

BURSTALL PARISH COUNCIL

Minutes of the Burstall Parish Council Meeting held on 9th September 2026, 19:40 at Burstall Village Hall, Burstall.

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

In attendance:

Mrs S Frankis, Resigning Clerk & RFO to Burstall Parish Council

Mrs S Main, New Clerk & RFO to Burstall Parish Council

District Cllr M Rowland

The meeting was chaired by Cllr Gasper.

558 APOLOGIES: to **RECEIVE and APPROVE** apologies for absence

The Council resolved to receive the apologies received from Cllr K Raby for personal commitments.

Apologies were received from County Cllr Hudson.

559 DISPENSATIONS: to **RECEIVE** any Declarations of Interest or to **APPROVE** such dispensation requests

None were received.

560 PARISH COUNCILLOR RESIGNATION: to **DECLARE** a casual vacancy due to the resignation of Cllr Main

Vacancy declared.

561 PARISH CLERK'S RESIGNATION AND APPOINTMENT OF NEW CLERK & RFO

Cllr Gasper thanked Mrs Frankis for her service over the years and the fantastic work she has done for us. Cllr Gasper welcomed Mrs Main as the new Clerk and RFO. Mrs Frankis will still be involved with the Burstall Film project.

19:47 – Cllr Godfrey arrived.

Cllr Godfrey asked the Council to include an agenda item to consider heritage and conservation plans for Burstall. The Council agreed to consider this under Planning.

The meeting was adjourned.

562 REPORTS: to **RECEIVE** the reports from the County and District Cllrs

District Cllr Rowland advised residents can get a grant if eligible for home heating upgrades; Local Government Reorganisation has been cancelled and any monies spent preparing for it will be refunded to the Councils; Elections May 2027 will be for Babergh District; he attended new NPPF training and in this Neighbourhood Plans are being adjusted so that settlement boundaries are no longer going to be relevant – this is in order to meet housing targets; District and County leaders priorities are Haughley, Copdock Roundabout redevelopment, Orwell Bridge alternatives.

Cllr Godfrey asked about heritage or conservation statuses – Cllr Rowland said due to the new NPPF changes this would not help against housing targets.

No report had been received from County Cllr Hudson.

563 COMMENTS: to **CONSIDER** comments from residents of the Parish on current agenda items

No comments were received from residents.

The meeting was reconvened.

564 MINUTES: to **RECEIVE and CONFIRM** the minutes of the Annual Parish Council meeting held 13th May 2026
The minutes of Annual Parish Council meeting held on 13th May 2026, having been circulated to the Council prior to the meeting, were confirmed and signed as an accurate record of the meeting.

565 MATTERS ARISING: to **CONSIDER** matters arising from the minutes of the Annual Parish Council meeting held 13th May 2026

Re minute number 547/2627 (ii) – The Certificate of Exemption was completed and sent to PKF Littlejohn, the external auditor.

Re minute number 549/2627 – Cllr Petersen advised a Community Liaison Group was created by Babergh Planning for the Verdant Solar Farm, but nothing has been heard for months. Cllr Gasper asked Cllr Rowland to speak to the Planning Department about complaints not getting resolved. ACTION: Cllrs Godfrey and Petersen to put together a list of questions and issues for Cllr Rowland to give to Babergh CEO to seek resolution.

Re minute number 545/2627 - Cllr K Raby to update Council regarding the criteria and written documentation from which the decision not to introduce a 20mph temporary speed limit was made; this matter remains outstanding.

566 ANNUAL PARISH MEETING: to **CONSIDER** matters arising from the Annual Parish meeting held on 13th May 2026

No matters were raised.

567 FINANCE:

- i) to **APPROVE** the June, July, August and September 2026 Schedules of Payments
The Council unanimously approved the following payments:

P14. Mrs S Frankis/ broadband	(POA 1954, s51)	£15.00
P15. Nosegay/ grass cutting	(LGA 1972, s139)	£231.52
P16. Mrs S Frankis/ HP ink	(LGA 1972, s139)	£4.99
P.17 Mrs S Frankis	(LGA 1972, ss101,111,112)	£288.29
P18. HMRC/ PAYE	(LGA 1972, ss101,111,112)	£14.20
P19. Richard Buxton/ legal fees	(LGA 1972, s139)	£3600.00
P20. Unity Trust Bank	(LGA 1972, s139)	£7.00
P21. Mrs S Frankis/ broadband	(POA 1954, s51)	£15.00
P22. Nosegay/ grass cutting	(LGA 1972, s139)	£463.04
P23. Mrs S Frankis/ HP ink	(LGA 1972, s139)	£6.49
P24. Mrs S Frankis	(LGA 1972, ss101,111,112)	£275.73
P25. HMRC/ PAYE	(LGA 1972, ss101,111,112)	£11.20
P26. Alison Farmer	(LGA 1972, s139)	£624.00
P27. Unity Trust Bank	(LGA 1972, s139)	£7.00
P28. Mrs S Frankis/ broadband	(POA 1954, s51)	£15.00
P29. Nosegay/ grass cutting	(LGA 1972, s139)	£165.37
P30. Mrs S Frankis/ HP ink	(LGA 1972, s139)	£3.49
P31. Mrs S Frankis	(LGA 1972, ss101,111,112)	£379.23
P32. HMRC/ PAYE	(LGA 1972, ss101,111,112)	£37.00
P33. Unity Trust Bank	(LGA 1972, s139)	£7.00
P34. ICO	(LGA 1972, s139)	£47.00
P35. S Chevallier/ documentary	(LGA 1972, s139)	£4250.00
P36. Mrs S Frankis/ HP ink	(LGA 1972, s139)	£4.49
P37. Mrs S Frankis/ broadband	(POA 1954, s51)	£15.00

P38. Mrs S Frankis	(LGA 1972, ss101,111,112)	£452.45
P39. Pear Space/ web hosting	(LGA 1972, s139)	£120.00
P40. Mrs S Main	(LGA 1972, ss101,111,112)	£125.76
P41. HMRC/ PAYE	(LGA 1972, ss101,111,112)	£68.80
P42. Nosegay/ grass cutting	(LGA 1972, s139)	£132.30

ii) to **AGREE** the May, June, July and August 2026 Budget and Precept Reports
The May, June, July, and August 2026 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** to transfer £3,426.40 from the General Reserve to the 2026/27 budget heading 'Legal Fees' £3k and 2026/27 precept budget heading 'Professional Fees' £426.40
The Council unanimously agreed to the transfer.

iv) **NEW PAY SCALES:** to **AGREE** new 2026/27 NJC Pay Scale for the Parish Clerk, and to **AGREE** to Backdate the Increase to 1st April 2026
The Council unanimously agreed to the new NJC Pay Scale for the Parish Clerk, and agreed to backdate the increase to 1st April 2026.

568 PLANNING: to **AGREE** any actions

SCC/0147/26/DoR Formal submission in accordance with Requirement 11(1) of the National Grid (Bramford to Twinstead Reinforcement) Order 2024 (the Order), access designs AB-DAP1. Location: Thorpe's Hill, Burstall – **No comments received.**

DC/26/03508 - Application to determine if Prior Approval is required for Agricultural Building – Location: land adj to/north of The Barn, Hill Farm, Burstall IP8 3EB – No comments were submitted. **Babergh determined No Permission Required.**

Cllr Godfrey raised a proposal to move ahead on an early weighted strategy for village heritage, and to begin process of creating a conservation area for Burstall. Council agreed to place this motion on the agenda for the next meeting for full consideration.

ACTION: Cllr Godfrey to circulate information to Council ahead of the next meeting.

569 DISPOSAL OF DOCUMENTS: to **AGREE** to dispose of documents in accordance with the Burstall Parish Council Document Retention Policy

The Council unanimously agreed to dispose of the documents, as circulated to the Council prior to the meeting.

570 TRAFFIC CALMING MEASURES, including a WEIGHT RESTRICTION ORDER FOR BURSTALL: to **AGREE** actions as required

No updates were reported.

571 RICHARD BUXTON SOLICITOR: to **AGREE** to instruct Richard Buxton solicitor

Cllr Godfrey sent information to solicitor for letters to be sent to Suffolk Fire & Rescue Service, Anglian Water, and Babergh District Council CEO regarding the recent Axminster BESS appeal dismissal. Richard Buxton quoted £450 + VAT.

The Council resolved to accept the quote and for this to be funded from the Protect Burstall's Rural Character (PBRC) funds.

ACTION: Cllr Godfrey to instruct solicitor and get confirmation letters are sent.

572 BURSTALL DOCUMENTARY FILM UPDATE: to **AGREE** any actions

Cllr Petersen explained the introduction of Sam Chevallier through Mrs Frankis to produce a 10-15 minute film exploring the threats to the historic and natural character and community of Burstall, and well as the safety risks to the local population through industrialisation, with a focus on the accountability of the Bramford substation site and surrounding development.

Various information for base research and evidence has been sent to Sam to help him produce a Project Brief. Councillors agreed to send additional information as they see fit.

Grants were sought from various sources and The National Lottery Fund have agreed to fund the film in full. Councillors approved commissioning of the film and to accept funding in full from The National Lottery Fund. Cllr Petersen reminded all that they needed to review, input and approve the project brief.

ACTION: Cllr Petersen to circulate the updated Project Brief to all Councillors for review and approval. Sam C to visit Burstall to meet people and the area on 23rd September to begin production.

573 PROTECT BURSTALL'S RURAL CHARACTER FUNDS

A village working group has been formed and open to all residents. The aim is to identify and celebrate the historic and natural character aspects of Burstall, it's community, people and heritage and protect them against further harm.

Fundraising has brought in £5500 which will be allocated for legal fees. Cllr Petersen advised two more donations have been pledged. Cllr Gasper advised a third donation has been pledged.

The National Grid Bramford to Twinstead community fund has granted £5000 towards tranquillity noise studies. A new accounting heading will be created for this. The Council approved to accept this.

After completing the documentary film (minute number 572), The National Lottery Community Fund have advised they can grant up to £12,000 for additional projects per financial year. Cllr Petersen has also submitted a grant request to the Galzoni Trust. Cllr Godfrey will liaise with the Village Hall committee to request their support noting the Village Hall will be included in the tranquillity study and that there will be further benefits to the Village Hall and the village through the Protecting Burstall project.

574 NEXT MEETING: to **CONFIRM** the date and time of the next Parish Council meeting, 11th November 2026
The next meeting of the Parish Council will be held on 11th November 2026.

575 MATTERS RAISED BY MEMBERS: to **CONSIDER** matters raised by members, including agenda items for the next meeting

Cllr Kerrison gave his apologies as he will be unable to attend the November 2026 meeting.

There being no other business, the Chair closed the meeting at 20:53.

Signed
Chair Person

Date