

# BURSTALL PARISH COUNCIL

## Minutes of the Parish Council meeting held on 14 September 2020 at 7.35pm

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

In attendance: District Cllr Busby  
County Cllr Hudson  
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.

Cllr Gasper opened the meeting by reading a letter of resignation received from Cllr Catlin. The Council gave a unanimous vote of thanks to Cllr Catlin for the help and contributions he had made.

The Council declared a casual vacancy.

**ACTION: The Clerk is to notify Babergh District Council that the Parish Council has declared a casual vacancy following the resignation of Cllr Catlin.**

### **21** APOLOGIES: to RECEIVE Apologies for Absence

The Council resolved to accept the apologies received from Cllr L. Raby for her absence due to a personal commitment.

### **22** DISPENSATIONS: to RECEIVE Declarations of Interest or to APPROVE such Dispensation Requests

None were received.

### **23** COMMENTS: to CONSIDER Comments from Residents of the Parish on Current Agenda Items

None to consider.

### **24** REPORTS: to RECEIVE the reports of the County and District Councillors

The July and August 2020 Parish Newsletters, received from County Cllr Hudson, had been circulated to the Council, prior to the meeting.

Cllr Hudson advised that he had received ten to twelve communications from parents facing difficulties transporting pupils to secondary schools now that free school transport had been withdrawn for some; this is due to the newly introduced placement scheme by Suffolk County Council (SCC). He advised that funding is available from the Difficult Hardship Fund to assist those in exceptional need.

He offered to assist the Council with any capital expense project now that the new financial year is underway.

Cllr Hudson apologised for his absence from recent meetings but problems associated with the Stella Maris care home have taken up a lot of his time; there have been approximately four hundred police

call outs and one hundred ambulance call outs to the care home of only eight residents. The on-going scandal is now the subject of s SCC enquiry.

Cllr Burchnall asked if a 'Speed Aware' sign would be a project that could be funded from Cllr Hudson's Locality Budget; Cllr Hudson advised that he would be able to fund up to £3,000 but would do his best to fund 100% of the project.

**ACTION: Cllr Burchnall is to obtain details and put together a formal request for funding assistance from the Parish Council.**

Cllr Fiske considered the withdrawal of free school transport to be scandalous. Cllr Hudson expressed his support for parents wanting to challenge SCC decisions; he agreed to make representations to SCC on behalf of the Parish Council and to provide details of the process by which appeals can be made.

District Cllr Busby advised that free compost will be available for residents to collect from Bridge Street, 9am to 12pm, Saturday 19 September 2020.

Cllr Gasper asked if it would be possible for Cllr Busby to issue a weekly report advising of local numbers of Covid-19 infection numbers within the Babergh district, in order to provide a measure of risk.

Cllr Busby advised that the pre-application for the Flowton - Bramford Solar Farm has been reduced and has moved further towards Bramford. He advised that the developer has approached Babergh District Council to ask if they need to provide an Environmental Impact Assessment.

**25 MINUTES: to RECEIVE and CONFIRM the minutes of the Parish Council meetings held 13 July 2020 and the Parish Council Planning Meeting held 18 August 2020**

The minutes of the Parish Council meeting, held on 13 July 2020 and the minutes of the Parish Council Planning meeting, held on 18 August 2020, having been circulated to the Council prior to the meeting, were confirmed as an accurate record of the meeting.

**26 MATTERS ARISING: To CONSIDER Matters Arising from the Minutes of the Parish Council Meeting held 13 July 2020 and the Parish Council Planning Meeting held 18 August 2020**

Minute no. 20/21 7: Cllr Gasper advised that the details of the Clerk's Contract of Employment had been completed.

Minute no. 20/21 19: The Clerk advised that Sproughton Parish Council had been notified that Burstall Parish Council had raised a footpath related query with SCC.

Minute no. 20/21 20: The Clerk confirmed that the Parish Council's insurance policy includes legal and official's liability cover.

Planning Meeting minute no. 3: A letter of objection had been submitted to Babergh District Council.

Planning Meeting minute no. 4: A letter, registering the Parish Council's concerns, had been sent to Babergh District Council.

**27 PLANNING: to CONSIDER Planning Applications and to NOTE any Planning Decisions**

The Parish Council unanimously agreed to submit a recommendation of no objection to planning application numbers DC/20/03526 and DC/20/03527.

Cllr Gasper advised he had contacted Hintlesham Parish Council, regarding the proposed Flowton – Bramford Solar Farm development, who are keen to accept the offer made by the Babergh District Council Planning Officer to meet with local councils.

Cllr Busby offered to ask the Planning Officer to issue an invitation to local councils to meet with her, via a Zoom meeting.

**ACTION: The Clerk is to contact the Planning Officer to request a copy of the pre-application Environmental Impact Statement.**

## **28 FINANCE: to APPROVE Payments**

The Council unanimously approved the following payments:

Business Services at CAS – annual insurance premium	LGA 1972, s139	£196.56
Heelis & Lodge – internal audit	LGA 1972, s139	£65.00
Mrs S Frankis – printer, stationery & postage	LGA 1972, s139	£94.26
Salaries	LGA 1972, s139	£603.04
HMRC – PAYE	LGA 1972, s139	£68.60

The Clerk advised that finance/budget reports and bank reconciliations should be forthcoming however Lloyds Bank has failed to register the change of administration to date. Subsequently the Council has had no bank statements since 30 March 2020; Cllr Cooper has today resolved the matter.

## **29 INTERNAL AUDITOR**

### **(i) To RECEIVE the 2019/20 Heelis & Lodge Internal Auditor Report**

The Clerk had circulated a copy of the 2019/20 Internal Auditor Report to the Council prior to the meeting.

### **(ii) To RECEIVE and AGREE the 2019/20 Heelis & Lodge Internal Auditor Report Action Plan**

The Council unanimously agreed the Action Plan, prepared by the Clerk and which had been circulated to the Council prior to the meeting.

### **(iii) To APPOINT the 2020/21 Internal Auditor**

The Council unanimously agreed to appoint Heelis & Lodge as the 2020/21 internal auditor.

## **30 To AGREE to Adopt the Power of Competence**

The Council confirmed their eligibility and unanimously agreed to adopt the Power of Competence.

## **31 INSURANCE: to AGREE and ACCEPT the 2020/21 Insurance Renewal**

The Council unanimously agreed to accept the insurance renewal at a cost of £196.56.

## **32 POLICIES & PROCEDURES**

(i) The Council unanimously agreed to adopt revised Standing Orders, as circulated to the Council prior to the meeting.

(ii) The Council unanimously agreed to adopt revised Financial Regulations, as circulated to the Council prior to the meeting.

(iii) The Council unanimously agreed to adopt the Data Protection Policy, as circulated to the Council prior to the meeting.

(iv) The Council unanimously agreed to adopt the Personal Data Audit Questionnaire, as circulated to the Council prior to the meeting.

(v) The Council unanimously agreed to adopt the Privacy Notice for Staff, Councillors and Role Holders, as circulated to the Council prior to the meeting.

(vi) The Council unanimously agreed to adopt the General Privacy Notice, as circulated to the Council prior to the meeting.

(vii) The Council unanimously agreed to adopt the Privacy Statement, as circulated to the Council prior to the meeting.

(viii) The Council unanimously agreed to adopt the Publication Scheme, as circulated to the Council prior to the meeting.

(ix) The Council unanimously agreed to adopt the Records Management & Documentation Retention Policy, as circulated to the Council prior to the meeting.

(x) The Council unanimously agreed to adopt the Subject Access Request Policy, as circulated to the Council prior to the meeting.

(xi) The Council unanimously agreed to adopt the Subject Access Request Procedure, as circulated to the Council prior to the meeting.

- (xii) The Council unanimously agreed to adopt the Complaints Procedure, as circulated to the Council prior to the meeting.
- (xiii) The Council unanimously agreed to adopt the Disciplinary Procedure, as circulated to the Council prior to the meeting.
- (xiv) The Council unanimously agreed to adopt the Disciplinary Rules, as circulated to the Council prior to the meeting.
- (xv) The Council unanimously agreed to adopt the Grievance Policy & Procedure, as circulated to the Council prior to the meeting.
- (xvi) The Council unanimously agreed to adopt the Health & Safety Policy, as circulated to the Council prior to the meeting.
- (xvii) The Council unanimously agreed to adopt the Information Security Incident Policy, as circulated to the Council prior to the meeting.
- (xviii) The Council unanimously agreed to adopt the Lone Worker Policy, as circulated to the Council prior to the meeting.

**ACTION: The Clerk is to prepare final versions of the Standing Orders, Financial Regulations, policies and procedures and upload them to the Parish Council website.**

**33 NEXT MEETING: to AGREE the Date and Time of the next Parish Council Meeting**

The next meeting of Burstall Parish Council is to be held virtually on 9 November 2020, at 7.30pm.

**34 To CONSIDER Matters Raised by Members**

Cllr Cooper asked Cllr Busby for an update on the proposed Burstall Lane, Sproughton, Pigeon development. Cllr Busby advised that the application has not been included on the agenda for the next District Council Planning Committee meeting.

There being no other business, the meeting was closed at 8.50pm.

Signed .....

Date .....

Sue Frankis, Clerk to the Parish of Burstall  
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