

BURSTALL PARISH COUNCIL MEETING

Monday, 7 November 2022, 7.30pm

To All Parish Councillors

You are hereby summoned to attend the Parish Council meeting to be held on **Monday, 7 November 2022**, scheduled for 7.30pm, 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 Parish Council meeting held 11 July 2022
- 6 **MATTERS ARISING:** to CONSIDER matters arising from the minutes of the Parish Council meeting held 11 July 2022
- 7 **PLANNING:** to **CONSIDER** planning applications, including application number DC/21/04711 and to NOTE any planning decisions, including any received after the publication of this notice
- 8 **FINANCE:**
 - i) to **APPROVE** the following payments:

21. Mr S Fordham, jubilee celebrations	LGA 1972, s139	£24.87
22. Mr K Raby, jubilee celebrations	LGA 1972, s139	£19.48
23. Mrs A Day, jubilee celebrations	LGA 1972, s139	£155.34
24. Mrs S Frankis, HP ink July 2022	LGA 1972, s139	£2.99
25. Information Commissioner's Office	LGA 1972, s139	£35.00
26. Mrs S Frankis, July salary	LGA 1972, ss101,111,112	£181.32
27. Mrs S Frankis, HP ink August 2022	LGA 1972, s139	£2.49
28. Suffolk.cloud, web host	LGA 1972, s139	£120.00
29. Mrs S Frankis, August salary	LGA 1972, ss101,111,112	£66.67
30. Mrs S Frankis, HP ink Sept. 2022	LGA 1972, s1in39	£2.49

31. Mrs S Frankis, HP ink Aug. & Sept. VAT	LGA 1972, s139	£1.00
32. Suffolk.cloud, website amendment	LGA 1972, s139	£30.00
33. JAK Services, invoice 1903	LGA 1972, s139	£53.29
34. Mrs S Frankis, September salary	LGA 1972, ss101,111,112	£144.81
35 Mrs S Frankis, HP ink October 2022	LGA 1972, s139	£2.99

ii) to **AGREE** the July, August, September and October 2022 Budget and Precept Reports and Bank Statement Balances

iii) to **CONSIDER** and **AGREE** the 2023-24 budget and precept demand

9 **ROLES AND RESPONSIBILITIES:**

- i) to appoint a councillor to assist Cllr Kerrison as an initial reviewer of planning applications
- ii) village hall liaison councillor

10 **VILLAGE GRASS CUTTING CONTRACTOR**

11 **STANDING ORDERS:** to **ADOPT** revised and updated version, including number 3(x): to increase the length of time of a meeting.

12 **RECORDS MANAGEMENT AND DOCUMENT RETENTION POLICY:** to **ADOPT** an updated Records Management and Document Retention policy

13 **CIVILITY and RESPECT PLEDGE:** to **AGREE** to sign the SLCC / NALC 'Civility and Respect Pledge'

14 **DIGNITY at WORK POLICY:** to **ADOPT** a 'Dignity at Work' policy (replacing the Burstall Parish Council 'Bullying and Harassment' policy)

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

16 **NEXT MEETING:** to **CONFIRM** the date and time of the next Parish Council meeting, 9 January 2023

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

Sue Frankis, Clerk to the Parish of Burstall, email: burstall.pc@btinternet.com
<https://www.burstall.suffolk.cloud>