

OUSDEN PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Tuesday 10th May 2022.

Councillors present: John Gale (Chairman), Alan Johansen, Chris Ridge and Sylvia Pettitt.

Also present: Joanne Kirk (clerk)

1. Election of chairman

John Gale was nominated and following a vote, it was resolved that he would be chairman.

2. Adoption of the new model Code of Conduct

It was resolved that the model Code of Conduct would be adopted.

3. Signing of Declaration of Acceptance of Office and agreement to abide by the Council's Code of Conduct by the chairman

The chairman signed a Declaration of Acceptance of Office.

4. To elect a vice chairman

Sylvia Pettitt was nominated and following a vote, it was resolved that Sylvia Pettitt would be vice-chairman.

5. Register of Members' Interests form.

Councillors confirmed that their Register of Interest forms did not need updating.

6. Acceptance of apologies for absence

Apologies were received from Guy Holland- Bosworth, Helyn Dudley and Geoffrey Ingham and the reason for absence accepted.

7. 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.

8. Declaration of Interest in items on the agenda and dispensation requests.

No interests were declared.

9. Approval of minutes of meeting held on Tuesday 8th March 2022

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

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

There was one outstanding councillor action.

11. Finance

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

It was resolved that the following payments would be approved:

- SALC subscription – LGA 1972 s111 - **£145.53**
- C Whitaker – internal audit of PC accounts - LGA 1972, s111 – **£70.00**
- J P Kirk - expenses - LGA 1972, s111 – **£22.88**
- J Kirk – hard drive for backing up PC files (25%) - LGA 1972, s111 - **£24.49**
- J Kirk – mileage BSE – Exning – BSE – delivering and collecting accounts (1/5) on 09/04 and 05/05 - LGA 1972, s111 - **£5.22**

Payments agreed in the budget:

- 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.

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 1st April 2022.

Receipts

Date	Description	Supplier	Total
21/04/22	HMRC	VAT refund	£155.00
29/04/2022	Precept	West Suffolk Council	£8,504.00

Payments

Date	Minute	Description	Supplier	Total
01/04/2022	361/9g	Electricity St Barnabas	EDF	£8.00
Staff costs as per confidential cashbook				

d) Bank balances as of 3rd May 2022.

Lloyds Bank Current Account	£8,948.84
Lloyds Bank reserve account	£4,711.67
	£13,660.51

Sylvia Pettitt verified and signed the bank statements.

e) Signatory to complete the checklist of Internal Controls

Sylvia Pettitt completed the checklist of internal controls.

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

John Gale completed the inspection of Council property. No issues were raised.

f) Internal auditor's report

No issues were raised.

g) To approve Ousden Parish Council's Annual Governance Statement 2021/22 (see separate document) and section 1 of the Annual Governance and Accountability Return 2021/22.

It was resolved that Ousden Parish Council's Annual Governance Statement and section 1 of the Annual Governance and Accountability Return 2021/22 would be approved. The Chairman and RFO signed section 1.

h) To approve and sign section 2 of the Annual Governance and Accountability Return 2021/22 - the Accounting Statements 2021/22

It was resolved that section 2 of the Annual Governance and Accountability Return 2021/22 - the Accounting Statement 2021/22 would be approved. The Chairman and RFO signed section 2.

i) 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 2021/22 was £9,029 and its expenditure was £9,399 which is below the £25,000 threshold for an external audit. The Chairman and RFO signed the Certificate of Exemption.

j) Confirmation of the dates for the notice of the period for the exercise of public rights.

It was resolved the dates for the exercise of public rights would be Monday 13th June 2022 – Friday 22nd July 2022.

k) 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.

l) Precept information for 2022/23

A precept payment of £8,504 was received from West Suffolk Council on 29th April 2022.

i) Asset Register.

It was resolved that the value of the assets on the Asset Register would be increased by 5% annually.

m) Bank mandate

It was resolved that Alan Johansen would register for online banking and authorise payments set up by the clerk and John Gale would be added to the bank mandate.

9. Planning**a) Local Plan 2024 – 2040**

The next public consultation will commence on the 26th May for eight weeks on the Preferred Issues and Options. Ousden has been designated as a type B village in the new West Suffolk settlement hierarchy as it

lacks the level of services and facilities required for a large settlement. Developments of 5 homes or less within the designated settlement boundary would be permitted.

There are circumstances where policies will allow development to take place in either type B villages or the countryside. Examples might include:

- Small scale infill development comprising one or two dwellings.
- Replacement of existing dwellings on a one-for-one basis
- Conversion or reuse of buildings for employment or residential use.
- An affordable housing exception site within or adjacent to the Housing Settlement Boundary
- An agricultural or essential workers dwelling.

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

a) Quiet Lanes update.

Suffolk County Council has asked communities if they would be willing to put the Quiet Lane signs up themselves as there is a backlog at SCC. It was resolved that Ousden Parish Council would install the signs themselves and complete the form supplied by Suffolk County Council.

b) Speeding

John Gale updated councillors about the VAS speed data. Speeding remains a problem in Ousden with one driver recorded travelling at 90mph at the Hargrave entrance to Ousden. John Gale agreed to provide a summary of the speed data which will be shared with Suffolk Police.

11. To discuss any village issues

a) Fly tipping along Hargrave Road.

Ousden Parish Council has been contacted by Hargrave Parish Council and West Suffolk Council about the fly tipping near the phone mast along Hargrave Road to try and establish who owns the land. John Gale has made some enquiries but could not find out who owned the land.

b) Jubilee trees

It was resolved that the Parish Council would request three Prunus from the Sicon Foundation and purchase a Jubilee Plaque from the Royal British Legion at a cost of £129.99 plus £25 for two stakes and tree water bags (approximate cost £20 each).

It was resolved that a provisional payment of £250 would be approved.

12. Correspondence

a) Email from Anglian Water giving an update about the progress of their new pipeline.

The main construction work on the pipeline is due to start in summer 2022.

b) Email from West Suffolk Council (WSC) about the latest Community Governance Review.

WSC has decided to consult about 5 properties along Dunstall Green Road, even though Ousden Parish Council submitted a response saying that they would support the view of Dalham Parish Council and residents of Dunstall Green Road who wish to remain as part of Dalham Parish.

c) Email from Citizen's Advice West Suffolk requesting a donation

It was resolved that a donation of £50 would be made.

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

No issues were raised.

There being no further business the meeting closed at 6.45pm.

Signed (Chairman) Dated