

**Bursledon Parish Council**

**Minutes of the Full Council Meeting**

Minutes of the meeting of Bursledon Parish Council held on Wednesday 15 May 2019 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 T Craig * Cllr S Holes + Cllr K House +	Cllr P Nicholls + Cllr J O'Sullivan * Cllr B Simon-Hart + Cllr M Penn + (Arrived 19.02) Cllr M Wyatt+
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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: 0

FC/20/001	<p><b>Election of Chair of Council</b></p> <p>Cllr S Holes was proposed by Cllr House and seconded by Cllr Simon-Hart for the position of Chair of the Council. As there were no other nominations it was resolved by a unanimous decision:</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"><li>• <b>That Cllr S Holes be appointed as the Chair of Bursledon Parish Council.</b></li></ul> <p>Cllr S Holes signed the declaration of acceptance of office.</p>
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FC/20/002	<p><b>Election of Vice Chair of Council</b></p> <p>Cllr M Garrett was proposed by Cllr Rich and seconded by Cllr House for the position of Vice Chair of the Council. As there were no other nominations it was:</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"><li>• <b>That Cllr M Garrett be appointed as the Vice Chair of Bursledon Parish Council.</b></li></ul> <p>Cllr M Garrett signed the declaration of acceptance of office.</p>
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FC/20/003	<p><b>Apologies for Absence</b> Apologies for absence were received and accepted from Cllrs T Craig and J O'Sullivan.</p>
FC/20/004	<p><b>Declarations of Interest</b> Cllr M Garrett declared a nonpecuniary interest in agenda item 17 as a complainant to the proposal is personally known to him.</p>
FC/20/005	<p><b>Minutes of Previous Meeting.</b> The minutes of the Full Council Meeting held on Wednesday 27 March 2019 were received and signed as a correct record.</p>
FC/20/006	<p><b>Questions from the Public</b> There were no members of the public present.</p> <p>Cllr J Rich wished to pass on her thanks to all past Members of the Parish Council for their service and to acknowledge the contribution made by Diane Andrewes during her many years as a Parish Councillor.</p>
FC/20/007	<p><b>Chair's Communications</b> There was no Chairs communication.</p>
FC/20/008	<p><b>Review of Code of Conduct</b> The Council received and considered a report on a review of the Councils Code of Conduct</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>• That Part 4 paragraph 11.1 regarding predetermination and bias be removed from the code.</li> <li>• To accept and adopt the code subject to the above amendment.</li> </ul>
FC/20/009	<p><b>Review of Standing Orders</b> The Council received and considered a report on a review of the Councils Standing Orders. The report recommended the following amendments;</p> <p><b>Standing Order 17- Paragraph e to k-</b> has been amended to reflect changes approved by Council on 25 September 2018 to reflect guidance from NALC and the SLCC after a recent judicial review.</p> <p><b>Standing Order 22</b> – references to Finance and Administration and Staffing Sub Committee have been changed to the relevant committee to make the Standing Orders more flexible.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>• That the amended Standing Orders be adopted</li> </ul>

FC/20/010	<p><b>Review of Financial Regulations</b></p> <p>The Council received and considered a report on a review of the Councils Financial Regulations.</p> <p>The report recommended the following amendments:</p> <p><b>Regulation 5.2-</b> Consider removing this regulation as it duplicates the Councils legal obligation to report all expenditure over £500, however the Council has chosen to set this at £250.</p> <p><b>Regulation 5.7 –</b> The current limit for transfers between Council accounts is £10K. Council are requested to raise this to £75K if the transfer is between approved bank or investment accounts.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>• <b>That the amended Financial Regulations be adopted.</b></li> </ul>
FC/20/011	<p><b>Review of Scheme of Delegation</b></p> <p>The Council received and considered a report to continue to adopt the Councils Scheme of Delegation to the Officers of the Council.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>• <b>To adopt the scheme of delegation</b></li> </ul>
FC/20/012	<p><b>Committee structure for 2019/2020 and appointment to the membership of the approved committees.</b></p> <p>Members received a report on the proposed amendments to the Council Committee structure. The report proposed that the new structure should be:</p> <ul style="list-style-type: none"> <li>• Full Council – All Councillors</li> <li>• Planning and Highways Committee – 7 Members with the use of substitutes as per standing orders.</li> <li>• Staffing and Code of Conduct Committee – four Members including the Chair and Vice Chair of Council</li> <li>• Finance and Policy Working Group – Four Members including a lead Member.</li> <li>• Outside Projects Working Group – Four Members including a lead Member.</li> <li>• Library Liaison Working Group – Two Members including Chair and Vice Chair of Council.</li> </ul> <p><b>RESOLVED: To adopt the alternative structure.</b></p>

**Appointment to the membership of the Planning and Highways Committee**

To agree membership of the Planning and Highways Committee.

**RESOLVED:**

- The membership of the Planning and Highways Committee will be Cllr Simon-Hart, Cllr P Nicholls, Cllr M Penn, Cllr M Wyatt, Cllr K House, Cllr J O’Sullivan and Cllr M Garrett.
- The Chair and Vice Chair of the Planning and Highways Committee will be Cllr J O’Sullivan and Cllr M Garrett.

**Appointment to the membership of the Staffing and Code of Conduct Committee.**

To agree memberships of the Staffing and Code of Conduct Committee.

**RESOLVED:**

- The membership of the staffing and Code of Conduct Committee will be Cllr M Penn, Cllr J Rich, Cllr S Holes and Cllr M Garrett.
- The Chair and Vice Chair of the Staffing and Code of Conduct Committee will be Cllr M Penn and Cllr J Rich.

**Appointment to of Membership Working Groups**

**Finance and Policy Working Group:** Membership Cllr K House, Cllr M Penn, Cllr S Holes, Cllr M Garrett and Cllr P Nicholls

**Outside Projects Working Group:** Membership Cllr J Rich, Cllr M Penn, Cllr M Garrett, Cllr B Simon-Hart.

**Library Liaison Working Group:** Membership Cllr M Garrett and Cllr M Wyatt

FC/20/013

**Appointment of Representatives to Outside Bodies.**

Members discussed the appointment of Council representatives to other outside bodies and it was:

**RESOLVED: that the following appointments be made.**

<b><u>Appointment of Representatives to Outside bodies</u></b>		
	<b>2018/2019</b>	<b><u>2019/2020</u></b>
Bursledon & District Community Association	Cllr M Penn	Not Decided pending review of BDCA regulations
Bursledon Windmill Joint Management	Cllr D Andrewes and Chair of Council	Deferred to next meeting

	Eastleigh District Association of Local Councils (EDALC)	Chair and Vice Chair of Council	Chair and Vice Chair of Council
	Eastleigh Passenger Transport Forum	Cllr F Burgess	Cllr B Simon-Hart
	Hamble River Estuary Partnership	Cllr D Andrewes, Cllr M Garrett (Deputy)	Cllr M Garrett Cllr J Rich (Deputy)
	Hamble School Leisure Facility Management Committee	Cllr T Craig, Cllr F Burgess (Deputy)	Deferred to next meeting
	Youth Options	Cllr J Rich Cllr F Burgess	Cllr J Rich
	River Hamble Management Committee (Observer)	Cllr D Andrewes Cllr M Garrett (Observer)	Cllr M Garrett
	River Hamble Valley Forum	Cllr D Andrewes Cllr R Rich (Deputy)	Deferred to next meeting
	Pilands Wood Community Association	Cllr A Dew	Parish Clerk
	Pilands Wood Community Partnership	Cllr T Craig	Deferred to next meeting
	QE2 Activity Centre	Cllr T Craig	Deferred to next meeting
FC/20/014	<p><b>Calendar of Meetings for 2019/20</b> Members received the municipal calendar for 2019/20</p> <p><b>RESOLVED:</b> With the following amendments to accept the calendar of meetings for the coming year.</p> <ul style="list-style-type: none"> <li>Remove Finance and Admin Committee meeting dates from the Calendar as this will Committee will now be a working group.</li> <li>Add Staffing and Code of Conduct Committee meeting dates.</li> </ul>		
FC/20/015	<p><b>Procedure for Co-option to fill Vacancies on the Council</b> Members received a report suggesting adopting a protocol for the filling of Council vacancies. The protocol was amended to:</p> <ul style="list-style-type: none"> <li>allow for all discussion to be in public</li> <li>remove the requirement to have attended one council meeting</li> <li>That the person specification be amended.</li> </ul> <p><b>RESOLVED: To adopt the co -option protocol</b></p>		
20.30	Cllr J Rich left the meeting.		
FC/20/016	<p><b>IT and Email Policy</b></p> <p>Members considered the Clerks report and proposed IT and Email Policy.</p> <p><b>Resolved: To adopt the IT and Email Policy</b></p>		

FC/20/017	<p><b>Planning Applications</b></p> <p><b>Application No: H/19/85388</b>  <b>Site Address: 13 BRIDGE CLOSE, BURSLEDON, SOUTHAMPTON, SO31 8AN</b></p> <p>Description: Single storey rear extension, following demolition of conservatory, extending pitched roof over new and existing rear extensions raising the ridge height to provide first floor accommodation with 6 no. roof lights.</p> <p>RESOLVED: <b>DO NOT OBJECT</b></p>
FC/20/018	<p><b>Application No: X/19/85436</b>  <b>Site Address: FAIRPORT HOUSE, LANDS END ROAD, BURSLEDON, SOUTHAMPTON, SO31 8DN</b></p> <p>Description: Removal of condition 2 and variation of condition 7 of application C/16/78768 to allow retention of partial change of use of ground floor of existing outbuilding to B1(a) office use.</p> <p>RESOLVED: <b>TO OBJECT</b> on the following grounds.</p> <ul style="list-style-type: none"> <li>• Object to the removal of condition 2.</li> <li>• Object to any variation of condition 7.</li> <li>• All conditions set for application C/16/78768 should continue to remain in force, these original conditions were specific for named parties only. A precedent may be set which will be harmful to the Special Policy Area and Bursledon Conservation Areas.</li> <li>• Application is contrary to EBC Special Policy Area and Bursledon Conservation Area designation.</li> </ul> <p>Should Officers be minded to approve this application Members ask that this application be referred to the LAC.</p>
FC/20/019	<p><b>Application No: H/19/85466</b>  <b>Site Address: NEWPORT, BRIDGE ROAD, BURSLEDON, SOUTHAMPTON, SO31 8AL</b></p> <p>Description: Construction of an attached side garage to replace an existing detached outbuilding.</p> <p>RESOLVED: <b>DO NOT OBJECT</b></p>
FC/20/020	<p><b>The Meeting closed at 20.54</b></p>