

# **OUSDEN PARISH COUNCIL**

## **Minutes of the meeting of the Parish Council held on Tuesday 11th January 2022.**

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

**Also present:** Joanne Kirk (clerk), County Councillor Bobby Bennett and District Councillor Mike Chester.

**1. Acceptance of apologies for absence**

Apologies were received from Chris Ridge and Helyn Dudley.

**2. Declaration of Interest in items on the agenda**

No councillors declared an interest in any items on the agenda and no dispensation requests were received.

**3. Approval of minutes of the meeting held on Tuesday 9<sup>th</sup> November 2021**

It was resolved that the minutes were correct. The chairman then signed them.

**4. Public Session**

No issues were raised.

**5. County Councillor's Report**

Bobby Bennett spoke about:

- Additional funds which have been made available to prevent flooding.
- Suffolk County Council's lorry survey.
- She will be preparing a report for circulation in the next few weeks.

**6. District Councillor's Report**

Mike Chester presented his report which is available on the Parish Council's website at

<http://ousden.onesuffolk.net/parish-council/meetings/meetings-reports/11th-january-2022/>

**7. Police issues**

No issues were raised.

**8. Update on list of actions agreed at the last meeting**

There were two outstanding councillor actions.

Troy Nichols was unable to give a quote to refurbish the circular bench as he has moved.

The drains along The Hill and Front St have been jetted out, but the main drainpipe on The Hill has collapsed and needs to be reported. County Councillor Bobby Bennett agreed to follow up and find out what action will be taken to repair the collapsed drain.

**9. Finance**

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

It was resolved that the following payments would be approved:

- J P Kirk – expenses – LGA 1972, s111 - **£16.20**
- Risby Parish Council – 1/5 of cost of print cartridge - LGA 1972, s111 – **£8.15**

John Gale and Sylvia Pettitt signed the Schedule of Payments. The Chairman countersigned it.

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

No payments were authorised between meetings.

**c) Statement of receipts and payments made since the last meeting.**

It was resolved that the statement of receipts and payments would be approved.

**Receipts**

Date	Bank	Description	Supplier	Total
09/11/2021	Lloyds Bank reserve account	Bank interest received	Lloyds Bank	£0.05
25/11/2021	Lloyds Bank current account	Lloyds with apology payment	Lloyds Bank	£100.00

**Payments**

Date	Minute	Description	Supplier	Total
01/11/2021	343/8f	Electricity St Barnabas	EDF	£8.00
20/11/2021	355/8g	Poppy wreath and donation	Royal British Legion	£40.00
20/11/2021	357/8a	New noticeboard	Troy Nichols Home Renovations	£230.00
01/12/2021	343/8f	Electricity St Barnabas	EDF	£8.00
02/12/2021	343/8f	Grass cutting	McGregor Services	£132.00
13/12/2021	357/8a	Clerk's expenses	J Kirk	£11.70
Staff costs as per confidential cashbook				

d) **Bank balances as of 4<sup>th</sup> January 2022**

Lloyds Bank Current Account	£758.76
Lloyds Bank reserve account	£5,711.48
<b>Total in Banks</b>	<b>£6,470.24</b>

Geoffrey Ingham and Sylvia Pettitt verified and signed the bank statements.

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

Geoffrey Ingham completed the checklist of internal controls.

f) **Update on mandate change and registration of two councillors for online banking**

Helyn Dudley has been added to the mandate and registered for online banking. Sylvia Pettitt is still in the process of registering.

g) **Approval of regular payments for 2022 - 23**

Payment	2021/22 - Amount ex VAT	2022/23 - Amount ex VAT
<b>Admin costs</b>		
Village Hall rental - amount may vary depending on number of meetings	£50	£50
Community Action Suffolk - Insurance	£339	£339
SALC subscription	£145	£150
Internal audit fee	£65	£70
Scribe accounting software	£115	£115
Risby Parish Council - phone costs	£24	£25
Stationery (print cartridges - shared cost)	£20	£20
CAS Ltd - website hosting fee	£50	£50
ICO - data protection fee	£35	£35
<b>Maintenance costs</b>		
Grass cutting	£660	£660
Hedge cutting	£70	£70
<b>Other payments</b>		
Consumables for defibrillator - amount may vary	£100	£100
EDF - electricity St Barnabas	£100	£100
<b>Staff costs</b>		
Staff costs as per confidential cash book (salary costs, PAYE and pension costs)		

h) **Approval of the Internal Control Statement for the year ended 31<sup>st</sup> March 2022.**

It was resolved that the Internal Control Statement would be approved.

i) **Appointment of a councillor (a non-signatory) to carry out internal control checks and complete the Internal Control Report.**

Guy Holland-Bosworth agreed to carry out the internal control checks and complete the Internal Control Report.

i) **Review the effectiveness of the internal audit.**

Councillors reviewed the effectiveness of the internal audit. It was resolved that the document would be approved.

**k) Review the Council's contracts**

The current grass cutting contract runs until March 2024.

**10. To discuss the any planning issues**

No planning applications were received.

**11. To discuss any highways/Rights of Way issues/tree/transport issues**

**a) Update on the Quiet Lanes Project**

There is currently nothing further to update.

**b) Email from Hargrave PC about farm vehicles travelling through the village**

Hargrave Parish Council is experiencing problems with farm vehicles driving at speed through the village, churning up verges and presenting a potential danger to the village, and has asked if Ousden has similar problems.

It was resolved that the clerk would contact Hargrave Parish Council and confirm that Ousden experiences similar problems and would be happy to support any action taken by them.

**12. Approval of the following GDPR information**

**a) Assessment of personal data held by Ousden Parish Council.**

It was resolved that the document would be approved.

**b) Document Retention and Disposal Policy.**

It was resolved that the document would be approved.

**c) Personal Data Breach Policy.**

It was resolved that the document would be approved.

**13. Approval of the following revised policy documents**

**a) Procedure for dealing with correspondence**

It was resolved that the document would be approved.

**b) Co-option Policy**

It was resolved that the document would be approved.

**c) Complaints Procedure**

It was resolved that the document would be approved.

**14. To discuss any village issues:**

**a) Queen's Green Canopy project**

It was resolved that the Parish Council would contact the Sicon Foundation and ask if they would be willing to fund a specimen tree and 50 additional small trees for residents to plant.

**b) Appointing a tree warden**

No one has come forward.

**c) Possible wildlife project and tree planting**

Sylvia Pettitt is trying to organise some seeds for every household.

**15. To discuss any 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.**

It was resolved that the Council would pursue its previous request to include properties on Dunstall Green Road which are in Ousden, but form part of Dalham Parish. The clerk agreed to contact West Suffolk Council and Dalham Parish Council to update them.

**b) Letter from West Suffolk Council about future parish forums.**

The dates of future forums were noted. Councillors agreed to let the clerk know if there are any issues they would like raised at future parish forums.

**c) SALC e-bulletin suggesting that parish councils follow up with their MP about the possibility of holding remote meetings**

It was resolved that Ousden Parish Council would send a letter to Matthew Hancock MP asking him to support the possibility of remote meetings for parish councils.

**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**

It was resolved that this information would be included in the next newsletter.

**16. Any other business for noting or including on the agenda of the next meeting on Tuesday 8<sup>th</sup> March 2022.**

**The following items were for noting:**

- Anglian Water engineers are in the area preparing the way for the new Bexwell to Bury St Edmunds pipeline.
- The editor of the Ousden News has decided to produce a quarterly newsletter from now on as he does not receive enough information for it to be bi-monthly.

**There being no further business the meeting closed at 7.05pm.**

Signed ..... (Chairman) Dated .....