



BURSLEDON PARISH COUNCIL

Parish Council Office, The Lowford Centre, Portsmouth Road.
Bursledon Southampton SO31 8ES
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Notice of Meeting

Meeting of Full Council

Time and date: 7:00pm on Wednesday 26 February 2020

Place: The Lowford Community Library, The Lowford Centre, Portsmouth Road, Bursledon,
Southampton, Hampshire

*Members of the public and press are welcome to attend in accordance with the Public Bodies
(Admissions to Meetings) Act 1960*

1	Apologies To receive and consider apologies for absence.	Page No
2	Declarations of Interest 2.1 To receive from members, in respect of any items included on the agenda for this meeting, disclosures of any personal or pecuniary interests in line with the Bursledon Parish Council's Code of Conduct and gifts and hospitality in line with government legislation. Declarations of Interest for District & County Councillors 2.2 District & County Councillors on the Council will make their comments and decisions based upon information available at the time of this meeting. It is accepted that District & County Councillors may come to different decisions in the light of more information being made at District or County Council Planning Meetings.	
3	Minutes To approve the minutes of the Council meeting held on Wednesday 29 January 2019 (Attached).	1 - 15
4	Questions from the Public 4a The Chair will invite members of the public present if they would like to speak or ask any questions on any Local Government matter, not included on the agenda to which an answer will be given or if necessary, a written reply will follow within 10 working days, or the questioner will be informed of the appropriate contact details. 4b The Chair will invite members of the public present to indicate which item on the agenda if any, they would like to speak.	
5	Chair's Communications To receive any communications from the Chair of the Council.	

6	Consultation on the proposed Changes to Hampshire Library Services To consider a response to the Hampshire Library Service Consultation www.hants.gov.uk/library-consultation	16-18
7	Planning Applications	
7a	Application No: H/20/87292 Site Address: SHEARWATER, SALTERNS LANE, BURSLEDON, SOUTHAMPTON, SO31 8DH Description: Alterations and additions comprising single storey rear extension, front porch, extended eaves, rooflights, flue, raised terraces, and alterations to fenestration.	
7b	Application No: C/20/87290 Site Address: MOLE COTTAGE, HIGH STREET, BURSLEDON, SOUTHAMPTON, SO31 8DL Description: Demolition of the existing dwelling and construction of a new family home.	
7c	Application No: F/20/87321 Site Address: WESSEX RADIATORS, PORTSMOUTH ROAD, BURSLEDON, SOUTHAMPTON, SO31 8EP Description: Construction of single storey building in conjunction with existing tyre repair and replacement business. Replacement roof to existing building.	
8	Review of membership of Outside bodies - To receive a report on Outside bodies to which the Council appoint a representative. - To consider which Outside bodies the Council will appoint representatives to in 2102/21	19-20
9.	Financial Risk Assessment - To receive a report on the Councils Financial Risk Assessment. - To note and approve the recommended actions of the of the Councils Financial Risk Assessment.	To be circulated
10	Review of Fees To receive a report on fees and charges for Council services from 01 April 2020.	21-22
11	Finance Reports - To note and approve the schedule of payments 21 January 2020 to 20 February 2020. - To note the cash book summary at 31 January 2020	23 24
12	Staff Appraisals To receive a report on the introduction of core competency appraisal system for Council staff.	To be circulated
13.	The Chair will close the meeting	

Bursledon Parish Council	
Minutes of the Full Council Meeting	
Minutes of the meeting of Bursledon Parish Council held on Wednesday 29 January 2020 at 7.00 pm in Lowford Community Library, The Lowford Centre, Portsmouth Road, Bursledon.	
Members: Cllr S Holes (Chair)+ Cllr M Garrett (Vice Chair) + Cllr T Craig # Cllr K House *	Cllr J O'Sullivan + Cllr B Simon-Hart # Cllr M Penn + (arrived 19.02) Cllr J Rich *
Note: + = Attended, * = Apologies, # = Absent and no apology received.	
Also, Attended Officers of the Council R Potter (Parish Clerk) J Lennon (Administrator) Members of the Public: 0	
FC/20/100	Apologies for Absence Apologies for absence were received and accepted from Cllr House and Cllr J Rich.
FC/20/101	Declarations of Interest Cllr Penn declared a non-pecuniary interest in agenda item 8 as a trustee and board member of the BDCA.
FC/20/102	Minutes of Previous Meeting. The minutes of the Full Council Meeting held on Wednesday 27 November 2019 were agreed by a majority and signed as a correct record.
FC/20/103	Questions from the Public There were no members of the public present.
FC/20/104	Chair's Communications The Chair advised Members that he is continuing to investigate a complaint received from a resident regarding the continued anti-social behaviour centred around the riding of motor cycles down Priors Hill Lane and across King George V playing field to gain access to the woodland, Eastleigh

	Borough Council have been contacted again and the Chair will feed back any information to the Clerk and Councillors. Members were made aware of few resident's adverse comments on a local Facebook page regarding the Parish Councils application to Eastleigh Borough Council to undertake tree work in Lionheart Way ecology park following a tree safety inspection. The Chair will reply on behalf of the Council stating that any application that has been submitted to EBC has been done on Health and Safety grounds in accordance with a requirement from the Parish Councils Insurers that all trees on Parish Land bordering a highway or with public access have to be inspected on a yearly basis. The Clerk will email Members and advise them of the following proposal to make the following changes to the schedule of meetings: April Full Council Meeting to be cancelled. Annual General Meeting will be moved forward to 13th May 2020.
FC/20/105	Cllr Holes handed to Cllr O'Sullivan Chair of the Planning and Highways Committee to Chair the planning section of the agenda.
FC/20/106	Planning Applications Application No: F/19/87032 Site Address: 19 CAMBRIAN CLOSE, BURSLEDON, SOUTHAMPTON, SO31 8GW Description: Front conservatory RESOLVED: By a majority To Object on the following grounds: • Over Development of the site. • Detrimental impact on the street scene • Detrimental impact on the flat above both physically and through light intrusion. • The proposed roof line encroaches on the horizontal boundary of the flat above. Members were also concerned that if this application were passed it would set a precedent and would ask that if Officers are minded to approve this application that it should be referred to the LAC.

FC/20/107	Application No: H/19/87089 Site Address: 14 PALLOT CLOSE, BURSLEDON, SOUTHAMPTON, SO31 8FR Description: Loft conversion to include front and rear dormers plus associated alterations. RESOLVED: By a majority to OBJECT on the following grounds. • That there is inadequate parking provision for the proposed development on this site as identified in EBC residential parking standards SPD. • On street and anti-social parking in this area is already a major concern for residents.
FC/20/108	Council Budget & precept 2020/21 The Council received a report and a draft budget recommended by the Finance Working Group. The recommendations of the Working Group were: • That the budget for 2020/21 as presented be approved. – Total Expenditure £193,077. Income £12,797 a net budget of £180,280 • That funds be identified for the long-term renewal of play equipment. • That the minimum General Reserve be increased to 4 months of income. • That the Precept for 2020/21 be increase by 4% from 63.05 to £65.57 per band D Household. (an increase of approx. 0.22 per month) RESOLVED: • That the recommended budget for 2020/21 be accepted and approved. (attached) • That funds for the long-term replacement of new play equipment would be identified annually and calculated over a period of 15 years. • That the Precept for 2020/21 be increased by 4% from 63.05 to £65.57 per band D Household. (an increase of approx. 0.22 per month)
FC/20/109	Change to BDCA Lease The Council received and considered a report recommending a change to the lease between the Parish Council and the BDCA. The report identified the following points:

	• To amend the current lease with the BDCA to allow the Council to pay rent and charges by ten monthly instalments. • To approve the payment of the Rent and charges in ten monthly instalments based on the Councils approved Budget. RESOLVED: • To approve an amendment to the lease with the BDCA to allow the payment of the rent and charges over ten monthly instalments. • That the repayments will be reviewed in March and July of each year and amended appropriately if required. • That the payment of the rent and charges will commence in April 2020 for a period of ten months, initially at a cost of £910 per month.
FC/20/110	Quotes for Building Works The Council received and considered a report that identified: • The Council proposes to extend the interview room to create additional office space with access directly to the Councils current office. • As required under the terms of the lease the BDCA have agreed to the proposed works and have agreed that the Council will not be required to reinstate these works after the current lease has expired. • The Council attempted to obtain three quotes for this work, but only two quotes were received. • The Council considered the two quotes. RESOLVED: To accept quote 2 at a value of £4555.00 to be funded from identified earmarked reserves.
FC/20/111	Finance Reports The Council received and noted the following Finance reports: • To note and approve the schedule of payments 21 November 2019 to 20 January 2020. • To note the cash book summary at 31 December 2019 RESOLVED: • That the reports were noted. •
FC/20/112	<u>The Meeting closed : 20.05</u>

Signed.....Date.....

Bursledon Parish Council 2020/21 Budget Summary

	2019/20			2020/21
Account Details	Actual 31/01/20	Expected @31/03/20	Budget	Budget
Administration	8,589	8,589	8,392	4,389
Cemetery Income	2,355	3,250	4,640	4,000
Allotment Income	977	1,030	1,150	1,050
Grounds Income	3,109	3,474	2,568	3,358
Developers Contributions	65,070	65,070	65,070	0
Total Income	80,100	81,413	81,820	12,797

Expenditure

Administration	52,283	62,047	67,450	75,595
Civic	1,115	1,469	5,450	1,810
Grants	3,168	3,168	4,700	4,500
Community Development	3,395	3,438	8,037	6,200
Capital Projects	65,070	65,070	65,070	0
Cemetery	447	481	338	494
Allotment	563	596	481	618
Grounds Maintenance	65,583	86,064	88,362	103,860
Total Expenditure	191,624	222,333	239,888	193,077
Net Council Budget	111,524	140,920	158,068	180,280
Contribution to Reserves	-48,158	-18,762	-1,604	0
Precept	159,682	159,682	159,672	180,280
Net Council Budget	111,524	140,920	158,068	180,280

Council Tax Options 2020/21

18/19 Tax level	Tax base	Base Precept	% rise	extra cost per Band D per year	Band D Tax 2020/21	Total Precept 2020/21	EBC Support Gant	Impact on Reserves
No Increase	2,749.43	173,352	0.00	0.00	63.05	173,352	4,057	-6,928
1% Increase	2,749.43	173,352	4.00	2.52	65.57	180,286	4,098	6
1.5% Increase	2,749.43	173,352	1.50	0.98	64.03	176,056	4,118	-4,224
2.% Increase	2,749.43	173,352	2.00	1.28	64.33	176,873	4,138	-3,407
3% Increase	2,749.43	173,352	3.00	1.93	64.98	178,658	4,179	-1,622
4% increase	2,749.43	173,352	4.00	2.60	65.57	180,280	4,219	0
5% Increase	2,749.43	173,352	5.00	3.25	66.30	182,284	4,057	2,004
10% Increase	2,749.43	170,025	10.00	6.63	69.68	191,580	4,057	11,300

Administration**Income**

Cost Code	Account Details	Actual 2018/19	Actual 31/01/19	Expected @31/03/20	Budget 2019/20	Budget 2020/21
100	Precept	136,651	159,682	159,682	159,672	180,280
101	EBC Support Grant	12,042	8,128	8,128	7,972	4,219
105	Office Services	0	289	289	0	0
	Library	132	0	0	200	0
110	Interest	369	172	172	220	170
		12,543	8,589	8,589	8,392	4,389
	Total Income	149,194	168,271	168,271	168,064	184,669

Cost Code	Account Details	Actual 2018/19	Actual 31/01/19	Expected @31/03/20	Budget 2019/20	Budget 2020/21
Parish Office Central Charges						
201	Community Centre Rent	2,000	2,000	2,000	2,000	2,100
202	Service Charges					
202/1	Management Fees /Building Maintenance	2,636	3,548	3,548	2,351	3,600
202/2	Insurance	577	378	378	511	522
202/3	Gas	284	173	818	818	836
202/4	Electricity	914	1,192	1,192	1,533	1,567
202/5	Water	160	192	192	153	156
	Waste Disposal		134	134		150
	Car Park Maintenance		168	168		175
	Total Service Charges	4,571	5,785	6,430	5,366	6,681
205	Property Maintenance	402	139	204	204	208
	CCTV	0	439	650	0	350
	Recycling/Waste	0	64	125	0	125
	Property Costs	0	787	787	0	200
220	Office Costs	415	0	409	409	418
221	Postage	4	95	100	153	156
222	Telephone	1,188	1,270	1,350	767	784
223	Printing & Stationary	591	230	675	613	626
224	Photocopier hire charges	1,401	1,323	1,400	1,400	1,400
225	Broadband	1,280	270	560	560	1,100
226	Equipment Maintenance (& software)	4,034	1,991	3,200	3,000	3,200
	Capital Equipment	2,342	361	361	0	700
	Web Site	0	1,110	1,250	324	1,250
240	Subscriptions	1,893	1,644	1,897	1,900	1,900
250	General Insurance	2,530	3,433	3,433	2,555	3,600
270/1	Transfer of assets	1,734	1,009	1,009	1,066	1,100
270/2	General Legal Fees	2,931	1,625	2,050	2,000	2,050
270	Total Legal Fees	4,665	2,634	3,059	3,066	3,150
276	External Audit Fees	400	0	450	450	450
276/1	Internal Audit Fees	692	325	550	550	550
275	Audit Fees	1,092	325	1,000	1,000	1,000
276/2	Bank Charges	132	103	175	175	175
280	Office Salaries	31,163	28,460	32,538	36,996	38,403
	Pension Costs	0	299	656	5,638	6,548
	Total Staffing costs	31,163	28,759	33,194	42,634	44,951
	Office Staff Training	531	105	250	1,022	1,044
291	Staff Travel	127	203	325	200	250
292	Staff Recruitment	0	0	0	102	100
293	Total Administration costs	60,361	52,283	62,047	67,450	75,595

Civic Expenditure

Cost Code	Account Details	Actual 2018/19	Actual 31/01/19	Expected @31/03/20	Budget 2019/20	Budget 2020/21
300	Newsletter	0	0	0	200	200
305	Chairman's Allowance	105	0	175	200	200
306	Councillor Expenses/ Training	0	190	190	750	500
307	Councillor IT costs	0	341	360	0	360
310	Room Hire	0	0	160	400	200
	Civic projects	0	560	560	0	100
315	Election Costs	0	24	24	3,900	250
	Total Expenditure	105	1,115	1,469	5,450	1,810

Grants

350/1	Small Grants	1,250	268	268	1,800	1,800
350/5	Bursledon Windmill	2,672	2,400	2,400	2,400	2,200
	Bursledon Lunch Club	500	500	500	500	500
	Total Grants	4,422	3,168	3,168	4,700	4,500

Community Development

350/6	HCC Youth Services	333	2,888	2,888	6,333	5,000
	Community Engagement	0	0	0	1,000	1,000
	Lowford Libray	3,053	507	550	704	200
	Total Expenditure	3,386	3,395	3,438	8,037	6,200

Cemetery Service**Income**

Cost Code	Account Details	Actual 2018/19	Actual 31/01/19	Expected @31/03/20	Budget 2019/20	Budget 2020/21
125/1	Burial Fees	5,172	2,355	3,250	4,640	4,000
	Total Income	5,172	2,355	3,250	4,640	4,000

Expenditure (only)						
420	Water Rates	53	41	75	77	79
421	Grounds Maintenance	1,241	91	91	0	100
422	Subscriptions	0	95	95	92	95
423	Software Charges	0	220	220	169	220
424	Staff costs	0	0	0	0	0
425	Capital Costs	0	0	0	0	0
	Total Expenditure	1,294	447	481	338	494

Allotments Service**Income**

Cost Code	Account Details	Actual 2018/19	Actual 31/01/19	Expected @31/03/20	Budget 2019/20	Budget 2020/21
120	Allotment Rents	988	977	1,030	1,150	1,050
	Total Income	988	977	1,030	1,150	1,050

Allotments

Expenditure (only)						
400	Water Rates	310	317	350	317	350
402	Grounds Maintenance	0	84	84	0	100
403	Software Charges		162	162	164	168
404	Staff costs					0
405	Capital Costs					0
	Total Expenditure	310	563	596	481	618

Grounds**Grounds Income**

Cost Code	Account Details	Actual 2018/19	Actual 31/01/19	Expected @31/03/20	Budget 2019/20	Budget 2020/21
130/1	Tennis Courts	415	344	500	250	500
130/2	Cricket Pitch Hire	231	330	330	240	240
130/3	Football Pitch Fees	1,876	2,391	2,600	2,060	2,600
130/5	Other	2,700	25	25	0	0
130/8	Wayleaves	19	19	19	18	18
	Total Grounds Income	5,241	3,109	3,474	2,568	3,358

Grounds

Grounds Expenditure

Cost Code	Account Details	Actual 2018/19	Actual 31/01/19	Expected @31/03/20	Budget 2019/20	Budget 2020/21
	Admin Costs					
	IT	322	892	892		900
	Subscriptions	191	191	191		200
450	Grounds Maintenance	7,045	4,159	6,500	6,643	6,789
451	Vandalism provision	300	0	400	1,022	1,044
452/1	Refuse Collection	468	1,224	300	332	339
452/3	Dog Waste Collection	152	102	150	179	183
455	Pavilion Costs					
455/1	Property Maintenance	5,058	826	1,000	1,022	1,044
455/2	Water Rates	52	20	75	143	146
455/3	Electricity	329	236	700	711	711
455/5	CCTV/Alarm	560	2,567	2,567	307	314
	Hygeine services		260			275
	Cleaning Materials		153			200
	Capital costs	2,617	2,617	2,700	0	0
455	Pavilion Costs	8,616	6,679	7,042	2,183	2,690
	King George V pavillion		4,220	4,500	0	3,000
	Pilands Wood		750	800	0	1,000
	Great Down Park - Gulley cleaning		200	600		800
460	Equipment Costs	0				
460/1	Equipment & Maintenance	1,662	2,992	3,050	3,219	3,290
460/3	Vehicle Fuel & Maintenance	1,583	3,025	3,500	2,198	2,246
460/4	Vehicle Insurance	1,051	1,051	1,051	1,124	1,149
460	Equipment Costs	4,296	7,068	7,601	6,541	6,685
465	Tree Inspections	4,210	3,290	3,290	6,000	3,000
	Tree Maintenance	1,347	150	5,000	4,000	3,000
465	Tree Costs	5,557	350	1,000	0	1,000
470	Staff Costs	37,770	35,668	46,000	51,429	59,949
	Pension costs	0	944	1,785	7,868	10,809
470	Total Staff Costs	37,770	36,612	46,000	59,297	70,758
471	Staff Training	790	490	490	1,533	1,567
472/1	Protective Clothing	996	183	900	256	262
472/2	Staff Travel	0		0	20	20
472/3	Staff costs/ uniform	0	356	356	0	250
472/4	Health & safety	11		250	256	262
472/5	Telephone	0		0	0	0
472/6	Tree warden membership		100	100	100	100
472	Staff Overheads	1,007	639	1,606	632	894
480/1	Signage	0		0	0	0
480/2	Bins & benches	0		0	0	0
480/3	Playground Renewal (15yr)	0		0	0	2,111
	Total Grounds Expenditure	66,001	65,583	86,064	88,362	103,860

Projected Reserves Summary		
Anticipated Reserves	31/03/2020	31/03/2021
Opening Reserves	184,787	203,549
Add Expected Income	241,095	193,077
less Expected Expenditure	222,333	193,077
Transfers from Reserves		0
Forecasted Reserves	203,549	203,549
Earmarked Reserves		
Community Centre	0	0
Long Lane Rec Car park	3,235	735
Elections	7,000	7,250
Capital projects	126,182	126,650
Playground renewal Budget - 15 Asset Reserve	0	4,555
Library Grant	73	0
County Councillor Grant	2,700	0
Total Ear marked Reserves	139,190	139,190
Minimum General Reserve	64,359	64,359
Total Earmarked and Minimum Reserve	203,549	203,549
Additional General Reserve	0	0
Forecast Total Reserves	203,549	203,549

Project Details	Location	Estimated Cost	Funding	2019/20	2020/21	2021/22	2022/23	2023/24	Post 2024
Renovation of pavilion	Long Lane Recreation Ground	500,000	DC						400,000
Fuel tank and security Pavillion	Long Lane Recreation Ground	3,500	BPC	3,500					
Security fencing - Pavillion	Long Lane Recreation Ground	5,000	BPC	0					
Drainage on Recreation Ground	Long Lane Recreation Ground/ Great Down Park	102,500	U/K		2,500				100,000
Ceiling projector and screen	Lowford Libray	1,800	County Councillor Contibution						
Play area refurburbishment	Long Lane Recreation Ground	65,000	DC	17,000		24,000	24,000		
Play area refurburbishment	Woodlands way	50,000	DC	14,000		18,000	18,000		
Play area refurburbishment	Piland Way Open Space	35,000	DC	35,000	15,000				
Play area refurburbishment	King George V Playing Fields	50,000	DC				25,000	25,000	25,000
Reinstatement of Ecology Park	Lionheart Way Ecology Park	78,000	DC		74,560				
Additional tennis Court	Long Lane Recreation Ground	50,000	U/K						50,000
Renovation of Tennis Court surface	Long Lane Recreation Ground	17,500	BPC						17,500
Healthy Walking TrimTrail direction signage	Long Lane Recreation Ground	2,500	DC		2,500				
Healthy Walking TrimTrail direction signage	Piland Way Open Space	3,000	DC		3,000				
Healthy Walking TrimTrail - keep fit stations	Long Lane Recreation Ground	12,000	DC		3,000	3,000	3,000	3,000	
Healthy Walking TrimTrail - keep fit stations	Long Lane Recreation Ground	12,000	DC		3,000	3,000	3,000	3,000	
Mobile CCTV Cameras	Shared EBC contribution to tackle fly tipping	17,500	DC						17,500

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

New notice Board	King George V Playing Fields	750	County Councillor Contribution	0					
Interpretation Boards renovations	Bursledon Station Woods	500	BPC					500	
Interpretation Boards renovations	Viewpoint	500	BPC					500	
Interpretation Boards renovations	Lionheart Ecology Park	1,000	DC		1,000				
Ownership Boards	Pilands Wood Open Space	500	BPC		500				
Ownership Boards	Pocket Park	500	BPC					500	
Ownership Boards	Fishers Piece	500	BPC					500	
Ownership Boards	Hungerford Ecology Park	500	BPC					500	
Ownership Boards	Lionheart Ecology Park	500	DC		500				
New bench	Long Lane Rec	500	BPC		500				
New bench	memorial benches	900	County Councillor Contribution						
New Van		15,000	BPC		5,000	5,000	5,000	5,000	
Replacement Mower with flail deck		20,000	BPC			5,000	5,000	5,000	5,000
Extension & Improvements including Storage & showers	Pilands Wood Community Centre	250,000	DC						250,000
Sculpture trail		20,000	DC		5,000	5,000	5,000	5,000	
		1,387,441		71,250	147,551	73,000	89,000	49,500	888,000

Report to Full Council

Report of Roland Potter (Parish Clerk)

Title: Consultation on the proposed Changes to Hampshire Library Services

Author: Roland Potter		Presented: Parish Clerk
Produced for Full Council		Date of Report: 17 February 2020
1	Summary of Key Issues • The Council are requested to prepare a response to the Hampshire County Council consultation on changes to the Hampshire Library Service. www.hants.gov.uk/library-consultation • The Councils attention is particularly drawn to Option 1: the proposal for some library services to be transferred to the community to be run with no County Council support. (see Page 21-22 of the consultation). • The Councils attention is drawn to a letter from the Volunteers/ Friends of Lowford Library. • The Council are required to decide which is the best way to respond to this consultation.	
2.	Legal and Risk Issues Bursledon Parish Council currently has a Strategic Level Agreement with Hampshire County Council to provide a Library service for a period of ten years from 2014 to 2024.	
3.	Financial Implications Bursledon Parish Council currently estimate that they contribute over £8,000 per annum in kind and premises hire to the provision of this service.	
4.	Recommendations • To agree how to respond to the consultation. • To agree a response to the consultation.	

Lowford Community Library
The Lowford Centre
Portsmouth Road
Bursledon
Southampton
SO31 8ES

12th February 2020

To the Clerk of Bursledon Parish Council

Dear Mr Potter

As you are aware, Hampshire County Council are proposing the withdrawal of their support to the Community Library Service in Lowford. As the Parish Council and the Volunteers work in partnership to deliver this essential service we feel that it is important that the council are aware of the views and opinions of the volunteers.

As a group of volunteers we unanimously feel that there is an ongoing need for a library in Lowford and that the services from Hampshire Library Service are essential to deliver this service.

We deliver an essential service which is both cost effective , fit for purpose and in line with Hampshire's Future Vision of Library Services for the following reasons:-

Our footfall continues to increase.

Our performance is comparable with some staffed libraries.

We are the most cost effective and successful of the tier 4 libraries.

We operate as a community hub and host several community groups.

We host local schools, pre-schools and nurseries and plans are in place to increase early years support.

Alternative libraries are not easy to reach, there is no bus service to the suggested alternate libraries.

There is a large influx of family housing being built in the area with the anticipated demand for local infra structure.

Hampshire County Council's suggestion is that Lowford Community Library should become an Independent Community managed library, however research indicates that individual community libraries deliver a piecemeal service which is not as effective or sustainable as a network of statutory supported services.

In addition Lowford, because of the lease agreement between BDCA and Bursledon Parish Council, would not have the opportunity to raise revenue by room hire as is possible by the other tier 4 and community managed libraries.

It would therefore not be sustainable.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'J Haynes', followed by '(Mrs)' in a more formal, slightly larger script.

Janet Haynes (Mrs)

Chair – Lowford Community Library

Report to Full Council

Report of: Roland Potter (Parish Clerk)

Title: Review of membership of Outside bodies 2020/21

Author: Roland Potter		Presented: Chair of Full Council	
Produced for Full Council		Date of Report: 17 February 2020	
1	Summary of Key Issues • The Council are requested to consider the future representation to outside bodies as a result of a new request. • We have received a request for a representative to attend a meeting of the Three Rivers Community Railway Partnership • To agree which outside bodies to appoint representatives to.		
2	The Council is currently represented on the following Outside bodies		
	Organisation		Representative
	Bursledon & District Community Association		Not decided review of status.
	Bursledon Windmill Joint Management		Cllr J O’Sullivan
	Eastleigh District Association of Local Councils (EDALC)		Chair of Council/ Vice Chair of Council
	Eastleigh Passenger Transport Forum		Cllr B Simon-Hart
	Hamble River Estuary Partnership		Cllr Garrett, Cllr J Rich (Deputy)
	Hamble School Leisure Facility Management Committee		Cllr T Craig
	Youth Options		Cllr J Rich
	River Hamble Management Committee (Observer)		Cllr M Garrett
	River Hamble Valley Forum		Cllr J Rich (temporary)
	Pilands Wood Community Association		Parish Clerk
	Pilands Wood Community Partnership		Cllr T Craig
	QE2 Activity Centre		Cllr T Craig
3.	Three Rivers Community Railway Partnership The Council Has received an invitation to join the Three Rivers Community Railway Partnership.		

	The Steering Group meets twice a year and consists of County, District and Unitary authorities, train operators, the University of Southampton, The Association of Community Rail Partnerships and Blue Star Buses representatives. Its role is to advise and monitor the officers on development of the partnership's business plan and activities to increase rail usage, improve stations, publicise rail information, improve access to and from stations, build community cohesion around stations and act as a voice for the community. If the Council wished to join this group, we are required to provide the following information. 1) What can you bring to the partnership in terms of funding or in-kind support? 2) Would you be willing to be included on our e mail distribution list for updates about our activities?
4	Legal, Policy and Risk Issues There is no legal requirement to be a member of any of the above groups. However, as we are providing funding for Youth Options, Bursledon Windmill and are the landlords of the Pilands Wood Community Centre, it would be prudent to be represented on these three groups.
5	Financial Implications There are currently no Financial Implications regarding providing representatives to the above list.
6.	Recommendations • To review if the Council wish to supply representative to the outside bodies. • To consider providing a representative to the Three Rivers Community Rail Partnership.

Report to Full Council

Report of Roland Potter (Parish Clerk)

Title: Review of Fees and Charges 2020/21

Author: Roland Potter		Presented: Parish Clerk	
Produced for Full Council		Date of Report: 30 January 2020	
1	Summary of Key Issues To review of fees in line with the Councils 2020/21 budget calculation.		
2	Current Charges	19/20 plus VAT	20/21 plus VAT
	Allotment Fees per square metre	0.35p	0.36p
	Tennis Court – Private Hire	£2.60 per hour per court	£2.70 per hour per court
	Football Pitch: Seniors	£53	£55
	Football Pitch: Juniors	£27	£28
	Football Pitch: Deposit for one off use	£50	
	Cricket pitch - Evening Rate	£22	£23
	Cricket Teams – Day Rate	£64	£65
	Cricket Teams - Children	£27	£28
	Pavilion Hire -	£25	£26
3.	Cemetery Fees		
		2019/20	Revised Fees
	Purchase of Exclusive Right of Burial 75 years (Residents Only)		
	Purchase of child grave space (6 months to 12 years)	£400	£405
	Purchase of adult grave space (12 years and above)	£710	£720
	Cremation plot	£285	£290

	Burial Fees*		
	Infant (still born or aged under 6 months)	No Charge	No Charge
	Child interment	No Charge	No Charge
	Adult interment	£425	£430
	Cremation Fees*		
	Cremated remains	£106	£110
	Memorial Fees*		
	Right to erect a memorial	£160	£160
	Additional inscription	£32	£32.
	Right to affix a plaque to the memorial wall	£27	£27
	*Non-Resident fees where applicable are twice the above fees		
4	Legal and Risk Issues There are no legal or Risks associated with this report		
5	Financial Implications The Financial implications are set out in the report.		
6	Recommendations To approve the new scale of fees and charges from 1 April 2020.		

Paid Expenditure over £100.00

Start of year 01/04/19

Cheque	Paid date	Tn no	Net	Cttee	Details	Heading
DVLA	06/01/20	1438	£260.00	Groun	DVLA	Road Tax for Parish Council Pick Up 405/1/3
Wicksteed	20/01/20	1324	£6,250.00	Old A	Wicksteed Leisure Ltd	Balance due, tn 1241 - Installation 6060 - 060 Pilands Wood new Play Area 1500/1
CBA Treea	20/01/20	1419	£270.00	Groun	CBA Trees	Submission of tree work applications to EBC Long Lane, Great Down Park, Lionheart Way 420/8/1
Vision ICT	20/01/20	1424	£840.00	Admin	Visionict	Annual fee for website administration 217/2
Office Furniture	20/01/20	1430	£502.00	Commu	Office Furniture and Interiors Ltd	Library meeting table x1 and 8 meeting room chairs 365/1/5
EBC	20/01/20	1431	£165.00	Groun	Eastleigh Borough Council	Drain Clearance Great Down Car Park 450/5
EON	20/01/20	1440	£319.76		E.ON Energy Solutions Ltd	Pavilion Electrictiy Charges un received bills King George V 430/1/2/2
CBA Treea	20/01/20	1444	£895.00		CBA Trees	Tree health and safety audit 470/3/1
DD SOS Systems 20021	14/02/20	1455	£216.72	Admin	SOS Systems Ltd	Quarterly lease charge 15.2.20 to 14.5.20 212
D J Bentall	19/02/20	1462	£125.00	Groun	D J Bentall	Expenses February Contribution towards work boots 402/1
EBC	20/02/20	1320	£233.80	Old A	Eastleigh Borough Council	Trade Waste Collection x 2 1100ltr containers Long Lane 1452/1
EBC	20/02/20	1432	£233.80	Groun	Eastleigh Borough Council	Trade Refuse Collection 2 x 1100 ltr Long Lane Recreation Ground 420/7/2/1

Financial Summary - Cashbook

Summary between 01/04/19 and 31/01/20 inclusive.

Balances at the start of the year

Ordinary Accounts

EBC Deposit Account	£68,645.33
Petty Cash	£60.00
Unity Trust Bank	£116,771.90
Total	<u>£185,477.23</u>

RECEIPTS	Net	Vat	Gross
Parish Office Central Charges	£176,044.18	£57.80	£176,101.98
Cemetery Services	£1,355.00	£0.00	£1,355.00
Allotments	£976.80	£0.00	£976.80
Grounds Maintenance	£67,106.16	£5.00	£67,111.16
Total Receipts	<u>£245,482.14</u>	<u>£62.80</u>	<u>£245,544.94</u>

PAYMENTS	Net	Vat	Gross
Parish Office Central Charges	£52,653.34	£1,383.44	£54,036.78
Civic Expenditure	£1,114.79	£133.90	£1,248.69
Grants	£3,168.00	£0.00	£3,168.00
Cemetery Services	£447.35	£0.00	£447.35
Allotments	£1,393.40	£0.00	£1,393.40
Grounds Maintenance	£128,666.00	£853.91	£129,519.91
Community Development	£3,395.95	£100.49	£3,496.44
Old Accounts	£593.09	£18,148.67	£18,741.76
Total Payments	<u>£191,431.92</u>	<u>£20,620.41</u>	<u>£212,052.33</u>

Closing Balances

Ordinary Accounts

EBC Deposit Account	£68,817.41
Petty Cash	£60.00
Unity Trust Bank	£150,092.43
Total	<u>£218,969.84</u>

Reserve Balance	
Community Centre	£4,490.56
Long Lane Rec Car Park	£3,235.00
Elections	£7,000.00
Projects from previous Year	£0.00
Machinery & Capital Reserves	£123,000.00
Library Grant	£575.00
County Councillor Grant	£2,700.00
Reserves total	<u>£141,000.56</u>

Signed _____

