

BURSTALL PARISH COUNCIL

Minutes of the Parish Council Meeting held on 13th March 2024, 7.30pm at Burstall Village Hall

Present: Cllr B Gasper (Chair), Cllr A Kerrison (Vice- Chair), Cllr S Main, Cllr K Raby, Cllr L Raby, Cllr W Petersen

In attendance:

Mrs S Frankis, Clerk & RFO to Burstall Parish Council

District Cllr Dave Busby

District Cllr John Whyman

The meeting was chaired by Cllr Gasper.

Cllr Gasper welcomed Cllr Busby to the meeting.

355 To AGREE a Financial Contribution to a 'Thank-You' Gift for ex-Cllr Fiske

Cllr Gasper advised that the Burstall Parochial Church Council is organising a gift for Mr N Fiske, as he is due to retire from his long-standing position on the Church Council; the Parish Council has been asked if they would like to contribute.

The Council unanimously agreed to contribute £75 towards the gift, in recognition of Mr N Fiske's long-standing service to the Parish Council and the parish of Burstall.

356 APOLOGIES: to RECEIVE and APPROVE Apologies for Absence

Apologies were received from Cllr Godfrey for his absence due to work commitments. The Council unanimously agreed to approve the apology received.

The Council acknowledged that in accordance with LGA 1972, s85(1) and (2), Cllr Godfrey would ordinarily cease to be a member of the Council as he has not attended a meeting for six consecutive months however, as his absences were primarily due to his exceptional working circumstances, the Council resolved to approve his long-term absence.

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

None were received.

The meeting was adjourned.

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

The Council has received an email from a resident of Burstall, wherein she made accusations of bullying and harassment towards hers by parishioners and ex-parish councillors. As no formal accusation has been made against the current Parish Council, no action will be taken; it is not the role of a Parish Council to intervene in parishioner disputes.

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

A report had been received from District Cllr Whyman and circulated to the Council prior to the meeting.

District Cllr Busby advised that Babergh and Mid Suffolk District Councils have been awarded the Council of the Year award at the iESE Awards 2024.

The meeting was reconvened.

360 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 10th January 2024

The minutes of the Parish Council meeting held on 10th January 2024, having been circulated to the Council prior to the meeting, were confirmed and signed as an accurate record of the meeting.

361 MATTERS ARISING: to CONSIDER Matters Arising from the Minutes of the Parish Council Meeting held on 10th January 2024

Re. minute number 330 & 346: Cllr Gasper advised that the Parish Council will be responding to the unsatisfactory response received from BDC Cllr Ward and MSDC Cllr Mellon.

Re. minute number 348(v): in response to comments made recently on the Burstall Noticeboard WhatsApp, by residents, referencing the 2024/25 precept increase, the Clerk has drafted a response which has been circulated to the Council and published on the Parish Council website.

Re. minute number 350: the Clerk had submitted a request for the Parish Council to install a grit bin by the village sign, to Suffolk County Council; Suffolk Highways refused permission stating that Church Hill is a priority '2' route.

362 PLANNING: to CONSIDER Planning Matters, and to AGREE any Actions

The February 2024 Planning Schedule had been circulated to the Council prior to the meeting.

Planning application DC/24/00724: the Council unanimously resolved to submit a recommendation of 'no objection'.

Cllr Petersen declared an interest as he is member of the Village Hall Committee.

Planning application DC/24/00701: the Council unanimously resolved to submit a recommendation of 'no objection and approval'.

363 FINANCE:

(i) to APPROVE the February and March 2024 Schedules of Payments

The Council unanimously approved the following payments:

P59. CPRE (LGA 9172, s139)	£36.00
P60. Mrs S Frankis / HP Ink (LGA 1972, s139)	£2.99
P61. Mrs S Frankis / broadband (LGA 1972, s139)	£15.00
P62. Mrs S Frankis / Norton (LGA 1972, s139)	£24.99
P63. Mrs S Frankis, Jan. Salary (LGA 1972, ss101,111,112)	£305.16
P64. HMRC / PAYE (LGA 1972, ss101,111,112)	£23.80
P65. Mrs S Frankis / HP Ink (LGA 1972, s139)	£2.99
P66. Mrs S Frankis / Broadband (LGA 1972, s139)	£15.00
P67. Mrs S Frankis, Feb. Salary (LGA 1972, ss101,111,112)	£145.65

(ii) to AGREE the November and December 2023 Budget and Precept Reports

The January and February 2024 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 were verified by Cllr L Raby.

(iii) to AGREE VAT Reclaim

The Council unanimously agreed the VAT reclaim of £360.35

(iv) to AGREE Budget Transfers

The Council unanimously agreed to vire budget heading transfers as follows –

<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

364 EMERGENCY PLAN: to Undertake a Review of the Parish Council Emergency Plan

Cllr Kerrison advised that the Burstall Community Emergency Plan and leaflet have been updated. Suffolk County Council has received and accepted the revised plan, a copy has been submitted to Babergh District Council and a copy has been published on the Parish Council website.

365 SPROUGHTON BURIAL GROUND: to AGREE to Terminate the Sroughton Parish Council and Burstall Parish Council 'AGREEMENT' of Burial Rights at Sroughton Burial Ground

In accordance with the Agreement, cl.8 states that the 'Agreement shall continue in force until it is terminated by agreement of the parties or four years written notice by either party' is given. The Council unanimously agreed to give its notice of intention to terminate the Agreement as from 1st April 2025, thus saving £200 p/a from that date. It is hoped that Sroughton Parish Council will agree to the proposed intention rather than insisting on four years notice being given and costing Burstall Parish Council a further £800.

ACTION: THE CLERK IS TO GIVE NOTICE TO SPROUGHTON PARISH COUNCIL OF BURSTALL PARISH COUNCIL'S INTENTION TO TERMINATE THE AGREEMENT AS FROM 1ST APRIL 2025.

366 D-DAY 80 COMMEMORATIONS

Cllr K Raby advised that as part of the D-Day 80 event on 6th June 2024, there is the option to purchase a commemorative flag.

The Council unanimously agreed to purchase a commemorative flag at a cost of £22.80 and to pass it on to the parish following the event.

367 FINANCIAL CONTROLS

(i) to ADOPT the Risk Assessment and Management (Financial) 2024

The Council unanimously agreed to adopt the Risk Assessment and Management (Financial) 2024.

(ii) to ADOPT the Risk Management Strategy 2024

The Council unanimously agreed to adopt the Risk Management Strategy 2024.

(iii) to ADOPT the Risk Management Register 2024

The Council unanimously agreed to adopt the Risk Management Register 2024.

(iv) to ADOPT the Internal Control Statement 2024

The Council unanimously agreed to adopt the Internal Control Statement 2024.

(v) to ADOPT the Internal Control Report 2024

The Council unanimously agreed to adopt the Internal Control Report 2024.

(vi) to AGREE the 2024 Asset Register

The Council unanimously agreed the 2024 Asset Register.

368 STANDING ORDERS & FINANCIAL REGULATIONS: to ADOPT revised Standing Orders and Financial Regulations

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

369 NEXT MEETING: to CONFIRM the Date and Time of the next Parish Council Meeting

The next meeting of the Parish Council will be held on 8th May 2024.

This will be the Annual Parish Council Meeting which will follow the Annual Parish Meeting.

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

Cllr Gasper asked Councillors to draft their respective articles for the next Parish Council Newsletter, and to submit them to the Clerk.

ACTION: CLLRS ARE TO DRAFT THEIR RESPECTIVE ARTICLES FOR THE NEWSLETTER.

Cllr Gasper advised he had attended a virtual meeting yesterday evening, together with Cllr Main, the Clerk and representatives from Flowton; the meeting had been led by Bron Curtis, Babergh District Council Planning Officer. The focus of the meeting was to establish liaison opportunities with Enso, to ask for consultation opportunities with the Discharge of Conditions, and in particular, to seek engagement with Suffolk County Council Highways and to work with them to formulate a sound Traffic Management Plan. It is essential that a proper Plan is put in place to ensure no repeats of the highways issues that arose from the Anesco development.

Cllr Petersen suggested that an update on the flooding issues in the Parish and the planned actions be included in the forthcoming newsletter; he agreed to draft a piece, with the assistance of District Cllr Whyman.

Cllr Kerrison proposed responding to Suffolk County Council’s refusal to unblock the A1071 culvert, which continues to flood.

ACTION: CLLR KERRISON IS TO RESPOND TO SUFFOLK COUNTY COUNCIL.

Cllr K Raby advised that he is to attend a meeting of the Suffolk Enhanced Bus Partnership next week.

There being no other business, the meeting closed at 8.42pm

Signed

Date

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

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