

BURSTALL PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on 4 May 2021 at 8.07pm

Present: Cllr Gasper (Chairman), Cllr Cooper (Vice-chairman), Cllr Burchnall, Cllr N. Eustace, Cllr Fiske, Cllr Fordham, Cllr A. Kerrison, Cllr K. Raby, Cllr L. 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.

83 ELECTION of the Chair, including the Signing of the Declaration of Acceptance of Office

Cllr Gasper was duly elected as Chairman of Burstall Parish Council. The Council resolved to permit Cllr Gasper to sign the Declaration of Acceptance of Office outside of the meeting.

84 ELECTION of the Vice-Chair

Cllr Cooper was duly elected as Vice-Chairman of Burstall Parish Council.

Cllr Kerrison expressed his thanks to both Cllr Gasper and Cllr Cooper for taking on the roles.

85 APOLOGIES: to RECEIVE Apologies for Absence

None were received.

86 DISPENSATIONS: to RECEIVE Declarations of Interest or to APPROVE such Dispensation Requests

None were received.

87 COMMENTS: to CONSIDER Comments from Residents of the Parish on Current Agenda Items

None to consider.

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

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

The reports, received from District Cllr Busby, had been circulated to the Council, prior to the meeting.

89 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held 8 March 2021

The minutes of the Parish Council meeting held on 8 March 2021, having been circulated to the Council prior to the meeting, were confirmed as an accurate record of the meeting.

90 MATTERS ARISING: to CONSIDER Matters Arising from the Minutes of the Parish Council Meeting held 8 March 2021

Re. minute no: 20/21 68 Cllr Cooper advised that the planning matter, associated with application no: DC/17/02746, had been resolved with the Babergh District Council Planning Enforcement Officer.

Re. minute no: 20/21 80 Cllr Gasper advised that the commemorative statue had been received.

91 MINUTES: to RECEIVE and CONFIRM the Minutes of the Planning Meeting held 2 March 2021

The minutes of the Planning meeting held on 2 March 2021, having been circulated to the Council prior to the meeting, were confirmed as an accurate record of the meeting.

92 MATTERS ARISING: to CONSIDER Matters Arising from the Minutes of the Planning Meeting held 2 March 2021

There were none to consider.

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

The Council re-affirmed the appointment of Mrs S Frankis, Clerk to the Council to be the Responsible Financial Officer.

94 EXTERNAL BODIES: to CONFIRM the Appointment of Parish Councillors to External Bodies

It was agreed that Cllr Eustace and Cllr Fordham would share the role of Tree Warden.

95 PLANNING: to CONSIDER Planning Application DC/21/02223 and to NOTE any Planning Decisions, including any Received after the Publication of the Agenda

The Council unanimously agreed to submit no objections to planning application DC/21/02223 to the Planning Authority.

96 FINANCE:

i) to APPROVE Payments

The Council unanimously approved the following payments:

Salaries (March 2021)	LGA 1972, ss101, 111 & 102	£257.32
Mrs S Frankis / printer ink & paper	LGA 1972, s139	£14.18
Coddenham Parish Council / Norton	LGA 1972, s139	£8.33
RBLI / 'Tommy' statue	LGA 1972, s139	£200.00
Heather Bryan / Easter egg hunt	General Power of Competence	£25.00
Sproughton Parish Council 2020/21	LGA 1972, s139	£24.00
Sproughton Parish Council 2021/22	LGA 1972, s139	£24.00
SALC / annual membership	LGA 1972, s139	£144.06
SALC / councillor training	LGA 1972, s139	£180.00

ii) to AGREE the March 2021 Budget and Precept Report

The March 2021 Budget and Precept Report, having been circulated to the Council prior to the meeting, was agreed.

iii) to AGREE to Vire £225.00 from Budget Heading 'Grass Cutting' to 'General Power of Competence' and £82.00 from Budget Heading 'Grass Cutting' to 'Clerk's Salary' at the Year End 31 March 2021

The Council unanimously agreed to vire £225.00 from budget heading 'Grass Cutting' to 'General Power of Competence' and £82.00 from budget heading 'Grass Cutting' to 'Clerk's Salary' at the year-end 31 March 2021.

iv) to AGREE VAT Reclaim

The Council agreed the VAT Reclaim of £2.36

v) to AGREE the Year End Accounts, including the Asset Register as at 31 March 2021

The final accounts for the year ending 31 March 2021, including the Asset Register, having been circulated to the Council prior to the meeting, were unanimously agreed.

vi) to ALLOCATE the General Fund as at 31 March 2021

The Council unanimously agreed to allocate the General Fund as at 31 March 2021 of £501.23 to a 'Staff Costs' Reserve; the General Reserve stands at £9,253.42.

97 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21

i) to CERTIFY the Parish Council meets the criteria to certify itself Exempt from a Limited Assurance Review

The Clerk had circulated scanned copies of the Certificate of Exemption, a copy of the bank statement as at the year end, the year-end bank reconciliation and the year-end schedule of payments and receipts to the Council, prior to the meeting.

The Council unanimously agreed that Burstall Parish Council met the criteria which allows it to sign a Certificate of Exemption.

ACTION: The Clerk shall email a signed copy of the Certificate of Exemption to PKF Littlejohn LLP and publish a copy on the Council website.

ii) to AGREE Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) 2020/21

Section 1 of the AGAR 2020/21, having been circulated to the Council prior to the meeting, was unanimously agreed by the Council.

Section 2 of the AGAR 2020/21, having been circulated to the Council prior to the meeting, was unanimously agreed by the Council.

98 GRASS CUTTING CONTRACT: to AGREE and APPOINT the 2021/22 Grass Cutting Contract

The Council unanimously agreed to accept the quote received from JAK Services.

99 BURSTALL / SPROUGHTON BURIAL GROUND AGREEMENT

Burstall Parish Council has been served a 12 month notice from Sproughton Parish Council of their intention to increase the 1969 Burial Ground Agreement fee from £24 to £200 as from April 2022. The Council unanimously agreed to accept the increase and to uphold its right under clause 7 of the Agreement by nominating 3 members of Burstall Parish Council to the Sproughton Parish Council Burial Ground Committee.

ACTION: the Clerk is to advise Sproughton Parish Council that Burstall Parish Council will agree to pay the increased fee of £200 as from April 2021

100 TRAFFIC CALMING MEASURES: to RECEIVE an update and to AGREE any actions

Cllr K Raby presented an update on the S.I.D. site suitability application and the possible use of ANPR cameras. The Council agreed that Cllr K Raby should complete and submit the application form and that he should circulate a paper to the Parish Council of the proposal.

101 BANKING PROVIDER: to AGREE the Parish Council banking provider

The Clerk explained the difficulties the current banking provider, Lloyds Bank, was presenting with the setting up and authorisation of online banking payments in accordance with the Council's Standing Orders and Financial Regulations. The Council agreed that rather than changing to an alternative banking provider, the Burstall Parish Council Standing Orders and Financial Regulations would be amended to include revised payment set up and authorisation procedures. In the Interim,

the Council unanimously agreed that email authorisation by two bank signatories would be recorded in order that the Clerk could make payments.

ACTION: the Clerk is to draft revised Standing Orders and Financial Regulations.

102 GRANT REQUEST: to APPROVE grant request received from Suffolk Accident Rescue Service
The Council unanimously agreed it was unable to offer a grant to Suffolk Accident Rescue Service.

103 NEXT MEETING: to AGREE the date and time of the next Parish Council meeting
The next meeting of the Council will be held 7.30pm, 12 July 2021 at the Burstall Village Hall.

104 To CONSIDER Matters Raised by Members

Cllr J Rawlings raised concerns that the process of applying for and installing the Speed Indicator Device was taking too long.

Cllr Fordham referred to an email that had been circulated to the Council, received from Babergh District Council, promoting the availability of trees and plants free of charge. As the Parish Council owns no land in the parish it is unable to take up the offer itself however the Council will publicise the availability to parishioners on the website and Cllr Burchnall will publicise on Whats App, Facebook and the noticeboard.

Cllr Kerrison referred to the Bramford to Twinstead public consultation, presently open for comments. Cllr Gasper advised that respondents are encouraged to use the template response drafted by Mr Foster.

ACTION: the Clerk is to circulate the draft template to Burstall Parish Councillors

Cllr Cooper referred to the water continually running across the road at Burstall Hill. Cllr Eustace advised that previous enquiries with Suffolk County Council had advised that funding was about 2 years away from being available to address the underground drainage issues; the matter should be resolved later this year.

ACTION: Cllr Eustace is to liaise with the Clerk to draft a letter to Suffolk County Council Highways.

Cllr Smith advised she has signed up to take part in the Keep Britain Tidy campaign.

There being no other business, the meeting was closed at 9.25pm.

Signed

Date

Sue Frankis, Clerk to the Parish of Burstall

Email: burstall.pc@btinternet.com

24 Church Crescent, Sproughton IP8 3BJ

<https://www.burstall.suffolk.cloud>