



Bursledon Parish Council

Minutes of the Annual Full Council Meeting

**Minutes of the Annual Meeting of Bursledon Parish Council held on
Wednesday 20th May 2026 at 7:00pm at Bursledon Community Library.**

Members of the Full Council in attendance: Councillors, M Penn, S Holes, P Baxter, K House, M Ndongo Owona, J O'Sullivan, and T Craig.

Officers of the Council Present: James Atkinson (Clerk), Amy Hobbs (Deputy Clerk and Responsible Finance Officer) Dan Bentall (Lead Groundsman)

Members of the Public: 1

FC/26/001 Election of Chair of the Council

RESOLVED that Cllr Penn be elected Chair of Bursledon Parish Council for the municipal year 2026/27.

FC/26/002 Chairperson Declaration of Acceptance of Office

Cllr Penn signed the Declaration of Acceptance of Office.

The Chair then made a short Health and Safety Statement, confirming the importance of the Council's commitment to the safety of staff, members, volunteers, contractors and the public, and reinforcing the Council's existing Health and Safety Management Policy.

FC/26/003 Election of Vice-Chair of the Council

RESOLVED that Cllr Holes be elected Vice-Chair of Bursledon Parish Council for the municipal year 2026/27.

FC/26/004 Apologies for Absence

Council received apologies from Cllr A Pencheva and S Hoare.

RESOLVED: That the apologies received be accepted.

FC/26/005 Declarations of Interest

None

The Chair encouraged councillors to review their published register of interests and ensure that any necessary updates were submitted and returned promptly.

FC/26/006 Minutes of Previous Meetings.

RESOLVED that the minutes of the Extraordinary Council Meeting held on 29 April 2026 be approved as a correct record and signed by the Chair.

FC/26/007 Questions from the Public

A resident asked whether Long Lane Car Park could be reopened and referred to the traffic pressures experienced at school drop-off times. The Chair explained that the Council was

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

seeking to strike an appropriate balance, including the need to secure vulnerable sites against unauthorised encampments, particularly at this time of year. The resident also raised concern that staff use of the car park reduced the availability of spaces for residents. Council noted the comments, recognising that parking pressures of this nature are a wider issue across Hampshire.

7:20pm Cllr House and Craig left the meeting

FC/26/008 To Review and Adopt the Scheme of Delegation and associated Terms of Reference.

The Clerk introduced the revised Scheme of Delegation and associated Terms of Reference, explaining that the existing Scheme had been used as the base document and updated to clarify current governance arrangements, delegated powers and planning consultation procedures. Members also considered a minor amendment to strengthen the health and safety wording within the Scheme.

RESOLVED to adopt the revised Scheme of Delegation with the following changes:
Staffing matters: Insert “and CPD” after ‘training’

Health and Safety at Work Act 1974 - move to space above ‘Emergency Planning’

Insert: As the Council’s Competent Person to discharge the Council’s responsibilities under the Health and Safety at Work etc. Act 1974 and its subsequent Regulations and to manage the Council’s liabilities within the Occupiers Liability Acts of 1957 and 1984.

Staffing Committee Terms of Reference: To amend the Delegated Authority given to the Committee by Full Council, at para 6, 6th bullet, to read: “appraisal, continuous professional development (CPD) and training frameworks” and at para 8: insert “and CPD” after ‘training’ and before ‘approval’

FC/26/009 To Appoint Councillors to Committees and Working Groups

It was **RESOLVED** that the following appointments be approved, with any councillors not in attendance to be contacted separately and invited to indicate whether they wished to join any of the Working Groups.

Finance & Asset Management Working Group:

M Penn

S Holes

J O’Sullivan

P Baxter

Planning Advisory Working Group:

S Holes

M Penn

Staffing Committee:

M Penn

S Holes

J O’Sullivan

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M Ndongo Owona

Telephone Kiosk Working Group:

S Hoare

P Baxter

M Ndongo Owona

Environmental Working Group:

S Holes

S Hoare

P Baxter

FC/26/010 Appointment to Outside Organisations

Members considered appointments to outside organisations for the civic year.

RESOLVED that the following appointments be approved:

Bursledon & District Community Association - M Penn

Hamble River Estuary Partnership – S Holes

Youth Projects – Parish Clerk

River Hamble Management Committee – S Holes (Observer)

Pilands Wood Community Association – Parish Clerk

FC/26/011 Calendar of meetings 2026/27

Members considered the proposed calendar of meetings for 2026/27.

RESOLVED to approve the calendar of meetings for 2026/27.

FC/26/012 Review of Council Standing Orders

Members considered the Council's Standing Orders.

RESOLVED to adopt the Standing Orders as presented.

FC/26/013 Review of Council Financial Regulations

Members considered the revised Financial Regulations.

RESOLVED to adopt the Financial Regulations as presented

FC/26/014 Annual Internal Audit Report 2025/26

Members received the Annual Internal Audit Report for 2025/26.

RESOLVED to note and approve the Annual Internal Audit Report for 2025/26.

FC/26/015 Assertion 10 Digital and Data Compliance

Members considered the report regarding Assertion 10 and the Council's digital, data and information governance requirements. It was noted that this related to the Council's publication, accessibility, information governance and transparency arrangements, and that the Council would continue to work on these requirements over the coming year. In response to a question regarding support requirements, it was explained that whilst the

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Council had the technical ability to progress the necessary work, officer capacity and available time could present a resource constraint.

RESOLVED to note the position and agree that the Clerk prepares a proportionate action plan.

FC/26/016 Review of the Effectiveness of Internal Controls and Internal Audit 2025/26

Members considered the appointment of the Internal Auditor for 2026/27 and reviewed the independence of the proposed Internal Auditor.

RESOLVED that the Council reviewed and was satisfied with the effectiveness of its internal controls, independence and internal audit arrangements for 2025/26.

FC/26/017 Conflict of interest with BDO LLP

Members considered whether any conflict of interest existed with BDO LLP as external auditor.

RESOLVED to confirm that no conflict of interest existed with BDO LLP.

FC/26/018 Annual Governance Statement 2025/26

Members considered Section 1 of the Annual Governance and Accountability Return.

RESOLVED to approve the Annual Governance Statement for 2025/26 and that the Chair and Clerk sign the same.

FC/26/019 Accounting Statements 2025/26

Members considered Section 2 of the Annual Governance and Accountability Return.

RESOLVED to approve the Accounting Statements for 2025/26 and that the Chair sign the same.

FC/26/020 Exercise of Public Rights Notice 2025/26

Members considered the proposed dates for the Exercise of Public Rights.

RESOLVED to approve the Exercise of Public Rights period from 3 June 2026 to 14 July 2026.

FC/26/021 To Appoint Internal Auditor

Members considered the appointment of the Internal Auditor for 2026/27.

RESOLVED to appoint Mulberry Local Authority Services as Internal Auditor for 2026/27.

FC/26/022a General Reserve and Earmarked Reserves Review

Members considered the amended reserves position following Internal Auditor advice, together with the current earmarked reserve position and project commitments.

Discussion included the level of general reserves, earmarked reserves, current and emerging projects, and the value of bringing these together through a clearer corporate planning framework.

RESOLVED to agree the new earmarked reserves and to bring a list of projects and priorities to a future meeting for discussion into future strategic planning.

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FC/26/022b To Review Council Subscriptions for 2026/27

Members considered the schedule of Council subscriptions for 2026/27.

RESOLVED to approve the subscriptions for 2026/27

FC/26/022c To Approve the List of Direct Debits and Standing Orders for 2026/27

Members considered the list of direct debits and standing orders for 2026/27.

RESOLVED to approve the list of direct debits and standing orders for 2026/27.

FC/26/022d To Approve Energy Renewal for KGV pavilion

Members considered the proposed energy renewal for KGV Pavilion.

RESOLVED to approve the energy EDF renewal for KGV Pavilion.

FC/26/022e To Note the Schedule of Payments for 20 April and 20 May 2026

Members noted the schedule of payments for 20 April and 20 May 2026.

FC/26/022f To Note the End of Year Cash Book Reconciliation as of 31 March 2026

Members noted the end of year cash book reconciliation.

FC/26/022g To Note the End of Year Asset List as of 31 March 2026

Members considered and noted the end of year Asset List.

FC/26/023 Replacement Ride-on Mower

Members considered the report regarding the replacement of the Council's ride-on mower, including the preferred replacement option and the proposed use of the Machinery & Equipment Earmarked Reserve. It was noted that the current mower had become an operational pressure point in terms of reliability and service delivery. Particularly with the additional sites Council was taking on. Members discussed the relative merits of leasing and loan finance for the purchase, but it was agreed that the replacement should be funded from the Machinery & Equipment Earmarked Reserve.

RESOLVED to approve the purchase of the replacement ride-on mower and to fund the purchase from the Machinery & Equipment Earmarked Reserve

FC/26/024 Unauthorised Encampments

Members received a verbal update regarding the recent unauthorised encampment at King George Recreation Ground, the response taken to date, and the need for a clearer procedure for future incidents.

Discussion included the need to review vulnerable Council sites and whether urgent preventative works should be capable of being progressed under delegated authority where necessary.

RESOLVED to request that officers review vulnerable Council sites and bring back any recommendations and to delegate authority to the Clerk, in consultation with the Chair, to progress urgent preventative works where required.

FC/26/025 Close the Meeting - The Meeting closed at 8:55pm

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