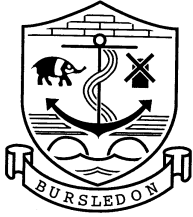


BURSLEDON PARISH COUNCIL



Parish Council Office, The Village Hall, Long Lane,
Bursledon Southampton SO31 8BZ.
Telephone/Fax 023 8040 7535
Clerk :- Mrs Jennifer Whittle
e-mail: clerk@bursledon.org

www.bursledon.org

MINUTES OF FULL COUNCIL MEETING OF BURSLEDON PARISH COUNCIL HELD ON WEDNESDAY, 26 OCTOBER 2011 AT THE VILLAGE HALL, LONG LANE, BURSLEDON AT 7 PM

Present : Cllr Holes (acting as Chair)
Cllr Andrewes
Cllr McCormick
Cllr R Nichols
Cllr O'Sullivan
Cllr M Penn
Cllr Rich
Cllr Tubb

In attendance: Mrs Jennifer Whittle (Parish Clerk)
3 members of the public

PUBLIC SESSION

No matters arose.

1. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Clarke, Cllr House and Cllr Moneyppenny.

2. DECLARATIONS OF INTEREST

Item 6 – Cllr Craig declared a prejudicial interest.

Item 11 – Cllrs Andrewes, Nichols and Penn declared personal interests. Cllr Rich declared a prejudicial interest.

3. MINUTES OF THE MEETING OF 28 SEPTEMBER 2011

Cllr Andrewes proposed, Cllr Nichols seconded and a vote was carried to agree and sign the Minutes.

4. MATTERS ARISING FROM THE MINUTES OF MEETING 28 SEPTEMBER 2011

Item 3 CLIC – Cllr Andrewes reminded that this item needed to come back to Council for a decision.

Item 13 PICK UP RENTAL – Members requested the Clerk to ratify the outcome. The Clerk confirmed that the majority of Members had approved the formal terms and conditions for the rental of the pick up and therefore she would sign the contract on behalf of BPC and send this together with a cheque for £1,440.00, representing 3 months rental in advance (to be approved/signed at tonight's meeting).

5. CHAIR'S REPORT

There were no matters arising.

6. TO CONSIDER PEEWIT HILL BOUNDARY FENCING QUOTATIONS

The Clerk asked for this item to be deferred, as the Assistant Clerk had obtained quotes for materials only, rather than fitting. Cllr Craig asked for it to be noted that there were neighbour disputes.

Members requested for this item to be brought back to the November Full Council Meeting in Exempt Business, due to its controversial nature. ACTION: CLERK.

7. TO CONSIDER CEMETERY CAR PARK FENCING QUOTATIONS

Members raised queries with regard to the quality of the wood, style of fence etc; the Clerk respectfully requested that in future Members make it clear when requesting quotations what the Council's specifications were. Cllr Nichols and Rich said that they had dealt with Contractor A and could confirm that their wood was a good quality.

Cllr Craig proposed to accept the quotation of Contractor A (Totton Timber), subject to the wood matching that of the current fence in place. Cllr O'Sullivan seconded and Members voted unanimously in favour. ACTION: ASSISTANT CLERK.

8. LIONHEART WAY ECOLOGY PARK – TO CONSIDER NEIGHBOURS' REQUEST FOR BPC TO REMOVE MATURE TREES ON BOUNDARY AND RE-PLANT SAPLINGS FURTHER FROM NEIGHBOURING PROPERTIES

The Clerk had forwarded all correspondence to Members on this matter; the Groundsman and the Chair had both visited the site and the Chair had provided a written email report to Members. The Clerk read Members a further email request from the owner of 70 Devonshire Gardens, who had requested further tree works to be undertaken at Lionheart Way Ecology Park. Members generally felt that BPC should not set a precedent by cutting down trees on their land, unless they were declared unsafe, as this could involve the council in endless requests and cost implications. Members who had visited the site felt that there was at least one tree which was unsafe.

Cllr Craig proposed, Cllr Andrewes seconded and it was resolved:

- 1) To obtain the professional opinion of BPC's Tree Warden with regard to any tree works required along the whole length of both boundaries abutting the domestic properties.*
- 2) That if the Tree Warden felt unable to give an opinion, BPC would obtain the professional opinion of EBC's Tree Officer or, failing this, would instruct an independent Tree Specialist to inspect the trees on these two boundaries and provide a report/quotation.*
- 3) That should any trees be dangerous and require urgent tree works that these be approved via email by members and formally ratified when this item is brought back to Council.*
- 4) That the Groundsmen would investigate these two boundaries and trim back any under growth affecting the domestic properties as required.*
- 5) To write to the Estates Department of EBC requesting formal confirmation of the history of this site and whether any previous litigation matters had arisen with regard this site, prior to its transfer from EBC to BPC.*
- 6) That once the above matters had been actioned, this item be returned to Full Council for further consideration.*

ACTION: CLERK/ASSISTANT CLERK.

9. FINANCE

9.1 To approve and sign the payments list and bank reconciliation and to approve the monthly accounts, summary income and expenditure by budget heading, and balance sheet. (Papers previously circulated to Members).

The Clerk apologised that she had not emailed the accounts reports with the Agenda documentation. Members accordingly checked through the paper version of the payments list.

Cllr Holes proposed to approve the payments list, with the accounts reports to be emailed to Members and approved at the November F&A Committee Meeting. Cllr Nichols seconded and Members voted unanimously in favour. ACTION: CLERK.

10. TO APPROVE DRAFT NEWSLETTER

Cllr Andrewes felt that the Newsletter should be about what BPC were doing and not include community news items and advertisements. The Clerk advised that the income from adverts offsets the cost of preparing the newsletter.

Cllr McCormick queried who edited the Newsletter; as a graphic designer he felt that he could enhance Newsletter. The Clerk advised that she currently edited the Newsletter, although this had not been in her Job Description and had only been taken over by her when the previous editor, Diana Sneezum (a former Chair) had retired; the Clerk said she would warmly welcome someone else undertaking this chore, as it would allow her more time to concentrate on her workload.

Cllr Nichols proposed, Cllr Craig seconded and it was resolved:

- 1) To approve the current edition of the Newsletter, subject to the addition of Diccon Bright's name being added to the Community Centre article and a Parish Plan update being incorporated. Amended Newsletter to be emailed to printers and circulated to Members.*
- 2) That the Clerk would prepare a report for the November Full Council Meeting setting out the cost of the Newsletter, income from advertisements, distribution etc, in order that Members could decide on the future format of the Newsletter and the circulation.*
- 3) That Cllr McCormick would take over as the Editor of the Bursledon Parish Council Newsletter, subject to the newsletter not becoming political in any way; the Clerk/Assistant Clerk would forward him all future newsletter articles and requests.*
- 4) That Cllr McCormick would produce some variations of the Newsletter for consideration at the November Full Council Meeting, in order that Members could approve the design.*

Cllr Andrewes voted against, due to the content of the current edition of the newsletter.

ACTION: CLERK/CLLR McCORMICK.

11. GRANT APPLICATION – PARISH PLAN STEERING GROUP

The Clerk had forwarded Members correspondence between the Chair of the Parish Plan Steering Group, Chair of BPC and EBC regarding requests for grant funding and she read out the Chair's final email dated 11 October last. Members generally agreed that it was the Parish Council's responsibility to top up any funding requirements of the Parish Plan Steering Group asked Cllr Andrewes what sort of costs would be involved. Cllr Andrewes confirmed that each survey costs nearly £400 and it was proposed to do three surveys, although Community Action Hampshire were also providing from grant funding.

Cllr McCormick proposed, Cllr O'Sullivan seconded and it was resolved that BPC would make a grant of £500 to the Parish Plan Steering Group, with future Grant Applications being made to BPC when funding requirements were formally identified. ACTION: CLERK.

12. CORRESPONDENCE

12.1 Mini Me's had written to thank BPC for its kind grant.

13. EXEMPT BUSINESS

To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 **"to exclude the press and the public"** in respect of the following items of business on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

Cllr Andrewes proposed, Cllr Nichols seconded and Members voted unanimously.

14. STAFFING MATTERS - TO RECEIVE A REPORT FROM THE CLERK.

Discussion held regarding staff matters.

18. BPC MONITORING POLICY – UPDATE AND MATTERS ARISING.

Update given.

The meeting closed at 8.55 pm.