

Draft Minutes

Burton & Winkton Parish Council

2 December 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), David Flagg, Diane Hetherington, Trish Hetherington, Haida Nazar, Alison Ramsey, Tom Smith (late arrival @ 7:37pm)

Also present: No public attendance

NOTE: T Mayled (Clerk) was unable to attend, Cllr Ramsey took the minutes and noted resolutions for this meeting

Part 1 Open Items.

25/155 Apologies for Absence.
Apologies received and accepted from Cllr Michael Connolly.

25/156 To Confirm the Minutes of the Meeting Held on 21 October 2025
Subject to amendments to 25/134, 25/136, 25/139, 25/140, 25/143, 25/147 of the draft minutes proposed by Cllr Mussell.

In relation to a brief discussion at the meeting regarding the Government's Plan for Change initiative, Cllr Mussell had obtained advice from DAPTC. It was considered that the correct process had not been followed to move to a vote on this subject and therefore in order to respond lawfully, the matter would need to be added to a future agenda and reconsidered with the proper notice and information. This would allow the Council to retake the decision lawfully to protect itself from reputational and procedural risk,

Proposed to amend by Cllr Mussell and Resolution passed by a majority for the minutes to be amended and adopted at the next meeting.

It was noted that the vote was split, with the Chair's casting vote allowing the amendments to be passed.

25/157 Declarations of Disclosable Pecuniary Interests.
Cllr Mussell declared her business interest through Hut Wash. In addition, handyman services provided by Mussell Construction.

Cllr Flagg declared he would not take part in any planning discussions as sits on BCP Planning Committee.

Cllr Smith declared his business interest through his employment by Meyrick Estate, the superior landlord.

25/158 Public Participation.

No members of public were in attendance.

25/159 Chairman's Comments

The Chair updated the meeting as follows:

The Remembrance Sunday at St Luke's was attended by Cllrs Mussell, Flagg, Nazar and Ramsey and was well attended by the village groups and residents.

Armistice Day on the Green was well attended. The driving force behind this annual event is the bugle player and Burton resident. The Vicar from St Lukes very kindly provided prayers, Burton Scouts kindly lent us their portable flagpole and flag and URC provided refreshments for all afterwards.

Both events were heart-warming examples of the community coming and working together.

25/160 To Consider Planning Applications

It was noted that there were no comments or objections on outstanding applications.

25/161 Correspondence – No further correspondence had been received.

Cllr Smith asked if the recent email from a resident/ex-councillor would be discussed. It was agreed that this would be discussed in full at the forthcoming new staffing group.

**Staffing
Group**

25/162 Discuss flooding across the parish – nothing to report

25/163 To Receive Police Report

Next virtual meeting 15 December 2025. Nothing further to report.

25/164 Ward Councillors Report

Cllr Flagg updated the meeting on his ongoing focus areas.

25/165 Environment & Amenities update.

A/ **Flagpole for Burton Green** - It was noted that permission had been received from the Superior Landlord so the purchase could now be progressed. Cllr Mussell advised that having spoken to the flag pole provider, there was a 6 week turnaround, so would be looking at it being toward the end of February before it could be installed/erected.

Cllr Mussell

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| | <p>B/ Football request to terminate lease – the Clerk advised prior to the meeting that solicitors had been chased, but no further update had been received. To be chased again to get this matter resolved.</p> | Clerk |
| | <p>C/ Scouts rubbish clearance & electrical socket- the Clerk advised prior to the meeting that the tenant had been chased again. It was noted that the rubbish had been cleared, but the removal of the electrical socket needed to be clarified.</p> | Clerk |
| | <p>D/ Speed limit Sandy Plot – Cllr Flagg reported that unless further correspondence was received from residents, BCP had made it very clear that reducing the speed limit to 20 was not currently being treated as a priority. To make this matter progress, more resident support was required. In the meantime, no further action.</p> | |
| | <p>E/ Dog bag dispensers Winkton Sports fields – once the location map is received, this matter can be progressed.</p> | Cllr Connolly |
| | <p>F/ Parish Christmas tree 2025 – Meyrick Estate kindly donated £550 toward the Christmas Tree on the Green, which is up and looking splendid. Clerk to send letter of thanks. The Councillors expressed their thanks to all those involved.</p> | Clerk |
| | <p>G/ Fingerpost repairs – Cllr Mussell advised that the cost of repairs would be approximately £750 including fitting. Cllr Mussell proposed this expenditure for the repair/replacement of the broken fingerpost. Resolution passed.</p> | Clerk |
| 25/166 | <p>Discuss any village events including</p> <p>A/ URC community carols – It was noted that the carols were scheduled to take place on 14 December 2025 at 4pm, outside the URC by the Green. Resolution passed to contribute £100 for refreshments for this joint initiative. The Clerk to progress payment.</p> <p>B/ Armistice Day – see Chairman’s comments</p> <p>C/ Raising the Cross – Councillors noted and agreed that the Cross could be placed in the compass hole by the URC as it has in previous years.</p> <p>D/ Maypole event 2026 – Cllr Mussell advised that the school had suggested 1 May for this event. The Clerk to reconfirm this date and check if the school requires anything from the parish council other than usual promotion and support on the day.</p> | Clerk |
| 25/167 | <p>To receive reports from the Burton Community Centre working party including.</p> <p>A/ Discuss Leylandii hedge work – Following discussion, selection of contractor was made and expenditure of £4,870 agreed. Resolution passed.</p> | Cllr Mussell |

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| | <p>B/ Discuss Hedgerow/Roadside Martin Hills Close/Martins Hill Lane – Cllr Mussell advised that she had received an estimate of £800 for the hedge cutting/topping. Following discussion this expenditure was approved. Resolution passed.</p> | Cllr Mussell |
| | <p>C/ Discuss Grant application/award – Cllr Mussell advised that Boiler repairs had started and would be completed within the next couple of days. The lighting upgrade and loft insulation would then be carried out, followed by roof work and kitchen worktops by the end of March.</p> | Cllr Mussell |
| 25/168 | Discuss unregistered land review – No update provided. | |
| 25/169 | <p>To discuss Community Speedwatch including A/ SID/VAS sign repairs/removal</p> <p>It was noted that no speedwatch had been carried out whilst the roadworks were in place. The Clerk to clarify whether a letter had been sent to BCP regarding maintenance records of the SID/VAS sign prior to repairs/removal? Regardless, a further letter needed to be sent while poles are still in situ.</p> | Clerk |
| 25/170 | <p>Discuss and Agree Budget 2026/27 & Precept Requirement</p> <p>The budget proposal paper had been previously circulated by the Clerk. Following discussion, it was agreed that the precept should increase by a 2% inflationary increase. Resolution passed.</p> <p>After further discussion, it was agreed that village project ideas be brainstormed next meeting and would therefore be added to the next agenda. These could include: a memorial; football hut; flower pots; finger posts.</p> | Clerk |
| 25/171 | <p>Discuss Business Continuity planning</p> <p>Cllr Mussell presented a draft Business Continuity Planning document. Following discussion, it was agreed that this was best practice and required to be put in place.</p> <p>Resolution passed to adopt policy and for a key cabinet to be purchased and fitted in Parish Council office. The Clerk would include and keep updated an agreed list of contact details; log-on and passwords, which would be attached to the plan and kept in fire proof safe.</p> | ALL |
| 25/172 | <p>Discuss and adopt Staffing Committee</p> <p>Draft terms of reference for a Staffing Committee were circulated prior to the meeting by Cllr Ramsey. Following discussion it was agreed and the following Councillors volunteered to be members of this committee: Cllrs Flagg; Hetherington; Nazar; Ramsey; Smith.</p> <p>Council agreed to adopt and membership approved. Resolution passed.</p> | Clerk |

An initial meeting was scheduled for Thursday 11 December 2025, in order that any recommendations could be presented to the January meeting.

Cllr Ramsey

25/173 Neighbourhood Plan briefing & update

It was noted that there was an online meeting the following day (3 December 2025).

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25/174 Discuss and agree increased Hut Wash monthly allowance

Cllr Ramsey questioned why a monthly allowance was required, as this appeared to be unique to this service provider? Although she appreciated there was a conflict, but detailed invoices and booking information were available for reconciling. The Clerk would be asked to clarify the reason?

Clerk

In the meantime, there was a **Resolution passed** to increase the allowance to £700.

Clerk

25/175 Discuss and adopt new salary scale for the Clerk backdated to April

This matter was deferred to the Staffing Committee.

25/176 Discuss second account and debit/credit card application

Update had been circulated prior to the meeting. Following discussion **Resolution passed** to simply request a second account with debit card and adopt the necessary auditing measures.

Clerk

25/177 To approve expenditure and financial reports including A/ Hut Wash invoices

Following discussion, the financial reports were approved at the meeting. **Resolution passed.**

Clerk

Hut Wash Invoices approved to be paid. **Resolution passed.**

Clerk

The meeting closed at 8:54 pm.

Date of next meeting Tuesday 20th January 2026 at Burton Community Centre, Sandy Plot at 7.30pm.

Signed.....

Date.....