



BURSLEDON PARISH COUNCIL

The Lowford Centre, Portsmouth Road,
Bursledon, Southampton, Hampshire, SO31
8EF
023 8040 7535
www.bursledon-pc.gov.uk
clerk@bursledon-pc.gov.uk

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 28 October 2020

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

Date: Wednesday 28 October 2020
Time: 7.00 pm
Place: Virtual Meeting – Microsoft Teams

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

Visit: www.bursledon-pc.gov.uk

PUBLIC PARTICIPATION SCHEME

Members of the public are invited to address the committee on all items presented at a committee meeting. Public speaking on these items will take place while the item is considered.

Due to the current restrictions on public meetings and social distancing. Council and committee meetings will be held on-line. If you wish to take part in this meeting please see the instructions below:

HOW TO TAKE PART IN A MEETING

If you wish to speak at a meeting or ask a question, you should submit a request by email to the clerk@bursledon-pc.gov.uk including you email address up to one hour before the meeting. You will then receive an invite from the Council to take part in the on-line meeting.

Or

5 to 10 minutes before the start time please click “Join Microsoft Teams Meeting” below using either a computer, tablet, or smartphone.

[Join Microsoft Teams Meeting](#)

If prompted, we recommend that you install the Teams app rather than using the functional but inferior web version.

Then join the audio as follows:

- Smart phone: no further action is required
- Computer & tablet: either use a headset (recommended) or the built-in microphone and speaker
- Phone:
 - (1) mute microphone by clicking “Microphone” button on Microsoft Team window
 - (2) mute speaker on computer/ tablet
 - (3) dial 023 8212 8725 and the conference ID 661 993 220#

You can skip the “Join” stage and simply dial 023 8212 8725 and the conference ID 661 993 220# but you will not be able to see what is displayed during the meeting

SUPPORTING PAPERS

If you need this information in a different format, such as large print, please contact the Parish Council Office

Alternatively all documents associated with this agenda can be accessed through the Council's website on www.bursledon-pc.gov.uk

Bursledon Parish Council

Agenda Full Council

Wednesday 28 October 2020 at 7pm (Virtual Meeting)

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.

3. Declarations of Interest for District & County Councillors

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.

4. Minutes of Previous Meetings.

To receive and approve the [attached minutes](#) of the Council meeting held on Wednesday 30 September 2020 as a correct record of the meeting.

5. 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 10 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.

6. Chair's Communications

To receive any communications from Councillor Steve Holes the Chair of Bursledon Parish Council

7. Report on the Options for the future of the Bursledon Community Library

To note and consider a report on:

- the status of Bursledon Community Library
- the possible options for the future of the library
- the funding of the options identified in the report.

8. Planning Applications received from Eastleigh Borough Council within the Parish or on its boundary.

Application No: [F/20/88684](#)

Site Address: WILLOW HOUSE, BRIDGE ROAD, BURSLEDON, SOUTHAMPTON, SO31 8AH

Description: Erection of 1no. three-bedroom detached dwelling with cycle and bin store following demolition of existing double garage; erection of carport to existing dwelling.

9. Human Resources Support and Job Evaluation

To consider a recommendation of the Staffing Working Group to engage South East Employers to:

- Undertake a job evaluation of the Councils staffing structure and jobs.
- To review and develop a standard contract of employment.
- To review the current employment policies.

10. Finance Reports

To note the schedule of payments for 20th October 2020.

To note the cash book summary on 30th September 2020.

To note the budget comparison report on 30th September 2020.

11. Close of the Meeting

Bursledon Parish Council

Minutes of the Full Council Meeting

Minutes of the virtual meeting of Bursledon Parish Council held on Wednesday 30 September 2020 at 7pm in the Bursledon Parish Council Virtual Office.

Members of the Full Council in attendance: Councillors S Holes (Chair), M Garrett (Vice -Chair), T Craig, G Gill, M Penn, and K Whitlock

Officers of the Council Present: Roland Potter (Parish Clerk), Jayne Lennon (Administrator)

FC/20/179 Apologies for Absence

Apologies for absence were received from Councillors K House and J Rich.

19.01 Cllr Whitlock joined the meeting

FC/20/180 Declarations of Interest

There were no declarations of interest.

FC/20/181 Minutes of the Full Council held on Wednesday 22 July 2020.

The minutes of the Full Council held on Wednesday 22 July 2020 were received and accepted as a correct record and will be signed by the Chair of the committee on our return to Parish Office.

FC/20/182 Questions from the Public

No members of the public had requested to join the online meeting or submitted questions by email to the Parish Council prior to the meeting.

FC/20/183 Chair's Communications

Councillor Holes informed the meeting that as a result of a number of complaints, that as of this evening Wednesday 30 September 2020 additional signage will be in place at Windhover roundabout warning of a low bridge on the A27 Bridge Road and that larger vehicles should follow the diversion signage via Botley and Burridge.

FC/20/184 Appointment of Councillors to Committees.

Council ratified the appointment of Councillors G Gill and K Whitlock as members of the Planning and Highways Committee and appointed them to the Finance Working Group and the Outside Working Group.

Planning Applications received from Eastleigh Borough Council within the Parish or on its boundary.

FC/20/185 Application No: [H/20/88441](#)

Site Address: 41 WARWICK WAY, BURSLEDON, SOUTHAMPTON, SO31 8NE

Description: Loft conversion to provide second floor living accommodation with front and rear dormers, realignment of boundary wall.

RESOLVED: TO OBJECT on the following grounds.

- Overdevelopment of the site.
- The proposed dormers are overbearing being at the same height as the roof and create a bulky profile when viewed from the side of the property.
- Detrimental impact on the street scene.
- The repositioning of the garden wall to the edge of the pavement will create areas of darkness and shade detrimental to community safety
- A full height garden wall in the proposed new position is unacceptable as site lines will be diminished and raises safety concerns not only for vehicles entering and leaving the road but also pedestrians using the pavement.

FC/20/186 Application No: [H/20/88448](#)

Site Address: 2 WHEELERS MEADOW, BURSLEDON, SOUTHAMPTON, SO31 8JQ

Description: Part conversion of detached garage to provide ground and first floor living accommodation including a single storey rear extension.

RESOLVED: TO OBJECT on the following grounds.

- Overdevelopment of the site
- Contravention of EBC guidelines on parking provision for a property of the proposed size.
- Displacement of vehicle parking on to the road.

However, if Officers are minded to approve the application, the Council would ask that the following restrictions be considered.

- No subdivision of the plot.
- No commercial use.
- No separate residential use.
- Restrict to the incidental enjoyment of the main dwelling.

FC/20/187 Application No: [H/20/88519](#)

Site Address: ELM DALE COTTAGE, HIGH STREET, BURSLEDON, SOUTHAMPTON, SO31 8DL

Description: Single storey rear extension

RESOLVED: TO OBJECT

The Council support the Conservation Officers views regarding this application and would ask if Officers are minded to approve that this application that it be referred to the Local Area Committee for consideration and decision. The new application does not appear to address any of the concerns raised by Council in relation to the original application namely:

- The proposed extension exceeds the limit for extending property in Old Bursledon Conservation Area.
- The proposed extension design and materials do not preserve or enhance this part of the Old Bursledon Conservation Area.
- This dwelling is located on a triangular piece of land at a roads junction with no footway and is viewable from all sides by pedestrian traffic using the Strawberry Trail on High Street and Station Hill. The dwelling is also adjacent to three listed dwellings.

FC/20/188 Application No: [H/20/88581](#)

Site Address: Charmony Cottage, Lowford Hill, Southampton, SO31 8ER

Description: Single storey side extension with terrace and dormer extensions to existing north elevation.

RESOLVED: DO NOT OBJECT, however, Council do have concerns regarding the possible overdevelopment of this site.

FC/20/189 Improvements to the pavilion at Long Lane Recreation

Ground

Eastleigh Borough Council have confirmed that planning permission is not required for the new storage container or fencing but the installation of the fencing must meet current building regulations.

RESOLVED:

- To purchase a storage container at a cost of £1500.00
- To erect security fencing to the rear of the pavilion.
- That the Clerk will report back to Council on the cost of the security fencing once the quote has been received from Eastleigh Borough Council small works department.

FC/20/190 Finance Reports

The Council received and noted the following Finance reports:

- The schedule of payments for 20 August and 18 September 2020
- The budget comparison report on 31 August 2020.
- The cash Book summary on 31 August 2020

RESOLVED

- The schedule of payments totalling £19,421.93 were approved.

20:15

Cllr Craig left the virtual meeting.

FC/20/191 Clerks Report

The Clerk updated Council on work going on within the Parish these included

The installation of a new gate and height barrier at Great Down Park following damage caused by a vehicle reversing into it which would be funded from capital reserves.

Anti-social behaviour being experienced currently in the Piland's Wood area such as the removal of the bolts from the play equipment and the fire in the Woodlands Way play which has damaged the new roundabout only installed last year.

FC/20/192 The meeting closed at: 20.23

Report on options for the transfer of the Community Library to Bursledon Parish Council

Agenda Item 7

Report of the Roland Potter (Parish Clerk)

19th October 2020.

1. Introduction

Purpose of Report

This report sets out a brief background regarding the current position of the Lowford Community Library because of recent budget decisions by Hampshire County Council (HCC).

The report sets out possible options for the future operation of the library, however, it is important to be aware that this is not a proposal to provide an equivalent service to that provided by HCC.

The Council are required to consider if it wishes to continue to provide a community library, and if so, what the service will look like, how the service will be delivered and how it will be funded.

Background

Bursledon Parish Council had an agreement with (HCC) to work together to provide a Community Library at the Lowford Community Centre. HCC decided to cancel this agreement.

The Council provide support for the community library through a team of 35 volunteers.

The Council funds the cost of room hire and services for the community library space and the Council manages this space and the volunteers.

HCC have decided to withdraw all support from community managed Libraries from 1 January 2021 as part of its budget saving.

Based on HCC's estimated costs of running the Council offered to purchase the library service at a cost of £8,500 excluding the support of a buddy library from the HCC. HCC refused to provide the service.

HCC have offered to transfer the community library and the book stock together with a one-off grant up to £10K to take over the library.

The community library being transferred will only have a book stock, it will not provide any of the library services provided by HCC including reserving books,

paying fines on line computer – the impact will be the creation of a book exchange.

HCC have offered continuing access to a limited group membership scheme. This gives volunteers a continuing role in supporting those who cannot travel to the nearest HCC library. The implications of running this in tandem with an independent library would need to be carefully considered.

2. Legal and Policy Implications

The Council should note the following:

- The Council does not have a duty to provide a library service.
- The negative impact on the Council's future funding for all services.
- It is clear that there is a continuing public desire to maintain the library through HCC's consultation opposing closures.
- It would be prudent to set up the library as a charity with the Parish Council being the trustees as this may create more opportunities for other future funding.
- Office work following this project to conclusion will displace other Clerk's office work in support of services the Council are obliged to provide.
- Funding will have to be established for all aspects of a library project.
- Impact of COVID-19 over the next 6 months and onward.
- Leased premises lease and working area constraints.

3. List of Possible Options

a) Not to accept the transfer and allow the Community Library to close

The Council can choose not to take on this service and the community will have the options to use the book exchange at Pilands Wood Community Centre, the part-time HCC library service at Netley and the Mercury Community Library in Hamble.

- The Council will still have to pay for the day to day running costs of the library space.
- The library space could be used for other uses more freely subject to lease conditions.
- No additional council staff pressure or costs or increase in precept

b) To accept the transfer of the Community Library and to continue as a voluntary community book exchange with an enhanced and managed book stock.

The Council can choose to accept the transfer of the community library as a book exchange and to operate the library with the current volunteers.

Volunteers join the HCC Group Membership Scheme on behalf of residents subject to consideration of transport costs and insurance.

In addition, the Council would lease the book management software and provide a fund for the restocking of the library.

Issues:

- The Council will still have to pay for the day to day running costs of the library.
- Additional cost will include the provision of broadband and IT Support
- The Council would purchase lease a bespoke book stock management software.
- An annual budget for book stock renewal
- This will place pressure on the Parish Council staff to use more time to manage the book stock and the volunteers.
- Likely need to employ a member of staff to manage the community library and volunteers, either through increasing the precept or displacing other activity.

c) To accept the transfer of the Community Library and to operate as a stand-alone enhanced community with possible links to other community libraries.

The Council can choose to accept the transfer of the community library and to develop an enhanced model of a community library and operate the library with the current volunteers.

Volunteers join the HCC Group Membership Scheme on behalf of residents, subject to consideration of transport costs and insurance. The enhanced model could operate with links to other community libraries within Eastleigh.

The library would operate with:

- The Council paying for the day to day running costs of the library.
- Additional cost including the provision of broadband and IT support. leased book management software
- An annual budget for book stock renewal
- Employment of a member of staff to manage the community library and volunteers and to link with other community libraries, either through increasing the precept or displacing other activities

4. Financial Implications

The financial implications for the proposed models are set out in the attached schedule. The Council are requested to consider the following points.

- The Council has inadequate staffing resources to continue to operate any enhanced library model.

- Council may require more office space to support new services
- HCC are offering a start-up grant up to £10K.
- The Council should consider a business plan for the library project for between three to five years.
- Considering that the Council has other growing pressures on the budget, this project will most likely lead to a substantial increase in the precept.
- This project should not be allowed to divert funding from other services where the Council has a legal obligation.
- If the Council select option B the potential impact of providing this service alone would result in an increase in the precept of an average band D household of £1.66 (approx. 3p per week). There is no capacity of available contracted staff time making this option unworkable without significantly displacing other priorities.
- If the Council select option C the potential impact of providing this service alone would result in an increase in the precept of an average band D household in the region of £4.09 (approx. 8p per week)

5. Recommendations

- To agree the preferred option for the way forward for the community library, noting that only Options A and C can be delivered without significant displacement of existing priorities
- To note and approve the funding implications of the approved option.
- In the event of the Council selecting Option C, to authorise the Parish Clerk in liaison with the Library Working Group:
 - to enter negotiations with HCC to transfer the community library to the Parish Council.
 - to request from HCC that the transfer of the community library should be deferred until 01 April 2021.
 - to apply for a grant of £10K from HCC to support the transfer and development of the new service.
 - to enter negotiations with Bursledon and District Community Association to change the terms of the Parish Council sub-lease to allow for the change of status of the community library.
 - to enter negotiations and to develop any possible networking/ partnership opportunities including with other community libraries.
 - to enter negotiations and to purchase any services and equipment required to deliver the service.
 - to investigate and recruit a member of staff for the additional support for the community library.
 - to liaise with the library volunteer management team to involve the library volunteers in the smooth transition of the service.

- to explore the benefits of establishing a charity under the council for the library.

	Hampshire County Council Costs	No Transfer Option A	Enhanced Community Volunteer Library Option B	Enhanced Community Library Option C
Book Stock	2,729	0	2,400	2,400
HQ Cost	5,905	0	0	0
Broadband	0	0	480	480
Library software	0	0	1,044	1,044
IT Support and licences	0	0	400	400
Staff Costs- based on 10 Hours	0	0	0	6,932
Buddy Library Cost	4,744	0	0	0
Parish Council Grant	0	0	250	0
Annual Running Costs	13,378	0	4,574	11,256
HCC Comparative Cost per user(HCC users 1252)	10.69	0.00	3.65	8.99
Increase in Precept based on 2020/21 Tax base 2749.43	4.87	0.00	1.66	4.09
Percentage change per band D household for Community Library only	0.00	0.00	2.54	6.24
Parish Council Annual costs	8,000.00	6,500.00	8,000.00	6,500.00
Library Operational Costs	21,393.55	6,500.00	12,581.85	17,775.33

Bursledon Parish Council

Report on Human Resources Support and Job Evaluation Agenda Item 9

Report by Roland Potter (Parish Clerk)

20th October 2020.

1. Purpose of the Report

To consider a recommendation by the Staffing Working Group to engage South East Employers to:

- Provide model contract for use for all posts with the exception of Clerk.
- Provide a suite of key policies as a Staff Handbook.
- Undertake Job Evaluation of Grounds Staff revised profile.
- To extend the job evaluation to include current and potential additional staff.

2. List of Proposed Works

Model Contract:

To draft a model contract, with appropriate add-in's/deletions, to cover all posts within the council with the exception of the Clerk.

Staff Handbook:

To identify a key set of policies that the council should have in place for its employees.

To draft the key policies and include them in a staff handbook along with any policies currently in existence.

Any updates required to current disciplinary and grievance policies are included in this duration. Any policy in existence that the council wishes to include in the Staff Handbook but is not listed in the set of key policies to be identified in part a) of this assignment will be checked for legal and best practice compliance and this will form part of this duration.

Grounds Staff

To undertake a Job Evaluation exercise on the role profile as provide by Bursledon Parish Council. This will include comparison to other roles of equivalent value to ensure pay parity and a comparison to rates of pay for similar jobs in other organisations.

To prepare a short report on the outcome of the Job Evaluation Exercise.

3. Financial Implications

The cost of the consultancy is £2275 to £2,600 depending on the time required.
(The expected duration of the proposed work is 4 days.)

Should any support be required to apply this contract to existing staff this would be undertaken as additional work to this quote and would be charged at the appropriate hourly/daily rate.

There is no identified budget for this review in the current budget. However, there will be an underspend in the salaries budget due to staff not taking up the option for pensions and it is recommended that this underspend should be used to fund this project.

4. Legal and Policy Implications

The Council has a legal duty to ensure that all its contracts and policies comply with current legislation.

5. Recommendations

- To engage South East Employers to undertake the work identified in the report.
- To extend the job evaluation to include administration staff including any unfilled positions.
- To allocate the funding from the salaries budget to cover the cost of the work.