

# BURSTALL PARISH COUNCIL

## **Minutes of the Parish Council Meeting held on 8<sup>th</sup> January 2025, 7.30pm at Burstall Village Hall**

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

In attendance:

Mrs S Frankis, Clerk & RFO to Burstall Parish Council

The meeting was chaired by Cllr Gasper.

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

Apologies were received from Cllr S Godfrey for his absence due to work commitments. The Council unanimously agreed to approve the absence.

### **428 DISPENSATIONS: to RECEIVE Declarations of Interest and/or to APPROVE such Dispensation Requests**

None were received.

The meeting was adjourned.

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

Following the November 2024 meeting of the Parish Council, District Cllr Whyman had sent notification that he would no longer be attending our meetings.

No report had been received from District Cllr Busby.

No report had been received from County Cllr Hudson.

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

None were received.

The meeting was reconvened.

### **431 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 13<sup>th</sup> November 2024**

The minutes of the Parish Council meeting held on 13<sup>th</sup> November 2024, having been circulated to the Council prior to the meeting, were confirmed and signed as an accurate record of the meeting.

The Council agreed to forward a copy of the approved minutes of the meeting held on 13<sup>th</sup>

November 2024 to the EADT.

**ACTION: The Clerk is to forward a copy of the approved minutes of the meeting held on 13<sup>th</sup> November 2024 to the EADT.**

The following comment had been received from District Cllr Whyman following his review of the draft minutes of the November meeting:

*“I reviewed your draft copy minutes of the meeting. Upon consideration of the content, I would like to make the following points on clarity and context around the currently drafted 418 minute (Reports).*

*Page 97 – Bottom of 1<sup>st</sup> paragraph (should read) ‘Cllr Whyman advised that the BDC Planning Committee is reviewing their Planning Charter’ (ends)”*

Cllr Whyman considers there are several areas of the text that don’t give a balanced context to [his] responses to the questioning and statements made by the Chair and other members and so he has asked that his note be recorded to the Council accordingly.

Cllr Whyman’s request has hereby been met.

**432 MATTERS ARISING: to CONSIDER Matters Arising from the Minutes of the Parish Council Meeting held on 13<sup>th</sup> November 2024**

Minute number 418. The Clerk has written to Babergh District Council (BDC) to formally advise that Burstall needs an active Ward member and has since chased for a response: to date no response has been received.

Minute number 426. No response has been received to an email sent to the BDC Senior Planning Enforcement Officer on 5<sup>th</sup> December 2024, asking how extended working hours are reviewed, consulted on and approved at the E.A.3 site.

**ACTION: The Clerk is to chase for a response to the email asking how extended working hours are reviewed, consulted on and approved at the E.A.3 site.**

**433 PLANNING**

DC/24/05090

Construction, operation and maintenance of a Battery Energy Storage System (BESS) with associated infrastructure and works including highway access, landscaping and biodiversity enhancements.

Location: Land adjacent to Bullen Lane, Bramford IP8 4JN

**ACTION: Cllr Petersen and the Clerk are to draft a response for submission by the 22<sup>nd</sup> January 2025 deadline. Cllr Main advised she has prepared some comments for inclusion in the response.**

Cllr Petersen asked about the viability of engaging Alison Farmer Associates, Landscape Architect and Environmental Planning Practice, to produce a report demonstrating the cumulative red lines around which Burstall will become / has become environmentally damaged beyond the point of no return.

The Council unanimously agreed to ask Alison Farmer Associates to provide a quote for a report to be produced.

**ACTION: The Clerk is to contact Alison Farmer Associated to ask for a quote, and timeframe, to produce an environmental report for Burstall.**

Cllr Main noted that District Cllr Busby had submitted a consultation email to say, *“I don’t intend to comment”*.

The Parish Council expressed disappointment and concern that Cllr Busby hadn’t contacted members to ask if they wished for him to support their own comments, views and submission.

**434 FINANCE:**

(i) to APPROVE the December 2024 and January 2025 Schedules of Payments

The Council unanimously approved the following payments:

P49. X2Connect Ltd/BT box refurbishment (LGA9172, s139)	£366.72
P50. Mrs S Frankis / broadband (POA 1954, s51)	£15.00
P51. Mrs S Frankis / Nov. salary (LGA 1972, ss101,111,112)	£332.74
P52. Nosegay/grass cutting (LGA 1972, s139)	£420.00

P53. HMRC/PAYE (LGA 1972, ss101,111,112)	£30.80
P54. Unity Trust Bank/bank fees (LGA 1972, s139)	£2.20
P55. Mrs S Frankis / HP Ink (LGA 1972, s139)	£3.00
P56. Mrs S Frankis / broadband (POA 1954, s51)	£15.00
P57. Mrs S Frankis, Dec. Salary (LGA 1972, ss101,111,112)	£158.64
P58. Mrs S Frankis / HP Ink (Jan. 25) (LGA 1972, s139)	£2.99

(ii) to AGREE the November and December 2024 Budget and Precept Reports

The November and December 2024 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) to AGREE 2025/26 Budget & Precept

The Council unanimously agreed to set the 2025/26 budget at £10,394.00 and to submit a 2025/26 precept demand for £10,394.00 to Babergh District Council. This should represent a 3% decrease on 2024/25.

**ACTION: The Clerk is to submit a precept demand for £10,394.00 to Babergh District Council.**

(iv) Budget Heading Virements

The Council unanimously agreed to vire £231.00 from 2024/25 budget heading 'General Reserve' and £74.60 from 2024/25 budget heading 'Training' to 2024/25 budget heading 'BT Box Refurbishment'.

**435 CLERK'S PERFORMANCE REVIEW**

Cllr Gasper had undertaken the Clerk's performance review and recommended that her pay scale be moved to SCP15, £15.08 an hour.

The Council unanimously agreed to move the Clerk's pay to from SCP14 to SCP15.

**436 SEXUAL & HARASSMENT POLICY: to AGREE to Adopt a Burstall Parish Council Sexual & Harassment Policy**

The Council unanimously agreed to adopt the draft 'Sexual and General Harassment Policy', as circulated to the Council prior to the meeting, subject to an amendment to cl 19.6 to say that an appeal should be made to the Monitoring Officer and not the Chair of the Council.

All Councillors confirmed they had read and understood the Policy.

**437 INTERNAL AUDITOR: to APPOINT the Parish Council's Internal Auditor for 2025**

The Council unanimously agreed to re-appoint Heelis & Lodge as the Internal Auditor for 2025.

**438 2025/26 MEETING DATES**

The Council agreed that meetings will be held on the second Wednesday of May, July, September and November 2025 and January and March 2026. The Annual Parish Meeting will be held on the second Wednesday of May 2025.

**ACTION: The Clerk is to book the Village Hall as the venue for the 2025/26 meetings.**

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

The next meeting of the Parish Council will be held on 12<sup>th</sup> March 2025.

Cllr S Godfrey gave his apologies as he will be unable to attend the next meeting.

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

Cllr K Raby advised that he had registered Burstall to take part in the beacon lighting event which will mark VE-80 on 8<sup>th</sup> May 2025. The Council agreed not to purchase a commemorative flag.

There being no other business, the meeting closed at 20.42.

Signed .....

Date .....