

BURSTALL PARISH COUNCIL EXTRAORDINARY MEETING

Monday, 19th January 2026

To All Parish Councillors

You are hereby summoned to attend the Extraordinary Parish Council meeting to be held on **Monday, 19th January 2026** scheduled for 7.30pm at 6 Cranfield Park, Burstall, IP8 3DT when the following business will be transacted.

Cllr B Gasper

Chair Burstall Parish Council

AGENDA

- 1 **APOLOGIES:** to **RECEIVE and APPROVE** apologies for absence
- 2 **DISPENSATIONS:** to **RECEIVE** any Declarations of Interest or to **APPROVE** such dispensation requests

Public Forum:
- 3 **REPORTS:** to **RECEIVE** the reports from the County and District Cllrs
- 4 **COMMENTS:** to **CONSIDER** comments from residents of the Parish on current agenda items
- 5 **MINUTES:** to **RECEIVE and CONFIRM** the minutes of the Parish Council meeting held 12th November 2025
- 6 **MATTERS ARISING:** to **CONSIDER** matters arising from the minutes of the Parish Council meeting held 12th November 2025
- 7 **FINANCE:**
 - i) to **APPROVE** the December 2025 and January 2026 Schedules of Payments
 - ii) to **AGREE** the November and December 2025 Budget and Precept Reports
 - iii) to **AGREE** the 2026/27 Budget and Precept Demand
- 8 **POLICIES:**
 - i) to **ADOPT** an updated Complaints Procedure
 - ii) to **ADOPT** an updated Co-option Policy and Procedure
 - iii) to **ADOPT** an updated Dignity at Work Policy
 - iv) to **ADOPT** an updated Disciplinary Procedure
 - v) to **ADOPT** an updated Disciplinary Policy

- vi) to **ADOPT** an updated Electronic Communications and Media
- vii) to **ADOPT** an updated Equality and Diversity Policy
- viii) to **ADOPT** an updated Filming, Videoing, Photography and Audio Recording at Parish Council Meetings Policy
- ix) to **ADOPT** an updated Gifts and Hospitality Policy
- x) to **ADOPT** an updated Grant Application Form
- xi) to **ADOPT** an updated Grant Application Policy
- xii) to **ADOPT** an updated Grievance Policy and Procedure
- xiii) to **ADOPT** an updated Health and Safety Policy
- xiv) to **ADOPT** an updated Lone Worker Policy
- xv) to **ADOPT** an updated Media Policy
- xvi) to **ADOPT** an updated Safeguarding Policy

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

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

11 **BURSTALL EMERGENCY PLAN**: to **AGREE** the updated Burstall Emergency Plan

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

13 **TO AGREE THE DATES OF THE 2026/27 PARISH COUNCIL MEETINGS AND THE 2026 ANNUAL PARISH MEETING**

13 th May 2026	Annual Parish meeting & 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
13 th January 2027	Parish Council meeting
10 th March 2027	Parish Council meeting

14 **NEXT MEETING**: to **CONFIRM** the date and time of the next Parish Council meeting, 11th March 2026

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

Sue Frankis, Clerk to the Parish of Burstall
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