

OUSDEN PARISH COUNCIL

Minutes of the meeting of the Parish Council held on Tuesday 14th March 2023.

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

Also present: Joanne Kirk (clerk).

1. Acceptance of apologies for absence.

Apologies were received Alan Johansen and Guy Holland-Bosworth and the reason for absence accepted. District Councillor Mike Chester also sent his 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 10th January 2023.

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.

No report was received.

6. District Councillor's Report.

A written report was received.

7. Police issues.

An armed robbery that took place at Wickhambrook Post Office on Saturday 25th February 2023.

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

There were no outstanding councillor actions.

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 – **£23.39**
- HMRC – PAYE - LGA 1972, s111 - **£73.00**
- SALC – annual subscription - PAYE - LGA 1972, s111 – **TBC**

Geoffrey 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	Bank	Description	Total
09/01/2023	Lloyds Bank reserve account	Bank interest received	£2.25

Payments

Date	Minute	Description	Supplier	Total
03/01/2023	361/9g	Electricity St Barnabas	EDF	£10.00
12/01/2023	384/10a	Clerk's expenses	Joanne Kirk	£8.10
12/01/2023	384/10a	Refund of cost of bin bags for dog bin	Joanne Kirk	£7.99
01/02/2023	36/9g	Electricity St Barnabas	EDF	£10.00
Staff costs as per confidential cashbook				

d) Bank balances as of 28th February 2023.

Lloyds Bank Current Account	£989.22
Lloyds Bank reserve account	£4,761.11
Total in Banks	£5,750.33

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 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) **Review of income and expenditure for 2022/23 against the budget and discuss the level of reserves for general and earmarked expenditure**

Councillors reviewed the receipts and payments for 2022/23 against the budget. At year-end Ousden Parish Council should be within budget.

Reserves

Earmarked reserves	Opening Balance	Transfers	Spend	Receipts	Current Balance
Election costs	£700	£50			£750
Emptying of bins	£225				£225
Defibrillator maintenance	£89	£50			£139
Clerk and councillor training	£75	£35	£6		£104
Maintenance of fixed assets					£0
Village project	£250	£100			£350
TOTA EARMARKED RESERVES	£1,339	£235	£6		£1,568
GENERAL FUND					£3,605
TOTAL FUNDS					£5,173

It was resolved that:

- The level of reserves was acceptable.

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

The Parish Council's current asset value is £9,397. The insurance value is £36,715. This includes the Lychgate which is insured for £20,000. One new asset was purchased - the Jubilee plaque (£129.00).

It was resolved that the insurance value of the Council's insurance would be increased by 10% at yearend. John Gale agreed to check the circular bench as a resident got a splinter from it.

i) **Review of 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 Ansvar Policy are as follows:

All Risks/	Public Liability	Fidelity Guarantee (Dishonesty)	Personal Accident	Employers' Liability
£7k	£10m	£25k	£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 has reviewed the clerk's Confidential Cashbook and 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.**

It was resolved that John Gale would inspect the Council's property.

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

a) **Email from West Suffolk Council giving details of the revised timetable for the Local Plan – for information only.**

The pre-submission consultation will now take place in autumn/winter 2023 so that the draft document can include changes to the National Planning Policy Framework (NPPF).

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

a) Replacement sign for Lady's Green.

It was resolved that Ousden Parish Council would not pay for a replacement sign.

b) Enforcement of speeding, setting up Community Speedwatch and the possibility of meeting other parish councils about the future use of ANPR cameras.

It was resolved that this item would be postponed until after the May elections.

c) Misuse of byways in the winter.

It was resolved that no further action would be taken at this stage as the problem has not been too bad this winter.

d) Email from a resident asking Ousden Parish Council to request parking restrictions on The Hill in Ousden.

There has been a problem with vehicles parking on The Hill making it difficult for residents to exit their driveways and for vehicles to pull in if they meet oncoming traffic.

It was resolved that the Parish Council would not request parking restrictions at this stage. Should the problem persist John Gale agreed to speak to the contractor.

13. Parish Council elections on 4th May 2023.

a) Email from West Suffolk Council about the pre-election period which begins on Wednesday 22nd March.

During the pre-election period, parish councils must not publish any material which seeks to influence voters. Parish councils should also avoid expressing views or making decisions about things that may be controversial or lead people to vote in certain ways.

b) Information about voter ID for people voting in person.

Information has been included on the Parish Council's website.

c) Nomination forms.

Nomination forms were distributed to councillors. The clerk has arranged to take them into West Suffolk Council on 27th March.

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

It was resolved that the Annual Meeting of the Parish Council would take place before the Annual Parish Meeting with reports from village organisations requested in advance.

15. To discuss any village issues.

a) Deployment of the defibrillator and replacement pads.

The pads and battery have now been replaced as they were out of date. The defibrillator was deployed recently, but the person who dialled 999 was given the wrong access code by ambulance service. The clerk contacted Community Heartbeat Trust about this who recommended that a report be raised via the Webnos system.

It was resolved that:

- The clerk would ask for this to be investigated by CHT.
- The clerk would register the defibrillator with the Circuit.
- The payment of **£488.40** to Community Heartbeat Trust for a replacement battery and pads (GPC) would be approved.

16. To confirm the dates of meetings in 2023/24.

- Tuesday 9th May 2023 Annual Meeting of the Parish Council followed by the Annual Parish Meeting
- Tuesday 11th July 2023
- Tuesday 12th September 2023
- Tuesday 14th November 2023
- Tuesday 9th January 2024
- Tuesday 12th March 2024

17. To discuss any correspondence.

a) Email from the Greenest Community Network.

It was resolved that this item would be discussed after the May elections.

b) Email from a resident with a query about the former Methodist chapel in Ousden and when it closed.

The clerk agreed to contact the PCC to find out if they know anything. Sylvia Pettitt agreed to speak to some residents who may remember when it closed. The clerk agreed to contact the PCC to find out if they know anything.

18. Any other business for noting or including on the agenda of the Annual Meeting of the Parish Council on Tuesday 9th May 2023 at 6pm and the Annual Parish Meeting at 7pm.
No issues were raised.

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

Signed (Chairman) Dated

DRAFT