

Bursledon Parish Council

Minutes of the Extraordinary Full Council Meeting

Minutes of the Extraordinary Meeting of Bursledon Parish Council held on Wednesday 29th April 2026 at 7:30pm at Bursledon Community Library.

Members of the Full Council in attendance: Councillors, S Holes, P Baxter, S Hoare, K House, M Ndongo Owona, J O’Sullivan, M Minns-White and A Pencheva

Officers of the Council Present: James Atkinson (Clerk), Dan Bentall (Lead Groundman)

Members of the Public: 0

FC/25/131 Apologies for Absence

Council received apologies from Cllr M Penn & Cllr Craig.

RESOLVED: That the apologies received be accepted.

FC/25/132 Declarations of Interest

There were no declarations of interest.

FC/25/133 Minutes of the Previous Meeting

The minutes of the Full Council meeting held on Wednesday 25th March 2026 were received.

RESOLVED: That the minutes of the Full Council meeting held on Wednesday 25th March 2026 be approved as a correct record and signed by the Chair of the Council.

FC/25/134 Questions from the Public

There were no questions from members of the public.

Cllr M Ndongo Owona arrived – 7:34pm

Bursledon Parish Council Full Council Meeting Wednesday 29 April 2026

Signed.....

Dated.....

FC/25/135 Kiosk Working Group Terms of Reference

Council received a report asking Members to note the Terms of Reference agreed by the Telephone Kiosk Working Group and to confirm the initial Council membership of the Group.

Members noted that the Working Group had met on 15 April 2026, that Cllr Baxter had been elected as Chair, and that the role of Vice Chair had been left vacant. Members also noted that additional non-Council membership may be recommended once consultation has produced proposals for consideration.

RESOLVED: To note the Terms of Reference agreed by the Telephone Kiosk Working Group and to confirm the Council members of the Group as Cllrs Hoare, Baxter and Ndongo Owona.

FC/25/136 Grounds Maintenance Vacancy and Recruitment Proposal

Council received a report setting out the current vacancy within the Grounds Maintenance team, the outcome of the previous apprenticeship approach, the operational need to restore the team to its previous level ahead of the main growing season, and the proposed salary and budget implications. Members also discussed the possibility of the Council continuing to offer an apprenticeship placement in the future. It was noted that while the current vacancy requires an experienced operative who can contribute immediately, the Council remains supportive of apprenticeship opportunities where these can be properly supervised and aligned with operational capacity.

Members noted that the post was proposed to be advertised at SCP 13, £31,410 per annum, subject to the 2026/27 annual pay award, on a 40-hour per week contract. Members further noted that the approved budget provision for the post was £26,437 and that the additional cost would be met from the previous year's Grounds Maintenance underspend.

RESOLVED: To approve the recruitment of a Grounds Maintenance Operative at SCP 13 (£31,410 per annum, subject to the 2026/27 pay award) on a 40-hour per week contract; to note that the additional cost above existing budget provision will be met from the previous year's Grounds Maintenance

Bursledon Parish Council Full Council Meeting Wednesday 29 April 2026

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

underspend; and to delegate authority to the Clerk to undertake the recruitment process and make an appointment.

FC/25/137 Exclusion of Press and Public

RESOLVED: *That the press and public be excluded from the meeting for the following business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.*

FC/25/138 Proposed Transfer of Land from Eastleigh Borough Council to Bursledon Parish Council

Council received a confidential report and supporting legal documentation relating to the proposed transfer of land from Eastleigh Borough Council to Bursledon Parish Council, including Bursledon Green Open Space, Woodlands Way Amenity Land and Hamble Lane / Cunningham Gardens Land.

Members considered the current position, the solicitor's advice, the operational and financial implications of ownership, the legal structure of the proposed transfers, and the request from Eastleigh Borough Council for the Parish Council to commence interim grass cutting pending legal completion.

In relation to Bursledon Green Open Space and Woodlands Way Amenity Land, Members considered that these sites were capable of proceeding, subject to the legal documentation provided and any final clarifications or minor amendments agreed by the Clerk in consultation with the Council's solicitor.

In relation to Hamble Lane / Cunningham Gardens Land, Members considered the request for an amended transfer plan excluding the strip of land alongside Hamble Lane, the need for further information from Eastleigh Borough Council's engineering team regarding the outlet adjacent to the balancing pond, and the proposed management of the main open space as an amenity meadow with cut pathways.

RESOLVED: To approve the transfer of Bursledon Green Open Space and, subject to the legal documentation provided and any final clarifications or minor amendments agreed by the Clerk in consultation with the Council's solicitor.

Bursledon Parish Council Full Council Meeting Wednesday 29 April 2026

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

RESOLVED: To approve the transfer of Woodlands Way Amenity Land and, subject to the legal documentation provided and any final clarifications or minor amendments agreed by the Clerk in consultation with the Council's solicitor.

RESOLVED: To authorise any two Councillors to sign the relevant transfer documentation on behalf of the Council in respect of the transfers approved above.

RESOLVED: In respect of Hamble Lane / Cunningham Gardens Land: approve in principle subject to the section along the highway being removed and also to satisfactory confirmation from Eastleigh Borough Council regarding the outlet adjacent to the balancing pond and any required safety measures.

RESOLVED: To authorise any two Councillors to sign the amended transfer documentation on behalf of the Council once the relevant conditions have been satisfied and the Clerk, in consultation with the Council's solicitor and Chair, is satisfied with the revised documentation.

RESOLVED: In relation to interim grass cutting on land due to transfer: To commence grass cutting on those land parcels due to transfer pending legal completion, subject to written permission or authority from Eastleigh Borough Council, confirmation of the insurance position, and completion of appropriate risk assessments before works commence.

RESOLVED: To delegate authority to the Clerk to continue discussions with Eastleigh Borough Council and the Council's solicitor in relation to the proposed transfers, and to record Council's support in principle to the transfer of Windhover Meadows, subject to the necessary plans, legal documentation and a future formal resolution of Council.

FC/25/139 To Exit Closed Session

RESOLVED: That the meeting exit closed session and return to public session.

FC/25/140 Close of Meeting

Bursledon Parish Council Full Council Meeting Wednesday 29 April 2026

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