

Bursledon Parish Council

Minutes of the Full Council Meeting

Minutes of the of Bursledon Parish Council held on Wednesday 29 March 2023 at 7pm at the community library in Bursledon Parish Council.

Members of the Full Council in attendance: Councillors M Garrett (Vice Chair, G Gill, J O'Sullivan, M Penn, & K Whitlock.

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

Members of the Public: None

FC/22/095 Apologies for Absence

Apologies were received and accepted for Cllrs J Rich, T Craig, K House, and S Holes

FC/22/096 Declarations of Interest

There were no declarations of interest.

FC/22/097 Minutes of the Full Council held on Wednesday 25 January 2023

The minutes of the Full Council held on Wednesday 25 January 2023 were received and accepted as a correct record and were signed by the Vice Chair of the Council.

FC/22/098 Questions from the Public

There were no questions from the public.

FC/22/099 Chair's Communications

The Vice Chair thanked all councillors for their work and support during the last four years and reminded councillors of the forthcoming community litter pick.

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

Planning Applications

FC/22/100 74 Devonshire Gardens, Bursledon, Southampton, SO31 8HE
H/23/94577

Description: Retention of single storey rear extension

RESOLVED:

- **No Objection**

FC/22/101 Tanera, Church Lane, Bursledon, Southampton, SO31 8AB -
H/23/94758

Description: Retention of single storey rear extension

RESOLVED:

- **The Council are concerned over development of the property contrary to the Conservation Area Policy.**
- **The Council support the concerns raised by the built heritage officer as it is detrimental to the street scene in the conservation area.**

FC/22/102 The Wellies, Hungerford, Bursledon, Southampton, SO31 8DF -
H/23/94771

Description: Construction of front porch and rear single storey extension to existing bungalow

RESOLVED:

- **No Objection**

FC/22/103 7 Vosper Lane, Bursledon, Southampton, SO31 8NS - H/23/94648

Description: Retention of erecting a veranda

RESOLVED:

- **The Council objects due to the impact of the proposed development on the street scene.**
- **The materials are out of keeping with the original building and surrounding properties.**
- **There is insufficient information regarding the construction.**

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FC/22/104 St Lucia, Salterns Lane, Bursledon, Southampton, SO31 8DH -
H/23/94811

Description: Removal of existing porch in order to construct carport and alteration to fenestration

RESOLVED:

- **No Objection**

FC/22/105 **Internal Auditors Report**

The council received the report of the Councils appointed Internal Auditor for the period November 2022 to February 2023.

The report identified that the Council would have to approve the Financial Risk Assessment and the Asset Register at its meeting in March 2023.

RESOLVED:

- **That the council noted the report and the recommended actions.**
- **The Council noted the updates to the Financial Risk Register.**
- **That the council confirmed it was pursuing the investment of a minimum£85,000 in the CCLA Charities Deposit fund at a current interest rate of 3.3595%**

FC/22/106 **Financial Risk Assessment Update**

Council received an update on the Councils Financial Risk Assessment to 31 March 2023.

The report identified the following update to risks:

- Sickness and Absence Management has been a growing concern and the Council are advised to implement a formalised Sickness and Absence Management Policy
- Lone Working and Staff safety – Council staff have been subjected to unsafe behaviour from residents – The Council are recommended to introduce measures to improve staff safety.
- The Transfer of assets including play areas have been deferred until 2024.
- Outsourcing the Tennis courts to be progressed.

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RESOLVED:

- **The council noted the Financial Risk Assessment report.**
- **The council agreed to support the necessary actions to address the additional risks identified in the report.**

FC/22/107 **Staffing -New Contract of Employment**

The Council received a copy of the proposed new contract of employment to be introduced for all staff other than the Parish Clerk.

The Council were informed that there had been a two-week consultation period with Council staff and no issues had been raised.

RESOLVED:

- **That the new contract of employment should be adopted and given to staff.**

FC/22/108 **Staff Sickness & Absence Policy**

The Council received a report which identified the introduction of a new sickness and absence management procedure.

The report identified a new structure which proposed that:

- After a period of sickness all staff will have a Return-to-Work Interview
- When there have been three sickness periods within 12 months each the member of staff will have a welfare interview.
- The Policy sets out the requirements for self-certification and for FIT notes.
- The report identifies a series of trigger reports which will activate a three-stage process for interviews and linked to the Council's capability policy.
- The Policy is supported by several options to support staff in returning to work.
- The new policy includes the recording of every interview on the Council's Staff management software.

RESOLVED:

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- **To note the report**
- **To adopt the Sickness and Management Policy.**

FC/22/109 Code of Conduct for Staff

The Council received and considered a report containing a Code of Conduct for all staff as referenced in the new contract of employment.

RESOLVED:

That the new Code of Conduct for staff be adopted.

FC/22/110 Lone Working Policy

The Council considered a report regarding the adoption of an updated Lone Working Policy for staff referenced in the new contract of employment.

The Council were made aware of actions taken to address staff concerns aggressive customers and threats of criminal behaviour.

The Council were informed of additional measures for enhancing the safety of staff because of aggressive behaviour and intimidation.

RESOLVED:

- **The Council noted the report and its implications for staff.**
- **The Council agreed that the Council would make further enquiries to enhance measures to protect staff.**

FC/22/111 Equality & Diversity Policy

The Council received and considered a report setting out an Equality and Diversity Strategy for the Council.

RESOLVED:

- That the Equality and Diversity Strategy be adopted.

FC/22/112 Project Management Updates

The Council were informed that the projects were progressing and there had been no significant changes to report at this time.

RESOLVED:

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- **That the report was noted.**

FC/22/113 Asset Register

Council received the asset register from the Councils accounting system for the year ended 31 March 2023.

RESOLVED:

- **That the Asset register was received and agreed for the year ended 31 March 2023.**

FC/22/114 Finance Reports

Council received and noted the schedule of payments for 20 February 2023 and 20 March 2023.

RESOLVED:

- **That the payment schedules were correct and approved for 20 February 2023 and 20 March 2023.**

The Council received the draft budget comparison report on 31 March 2023.

RESOLVED:

- **That the budget comparison report be accepted.**
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FC/22/115 Roll over of funds.

The Council considered a request from the Councils officers to roll over an underspend of £8,000 for tree works which had not been undertaken at the year end.

The works still require to be completed and if the funds are moved to earmarked reserves this will allow the works to be completed in 2023/24.

RESOLVED:

- **That the underspend of £8,000 be transferred for reserves for tree works in 2023/24.**

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FC/22/116 **Working Group Notes**

Council received and noted the Planning & Highways working Group notes for

11 February 2023

22 February 2023,

8 March 2023

FC/22/117 **Close of Meeting**

The meeting closed at 20:10