



## **BURSLEDON PARISH COUNCIL**

The Lowford Centre, Portsmouth  
Road, Bursledon, Southampton,  
Hampshire, SO31 8EF

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To All members of the Council  
Councillor S Holes (Chair)  
Councillor M Garrett (Vice-Chair)  
Councillor T Craig  
Councillor G Gill  
Councillor K House  
Councillor M Penn  
Councillor J Rich  
Councillor K Whitlock

Dear Councillor

### **Full Council Wednesday 25 May 2021**

You are hereby summoned to attend the meeting of the Full Council of  
Bursledon Parish Council to be held on:

Date: **Wednesday 25 May 2021** Time: **7.00 pm**

Place: Bursledon Parish Council

Yours Sincerely

*R Potter*

**Roland Potter**

**Parish Clerk**

For more information, please contact the Parish Council Office: 02380407535

Or email: [clerk@bursledon-pc.gov.uk](mailto:clerk@bursledon-pc.gov.uk)

Visit: [www.bursledon-pc.gov.uk](http://www.bursledon-pc.gov.uk)

# **Bursledon Parish Council**

## **Agenda Annual Full Council**

**Wednesday 25 May 2021 at 7pm**

**1. Election of Chair of the Council**

To elect the Chair of the Council for the year 2022/23

**2. Election of Vice-Chair of the Council**

To elect the Vice-Chair of the Council for the year 2022/23

**3. Apologies for Absence**

To receive and consider apologies for absence.

**4. Declarations of Interest**

To receive from members, in respect of any items included on the agenda for this meeting, disclosures of any personal or pecuniary interest in line with the Parish Councils Code of Conduct and gifts and hospitality in line with government legislation.

Borough & County Councillors on the Council will make their comments and decisions based upon information available at the time of this meeting. It is accepted that Borough & County Councillors may come to different decisions in the light or more information being made at Boroughor County Council Planning Meetings.

**5. Minutes of Previous Meetings.**

To receive and approve the minutes of the Council meeting held on Wednesday 30 March 2022 as a correct record of the meeting.

**6. Questions from the Public**

The Chair will invite members of the public who have registered to speak or ask any questions on any Local Government matter, not included on the agenda to which an answer will be given or if necessary, a written reply will follow within ten working days, or the questioner will be informed of the appropriate contact details.

The Chair will invite members of the public who have registered to indicate which item on the agenda if any, they would like to speak.

## 7. **Review of delegation arrangements**

- To confirm the Scheme of delegation to the Parish Clerk. (Attached)

## 8. **Appoint councillors to committees and working groups.**

To appoint councillors to the:

- Planning and Highways Working Group.
- Finance Working Group
- Outside Working Group
- Staffing Committee
- Library Working Group

## 9. **Review of Standing Orders and Financial regulations**

To review and adopt the Councils:

- Standing Orders
- Financial regulations

## 10. **Appointment to Outside Organisations**

To agree representative to outside organisations. (Attached)

## 11. **Calendar of Meetings**

To ratify the calendar of meetings for 2022/23.

## 12. **Planning Applications**

**[H/22/92852](#) - Belle Maison, The Common, Bursledon, Southampton, SO31 8LH**

Description: Erect dormer window to rear

**[H/22/92812](#) - Maidenstone Heath, Blundell Lane, Bursledon, Southampton, SO31 1AA**

Description: Demolition of existing dilapidated garage and replacement with timber framed and tiled roof structure

**[H/22/92887](#) - Skylark, Salterns Lane, Bursledon, Southampton, SO31 8DH**

Description: Alterations to detached garage to provide storage at first floor.

## 13. **Internal Audit Reports**

To receive and note the internal Audit reports.

#### **14. Annual Governance Statement**

To approve the annual governance statement for the year ended 31 March 2022.

#### **15. Annual Accounts and AGAR 2021/22**

To approve the annual accounts and the AGAR for the year ended 31 March 2021.

#### **16. Annual Accounts Notice**

To approve the notice of public access for the accounts for the year ended 31 March 2022.

#### **17. Finance**

- To review Council subscriptions for 2022/23.
- To approve the list of direct debits and Standing orders for 2022/23. (Attached)
- To note the schedule of payments for 20 April 2022. (Attached)
- To note the schedule of payments for 20 May 2022. (Attached)
- To note the cash book reconciliation on 31<sup>st</sup> March and 30 April 2022. (Attached)
- To note the budget report on 30 April 2022.

#### **18. Hungerford Nature Reserve Drainage Works**

To consider a project for the improvements of drainage works in the nature reserve.

To approve funding from reserves for the project.

#### **19. Project Management for Major projects**

To consider a proposal from Eastleigh Borough Council to provide project management support for the Councils major capital projects.

#### **20. Parish Clerks Management Report**

To receive, consider and note the Parish Clerks Report on the management of the Councils operations.

#### **21. Close of the Meeting**