

<b>Bursledon Parish Council</b>	
<b>Minutes of the Full Council Meeting</b>	
Minutes of the meeting of Bursledon Parish Council held on Wednesday 28 November 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+ (arrived 19.15) Cllr T Craig+ (arrived 19.45) Cllr A Dew *	Cllr S Hartley# Cllr S Holes+ Cllr K House+ (arrived 19.10) Cllr J O'Sullivan+ Cllr M Penn+ (arrived 19.03) 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: 1	
FC/19/099	As the Chair of the Council was unable to attend the meeting the meeting would be chaired by the Vice Chair Cllr M Garrett.
FC/19/100	<b>Apologies for Absence</b> Apologies for absence were received and accepted from Cllrs J Rich, D Andrewes and A Dew
FC/19/101	<b>Declarations of Interest</b> Cllr M Garrett declared a personal interest in agenda item 6.1 as the applicant and his wife are known to him through their work at a local charity.
FC/19/102	<b>Minutes of Previous Meeting.</b> The minutes of the Full Council Meeting held on Wednesday 31 October 2018 were received and signed as a correct record.
FC/19/103	<b>Questions from the Public</b> There were no questions from the public.
FC/19/104	<b>Chairs Communications</b> Cllr Garrett thanked Members for their attendance at the Remembrance services held at HMS Cricket, St Leonards Church and the community remembrance event organised by Karen Foulkes at the Community Centre. He advised Members that the Chairs fund this year has paid for the Community Centre Christmas tree and will also contribute towards the Friends of Lowford Library Christmas lunch.
FC/19/105	The Chair handed over to the Chair of the Planning and Highways Committee Cllr O'Sullivan for the Planning section of the agenda.

FC/19/106	<p><b>Planning Applications received from Eastleigh Borough Council within the Parish or on its boundary.</b></p> <p><b>Application No:</b> <a href="#">H/18/84328</a>  <b>Site Address:</b> 4 GREYLADYES, SCHOOL ROAD, BURSLEDON, SOUTHAMPTON, SO31 8BX  <b>Description:</b> Front extension to detached garage</p> <p><b>Resolved: DO NOT OBJECT</b></p>
FC/19/107	<p><b>Application No:</b> <a href="#">F/18/84286</a>  <b>Site Address:</b> Crown Estate river mooring between piles M24 and M25 on the Eastleigh side of the river Hamble opposite Universal Marina.,  <b>Description:</b> Installation of 1no. floating pontoon between piles M24 and M25</p> <p><b>Resolved: DO NOT OBJECT</b></p>
FC/19/108	<p><b>Application No:</b> <a href="#">F/18/84378</a>  <b>Site Address:</b> PARTLANDS, 2 LOWFORD HILL CLOSE, BURSLEDON, SOUTHAMPTON, SO31 8JT  <b>Description:</b> Change of use from C3 dwelling house to sui generis House in Multiple Occupation</p> <p><b>Resolved: DO NOT OBJECT, however Councillors have raised the following concerns.</b></p> <ul style="list-style-type: none"> <li>• That are there the correct number of parking spaces available for the number of allocated bedrooms in the HMO property.</li> <li>• That is there the provision of adequate fire escape routes from rooms on both floors.</li> <li>• That there appears to be no access to ground floor bedrooms off a communal hallway.</li> </ul>
FC/19/109	<p><b>Application No:</b> <a href="#">H/18/84414</a>  <b>Site Address:</b> 1 HILL PLACE, BURSLEDON, SOUTHAMPTON, SO31 8AE  <b>Description:</b> Demolition of existing garage, Two storey side extension, replacement detached garage with first floor accommodation, alterations to fenestration and external facing materials and open sided link canopy roof between dwelling and garage.</p> <p><b>Resolved: DO NOT OBJECT however, the Council requests that if the planning authority are minded to approve this application that they consider applying the following conditions to this development.</b></p> <ul style="list-style-type: none"> <li>• The development should not be used for commercial purposes.</li> <li>• That the property should not be sub divided.</li> </ul>
FC/19/110	<p><b>Annual Audit Report 2017/18</b>  Members received a report from the Clerk on the completed Audit for 2017/18.</p> <p><b>RESOLVED: To note the report and the required actions.</b></p>
FC/19/111	<p><b>Interim Internal Audit Report</b></p>

	<p>Members received a report from the Clerk on the Internal Auditors interim visit.</p> <p><b>RESOLVED: To note the report and the required actions.</b></p>
FC/19/112	<p><b>Boundary Review</b>  The Clerk formally advised Members that The Parish Council Boundary change has now been approved by the Boundary Commission and will come into effect from the 1<sup>st</sup> April 2019. The change to the Parish Boundary will have budgetary implications further updates to follow.</p> <p><b>RESOLVED: To note the report.</b></p>
FC/19/113	<p><b>Office Closure over Christmas</b>  To note that:</p> <ul style="list-style-type: none"> <li>• the Council Offices will be closed from 21 December 2018 to 2 January 2019.</li> </ul> <p><b>RESOLVED: To note the report.</b></p>
FC/19/114	<p><b>Eastleigh Passenger Transport Forum</b>  Cllr F Burgess gave a short presentation to Members following her attendance at the Eastleigh Passenger Transport Forum. Cllr Burgess made Members aware of a new initiative by South Western Railway to encourage greater use of the railways by investing in community led projects. Cllr Burgess will provide the Parish Office with the contact details and the Clerk will formally write to South Western Railways outlining the project idea suggested by Cllr Burgess of a new pedestrian crossing across the A27 from the new housing developments towards the railway station.</p>
FC/19/115	<p><b><u>The Meeting closed at 20.00</u></b></p>

**Report to Full Council**

**Report of:** Roland Potter (Parish Clerk)

**Council Budget & Precept 2019/20.**

<b>Author:</b> Roland Potter	<b>Presented:</b> Cllr M Penn: Chair of Finance & Administration Committee.
<b>Produced for</b> Full Council	<b>Date of Report:</b> 22 January 2019
<b>1.0</b>	<p><b>Summary of Key Issues</b></p> <ul style="list-style-type: none"> <li>• To approve the Council Operational Budget 2019/20.</li> <li>• To approve the Council’s Asset/Capital programme for 2019/20.</li> <li>• To set the Parish precept for 1 April 2019.</li> </ul>
<b>2.0</b>	<p><b>Background</b></p> <p>The key purpose of the budget and the subsequent five-year plan is:</p> <ul style="list-style-type: none"> <li>• to put in place a clear and robust financial strategy for the next five years that will help the Council to deal with the challenges it faces,</li> <li>• to achieve its strategic aims and meet the community’s priorities, within the limited resources available, whilst delivering value for money to the local taxpayers of Bursledon.</li> </ul> <p>Over the last four years, our budget process has been subjected to a variety of pressures beyond the council’s control and on the speculation of S106 funding being available.</p> <p>The 2019/20 draft budget has been prepared to reflect:</p> <ul style="list-style-type: none"> <li>• The boundary change which will come into place on 1 April 2019</li> <li>• The transfer of assets (Pilands Wood Open Space and assets in Old Netley)</li> <li>• The increase of risk liabilities with tree inspections.</li> <li>• Adjustments for inflation (Consumer Price Index 2.1% December 2019)</li> <li>• Additional costs e.g. Pension costs.</li> <li>• A structured capital/ asset programme of works.</li> </ul> <p>In addition, we have used the budget for 2019/20 to develop a five-year financial plan which is recommended good practice and will be considered under Agenda Item 7.</p> <p>The rationale for the five-year plan is that it will give the Council and its officers targets to work to other than just maintenance and this will be a positive communication to our residents.</p>

	<p>To help put the budget together we have adopted four unratified council objectives to support the rationale of the budget and in future applications for funding. These proposed objectives are:</p> <ul style="list-style-type: none"> <li>• Good sound financial management. <ul style="list-style-type: none"> <li>- To manage the council's finances and assets in a responsible manner and obtain value for money.</li> </ul> </li> <li>• Good governance and communications. <ul style="list-style-type: none"> <li>- To operate the council within the council's code of conduct and associated policies and to effectively communicate with our resident's business and partners using the latest technology.</li> </ul> </li> <li>• Healthy living and lifestyles. <ul style="list-style-type: none"> <li>- To provide the opportunities for residents and visitors to develop healthy lifestyles using the council's assets.</li> </ul> </li> <li>• Improving the environment. <ul style="list-style-type: none"> <li>- To work to develop the use of council assets to the benefit of our local environment.</li> </ul> </li> </ul>
<p><b>3.0</b></p>	<p><b>Budget Structure 2019/20</b></p> <p>The budget is therefore built around a series of core documents:</p> <ol style="list-style-type: none"> <li>1. Operational Revenue Budget</li> <li>2. Five Year capital/assets programme.</li> <li>3. Identified Risks.</li> <li>4. Reserves Policy.</li> </ol> <p>The 2019/20 Capital/ Asset Management Plan is for the next five years identifying possible funding from section 106 monies. This has resulted in two new budget lines:</p> <ul style="list-style-type: none"> <li>• Developers Contributions expected.</li> <li>• Capital Expenditure (linked to the five-year capital and asset management plan.</li> </ul>
<p><b>4.0</b></p>	<p><b>General Budget Assumptions</b></p> <p>The budget contains several general assumptions:</p> <ol style="list-style-type: none"> <li>1. All budgets have been increased by 2.1% as per the consumer price index.</li> <li>2. All Income has been increased at 2.1% plus one percent to reduce the council's subsidy of the services.</li> <li>3. Pension costs are a statutory provision. It cannot be assumed that staff will not decide to take out the pensions later or if there is a change of staff. The Parish Clerk believes that it is financially responsible to budget for this liability.</li> <li>4. Additional staffing for admin, for web site administration and admin support to free up the time of the clerk to deliver other projects, this will allow us to also deliver 90% of the Parish Plan outcomes.</li> <li>5. Additional staff for grounds to cover additional seasonal support and taking on new areas including Pilands Wood Open Space and open Spaces in Old Netley. Although some of the works has previously been contracted to EBC, however it has not been able to obtain the cost or the service standard. We believe however the service standard is lower than what we deliver in BPC. (therefore, any contract costs would have to be adjusted through the wages)</li> <li>6. The Grounds wages have been calculated based on the new services schedule (attached) which has been assessed by the council's grounds staff and calculated at a gross staff cost.</li> <li>7. Of concern is the reduction in our reserves (please see the five-year reserve projection in the medium-term financial plan). Bearing in mind that the option for</li> </ol>

obtaining 106 monies will decline over the next five years. We have a large capital stock which will require not just maintenance but renewal over the forthcoming years and on-going after the five-year plan. After this the council will still need a longer capital and asset programme to maintain its assets.

8. The budget does not consider two additional play areas which may at some time be transferred to the Council from the new developments.
9. The government has confirmed that parish councils will not be subject to referendums for a further year up until 2020, however there is no guarantee that this will continue.

#### 5.0 Budget specific variations

Cost Code	Account Details	Variation	Explanation
<b>INCOME</b>			
100	Precept	19,967	Increase in tax base from 2,209.75 to 2532.63
101	EBC Support Grant	(4,070)	Reduction in Government funding
<b>EXPENDITURE</b>			
224	Photocopier charges	(400)	Reduced to reflect actual cost
225	Broadband	(940)	Reduced to reflect actual cost
226	Equipment maintenance (& software)	1,000	Additional costs for secure e-mail for councillors and staff.
	Web Site	324	Annual service charge for web site
	Library	504	Additional cost of DBS checks
280	Office salaries	3,992	Approved salary increases plus additional part time member of staff (4,680)
290	Over time provision	2,000	Contingency provision
290	Pension	1,152	Additional increase in pension costs plus additional part-time member of staff (£791)
306	Councillor expenses/Training	250	Training for new councillors plus full council training end of May 2019
315	Election costs	2,400	Additional cost for elections as advised by EBC
350	Grants	(7,522)	Reduction in Hants Police Funding (£7,250), Create a specific grant for Bursledon Lunch Club (£500), Consider reduction in funding for windmill in line with other authorities.
350/6	HCC Youth	(4,000)	To reflect initial proposed costs for service after reduction in HCC funding
	Community Engagement	1,000	To employ third party organisations e.g. The Conservation Volunteers for projects
465	Tree inspections	5,000	The Council has been advised of the risk associated with trees and the requirement to have trees inspected by road and footpaths. The Council has approximately 3500 trees which will overtime have to be inspected and remedial works take out.
	Tree Maintenance	2,000	To undertake works as a result of tree inspections.
470	Staff costs	16,625	Amended to include additional member of staff (£11,232) plus pay rises and allows for additional services being taken on at Pilands Wood and Hound PC

	470	Overtime Contingency	2,500	Contingency
	470	Pension Costs	3,182	Additional increase in pension costs plus additional part-time member of staff (£1,898)
6.0	<b>Funding the budget and the Precept</b>			
	<ul style="list-style-type: none"> <li>• The budget summary currently assumes no increase in the parish precept (£61.84).</li> <li>• This would mean that the Council has a budget shortfall of £15,239.</li> <li>• If the budget is approved this shortfall would have to be funded from an increase in the precept or from reserves.</li> <li>• The precept options are set out on the Budget Summary and the impact on the reserves is identified at the end of each column.</li> </ul>			
7.0	<b>Legal, Policy and Risk Issues</b>			
	<ul style="list-style-type: none"> <li>• The Council are required to decide at this meeting on the level of the Parish Precept.</li> <li>• The Council has a statutory duty to make provision for staff pensions.</li> <li>• The Council is responsible for approximately 3,500 trees. All the trees along road and footpaths must be inspected annually and remedial works are required to be taken out. The large number of trees means that the Council must develop a risk management approach to the inspections which will have to be delivered over three to four years.</li> <li>• The Council need to consider the impact of the budget on the reserves of the Council.</li> </ul>			
8.0	<b>Financial Implications</b>			
	The Financial implications are set out in the report.			
9.0	<b>Recommendations</b>			
	<ul style="list-style-type: none"> <li>• <b>To approve the budget for 2019/20.</b></li> <li>• <b>To approve the capita/asset programme for 2019/20.</b></li> <li>• <b>To set a Parish precept</b></li> </ul>			

### Bursledon Parish Council 2019/20 Budget Summary

Account Details	2018/19			2019/20
	Actual 31/12/18	Expected @31/03/18	Budget 2018/19	Budget 2019/20
Administration	12,372	12,432	12,242	8,392
Cemetery Income	3,526	4,120	4,120	4,640
Allotment Income	1,123	1,077	1,077	1,150
Grounds Income	1,758	2,374	2,019	2,568
Developers Contributions	0	74,940	0	88,310
<b>Total Income</b>	<b>18,779</b>	<b>94,943</b>	<b>19,458</b>	<b>105,060</b>

#### Expenditure

Administration	47,496	58,820	59,750	68,155
Civic	440	815	2,800	5,250
Grants	4,072	4,672	12,222	4,700
Community Development	333	333	10,333	7,333
Capital Projects	0	86,790	13,500	102,301
Cemetery	220	348	330	337
Allotment	495	460	310	480
Grounds Maintenance	53,770	65,143	58,460	88,360
<b>Total Expenditure</b>	<b>106,826</b>	<b>217,381</b>	<b>157,705</b>	<b>276,917</b>
<b>Net Council Budget</b>	<b>88,047</b>	<b>122,438</b>	<b>138,247</b>	<b>171,857</b>
Contribution from Reserves	-48,604	-14,213	1,596	15,239
<b>Precept</b>	<b>136,651</b>	<b>136,651</b>	<b>136,651</b>	<b>156,618</b>
<b>Net Council Budget</b>	<b>88,047</b>	<b>122,438</b>	<b>138,247</b>	<b>171,857</b>

#### Council Tax Options 2019/20

18/19 Tax level	Tax base	Base Precept	% rise	extra cost per Band D per year	Band D Tax 2018/19	Total Precept 2018/19	EBC Support Gant	Impact on Reserves
No Increase	2,532.63	156,618	0.00	0.00	61.84	156,618	7,972	-15,239
1% Increase	2,532.63	156,618	1.00	0.62	62.46	158,184	7,972	-13,673
1.5% Increase	2,532.63	156,618	1.50	0.93	62.77	158,967	7,972	-12,889
2.55% Increase	2,532.63	156,618	2.55	1.58	63.42	160,612	7,972	-11,245
3% Increase	2,532.63	156,618	3.00	1.86	63.70	161,316	7,972	-10,540
5% Increase	2,532.63	156,618	5.00	3.09	64.93	164,449	7,972	-7,408
To balance Budget	2,532.63	156,618	9.73	6.02	67.86	171,857	7,972	0



**Administration  
Income**

Cost Code	Account Details	Actual 2017/18	Actual 31/01/19	Expected @31/03/19	Budget 2018/19	Budget 2019/20	Notes
100	Precept	131,875	136,651	136,651	136,651	156,618	Assumes a 0% increase
101	EBC Support Grant	14,557	12,042	12,042	12,042	7,972	The Support grant will be phased out over two years
105	Office Services	17	0	0	0	0	
	Library	131	132	170	0	200	
110	Interest	210	198	220	200	220	
		<b>14,915</b>	<b>12,372</b>	<b>12,432</b>	<b>12,242</b>	<b>8,392</b>	
	<b>Total Income</b>	<b>146,790</b>	<b>149,023</b>	<b>149,083</b>	<b>148,893</b>	<b>165,010</b>	

**Parish Office Central Charges**

201	Community Centre Rent	2,000	1,499	2,000	2,000	2,000	
202	Service Charges						
202/1	Management Fees /Building Maintenance	1,499	1,492	2,300	2,300	2,351	
202/2	Insurance	352	143	455	500	511	
202/3	Gas	249	130	800	800	818	
202/4	Electricity	779	445	1,500	1,500	1,533	
202/5	Water	123	134	176	150	153	
	<b>Total Service Charges</b>	<b>3,002</b>	<b>2,344</b>	<b>5,231</b>	<b>5,250</b>	<b>5,366</b>	
205	Property Maintenance	8	267	300	200	204	
220	Office Costs	367	202	400	400	409	
221	Postage	95	4	150	150	153	
222	Telephone	850	949	1,200	750	767	
223	Printing & Stationary	542	472	600	600	613	
224	Photocopier hire charges	1,221	1,290	1,400	1,800	1,400	Reduced to reflect cost
225	Broadband	2,142	430	550	1,400	560	Reduced to reflect cost

Cost Code	Account Details	Actual 2017/18	Actual 31/01/19	Expected @31/03/19	Budget 2018/19	Budget 2019/20	Notes
226	Equipment Maintenance (& software)	4,188	3,532	3,800	2,000	3,000	This has increased to provide secure e-mail support for whole organisation including councillors
	Capital Equipment	0	1,087	727	0	0	New laptop
	Web Site	0	0	0	0	324	Annual maintenance charge previously free
240	Subscriptions	1,366	1,909	1,897	1,500	1,900	
250	General Insurance	2,384	2,530	2,530	2,500	2,555	
260	<b>Library Costs</b>	294	87	200	200	704	Additional cost of DBS checks
	Library Capital costs		1,065	1,065	0	0	Cost of new shelving funded by Cllr House
270	Total Legal Fees	2,328	3,334	4,000	3,000	3,066	
270/1	Transfer of assets	2,328	750	1,000	3,000	3,066	
270/2	General Legal Fees	0	1,885	2,000	0	0	
	BDCA Lease Costs		699	1,000	0	0	
275	<b>Audit Fees</b>	0	0	0	0	0	
276	External Audit Fees	425	0	480	450	450	
276/1	Internal Audit Fees	800	325	500	550	550	
276/2	Bank Charges	0	101	175	200	175	
280	Office Salaries	29,508	25,965	31,100	31,004	34,996	Amended to include additional member of staff plus pay rises.
290	Overtime contingency	0	0	0	0	2,000	
	Pension Costs	0	0	0	4,496	5,638	Pension costs are a statutory provision for the budget. Currently no member of staff has joined although this may change
	<b>Total Staffing costs</b>	29,508	25,965	31,100	35,500	42,635	
	Office Staff Training	1,044	100	500	1,000	1,022	
291	Staff Travel	0	4	15	200	200	
292	Staff Recruitment	0	0	0	100	102	
293	<b>Total Administration costs</b>	<b>52,564</b>	<b>47,496</b>	<b>58,820</b>	<b>59,750</b>	<b>68,155</b>	

### Civic Expenditure

Cost Code	Account Details	Actual 2017/18	Actual 31/12/18	Expected @31/03/18	Budget 2017/18	Budget 2019/20	Notes
300	Newsletter	0	0	0	200	200	
305	Chairman's Allowance	144	80	175	200	200	
306	Councillor Expenses/ Training	60	0	120	500	750	Training for new councillors
307	Councillor IT costs	0	360	360	0	0	
310	Room Hire	0	0	160	400	200	
315	Election Costs	6,934	0	0	1,500	3,900	EBC have identified and indicative cost for elections
	<b>Total Expenditure</b>	<b>7,138</b>	<b>440</b>	<b>815</b>	<b>2,800</b>	<b>5,250</b>	

### Grants

#### Expenditure

350/1	Small Grants	300	1,150	1,500	1,800	1,300	
350/2	Pilands Wood Community Ce	0	0	250	250	250	
350/3	Bursledon Regatta	250	250	250	250	250	
350/4	Hants Police (PCSO)	7,300	0	0	7,250	0	
350/5	Bursledon Windmill	2,227	2,672	2,672	2,672	2,400	Consider reducing funding in line with other authorities
	Parish Plan	-176	0	0	0	0	
	Bursledon Lunch Club	0	0	0	0	500	
	<b>Total Grants</b>	<b>9,901</b>	<b>4,072</b>	<b>4,672</b>	<b>12,222</b>	<b>4,700</b>	

### Community Development

350/6	HCC Youth Services	10,000	0	0	10,000	6,000	
350/8	Park sport	333	333	333	333	333	
	Community Engagement					1,000	Funding to support projects
	<b>Total Expenditure</b>	<b>10,333</b>	<b>333</b>	<b>333</b>	<b>10,333</b>	<b>7,333</b>	

**Cemetery**

**Cemetery Income**

Cost Code	Account Details	Actual 2017/18	Actual 31/01/19	Expected @31/03/19	Budget 2018/19	Budget 2019/20	
125/1	Burial Fees	4,422	3,526	4,500	4,120	4,640	
125/2	Donations	5		0	0	0	
	<b>Total cemetery Income</b>	<b>4,427</b>	<b>3,526</b>	<b>4,500</b>	<b>4,120</b>	<b>4,640</b>	

<b>Cemetery Expenditure (only)</b>							
420	Water Rates	43	25	45	75	77	
421	Grounds Maintenance	898	32	50	0	0	
422	Subscriptions	90	0	90	90	92	
423	Software Charges	0	163	163	165	169	
424	Staff costs	0	0	0	0	0	
425	Capital Costs	0	0	0	0	0	
	<b>Total Cemetery Expendit</b>	<b>1,031</b>	<b>220</b>	<b>348</b>	<b>330</b>	<b>337</b>	

**Allotments**

**Allotment Income**

Cost Code	Account Details	Actual 2017/18	Actual 30/12/18	Expected @31/03/19	Budget 2018/19	Budget 2019/20	
120	Allotment Rents	931	1,123	1,077	1,077	1,150	
	<b>Total Allotment Income</b>	<b>931</b>	<b>1,123</b>	<b>1,077</b>	<b>1,077</b>	<b>1,150</b>	

**Allotments**

<b>Allotment Expenditure (only)</b>							
400	Water Rates	222	297	310	310	317	
402	Grounds Maintenance	0	40	150	0	0	
403	Software Charges		158	158	160	164	
404	Staff costs					0	
405	Capital Costs					0	
	<b>Total Allotment Expendit</b>	<b>222</b>	<b>495</b>	<b>460</b>	<b>310</b>	<b>480</b>	

## Grounds

### Grounds Income

Cost Code	Account Details	Actual 2017/18	Actual 30/12/18	Expected @31/03/19	Budget 2018/19	Budget 2019/20	
130/1	Tennis Courts	240	0	125	240	250	
130/2	Cricket Pitch Hire	210	231	231	216	240	
130/3	Football Pitch Fees	1,548	1,508	2,000	1,545	2,060	
130/5	Grant	0		0	0	0	
130/8	Wayleaves	0	19	18	18	18	
<b>Total Grounds Income</b>		<b>1,998</b>	<b>1,758</b>	<b>2,374</b>	<b>2,019</b>	2,568	

## Grounds

### Grounds Expenditure

Cost Code	Account Details	Actual 2017/18	Actual 30/12/18	Expected @31/03/18	Budget 2018/19	Budget 2019/20	
450	Grounds Maintenance	4,358	6,278	6,500	6,500	6,643	
451	Vandalism provision	757	0	400	1,000	1,022	
452/1	Refuse Collection	307	534	300	325	332	
452/3	Dog Waste Collection	138	114	150	175	179	
455	<b>Pavilion Costs</b>						
455/1	Property Maintenance	1,833	826	1,000	1,000	1,022	
455/2	Water Rates	44	26	75	140	143	
455/3	Electricity	733	560	700	500	711	
455/5	CCTV/Alarm	68	2,567	2,567	300	307	
	Capital costs		4,200	4,200	0	0	Emergency H & S Works for electricity and water
460	<b>Equipment Costs</b>						
460/1	Equipment & Maintenance	2,025	1,672	3,050	3,150	3,219	
460/2	Mower Fuel etc.	246	279	550	750	767	
460/3	Vehicle Fuel & Maintenance	1,548	607	1,400	1,400	1,431	
460/4	Vehicle Insurance	1,026	1,051	1,051	1,100	1,124	

Cost Code	Account Details	Actual 2017/18	Actual 31/01/19	Expected @31/03/19	Budget 2018/19	Budget 2019/20	
465	Tree Inspections	120	770	1,000	1,000	6,000	The Council has been advised of the risk associated with trees and the requirement to have trees inspected by road and footpaths. The Council has approximately 3500 trees which will overtime have to be inspected and remedial works take out.
	Tree Maintenance	961	1,348	2,000	2,000	4,000	
470	Staff Costs	32,075	31,905	38,200	32,314	48,929	Amended to include additional member of staff plus pay rises and allows for additional services being taken on at Pilands Wood and Hound PC
	Overtime contingency			0	0	2,500	
	Pension costs	0	0	650	4,686	7,868	Pension costs are a statutory provision for the budget. Currently no member of staff has joined although this may change
470	Total Staff Costs	32,075	31,905	38,850	37,000	59,296	
471	Staff Training	0	155	100	1,500	1,533	
472/1	Protective Clothing	634	878	900	250	256	
472/2	Staff Travel	0		0	20	20	
472/3	Staff costs	0		0	0	0	
472/4	Health & safety	72		250	250	256	
472/5	Telephone	0		0	0	0	
472/6	Tree warden membership	100		100	100	100	
472/7	Subscriptions					0	
480/1	Signage	0		0	0	0	
480/2	Bins & benches	0		0	0	0	
480/3	Capital projects	0		0	0	0	
	<b>Total Grounds Expenditure</b>	<b>47,045</b>	<b>53,770</b>	<b>65,143</b>	<b>58,460</b>	<b>88,360</b>	

#### Capital Expenditure

500/1	Replacement Grounds Equipment/ Capital Projects	5,778	0	86,790	13,500	102,301	See attached schedule
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Project Details	Location	Estimated Cost	Funding	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	Post 2024
Additional memorial wall	Bursledon Parish Council Cemetery	10,000	BPC							10,000
Signage	Installation of boundary signs	7,500	BPC							7,500
Improvements to safety fence around Great Down Park car park	Great Down Park	15,000	DC			15,000				
Renewal of bins	throughout Parish	5,000	BPC		1,000	1,000	1,000	1,000	1,000	
Vegetation and ditch clearance	Peewit Hill woods	7,500	BPC				7,500			
Renovation of current memorial wall	Bursledon Parish Council Cemetery	3,000	BPC							3,000
Pond Rennovations and signage	Bursledon Parish Council Cemetery	1,500	BPC			1,500				
Improvements to Council Offices	Lowford Community Centre	4,491	Reserves		2,491					
Improvements to Council Storage	Lowford Community Centre	900	BPC	900						
Create memorial Garden	Bursledon Parish Council Cemetery	1,500	BPC							1,500
Reinstatement of Cemetery footpath	Bursledon Parish Council Cemetery	3,000	BPC	3,000						
Modify access through kissing gate	Long Lane Recreation Ground	1,500	BPC				1,500			
Disabled Access	Lionheart Way Ecology Park	1,500	DC		1,500					
Drop kerb	School Road FP 501	1,000	U/K							1,000
Repairs to youth Shelter - Skate Park	Pilands Wood	750	BPC		750					
Nature Reserve enhancement	Hungerford Ecology Park	5,000	DC		5,000					
New notice Board	Pilands Wood Area Shops	750	BPC	750						
New notice Board	Reeves way	750	BPC	750						



New notice Board	Bursledon Green	750	BPC		750					
<b>Project Details</b>	<b>Location</b>	<b>Estimated Cost</b>	<b>Funding</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>Post 2024</b>
New notice Board	Bursledon Station Woods	750	BPC	750						
New notice Board	King George V Playing Fields	750	County Councillor Contibution		750					
Interpretation Boards renovations	Bursledon Station Woods	500	BPC						500	
Interpretation Boards renovations	Viewpoint	500	BPC						500	
Interpretation Boards renovations	Lionheart Ecology Park	1,000	DC		1,000					
Ownership Boards	Pilands Wood Open Space	500	BPC		500					
Ownership Boards	Pocket Park	500	BPC						500	
Ownership Boards	Fishers Piece	500	BPC						500	
Ownership Boards	Hungerford Ecology Park	500	BPC						500	
Ownership Boards	Lionheart Ecology Park	500	DC		500					
New bench	Long Lane Rec	500	BPC	500						
New bench	memorial benches	900	County Councillor Contibution	900						
New Van		15,000	BPC			5,000	5,000	5,000	5,000	
Replacement Mower with flail deck		20,000	BPC			10,000	5,000	5,000		
Extension & Improvements including Storage & showers	Pilands Wood Community Centre	250,000	DC							250,000
Sculpture trail		20,000	DC		5,000	5,000	5,000	5,000		
		<b>1,389,091</b>		<b>86,790</b>	<b>102,301</b>	<b>43,500</b>	<b>31,000</b>	<b>89,000</b>	<b>81,500</b>	<b>883,000</b>

<b>Projected Reserves Summary</b>		
<b>Anticipated Reserves</b>	<b>31/03/2019</b>	<b>31/03/2020</b>
Opening Reserves	145,709	159,922
Add Expected Income	231,594	261,678
less Expected Expenditure	217,381	276,917
Transfers from Reserves		0
<b>Forecasted Reserves</b>	<b>159,922</b>	<b>144,683</b>
<b>Earmarked Reserves</b>		
Community Centre	4,491	2,000
Long Lane Rec Car park	3,235	3,235
Elections	7,000	7,000
Equipment	30,000	30,000
Library Grant	0	0
Total ear marked Reserves	<b>44,726</b>	<b>42,235</b>
Minimum General Reserve	<b>39,426</b>	<b>69,229</b>
<b>Total Earmarked and Minimum Reserve</b>	<b>84,152</b>	<b>111,464</b>
Additional General Reserve	75,770	33,219
<b>Forecast Total Reserves</b>	<b>159,922</b>	<b>144,683</b>

Pilands Wood Open Space

New Services

Work	Annual Hours	Rate	Cost
Strimming	72	15.33	1103.76
Mowing	170	15.33	2606.1
Hedges	12	15.33	183.96
Rough Areas	72	15.33	1103.76
Pitch marking	20	15.33	306.6
Litter picking /inspections	78	15.33	1195.74
	424		<b>6499.92</b>
<b>King George V</b>			
Strimming	100	15.33	1533
Mowing	200	15.33	3066
Hedges	0	15.33	0
Rough Area management	104	15.33	1594.32
Pitch marking	20	15.33	306.6
Litter picking /inspections	78	15.33	1195.74
	502		<b>7695.66</b>
<b>New Responsibilities</b>			
Tree Inspections	36	15.33	<b>551.88</b>
Total Costs			<b>14747.46</b>

**Report to Full Council**

**Report of:** Roland Potter (Parish Clerk)

**Title: Grant Applications**

<b>Author:</b> Roland Potter	<b>Presented:</b> Chair of Full Council
<b>Produced for</b> Full Council	<b>Date of Report:</b> 29 January 2019
1	<p><b>Summary of Key Issues</b></p> <ul style="list-style-type: none"> <li>• To consider awarding grants to:               <ol style="list-style-type: none"> <li>1. Bursledon Lunch Club</li> <li>2. Eastleigh Bereavement Service Counselling</li> </ol> </li> </ul>
2	<p><b>Grant Applications</b></p> <p>The Parish Council considers grant application in July and January of each financial year.</p> <p>It is the Council policy to consider grants up to £250.</p> <p>The Council are requested to consider grant applications from:</p> <ul style="list-style-type: none"> <li>• Bursledon Lunch Club (£250) attached</li> <li>• Eastleigh Bereavement Service Counselling (£100) attached.</li> </ul>
3	<p><b>Legal, Policy and Risk Issues</b></p> <ul style="list-style-type: none"> <li>• The Council has powers to pay these grants either by specific legislation or under section 137 of the Local Government Act</li> <li>• Bursledon Lunch Club has already received a grant of £250 in the current financial year, however the Council are requested to consider awarding an additional £250 for this project which provides an essential service to elderly residents in Bursledon.</li> </ul>
4	<p><b>Financial Implications</b></p> <ul style="list-style-type: none"> <li>• The Council has a budget for 2018/19 of £1500 and to date has allocated £1,150.</li> <li>• Awarding these grants will be within the Councils current budget.</li> </ul>
5	<p><b>Recommendations</b></p> <ul style="list-style-type: none"> <li>• <b>To approve a grant of £250 to Bursledon Lunch Club.</b></li> <li>• <b>To approve a grant of £100 to Eastleigh Bereavement Counselling.</b></li> </ul>

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# 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*

1. Name of Organisation BURSLEDON LUNCH CLUB

2. Address, if building based

3. Address for correspondence (if different from above)

40 30, REDCROFT LANE  
BURSLEDON  
SO31 8GS

4. Is the organisation a charity? YES/NO

If YES, please give charity number:

5. Purpose/objectives of organisation

TO ENABLE ELDERLY + DISABLED ADULTS WHO ARE  
SOCIALLY ISOLATED TO GET OUT EACH WEDNESDAY,  
MEET UP FOR FRIENDSHIP + SOCIAL CONTACT +  
A HOT COOKED MEAL

6. Area of benefit; PLEASE STATE SPECIFICALLY THE WORK THAT YOU DO  
WITHIN THE PARISH OF BURSLEDON.

TO ENABLE ELDERLY + DISABLED RESIDENTS OF  
BURSLEDON, ALONG WITH THE REST OF THE SOUTHERN  
PARISHES, TO HAVE SOMETHING TO LOOK FORWARD TO  
+ TO ENABLE A SENSE OF COHESION + BELONGING.

7. What will the grant be used for?

GENERAL RUNNING OF THE CLUB

8. Breakdown of how any grant will be spent

WE NEED FUNDING TO COVER THE COST OF THE HALL - KITCHEN HIRE AS WELL AS THE HIRE OF THE ONE COMMUNITY BUS

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.

COUNTY COUNCIL - RESULT UNKNOWN  
YOURSELVES - AWARDED £250.00

Please state the amount of financial assistance received from Eastleigh Borough Council in the last 12 months.

£500 FROM THE LAC  
£250 FROM BURSLEDEN PARISH.

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

£1030.00

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

£2215.00

12. Amount of this grant application

£250

13. Name and designation of the person making this application

ANNE WILSON ORGANISER / TREASURER

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: BURSLEDON WINDY CLUB  
ACCOUNT NO: 20488088  
BANK SORT CODE: 090156

Signature: Mike Wilson ..... Designation: ORGANISER / TREASURER

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

Parish Council Office, The Lowford Centre, Portsmouth Road.  
 Bursledon Southampton SO31 8ES  
 Telephone 023 8040 7535 Website: [bursledon-pc.gov.uk](http://bursledon-pc.gov.uk)  
 Email: [clerk@bursledon-pc.gov.uk](mailto:clerk@bursledon-pc.gov.uk)

COMMUNITY SUPPORT GRANT APPLICATION FORM	
1	Name of Organisation: <b>EBS Counselling</b>
2	Address of Organisation: <b>A. H. ROSEBYS &amp; SONS 64 MARKET STREET EASTLEIGH</b>  Post Code: <b>SO50 5RD</b> Tel No: <b>07467502634</b> Email Address
3	Address for correspondence if different to above:  <b>75 CHURCH ROAD WOOLSTON CO23 80391485</b>  Post Code: <b>SO199F4</b>
4	Is the organisation a Registered charity: YES/ <del>NO</del> <b>1058123</b> If Yes, please give the charity number:
5	Name and designation of the person making this application:  Name: <b>LINDA TYRIE</b> Designation/Role <b>TRUSTEE</b>
6	Objectives and purpose of the Organisation: <b>GENERAL COUNSELLING FOR THOSE AGED 18 (EXCEPT COUPLES COUNSELLING)</b>
7	Catchment of the organisation. Please state what specifically what work you do within the Bursledon Parish Council Area (Priority will be given to local groups)  <b>EASTLEIGH &amp; SOUTHAMPTON - COUNSELLING WOULD BE AVAILABLE TO THOSE RESIDENT IN BURSLEDON</b>
8	Amount Requested: <b>£ 100,00</b>
9	What will the grant be used for?  <b>PRINTING &amp; PUBLICITY MATERIALS £50</b> <b>MAINTENANCE OF WEBSITE £50</b>





EBS The Bereavement Service for Eastleigh and Southampton

CONSTITUTION

1. Name	Page 1
2. The purposes of the charity are:-	Page 1
3. Trustees	Page 1
4. Carrying out the purposes	Page 2
5. Membership	Page 2
6. Annual General Meeting – AGM	Page 2
7. Trustee meetings	Page 2
8. Money and property	Page 3
9. General Meetings	Page 3
10. Winding up	Page 3
11. Changes to the constitution	Page 3
12. General Meeting	Page 3
13. Setting up the charity	Page 4

**1 Name**

The charity's *name* is EBS The Bereavement Service for Eastleigh and Southampton

**2 The purposes of the charity are:-**

The aim of the Group is to provide preventative healthcare by early intervention. Reducing the likelihood of high level GP's input by improving the quality of life for clients, diffusing potential crisis situations and saving money on increased medication and other NHS services.

**3 Trustees**

The charity shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the charity.

## **4 Carrying out the purposes**

In order to carry out the charitable purposes, the trustees have the power to:

raise funds, receive grants and donations, to make donations as agreed by the trustees

apply funds to carry out the work of the charity

co-operate with and support other charities with similar purposes

do anything which is lawful and necessary to achieve the purposes

## **5 Membership**

The charity shall have a membership. People who support the work of the charity and are aged 18 or over.

The trustees may remove a person's membership if they believe it is in the best interests of the charity. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.

## **6 Annual general meeting - AGM**

The AGM must be held every year, with 14 days notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.

There must be at least 8 members present at the AGM.

Every member has one vote.

The trustees shall present the annual report and accounts.

Any member may stand for election as a trustee.

Members shall elect between 3 and 12 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

## **7 Trustee meetings**

Trustees must hold at least 3 meetings each year. At their first meeting after the AGM they will elect a chair, treasurer and secretary. Trustees may act by majority decision.

At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.

If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.

During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next AGM.

The trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.

## **8 Money and property**

*Money and property must only be used for the charity's purposes.*

Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.

Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.

Money must be held in the charity's bank account. All cheques must be signed by 2 trustees.

## **9 General meetings**

*If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.*

## **10. Winding up**

Any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.

## **11. Changes to the constitution**

Changes can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.

## **12. General meeting**

A General Meeting can be called on written request from a majority of members.

Trustees may also call a General Meeting to consult the membership



Eastleigh Bereavement Service  
Registered Charity No.1058123.

Objects:

The Charity's Objects ('the objects') are:

- i To promote for the benefit of the public in the Borough of Eastleigh and the surrounding area, and the City of Southampton, any charitable purpose directed to alleviating those who have lost through death a relative or friend, in particular the protection and promotion of good health, both mental and physical.
- ii To advance public education on the impact of bereavement and of issues related to it.

EAST LOTHIAN BEREAVEMENT SERVICE Charity No. 1054633

**INCOME & EXPENDITURE ACCOUNT - YEAR ENDED 31st MARCH 2018**

INCOME		EXPENDITURE	
Donations	1,080.00	Supervision	3435.00
Grants	1300.00	Telephone	0.00
Bank interest	2.18	Mobile phones	202.96
Client fees	4021.87	Internet	205.00
Miscellaneous	430.50	Insurance	722.29
		Membership	15.00
		Postage	11.30
		Stationery	397.14
		Computer	15.00
		Miscellaneous	750.70
		Parking	9.10
<b>TOTAL INCOME</b>	<b>£ 6,834.55</b>		
		<b>TOTAL EXPENDITURE</b>	<b>£5,763.49</b>