BURSTALL PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on 14th May 2025, 7.49pm at Burstall Village Hall

Present: 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 Kerrison.

453 ELECTION of the Chair
Cllr Gasper was elected as Chair to the Council, in his absence. He will sign his Declaration of Acceptance of Office on his return.

454 ELECTION of the Vice-Chair
Cllr Kerrison was elected as Vice-Chair to the Council.

455 APOLOGIES: to RECEIVE and APPROVE Apologies for Absence
Apologies were received from Cllr B Gasper for his absence due to a personal commitment and from Cllr S Godfrey for his absence due to work commitments. The Council unanimously agreed to approve the absences.
Apologies were received from District Cllr D. Busby.

456 DISPENSATIONS: to RECEIVE Declarations of Interest and/or to APPROVE such Dispensation Requests
None were received.

457 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.

458 COMMENTS: to RECEIVE Comments from Residents of the Parish on Current Agenda Items
No comments were received.

459 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 12th March 2025
The minutes of the Parish Council meeting held on 12th March 2025, having been circulated to the Council prior to the meeting, were confirmed and signed as an accurate record of the meeting.

460 MATTERS ARISING: to CONSIDER Matters Arising from the Minutes of the Parish Council Meeting held on 12th March 2025

Re. minute number 452 remains outstanding. Cllr Godfrey had 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 chase County Cllr Hudson for a response to the Parish Council's request for an opportunity to discuss the issue of the fire risk of battery storage facilities and to thereby establish Suffolk County Council's view on the matter.

Cllr Petersen advised he had attended the Neighbourhood Planning meeting, as arranged by James Cartlidge MP, held on Friday, 21st March 2025 at Sudbury Town Hall. However, the focus of the meeting was the announcement of Babergh District Council's new housing targets; the starting figure for new housing in Burstall is 30, and for Flowton 10. Cllr Petersen didn't feel that energy infrastructure volume/ density had been taken into account in the housing development figures and suggested that Burstall Parish Council should request Babergh reduce/ offset housing targets in areas where the cumulative impact of energy infrastructure is highest (ie Burstall).

Cllr K Raby advised that the VE80 commemoration had been a fitting tribute and thanked the Parish Council for funding the event. Cllr Petersen thanked Cllr K Raby for organising the event.

461 PLANNING

DC/25/01871: T2 Oak – fell and treat stump with eco plugs.
1 New Cottages, The Street, Burstall IP8 3DN
The Council unanimously agreed to submit a comment of 'no objection' to planning application DC/25/01871 and to include a recommendation that an appropriate replacement tree be planted at a suitable distance away from the property.

Referring to the permission granted for the Clearstone BESS application, Cllr Main advised she intends to raise the matter of the discrepancy of the de-commissioning timescale granted (this being 12 months even though the Babergh District Council policy states 6 months), together with the serious concerns regarding the anticipated noise levels of the commissioned site, with her own District Councillor.

462 FINANCE:

(i) to APPROVE the April and May 2025 Schedules of Payments

The Council unanimously approved the following payments:

P1. Mrs S Frankis / March 2025 salary (LGA 1972, ss101,111,112)	£319.68
P2. HMRC / PAYE (LGA 1972, ss101,111,112)	£16.60
P3. SALC / membership (LGA 1972, s139)	£151.15
P4. Mrs S Frankis / broadband (POA 1954, s51)	£15.00
P5. Unity Trust Bank/ fee (LGA9172, s139)	£6.00
P6. Mrs S Frankis / April 2025 salary (LGA 1972, ss101,111,112)	£241.88
P7. Nosegay / grass cutting (LGA 1972, s139)	£420.00
P8. SALC / training (LGA 1972, s139)	£79.20
P9. Mrs S Frankis / HP Ink (LGA 1972, s139)	£2.99
P10. Mrs S Frankis / broadband (POA 1954, s51)	£15.00
P11. Mr K Webb / BT Box Repairs (LGA 1972, s139)	£230.00
P12. Zurich Municipal / insurance (LGA 1972, s139)	£300.00
P13. Unity Trust Bank / bank fees (LGA 1972, s139)	£6.00

(ii) to AGREE the March and April 2025 Budget and Precept Reports
The March and April 2025 Budget and Precept Reports, having been circulated to the Council prior to the meeting, were agreed.

(iii) to AGREE the Year End Accounts 2025
The Year End Accounts 2025, having been circulated to the Council prior to the meeting, were agreed.
(iv) to ALLOCATE the General Fund 31 March 2025
The Council unanimously agreed to allocate the General Fund 31 March 2025 of £2,138.75 to the General Reserve Fund.

(v) to AGREE SALC 2025/26 Membership
The Council unanimously agreed to renew the SALC membership at a cost of £151.15.

(vi) to AGREE the year end VAT reclaim
The Council unanimously agreed the VAT reclaim of £95.72.

463 ANNUAL GVOERNANCE AND ACCOUNTABILITY RETURN 2024/25
(i) to AGREE Sections 1 and 2
The Council unanimously agreed Section 1 of the AGAR 2024/25.
The Council unanimously agreed Section 2 of the AGAR 2024/25.

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

464 INTERNAL AUDIT
(i) ANNUAL INTERNAL AUDIT: to RECEIVE the Heelis & Lodge Internal Audit Report
The Council unanimously agreed to receive the 2024/25 Heelis & Lodge Internal Audit Report, as circulated to the Council prior to the meeting.

(ii) to RECEIVE and AGREE the 2024/25 Internal Audit Action Plan
There were no matters raised by the internal auditor to action.

(iii) to REVIEW the Effectiveness of Internal Audit 2025
The Council unanimously agreed the Effectiveness of Internal Audit 2025, as circulated to the Council prior to the meeting.

(iv) to APPOINT the 2025/26 Internal Auditor
The Council unanimously agreed to appoint Heelis & Lodge as Internal Auditor to the Parish Council for 2025/26.

465 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.

466 **ROLES AND RESPONSIBILITIES**: to CONFIRM the Roles and Responsibilities of Parish Councillors

The Council agreed the following roles and responsibilities –

Burstall Parish Council Chair	Cllr Barry Gasper
Burstall Parish Council Vice-Chair	Cllr Andrew Kerrison
Burstall Parish Clerk & RFO	Mrs Susan Frankis
Emergency Planning	Cllr Andrew Kerrison
Footpaths	Cllr Will Petersen
Litter	Cllr Lesley Raby
Parochial Church Council	Cllr Lesley Raby
Planning	Cllr Andrew Kerrison, Cllr Steve Godfrey and Cllr Samantha Main
Village Assets, red kiosk, bench & sign	Cllr Lesley Raby
Road Safety	Cllr Keith Raby
Tree Warden	Cllr Will Petersen
Village Hall Liaison	Cllr Keith Raby

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

The Council has satisfied itself that the insurance cover, offered by Zurich Municipal would be adequate and that having identified, assessed and recorded risks, appropriate cover would be in place to mitigate and manage those risks. The Council unanimously agreed to renew the Parish Council insurance policy, at an annual cost of £300.00. The Council noted the annual premium had increased by £59; the Clerk had enquired with other insurance providers in attempt to seek a better price but none could be found (CAS had quoted £435.42).

468 **GOVERNANCE AND FINANCIAL CONTROLS**

(i) to ADOPT revised Standing Orders (in accordance with the NALC 2025 Model)

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

(ii) to ADOPT revised Financial Regulations (in accordance with the NALC 2024 Model)

The Council unanimously agreed to adopt the updated Financial Regulations, as circulated to the Council prior to the meeting.

(iii) to ADOPT the Investment Strategy 2025

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

(iv) to ADOPT the Investment Policy 2025

The Council unanimously agreed to adopt the Investment Policy 2025, as circulated prior to the meeting.

469 **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 9th July 2025.

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

Cllr Petersen referred to the damaged verge and road directional signs at Coronation Corner, having probably been caused by HGVs. Both Cllr Petersen and the Clerk have raised reports with Suffolk County Council Highways who responded to advise the works were not a priority and so no indication could be given as to when, or even if, they would be repaired / replaced. County Cllr Hudson had received the same response when asked to intervene on behalf of the Parish Council.

The Council discussed the possibility of the signs being relocated to an alternative site.
The Council discussed the possibility of a weight-restriction order being put in place within Burstall, as well as traffic-calming measures.
ACTION: Cllr K Raby is to research the possibility of a weight-restriction order and traffic-calming measures for Burstall.

There being no other business, the meeting closed at 21.22.

Signed ……………………………………………… Date …………………………………………