

OUSDEN PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Tuesday 12th May 2020 via Zoom (due to Coronavirus restrictions)

Councillors present: John Gale (Chairman), Alan Johansen, Guy Holland- Bosworth, Chris Ridge, Sylvia Pettitt and Geoffrey Ingham.

Also present: Joanne Kirk (clerk), County Councillor Mary Evans and District Councillor Mike Chester.

1. **Election of chairman**
John Gale was nominated and following a vote, it was resolved that he would be chairman.
2. **Signing of Declaration of Acceptance of Office and agreement to abide by the Council's Code of Conduct by the chairman**
The chairman agreed to sign a Declaration of Acceptance of Office after the current restrictions have been lifted.
3. **To elect a vice chairman**
Alan Johansen was nominated and following a vote, it was resolved that Alan Johansen would be vice-chairman.
4. **Register of Members' Interests form.**
Councillors confirmed that their Register of Interest forms did not need updating.
5. **Acceptance of apologies for absence**
No apologies were received.
6. **General Power of Competence**
It was resolved that Ousden Parish Council meets the criteria for the General Power of Competence as $\frac{2}{3}$ of the councillors were elected on 2nd May and the clerk meets the qualification criterion as she has completed the Certificate in Local Council Administration.
7. **Declaration of Interest in items on the agenda**
No councillors declared an interest in any items on the agenda.
8. **Approval of minutes of meeting held on Tuesday 10th March 2020**
It was resolved that the minutes were correct. The chairman agreed to sign them after the current restrictions have been lifted.
9. **County Councillor's report**
Mary Evans had sent a written report prior to the meeting detailing the action being taken by Suffolk County Council during the Coronavirus crisis. She spoke about the support they are trying to give to care homes and to obtain PPE.
Suffolk County Council is now looking at ways to get children back to school safely.
10. **District Councillor's report**
Mike Chester had sent a written report prior to the meeting. He has locality funding available for Ousden. The details will be passed on to the Village Hall Management Committee.
Mike Chester asked about planning application DC/20/0668/FUL. He felt the impact of this application will have a greater impact on Ousden than Dalham and that the Parish Council should ask to be added as consultee. The clerk agreed to contact the Case Officer, Alice Maguire, to request this.
11. **Co-option of a new parish councillor**
No one responded to the advert in the Ousden News. It was resolved that the advert would be included again in the next Ousden News and that councillors would ask around the local community to find out if anyone would be interested.
12. **Update on list of actions agreed at the last meeting**
There were no urgent outstanding councillor actions.
13. **Finance**

a) **Approval of any payments and signing of Schedule of Payments**

It was resolved that the following payments would be approved:

- Ousden Village Hall - annual donation as agreed in the budget - Local Government (Miscellaneous Provisions) Act 1976 s.19 - **£2,800 plus £300.00 for the insurance for the playpark**
- C Whitaker – internal audit of PC accounts - LGA 1972, s111 – **£65.00**
- J P Kirk - expenses - LGA 1972, s111 – **£30.01 (includes Zoom subscription of £23.98)**

Geoff Ingham and Sylvia Pettitt agreed to sign the Schedule of Payments after the current restrictions have been lifted. The Chairman agreed to countersign the Schedule of Payments after the current restrictions have been lifted.

b) **Approval of payments authorised between meetings**

No payments were authorised between meetings.

c) **Statement of receipts and payments made since 1st April 2020**

Receipts	Description	Supplier	Total
VAT refund	VAT refund 01/04/19 - 31/03/20	HMRC	£137.53
Precept	Precept	West Suffolk Council	£7,932.00
			£8,069.53

Minute	Description	Supplier	Total
321/9f	Grass cutting	McGregor Services	£60.00
321/9f	Electricity St Barnabas	e-on	£29.15
321/9f	Pension payment	Risby Parish Council	
321/9f	Village hall rental for meetings	Ousden Village Hall and Playing Fields	£88.00
321/9f	Clerk's salary	J Kirk	
321/8f	SALC membership	Suffolk Association of Local Councils	£141.49
321/9f	Grass cutting	McGregor Services	£120.00
		Total	£690.76

d) **Bank balances as of 4th May 2020**

Lloyds Bank Current Account	£8,234.09
Lloyds Bank reserve account	£5,709.57
Total in Banks	£13,943.66

Geoff Ingham and Sylvia Pettitt agreed to verify and sign the bank statements after the current restrictions have been lifted.

e) **Signatory to complete the checklist of Internal Controls**

Geoff Ingham and Sylvia Pettitt agreed to complete and sign the checklist of internal controls after the current restrictions have been lifted.

f) **Update on the inspection of parish council property carried out by John Gale**

John Gale completed the inspection of Council property. The village sign needs cleaning and repairing. Geoff Ingham agreed to check the slats on the circular oak bench.

f) **Internal auditor's report**

The internal audit will be carried out after the current restrictions have been lifted.

g) **To approve the Income and Expenditure accounts for the financial year 2019-20**

It was resolved that the Income and Expenditure accounts would be approved. The chairman agreed to sign them after the current restrictions have been lifted.

h) **To complete and sign section 1 of the Annual Governance and Accountability Return 2019/20 - the Annual Governance Statement 2019/20**

Councillors completed section 1 of the Annual Governance and Accountability Return 2019/20 - the Annual Governance Statement 2019/2020. The Chairman and RFO agreed to sign them after the current restrictions have been lifted.

i) **To complete and sign section 2 of the Annual Governance and Accountability Return 2019/20 - the Accounting Statements 2019/20**

Councillors completed section 2 of the Annual Governance and Accountability Return 2019/20 - the Accounting Statement 2019/20. The Chairman and RFO agreed to sign them after the current restrictions have been lifted.

j) **To decide whether Ousden PC should submit a Certificate of Exemption from an external audit**

It was resolved that Ousden Parish Council would submit a Certificate of Exemption from an external audit as its income in 2019/20 was £6,750 and its expenditure was £7,224 which is below the £25,000 threshold for an external audit. The Chairman and RFO agreed to sign the Certificate of Exemption after the current restrictions have been lifted.

k) **To confirm the dates for the notice of the period for the exercise of public rights**

It was resolved that the dates for the notice of the period for the exercise of public rights would be from 1st – 30th September 2020.

l) **To approve the Financial Report which the Council needs to publish as part of the Transparency Code 2015**

It was resolved that the financial report would be approved.

m) **Precept information for 2020/21**

A payment of £7,932 was received from West Suffolk Council on 27th April 2020.

n) **Change of signatories on the Council's bank accounts**

It was resolved that Ian Harding would be removed as a signatory and Alan Johansen added.

9. Planning

a) **DC/20/0668/FUL – NP Nunn Yard, Dunstall Green Road, Ousden – 1 office building with employee rest facilities**

Councillors raised concerns that this new application shows that the site is being used for a different purpose than was originally planned as previous applications submitted for this site related to agricultural use not the running of a business.

It was resolved that the Parish Council would seek clarification from the Case Officer Alice Maguire about the application and ask that Ousden Parish Council be a consultee as the application will have a larger impact on Ousden than Dalham.

It was also resolved that the clerk and chairman would be authorised to submit a response once clarification has been received from Alice Maguire and that John Gale would speak to the Chairman of Dalham Parish Council about the application.

10. Highways/rights of way matters/tree or transport issues

No issues were raised.

11. Correspondence

a) **Email from the Boundary Commission about a delay in the implementation date of new electoral arrangements for Suffolk County Council from 2021 to 2025 due to the difficulty in carrying out a proper consultation during the COVID 19 outbreak – for information only**

There being no further business the meeting closed at 8.15pm.

Signed (Chairman) Dated