

Bursledon Parish Council

Minutes of the Council Meeting

Minutes of the of Bursledon Parish Council held on Wednesday 27 September 2023 at 7pm at the community library in Bursledon Parish Council.

Members of the Full Council in attendance: Councillors M Penn, M Garrett, V Figueira, S Holes, K House, and J O'Sullivan.

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

Members of the Public: None

FC/23/034 Apologies for Absence

Apologies were received and accepted for Cllrs G Gill, J Rich, and K Whitlock

FC/23/035 Declarations of Interest

There were no declarations of interest.

FC/23/036 Minutes of the Full Council held on Wednesday 28 June 2023

The minutes of the Full Council held on Wednesday 28 June 2023 were received and accepted as a correct record and were signed by the Chair of the Council.

FC/23/037 Questions from the Public

There were no public present.

FC/23/038 Chair's Communications.

There were no chairs communications.

FC/23/039 Grant Application

The Council considered a request for a grant of from Speed watch.

The application was for £250 towards the purchase of high visibility jackets / vests and a contribution towards the maintenance and insurance of radar detection equipment.

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Signed.....

Dated 25 October 2023

RESOLVED:

- **To refuse the grant at this time as there was no evidence that the service could be delivered in Bursledon at this time.**
- **That the applicant be informed that any future applications should be supported with a plan for where the project could be delivered within Bursledon.**

FC/23/040 Tennis Court Agreement

The Council was to consider the heads of Agreement from Eastleigh Borough Council with reference to the future management of the tennis courts on Long Lane Recreation Ground.

RESOLVED:

- **That this matter be deferred to the next Council meeting for any observations by the Councils solicitors.**

FC/23/041 Allotment Tenancy Agreement

The Council considered a report recommending two amendments to the Allotment Tenancy Agreement.

1. A regulation setting out what the Council considered to be the acceptable level of cultivation required by allotment holders, throughout the year.
2. That that only one plot be allowed per household and not by name only.

RESOLVED:

That the Allotment Regulations be amended as follows:

1. **50% of the allotment must be cultivated in preparation for planting by 31 December.**
2. **75% of the allotment must be cultivated in preparation for planting by 31 March.**
3. **At least 80% of the plot must be planted and cultivated by 31 May.**

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- 4. Failure to comply with the above cultivation standards will result in the issuing of a non-cultivation notice. If the allotment is not brought up to the required standard within six weeks the Council will evict the Tennant.**
- 5. Only one plot is allowed per household.**

FC/23/042 Annual Accounts year ended 31 March 2023

The Council received and noted the external audited Annual Governance and Accounts statement for the year ended 31st March 2023.

The Council received and noted the observation and comments of the External Auditor BDO LLP.

- To approve the actions in response to the observation and comments of the External Auditors.

RESOLVED:

- **The Council received the Audited Annual Governance Statement and Accounts**
- **The Council noted the signing of the Audit by BDO LLP and that there were no comments or recommendations.**

FC/23/043 Risk Assessment

The Council received updated risk assessment on 30 June 2023 and an update on additional risks up to 20 September 2023.

RESOLVED:

- **The Council noted the Risk Assessment on 30 June 2023.**
- **The Council noted the additional risks identified in the report on 20 September 2023**

FC/23/044 Project Updates

The Council received a report updating the Council on projects currently being managed by the Council or scheduled within the current municipal year.

RESOLVED:

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- **The reports were noted, and the report is attached to the minutes.**

FC/23/045 Financial Reports

Council received and noted the schedule of payments for 20 July, 18 August, and 20 September 2023.

RESOLVED:

- **That the payment schedules were correct and approved for 20 July, 18 August, and 20 September 2023.**

FC/23/046 Budget Report on 31 May 2023

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

RESOLVED:

- **That the budget comparison report on 31 August 2023 be noted and accepted.**

FC/23/047 Account for the three months to 30 June 2023.

The Council received the accounts for the three months to 31 August 2023.

RESOLVED:

- **That the accounts for the three months to 30 June 2023**

FC/23/048 Close of Meeting

The meeting closed at 07:35pm.

Project Updates

Report of the Roland Potter (Parish Clerk)

26 September 2023

1. Purpose of the Report

The purpose of this report is informing councils of the progress and status on projects.

Supporting Information

2. Lionheart Way Renovations

The renovations to the ecology park will be completed on 5th October 2025.

- The cap has been placed on the pipe and the gully has been reinstated.
- Additional parts of the gully have been reinstated to reduce the flow.
- The water displacement is from the Tesco site; however, we have no legal recourse for compensation.
- The pond has been scrapped out and reinstated, however contrary to local knowledge the pond is not fed by water from the gully, but from rising water on the site and from neighbouring properties.
- Over 100 metres of fencing have been installed to protect and secure the site.
- The Harris fencing will remain in situation until March 2024, to provide additional protection to the works and allow the infill to settle and harden and for new growth to be established.
- Additional work will need to be budgeted for in the next five years against natural erosion.
- A pond management strategy is being introduced with the advice of ecologists to manage the pond to prevent further infill and to remove none-local species.
- Additional signage will be placed along the new fencing and additional lifesaving measures around the pond.
- The project has been delivered within the budget.

3. Long Lane Pavilion Development

- The pre planning application has been submitted to the Planning authority and the initial feedback has been returned.
- The Project Board will be considering the comments during week commencing 9 October 2023 and amendments will be made to the proposal after considering the comments.
- An additional root survey has been arranged to support the planning application.
- Due to the scheduled closure of the site, we have reduced the number of teams playing on the venue as we are unable to offer a full playing season.

4. Tree Works

- Tree surveys have been completed on Great Down Park, Long Lane Recreation Ground and Piland Wood.
- Works which already have a planning application are being quoted for.
- Depending on funding the works will be implemented based on priority.
- Additional works which require planning applications are being submitted to the planning authority.

5. Play Area Projects

- The initial project proposal has been prepared and there will be a meeting with the project manager week commencing 1 October 2023 to start obtaining quotes.
- The project aims to renovate the best equipment where possible and to consider relocating other quality equipment within the parish.
- Long Lane Recreation Ground – Partial refurbishment
- Woodland Way – partial refurbishment
- King George V – full replacement.

6. Transfer of Assets

- Eastleigh Borough Council (EBC) have enquired about the transfer of two play areas.
- The Councils ground staff visited each site and raised several concerns regarding its condition and installation and requested that these be corrected before transfer.

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- EBC have approached the council again to ask if it is willing to accept the transfer.
- The Council will request and independent ROSPA play inspection before making any recommendation to the Council to accept any transfer.

7. Bursledon Community Library

- See attached business plan.

8. Office IT

- The Council offices are changing over to a new form of broadband line from 4 October 2023.
- Additional works will be made to increase the Councils IT capacity on 29 September.
- Two replacement laptops have been purchased for the deputy clerk and admin officer.
- This project will future proof the council requirements for the next five years.

9. Council Web Site

- The Council web site is currently being re-designed amended by Mrs Hannan and Cllr Garratt to reflect the councils' working practices and link to our services.
- The supporting pages are being populated.
- This project is anticipated to be completed by December 2023.

10. Policy & Legal Issues

- There are no Policy and legal issues at this time, however the final decisions on the transfer of services and the awarding of contracts for the Long Lane pavilion and the Playground renewal will be brought to the council for a final decision.

11. Staffing Implications

There are no staffing implications currently.

12. Financial Implications

- The Council are aware of the identified shortfall on the pavilion project, and this may increase because of the pre-planning advice.
- EBC have been approached about additional funding, however, there has been no response at this time.
- The financial implications will be included in the Councils budget process.

13. Crime and Disorder Implications

There are no crime and Disorder implications.

14. Equal Opportunities Implications

There are no Equal Opportunities Issues associated with this report.

15. Environmental & Climate Change Implications

There are no Environmental and Climate Change implications in this report.

16. Risk Assessment

The risk issues are identified in the report.

17. General Data Protection Regulations

There are no implications for the General Data Protection Act in this report.

18. Recommendations

- **To note the report and make any recommendations.**