

BURSTALL PARISH COUNCIL

Minutes of the Parish Council Meeting held on 12th November 2025, 7.31pm at Burstall Village Hall

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

In attendance:

Mrs S Frankis, Clerk & RFO to Burstall Parish Council

District Cllr M Rowland

The meeting was chaired by Cllr Gasper.

Cllr Gasper welcomed newly elected District Cllr Rowland to the meeting.

496 APOLOGIES: to RECEIVE and APPROVE Apologies for Absence

The Council resolved to accept the apologies received from Cllr L Raby for her absence due to a personal commitment.

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

None were received.

The meeting was adjourned.

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

Cllr Rowland outlined his commitment to adhere to his campaign manifesto by providing support and assistance to the local communities and parishes he represents in his Ward, being driven to help with no political agenda. He may not always attend parish council meetings due to the demands of his role however he is keen and willing to be contacted at any time regarding local concerns, issues, and matters affecting the Parish.

No report had been received from County Cllr Hudson.

Cllr K Raby arrived at the meeting.

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

No comments were received.

The meeting was reconvened.

500 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 10th September 2025

The minutes of the Parish Council meeting held on 10th September 2025, having been circulated to the Council prior to the meeting, were confirmed and signed as an accurate record of the meeting.

501 MATTERS ARISING: to CONSIDER Matters Arising from the Minutes of the Parish Council Meeting held on 10th September 2025

Re. minute number 489/2526

Following the September 2025 meeting with representatives of the Suffolk Fire & Rescue Service (SFRS), the Parish Council wrote to James Cartlidge MP, raising concerns regarding the significant shortfall in risk mitigation that the Bramford substation, the surrounding solar farms and the BESS presents. James Cartlidge raised these concerns with Suffolk County Cllr Steve Wiles, Cabinet member for Public Health and Public Protection, who responded with an invitation to meet to discuss the matter.

The Parish Council unanimously agreed to accept the offer to meet.

ACTION: The Clerk is to accept the invitation to meet with Cllr Wiles, and to ask the Chief Fire Officer also attends.

ACTION: Cllrs Godfrey and Main are to draft a letter to the Victoria Atkins MP, the current Shadow Secretary of State for Environment, Food and Rural Affairs.

Cllrs Gasper and Petersen had met with James Cartlidge MP, discussing the time critical situation at the Bramford sub-station and surrounding infrastructure; they felt the meeting hadn't progressed the concerns raised.

A letter has been sent to the National Protective Security Authority. An Outlook notification confirms the letter was delivered by email on 23rd September 2025 but no response has been forthcoming.

A response was sent to Pivot Power on 24th September 2025. Their further response of 24th October 2025 advises that "*there is no requirement, or justification, for EDFps to undertake further operational noise assessments at Bramford*"; the tone of their letter considers the matter to be closed.

The Parish Council may consider commissioning its own noise assessment of the site.

Cllrs Main and Petersen met virtually on 11th November 2025 with Suffolk County Cllr Rout and Mr Phil Watson, Strategic Energy Project Manager, Suffolk County Council. They raised concerns regarding the Bramford to Twinstead construction route proposals to pass through Burstall Village and asked for their support for the Parish Council's request for construction traffic for the imminent Bramford Solar Farm, to use an alternative route to that proposed.

It was felt that Cllr Rout and Mr Watson were very responsive and supportive of the points raised but that some of what the Parish Council is asking for is likely to be unachievable, i.e. the proposal for the site to be designated an NSIP site. Mr Watson has agreed to look at Burstall specific concerns regarding the Norwich to Tilbury proposals.

502 FINANCE:

(i) to APPROVE the August and September 2025 Schedules of Payments

The Council unanimously approved the following payments:

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| P37. Mrs S Frankis / broadband (POA 1954, s51) | £15.00 |
| P38. Nosegay / grass cutting (LGA 1972, s139) | £441.00 |
| P39. Mrs S Frankis / Sept 2025 salary (LGA 1972, ss101,111,112) | £312.63 |
| P40. HMRC / PAYE (LGA 1972, ss101,111,112) | £25.80 |
| P41. Unity Trust Bank / fees (LGA 9172, s139) | £6.00 |
| P42. Mrs S Frankis / HP Ink (LGA 1972, s139) | £3.49 |
| P43. Mrs S Frankis / HP Ink (LGA 1972, s139) | £3.49 |

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| P44. Mrs S Frankis / broadband (POA 1954, s51) | £15.00 |
| P45. Mrs S Frankis / M365 (LGA 1972, s139) | £84.99 |
| P46. Mrs S Frankis / Oct. salary (LGA 1972, ss101,111,112) | £198.08 |

(ii) to AGREE the September and October 2025 Budget and Precept Reports

The September and October 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 Kerrison.

(iii) to AGREE 2025/26 Budget Heading Virements

The Council unanimously agreed to vire £7 from 2025/26 budget heading 'Admin' to 2025/26 budget heading 'ICO Fees' and £1.15 from 2025/26 budget heading 'Admin' to 2025/26 budget heading 'SALC Membership'.

(iv) to AGREE the 2026/27 Budget and Precept

The Clerk had circulated a draft 2026/27 budget and precept to the Council prior to the meeting, showing a 2.7% reduction.

Cllr Petersen advised that the Village Hall Committee will be seeking funding for their refurbishment project next year and asked the Council to consider if it wished to contribute, if asked.

In principle, the Council agreed to the suggestion although mindful that the small amount they could grant would likely be insignificant to the overall project cost.

Cllr Gasper proposed a 0% movement on the 2025/26 precept.

ACTION: The Clerk is to prepare a second draft of the 2026/27 budget and precept.

The Council will agree the 2026/27 budget and precept at the January 2027 meeting.

503 BABERGH DISTRICT COUNCIL GOVERNANCE REVIEW: to AGREE a Response

The Council unanimously agreed to put forward a request to reduce the number of member seats to seven (7).

ACTION: The Clerk is to submit a request to reduce the number of member seats to seven (7) to Babergh District Council.

504 POLICIES:

(i) to ADOPT an updated Subject Access Request Procedure

The Council unanimously agreed to adopt the updated Subject Access Request Procedure, as circulated prior to the meeting.

(ii) to ADOPT an updated Subject Access Request Policy

The Council unanimously agreed to adopt the updated Subject Access Request Policy, as circulated prior to the meeting.

(iii) to ADOPT an updated Records Management and Documentation Retention Policy

The Council unanimously agreed to adopt the updated Records Management and Documentation Retention Policy, as circulated prior to the meeting.

(iv) to ADOPT an updated Privacy Statement

The Council unanimously agreed to adopt the updated Privacy Statement, as circulated prior to the meeting.

(v) to ADOPT an updated General Privacy Notice

The Council unanimously agreed to adopt the updated General Privacy Notice, as circulated prior to the meeting.

(vi) to ADOPT an updated Privacy Notice for Staff, Councillors and Role Holders

The Council unanimously agreed to adopt the updated Privacy Notice for Staff, Councillors and Role Holders, as circulated prior to the meeting.

(vii) to ADOPT an updated Personal Data Audit Questionnaire

The Council unanimously agreed to adopt the updated Personal Data Audit Questionnaire, as circulated prior to the meeting.

(viii) to ADOPT an updated Information Security Incident Policy

The Council unanimously agreed to adopt the updated Information Security Incident Policy, as circulated prior to the meeting.

505 TRAFFIC CALMING MEASURES, including a WEIGHT RESTRICTION ORDER FOR BURSTALL

Cllr K raby advised that the traffic survey sites have been agreed with Suffolk Highways. The surveys will start on 4th December 2025 to coincide with the start of the construction at the new solar farm and will run for two weeks.

From the data gathered, Suffolk Highways will consider what traffic calming measures would be available / suitable for Burstall.

506 BURSTALL EMERGENCY PLAN: to AGREE the updated Burstall Emergency Plan

Cllr Kerrison advised he was finding it difficult to know how best to incorporate the risks posed by the Bramford sub-station, solar farms and BESS to the residents of Burstall, in the Burstall Emergency Plan.

ACTION: Cllr Kerrison is to contact the Suffolk County Council Emergency Planning Officer for guidance.

507 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 14th January 2026.

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

No matters were raised.

There being no other business, the meeting closed at 20.36.

Signed

Date