Bursledon Parish Council

Minutes of the Full Council Meeting

Minutes of the meeting of Bursledon Parish Council held on Wednesday 30th September 2026 at 7:00pm at Bursledon Community Library.

Members of the Full Council in attendance: Councillors Penn, Hoare, Baxter, House, 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: 1

FC/26/054 Apologies for Absence

Council received apologies from Cllrs Holes and Craig. Apologies were also received from Cllr Pencheva due to maternity leave and from Cllr Minns-White due to family commitments. Members were informed about the anticipated longer-term absence of Cllrs Pencheva and Minns-White.

RESOLVED: To accept the apologies received and, for the purposes of section 85(1) of the Local Government Act 1972, approve maternity leave as the reason for Cllr Pencheva's continuing non-attendance and family responsibilities as the reason for Cllr Minns-White's continuing non-attendance, until they are able to resume attendance or Council resolves otherwise. The position will be reviewed at the Annual Meeting in May 2027, or earlier if circumstances change.

FC/26/055 Declarations of Interest

None received.

FC/26/056 Minutes of the Previous Meeting

The minutes of the Full Council meeting held on Wednesday 29th July 2026 were received.

RESOLVED: That the minutes of the Full Council meeting held on Wednesday 29th July 2026 be approved as a correct record and signed by the Chair.

FC/26/057 Public Participation and Public Questions

Council received a representation from a resident regarding Hampshire County Council's A27 Providence Hill improvement and cycle scheme. The resident expressed concern about the progress of the scheme and reports that a line of posts may be installed alongside the proposed cycle lane. Concerns were also raised about whether the local environmental and highway conditions had been fully considered.

It was noted that the original consultation took place in 2021 and that circumstances may have changed since then, including the size of buses using the route and the potential for additional highway pinch points.

At the request from Councillors, the Clerk confirmed that he would request an urgent update from Hampshire County Council.

FC/26/058 Chair's Report

Council received a verbal update from the Chair, that included confirmation of the Telephone Kiosk refurbishment, the latest Local Government Reorganisation plans and an update on the Corporate Plan workshop with the Cognitive Map circulated with the meeting papers.

RESOLVED: To note the Chair's Report and the Cognitive Map circulated with the meeting papers.

FC/26/059 Staffing Committee

Council received an update on the work of the Staffing Committee and the emerging findings from the independent staffing review and HR governance programme.

The review had identified a number of historic gaps and areas requiring improvement, including the absence of current job descriptions and consistent employment documentation, unclear responsibilities and reporting arrangements, and limited organisational capacity for governance, compliance and health and safety work.

The update also highlighted pressures arising from the delivery of projects alongside day-to-day services, the need for greater administrative capacity and resilience within the office, and the increasing amount of staff time required to coordinate and support the Council's volunteers and community services.

It was noted that these were wider structural and capacity issues rather than isolated workload pressures. The findings would therefore need to be considered alongside the Council's future priorities, statutory responsibilities, service commitments and budget planning. The final review and options for phased implementation would be presented to the Staffing Committee and subsequently to Full Council for formal consideration.

RESOLVED: To note the update from the Staffing Committee regarding the staffing review and HR governance programme.

FC/26/060 Long Lane Adult Gym Equipment

Council considered the report and quotation for replacement outdoor gym equipment at Long Lane Play Area following removal of the previous equipment on health and safety grounds.

Members considered the proposed Infinity Playgrounds Option 2 scheme, accessibility and inclusive provision, the available developer contributions and the proposed delegation to officers.

RESOLVED: To approve the Infinity Playgrounds Option 2 base scheme at £22,850 excluding VAT.

FC/26/061 Consultation on School Catchment Area

Council considered Hampshire County Council's proposal to enlarge the shared catchment area for Bursledon and Netley Abbey schools.

Members discussed the potential effect of the proposal on existing traffic and parking pressures around the schools, including congestion, illegal parking and antisocial behaviour associated with school traffic.

RESOLVED: To support Hampshire County Council's proposed enlargement of the shared school catchment area, while asking Hampshire County Council to consider the potential impact on traffic and parking as part of its decision-making. Council also requested that antisocial behaviour associated with school traffic be monitored and that appropriate civil parking enforcement be maintained to help address existing congestion and illegal parking.

The Clerk was authorised to submit the Council's consultation response following the meeting.

FC/26/062 Parish and Town Council Elections 2027

Council received the estimated costs for the 2027 parish and town council elections and considered the budget provision required.

RESOLVED: To note the current estimated election cost of £10,108.57 and include an additional provision of £4,000 within the Council's 2027/28 budget. This will supplement the £7,000 currently held in the earmarked elections reserve and provide an allowance for any increase in the final cost.

FC/26/063 Conclusion of Audit 2025/26

Council received the Notice of Conclusion of Audit and the external auditor's final report and certificate for the year ended 31 March 2026.

It was noted that the only minor matter raised by the external auditor related to the Council's IT policy. This had already been addressed through Council's approval and adoption of the policy.

RESOLVED: To receive and note the Notice of Conclusion of Audit and the external auditor's final report and certificate for the year ended 31st March 2026.

FC/26/064 Local Government Pension Scheme - Employer Performance 2025/26

Council received the Hampshire Pension Fund Employer Performance Report for 2025/26, which confirmed that the Council had achieved a green rating across all assessed areas, with no concerns identified in relation to timeliness, financial control or data quality.

Members welcomed the report as a positive reflection of the effective administration of the Council's pension responsibilities.

Council also noted the planned phased introduction of monthly pension returns from April 2027. This would represent a significant increase in the frequency of reporting and would place additional administrative demands on the office team.

RESOLVED: To receive and note the Hampshire Pension Fund Employer Performance Report for 2025/26; welcome the Council's green rating across all assessed areas; acknowledge the work of the RFO and office team; and note the additional administrative requirements arising from the introduction of monthly pension returns from April 2027.

FC/26/065 Planning Applications

Council considered the following planning matters:

a) F/26/101714 - Old Grange Farm, Grange Road, Bursledon, Southampton, SO31 8GD

Members noted that the application had been refused under delegated powers by Eastleigh Borough Council. No further resolution was required.

b) F/26/101984 - Land to the South of Peewit Hill, Bursledon, SO31 8BL

Council considered the application for two semi-detached three-bedroom dwellings with associated access, parking and landscaping.

RESOLVED: No Comment to be sent to Eastleigh Borough Council

FC/26/066 Scribe Accounting Software, IT Support and Civic.ly

Council considered the report on the proposed introduction of Scribe as the Council's financial management software, appropriate IT support arrangements for the Council and the future introduction of Civic.ly. Members considered the associated costs, data migration, implementation and staff training requirements, together with the proposed timescales and budget implications.

RESOLVED: To approve all the recommendations contained within the report, including:

- the introduction of Scribe as the Council's financial management software and the associated data migration, implementation and staff training;
- the proposed Southern Solutions IT support arrangements for the Council; and
- the introduction of Civic.ly during 2027/28, subject to the necessary provision being included within the Council's approved budget.

FC/26/067 Finance Reports

Council received the current schedule of payments and financial monitoring information.

RESOLVED: To receive and note the financial monitoring information and approve the schedule of payments

FC/26/068 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/26/069 Expression of Interest in Land at Hungerford Bottom

Council received the confidential report concerning an expression of interest in purchasing land at Hungerford Bottom.

Members considered whether to decline the request or authorise the Clerk to undertake the limited preliminary investigation set out in the report. It was noted that authorising an investigation would not amount to agreement in principle to sell.

RESOLVED: That Council does not wish to pursue the current expression of interest in purchasing land at Hungerford Bottom; confirms that it does not wish to sell the land to any party; and authorises the Clerk to inform the applicant accordingly.

The meeting exited closed session.

FC/26/070 Close of Meeting

The meeting closed at 20:30

The Chair confirmed that the next Full Council meeting will be held at Bursledon Community Library on Wednesday 28th October 2026 at 7:00pm.

Signed…….

Dated……