

Bursledon Parish Council	
Minutes of the Full Council Meeting	
Minutes of the meeting of Bursledon Parish Council held on Wednesday 27 June 2018 at 7.00 pm in Lowford Community Library, The Lowford Centre, Portsmouth Road, Bursledon.	
Members: Cllr J Rich (Chair)+ Cllr M Garrett (Vice Chair) + Cllr D Andrewes+ Cllr F Burgess* Cllr T Craig* Cllr A Dew *	Cllr S Hartley+ Cllr S Holes+ Cllr K House* Cllr J O'Sullivan+ Cllr M Penn+ (arrived late) Cllr B Simon Hart*
Note: + = Attended, * = Apologies, #= Absent and no apology received.	
Also, Attended Officers of the Council R Potter (Parish Clerk) J Lennon (Administrator)	
Members of the public:2	
FC/19/019	<b>Apologies for Absence</b> Apologies for absence were received and accepted from Cllrs F Burgess, K House and A Dew.
FC/19/020	<b>Declarations of Interest</b> Cllr O'Sullivan declared a non-pecuniary interest in agenda item 13 as the applicants are neighbours. Cllr Garrett declared a non-pecuniary interest in agenda item 11 as the applicant is a neighbour. Cllr Penn declared a non-pecuniary interest in agenda item 18 as a board member of the BDCA.
FC/19/021	<b>Minutes of Previous Meeting.</b> The minutes of the Full Council Meeting held on Wednesday 23 May 2018 were received and signed as a correct record by a majority with one vote against.
FC/19/022	<b>Questions from the Public</b> There were no questions from the public.
FC/19/023	<b>Chairs Communications</b> The Chair informed Members that they along with Cllrs Garrett, Penn and Craig had attended a meeting at EBC on the Boundary review. The Chair also notified Members of an additional planning meeting on the 1st August at 7pm to discuss the local plan. The Chair reminded Members that the Annual Meeting will take place on Monday 2 July at 7pm.
FC/19/024	The Chair handed over to the Chair of the Planning and Highways Committee Cllr O'Sullivan for the Planning section of the agenda.

FC/19/025	<p><b>Planning Applications</b>  <b>Application No: F/18/83146</b>  Site Address: WESSEX RADIATORS, PORTSMOUTH ROAD, BURSLEDON, SOUTHAMPTON, SO31 8EP  Description: Construction of single storey building in conjunction with existing tyre repair and replacement business</p> <p><b>RESOLVED:</b> That the following comment be submitted to EBC.</p> <ul style="list-style-type: none"> <li>Although Bursledon Parish Council feel that the proposal will be an improvement to the site based on the current information provided. They are however concerned about the lack of detail and would ask that if Officers are minded to approve this application that it be referred to the LAC.</li> </ul> <p>Councillor Holes and Councillor Rich abstained from the vote as Members of the LAC.</p>
FC/19/026	<p><b>Application No: H/18/83194</b>  Site Address: 2 PEMBROKE COTTAGES, PORTSMOUTH ROAD, BURSLEDON, SOUTHAMPTON, SO31 8EP  Description: Two storey side extension</p> <p><b>RESOLVED:</b> Do Not Object subject to:</p> <ul style="list-style-type: none"> <li>The new bathroom window having obscure glazing to negate overlooking issues.</li> </ul>
FC/19/027	<p><b>Application No: F/18/83038</b>  Site Address: HILLTOP, WEST END ROAD, BURSLEDON, SOUTHAMPTON, SO31 8BP  Description: Change of use from C2 Residential Care Home to a D1 Registered Nursery and the addition of an attached C3 Flat</p> <p><b>RESOLVED:</b> To Object on the following grounds.</p> <ul style="list-style-type: none"> <li>Access</li> <li>Increase in vehicular movements and parking around the site.</li> <li>No outside provision for children's play area</li> <li>Lack of site capacity for proposed change of use which will have an adverse effect on residents.</li> </ul> <p>Members would also ask that if Officers are minded to approve this application that it be referred to the LAC.</p> <p>Councillor Holes and Councillor Rich abstained from the vote as Members of the LAC.</p>
FC/19/028	<p><b>Application No: H/18/83069</b>  <b>Site Address:</b> AMOKURA HOUSE, BRIDGE ROAD, BURSLEDON, SOUTHAMPTON, SO31 8AL  <b>Description:</b> Demolish existing stables/outbuilding. Erect replacement outbuilding.</p> <p><b>RESOLVED:</b> Do not object subject to the following conditions:</p> <ul style="list-style-type: none"> <li>The building should not be for residential use.</li> <li>The building should not be for commercial use.</li> </ul>

FC/19/029	<p><b>Application No:</b> F/18/83242  <b>Site Address:</b> Telecommunications site, CLAYPITS, SOUTHAMPTON, SO31 8GR  Description: Erection of 20m high telecommunications mast following removal of existing 12.5m high mast, installation of 2no. 300mm diameter dish antennas, removal and replacement of existing equipment cabinet, and associated ancillary works.</p> <p><b>RESOLVED:</b> Do not object.</p>
FC/19/030	<p><b>Application No:</b> H/18/83237  <b>Site Address:</b> 18 HILL PLACE, BURSLEDON, SOUTHAMPTON, SO31 8AE  Description: Single storey extension to rear and re-roof existing conservatory</p> <p><b>RESOLVED:</b> Do not object.</p>
FC/19/031	Cllr Hartley left the meeting at 20:00hr
FC/19/032	<p><b>Application No:</b> H/18/83363  <b>Site Address:</b> 36 REEVES WAY, BURSLEDON, SOUTHAMPTON, SO31 8FW  Description: Single storey side extension</p> <p><b>RESOLVED:</b> To object on the following grounds.</p> <ul style="list-style-type: none"> <li>• Purely on the quality of the design as not being aesthetically in balance with the original house.</li> <li>• Proposed new roof line</li> <li>• Proposed new window is not in line with existing window.</li> </ul>
FC/19/033	<p><b>Application No:</b> H/18/83279  <b>Site Address:</b> OAK VIEW AND CHARMONY COTTAGE, HAMBLE LANE, BURSLEDON, SO31 8BR  Description: Proposed new driveway off Lowford Hill. Demolish existing garage and provide replacement single storey garage to rear of dwelling</p> <p><b>RESOLVED:</b> Do not object.</p>
FC/19/034	<p><b>Annual Governance Statement</b>  The Council received the Annual Governance Statement for 2017/18</p> <p><b>RESOLVED:</b> The Council approved the Annual Governance Statement 2017/2018.</p>
FC/19/035	<p><b>Annual Accounts 2017/18</b>  The Council received the Annual Accounts and Annual Return for 2017/18.</p> <p><b>RESOLVED:</b> The Council approved the Annual Accounts and Annual Return for 2017/2018.</p>
FC/19/036	<p><b>Council Reserves</b>  The Council received a report on the position of the Councils Reserves at 31<sup>st</sup> March 2018 and considered the reallocation of funds from the General Reserve to Earmarked Reserves.</p>

	<b>RESOLVED:</b> To reallocate £32K from the General Reserve Funds to Earmarked Reserves for capital equipment.
FC/19/037	<p><b>Internal Audit Report</b> The Council received and noted the report of the Internal Auditor for 2017/18 and the action plan in response to the Internal Audit report.</p> <p><b>RESOLVED:</b> The Council received and noted the Internal Auditors report and agreed the actions to be taken to address the issues raised.</p>
FC/19/038	<p><b>Mediation Agreement</b> The Council received a report from the Clerk on the outcome of the meeting between BPC and the BDCA and considered the approval of an agreement between both parties to state that all the points raised in the mediation had been resolved to the satisfaction of all parties</p> <p>The Council also considered the addition of an additional caveat that “if circumstances change and staff and volunteers start to undertake regulated activity as defined by the legislation the Council will implement DBS checks for the relevant staff and volunteers.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>• The Council approved the agreement of the closure of items identified in the mediation agreement between BPC and the BDCA.</li> <li>• The Council approved the additional caveat that if circumstances change and staff and volunteers start to undertake regulated activity as defined by the legislation the Council will implement DBS checks for the relevant staff and volunteers be included in the agreement.</li> </ul>
FC/19/039	Cllr Penn arrived at 20.50. Cllr Penn abstained from the vote as a board member of the BDCA
FC/19/040	<p><b>Health &amp; Safety</b> The Council received a report on the recent playground and pavilion inspections.</p> <p><b>RESOLVED:</b> The Council noted the report and proposed actions.</p>
FC/19/041	<p><b>Council &amp; Staff Work Plan</b> The Council received a report from the Clerk and the Staffing Sub-Committee on a Staff and Council work plan for the next three years</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>• Members noted the Staff Working Plan and agreed the action plan for 2018/2019 and requested that there should be a six-monthly update report.</li> </ul> <p><b>Working Group</b> The Council considered the setting up of a Working Group to consider the details of a proposed children’s play area in Pilands Wood open space.</p> <p><b>RESOLVED:</b> The Council approved the setting up of working groups for projects to include Cllrs M Penn and M Garrett.</p>

FC/19/042	<p>Cllr Garrett proposed that under Standing orders Standing orders be waved for 15 minutes.</p> <p><b>RESOLVED:</b> The Council agreed that under Standing Orders the meeting be extended for a period of 15 minutes.</p>
FC/19/043	<p><b>Staff &amp; Councillor Training Policy</b> The Council received a report from the Clerk recommended by the Staffing Sub Committee</p> <p><b>RESOLVED:</b> The Council accepted the recommendations of the Staffing Sub-Committee and adopted a training policy for Staff and Councillors.</p>
FC/19/044	<p><b>Publication of draft minutes</b> The Council received a report from the Parish Clerk regarding the practice of publishing draft minutes. The report proposed that the following practice be adopted.</p> <ol style="list-style-type: none"> <li>1. Minutes will be circulated to all members on the Monday following a meeting.</li> <li>2. Members are requested to pass back comments and observations by the following Monday.</li> <li>3. If the minutes are accurate they will be placed on the web site marked draft.</li> <li>4. If there is a dispute over accuracy the minutes will not be published until they have been confirmed at the next meeting.</li> </ol> <p><b>RESOLVED:</b> The Council adopted the recommendations as outlined in the Clerks report.</p>
FC/19/045	<p><b>Finance Reports</b></p> <p>The Financial reports were made available for members scrutiny</p> <p><b>RESOLVED:</b> To note the Bank Reconciliation as at 18 May 2018</p> <p><b>RESOLVED:</b> To note the schedule of payments for April and May 2018.</p>
FC/19/046	<p><b>Parish Clerks Management Report</b> Council received and noted the Parish Clerks Management Report.</p>
FC/19/047	<p><b><u>The Meeting closed at 21.20</u></b></p>