

The next meeting of Ousden Parish Council will take place on Tuesday 9th September 2025 at 6p.m. in Ousden Village Hall.

Members of the public are welcome. There will be a public session during the meeting to give members of the public and opportunity to speak to councillors informally about items on the agenda. Members of the public may observe the rest of the meeting but may not address the Council.

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 Annual Meeting of the Parish Council held on Tuesday 13th May 2025.
4. Public session (10 minutes) - members of the public are invited to speak briefly about any items on the agenda.
5. County Councillors Report.
6. District Councillor's report.
7. Police issues.
8. Co-option of a two new parish councillors
9. To receive an update on the list of actions agreed at the last meeting.
10. To discuss the following financial issues:
 - a) Approval of payments and signing of Schedule of Payments.
 - b) Approval of payments authorised between meetings.
 - c) Approval of the record of receipts and payments made since the last meeting.
 - d) Bank balances as of 1st September 2025 and confirmation of bank reconciliation.
 - e) Approval of the continued use of electronic banking and BACS payments, the Council's banking arrangement with Lloyds, and the use of variable direct debit or standing order where appropriate.
 - f) Six-month budget review.
 - g) Purchase of a poppy wreath and donation and approval of online payment.
 - h) Quote for insurance.
11. To discuss any planning issues.
 - a) Update on the West Suffolk Local Plan.
 - b) Planning applications received between meetings.
12. To discuss any highways/Rights of Way issues/tree/transport issues.
 - a) Email from City Fibre about the temporary closure of Lady's Green and Chapel Green between 18th and 24th November.
13. To review the following policy documents.
 - a) Financial Regulations
 - b) Updated Standing Orders.
 - c) Scheme of Delegation.
 - d) Updated Contact Privacy Notice.
 - e) Procedural policies as listed in appendix A.
 - f) Freedom of Information, data protection policies and policies for dealing with the press/media. as listed in appendix B.
 - g) Employment policies and procedures as listed in appendix C.
 - h) Other policies as listed in appendix D.
 - i) Planning documents listed in appendix E.
14. To discuss any village issues.
 - a) Replacement litter bin for the play area.
 - b) Email from the Suffolk Climate Change Partnership about their Thermal Imaging project this winter.
15. To discuss the following correspondence:
 - a) Email from West Suffolk Council about the next Parish and Town Council Forum which will be held on 21 October 2025 at West Suffolk House, Bury St Edmunds at 7pm.
 - b) Letter from SARS requesting a donation.

- c) Email from the Suffolk Joint Emergency Planning Group about Community Emergency Rest Centre Training on Tuesday 18th November from 6-9pm in Haverhill Arts Centre.

16. Any other business for noting or including on the agenda of the meeting on Tuesday 9th December 2025.

Appendix A – Procedural policies

- Complaints Procedure.
- Procedure for Dealing with Correspondence.
- Procedure for the Public Session.
- Co-option Policy.
- Email policy for councillors.
- Electronic Communication Policy.
- Code of Conduct
- Persistent and vexatious complaints and correspondence policy

Appendix B – Freedom of Information, data protection policies and policies for dealing with the press/media.

- Data Protection and Information Management Policy.
- Social media policy.
- Filming and Recording at Meetings Policy.
- Subject Access Request Policy.
- Procedure for Handling Requests for information
- Freedom of Information Publication Scheme
- Assessment of personal data held by Ousden Parish Council.

Appendix C - Employment policies and procedures.

- Equal Opportunities Policy.
- Sexual and General Harassment Policy and Procedure.
- Disciplinary and Grievance Policy

Appendix D – Other policies.

- Volunteer Policy
- Risk Assessment for volunteer litter pickers.
- Hedge Policy.

Appendix E – Planning documents

- The Role of Ousden Parish Council in Dealing with Planning Applications
- Planning applications and how to respond.