

BURSTALL ANNUAL PARISH COUNCIL MEETING

Tuesday, 4 May 2021, 7.30pm

To All Parish Councillors

You are hereby summoned to attend the Annual Parish Council meeting to be held on **Tuesday, 4 May 2021**, scheduled for 7.30pm, when the following business will be transacted.

The meeting will be held remotely in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

As a member of the public, if you would like to attend the meeting, please contact the Clerk by 12pm on Monday, 3 May 2021 for meeting log-in details.

Mrs S Frankis

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

AGENDA

- 1 ELECTION of the Chair, including the signing of the Declaration of the Acceptance of Office
- 2 ELECTION of the Vice-Chair
- 3 APOLOGIES: to RECEIVE and APPROVE apologies for absence
- 4 DISPENSATIONS: to RECEIVE any Declarations of Interest or to APPROVE such dispensation requests
- 5 COMMENTS: to CONSIDER comments from residents of the Parish on current agenda items
- 6 REPORTS: to RECEIVE the reports from the County and District Cllrs
- 7 MINUTES: to RECEIVE and CONFIRM the minutes of the Parish Council meeting held 8 March 2021
- 8 MATTERS ARISING: to CONSIDER matters arising from the minutes of the Parish Council meeting held 8 March 2021
- 9 MINUTES: to RECEIVE and CONFIRM the minutes of the Planning meeting held on 2 March 2021
- 10 MATTERS ARISING: to CONSIDER matters arising from the minutes of the Planning meeting held on 2 March 2021

- 11 APPOINTMENT OF RFO: To CONFIRM the continuing appointment of the Clerk to the Council as the Responsible Financial Officer
- 12 EXTERNAL BODIES: To CONFIRM the appointment of Parish Councillors to external bodies
- 13 PLANNING: to CONSIDER planning application DC/21/02223 and to NOTE any planning decisions, including any received after the publication of this notice
- 14 FINANCE:
- i) to APPROVE the following payments:

Salaries (March & April 2021)	(LGA1972,ss101,111,112)	£269.52 + tba
Mrs S Frankis / printer ink & paper	(LGA 1972, s139)	£14.18
Coddenham Parish Council / Norton	(LGA 1972, s139)	£8.33
RBLI / 'Tommy' statue	(LGA 1972, s139)	£200.00
Heather Bryan / Easter egg hunt	General Power of Competence	£25.00
Sproughton Parish Council 2020/21	(LGA 1972, s139)	£24.00
Sproughton Parish Council 2021/22	(LGA 1972, s139)	£24.00
SALC / annual membership	(LGA 1972, s139)	£144.06
SALC / councillor training	(LGA 1972, s139)	£180.00
 - ii) to AGREE the March and April 2021 Budget and Precept Reports
 - iii) to AGREE to vire £225.00 from budget heading 'grass cutting' to 'General Power of Competence' and £82.00 from budget heading 'grass cutting' to 'Clerk's salary' at the year end 31 March 2021
 - iv) to AGREE VAT reclaim
 - v) to AGREE the Year End Accounts, including the Asset Register, as at 31 March 2021
 - vi) to ALLOCATE the General Fund as at 31 March 2021
- 15 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21:
- i) to AGREE Sections 1 and 2
 - ii) to CERTIFY the Parish Council meets the criteria to certify itself exempt from a Limited Assurance Review and to AGREE to complete the Certificate of Exemption
- 16 GRASS CUTTING CONTRACT: to AGREE and APPOINT the 2021/22 grass cutting contract
- 17 BURSTALL / SPROUGHTON BURIAL GROUND AGREEMENT
- 18 TRAFFIC CALMING MEASURES: to RECEIVE an update and to AGREE any actions
- 19 BANKING PROVIDER: to AGREE the Parish Council bank provider
- 20 GRANT REQUEST: to APPROVE grant request received from Suffolk Accident Rescue Service
- 21 NEXT MEETING: to AGREE the date and time of the next Parish Council meeting
- 22 MATTERS RAISED BY MEMBERS: to CONSIDER matters raised by members

Sue Frankis, Clerk to the Parish of Burstall

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<https://www.burstall.suffolk.cloud>