

Bursledon Parish Council

Minutes of the Full Council Meeting

Minutes of the of Bursledon Parish Council held on Wednesday 28 May 2025 at 7pm at the community library in Bursledon Parish Council.

Members of the Full Council in attendance: Councillors M Penn, S Holes, V Figuera, J O’Sullivan, A Pencheva and K Whitlock.

Officers of the Council Present: Sue Hannen (Parish Clerk), Amy Hobbs (Deputy Clerk and RFO)

Members of the Public: 6 including M Garrett

FC/25/001 **Election of Chair of the Council**

Cllr Holes proposed, and Cllr O’Sullivan seconded that Cllr Penn be elected as Chair to the Council.

RESOLVED

- **Cllr Penn was elected as the chair of the Council for the municipal year 2025/26.**

FC/25/002 **Election of Vice Chair of the Council**

Cllr O’Sullivan proposed, and Cllr Penn seconded that Cllr Holes be elected as Vice Chair to the Council.

RESOLVED

- **Cllr Holes was elected as the vice-chair of the Council for the municipal year 2025/26.**

FC/25/003 **Apologies for Absence**

Apologies were received from Cllrs K House and J Rich.

FC/25/004 **Declarations of Interest**

There were no declarations of interest.

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FC/25/005 **Minutes of the Full Council held on Wednesday 26 March 2025**

The minutes of the Full Council held on Wednesday 26 March 2025 were received and accepted as a correct record and were signed by the Chair of the Council.

FC/25/006 **Questions from the Public**

A resident requested an update on the HCC works on the installation of a cycle path along the A27. The recent changes to the road layout are currently unsigned and confusing. Cllr Holes advised that Hampshire County Council had rescheduled completion of the works and that he will find out further information and report back on the intended final layout and dates and request appropriate signage.

FC/25/007 **Declaration of a Councillor Vacancy**

The Council declared a Councillor vacancy in accordance with the Local Government Act 1972 section 85, vacation of office due to failure to attend meetings by Councillor M Garrett.

FC/25/008 **Appointment of Councillors to committees and working groups.**

The Council considered membership of the following working groups and committees:

- Finance & Asset Management Working Group
- Staffing Committee

RESOLVED:

The membership was agreed to be:

- **Finance and Asset Management Working Group – Cllrs M Penn, S Holes, K House and J O’Sullivan.**
- **Staffing Committee – Cllrs M Penn, S Holes and J O’Sullivan,**

FC/25/009 **Appointment to Outside Organisations**

The Council received and considered a report identifying possible organisations which require representatives.

RESOLVED:

That the following appointments be made

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Bursledon & District Community Association – Cllr M Penn.

Hamble River Estuary Partnership – Cllr S Holes

River Hamble Management Committee – Cllr S Holes

Pilands Wood Community Association – Parish Clerk

FC/25/010 Calendar of Meetings

The Council received and considered a schedule of meetings for Full Council, Finance Working Group and Staffing Committee.

RESOLVED:

To change the date of the Annual meeting of the Council to the 20 May 2026 and to adopt the amended calendar.

FC/25/011 Review of Delegation Arrangements

Council received and considered a report setting out the current scheme of delegation to the Councils Officers.

RESOLVED:

- **That the scheme of delegation be adopted.**

FC/25/012 Review of Council Standing Orders

The council received and noted a change regarding committees and working groups. Cllr Holes proposed, and Cllr Figuera seconded that proposed changes to Standing orders should be adopted.

RESOLVED:

- **The Council approved the amendment and adopted Standing Orders.**

FC/25/013 Review of Council Financial Regulations

The council received and noted changes to the Council's Financial Regulations. Cllr Holes proposed, and Cllr Figuera seconded that proposed changes to Financial Regulations should be adopted.

RESOLVED:

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- **The council agreed to adopt the changes to the Financial Regulations.**

FC/25/014 Annual Internal Audit Report

The Council received and approved the Internal Audit report for 2024/25.

RESOLVED:

- **To approve Internal Audit report for 2024/25.**

FC/25/015 Review of the Effectiveness of Internal Controls and the Internal Audit 2024-25

- The Council confirmed the effectiveness of Internal controls and the Internal Audit.

RESOLVED:

- **To confirm the effectiveness of Internal controls and the Internal Audit.**

FC/25/016 Conflict of Interest with the external auditor BDO LLP

The Council were asked to confirm there were no conflicts of interest with the external auditor BDO LLP.

RESOLVED:

- That there were no conflicts of interest.

FC/25/017 Annual Governance Statement – Section 1

The Council read and considered the points on the Annual Governance Statement

RESOLVED:

- **That the Annual Governance was correct and approved.**

The Chair of the Council Cllr M Penn signed the Governance Statement.

FC/25/018 Annual Accounts and AGAR 2024/25 – Section 2

The Council read and considered the points on the Annual Accounts and the AGAR for the year ended 31 March 2025.

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RESOLVED:

- **That the Account and the AGAR for the year ended 31 March 2025 was correct and approved.**

The Chair of the Council Cllr M Penn signed the Governance Statement.

FC/24/019 Exercise of Public Rights Notice 2025

The Council read and noted the Annual Accounts Notice for the year ended 31 March 2025.

RESOLVED:

The Council approved the dates for the exercise of public rights 2024-25 from 3rd June 2025 to 14th July 2025.

FC/25/020 To Appoint an Internal Auditor

The Council confirmed the independence of and approved the appointment of Mulberry Local Authority Services as the Internal Auditor for 2025/26.

RESOLVED:

- That Mulberry Local Authority Services be approved as the Internal Auditor for 2025/26.

FC/25/021 Council Subscriptions

The Council received a schedule of subscriptions for 2025/26.

RESOLVED:

- **That the schedule was correct and was approved for 2025/26.**

FC/25/022 Direct Debits and Standing Orders 2025/26

The Council received a schedule of Direct Debits and Standing Orders for 2025/26.

RESOLVED:

- **That the schedule was correct and was approved for 2025/26.**

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FC/25/023 **Schedule of Payments**

Council received and noted the schedule of payments for 17 April, 22 April and 20 May 2025.

RESOLVED:

- **That the payment schedules were correct and approved for 17 April 2025, 22 April 2025 and 20 May 2025.**

FC/25/024 **Finance Reports**

The Council received and noted the following finance reports

- 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.

FC/25/025 **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)

RESOLVED:

Following a lengthy discussion Bursledon Parish Councillors had no objection to this application. (As members of the Local Area Committee, Cllrs Holes and O'Sullivan abstained from the vote)

Application No: H/25/99240

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

Description: single Storey rear extension & new front porch

RESOLVED:

Councillors had no objection to this application

Application No: H/25/99030

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

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

RESOLVED:

Councillors had no objection to this application but asked that the following conditions be attached should be approval be given; No subdivision, habitable space to be associated with the main building only and no business use.

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.

RESOLVED:

Councillors had no objection to this application but asked that should be approval be given the following conditions be attached; No subdivision, habitable space to be associated with the main building only and no business use.

FC/25/026 Asset Transfers

The Council received and considered the recommendations from the Asset transfer working group for assets that should be transferred and reasons for others not to be transferred.

RESOLVED:

To express an interest to Eastleigh Borough Council in the transfer of Land at Cunningham Gardens.

FC/25/027 Pavilion Project update

The Clerk reported that the Pavilion build was now complete and had been delivered within the expected timescale and within budget. The formal

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handover from the developer was expected within the next few days once the practical completion certificate had been issued.

FC/25/027 **Vexatious Contact Policies**

The Council received a vexatious contact policy.

RESOLVED:

The Council received and approved the Vexatious Contact Policy

FC/25/028 **Request to keep bees on Lionheart Way Ecology Park**

The Council considered a request from a resident to keep bees on Lionheart Way Ecology Park.

RESOLVED:

To reject the request to keep bees on the Lionheart Way Ecology Park but to have the resident to meet with the Grounds team to see if a more suitable location could be agreed.

FC/25/029 **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 regarding staffing related matters 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."**

FC/25/030 **The Council considered and approved staffing related matters**

FC/25/031 **Close of Meeting**

The meeting closed a 09:00 pm.