), Cllr. Moss is to check and confirm of the fly-tipping has been removed. The Clerk confirmed that the access is owned by Elveden Estates and is a Private Access.
<b>ii)</b>	<b>SCC – Cllr. Colin Noble;</b> No report – No Apologies sent. The Clerk confirmed that she had written to Cllr. Noble after the May meeting, expressing the Parishes concerns that he had not attended the Annual meetings, nor any previous PC meetings that year and also that the parish had many Highways issues that they hoped he could assist them with. The Clerk followed this up with a further email last week, but had received no acknowledgement or response from Cllr. Noble.

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23/07/5

## Planning Applications:

i)

**AP/23/0031/STAND - Outline Planning Application (means of access to be considered) - (i) Conversion works to public house (class A4) to create 2 no. dwellings (class C3) (following demolition of existing extensions); (ii) construction of 7 no. dwellings and (iii) associated landscaping and car parking (previous application DC/17/0630/OUT) LOCATION: The Plough Inn 62 The Street Icklingham Suffolk. APPLICATION NO: DC/19/2145/OUT**

ii)

It was agreed that the Parish Council would send further comments to the Inspector, reiterating that they support the application in principle, but would request that if approval is granted, then one of the planning conditions set should ensure that a S.106 or similar agreement is in place to address the many empty and dilapidated properties already in the village, which are owned by Elveden Estates. Cllr. Susan Glossop and Cllr. D. Baugh are planning to attend the appeal hearing, once the date is confirmed.

23/07/6

## Highways / Trees / Footpaths:

i)

### **Anti-Social Behaviour/Dirt Bikes & Footpath Signage Update**

Cllr. D. Baugh updated the meeting regarding the problems with signage at the East end of the footpath, he asked the Clerk to write to PROW to get information regarding exactly where the footpath runs, stops, rights of way and land ownership, before making any decisions on signage, as due to history with landowners it is imperative, we have a clear understanding. The Clerk confirmed she had written to Claire Dickson, but had yet to receive a response. It was agreed that Cllr. D. Baugh and Cllr. K. Baugh would walk the length of the footpath, and take photos and plot the footpath on a plan, which could then be sent to PROW, for further clarification of the above.

ii)

### **Discuss proposals/options for closure of West Street**

After receiving no response from Cllr. Noble (SCC) in regards to help with the issue of West Street, it was agreed that the Clerk and Cllr. Moss would liaise to document the issues and the Clerk will then approach SCC Highways to see what options are available for addressing the issues or closure of the road.

iii)

### **Update on Fly-tipping and closure of the access just past the cottages on LHS - A1101 Mildenhall Road**

As discussed under Item 4. Cllr. Moss is to check and confirm if the fly-tipping has been removed.

iv)

### **Discuss the 20's Plenty Suffolk Scheme**

A growing number of Suffolk Parish Councils are campaigning to make 20 mph the default speed limit where people and motor vehicles mix, with 30 mph being an exception. These Parish Councils have started their campaigns with the support of 20's Plenty for Us, a not-for-profit organisation which campaigns to make cities, towns and villages better places to be.

20's Plenty are now contacting those Parish Councils that are not yet involved to ensure that everyone has an opportunity to participate in this countywide initiative. We have been approached to see if we wish to participate in the campaign, which looks at the following;

- There is increasing evidence that residents (and voters) want a 20-mph default speed limit. They are fed up with intimidatory and anti-social driving, air and noise

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pollution and in particular they are concerned for their own safety and that of their families.

- There is now a considerable amount of research showing that the introduction of 20 mph limits can be low cost and bring wide benefits, including fewer road casualties, less air and noise pollution, increased walking and cycling. Not least, 20 mph limits help to make communities better places to be.
- At present, Suffolk County Council's process for introducing 20 mph limits is expensive, slow, ad-hoc and village-by-village. We are asking them to change their speed management policy to make 20mph affordable for local communities.
- Suffolk Police have indicated that they are supportive of 20 mph limits. Whether or not the evidence suggests that this is not a particular issue since the imposition of 20 mph limits means that drivers voluntarily reduce their speeds by up to 6 mph on faster roads.

It was agreed that the Council would not get involved with the campaign at this point.

v)

## **A14 J36 (West of Newmarket) to J43 Bury St Edmunds - Traffic management changes update**

The Clerk attended a Teams Meeting by National Highways, regarding the change of diversion route for the works, see attached slide presentation (**Appendix 1**).

### **A14 J36 (West of Newmarket) to J43 Bury St Edmunds Meeting - Traffic management changes**

We are carrying out maintenance and improvement works along the A14 between J36 (West of Newmarket) and J43 (Bury St Edmunds). The work includes the following:

- Improving the road surface eastbound and westbound from J42 to J43 through urban area at Bury St Edmunds. The new road will be quieter than current road surface.
- We need to improve road markings/linings and road studs (cat's eyes) by bringing them up to a consistent standard, between J36 and J43 - required for improved safety on a 4-year cycle.
- We will install new road signs for increased visibility between J42 and 43.
- Upgrading the message signs.

### **Change of Diversion route;**

We are changing the diversion route because:

- The agreed shorter diversion route on the A1302 (through Bury St Edmund) is no longer viable due to the bad road condition (sunken iron works, pavement is poor condition)
- We have been asked by Suffolk Highways to return to the previously agreed diversion route – A134-Thetford – A11

vi)

## **A11 Red Lodge to Fiveways Safety Scheme - gap closure update**

The Clerk briefed the PC on the previous consultations regarding improvements to Fiveways and the proposed closure of the Barton Mills and Cherry Hill crossings, A11. There is a public engagement event being held on Tuesday 18<sup>th</sup> July at 7pm, Jubilee Centre, Mildenhall, the Clerk is unable to attend and asked for a Councillor to attend to represent the PC, unfortunately no Councillors are

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available. The Clerk is to ask for the current proposals and information to be emailed following the event and will update the Council at the September meeting.

23/07/7

## **Parish Matters:**

i)

### **Asset Maintenance Report – Consider Works & Quotes**

Deferred to the September agenda.

ii)

### **Maintenance Checks & The Circuit Registration Update for the Community Defibrillator**

The Clerk confirmed she has now got the code to the cabinet and has ordered a new battery and pads for the defibrillator. She is currently waiting on ZOLL to confirm the package that the PC signed up to when the Defibrillator was purchased. The Clerk confirmed that a volunteer has been found to check & maintain the defibrillator and to act as point of contact should the defibrillator be used. The Clerk is going to clean the cabinet and phone box and set up the defibrillator with the new pads and battery and the new volunteer will then register the CpAD with The Circuit, so that it is then registered with the East Anglia Ambulance Service.

iii)

### **Update on Icklingham Community Group Volunteer recruitment**

The Clerk confirmed she had placed a notice in the newsletter, but had received no response or interest. It was agreed to remove the item from the agenda.

23/07/8

## **Correspondence:**

- The Clerk presented a letter from a resident raising concern over the many empty and dilapidated properties in the village owned by the Elveden Estates. It was agreed that the Clerk would write to Elveden asking for something to be done to address the issue and to provide a timeframe for the properties to be repaired and to be lived in again.
- WSC - Community Chest grant scheme is now open for applications and will again be looking to target cost-of-living support to our residents.

### **About Community Chest**

Community Chest is the council's annual grant scheme, investing in community led initiatives that improve the health and wellbeing of our residents. Since it started in 2017, over £3.4m of grants have been invested. This includes work to help people who are lonely or feel isolated and to bring people together to create support networks. It has helped families dealing with trauma, backed work to break patterns of abuse, funded advice and advocacy, and helped lift people's physical and mental health through targeted community activities.

### **Who can apply and how do they do it**

The money is for 2024/25 with more than £460,000 available. Charities, community groups, voluntary organisations, faith groups and social enterprises can apply by viewing the guidance and then completing the online application

at <https://www.westsuffolk.gov.uk/community/community-grants.cfm>

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The deadline for applications is **6pm on Friday 29 September 2023**. Successful grants will be awarded in February 2024 and paid in April 2024.

- WSC – Local Plan Timeframe Update

The final consultation will now happen in January 2024.

23/07/9

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 £14,041.89 as of 28<sup>th</sup> June 2023.

### **Resolved 23/07/9.01.**

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 23/07/9.02**

Payee	Details	Invoice number	Total	Power to pay*
V Bright	June overtime hours	N/A	£69.75	3
V Bright	July overtime hours	N/A	£66.26	3
V Bright	Mileage & postage	N/A	£14.80	3
ICO	Data Protection Annual fee	ZB325444	£35.00	3
HMRC	PAYE Qtr. 1 23/24	N/A	£100.40	3
PKF Littlejohn LLP	PIR Fee 22/23	SB20224084	£336.00	3
David Fisher	Hall Hire May	10523	£30.00	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;
11.	Parish Councils Act 1957, s3 (i)
12.	The Local Audit and Accountability Act 2014

iii)

### **Adoption of the Internal Audit Report & AIAR (AGAR) 22-23**

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The Clerk presented the Internal Audit report for the financial year end 31<sup>st</sup> March 2023, the following items were flagged as non-compliant, where the Council haven't met the requirements and 'proper practices', all of these items are from pre-December 2022 or are as a result of the previous Clerk non-compliance and the Clerk advised the following actions to address the issues raised;

- Section 3 Payment Controls - Prior to December 2022 the minutes do not reflect the recording of or approval of invoices/accounts for payment. In some cases, there is no full audit trail for payments made. Recommendation: Council is recommended to review all decisions taken to incur expenditure between 1st April and December 9th 2022 and bring them back to full Council for formal ratification. - ***This will be added to the September agenda to be ratified.***
- Section 4 Risk Management -The Council has not adopted an Internal Control Statement, nor did it review its internal controls during the year under year. Similarly, there was no minute reference to demonstrate that Council agreed that the controls operated by it were in place and accurately recorded the risks being managed. Recommendation: In accordance with the Accounts and Audit Regulations 2015, Regulation 6, Council should be aware that it should formally review the effectiveness of its system of internal control to 4 Accounts and Audit Regulations SALC Internal Audit Report template (v.3) Last reviewed: 30th January 2023 8` ensure that it has mitigation measures in place to address the risks associated with the management of public finances.

and

- There was also no formal review of internal audit and its effectiveness, but it is assumed that this would be considered at the appointment of the internal auditor. Recommendation: Council should demonstrate, via a minute reference, that it has complied with Regulation 5 of the Accounts and Audit Regulations 2015 and reviewed the terms of reference and effectiveness for internal audit, thereby demonstrating that it recognises that the function of internal audit is to test and report to the authority on whether its system of internal control is adequate.- ***The Council has not had an internal audit carried out or controls in place for the last 5 years, now SALC has been appointed as IA, the internal controls review and review of effectiveness of internal audit will be on the September agenda and in place for 23-24 audits.***
- Section 5 Budgetary Controls - Prior to the January 2023 meeting, there was no budget monitoring as there were no papers to support the budget set. The meeting of 19th January 2023, demonstrates that Council reapproved the budget for 2020/2023 in the amended sum of £10,490 and an actual report for the year under review was produced with a projected outcome to 31st March 2023. Comment: in accordance with Proper Practices, Council should understand how the budget is compiled and how it is used in the running of the Council. Reviewing the budget against actual expenditure (at periods set by the council's own standing orders) provides the Council with an early warning against shortfalls or surpluses and enables it to take proactive measures. (Local Government

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Finance Act 1992). - ***The budget for 23-24 has been prepared & adopted and will be reviewed Budget to Actual twice yearly moving forward.***

- Section 8 Payroll Controls - Post 9th December, all salary payments are authorised by the Council. Prior to 9th December, whilst payments were made to the Clerk, there were no payslips available for internal audit review. The Internal Auditor is unable to verify that Council has approved the salary paid prior to 9th December 2022. - ***Moving forward SALC are doing the payroll, payslips are filed in PC files, PAYE is calculated by SALC (P30 quarterly), this is then ratified for payment to HMRC by full council.***

and

- Whilst settlement of expenses incurred were reviewed and were reasonable, it is noted that within Box 4 on the Annual Governance and Accountability Return, the Clerk's mileage has been included. Recommendation: Council is advised of the Practitioners Guide for 2022 on the treatment of what can be included as employment expenses within the Annual Governance and Accountability Guide 2020 (section 2.16) and submitted within Line 4 of the AGAR. Mileage costs are not staff costs for the purpose of Line 4 and Council is advised to revisit the Accounting Statements and make the necessary corrections to Boxes 4 and 6. Comment: Council is advised to consider the adoption of an expense policy which would establish the rules under which employees and councillors can claim for legitimate business expenses incurred in the performance of their duties for the Council and ensure that such expenses are treated appropriately for tax purposes. - ***In progress, the AGAR Box 4 has been amended.***
- Section 11 Year End Procedures - The Council did not provide a period for the exercise of public rights for the year under review (22-23). Council also failed to approve the AGAR by 1st July 2022. Council should answer in the negative to Assertion 4 of the Annual Governance Statement as it failed to make proper provision for the exercise of the public rights during Summer 2022. Council should ensure that it makes proper provision for the exercise of public rights for the year ending 31st March 2023. - ***Done & Done***

and

- For the year ending 31st March 2022, Council has not complied with the requirements of the Accounts and Audit Regulations 2015 for smaller authorities with income and expenditure exceeding £25,000 and did not publish the year end on a public website: Recommendation: for the year under review, Council should comply with the requirements of the Accounts and Audit Regulations 2015 for smaller authorities with income and expenditure exceeding £25,000 and publish the following on a public website by 1 July 2023: Section 1 – Annual Governance Statement of the AGAR - unaudited Section 2 – Annual Accounting Statements of the AGAR Notice of the period for the exercise of public rights and the following by 30th September 2023: Notice of conclusion of audit Section 3 – External Auditor Report and Certificate Sections 1 and 2 of AGAR – including



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any amendments as a result of the limited assurance review - ***Done for year 22-23 (31st March 2023 Year-end)***

- Section 13 External Audit - As the Council failed to comply with its statutory requirement under the Accounts and Audit Regulations 2015 to prepare an AGAR in the prior year (2021-2022), a Public Interest Report was issued under Schedule 7 of the Local Audit and Accountability Act 2014. The Act requires the Council to consider a public interest report at a public meeting within one month of the date of the report. The Council failed to action this instruction as required by regulations and proper practices, but it is confirmed that at the meeting of 16th March 2023, Council considered the Public Interest Report. Comment: it is confirmed that as the Council failed to comply with statutory requirement to complete an AGAR in the prior year (2021-2022), it has answered in the negative to Assertion 3 of the AGAR for 2022-2023. Comment: As Council also failed to fulfil the requirements of Schedule 7 as instruction by the external auditor and failed to comply with all requirements regarding publicity of the report, consideration at a meeting and publicity of decisions taken at that meeting, it has also answered in the negative to Assertion 7 of the Annual Governance Statement for the year 2022/2023. - ***This has been done on the AGAR with a signed declaration, as such, being submitted to PKF Littlejohn, as discussed with them (see copy attached FYI).***
- Section 14 - Council should be aware that with gross income and expenditure under £25,000 it will be required to follow the Local Government Transparency Code 2014 for smaller authorities. Comment: Council should ensure that the following are published on a public website in accordance with the dates prescribed by the relevant regulations: Internal Audit Report, List of Councillors and Responsibilities, Items of Expenditure Above £100 including recoverable and non-recoverable VAT, End of Year Accounts, Annual Governance Statement, Asset Register, and that Agendas of Meetings; Associated Papers and Minutes should be published in accordance with the prescribed timescales as set out in the Transparency code for smaller authorities – December 2014 - ***In progress***
- Section 14 - Whilst there is no website accessibility statement that demonstrates that the council has checked the website for any accessibility problems or produced a plan to address these problems and fix them 'within reason', there are accessibility tools thereby allowing for the increased functionality of the website Recommendation: as mentioned previously, Council should ensure that at the very minimum it publishes on its website, a Website Accessibility Statement, which has identified the areas which are not accessible and shows that Council has a forward plan so that it can make changes to improve this. - ***In progress***

The full report is available to view on the Council's website; [https:// Parish Council » Icklingham \(onesuffolk.net\)](https://Parish Council » Icklingham (onesuffolk.net) under 2022-2023 Accounts & Finance) under 2022-2023 Accounts & Finance.

The Clerk will now submit the AGAR to PKF Littlejohn for review by the external auditors.

## Approval of the Clerks Overtime Hours



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iv)	<p><b><u>Resolved 23/07/9.03</u></b> It was agreed to approve the Clerks overtime for July at 4.5 hours at £13.95 per hour. Total £66.26.</p>
23/07/10	<p><b><u>Councillor's Reports &amp; Items for next Agenda</u></b> None.</p> <p><b><u>Next Meeting to be held on Monday 18<sup>th</sup> September 2023 at 7:30pm, in the Old School Hall, Icklingham.</u></b> Meetings thereafter to be held on the 3<sup>rd</sup> Monday every other month at 7:30pm; (January, March, May, July, September, November)</p> <p>Meeting closed at 8:24pm</p> <p> </p> <p>Signed: <i>D. Baugh</i> Chair, Icklingham PC</p> <p>Date: 18<sup>th</sup> September 2023</p>