

BURSTALL PARISH COUNCIL

Minutes of the Extraordinary Parish Council Meeting held on 19th January 2026, 7.32pm at Cranfield Park, Burstall

Present: Cllr B Gasper (Chair), Cllr S Godfrey, Cllr A Kerrison, Cllr K Raby, Cllr L 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.

509 APOLOGIES: to RECEIVE and APPROVE Apologies for Absence

None received.

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

None were received.

The meeting was adjourned.

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

Cllr Rowland advised that the Local Government Review consultation has now closed. He will be attending the Babergh District Council meeting on 20th January 2026; Cllr Gasper asked if he would raise the matter of the proposed Alcemi BESS development, which he agreed to do. Cllr Rowland is to meet with Cllr Gasper and Cllr Petersen to better understand the issues associated with the proposal so that he can submit appropriate and relevant matters for the agenda for the next meeting of the District Council.

The Parish Council discussed the difficulties, obstructions and stonewalling it continues to face with regards to trying to get those in a position of responsibility to address the omission of any safety and security resilience at the Bramford substation site – the Bramford substation site refers to all solar farms, BESS and national infrastructure companies in the vicinity.

Cllr Rowland confirmed his support for the Burstall Village Hall CIL funding application.

No report had been received from County Cllr Hudson.

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

No comments were received.

The meeting was reconvened.

513 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 12th November 2025

The minutes of the Parish Council meeting held on 12th November 2025, having been circulated to the Council prior to the meeting, were confirmed and signed as an accurate record of the meeting.

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

Cllr Godfrey advised he had received a response to his request to James Cartlidge MP, asking him to discuss the worrying lack of safety and security measures at the Bramford substation site; Mr Cartlidge refused to engage on the matter as he advised it wouldn't be within the remit of his shadow government position. Cllr Godfrey is minded to respond to ask again, that Mr Cartlidge engages as his elected member of parliament.

Re. minute number 503

Babergh District Council has advised that the Parish Council's community governance review has been accepted by the working group. The Clerk advised that Parish Council members are encouraged to make their own representations on this initial consultation, which will end on Friday 23rd January 2026. Further details can be found on the Babergh District Council community governance review website.

Cllr Godfrey suggested responding to the fire service, and communicate to Suffolk County Council, that in the view of the Parish Council, the Chief Fire Safety Officer isn't taking his role seriously enough with regards to fire safety and risk at the Bramford substation site.

515 FINANCE:

(i) to APPROVE the December 2025 and January 2026 Schedules of Payments

The Council unanimously approved the following payments:

P47. Mrs S Frankis / broadband (POA 1954, s51)	£15.00
P48. Mrs S Frankis / HP Ink (LGA 1972, s139)	£3.49
P49. Mrs S Frankis (LGA 1972, ss101,111,112)	£201.04
P50. Unity Trust Bank / fees (LGA 9172, s139)	£6.00
P51. Mrs S Frankis / home broadband (POA 1954, s51)	£15.00
P52. Mrs S Frankis / HP Ink Dec. 25 (LGA 1972, s139)	£3.49
P53. Mrs S Frankis / HP Ink Jan. 26 (LGA 1972, s139)	£3.49
P54. Mrs S Frankis (LGA 1072, ss101,111,112)	£264.46
P55. HMRC /PAYE (LGA 1972, ss101,111,112)	£13.60
P56. Mrs S Frankis / Norton software (LGA 1972, s139)	£24.99
P57. Nosegay / grass cutting Nov.25 (LGA 1972, s139)	£220.50
P58. Nosegay / grass cutting Dec. 25 (LGA 1972, s139)	£157.50
P59. Unity Trust Bank / fees (LGA 9172, s139)	£6.00

(ii) to AGREE the November and December 2025 Budget and Precept Reports

The November and December 2025 Budget and Precept Reports, having been circulated to the Council prior to the meeting, were agreed.

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

The Council unanimously agreed to set the 2026/27 budget at £10,377.00 and to submit a 2026/27 precept demand for £10,377.00 to Babergh District Council. This should represent a 0% movement on the 2025/26 precept.

ACTION: The Clerk is to submit a precept demand for £10,377.00 to Babergh District Council.

516 POLICIES:

(i) to ADOPT an updated Complaints Procedure

The Council unanimously agreed to adopt the updated Complaints Procedure, as circulated prior to the meeting.

(ii) to ADOPT an updated Co-option Policy and Procedure

The Council unanimously agreed to adopt the updated Co-option Policy and Procedure, as circulated prior to the meeting.

(iii) to ADOPT an updated Dignity at Work Policy

The Council unanimously agreed to adopt the updated Dignity at Work Policy, as circulated prior to the meeting.

(iv) to ADOPT an updated Disciplinary Procedure and Policy

The Council unanimously agreed to adopt the updated Disciplinary Procedure, as circulated prior to the meeting.

(v) to ADOPT an updated Dispensation Policy

The Council unanimously agreed to adopt the updated Disciplinary Policy, as circulated prior to the meeting.

(vi) to ADOPT an updated Electronic Communications and Media Policy

The Council unanimously agreed to adopt the updated Electronic Communications and Media Policy, as circulated prior to the meeting.

(vii) to ADOPT an updated Equality and Diversity Policy

The Council unanimously agreed to adopt the updated Equality and Diversity Policy, as circulated prior to the meeting.

(viii) to ADOPT an updated Filming, Videoing, Photography and Audio Recording at Parish Council Meetings Policy

The Council unanimously agreed to adopt the updated Filming, Videoing, Photography and Audio Recording at Parish Council meetings Policy, as circulated prior to the meeting.

(ix) to ADOPT an updated Gifts and Hospitality Policy

The Council unanimously agreed to adopt the updated Gifts and Hospitality Policy, as circulated to the Council prior to the meeting.

(x) to ADOPT an updated Grant Application Form

The Council unanimously agreed to adopt the updated Grant Application Form, as circulated to the Council prior to the meeting.

(xi) to ADOPT an updated Grant Application Policy

The Council unanimously agreed to adopt the updated Grant Application Policy, as circulated to the Council prior to the meeting.

(xii) to ADOPT an updated Grievance Policy and Procedure

The Council unanimously agreed to adopt the updated Grievance Policy and Procedure, as circulated to the Council prior to the meeting.

(xiii) to ADOPT an updated Health and Safety Policy

The Council unanimously agreed to adopt the updated Health and Safety Policy, as circulated to the Council prior to the meeting.

(xiv) to ADOPT an updated Lone Worker Policy

The Council unanimously agreed to adopt the updated Lone Worker Policy, as circulated to the Council prior to the meeting.

(xv) to ADOPT an updated Media Policy

The Council unanimously agreed to adopt the updated Media Policy, as circulated to the Council prior to the meeting.

(xvi) to ADOPT an updated Safeguarding Policy

The Council unanimously agreed to adopt the updated Safeguarding Policy, as circulated to the Council prior to the meeting.

517 PLANNING: to AGREE A RESPONSE to Planning Application DC/25/05114 (Development at Port One Warehouse, Great Blakenham)

The Council unanimously agreed to submit an objection to planning application DC/25/05114, on the grounds of the proposed development of greenbelt land and no new job opportunities for local residents.

ACTION: Cllr Main is to draft a response to be submitted to MSDC.

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

The Suffolk Highways traffic surveys have been completed and received by the Parish Council. Cllr K Raby advised he has spoken with Melanie Hall, SCC Community Liaison Engineer, with regards to the introduction of a temporary 20mph speed limit through the village whilst development is in progress at the Bramford substation site; Melanie Hall is to speak with Steve Merry, SCC.

SCC are looking at ways of reinstating signage at Coronation Corner by widening the junction with double height kerbs; this is presently at the design stage. Melanie Hall has also suggested traffic calming measures by having 30mph 'roundals' painted on the road; the Parish Council would have to fund the scheme.

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

Cllr Kerrison advised he is due to meet with Ben Wilding of SCC on 30th January 2026. Mr Wilding had invited a representative of the fire service to join the meeting but they have declined, saying that they have already met with representatives of Burstall Parish Council. Cllr Kerrison has advised Mr Wilding that the Parish Council has not in fact had the meeting with the Chief Fire Officer, as asked for by the Council and promised by fire officials. Cllr Kerrison will request again that the Chief Fire Officer attends the meeting.

520 INTERNAL AUDITOR: to APPOINT the Parish Council's Internal Auditor for 2026

The Council unanimously agreed to re-appoint Heelis and Lodge as the internal auditor for 2026.

521 MEETING DATES: to AGREE the dates of the 2026/27 Parish Council Meetings and the 2026 Annual Parish Meeting

The meeting dates for 2026/27 were agreed as follows:

13 th May 2026	Annual Parish meeting and Annual Parish Council meeting
8 th July 2026	Parish Council meeting
9 th September 2026	Parish Council meeting
11 th November 2026	Parish Council meeting

13th January 2027 Parish Council meeting
10th March 2027 Parish Council meeting

ACTION: The Clerk is to book the Village Hall as the venue for the 2026/27 meetings.
Cllrs K and L Raby gave their apologies for the meetings scheduled for 13th May 2026.

522 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 11th March 2026.

523 MATTERS RAISED BY MEMBERS: to CONSIDER Matters Raised by Members, including Agenda Items for the Next Meeting
Cllr L Raby advised that the telephone kiosk now had shelving and the renovation is nearing completion.

There being no other business, the meeting closed at 20.40.

Signed

Date