

BURSTALL PARISH COUNCIL MEETING

Wednesday, 13th March 2024

To All Parish Councillors

You are hereby summoned to attend the Parish Council meeting to be held on **Wednesday, 13th March 2024**, scheduled for 7.30pm, when the following business will be transacted.

Mrs S Frankis

Mrs S Frankis, Clerk to the Parish of Burstall, RFO & Proper Officer

AGENDA

- 1 **APOLOGIES**: to **RECEIVE and APPROVE** apologies for absence
- 2 **DISPENSATIONS**: to **RECEIVE** any Declarations of Interest or to **APPROVE** such dispensation requests

Public Forum:

- 3 **COMMENTS**: to **CONSIDER** comments from residents of the Parish on current agenda items
- 4 **REPORTS**: to **RECEIVE** the reports from the County and District Cllrs
- 5 **MINUTES**: to **RECEIVE and CONFIRM** the minutes of the Parish Council meeting held 10th January 2024
- 6 **MATTERS ARISING**: to **CONSIDER** matters arising from the minutes of the Parish Council meeting held 10th January 2024
- 7 **PLANNING**: to **CONSIDER** planning matters, and to **AGREE** any actions
DC/24/00724
HA – erection of detached cart lodge/garage (resubmission of DC/23/04370)
The Barn, Hill Farm, Burstall Hill, Burstall IP8 3EB

DC/24/00701
Erection of rear extension, with DDA compliant access. Alterations to improve toilet facilities and disabled access. Provision of 2 no. disabled parking spaces, a new and wheelchair accessible path from the main side door to the new kitchen doors.
Burstall Village Hall, Burstall Hill, Burstall IP8 3DR
- 8 **FINANCE**:
 - i) to **APPROVE** the February and March 2024 Schedules of Payments
 - ii) to **AGREE** the January and February 2024 Budget and Precept Reports

- iii) to **AGREE** VAT reclaim £360.25
- iv) to **AGREE** budget transfers (see Appendix 'A' to the agenda)
- 9 **EMERGENCY PLAN:** to undertake a review of the Parish Council Emergency Plan
- 10 **SPROUGHTON BURIAL GROUND:** to **AGREE** to terminate the Sproughton Parish Council and Burstall Parish Council 'AGREEMENT' regarding burial rights at Sproughton
- 11 **D-DAY 80:** to **AGREE** purchase of a commemorative flag
- 12 **FINANCIAL CONTROLS:**
 - i) to **ADOPT** the Risk Assessment and Management (Financial) 2024
 - ii) to **ADOPT** the Risk Management Strategy 2024
 - iii) to **ADOPT** the Risk Management Register 2024
 - iv) to **ADOPT** the Internal Control Statement 2024
 - v) to **ADOPT** the Internal Control Report 2024
 - vi) to **AGREE** the 2024 Asset Register
- 13 **STANDING ORDERS & FINANCIAL REGULATIONS:** to **ADOPT** revised Standing Orders and Financial Regulations
- 14 **NEXT MEETING:** to **CONFIRM** the date and time of the next Parish Council meeting, 8th May 2024
- 15 **MATTERS RAISED BY MEMBERS:** to **CONSIDER** matters raised by members, including agenda items for the next meeting

Sue Frankis, Clerk to the Parish of Burstall
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APPENDIX 'A'

<u>Transfer from:</u>	<u>Transfer to 2023/24 Budget Heading:</u>	<u>Amount</u>
General Reserve	Clerk's Salary	154.88
Staff Costs Reserve	Clerk's Salary	63.64
2023/24 General Fund –		
ICO Fees	Clerk's broadband	5.00
Web Fees	Clerk's broadband	10.00
Web Fees	Admin	1.20
General Power of Competence	Admin	50.00
Training	Clerk's Salary	120.02
Web Fees	Clerk's Salary	18.80
CPRE subscription	Clerk's Salary	14.00
SALC Membership	Clerk's Salary	9.22
Insurance	Clerk's Salary	39.00
Newsletter	Clerk's Salary	55.00
Chair's Allowance	Clerk's Salary	0.05