

Bursledon Parish Council
Minutes of the Full Council Meeting

Minutes of the of Bursledon Parish Council held on Wednesday 25 May 2022 at 7pm in the Bursledon Parish Council Virtual Office.

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

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

Members of the Public: 0

- FC/22/001 **Election of Chair of the Council**
Cllr S Holes proposed, and Cllr M Garrett seconded that Cllr J Rich should be elected as Chair of the Council for the year. As there were no other candidates for consideration Cllr J Rich was elected as the Chair of Bursledon Parish Council for the next year.

Cllr J Rich signed the declaration of acceptance of office.
- FC/22/002 **Election of Vice-Chair of the Council**
Cllr S Holes proposed, and Cllr J Rich 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 M Garrett signed the declaration of acceptance of office.
- FC/22/003 **Apologies for Absence**
Apologies were received and accepted for Cllrs T Craig and K House.
- FC/22/004 **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.

Cllr J Rich and K Whitlock declared an interest in Agenda item 12 – Planning Application H/22/92852 -Belle Maison as they knew the applicant.

Bursledon Parish Council Full Council Meeting
Wednesday 25 May 2022

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

FC/22/005 **Minutes of the Full Council held on Wednesday 30 March 2021.**
The minutes of the Full Council held on Wednesday 30 March 2021 were received and accepted as a correct record and they were signed by the Chair of the Council.

FC/22/006 **Questions from the Public**
There were no questions from the members of the public.

FC/22/007 **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 scheme of delegation to the Parish Clerk be renewed and would continue.**

FC/22/008 **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

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

Bursledon Parish Council Full Council Meeting
Wednesday 25 May 2022

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

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

Cllr Whitlock

FC/22/009

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/22/010

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
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Bursledon Parish Council Full Council Meeting
Wednesday 25 May 2022

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

Bursledon & District Community Association	M Penn
Bursledon Windmill Joint Management	M Penn / Substitute Cllr J Rich
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	K Whitlock
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.

FC/22/011 Calendar of Meetings 2021/22 and Committees

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

Planning Applications

FC/22/012 [H/22/92852](#) - Belle Maison, The Common, Bursledon, Southampton, SO31 8LH

Description: Erect dormer window to rear

RESOLVED: No objection

FC/22/013 H/22/92812 - Maidenstone Heath, Blundell Lane, Bursledon, Southampton, SO31 1AA

Bursledon Parish Council Full Council Meeting
Wednesday 25 May 2022

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Description: Demolition of existing dilapidated garage and replacement with timber framed and tiled roof structure.

RESOLVED: No objection

FC/22/014 [H/22/92887](#) - Skylark, Salterns Lane, Bursledon, Southampton, SO31 8DH

Description: Alterations to detached garage to provide storage at first floor.

RESOLVED: No objection

FC/22/015 **Internal Audit Meetings**

The Council received the Internal Auditors Reports on the completion of the accounts for the year ended 31 March 2022.

Resolved:

The Council noted and approved the Annual Governance Statement 2021/22.

FC/22/016 **Annual Governance Statement**

The Council received the Annual Governance Statement for 2021/22

Resolved:

The Council approved the Annual Governance Statement 2021/22, and the statement was signed by the Chair of the Council.

FC/22/017 **Annual Accounts and AGAR 2021/22**

The Council received the Annual Accounts and Annual Return for 2021/22

RESOLVED: The Council approved the Annual Accounts and Annual Return for 2021/22 and the AGAR was signed by the Chair of the Council.

FC/22/018 **Finance**

Council received and noted the schedule of:

- Council subscriptions for 2022/23.
- The list of direct debits and Standing orders for 2022/23.
- The schedule of payments for 20 April 2022. (Attached)

Bursledon Parish Council Full Council Meeting
Wednesday 25 May 2022

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

- The schedule of payments for 20 May 2022. (Attached)
- The cash book reconciliation on 31st March and 30 April 2022.
- The budget report on 30 April 2022.

FC/22/019

Hungerford Nature Reserve Drainage Works

The Council considered a project for the improvements of drainage works in the nature reserve.

A quote had been obtained for this work which will cost £5,681.

Hampshire County Council had offered support in the traffic management of the site but, the Highways engineer has now informed the Council that they are unable to do this.

RESOLVED

To approve the project and funding, subject to obtaining support for the traffic management.

FC/22/020

Project Management for Major projects

The Council considered a proposal from Eastleigh Borough Council to provide project management support for the Councils major capital projects.

RESOLVED

That the proposal be accepted

FC/22/021

Parish Clerks Management Report

The Parish Clerk presented a verbal update on projects within the Parish including:

- The recruitment of Ms Sue Hannan as the Deputy Clerk.
- That the project to install nineteen bins around the parish had now been passed to contractors for installation.
- The new accessible picnic benches were being installed in Great Down Park.

FC/21/016

Close of Meeting

The meeting closed at 20:25