

BURSTALL PARISH COUNCIL

Minutes of the Parish Council meeting held on 13 July 2020 at 7.35pm

Present: Cllr Gasper (Chairman), Cllr Cooper (Vice-Chairman), Cllr Burchnall, Cllr Fiske, Cllr Kerrison, Cllr L. Raby, Cllr K. Raby, Cllr Rawlings, Cllr Smith

In attendance: District Cllr Busby, Mrs S Frankis, Clerk & RFO to Burstall Parish Council

The meeting was 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.

The meeting was chaired by Cllr Gasper.

The Council agreed to include an agenda item to consider the Council's insurance policy renewal.

5 To RECEIVE Apologies for Absence

The Council resolves to accept apologies received from Cllr Kerrison for the possibility that he may have difficulty connect to the internet and so may not be able to join the meeting.

6 TO RECEIVE Declarations of Interest or to APPROVE such Dispensation Requests

None were received.

7 To CONFIRM the Appointment of the Parish Clerk & Responsible Financial Officer

The Council unanimously agreed to ratify the appointment of Mrs Susan Frankis as Clerk and Responsible Financial Officer to Burstall Parish Council.

ACTION: Cllr Gasper and Cllr Cooper are to finalise the details of the Contract of Employment as agreed by the Parish Council.

8 To CONSIDER Comments from Residents of the Parish on Current Agenda Items

None to consider.

9 To RECEIVE the reports of the County and District Councillors

A report, received from District Cllr Busby, had been circulated to the Council, prior to the meeting. Cllr Busby advised that he had attended a remote meeting today, whereat it was encouraging to learn that 150 homeless people, in the county, had been able to stay in hotels, during the lock-down period. There are now concerns as to what will be available to homeless people as lock-down restrictions are lifted.

7.40pm Cllr Fiske joined the meeting.

Cllr Busby advised that the application for the second phase of the Wolsey Grange development has been delegated for consideration / decision by the Planning Officer. This decision contravenes planning decision policies due to the size of the proposed development and should not be allowed; Cllr Busby intends to call for the resignation of the Chair of the Planning Committee in response.

7.41pm Cllr Smith joined the meeting.

A report received from County Cllr Hudson had been circulated to the Council, prior to the meeting.

10 To RECEIVE and CONFIRM the minutes of the Parish Council meetings held in May 2020 and 26 June 2020

The minutes of the meeting held on May 2020 had not been drafted by the previous Clerk and were unavailable.

The minutes of the extraordinary Parish Council meeting, held on 26 June 2020, having been circulated to the Council prior to the meeting, were confirmed as an accurate record of the meeting.

11 To CONSIDER Matters Arising from the Minutes of the Parish Council Meetings Held in May 2020 and 26 June 2020.

There were no matters arising from the minutes.

The Council and District Cllr Busby, led by Cllr Fiske, took the opportunity to pay tribute to Nicholas Ridley and to express the great sadness felt by his passing. Councillors acknowledged the work and contributions he and his family had made to the Parish of Burstall and wished to record their thanks for the kindness and generosity awarded by him and his family to Burstall.

12 To CONSIDER Planning Applications and to NOTE any Planning Decisions, including any Received After Publication of the Agenda

None to consider.

With reference to the decision taken by Babergh District Council to delegate the consideration / decision of the planning application for the second phase of the Wolsey Grange development, the Council recorded their disappointment and consternation that the Planning Committee continues to operate as it does.

13 To APPROVE Payments:

The Council unanimously approved the following payments:

Suffolk Association of Local Councils -2020/21 membership	LGA 1972, s.139	£140.14
Currys PC World – office laptop and software	LGA 1972, s139	£378.99
Babergh District Council – 2019 election charges	LGA 1972, s139	£110.78
Mrs S Frankis – reimbursement for purchase of office equipment	LGA 1972, s139	£22.98
Information Commissioners Office – registration 2020/21	LGA 1972, s139	£35.00
Salaries	LGA 1972, s139	£149.88

14 To AGREE the 2019/20 Annual Governance and Accountability Return (AGAR)

The Council unanimously agreed Section 1 of the 2019/20 Annual Governance Return.

The Council unanimously agreed Section 2 of the 2019/20 Annual Governance Return.

15 To AGREE the Year End Accounts as at 31 March 2020 and to ALLOCATE the Year End General Fund

The Council unanimously agreed the Year End Accounts as at 31 March 2020 and to allocate the year end General Fund of £10, 749.16 to the General Reserve Account.

16 To AGREE the Asset Register as at 31 March 2020

The Council unanimously agreed the Asset Register as at 31 March 2020, as circulated to the Council prior to the meeting.

17 To CONSIDER and AGREE Additional Bank Signatories and Internet Banking

The Council unanimously agreed to appoint Cllr L Raby and Cllr Rawlings as additional bank signatories.

The Council unanimously agreed to transfer to an online banking system.

18 To AGREE the 2020/21 Parish Council Meeting Dates

The Council unanimously agreed the 2020/21 meeting date as:

- Parish Council meeting 14 September 2020
- Parish Council meeting 9 November 2020
- Parish Council meeting 11 January 2021
- Parish Council meeting 8 March 2021
- Annual Parish Council meeting 10 May 2021
- Parish Council meeting 10 May 2021
- Annual Parish meeting – date to be set

The Council agreed to provisionally set the second Monday of August, October, December, February and April as dates for Planning Committee meetings.

8.00pm Cllr Kerrison joined the meeting.

19 To CONSIDER Matters Raised by Members

Cllr L Raby asked if it was known what the ground levelling works at Hall Lane were regarding; no details were available.

Cllr Cooper advised he had been asked, by a parishioner, to raise a footpath matter regarding the path around Burstall Hall and its designated status. The Clerk advised she had submitted a Suffolk County Council online report to the Public Rights of Way department.

Cllr Burchnall advised that it was understood the path isn't a registered footpath but a permissible path.

As the section of footpath in question is within the boundaries of Sproughton parish, the Council agreed, out of courtesy, to inform Sproughton Parish Council that a query has been raised.

ACTION: The Clerk is to notify Sproughton Parish Council that Burstall Parish Council has raised a query with Suffolk County Council.

Cllr Kerrison advised that the Parish Council's USB stick is currently held by the previous Clerk and suggested that a new stick be purchased for use by the new Clerk. The Clerk advised that she has been using her own external hard drive to regularly back-up the Parish Council laptop.

20 To AGREE the Council's 2020/21 Insurance Renewal

The Council unanimously agreed to accept the insurance renewal at a cost of £196.56. Cllr Gasper asked the Clerk to ensure that the policy included legal defense and expenses cover and official's liability cover.

ACTION: The Clerk is to ensure that the Parish Council insurance policy includes legal and official's liability cover.

There being no other business, the meeting was closed at 8.15pm.

Signed

Date

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