

BURSTALL PARISH COUNCIL

Minutes of the Parish Council Meeting held on 12 July 2021 at 7.30pm

Present: Cllr Gasper (Chairman), Cllr Cooper (Vice-chairman), Cllr Burchnall, Cllr Fiske, Cllr Fordham, Cllr A. Kerrison, Cllr K. Raby, Cllr L. Raby, Cllr Rawlings

In attendance: District Cllr Busby
Mrs S Frankis, Clerk & RFO to Burstall Parish Council

The meeting was chaired by Cllr Gasper.

The Council agreed to add agenda items to consider i) a request for sponsorship of the renewal parts for the defibrillator; ii) the resignation of Cllr Eustace; iii) a letter received on behalf of the residents of Hall Lane, Burstall.

109 APOLOGIES: to RECEIVE Apologies for Absence

The Council resolved to accept the apologies received from Cllr Fordham, for his expected late arrival and from Cllr Smith, for her absence due to family commitments.
Apologies were received from County Cllr Hudson.

110 DISPENSATIONS: to RECEIVE Declarations of Interest or to APPROVE such Dispensation Requests None were received.

111 COMMENTS: to CONSIDER Comments from Residents of the Parish on Current Agenda Items

The Council had received a letter sent on behalf of the residents of Hall Lane, Burstall. The Council agreed to respond advising that it would like to try to help the residents but as highways matters fall under the jurisdiction of Suffolk County Council, there would be very little it could do.
Cllr Fiske declared an interest.

ACTION: THE CLERK IS TO RESPOND AND TO PROVIDE THE CONTACT DETAILS OF SUFFOLK COUNTY COUNCIL HIGHWAYS.

112 REPORTS: to RECEIVE the Reports of the County and District Councillors

The Parish Newsletters, received from County Cllr Hudson, had been circulated to the Council, prior to the meeting.

A report, received from District Cllr Busby, had been circulated to the Council, prior to the meeting.

113 MINUTES: to RECEIVE and CONFIRM the Minutes of the Annual Parish Council Meeting held on 4 May 2021

The minutes of the Annual Parish Council meeting held on 4 May 2021, having been circulated to the Council prior to the meeting, were confirmed as an accurate record of the meeting.

114 MATTERS ARISING: to CONSIDER Matters Arising from the Minutes of the Parish Council Meeting held 4 May 2021

There were no matters arising.

115 MINUTES: to RECEIVE and CONFIRM the Minutes of the Extraordinary Parish Council Meeting held on 21 June 2021

The minutes of the Extraordinary Parish Council meeting held on 21 June 2021, having been circulated to the Council prior to the meeting, were confirmed as an accurate record of the meeting.

116 MATTERS ARISING: to CONSIDER Matters Arising from the Minutes of the Extraordinary Parish Council Meeting held on 21 June 2021

Re. minute number 21/22 108: Cllr Fiske questioned the accuracy of the S.I.D. information given to the Parish Council, when considering the application.

117 ANNUAL PARISH MEETING, MATTERS ARISING: to CONSIDER matters arising from the Annual Parish Meeting held on 4 May 2021

There were no matters brought forward to the Parish Council.

118 PLANNING: to CONSIDER Planning Applications and to NOTE any Planning Decisions, including any Received after the Publication of this Notice

Cllr Gasper advised that a planning application is expected to be registered by EDF for the development of a solar farm with Babergh District Council, shortly. The Parish Council will likely need to meet to consider its response.

119 FINANCE:

i) to APPROVE Payments

The Council unanimously approved the following payments:

Salaries (April & May 2021)	LGA 1972, ss101, 111 & 102	£524.84
JAK Services (inv 1718)	LGA 1972, s139, s215	£150.00
JAK Services (inv 1731)	LGA 1972, s139, s215	£370.00
CAS (insurance)	LGA 1972, s139	£198.22
Sproughton Parish Council 2019/20	LGA 1972, s139	£24.00
Heelis & Lodge	LGA 1972, s139	£105.00
Coddenham Parish Council	LGA 1972, s139	£25.00
Information Commissioners Office	LGA 1972, s139	£35.00

ii) to AGREE the April, May and June 2021 Budget and Precept Report

The April, May and June 2021 Budget and Precept Reports, including the bank statement balances, having been circulated to the Council prior to the meeting, were agreed.

120 INTERNAL AUDIT / AUDITOR

i) to RECEIVE the 2020/21 Heelis & Lodge Internal Audit Report

The Council unanimously agreed to receive the 2020/21 Heelis & Lodge Internal Audit Report, as circulated to the Council prior to the meeting.

The Council recorded its thanks to the Clerk for bringing about a much improved internal audit report.

ii) to RECEIVE and AGREE the 2020/21 Internal Auditor Action Plan

The Council unanimously agreed to receive and agree the 2020/21 Internal Auditor Action Plan, as prepared by the Clerk and circulated to the Council, prior to the meeting.

The Internal Auditor had made recommendations i) to include reference to GDPR in the Council's Risk Assessment; there will an agenda item to adopt the Risk Management Report 2021 later on in the meeting, and ii) when applicable, the Internal Audit recommendations and the Council's response should be contained in the minutes of the meeting; this has been dealt with within this minute.

iii) to REVIEW the Effectiveness of Internal Audit 2021/22

The Council unanimously agreed to adopt the Effectiveness of Internal Audit 2021/22, as circulated to the Council prior to the meeting.

iv) to APPOINT the 2021/22 Internal Auditor

The Council unanimously agreed to re-appoint Heelis & Lodge as the Internal Auditor for 2021/22.

v) to ADOPT the Risk Management Register 2021

The Council unanimously agreed to adopt the Risk Management Register 2021, as circulated to the Council prior to the meeting.

121 INSURANCE: to AGREE the 2021/22 Renewal

The Council unanimously agreed to accept the insurance renewal of £198.22.

122 STANDING ORDERS and FINANCIAL REGULATIONS: to ADOPT Revised and Updated Versions

The Council unanimously agreed to adopt the Standing Orders and Financial Regulations, as circulated to the Council prior to the meeting.

123 INTERNAL CONTROL STATEMENT: to APPROVE the Internal Control Statement 2021/22

The Council unanimously agreed to approve the Internal Control Statement 2021/22.

124 BURSTALL / SPROUGHTON BURIAL GROUND AGREEMENT

Cllr Gasper advised that Sproughton Parish Council has acknowledged Burstall Parish Council's acceptance to pay the increased annual Agreement fee of £200, as from April 2022 and have provided details of how it came to the figure. However, Sproughton Parish Council has not provided details of how any future increases will be put forward and have only offered one place for a Burstall Parish Council nominative member to the Sproughton Parish Council Burial Ground Committee. In accordance with the 1969 Burial Ground Agreement, clause 7, Burstall Parish Council has the right to nominate 3 members of Burstall Parish Council to the Sproughton Parish Council Burial Ground Committee.

ACTION: THE CLERK IS TO WRITE TO SPROUGHTON PARISH COUNCIL TO REMIND THEM OF THE TERMS OF THE 1969 AGREEMENT WHEREBY BURSTALL PARISH COUNCIL HAS THE RIGHT TO NOMINATE 3 MEMBERS TO THE SPROUGHTON PARISH COUNCIL BURIAL GROUND COMMITTEE.

124 TRAFFIC CALMING MEASURES: to RECEIVE an update and to AGREE any actions

Cllr K Raby advised that the S.I.D. application has been submitted and already accepted. The application will now move onto a feasibility study stage.

125 BURSTALL PARISH COUNCILLOR VACANCY

The Parish Council declared a vacancy due to the resignation of Cllr Eustace. The Council expressed thanks to Cllr Eustace for her time on the Parish Council and for the work she undertook on its behalf.

ACTION: THE CLERK IS TO NOTIFY BABERGH DISTRICT COUNCIL OF A COUNCILLOR VACANCY

126 DEFIBRILLATOR

Cllr Burchnall advised that the defibrillator batteries and pads will soon need replacing. The Council unanimously agreed to pay up to £130 for new batteries and pads, £80 of which will be funded from the Babergh District Council grant of £80.

127 ROAD/TRAFFIC SIGNAGE: To CONSIDER Request to Suffolk County Council Highways to Undertake a Suitability and Appropriateness Appraisal of Existing Signage in Burstall
This item will be considered at the September 2021 meeting.

128 DISPOSAL OF DOCUMENTS: to AGREE to Dispose of Documents in Accordance with the Burstall Parish Council Document Retention Policy
The Council unanimously agreed to dispose of the PAYE Records 2019-20 and the tenders (grass cutting) 2015 in accordance with the Document Retention Policy; the Council agreed to keep all bank statements for 6 years rather than 1 year. The Document Retention Policy will be reviewed at the September 2021 meeting.

129 THE QUEEN'S PLATINUM JUBILEE 2022: To CONSIDER Arrangements for the Commemoration of the Queen's Platinum Jubilee
The Council unanimously agreed to register its intention to take part in the co-ordinated Beacon Lighting.

130 NEXT MEETING: to AGREE the date and time of the next Parish Council meeting
The next meeting of the Council will be held at 7.30pm, on 13 September 2021 at the Burstall Village Hall.

131 To CONSIDER Matters Raised by Members
No matters were raised.

There being no other business, the meeting was closed at 8.37pm.

Signed

Date

Sue Frankis, Clerk to the Parish of Burstall

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