

# **OUSDEN PARISH COUNCIL**

## **Minutes of the Annual Meeting of the Parish Council held on Tuesday 9th May 2023.**

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

**Also present:** Joanne Kirk (clerk) and one member of the public.

**1. Election of chairman**

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

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

The chairman signed a Declaration of Acceptance of Office.

**3. Declarations of Acceptance of Office from parish councillors.**

Councillors completed Declaration of Acceptance of Office forms.

**4. Election of 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 completed Register of Interest forms.

**6. Acceptance of apologies for absence**

No apologies were received.

**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 4<sup>th</sup> May 2023 and the clerk meets the qualification criterion as she has completed the Certificate in Local Council Administration.

**8. To sign a form agreeing to receive the summons to meetings and other information by email.**

Councillors signed the form agreeing to receive a summons to meetings and other information by email.

**9. To discuss the co-option of two additional parish councillors.**

It was resolved that vacancies would be advertised in the newsletter and potential candidates asked to email a paragraph to the clerk as to why they would like to become a parish councillor.

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

No councillors declared an interest in any items on the agenda and no dispensation requests were received.

**11. Approval of minutes of meeting held on Tuesday 14<sup>th</sup> March 2023**

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

**12. Public session.**

No issues were raised.

**13. 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 - **£160.38**
- J P Kirk - expenses - LGA 1972, s111 – **£24.35**
- C Whitaker – internal audit of PC accounts - LGA 1972, s111 – **£70.00**
- McGregor Services – grass cutting - Open Spaces Act 1906, ss 9 & 10 - **£144.00.**

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.
- 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 1<sup>st</sup> April 2023.**

**Receipts**

Date	Description	Supplier	Total
05/04/2023	VAT refund 2022 - 23	HMRC	£248.23
27/04/2023	Precept	West Suffolk Council	£9,583.00

**Payments**

Date	Minute	Description	Supplier	Total
03/04/2023	385/10f	Electricity St Barnabas	EDF	£1.00
24/04/2023	385/10f	Village hall rental for meetings	Ousden Village Hall and Playing Fields	£72.00

Staff costs as per confidential cash book.

d) **Bank balances as of 30<sup>th</sup> April 2023.**

Lloyds Bank Current Account	£10,323.60
Lloyds Bank reserve account	£3,766.07
<b>Total in Banks</b>	<b>£14,089.67</b>

Sylvia Pettitt verified and signed the bank statements.

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

John Gale completed the inspection of Council property. The following issues were raised:

- The circular oak bench needs replacing. It was resolved that the clerk would research recycled plastic circular tree benches for the next meeting. John Gale agreed to measure the current bench.
- Some of the bolts on the village sign need replacing. John Gale agreed to do this in the summer.

f) **To approve the receipts and payments Summary for the financial year 2022 – 2023 and the explanation of significant variances (over 15%).**

It was resolved that the receipts and payments summary and the explanation of significant variances would be approved.

g) **Internal auditor's report**

No issues were raised.

g) **To approve Ousden Parish Council's Annual Governance Statement 2022/23 (see separate document) and section 1 of the Annual Governance and Accountability Return 2022/23.**

It was resolved that Ousden Parish Council's Annual Governance Statement and section 1 of the Annual Governance and Accountability Return 2022/23 would be approved. The Chairman and RFO signed section 1.

h) **To approve and sign section 2 of the Annual Governance and Accountability Return 2022/23- the Accounting Statements 2022/23**

It was resolved that section 2 of the Annual Governance and Accountability Return 2022/23- the Accounting Statement 2022/23 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 2022/23 was £8,713 and its expenditure was £9,639 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 5<sup>th</sup> June 2023 – Friday 14<sup>th</sup> July 2023.

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 £9,583.00 was received from West Suffolk Council on 27<sup>th</sup> April 2023.

m) **Bank mandate**

It was resolved that the bank mandate would be amended after new councillors have been co-opted.

**9. Planning**

**a) DC/23/0626/FUL - Village Hall, Front Street, Ousden - One detached building for use as village hall (following demolition of existing village hall)**

It was resolved that Ousden Parish Council would support this application as it recognises the importance of having a modern village hall as a community facility.

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

**a) Reporting Highways issues.**

The clerk agreed to produce details of how to report Highways issues online and how to escalate them. She also agreed to organise a meeting with Community Highways Engineer Matthew Fox and John Gale.

**11. Any other business for noting or including on the agenda.**

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

- Dumping of litter on the access track to the phone mast between Ousden and Hargrave and the possibility of applying to register the land.

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

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