

BURSTALL PARISH COUNCIL

Minutes of the Parish Council Meeting held on 12th March 2025, 7.33pm at Burstall Village Hall

Present: Cllr B Gasper (Chair), Cllr A Kerrison (Vice- Chair), Cllr K Raby, Cllr L Raby, Cllr W Petersen

In attendance:

Mrs S Frankis, Clerk & RFO to Burstall Parish Council

1 member of the public (County Council Conservative candidate)

The meeting was chaired by Cllr Gasper.

441 APOLOGIES: to RECEIVE and APPROVE Apologies for Absence

Apologies were received from Cllr S Main for her absence due to illness. The Council unanimously agreed to approve the absence.

Apologies were received from District Cllr D. Busby.

442 DISPENSATIONS: to RECEIVE Declarations of Interest and/or to APPROVE such Dispensation Requests

None were received.

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

No report had been received from District Cllr Busby.

No report had been received from County Cllr Hudson.

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

As a matter of transparency, Cllr Petersen advised he had been contacted by a member of the public regarding an issue which has since been resolved.

445 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 8th January 2025

The minutes of the Parish Council meeting held on 8th January 2025, having been circulated to the Council prior to the meeting, were confirmed and signed as an accurate record of the meeting.

446 MATTERS ARISING: to CONSIDER Matters Arising from the Minutes of the Parish Council Meeting held on 8th January 2025

Re. minute number 418 and 432. The Clerk advised that a response had been made on 3rd February 2025, by Mr Tom Barker, BMSDC Chief Operating Officer and Monitoring Officer however the Council considered the reply to be totally inadequate.

ACTION: The Clerk is to write a further letter to BMSDC again raising concerns regarding the current lack of district council representation for Burstall parishioners.

Re. minute number 440. Cllr K Raby advised he had received confirmation of Burstall's participation in the VE 80 beacon lighting ceremony on 8th May 2025 at 9.30pm; the lighting will be followed by a reading of the tribute and refreshments.

Re. minute number 433. The Clerk advised she had contacted Alison Farmer Associates by emails with no response and so had followed this up with a telephone call wherein Alison Farmer appeared

to be making a positive engagement; however, despite further chasing emails no response/contact has been forthcoming.

447 PLANNING

There were no applications to consider.

ACTION: The Clerk is to contact BMSDC to ask when the Clearstone application is expected to be considered by Committee.

448 FINANCE:

(i) to APPROVE the February and March 2025 Schedules of Payments

The Council unanimously approved the following payments:

P59. Unity Trust Bank/ fee (LGA9172, s139)	£6.00
P60. Mrs S Frankis / Norton software (LGA 1972, s139)	£12.99
P61. Mrs S Frankis / broadband (POA 1954, s51)	£15.00
P62. Mrs S Frankis / Jan. salary (LGA 1972, ss101,111,112)	£279.78
P63. HMRC / PAYE (LGA 1972, ss101,111,112)	£17.60
P64. Unity Trust Bank / bank fees (LGA 1972, s139)	£6.00
P65. Mrs S Frankis / HP Ink (Feb.25) (LGA 1972, s139)	£2.99
P66. Suffolk Cloud / IT Support (LGA 9172, s139)	£35.00
P67. Mrs S Frankis / Feb. salary (LGA 1972, ss101,111,112)	£249.12
P68. Mrs S Frankis / broadband (POA 1954, s51)	£15.00
P69. Unity Trust Bank / bank fees (LGA 1972, s139)	£6.00
P70. HMRC / PAYE (LGA 1972, ss101,111,112)	£9.80
P71. Mrs S Frankis / HP Ink (March 25) (LGA 1972, s139)	£2.99

(ii) to AGREE the January and February 2025 Budget and Precept Reports

The January and February 2025 Budget and Precept Reports, having been circulated to the Council prior to the meeting, were agreed. The bank statement balances were verified by Cllr L Raby.

(iii) Budget Heading Virements

The Council unanimously agreed to vire £30.00 from 2024/25 budget heading 'Grass Cutting' to 2024/25 budget heading 'Bank Charges'.

(iv) to AGREE Expenditure for the Refurbishment of the Village Sign

Cllr Gasper advised he had sourced a signwriter who has submitted a quote of £650.00 to recondition the Burstall village sign which will include rust proofing, repainting and a varnishing treatment. The Council unanimously agreed to accept the quote of £650.00.

449 GOVERNANCE AND FINANCIAL CONTROLS

(i) to ADOPT revised Standing Orders

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

(ii) to ADOPT the Risk Assessment and Management (Financial) 2025, 1st April 2024 to 31st March 2025

The Council unanimously agreed to adopt the Risk Assessment and Management (Financial) 2025, 1st April 2024 to 31st March 2025, as circulated prior to the meeting.

(iii) to ADOPT the Risk Management Strategy 2025

The Council unanimously agreed to adopt the Risk Management Strategy 2025, as circulated prior to the meeting.

(iv) to ADOPT the Risk Management Register 2025

The Council unanimously agreed to adopt the Risk Management Register 2025, as circulated prior to the meeting, subject to a 'Status' column being added to the document, as suggested by Cllr Petersen.

(v) to ADOPT the Internal Control Statement 2025

The Council unanimously agreed to adopt the Internal Control Statement 2025, as circulated prior to the meeting.

(vi) to ADOPT the Internal Control Report 2025

The Council unanimously agreed to adopt the Internal Control Report 2025, as circulated prior to the meeting.

(vii) to ADOPT THE ASSET REGISTER 2025

The Council unanimously agreed to adopt the Asset Register 2025, as circulated prior to the meeting.

450 GOV.UK DOMAIN NAME AND CLERK'S EMAIL ADDRESS: to AGREE to Subscribe to Suffolk Cloud's Offer of Registering a gov.uk Domain Name and Clerk's Email Address

Suffolk Cloud has been able to offer a gov.uk domain at less than half price and a free mailbox for the Clerk (normally £30) for the first year. The cost for the first year will be £35 and thereafter £105, as charges currently stand. The Council unanimously agreed to subscribe to a gov.uk domain name and gov.uk mailbox for the Clerk.

451 NEXT MEETING: to CONFIRM the Date and Time of the next Parish Council Meeting

The next meeting of the Parish Council will be the Annual Parish Council meeting, to be held on 14th May 2025; this will follow the Annual Parish meeting.

452 MATTERS RAISED BY MEMBERS: to CONSIDER Matters Raised by Members, including Agenda Items for the Next Meeting

Cllr Godfrey proposed a focussed examination of the fire risk and safety issues of the already existing, and proposed future development of, battery storage sites in and around Burstall.

ACTION: Cllrs Godfrey, Main and Petersen will draft a letter to be sent to the Chief Fire Officer for Suffolk.

ACTION: The Clerk is to contact Suffolk County Cllr Hudson to ask for an opportunity to discuss the issue of the fire risk of battery storage facilities and to establish SCC's view.

The Council discussed the forthcoming Neighbourhood Plan meeting, as arranged by James Cartlidge MP, to be held on Friday, 21st March 2025 at Sudbury Town Hall; Cllr Petersen is to attend the meeting. The Council agreed to consider the viability and merits of a Neighbourhood Plan for Burstall following the meeting.

ACTION: Cllr Petersen is to attend the Neighbourhood Plan meeting on 21st March 2025 at Sudbury Town Hall.

There being no other business, the meeting closed at 20.50.

Signed

Date