

BURSTALL PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on 8 May 2024, 8.02pm 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 John Whyman

The meeting was chaired by Cllr Gasper.

371 ELECTION of the Chair

Cllr Gasper was elected as Chair to the Council; he duly signed a Declaration of Acceptance of Office.

372 ELECTION of the Vice-Chair

Cllr Kerrison was elected as Vice-Chair to the Council.

373 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 absence.

Apologies were received from County Cllr Hudson and District Cllr Busby.

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

The Clerk had received a dispensation request from Cllr Petersen, to allow him to participate, or participate further, in any discussion of Council business, or matter, and to participate in any vote, or further vote, taken in any Council business, or matter associated with the Norwich to Tilbury (N2T) project; the Clerk duly granted the dispensation for the period to May 2027.

The meeting was adjourned.

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

Reports had been received from County Cllr Hudson, and District Cllrs Busby and Whyman and circulated to the Council prior to the meeting.

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

None were received.

The meeting was reconvened.

377 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 13 March 2024

The minutes of the Parish Council meeting held on 13 March 2024, having been circulated to the Council prior to the meeting, were confirmed and signed as an accurate record of the meeting.

378 MATTERS ARISING: to CONSIDER Matters Arising from the Minutes of the Parish Council Meeting held on 13 March 2024

Re. minute number 330, 346 & 361: Cllr Gasper advised that the Parish Council has submitted a Freedom of Information request to Babergh District Council in response to the unsatisfactory response received from BDC Cllr Ward and MSDC Cllr Mellon.

379 PLANNING: to CONSIDER Planning Matters, and to AGREE any Actions, including the National Grid: Norwich to Tilbury (N2T) Statutory Consultation

The April 2024 Planning Schedule had been circulated to the Council prior to the meeting. The Council is presently working on a response to the N2T Statutory Consultation; the deadline for submissions is 18 June 2024.

380 FINANCE:

(i) to APPROVE the April and May 2024 Schedules of Payments

The Council unanimously approved the following payments:

P1. Mrs S Frankis / HP Ink (LGA 1972, s139)	£3.99
P2. Mrs S Frankis / broadband (POA 1954, s51)	£15.00
P3. Sproughton Parish Council (LGA 1972, s139)	£200.00
P4. Mrs S Frankis, March Salary (LGA 1972, ss101,111,112)	£420.25
P5. HMRC / PAYE (LGA 1972, ss101,111,112)	£26.80
P6. Nosegay (LGA 1972, s139)	£210.00
P7. Zurich, insurance (LGA 1972, s139)	£241.00
P8. SALC (LGA 9172, s139)	£149.59
P9. Gipping Press (LGA 1972, s139)	£113.00
P10. Heelis & Lodge (LGA 1972, s139)	£170.00
P11. Mrs S Frankis / Broadband (LGA 1972, s139)	£15.00
P12. Mr K Raby (LGA 1972, s139)	£22.80
P13. Mrs S Frankis, April Salary (LGA 1972, ss101,111,112)	£245.83
P14. Nosegay (LGA 1972, s139)	£420.00
P15. Burstall Church Council (General Power of Competence)	£75.00
P16. HP Instant Ink (LGA 1972, s139)	£3.99

(ii) to AGREE the March and April 2024 Budget and Precept Reports

The March and April 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 the Year End Accounts, including the Asset Register 31 March 2024

The Year End Accounts, including the Asset Register 31 March 2024, having been circulated to the Council prior to the meeting, were agreed.

(iv) to ALLOCATE the General Fund 31 March 2024

The Council unanimously agreed to allocate the General Fund 31 March 2024 of £144.08 to the General Reserve Fund.

(v) to AGREE SALC 2024/25 Membership

The Council unanimously agreed to renew the SALC membership at a cost of £149.59.

381 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24

(i) to AGREE Sections 1 and 2

The Council unanimously agreed Section 1 of the AGAR 2023/24.

The Council unanimously agreed Section 2 of the AGAR 2023/24.

(ii) to CERTIFY the Parish Council meets the Criteria to Certify Itself Exempt from a Limited Assurance Review and to Complete the Certificate of Exemption

The Council certified itself exempt from a Limited Assurance Review.

ACTION: The Clerk is to submit the completed Certificate of Exemption to PKF Littlejohn, the external auditor.

382 INTERNAL AUDIT

(i) ANNUAL INTERNAL AUDIT: to RECEIVE the Heelis & Lodge Internal Audit Report

The Council unanimously agreed to receive the 2023/24 Heelis & Lodge Internal Audit Report, as circulated to the Council prior to the meeting. There were no matters raised by the internal auditor to action.

(ii) to RECEIVE and AGREE the 2023/24 Internal Audit Action Plan

The Council unanimously agreed to receive the 2023/24 Internal Audit Action Plan, as circulated to the Council prior to the meeting. There was one recommendation raised which has now been addressed.

(iii) to REVIEW the Effectiveness of Internal Audit 2024

The Council unanimously agreed the Effectiveness of Internal Audit 2024, as circulated to the Council prior to the meeting.

(iv) to APPOINT the 2024/25 Internal Auditor

The Council unanimously agreed to appoint Heelis & Lodge as Internal Auditor to the Parish Council for 2024/25.

383 APPOINTMENT OF RFO: to CONFIRM the Continuing Appointment of the Clerk to the Council as the Responsible Financial Officer

The Parish Council confirmed the continuing appointment of Mrs S Frankis, the Clerk to the Council as the Responsible Financial Officer.

384 ROLES AND RESPONSIBILITIES: to CONFIRM the Roles and Responsibilities of Parish Councillors, including Appointments to External Bodies

The Council agreed the following roles and responsibilities –

Burstall Parish Council Chair	Cllr Barry Gasper
Burstall Parish Council Vice-Chair	Cllr Andrew Kerrison
Burstall Parish Clerk & RFO	Mrs Susan Frankis
Emergency Planning	Cllr Andrew Kerrison
Footpaths	vacant
Litter	Cllr Lesley Raby
Parochial Church Council	Cllr Lesley Raby
Planning	Cllr Andrew Kerrison Cllr Steve Godfrey and Cllr Samantha Main
Village Assets, red kiosk, bench & sign	Cllr Lesley Raby
Road Safety	Cllr Keith Raby
SALC	vacant
Tree Warden	vacant
Village Hall Liaison	Cllr Keith Raby

385 INSURANCE COVER: the Annual Review of Risk and Adequacy of Insurance Cover

The Council has satisfied itself that the insurance cover, offered by Zurich Municipal would be adequate and that having identified, assessed and recorded risks, appropriate cover would be in

place to mitigate and manage those risks. The Council unanimously agreed to renew the Parish Council insurance policy, at an annual cost of £241.00. The Council noted there had been no increase in the cost of the annual premium.

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

Sproughton Parish Council has accepted the notice of intention to terminate the Agreement as from 1st April 2025, as given by Burstall Parish Council.

ACTION: The Clerk is to forward the signed Termination Agreement to Sproughton Parish Council for them to sign.

387 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 10 July 2024.

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

A quote had been received from Greens Landscape Services of £636.00 to refurbish the B.T. information box. The Council unanimously agreed to accept the quote.

Cllr L Raby will liaise with the contractor to ensure the box is emptied and ready to be worked on.

ACTION: The Clerk is to accept the quote received from Greens Landscape Services of £636.00.

There being no other business, the meeting closed at 8.55pm

Signed

Date

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

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