

BURSTALL PARISH COUNCIL MEETING

Wednesday, 12th November 2025

To All Parish Councillors

You are hereby summoned to attend the Parish Council meeting to be held on **Wednesday, 12th November 2025** scheduled for 7.30pm, when the following business will be transacted.

Mrs S Frankis

Mrs S Frankis, Clerk to the Parish of Burstall, RFO & Proper Officer

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 10th September 2025
- 6 **MATTERS ARISING**: to **CONSIDER** matters arising from the minutes of the Parish Council meeting held 10th September 2025
- 7 **FINANCE**:
 - i) to **APPROVE** the October and November 2025 Schedules of Payments
 - ii) to **AGREE** the September and October 2025 Budget and Precept Reports
 - iii) to **AGREE** to vire £7 from 2025/26 budget heading 'Admin' to 2025/26 budget heading 'ICO Fees' and £1.15 from 2025/26 budget heading 'Admin' to 2025/26 budget heading 'SALC Membership'
 - iv) to **AGREE** the 2026/27 Budget and Precept
- 8 **BABERGH DISTRICT COUNCIL GOVERNANCE REVIEW**: to **AGREE** a response

- 9 **POLICIES:**
- i) to **ADOPT** an updated Subject Access Request Procedure
 - ii) to **ADOPT** an updated Subject Access Request Policy
 - iii) to **ADOPT** an updated Records Management and Documentation Retention Policy
 - iv) to **ADOPT** an updated Privacy Statement
 - v) to **ADOPT** an updated General Privacy Notice
 - vi) to **ADOPT** an updated Privacy Notice for Staff, Councillors and Role Holders
 - vii) to **ADOPT** an updated Personal Data Audit Questionnaire
 - viii) to **ADOPT** an updated Information Security Incident Policy
- 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 **NEXT MEETING:** to **CONFIRM** the date and time of the next Parish Council meeting, 14th January 2026
- 13 **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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