

**The next meeting of Ousden Parish Council will take place on Tuesday 12<sup>th</sup> March 2019 in Ousden Village Hall. The meeting will begin at 7pm with an Open Forum. This is an opportunity for residents to speak to councillors informally about any items on the agenda.**

**Members of public may stay and observe the rest of the meeting but are not allowed to address the Council during the meeting.**

#### **Agenda**

1. To accept apologies and reason for absence.
2. Declaration of interest by Councillors in items on the agenda and dispensation requests.
3. To approve the minutes of the meeting held on Tuesday 8<sup>th</sup> January 2019 and the planning meeting held on 23<sup>rd</sup> January 2019
4. County Councillors Report
5. District Councillor's report
6. Police issues
7. To receive an update on the list of actions agreed at the last meeting
8. To discuss the following financial issues:
  - a) Approval of payments and signing of Schedule of Payments
  - b) Approval of payments authorised between meetings
  - c) To receive a statement of receipts and payments (including online payments) made since the last meeting
  - d) Councillor to complete the checklist of internal controls
  - e) To review all regular payments including the clerk's salary and approve payments relating to these services for 2019 - 2020
  - f) To review the clerk's contract of employment
  - g) To check the PAYE details and tax code for the clerk's salary
  - h) To review the income and expenditure for 2018/19 against the budget and discuss the level of reserves for general and earmarked expenditure
  - i) To review the register of fixed assets and insurance values and check that the level of insurance cover is adequate
  - j) To review the Council's risk assessment
  - k) To check that the levels of liability insurance are adequate
  - l) To appoint an internal auditor to check the Council's system of internal controls and review the effectiveness of the internal audit. The internal auditor must be independent from the Parish Council.
  - m) To review the effectiveness of the Council's internal controls
  - n) To nominate a councillor to inspect the Council's property for damage or defects by 30th April 2019 and complete the inspection checklist.
9. To discuss any planning issues
  - a) Planning update. From 1<sup>st</sup> May paper copies will no longer be sent to parish councils
  - b) Submitting responses to planning applications online
10. To discuss any highways/Rights of Way issues/tree/transport issues
  - a) Footpath cutting by a local contractor
  - b) Email from Suffolk County Council re changes to school transport and the need for families to opt-in by 31<sup>st</sup> May 2019 if they require school transport
11. Parish Elections on 2<sup>nd</sup> May 2019
  - a) Nomination forms
  - b) Letter from West Suffolk re cost of an uncontested in May 2019 and from 2020.
  - c) Pre-election Purdah
12. To discuss any village issues:
  - a) Defibrillator training and flyer for residents
  - b) Update on the meeting with the Housing Team at West Suffolk House about affordable housing and email from Julie Salisbury from the Housing Team on 27<sup>th</sup> February 2019

13. To discuss the following correspondence:
  - a) Email from the PCC asking if the Parish Council would be able to make a contribution to the cost of fencing around St Barnabas
14. Any other business for noting or including on the agenda of the Annual Meeting of the Parish Council on Tuesday 7<sup>th</sup> May 2019 at 7pm or the Annual Parish Meeting at 8pm