

# BURSTALL PARISH COUNCIL

## Minutes of the Parish Council Meeting held on 14 March 2022 at 7.32pm

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

In attendance: County Cllr Hudson  
Mrs S Frankis, Clerk & RFO to Burstall Parish Council  
Mr J Foster

The meeting was chaired by Cllr Gasper.

The Council agreed to add agenda items as follows:

- To declare a casual vacancy
- To agree the 2021-22 National Salary Award
- To agree funding for the QEII Platinum Jubilee village events

### **172** APOLOGIES: to RECEIVE and APPROVE Apologies for Absence

The Council resolved to accept the apologies received from Cllr Packard for his absence due to illness and from Cllr Kerrison for his expected late arrival.

Apologies were received from District Cllr Busby.

### **173** To Declare a Casual Vacancy

The Council declared a casual vacancy due to the resignation of Cllr Mary Smith. The Council gave a vote of thanks to her for having served as a member of Burstall Parish Council.

**ACTION: The Clerk is to notify Babergh District Council (BDC) that a casual vacancy has arisen.**

19:38 Cllr Cooper arrived at the meeting.

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

Cllr Fiske declared an interest in the Bramford to Twinstead Reinforcement Consultation agenda item.

19:40 Mr J Foster arrived at the meeting.

### **175** COMMENTS: to RECEIVE Comments from Residents of the Parish on Current Agenda Items

None were received.

### **176** REPORTS: to RECEIVE the Reports of the County and District Councillors

County Cllr newsletters had been received and circulated to the Council prior to the meeting; the newsletters are published on the Parish Council website.

Cllr Hudson expressed serious concerns regarding our coastal heritage, which appears to be at risk due to the overdevelopment of offshore wind farms. He considers that consultation processes have been presentations of ultimatums rather than proper public consultations; the process isn't democratic. He urged all statutory consultees, which includes the public, to forward concerns to him and for them to lobby their MP.

Cllr Gasper advised that he continues to await a meeting with Mr P Isbell, Chief Planning Officer and the Planning Enforcement Officer (both of BDC), as requested by him on 10 January 2022, when District Cllr Busby was asked to arrange a Zoom meeting between all parties; Cllr Gasper will follow this up with Cllr Busby.

20:01 Cllr Kerrison arrived at the meeting.

**177 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 10 January 2022**

The minutes of the Parish Council meeting held on 10 January 2022, having been circulated to the Council prior to the meeting, were confirmed as an accurate record of the meeting.

**178 MATTERS ARISING: to CONSIDER Matters Arising from the Minutes of the Parish Council Meeting held on 10 January 2022**

Minute number 21/22 141,152,163 / Proposed Traffic Improvements: Cllr Gasper advised that a response had been received from Suffolk County Council (SCC), who asked that the Parish Council confirm a funding source is available before they investigate any further. Cllr Hudson has generously offered to make funding available for which the Council gave a vote of thanks. The Parish Council has since responded to SCC advising that funding has been secured and to ask that they proceed with a costing for the extension of the 30mph speed limit at Church Hill, Burstall.

Minute number 21/22 163 / Anesco Revised Transport Management Plan: Cllr Gasper advised that a letter has been forwarded to the BDC Planning Enforcement Officer, wherein the Parish Council has registered disappointment and dismay that despite having been assured it would be consulted on the details of the revised traffic management plan, it wasn't. The revised Plan was approved by BDC through no consultation with the Parish Council.

**179 PLANNING**

(i) Bramford to Twinstead Reinforcement Consultation: to AGREE the Parish Council Response  
Mr J Foster presented a draft Parish Council submission response to the Council.

20:16 Cllr Cooper left the meeting.

Cllr Fiske considered there has been no proper consultation as not all documents, primarily maps, have not been made available and therefore, the process is not fit for purpose. Mr Foster advised that it would not be a reason to submit a complaint as the applicant has made adequate community consultation, although it could be deemed to be minimal; a complaint would not be upheld.

20:32 Cllr Hudson left the meeting.

The Council unanimously agreed, in principle, to submit the response as will continue to be drafted by Mr Foster, to the Bramford to Twinstead Reinforcement consultation. Cllr Fiske abstained from the vote. The Council gave a vote of thanks to Mr Foster.

20:43 Mr Foster left the meeting.

(ii) DC/20/05895 and DC/21/00060 Re-Consultation: to AGREE the Parish Council Response

Mr S Godfrey has agreed to draft a response for the Parish Council to consider. As soon as the draft is available, the Clerk will circulate it to the Council for comment before submission.

**180 FINANCE:**

i) to AGREE the Clerk's 2021-22 National Salary Award

The Council unanimously agreed to increase the Clerk's hourly rate from LC1, SCP14 £12.00 to LC1, SCP14 £12.21, in accordance with the NALC recommendation.

ii) to APPROVE Payments

The Council unanimously approved the following payments:

Salaries (January and February 2022)	LGA 1972, ss101, 111 & 112)	£336.60
Coddenham Parish Council / Norton subs	LGA 1972, s139	£35.41
Coddenham Parish Council / Zoom subs	LGA 1972, s139	£31.05

iii) to AGREE the January and February 2022 Budget and Precept Reports

The January and February 2022 Budget and Precept Reports, including the bank statement balances, having been circulated to the Council prior to the meeting, were agreed.

iv) to AGREE VAT Reclaim

The Council unanimously agreed the VAT reclaim of £470.65.

**181 ANNUAL NEWSLETTER**

Cllr Burchnall agreed to co-ordinate and edit the 2022 Parish Council newsletter; Councillors agreed to forward articles for submission to her. The Council agreed to circulate a printed copy to all households within the parish.

**182 RISK ASSESSMENT AND MANAGEMENT (FINANCIAL): to ADOPT the Risk Assessment and Management (Financial) 1 April 2021 to 31 March 2022**

The Council unanimously agreed to adopt the Risk Assessment and Management (Financial) 1 April 2021 to 31 March 2022.

**183 RISK MANAGEMENT STRATEGY: to AGREE the Risk Management Strategy 2022**

The Council unanimously agreed the Risk Management Strategy 2022.

**184 RISK MANAGEMENT REGISTER: To AGREE the Risk Management Register 2022**

The Council unanimously agreed the Risk Management Register 2022.

**185 INTERNAL CONTROL STATEMENT AND REPORT: To RECEIVE and AGREE the Internal Control Statement and Report 2022**

Cllr Rawlings had undertaken a review of the Parish Council financial management and systems of internal control. A copy of the Statement and Report, as prepared by Cllr Rawlings, had been circulated to the Council prior to the meeting. The Council unanimously agreed the Internal Control Statement and Report 2022.

**186 ASSET REGISTER: to AGREE the Asset Register 2022**

The Council unanimously agreed the Asset Register 2022.

**187 INTERNAL AUDITOR: to AGREE the Continuing Appointment of Heelis & Lodge**

The Council unanimously agreed to continue to appoint Heelis & Lodge as the Parish Council's internal auditor.

**188 SPROUGHTON BURIAL GROUND COMMITTEE: to RECEIVE Update on Request for Meeting**

There were no updates to report.

**189 QUEEN ELIZABETH II PLATINUM JUBILEE**

Cllr Raby advised that he has had discussions with the WI and the Village Hall Committee, and all are of the mind to arrange a daytime / afternoon celebration. The Parish Council unanimously agreed to contribute £200 towards funding the event.

**190 NEXT MEETING**

The next meeting of the Council will be the Annual Parish Council meeting to be held at 7.30pm, on 9 May 2022 at Burstall Village Hall.

**191 To CONSIDER Matters Raised by Members**

Cllr Raby advised that the S.I.D. unit has been installed and is operational. The initial four-week period of data has been collected and shows that the number of vehicles exceeding the 30mph speed limit has halved, demonstrating that the device is already having an effect.

Cllr Burchnall maintains the village defibrillator. She advised that if the unit is used, the pads would need replacing immediately and could not wait for a Council decision at the next meeting. The Council unanimously agreed that if the situation arose whereby the defibrillator pads would need replacing, they could be purchased without delay.

Cllr Gasper commented it was good to see that the Parish Council 2022/23 precept showed a 2.2% reduction on the previous year.

There being no other business, the meeting was closed at 21:17.

Signed .....

Date .....

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

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