

# Bursledon Parish Council

## Minutes of the Full Council Meeting

**Minutes of the virtual meeting of Bursledon Parish Council held on Wednesday 25 November 2020 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, M Penn, J Rich, and K Whitlock

**Officers of the Council Present:** Roland Potter (Parish Clerk), Jayne Lennon (Administrator)

Members of the Public: S Dickenson (joined the meeting at 19.04)

**Member of the Public: 1**

### **FC/20/203 Apologies for Absence**

Cllr K House and Cllr T Craig.

### **FC/20/204 Declarations of Interest**

Cllr J Rich declared a nonpecuniary interest in agenda item 11 as in one of her roles she works closely with the applicants.

### **FC/20/205 Minutes of the Full Council held on Wednesday 28 October 2020.**

The minutes of the Full Council held on Wednesday 28 October 2020 were received and accepted as a correct record and will be signed by the Chair of the committee on our return to Parish Office.

### **FC/20/206 Questions from the Public**

There were no questions from the members of the public.

### **FC/20/207 Chair's Communications**

The Chair informed the meeting that the Parish Office would close for the Christmas and New Year period from the 23 December until 4 January 2021 in line with the Community Centre and Lowford Community Library. It is hoped that Lowford Community Library

will re-open following the latest national lock down on Thursday 3 December 2021.

Bursledon Cemetery will be closed from Monday 14 December for 5 days to enable tree surgeons to carry out work to trees on the bank bordering Church Lane and School Road, Hampshire Highways have been informed. Traffic management will be provided by our tree surgeons and working hours adjusted to try and avoid peak "school run" times.

**FC/20/208** Cllr Holes handed the meeting over to Cllr Garrett Chair of the Planning and Highways Committee for the planning section of the agenda.

**Planning Applications received from Eastleigh Borough Council within the Parish or on its boundary.**

**FC/20/209** Application No: [H/20/88784](#)

Site Address: 3 WOOLWICH CLOSE, BURSLEDON,  
SOUTHAMPTON, SO31 8GE

Description: Construction of two storey side and single storey rear extensions following demolition of existing conservatory.

**RESOLVED: DO NOT OBJECT**

**FC/20/210** Application No: [H/20/89041](#)

Site Address: ROSE COTTAGE, SCHOOL ROAD, BURSLEDON,  
SOUTHAMPTON, SO31 8BU

Description: Raising of roof in conjunction with new pitched roof, single storey rear and side extensions.

**RESOLVED: DO NOT OBJECT** the Councils recommendation is based on information that this property is on the locally listed list and is subject to the following.

- That the proposed new roof height meets with current regulations appropriate to a property on the locally listed list.

- Materials used to construct the proposed extensions are in keeping with the existing building and appropriate within the context of a building on the locally listed list.
- Storage of materials during construction should be to the rear of the property and should not impinge on footpath 11 the park and stride route to Bursledon Infant and Junior schools.
- During construction, any vehicles associated with the development of this property should be parked to the rear of the property or additional off-road parking should be arranged to ensure that no associated vehicles are parked on School road. The parking of vehicles should not impinge on footpath 11 the park and stride route to Bursledon Infant and Junior schools.

#### **FC/20/211 Annual Audit Report**

The Council received the report of the external auditors on the Councils accounts for the year ended 1 March 2020. Council wished to record they're thanks to the Clerk for all the work he has done to ensure that the Parish Council received an unqualified audit report.

##### **RESOLVED:**

- That the Annual Audit Report be accepted.

#### **FC/20/212 Internal Audit Report**

The Council received and noted the internal auditors report.

##### **RESOLVED:**

- That the Internal Auditors report be noted and accepted.

#### **FC/20/213 Financial Risk Assessment**

The Council received the Financial Risk Assessment for 2020/21.

##### **RESOLVED:**

- To accept the Councils Risk Assessment for 2020/21

- That the recommended actions identified within the report be adopted.

#### **FC/20/214 Grant Applications**

Council considered the grant application from Hound Basics Food bank and in recognition of the work they have been doing during the current Coronavirus pandemic agreed in these exceptional circumstances to set aside policy and award a grant of £500.00.

**RESOLVED: To award a grant of £500.00 to Hound Basics Food Bank.**

#### **FC/20/215 Finance Reports**

The Council received and noted the following Finance reports:

- The schedule of payments for 20 November 2020 totalling £17,066.99.
- The budget comparison report on 31 October 2020.
- The cash Book summary on 31 October 2020

#### **RESOLVED**

- The schedule of payments totalling £17,066.99 were approved.
- That the financial reports were noted.

#### **FC/20/216 Exclusion of Press and Public**

The Council resolved that under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) "that as publicity would be prejudicial to the public interest because of the Confidential nature of the business about to be transacted at Agenda Items 14 due to contractual sensitivity of the item to be discussed the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw."

#### **FC/20/217 Enquiry regarding ownership of land.**

The Council considered a request for the sale of land to a resident.

**RESOLVED: That the Council did not agree to transfer or sell the land.**

#### **FC/20/218 The meeting closed at: 20.32.**

# Bursledon Parish Council

## Budget & Precept 2021/22

### Agenda Item 8

Report of the Roland Potter (Parish Clerk)

#### 1. Summary of Key Issues

- Attached is a spread sheet for the Councils predicted budget for 2021/22.
- The Council's net Budget for 2021/22 is £209,692.
- The Council agreed to take on responsibility for a new service on behalf of the local community which is an additional cost to the Council. The Council approved the funding of £11,543 pa for the operation of the Lowford Community Library because of Hampshire County Councils decision to remove all funding from the Library. This would add an additional 0.33p per month on a Band D Tax household.
- The Councils projected budget for 2021/22 excluding new services has a shortfall of £13,115 (section 2 of this report explains the significant issues)
- The Council are advised to add an additional £0.11 per month for a Band D Tax household to help mitigate the additional annual operational costs by £3,701 pa.
- The Council will contribute £9,855 from its reserves to mitigate the additional operational costs and will use an additional £11,415 for small capital projects This will result in the Council using a total of £21,270 from reserves to the delivery of Council services in 2021/22.
- The Council are recommended to increase the Council precept by the equivalent of **£0.44 per month for a Band D Tax household.**
- The major capital reports have not been finalised at this time and these will form part of the five-year plan which will be produced next month.

#### 2. Significant issues to consider for the 2021/22 Budget.

- The Council has been fortunate to receive support from Eastleigh Borough Council over the last three years after the government removed Council tax support from Councils. However, this reducing balance support funding has finished, and the Councils income budget is reduced by £4,392 pa.
- The Council approved a job evaluation for all staff other than the Parish Clerk and therefore a provision of £4,000 has been made for any changes to salaries.
- In line with the governments pay freeze on local authorities' salaries have increased by a total of £1,600 to include pension contributions
- As the recent planning appeal has been completed an additional £4,500 has been identified for tree works at Lionheart Way

- The cost of maintain the vehicles has increased and the budget provision has increased by £1,100.
- An additional provision has been made for COVID-19 19 expenses of £1,500.
- Audit fees have increased by £600 pa.
- Telephone charges have increased with the provision of staff mobile phones at a cost of £800pa.
- All costs have been increased by 0.6% except where there is known to be a significant change.
- The Council tax base has increased for 2021/22 generating an additional £4,754 if the current Band D tax is not changed.
- The Council agreed to take on the management of the Lowford Community Library at an additional cost of £11,543 pa.

### **3. Financial Implications**

- The financial implications are set out in the above report.
- The average Band D household tax will increase by the equivalent of 0.44p per month.
- The required precept will total £199,837.

### **4. Legal and Policy Implications**

The Council are required to decide at this meeting to submit to the precepting authority by 31 January 2021.

### **5. Recommendations**

- To approve the net Council budget for 2021/22 at £209,692.
- To approve the use of Council reserves of £21,270 to subsidise the net budget for 2021/22.
- To the Council precept for 2021/22 at £199,837 the equivalent of a monthly increase of 0.44p per average band D household being 0.33p for new services and 0.11p towards the operation of the Council.
- To advise the Parish Clerk to identify operational savings where possible during the financial year.
- To approve the transfer of any surplus reserves to earmarked reserves for major capital projects.

### Budget Summary

Account Details	Actual 31.12.20	Expected @ 31/03/21	Budget 2020/21	Budget 2021/22
Council	5,862	5,924	4,389	140
Allotment Income	1,005	1,050	1,050	1,060
Cemetery Income	6,796	8,000	4,000	5,000
Grounds Income	1,736	1,067	3,358	2,859
Developers Contributions	0	0	0	0
<b>Total Income</b>	<b>15,399</b>	<b>16,041</b>	<b>12,797</b>	<b>9,059</b>

### Expenditure

Council	56,012	66,734	75,795	80,546
Civic	597	918	1,810	1,850
Library	0	0	200	11,543
Grants	3,700	6,200	4,500	4,500
Community Support	2,952	2,888	6,000	5,000
Allotments	431	567	618	700
Cemetery	3,406	3,620	494	792
Outside Services	93,756	108,031	103,660	113,820
Projects	0	0	0	11,415
<b>Total Expenditure</b>	<b>160,854</b>	<b>188,958</b>	<b>193,077</b>	<b>230,166</b>
<b>Transfer from Reserves</b>	<b>0</b>	<b>9,647</b>	<b>0</b>	<b>11,415</b>
<b>Net Council Budget</b>	<b>145,455</b>	<b>163,270</b>	<b>180,280</b>	<b>209,692</b>
Contribution to Reserves	-14,227	-17,010	0	9,855
<b>Precept</b>	<b>159,682</b>	<b>180,280</b>	<b>180,280</b>	<b>199,837</b>
<b>Net Council Budget</b>	<b>145,455</b>	<b>163,270</b>	<b>180,280</b>	<b>209,692</b>

Precept Calculation

2020/21 Tax level	Tax base	Base Precept	% rise	extra cost per Band D per year	Band D Tax 2021/22	Total Precept 2021/22	Monthly increase	Weekly increase
No Increase	2,821.93	180,280	0.00	0.00	65.57	185,034		
1% Increase	2,821.93	180,280	1.00	0.66	66.23	186,884	0.05	0.01
1.5% Increase	2,821.93	180,280	1.50	0.98	66.55	187,809	0.08	0.02
2.% Increase	2,821.93	180,280	2.00	1.31	66.88	188,735	0.11	0.03
3% Increase	2,821.93	180,280	3.00	1.97	67.54	190,585	0.16	0.04
4% increase	2,821.93	180,280	4.00	2.62	68.19	192,435	0.22	0.05
5% Increase	2,821.93	180,280	5.00	3.28	68.85	194,286	0.27	0.06
6% Increase	2,821.93	180,280	6.00	3.93	69.50	196,136	0.33	0.08
7% Increase	2,821.93	180,280	7.00	4.59	70.16	197,986	0.38	0.09
8% Increase	2,821.93	180,280	8.00	5.25	70.82	199,837	0.44	0.10
9% Increase	2,821.93	180,280	9.00	5.90	71.47	201,687	0.49	0.11
10% Increase	2,821.93	180,280	10.00	6.56	72.13	203,537	0.55	0.13
Balance	2,821.93	180,280	13.33	8.74	74.31	209,699	0.73	0.17



**Predicted Reserves**

<b>Anticipated Reserves</b>	<b>31/03/2021</b>	<b>31/03/2022</b>
Opening Reserves	213,262	230,272
Add Expected Income	16,041	9,059
Add precept	180,280	199,837
less Expected Expenditure	188,958	230,166
Transfers from Reserves	9,647	11,415
<b>Forecasted Reserves</b>	<b>230,272</b>	<b>220,417</b>
<b>Earmarked Reserves</b>		
Community Centre	4,490	0
Great Down Car park	900	900
Elections	7,250	7,500
Capital projects	145,364	133,325
Playground renewal Fund - Asset Reserve	1,911	3,822
Library Grant	73	73
County Councillor Grant	6,925	0
Total Ear marked Reserves	<b>166,913</b>	<b>145,620</b>
Minimum General Reserve	<b>64,359</b>	<b>76,722</b>
<b>Total Earmarked and Minimum Reserve</b>	<b>231,272</b>	<b>222,342</b>
Reserves Adjustment	-1,000	-1,925
<b>Forecast Total Reserves</b>	<b>230,272</b>	<b>220,417</b>

Council

Cost Code	Account Details -Income	Actual 2019/20	Actual @31/12/20	Expected @31/03/21	Budget 2020/21	Budget 2021/22
101	EBC Support Grant	8,128	4,219	4,219	4,219	0
102	Other income	200	1,470	1,470	0	0
110	Investment income	344	173	235	170	140
<b>Total</b>	<b>Income</b>	<b>8,672</b>	<b>5,862</b>	<b>5,924</b>	<b>4,389</b>	<b>140</b>
<b>Expenditure</b>						
201	Rent	2,000	1,885	2,100	2,100	2,101
202	Service Charges	5,785	6,305	7,006	7,006	7,010
203	Property Costs -CCTV/ Waste etc	772	251	350	1,303	1,304
210	Postage	95	100	125	156	156
211	Stationery & Printing	306	243	350	626	626
212	Photocopier Hire & Charges	1,405	1,119	1,400	1,400	1,401
213	Information Technology	2,914	2,040	2,750	5,000	5,003
216	Telephone	1,510	1,190	1,500	784	1,500
217	Web Site	1,195	345	1,185	1,250	1,251
218	Subscriptions & Publications	1,644	1,728	1,900	1,900	1,901
219	General Insurance	3,433	3,163	3,163	3,600	3,602
220	Legal fees/Consultancy	2,884	200	4,000	3,150	3,000
221	Audit Fees	1,013	1,518	1,650	1,000	1,650
222	Bank Charges	134	101	140	175	175
225-1	Salaries	34,188	30,878	36,321	38,403	39,944
225-2	Pension	917	2,396		6,548	7,026
226	Staff Overheads	842	914	994	1,394	1,395
230	COVID-19 Expenses	0	1,636	1,800	0	1,500
<b>Total</b>	<b>Expenditure</b>	<b>61,037</b>	<b>56,012</b>	<b>66,734</b>	<b>75,795</b>	<b>80,546</b>

Civic

Cost Code	Account Details	Actual 2019/20	Actual @31/12/20	Expected @31/03/21	Budget 2020/21	Budget 2021/22
300	Newsletter	0	0	0	200	200
305	Chairs Allowance	0	0	0	200	200
306	Councillors Expenses		0	0	100	100
307	IT Expenses	341	579	650	360	400
308	Training	190	0	0	400	400
309	Civic Projects		18	18	100	100
310	Room Hire		0	0	200	200
315	Election Charges	24	0	250	250	250
<b>Total</b>	<b>Expenditure</b>	<b>555</b>	<b>597</b>	<b>918</b>	<b>1,810</b>	<b>1,850</b>

Library						
Cost Code	Account Details	Actual 2019/20	Actual @31/12/20	Expected @31/03/21	Budget 2020/21	Budget 2021/22
	Lowford Library	511	0	0	200	200
	Book stock	0	0	0	0	2,400
	Broadband	0	0	0	0	480
	Library software	0	0	0	0	1,044
	IT	0	0	0	0	400
	Staff Costs	0	0	0	0	5,840
	Staff Cost pensions	0	0	0	0	1,180
<b>Total</b>	<b>Expenditure</b>	<b>511</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>11,543</b>

Community

Cost Code	Account Details	Actual 2019/20	Actual @31/12/20	Expected @31/03/21	Budget 2020/21	Budget 2021/22
<b>Grants</b>						
350/1	Small Grants	768	1,500	4,000	2,300	2,500
350/2	Bursledon Windmill	2,400	2,200	2,200	2,200	2,000
<b>Total</b>	<b>Expenditure</b>	<b>3,168</b>	<b>3,700</b>	<b>6,200</b>	<b>4,500</b>	<b>4,500</b>
<b>Community Support</b>						
360/1	Youth Services	3,222	2,952	2,888	5,000	4,000
360/2	Community Engagement	0	0	0	1,000	1,000
<b>Total</b>	<b>Expenditure</b>	<b>3,222</b>	<b>2,952</b>	<b>2,888</b>	<b>6,000</b>	<b>5,000</b>

### Allotments

Cost Code	Account Details	Actual 2019/20	Actual @31/12/20	Expected @31/03/21	Budget 2020/21	Budget 2021/22
120	Allotment Rents	977	1,005	1,050	1,050	1,060
<b>Total</b>	<b>Income</b>	<b>977</b>	<b>1,005</b>	<b>1,050</b>	<b>1,050</b>	<b>1,060</b>

### Expenditure

502	Admin Costs	162	137	167	168	200
505/1	Water Charges	299	251	325	350	350
505/2	Grounds Maintenance	0	0	0	100	0
505/3	Repairs & Renewals	273	43	75	0	150
<b>Total</b>	<b>Expenditure</b>	<b>461</b>	<b>431</b>	<b>567</b>	<b>618</b>	<b>700</b>

### Cemeteries

Cost Code	Account Details	Actual 2019/20	Actual @31/12/20	Expected @31/03/21	Budget 2020/21	Budget 2021/22
125/1	Burial Fees	1,355	6,796	8,000	4,000	5,000
<b>Total</b>	<b>Income</b>	<b>1,355</b>	<b>6,796</b>	<b>8,000</b>	<b>4,000</b>	<b>5,000</b>

### Expenditure

552/1/1	IT Costs	220	169	205	79	225
552/1/2	Subscriptions	95	95	95	100	100
552/2/1	Water	41	30	95	95	96
552/2/2	Grounds Maintenance	132	117	125	0	150
552/2/3	Trees	825	2,995	3,100	220	221
<b>Total</b>	<b>Expenditure</b>	<b>1,313</b>	<b>3,406</b>	<b>3,620</b>	<b>494</b>	<b>792</b>

### Grounds

Cost Code	Account Details	Actual 2019/20	Actual @31/12/20	Expected @31/03/21	Budget 2020/21	Budget 2021/22
130/1	Tennis Courts	423	23	23	500	0
130/2	Cricket Pitch Hire	330	0	0	240	240
130/3	Football Pitch Fees	1,318	1,688	1,000	2,600	2,600
130/5	Other	2,700	25	25	0	0
130/8	Wayleaves	19	0	19	18	19
<b>Total</b>	<b>Income</b>	<b>4,790</b>	<b>1,736</b>	<b>1,067</b>	<b>3,358</b>	<b>2,859</b>

### Expenditure

400	Administration Costs	892	238	437	1100	1,000
402	Health & Safety	1083	387	422	524	524
403	Equipment Costs	3538	3329	3955	3290	3,292
404	Fuel	2545	1084	1500	2246	2,000
405	Vehicle Costs	1868	10006	10075	1148	2,250
406	Illegal Tipping	160	540	540	339	500
407	Notice Boards	685	0	0	0	0
408-1	Salaries	45252	54559	66279	59949	65,087
408-2	Pensions	2423	6196		10809	12,199
409	Staff Overheads	846	656	657	1837	1,838
420	Grounds maintenance	85163	16761	24166	22418	25,129
<b>Total</b>	<b>Expenditure</b>	<b>144455</b>	<b>93756</b>	<b>108031</b>	<b>103660</b>	<b>113,820</b>



Grounds  
maintenance

420	Long Lane Recreation Ground	21792	5468	5926	15618	15,627
430	King George V Rec	3812	2967	4013	3000	3,002
440	Pilands Wood Open Space	36640	1702	2000	2000	2,000
445	Woodlands way	18552	112	112	0	0
450	Great Down Park	2502	6270	6435	800	1,500
455	Lionheart Way Ecology Park	1188	242	692	0	3,000
460	Hungerford Bottom Ecology	0	0	0	0	0
465	Pocket park	0	0	1720	1000	0
470	Fishers Piece	537	0	2500		
475	The Spinney	0	0	650	0	0
480	The View Point	0	0	0	0	0
485	Bursledon Station Woods	0	0		0	0
490	Peewit Hill	140	0	118	0	0
		<b>85163</b>	<b>16761</b>	<b>24166</b>	<b>22418</b>	<b>25,129</b>

Capital project	Area	Cost	Budget Cost 2021/22	Budget Cost 2022/23	Budget Cost 2023/24	Budget Cost 2024/25	Budget Cost 2025/26	Budget Cost 2026/27	Budget Cost 2027/28	Budget Cost 2028/29	Budget Cost 2029/30	Budget Cost 2030/31
Extension to Council Office	Council office		4,490									
New access road and parking for hearse	Bursledon Cemetery			5,000								
Ownership signs	Bursledon Cemetery	750		750								
New Bins (2)	Bursledon Cemetery	700		700				400				
Security fencing and creation of secure area	Long Lane Recreation Ground	6,000		6,000								
Secure storage unit	Long Lane Recreation Ground	2,000		2,000								
Ownership signs (2)	Long Lane Recreation Ground	1,500		1,500								
New Bins & Dog Bins	Long Lane Recreation Ground	1,500		1,500					1,600			
Ownership signs (2)	Great Down Park	1,500		1,500								
Ownership signs	Great Down Car park	750		750								
New Bins	Great Down Park	350		350					800			
Ownership signs (2)	Pilands Wood Open Space	1,500		1,500								
New Bins	Pilands Wood Open Space	1,050		1,050		1,150				1,250		
Ownership signs (2)	King George V Recreation Ground	1,500		1,500								
New Bins	King George V Recreation Ground	1,050		1,050					1,200			
Ownership signs	Hungerford Nature Reserve	750		750								
Groundworks Renovations	Lionheart Way Ecology Park	80,000		1,000								
Ownership signs	Lionheart Way Ecology Park	1,500		1,500								
New Bins (2)	Lionheart Way Ecology Park	700		700					800			
Ownership signs	Pocket Park	750		750								
Boundary Signs	Old Netley	750		750								
Boundary Signs	Hamble Lane (2)	1,500		1,500								
Boundary Signs	A27	1,500		1,500								
Heart project				5,000	5,000	5,000	5,000					
Trim Trails			6,925									
Grounds Equipment												
Ride on Mower Finance (Electric) Finance	Grounds Services	24,000								8,000	8,000	8,000
Replacement Van /Tractor (Electric) Finance	Grounds Services	20,250								6,750	6,750	6,750
Replacement Van(Electric) Finance		20,250										6,750
		172,100	11,415	38,600	5,000	6,150	5,000	0	4,800	16,000	14,750	21,500

# Bursledon Parish Council

## Review of Fees and Charges 2021/22

### Agenda Item 9

Report of the Roland Potter (Parish Clerk)

#### 1. Summary of Key Issues

- To review the fees and charges for 2021/22
- To change the terms of conditions for the hire and use of recreation facilities to include a non-refundable deposit for cancellations.

#### 2. Fees and Charges 2021/22

Grounds Charges	2020/21	2021/22
Allotment Fees (per square metre)	£0.36	£0.37
Tennis Courts (Private Hire per hour)	£2.70	£3.00
Football Pitch - Seniors	£55.00	£56.00
Football Pitch - Juniors	£28.00	30.00
Football Pitch (one off deposit)	£50.00	£50.00
Cricket Pitch – Adult Evening Rate	£23.00	£25.00
Cricket Pitch – Day Rate	£65.00	£70.00
Cricket Pitch – Children	£28.00	£30.00
Cancellation fee payable in advance	£0.00	£15.00

Cemetery Fees (Residents Only)	2020/21	2021/22
Purchase of ERB for child (6 months to 12 years)	405.00	410.00
Purchase of ERB for adult (over 12 years)	720.00	730.00
Purchase of ERB for cremation plot	£290.00	£300.00
Burial Fees (infant still born or under six months)	£0.00	£0.00
Burial Fees (child interment)	£0.00	£0.00
Burial Fees (Adult)	£430.00	£450.00
Cremated Remains	£110.00	£120.00
Memorial Fees – Right to erect a memorial	£160.00	£160.00
Memorial Fees – Additional Inscription	£32.00	£35.00
Right to fix a memorial plaque to the memorial wall	£27.00	£30.00

Cemetery non -residents' fees are twice the above fees.

### **3. Legal and Policy Implications**

- Cemetery fees for non-residents fees are twice the resident's fees.
- The Council are required to review the age of a child and an adult in relation to interment fees.
- The Councils agreement for the hire of sports hire charges require amending to include the requirement<sup>6</sup> for a non-refundable deposit for cancellations on behalf of the hirer.

### **4. Recommendations**

- To approve the new charges as set out in the report from 01/04/21.
- To agree to change the terms and conditions of the hire of sports facilities to include a non-refundable deposit for cancellations by the hirer.



# BURSLEDON PARISH COUNCIL

Parish Council Office, The Village Hall, Long Lane,  
Bursledon Southampton SO31 8BZ.  
Telephone/Fax 023 8040 7535

E-mail: [clerk@bursledon-pc.gov.uk](mailto:clerk@bursledon-pc.gov.uk)  
[www.bursledon-pc.gov.uk](http://www.bursledon-pc.gov.uk)

## COMMUNITY SUPPORT GRANT APPLICATION FORM

### Please complete this form in BLOCK CAPITALS

- Name of Organisation    LOWFORD LIBRARY KNIT AND NATTER.
- Address, if building based    LOWFORD COMMUNITY LIBRARY  
LOWFORD COMMUNITY CENTRE.  
PORTSMOUTH ROAD BURSLEDON SO31 8ES
- Address for correspondence (if different from above)  
DUNRAVEN, PORTSMOUTH ROAD, LOWFORD, BURSLEDON SO31 8EQ  
[kaz.foulkes@ntlworld.com](mailto:kaz.foulkes@ntlworld.com)
- Is the organisation a charity?    ~~YES~~/NO  
  
If YES, please give charity number:
- Purpose/objectives of organisation  
WEEKLY MEETINGS.  
WE DO KNIT FOR CHARITIES. NEONATAL UNIT SOUTHAMPTON HOSPITAL.  
AGE UK AND MANY MORE.
- Area of benefit; **PLEASE STATE SPECIFICALLY THE WORK THAT YOU DO WITHIN THE PARISH OF BURSLEDON.**  
ANNUALLY WE AIM TO PUT UP A DISPLAY IN THE COMMUNITY CENTRE GARDEN OVER THE PERIOD OF 'REMEMBERANCE DAY'.
- What will the grant be used for?  
TO BE ABLE TO PUT A STRUCTURE FOR THE ROYAL BRITISH LEGION 100<sup>th</sup> ANNIVERSARY 2021
- Breakdown of how any grant will be spent  
MATERIALS FOR THE STRUCTURE'S FRAMEWORK.  
  
WOOL - FOR KNITTED OR CROCHETED PANELS TO COVER THE FRAMEWORK AND POPPIES

9. Have you applied to any other sources of grant aid/funding? YES/NO  
If YES state who else you have applied to and whether your application has been successful.

Please state the amount of financial assistance received from Eastleigh Borough Council in the last 12 months. NONE

10. What are the total assets currently held by your organisation?

NONE

11. What is your estimated income for the coming year?

NONE

12. Amount of this grant application £250-00

13. Name and designation of the person making this application

KAREN FOULKES FOUNDER OF KNIT AND NATEER LOWFORD LIBRARY.

14. PLEASE NOTE THE COUNCIL USES BACS TO MAKE PAYMENTS – therefore please provide Council with the bank account details for this grant to be paid into – this should not be an individual's personal account:

**ACCOUNT NAME:** MRS KAREN FOULKES

**ACCOUNT NO:** 91035215

**BANK SORT CODE:** 40-42-58

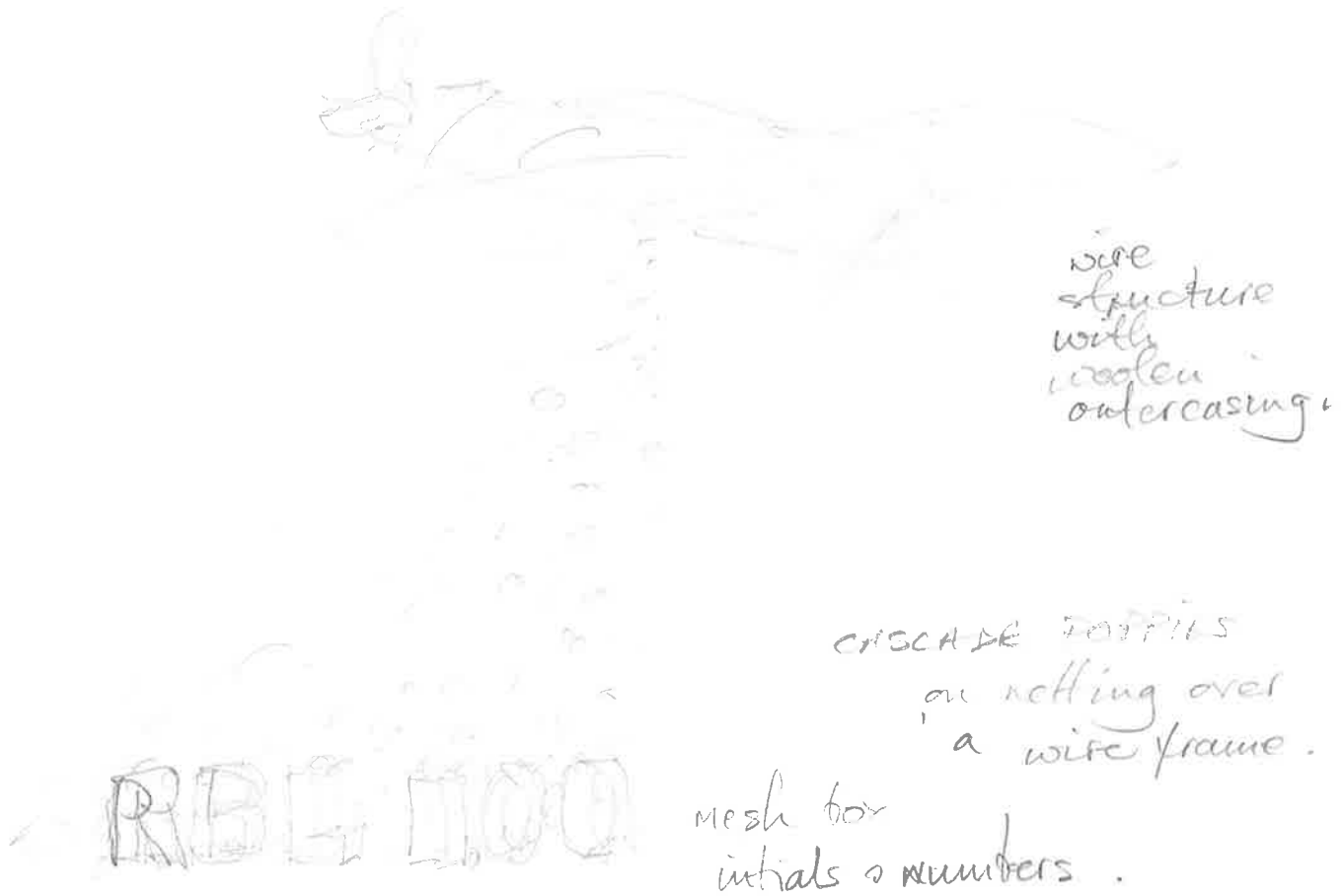
**Signature**.....K Faulkes.....

**Designation**.....MRS KAREN FOULKES FOUNDER.....

**Please attach the following to your application**

- **A copy of the most recent statement of accounts and current balance**
- **A copy of the organisation's constitution of other governing instrument**
- **Copies of any correspondence which may assist in the processing of this application**

**The completed application form and supporting documents should be returned to the Clerk to the Council.**



# Bursledon Parish Council

## Expenditure transactions - approval list

Start of year 01/04/20

Supplier totals will include confidential items

Approval no 1

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
1958	FPSAccess 201218	£324.00	213/4/2	03/12/20	Access UK Ltd - HR Software	£324.00
		£324.00			Access UK Ltd - Total	
1940	FPSArbbits 201218	£234.00	402/1	18/11/20	Arb-Bits - Matt Docking chainsaw boots size 45	£234.00
		£234.00			Arb-Bits - Total	
1939	FPSARCO 201218	£146.33		10/11/20	ARCO - 4 x 5L hand sanitiser 2 x tubes of textured hand wipes	£146.33
1		£124.75	230		AlcoholGel \$ x 5l	
2		£21.58	230		Scrubs and Wipes	
		£146.33			ARCO - Total	
1948	FPSBCull2 01218	£564.00	450/1	14/11/20	Brian Cull - Wild Flower Meadow cutting 16 October 2020	£564.00
		£564.00			Brian Cull - Total	
1963	FPSCBAT REES2012 18	£774.00	475/3/1	18/11/20	CBA Trees - Survey of trees in the spinney	
1964	FPSCBAT REES2012 18	£444.00	465/3/1	18/11/20	CBA Trees - Tree Inspection Pocket Park	£1,218.00
		£1,218.00			CBA Trees - Total	
1930	FPSCloudy IT201218	£180.00	226/1	19/11/20	Cloudy Group Ltd - MS teams training sessions x2	£180.00
		£180.00			Cloudy Group Ltd - Total	
1979	FPSDJScot t2010218	£714.98	403/1/3/1	01/12/20	D .J.Scott - Service JohnDFere1455 Type F1400	£714.98
		£714.98			D .J.Scott - Total	
1931	FOSDsquar ed201218	£30.00	420/1/1/3	01/11/20	D Squared Fire and Security - Monthly data fee for Long Lane CCTV	
1949	FOSDsquar ed201218	£30.00	420/1/1/3	01/12/20	D Squared Fire and Security - Monthly Data fee Long Lane CCTV	£60.00
		£60.00			D Squared Fire and Security - Total	
1869	FPSEBC20 1218	£200.40	420/7/2/1	27/10/20	Eastleigh Borough Council - Trade Refuse 01.1.20 to 31.3.20 invoice date April 2020	£200.40
		£200.40			Eastleigh Borough Council - Total	

Signature

Signature

Date



# Bursledon Parish Council

## Expenditure transactions - approval list

Start of year 01/04/20

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Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
1934	FPSEdgeIT 201218	£46.08	307/2	23/11/20	EDGE IT Systems Ltd - Team licences for councillors	£46.08
		£46.08			EDGE IT Systems Ltd - Total	
1975	FPSHendys 201218	£357.65	405/1/2	10/12/20	Hendy Group Ltd - Ford Ranger Lamp assembly - rear and control	
1976	FPSHendys 201218	£389.15	405/1/2	10/12/20	Hendy Group Ltd - Hinge Assembly and lamp assembly - rear (both sides needed replacing)	£746.80
		£746.80			Hendy Group Ltd - Total	
1935	FPSIndDoo rs201218	£482.40	430/1/1/2	16/11/20	Industrial Door Services Ltd - Repairs to KGV Pavilion Roller Shutter door	
1942	FPSIndDoo rs201218	£1,039.52	420/1/1/2	23/07/20	Industrial Door Services Ltd - Supply and fit new barrel to existing roller shutter door on Long Lane Pavilion complete with 240v tube motor and safe brake	£1,521.92
		£1,521.92			Industrial Door Services Ltd - Total	
1943	FPSIOG20 1218	£150.00	400/2/1	25/11/20	Institute of Groundsman - Subscription	£150.00
		£150.00			Institute of Groundsman - Total	
1947	FOSJLennon 201218	£8.99	211	30/11/20	J Lennon - Office sports booking calendar 2021	£8.99
1965	FPSRPOT TEREXP20 1218	£36.64		20/11/20	R Potter - Expense	£36.64
1		£12.64	213/4/2		Adobe software	
2		£24.00	230		Use of home as Office 4weeks £6	
1973	FPSSelco2 01218	£43.97	505/3	08/12/20	Selco Trade Centres Ltd - Wood, screws, hasp and hinges for water standpipe boxes	£43.97
		£43.97			Selco Trade Centres Ltd - Total	
1946	FPSSLCC2 01218	£90.00	226/1	25/11/20	Society of Local Council Clerks - Virtual Conference	£90.00
		£90.00			Society of Local Council Clerks - Total	
1927	FPSSpading s201218	£37.44	403/1/1	18/11/20	Spaldings - Tyre Guard 3 x 1ltr	
1928	FPSSpading s201218	£42.25	403/1/1	19/11/20	Spaldings - Zubat Replacement Blade for 30891/30892	
1944	FPSSpading s201218	£30.00	403/1/1	24/11/20	Spaldings - Bulldog manure fork	£109.69
		£109.69			Spaldings - Total	

Signature

Signature

Date

# Bursledon Parish Council

## Expenditure transactions - approval list

Start of year 01/04/20

Supplier totals will include confidential items

Approval no 1

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
		£8,651.07			Confidential	
<b>Total</b>		£15,046.87				

Signature \_\_\_\_\_  
Date \_\_\_\_\_

Signature \_\_\_\_\_

# Bursledon Parish Council

## Expenditure transactions - approval list

Start of year 01/04/20

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2014	FPsArbbits 210120	£804.60		21/12/20	Arb-Bits - Stihl HT 133 Pole Pruner1£592.50£592.50 Oregon Files 1/84£1.00£4.00 Oregon Flat Files (Pack of 12)1£21.00£21.00 Oregon Files 3/16 (Pack of 3)1£4.00£4.00 Draper Blue Shovel1£20.00£20.00 Oregon Strimmer Blade1£13.50£13.50 Solidur Chainsaw Gloves 101£15.50£15.50 Total Exc VAT£670.50	£804.60
		£804.60			Arb-Bits - Total	
2013	FPsArco20 0120	£19.15	230	11/01/21	ARCO - 4 x 750 bottles of ARCO safeguard disinfectant for BPC vans. 4 @ £3.99 plus VAT.	£19.15
		£19.15			ARCO - Total	
1987	FPSEBC21 0120	£198.00	450/6/2	06/01/21	Eastleigh Borough Council - Drain Gulley Clearance GDP November	£198.00
		£198.00			Eastleigh Borough Council - Total	
2008	FPsRPOTT EREXP210 120	£36.64		21/01/21	R Potter - Expense	£36.64
2012	FPSSpaldin gs210120	£29.93	230	07/01/21	Spaldings - Antibacterial Wipes	£29.93
		£29.93			Spaldings - Total	
2011	FPSTitchfie ld210120	£540.00	455/4/2	07/01/21	Titchfield Trees Services Ltd - Remove broken limb to the rear/side of 9 Lionheart Way. Will require tree to be climbed as a long way up in the tree. Broken limb is hanging over into residents garden.	£540.00
		£540.00			Titchfield Trees Services Ltd - Total	
1906	FPSTradeU K210120	-£99.99	403/1/1	16/11/20	Trade UK - Credit Note - Makita 9 inch Grinder	
1907	FPSTradeU K210120	£64.98	403/1/1	16/11/20	Trade UK - Dewalt 4 inch Grinder	
1961	FPSTradeU K210120	£3.16	505/3	07/12/20	Trade UK - Insulation for stand pipes	
1974	FPSTradeU K210120	£9.97	420/1/1/2	07/12/20	Trade UK - Tube cutter, Elbow joint, straight pipe coupling for guttering Long Lane Pavilion	
1978	FPSTradeU K210120	£16.47	505/3	09/12/20	Trade UK - Sanding materials for Allotments	
1981	FPSTradeU K210120	£17.99	505/3	15/12/20	Trade UK - Heater for Allotment works for drying paint	
1983	FPSTradeU K210120	£2.74	505/2	21/12/20	Trade UK - Insulation and clips for Allotment water taps	

Signature

Signature

Date

# Bursledon Parish Council

## Expenditure transactions - approval list

Start of year 01/04/20

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
1984	FPSTradeU K210120	£102.96	552/2/2	21/12/20	Trade UK - Water Pump and hose to empty graves	
1985	FPSTradeU K210120	£82.02	505/3	23/12/20	Trade UK - cable ties, cloth tape and master lock for allotment water tap boxes	
1986	FPSTradeU K210120	£14.90	505/3	23/12/20	Trade UK - Outside tap	£215.20
		£215.20			Trade UK - Total	
1989	FPSVisionI CT210120	£1,008.00	217/2	01/01/21	Visionict - Extra Hand Platinum Package Feb 2021 to Jan 2022	£1,008.00
		£1,008.00			Visionict - Total	
		£8,570.10			Confidential	
<b>Total</b>		£11,421.62				

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_