

## **Approved Minutes from Parish Council Meeting & AGM**

Monday 19th May 2025, 19:30, The Old School House, The Street, IP28 6PS.

*These draft minutes were approved at the Parish Council Meeting on 21st July.*

### **Present:**

**Cllr Darren Baugh (Chair), Cllr Veronica Halford (Vice Chair), Cllrs Karrie Baugh and Joe Fisher.**

**Cllr Susan Glossop, Clerk Justin Hook, Andrew Blenkiron (Elveden Estate) and 1 member of the public.**

## **Agenda Items**

1. Council to elect Chair

Cllr Darren Baugh was nominated. No further nominations received.

**Council resolved to appoint Cllr Baugh as Chair.**

2. Council to elect Vice Chair

Cllr Halford was nominated. No further nominations received.

**Council resolved to appoint Cllr Halford as Vice Chair.**

3. Signing of Declaration of Acceptance of Office and issue of Register of Interests

All Cllrs completed their Declaration of Acceptance of Office, the Clerk signed them.

4. Council to appoint Responsible Financial Officer

**Council resolved to appoint the Clerk as Responsible Financial Officer.**

5. Chair's welcome, opening remarks and to receive apologies for absence

Chair welcomed those in attendance. Apologies received and accepted from County Cllr Colin Noble.

6. (i) To receive members Declarations of Interests - none received.

7. (ii) Council to consider any new written requests for dispensation and/or requests which have been received - none received.

8. To approve & adopt the minutes from the Council meeting held on 17th March 2025

**Council resolved to approve and adopt the minutes, the Chair signed them.**

It was agreed that Cllr Halford would place minutes in the village noticeboard, as not all villagers are able to view online.

**Action: Clerk to arrange a key for Cllr Halford.**

9. Council to consider co-opting Bruce Hamill onto the Council and signing the forms

Bruce Hamill was unable to attend and sent his apologies. Item moved to July agenda.

10. To receive County Councillor's report from Cllr. Colin Noble

**None received.**

Council disappointed by Cllr Noble's non-attendance and lack of reports for meetings.

**Action: Clerk to raise with SCC.**

11. To receive Borough Councillor's reports from Cllr. Susan Glossop

Report received and shared. Cllr Glossop advised she would be meeting with local MP Nick Timothy in a couple of weeks and was going to raise the issue of speeding along the A1101 through the villages and especially the issue of noisy motorbikes that speed through the village, especially on club nights / Krazy Horse event nights.

**Action: Clerk to speak to Lackford, Flempton cum Hengrave and Fornham All Saints PC to see if they share the same concern and wish to meet to discuss further.**

12. Public open session up to 10 minutes - questions and issues on matters arising from the agenda and from the village

Resident raised ongoing concern over empty properties in the village and asked if Council had reported to Building Control as suggested at the last meeting.

The Clerk advised that he had spoken to Elveden Estate who had provided a very clear and detailed programme of works to the empty properties, and that Council had felt no further action was needed.

Andrew Blenkiron commented that the estate survey the properties themselves and have

no current concerns over any of their properties. Works have been prioritised on properties in Icklingham. The estate are paying four times the standard council tax rate on empty properties, so it is in their interest to get them refurbished as quickly as they can.

The Clerk suggested that residents email specific concerns, with details to **clerk@icklinghamparish.gov.uk** so that they can be forwarded to the estate team.

Andrew confirmed that the estate continue to seek a sale for The Plough and that it will now be going to auction, as a plot with planning permission.

It was agreed for Council to share the programme of works with the village via the minutes / noticeboard / website and social media, with the caveat that time frames were as a guideline.

13. To receive updates on the following matters:

- a. Highway gates installation update - Clerk  
New licenses have been submitted, but Highways are holding back as the existing signs are the national speed limit gateways and need higher approval.  
**Action: Clerk to chase.**
- b. Quiet lane sign replacement (Temple Lane) - Clerk  
Now complete. **Item closed.**
- c. VAS data report - Cllr Fisher  
From Mildenhall: average incoming speed was 31mph and outgoing was 30mph, with a top speed of 114mph incoming and 56% of traffic compliant with speed limit.  
From Bury: average incoming speed was 26mph and outgoing was 30mph, with a top speed of 88mph and 87% of traffic compliant with speed limit.  
Clerk has made contact with USAF Community Liaison Officer to share concerns that base traffic may be responsible for a number of the late night figures. With no specific evidence, little can be done. However they agreed to share with the team, highlighting the safety concerns.  
**Action: Clerk to reach out to Cllr Noble for input around what other measures can be taken to reduce speeding in the village, and what help he can offer - ANPR / extra VAS units / average speed limits etc.**
- d. VAS repair - Clerk  
Now complete. **Item closed.**
- e. Play park cleaning - Cllr Fisher  
Cllr Fisher has done some cleaning of the equipment, removing the worst of the algae causing the slippery areas. Will wait to see what latest report picks up.  
A 'friends of the play park' scheme was suggested, whereby users / parents could volunteer to keep an eye on the park, help with simple cleaning and maintenance etc.  
**Action: Clerk to add to July agenda.**  
The Clerk confirmed with Elveden Estate, their ownership of the property where the Children Playing sign has been damaged, agreeing permission to reattach the sign to the fence.
- f. Basketball resurfacing - Clerk  
Clerk is looking into previous funding application to Alice Dix charity to base new application on. Clerk also checking what warranty the works come with.  
Cllr Glossop suggested writing to Lesley-Ann Keogh at WSC to see what funding might be available, such as Sports England or Community Chest.  
**Action: Cllr Glossop will send Clerk details.**
- g. .gov.uk domain and offer of new website - Clerk  
Website is now sitting on [www.icklinghamparish.gov.uk](http://www.icklinghamparish.gov.uk) with an auto forward on the old address. Google analytics set up on the new device to monitor traffic. **Item closed.**
- h. ANPR devices - Cllr Baugh  
This item was covered under item 13c.

14. To receive Clerks report

- a. Damaged signs  
Clerk has reported damaged signs to SCC. Some have been replaced, others have been scheduled for replacement.
- b. Empty properties  
This item was covered in the public forum, item 12.

- c. Tuddenham PC joint meeting  
Clerk responded, but no further information received  
**Action: Clerk to chase.**
- d. Dog fouling signs  
Ongoing project - need a small working party, and to arrange a time to fit new signs around the village.

The Clerk advised that funding was now being made available for improvements to bus stops and bus stop access. Cllrs to consider if any of the village bus stops need improvement.

**Action: Clerk to add to July agenda.**

15. Planning:

Council to discuss the following applications;

i. **DC/25/0753/ELEC**

**Pumping Station The Street Icklingham Suffolk**

Application under the overhead lines (Exemption) (England and Wales) Regulations 2009 - install pole

**Council resolved to APPROVE this application.**

ii. **DC/25/0752/ELEC**

**Pumping Station The Street Icklingham Suffolk**

Application under the overhead lines (Exemption) (England and Wales) Regulations 2009 - installation of substation

**Council resolved to APPROVE this application.**

16. Finance update

i. To review end of year finance report

**Council resolved to approve the end year finance report and the Chair signed.**

**Council resolved to put £1,000 into an assets management reserve.**

ii. **Council resolved to approve payment of the following accounts and outstanding invoices:**

Payee & details	Total
J Hook, Clerks salary, March	£365.44
J Hook, Clerks salary, April	£365.64
HMRC, Clerks tax & NI, Q4	£247.20
ICO, membership 2025/26	£47.00
The Old School House, hall hire March meeting	£30.00
SALC, payroll services, 6 months ending Mar 25	£54.00
SALC, membership 2025/26	£211.62
WSC, waste collection	£199.97
Lloyds, bank charges, Feb-Mar	£4.25
Lloyds, bank charges, Mar-Apr	£4.25
St James' Church, S137 donation towards wall repairs	£385.20
<b>Total Payments</b>	<b>£1,914.57</b>

iii. Council noted payments received to 30th April.

From & details	Total
Lloyds, interest	£11.84
WSC, precept	£16,800.00
<b>Total Monies Received</b>	<b>£16,811.84</b>

iv. Council noted bank balances to 30th April.

Current	£344.99
Savings	£30,177.38
<b>Total Bank Balance</b>	<b>£30,522.37</b>

v. **Council resolved to approve bank reconciliation for April 2025.**

vi. **Council resolved to approve current Direct Debits and Standing Orders.**

Payee & details	Type	Amount
J Hook - Clerks salary, <b>MONTHLY</b> , 1st of the month	SO	£365.64
ICO - membership, <b>YEARLY</b> , April	DD	£47.00

vii. Council noted that no S137 donations and grants were made in for 2024/25.

Cllr Glossop asked Council if they had any projects planned as Council appeared to be sitting on a substantial amount of money. The Clerk advised that the precept had just been received and that much of the remaining was in reserves. The general reserve ought to have at least 6-12 months running costs available, in case of emergency.

The village gates, basketball court, potential new VAS units were all in discussion, and Cllrs encouraged to consider other projects that they would like to see in the village and raise at the July meeting. Cllr Halford suggested interpretation boards on walking routes. Play park upgrades were discussed but not felt necessary or justifiable.

17. End of year finance & audit

- i. **Council resolved to approve and sign the end of year bank reconciliation.**
- ii. **Council resolved to approve and sign section 1 of the AGAR form.**
- iii. **Council resolved to approve and sign section 2 of the AGAR form.**
- iv. **Council resolved to approve and sign AGAR certificate of exemption.**
- v. **Council resolved to approve the supporting statement and explanation of variances for audit.**

18. **Council resolved to adopt updated Standing Orders.**

19. **Council resolved to adopt updated Financial Regulations.**

20. **Council resolved to adopt updated Code of Conduct.**

21. **Council resolved to adopt the following policies and procedures;**

- a. Financial risk assessment for 2025/26
- b. Electronic Payment Risk Register
- c. Internal Control Statement
- d. Internal Control Report

22. Play park inspections

Council noted from report that remedial work required, but all low to very low risk.

23. Grass cutting contract

Council to discuss two quotes for grass cutting in the village

- a. Tilbrooks @ £1,858.45
- b. RG Landscapes - informal quote received on the day, of £1,120

**Council resolved to appoint RG Landscapes, on the basis that an official quotation was received.**

24. Clerks extra hours for CiLCA qualification

**Council resolved to approve extra 8 hours per month for training and study, as included in the budget.**

25. Correspondence

- i. Resident email re: damaged bin  
**Action: Cllr Halford to check if fixed and report to Clerk.**
- ii. Resident email re: pavement sweeps / National Highways signage collection  
Clerk has contacted WSC re: pavement sweeps and is to advise locations.  
Clerk contacted National Highways to have old signage collected, but received no response.  
**Action: Clerk to chase.**

Cllr Halford confirmed the issue of the pavements being overgrown and covered in debris.

**Action: Cllr Halford to send pictures to Clerk.**

**Action: Clerk to obtain quotes to have pavements skirted back and cleared where needed and add to July agenda.**

26. Date of next meeting

The next Parish Council Meeting will be held on July 21st, commencing 19:30 at The Old School House, The Street, IP28 6PS

**Meeting closed 20:45**

..... Sign & date

..... Print name

Chairman

Signed as confirmation that they are a true record.