

OUSDEN PARISH COUNCIL

Minutes of meeting of the Parish Council held on Tuesday 9th November 2021.

Councillors present: John Gale (Chairman), Sylvia Pettitt and Helyn Dudley.

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 Geoff Ingham. County Councillor Bobby Bennett also sent her apologies.

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 14th September 2021

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

4. County Councillor's Report

County Councillor Bobby Bennett has been unable to confirm a date for a meeting with Police and Crime Commissioner Tim Passmore about speeding but will keep trying to set a date.

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/9th-november-2021/>

6. Police issues

No issues were raised.

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

There were two outstanding councillor actions. It was resolved that the clerk would contact Troy Nichols to ask for a quote to clean and refurbish the circular bench.

The green space in Rockall belongs to West Suffolk Council.

John Gale and Sylvia Pettitt agreed to review possible locations to move the dog bin on the footpath near Rockall.

8. Finance

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

It was resolved that the following payments would be approved:

- Troy Nichols – new noticeboard in Dunstall Green Road– GPC - **£230.00**
- J P Kirk – expenses – LGA 1972, s111 - **£11.70**
- McGregor Services – grass cutting – Open Spaces Act 1906, Ss9 and 10 - **£132.00**

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	Description	Supplier	Total
09/09/2021	Bank interest received	Lloyds Bank	£0.05
11/10/2021	Refund EDF	EDF	£33.51
12/10/2021	Refund EDF	EDF	£238.00

Payments

Date	Minute	Description	Supplier	Total
01/09/2021	343/8f	Electricity St Barnabas	EDF	£8.00

15/09/2021	343/8f	Grass cutting	McGregor Services	£120.00
15/09/2021	354/8a	Clerk's expenses	J Kirk	£2.99
15/09/2021	354/8a	Clerk's expenses	J Kirk	£12.00
15/09/2021	354/8a	Clerk's expenses	J Kirk	£8.10
15/09/2021	354/8a	Phone costs	Risby Parish Council	£23.90
30/09/2021	354/8a	Insurance	Business Services at CAS Ltd	£338.88
01/10/2021	343/8f	Electricity St Barnabas	EDF	£238.00
06/10/2021	343/8f	Grass cutting	McGregor Services	£60.00
06/10/2021	343/8f	Website hosting fee	Community Action Suffolk	£60.00
30/10/2021	354/8a	Scribe accounting software 1/6	Starboard Systems Ltd	£138.00
Staff costs as per confidential cashbook				

d) **Bank balances as of 26th October 2021**

Lloyds Bank Current Account	£1,611.36
Lloyds Bank reserve account	£5,711.38
Total in Banks	£7,322.74

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) **Budget 2022/23, financial summary and reserves balance**

Financial summary

Current account balance B/F 1/04/21	£274
Plus precept	£8,401
Plus other income (VAT refund, locality funding)	£528
Less estimated outgoing for this financial year	£8,893
Estimated bank balance at 31/03/22	£310
 Deposit account balance B/F 1/04/21	 £5,711
Plus bank interest	£1.00
Less transfers to current account	£0
Estimated balance at 31/03/22	£5,712
 Predicted total in both accounts	 £6,022
Less allocated reserves	£954
General reserve at yearend	£5,068

Reserves balance

	<u>Opening Balance</u>	<u>Current Balance</u>
Election costs	650.00	£650.00
Emptying of bins	225.00	£225.00
Defibrillator maintenance	39.00	£39.00
Clerk and councillor training	40.00	£40.00
Earmarked reserves	954.00	£954.00
 General reserves		£6,368.74
Total reserves		£7,322.74

It was resolved that:

- The 2022/23 budget would be approved
- The precept request will be £8,504. The parish council element for a band D household will be £69.33 per annum an increase from £67.86 which equates to £1.47 per annum per band D household, an increase of 2.17%. The clerk and Chairman signed the Parish Estimates form.
- 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 Quiet Lane signs will be paid for out of the Council's general reserves.

g) Procedure for online banking

It was resolved that:

- The document 'Procedure for dealing with online banking' would be approved.
- Sylvia Pettitt and Helyn Dudley would be set up with online access.
- The Service Administrator (the clerk) and one councillor or two councillors would be authorised to make online payments once the bank mandate has been amended.

9. To discuss the any planning issues

No planning applications were received.

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

a) Suffolk County Council's lorry routes review

It was resolved that John Gale would prepare a response on behalf of the Council.

b) Update on the Quiet Lanes Project

SCC needs to come out and review the location of the Quiet Lanes signs.

c) Email from E-forests offering free trees – for information only

The suggestion was made to run a project 'Plant a tree for the Queen' to commemorate her platinum jubilee. The clerk agreed to contact E-forests to find out what type of tree they are offering and the size.

11. To approve the following documents:

a) Procedure for the public session

It was resolved that the document 'Public Participation at Meetings' would be approved and uploaded onto the website.

12. To discuss any village issues:

a) Queen's Green Canopy project

See 10c above. Sylvia Pettitt agreed to talk to the Village Hall Committee about the possibility of planting a tree for the jubilee on the playing field.

b) Appointing a tree warden

It was resolved that details about the tree warden scheme would be included in the next newsletter.

13. To discuss any correspondence

a) Email from BSEVC requesting a donation.

It was resolved that no donation would be made.

b) Email from Headway Suffolk requesting a donation

It was resolved that no donation would be made.

14. Any other business for noting or including on the agenda

The following items were for including on the next agenda.

Wildlife plans for the village and tree planting.

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

Signed (Chairman) Dated