

## OUSDEN PARISH COUNCIL

## Minutes of the meeting of the Parish Council held on Tuesday 8th March 2022.

**Councillors present:** John Gale (Chairman), Geoffrey Ingham and Sylvia Pettitt

**Also present:** Joanne Kirk (clerk) and District Councillor Mike Chester.

**1. Acceptance of apologies for absence.**

Apologies were received from Guy Holland-Bosworth, Alan Johansen, Chris Ridge and Helyn Dudley and the reason for absence accepted. County Councillor Bobby Bennett was also present. As there was only a bare quorum it was resolved that only essential business would be transacted.

**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 11<sup>th</sup> January 2022.**

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

**4. Public Session**

No issues were raised.

**5. 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/8th-march-2022/>

**6. Police issues**

No issues were raised.

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

There was one outstanding councillor action. The clerk was asked to contact West Suffolk Council about the dog bin in Lord's Lane which needs emptying.

**8. 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 – **£20.75**

Geoff Ingham 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	Description	Total
10/01/2022	Bank interest received	£0.05

**Payments**

Date	Minute	Description	Supplier	Total
04/01/2022	343/8f	Electricity St Barnabas	EDF	£8.00
12/01/2022	360/9a	Clerk's expenses	J Kirk	£16.20
12/01/2022	360/9a	Print cartridge 1/5	Risby Parish Council	£8.15
01/02/2022	343/8f	Electricity St Barnabas	EDF	£8.00
Staff costs as per confidential cash book				

**d) Bank balances as of 22<sup>nd</sup> February 2022.**

Lloyds Bank Current Account	£196.51
Lloyds Bank reserve account	£5,711.58
<b>Total in Banks</b>	<b>£5,908.09</b>

Geoff Ingham and Sylvia Pettitt verified and signed the bank statements and bank

reconciliations.

**e) Councillor to complete the checklist of internal controls.**

Geoff Ingham completed and signed the checklist of internal controls.

- f) **Update on the financial checks carried out by a councillor.**  
Guy Holland Bosworth has checked the Parish Council's accounts and signed the Internal Control Report. No issues were raised.
- g) **To review the income and expenditure for 2021/22 against the budget and discuss the level of reserves for general and earmarked expenditure.**  
Councillors reviewed the receipts and payments for 2021/22 against the budget. At year-end Ousden Parish Council should be within budget.

#### Budget Summary 2021 - 2022

<b>Receipts</b>	
Budgeted	£8,461
Actual	£9,029
<b>Difference</b>	<b>£568</b>
<b>Payments</b>	
Budgeted	£8,401
Actual	£8,950
<b>Difference</b>	<b>-£549</b>
<b>Overspends as of 22/02/2022</b>	
<b>Admin costs</b>	
Subscriptions - budgeted	£200.00
Subscriptions - actual	£290.14
<b>Difference</b>	<b>-£90.14</b>
<b>Other maintenance costs</b>	
Budgeted	£0
Actual (repairs to bus shelter)	£745
<b>Difference</b>	<b>-£745</b>
<b>Other payments</b>	
Budgeted	£90
Three villages walk leaflets	£120
New noticeboard for Dunstall Green Road	£230
RBL - poppy wreath	£40
<b>Difference</b>	<b>-£300</b>

#### Reserves

<u>Reserve</u>	<u>Opening Balance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>Current Balance</u>
<b>Earmarked</b>					
Election costs	£650.00				£650.00
Defibrillator maintenance	£39.00				£39.00
Clerk and councillor training	£40.00				£40.00
<b>TOTAL EARMARKED RESERVES</b>	<b>£954.00</b>				<b>£954.00</b>
<b>GENERAL FUND</b>					£4,954.09
<b>TOTAL FUNDS</b>					<b>£5,908.09</b>

It was resolved that:

- All budgeted amounts which have not been spent by the end of the financial year will be transferred into the Council's earmarked reserves.
- The level of reserves was adequate.
- A reserve for maintenance of fixed assets would be created.

- h) **To review the register of fixed assets and insurance values and check that the level of insurance cover is adequate.**

One new asset was purchased - a replacement noticeboard for Dunstall Green Road. The Parish Council's assets current insurance value is £34,842 which is within the current insurance band of £20,001 – 50,000. The purchase value was £9,268.

**i) To review the Council's risk assessment.**

It was resolved that the risk assessment would be approved.

**j) To check that the levels of liability insurance are adequate.**

The levels of liability cover under the new Parish Protect Policy are as follows:

All Risks/	Public Liability	Officers Indemnity	Fidelity Guarantee (Dishonesty)	Business Interruption	Personal Accident	Employers' Liability
£75k	£10m	£1m	£25k	£5k	£25k	£10m

It was resolved that the levels of liability cover were adequate.

**k) Review of confidential cashbook and deductions by a councillor.**

Guy Holland Bosworth reviewed the clerk's Confidential Cashbook when he carried out the internal control checks and has confirmed that the PAYE details and tax code were correct.

**l) To nominate a councillor to inspect the Council's property for damage or defects by 30th April 2021 and complete the inspection checklist.**

John Gale agreed to inspect the Council's property.

**m) Appointment of an internal auditor.**

It was resolved that Cathy Whitaker, clerk to Exning Parish Council, would be appointed as internal auditor this year and that a fee of £70 would be paid.

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

**a) DC/21/1621/HYB - a. proposed 70 kilometre pipeline and associated above ground infrastructure at Gazeley, Isleham and Woodditton; b. Outline planning application - for above ground infrastructure at Bexwell, Kentford, Lady's Green and Rede with all matters reserved except for access**

It was resolved that no objections would be made to the underground pipeline but Ousden Parish Council cannot comment on the site of the proposed pumping station at Lady's Green as the Parish Council understands from Anglian Water that they are looking for an alternative site.

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

**a) Increase in lorry movements through the village.**

This item was postponed until the next meeting.

**11. To review the following documents.**

**a) Scheme of Delegation.**

It was resolved that no amendments would be made to the document.

**b) Updated Contact Privacy Statement.**

It was resolved that the updated Contact Privacy Statement would be approved.

**12. To agree the procedure and possible items for the Annual Parish Meeting.**

It was resolved that the same format would be used as for previous years. The Annual Meeting of the Parish Council will start at 6pm followed by the Annual Parish Meeting at 7pm. Written copies of reports will be requested so that they can be circulated prior to the meeting.

**13. To discuss any village issues.**

**a) Queen's Platinum Jubilee.**

The Village Hall Committee will be finalising plans for the Platinum Jubilee at a meeting on 15<sup>th</sup> March 2022.

**14. To confirm the dates of meetings in 2022/23.**

- Tuesday 10<sup>th</sup> May 2022 Annual Meeting of the Parish Council followed by the Annual Parish Meeting
- Tuesday 12<sup>th</sup> July 2022
- Tuesday 13<sup>th</sup> September 2022
- Tuesday 8<sup>th</sup> November 2022
- Tuesday 10<sup>th</sup> January 2023
- Tuesday 14<sup>th</sup> March 2023

**15. To discuss the following correspondence:****a) Email from Dalham Parish Council about the latest Community Governance Review.**

Ousden Parish Council received the following email from Dalham Parish Council:

*Following our recent consultation with the residents of Dunstall Green, 10 of the 12 properties that responded declared they wanted to remain in Dalham Parish. This included the property located on Pound Green. The residents felt very strongly that Dunstall Green is a unique community which has been part of the parish of Dalham (and earlier manifestations) for almost 400 years. Its historical boundaries are linked to the landscape and ancient park holdings. These should be maintained.*

*Some residents specifically noted that their parish precept would increase if they were transferred to Ousden and they were opposed to this.*

*Losing upwards of 23 properties equates to almost 25% of the current population of the parish. To lose so many residents would undermine our already small parish and the financial consequences for those that remain would be detrimental in terms of the parish precept.*

*Therefore overall, the Parish Council feels that the community cohesion and identity of Dunstall Green would be best maintained by it remaining associated with Dalham rather than being absorbed into Ousden. This would also reflect the current residents wishes. Therefore DPC would like no change to the current parish boundaries.*

It was resolved that the Parish Council would accept the views of residents and Dalham Parish Council and withdraw their request to amend the parish boundary along Dunstall Green Road.

**b) Information about the Suffolk Walking Festival which runs from 14<sup>th</sup> - 29<sup>th</sup> May 2022. For more information visit <https://suffolkwalkingfestival.co.uk/> - for information only.****c) Letter from WSC re their consultation of wheelchair accessible vehicles.**

It was resolved that no response would be submitted.

**d) Email from Charity Derisley Cottage Homes advertising a vacancy for one of their cottages in Dalham.**

Posters have been displayed on the village noticeboards.

**16. Any other business for noting or including on the agenda of the Annual Meeting of the Parish Council on Tuesday 10<sup>th</sup> May 2022 at 6pm and the Annual Parish Meeting at 7pm.**

No issues were raised.

**17. 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**

It was resolved that members of the press and public would be excluded while staffing matters were discussed.

**There being no further business the meeting closed at 6.55pm.**

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