

BURSTALL PARISH COUNCIL MEETING

Monday, 12 July 2021, 7.30pm

To All Parish Councillors

You are hereby summoned to attend the Parish Council meeting to be held on **Monday, 12 July 2021**, scheduled for 7.30pm, at Burstall Memorial Hall, 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
- 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 Annual Parish Council meeting held on 4 May 2021
- 6 MATTERS ARISING: to CONSIDER matters arising from the minutes of the Annual Parish Council meeting held on 4 May 2021
- 8 MINUTES: to RECEIVE and CONFIRM the minutes of the Extraordinary Parish Council meeting held on 21 June 2021
- 9 MATTERS ARISING: to CONSIDER matters arising from the minutes of the Extraordinary Parish Council meeting held on 21 June 2021
- 10 ANNUAL PARISH MEETING, MATTERS ARISING: to CONSIDER matters arising from the Annual Parish Meeting held on 4 May 2021
- 11 PLANNING: to CONSIDER planning applications and to NOTE any planning decisions, including any received after the publication of this notice

- 12 FINANCE:
- i) to APPROVE the following payments:

Salaries (April & May 2021)	(LGA1972,ss101,111,112)	£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 May and June 2021 Budget and Precept Reports
- 13 INTERNAL AUDIT / AUDITOR
- i) to RECEIVE the 2020/21 Heelis & Lodge Internal Auditor Report
 - ii) to RECEIVE and AGREE the 2020/21 Internal Auditor Action Plan
 - iii) to REVIEW the Effectiveness of Internal Audit 2021/22
 - iv) to APPOINT the 2021/22 Internal Auditor
 - v) to ADOPT the Risk Management Register 2021
- 14 INSURANCE: to AGREE the 2021/22 renewal
- 15 STANDING ORDERS and FINANCIAL REGULATIONS: to AGREE to adopt revised and updated versions
- 16 INTERNAL CONTROL STATEMENT: to APPROVE the Internal Control Statement 2021/22
- 17 BURSTALL / SPROUGHTON BURIAL GROUND AGREEMENT
- 18 TRAFFIC CALMING MEASURES: to RECEIVE and update and to AGREE any actions
- 19 ROAD/TRAFFIC SIGNAGE: To CONSIDER request to Suffolk County Council Highways to undertake a suitability and appropriateness appraisal of existing signage in Burstall
- 20 DISPOSAL OF DOCUMENTS: to AGREE to dispose of documents in accordance with the Burstall Parish Council Document Retention Policy
- 21 THE QUEEN'S PLATINUM JUBILEE 2022: to CONSIDER arrangements for the commemoration of the Queen's Platinum Jubilee
- 22 NEXT MEETING: the AGREE the date and time of the next Parish Council meeting, 13 September 2021
- 23 MATTERS RAISED BY MEMBERS: to CONSIDER matters raised by members