

BURSTALL PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on 9 May 2022 at 8.23pm

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

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

The meeting was chaired by Cllr Gasper.

192 ELECTION of the CHAIR

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

193 ELECTION of the Vice-Chair

Cllr Cooper was elected as vice-chair to the Council.

194 APOLOGIES: to RECEIVE and APPROVE Apologies for Absence

The Council resolved to receive the apologies received from Cllr Packard for his absence due a personal commitment.

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

None were received.

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

None were received.

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

An annual report had been received from County Cllr Hudson prior to the meeting and circulated to the Council; the report has been published on the Parish Council website.

An annual report had been received from District Cllr Busby prior to the meeting and circulated to the Council; the report has been published on the Parish Council website.

198 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 14 March 2022

The minutes of the Parish Council meeting held on 14 March 2022, having been circulated to the Council prior to the meeting, were confirmed as an accurate record of the meeting.

199 MATTERS ARISING: to CONSIDER Matters Arising from the Minutes of the Parish Council Meeting held on 14 March 2022

There were no matters to consider.

200 COUNCILLOR VACANCY: to Declare a Councillor Vacancy

The Parish Council declared a vacancy due to the resignation of Cllr Ann Burchnall. The Council gave a vote of thanks to Mrs Burchnall for her time devoted to the Parish Council.

ACTION: The Clerk is to notify Babergh District Council that a vacancy has arisen and to request a Notice of a Vacancy for publication.

201 CO-OPT A NEW MEMBER: to AGREE to Co-opt a New Member

The Parish Council unanimously agreed to co-opt Mr Stephen Godfrey as member to Burstall Parish Council.

202 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.

203 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 Gasper
Burstall Parish Council Vice-Chair	Cllr Cooper
Emergency Planning	Cllr Kerrison
Footpaths	Cllr Cooper
Litter	Cllr L Raby
Parochial Church Council	Cllr Fiske
Planning	Cllr Kerrison and Cllr Packard
Red Kiosk Monitor	Cllr L Raby
Road Safety	Cllr K Raby
SALC	Cllr Rawlings
Tree Warden	Cllr Fordham tel. 01473 652678
Village Hall Liaison	Cllr Packard

204 PLANNING

(i) to CONSIDER Planning Application DC/22/00683 and to NOTE any Planning Decisions

The Council recorded their submission of OBJECTION on 28 April 2022 to planning application DC/22/00683.

ii) East Anglia GREEN Energy Enablement (East Anglia GREEN) Consultation: to AGREE the Parish Council Response (consultation closing date 16 June 2022)

Cllr Gasper advised that Mr J Foster is drafting a response on behalf of the Parish Council.

The Council unanimously agreed to hold a public meeting on Friday 20 May 2022, 7.30pm at Burstall Village Hall. This will follow the National Grid Public Exhibition to be held at Burstall Village Hall, 18 May 2022.

205 FINANCE:

i) to APPROVE Payments

The Council unanimously approved the following payments:

JAK Services	(LGA 1972, s139, s215)	£185.00
Sproughton Parish Council	(LGA 1972, s139)	£200.00
SALC	(LGA 1972, s139)	£143.97
Coddenham Parish Council	(LGA 1972, s139)	£33.33
Mrs S Frankis, HP Ink	(LGA 1972, s139)	£2.49
Mrs S Frankis, postage	(LGA 1972, s139)	£11.15
JAK Services (invoice 1856)	(LGA 1972, s139, s215)	£379.91
Gipping Press	(LGA 1972, s139)	£75.80
Salaries (March and April 2022)	(LGA 1972, ss101, 111 & 112)	£468.46

ii) to AGREE the March and April 2022 Budget and Precept Reports

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

iii) to AGREE the Year End Accounts, including the Asset Register 31 March 2022

The Year End Accounts, including the Asset Register 31 March 2022, having been circulated to the Council prior to the meeting, were agreed.

iv) to ALLOCATE the General Fund 31 March 2022

The Council unanimously agreed to allocate the General Fund 31 March 2022 of £1,818.84 to the General Reserve Fund.

206 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2021/22

i) to AGREE Sections 1 and 2

The Council unanimously agreed Section 1 of the AGAR 2021/22.

The Council unanimously agreed Section 2 of the AGAR 2021/22.

ii) to CERTIFY the Parish Council meets the Criteria to Certify itself Exempt from a Limited Assurance Review and to AGREE 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.

207 BABERGH DISTRICT COUNCIL COMMUNITY GOVERNANCE REVIEW: to AGREE the Parish Council Submission (deadline 27 May 2022)

The Council unanimously agreed to submit a recommendation of retaining its 11 seats, in order to retain a commensurate representation of the village and to be able to share the workload of the Council equally. The Council will also submit a recommendation that to retain Burstall's own unique rural identity it must remain as a single parish council.

ACTION: Cllrs are to forward their reasons for a recommendation of 'no change' to the Clerk in order that she can draft and submit a response to Babergh District Council.

208 MAINTENANCE ARRANGEMENTS FOR ASSETS: to AGREE the Regular Maintenance Arrangements of Physical Assets

The Council agreed that the strip of land between the entrance to Cranfield Park and the Church boundary, where the village sign and bench are installed, should be added to the Parish Council Asset Register.

ACTION: The Clerk is to add the details of the land to the Parish Council Asset Register.

Cllr Raby agreed to undertake a 6-monthly visual check of the village sign, the bench and the information kiosk.

20:52 Cllr Cooper left the meeting.

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

The Clerk advised that the CAS scheme provider has pulled out of the council market and is unwilling to provide cover after forthcoming renewal dates, even if a long-term undertaking is in place.

CAS can offer insurance cover through Ansvar for an annual premium of £495.24.

The Clerk has secured a quote from Zurich Municipal, which will fully meet the Council's needs, for an annual premium of £241.00.

The Clerk had also contacted the SALC recommended provider, BHIB, but they hadn't followed up on the request for a quote.

The Council unanimously agreed to accept the quote of £241.00 from Zurich Municipal.

ACTION: The Clerk is to accept the quote of £241.00 from Zurich Municipal.

210 GRANT REQUEST: to CONSIDER a Grant Request Received from Suffolk Accident Rescue Service

The Council unanimously agreed not to award a grant to Suffolk Accident Rescue Service.

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

There were no updates to report.

212 NEW COUNCILLOR CODE OF CONDUCT: to ADOPT the New Councillor Code of Conduct

The Council unanimously agreed to adopt the new Councillor Code of Conduct 2020.

213 NEXT MEETING

The next meeting of the Council will be held at 7.30pm, on 11 July 2022 at Burstall Village Hall.

214 To CONSIDER Matters Raised by Members

Cllr Fiske paid tribute to past councillor, Joan Eagle who sadly passed away last week. Mrs Eagle had been a parish councillor for many years and had been greatly missed when she resigned, a few years ago.

There being no other business, the meeting was closed at 21:20.

Signed

Date

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

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