



BURSLEDON PARISH COUNCIL

The Lowford Centre, Portsmouth
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To All members of the Council

Councillor M Penn (Chair)

Councillor S Holes (Vice-Chair)

Councillor V Figueira

Councillor K House

Councillor J O'Sullivan

Councillor A Pencheva

Councillor J Rich

Councillor K Whitlock

21st May 2025

Dear Councillor

Full Council Wednesday 28 May 2025

You are hereby summoned to attend the meeting of the Full Council of Bursledon
Parish Council on:

Date: **Wednesday 28 May 2025** Time: **7.00 pm**

Place: Bursledon Community Library

Yours Sincerely

S Hannen

Sue Hannen

Parish Clerk

Bursledon Parish Council
Agenda Annual Full Council
Wednesday 28 May 2025 at 7pm

1. Election of Chair of the Council

To elect the Chair of the Council for the year 2025/26

2. Election of Vice-Chair of the Council

To elect the Vice-Chair of the Council for the year 2025/26

3. Apologies for Absence

To receive and consider apologies for absence.

4. Declarations of Interest

To receive from members, in respect of any items included on the agenda for this meeting, disclosures of any personal or pecuniary interest in line with the Parish Councils Code of Conduct and gifts and hospitality in line with government legislation. Borough & 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 Borough & County Councillors may come to different decisions in the light or more information being made at Borough or County Council Planning Meetings.

5. Minutes of Previous Meetings.

To receive and approve the minutes of the Council meeting held on Wednesday 26 March 2025 as a correct record of the meeting.

6. Questions from the Public

The Chair will invite members of the public who have registered 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 ten working days, or the questioner will be informed of the appropriate contact details.

The Chair will invite members of the public who have registered to indicate which item on the agenda if any, they would like to speak.

7. Declaration of a Councillor vacancy

To declare a Councillor vacancy in accordance with the Local Government Act 1972 S.85 vacation of office due to failure to attend meetings by Cllr Garrett.

8. Appoint councillors to committees and working groups.

To appoint councillors to the:

- Finance & Asset Management Working Group
- Staffing Committee

9. Appointment to Outside Organisations

To agree representative to outside organisations.

10. Calendar of Meetings

To agree the calendar of meetings for 2025/26.

11. Review of delegation arrangements

To confirm the Scheme of delegation to the Parish Clerk.

12. Review of Council Standing Orders

To note changes and adopt the Councils Standing Orders.

13. Review of Council Financial regulations

To note changes and adopt the Councils Financial Regulations

14. Annual Internal Audit Report

To receive and approve the Internal Audit Report for 2024/25

15. Review the effectiveness of Internal Controls & Internal Audit 2024-2025

To complete the annual review of effectiveness of Internal Controls & the Internal Audit.

16. Conflict of Interest with BDO LLP

To confirm there are no conflicts of interest with the external auditor BDO LLP

17. Annual Governance Statement

To review and approve Section 1 Annual Governance Statement 2024-2025

18. Annual Accounts and AGAR 2024/25

To review and approve Section 2 Accounting Statements 2024-2025

19. Exercise of Public Rights Notice 2025

To Approve the Dates For The Exercise Of Public Rights 2024-2025 Commencing From 3rd June 2025 To 14th July 2025

20. To Appoint Internal Auditor

To review the independence and approve the appointment of Mulberry Local Authority Services for 2025/26.

21. Finance

- To review Council subscriptions for 2025/26.
- To approve the list of direct debits and Standing orders for 2025/26.

- To note the schedule of payments for 17 April, 22 April and 20 May 2025.
- To note the end of year cash book reconciliation 31st March 2025.
- To note the end of year Asset List 31st March
- To note the budget report 30th April 2025.
- To note income and expenditure 30 April 2025.

22. Asset Transfers

To receive the report from the working group and consider the recommendations for assets to be transferred.

23. Pavilion Project update

To receive an update report on the progress of the Long Lane Pavilion project and approve related actions.

24. Planning Applications

Application No: [F/25/99169](#)

Address: Land adjoining 4 Brookfield, Providence Hill, Bursledon.,

Description: Construction of a 68-bed care home (Use Class C2) and 3 x close care cottages (Use Class C3 Age Restricted) with associated access, internal access roads, parking, landscaping and infrastructure (revision to application ref. F/24/97312)

Application No: [H/25/99240](#)

Address: 2 ASHLEY COURT, PROVIDENCE HILL, BURSLEDON, SOUTHAMPTON, SO31 8AT

Description: single Storey rear extension & new front porch

Application No: [H/25/99136](#)

Address: 26 SUNNYFIELD RISE, BURSLEDON, SOUTHAMPTON, SO31 8FA

Description: Single Storey Rear Extension with Flat Roof

Application No: [H/25/99030](#)

Address: RIVER BARN, SALTERNS LANE, BURSLEDON, SOUTHAMPTON, SO31 8DH

Description: Construction of front porch, detached garden store and extension to existing car port.

Application No: [H/25/99226](#)

Address: 34 POUND ROAD, BURSLEDON, SOUTHAMPTON, SO31 8FE

Description: Front Porch Extension

Application No: [H/25/99341](#)

Address: BADNAM COTTAGE, HIGH STREET, BURSLEDON, SOUTHAMPTON, SO31 8DJ

Description: Demolition of two existing garages and two existing outbuildings and replacement with one double garage and two attached outbuildings.

25. Policies

To receive and approve a vexatious contact policy

26. Request to keep bees on Lionheart Way Ecology Park

To consider an application from a resident to keep bees on Lionheart Way Ecology Park

27. To exclude the press and public and to consider exempt business **Under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) "that as publicity would be prejudicial to the public interest because of the Confidential nature of the business about to be transacted at Agenda Items 11 regarding the contractual sensitivity and personal nature it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting, and they are herewith instructed to withdraw."**

28. To consider and approve Staffing related matters

29. Close of the Meeting