



**Bursledon Parish Council**  
**Annual Report**  
**2016/17**



# BURSLEDON PARISH COUNCIL

Telephone 023 8040 7535 Website: [bursledon-pc.gov.uk](http://bursledon-pc.gov.uk)  
Email: [clerk@bursledon-pc.gov.uk](mailto:clerk@bursledon-pc.gov.uk)

## Annual Report

It gives me great pleasure to present the 2016/17 Annual Report of Bursledon Parish Council,

The last year has proved to be a very difficult and challenging year because of the decision of our landlords to evict us from their premises. We eventually resolved this issue in November 2016 after being excluded from our offices for 6 months.

It is inevitable that there have been many concerns over the what and why the eviction happened.

In March 2016, the Parish Council wrote to the BDCA board of directors suggesting a way forward and suggesting how we could address all their concerns, we also asked them for information regarding their concerns and a copy of their insurance policy. We also suggested that this matter could best be resolved by independent mediation.

Unfortunately, we received no response to our communication or our requests and the decision of the BDCA was to evict the Council at the beginning of May 2016.

Having been evicted the Parish Council had no alternative to look for a legal remedy to the situation as the BDCA would not respond to our communications.

Eventually the matter was considered by the court and they recommended that both parties should seek mediation before going to court.

The Parish Councils solicitors Wellers Headley, contacted mediators and invited the BDCA to enter into mediation.

Both parties went to mediation in November and agreed the points which were contained in a legal agreement sent to the court.

1. The Parish Council agreed to carry out DBS checks against each member of staff and volunteer at the Lowford Community Library and to confirm in writing to the Lessor that has been done and retain a register of DBS checks for inspection by the Lessor's insurers and the Lessor's directors.
2. The Lessee agrees to procure a report from an independent fire officer within 28 days of the date of this agreement and to implement his recommendations as soon as is reasonably practicable.
3. And upon the parties agreeing that new user groups and activity groups shall apply for the use of the lease premises in writing and those applications shall be considered at the quarterly centre management meeting and subject to the Lessor's consent such consent not to be unreasonably withheld (and for the avoidance of doubt child safeguarding is a relevant issue)

4. The Lessor and Lessee shall adopt reciprocal reporting procedures for raising and dealing with complaints, child safeguarding and whistle blowing and the Lessee's reporting officer is the Parish Clerk and the Lessor's reporting officer shall be appointed by the Lessor and notified to the Lessee within 28 days.
5. The Lessee agrees to monitor and record in writing the number of persons attending public meetings and if necessary adjourn the meetings or reschedule the meetings to another room at the Lowford Centre in compliance with fire regulations
6. The parties agree to use their best endeavours to promote public relations for the benefit of both parties.
7. The Lessee agrees to pay outstanding service charges of £3,256.59 subject to receipt of relevant invoices and giving credit for payments made to date.
8. The Lessor agrees to provide the Lessee with particulars of the job description and responsibility of each of the Lessors member of staff.

So, the real question is how are we doing on delivering what was agreed in the terms of mediation.

The Parish Council fully supports and accepts how important it is to protect young children and vulnerable adults, and we are in the process of having all our council staff and all volunteers DBS checked.

The Parish Council and the Library have had in place since its opening both a child protection and a safeguarding policy and the Library has an appointed safeguarding officer.

However, to obtain DBS checks the Parish Council had to adopt certain policies to allow us to have these checks made. Contrary to certain speculation there are a number of hoops we must go through to have people DBS checked. However, as I said earlier we have complied with all the policies and we are now in the process of obtaining these checks for all the relevant people.

We obtained our Fire Inspection and most the issues Highlighted were the responsibility of our landlord not the Parish Council.

We have established a procedure for the vetting of local activities to take place in the library and I am pleased to say that Knit and Natter will be returning to the Library at the end of March.

We have received a grant of just under £4,000 from Councillor Keith House's county councillor's grant, this money will be used to provide new Library furniture, as well as 2 extra public computers.

We have also received a donation of two laser printers from Mr & Mrs Misselbrook, these with the extra computers will allow for the creation of a media suite within the library.

You will see that we now record all people attending meetings as part of our Fire Safety practices and we have also paid monies outstanding up to the Parish Council being evicted.

Unfortunately, we have not been able to resolve the issue of using best endeavours to promote the centre, however this is early days and with a new management team in place in the BDCA we hope that our working relationship will go from strength to strength.

On the 14th November 2016, we returned to our offices and have been working to bring our services back on line and I will talk in more details on this issue shortly.

Despite being evicted the Council continued to provide its services and although the eviction did cause us problems in delivering our cemeteries service which caused some distress to local families, we still managed to deliver a full service. Over the year, we have now converted all our cemetery records on to a cloud based software service, allowing us to operate remotely from any location. In the new year, we hope to be able to offer the option for undertakers to book funerals online.

Emergency tree works and the major landslip in the Lionheart Way Ecology Park have diverted some of our resources. We have now had the Ecology Park surveyed and we are trying to resolve some issues raised in the survey. We hope that we may be able to tender for the work and have the Ecology Park restored to full use by the end of this year.

In the current municipal year, the Council and its Planning and Highways Committee have considered 70 planning applications

During the year, we have continued to work closely with our local police officers to make our community safer, and have once again contributed to a shared parish fund to provide community support officers. I pleased to tell you that the council has now agreed to continue this funding for another two years.

Our young people are an important part of our community and on the instructions of the Parish Council has worked jointly with partners to ensure that these local services continue in the area.

During the year, we have continued undertaking quarterly inspections of areas with Eastleigh Borough Council, Housing Associations and the Police. We have started in the Pilands Wood Estate and are hoping to expand these inspections to other areas of the village.

As the year goes forward we are intending to launch a new website and will look at better ways to communicate with our residents.

We are also committed too, and looking forward to working in partnership with the new BDCA board of directors to maximise the use of the Lowford centre for the benefit of wider community, including working to install a new CCTV system within the centre.

I would like to finish by thanking our Clerk Roland Potter, Administrator Jayne Lennon as well as the rest of the Bursledon Parish Council staff team, for there continued hard work and commitment to the council and its members over the past year., The library volunteers, Ron Nichols and Dave Thomson our allotment wardens, Nick Bernier our Tree Warden and Margret Lord who sadly passed away who had been our other tree warden for many years



Cllr Mark McCormick,  
Chair, Bursledon Parish Council

## Annual Report Finance

It gives me great pleasure to present the finance report for Bursledon Parish Council for 2016/17.

The Finance and Administration Committee oversees the finances of the Council, Risk Management and Personnel and staffing issues. All of which inform the Councils financial management.

I am pleased to report that once again the Council has managed its finances to bring its budget in as predicted

The main unique expenditure for this year has been the cost of fighting legal action to regain access to our leased premises and the cost of operating outside of our premises.

The breakdown of the costs is set out below:

Storage: £985

Hall Hire: £838

BDCA Legal Fees: £1500

Parish Council Legal fees: 12,470

Mediation fees: £750

We are thankful to our staff who worked remotely from their homes at their own cost during this six-month period.

This year the Council has given grants to date of:

Bursledon Regatta	£250
Bursledon Sharks	£250
Bursledon Lunch Club	£250
Pilands Wood & St Peters Fete	£250
Park Sport	£333
HYPE	£10,000
Hampshire Police	£7,250
Bursledon Windmill	<u>£2,672</u>
	<u>£21,255</u>

### 2017/18

In January 2017, the Council calculated its budget for 2017/18

In line with all businesses the Parish Council have been required to provide their staff with a pension scheme, this has resulted in additional wages cost for all staff who choose to enroll in the scheme, this has created an additional cost of £7,250.

The Parish Council is only funded from Bursledon residents and does not receive any grants from central government or any contribution from business rates.

This means that the Council precept in 2017/18 will increase by 30p per month based on an average Band D Household

**Bursledon Parish Council  
Draft Budget Book 2017/18**

**Administration**

**Income**

<b>Cost Code</b>	<b>Account Details</b>	<b>Actual 2015/16</b>	<b>Budget 2016/17</b>	<b>Actual @ 29/12/16</b>	<b>Expected @31/03/17</b>	<b>Budget 2017/18</b>
100	Precept	113,907	121,970	121,970	121,970	131,865
101	EBC Support Grant	13,856	13,008	13,696	13,696	11,975
105	Office Services	25	100	0	0	100
110	Interest	591	200	77	200	200
		<b>128,379</b>	<b>135,278</b>	<b>135,743</b>	<b>135,866</b>	<b>144,140</b>

**Expenditure**

201	Community Centre Rent	2,000	2,000	0	2,000	2,000
202	Service Charges					
202/1	Management Fees	1,890	1,500	0	1,500	1,512
202/2	Insurance	549	500	0	500	455
202/3	Gas	1,129	800	0	800	500
202/4	Electricity	1,591	930	0	1,000	1,330
202/5	Water	19	20	0	100	100
	Total Service Charges	5,178	3,750	0	3,900	3,897
205	Property Maintenance	25	200	0	0	200
220	Office Costs	417	250	0	250	400
221	Postage	0	250	13	50	250
222	Telephone	471	650	433	550	650
223	Printing & Stationery	556	300	311	425	600
224	Photocopier hire charges	783	1,000	600	1,200	1,800
225	Broadband/Website	256	450	248	450	1,550
226	Equipment Maintenance & software	1,314	1,250	1,660	1,700	1,700
240	Subscriptions & publications	1,575	1,410	1,008	1,350	1,500
250	General Insurance	2,392	2,500	2,270	2,270	2,500
260	Library Costs	3	200	0	200	200
270	Legal Fees	0	3,000	0	0	3,000
270/1	Legal Fees BDCA	2,325	0	0	0	0
270/2	Transfer of assets	0	0	0	0	0
271	BDCA Costs	0	0	16,543	16,543	0
275	Accountancy Fees	1,249	250	250	250	250
276	Audit Fees					
276/1	External Audit Fees	480	500	0	500	500
276/2	Internal Audit Fees	320	400	0	400	200
280	Bank Charges	0	100	0	100	100

290	Office Salaries	37,494	30,000	25,758	33,500	35,550
291	Office Staff Training	130	1,000	100	500	1,000
292	Staff Travel	0	500	182	225	500
293	Staff Recruitment	0	100	0	100	100
	<b>Total Administration costs</b>	<b>56,968</b>	<b>50,060</b>	<b>49,376</b>	<b>66,463</b>	<b>58,447</b>

### Civic

#### Expenditure

Cost Code	Account Details	Actual 2015/16	Budgeted 2016/17	Actual @ 29/12/16	Expected @31/03/17	Budget 2017/18
300	Newsletter	0	600	0	0	600
305	Chairman's Allowance	0	100	77	100	100
306	Councillor Expenses	197	550	0	500	550
310	Room Hire	0	500	0	0	500
315	Election Costs	2,468	1,500	0	1,500	0
	<b>Total Grants</b>	<b>2,665</b>	<b>3,250</b>	<b>77</b>	<b>2,100</b>	<b>1,750</b>

### Grants

#### Expenditure

Cost Code	Account Details	Actual 2015/16	Budgeted 2016/17	Actual @ 29/12/16	Expected @31/03/17	Budget 2017/18
350/1	Small Grants	1,100	1,800	626	1,200	1,800
350/2	Pilands Wood Community Centre	300	250	0	250	250
350/3	Bursledon Regatta	250	250	250	250	250
350/4	Hants Police (PCSO)	7,250	7,000	0	7,250	7,250
350/5	Bursledon Windmill	2,672	2,762	0	2,672	2,672
350/6	HCC Youth Services	10,000	10,000	0	10,000	10,000
350/8	Parksport	333	500	333	333	333
	<b>Total Grants</b>	<b>21,905</b>	<b>22,562</b>	<b>1,209</b>	<b>21,955</b>	<b>22,555</b>

### Capital Expenditure

Cost Code	Account Details	Actual 2015/16	Budgeted 2016/17	Actual @ 29/12/16	Expected @31/03/17	Budget 2017/18
500/1	<b>Replacement Grounds Equipment</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>

## Cemetery

### Cemetery Income

Cost Code	Account Details	Actual 2015/16	Budgeted 2016/17	Actual @ 29/12/16	Expected @31/03/17	Budget 2017/18
125/1	Burial Fees	4,127	2,000	2,700	4,500	4,120
125/2	Donations	200	0	0	0	0
	<b>Total cemetery Income</b>	<b>4,327</b>	<b>2,000</b>	<b>2,700</b>	<b>4,500</b>	<b>4,120</b>

<b>Cemetery Expenditure</b>						
420	Water Rates	33	75	21	75	75
421	Grounds Maintenance	160	200	0	200	200
422	Subscriptions	90	90	90	90	90
	<b>Total Cemetery Expenditure</b>	<b>283</b>	<b>365</b>	<b>111</b>	<b>365</b>	<b>365</b>

## Allotments

### Allotment Income

Cost Code	Account Details	Actual 2015/16	Budgeted 2016/17	Actual @ 29/12/16	Expected @31/03/17	Budget 2017/18
120	Allotment Rents	964	1,046	898	1,046	1,077
	<b>Total Allotment Income</b>	<b>964</b>	<b>1,046</b>	<b>898</b>	<b>1,046</b>	<b>1,077</b>

## Allotments

<b>Allotment Expenditure</b>						
400	Water Rates	240	310	128	250	310
402	Grounds Maintenance	0	500	25	225	500
	<b>Total Allotment Expenditure</b>	<b>240</b>	<b>810</b>	<b>153</b>	<b>475</b>	<b>810</b>

## Grounds

### Grounds Income

Cost Code	Account Details	Actual 2015/16	Budgeted 2016/17	Actual @ 29/12/16	Expected @31/03/17	Budget 2017/18
130/1	Tennis Courts	75	150	85	120	124
130/2	Cricket Pitch Hire	0	250	189	200	206
130/3	Football Pitch Fees	1,221	820	625	900	927
130/5	Insurance	4,950	0	0	0	0
130/8	Wayleaves	18	18	0	18	18
	<b>Total Grounds Income</b>	<b>6,264</b>	<b>1,238</b>	<b>899</b>	<b>1,238</b>	<b>1,275</b>



## Grounds

### Grounds Expenditure

Cost Code	Account Details	Actual 2015/16	Budgeted 2016/17	Actual @ 29/12/16	Expected @31/03/17	Budget 2017/18
450	Grounds Maintenance	2,509	6,610	3,238	6,610	6,350
451	Vandalism provision	4,781	1,900	215	215	1,000
452/1	Refuse Collection	339	260	76	150	260
452/3	Dog Waste Collection	140	150	52	85	150
	Tree Maintenance	4,717	2,000	580	2,100	2,000
455	Pavilion Costs					
455/1	Property Maintenance	177	500	543	550	500
455/2	Water Rates	41	130	0	100	130
455/3	Electricity	180	310	156	250	310
455/5	CCTV/Alarm	82	300	82	300	300
460	Equipment Costs					
460/1	Maintenance	3,386	3,050	2,059	2,750	3,050
460/2	Mower Fuel etc.	3,861	550	278	425	550
460/3	Vehicle Fuel & Maintenance	546	1,225	859	1,100	1,225
460/4	Vehicle Insurance	1,089	1,200	1,265	1,265	1,300
470	Staff Costs	21,623	31,000	19,215	26,000	36,000
471	Staff Training	1,602	1,500	0	0	1,500
472/1	Protective Clothing	0	200	72	120	200
472/2	Staff Travel	0	20	0	0	20
472/3	Staff costs	0	250	0	0	250
472/4	Health & safety	0	250	0	110	250
472/5	Telephone	0	240	0	45	240
472/6	Tree warden membership	100	100	100	100	100
480/1	Signage	0	0	0	0	0
480/2	Bins & benches	0	1,000	0	0	1,000
480/3	Drainage	0	0	0	2,750	0
	Ecology Park costs					0
	<b>Total Grounds Expenditure</b>	<b>45,173</b>	<b>52,745</b>	<b>28,790</b>	<b>45,025</b>	<b>56,685</b>

### Budget Summary

Account Details	Actual 2015/16	Budgeted 2016/17	Actual @ 29/12/16	Expected @31/03/17	Budget 2017/18
Administration	128,379	135,278	135,743	135,866	144,140
Cemetery Income	4,127	2,000	2,700	4,500	4,120
Allotment Income	964	1,046	898	1,046	1,077
Grounds Income	6,264	1,238	899	1,238	1,275
<b>Total Income</b>	<b>139,734</b>	<b>139,562</b>	<b>140,240</b>	<b>142,650</b>	<b>150,612</b>

Account Details	Actual 2015/16	Budgeted 2016/17	Actual @ 29/12/16	Expected @31/03/17	Budget 2017/18
Administration Expenditure	56,968	50,060	49,376	66,463	58,447
Civic Expenditure	2,665	3,250	77	2,100	1,750
Grants	21,905	22,562	1,209	21,955	22,555
Capital Expenditure	0	10,000	0	10,000	10,000
Cemetery Expenditure	283	365	111	365	365
Allotment Expenditure	240	810	153	475	810
Grounds Expenditure	45,173	52,745	28,790	45,025	56,685
Total Expenditure	127,234	139,792	79,716	146,383	150,612
<b>Budget variation</b>	<b>12,500</b>	<b>-230</b>	<b>60,524</b>	<b>-3,733</b>	<b>0</b>

### Reserves Summary

<b>Anticipated Reserves @31/03/17</b>	
Opening Reserves @01/04/16	104,953
Add Expected Income	142,650
less Expected Expenditure	146,383
<b>Forecasted Reserves @ 31/3/17</b>	<b>101,220</b>

<b>Earmarked Reserves @31/03/17</b>	
Community Centre	4,491
Long lane Rec Car park	3,235
Elections	4,825
Equipment	10,000
Total ear marked Reserves @31/03/17	22,551
General Reserve @31/03/17	78,669
<b>Forecast Total Reserves</b>	<b>101,220</b>

<b>Forecast Reserves @31/03/18</b>	
Anticipated Reserve @31/03/18	
Total Reserves	101,220
Add Expected Income ye 31/03/18	150,612
less Expected Expenditure	150,612
<b>Forecast Reserves @31/03/18</b>	101,220

<b>Precept Calculation 2017/18</b>						
<b>2016/17 Tax</b>	<b>Tax base</b>	<b>Base Precept</b>	<b>% increase</b>	<b>extra cost per Band D</b>	<b>Band D Tax</b>	<b>Total Precept</b>
58.28	2,132.52	124,283	6.10	3.56	61.84	131,864.54