



BURSLEDON PARISH COUNCIL

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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 25 November 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 25 November 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.

[Click here to join the 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 714 582 651#

You can skip the “Join” stage and simply dial 023 8212 8725 and the conference ID 714 582 651# 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 25 November 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 28 October 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. **Planning Applications received from Eastleigh Borough Council within the Parish or on its boundary.**

Application No: [H/20/88784](#)

Site Address: 3 WOOLWICH CLOSE, BURSLEDON, SOUTHAMPTON, SO31 8GE

Description: Construction of two storey side and single storey rear extensions following demolition of existing conservatory.

Application No: [H/20/89041](#)

Site Address: ROSE COTTAGE, SCHOOL ROAD, BURSLEDON, SOUTHAMPTON, SO31 8BU

Description: Raising of roof in conjunction with new pitched roof, single storey rear and side extensions.

8. **Annual Audit Report**

To receive and accept the report of the external auditors on the Councils accounts for the year ended 1 March 2020.

9. **Internal Audit Report**

- To receive and note the Internal Audit Report.

10. **Financial Risk Assessment**

- To receive and accept the Councils Risk Assessment for 2020/21
- To agree the actions identified in the Councils Risk assessment.

11. **Grant Applications**

To consider a grant application from Hounds Basics- Food bank d for £500.

12. **Finance Reports**

- To note the schedule of payments for 20th November 2020.
- To note the cash book summary on 31st October 2020.
- To note the budget comparison report on 31st October 2020.

13. **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 14 regarding the contractual sensitivity 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."

14. **Enquiry regarding ownership of land**

To consider an enquiry to transfer ownership of council land.

15. Close of the Meeting