



## **BURSLEDON PARISH COUNCIL**

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

023 8040 7535

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

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

To All members of the Council

Councillor M Penn (Chair)

Councillor M Garrett (Vice-Chair)

Councillor V Figueira

Councillor G Gill

Councillor S Holes

Councillor K House

Councillor J Rich

Councillor J O'Sullivan

Councillor K Whitlock

24 January 2024

Dear Councillor

### **Full Council Wednesday 28 February 2024**

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

Date: **Wednesday 28 February 2024** 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 28 February 2024 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. It is accepted 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 31 January 2024 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.

**Please note that as per the Councils Standing Order the maximum amount of time for this agenda item is 15 minutes and the maximum time per individual is three minutes.**

**5. Chair's Communications**

To receive any communications from Councillor Marion Penn the Chair of Bursledon Parish Council

**6. Appointment of Councillor to the Staffing Committee**

To appoint an additional councillor to the Staffing committee.

## **7. Council Capital Programme**

To note the Councils Capital Programme for 2024/25.

To agree the priority and funding of the 2024/25 projects.

To note the Councils long term Capital programme 2024/2040.

To consider and note the financial implications of the long-term capital programme.

## **8. Finance Reports**

- To receive and note the schedule of bank payments on 20<sup>th</sup> February 2024.
- To receive and note the budget report on 31<sup>st</sup> January 2024.

## **9. Working Group Notes**

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

- 14 February 2024

## **10. To exclude the press and public and to consider exempt business**

Under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) "that as publicity would be prejudicial to the public interest because of the Confidential nature of the business about to be transacted at Agenda Items 19 regarding the contractual sensitivity and personal nature it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting, and they are herewith instructed to withdraw."

## **11. Staffing**

Further to the approval of the new staffing structure and the reallocation duties at the Council meeting on 31 January 2024.

- To confirm the appointment of the Parish Clerk from 1 April 2024.
- To confirm the allocation of the role of Responsible Financial Officer to the Councils Finance officer (section 151 LGA 1972) from 1 April 2024 and the allocation of the functions of the deputy clerk to this role.
- To agree the authority for the administration of the cemetery function to Council Officers.
- To note the appointment of Ground Staff Co-ordinator within the current staffing structure.
- To note the process for the recruitment of a replacement administrator to the Council.

## **12. Close of the Meeting**