



Bursledon Parish Council

Council

Wednesday 26 May 2021

@ 7:00pm

Bursledon Parish Council
Minutes of the Full Council Meeting

Minutes of the of Bursledon Parish Council held on Wednesday 26 May 2021 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),

Members of the Public: 0

- FC/21/001 **Election of Chair of the Council**
Cllr J Rich proposed, and Cllr M Penn seconded that Cllr S Holes should be re-elected as Chair of the Council for the year. As there were no other candidates for consideration Cllr S Holes was elected as the Chair of Bursledon Parish Council for the next year.

Cllr S Holes signed the declaration of acceptance of office.
- FC/21/002 **Election of Vice-Chair of the Council**
Cllr J Rich proposed, and Cllr M Penn seconded that Cllr M Garrett should be re-elected as Vice-Chair of the Council for the year. As there were no other candidates for consideration Cllr M Garrett was elected as the Vice-Chair of Bursledon Parish Council for the next year.

Cllr S Holes signed the declaration of acceptance of office.
- FC/21/003 **Apologies for Absence**
Apologies were received and accepted for Cllrs T Craig and K House.
- FC/21/004 **Declarations of Interest**
Cllr M Penn declared an interest in Agenda item 10 -the appointment of councillors to outside organisations as a trustee and director of the Bursledon and District Community Association Charity.
- FC/21/005 **Minutes of the Full Council held on Wednesday 24 March 2021.**
The minutes of the Full Council held on Wednesday 24 March 2021 were received and accepted as a correct record and they were signed by the Chair of the Council.
- FC/21/006 **Questions from the Public**
There were no questions from the members of the public.
Bursledon Parish Council Full Council Meeting
Wednesday 26 May 2021

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

FC/21/007

Review of delegation arrangements

The Council received and considered a report regarding the delegation arrangements for committees and working groups and the Parish Clerks Scheme of delegation

Resolved

- **That the Planning and Highways Committee would continue, and the terms of reference were adopted. (attached)**
- **That a standing Personnel Committee would be for to replace the staffing working group and the terms of reference were adopted. (attached)**
- **That the Finance and Administration Working Group would continue to liaise with the Parish Clerk under the Parish Clerks scheme of delegation and to undertake other works as directed by the Full Council.**
- **That the the Outside Working Group to liaise with the Parish Clerk under the Parish Clerks scheme of delegation regarding outside services and to undertake other works as directed by the Full Council.**
- **That the Library Working Group to liaise with the Parish Clerk and Volunteers under the Parish Clerks scheme of delegation.**
- **That there would be a review of the Library Working Group and s would be reported back to Full Council in July.**
- **That the scheme of delegation to the Parish Clerk be renewed and would continue.**

FC/21/008

Appointment of councillors to committees and working groups.

It was **resolved** that the membership of the committees and working groups were agreed as set out below:

Planning and Highways Committee

Cllr M Garrett (Chair)

Cllr G Gill

Bursledon Parish Council Full Council Meeting
Wednesday 26 May 2021

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

Cllr K House
Cllr M Penn
Cllr K Whitlock

Finance Working Group

Cllr M Penn (Chair)
Cllr K House (Vice Chair)
Cllr M Garrett
Cllr S Holes
Cllr K Whitlock

Outside Working Group

Cllr J Rich (Chair)
Cllr K Whitlock (Vice Chair)
Cllr M Garrett
Cllr G Gill
Cllr M Penn

Personnel Committee

Cllr M Garrett (Chair)
Cllr J Rich
Cllr M Penn
Cllr K Whitlock

Library Working Group

Cllr M Garrett
Cllr J Rich

Resolved:

The Councillors requested that the Parish Clerk obtain training for members from Eastleigh Borough Council.

FC/21/009

Review of Standing Orders and Financial Regulations

The Council received a report identifying amendments to Standing Orders and Financial regulations based on the 2020 recommended model for Town and Parish Councils.

Resolved

That the amended Standing Orders and Financial Regulations be adopted.

FC/21/010

Appointment to Outside Organisations

The Council considered a report on the appointment of Councillors to represent the Parish Council on Outside bodies.

Resolved

That the representatives would be:

Organisation	Councillor
Bursledon & District Community Association	M Penn
Bursledon Windmill Joint Management	M Penn
Eastleigh District Association of Parish Councils	Chair of Council
Hamble School Leisure Facility Management Committee	T Craig
Hamble River Estuary Partnership	M Garrett
Youth Projects	J Rich
River Hamble Management Committee (Observer)	M Garrett
Pilands Wood Community Association	T Craig
Pilands Wood Community Partnership	T Craig
QE2 Activity Centre	T Craig

That the role of the representative to the Bursledon District Community Association may be reviewed once the association has undertaken its own constitutional review.

Bursledon Parish Council Full Council Meeting
Wednesday 26 May 2021

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

FC/21/011

Management of Meetings

The Council received and considered a report setting out proposed temporary arrangements for the management of meetings during the current Covid 19 restrictions.

Resolved

The format for Full council meetings shall be.

Councillors are required to attend meetings.

Councillors will maintain a two-metre social distance between each other.

All Councillors and the public should:

- Where a face covering.**
- Register on the NHS Track and Trace app when entering the room.**
- Sanitise their hands.**

Masks may be removed to speak.

Based on the Councils risk assessment there is only space for up to four members of the public to physically attend the meeting.

Public wishing to physically attend the meeting should apply to the Parish Council.

The Council will operate Live Team Software and continues to encourage the public to attend through of this medium.

A Planning and Highways Working Group will be established consisting of five councillors using Microsoft Teams to give guidance to the Parish Clerk on responses to planning applications.

FC/21/012

Calendar of Meetings 2021/22 and Committees

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

FC/21/013

Internal Audit Meetings

The Council received the Internal Auditors Reports on the completion of the accounts for the year ended 31 March 2021.

Bursledon Parish Council Full Council Meeting
Wednesday 26 May 2021

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

Resolved:

The Council noted and approved the Annual Governance Statement 2020/21.

FC/21/014 **Annual Governance Statement**

The Council received the Annual Governance Statement for 2020/21

Resolved:

The Council approved the Annual Governance Statement 2020/21, and the statement was signed by the Chair of the Council.

FC/21/015 **Annual Accounts and AGAR 2020/21**

The Council received the Annual Accounts and Annual Return for 2020/21

RESOLVED: The Council approved the Annual Accounts and Annual Return for 2020/21 and the AGAR was signed by the Chair of the Council.

FC/21/016 **Close of Meeting**

The meeting closed at 20:25

Planning & Highways Committee Terms of Reference

5 Members

Quorum: 3

Function of Planning Committee	Delegation of function
Planning and Development Control To make observations on all Eastleigh Borough Council, Hampshire CC & Harbour Authority Planning Applications.	Committee
Referring any Planning enforcement issue to the Borough Councils.	Parish Clerk
To comment on Tree Preservation applications or the making of Orders and Harbour Works Orders.	Parish Clerk and /or referral to committee
To make observations on key strategic Planning consultation documents e.g., Local Plan from Borough, regional or national bodies.	To recommend to Council Lesser Strategic Documents- Committee
To recommend to council opportunities for enhancements and amendments to policy relating to local planning	Committee
To recommend to Council projects and actions for additional planning policy support documentation, information, reviews, and appraisals	Committee
To make observations at the time of planning appeals and authorise witnesses on behalf of the Council.	Committee
Responding to consultations from adjoining authorities outside of Eastleigh Borough.	Committee
Making observations on applications for amendment to planning and other related consents previously granted by any authority.	Committee
Making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by Eastleigh Borough Council.	Committee
Making observations on applications and other matters under the Licencing legislation.	Committee

To comment on behalf of the Council in response to any planning consultations in relation to rights of way claims, diversions, modifications, or adoptions depending on deadlines.	Committee
Making observations on Street naming or numbering.	Committee
Making observations on highway or transportation matters.	Committee
Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside wastes.	Committee/ Parish Clerk
Making observations on any matter relating to gaming or gambling.	Committee
To Liaise with Eastleigh Borough Council on any matter relating to building control.	Committee in normal circumstances Parish Clerk in the case of an emergency.
To make observations on all planning and licensing aspects of waste applications or mineral applications	Committee
To make the Council's contributions to Neighbourhood Plans.	Committee

Terms of Reference for Personnel Committee

Membership 4

Quorum 3

Function of Committee	Delegation of Function
To recommend to Council the overall establishment/staffing structure and approval of additional posts.	None – Final approval remains with council
To agree the pay and conditions of staff	Committee
To make recommendation to Council on Personnel Policies and Employee Handbook	Committee
Appointment of Staff	Recommendation to appoint Parish Clerk to be endorsed by Council. Selection for new Parish Clerk, to be undertaken by a Recruitment Panel, comprising of Chair, Vice Chair and one Personnel Committee Member. Appointment of other staff delegated to the Parish Clerk in consultation with two members of the Committee. Parish Clerk for casual and temporary appointment to approved positions. Decision on whether to fill vacant positions is delegated to Parish Clerk. Decision on recruitment of consultants to Committee or very specialised services is delegated to the Parish Clerk in consultation with the Chair of the Personnel Committee. Decision on recruitment of agency staff to the Parish Clerk.
Disciplinary matters under the Council's Disciplinary Procedures	Personnel Committee in the case of the Parish Clerk, with appeal to three Members of the Council who are not on the Personnel Committee. Dismissal of Parish Clerk to be ratified by Full Council.

	For all other staff, Parish Clerk with appeal to Personnel Committee.
Determination of individual grading issues and job evaluation	Committee
Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement	Committee Administration of retirement in case of permanent ill health, after appropriate medical advice via HCC pensions
Approval of job descriptions and person specifications	Committee
Absence issues under the Council's Attendance Management Policy and Guidelines.	Parish Clerk except Committee in the case of Parish Clerk
Manage the Appeals Procedure Appeals Panel Formation	Appeals Panel To be convened as required by: The Chair of the Personnel Committee and either the Parish Clerk or the Chair or Vice Chair of the Council. The Panel will comprise of three members that have had no prior involvement with the matter under appeal.
To place staff at the disposal of other local authorities for the purpose of joint arrangements or partnership working	Parish Clerk except Committee in case of Parish Clerk.
Personal Development Plan, Performance Management and Appraisals – setting and reviewing.	Parish Clerk, except Personnel Members Panel comprising of the Chair of the Council and the Chair of the Personnel Committee in the case of Parish Clerk.
Approval of Training and Development.	Parish Clerk in accordance with Budget.
Line Management of the Parish Clerk	Hierarchy: • Chair of the Personnel Committee • Deputy Chair of the Personnel Committee

Assessment at the end of probationary period	Parish Clerk except Committee in the case of Parish Clerk
Issue contracts of employment	Parish Clerk except Committee in the case of Parish Clerk
Redundancy and Redeployment	Committee
Monitoring Policy in relation to employment	Committee
Approval of Officer Codes of Conduct	Council
Health and Safety	Committee for approval of Policy other than General Statement and Organisation which are reserved for Council.
Manage the Grievance Procedure	Parish Clerk except Committee in the case of Parish Clerk
Administration of other Personnel Procedures	Parish Clerk except Committee in the case of Parish Clerk
Consultation with the Trade Unions (if required)	Committee quarterly overview Parish Clerk for specific issues
Placement and Supervision of Volunteers	Parish Clerk
To administer the child and Vulnerable Adult Policy	Parish Clerk to administer Committee to monitor.
Code of Conduct issues	Parish Clerk in consultation with the committee and to refer to the Monitoring Officer.



BURSLEDON PARISH COUNCIL

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

Type of meeting	Date of meeting
Full Council	Wednesday 26 May 2021
Planning & Highways Committee	Wednesday 9 June 2021
Full Council	Wednesday 30 June 2021
Planning & Highways Committee	Wednesday 7 July 2021
Full Council	Wednesday 28 July 2021
Planning & Highways Committee	Wednesday 11 August 2021
Planning & Highways Committee	Wednesday 8 September 2021
Full Council	Wednesday 29 September 2021
Planning & Highways Committee	Wednesday 13 October 2021
Full Council	Wednesday 27 October 2021
Planning & Highways Committee	Wednesday 10 November 2021
Full Council	Wednesday 24 November 2021
Planning & Highways Committee	Wednesday 15 December 2021
Planning & Highways Committee	Wednesday 12 January 2022
Full Council	Wednesday 26 January 2022
Planning & Highways Committee	Wednesday 9 February 2022
Full Council	Wednesday 23 February 2022
Planning & Highways Committee	Wednesday 9 March 2022
Annual Meeting of Electors	Wednesday 16 March 2022
Full Council	Wednesday 30 March 2022
Planning & Highways Committee	Wednesday 13 April 2022
Planning & Highways Committee	Wednesday 11 May 2022
Full Council	Wednesday 25 May 2022

Appointment to Outside Bodies

Report of the Roland Potter (Parish Clerk)

22 June 2021

Summary of Key Issues

- To appoint a councillor to represent the Council on the Bursledon Windmill Management Committee

Appointment to Outside Organisation

At the Council meeting on Wednesday 26 May 2021 the Council appointed Cllr M Penn as the representative on the Council on the Bursledon Windmill Management Committee.

However, due to employment commitments Cllr Penn is unable to attend the meetings of the management committee which are held on a Thursday morning.

The Council are required to appoint a new representative to this committee.

Legal and Policy Implications

All legal and policy implications are set out in the above report.

Financial Implications

There are no financial implications associated with this report.

Recommendations

To appoint representatives to the Bursledon Windmill Management Committee.

Third Party Reporting

Report of the Roland Potter (Parish Clerk)

22 June 2021

Summary of Key Issues

- To consider a request by Hampshire Police for the Parish Council Officers to provide a third-party reporting services at the Parish Council Offices.
- To consider if the Council has adequate confidential facilities to deliver a third-party reporting service.
- To consider the implications on staffing resources to deliver the proposed service as the Parish Council only operates part-time.
- To consider the health and safety implications for Council staff and volunteers.

What is hate crime based on a presentation by Hampshire Police?

For the purpose of this project hate crime is defined as:

Any hate incident constituting a criminal offense, which is perceived by the victim or any other person to be motivated by a hostility or prejudice based on a person's:

- Race or perceived race – including ethnicity and country of origin.
- Religion or perceived religion – incl. belief and lack thereof
- Sexual orientation or perceived sexual orientation.
- Disability or perceived disability – incl. mental health and learning disabilities.
- Transgender identity or perceived transgender identity

Examples of crimes

- Physical assault, including spitting.
- Incitement to hatred
- Malicious communications, e.g., letters, phone calls.
- Criminal damage, including graffiti.
- Arson or attempted arson
- Threatening or intimidating behaviour causing harassment, alarm, or distress.

What is a Hate Incident?

Any incident, which may or may not constitute a criminal offense, which is perceived by the victim or any other person to be motivated by a hostility or prejudice based on a person's:

- Race or perceived race – including ethnicity and country of origin.
- Religion or perceived religion – incl. belief and lack thereof
- Sexual orientation or perceived sexual orientation.
- Disability or perceived disability – incl. mental health issues and learning disabilities.
- Transgender identity or perceived transgender identity.

Examples of hate incidents

- All crimes
- Bullying, spreading rumours.
- Malicious complaints, e.g., over parking, noise
- Name-calling and offensive jokes
- Displaying discriminatory posters

What is Third Party Reporting

Attached to this report is the Portsmouth Hate Crime Third Party Reporting Centre Welcome Pack.

The report outlines:

- Why someone would report hate crime.
- Why reporting hate crime is vital.
- The commitment

Parish Council Resources

The Parish Council offices are available to the public from 9 to 12:30 Monday to Thursday only.

The Council has only one office space available for private and confidential meetings.

The available rooms are not soundproof.

The Council have two part-time members of staff to provide this service in addition to their other duties. There is no guarantee that there will two staff available on any day.

Health and Safety Implications

The above report assumes that an individual will attend a reporting centre alone. It does not address the issue that victims may be followed by the perpetrators or in more serious cases will attend with other people.

In addition, individuals attending a reporting centre may need specialist support within a short period of time, the Parish Council Office and the Library may then become a place of safety until other resources can attend.

The Council are required to consider the following risks to inform their decision:

1. Lone Working – Risk is High as the council staffing is part time.
2. Physical Violence – Risk Medium to High
3. Verbal abuse and intimidation – Medium
4. Ability to provide a confidential Service – Risk if Medium to High there is no resources to provide this service.
5. Back up Support from the Police – Risk is medium to High due to lack of resources, there is no guarantee of police attendance should an incident escalate.
6. Impact on Library and Volunteers – Risk is medium to High that any incident will spill into the public library area.
7. Mental health support for Council staff – Risk is medium to High.

Bursledon Parish Council

Agenda Item 7

8. Council services may be reduced depending on demand for this service.
9. The Parish Office would have to deal with other issues by default not defined by this project.

Legal and Policy Implications

All legal and policy implications are set out in the above report.

Any Liability for the use of the centre and council staff will be the responsibility of the Council and the Councils insurers.

Financial Implications

There is no funding in the current Council budget for training for this service or staffing to deliver this service in addition to its normal delivery of services. The Council are requested to identify and approve an additional overtime budget to deliver this service and to continue to provide normal services if diverted to this project.

Recommendations

- The Council are required to decide if they wish the Councils officer to deliver this service.
- The Council are required to approve an additional overtime budget to cover the cost of providing the service.

Portsmouth Hate Crime Third Party Reporting Centre (TPRC) – Welcome and Information Pack

*Working together to tackle
hate crime*



Table of contents

Introduction	2
Third Party Reporting Centres (TPRCs)	3
The commitment	4
Some support services	5
Useful resources	6
Other resources	7
Where to access materials	7
FAQs	7

Introduction

Welcome to the growing network of Third Party Reporting Centres for hate crime in Portsmouth. Thank you for your commitment to stand together against hate and intolerance in the city.

This pack will give you some useful information as a TPRC, including reference to support services and other useful materials.

Please always feel free to contact us if you have any queries.

Main contact details

As a TPRC, your main contacts are:

From the police

William Bergstroem
Will.Bergstroem@hampshire.pnn.police.uk
07799098620

From the city council - TBC

You will also have a local officer or PCSO who will visit you on a regular basis and see if you require any support.

The local PCSOs are:

North – PCSO Katie Carruthers
katie.carruthers@hampshire.pnn.police.uk

Central – PCSO Chloe Watkins
chloe.watkins@hampshire.pnn.police.uk

South – PCSOs Krissy Howard and Stacy Niven
kristine.howard@hampshire.pnn.police.uk
stacy.niven@hampshire.pnn.police.uk

As a TPRC, you are also invited to join regular Portsmouth Third Party Reporting Network meetings to share information, best practice and work together on initiatives to tackle hate crime and intolerance.

Reporting:

Please report all hate crimes and incidents via True Vision at www.report-it.org.uk

If you become aware of any non-urgent information or intelligence you think the police should know about related to community cohesion, tension,

organised crime or other criminal activity, please submit a Community Partnership Information Sharing Form (CPI). This can be found at <https://www.saferportsmouth.org.uk/community-partnership-information-forms/> See the FAQs for examples of information you can submit through this route.

Third Party Reporting Centres (TPRCs)

As you will be aware from your training, research shows that hate crime is significantly underreported.

There are a number of reasons why someone may not wish to report a hate crime to the police:

- They may fear reprisals from the offenders, family or wider community.
- They may have previous bad experiences with the police or negative perceptions of the police.
- They may not think that anything will be done or that it is worth reporting.
- They may not want to waste police resources with something they consider a minor incident.
- They may be worried about the potential consequences of police contact, such as being outed or it affecting their employment or immigration status.

However, reporting hate crime is important. Reporting a hate crime is vital in order to:

- Prevent possible escalation. This can be done by identifying repeat victims and repeat offenders, and protecting those vulnerable to repeat victimisation.
- Properly investigate the offence and seek an appropriate outcome, whether this be restorative justice solutions or an enhanced sentence or fine.
- Collect intelligence and identify trends, patterns and hot spots.
- Inform policy and evidence the need for resource allocation to respond effectively to the problem.

As a network and a city we cannot work on addressing hate crime if we do not know the nature and extent to which it is happening.

Therefore, it is important to shed light on the hidden figure of hate crime and close the gap between the reported number and the actual number of hate crimes.

TPRCs allow people to report in an easier and more comfortable way, aiming to overcome some of the barriers to reporting outlined above.

In simple terms, TPRCs provide an alternative way for clients of that organisation/institution and/or users of its service to report hate crime and support victims to make reports if this is required.

Reports are made through the website True Vision: www.report-it.org.uk

By using True Vision, more power is given to the reporting person to:

- Report anonymously.
- Report as a victim, witness or third party.
- Provide as much detail as they are comfortable with.
- Decide how and when to be contacted, including through the TPRC.
- Decide whether the incident should be investigated by the police.
- Report in other languages and easy-to-read format through physical forms.

The commitment

When becoming a TPRC, your organisation/institution is likely to have signed an agreement to that effect.

In summary, the agreement is a commitment that the organisation will work to tackle hate and intolerance and to help and support victims to report hate crime.

The organisation commits to:

- Listen to the victim.
- Respect the victim's individuality.
- Support the victim to report hate crime through True Vision.
- Signpost the victim to relevant support services.

Subject to the resources of the institution/organisation, the TPRC will:

- Work in partnership to support victims of hate crime.
- Record all incidents brought to its attention through True Vision.
- Take immediate action when necessary to safeguard the victim, e.g. by calling 999.
- Act as a point of contact with the police if requested by the victim.

In order to facilitate information sharing and evaluation, the TPRC will, as a **minimum**, share:

- The number of victims spoken to.
- Breakdown of the victims by targeted characteristic.
- The number of reports made to True Vision.
- A breakdown of how victims learned about the service provided by the centre.

Information about the incidents can also be shared in an anonymised format. This could for example be what support the victim needed and their preferred outcome.

As part of the agreement, Hampshire Constabulary will, in addition to its duties to investigate reports of hate crime and support and safeguard the victim:

- Communicate regularly with the TPRC.
- Support the TPRC with knowledge, information and initial promotional materials.
- Provide training to staff when an organisation joins the network and provide refresher training on a regular basis as needed.
- Promote the Third Party Reporting scheme and work in cooperation with the network to tackle hate and intolerance.

Some support services

Below is a list of some of the support services available to victims of hate crime.

Portsmouth or Pan-Hampshire:

Please be aware that there are police who have special training to support victims. Examples include LAGLOs who support LGBT+ victims of hate crime and PLOD officers who support victims who are deaf, deafblind, deafened or hard of hearing.

Portsmouth City Council Housing also provides support to victims of hate crime that are PCC tenants, or people that have been victims of PCC tenants. Contact:

Sandra Charles

Hate Crime Caseworker for Portsmouth City Council Housing

Sandra.Charles@portsmouthcc.gov.uk

023 9284 1050

Chrysalis – support for transgender and questioning people

<http://www.chrysalis-gii.org/>

Victim Support – short- and long-term support services available to all victims of crime, including hate crime

<https://www.victimsupport.org.uk/>

Victim Care Service – provide support for victims and has a further list of support services

www.hampshireiowvictimcare.co.uk

Restorative Solutions – offer restorative justice solutions, including a specific program for hate crime. Contact this organisation for crimes.

<https://www.rjhampshire.org.uk/>

Portsmouth Mediation Service – offer numerous types of mediation and restorative approaches. Contact this organisation for incidents.

<https://portsmouthmediationservice.org.uk/>

National:

StopHateUK – working to tackle hate, intolerance and hate crime

<http://www.stophateuk.org/>

The Community Security Trust – support and advice on safety for Jewish communities

<https://cst.org.uk/>

TellMAMA – focusing on anti-Muslim crime

<https://tellmamauk.org/>

Friends, Families and Travellers – working with Gypsies, Roma and Travellers

<https://www.gypsy-traveller.org/>

Galop – supporting LGBT+ communities

<http://www.galop.org.uk/>

Stonewall - supporting LGBT+ communities

<https://www.stonewall.org.uk/>

Mermaids – support transgender youth up to and including the age of 19

<https://mermaidsuk.org.uk/>

East European Resource Centre – provide support for Eastern European victims of hate crime

www.eerc.org.uk

A more comprehensive list of national support services can be found through the following link:

http://report-it.org.uk/organisations_that_can_help

Useful resources

Reporting forms to be filled in and sent to police (same principles of anonymity), incl. other languages and easy-read.

http://www.report-it.org.uk/true_vision_information_and_reporting_packs

A full list of Third Party Reporting Centres operating in Hampshire and the Isle of Wight can be accessed at the following link:

<https://www.hampshire-pcc.gov.uk/get-involved/taking-action/hatecrime/third-party-reporting-centres>

This can be used to facilitate the sharing of knowledge and best practice.

National Hate Crimes Reporting Procedures for Third Party Reporting Centres:

http://www.report-it.org.uk/files/third_party_reporting_flowchart_1.pdf

Other resources

College of Policing – Hate Crime Operational Guidance

<http://library.college.police.uk/docs/college-of-policing/Hate-Crime-Operational-Guidance.pdf>

Statistics on hate crime published by the Home Office in October every year can be found at

<https://www.gov.uk/government/collections/hate-crime-statistics>

Where to access materials

You will have received some promotional material as part of your welcome pack.

If you would like to print additional materials or access online content, this can be found here:

<https://www.hampshire-pcc.gov.uk/get-involved/taking-action/hatecrime/third-party-reporting-centres>

If you need to order more, this can be done by contacting the PCC's communications team on the email address:

opcc.comms@hampshire.pnn.police.uk

There are also materials and more information available at the True Vision website.

<http://www.report-it.org.uk/home>

Materials and information specific for National Hate Crime Awareness Week can be found at

<https://nationalhcaw.uk/>

FAQs

1. Do I need to know everything about hate crime to be a TPRC?

No, you do not have to know everything about hate crime to provide support. As part of becoming a TPRC you will have been provided basic training on what hate crime is and how to support the reporting of hate crime. You can receive refresher-training whenever needed and this information pack contains links to a range of resources. However, the most important thing is to just listen to the victim and show them that you care.

2. If my organisation provides restricted services, e.g. for students, will I have to open up my services to the general public as a TPRC?

The simple answer is no. The idea of being a TPRC is to provide hate crime support to those you come into contact with through your every-day work.

3. Do I need to know the law surrounding hate crime? Do I need to know the difference between a hate crime and a hate incident to report to the police?

It helps if you have a basic understanding of the fundamental legal aspects of hate crime to better explain the next steps to the victim. However, this is not essential, and you do not have to be an expert in the details of how the incident will be investigated and progressed. The victim can expect the police to explain this unless the victim has chosen not to have police involvement.

Similarly, while it is useful for you to have an idea of the main differences between a crime and a non-crime incident, this is up to the police to determine and should not affect your decision to report.

4. What kind of information should I submit in a CPI?

If you become aware of information which is non-urgent, i.e. a child or adult is not at immediate risk, and it is not a crime, you can submit this through a CPI.

Examples include knowing that someone is involved in criminal behaviour but you do not know exact details, or becoming aware of an event which you think could impact on community cohesion or tensions, such as a demonstration.

Land Management and Bio-diversity strategy

Report of: Roland Potter (Parish Clerk)

28 June 2021

Background

This report has been requested by Councillors due to a social media thread regarding grass cutting, however it is important to consider this issue in the context of the Councils' duties and responsibilities for Land Management and biodiversity and its contribution to tackling climate change.

The Councils officers considered implementing a trial operational bio-diversity strategy to extend what had appeared to be a very successful No Mow May campaign.

The rationale for developing this strategy was built on Eastleigh Borough Councils (EBC) declaration of a climate emergency in 2019, its subsequent bio-Diversity Action Plan and the discussions at the local area committees to promote more biodiversity in areas and on verges. This also includes a suggestion that the new Windhover meadows will be managed in the same way as the Councils Officers propose to manage Great Down Park.

The Council also consulted with EBC who are currently in the process of producing and agreeing an overarching biodiversity strategy for the borough that will set out several core principles that will be carried through in a revised Biodiversity Action Plan. This will include (but naturally not be limited to) identifying biodiversity opportunities on EBC assets and working with partner organisations (including Parish Councils) to do the same. The information provided is set out below in this report.

The Councils officers also researched various strategies being implemented by other local councils and in particular the strategy also being trialled by Bournemouth, Poole and Christchurch Council.

National Strategies

Managing your sites sensitively for wildlife is in line with the aspirations of several national strategies. Although they apply to the whole country, they cannot be delivered without initiatives being carried out at a local level. For example:

The [National Pollinator Strategy](#) aims to deliver across five key areas including "Ensuring good practice to help pollinators through initiatives with a wide range of organisations and professional networks **including managers of public and amenity spaces**, utility and transport companies, brownfield site managers, local authorities, developers and planners."

The Government's [25 year Environment Plan](#) aims to "Develop a Nature Recovery Network to protect and restore wildlife" which will need to be reflected locally. This will not be achieved without making changes to the way we have previously managed land. The plan also seeks to improve health and wellbeing by connecting people with nature and commits to "Helping people

Bursledon Parish Council

Agenda Item 8

improve their health and wellbeing by using green spaces including through mental health services” and “Encouraging children to be close to nature”. The benefits to mental health of making our greenspaces more nature friendly are well established and again this is something that needs to be delivered on a local scale where opportunities exist.

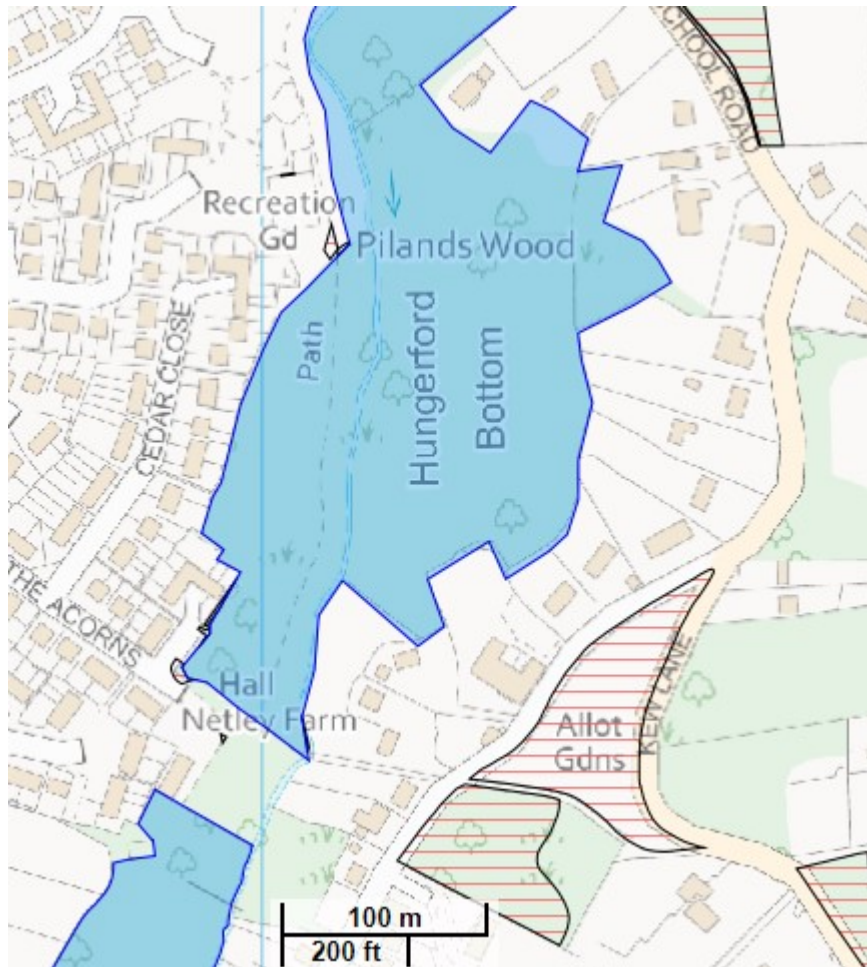
Local Strategies and plans

The Pilands Wood area of Bursledon is identified in the current [Eastleigh Biodiversity Action Plan](#) as a priority area for the recovery of biodiversity (it forms part of the wider Hamble area):



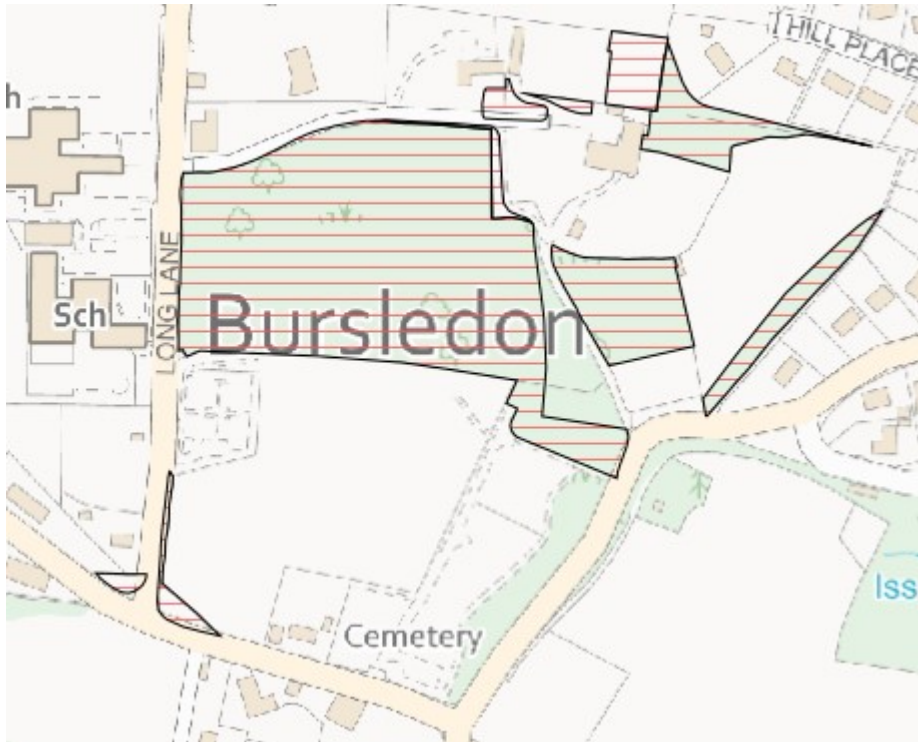
The biodiversity action expires in 2022 and it is likely that these priorities will be reviewed and potentially expanded, especially where other ecological network opportunities have been identified.

It should also be noted that the area between the skatepark and the Acorns appears to be within the Pilands Wood Site of Importance for Nature Conservation (SINC) boundary:



Section 40 of the Natural Environment and Rural Communities **Act** 2006 ("the **NERC Act**") places a **duty** on public authorities (including Parish Councils) to have regard for the **conservation of** biodiversity when delivering their functions. Given that this area is in the SINC boundary a reduction in mowing the grassland areas would be in line with the conservation objectives for this site.

As part of the 25 Year Environment Plan process local record centres were charged with producing an [ecological network map](#) to highlight favoured areas where ecological restoration could be considered. This could include wholesale habitat creation but in some instances, it may just mean a little less intervention or switch to cutting and collecting some areas of grassland once a year in the autumn. Although Great Down Park is not itself highlighted on this layer it is adjacent to an area which has been highlighted:



In this case anything that can be done on the adjoining land to enhance biodiversity is beneficial to the overall ecological network.

Land Management Audit

The Officers of the Parish Council have already produced a Land Management Audit of all its areas as part of its daily and annual operational management of open spaces owned and managed by the Parish Council.

This audit also includes the strategy for the management of over 3,000 trees on Council land.

The Land Management Audit is attached together with the relevant supporting Land Registry maps.

The Council is requested to note and consider the following issues related to land owned by the Council:

- **The standards for management of grass cutting in support of a bio-diversity plan.**
- **The maintenance of recreational areas for the public and support.**
- **The programme of tree works including inspections and tree maintenance.**
- **The objections to the removal of the laurel hedge on Long Lane Recreation Ground and that this work has been stopped by the neighbours on two occasions.**
- **The major works to be completed in Lionheart Way Ecology Park and the introduction of volunteers or other volunteer organisations to manage the ecology park and Hungerford Nature Reserve.**

Land Management Audit – third party land

The Parish Council have an agreement to manage one section of the closed cemetery at St Leonard Church. This is a statutory duty imposed by legislation.

In addition, the Council have an agreement to maintain the land at the mausoleum free of charge. This includes the provision of insurance cover etc.

The Council are requested to consider ending this agreement and allowing the Trust to maintain the land from its own funds.

Footpaths

Hampshire County Council are reducing their funding and resources for the maintenance and cutting back of footpaths. They will now only cut one footpath within the parish area.

The Parish Council cuts back the footpaths that cross its land but this leaves a number of paths which will remain uncut. These footpaths are on private land, however the Parish Council receives regular complaints about overgrown hedges and uncleared footpaths and we do not have the power or resources to take action.

Council biodiversity strategy

Grass Meadows and Other green spaces

Some areas of grass will not be cut, and others will be cut less frequently.

The potential benefits of establishing meadows include:

- an increase in biodiversity as meadows attract and support a range of species, including important pollinators such as bees and butterflies which have suffered widespread decline in recent years.
- carbon sequestration (the process of capturing and storing atmospheric carbon) as, in grassland, carbon is stored in roots and in organic matter in the soil.
- visual interest as leaving areas uncut allows flowers to bloom and grasses to grow tall, creating a variety of colours and textures.

Where necessary the edges of meadows will be cut. **Informal footpaths and areas for picnics and recreation may also be cut in larger meadows.** Meadows will be cut in late summer or early autumn and the clippings will be removed from the surface.

Areas to be left to grow.

- Great Down Park – the whole area to extend the wildflower meadow.
- Two metre wild area around the perimeter of King George V Recreation Ground
- Pilands Wood Open Space from the rear of the skate park to the Acorns
- Two metre wild area around the perimeter Long Lane Recreation Ground and the bank to Hill Place open space.

Verges and other areas

Bursledon Parish Council

Agenda Item 8

` The Parish Council are not responsible for roadside verges.

` We do not cut grass that is:

- privately owned.
- on properties/estates not owned by the Parish Council
- Land owned and managed by Eastleigh Borough Council
- Land owned and managed by Hampshire County Council
- Outside of the Bursledon Parish Council boundary

Leisure & sports activities

Not all areas of open space will be managed as meadow. Grass meadows that have been created on open spaces tend to be close to larger areas of close mown grass such as parks and recreation grounds which can still be used for leisure activities.

Cemeteries

The cemeteries managed by Bursledon Parish Council will continue to be cut on a regular basis.

Length of trial

Initially the trial will take place over the summer months and mowing will not take place between May and October. This work is likely to be ongoing over a few years with different methods and practices being trialled based on our continued learning. This will enable us to assess the best way to manage our grass areas to achieve our aims.

Dogs

Where possible paths will be cut through the grass meadows so you can still have access to exercise your dogs. Parks and recreation grounds will still be mown on a regular basis providing areas with short grass where dogs can be walked. Regardless of the length of grass it is the dog owner's responsibility to pick up after their pets. If a person allows their dog to foul and does not pick it up, they are committing an offence. This applies to all public land in the Eastleigh Borough Council area

Hazards

By reducing some of the grass cutting we are aware of potential concerns regarding fire, hay fever, ticks, snakes, and wildlife issues.

Hay fever

It would be very difficult to tell if hay fever symptoms were made worse by leaving some areas of grass uncut. High pollen levels in the atmosphere are normally experienced during the summer months because of pollen being released from many different plant species in addition to grass, such as trees and garden plants.

Ticks

Ticks live in some areas of long grass, heath, and woodland. It is always a good idea to check yourself and your pets if they have been walking through long grass.

Snakes

Of the three native species of snake found in the UK, the adder is the only one that is venomous. In the Bursledon area adders are rarely seen away from heathland. They tend to be wary of humans and will often move away from anyone approaching when they feel vibrations in the ground.

Wildlife

The life cycle of many plants and insects occurs in the core summer months, therefore cutting after this time will not have a detrimental effect on the diversity of these species. Most of the trial areas are close to areas of denser vegetation such as hedgerows which can be used as shelter by other animals when the meadows are cut. Leaving the grass uncut at the trial areas for the summer months will have a much more beneficial effect on wildlife than keeping the grass short at these sites throughout the year.

Shrubs and hedges

These are generally cut back once a year during the winter months. At all other times of the year a response team is available to deal with our overgrown footpaths and sight line problems.

Hedge cutting does not take place from the end of March until autumn due to nesting birds unless there are health and safety reasons such as impeded sight lines or public right of ways or risk of harm to pedestrians or motorists. A risk assessment will take place where hedges need to be cut back in these instances to make sure that wildlife is not adversely affected.

Social media

The Council will put this on their web site and Facebook page and contrary to the current issues raised on social media the Recreation grounds

- We still be cutting recreation spaces for public use.
- We provide open spaces for all residents including dog owners; however, we do not provide exclusive areas for dog walkers.

Social Media Reaction

The Council is aware of a social media thread on a local Facebook page.

However, we are aware that as residents are unable to distinguish between Parish Council, Borough and County Council responsibilities this can be very confusing.

The Council has received eight emails regarding the strategy which are attached to this report for your information.

Health and Safety and Insurance

As part of our strategy the Council consulted with its insurers to ensure that any liabilities and risks were covered. Attached to the report is the comments of the Councils underwriters which has formed the Risk Assessment response in the second column.

Legal and Policy Implications

All legal and policy implications are set out in the above report.

The Council should consider the impact of the council's services on climate change and how we can join this up with other local authorities.

Financial Implications

The potential costs of implementing the strategy should be maintained within the current projected budget costs.

This report focuses on one area of the Councils work and does not include the Councils other maintenance duties in play areas and recreation areas.

This report also assumes that in the current year there will be no further transfer of assets or services from Eastleigh Borough Council or Hampshire County Council.

Considerations

- **To consider the Councils Bio-Diversity strategy trial.**
- **To note and consider the work identified in the Land Management Audit.**
- **To approve the tree works set out in the land management audit.**
- **The standards for management of grass cutting in support of a bio-diversity plan.**
- **The maintenance of recreational areas for the public and support.**
- **The programme of tree works including inspections and tree maintenance.**
- **The objections to the removal of the laurel hedge on Long Lane Recreation Ground and that this work has been stopped by the neighbours on two occasions.**
- **The major works to be completed in Lionheart Way Ecology Park and the introduction of volunteers or other volunteer organisations to manage the ecology park and Hungerford Nature Reserve.**
- **To approve an alternative grass cutting standard to the one proposed in the biodiversity strategy, to include the location of cuts, the frequency, and the standard of cuts.**
- **To note the reduction in the Hampshire County Council service for the maintenance of footpaths.**
- **To approve the development of a local conservation group for the council's ecology areas**

Land Management Audit

Site	Proposed Actions
Allotments	Unusable allotment spaces have been fenced off and allowed to grow wild and some fruiting trees have been planted.
Bursledon Cemetery	All areas which are currently being used are mowed and strimmed every three weeks on average. The bank at the entrance to the cemetery is regularly maintained and planted. Areas of the cemetery which are not being used at this time will be left to grow wild with one cut per year.
Bursledon Station Woods	Bursledon Station Woods is routinely inspected by the ground staff but requires a full inspection by arboriculturists. The site contains a deep pond, and this site is fenced off at this time. It is proposed to survey this site in 2022/23 when accessibility to the site by the public should be reviewed.
Fishers Piece (Kew Lane Woods)	This is a wooded area off Kew Lane. Remedial works has already been completed on trees which border the road. It is proposed to survey this site in 2022/23 when accessibility to the site by the public should be reviewed.
Great Down Park	Great Down Park is an area of open space which is located between school lane and the cemetery.

	One section of the park contains a wildflower area which has been resown in recent years but over the years has been damaged and regrowth is struggling. As part of the officer's operational biodiversity strategy, it is proposed to trial extending the wildflower meadow and to leave the whole area to grow wildflowers to encourage more wildflower growth and wildlife occupation. As part of managing our risk for this area, the officers have proposed mowing clearly defined paths through the area and to join up with other paths. In addition, it is proposed explore sowing with additional wildflowers. With the support of the Council the officers would also propose the cutting of areas for picnic tables at various locations in the park. It is currently proposed to cut this are in October of the current year and in the spring of 2022. Various tree works have been completed and currently there is only one large Ash tree at the centre of the park is to be felled as it is classed as dangerous.
Hungerford Nature Reserve	This is an intensely wooded and wet area which was originally identified as allotments but was unusable for this purpose. This is identified in the Eastleigh Borough Council Biodiversity Action Plan The undergrowth requires thinning out to allow an arboriculture inspection in October 2022. As part of the officer's operational biodiversity strategy, it was agreed to maintain the footpaths and let the rest of the are grow wild and encourage flowers and wildlife. The Officer recommend that this area be identified as a local community ecology project after the works are completed and the council should explore funding the involvement of local groups in the management of the area.

King George V Recreation Ground	The recreation Ground was transferred to the Parish Council in 2019/20. There are very few trees on the site and an independent inspection of the trees will be made of this in October 2021. As part of the officer's operational biodiversity strategy, it is proposed to leave a 2-metre perimeter to grow wildflowers and to explore sowing with additional wildflowers. This perimeter area will be cut once per year. The remainder of the recreation ground will be cut monthly from April to October and the football pitch will be maintained weekly during September to October. The site has two play areas and a pavilion. The play areas are scheduled for refurbishment in 2021/22 and an investigation will be made to establish if more hard standing can be created to prevent vehicles parking on and damaging the grass.
Land at the rear of the Spinney	This is an isolated area of thickly wooded land with very restricted access. This has been the subject of an arboriculturist's inspection and planning permission is being requested to undertake remedial works and to fell one tree which we have identified as dangerous.
Lionheart Way Ecology Park	The ecology park was transferred to the Parish Council from Eastleigh Borough Council and is one of the few areas which is the subject to an area tree preservation order. The ecology park has identified funding to undertake works on the deep gulley that runs the length of the park. The site contains many trees which were independently inspected for works to be completed before the restoration work could be started. However, a social media campaign was started to reduce the amount of works that were proposed, by our arboriculturist and independent specialist. The result was that planning g

	permission was partly refused and the Council appealed the decision. Eventually a part of the appeal was upheld, and we are now able to tender for this large tree maintenance project in October/November 2021 as a precursor to tendering for the gully works. As part of the renovation works the Council hope to have funding to install some seating and sculptures onto the site. The Council continues to be under repeated pressure from neighbouring properties to have trees cut but this places in a difficult position as the council had applied for permission but was refused. As part of the officer's operational biodiversity strategy, it was agreed to maintain the footpaths and let the rest of the area grow wild and encourage flowers and wildlife. The Officer recommends that this area be identified as a local community ecology project after the works are completed and the council should explore funding the involvement of local groups in the management of the area.
Long Lane Recreation Ground	The recreation ground remains the Council's principal open space and will continue to be cut every three weeks and weekly for the sports areas. As part of the officer's operational biodiversity strategy, it was agreed to let a perimeter area of two metres grow wild and encourage flowers and wildlife. These areas will be cut in October and Spring each year. Most approved tree works have been completed, however works to reduce a laurel hedge along one side has been the subject of repeated complaints by residents who have complained about their loss of privacy. This matter was referred to Eastleigh Borough Council enforcement who agreed that the work being carried out was not in breach of any regulations. The Council are being asked to approve the go ahead for the reduction of the hedge in the Autumn of 2021. A further inspection of these trees is scheduled for October.

Peewit Hill Woods	This is a secluded site which is very wet and is classed as BAP priority habitat woodland by the Hampshire Bio-diversity centre. We continue to monitor this site which is scheduled for a tree inspection in 2022.
Pilands Wood Open Space	This space was transferred in 2019 to the parish council from Eastleigh Borough Council. This is identified in the Eastleigh Borough Council Bio-diversity Action Plan. As part of the officer's operational biodiversity strategy, it was agreed to only cut twice a year the area of land from the rear of the skateboard park to the footpath to the Acorns. The remainder of the Pilands Wood Open Space from the skate park to Batchelor Green would be cut every three to four weeks. The Council acquired a history of poor tree maintenance and over the last two years emergency and essential tree works have been carried out. In October 2021 an arboriculturist inspection of trees will be carried out.
Pocket Park	This area requires no further work at this time and the trees have been inspected and any remedial works undertaken.
The View Point	This area is routinely maintained and requires no additional work at this time.

Managed Lands on behalf of third parties

Greyladyes Mausoleum	The Council maintain this land under an agreement with the trustees, bearing in mind the volume of work the Council staff have to do the Officers recommend that this agreement be terminated, and the maintenance should be returned to the trustees.
St Leonards Closed Church yard	The Council maintains this closed cemetery on a monthly basis.

C: Charges Register continued

- (2 September 2003) The land is subject to the rights granted by a Deed dated 29 July 2003 made between (1) Bursledon Parish Council and (2) Esso Petroleum Company Limited.

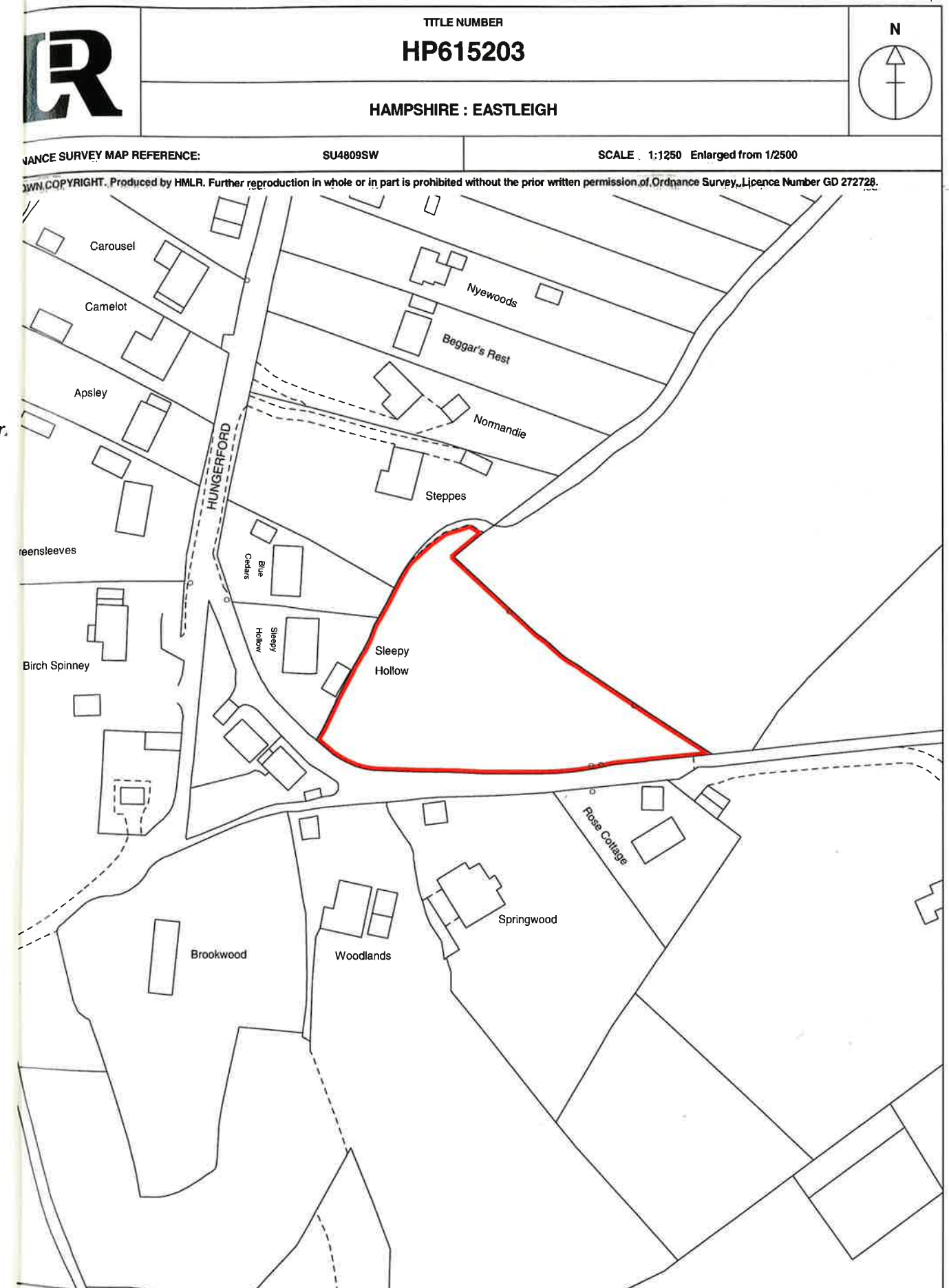
The said Deed also contains restrictive covenants by the grantor.

NOTE: Copy in Certificate. Copy filed.

END OF REGISTER

NOTE A: A date at the beginning of an entry is the date on which the entry was made in the Register.

NOTE B: This is a copy of the register on 2 September 2003 at 09:51:03.



with the land.
ts, rights and
ed, occupied.

H.M. LAND REGISTRY		TITLE NUMBER	
ORDNANCE SURVEY PLAN REFERENCE		LP317092	
Scale		1/2500	
COUNTY	HAMPSHIRE	DISTRICT	EASTLEIGH
		© Crown Copyright	

with the land.
ts, rights and
ed, occupied.

a predecessor
-nants are not
want to satisfy
nant from the

out therein or
contained in
that, since
overlooked.
copies

...and map shall

all and ditch,
ser or not the

Such inquiries

'kes the place
disclosed in

Bursledon

Public Health
Government
for the Local

145

www.sagepub.com

Am. Psychol. 41
1986, pp. 445-452

up next day of
that date, and
of December

that any land

he prescribed

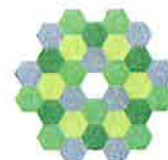
this section is

noted against
scribed notice

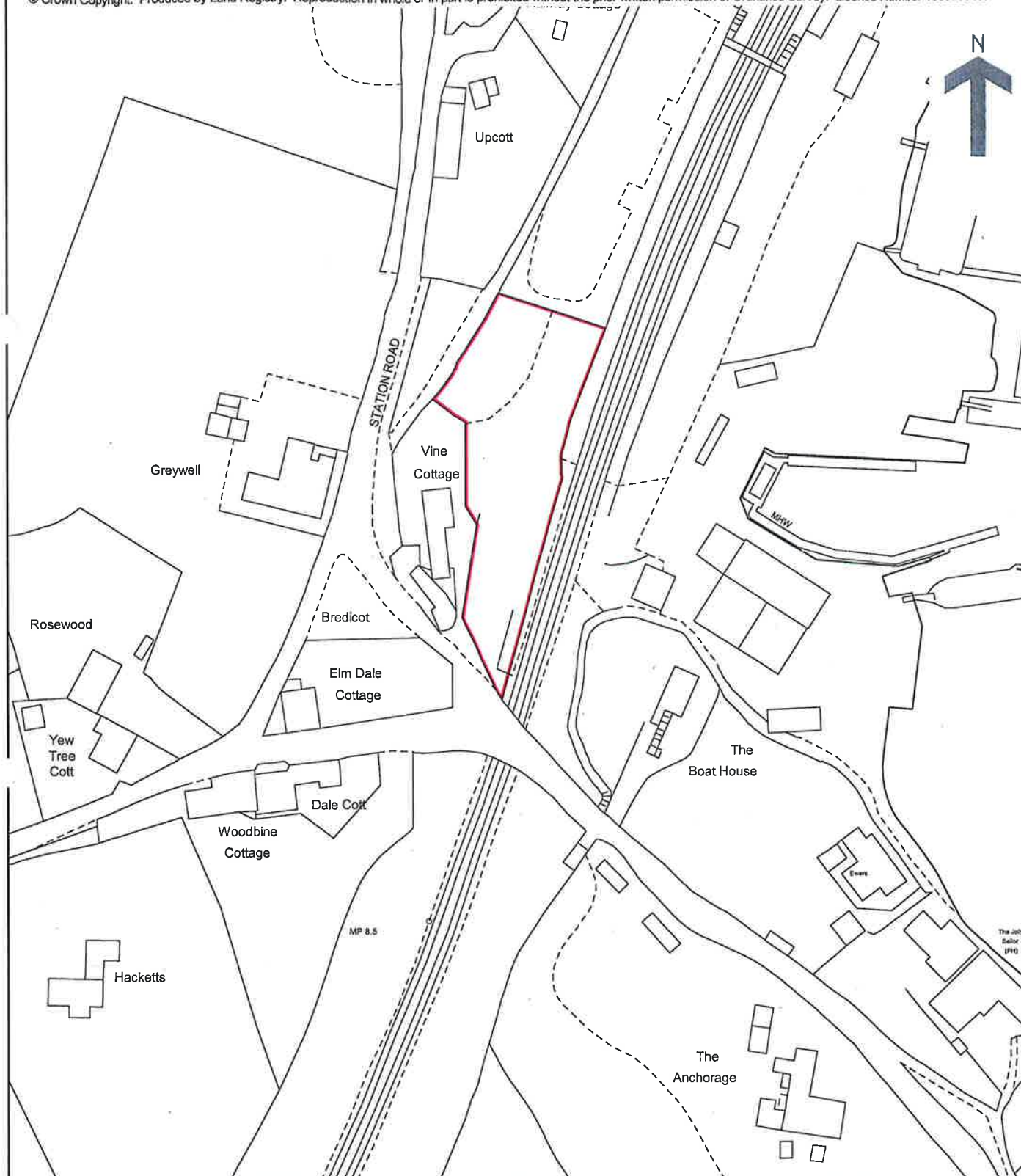
other hand, or

Land Registry
Official copy of
title plan

Title number **HP726270**
Ordnance Survey map reference **SU4809SE**
Scale **1:1250** enlarged from 1:2500
Administrative area **Hampshire: Eastleigh**



© Crown Copyright. Produced by Land Registry. Reproduction in whole or in part is prohibited without the prior written permission of Ordnance Survey. Licence Number 100026316.



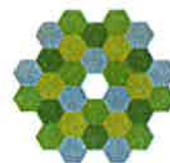
This official copy issued on 20 April 2010 shows the state of this title plan on 20 April 2010 at 13:08:58. It is admissible in evidence to the same extent as the original (s.67 Land Registration Act 2002).

This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground. See Land Registry Public Guide 19 - Title Plans and Boundaries.

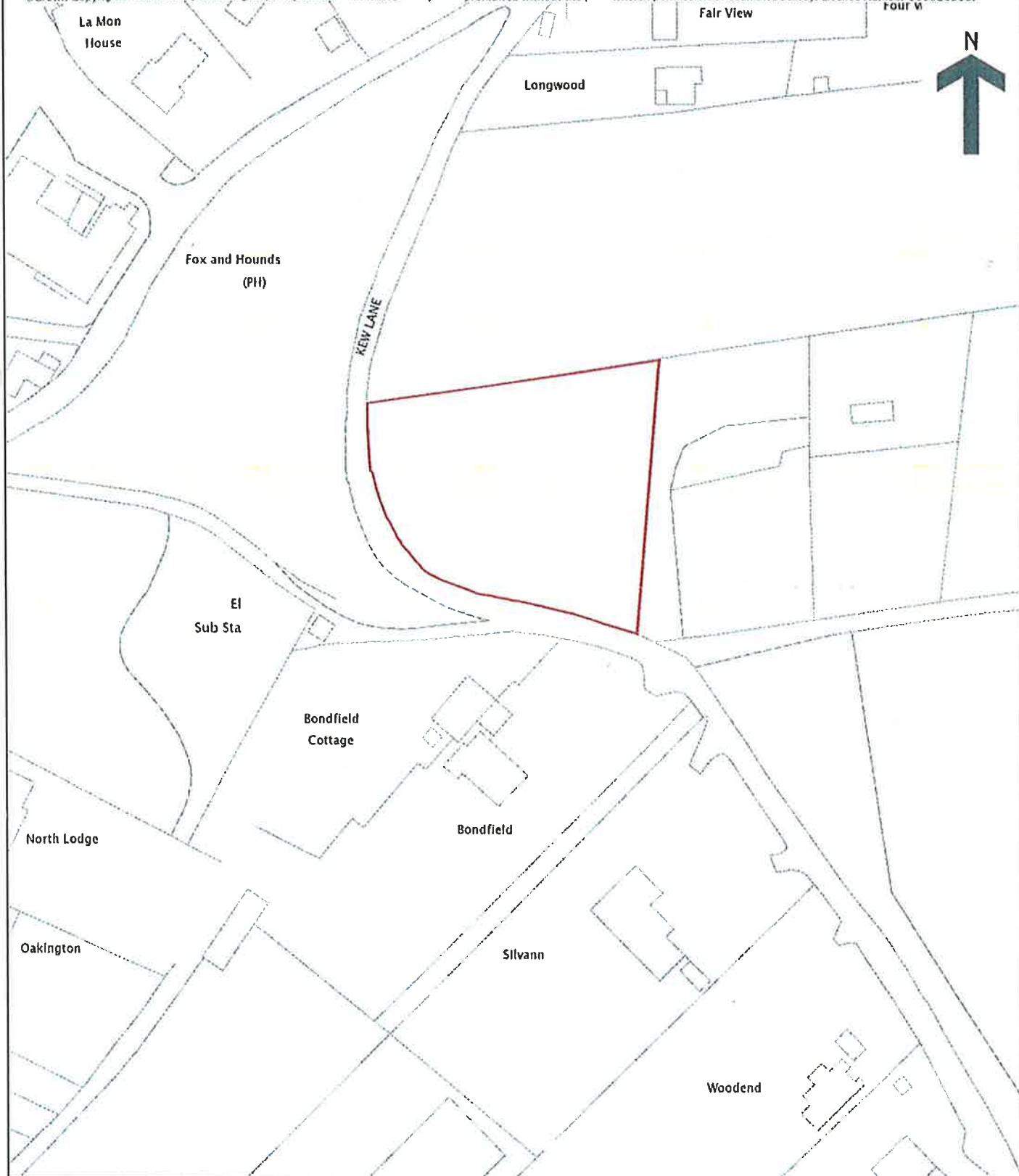
This title is dealt with by Land Registry, Weymouth Office.

Land Registry Official copy of title plan

Title number **HP692603**
Ordnance Survey map reference **SU4809SW**
Scale **1:1250**
Administrative area **HAMPSHIRE : EASTLEIGH**



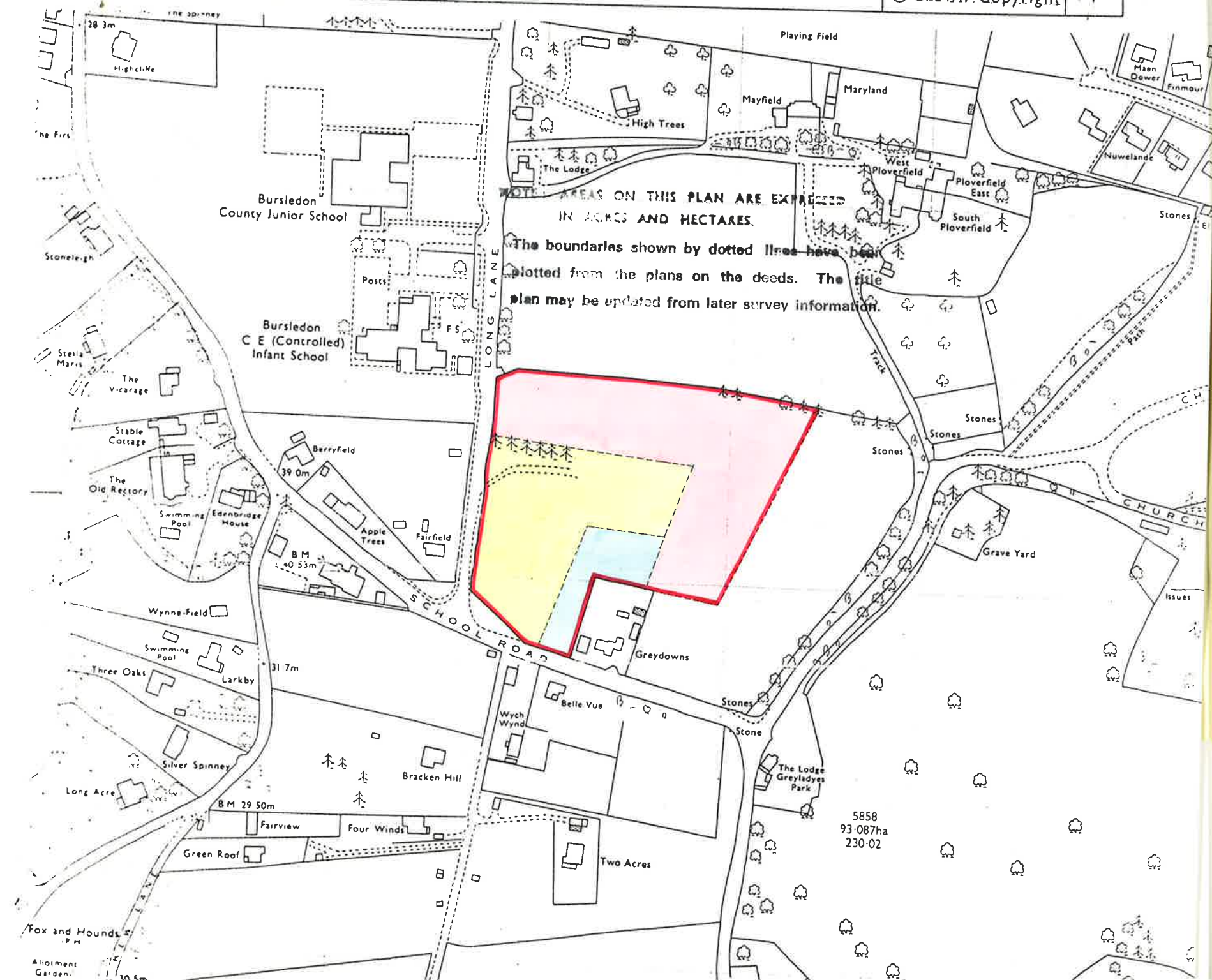
© Crown Copyright. Produced by Land Registry. Reproduction in whole or in part is prohibited without the prior written permission of Ordnance Survey. Licence Number 100026316.



H.M. LAND REGISTRY		HP328273	
ORDNANCE SURVEY PLAN REFERENCE	SU 4809	Scale	1/2500
COUNTY HAMPSHIRE	DISTRICT EASTLEIGH	© Crown Copyright	

1/2500

© Crown Copyright

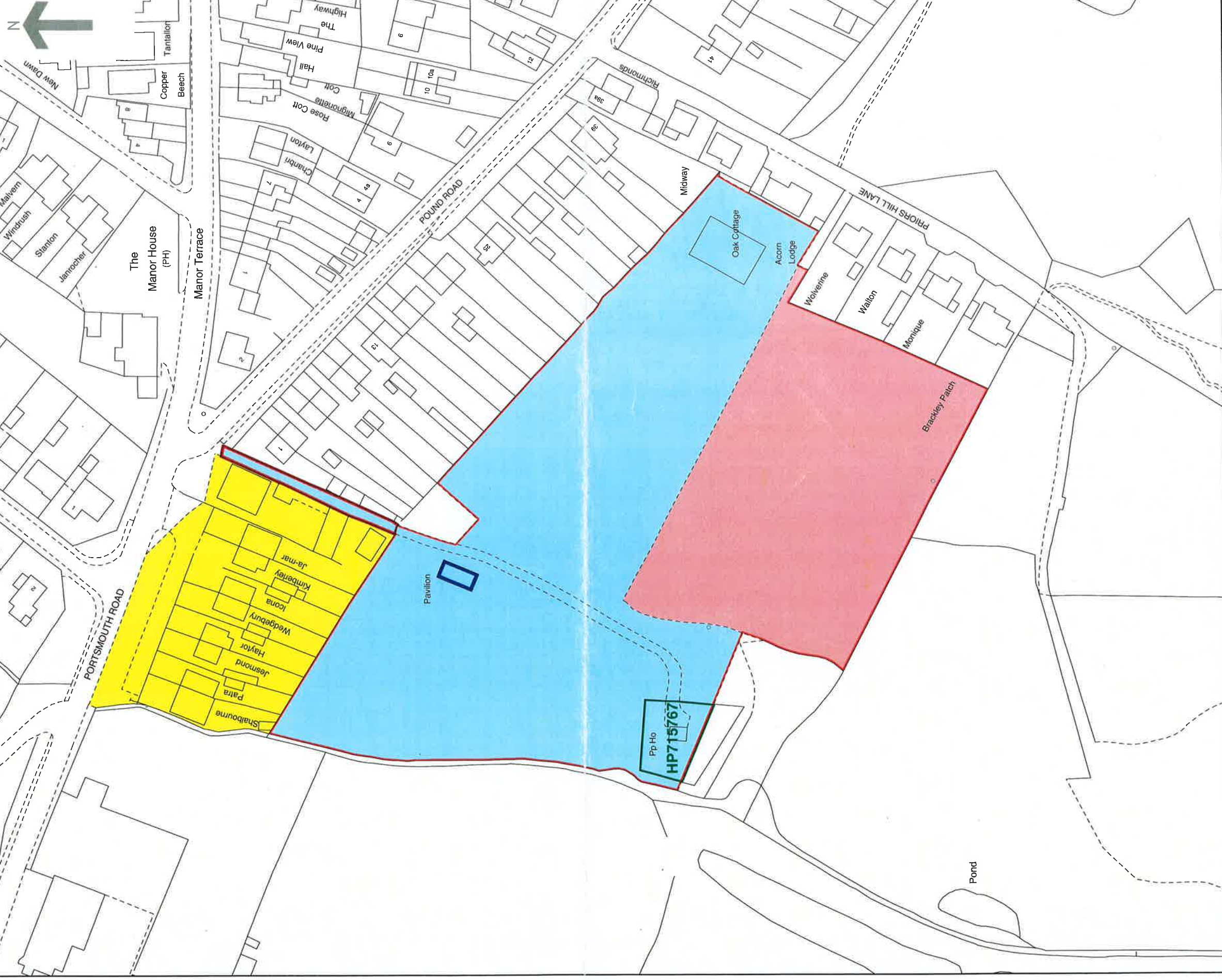


Land Registry
Official copy of
title plan

Title number **HP683457**
Ordnance Survey map reference **SU4710SW**
Scale **1:1250** enlarged from 1:2500
Administrative area **Hampshire: Eastleigh**



© Crown Copyright. Produced by Land Registry. Reproduction in whole or in part is prohibited without the prior written permission of Ordnance Survey. Licence Number 100026316.



This official copy issued on 11 May 2015 shows the state of this title plan on 11 May 2015 at 11:51:44. It is admissible in evidence to the same extent as the original (s.67 Land Registration Act 2002).
This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground.
This title is dealt with by Land Registry, Weymouth Office.

H.M. LAND REGISTRY			TITLE NUMBER
ORDNANCE SURVEY PLAN REFERENCE	SU 4809	SECTION E	HP446684
COUNTY HAMPSHIRE	DISTRICT EASTLEIGH	BURSLEDON PARISH	
			© Crown copyright 1980



LIONHEART WAY
ECOLOGICAL PARK.

Land Registry

Official copy of
title plan

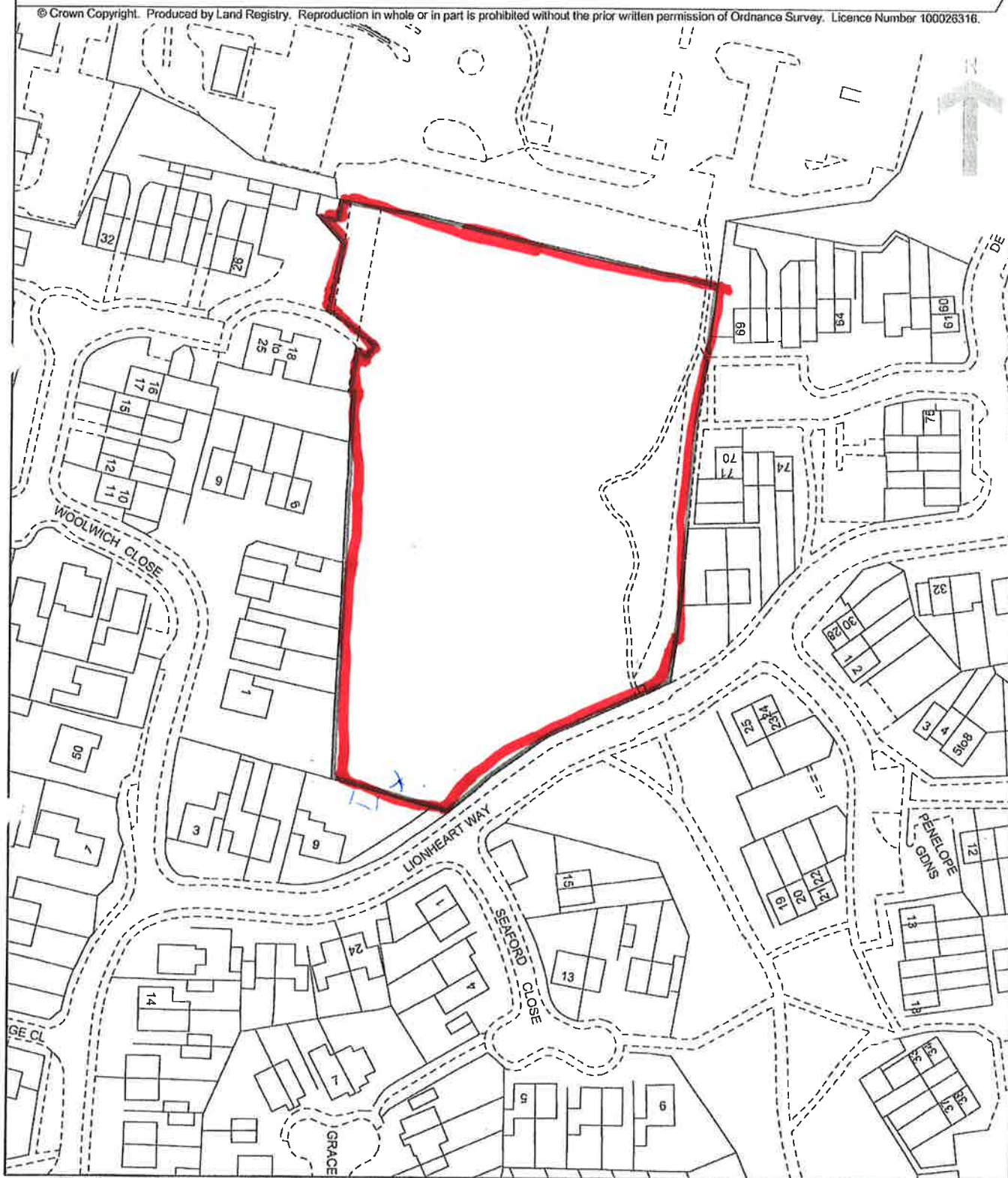
Title number **HP724325**

Ordnance Survey map reference **SU4710NE**

Scale **1:1250** enlarged from 1:2500

Administrative area **Hampshire: Eastleigh**

© Crown Copyright. Produced by Land Registry. Reproduction in whole or in part is prohibited without the prior written permission of Ordnance Survey. Licence Number 100026316.



This official copy issued on 18 March 2010 shows the state of this title plan on 18 March 2010 at 08:25:16. It is admissible in evidence to the same extent as the original (s.67 Land Registration Act 2002).

This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground. See Land Registry Public Guide 19 - Title Plans and Boundaries.

This title is dealt with by Land Registry, Weymouth Office.



Title number HP825661
Ordnance Survey map reference SU4810SE
Scale 1:1250 enlarged from 1:2500
Administrative area Hampshire: Eastleigh

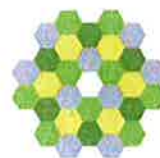
HM Land Registry
Official copy of
title plan



This official copy issued on 3 January 2019 shows the state of this title plan on 3 January 2019 at 10:57:57.
It is admissible in evidence to the same extent as the original (s.67 Land Registration Act 2002).
This title plan shows the general position, nature and extent of the land and its boundaries. It may be subject to distortions in scale. Measurements scaled from the plan may not be accurate.
This title is dealt with by HM Land Registry, Weymouth Office.

Land Registry
Official copy of
title plan

Title number **HP730507**
Ordnance Survey map reference **SU4811SW**
Scale **1:1250** enlarged from 1:2500
Administrative area **Hampshire: Eastleigh**



© Crown Copyright. Produced by Land Registry. Reproduction in whole or in part is prohibited without the prior written permission of Ordnance Survey. Licence Number 100026316.



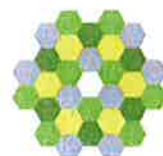
This official copy issued on 8 September 2010 shows the state of this title plan on 8 September 2010 at 14:59:29. It is admissible in evidence to the same extent as the original (s.67 Land Registration Act 2002).

This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground. See Land Registry Public Guide 19 - Title Plans and Boundaries.

This title is dealt with by Land Registry, Weymouth Office.

Land Registry
Official copy of
title plan

Title number **HP730507**
Ordnance Survey map reference **SU4811SW**
Scale **1:1250** enlarged from 1:2500
Administrative area **Hampshire: Eastleigh**



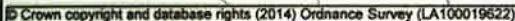
© Crown Copyright. Produced by Land Registry. Reproduction in whole or in part is prohibited without the prior written permission of Ordnance Survey. Licence Number 100026316.



This official copy issued on 8 September 2010 shows the state of this title plan on 8 September 2010 at 14:59:29. It is admissible in evidence to the same extent as the original (s.67 Land Registration Act 2002).

This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground. See Land Registry Public Guide 19 - Title Plans and Boundaries.

This title is dealt with by Land Registry, Weymouth Office.



Title:

AST1352 PILANDS WOOD OPEN SPACE &

AST1353 PILANDS WOOD MUGA

Scale:
1:2500

Map Ref:

SU4808NW

Date:

25/04/2014



person gives or becomes bound by them) as joint and several.

12.5.1.4 All references to the Property shall include each and every part thereof.

12.5.1.5 No rights whether to light air or otherwise are granted by this Transfer save as expressly referred to in it

12.5.1.6 The terms "Transferor" and "Transferee" shall where the context so admits includes the successors to the Transferor and the Transferee respectively

12.5.1.7 For the purpose of Section 6(2)(a) of the Law of Property (Miscellaneous Provisions) Act 1994 all matters now recorded in registers open to public inspections are to be considered within the actual knowledge of the Transferee

12.5.1.8 The parties hereby apply to the Chief Land Registrar to enter a restriction on the proprietorship register of the registered title of the Property in the following terms:-

"No disposition of the registered estate by the proprietor of the registered estate or by the proprietor of any registered charge not being a charge registered before the entry of this restriction is to be registered without a certificate signed by a the Head of Legal and Democratic Services, Eastleigh Borough Council, Eastleigh House, Upper Market Street, Eastleigh SO50 9YN that the provisions of clause 3 and 4 of the Third Schedule to a Transfer dated 7th January 2019

and made between (1) Eastleigh Borough Council and (2) Bursledon Parish Council have been complied with"

First Schedule – Rights Granted

1. The right for the Transferee and all persons authorised by them to pass and re-pass to and from the Property for all purposes connected with the use and enjoyment of the Property (but not otherwise) over the Retained Land
2. The right for the Transferee and all persons authorised by them all statutory undertakers and owners and occupiers for the time being of the Property to take Services through the Service Installations now laid or to be laid in or under the Retained Land
3. To enter onto the Retained Land for the purpose of laying connecting into maintaining replacing renewing and inspecting and Service Installations constructing repairing maintaining and renewing the facing walls of any building or fence which may be built on the boundary line of the Property.

Second Schedule – Rights Reserved

1. The right for the Transferor to enter onto the Property for the purposes of laying, connecting into, maintaining, replacing, renewing and inspecting the Service Installations serving the Retained Land and constructing, repairing maintaining and renewing the facing walls of any building or fence which may be built on the boundary line of the

12.2 Right granted for the benefit of the Property

The Transferor for itself and successors in title so as to burden the Retained Land hereby grant to the Transferee and its successors in title for the benefit of the Property the rights contained in the First Schedule

12.3 Rights reserved for the benefit of the other land

Excepted and reserved from this Transfer for the benefit of the Retained Land are the rights contained in the Second Schedule subject to the persons exercising the same as to the rights of entry entering at reasonable times of day giving reasonable prior notice (save in case of emergency when no notice is required) and causing as little damage as possible and making good any damage caused to the reasonable satisfaction of any person affected and as to the rights to use any Service Installations the owners for the time being of the Property paying a fair and reasonable proportion of the expense incurred in inspecting maintaining and renewing them

12.4. Restrictive covenants by the transferee and positive covenants of the Transferee

12.4.1 For the benefit and protection of the Retained Land and each and every part thereof and so as to bind the Property the Transferee for itself and its successors in title to the Property hereby covenants with the Transferor and also (subject to the right hereinafter reserved to the Transferor to withdraw vary release or abandon covenants restrictions stipulations and conditions) as a separate covenant with every other person who is now the owner of any part of the Retained Land that the Transferee will observe and perform the obligations covenants restrictions and stipulations set out in the Third Schedule but not so as to render the Transferee personally liable in damages for any breach of a restrictive covenant after it shall have parted with all interest in the Property

12.4.2 With the intent of affording the Transferor a full and sufficient indemnity but not further or otherwise the Transferee hereby covenants with the Transferor that it will henceforth observe and perform the covenants contained or referred to in the registers of title number HP675091 so far as they relate to the Property and are subsisting and capable of taking effect but excluding the personal covenants listed in the Schedule of personal covenants

12.5 Other – Agreements and Declarations

12.5.1 The Transferor and the Transferee agree and declare that:

12.5.1.1 the Transferor holds the Property under the Open Spaces Act 1906 and this Transfer is made by the Transferor pursuant to section 123 of the Local Government Act 1972 and by the Transferee pursuant to section 9 of the Open Spaces Act 1906

12.5.1.2 Any reference in this Transfer to doing any act shall include a reference to permitting or allowing such an act.

12.5.1.3 All covenants shall be treated (where more than one

part of the Transferee contained in this Transfer

4 In the event that the Transferee intends to wind up and no provisions are made for the transfer of the Property to a successor local authority of the Transferee, then the Transferee will transfer to the Transferor or the Transferor's successor in title the Property on the terms set out in paragraph 3 hereto

5 Not to do any act which may cause a nuisance damage annoyance or inconvenience to the Transferor the owner or occupier of any adjoining property or the Retained Land

Any other land affected should be defined by reference to a plan and the title numbers referred to in panel 2.

The transferor must execute this transfer as a deed using the space opposite. If there is more than one transferor, all must execute. Forms of execution are given in Schedule 9 to the Land Registration Rules 2003. If the transfer contains transferee's covenants or declarations or contains an application by the transferee (such as for a restriction), it must also be executed by the transferee.

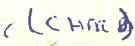
13 Execution

THE COMMON SEAL of)
Eastleigh Borough)
Council was hereto)
affixed in the presence)
of:




Head of Legal and Democratic
Services

SIGNED as a Deed by)
Bursledon)
Parish Council)
acting by:)

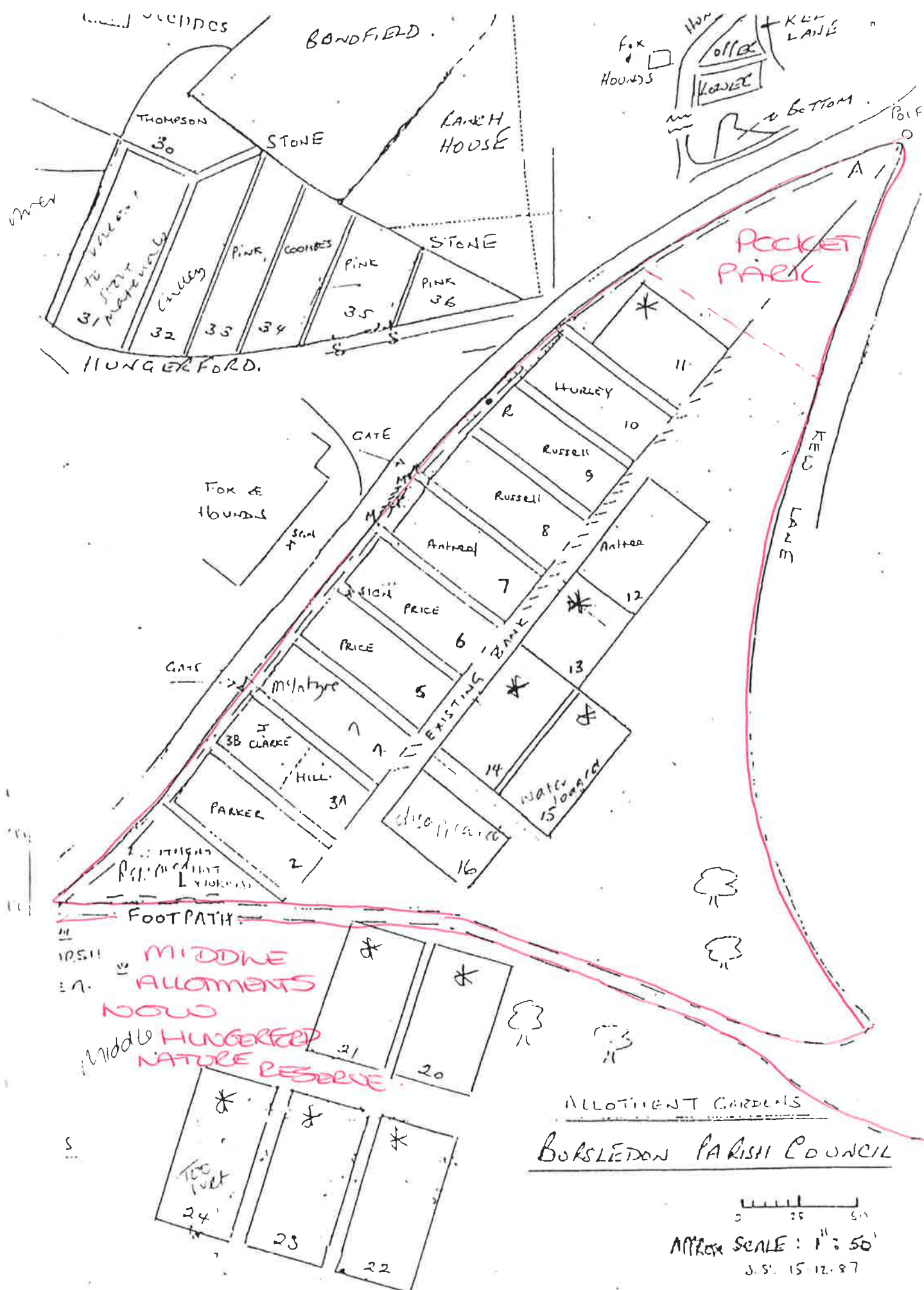

Clerk 
Print name

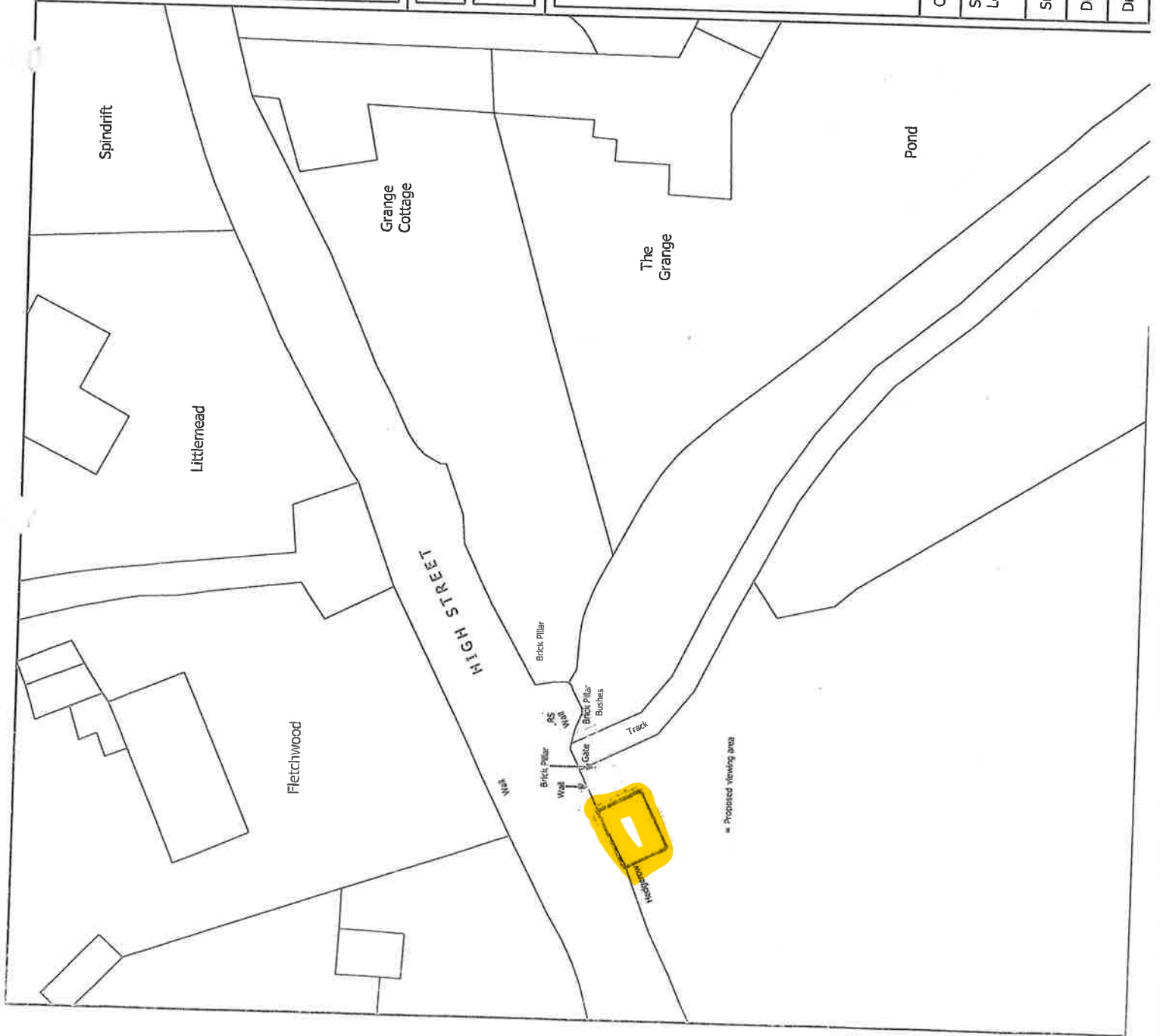
WARNING

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.





Grid:
Grid is related to OS Grid.

Northpoint:
The Northpoint position shown on this drawing has been derived from OS.



Encompass Surveys

Encompass Surveys Ltd
Unit 2B
Deer Park Farm Industrial Estate
Knowle Lane
Fair Oak, Eastleigh
Hampshire SO50 7PZ

Tel: 023 80692002 Email: info@encompass-surveys.co.uk
Fax: 023 80697125 Website: encompass-surveys.co.uk

Client: John Horne

Survey Location: The Secret Garden Nature Reserve
High Street
Bursledon

Survey type: Topo Outline Plan Scale: 1:500@A4

Drawing ref: ENC-010611-JHPJ Date: June 2011

Drawn/QA: S.M.H Revision:

Letter of Agreement between Bursledon Parish Council and the Parochial Church Council

re:

ST. LEONARD'S NEW CHURCHYARD (CLOSED)

RESPONSIBILITIES

PARISH COUNCIL

MAINTENANCE

Keeping in good order.

Walls and fences in good repair .

Removal of shrubs from graves, paths, hedges, etc.

Hedges, grass, paths.

Gates (except lychgate).

Public Memorials.

Existing Seats.

Compost and waste bins.

PAROCHIAL CHURCH COUNCIL

MANAGEMENT

Administration of further burials and interment of ashes in graves reserved before closure only.

Fees to PCC/incumbent.

Trees - conservation consents, etc.

Liaison with undertakers/grave diggers.

Lychgate.

Contact with relatives re: removal of trees, kerb set, personal memorials, etc.

New seats (disposition to be agreed with PC).

Provide notice in church porch stating:

1. Where information may be obtained re: graves.
2. Parish Council's responsibility for maintenance with telephone number.
3. Rules

Faculties.

Water supply.

PCC undertakes to:

1. Notify Clerk to Parish Council of proposed burials, through Parish Administrator.
2. Prevent scattering of soil by grave diggers.
3. Meet quarterly to effect regular communication with PC Burial Advisory Committee or to serve on it, with representatives as agreed.
4. Meet the cost of management responsibilities.

and

PC undertakes to:

1. Consult the PCC about any fundamental aspect of maintenance which might require a faculty from the Chancellor.
2. Pay the cost of maintenance as described above.
3. Continue to maintain according to its responsibilities under the Local Government Act (LGA 1972 ss215).

Signed by.....
on behalf of
Bursledon Parish Council

Signed by.....
on behalf of
Parochial Church Council

Dated 5th Feb 99

Dated 2 FEB 99

DATED

1998

TRUSTEES OF THE GREYLADYES ESTATE

- to -

BURSLEDON PARISH COUNCIL

L I C E N C E

of

The Greyladyes Park Mausoleum and Graveyard

N R Smith
Acting Head of Legal Services
Civic Offices
Leigh Road
Eastleigh
Hampshire
SO50 9YN
AM/9/7/G/OS/GREYL

THIS LICENCE is made the day of

One thousand nine hundred and ninety eight BETWEEN THE TRUSTEES OF THE GREYLADYES ESTATE Old Bursledon Eastleigh in Hampshire (hereinafter called "the Grantors" which expression where the context so admits shall include their successors in title) of the one part acting by two members of the Trust

and BURSLEDON PARISH COUNCIL of Parish Office Community Centre Portsmouth Road Bursledon Southampton SO31 8ES acting by

(hereinafter called "the Licensee" which expression were the context so admits shall include its successors in title) of the other part

WHEREBY IT IS AGREED AND DECLARED AS FOLLOWS :-

1. The Grantors HEREBY GRANT unto the Licensee an annual Licence from the date hereof during the continuance of this Licence with the right for the Licensee and those authorised by it to have possession of the land including the Greyladyes Mausoleum and Graveyard (hereinafter called "the Property") and nothing in this Licence shall be construed as conferring upon the Licensee any exclusive right to the enjoyment of the property
2. In consideration of the rights hereby granted the Licensee shall pay to the Grantors the yearly licence fee of £1.00 (if demanded)
3. The Licensee shall not assign or part with the benefit of this Licence or any part thereof
4. The Licensee will:-

- (a) Keep the central area and road verge regularly strimmed and at least 3 times in each year
- (b) At least once in any year remove any ivy and other vegetation growing on the Mausoleum
- (c) Keep the inside of the Mausoleum clear of all leaf litter
- (d) Ensure that the boundary between the property and the adjoining Greyladyes Park remains secure
- (e) Keep the graves on the property trimmed and in a clean and tidy condition and cleared of all rubbish
- (f) Clear the cherry laurel in order to open up public views across the adjoining Greyladyes Park land
- (g) The Licensee shall take out full public liability insurance relevant to the activities and functions carried out on the property provided always that such insurance shall be to a minimum of £3,000,000 in respect of any one claim and to produce to the Grantors on demand but at the expense of the Licensee evidence of and details of such insurance together with evidence of payment of the last premiums in respect of the same

5. The Grantors will:-

- (a) Permit full public access to the property
- (b) Permit the full clearance of cherry laurel as mentioned in Clause 4(f) above
- (c) (i) Prior to the completion of this Licence the Grantors will complete the restoration works to the Mausoleum including the replacement of the floor - installation of window bars and a substantial lockable grill to the front and supply a key to the licensee

- (ii) Present the site in a reasonable condition trimmed and with boundary fencing secure

- 6.1 It is hereby agreed and declared that notice boards, tree planting, scrub clearance, seeding or other similar operations will be agreed in advance
- 6.2 This Licence shall terminate (without prejudice to any pre-existing claim by either party) on whichever is the earliest of:-
- (a) not less than 14 days' notice in that behalf from the Grantors that in the opinion of the Grantors the Licensee is in breach of any of the conditions herein contained
 - (b) by not less than 14 days' notice from the Licensee if it no longer requires the property

AS WITNESS the hands of the parties hereto the day and year first above written

SIGNED by

on behalf of the Grantors:

.....

SIGNED by

on behalf of the Licensee:

.....

Councils underwrites response to the councils request for guidance on its biodiversity strategy.

Thank you for your email, it is interesting hear about the reaction to the plan considering many councils of all levels are doing this and the benefits of the wild areas, especially for children, seem to outweigh the concerns.

Underwriters' comments	Council Action
Have they considered cutting a path that can be used for walkers safely? If they do this then they will need to ensure it is noted on their risk assessment and the cutting of the path will need to be at regular intervals based on the time it will take for the grass to grow, also not forgetting noting it will be an uneven surface.	Its is part of the bio-diversity strategy to create mown footpaths in the Great Down Park. These paths will be on the perimeter to join up paths and based on desire lines. The paths will be mowed every two weeks
If they do not want members of the public to be in this area, then they should erect signs asking them not to.	The objective is to encourage use by the public on the footpaths and in newly created picnic areas
Also do they have a 'web' presence i.e., Facebook, website, twitter, if yes, they should use them as a means of communication?	The strategy encourages the use of the Councils web site pages and face book page to improve communication
Do they have snakes in the area? if they do then again, they should be noted on the risk assessments and maybe signs should be considered to let members of the public know.	It is known that there have been snakes identified in both Great Down park and Long Lane Recreation Ground. These will be noted on the Council web page and consideration will be given to putting notices on the relevant Parish Council Notice Boards.
Ticks can be in any area of woodland or grassy areas, the grass does not need to be left un-mowed. In my area if any discovers a tick on their dogs, they put it on Facebook groups to let every know.	This information will be placed on the Council web page and face book page and in line with other local government bodies we will put up notices for the information of the public.
They need to ensure there is a process to manage any poisonous or invasive plants, safe removal, and disposal.	There are currently no invasive plants
If the area is not to be organic, considering should be to the storage and use of 'sprays. In the news there have been reports of Councils	Spraying is only used as a last solution and all the ground staff are qualified in the use of spaying equipment.

spraying and dogs becoming very ill after sniffing the sprayed areas.	If spraying is required, the appropriate signage will be displayed.
---	---

Hire Agreement for sports lettings and ground lettings 2021/22

Report of the Roland Potter (Parish Clerk)

22 June 2021

Summary of Key Issues

- To agree the amended hire agreement for sports lettings.
- To consider delaying the start of the football season on Long Lane Recreation Ground by one week for a church community event.
- To confirm the dates of the season for 2021/22.
- To agree the introduction of a seasonal deposit system for season hires.
- To agree how many teams will be allowed to play during the season 2021/22.

Hire Agreement

An amended hire agreement is attached to the report. The proposed amendments are highlighted in red.

Section 3 has been amended to clarify how the fees are charged which are per team not per club. In the past junior teams have been playing two teams for the price of one.

Section 3 has also been amended to include the introduction of a seasonal deposit.

Section 8A is a new section to cover cancellations by teams. This is usually because the opposition has not turned up or the weather has deteriorated. However, the Council ground staff have already prepared the pitches and this is penalty helps recover some of the costs.

Delay to start of season and confirmation of the season.

The council has received a request to use the Long Lane Recreation Ground on Saturday 4 September 2021. This would normally be the first weekend of the football season.

The Council are requested to consider delaying the start of the season for Long Lane Recreation Ground until the weekend of 11 September 2021.

Other than this amendment the football season will run until the weekend of 3 April 2022.

Deposit system

The Council are requested to consider the introduction of a refundable deposit of £225 per team to play alternative weekends.

All deposits must be paid by 27th August 2021 or teams will not be allowed to play.

Teams to play 2021/22

The Council are requested to consider how many teams will be allowed to use the football pitches in 2021/22.

We have two available pitches, the maximum number of teams that can play on each day is two (morning and afternoon game).

The demand for the use of the pitches tends to be more for a morning.

We are unable to provide a service to clean the pavilions between games due to insufficient staff.

The maximum use of the pitches will contribute to additional wear of the playing surface and may reduce the availability of pitches.

Legal and Policy Implications

All legal and policy implications are set out in the above report.

Financial Implications

The financial implication for the report identified in the attached charging fees.

There is a maximum of 58 possible playing days.

The loss of the first week of the season for the church event may result in a maximum loss of £86 to £224.

The maximum potential income for the football on both recreation grounds is £12,992.

However realistically it is unlikely we would achieve 50% of these fees.

Recommendations

- To approve the amendments to the new hire agreement.
- To approve the seasonal deposit system.
- To approve the dates of the season.
- To approve the use of the recreation ground for the church community event.
- To agree how many teams should be allowed to play on each site.

Terms and conditions for the hire of Council facilities The T&Cs will apply to the hire of the sports facilities and Council owned open spaces	
1	In these terms and conditions (Ts & Cs) 'The Council' means Bursledon Parish Council 'The event' means the sporting fixture or purpose of the hire. 'The facilities' means: all property of, or under the control or management of the Council, which may be the subject of a hire agreement, and includes sports and any associated equipment. 'The Parish Clerk' means the current Responsible Officer of the Council, or any other officer nominated to act in their place to administer the bookings of outdoor sports and the use of Parish Council property. The Parish Clerk will liaise, as necessary, with other Council officers with responsibility for the provision of facilities for sports use, to carry out the functions set out in these Ts & Cs. 'The hire' means the use of facilities or land by agreement with the Council. 'The hirer' means the person(s) entering into the hiring agreement with the Council. 'The hiring' means the agreement to use the sports facilities. 'People using the facilities' means people invited, allowed or required by the hirer or anyone else to attend, watch or take part in any sporting activity or other event. 'sports facilities' means the sports pitches, pavilion, recreation grounds, open spaces and items supplied by the Council, as specified in sub-clause 14(a) of these conditions.
2	Applying to hire facilities. Application for hire must be made using the relevant form supplied by the Council. a. The person signing the application form will be deemed to be the hirer and will be responsible for complying with the conditions of the hiring agreement. If the hiring is being made by a legally constituted club/association or other incorporated organisation, the agreement form for sports must be signed by a person duly authorised by the club/association or organisation named on the agreement form. In the case of a constituted club/association, its current trustees will also be deemed to be the hirer, and they will all be jointly and severally liable under the hiring agreement. b. The hirer must be 18 years of age or older. c. The agreement to hire facilities will only come into existence when: • an agreement form has been signed and returned. • the Parish Clerk or nominated officer has accepted the booking in writing, and all required documentation has been received.

	d. The Council reserves the right to vary, alter or revise any of these T&Cs. This right will not be used to alter the conditions of a booking that has already been accepted. However, if a booking has been accepted but full payment has not been received, the Council has the right under sub-clause 3(b) to alter the charges due. e. These conditions cannot be changed verbally by a Council officer. Any changes must be confirmed in writing by the Parish Clerk or nominated officer. f. The hiring agreement will give the hirer, and/or the represented club/association or organisation, the right to use the relevant facilities. g. The hiring agreement does not convey any exclusive right for the continued use of Council facilities.
3	Fees (a) Fees are charged per individual playing team not club. (b) Fees for individual hires must be paid in advance. (c) Teams which to play for a season must pay a deposit of £xx prior to the start of the season. Failure to comply with or any breach of these terms and conditions may result in the loss of your deposit. (d) The hirer must pay the Council the fixed fees for hiring any facilities within 14 days of date of invoice. (e) Failure to pay within the 14 days will result in the booking being cancelled. (f) The Council reserves the right to alter charges without notice. All bookings, other than those where all fees have been paid, remain subject to this right. Hire fees must be paid to Bursledon Parish Council, The Council Offices, The Lowford Centre, Portsmouth Road, Bursledon, Southampton SO31 8EF. Payment can be paid direct into the Council's bank account as per the details on the invoice. Only the Council's official receipt form will be accepted as evidence of payment.
4	Bookings No games or events are permitted to take place unless they are pre-booked.
5	Allocation of Pitches The allocation of a football pitch to a Team/League by the Council is for a specific day and time (i.e., Sunday morning) and does not entitle the Team/ League to use the facilities (i.e., Pitch or Changing Room/Shower) at any other time. No Team or League shall allow practice games to take place unless the pitch is booked and the appropriate fee paid in advance, otherwise full reinstatement costs will be levied. Any Team or League who continually disregard this ruling will be notified in writing on two occasions to cease. Failure to comply will result in the removal of all facilities allocated.
6	Sub Letting The hirer has no right to assign or sub-let the facilities. Any instance of an unauthorised sub-letting may, at the discretion of the Parish Clerk or nominated officer, result in the hiring agreement being forthwith terminated or suspended.
7	Alternative Facility The Council nominated officers have the right to move fixtures to alternative venues if the

	original facilities are deemed unfit to play on for any reason.
8	Cancellation a.) The Council reserves the right to cancel bookings, and without notice, to terminate or temporarily suspend the use of facilities if, in the opinion of the officer in charge of the facilities: i) the facilities are unfit or not available for use, or ii) are required for any other purpose. This right will not be exercised unreasonably. b) The Council reserves the right to refuse bookings on a permanent or temporary basis, cancel bookings, or attach additional conditions to the hiring of any facilities, if the Parish Clerk or nominated officer has reason to believe that the person concerned: i) is in any way responsible for deliberate or negligent damage caused to the facilities. ii) owes money to the Council because of, or in connection with, a previous hiring of facilities. iii) is in breach of any other provision of these conditions or has been in breach of conditions relating to any previous hiring of facilities. c) The Council reserves the right to cancel any booking for which payment has not been received by the specified date. d) If the Council cancels under the provisions of clause 8 any bookings previously accepted all fees will be refunded. e) If, under the provisions of clause 8, the Council cancels any bookings previously accepted, any refund of fees previously paid will be decided by the Parish Clerk or nominated officer. f) If, under the provisions of clause 11 the hirer cancels any bookings, the Council will not refund any fees. The repayment of fees in any case will be at the discretion of the Parish Clerk or nominated officer.
8A	Cancellation by teams a) All cancellation of games must be communicated to the Parish Council by 5:00pm on the Wednesday prior to the booked match. b) Failure to notify cancellations by the above time will result in the forfeit of £15 per cancellation from the deposit.
9	Prohibition or Termination of matches The use of facilities will be prohibited or terminated without prior notice by the Parish Clerk, a nominated officer or employee of the Council due to; the state of the ground and/or turf, considerable wear due to out of season game/s or practice matches, or inclement weather conditions. The authority requires full co-operation by all Clubs and Leagues to deliver quality of service. a. Council officials can call off matches due to weather conditions prior to or on the day of the fixture. b. On the day of the match, following a site inspection on the day it can only be called off or cancelled by nominated Council officers or the league referees. PRACTICE GAMES AND TRAINING ARE NOT PERMITTED AT ANY TIME.

10	Use of facilities The facilities must only be used for the purpose for which they were hired; If the facilities are used for a different purpose, the contract will be terminated by an authorised officer of the Council.
11	Pavilion/Changing Rooms - The hirer will be responsible for inspecting all facilities hired before use. The hirer will be deemed to have accepted that all facilities were in a good and safe condition, unless the hirer has specifically and clearly brought any defects to the notice of an authorised Council officer before the commencement of use. The fact that a Council officer has authorised the facilities to be used does not imply any warranty on the part of the Council as to the condition of the facilities. The hirer must rely on his own inspection. - Any complaint connected with the hiring or use of any facilities must be made in writing to the Parish Clerk or nominated officer within five working days of the problem being encountered. - The team secretary/ hirer will be responsible for ensuring that all showers, heating, and lighting are turned off before leaving the premises and that the accommodation is secured. It is vital that buildings are locked to prevent unauthorised access by individuals who may cause damage. Any vandalism caused as a direct result of the building being unsecured may result in the relevant team being charged or partly charged for the damage, and the facility being withdrawn from future use. - All teams must ensure that the changing facilities are left in an appropriate condition and are asked to consider other users by ensuring that they are left in a clean and tidy condition. Teams failing to comply with this condition will be charged for cleaning. - Regarding conditions 11 (a) (c) and (f). a maximum of two written warnings will be given, after which all facilities will be withdrawn to the team/club, and no further bookings will be accepted. - In line with the Council's No Smoking policy and the Smoke free Legislation of the Health Act 2006; it is against the law to smoke anywhere within any of the changing rooms. Failure to comply with this condition will result in termination of the contract.
12	Football Boots (cleaning) Players must remove boots before entering the changing rooms. Under no circumstances should boots be washed in the showers or sinks. Failure to comply may result in the team being charged for resulting damage and/or withdrawal of facilities.
13	Use of Electrical Equipment Under no circumstances should teams use their own electrical equipment in any of the changing rooms
14	Goalposts & Pitch marking - The Council will, at its own expense, provide the necessary goal posts, nets, corner flags and pitch markings for all football bookings. - The hirer is responsible for the erection of football nets on grass pitches and there dismantling and putting into safe storage after a game.

15	Insurance a. All teams and users must have and are required to produce to the Council a policy of insurance in respect of third-party liability in a sum of £5,000.000 and, in any event, the team shall indemnify the Council and its Officers and Employees against any claims which may be made against them in respect of the use of any or all the facilities during the period of hire. Any team found not to have taken out a policy of insurance will not be allowed to continue their games until proof of insurance has been shown to the Council. (Your league maybe able to provide you with confirmation of the appropriate insurance cover) b. Teams should submit a copy of their insurance documents with the completed application form. c. Failure to produce such insurance documents to the Council will result in the termination of the contact.
16	Safeguarding Junior and Youth teams All teams with under 18s are required to have: a. A safeguarding policy (a copy of which must be supplied to the Council when applying to hire facilities) b. The relevant DBS checks for staff and coaches. c. Appropriate accredited staff and coaches.
17	Season Dates Football Season Starts: First weekend in September. Football Season Ends: Last weekend March. Cricket Season Starts: Last weekend in April. Cricket Season Ends: Last weekend August. The start and end of season dates, during which the pitches may be used, will be fixed by the Council and no extension beyond these dates will be permitted.
18	Prohibited activities. The Council does not permit the sale or supply of alcoholic liquors in its open spaces except with specific approval. The hirer/s shall take all necessary steps to observe and secure the observance of this condition, and to avoid alcohol consumption.
19	Behaviour a) Disorderly conduct is not allowed in the open spaces or changing facilities. The use of foul and abusive language will also not be tolerated. b) Any members of the team found urinating/defecating within the public open space, will result in the team having the pitch and associated facilities withdrawn by the Council. c) Any players, officials or spectators who have been found to be engaging in racist, religious, sexual, or homophobic abuse, harassment or intimidation may face disciplinary action by the appropriate governing body and the Council will withdraw all bookings. d) Any threatening or abusive behaviour towards members of the public or Council staff will not be tolerated and will result in immediate withdrawal of facilities by the Council.

20	Parking a. vehicles of any sort (including motorcycles) must not be parked or left on any area other than on officially designated parking areas. b. or where the Council permits.
21	Litter At the end of matches, clubs must ensure that they remove all property including litter/tape etc. from the pitch area and the changing rooms. Teams failing to comply with this condition will be charged for cleaning or have the use of the facilities withdrawn.
22	Public Address Systems The hirer must ensure that: If any public address equipment and/or other amplifying equipment is to be used, prior written consent must be obtained from the Council. The equipment must not cause annoyance or nuisance to the occupiers of surrounding property or to the public.
23	Charging & Fund Raising • No charge can be made by the hirer, or any other person(s) attending, watching, or taking part in any event, without having first obtained the written consent of the Parish Clerk or nominated officer. Any application for written consent must give full details of the charges to be made, and how the proceeds of the charges are to be used. • For the purposes of these conditions, a charge will be deemed to be made when: i) money is demanded or paid for admission to, or participation in, any event. ii) programmes for an event or other goods are sold iii) a collection of money or goods is made iv) a raffle or lottery of any sort is held. v) The sale of Food & Drinks to spectators in the parks, playing fields or changing rooms without the appropriate licence is prohibited.
24	Damage a. The hirer must take all appropriate measures to ensure that no damage, either directly or indirectly, is caused to any facilities. b. The hirer agrees to pay the Council, within 14 days of receipt of a written demand, compensation for any damage caused in breach of clause 24(a). The Parish Clerk or nominated officer will reasonably assess the amount of compensation. This will be the cost of repairing the damage, together with the actual or estimated amount of income lost by the Council, because of damaged facilities. The decision of the Parish Clerk or nominated officer will be final.
25	Hirer's Responsibility a. The hirer must be responsible for ensuring that all those attending the activity, comply with: • all reasonable instructions of the authorised Council officers in charge of the facilities. • all relevant Council bylaws. • any Acts of Parliament relating to, or regulating the use of, these. • current equality and safeguarding legislation including the use of photographic or video recording equipment.

	b. The hirer must make suitable arrangements for the proper supervision of the activity, to ensure that his responsibilities under clause 25 are met. The hirer must take all precautions necessary to ensure that: • No inconvenience or annoyance is caused to: - users of other land or facilities belonging to the Council. - owners or occupiers of neighbouring properties - the public • No injury or damage is caused, or is reasonably likely to be caused to: - people using the facilities. - the users of other land or facilities belonging to the Council. - owners or occupiers of neighbouring properties - the public - any personal property c. The Parish Clerk or nominated officer will decide whether the requirements of clauses 11 of this clause have been complied with.
26	Correspondence Any correspondence sent to the hirer via email or post will be deemed to be received. The hirer is responsible for notifying the Parish Clerk or nominated officer in writing of any change of home or email address. The Council accepts no liability or responsibility for any loss or damage arising from failure to comply with this condition.
27.	Council Liability & Responsibility Waiver a. The Council accepts no responsibility or liability for any damage or injury that may occur to: • the hirer • anyone using the facilities. • any property of the hirer or anyone using the facilities. • any property or equipment stored at the sites or in the pavilions. • the operation or maintenance or any equipment which is provided by third parties and are not owned by the Council. e.g., defibrillators. This also covers the loss of any property belonging to anyone, except where the accident, damage, injury, or loss has been caused through the negligence or act of the Council, or a Council officer in the course of their employment. It is strongly recommended that valuables are not left in changing rooms or on pitches. b. The hirer must ensure that the contents of clause 27(a) of this clause are brought to the attention of everyone using the facilities. Anyone using the facilities will be deemed to do so at their own risk, waiving all rights (if any) to claims against the Council in respect of any accident, damage, injury, or loss for which the Council refutes any responsibility or liability under clause 27(a). c. The hirer agrees to indemnify, and keep indemnified, the Council against all proceedings, claims, costs, expenses, and liabilities in respect of: • any injury (whether fatal or otherwise) to anyone (whether using the facilities or

	not); and/or any loss of, or damage to the property of anyone (whether using the facilities or not) arising from, or caused by, the hire of the facilities by the hirer. d. The hirer must obtain Public Liability insurance cover to protect themselves from any liabilities that may arise out of the activity and/or the indemnity given to the Council pursuant to clause 27(c) above.
28	Council Rights a. The Council reserves the right for any of its authorised officers to enter the hired facilities at any time to ensure the conditions of hire are being complied with. b. If an officer on visiting the hired facilities reasonably believes: - the hirer has not taken, or is not taking, the action necessary to fulfil his responsibilities under clause 25 or - any action has been taken, or is being taken, in connection with the activity for which the prior written consent of the Parish Clerk or nominated officer is required under the terms of these conditions, and that prior written consent has not been obtained. then that officer, at their discretion, may either require the hirer to take any necessary action, or cancel that booking and require the hirer and everyone using the facilities to vacate them immediately. No fees are refundable to the hirer by the Council, in respect of a booking cancelled in this way.
29	The Council enters into this hiring agreement only in its capacity as the owner and manager of the hired land. No action taken by the Council or one of its authorised officers under the terms of such an agreement will be deemed to be a waiver, or in any way limit the Council's rights, duties, or powers as a local authority. If the written consent of the Parish Clerk is required, and is given to any action, this consent will not be deemed to be formal approval of the action from the Council for the purposes of any statute or regulation, unless it is expressly stated to be so.

Adopted By Bursledon Parish Council 30 June 2021

YELLOW/RED CARD SYSTEM

Home teams are responsible for their own behaviour as well as the opposition. Teams should make visitors aware of the system.

YELLOW CARD

Where teams are in breach of the conditions listed under a yellow card scheme, a letter will be issued. A yellow card will stay on record for three home games. If a team receives more than two yellow cards a season, it will result in an automatic four-week ban.

- Litter around the pitch.
- Not storing equipment properly.
- Not cleaning the home and away changing rooms.
- Washing kit or boots in sinks or showers.
- Banging footwear on the walls
- Using facilities, equipment and / or pitch when games are not booked with the Parish Council.
- Disturbance and /or nuisance and/or annoyance by excessive noise.

RED CARD

Where a team is in breach of any of the conditions listed under the Red Card scheme, a letter will be issued, and it will result in an automatic four-week ban. Should a team receive more than two Red cards in a season, **facilities will be withdrawn**

- Training on any pitches or open space without a booking.
- Foul or abusive, racist, sexist or homophobic language towards, staff, residents and other park users.
- Wilful damage (teams will be charged for putting right ant damage)
- Playing on an unfit pitch. (teams will be charged for reinstatement)
- Urinating or defecating in public.
- Smoking within the buildings.
- Drug use across the facility
- Drinking alcohol across the facility

Bursledon Parish Council

Fees and Charges from 01 April 2021 to 31 March 2022

Sport Service	Cost
Tennis Courts – Private Hire	£3.00 per hour
Football Pitch: Seniors	£56 per match
Football Pitch: Juniors	£30 per match
Football Pitch: Deposit for one off use	£50 per match
Football Pitch: Reservation Fee to be forfeited if match cancelled by team	£15 per match
Season Football pitch deposit to be paid by 27 August 2021	£225 per individual team (not club)
Cricket pitch - Evening Rate	£25
Cricket Teams – Day Rate	£70
Cricket Teams - Children	£30
Pavilion Hire -	£30
Football Pitch: Seniors	£56
Football Pitch: Juniors	£30

Fees will only be accepted by BACS and details can be obtained from the Parish Council Office

Outside Projects

Report of the Roland Potter (Parish Clerk)

23 June 2021

Summary of Key Issues

- To note the outline timetable for the completion of outside projects.
- To note the allocation of staffing resources to the management of the implementation of the projects.

Background

The Council has been allocated £783,000 in developers' contributions to undertake a series of projects set out on the attached supporting schedule.

The schedule sets out the proposed time scales for the delivery of these projects.

Due to the size and nature of most of the projects many will be subject to a tendering process and therefore the projects will have to be scoped in detail prior to the start of the process.

Project Management

The Council are requested to consider adopting the PRINCE management system to deliver these projects.

- The Council will approve the overall project and approve the relevant tenders.
- The Council will establish project boards to oversee the delivery of the projects.
- It is the practice under this project management process to delegate to these project boards the authority to deliver the project within the agreed terms of reference and budget, without the requirement to refer every decision to the Council. It is only if the project is likely to exceed these parameters, that the matter will be referred to the Council for further consideration.
- The project boards will be supported by a project manager. This will usually be an officer of the Council or an independently appointed project manager as would be required for building projects.

Staffing Resources

The Council has only limited staffing resources and it will be necessary to allocate responsibility for the delivery of some of these projects to a specific member of the ground staff for the next 12 months.

There is also the possibility of additional services being transferred from the Borough Council, although there is no accurate information available at this time. The Council are therefore requested to refer staffing issues and establishment to be reviewed by the Personnel Committee.

Legal and Policy Implications

All legal and policy implications are set out in the above report.

Financial Implications

The capital costs of the outside projects are set out in the report; however, this does not take into consideration the cost of time for Council staff to manage and deliver these projects.

As the Borough Council is not prepared to pass over the Developers contributions in full like some other principal authorities, the Council will have to pay for projects from Council funds and then to claim the refund of contributions for the Borough Council.

Recommendations

- **To note the schedule and timetable of capital projects.**
- **To agree the use of PRINCE project management for the delivery of projects.**
- **To agree that a member of ground staff should be allocated to assist in the delivery of the projects.**
- **That the staffing implications should be referred to the Personnel Committee to review staffing resources and the establishment.**

Project Details	Developers contribution	Tendering and Quotes	Prosed Delivery Date
Long Lance Recreation Ground			
Renovation of Pavilion	500,000	Jan-22	Aug22/23
Play area refurburbishment	65,000	Oct/Nov 21	Jan- Mar 22
Ownership signs (2)	1,500	Jan-22	Mar-22
New Bins & Dog Bins	1,500	Aug/Sept 21	Sep/Oct 21
New bench	500	Aug/Sept 21	Sep/Oct 21
Great Down Park			
Ownership signs (2)	1,500	Jan-22	Mar-22
Ownership signs	750	Jan-22	Mar-22
New Bins	350	Aug/Sept 21	Sep/Oct 21
Woodlands Way			
Play area refurburbishment	20,000	Oct/Nov 21	Jan Mar 22
Pilands Wood Open Space			
Play area refurburbishment	15,000	Oct/Nov 21	Jan Mar 22
Trim Trail signage	3,000		Apr-22
Skate park Rennovations	8100	Completed	Completed
King George V Recreation Ground			
Play area refurburbishment	60,000	Oct/Nov 21	Jan Mar 22
Ownership signs (2)	1,500	Jan-22	Mar-22
New Bins	1,050	Aug/Sept 21	Sep/Oct 21
Bursledon cemetery			
New access road and parking for hearse	5,000	Aug/Sept 21	Sept/Oct 21
Ownership signs	750	Jan-22	Mar-22
New Bins (2)	700	Aug/Sept 21	Sep/Oct 21
Renovation of current memorial wall	3,000		Apr-22
Hungerford Ecology park			
Ownership signs	750	Jan-22	Mar-22
Lionheart Way Ecology park			
Renovation project	79,000	Sept/Oct 21	Dec-21
New Bins	700	Aug/Sept 21	Sep/Oct 21
Interpretation Boards renovations	1,000	Jan-22	Dec-21
Pocket Park			
Ownership Signs	750	Jan-22	Mar-22
Bursledon Station woods			
Interpretation Boards renovations	500	Jan-22	Mar-22
View Point			
Interpretation Boards renovations	500	Jan-22	Mar-22
Parish Wide projects			
Replacemnt seating	11,250	Aug/Sept 21	Aug-21
Sculpture trail			Dec-21
	783,650		

Boundary Review

Report of the Roland Potter (Parish Clerk)

23 June 2021

Summary of Key Issues

- The Boundary commission are proposing a review of the electoral constituency boundaries.
- To Council are requested to consider a response on behalf of the Council.

Background

Attached to this report is the information from the Boundary commission on which the Council are requested to comment.

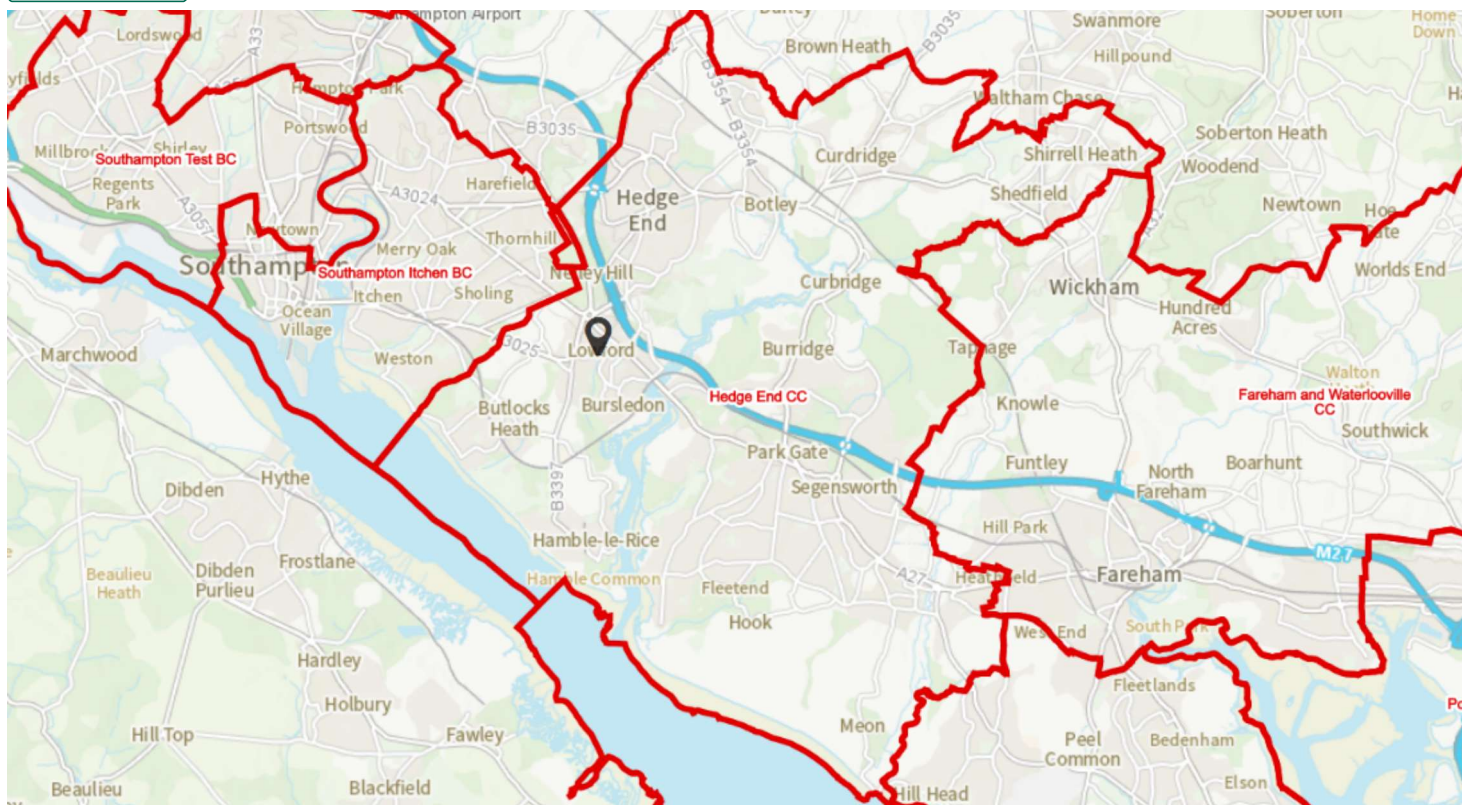
Your proposed constituency is Hedge End

The map below displays our proposals for new constituencies in the area you searched for.

We encourage you to explore the interactive map and give us your views on our proposals through this website. Click on the 'How to' link at the top of the page for help on how to do so. If you have difficulty using this site, you can alternatively view our text proposal report for the region, and pdf maps, via the link under the 'Useful links' heading below the map.

If you wish your views to be considered, please ensure they are received by us no later than the closing date of this statutory consultation period, which is 2 August 2021.

© Crown copyright and database rights 2021 OS 100018289. Use of this data is subject to [terms and conditions](https://boundarycommissionforengland.independent.gov.uk/ordnance-survey-mapping-copyright-terms-and-conditions/).
(<https://boundarycommissionforengland.independent.gov.uk/ordnance-survey-mapping-copyright-terms-and-conditions/>)



! The boundaries and the name labels in the wards, existing and proposed constituency layers are visible only at a certain zoom level. Please zoom in to see all the information on these layers.

Review details

What do you need to know?

- The number of constituencies in the South East will increase from 84 to 91 (including two that must be given to the Isle of Wight)
- By law, every constituency we propose - except the two for the Isle of Wight - must contain between 69,724 and 77,062 Parliamentary electors (as at 2 March 2020)
- As far as possible, we try to have regard to local ties, geographic factors, local government boundaries (as they were known at 1 December 2020), existing constituencies, and minimising disruption caused by proposed change
- We use local government wards as the building blocks for proposed constituencies, but will consider splitting a ward where there is a strong case for doing so that helps us better respect the factors above

Useful links

- [All documents relating to the South East region](https://boundarycommissionforengland.independent.gov.uk/2023-review/south-east/) (<https://boundarycommissionforengland.independent.gov.uk/2023-review/south-east/>)
- [Guide to the 2023 review](https://boundarycommissionforengland.independent.gov.uk/2023-review/guide-to-the-2023-review-of-parliamentary-constituencies/) (<https://boundarycommissionforengland.independent.gov.uk/2023-review/guide-to-the-2023-review-of-parliamentary-constituencies/>)
- [Make a general comment](https://www.bcereviews.org.uk/node/add/informed-representation/6488) (<https://www.bcereviews.org.uk/node/add/informed-representation/6488>)

© 2023 Boundary Commission for England

Follow Us:

f [_ \(https://www.facebook.com/BCEReviews\)](https://www.facebook.com/BCEReviews)

t [_ \(https://twitter.com/BCEReviews\)](https://twitter.com/BCEReviews)

Powered By:



[_ \(http://www.informed.com\)](http://www.informed.com)

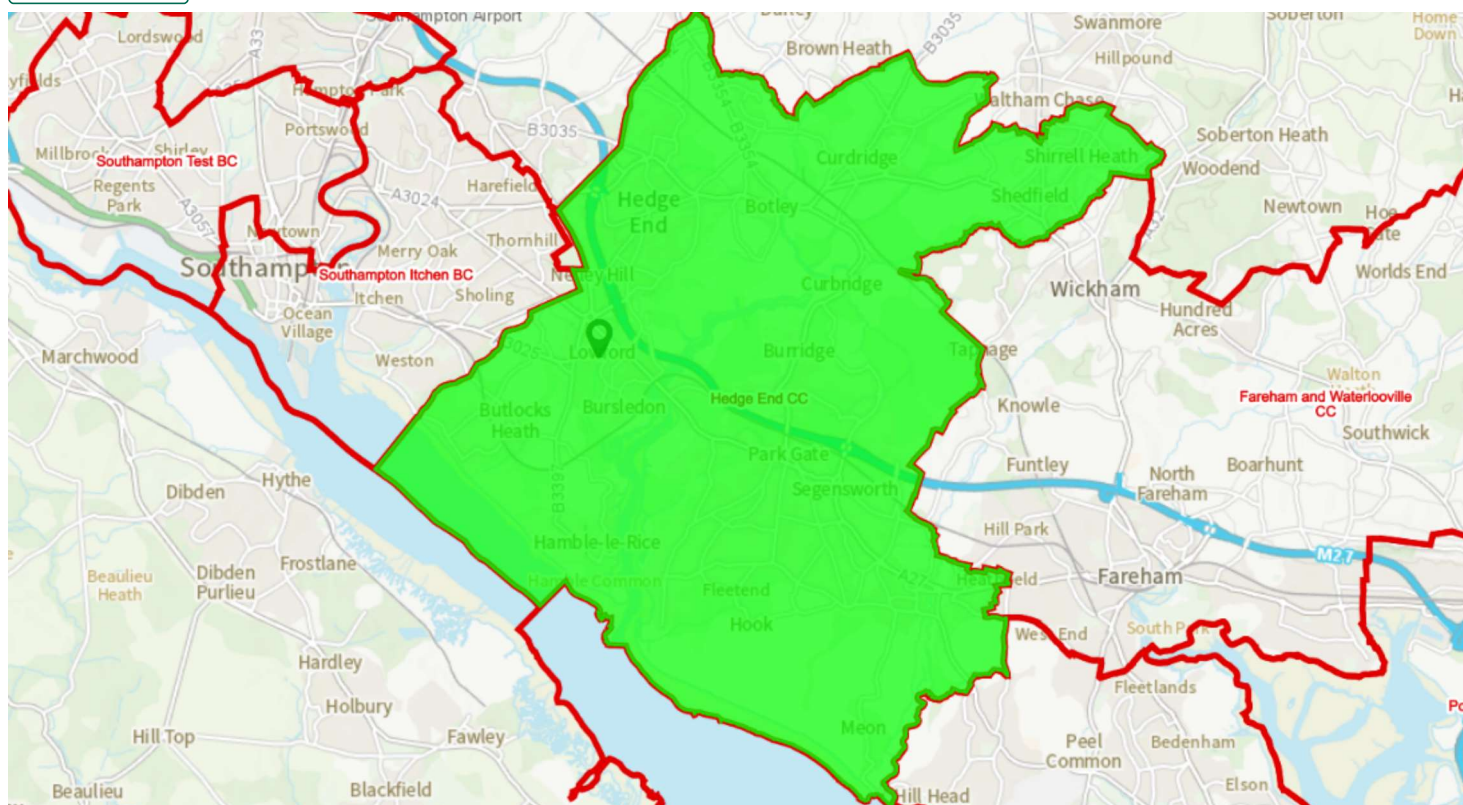
Your proposed constituency is Hedge End

The map below displays our proposals for new constituencies in the area you searched for.

We encourage you to explore the interactive map and give us your views on our proposals through this website. Click on the 'How to' link at the top of the page for help on how to do so. If you have difficulty using this site, you can alternatively view our text proposal report for the region, and pdf maps, via the link under the 'Useful links' heading below the map.

If you wish your views to be considered, please ensure they are received by us no later than the closing date of this statutory consultation period, which is 2 August 2021.

© Crown copyright and database rights 2021 OS 100018289. Use of this data is subject to [terms and conditions](https://boundarycommissionforengland.independent.gov.uk/ordnance-survey-mapping-copyright-terms-and-conditions/).
(<https://boundarycommissionforengland.independent.gov.uk/ordnance-survey-mapping-copyright-terms-and-conditions/>)



Details of the selected area

Name	Electorate
Hedge End CC	76,902

! The boundaries and the name labels in the wards, existing and proposed constituency layers are visible only at a certain zoom level. Please zoom in to see all the information on these layers.

Review details

What do you need to know?

- The number of constituencies in the South East will increase from 84 to 91 (including two that must be given to the Isle of Wight)
- By law, every constituency we propose - except the two for the Isle of Wight - must contain between 69,724 and 77,062 Parliamentary electors (as at 2 March 2020)
- As far as possible, we try to have regard to local ties, geographic factors, local government boundaries (as they were known at 1 December 2020), existing constituencies, and minimising disruption caused by proposed change
- We use local government wards as the building blocks for proposed constituencies, but will consider splitting a ward where there is a strong case for doing so that helps us better respect the factors above

Useful links

- [All documents relating to the South East region \(https://boundarycommissionforengland.independent.gov.uk/2023-review/south-east/\)](https://boundarycommissionforengland.independent.gov.uk/2023-review/south-east/)
 - [Guide to the 2023 review \(https://boundarycommissionforengland.independent.gov.uk/2023-review/guide-to-the-2023-review-of-parliamentary-constituencies/\)](https://boundarycommissionforengland.independent.gov.uk/2023-review/guide-to-the-2023-review-of-parliamentary-constituencies/)
 - [Make a general comment \(https://www.bcereviews.org.uk/node/add/informed-representation/6488\)](https://www.bcereviews.org.uk/node/add/informed-representation/6488)
-

© 2023 Boundary Commission for England

Follow Us:

 <https://www.facebook.com/BCEReviews>

 <https://twitter.com/BCEReviews>

Powered By:



<http://www.informed.com>

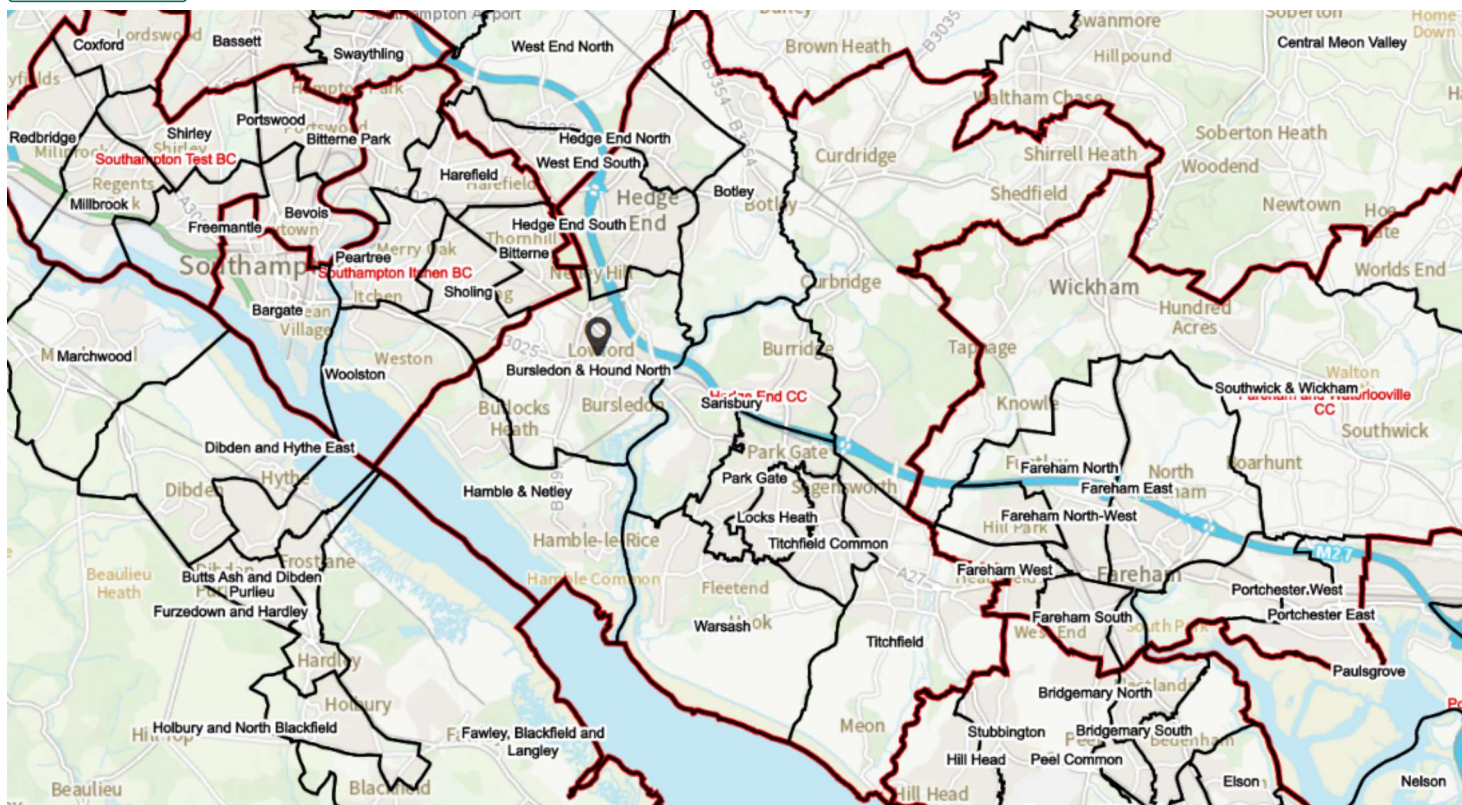
Your proposed constituency is Hedge End

The map below displays our proposals for new constituencies in the area you searched for.

We encourage you to explore the interactive map and give us your views on our proposals through this website. Click on the 'How to' link at the top of the page for help on how to do so. If you have difficulty using this site, you can alternatively view our text proposal report for the region, and pdf maps, via the link under the 'Useful links' heading below the map.

If you wish your views to be considered, please ensure they are received by us no later than the closing date of this statutory consultation period, which is 2 August 2021.

© Crown copyright and database rights 2021 OS 100018289. Use of this data is subject to [terms and conditions](https://boundarycommissionforengland.independent.gov.uk/ordnance-survey-mapping-copyright-terms-and-conditions/).
(<https://boundarycommissionforengland.independent.gov.uk/ordnance-survey-mapping-copyright-terms-and-conditions/>)



! The boundaries and the name labels in the wards, existing and proposed constituency layers are visible only at a certain zoom level. Please zoom in to see all the information on these layers.

Review details

What do you need to know?

- The number of constituencies in the South East will increase from 84 to 91 (including two that must be given to the Isle of Wight)
- By law, every constituency we propose - except the two for the Isle of Wight - must contain between 69,724 and 77,062 Parliamentary electors (as at 2 March 2020)
- As far as possible, we try to have regard to local ties, geographic factors, local government boundaries (as they were known at 1 December 2020), existing constituencies, and minimising disruption caused by proposed change
- We use local government wards as the building blocks for proposed constituencies, but will consider splitting a ward where there is a strong case for doing so that helps us better respect the factors above

Useful links

- [All documents relating to the South East region \(https://boundarycommissionforengland.independent.gov.uk/2023-review/south-east/\)](https://boundarycommissionforengland.independent.gov.uk/2023-review/south-east/)
- [Guide to the 2023 review \(https://boundarycommissionforengland.independent.gov.uk/2023-review/guide-to-the-2023-review-of-parliamentary-constituencies/\)](https://boundarycommissionforengland.independent.gov.uk/2023-review/guide-to-the-2023-review-of-parliamentary-constituencies/)
- [Make a general comment \(https://www.bcereviews.org.uk/node/add/informed-representation/6488\)](https://www.bcereviews.org.uk/node/add/informed-representation/6488)

© 2023 Boundary Commission for England

Follow Us:

f [.\(https://www.facebook.com/BCEReviews\)](https://www.facebook.com/BCEReviews)

t [.\(https://twitter.com/BCEReviews\)](https://twitter.com/BCEReviews)

Powered By:



[.\(http://www.informed.com\)](http://www.informed.com)

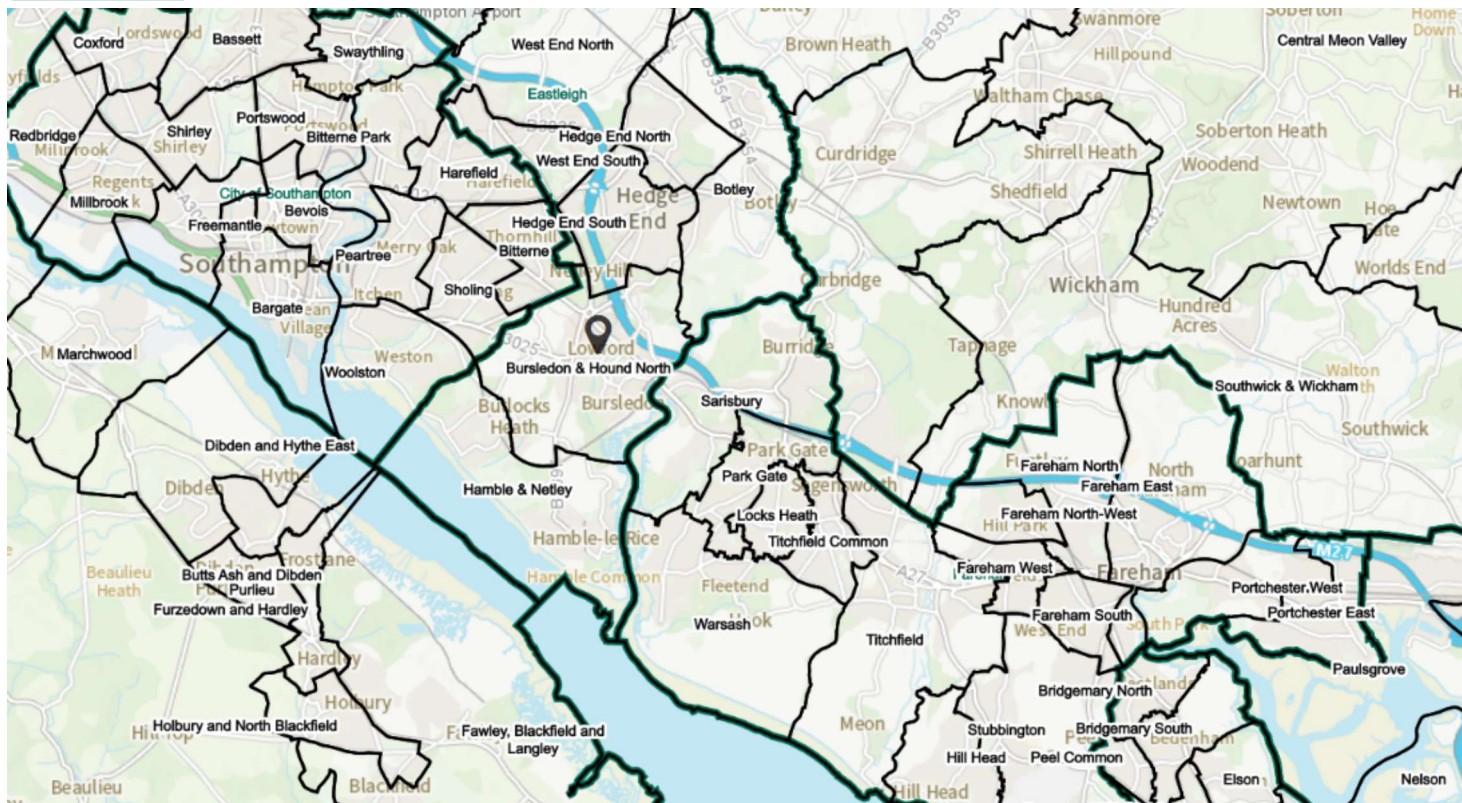
Your proposed constituency is Hedge End

The map below displays our proposals for new constituencies in the area you searched for.

We encourage you to explore the interactive map and give us your views on our proposals through this website. Click on the 'How to' link at the top of the page for help on how to do so. If you have difficulty using this site, you can alternatively view our text proposal report for the region, and pdf maps, via the link under the 'Useful links' heading below the map.

If you wish your views to be considered, please ensure they are received by us no later than the closing date of this statutory consultation period, which is 2 August 2021.

© Crown copyright and database rights 2021 OS 100018289. Use of this data is subject to [terms and conditions](https://boundarycommissionforengland.independent.gov.uk/ordnance-survey-mapping-copyright-terms-and-conditions/).
(<https://boundarycommissionforengland.independent.gov.uk/ordnance-survey-mapping-copyright-terms-and-conditions/>)



! The boundaries and the name labels in the wards, existing and proposed constituency layers are visible only at a certain zoom level. Please zoom in to see all the information on these layers.

Review details

What do you need to know?

- The number of constituencies in the South East will increase from 84 to 91 (including two that must be given to the Isle of Wight)
- By law, every constituency we propose - except the two for the Isle of Wight - must contain between 69,724 and 77,062 Parliamentary electors (as at 2 March 2020)
- As far as possible, we try to have regard to local ties, geographic factors, local government boundaries (as they were known at 1 December 2020), existing constituencies, and minimising disruption caused by proposed change
- We use local government wards as the building blocks for proposed constituencies, but will consider splitting a ward where there is a strong case for doing so that helps us better respect the factors above

Useful links

- [All documents relating to the South East region \(https://boundarycommissionforengland.independent.gov.uk/2023-review/south-east/\)](https://boundarycommissionforengland.independent.gov.uk/2023-review/south-east/)
- [Guide to the 2023 review \(https://boundarycommissionforengland.independent.gov.uk/2023-review/guide-to-the-2023-review-of-parliamentary-constituencies/\)](https://boundarycommissionforengland.independent.gov.uk/2023-review/guide-to-the-2023-review-of-parliamentary-constituencies/)
- [Make a general comment \(https://www.bcereviews.org.uk/node/add/informed-representation/6488\)](https://www.bcereviews.org.uk/node/add/informed-representation/6488)

© 2023 Boundary Commission for England

Follow Us:

f [.\(https://www.facebook.com/BCEReviews\)](https://www.facebook.com/BCEReviews)

t [.\(https://twitter.com/BCEReviews\)](https://twitter.com/BCEReviews)

Powered By:



[.\(http://www.informed.com\)](http://www.informed.com)

Library Transition Project

Report of the Roland Potter (Parish Clerk)

24 June 2021

Summary of Key Issues

- To receive an update on the project to deliver the transition of the Lowford Community Library from Hampshire County Council (HCC) to Bursledon Parish Council.

Building Works

All the internal building works have been completed, however there was need for additional lighting in the Council offices.

During August additional works will be undertaken by the BDCA to give more access to the outside area at the rear of the library. This will provide the opportunity to open the rear of the library for users in fine weather.

Information Technology

Currently the new hardware has not been delivered due to the shortage of specific equipment.

Although the public computers and the reception computers have now arrived at the suppliers, we are still having difficulty sourcing the touch screen monitors which is essential to ensure that the library can operate as a self-service library.

Library Software

The Simple Library system software is now operating and is available for browsing through the parish council web site on the library page.

Most volunteers have been trained on the new software; however, some volunteers still require support in using technology and the new software.

Now new user and volunteers are entered on the software and currently this is a total number of 61 people.

Barcoding of books

All the books transferred from HCC have been transferred and issued with new barcodes. This has been achieved by some of the volunteers and a considerable amount of time provided by Cllr and Mrs Garrett.

Library Service

The library service is currently operating Tuesday to Saturday from 10:00am to 12:30 pm

Volunteers

Currently only 60% of volunteers have returned to supporting the library. It is understandable that their concerns about Covid 19 are very real considering the demographics of our volunteer pool.

Covid 19 response.

The library is currently operating with social distancing and limited visitors. This will be reviewed as the government road map changes and allows us to adapt.

Opportunities and future actions

- This will provide the opportunity to open the rear of the library for users in fine weather.
- Recruit more volunteers with the aim of improving the longevity of our current volunteer pool and with the hope of being to extend the opening hours.
- Campaign to increase the number of users of the library.
- Review and develop a training programme for volunteers.

Legal and Policy Implications

All legal and policy implications are set out in the above report.

Financial Implications

The start-up funding from HCC of £10,000 has been approved.

It is important to note that the number of hours worked to manage the transfer of the book stock and for training provided by volunteers and Cllr Garrett equate to at least 200 hour and is valued at £3,000.

Recommendations

To note the report

Treasury Management Policy & Investment Strategy

Report of the Roland Potter (Parish Clerk)

23 June 2021

Summary of Key Issues

- To consider and adopt a Treasury Management Policy.
- To note the Councils current financial position
- To consider adopting an Investment Strategy for 2021/22

Supporting Information

Treasury Management Policy

Under the Governance and Accountability Guidance for Local Councils, any Council which has investments exceeding £500,000 must have an Annual Investment Strategy.

Although Bursledon Parish Council does not have this level of investments, it is considered good practice to Have both a Treasury Management Policy and an Investment Strategy.

The attached Treasury Management Policy is a standard policy used by most Town and Parish Councils and this policy sets out the principles that help the council make decisions on investments.

The Council are requested to consider the attached policy and consider adopting the policy, prior to considering its investment strategy for 2021/22.

Councils current financial position

The council's current financial position at the 31 March 2021 and 31 May 2021 is set out below:

Funds	31 March 21	31 May 21
General Fund minimum	57,541	57,541
General Fund additional funds	19,981	19,981
Ear Marked Reserves - Great Down	900	900
Ear Marked Reserves - Elections	7,500	7500
Ear Marked Reserves – capital equipment	116,031	116,031
Ring fenced Funds	14,675	14,675
Available Operational Funds	11,154	66,123
Total Funds	227,782	282,751

Balance at Unity Trust Bank Current Account @ 31 May 2021 = 219,238, the balance on 23 June 2021 = £194, 993.70

Balance at Eastleigh Borough Council Loan account @ 31 March 2021 = £69,335.30

Capital Expenditure Implications.

The Parish Council are about to receive considerable funding from developers' contributions to update its play areas and the Long Lane Recreation Ground pavilion.

However, as part of the Councils budget strategy, it has always considered the long-term impact of capital expenditure, and the current developers funding will result in works on play areas being brought forward to 2021/22. This will provide the Council with the opportunity retain some of its ear-marked capital reserves for future replacement of equipment.

The estimated life cycle of a new play equipment is between 10 to 15 years and the Council will need to be able to replace equipment after a 10-year period.

Also, additional play areas may be transferred from Eastleigh Borough Council from new developments and the cost of replacing these in the future will fall to the council.

The growing stock of play equipment will require substantial funding to maintain and replace these capital assets.

Types of Current Investment accounts held by the Council June 2021.

- Unity Trust Bank Current account – 0%
- Eastleigh Borough Council Loan account 0.5% variable being 0.75% below the Bank of England rate until it exceeds 1.25%

Proposed Investment Accounts to be used in the strategy.

The Council are requested to consider using the following investment accounts as part of its investment strategy.

- Unity Trust Current account – 0% (instant access)
- Unity Trust Deposit Account – 0% (instant access)
- Eastleigh Borough Council Loan account 0.5% variable being 0.75% below the Bank of England rate until it exceeds 1.25%
- CCLA Public Deposit Account – 0.0279% (Instant access)
- CCLA Property Fund one month notice)

Details of the CCLA Accounts are attached to this report for the Councils information.

Proposed Investment Strategy July 2021

The Council are requested to consider an investment strategy which will create the best financial return towards the cost of the long-term capital replacement of play equipment.

The Council are requested to consider the following investment strategy:

- Unity Trust Current Account to be used for day-to-day operational needs. Based on the cash flow prediction a minimum balance of £50K.
- That the Loan account with Eastleigh Borough Council should be retained at this time with a deposit of £69,335

Bursledon Parish Council

Agenda Item 13

- CCLA Public Deposit Account – 0.0279% (Instant access) should be used to hold funds in support of the day-to-day operation, the suggested initial deposit should be £50K.
- That the Council consider investing a minimum of £25,000 up to £50,000 in the CCLA property Fund for a minimum period of five years.

Legal and Policy Implications

The Council are required to authorise the Responsible Officer to arrange to open the relevant accounts if approved by the Council.

The Council are required to authorise the Responsible Officer to transfer the monies between approved accounts only.

All other legal and policy implications are identified in the report and associated documents.

Financial Implications

All the financial implications are identified in the report.

The Responsible Officer will report on the cash flow and investments quarterly with the quarterly accounts.

Recommendations

- **To adopt the Treasury Management Policy**
- **To agree an investment strategy**
- **To authorise the Responsible Officer to set up accounts as agreed by the Council and to transfer monies between these accounts only.**

Bursledon Parish Council
Treasury Management Policy

Bursledon Parish Council

Treasury Management Policy

1. Introduction:

1.1. Bursledon Parish Council (the Council) acknowledges the importance of prudently investing the surplus funds held on behalf of the community.

1.2. The Local Government Act 2003 states that a local authority may invest:

- For any purpose relevant to its functions under any enactment
- For the purpose of prudent management of its financial affairs

1.3 This policy complies with the requirements set out in:

- The Department of Communities and Local Government Guidance on Local Government Investments
- Section 15 (1) (a) of the Local Government Act 2003
- Guidance within Governance and Accountability for Local Councils Practitioner's Guide.

1.4 The Council defines its treasury management activities as the management of the Council's investments, cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks.

1.5 The Council will consider the level of investment having considered its projected monthly operational budget, monthly cash flow, the capital programme for the financial year and the long-term capital replacement programme.

2. Policy:

2.1. This policy establishes formal objectives, practices and reporting arrangements for the effective management and control of the Council's treasury management activities and the associated risks.

3. Investment Objectives:

3.1. In accordance with Section 15 (1) of the Local Government Act 2003, the Council will have regard to

- such guidance as the Secretary of State may issue, and
- such other guidance as the Secretary of State may by regulations specify.

3.2. Both the CIPFA Code and the CLG Guidance require the Council to invest its funds prudently, and to have regard to the security (protecting the capital sum from loss) and liquidity (ensuring funds are easily available/available when required) of its investments before seeking the highest rate of return/yield.

3.3. The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income. The Council will therefore aim to achieve the optimum return on its investments commensurate with appropriate levels of security and liquidity.

3.4 The Council's investment priorities therefore are, in order of importance:

- the **security** of its reserves
- the adequate **liquidity** of its investments
- the **return** (yield) on investments

3.5 All investments will be made in sterling.

3.6 The Department for Communities and Local Government maintains the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.

3.7 Investment limits are set by reference to the lowest published long-term credit rating from Fitch, Moody's, or Standard & Poor's. Credit ratings may be obtained and monitored by employing the services of a treasury adviser, who as part of the services provided would advise the Council on appropriate credit criteria and will also notify changes in credit ratings as they occur. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be considered.

3.8 The Council may invest its surplus funds with any of the counterparty types below, subject to the cash limits (per counterparty) and time limits shown:

- Deposits with the Debt Management Agency Deposit Facility (DMADF) – this is essentially investing with the UK government – for periods up to 6 months, which is currently the longest term offered by the DMADF.
- Call accounts which provide instant access, notice accounts and term deposits with UK banks and building societies on an unsecured basis*: with a credit rating of A- (A minus) or higher: £3 million up to a maximum period of 1 year (limit to be reviewed when new counter parties agreed)
- Pooled Funds including Money Market Funds: £1 million per fund (note: these funds do not have a maturity date)

* It should be noted that call/notice accounts and term deposits are not secured on the bank's or building society's assets. These investments are subject to the risk of credit loss via a bail-in should the banking regulator determine that the institution is failing or likely to fail.

3.9 Investments in pooled funds have the advantage of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a fee. Short-term Money

Market Funds offering same-day liquidity and very low or no volatility provide an alternative to instant access bank accounts.

3.10 The Council will monitor the risk of loss on investments by regularly reviewing credit ratings across the three main agencies. The Council will only invest with institutions deemed to be of 'high credit quality' based on rating agency information (see 4.2 below).

3.11 Credit ratings will be obtained and monitored by the Responsible Officer or Responsible Financial Officer. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:

- no new investments will be made.
- any existing investments that can be recalled or sold at no cost will be.
- full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.

3.12 The Council understands that credit ratings are good, but not perfect, predictors of investment default. Full regard will therefore be given to other information, including credit default swaps, financial statements, information on potential government support, and reports in the financial press. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may meet credit rating criteria.

3.13 Investments will be spread over different providers where possible in line with agreed limits to reduce counterparty risk.

3.14 Where external investment managers are used, they will be contractually required to comply with this Strategy.

4. Specified Investments:

4.1. The CLG Guidance defines specified investments as those.

- denominated in pound sterling.
- due to be repaid within 12 months of arrangement.
- not defined as capital expenditure by legislation, and
- invested with one of:
 - the UK Government
 - a UK local authority, parish council or community council, or
 - a body or investment scheme of 'high credit quality'

4.2 The Council defines 'high credit quality' organisations and securities as those having a credit rating of A- or higher that are domiciled in the UK or a foreign country with a sovereign rating of AA+ or higher. For money market funds and other pooled funds 'high credit quality' is defined as having credit rating of A- or higher

4.3 Specified Investment are those offering high security and high liquidity, made in sterling and with a maturing of no more than a year. Such short-term investments made with the UK Government, or a local authority or town parish council will automatically be Specified Investments.

4.4 For the prudent management of its treasury balances, including maintaining sufficient levels of security and liquidity, the Council will place deposits with banks, building societies, local authorities, and other public authorities/bodies.

4.5 The choice of institution and length of deposit will be at the discretion of the Council.

4.6 Bursledon Parish Council's current investment is with Unity Trust Bank and Eastleigh Borough Council. However, as part of the new policy investments will be spread across different counterparties with higher credit ratings to reduce counterparty risk.

4.7 Day-to-day banking will remain with Unity Trust Bank.

4.8 The Council will consider investments with:

- Unity Trust Bank – Current Account
- Unity Trust Bank – Deposit Account
- CCLA – The Public Sector Deposit Fund (pooled)

Any additional counterparties will be approved by the Council.

5. Non-Specified Investments:

5.1. Any investment not meeting the definition of a specified investment is classed as non-specified.

5.2. Non-specified investments will therefore be limited to long-term investments i.e., those that are due to mature 12 months or longer from the date of arrangement, and investments with bodies or schemes not meeting the definition on 'high credit quality'. These investments have greater potential risk – examples include investment in the money market, stock, and shares.

5.3 Capital growth of the fund should be considered and equal to RPI whilst being consistent with other priorities.

5.3. The Council's exposure to this type of investment will initially be limited to:

- CCLA – The Local Authorities Property Fund (pooled)

6. Liquidity of Investments:

6.1. The Council uses cash flow forecasting to determine the maximum period for which funds may be prudently committed. The forecast is compiled on a prudent basis to minimise the risk of the Council being forced to borrow on unfavourable terms to meet financial commitments.

6.2. The Council will determine the maximum periods for which funds may prudently be committed so as not to unacceptably increase liquidity risk.

6.3. Investments will be regarded as commencing on the date the commitment to invest is entered into rather than the date on which the funds are paid over to the counterparty.

7. Long-Term Investments:

7.1. Long-term investments are defined in the DCLG Investment Guidance as those due to be repaid in over 12 months from arrangement.

7.2. The Council does not currently hold any long-term investments, and the Council will consider investment in the CCLA – The Local Authorities Property Fund (pooled) during the financial year 2021/22.

8. End of Year Investment Report:

8.1. At the end of the financial year the Responsible Officer or the Responsible Finance Officer will report on investment activity to the Council

9. Review and Amendment of Regulations:

9.1. The Treasury Policy and the associated investment strategy will be reviewed annually by Full Council.

9.2 The annual strategy for the coming financial year will be prepared by the Responsible Officer or the Responsible Financial Officer and presented for approval at a Full Council.

9.2. The Council reserves the right to make variations to the Investment Strategy at any time subject to the approval of the Council Any variations will be made available to the public.

9.3. The investment strategy must be approved by Full Council but may be varied from time to time as circumstances dictate.

10. Treasury Management Advice:

10.1. The Responsible Officer or Responsible Finance Officer may recommend that independent, external, expert 'Treasury Management' advice is sought to both review this Investment Strategy and the allocations of Specified Investments.

10.2 Treasury Management advice would typically come from either:

- the principal local authority
- treasury management advisory firms who specialise in local authority and local town & parish councils
- other local independent financial advisors with expertise in advising business and individuals with significant cash sums to manage and invest.

The Public Sector Deposit Fund

UK domiciled short-term LVNAV Qualifying Money Market Fund rated AAmmf
Fact Sheet – 31 May 2021

Investment objective

To maximise the current income consistent with the preservation of capital and liquidity.

Investment policy

The Fund will be invested in a diversified portfolio of high quality sterling denominated deposits and securities. All investments purchased will have the highest available short term credit rating and a correspondingly strong long term rating.

The weighted average maturity of the investments will not exceed 60 days. There will be no exposure to derivatives or to other collective investment schemes.

Target investors

The Fund is aimed at local authorities and public sector investors seeking a high level of capital security and a competitive rate of interest for their short-term investments.

Who can invest?

The Fund is open to all public sector investors.

Responsible investment policy

We monitor our counterparties' environmental, social and governance risk management on a regular basis. Our research utilises external data resources and our in-house Ethical and Responsible Investment Team.

Key risks

Investors should consider the following risk factors before investing: Issuer/Credit Risk (issuer/financial institution may not pay), Market Risk (investment value affected by market conditions), Operational Risk (general operational risks), Maturity Profile (timings of investment maturity), Liquidity Risk (investment in non-readily realisable assets), Concentration Risk (need for diversification and suitability of investment) and Interest Rate Risk (changes to interest rate affecting income). Please see the Fund Prospectus for further details.

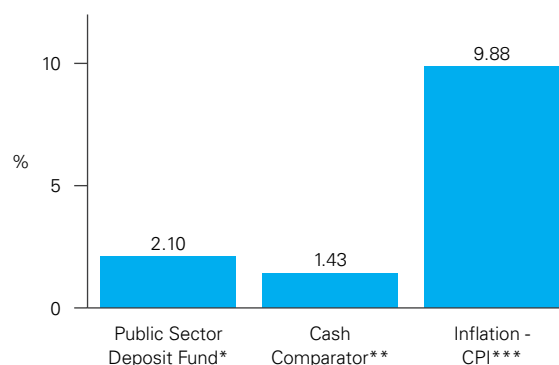
Top 10 counterparty exposures (%)

9.4%	Landesbank Baden-Wuerttemberg
6.8%	Bank of Montreal
6.7%	Coventry Building Society
6.7%	DBS Bank Limited
6.7%	National Bank of Canada
6.7%	Nationwide Building Society
6.7%	Rabobank
6.3%	KBC Bank N.V.
3.7%	BNP Paribas
3.6%	Lloyds Bank Corporate Markets plc

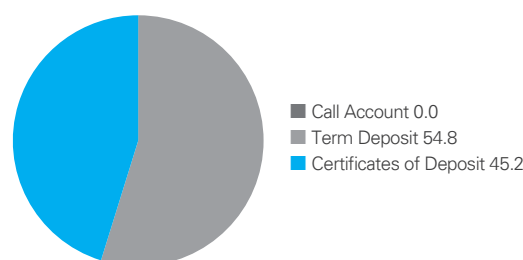
Share class 4 yield as at 31 May 2021

0.0301%

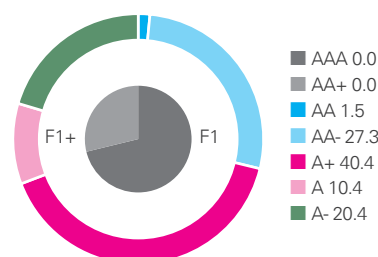
5 years cumulative performance



Asset type (%)



Credit rating† (%)



Top 10 country exposures (%)

29.7%	United Kingdom
15.8%	Canada
9.4%	Germany
8.4%	Singapore
7.4%	Japan
6.7%	Netherlands
6.3%	Belgium
5.3%	France
4.0%	Sweden
3.1%	Finland

*Source: CCLA - Net performance shown after management fees and other expenses with gross income reinvested. The yield on the Fund will fluctuate and past performance is not a reliable indicator of future results. Holders of the Fund are not covered by the Financial Services Compensation Scheme. **Comparator Benchmark - Sterling Overnight Index Average (SONIA) from 1 January 2021. Prior to that, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate (7-Day LIBID). ***CPI is lagged one month. †Using Fitch Ratings methodology.

Income - period to end May

Average yield over the month	0.0282%
Yield at the month end	0.0301%

Discrete year total return performance

	2021	2020	2019	2018	2017
12 months to 31 May					
The Public Sector Deposit Fund	+0.09%	+0.66%	+0.71%	+0.32%	+0.31%
Comparator Benchmark	-0.03%	+0.44%	+0.55%	+0.26%	+0.16%
Relative	+0.12%	+0.22%	+0.16%	+0.06%	+0.15%

Annualised total return performance

	1 year	3 years	5 years
Performance to 31 May			
The Public Sector Deposit Fund	+0.09%	+0.49%	+0.42%
Comparator Benchmark	-0.03%	+0.32%	+0.28%
Relative	+0.12%	+0.17%	+0.14%

Net performance shown after management fees and other expenses with gross income reinvested. Comparator Benchmark - SONIA from 1 January 2021. Prior to that, the comparator benchmark was 7-Day LIBID. Past performance is not a reliable indicator of future results. Source: CCLA

Market update

The Bank of England raised its estimates of growth in 2021 to 7.2% which, if achieved, would be the fastest rate of annual expansion for 70 years. This is however a signal of a faster recovery, not a stronger one; forecasts of growth in 2022 were reduced to compensate. Estimates of likely peak unemployment rates were lowered to 5.5%, broadly in line with consensus. Importantly, with the Bank seen to be one of the more hawkish of the major central banks, there was an assurance that interest rates would not be increased until the recovery was 'fully established' - interpreted by markets as meaning that borrowing costs will remain unchanged until 2023. Increased optimism from the BoE was matched by other data. The services sector PMI indicator showed a strong gain and new car purchases by individuals were 39% higher. Trade volumes also improved as goods flow to and from the EU rose back to pre-Brexit levels. Unemployment dipped to 4.8% (from 4.9%) and there was a helpful increase in the number of vacancies advertised. The number on payrolls actually increased by 97,000 but despite this remains 772,000 down from the pre pandemic peak. The overall labour pool declined again as more chose to exit the search for employment, but overseas worker numbers began to rise after a sharp fall in recent years. Trends in the job market have been encouraging but the real test of its resilience will come in the final quarter, after the end of the furlough scheme. Inflation rose to 1.5% from 0.7%. The main factor was the 9% increase in domestic fuel costs but there were lock-down related issues too which will probably again be a factor next month; shop based prices in the index were sampled on the day after re-opening and so may have more catching-up to do. Current expectations are that fuel prices will rise again in the Autumn by a similar amount to the Spring increase. This will probably push the pace of inflation up to a peak over 2.5% and possibly to 3%. After that the rate is expected to fall back to about 2% in 2022.

Key facts

Fund size	£1,496m
Credit quality and sensitivity rating by Fitch	AAAmmf
Weighted average maturity (Maximum 60 days)	49.00 days
Launch date	May 2011
Minimum initial investment	£25,000.00
Minimum subsequent investment	£5,000.00
Dealing day	Each business day*
Withdrawals	On demand
Domicile	United Kingdom
ISIN Share Class 4	GB00B3LDFH01
Interest payment dates	Monthly
Fund management fee (FMF)**	0.10% ** (currently reduced to 0.06%)

*Dealing instructions must be received by 11.30 am. **The FMF includes the annual management charge and other costs and expenses of operating and administering the fund such as depositary, custody, audit and regulatory fees. ***With effect from 12 May 2021 and until further notice, the FMF applied to the Fund was temporarily reduced to 0.06%.

Please Contact

Mark Davies

Market Development
T: +44 (0)207 489 6045
M: +44 (0)7904 657 815
E: mark.davies@ccla.co.uk

Kelly Watson

Market Development
T: +44 (0)207 489 6105
M: +44 (0)7879 553 807
E: kelly.watson@ccla.co.uk

Jamie Charters

Market Development
T: +44 (0)207 489 6147
E: jamie.charters@ccla.co.uk

Risk warning and disclosures

This document is not a financial promotion and is issued for information purposes only. It does not constitute the provision of financial, investment or other professional advice. The market commentary contained in this document is the opinion of the author only. To ensure you understand whether CCLA's product is suitable, please read the Key Investor Information Document and the Prospectus. CCLA strongly recommends you seek independent professional advice prior to investing. The Public Sector Deposit Fund is a UK short-term LVNAV Qualifying Money Market Fund. In addition to the general risk factors outlined in the Prospectus investors should also note that purchase of PSDF shares is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment. Although it is intended to maintain a stable net asset value per share, there can be no assurance that it will be maintained. Notwithstanding the policy of investing in short-term instruments, the value of the PSDF may also be affected by fluctuations in interest rates. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share. The risk of loss of principal is borne by the shareholder. The Fund is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UCITS Scheme and is a Qualifying Money Market Fund. CCLA Investment Management Limited (registered in England & Wales No. 2183088 at Senator House, 85 Queen Victoria Street, London, EC4V 4ET) is authorised and regulated by the Financial Conduct Authority. For information about how we obtain and use your personal data please see our Privacy Notice at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.

The Local Authorities' Property Fund

Fund Profile – 31 March 2021

A unique, specialist Property Fund available only to Local Authority Investors.

Price at 31.03.21

Income units
Gross dividend yield

Net asset value

293.63p (xd)
4.30% *

* Based upon the net asset value and historic gross annual dividend of 12.6291p.

Strong governance

The trustee is the Local Authorities' Mutual Investment Trust (LAMIT). LAMIT is controlled by members and officers appointed by the Local Government Association, the Convention of Scottish Local Authorities, the Northern Ireland Local Government Officers' Superannuation Committee and investors in the Fund to represent unitholders. As fully independent trustee, LAMIT approves the investment strategy and the risk profile of the portfolio and reviews performance.

Meeting your needs

Suitable for Local Authorities, the Fund aims to provide investors with a high level of income and long-term capital appreciation.

The Property Fund is designed to achieve long term capital growth and a rising income from investments in the UK commercial property sector.

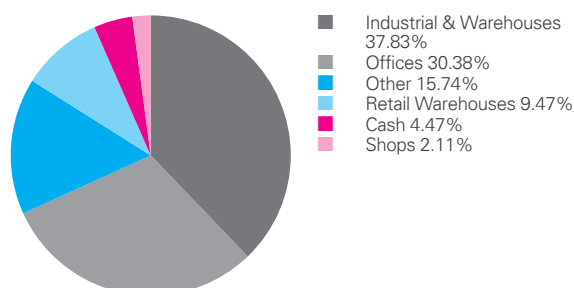
The portfolio is actively managed with a focus on asset selection. The intention is to boost returns by lease and tenant management and property improvement.

The Fund has a broad sector spread, with prudent diversification to keep risks under control.

Sector strategy

Holdings in LAPF are categorised as Treasury investments and so are not deemed capital expenditure.

Asset allocation at 31 March 2021



Fund has no credit facilities.

Fund size: £1,203 million

Property portfolio details

Top 5 properties = 19.7% of the portfolio

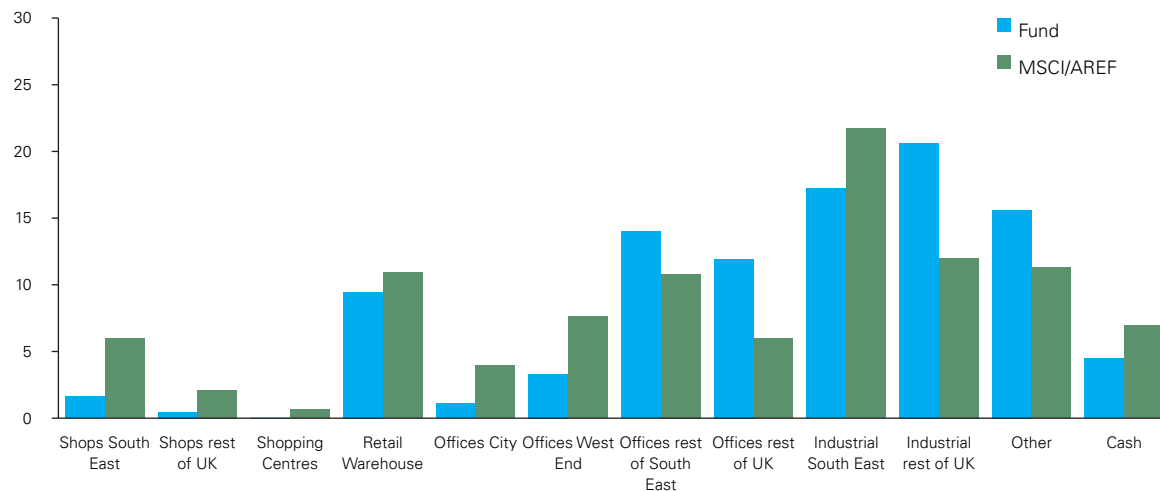
Top 5 tenants = 18.2% of rental income

Weighted unexpired lease term years 6.6 yrs

Void rate excluding developments in progress 9.7%

Void rate including developments in progress 10.2%

Asset allocation by region and category 31 March 2021



Fund Data and MSCI/AREF UK Other Balanced Quarterly Property Fund Index data as at 31 March 2021. Source: CCLA & AREF/IPD™

Top 10 property holdings at 31 March 2021 – Total 33.82%

London, Beckton Retail Park
 London, Palace House
 London, Goodman's Yard
 London, Imperial House
 Elstree, Centennial Park

Bracknell, Arlington Square West
 Uxbridge, Stockley Park
 Bristol, Kings Orchard
 Cambridge, Cambridge Science Park
 Leeds, Park Row

Market Background

The trends which dominated the sector in 2020 remained the most important influences on returns in the first quarter. Industrial assets continued to be well supported but values weakened again in retail sub-sectors with both capital values and rents under pressure. The one bright spot here were retail warehouses, supported by resilient demand for bulk goods and 'change of use' interest in sector assets from companies seeking local distribution hubs. Offices were mixed, regional prices held up well but yields in central London edged higher on concerns over the potential impact on demand from changes in working practices. Overall capital values were steady, continuing the improvement which began towards the end of 2020.

Fund activity

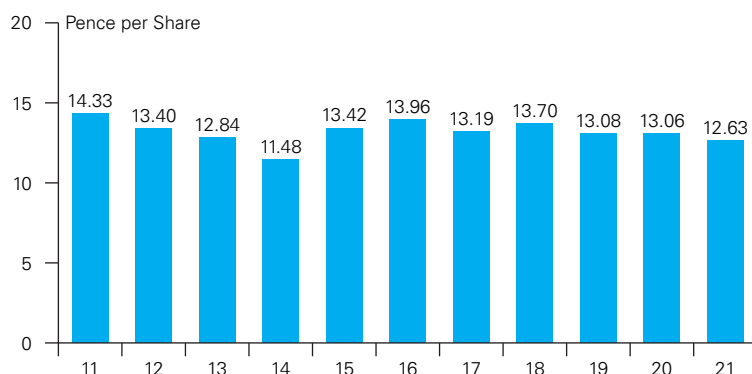
It was another busy quarter for the Fund, maintaining a programme of client contact, a key part of the strategy to protect income. There was just one transaction, the industrial asset in Warrington was sold, achieving a price far above the most recent valuation. Lease management activity on the office asset in Crawley saw the entire building let to Rentokil on a new 10 year lease. Also, a new 15-year lease was agreed with Homebase for the retail warehouse in Cheltenham.

Outlook

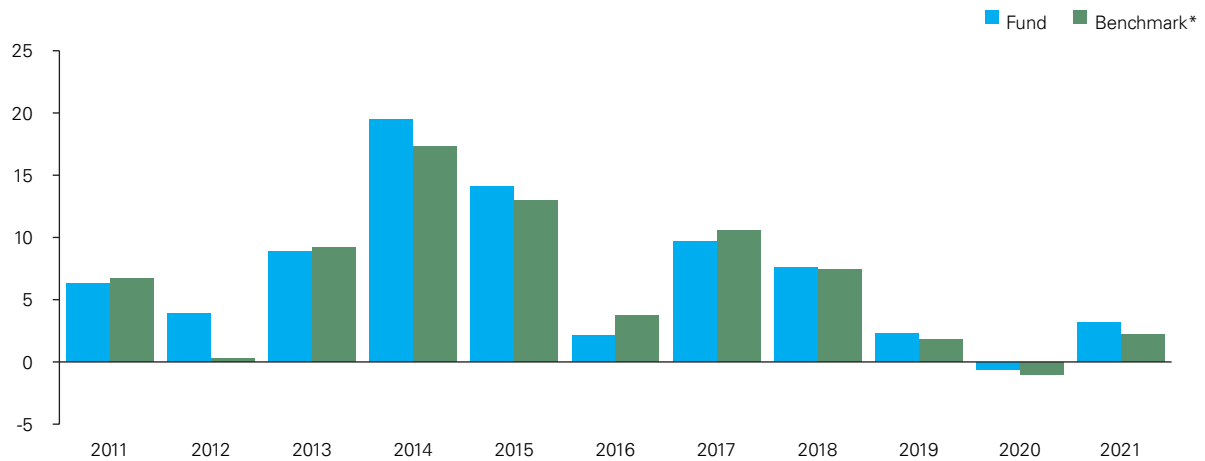
Overall, we expect the steady trend in capital values to be maintained but, within that, the wide dispersion of performances at the sub-sector level will continue. Void rates for traditional high street shops and shopping centres are likely to rise further even though the sector can now open again for trading. We do not expect much change in office valuations but the trend evident in recent years, of a migration towards well located, good quality assets, is likely to continue. The portfolio remains well placed in the current environment, both at the strategic level and with regard to some attractive individual asset opportunities.

Dividend history of The Local Authorities' Property Fund

Years to 31 March



Calendar performance versus the benchmark (net)



* The benchmark is the MSCI/AREF UK Other Balanced Quarterly Property Fund Index.

Performance shown after management fees and other expenses. Past performance is not a reliable indicator of future results and future returns are not guaranteed.

Source: CCLA & MSCI/AREF

Note: Fund calendar performance refers to total return whereas investment returns (shown below) splits the total return between income and capital. A small difference arises as a result of the compounding on the income and capital components.

The Local Authorities' Property Fund investment returns (after expenses)



MSCI/AREF UK Annual Property Digest returns (before expenses)



Source: CCLA & MSCI/AREF

Income from Property and the Fund has been consistent even in downturns, a reflection of its contractual basis.

Long-term performance

Total return performance (net) 12 months to 31 March

	2021	2020	2019	2018	2017
The Local Authorities' Property Fund	+3.75%	+0.66%	+5.99%	+9.72%	+3.07%
Comparator Benchmark	+2.46%	+0.12%	+5.69%	+10.46%	+4.58%

The comparator benchmark is the MSCI/AREF UK Other Balanced Quarterly Property Fund Index.

Performance shown after management fees and other expenses. Past performance is not a reliable indicator of future results and future returns are not guaranteed.

Source: CCLA & MSCI/AREF

Costs and charges

Our policy is always to keep costs and charges low - we believe that high costs and charges have a very damaging cumulative effect on investor returns. We negotiate to keep expenses low and monitor dealing costs closely. We have no entry or exit fees, the only income taken by the investment manager is the annual charge of 0.65%

Key facts

Dealing day	Month end valuation day*
Minimum initial investment	£25,000
Minimum subsequent investment	£10,000
Dividend payment dates	End January, April, July & October
Annual management charge	0.65% (deducted from income)
Unit types available	Income
Sedol number	0521664
ISIN number	GB0005216642

* Dealing instructions for the purchase of units must be received by 5.00pm on the business day preceding the valuation date. If the valuation date is a bank holiday, the dealing day will be the previous working day. Whilst units are realisable on each monthly dealing date, all redemption requests are subject to a minimum notice period of 90 calendar days and will therefore be processed on the next available dealing day following expiry of the notice period.

Please Contact

Mark Davies

Market Development
T: +44 (0)207 489 6045
M: +44 (0)7904 657 815
E: mark.davies@ccla.co.uk

Please Contact

Kelly Watson

Market Development
T: +44(0)20 7489 6105
M: + 44 (0) 7879 553 807
E: kelly.watson@ccla.co.uk

Please Contact

Jamie Charters

Market Development
T: +44 (0)20 7489 6147
M: + 44 (0) 7468 560680
E: jamie.charters@ccla.co.uk

Risk warning and disclosures

This document is a financial promotion and is issued for information purposes only. It does not constitute the provision of financial, investment or other professional advice. To ensure you understand whether our product is suitable, please read the Scheme Information and the risk factors identified therein. We strongly recommend you seek independent professional advice prior to investing. Past performance is not a reliable indicator of future results. The value of investments and the income derived from them may fall as well as rise. Investors may not get back the amount originally invested and may lose money. Any forward-looking statements are based upon our current opinions, expectations and projections. We undertake no obligations to update or revise these. Actual results could differ materially from those anticipated. Investment in the Fund is for Eligible Local Authorities only. Holders of the Fund are not covered by the Financial Services Compensation Scheme (FSCS). The Fund is an unauthorised Alternative Investment Fund and an Unregulated Collective Investment Scheme established under a Scheme approved by HM Treasury under Section 11 of the Trustee Investments Act 1961 and is subject to provisions of a Trust Deed dated 6 April 1972 and supplemental Trust Deeds dated 6 April 1972, 13 September 1978, 21 April 2016 and 23 September 2019. The Fund operates as an open-ended Fund under Part IV of the schedule to the Financial Services and Markets Act 2000 (Exemption) Order 2001. The company CCLA Fund Managers Limited (registered in England & Wales No. 8735639 at Senator House, 85 Queen Victoria Street, London, EC4V 4ET) is authorised and regulated by the Financial Conduct Authority and is the manager of the Local Authorities' Property Fund. For information about how we obtain and use your personal data please see our Privacy Notice at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.

View Direct Debits

Customer details

Customer: Bursledon Parish Council

Account: 20393917 - Unity Current Account T2

Owner: Bursledon Parish Council

Currency: GBP

Below you will find a list of the Direct Debits that exist on this account.
Click on the column headers to sort this list.

List of Direct Debits

<u>Name</u>	<u>Reference</u>	<u>Last Paid</u>	<u>Last Paid Amount</u>
B S RA	27398620	30 Apr 2021	-£12.87
B S RA	27191481	12 May 2021	-£40.14
B S RA	27852022	05 May 2021	-£16.92
B S RA	27840875	27 May 2021	-£0.42
BRITISH TELECOMMUN		-----	£0.00
BT GROUP PLC		-----	£0.00
BT GROUP PLC		-----	£0.00
Driver & Vehicle L	000000000040918541	01 Jun 2021	-£23.18
DVLA-HG610AM	000000000010961790	05 Jan 2021	-£265.00
EASTLEIGH B.C		-----	£0.00
EASTLEIGH B.C	018938	11 Jun 2021	-£14.21
EE Limited	Q89121025228360212	07 Jun 2021	-£111.67
INFORMATION COMMIS	Z5377907	26 Jan 2021	-£35.00
MAINSTREAM DIGITAL	AA21625343	14 Jun 2021	-£0.21
S O S SYSTEMS LTD	SOS-VARIABLE-2848	14 Jun 2021	-£61.03
SAGE SOFTWARE LTD	AA00594860	16 Jun 2021	-£20.40
SIEMENS FIN SERV	A8515775	21 Jun 2021	-£109.06

SOUTHERN ELECTRIC	060640540	09 Apr 2021	-£106.12
SSE ENERGY SUPPLY	718358051	06 Apr 2021	-£95.77
SSE GAS	100359051	24 May 2021	-£25.11
WL IT FUELGENIE	63562950034640	15 Jun 2021	-£28.58

Page Generated at 09:30 on 23 Jun 2021

Bursledon Parish Council

Expenditure transactions - approval list

Start of year 01/04/21

Supplier totals will include confidential items

Approval no 1

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2096	FPSBailletL td210420	£1,521.55		22/03/21	Bailey Solutions Ltd -	
2134	FPSBailletL td210420	£1,641.07		01/04/21	Bailey Solutions Ltd - Libray set up costs	£3,162.62
		£3,162.62			Bailey Solutions Ltd - Total	
2143	FPSDSqua red210420	£180.00	420/1/1/3	12/04/21	D Squared Fire and Security - Annual Maintenance for Long Lane CCTV	
2147	FPSDSqua red210420	£432.00	420/1/1/3	01/04/21	D Squared Fire and Security - Annual Charge for 4gb data for CCTV due 01/04/21	
2148	FPSDSqua red210420	£432.00	430/1/1/1	01/04/21	D Squared Fire and Security - Annual Charge for 4gb data for CCTV due 01/04/21	
2149	FPSDSqua red210420	£180.00	430/1/1/1	01/04/21	D Squared Fire and Security - Annual CCTV Service King George V pavillion for period 01-04-21 to 31-03-22	£1,224.00
		£1,224.00			D Squared Fire and Security - Total	
2159	FPSFGLibr ary210420	£2,011.20	365/1/5	12/04/21	FG Library Products Ltd - 1 x single sided starter bay 1800mm high by 700mm wide with 5 three way shelves 1 x single sided add on 1800mm high by 700mm wide with 5 three way shelves 2 x single sided starter bay 1500mm high by 500mm wide with 4 3 way shelves Shelves in silver with silver/grey plastic bay headers on all units Delivery £150.00	£2,011.20
		£2,011.20			FG Library Products Ltd - Total	
2138	FPSHALC2 10220	£1,284.87	218	06/04/21	Hampshire Association of Local Councils - Annual subscription	£1,284.87
		£1,284.87			Hampshire Association of Local Councils - Total	
2144	FPSICCM2 10420	£162.00	226/1	08/04/21	Institute of Cemetery and Crematorium Management - Roland Potter 1 x Memorials Inspection Workshop training course Hereford 28 June 2021 1 @ £135.00 plus vat	£162.00
		£162.00			Institute of Cemetery and Crematorium Management - Total	
2029	FPSLighttouch210420	£279.16	221/2	28/02/21	Lightatouch - Interim Internal Audit 2020/2021 April 2020 to Sept 2020	£279.16
		£279.16			Lightatouch - Total	
2102	FPSMDocki ngExp210420	£29.98	505/2	29/03/21	Matt Docking - April Expenses 4 x fruit trees for allotment site	£29.98

Signature

Signature

Date

Bursledon Parish Council

Expenditure transactions - approval list

Start of year 01/04/21

Supplier totals will include confidential items

Approval no 1

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2094	FPSRPOT TEREXP21 0420	£36.64		21/03/21	R Potter - Expense	
2140	FPSRPOT TEREXP21 0420	£80.98	409/1	12/04/21	R Potter - Expenses April 2021 M Docking hotel accommodation and D Bentall accomodation to attend training course in Okehampton. Travel Lodge Okehampton	
2163	FPSRPOT TEREXP21 0420	£36.64		14/04/21	R Potter - Expense	£154.26
2073	FPSSLCC2 10420	£36.00	226/1	04/03/21	Society of Local Council Clerks - Creating Accessable Excel Docs 9 Feb 2021 original INV not received in January 2021	
2135	FPSSLCC2 10420	£90.00	226/1	01/04/21	Society of Local Council Clerks - Leadership Conference	£126.00
		£126.00			Society of Local Council Clerks - Total	
2118	FPSSolentl ock210420	£203.40	420/1/1/2	31/03/21	Solent Locksmiths - Repairs to workshop door Long lane	£203.40
		£203.40			Solent Locksmiths - Total	
2146	FPSSSEE21 0420	£138.00	226/1	01/04/21	South East Employers - SSE law sessions x 3 by ZOOM Mr R Potter	£138.00
		£138.00			South East Employers - Total	
2095	FPSSpaldin gs210420	£46.62	230	22/03/21	Spaldings - Antibacterial Wipes duplicates	
2101	FPSSpaldin gs210420	£57.28	403/1/2/2	25/03/21	Spaldings - Blade for John Dere Rotary deck	£103.90
		£103.90			Spaldings - Total	
2100	FPSSurrey Hills210420	£240.00	220/2	23/03/21	Surrey Hills Solicitors - Legal fees re neighbour dispute Long Lane Rec	£240.00
		£240.00			Surrey Hills Solicitors - Total	
2115	FPSTradeU k210420	£4.99	403/1/2/2	31/03/21	Trade UK - Mower parts	
2116	FPSTradeU k210420	£14.22	552/2/2	31/03/21	Trade UK - Cemetery taps	
2141	FPSTradeU k210420	£9.57	430/1/1/2	12/04/21	Trade UK - CCTV in Operation Signs KGV	
2142	FPSTradeU k210420	£45.57	420/1/1/2	12/04/21	Trade UK - Master Lock Combination padlocks x3	£74.35
		£74.35			Trade UK - Total	

Signature

Signature

Date

Bursledon Parish Council

Expenditure transactions - approval list

Start of year 01/04/21

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2139	FPSVisionl CT210420	£264.00	217/1	06/04/21	Visionict - Web Site Hosting	
2162	FPSVisionl CT210420	£84.00	217/3	13/04/21	Visionict - Web Page for Operation London Brisdge etc	£348.00
		£348.00			Visionict - Total	
		£8,325.23			Confidential	
Total		£17,866.97				

Signature

Signature

Date

Bursledon Parish Council

Expenditure transactions - approval list

Start of year 01/04/21

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2177	FPSARB-bits210520	£1,672.80	403/1/1	01/04/21	Arb-Bits - 2 - Brush cutter Stihl Fs 460 cem @ £697.00 each As per verbal enquiry with Dan Bental	£1,672.80
		£1,672.80			Arb-Bits - Total	
2164	FPSBailey Sol210520	£103.97	365/1/3	14/04/21	Bailey Solutions Ltd - Addiutlional licence for books	
2168	FPSBailey Sol210520	£120.00	365/3	19/04/21	Bailey Solutions Ltd - Dat Conversion costs	£223.97
		£223.97			Bailey Solutions Ltd - Total	
2186	FPSCarters 210520	£38.63	403/1/1	13/05/21	Carters of Swanwick - Clutch Assembly	£38.63
		£38.63			Carters of Swanwick - Total	
2175	FPSDSqua red EI210520	£544.32	203/1	08/04/21	D Squared Electrical Services - Replacement of office lighting - 2787 - Quotation for replacing 4x existing office lights with LED This quotation is for the replacement of the 4x office lights - One of which shall be an emergency type	
2176	FPSDSqua red EI210520	£9,695.37	365/4	21/04/21	D Squared Electrical Services - Library Improvements and lighting	£10,239.69
		£10,239.69			D Squared Electrical Services - Total	
2098	FPSDSqua red CI210520	£1,915.43	430/1/4	25/01/21	D Squared Fire and Security - Installation of CCTV and associated electrical works	
2160	FPSDSqua red CI210520	£36.00	430/1/1/2	13/04/21	D Squared Fire and Security - 2 x CCTV in operation signs for KGV 2 @£15.00	£1,951.43
		£1,951.43			D Squared Fire and Security - Total	
2136	FPSEdge2 10520	£86.69	213/4/1	01/04/21	EDGE IT Systems Ltd - web protection	
2151	FPSEdge2 10520	£1,054.08	213/4/2	01/04/21	EDGE IT Systems Ltd - Microsoft Licences 27/05/21 to 26/05/22	
2178	FPSEdge2 10520	£32.65	213/4/1	13/04/21	EDGE IT Systems Ltd - One discounted finance licence for a total income of £6K Recharge to Charities To be charged to Bursledon Parish Council Combine Charities	
2198	FPSEdge2 10520	£432.33		14/05/21	EDGE IT Systems Ltd - Conference equipment	£1,605.75
		£1,605.75			EDGE IT Systems Ltd - Total	

Signature

Signature

Date

Bursledon Parish Council

Expenditure transactions - approval list

Start of year 01/04/21

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2202	FPSFenland210520	£72.00	420/2/2	30/04/21	Fenland Leisure Products Ltd - play are a spares	£72.00
		£72.00			Fenland Leisure Products Ltd - Total	
2145	FPSICCM210520	£324.00	226/1	08/04/21	Institute of Cemetery and Crematorium Management - Matthew Docking Daniel Bentall Management of Memorials - Inspection Workshop 1 day Okehampton. 2 @£135.00 plus VAT	
2166	FPSICCM210520	£95.00	552/1/2	01/04/21	Institute of Cemetery and Crematorium Management - ICCM membership	£419.00
		£419.00			Institute of Cemetery and Crematorium Management - Total	
2171	FPSJAshmed210520	£271.20	440/4/2/1	22/04/21	Joseph Ash Medway - 1 x set of security bolts - set of 8no for £8.50 1 x u 10 driver - £12.50 1 x Ryobi mechanism - £175 + carriage at £30 + VAT	£271.20
		£271.20			Joseph Ash Medway - Total	
2030	FPSLigtTouch210521	£55.83	221/2	31/03/21	Lightatouch - Interim Internal Audit 2020/2021 April 2020 to Sept 2020	£55.83
		£55.83			Lightatouch - Total	
2174	FPSOffReality210520	£742.76	365/3	21/04/21	Office Reality - Reception Desk for Library	£742.76
		£742.76			Office Reality - Total	
2170	FPSOnLine210520	£81.60	440/4/2/1	22/04/21	On Line Play Grounds - COMHARGAT0006GS001 - Gate Spring for Steelway Gates 280mm x 25mm diameter (Old Type)1£30.00£30.00 COMSWISHA0017SW14-12 - Shackle 12/24/48 S-STEEL 12mm Dia, 24mm jaw, 48mm length4£4.50£18.00 Plus delivery @£20.00	£81.60
		£81.60			On Line Play Grounds - Total	
2180	FPSPMilhamEx210520	£69.52	409/4	04/05/21	P Milham - Work boots	£69.52
2203	FPSPear210520	£270.00	213/4/3	29/04/21	Pear Technology - mapping software	£270.00
		£270.00			Pear Technology - Total	

Signature

Signature

Date

Bursledon Parish Council

Expenditure transactions - approval list

Start of year 01/04/21

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2199	FPSRPotterExp210520	£56.16		14/05/21	R Potter - expenses	£56.16
2173	FPSSihnWork210520	£228.00	365/4	23/04/21	Signwork - Supply and install signage to library reception desk	£228.00
		£228.00			Signwork - Total	
2204	FPSSLCC210520	£185.00	218	01/06/21	Society of Local Council Clerks - Subscriptions	£185.00
		£185.00			Society of Local Council Clerks - Total	
2179	FPSSEE210520	£271.20	218	28/04/21	South East Employers - Subscription	
2183	FPSSEE210520	£90.00	308	11/05/21	South East Employers - One Place for Cllr Mark Garrett	£361.20
					Chairing Skilss for Town and Parish Councils 14/07/21	
		£361.20			South East Employers - Total	
2161	FPSTradeUK210520	£139.80	440/1	12/04/21	Trade UK - Postcrete	
2167	FPSTradeUK210520	£128.59		19/04/21	Trade UK -	
2172	FPSTradeUK210520	£24.38	480/2	22/04/21	Trade UK - hinges for bench at View point	
2188	FPSTradeUK210520	£9.77	365/4	13/05/21	Trade UK - Machine screws, lock nuts and flat washers library desk	
2189	FPSTradeUK210520	£19.14	403/1/1	13/05/21	Trade UK - Brad point drill bit set and pointed drill bit set	
2200	FPSTradeUK210520	£2.89	440/4/2/1	06/05/21	Trade UK - Screws	
2212	FPSTradeUK210520	£33.98	505/3	13/05/21	Trade UK - Combination lock for allotments x 2	£358.55
		£358.55			Trade UK - Total	
2201	FPSVisionICT210520	£60.00	217/3	13/04/21	Visionict - ssl certificate	£60.00
		£60.00			Visionict - Total	
2169	FPSWickstead210520	£65.40	440/4/2/1	21/04/21	Wicksteed Leisure Ltd - 2 x replacement crotch straps for cradle seats @ £25.00 each plus carriage £4.00	£65.40
		£65.40			Wicksteed Leisure Ltd - Total	

Signature

Signature

Date

Bursledon Parish Council

Expenditure transactions - approval list

Start of year 01/04/21

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
		£8,429.03	Confidential			
Total		£27,457.52				

Signature	_____	Signature	_____
Date	_____		

Bursledon Parish Council

Expenditure transactions - approval list

Start of year 01/04/21

Supplier totals will include confidential items

Approval no 4

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2227	FPSArb-bits210618	£212.50	409/4	02/06/21	Arb-Bits - 1 pair of stihl x flex design C chain saw trousers for Dan Bentall	£212.50
		£212.50		Arb-Bits - Total		
2217	FPSArco210618	£76.99	402/1	20/05/21	ARCO - Face Masks and nitrile gloves for groundsman	
2220	FPSArco210618	£158.62	409/4	25/05/21	ARCO - Grounds Staff uniform. 2 paris trousers, two hoodies, caps and 1 t shirt. Part Order	
2232	FPSArco210618	£55.04	409/4	03/06/21	ARCO - Trojen shell jacket XI M Docking	
2233	FPSArco210618	£50.57	409/4	03/06/21	ARCO - Trojan ballistic cargo trousers D Bentall	
2234	FPSArco210618	£30.29		12/05/21	ARCO - Uniform trousers for groundsman x 5 , Hoodies x 4, fleece x1, waterproof jacket x 1, beanie caps x 4, t shirts x 2	£371.51
		£371.51		ARCO - Total		
2223	FPSBailey210618	£189.00	365/1/3	26/05/21	Bailey Solutions Ltd - Library Cards	£189.00
		£189.00		Bailey Solutions Ltd - Total		
2197	FPSBrightBill210618	£143.36	365/3	13/05/21	Brighter Bills Ltd - Library WIFI service sharge	£143.36
		£143.36		Brighter Bills Ltd - Total		
2130	FPSBDCA210618	£910.00	201	01/06/21	Bursledon and District Community Association - Rent	£910.00
		£910.00		Bursledon and District Community Association - Total		
2238	FPSCarters210618	£72.00	403/1/2/2	08/06/21	Carters of Swanwick - John Deere Deck wheel	
2239	FPSCarters210618	£20.52	402/1	08/06/21	Carters of Swanwick - 4 pairs of safety glasses	£92.52
		£92.52		Carters of Swanwick - Total		
2249	FPS Cathedral210618	£561.60		09/06/21	Cathedral Leasing Ltd - 3 x Hand sanitisers	£561.60
		£561.60		Cathedral Leasing Ltd - Total		
2260	FPSDBentallExp210618	£89.60	409/2	18/06/21	D J Bentall - Lileage expenses 224@0.40	£89.60

Signature

Signature

Date

Bursledon Parish Council

Expenditure transactions - approval list

Start of year 01/04/21

Supplier totals will include confidential items

Approval no 4

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2184	FPSEBC210618	£18.15	203/3	13/05/21	Eastleigh Borough Council - Trade Waste Collection Parish Office recycling 3 lifts 1 Jan 21 to 31 March 21	
2185	FPSEBC210618	£205.44	420/7/2/1	13/05/21	Eastleigh Borough Council - Trade Refuse Collection Long Lane Rec 1 Jan 21 to 31 Mar 21	£223.59
		£223.59			Eastleigh Borough Council - Total	
2226	FPSFurnitu rewk210618	£228.00	203/4	02/06/21	Furniture@Work Ltd - 10 x exam desk for Council Meetings 10 @£19.00 plus VAT Free delivery	£228.00
		£228.00			Furniture@Work Ltd - Total	
2222	FPSOfficeFurn210618	£172.80	365/1/5	12/05/21	Office Furniture On Line - 1 x height adjustable compact workstation. Light Grey frame Product code 303517	£172.80
		£172.80			Office Furniture On Line - Total	
2170	FPSOn Line210618	£72.00	440/4/2/1	22/04/21	On Line Play Grounds - COMHARGAT0006GS001 - Gate Spring for Steelway Gates 280mm x 25mm diameter (Old Type)1£30.00£30.00 COMSWISHA0017SW14-12 - Shackle 12/24/48 S-STEEL 12mm Dia, 24mm jaw, 48mm length4£4.50£18.00 Plus delivery @£20.00	
2225	FPSOn Line210618	£48.00	420/2/2	20/05/21	On Line Play Grounds - 3 x 1ltr containers of wet pour resin @£10.00 each plus £10.00 delivery	
2231	FPSOn Line210618	£48.00	420/2/2	03/06/21	On Line Play Grounds - Wet pour resin 3 x 1kg plus £10.00 delivery charge	£168.00
		£168.00			On Line Play Grounds - Total	
2221	FPSPlaysafe210618	£691.20		26/05/21	Play Safety Ltd (ROSPA) - Annual inspection of play areas.	£691.20
		£691.20			Play Safety Ltd (ROSPA) - Total	
2246	FPSRPotterExp210618	£59.62		18/06/21	R Potter - expenses	£59.62
2240	FPSSamFlynn210618	£290.00	218	09/06/21	Sam Flynn Social Media - Social media support support	£290.00
		£290.00			Sam Flynn Social Media - Total	
2214	FPSSelco210618	£135.41	407/1	19/05/21	Selco Trade Centres Ltd - Panel pins, wood filler, grip fill, woodstain, plywood, skeleton gun and sealant for notice boards	£135.41

Signature

Signature

Date

Bursledon Parish Council

Expenditure transactions - approval list

Start of year 01/04/21

Supplier totals will include confidential items

Approval no 4

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
		£135.41			Selco Trade Centres Ltd - Total	
2218	FPSSurrey hills210618	£240.00	220/2	24/05/21	Surrey Hills Solicitors - Legal Advise May 2019 to date relating to Library Invoice date 22 Feb 21	
2224	FPSSurrey hills210618	£90.00	220/3	21/05/21	Surrey Hills Solicitors - Advice on Charities	£330.00
		£330.00			Surrey Hills Solicitors - Total	
2216	FPSTradeU K210618	£24.44	407/1	20/05/21	Trade UK - Hardwood Plywood and Eucalyptus faced plywood for notice board repairs	
2250	FPSTradeU K210618	£28.15	403/1/1	10/06/21	Trade UK - Metel cutting discs and stone cutting discs variety of sizes	
2251	FPSTradeU K210618	£14.80	440/6/2	10/06/21	Trade UK - Cold Lay Repari Macadam Large no std size for skatepark	
2261	FPSTradeU K210618	£12.00	440/6/2	09/06/21	Trade UK - Line marking	
2262	FPSTradeU K210618	£33.53	440/5/2	10/06/21	Trade UK - Parts for MUGA repairs	£112.92
		£112.92			Trade UK - Total	
2219	FPSViking2 10618	£178.28		24/05/21	Viking -	£178.28
		£178.28			Viking - Total	
		£9,523.94			Confidential	
Total		£14,683.85				

Signature

Signature

Date

Bursledon Parish Council

Expenditure transactions - approval list

Start of year 01/04/21

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2229	FPSGravity skat210621	£10,560.00	440/6/2	03/06/21	Gravity Engineering Ltd - Saw and break out concrete overspill/rocks within safety zone £350 + vat Apply top soil and seed £300 + vat Grind sharp edges to 3mm radius and apply cold galv protection £100 + vat Cut and chase out cracked concrete, clean and apply suitable crack filler mortar £350 + vat Cut out concrete section approx. 1000mm x 1000mm Drill and chemical anchor starter bars to existing concrete faces Apply reinforcing mesh Apply hand trowelled volumetric C40 concrete Saw cut to match existing joint Seal £2,100 + vat Trim back spine coping by 100mm Apply tangs to coping Cut out concrete section approx. 400mm x 400mm Drill and chemical anchor starter bars to existing concrete faces Apply reinforcing mesh Apply hand trowelled volumetric C40 concrete Seal concrete £2,100 + vat Hairline Crack filling with suitable compound £800 + vat Retrospective Concrete Sealing of the entire surface £1,200 + vat Total £7300 plus VAT In addition could you also supply a new sign for the skate park at £950.00 plus VAT (we have the old one if you wanted that for reference)	£10,560.00
		£10,560.00			Gravity Engineering Ltd - Total	
Total		£10,560.00				

Signature

Signature

Date

Financial Budget Comparison

Comparison between 01/04/21 and 31/05/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

		2021/22	Reserve Movements	Actual Net	Balance
INCOME					
Parish Office Central Charges					
100	Precept	£199,837.00	£0.00	£99,924.08	-£99,912.92
101	EBC Support Grant	£0.00	£0.00	£0.00	£0.00
103	Other Income	£0.00	£0.00	£0.00	£0.00
105	Office Services	£0.00	£0.00	£0.00	£0.00
110	Interest	£140.00	£0.00	£0.00	-£140.00
112	Intrest	£0.00	£0.00	£0.00	£0.00
Total Parish Office Central Charges		£199,977.00	£0.00	£99,924.08	-£100,052.92
Allotments					
120	Allotment Rents	£1,060.00	£0.00	£0.00	-£1,060.00
Total Allotments		£1,060.00	£0.00	£0.00	-£1,060.00
Cemetery Services					
125	Income	£5,000.00	£0.00	£100.00	-£4,900.00
Total Cemetery Services		£5,000.00	£0.00	£100.00	-£4,900.00
Grounds Maintenance					
130	Income - Outside Services- Long Lane	£2,859.00	£0.00	£1.00	-£2,858.00
135	Income - Outside services - King George V	£0.00	£0.00	£0.00	£0.00
Total Grounds Maintenance		£2,859.00	£0.00	£1.00	-£2,858.00
Capital					
140	Grants & Section 106	£0.00	£0.00	£0.00	£0.00
Total Capital		£0.00	£0.00	£0.00	£0.00
Total Income		<u>£208,896.00</u>	<u>£0.00</u>	<u>£100,025.08</u>	<u>-£108,870.92</u>

Financial Budget Comparison

Comparison between 01/04/21 and 31/05/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

		2021/22	Reserve Movements	Actual Net	Balance
EXPENDITURE					
Parish Office Central Charges					
201	Community Centre Rent	£2,101.00	£0.00	£1,820.00	£281.00
202	Community Centre Service Charges	£7,010.00	£0.00	£0.00	£7,010.00
203	Property Costs	£1,304.00	£0.00	£515.39	£788.61
210	Postage	£156.00	£0.00	£0.00	£156.00
211	Stationery/Printing	£626.00	£0.00	£0.00	£626.00
212	Photocopier Hire & Charges	£1,401.00	£0.00	£216.72	£1,184.28
213	Information Technology	£5,003.00	£0.00	£1,262.13	£3,740.87
216	Telephone	£1,500.00	£0.00	£192.24	£1,307.76
217	Website	£1,251.00	£0.00	£340.00	£911.00
218	Subscriptions & Publications	£1,901.00	£0.00	£1,510.87	£390.13
219	General Insurance	£3,602.00	£0.00	£0.00	£3,602.00
220	Legal Fees	£3,000.00	£0.00	£0.00	£3,000.00
221	Audit Fees	£1,650.00	£0.00	£0.00	£1,650.00
222	Bank Charges	£175.00	£0.00	£0.00	£175.00
225	Salaries	£46,970.00	£0.00	£6,091.26	£40,878.74
226	Staff Overheads	£1,395.00	£0.00	£595.00	£800.00
230	COviD expenses	£1,500.00	£0.00	£422.43	£1,077.57
998	Suspence Petty cash	£0.00	£0.00	£0.00	£0.00
999	Suspence	£0.00	£0.00	£0.00	£0.00
Total Parish Office Central Charges		£80,545.00	£0.00	£12,966.04	£67,578.96
Community Library					
365	Library - Operational Costs	£11,543.00	£0.00	£16,237.19	-£4,694.19
Total Community Library		£11,543.00	£0.00	£16,237.19	-£4,694.19
Civic Expenditure					
300	Newsletter	£200.00	£0.00	£0.00	£200.00

Financial Budget Comparison

Comparison between 01/04/21 and 31/05/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

		2021/22	Reserve Movements	Actual Net	Balance
305	Chairmans Allowance	£200.00	£0.00	£0.00	£200.00
306	Councillor Expenses	£100.00	£0.00	£0.00	£100.00
307	Councillor IT Expenses	£400.00	£0.00	£0.00	£400.00
308	Councillor Training	£400.00	£0.00	£75.00	£325.00
309	Civic projects	£100.00	£0.00	£0.00	£100.00
310	Room Hire	£200.00	£0.00	£0.00	£200.00
315	Election Expenses (RESERVE)	£250.00	£0.00	£0.00	£250.00
Total Civic Expenditure		£1,850.00	£0.00	£75.00	£1,775.00
Community Development					
360	Community Development	£5,000.00	£0.00	£0.00	£5,000.00
Total Community Development		£5,000.00	£0.00	£0.00	£5,000.00
Grants					
350	Grants	£4,500.00	£0.00	£0.00	£4,500.00
Total Grants		£4,500.00	£0.00	£0.00	£4,500.00
Allotments					
500	Salary Costs	£0.00	£0.00	£0.00	£0.00
502	Administration Costs	£200.00	£0.00	£0.00	£200.00
505	Operational Costs	£500.00	£0.00	£98.58	£401.42
Total Allotments		£700.00	£0.00	£98.58	£601.42
Cemetery Services					
550	Bursledon Cemetery Staff Costs	£0.00	£0.00	£0.00	£0.00
552	Bursledon Cemetery	£792.00	£0.00	£107.87	£684.13
555	St Leonnards Staff Costs	£0.00	£0.00	£0.00	£0.00
557	St Leonnards Cemetery (Closed)	£0.00	£0.00	£0.00	£0.00
560	Mauseleum Salaries	£0.00	£0.00	£0.00	£0.00
562	Grey Laydes Mausoleum	£0.00	£0.00	£0.00	£0.00
Total Cemetery Services		£792.00	£0.00	£107.87	£684.13
Grounds Maintenance					

Financial Budget Comparison

Comparison between 01/04/21 and 31/05/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Reserve Movements	Actual Net	Balance
400	Administration Costs	£1,000.00	£0.00	£1,000.00
402	Health & Safety	£525.00	£0.00	£525.00
403	Equipment Costs	£3,292.00	£0.00	£1,442.14
404	Fuel	£2,000.00	£0.00	£2,000.00
405	Vehicle Costs	£2,250.00	£0.00	£46.36
406	Illegal Tipping	£500.00	£0.00	£500.00
407	Notice Boards	£0.00	£0.00	£0.00
408	Salaries	£77,286.00	£0.00	£10,663.00
409	Staff Overheads	£1,838.00	£0.00	£146.65
420	Long Lane Recreation Ground	£15,627.00	£0.00	£649.23
430	King George V Playing Fields	£3,002.00	£0.00	£709.20
440	Pilands Wood Open Space	£2,000.00	£0.00	£432.31
445	Woodlands Way	£0.00	£0.00	£0.00
450	Great Down Park	£1,500.00	£0.00	£0.00
455	Lionheart Way Ecology Park	£3,000.00	£0.00	£0.00
460	Hungerford Bottom Ecology Park	£0.00	£0.00	£0.00
465	Pocket Park Kew Lane	£0.00	£0.00	£0.00
470	Fishers Piece	£0.00	£0.00	£0.00
475	The Laurels	£0.00	£0.00	£0.00
480	The View Point	£0.00	£0.00	£20.32
485	Bursledon Station Woods	£0.00	£0.00	£0.00
490	Peewit Hill	£0.00	£0.00	£0.00
Total Grounds Maintenance	£113,820.00	£0.00	£14,109.21	£99,710.79
Old Accounts				
1465	Tree Maintenance	£0.00	£0.00	£0.00
1470	Staff Salaries	£0.00	£0.00	£0.00
Total Old Accounts	£0.00	£0.00	£0.00	£0.00
Total Expenditure	£218,750.00	£0.00	£43,593.89	£175,156.11

Financial Budget Comparison

Comparison between 01/04/21 and 31/05/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Reserve Movements	Actual Net	Balance
Total Income	£208,896.00	£0.00	£100,025.08	-£108,870.92
Total Expenditure	£218,750.00	£0.00	£43,593.89	£175,156.11
Total Net Balance	-£9,854.00		£56,431.19	