

Bursledon Parish Council

Minutes of the Full Council Meeting

Minutes of the of Bursledon Parish Council held on Wednesday 26 May 2021 at 7pm in the Bursledon Parish Council Virtual Office.

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

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

Members of the Public: 0

FC/21/001 **Election of Chair of the Council**
Cllr J Rich proposed, and Cllr M Penn seconded that Cllr S Holes should be re-elected as Chair of the Council for the year. As there were no other candidates for consideration Cllr S Holes was elected as the Chair of Bursledon Parish Council for the next year.

Cllr S Holes signed the declaration of acceptance of office.

FC/21/002 **Election of Vice-Chair of the Council**
Cllr J Rich proposed, and Cllr M Penn seconded that Cllr M Garrett should be re-elected as Vice-Chair of the Council for the year. As there were no other candidates for consideration Cllr M Garrett was elected as the Vice-Chair of Bursledon Parish Council for the next year.

Cllr S Holes signed the declaration of acceptance of office.

FC/21/003 **Apologies for Absence**
Apologies were received and accepted for Cllrs T Craig and K House.

FC/21/004 **Declarations of Interest**
Cllr M Penn declared an interest in Agenda item 10 -the appointment of councillors to outside organisations as a trustee and director of the Bursledon and District Community Association Charity.

FC/21/005 **Minutes of the Full Council held on Wednesday 24 March 2021.**
The minutes of the Full Council held on Wednesday 24 March 2021 were received and accepted as a correct record and they were signed by the Chair of the Council.

FC/21/006 **Questions from the Public**
There were no questions from the members of the public.

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Signed..... Dated.....

FC/21/007

Review of delegation arrangements

The Council received and considered a report regarding the delegation arrangements for committees and working groups and the Parish Clerks Scheme of delegation

Resolved

- **That the Planning and Highways Committee would continue, and the terms of reference were adopted. (attached)**
- **That a standing Personnel Committee would be for to replace the staffing working group and the terms of reference were adopted. (attached)**
- **That the Finance and Administration Working Group would continue to liaise with the Parish Clerk under the Parish Clerks scheme of delegation and to undertake other works as directed by the Full Council.**
- **That the the Outside Working Group to liaise with the Parish Clerk under the Parish Clerks scheme of delegation regarding outside services and to undertake other works as directed by the Full Council.**
- **That the Library Working Group to liaise with the Parish Clerk and Volunteers under the Parish Clerks scheme of delegation.**
- **That there would be a review of the Library Working Group and s would be reported back to Full Council in July.**
- **That the scheme of delegation to the Parish Clerk be renewed and would continue.**

FC/21/008

Appointment of councillors to committees and working groups.

It was **resolved** that the membership of the committees and working groups were agreed as set out below:

Planning and Highways Committee

Cllr M Garrett (Chair)

Cllr G Gill

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Cllr K House
Cllr M Penn
Cllr K Whitlock

Finance Working Group

Cllr M Penn (Chair)
Cllr K House (Vice Chair)
Cllr M Garrett
Cllr S Holes
Cllr K Whitlock

Outside Working Group

Cllr J Rich (Chair)
Cllr K Whitlock (Vice Chair)
Cllr M Garrett
Cllr G Gill
Cllr M Penn

Personnel Committee

Cllr M Garrett (Chair)
Cllr J Rich
Cllr M Penn
Cllr K Whitlock

Library Working Group

Cllr M Garrett
Cllr J Rich

Resolved:

The Councillors requested that the Parish Clerk obtain training for members from Eastleigh Borough Council.

FC/21/009

Review of Standing Orders and Financial Regulations

The Council received a report identifying amendments to Standing Orders and Financial regulations based on the 2020 recommended model for Town and Parish Councils.

Resolved

That the amended Standing Orders and Financial Regulations be adopted.

FC/21/010

Appointment to Outside Organisations

The Council considered a report on the appointment of Councillors to represent the Parish Council on Outside bodies.

Resolved

That the representatives would be:

Organisation	Councillor
Bursledon & District Community Association	M Penn
Bursledon Windmill Joint Management	M Penn
Eastleigh District Association of Parish Councils	Chair of Council
Hamble School Leisure Facility Management Committee	T Craig
Hamble River Estuary Partnership	M Garrett
Youth Projects	J Rich
River Hamble Management Committee (Observer)	M Garrett
Pilands Wood Community Association	T Craig
Pilands Wood Community Partnership	T Craig
QE2 Activity Centre	T Craig

That the role of the representative to the Bursledon District Community Association may be reviewed once the association has undertaken its own constitutional review.

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FC/21/011

Management of Meetings

The Council received and considered a report setting out proposed temporary arrangements for the management of meetings during the current Covid 19 restrictions.

Resolved

The format for Full council meetings shall be.

Councillors are required to attend meetings.

Councillors will maintain a two-metre social distance between each other.

All Councillors and the public should:

- **Where a face covering.**
- **Register on the NHS Track and Trace app when entering the room.**
- **Sanitise their hands.**

Masks may be removed to speak.

Based on the Councils risk assessment there is only space for up to four members of the public to physically attend the meeting.

Public wishing to physically attend the meeting should apply to the Parish Council.

The Council will operate Live Team Software and continues to encourage the public to attend through of this medium.

A Planning and Highways Working Group will be established consisting of five councillors using Microsoft Teams to give guidance to the Parish Clerk on responses to planning applications.

FC/21/012

Calendar of Meetings 2021/22 and Committees

The Council received and approved the calendar of meetings for 2021/22 (attached)

FC/21/013

Internal Audit Meetings

The Council received the Internal Auditors Reports on the completion of the accounts for the year ended 31 March 2021.

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Signed..... Dated.....

Resolved:

The Council noted and approved the Annual Governance Statement 2020/21.

FC/21/014 **Annual Governance Statement**

The Council received the Annual Governance Statement for 2020/21

Resolved:

The Council approved the Annual Governance Statement 2020/21, and the statement was signed by the Chair of the Council.

FC/21/015 **Annual Accounts and AGAR 2020/21**

The Council received the Annual Accounts and Annual Return for 2020/21

RESOLVED: The Council approved the Annual Accounts and Annual Return for 2020/21 and the AGAR was signed by the Chair of the Council.

FC/21/016 **Close of Meeting**

The meeting closed at 20:25

Planning & Highways Committee Terms of Reference

5 Members

Quorum: 3

Function of Planning Committee	Delegation of function
<p>Planning and Development Control To make observations on all Eastleigh Borough Council, Hampshire CC & Harbour Authority Planning Applications.</p>	Committee
Referring any Planning enforcement issue to the Borough Councils.	Parish Clerk
To comment on Tree Preservation applications or the making of Orders and Harbour Works Orders.	Parish Clerk and /or referral to committee
To make observations on key strategic Planning consultation documents e.g., Local Plan from Borough, regional or national bodies.	To recommend to Council Lesser Strategic Documents- Committee
To recommend to council opportunities for enhancements and amendments to policy relating to local planning	Committee
To recommend to Council projects and actions for additional planning policy support documentation, information, reviews, and appraisals	Committee
To make observations at the time of planning appeals and authorise witnesses on behalf of the Council.	Committee
Responding to consultations from adjoining authorities outside of Eastleigh Borough.	Committee
Making observations on applications for amendment to planning and other related consents previously granted by any authority.	Committee
Making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by Eastleigh Borough Council.	Committee
Making observations on applications and other matters under the Licencing legislation.	Committee

To comment on behalf of the Council in response to any planning consultations in relation to rights of way claims, diversions, modifications, or adoptions depending on deadlines.	Committee
Making observations on Street naming or numbering.	Committee
Making observations on highway or transportation matters.	Committee
Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside wastes.	Committee/ Parish Clerk
Making observations on any matter relating to gaming or gambling.	Committee
To Liaise with Eastleigh Borough Council on any matter relating to building control.	Committee in normal circumstances Parish Clerk in the case of an emergency.
To make observations on all planning and licensing aspects of waste applications or mineral applications	Committee
To make the Council's contributions to Neighbourhood Plans.	Committee

Terms of Reference for Personnel Committee

Membership 4

Quorum 3

Function of Committee	Delegation of Function
To recommend to Council the overall establishment/staffing structure and approval of additional posts.	None – Final approval remains with council
To agree the pay and conditions of staff	Committee
To make recommendation to Council on Personnel Policies and Employee Handbook	Committee
Appointment of Staff	<p>Recommendation to appoint Parish Clerk to be endorsed by Council.</p> <p>Selection for new Parish Clerk, to be undertaken by a Recruitment Panel, comprising of Chair, Vice Chair and one Personnel Committee Member.</p> <p>Appointment of other staff delegated to the Parish Clerk in consultation with two members of the Committee.</p> <p>Parish Clerk for casual and temporary appointment to approved positions.</p> <p>Decision on whether to fill vacant positions is delegated to Parish Clerk.</p> <p>Decision on recruitment of consultants to Committee or very specialised services is delegated to the Parish Clerk in consultation with the Chair of the Personnel Committee.</p> <p>Decision on recruitment of agency staff to the Parish Clerk.</p>
Disciplinary matters under the Council's Disciplinary Procedures	<p>Personnel Committee in the case of the Parish Clerk, with appeal to three Members of the Council who are not on the Personnel Committee.</p> <p>Dismissal of Parish Clerk to be ratified by Full Council.</p>

	For all other staff, Parish Clerk with appeal to Personnel Committee.
Determination of individual grading issues and job evaluation	Committee
Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement	Committee Administration of retirement in case of permanent ill health, after appropriate medical advice via HCC pensions
Approval of job descriptions and person specifications	Committee
Absence issues under the Council's Attendance Management Policy and Guidelines.	Parish Clerk except Committee in the case of Parish Clerk
Manage the Appeals Procedure Appeals Panel Formation	Appeals Panel To be convened as required by: The Chair of the Personnel Committee and either the Parish Clerk or the Chair or Vice Chair of the Council. The Panel will comprise of three members that have had no prior involvement with the matter under appeal.
To place staff at the disposal of other local authorities for the purpose of joint arrangements or partnership working	Parish Clerk except Committee in case of Parish Clerk.
Personal Development Plan, Performance Management and Appraisals – setting and reviewing.	Parish Clerk, except Personnel Members Panel comprising of the Chair of the Council and the Chair of the Personnel Committee in the case of Parish Clerk.
Approval of Training and Development.	Parish Clerk in accordance with Budget.
Line Management of the Parish Clerk	Hierarchy: <ul style="list-style-type: none"> • Chair of the Personnel Committee • Deputy Chair of the Personnel Committee

Assessment at the end of probationary period	Parish Clerk except Committee in the case of Parish Clerk
Issue contracts of employment	Parish Clerk except Committee in the case of Parish Clerk
Redundancy and Redeployment	Committee
Monitoring Policy in relation to employment	Committee
Approval of Officer Codes of Conduct	Council
Health and Safety	Committee for approval of Policy other than General Statement and Organisation which are reserved for Council.
Manage the Grievance Procedure	Parish Clerk except Committee in the case of Parish Clerk
Administration of other Personnel Procedures	Parish Clerk except Committee in the case of Parish Clerk
Consultation with the Trade Unions (if required)	Committee quarterly overview Parish Clerk for specific issues
Placement and Supervision of Volunteers	Parish Clerk
To administer the child and Vulnerable Adult Policy	Parish Clerk to administer Committee to monitor.
Code of Conduct issues	Parish Clerk in consultation with the committee and to refer to the Monitoring Officer.



BURSLEDON PARISH COUNCIL

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Bursledon Southampton SO31 8ES
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Type of meeting	Date of meeting
Full Council	Wednesday 26 May 2021
Planning & Highways Committee	Wednesday 9 June 2021
Full Council	Wednesday 30 June 2021
Planning & Highways Committee	Wednesday 7 July 2021
Full Council	Wednesday 28 July 2021
Planning & Highways Committee	Wednesday 11 August 2021
Planning & Highways Committee	Wednesday 8 September 2021
Full Council	Wednesday 29 September 2021
Planning & Highways Committee	Wednesday 13 October 2021
Full Council	Wednesday 27 October 2021
Planning & Highways Committee	Wednesday 10 November 2021
Full Council	Wednesday 24 November 2021
Planning & Highways Committee	Wednesday 15 December 2021
Planning & Highways Committee	Wednesday 12 January 2022
Full Council	Wednesday 26 January 2022
Planning & Highways Committee	Wednesday 9 February 2022
Full Council	Wednesday 23 February 2022
Planning & Highways Committee	Wednesday 9 March 2022
Annual Meeting of Electors	Wednesday 16 March 2022
Full Council	Wednesday 30 March 2022
Planning & Highways Committee	Wednesday 13 April 2022
Planning & Highways Committee	Wednesday 11 May 2022
Full Council	Wednesday 25 May 2022