

# BURSTALL ANNUAL PARISH COUNCIL MEETING

Monday, 9 May 2022

To All Parish Councillors

You are hereby summoned to attend the Annual Parish Council meeting to be held on **Monday, 9 May 2022**, scheduled for 7.30pm, when the following business will be transacted.

The start time may be delayed as the Annual Parish Meeting is to be held immediately before this meeting.

*Mrs S Frankis*

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

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## 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 **COUNCILLOR VACANCY**: to declare a councillor vacancy
- 6 **COMMENTS**: to CONSIDER comments from residents of the Parish on current agenda items
- 7 **REPORTS**: to RECEIVE the reports from the County and District Cllrs
- 8 **MINUTES**: to RECEIVE and CONFIRM the minutes of the Parish Council meeting held 14 March 2022
- 9 **MATTERS ARISING**: to CONSIDER matters arising from the minutes of the Parish Council meeting held 14 March 2022
- 10 **CO-OPT A NEW MEMBER**: to AGREE to co-opt a new member
- 11 **APPOINTMENT OF RFO**: to CONFIRM the continuing appointment of the Clerk to the Council as the Responsible Financial Officer
- 12 **ROLES AND RESPONSIBILITIES**: to CONFIRM the roles and responsibilities of Parish Councillors, including appointments to external bodies
- 13 **PLANNING**:

- i) to CONSIDER planning application DC/22/00683 and to NOTE any planning decisions, including any received after the publication of this notice
- ii) **The East Anglian Green Energy Enablement (East Anglian GREEN) Consultation:** to AGREE the Parish Council response (consultation closing date 16 June 2022)

14 **FINANCE:**

- i) to APPROVE the following payments:
 

JAK Services (LGA 1972, s139, s215)	£185.00
Sproughton Parish Council (LGA 1972, s139)	£200.00
SALC (LGA 1972, s139)	£143.97
Coddenham Parish Council (LGA 1972, s139)	£33.33
Mrs S Frankis, March Salary (LGA 1972, ss101,111,112)	£254.66
Mrs S Frankis, HP Ink (LGA 1972, s139)	£2.49
Mrs S Frankis, postage (LGA 1972, s139)	£11.15
- ii) to AGREE the March and April 2022 Budget and Precept Reports
- iii) to AGREE the Year End Accounts, including the Asset Register 31 March 2022
- iv) to ALLOCATE the General Fund 31 March 2022

15 **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22:**

- 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 **INTERNAL CONTROL REPORT:** to CONSIDER the findings of the Internal Control report 2022

17 **BABERGH DISTRICT COUNCIL COMMUNITY GOVERNANCE REVIEW:** to AGREE the Parish Council submission (deadline 27 May 2022)

18 **MAINTENANCE ARRANGEMENTS FOR ASSETS:** to AGREE the regular maintenance arrangements for physical assets

19 **INSURANCE COVER:** the annual review of risk and adequacy of insurance cover

20 **GRANT REQUEST:** to CONSIDER a grant request received from Suffolk Accident Rescue Service

21 **SPROUGHTON BURIAL GROUND COMMITTEE:** to RECEIVE update on request for meeting

22 **NEW COUNCILLOR CODE OF CONDUCT:** to ADOPT the new Councillor Code of Conduct

23 **NEXT MEETING:** to CONFIRM the date and time of the next Annual Parish Council meeting, 11 July 2022

24 **MATTERS RAISED BY MEMBERS:** to CONSIDER matters raised by members

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