

Bursledon Parish Council

Minutes of the Full Council Meeting

Minutes of the of Bursledon Parish Council held on Wednesday 29 September 2021 at 7pm at the community library in Bursledon Parish Council.

Members of the Full Council in attendance: Councillors S Holes (Chair) M Garrett (Vice -Chair), T Craig, G Gill, K House, M Penn & K whitlock

Officers of the Council Present: Roland Potter (Parish Clerk)

Members of the Public: 0

FC/21/042 Apologies for Absence

Apologies were received and accepted for Cllr J Rich,

FC/21/043 Declarations of Interest

There were no declarations of interest.

FC/21/044 Minutes of the Full Council held on Wednesday 28 July 2021.

The minutes of the Full Council held on Wednesday 28 July 2021 were received and accepted as a correct record and they were signed by the Chair of the Council.

FC/21/045 Questions from the Public

There were no questions from members of the public.

FC/21/046 Chair's Communications

There were no communications from the chair of the council.

FC/21/047 Application No: H/21/91269

Address: River Barn, Salterns Lane, Bursledon, Southampton, SO31 8DH

Description: Proposed single storey rear extension alterations to fenestration and erection of detached single storey summer house following demolition of existing outbuildings (amendment to application

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

H/18/84424) and proposed single storey extension of existing undercroft to main house and the erection of 2no. detached timber framed car ports

RESOLVED: No comment

FC/21/048 **Application No: H/21/91411**

Address: Menelaus, Providence Hill, Bursledon, Southampton, SO31 8AT

Description: Single storey rear extension, Alterations to the fenestration to include 2no. dormer windows, extension to first floor balcony and garage alterations

RESOLVED: No Comment

FC/21/049 **Application No: H/21/91433**

Address: Fairport Cottage, Lands' End Road, Bursledon, Southampton, SO31 8DN

Description: Installation of solar panels on annexe roof

RESOLVED: No comment

FC/21/050 **Staff Structure – Council Administration**

The Council considered a report on the restructuring of the Council's staffing for administration.

The Council noted that there were currently two budgeted posts for an administration assistant and a project worker which were currently vacant.

The Council considered the removal of these two vacant posts and the creation of one new post of Assistant/Deputy Clerk: 20 Hours per week at a cost of £15,200 pa to £17,460

The report identified that the financial implications of the change were:

- The current costs of changing the structure for 2021/22 financial year of £1,300 can be paid from within the current 2021/22 budget.
- There would be an additional cost to the 2022/23 budget of between £2K to £4K pa

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RESOLVED:

- **That the post of administration assistant and project worker should be withdrawn and replaced with one post of Assistant/Deputy Clerk for 20 hours per week.**
- **That the pay scale was agreed at £15,200 pa to £17,460 pa**
- **That the financial implications were noted and agreed for 2020/21 and 2022/23.**

FC/21/051 Annual Audit Report

Council received the unqualified Annual Return approved by the external auditors P K Littlejohn's for the year ended 31 March 2021.

The Council noted that the report of the external auditor and that no further action was required.

RESOLVED:

- **The Completed Annual Return from the external Auditor P K Littlejohn was received and accepted**
- **That it was noted that there were no issues that required attention.**

FC/21/052 Finance Reports

Council received and noted the schedule of payments for August and September 2021.

Council received and noted the budget report as of 31 August 2021.

RESOLVED:

- **That the payment schedules were correct and approved for August and September 2021.**
- **The budget report on 31st August was noted.**

FC/21/041 Close of Meeting

The meeting closed at 20:35

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Signed.....
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