



BURSLEDON PARISH COUNCIL

The Lowford Centre, Portsmouth Road,
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To All members of the Council

Councillor J Rich (Chair)

Councillor M Garrett (Vice-Chair)

Councillor T Craig

Councillor G Gill

Councillor S Holes

Councillor K House

Councillor M Penn

Councillor J O'Sullivan

Councillor K Whitlock

23 March 2022

Dear Councillor

Full Council Wednesday 29 March 2023

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

Date: **Wednesday 29 March** Time: **7.00 pm**

Place: Bursledon Community Library

Yours Sincerely

R Potter

Roland Potter

Parish Clerk

Public Participation

Members of the public can participate in the meeting, however due to room capacity considerations, if the number of people attending exceed the occupation limit, the meeting will be adjourned to another room or date. To comply with Health & Safety requirements all people who are attending this meeting are asked to register their attendance at the meeting in the attendance register which will be available at the meeting.

Bursledon Parish Council

Agenda Full Council

Wednesday 29 March 2023 at 7pm

1. Apologies for Absence

To receive and consider apologies for absence.

2. 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.

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

3. Minutes of Previous Meetings.

To receive and approve the minutes of the Council meeting held on Wednesday 25 January 2023 as a correct record of the meeting.

4. 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. An answer will be provided, or a written reply will follow within ten working days.

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

5. Chair's Communications

To receive any communications from Councillor Jane Rich the Chair of Bursledon Parish Council

6. Planning Applications

74 Devonshire Gardens, Bursledon, Southampton, SO31 8HE - [H/23/94577](#)

Description: Retention of single storey rear extension

Tanera, Church Lane, Bursledon, Southampton, SO31 8AB - [H/23/94758](#)

Description: Retention of single storey rear extension

The Wellies, Hungerford, Bursledon, Southampton, SO31 8DF - [H/23/94771](#)

Description: Construction of front porch and rear single storey extension to existing bungalow

7 Vosper Lane, Bursledon, Southampton, SO31 8NS - [H/23/94648](#)

Description: Retention of erecting a veranda

St Lucia, Salterns Lane, Bursledon, Southampton, SO31 8DH - [H/23/94811](#)

Description: Removal of existing porch in order to construct carport and alteration to fenestration

7. Internal Auditors Report

To receive and note the Internal Auditors Interim Report for the period November 2022 to February 2023.

8. Financial Risk Assessment Update

To receive an update on the Councils Financial Risk Assessment to 31 March 2023.
To note and adopt any measures to address any risks identified in the Assessment Update.

9. Staffing – New Contract of Employment

To note and approve the introduction of a new model contract of employment for staff from 1 April 2023.

10. Staff Sickness & Absence Policy

To consider the adoption of a formalised policy for the management of sickness and absence referenced in the new contract of employment.

11. Code of Conduct for Staff

To consider the adoption of a code of conduct for staff referenced in the new contract of employment.

12. Lone Working Policy

To consider the adoption of an updated Lone Working Policy for staff referenced in the new contract of employment.

To note actions taken to address staff concerns aggressive customers and threats of criminal behaviour.

To approve additional measures for enhancing the safety of staff because of aggressive behaviour and intimidation.

13. Equality & Diversity Policy

To consider the adoption of an Equality and Diversity Strategy referenced in the new contract of employment.

14. Project Management Updates

To receive and note an update on all Council projects.

15. Asset Register

To receive and note the Councils Asset Register on 31 March 2023.

16. Clerks Annual Report

To receive the Parish Clerks Annual Report

17. Finance Reports

To receive and note the schedule of bank payments for 20th February and 20 March 2023.

To receive the Councils Draft budget Comparison Report on 31 March 2023.

To agree to roll over funding for tree works totalling £8000 which has not been d in 2022/23 to ear marked reserves for the work to be completed in 2023-24

18. Working Group Notes

To receive the notes of the Planning and Highways Working Group.

- 11 February 2023.
- 22 February 2023.
- 8 March 2023.

19. Close of the Meeting