

# **OUSDEN PARISH COUNCIL**

## **Minutes of the meeting of the Parish Council held on Tuesday 10th January 2023.**

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

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

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

Apologies were received from County Councillor Bobby Bennett.

**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 8<sup>th</sup> November 2022 and the planning meeting held on Tuesday 15<sup>th</sup> November 2022.**

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

**4. Resignation of councillor Chris Ridge and co-option of a councillor.**

It was resolved that a new councillor would be co-opted at the next meeting.

**5. Public Session.**

No issues were raised.

**6. County Councillor's Report.**

A written report was received and is available on the Parish Council website at

<http://ousden.onesuffolk.net/parish-council/meetings/meetings-reports/10th-january-2023/>

The clerk has asked Cllr Bennett to find out about the progress of the damaged directional sign at Lady's Green. She is waiting for an update.

**7. District Councillor's Report.**

The following issues were raised:

- The red lights on the pylons around Ousden are not working and the Parish Council is concerned about aviation safety.

**8. Police issues.**

A car approached two horses from behind at speed down Lord's Lane. As it got near the horses, the driver beeped his horn continuously. The driver has been reported to the police who are following up with the driver.

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

There were no outstanding councillor actions.

**10. 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 – **£8.10**
- HMRC – PAYE - LGA 1972 s111 - **£94.00**
- J P Kirk – refund of cost of rubble sacks for dog bin - Litter Act 1983, ss.5, 6 - **£7.99**

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	Supplier	Total
10/10/2022	Bank interest received	Lloyds Bank	£0.32
09/11/2022	Bank interest received	Lloyds Bank	£0.72

**Payments**

Date	Minute	Description	Supplier	Total
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07/10/2022	375/9a	PAYE	HMRC	£62.50
10/10/2022	343/8f	Pension payment	Risby Parish Council	£16.00
31/10/2022	361/9g	Clerk's salary	Joanne Kirk	£250.09
09/11/2022	379/9a	Computer paper 1/5	Joanne Kirk	£1.40
09/11/2022	379/9a	Clerk's expenses	Joanne Kirk	£8.10
01/11/2022	361/9g	Electricity St Barnabas	EDF	£10.00
09/11/2022	379/9a	1/5 of cost of clerk's training	Moulton Parish Council	£6.24
09/11/2022	379/9a	Grass cutting	McGregor Services	£60.00
11/11/2022	343/8f	Pension payment	Risby Parish Council	£16.00
14/11/2022	376/9g	Poppy wreath and donation	Royal British Legion	£50.00
30/11/2022	361/9g	Clerk's salary	Joanne Kirk	£361.16
01/12/2022	361/9g	Electricity St Barnabas	EDF	£10.00
10/12/2022	343/8f	Pension payment	Risby Parish Council	£16.00
05/12/2022	380/9f	Contribution to Suffolk Quiet Lanes initiative	Suffolk County Council	£100.00
30/12/2022	380/9g	Clerk's salary	Joanne Kirk	£264.03
13/12/2022	379/9a	Travel expenses	Helyn Dudley	£30.60
Staff costs as per confidential cashbook				

d) **Bank balances as of 4<sup>th</sup> January 2023.**

Lloyds Bank Current Account	£415.34
Lloyds Bank reserve account	£5,757.56
<b>Total in Banks</b>	<b>£6,172.90</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) **Approval of regular payments for 2023 – 24.**

It was resolved that the following regular payments for 2023-24 would be approved.

Payment	2022/23 - Amount ex VAT	2023/24 - 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	£146	£160
Internal audit fee	£70	£75
Scribe accounting software	£115	£138
Risby Parish Council - phone costs	£16	£20
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	£90	£100
<b>Other regular payments</b>		
EDF - electricity St Barnabas	£120	£150
<b>Ongoing authorisations (as and when required)</b>		
Consumables for defibrillator	£200	£200
Maintenance of fixed assets	£200	£200
<b>Staff costs</b>		

Staff costs as per confidential cash book (salary costs, PAYE and pension costs)

- g) **Approval of the Internal Control Statement for the year ended 31<sup>st</sup> March 2023.**  
It was resolved that the Internal Control Statement would be approved.
- h) **Appointment of a councillor 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) **Appointment of an internal auditor.**  
It was resolved the Mrs Cathy Whitaker would act as Internal Auditor again this year.
- j) **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.
11. **To discuss the any planning issues.**  
No planning applications were received.
12. **To discuss any highways/Rights of Way issues/tree/transport issues**
- a) **Update on the Quiet Lanes Project.**  
The signs have been installed now and Ousden Parish Council's contribution towards the project paid.
- b) **Purchase of a new Speed Indicator Device (SID) with the cost shared with Hargrave Parish Council.**  
It was resolved that:
- Ousden Parish Council would purchase a new SID with the cost shared with Hargrave Parish Council.
  - County Councillor Bobby Bennett has offered £1,000 from her budget, therefore the cost for Ousden Parish Council will be £662.50.
  - The payment of £662.50 would be approved and the cost covered from money allocated for a village project (£350) and the remainder from the Council's reserves.
- c) **Update on the speeding forum attended by John Gale and possible measures to tackle speeding in Ousden (Setting up a Community Speedwatch scheme, 20mph speed zone).**  
John Gale updated councillors about the forum. One of the suggestions at the forum was to set up a Community Speedwatch group. It was resolved that an article would be included in the next newsletter asking if any residents would be willing to volunteer.
- It was resolved that the possibility of setting up a 20mph speed zone at this stage would not be pursued at this stage as compliance with the 30mph is patchy and a 20mph speed limit would not be enforced.
- d) **Email from a resident about brambles along the footpath from Rockall.**  
The clerk contacted some of the landowners who have cut back the brambles along the path.
13. **To discuss any village issues.**  
No issues were raised.
14. **To discuss any correspondence.**
- a) **Email from Suffolk Archives asking parishes to help record how Suffolk mourned the death of Queen Elizabeth II and proclaimed His Majesty King Charles III – for information only.**  
Suffolk Archives wants to hear from communities about how they marked both events.
- b) **Email from West Suffolk Council about the coronation of King Charles III on 6<sup>th</sup> May and the support available from West Suffolk Council – for information only.**
- c) **Updated guidance on the Code of Conduct.**  
Information about the new Code of Conduct is available on the Parish Council's website.
15. **Any other business for noting or including on the agenda of the next meeting on Tuesday 14<sup>th</sup> March 2023.**  
**The following items were for noting:**  
Parish council elections will take place on 4<sup>th</sup> May 2023 and councillors will take office from 9<sup>th</sup> May 2023. It was resolved that the Annual Meeting of the Parish Council would take place on Tuesday 9<sup>th</sup> May followed by the Annual Parish Meeting.

**The following items are for including on the next agenda:**

- Enforcement of speeding and the possibility of meeting other parish councils about the future use of ANPR cameras.
- Misuse of byways in the winter.

**16. 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.

**There being no further business the meeting closed at 7.10pm.**

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