

# Minutes

## Burton & Winkton Parish Council

20 October 2025

Minutes of the Meeting of Burton & Winkton Parish Council held this day at Burton Community Centre commencing at 7.30pm.

**Present:** Maxine Mussell (Chair), Michael Connolly, David Flagg, Haida Nazar, Diane Hetherington and Tom Smith (who arrived at 7.40)

**Also present:** T Mayled (Clerk) plus 4 residents.

### Part 1 Open Items.

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|---------------|---|
| <b>25/133</b> | <b>Apologies for Absence.</b><br>Apologies received and accepted from Cllr Alison Ramsey.   |
| <b>25/134</b> | <b>To Confirm the Minutes of the Meeting Held on 9 September 2025.</b><br>Proposed by Cllr Mussell amendments to the draft minutes.<br>Item 25/122A add The Clerk to chase & item 25/126A add Clerk to make enquiries.<br><br>Councillors unanimously agreed the amendments were correct and in line with what had been discussed and agreed.<br><br>Proposed to amend by Cllr Mussell and <b>Resolution passed</b> by a majority for the minutes to be amended and adopted at the next meeting.  |
| <b>25/135</b> | <b>Declarations of Disclosable Pecuniary Interests.</b><br>Cllr Mussell declared her business interest through Hut Wash.<br><br>Cllr Flagg declared he would not take part in any planning discussions.<br><br><b>Public Participation.</b><br>One member of the public asked if the flower tubs would be replanted for next year.<br><br>The councillors supported this, and the Clerk was instructed to add a diary note to include on the agenda for early next year. It was suggested that an appeal for volunteers to assist with watering could be made on social media at that time. |

Clerk

25/136	<p><b>Chairman's Comments.</b></p> <p>The Chair asked for the reinstatement of Matters Arising to appear on the next agenda to ensure items raised in previous meetings during public participation and correspondence that require response/action/investigation are followed up and not accidentally dropped. The Clerk explained his concerns with such a vague title.</p> <p>The Clerk was instructed to supply the following documentation/information no later than 31 October 2025</p> <ul style="list-style-type: none"><li>i. copy of the signed contract of employment,</li><li>ii. copy of the filed report covering the recent GDPR data breach.</li><li>iii. record of all training undertaken and paid for by the parish council to include that of the proper officer. The Clerk questioned why this was required for previous councillors and why an individual councillor needed this information.</li></ul>	Clerk
25/137	<p><b>The Chair brought forward item no 17</b></p> <p>The application from a potential new councillor had been circulated. There were no additional questions raised. Proposed by Cllr Mussell and <b>Resolution passed</b> to welcome Patricia Hetherington to the parish council.</p> <p>A declaration of acceptance of office was duly completed.</p>	
25/138	<p><b>Planning Applications.</b></p> <p>There were no active applications.</p>	DF
25/139	<p><b>Correspondence.</b></p> <p>A/ South Coast Medical Group.</p> <p>Cllr Connolly introduced an email from a resident regarding the pending road closures. Cllr Flagg will circulate an update from BCP council which he has received providing more details.</p> <p>A/ The email received from South Coast Medical Group requested the parish council support their appeal to NHS Dorset ICB to open a new doctor surgery at 123 Salisbury Road.</p> <p>The Chair explained the parish council must all times remain unbiased and objective. Parish Councillors may as private residents lend their support but not as representatives of the parish council and the parish council as a corporate body could not support one private business over another. The provision of access to NHS primary care services and funding through NHS patient lists are matters for the NHS Integrated Care Board, the decision rests with NHS Dorset Integrated Care Board.</p>	
25/140	<p><b>Discuss flooding across the parish.</b></p>	

	<p>Cllr Flagg refereed to the report from Chris Osborne Inland Flood Risk Manager on the 30/04/2025.</p> <p>As the report highlighted the only option to alleviate flooding under the bridge is for the bridge to be raised. However, Cllr Flagg suggested contacting BCP council again regarding the full closure of the road with the use of barriers when it is flooded. The Clerk will follow up.</p>	Clerk
25/141	<p><b>Police Report &amp; discuss CCTV.</b></p> <p>The Chair requested that CCTV is removed from the agenda.</p> <p>Following the resignation of Tony Bragg, Cllr Nazar and Cllr Flagg volunteered to attend the police liaison meetings online.</p> <p>The Chair reported there was little news from the last meeting. Overall crime is down in the BCP Council area and locally in Christchurch. Police are aware of moped riders and anti-social behaviour around the Range outlet. There have also been a couple of burglaries involving empty properties in the local area.</p> <p>Christchurch police team are to receive extra officers and a PCSO.</p> <p>All incidents for Burton &amp; Winkton should be reported to highlight any issues to the police.</p> <p>Cllr Flagg suggested that the police are contacted to see if the mobile police station can visit the parish. The Clerk was asked to contact Inspector Cullin to see if this was possible.</p>	Clerk
25/142	<p><b>Ward Councillors Report.</b></p> <p>Cllr Flagg reported that the Community Governance review by BCP council had taken place and that no changes for the parish of Burton &amp; Winkton had been proposed.</p> <p>Cllr Flagg has received a reply from Stuart Priest lead engineer regarding the forthcoming road works and will circulate the response. The Derritt lane closure is the responsibility of Hampshire County Council. More Buses will during the roadworks operate a free shuttle bus service further details can be found on their website.</p> <p>Cllr Flagg also reported that he had been approached by the luncheon club at St Lukes who hope to start a lunch club in November. They have received a grant to improve their kitchen but are still short of funds to complete the upgrade. They may therefore approach the parish council to see if they qualify for a local grant.</p>	
25/143	<p><b>To receive reports from the Environment &amp; Amenities working party including.</b></p> <p><b>A/ Flagpole for Burton Green.</b></p>	

<b>B/ Football request to terminate lease.</b>	
<b>C/ Scouts rubbish clearance &amp; electrical socket</b>	
<b>D/ Speed limit Sandy Plot</b>	
<b>E/ Dog bag dispensers Winkton Sports fields</b>	
<b>F/ Defibrillator maintenance</b>	
<b>G Parish Christmas tree 2025</b>	
<p><b>A/</b> No official update yet but it is understood the Superior Landlord has no objections in principle to the installation of a flagpole on the Burton Green. Per the terms of the lease, the matter cannot be progressed until the parish council is in receipt of written approval.</p> <p><b>B/</b> The Clerk advised that the solicitors had confirmed that the paperwork is progressing and should be issued shortly but was unable to expand or convey exactly what this statement meant.</p> <p><b>C/</b> The Clerk was instructed to refer the tenant to their negotiated lease, specifically clause 16 ALTERATIONS and ask the tenant to remove the external electrical socket.</p> <p><i>16.3 The Tenant shall not carry out any alterations to the Exterior and Structure of the Premises without the Landlord's consent which the Landlord may withhold if in the Landlord's reasonable opinion the works or the manner of execution of the same may adversely affect the safety function or operation of the Landlord's Neighbouring Property.</i></p> <p><b>D/</b> Cllr Flagg referred to the response received from BCP council stating that Sandy plot was towards the bottom of their list for the speed limit to be reviewed. Copy of email to be forwarded to Cllr Flagg to follow up.</p> <p>Residents in the past have supported the idea and have provided letters in support of the request this may be considered again to add weight to the proposal.</p> <p><b>E/</b> Cllr Connolly proposed that dog bag dispensing units are considered for location at the two entrance points of Winkton sports fields and that he is happy to maintain the units. The Chair asked that a map is provided with the proposed locations highlighted as permission would be required from the respective landlord/s</p> <p><b>F/</b> The Clerk reported that within the next three months one defibrillator will require a new battery costing approximately £245 and the other new pads for £65. The parish council confirmed that this maintenance must be carried out to ensure the units remain available for emergency use.</p>	<p><b>Clerk</b></p> <p><b>DF</b></p> <p><b>MC</b></p> <p><b>Clerk</b></p>

	<p><b>G/</b> The Chair will follow up. A budget is already in place based on last year's costs. It is still hoped that a tree may be donated or some sponsorship money provided.</p>	<b>MM</b>
<b>25/144</b>	<p><b>Discuss any village events including A/URC community carols B/Armistice Day C/Maypole event 2026.</b></p> <p><b>A/</b> URC have confirmed the 14<sup>th</sup> December for the event.</p> <p><b>B/</b> A resident will play a bugle on the green on the 11<sup>th</sup> November @ 10:45</p> <p><b>C/</b> The school has suggested the 1<sup>st</sup> of May. The Clerk was asked to confirm back to them.</p>	<b>Clerk</b>
<b>25/145</b>	<p><b>To receive reports from the Burton Community Centre working party including.</b></p> <p><b>A/ Discuss Leylandii hedge work.</b></p> <p><b>B/ Discuss Grant application/award and agree associated expenditure.</b></p> <p><b>A/</b> The Clerk attended the meeting with Sovereign housing to discuss the hedge bordering the front of the community centre. They have no issue with its removal but do require confirmation of the timeline for the work and details of the replanting proposal. They advised that all the neighbouring properties should be advised of the planned work.</p> <p>The Chair will obtain quotes for review at the next meeting.</p> <p><b>B/</b> The Chair referred to the quotations obtained and previously circulated relating to the grant application which has been successful. The proposed work now includes the replacement of the kitchen work tops and still falls within the amount allocated by Veolia.</p> <p>Proposed by Cllr Mussell that the quotations are now presented to Veolia for approval and that the 10% commitment fee of £1940 is sanctioned. <b>Resolution passed.</b></p>	<b>MM</b>
<b>25/146</b>	<p><b>Discuss unregistered land review.</b></p> <p>The Chair reported that Tony Bragg following his resignation has decided not to continue with this project. Cllr Connolly volunteered to progress, and the Clerk was instructed to contact Tony for the maps completed to date.</p>	<b>Clerk</b>
<b>25/147</b>	<p><b>To discuss Community Speedwatch including A/ SID/VAS sign repairs/removal.</b></p> <p><b>A/</b> No further update</p>	

	<p>Cllr Hetherington reported that the team continue to be successful in reducing the speed that traffic travels through the parish.</p> <p>No roadside sessions will take place while the extensive roadworks are in place.</p>	
25/148	<p><b>Discuss budget 2026/27 &amp; Precept requirement.</b></p> <p>The Clerk had circulated details of the proposed draft budget for 2026/27.</p> <p>The Burton &amp; Winkton parish council annual levy is still the lowest in the area.</p> <p>After discussion, the councillors are considering holding the precept requirement and residents' payments at the present 2024/25 level.</p> <p>The proposed removal and replanting of the community centre hedge should take place in the current financial year.</p> <p>Maintenance work/refurbishment of the old football changing rooms may be considered next year.</p> <p>The Clerk will update the proposed budget figures and present at the next meeting for a decision.</p>	Clerk
25/149	<p><b>Discuss &amp; consider Councillor vacancy/application.</b></p> <p>This item was moved forward by the Chair. To be removed from the next agenda.</p>	
25/150	<p><b>Discuss Business Continuity planning.</b></p> <p>The Chair stated that the proposal by the Clerk for duplicate keys to be held by a neighbouring council was not acceptable and that the Chair and vice Chair should hold them.</p> <p>The Chair will follow up with the DAPTC for advice.</p>	MM
25/151	<p><b>Agree 2026 meeting dates.</b></p> <p>The dates were discussed, and Cllr Smith recommended one change due to it following a Bank holiday this was agreed.</p> <p>Clerk to issue the new schedule.</p>	Clerk
25/152	<p><b>Neighbourhood Plan briefing &amp; update.</b></p> <p>Cllr Connolly reported that a meeting with the planning consultant had been held on the 19<sup>th</sup> of September and that it is hoped the neighbourhood plan can be presented to the parish council in December or January.</p> <p>The Clerk confirmed that he had been requested to carry out work on the LGS element.</p>	Clerk

25/153

**Financial regulations amendment & debit/credit card application.**

Proposed by Cllr Mussell after discussion that the limit on the amount that the Clerk and Chair can sanction for urgent expenditure should be set at £3000. **Resolution passed** to set above amount.

After debate, a second current account with an associated debit card is to be progressed.

**Clerk**

25/154

**Financial Statement as of 9 September 2025 as attached including A/Hutwash invoice.**

Resolved to ratify payment of above accounts. Annexed to these minutes.

Proposed by Cllr Mussell and **Resolution passed.**

A/ Payment of Hutwash invoice and increased monthly limit to be considered at the next meeting proposed by Cllr D Hetherington and **Resolution passed.**

The meeting closed at 9.20 pm.

Date of next meeting Tuesday 2 December at Burton Community Centre, Sandy Plot at 7.30pm.

Signed.....

Date.....