

BURSTALL PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on 13th May 2026, 7.32pm at Burstall Village Hall, Burstall

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

538 ELECTION of the Chair

Cllr Gasper was elected as Chair to the Council. He duly signed his Declaration of Acceptance of Office.

539 ELECTION of the Vice-Chair

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

540 APOLOGIES: to RECEIVE and APPROVE Apologies for Absence

The Council resolved to receive the apologies received from Cllr Main for her absence due to illness, and from Cllrs K Raby and L Raby for their absences due to personal commitments.

Apologies were received from County Cllr Hudson.

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

None were received.

The meeting was adjourned.

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

District Cllr Rowland advised that the new recycling bins are being delivered to households and if not received by the Bank Holiday to let him know; the new collection scheme will start on 1st June 2026.

Cllr Gasper advised that the Council is finalising the preliminary draft questions for him to put to Babergh District Council.

No report had been received from County Cllr Hudson.

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

No comments were received.

The meeting was reconvened.

544 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 11th March 2026

The minutes of the Parish Council meeting held on 11th March 2026, having been circulated to the Council prior to the meeting, were confirmed and signed as an accurate record of the meeting.

545 MATTERS ARISING: to CONSIDER Matters Arising from the Minutes of the Parish Council Meeting held on 11th March 2026

Re. minute number 534/2526

Cllr K Raby is to ask Suffolk County Council for the criteria and written documentation from which the decision not to introduce a 20mph temporary speed limit was made; this matter remains outstanding.

546 FINANCE:

(i) to APPROVE the April and May 2026 Schedules of Payments

The Council unanimously approved the following payments:

P1. Pylons East Anglia Ltd (General Power of Competence)	£250.00
P2. Mrs S Frankis / broadband (POA 1954, s51)	£15.00
P3. Nosegay / grass cutting (LGA 1972, s139)	£441.00
P4. Mrs S Frankis (LGA 1972, ss101,111,112)	£213.79
P5. Zurich Municipal / insurance (LGA 1972, s139)	£300.00
P6. Unity Trust Bank / fees (LGA 1972, s139)	£6.00
P7. SALC /membership fee (LGA 1972, s139)	£158.09
P8. Mrs S Frankis / home broadband (POA 1954, s51)	£15.00
P9. Nosegay / grass cutting (LGA1972, s139)	£231.52
P10. Mrs S Frankis / HP Ink (LGA 1972, s139)	£3.49
P11. Mrs S Frankis (LGA 1072, ss101,111,112)	£202.75
P12. Heelis & Lodge / Internal Audit (LGA 1972, s139)	£185.00
P13. Unity Trust Bank (LGA 1972, s139)	£7.00

(ii) to AGREE the March and April 2026 Budget and Precept Reports

The March and April 2026 Budget and Precept Reports, having been circulated to the Council prior to the meeting, were agreed.

(iii) to AGREE the Year End Accounts 31 March 2026

The Year End Accounts 2026, having been circulated to the Council prior to the meeting, were agreed.

(iv) to ALLOCATE the General Fund 31 March 2026

The Council unanimously agreed to allocate the General Fund 31 March 2026 of £2,649.08 to the General Reserve Fund.

(v) to AGREE the Year End VAT Reclaim

The Council unanimously agreed the VAT reclaim of £174.00

547 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025/26

(i) to AGREE Sections 1 and 2

The Council unanimously agreed Section 1 of the AGAR 2025/26.

The Council unanimously agreed Section 2 of the AGAR 2025/26.

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

548 INTERNAL AUDIT

(i) ANNUAL INTERNAL AUDIT: to RECEIVE the Heelis & Lodge Internal Audit Report

The Council unanimously agreed to receive the 2025/26 Heelis & Lodge Internal Audit Report, as circulated to the Council prior to the meeting.

(ii) to RECEIVE and AGREE the 2025/26 Internal Audit Action Plan

There were no matters raised by the internal auditor to action.

(iii) to REVIEW the Effectiveness of Internal Audit 2026

The Council unanimously agreed the Effectiveness of Internal Audit 2026, as circulated to the Council prior to the meeting.

(iv) to APPOINT the 2026/27 Internal Auditor

The Council unanimously agreed to appoint Heelis & Lodge as Internal Auditor to the Parish Council for 2026/27.

549 PLANNING: to AGREE any actions including notification, coordination and 'policing' of construction works

Cllr Petersen expressed his dissatisfaction with the performance of the Bramford Solar Farm Community Liaison Group; issues are having to be raised by members of the public due to lack of developers own processes to ensure planning conditions are applied. Delays are then being seen in responding to these issues, both by the developer and by Babergh District Council Planning Enforcement. The current system for dealing with issues is not proactive and complaints are taking far too long to be addressed and dealt with.

In view of the fact that other similar developments are in the 'planning pipeline', the Parish Council asks for proper coordination rather than leaving the current 'broken' system to deal with matters that arise.

BDC Planning Officer, Ms B Curtis has, in the past, affirmed that she would create a community liaison group with the intention of coordinating all companies at the Bramford sub-station site and community representatives with regular weekly meetings; the Parish Council calls for the formation of such a group with immediate effect.

The Council unanimously agreed to establish a fund to support the opposition to the Alcemi BESS proposed development. The Council agreed to draft a flyer to be circulated to the community which will include a request for parishioner funding.

Cllr Petersen advised that SKY TV have visited Burstall and the Bramford Substation, with a view to cover the National Grid Norwich to Tilbury upgrade proposals and resilience of the infrastructure.

Planning application DC/26/01910: the Parish Council unanimously agreed to engage the services of Richard Buxton solicitors, to draft a legal submission.

550 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.

551 ROLES AND RESPONSIBILITIES: to AGREE 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

552 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.

553 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 2026

The Council unanimously agreed to adopt the Investment Strategy 2026, as circulated prior to the meeting.

(iv) to ADOPT the Investment Policy 2026

The Council unanimously agreed to adopt the Investment Policy 2026, as circulated prior to the meeting.

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

No updates were reported.

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

Cllr Kerrison had circulated the reviewed and updated version of the Emergency Plan to the Council prior to the meeting; a copy of the Plan has been issued to Suffolk County Council.

556 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 8th July 2026.

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

Cllrs Godfrey and Kerrison gave their apologies as they will be unable to attend the July 2026 meeting.

There being no other business, the meeting closed at 20.45.

Signed

Date