

The next meeting of Ousden Parish Council will take place on Tuesday 11th January 2022 at 6pm in Ousden Village Hall.

Members of the public are welcome. There will be a public session near the start of the meeting to give members of the public and opportunity to speak to councillors informally about items on the agenda. Members of the public may stay and observe the rest of the meeting but may not address the Council.

For the safety and protection of members of the public and councillors, social distancing measures will remain in place, and we ask you to adhere to the following guidelines:

- **Please sit two metres apart from anyone outside your household.**
- **Wear a face covering. Please note that face coverings are required unless you have a valid exemption.**

AGENDA

1. To accept apologies and reason for absence.
2. Declaration of interest by Councillors in items on the agenda.
3. To approve the minutes of the meeting held on Tuesday 9th November 2021.
4. Public session (15 minutes).
5. County Councillors Report.
6. District Councillor's report.
7. Police issues.
8. To receive an update on the list of actions agreed at the last meeting.
9. To discuss the following financial issues:
 - a) Approval of payments and signing of Schedule of Payments.
 - b) Approval of payments authorised between meetings.
 - c) Approval of the record of receipts and payments made since the last meeting.
 - d) Bank balances and confirmation of bank reconciliation as of 4th January 2022.
 - e) Signatory to complete the checklist of Internal Controls.
 - f) Update on mandate change and registration of two councillors for online banking.
 - g) Approval of regular payments for 2022 – 23.
 - i) To approve the Internal Control Statement for the year ended 31st March 2022.
 - ii) To appoint a councillor (a non-signatory) to carry out internal control checks and complete the Internal Control Report.
 - h) To review the effectiveness of the internal audit.
 - k) To review any contracts.
10. To discuss any planning issues.
11. To discuss any highways/Rights of Way issues/tree/transport issues
 - a) Update on the Quiet Lanes Project.
 - b) Email from Hargrave PC about farm vehicles travelling through the village.
12. To approve the following GDPR information
 - a) Assessment of personal data held by Ousden Parish Council.
 - b) Document Retention and Disposal Policy.
 - c) Personal Data Breach Policy.
13. To approve the following revised policy documents
 - a) Procedure for dealing with correspondence.
 - b) Co-option Policy.
 - c) Complaints Procedure.
14. To discuss any village issues
 - a) Queen's Green Canopy project
 - b) Appointing a tree warden
 - c) Possible wildlife project and tree planting
15. To discuss the following correspondence:
 - a) Email from West Suffolk Council about the next Community Governance Review and asking parishes if there are any anomalies they would like to correct.

- b) Letter from West Suffolk Council about future parish forums.
 - c) SALC e-bulletin suggesting that parish councils follow up with their MP about the possibility of holding remote meetings.
 - d) Information from Anglian Water about their Priority Services Register and the support available for people struggling to pay their bills or in vulnerable situations.
16. Any other business for noting or including on the agenda of the meeting on Tuesday 8th March 2022.