

Bursledon Parish Council

Minutes of the Full Council Meeting

Minutes of the of Bursledon Parish Council held on Wednesday 26 January 2022 at 7pm at the community library in Bursledon Parish Council.

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

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

Members of the Public: 0

FC/21/054 **Apologies for Absence**

Apologies were received and accepted for Cllrs K House and J Rich,

FC/21/055 **Declarations of Interest**

There were no declarations of interest.

FC/21/056 **Minutes of the Full Council held on Wednesday 29 September 2021.**

The minutes of the Full Council held on Wednesday 29 September 2021 were received and accepted as a correct record and they were signed by the Chair of the Council.

FC/21/057 **Questions from the Public**

There were no questions from members of the public.

FC/21/058 **Chair's Communications**

There were no communications from the chair of the council.

FC/21/059 **Councillor Dispensation**

The Council considered a request for a dispensation for Councillor J Rich not attend Council meetings until September 2022 due to the risk posed by the transmission of the Covid virus to individuals considered vulnerable.

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Dated.....

RESOLVED: That Councillor J Rich be granted a dispensation to not attend meetings until September 2022 unless the Councillor considers it safe to attend meetings sooner.

Planning Applications

FC/21/060 **Application No: H/21/92096**

Address: 13 Sherley Green, Bursledon, Southampton, SO31 8FL

Description: Single storey infill extension and alterations to fenestrations

RESOLVED: No comment

FC/21/061 **Application No: H/21/920418**

Address: 18 Batchelor Green, Bursledon, Southampton, SO31 8FL

Description: First floor side extension and front porch

RESOLVED: No Objection in principle, however the Council has concerns re parking and asks that the parking provision is reviewed,

19:11 Cllr K Whitlock joined the meeting.

FC/21/062 **Application No: H/21/92136 & L/21/92151**

Address: Greywell, High Street, Bursledon, Southampton, SO31 8FL

Description: New rear porch, replacement of small rear flat roof to pitched roof, new vehicular gated entrance, demolition of outbuildings & minor external works

RESOLVED: No Objection in principle, however the Council are concerned about the impact on the trees and roots of trees adjacent the entrance.

FC/21/063 **Council Budget and Precept 2022/23**

The Council received a report on the draft budget for 2022/23 and a suggested precept level to create a breakeven budget.

The report identified the following:

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- The Council's net operating budget for 2022/23 is £219,420.
- The precept has been calculated to allow the Council to deliver a break-even operational budget.
- The Council will contribute £20K from its reserves in 2022/23 to mitigate the additional capital costs for new equipment. This will be followed by an additional contribution of £18K over the three following years.
- The Council are advised to increase the Council precept by the equivalent of £0.29 per month for a Band D Tax household.

The report set out:

- The pressures on the budget for 2022/23 and the mitigation that had been applied to balance the budget.
- That most projects to be completed would be funded by Developers Contributions.
- That the Council would invest in replacing a ride on mower with a Kubota tractor and supporting equipment.
- Identified that the play area projects that are funded by Developers Contributions or by subsequent transfers from EBC will have a life span of between 12-15 years. The Council will need to consider building up reserves to replace this equipment at the end of this period or consider borrowing monies in the future to fund this requirement.

RESOLVED:

- **The Net Operational budget for 2022/23 is set at £219,420.**
- **That the total Parish precept for 2022/23 is set at £219,425.**
- **The precept rise be set at £3.42 per annum for each band D Household the equivalent of 0.29p per month.**
- **The Councils Capital budget set out in the attached report be approved.**

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- **The Council’s capital programme was approved.**
- **The Council would review its long -term investment strategy for the replacement of capital items as part of the 2023/24 budget process,**

FC/21/064 Fees and Charges 2022/23

The Council received and considered a report on the proposed new fees and charges for 2022/23.

RESOLVED:

- **That the fees and charges except for allotment fees be accepted.**
- **That the allotment fees for 2022/23 be raised to 0.40p per square metre.**
- **That the allotment fees for 2023/24 should be raised to a minimum of 0.45p per metre.**

FC/21/065 Internal Auditors Report

The Council received the report of the Internal Auditor together with the recommendations for further action.

The report set out the Councils response to the matters raised.

RESOLVED:

- **That the Internal Auditors report was received and noted.**
- **That the recommended actions set out in the report were noted and would be implemented.**

FC/21/066 Grant Applications

The Council considered a request from Hedge End Community Speed watch for £500.

RESOLVED:

- **Not to award a grant on this occasion as the applicant had already received funding from other sources.**

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FC/21/067 Finance Reports

Council received the schedule of payments for 20 October 2021, 20 November 2021, 20 December 2021, and 20 January 2022.

Council noted that all payments has been checked and authourised by Cllrs M Penn and M Garrett

RESOLVED:

- **That the payment schedules were correct and approved for 20 October 2021, 20 November 2021, 20 December 2021, and 20 January 2022.**

FC/21/068 Parish Clerks Report

The Council received Councils management report a copy of which is attached.

RESOLVED:

- **The report was received and noted**

FC/21/069 Close of Meeting

The meeting closed at 20:20

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Budget Summary

Account Details	Actual 31.12.21	Expected @ 31/03/22	Budget 2021/22	Budget 2022/23
Council	10,564	14,738	140	350
Allotment Income	1,026	1,063	1,060	1,140
Cemetery Income	4,730	6,700	5,000	5,500
Grounds Income	1,245	2,144	2,859	3,144
Developers Contributions	0		0	0
Total Income	17,565	24,645	9,059	10,134

Expenditure

Council	48,053	70,030	87,565	89,547
Civic	100	1,000	1,850	1,900
Library	20,848	21,804	4,524	5,462
Grants	2,500	2,750	4,500	4,300
Community Support	3,433	3,433	5,000	4,500
Allotments	309	700	700	718
Cemetery	4,888	7,860	792	808
Outside Services	81,118	116,964	113,818	122,319
Total Expenditure	161,249	224,541	218,749	229,554
Capital Projects	0	0	0	20,000
Total Budget Cost	161,249	224,541	218,749	249,554
Net Council Operational Budget	143,684	199,896	209,690	239,420
Funded from Reserves:				
Transfer from Reserves	8,000	8,000	0	20,000
Transfer to Reserves				0
Net Council Budget	135,684	191,896	209,690	219,420
Funded by				
Contribution to Reserves	-44,597	-7,953	9,841	-5
Precept	180,280	199,849	199,849	219,425
Net Council Budget	135,684	191,896	209,690	219,420

Precept Calculation

2021/22 Tax level	Tax base	Base Precept	% rise	extra cost per Band D per year	Band D Tax 2022/23	Total Precept 2022/23	Monthly increase	Weekly increase
No Increase	2,955.59	199,849	0.00	0.00	70.82	209,315		
1% Increase	2,955.59	199,849	1.00	0.71	71.53	211,408	0.06	0.01
1.5% Increase	2,955.59	199,849	1.50	1.06	71.88	212,455	0.09	0.02
2.% Increase	2,955.59	199,849	2.00	1.42	72.24	213,501	0.12	0.03
3% Increase	2,955.59	199,849	3.00	2.12	72.94	215,594	0.18	0.04
4% increase	2,955.59	199,849	4.00	2.83	73.65	217,687	0.24	0.05
5% Increase	2,955.59	199,849	5.00	3.54	74.36	219,781	0.30	0.07
6% Increase	2,955.59	199,849	6.00	4.25	75.07	221,874	0.35	0.08
7% Increase	2,955.59	199,849	7.00	4.96	75.78	223,967	0.41	0.10
8% Increase	2,955.59	199,849	8.00	5.67	76.49	226,060	0.47	0.11
9% Increase	2,955.59	199,849	9.00	6.37	77.19	228,153	0.53	0.12
Balance	2,955.59	199,849	4.83	3.42	74.24	219,425	0.29	0.07

Predicted Reserves

Anticipated Reserves	31/03/2022	31/03/2023
Opening Reserves	227,782	235,735
Add Expected Income	24,645	10,134
Add precept	199,849	219,425
less Expected Expenditure	224,541	229,554
Transfers from Reserves	8,000	
Capital projects		20,000
Forecasted Reserves	235,735	215,740
Earmarked Reserves		
Great Down Car park	900	900
Elections	7,250	7,500
Capital projects	138,083	112,325
Playground renewal Fund - Asset Reserve	1,911	3,822
DC Reserves (Ringfenced)	0	
County Councillor Grant	14,675	14,675
Total Ear marked Reserves	162,819	139,222
Minimum General Reserve	72,916	76,518
Total Earmarked and Minimum Reserve	235,735	215,740
Reserves Adjustment	0	0
Forecast Total Reserves	235,735	215,740

Council

Cost Code	Account Details -Income	Actual 2020/21	Actual @31/12/21	Expected @31/03/22	Budget 2021/22	Budget 2022/23
101	EBC Support Grant	4,220	0	0	0	0
102	Other income	1,950	390	390	0	0
110	Investment income	345	174	348	140	350
140	Grants & S 106	9,217	10,000	14,000	0	0
Total	Income	15,732	10,564	14,738	140	350
Expenditure						
201	Rent	2,094	2,000	2,000	2,101	2,100
202	Service Charges	7,006	2,102	4,100	7,010	4,500
203	Property Costs -CCTV/ Waste etc	287	193	400	1,304	1,000
210	Postage	99	1	50	156	75
211	Stationery & Printing	252	184	350	626	400
212	Photocopier Hire & Charges	1,120	911	1,400	1,401	700
213	Information Technology	2,147	3,424	5,003	5,003	5,150
216	Telephone	1,592	1,029	2,040	1,500	1,500
217	Web Site	1,185	340	1,250	1,251	1,400
218	Subscriptions & Publications	1,796	1,937	1,940	1,901	1,949
219	General Insurance	3,163	3,256	3,447	3,602	4,500
220	Legal fees/Consultancy	3,650	1,412	1,600	3,000	3,000
221	Audit Fees	1,597	350	1,650	1,650	1,700
222	Bank Charges	135	72	150	175	175
225-1	Salaries	33,812	26,887	39,155	45,784	50,972
225-2	Pension	2,608	2,321	3,100	8,206	9,031
226	Staff Overheads	2,339	736	1,395	1,395	1,395
230	COVID-19 Expenses	1,788	898	1,000	1,500	0
Total	Expenditure	66,672	48,053	70,030	87,565	89,547

Civic

Cost Code	Account Details	Actual 2019/20	Actual @ 31/12/21	Expected @ 31/03/22	Budget 2021/22	Budget 2021/22
300	Newsletter	0	0	0	200	0
305	Chairs Allowance	0	25	25	200	200
306	Councillors Expenses		0	0	100	100
307	IT Expenses	578	0	650	400	650
308	Training		75	75	400	400
309	Civic Projects	18	0	0	100	100
310	Room Hire		0	0	200	200
315	Election Charges		0	250	250	250
Total	Expenditure	597	100	1,000	1,850	1,900

Library						
Cost Code	Account Details	Actual 2020/21	Actual @ 31/12/21	Expected @ 31/03/22	Budget 2021/22	Budget 2022/23
	Lowford Library	0	956	1,000	200	200
	Book stock	0	0	0	2,400	2,400
	Broadband	0	400	804	480	792
	Library software	0	0	0	1,044	1,070
	IT	1,268	19,492	20,000	400	1,000
Total	Expenditure	1,268	20,848	21,804	4,524	5,462

Community

Cost Code	Account Details	Actual 2020/21	Actual @ 31/12/21	Expected @ 31/03/22	Budget 2021/22	Budget 2022/23
Grants						
350/1	Small Grants	1,750	500	750	2,500	2,500
350/2	Bursledon Windmill	2,200	2,000	2,000	2,000	1,800
Total	Expenditure	3,950	2,500	2,750	4,500	4,300
Community Support						
360/1	Youth Services	2,952	3,433	3,433	4,000	3,500
360/2	Community Engagement	0	0	0	1,000	1,000
Total	Expenditure	2,952	3,433	3,433	5,000	4,500

Allotments

Cost Code	Account Details	Actual 2020/21	Actual @ 31/12/21	Expected @ 31/03/22	Budget 2021/22	Budget 2022/23
120	Allotment Rents	1,099	1,026	1,063	1,060	1,140
Total	Income	1,099	1,026	1,063	1,060	1,140

Expenditure

502	Admin Costs	137	172	200	200	205
505/1	Water Charges	518	109	350	350	359
505/2	Grounds Maintenance	27		0	0	0
505/3	Repairs & Renewals	156	28	150	150	154
Total	Expenditure	838	309	700	700	718

Grounds

Cost Code	Account Details	Actual 2020/21	Actual @ 31/12/21	Expected @ 31/03/22	Budget 2021/22	Budget 2022/23
130/1	Tennis Courts	23	0	0	0	0
130/2	Cricket Pitch Hire	0	225	225	240	265
130/3	Football Pitch Fees	395	795	1,300	1,300	1,430
130/5	Other	0	0	0	0	0
130/8	Wayleaves	62	0	19	19	19
135	KGV Football Pitch hire	427	225	600	1,300	1,430
Total	Income	907	1,245	2,144	2,859	3,144

Expenditure

400	Administration Costs	387.64	405	600	1000	1,030
402	Health & Safety	506.05	144	422	524	500
403	Equipment Costs	4073.98	3730	4500	3292	4,000
404	Fuel	1112.47	1240	1550	2000	2,000
405	Vehicle Costs	10365.51	1836	3500	2250	3,500
406	Illegal Tipping	540	195	500	500	513
407	Notice Boards	685	133	150	0	0
408-1	Salaries	58755.94	45912	62460	65087	67,369
408-2	Pensions	6850.02	4625.5	6800	12199	12,525
409	Staff Overheads	948.78	1549	2482	1837	1,883
420	Grounds maintenance	25191.58	21348	34000	25129	29,000
Total	Expenditure	109417	81117.5	116964	113818	122,319

Project Details	Location	Estimated Cost	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	Post 2029
Healthy Walking TrimTrail - keep fit stations	Long Lane Recreation Ground	12,000		3,000	3,000	3000			
Healthy Walking TrimTrail - keep fit stations	Long Lane Recreation Ground	12,000		3,000	3,000	3000			
Additional memorial wa	Bursledon Parish Council Cemetery	10,000							10000
Vegetation and ditch clearance	Peewit Hill woods	7,500		7,500					
Nature Reserve enhancement	Hungerford Ecology Park	5,000			5,000				
New Van		20,250					5000	5000	10250
Replacement Mower with flail deck		24,000					8000	8000	8000
Tractor		38,000	20,000	6,000	6,000	6000			
Sculpture trail		20,000		5,000	5,000	5000			
		148,750	20,000	24,500	22,000	17000	13000	13000	28250

Parish Clerks Report

Bursledon Cemetery

The new road has been installed in the cemetery and a new area of the burial ground is being fenced off and will then be hedged. This was funded by developers' contributions.

Improving the cemetery will be a project that we will be implementing in autumn 2022 and will result in hawthorn hedges being reduced to one metre in height. This will make it easier to manage the hedges and will improve the look of the cemetery.

Tree works

Lionheart Way Ecology Parks

In March there will be a two-week period from 23 Feb to 4 March when tree surgeons will be undertaking the permitted tree works. The chippings and trees will all be reused in the ecology park to improve footways and to create bio habitats.

Unfortunately, we have suspect that some trees have been, ringed, cut or pulled down without planning permission.

After this work has been completed, we will be tendering for the long-awaited reinstatement works which has been held up due to covid and the availability of materials.

Long Lane Recreation Ground

The tree two yearly inspections have been completed and planning applications have been submitted to EBC

Unfortunately, a resident of Hill Place instructed a tree surgeon to remove a tree on the recreation ground without planning permission.

Great Down Park

The tree two yearly inspections have been completed and planning applications have been submitted to EBC. This year we will be removing the Ash in the centre of the park as it is dangerous and dying.

Other Tree inspections

Tree inspections have been completed in the cemetery and Kew Lane and planning applications are being submitted to complete this work.

In March the first tree inspection of Pilands Wood Open Space will be completed.

Bio-Diversity Project

As we enter March the management of the biodiversity areas will start to take shape and in March, we will be installing two circular accessible picnic benches in Great Down Park. In addition, the desire line footpaths will be cut in.

At the start of March, we will review the biodiversity plan to improve on the previous year and to look for opportunities to expand.

Play Areas

We have funding from Developer's contributions to undertake further renovations in all our play areas. However, this is currently on hold until we have worked with Exxon to establish a method statement for the removal of a play area which had previously been illegally placed over the pipeline. Exxon have asked for the play area to be moved, but we must do some test holes before we can tender for this project.

New pavilion

Initial scoping works has started on the future development of the Long Lane Pavilion. Initial site meetings have been held with EBC and the tree root survey has been completed. We are currently putting together a concept study which will be considered by councillors, before passing on for plans to be drawn.

At this point in time, we are unable to identify and architect to do these plans.

Queens Jubilee

We have been approached by the church to enter a joint working project to celebrate the Queens jubilee. We have currently expressed an interest in working together.

Staffing

Recruitment

The recruitment process for a new member of office staff has started.

CEMEX – Mineral Extraction

There will be an online meeting with CEMEX and Hound Parish Council on Wednesday 2 February 2022, to which you will all receive an invitation.

Library

The library is suffering with a shortage of volunteers, and we will have to undergo a recruitment drive to find new volunteers.

However, it is hoped that the library may start to reopen on Wednesday afternoons later in next month.

We are currently looking for patio tables to place in the new open space at the rear of the library to make the library more of a social hub.

Project Planning

A report and outline table will be brought to Council in March 2022 to cover project deliver over the next 18 months. This will include the tendering guidance document to supplement our current Financial Regulations and Standing orders and the relevant allocated budgets.