

The next meeting of Ousden Parish Council will take place on Tuesday 8th September 2026 at 6p.m. in Ousden Village Hall.

Members of the public are welcome. There will be a public session during 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 observe the rest of the meeting but may not address the Council.

AGENDA

1. To accept apologies and reason for absence.
2. Declaration of interest by councillors in items on the agenda and dispensation requests.
3. To approve the minutes of the Annual Meeting of the Parish Council held on Tuesday 12th May 2026.
4. Public session (10 minutes) - members of the public are invited to speak briefly about any items on the agenda.
5. County Councillor's 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 as of 1st September 2026 and confirmation of bank reconciliation.
 - e) Approval of the continued use of electronic banking and BACS payments, the Council's banking arrangement with Lloyds, and the use of variable direct debit or standing order where appropriate.
 - f) Six-month budget review.
 - g) Purchase of a poppy wreath and donation and approval of online payment.
 - h) New HMRC mileage rate.
10. To discuss any planning issues.
 - a) Planning applications received between meetings.
11. To discuss any highways/Rights of Way issues/tree/transport issues.
 - a) Query about using a Highways approved contractor to clear the drains on the Hill.
 - b) Replacing faded repeater signs in Ousden.
12. To review the following policy documents.
 - a) Financial Regulations
 - b) Updated Standing Orders.
 - c) Scheme of Delegation.
 - d) Contact Privacy Notice.
 - e) Procedural policies as listed in appendix A.
 - f) Freedom of Information, data protection policies and policies for dealing with the press/media. as listed in appendix B.
 - g) Employment policies and procedures as listed in appendix C.
 - h) Other policies as listed in appendix D.
 - i) Planning documents listed in appendix E.
13. To discuss any village issues.
 - a) Update on the registration of the village hall with the Land Registry.
14. To discuss the following correspondence:
 - a) Information from Phonely about the switch over to digital landlines which is due to be completed by 27th January 2027.
 - b) Letter from the domestic abuse charity Lighthouse asking for Ousden Parish Council's support in promoting their services and requesting a donation.
 - c) Email from CouncilWise about their new Training and Support service for parish councils.
 - d) Email from West Suffolk Council about their updated Register of Members' Interests form where the home address of councillors has been removed.

- e) Email from Well Being Suffolk giving details of the mental health services they provide.
- 15. Any other business for noting or including on the agenda of the meeting on Tuesday 8th December 2026.
- 16. To resolve to exclude press and public under the Public Bodies (Admissions to Meetings) Act 1960: the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information
 - a) To discuss staffing matters.

Appendix A – Procedural policies

- Complaints Procedure.
- Procedure for Dealing with Correspondence.
- Procedure for the Public Session.
- Co-option Policy.
- Email policy for councillors.
- Electronic Communication Policy.
- Code of Conduct
- Persistent and vexatious complaints and correspondence policy

Appendix B – Freedom of Information, data protection policies and policies for dealing with the press/media.

- Data Protection and Information Management Policy.
- Social media policy.
- Filming and Recording at Meetings Policy.
- Subject Access Request Policy.
- Procedure for Handling Requests for information
- Freedom of Information Publication Scheme

Appendix C - Employment policies and procedures.

- Equal Opportunities Policy.
- Sexual and General Harassment Policy and Procedure.
- Disciplinary and Grievance Policy

Appendix D – Other policies.

- Hedge Policy.

Appendix E – Planning documents

- The Role of Ousden Parish Council in Dealing with Planning Applications.
- Planning applications and how to respond.