

Bursledon Parish Council

Minutes of the Full Council Meeting

**Minutes of the meeting of Bursledon Parish Council held on Wednesday 29th July
at 7:00pm at Bursledon Community Library.**



Members of the Full Council in attendance: Councillors Holes, Hoare, Baxter, Craig, Ndongo Owona, and O'Sullivan.

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

Members of the Public: 2

FC/26/037

Apologies for Absence

Council received apologies from Cllr Penn, Cllr Minns-White, Cllr House and Cllr Whitlock.

RESOLVED: That the apologies received be accepted.

FC/26/038

Declarations of Interest

Cllr Hoare declared an interest in agenda item 10, Planning Applications, due to living on the same road as the application site. It was noted that this was raised in relation to potential unconscious bias.

FC/26/039

Minutes of the Previous Meeting

The minutes of the Full Council Meeting held on Wednesday 24th June 2026 were received and accepted as a correct record and were signed by the Chair of the meeting.

FC/26/040

Public Participation and Public Questions

No representations or public questions were received on this item.

FC/26/041

Chair's Report

In the Chair's absence, Council received a verbal update under the Chair's Report item from the Vice-Chair.

The update included matters relating to Lands End Road, planning reforms following the Clerk's earlier update, and a formal vote of thanks endorsed by the whole Council to Dan Bentall for his work in maintaining Council services during a period of reduced grounds staffing.

RESOLVED: To note the Chair's Report update.

FC/26/042

Staffing Committee

Council received an update from the Staffing Committee meeting held on Wednesday 8th July 2026.

It was noted that the Staffing Committee had elected Cllr Penn as Chair and Cllr Holes as Vice-Chair for the 2026/27 municipal year. The Committee had also considered current staffing pressures, staff appraisals and development planning, and commissioned an independent staffing structure and benchmarking review to provide an independent assessment of the Council's current staffing structure, capacity, resilience, roles, grading and reporting arrangements, and to ensure that the Council

has the right staffing arrangements in place to support good governance, effective service delivery and the delivery of its future priorities.

Members noted that the Committee had approved a temporary increase of up to five additional Clerk hours per week for an initial period of four months, with the arrangement to be reviewed at the next Staffing Committee meeting.

RESOLVED: To note the update from the Staffing Committee.

FC/26/043

Working Groups

a) Finance Working Group

Council received an update from the Finance Working Group meeting held on Wednesday 22nd July 2026.

It was noted that the Working Group had discussed the current budget position, including an overspend relating to staffing due to employee absence, and considered the need for appropriate staffing contingency provision. Members also noted discussion around the use of reserves, future project funding, developer contributions for KGV Play Area, and additional bank signatories. The Working Group also supported a bottom-up approach to the 2027/28 budget process and agreed to progress further consideration of a transfer to Scribe.

RESOLVED: To note the update from the Finance Working Group.

b) Telephone Kiosk Working Group

Council received the report and recommendation from the Telephone Kiosk Working Group regarding the future use of the telephone kiosk following completion of the refurbishment.

Members noted that public consultation had been undertaken and that responses had been assessed against the Working Group's criteria, including retaining Council ownership, protecting the Grade II listed structure, providing wider community benefit, recognising limited Council management resources, and ensuring long-term sustainability.

At the invitation of the Chair, the two members of the public present were permitted to make brief comments in relation to this item. Members noted the comments made, including a suggestion for community wayfinding/map-based content within the kiosk. Members welcomed the contribution and agreed that, subject to consent and appropriate data protection considerations, the contributor's details could be shared with Greyladyes Arts Foundation to explore the idea further as part of the proposed community arts and wayfinder project

Council considered the Working Group's recommendation that Greyladyes Arts Foundation be treated as the Council's preferred partner to deliver, with others, a community art and way finder project within the kiosk through a Licence to Occupy.

RESOLVED: To agree Greyladyes Arts Foundation as the Council's preferred partner for the future use of the telephone kiosk, subject to a suitable Licence to Occupy and any necessary safeguards regarding ownership, care of the kiosk, insurance, electrical safety, content management and periodic review. To authorise the Clerk to manage and to bring any further matters back to Council where required.

FC/26/044

Providence Hill

Council received a report on the proposed Providence Hill play area and open space, associated with planning application O/17/81166 and subsequent variation V/24/97764.

Members noted that the Section 106 arrangements provide for public open space of up to 0.7 hectares, including a Local Equipped Area for Play (LEAP), together with

developer contributions for play area works, commuted maintenance and supervision. The total contributions identified in the report were £321,290.33, subject to confirmation of transfer and payment arrangements.

A question was raised regarding officer capacity to deliver the project. The Clerk advised that, while the officer team had relevant experience and expertise, the current staffing structure did not provide sufficient capacity to deliver a project of this scale alongside existing operational responsibilities. The Clerk explained that further work would be required to assess delivery options, including internal capacity, external support and how the independent staffing review may inform the Council's future ability to deliver larger projects.

Members discussed the opportunity to secure a substantial new community asset, alongside the need to ensure appropriate legal, technical, financial and operational due diligence before any binding commitment is made.

RESOLVED: To note the information contained within the report and agree in principle to take on the land and future management of the play area and open space, subject to satisfactory legal, technical and financial due diligence and the final transfer arrangements being brought back to Council before any binding commitment is made.

RESOLVED: To authorise the Clerk to prepare and submit a business case to Eastleigh Borough Council for Bursledon Parish Council to deliver the play area and receive the land and associated developer contributions.

FC/26/045

The Coralent

Council considered the request from setWorks Ltd to temporarily store replacement Coralent bricks at the Pavilion compound while environmental testing is undertaken.

Members noted that the original bespoke bricks at Great Downs Park had failed and that setWorks Ltd and Bulmer Brick and Tile wished to test a new batch locally over a period of approximately two to three months in order to replicate local environmental conditions as closely as practicable.

Members discussed the need for any storage to be secure and properly managed, with clear arrangements for access, monitoring, risk, insurance, duration, responsibility and removal of the bricks following testing.

RESOLVED: To approve the temporary secure storage of replacement Coralent bricks at Great Down Park for environmental testing, at no cost to the Parish Council, subject to officer agreement of suitable arrangements regarding security, insurance, risk, site safety, duration, access, monitoring, timeline for the works and confirmation that the Council will not incur costs or liability for the testing process.

FC/26/046

Planning Applications

Council considered the following planning applications and agreed the Council's response to Eastleigh Borough Council.

a) Application Nos: L/26/101635 and H/26/101534

Address: Yewtree Cottage, High Street, Bursledon, Southampton, SO31 8DL.

Requested for consideration by: Cllr Hoare.

Members noted that the proposal appeared to retain the same footprint but raised concerns about the change from the existing conservatory to a more modern form, including the proposed non-white finish, roof lantern and bi-fold doors, taking into account the historic interest of the listed building.

RESOLVED: To object to applications L/26/101635 and H/26/101534 on the grounds that the proposed design and materials would not be sympathetic to the listed building,

its character or its setting. The Council requested that Eastleigh Borough Council considers whether the proposed replacement conservatory preserves or enhances the special architectural and historic interest of Yewtree Cottage, and whether a more appropriate heritage-style design and materials palette should be required.

FC/26/047

IT Policy

Council received the draft Information Technology Policy for approval.

Members noted that the policy sets out expectations for the use of Council IT equipment, systems, email, internet access, data and electronic communications, and is intended to protect Council information, reduce cyber security risk, support good governance and clarify user responsibilities.

RESOLVED: To adopt the Information Technology Policy as presented, with the next review due in July 2027 or earlier if required.

FC/26/048

Finance Reports

Council received and noted the schedule of payments for 20 July 2026.

It was noted that all invoices had been examined, verified and certified by the Responsible Finance Officer.

The schedule of payments totalled £50,675.84, including confidential items totalling £19,039.38.

RESOLVED: To note the schedule of payments for 20 July 2026.

FC/26/049

Bursledon Library Community Outreach Event – Meet the Author

Council received a report on the Meet the Author community event held at Bursledon Library on Wednesday 8th July 2026, featuring local author Aimee Haywood and the launch of her children's book, The Swinging Prince.

Members noted that the event was attended by eleven children with their parents, with total attendance of 30 people including the author, Council staff and library volunteers. The event included a full reading of the book and a question-and-answer session. Nine feedback forms were completed, two signed copies of the book were sold, and the author donated an additional copy to Bursledon Library.

Council noted the positive feedback received and the value of the event in promoting reading, creativity, partnership working and the use of Bursledon Library as an accessible community venue.

RESOLVED: To note the successful delivery of the Meet the Author community event at Bursledon Library on 8th July 2026.

RESOLVED: To record Council's thanks to Aimee Haywood, Council staff, library volunteers and Bursledon School for their support.

FC/26/050

Corporate Plan and Future Planning

Council received a verbal update following its earlier discussion regarding future priorities and the development of a three-year Corporate Plan.

Members noted that a facilitated planning session would be arranged for September to identify the Council's shared priorities, projects and desired outcomes, which would form the basis of the Corporate Plan.

Members were asked to begin considering the Council's priorities for the next three years.

RESOLVED: To note the update and the proposed September planning session.

FC/26/051

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 involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

The meeting entered closed session.

FC/26/052

Update on Proposed Transfer of Land from Eastleigh Borough Council to Bursledon Parish Council – Bursledon Green

Council received a confidential report regarding ongoing land-transfer matters and considered the Council’s position in relation to CAT143 - Bursledon Green.

Members noted that a material issue had been identified in relation to an existing alleged subsidence matter affecting 19 Penelope Gardens, said to relate to two horse chestnut trees located on CAT143. Members further noted that the issue predated the proposed transfer date and that the Council’s solicitor had confirmed that Eastleigh Borough Council would retain responsibility for the existing claim, but that no indemnity would be provided against future claims.

Members considered the legal, insurance, financial, maintenance and operational risks associated with any future transfer of CAT143.

RESOLVED: That CAT143 - Bursledon Green should not transfer to Bursledon Parish Council and should remain with Eastleigh Borough Council.

RESOLVED: To endorse the continuation and completion of the transfer of CAT145 - Pilands and CAT169 - Cunningham Gardens Open Space under the amended TR5.

The meeting exited closed session.

FC/26/053

Close of Meeting

The meeting closed at 8.55pm

The Vice-Chair confirmed that the next meeting of Bursledon Parish Council will be held at Bursledon Community Library on Wednesday 30th September 2026 at 7:00pm.

Signed.....

Dated.....