

Burstall Parish Council

Minutes of the Parish Council Meeting 21st May 2018 - after APM

01.18 Election of Chairman/Vice Chairman: Barry Gasper was proposed as Chairman by Andrew Cooper and seconded by Mary Smith with all in favour. Andrew Cooper was proposed by Mary Smith as Vice Chairman and this was seconded by Simon Girling with all in favour.

02.18 Present: Barry Gasper (chair), Nick Fiske, Andrew Cooper, Simon Girling, Mary Smith, Keith and Lesley Raby, Ann Burchnall & County District Cllr Nick Ridley

03.18. Apologies. Andrew Kerrison, Nick Fiske, Joan Eagle & Councillor Christopher Hudson

04.18 To approve Minutes of Parish Council Meeting 19th March 2018.

These had been circulated to all parish councillors and were proposed as a true record by Andrew Cooper seconded by Keith Raby and signed by Barry Gasper

05.18. Matters Arising from these minutes:

To note that all the parish councillors have now completed the register of interest forms
Road closures -this was to be an agenda item - the road closure is due to go on until October as they are replacing the water mains and they are trying to keep the road open at weekends. The road closure signs have improved recently giving more information. There will be a road closure in June due to BT Fibre connection which should then be available to residents around the 13th July. Remembrance commemorations update was received and the Royal Hospital School have been invited to play the last post.

06.18. Declaration of Interest of any item on the agenda:

No declarations were made

07.18. Appointment of Officers:

The following appointments were proposed by Andrew Cooper and seconded by Lesley Raby.

SALC Representative - Simon Girling
Footpath Officer - Ann Burchnall
Red Kiosk Monitor - Lesley Raby
Road Safety Officer - Joan Eagle
Public Transport - Keith Raby
Tree Warden - Ann Burchnall
Emergency Planning Officer - Andrew Kerrison
Village Hall Liaison - Keith Raby/Andrew Cooper
PCC Liaison - Nick Fiske
BAPTC Representative - Ann Burchnall
Litter - Mary Smith
Website - Jo Brown
Planning - Lesley Raby, Barry Gasper, Andrew Cooper, Rupert Catlin, Mary Smith

Note - to add Andrew Kerrison details as Emergency Planning Officer to newsletter next year

08.18. Items raised at APM:

No items were raised

9.18. Reports from County & District Councillors:

County - Cllr Christopher Hudson was unfortunately not at the meeting but had forwarded a monthly report to councillors which had been circulated via email.

District council - Nick Ridley reported the Babergh District Council Annual Meeting will be tomorrow and there will be a new chairman

10.18. Reports from Parish Councillors:

There were no reports

11.18. Planning:

Clerk to circulate the planning applications via email this evening for each to review and email their response

12.18. GDPR Update:

Jo Brown (Clerk) gave an update from SALC, there is now a tabled motion with Parliament to confirm that Parish Councils do not need to appoint a Data Protection Officer. We need to adopt a GDPR Policy which the Clerk will draft for the next meeting.

13.18. Correspondence:

Clerks and Councils Direct Magazine - to be circulated

14.18: Finance:

Accounts for payment:

The following payments were approved and cheques signed:

Cheque No	Payee	Expense	Amount
000374	Jo Brown	Clerks salary & Expenses	£241.65
000375	Burstall Village Club	Hire of Pavilion & Hall	£ 68.00
000376	Sproughton PC	Burial Ground	£ 24.00
000377	Printing for Pleasure	Newsletter printing	£ 90.00
000378	SALC	Clerk Training Course	£ 27.60
000379	CAS Insurance	Annual Insurance	£186.39
000380	SALC	Annual Subs	£135.47

Lloyds Bank mandate to change address for statements was signed and a discussion was held regarding online banking - it was decided to proceed with this and the clerk to arrange this with the bank - this was proposed by Andrew Cooper and seconded by Keith Raby - All were in favour

The council received the internal audit report from Heelis and Lodge. The clerk updated the council with the recommendations and confirmed all actions will be completed in line with the accounts. The audited accounts were approved for 2017/18 and the governance statement was signed and the clerk will complete the external audit.

15.18: Any other business/items for next agenda.

An email had been received from a parishioner regarding Burstall Hill bend and the amount of accidents at this spot. It was agreed to forward this to Cllr Christopher Hudson as we were not able to discuss this at the meeting.

The issue of a lack of Burstall village sign along the road from the A1071 Hintlesham turning was discussed. It is very difficult to get these but if somebody would like to take this on that would not be a problem.

It was agreed for the Clerk to go on a 2 day clerks training course in July and share the cost with Chattisham & Hintlesham Parish Council

Item for next Agenda - Future of the hedge on Coronation Corner

There was no other business

Confirmation of AGM 2019 - Monday 20th May

The meeting closed at 8.50pm