

OUSDEN PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Tuesday 11th May 2021.

Councillors present: John Gale (Chairman), Alan Johansen, Guy Holland- Bosworth, Chris Ridge, Helyn Dudley, Geoffrey Ingham 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. Signing of Declaration of Acceptance of Office and agreement to abide by the Council's Code of Conduct by the chairman

The chairman agreed to sign a Declaration of Acceptance of Office after the meeting

3. To elect a vice chairman

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

4. Register of Members' Interests form.

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

5. Acceptance of apologies for absence

No apologies were received.

6. 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.

7. Declaration of Interest in items on the agenda

Guy Holland Bosworth declared an interest in item 11a on the agenda, planning application DC/21/0815/FUL.

8. Approval of minutes of meeting held on Tuesday 9th March 2021

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

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

There were three 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:

- Dalham Parish Council – $\frac{1}{3}$ of cost of Three Villages Walk footpath leaflets - Highways Act 1980, ss44, 50 - **£120.00**
- 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
- C Whitaker – internal audit of PC accounts - LGA 1972, s111 – **£65.00**
- J P Kirk - expenses - LGA 1972, s111 – **£7.29**
- Zoom – annual subscription (1/8) - LGA 1972, s111 - **£17.99**

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 1st April 2021

Receipts

Date	Supplier	Description	Total
07/04/2021	HMRC	VAT refund 2020 - 21	£189.94
29/04/2021	West Suffolk Council	Precept	£8,401.00

Payments

Date	Minute	Supplier	Description	Total
01/04/2021	343/8f	EDF	Electricity St Barnabas	£8.00
06/04/2021	343/8f	Suffolk Association of Local Councils	Subscription	£145.15
Staff costs as per confidential cashbook				

d) **Bank balances as of 30th April 2021**

Lloyds Bank Current Account	£8,446.63
Lloyds Bank reserve account	£5,711.08
Total in banks	£14,157.71

Geoff Ingham and Sylvia Pettitt verified and signed the bank statements.

e) **Signatory to complete the checklist of Internal Controls**

Geoff Ingham and 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. The following work is needed:

- The bus shelter needs repairing. The Parish Council has received a quote of £780 from Troy Nichols to repair the bus shelter. It was resolved that the quote would be accepted. The clerk agreed to contact Troy Nichols to arrange the work and to obtain a quote for a replacement noticeboard in Dunstall Green Road as well.

f) **Internal auditor's report**

No issues were raised.

g) **To approve Ousden Parish Council's Annual Governance Statement 2020/21 (see separate document) and section 1 of the Annual Governance and Accountability Return 2020/21.**

It was resolved that Ousden Parish Council's Annual Governance Statement and section 1 of the Annual Governance and Accountability Return 2020/21 would be approved. The Chairman and RFO signed the form.

h) **To approve and sign section 2 of the Annual Governance and Accountability Return 2020/21 - the Accounting Statements 2020/21**

It was resolved that section 2 of the Annual Governance and Accountability Return 2020/21 - the Accounting Statement 2020/21 would be approved. The Chairman and RFO signed the form.

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 2020/21 was £8,132 and its expenditure was £8,712 which is below the £25,000 threshold for an external audit. The Chairman and RFO signed the Certificate of Exemption.

j) **To approve the Financial Report 2020/21 which the Council needs to publish as part of the Transparency Code 2015**

It was resolved that the Financial Report would be approved.

k) **To receive the precept information for 2021/22**

A precept payment of £8,401 was received from West Suffolk Council on 29th April 2021.

l) **Amendment to standing order for clerk's salary**

It was resolved that the standing order for the clerk's salary would be amended to reflect the pay increase agreed at the meeting on 10th November 2020. An additional payment of £12.83 was also approved as the standing order for the April increase was not amended in time.

9. **Planning**

a) **DC/21/0815/FUL - The Old Rectory Barn, Dunstall Green Road, Ousden, Extension to existing storage building and extension to concrete pad.**

Guy Holland Bosworth left the meeting while his application was discussed. It was resolved that no objections would be made to this application.

b) **DC/21/0993/HH – Stratford House, Front Street, Ousden – entrance canopy to front elevation.**

This application was received after the agenda was published, however councillors did not feel it was controversial and no planning meeting was required. It was resolved that the clerk would submit a response of no objections under her delegated powers.

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

a) Speeding and increased HGV traffic through the village

It was resolved that Helyn Dudley would contact Ousden’s new county councillor Bobby Bennett about speeding and ask her to organise a meeting with Police and Crime Commissioner Tim Passmore to find out what can be done to tackle this issue. She will also be asked to arrange a meeting with Suffolk County Council about measures to tackle an increase in HGV traffic and to request a lorry survey.

b) VAS post for Hargrave entrance to Ousden.

Suffolk County Council has said that the new post will be installed the week commencing 10th May 2021, however at the time of the meeting it had not been installed.

11. To discuss the advice from the Joint Panel on Accountability and Governance (JPAG) about the importance of a secure email system for the Parish Council and councillors – for information only.

12. Email from the Joint Emergency Planning Unit about Ousden’s Emergency Plan which needs updating.

The clerk agreed to update the Emergency Plan and circulate it to councillors to add local information.

13. To discuss any village issues

a) Emptying of dog bins

West Suffolk Council is responsible for emptying the dog bin in Lord’s Lane only. The dog bins near Rockall and on the field from The Hill to Littly Wood are not emptied by WSC as they are too far from the road. It was resolved that councillors would consider possible new locations ready for discussion at the July meeting.

14. Correspondence

No correspondence has been received.

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

The following items are for including on the next agenda

- Quiet Lanes update

There being no further business the meeting closed at 7pm.

Signed (Chairman) Dated