

BURSTALL PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on 10th May 2023

Present: Cllr Gasper (Chair), Cllr N Fiske, Cllr Kerrison, Cllr K Raby, Cllr L Raby, Cllr J Rawlings

In attendance:

District Cllr D Busby

Mrs S Frankis, Clerk & RFO to Burstall Parish Council

The meeting was chaired by Cllr Gasper.

276 Election of the Chair

Cllr Gasper was elected as Chair to the Council; he duly signed a Declaration of Acceptance of Office.

277 Election of the Vice-Chair

Cllr Cooper was elected as Vice-Chair to the Council.

278 APOLOGIES: to RECEIVE and APPROVE Apologies for Absence

Apologies were received from Cllrs Cooper and Godfrey for their absences due to personal commitments.

The Council unanimously agreed to approve all the apologies received.

The Council unanimously agreed to allow an extension of time for Cllrs Cooper and Godfrey to sign their Declaration of Acceptance of Office forms, within the 28 day timeframe.

279 CO-OPTION: To AGREE to Co-opt a New Member to Fill an Ordinary Vacancy

The Council unanimously agreed to co-opt Samantha Main as councillor to Burstall Parish Council.

ACTION: The Clerk is to notify Babergh District Council that Samantha Main has been co-opted to the Parish Council.

280 DISPENSATIONS: to RECEIVE Declarations of Interest and/or to APPROVE such Dispensation Requests

None were received.

The meeting was adjourned.

Public Forum:

281 COMMENTS: to RECEIVE Comments from Residents of the Parish on Current Agenda Items

None were received.

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

A report had been received from County Cllr Hudson prior to the meeting and circulated to the Council; the report has been published on the Parish Council website.

A report had been received from District Cllr Busby prior to the meeting and circulated to the Council; the report is published on the Parish Council website.

District Cllr Busby left the meeting.

The meeting was reconvened.

283 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 13th March 2023

The minutes of the Parish Council meeting held on 13th March 2023, having been circulated to the Council prior to the meeting, were confirmed as an accurate record of the meeting.

284 MATTERS ARISING: to CONSIDER Matters Arising from the Minutes of the Parish Council Meeting held on 13th March 2023

Re. minute 22/23 261 and 265: the damaged signs have been reinstated.

285 APPOINTMENT OF RFO: to CONFIRM the Continuing Appointment of the Clerk to the Council as the Responsible Financial Officer

The Parish Council confirmed the continuing appointment of Mrs S Frankis, the Clerk to the Council as the Responsible Financial Officer.

286 ROLES AND RESPONSIBILITIES: to CONFIRM the Roles and Responsibilities of Parish Councillors, including Appointments to External Bodies

The Council agreed the following roles and responsibilities –

Burstall Parish Council Chair	Cllr Barry Gasper
Burstall Parish Council Vice-Chair	Cllr Andrew Cooper
Burstall Parish Clerk & RFO	Mrs Susan Frankis
Emergency Planning	Cllr Andrew Kerrison
Footpaths	Cllr Andrew Cooper
Litter	Cllr Lesley Raby
Parochial Church Council	Cllr Nicholas Fiske
Planning	Cllr Andrew Kerrison and Cllr Jeff Rawlings Cllr Steve Godfrey and Cllr Samantha Main
Village Assets, red kiosk, bench & sign	Cllr Lesley Raby
Road Safety	Cllr Keith Raby
SALC	Cllr Jeff Rawlings
Tree Warden	Cllr vacant
Village Hall Liaison	Cllr Andrew Cooper and Cllr Keith Raby

287 To RECORD the Council's Eligibility to use the General Power of Competency

The Council recorded its eligibility to use the General Power of Competency; the Council has two-thirds elected members following the recent election, and a qualified Clerk. The Power will last for four years and be renewed at each Annual Parish Council meeting.

288 PLANNING:

DC/23/01701: the Council unanimously agreed to submit a recommendation of 'no objection'.

ACTION: Cllr Rawlings is to consider the East Anglia GREEN consultation documents.

289 CORONATION COMMEMORATION: To AGREE Permanent Commemoration for the Coronation of King Charles III

County Cllr Hudson has made an offer to fund the purchase of a bench and oak tree to be installed at Burstall Hall Lane, in commemoration of the coronation of king Charles III. The Council unanimously resolved to accept and support the project

290 FINANCE:

(i) to APPROVE Payments

The Council unanimously approved the following payments:

P1. Coddensham PC / Norton	LGA 1972, s139	£33.33
P2. Burstall Village Hall / room hire	LGA 19792, s139	£172.00
P3. Sproughton PC / burial ground agreement	LGA 1972, s139	£200.00
P4. Gipping Press	LGA 1972, s139	£65.00
P5. Nosegay	LGA 1972, s139	£420.00
P6. Mrs S Frankis, March salary	LGA 1972, ss101,111,112	£330.14
P7. SALC	LGA 1972, s139	£145.78
P8. Mrs S Frankis / HP Ink	LGA 1972, s139	£2.99
P9. Zurich Municipal	LGA 1972, s139	£241.00

(ii) to AGREE the March and April 2023 Budget and Precept Reports

The March and April 2023 Budget and Precept Reports, including the bank statement balances, having been circulated to the Council prior to the meeting, were agreed. The bank statement balances had been verified by Cllr Rawlings.

(iii) to AGREE the Year End Accounts 31st March 2023

The Year End Accounts, including the Asset Register 31st March 2023, having been circulated to the Council prior to the meeting, were agreed.

(iv) to ALLOCATE the General Fund 31st March 2023

The Council unanimously agreed to allocate the General Fund 31st March 2023 of £2,979.83 to the General Reserve Fund.

(v) to AGREE the SALC 2023/24 Membership

The Council unanimously agreed to renew the SALC membership at a cost of £145.78.

(vi) to AGREE to Reimburse the Clerk for Broadband Expenses

The Council unanimously agreed to reimburse the Clerk for expenditure incurred on broadband expenses and to make a monthly payment of £15.00 to her.

(vii) VAT Reclaim

The Council unanimously agreed the HMRC VAT 126 claim for £15.71.

291 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23:

(i) to AGREE Sections 1 and 2

The Council unanimously agreed Section 1 of the AGAR 2022/23.

The Council unanimously agreed Section 2 of the AGAR 2022/23.

(ii) to CERTIFY the Parish Council meets the Criteria to Certify Itself Exempt from a Limited Assurance Review and to Complete the Certificate of Exemption

The Council certified itself exempt from a Limited Assurance Review.

ACTION: The Clerk is to submit the completed Certificate of Exemption to PKF Littlejohn, the external auditor.

292 INSURANCE COVER: the Annual Review of Risk and Adequacy of Insurance Cover

The Council had satisfied itself that the insurance cover, offered by Zurich Municipal would be adequate and that having identified, assessed and recorded risks, appropriate cover would be in place to mitigate and manage those risks. The Council unanimously agreed to renew the Parish Council insurance policy, at an annual cost of £241.00.

293 ANNUAL INTERNAL AUDIT: to RECEIVE the Heelis & Lodge Internal Audit Report

The Council unanimously agreed to receive the 202223 Heelis & Lodge Internal Audit Report, as circulated to the Council prior to the meeting. There were no matters raised by the internal auditor to action.

294 NEXT MEETING

The next meeting of the Parish Council will be held at on 12th July 2023 at Burstall Village Hall.

295 MATTERS RAISED BY MEMBERS: to CONSIDER Matters Raised by Members

There were no matters to consider.

There being no other business, the meeting closed at 8.52pm

Signed

Date

Sue Frankis, Clerk to the Parish of Burstall, 24 Church Crescent, Sproughton IP8 3BJ

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