

# Minutes

## Burton & Winkton Parish Council

17 June 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, Diane Hetherington, David Flagg, Tony Bragg, Tom Smith (joined at 7.33pm) and Haida Nazar.

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

### Part 1 Open Items.

**25/073 Apologies for Absence.**

Apologies received and accepted from Cllr Sloane who has now decided to step down.

Resignation accepted and Clerk instructed to send the council's thanks for all her work in the past.

Clerk

**25/074 To Confirm the Minutes of the Meeting Held on 13 May 2025.**

The minutes were then taken as read, confirmed as a true record and to be signed by the Chair. Proposed Cllr Connolly and **Resolution passed.**

**25/075 Declarations of Disclosable Pecuniary Interests.**

Cllr Mussell declared her business interest through Hut Wash and Mussell Construction.

Cllr Flagg will abstain from any planning discussions.

**Public Participation.**

One resident asked if the parish council had any current information regarding the old doctor's surgery building and if a new surgery was to be opened.

The Chair advised that the parish council had not been informed of the situation but this was not surprising as it was the sale of a private property. The property had always been in private possession and not in the ownership of the NHS. The Parish Council understands the patient list was not part of the property sale and remains with Christchurch Medical Practice.

Cllr Flagg advised that as he understood NHS Dorset (NHS Dorset Integrated Care Board (ICB)) had not provided permission for a new surgery and that the purchaser was able to re-apply in 6 months. The

purchaser is understood to be appealing against this decision and has sought the support of Sir Christopher Chope MP.

The Clerk was instructed to contact Sir Christopher for an update.

Cllr Flagg advised that any resident may also write to their MP for further information.

A member of the public representing the scouts asked if the missing page of the event application form had been received

The Chair confirmed this was the case and would be discussed under Agenda Item 12.

Clerk

**25/076 Chairman's Comments.**

None.

**25/077 Planning Applications.**

See separate schedule annexed to these minutes. The standard response will be issued for the tree applications.

No objections were raised to the other applications under review.

Clerk

**25/078 Correspondence.**

**A/ Christchurch FC enquiry.**

A/ Following further emails from the club asking about the premises and possibility to lease the building. The Clerk was asked to advise again that it is only the pitch which is available, and due consideration will be given once an actual hire application has been received.

Clerk

**25/079 Discuss flooding across the parish.**

No update.

**25/080 Police Report & discuss ANPR cameras.**

Cllr Bragg reported that the police liaison call is due next Thursday.

A positive online meeting with Sophie Sajic Head of Public Protection Housing and Communities BCP Council has taken place with consideration being given to portable CCTV cameras being deployed at locations across the parish. Exact sites are to be determined subject to power supply. This appears to be a positive change in attitude from BCP Council and may help with the ongoing fly tipping across the parish.

Agenda item to be renamed **Police Report & CCTV.**

Clerk

**25/081 Ward Councillors Report.**

Cllr Flagg advised that he had attended training with BCP Council on the Local plan and had asked if they could attend a parish council

meeting to discuss the Neighbourhood plan, but his invitation was declined.

Cllr Flagg continues with his case work on behalf of residents who have approached him direct. He will also chase up the verge cutting in Winkton although understands that some of the Burley Road verge is privately owned.

DF

**25/082 To receive reports from the Environment & Amenities working party including.**

- A/ Flagpole for Burton Green.**
- B/ Football request to terminate lease.**
- C/ Scouts rubbish clearance & electrical socket**
- D/ Speed limit Sandy Plot**
- E/ Landscaping barrier quotes**
- F/ Tree maintenance/replacement**

The Chair reported that the hammock replacement part is being chased for the play park.

MM

The Chair then amended the agenda schedule.

**E/** Quotes for the work have been circulated and due to the cost, the compacted path gravel version has been accepted. Proposed by Cllr Hetherington quote from BCP Council parks for £2869 plus VAT. **Resolution passed.**

**F/** 9 young trees now require re-staking, a quote of £200 plus VAT for the work from Southern Tree Specialists has been obtained. Proposed by Cllr Mussell **Resolution passed.**

**A/** The Clerk confirmed that the site amendment form had been completed and submitted to BCP Planning Council. A decision is now awaited.

Clerk

**B/** The terms of engagement have now been received from the solicitors which requires completion by two councillors.

Clerk

**C/** The Clerk was instructed to chase the scouts for an update regarding the rubbish clearance and reply concerning the external electrical socket at their hall.

Clerk

**D/** Despite being quoted in an email from the previous Chair no record can be found that BCP Council has agreed to reduce the speed limit in Sandy plot. Cllr Flagg agreed to follow this item up.

DF

**25/083 Discuss any village events including.**

**A/ Scouts carnival**

**A/** The Chair noted the legally required Temporary Entertainment Notice (TEN) remained outstanding- The parish council will contact BCP Licensing direct to ensure the sale and consumption of alcohol together with regulated entertainment have been correctly applied for.

MM

The Chair raised the matter of this year's Christmas tree where last years was a good example, but the costs were higher than expected. The contractor will be approached again and asked to provide a more economic offer. The possibility of a donation of a tree or contribution towards the tree were also discussed.

MM

**25/084 To receive reports from the Burton Community Centre working party including.**

- A/ Assignment of day to day running of Community Centre.**
- B/ Discuss Community Centre generated income.**
- C/ Discuss Leylandii hedge work.**
- D/ Garden renovation project.**

The Chair then amended the agenda schedule.

- C/** The Chair explained that the hedge is the responsibility of the parish council, but previously Sovereign housing had been approached to contribute towards the cost of removal but only arranged for trimming to be carried out. The hedge is now overhanging the gardens of the properties on the far side.

After discussion, the councillors agreed that action must be taken, and quotes obtained for the work. It was suggested that Sovereign could be approached again to see if they will contribute to the cost.

Clerk

- D/** The Chair explained some work was required in the garden of the community centre and a quote of £200 has been obtained from T Butler Contracting, a Burton based landscaping business. Proposed by Cllr Hetherington **Resolution passed** to proceed.

There was also a question around the ground maintenance contract with Dorset Council which lapsed in March 2025 and is now rolling. Neither the Clerk or Chair have record of SLA being sent/received in January. Chair to forward email chain to the Clerk.

MM

Clerk to make diary note to revisit subject in December with view to tender.

Clerk

- A/** The document was circulated in advance. Several questions were raised the Clerk advised that the names of the volunteers should be know and asked if separate liability cover would be taken out as indicated in the document. Cllr Smith asked if personal indemnities were to be taken as again quoted in the agreement. Cllr Smith had further questions which he agreed to email to the Chair. The Chair will research these points.

MM

The Chair raised a point suggesting the parish council should consider paying nominal rent as a contribution of costs for the exclusive use of office space to the Community Centre. A discussion followed. The Clerk advised that this could only be a paper entry as all the funds as previously confirmed by the internal auditor are held in the parish council's name. The building lease is also in the name of the parish council. The majority of councillors thought this proposal was unnecessary.

- B/** Chair proposed that income from the Community Centre should be ringfenced and held to meet the community centre outgoings

	including overheads and running costs. The Clerk advised that this was not possible as all funds are held in the parish council name. It would also be too complicated to keep separate records. The Clerk explained it is possible from the present accounting package to produce reports confirming the income & expenditure attributed to the centre. The Clerk will provide such a report for the next meeting.	Clerk
25/085	<b>Discuss unregistered land review.</b> Cllr Bragg and Cllr Smith reported that the project is progressing and details being researched.	TS & AB
20/086	<b>Discuss &amp; agree councillor profiles for website.</b> Cllr Nazar asked if councillor profiles should be considered for the website. Neighbouring parishes provide some background for each councillor.  After discussion and by majority <b>Resolution passed</b> not to proceed. Cllr Nazar voted in favour while Cllr Flagg & Cllr Bragg abstained.	
25/087	<b>To discuss Community Speedwatch including A/ SID/VAS sign repairs.</b> The Clerk advised there was no update from BCP Council so was asked to follow up.	Clerk
25/088	<b>Adopt new Standing orders and re-adopt Code of Conduct.</b> New Standing orders previously distributed agreed to adopt. Proposed by Cllr Mussell and <b>Resolution passed.</b>  Re-adopt Code of Conduct. Policy circulated in advance of meeting. Proposed by Cllr Bragg and <b>Resolution passed.</b>	
25/089	<b>Neighbourhood Plan briefing &amp; update.</b> Cllr Connolly reported and details attached.	
25/090	<b>To approve the accounts for the year ended 31<sup>st</sup> March 2025.</b> Details circulated prior to the meeting.  Proposed Cllr Flagg and <b>Resolution passed.</b>	
25/091	<b>To approve section 1 &amp; 2 of the Annual Council Accounts for the year ended 31<sup>st</sup> March 2025.</b> Details circulated prior to the meeting Proposed Cllr Bragg and <b>Resolution passed</b> to approve. A/ section 1 and B/ section 2.  Public rights inspection dates agreed 20 <sup>th</sup> June 2025 to 31 <sup>st</sup> July 2025. The Clerk will submit the external audit report	Clerk

**25/092 To discuss & agree the investment strategy for the year ending 31<sup>st</sup> March 2026 including review the bank mandate and issue of a debit card.**

The Clerk reported that NatWest continue to provide free banking. Agreed to continue with them and as suggested by the internal auditor research the issue of a debit card to the Clerk.

**Clerk**

Discussed that Cllr Nazar is added to the bank mandate as a signatory Proposed by Cllr Mussell and **Resolution passed.** The Clerk will progress.

**Clerk**

**25/093 Financial Statement as of 13 May 2025 as attached.**

Due to IT issues the financial statement was not available and will be carried forward to the next meeting.

Details of invoices circulated in advance.

A/ Payment agreed to Hutwash for £706 proposed by Cllr Connolly and **Resolution passed.**

B/ Payment agreed to Mussell Construction for £180 proposed by Cllr Bragg and **Resolution passed.**

C/ Payment agreed to Mussell Construction for £360 proposed by Cllr Bragg and **Resolution passed.**

Expenditure of up to £300 agreed for a new pop-up tent for use at the scout carnival discussed and agreed. **Resolution passed.**

Cllr Hetherington then asked for a 6-month sabbatical for personal reasons but will try to attend meetings if possible. The Councillors agreed to this valid request.

The meeting closed at 9 pm.

Date of next meeting Tuesday 15 July Burton Community Centre, Sandy Plot at 7.30pm.

Signed.....

Date.....