



BURTON & WINKTON PARISH COUNCIL

BURTON COMMUNITY CENTRE

SANDY PLOT, BURTON

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Approved Minutes of
Meeting of Burton & Winkton Parish Council held on
Tuesday 16th June 2026,
Burton Community Centre, Sandy Plot, Burton at 7.30pm.
Katie Hughes – Clerk

1. Apologies for Absence and Confirmation of Quoracy

- **Present:** Chair, Cllr Mussell, Cllr Connolly, Cllr T. Hetherington, Cllr D. Hetherington, Cllr Nazar, Cllr Butler, Cllr Smith, Locum Clerk Katie Hughes and six parishioners.
- **Apologies:** Ward, Cllr Flagg, Cllr Ramsey – apologies were received and accepted. The Clerk confirmed that the meeting was **quorate**.

2. Minutes of the Meeting held on 12th May 2026

- Members considered the minutes of the meeting held on 12th May 2026. **RESOLVED:** The minutes were approved unanimously. Thanks were expressed to Cllr Tom Butler from Cllr D Hetherington.

3. Declarations of Interest

- Chair, Cllr Mussell – Hut Wash and cleaning.
- Cllr Tom Butler – grounds maintenance, Village green and Community Centre areas.

4. Public Participation

Residents raised the following matters:

- Condition of the woodland and river area to the left of Burnham Road and near the Clockhouse, Stony Lane – to be reported to Cllr Flagg.
- Entrance to the recreation ground overgrown with nettles and brambles around the kissing gate – responsibility of B&WPC.
- Objection raised to the proposed development North of Salisbury Road.

5. Chairman's Comments

The Chair Cllr Mussell reported attendance at the Jo Cox Memorial Service earlier in the day at the Mayor's Parlour. Cllr D Heatherington also attended.

6. Planning Applications

- No new updates or outstanding applications were received from BCP.

Land North of Salisbury Road

- Cllr Connolly updated members following a meeting with representatives from Bargate on 5th June. Tor & Co are promoting the scheme.

Key points noted:

- Proposal includes 100 dwellings; with 50% affordable housing the landowner is the Bisterne Estate.
- Vivid Housing mentioned as a party with interest in the site.
- Members unanimously wanted it noted their **total objection** to the proposal.

Concerns included:

- SSSI and strategic gap between Burton & Winkton would be lost.
- Lack of local services and infrastructure, Doctors and schools etc.
- Pollution and phosphate impact on the River Avon.
- Cllr Connolly queried why they are not using brownfield for development.
- Concerns regarding the local Highways capacity and emissions were stated.
- Flooding risks and limited access routes to Burton currently are the Avon Causeway and Stony Lane.
- Members noted BCP's rejected Local Plan and ongoing call for sites (consultation database open until October 2026).
- Parish Council to continue objecting to all related applications for this site.
- Bisterne Estate to be contacted regarding the proposals.
- National planning policy changes anticipated depending on future government direction.
- Not suitable for social housing.

7. Correspondence

Access to Playing Field – 4 June 2026:

The Parish Council received a report from a resident regarding unauthorised contractor's plant equipment access to the recreation ground on 4 June 2026. The hedge was cut through, leaving a gap and debris, and a chipper had been used. Photos were provided via the Clerk's email address. It was also noted that the opening is now being used as a shortcut by members of the public.

The Council has asked the estate-approved contractor to inspect the hedgerow and provide a quote for reinstatement of the damaged hedgerow and protective fencing to prevent further incursion. BWPC to present resident with quote for payment and for replanting and installation of fencing. If payment is not forthcoming within 14 days of receipt, the Council will pursue action to recover the debt. **RESOLVED: Contractor to attend and provide a quote to the Clerk. B&WPC to seek reimbursement of all costs from resident.**

Bournemouth Water – River Avon Breach: Letter received; a meeting is to be arranged. To be revisited in July when Cllr Ramsey is in attendance.

8. Staffing Committee Update

Cllr Mussell reported that the new Clerk's contract is ready for signing. **RESOLVED: The Clerk, Katie Hughes signed the permanent contract.**

9. Assertion 10 – Data Audit

The draft Data Audit, requested by the Internal Auditor, was presented for adoption. Amendment agreed: **minimum retention period of 3 years to be updated.** To be updated and circulated to Cllr Mussell for publishing on the website once amended.

10. Flooding Across the Parish

Road Closed Barriers: No update available.

11. Police Report

Incidents reported:

- A Fire at the doctors' surgery - it was reported that there were roofing contractors present during the daytime. It was reported that there had been multiple break-ins by local youths (sixth break-in; seventh resulted in this fire).
- The site is in a Conservation area concerns were raised for the URC building next door. Chair, Cllr Mussell wished it to be raised why were Burton & Winkton Parish Council and Ward Councillor Flagg, not alerted to the incident at the time, this is to be looked into further.
- It was suggested that the fire/break-ins may have been due to possible theft of copper/cables etc which similar incidents had also been reported locally at other Medical centre sites.
- Clerk to write a courtesy letter to **South Coast Medical** regarding the incident including the Council owned defibrillator. Chair, Cllr Mussell to give some thought as to the contents of this correspondence and liaise with the Clerk. **RESOLVED: Letter to be written by Chair and Clerk.**

12. Ward Councillor's Report (Cllr DF) – received by email in his absence at meeting.

Key points included:

- **BCP Finances:** £4.6m overspend due to rising demand in adult and children's services; gap to be met from reserves. National funding concerns raised by BCP Leader.
- **Flood Barriers (Stoney Lane):** No further correspondence.
- **Christchurch Town Roadworks:** Some works deferred following pressure from BID and local businesses. Update meeting scheduled for 19 June.
- **Police & BCP Meeting:** 28 May meeting cancelled; Inspector Dan Cullen moving roles; replacement Scott Jones. No further details.
- **Unregistered Land:** Awaiting officer contact from Portfolio Holder.

13. Environment & Amenities Update

- **Football Club Lease Termination:** No update from Council solicitors; **ACTION: Clerk to chase.**
- **Scout Hut Electrical Works:** No update received; **ACTION: Clerk to confirm removal of socket.**
- **Dog Bag Dispensers – Winkton Sports Field:** Update pending.
- **Signage – “Please Pick Up Bags”:** It was noted that bags dispensers are empty. It was decided to keep filling dispensers as dog waste is better since the installation. Signage to be sourced and installed at Winkton Fields. **ACTION: Clerk to source signage.**
- **Fly-tipping:** Email received from Meyrick Estate; issue to be addressed later in the year.
- Ongoing issues at Tinyard Lane with a dumped caravan it was reported there are Police aware stickers on the vehicle.

14. Bus Shelter Replacement – Burton Green

No quotes received to date; item remains ongoing. **ACTION: Chair, Cllr Mussell.**

15. Upcoming Village Events

- **4th July 2026 – Scout Carnival:** Paperwork to be chased with Scouts. Clerk has notified organisers of B&WPC attendance and offer of assistance, including loan of chairs. Event Management Plan, Health & Safety Risk Assessment, and TEN to be provided by Scouts. **ACTION: Clerk to liaise with Scouts.**

16. Burton Community Centre Update

- **Hall Hirers & Maintenance:** Chair reported all running smoothly; income approx. £1400 per month.
- **Veolia Grant:** Works completed. 5% retention for one year (£900).
- **Grounds Maintenance:** Cllrs Mussell and Butler to clear outside area. Sovereign to visit regarding fencing and overhang at rear of centre. Cllr Butler is able to attend early/late in the day as required. Planting ideas to be sent to the Chair, (evergreen low maintenance such as griselinia). **ACTION: Clerk to arrange a site visit with Sovereign.**

17. Unregistered Land Review

- Cllr Connolly reported maps have been obtained. Cllr Flagg has provided BCP maps of all unregistered land including roads. The grass at Vinney’s Close was reported as having been cut.

18. Community Speed Watch

- Cllr D. Hetherington reported good activity, though weather has affected sessions. All locations have been monitored: Jopps Corner, Redwood, River Peep and Meadowside, Burley Road.

19. Potential Future Parish Projects

- Cllr D Hetherington suggested a pop-up **Councillor Surgery on the Green**. The gazebo would be required. Chair, Cllr Mussell said it was a great idea but manpower would be needed to erect the gazebo. Date to be confirmed in due course.

20. Burton & Winkton Neighbourhood Plan Update

- Cllr Connolly reported that the Basic Conditions Statement had been updated following comments from the Environment Agency regarding flood risk. Updates from the meeting held on 9 June 2026 had been incorporated, including revised housing target calculations and an updated plan for the Roeshot site. Updated flood-risk mapping for the site south of Burton was also noted. The Design Code was noted as essential and must reflect local character.

RESOLVED: The Council unanimously agreed to progress the Neighbourhood Plan to examination.

21. Clerk's Report

AGAR 2025/26 and Internal Audit Report

The Annual Governance and Accountability Return (AGAR) for 2025/26 was **approved**, and the **Chair and Clerk/RFO signed the required sections.**

- The **Internal Audit Report** was **received and accepted**, noting the auditor's comments regarding the Staffing Committee, the previous Clerk's contract, and the non-payment of the national pay award. The Chair raised and recorded disagreement with these comments. A letter from Cllr Ramsey explaining the staff committee comments contained in the report, was circulated prior to the meeting. The Internal Auditor, Do the Numbers would not be returning next year, so a new IA will have to be sought early in 2027.
- **Change of Contact Details** The amendment form to be sent to BDO with the AGAR was completed and **signed by the Chair and RFO.**
- **BDO Conflict of Interest** - Confirmation of no conflict-of-interest form to be sent to BDO with the AGAR was **signed by the Chair and RFO.**

Expenditure, Bank Reconciliations and Financial Reports

- **Supplier Payments** - The schedule of supplier payments, circulated prior to the meeting, was approved for payment and signed by the Chair and the RFO. It was noted that Cllr Smith expressed dissatisfaction with the payment schedule. The Clerk advised she would review the format and may provide Scribe-generated reports for future meetings.
- **Updated Vexatious Policy** - The updated Vexatious Policy was approved and adopted. This document will be published on the website as soon as possible.
- **The Data Audit** was approved and adopted with a change to event documentation changed *to be held for minimum of 3 years*. This document will be published on the website as soon as possible.
- **Grant Form and Policy** - Deferred to the next meeting pending further review. Ashbury file name to be checked as mentioned by Cllr Smith on the model policy received by the clerk.

Website Contact Forms - Vision ICT to be chased as no update available regarding contact forms. (Cllr Mussell)

Date of Next Meeting - Tuesday 14th July 2026 at 7.30pm

Date:

Date:

A	Bank Reconciliation at 03/07/2026		
	Cash in Hand 01/04/2026		38,064.21
	ADD Receipts 01/04/2026 - 03/07/2026		36,213.87
	SUBTRACT Payments 01/04/2026 - 03/07/2026		74,278.08
	Cash in Hand 03/07/2026 (per Cash Book)		25,801.75
			48,476.33
B	Cash in hand per Bank Statements		
	Petty Cash	03/07/2026	0.00
	NatWest Current account - ****252	03/07/2026	16,447.50
	NatWest Reserve account - ****25	03/07/2026	5,145.93
	30 Day account - ****4008	03/07/2026	26,818.20
	Business Current no 2 ****5056	03/07/2026	64.70
			48,476.33
Less unrepresented payments		48,476.33	
Plus unrepresented receipts Adjusted Bank Balance		48,476.33	
A = B Checks out OK			