



BURTON & WINKTON PARISH COUNCIL

BURTON COMMUNITY CENTRE

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Draft Minutes of the meeting of Burton & Winkton Parish Council on
Tuesday 14 April 2026,
Burton Community Centre, Sandy Plot, Burton at 7.30pm.

Draft Minutes

1. Apologies for Absence and Confirmation of Quoracy:

- No apologies for absence were received. The Clerk confirmed that the meeting was quorate.
- Absent with no apologies Cllr Smith.

Present:

- Chair, Cllr Mussell, Cllr Connolly, Cllr T Hetherington, Cllr D Hetherington, Cllr Ramsey, Cllr Hazar, Cllr Flagg, Cllr Butler, Locum Clerk Katie Hughes and three parishioners.

2. Minutes of the Meeting held on 24th February 2026:

- The minutes of the meeting held on 24th February 2026 were confirmed as a true and accurate record. **All approved and duly signed by Chair, Cllr Mussell.** There were no matters arising.

3. Declarations of Interest:

The following declarations of interest were made:

- **Hut Wash and cleaning:** Chair, Cllr Mussell declared an interest.
- **Planning matters:** Cllr Flagg who is involved in Eastern area planning decisions declared an interest in any planning applications to be discussed.
- **Grounds maintenance:** Cllr Tom Butler declared an interest in relation to grounds maintenance and green-space work.

4. Public participation:

- **Priory View Road and Surrounding Areas** - A parishioner from Priory View Road attended to raise concerns regarding ongoing parking issues, including:
 - A Caravan and vehicles blocking driveways and overlapping private entrances.
 - Vehicles from Meadow Lane residents parking along Priory View Road and causing obstruction.
 - Avon Valley footpath entrance being blocked by parked cars.
 - Verges at Sandy Plot being used as informal parking areas.

The following points were also discussed in response to the above public participation:

- The Ward Councillor advised that a Traffic Regulation Order (TRO) could be considered to introduce yellow lines.
- Untaxed or vehicles without a valid MOT can be reported directly to BCP Council or the Clerk to be informed and then she can report.
- Options such as double yellow lines with breaks, resident-only parking schemes, and approaches used in other parishes will be explored. **ACTION: Cllr Flagg to research available options and report back at a future meeting.**

5. Chair's Comments:

- The Chair reported that she had attended the recent Gala Dinner, which was a successful event in support of the Town Council. She noted that the invitation should be open to all councillors in future and suggested that a minimum of four councillors should aim to attend. Attendance is not compulsory, but all councillors will be invited next time.

6. Planning Applications:

- 54 Footners Lane, Burton – P/26/01503/HOU *Comments due by 26th April 2026.* Members raised no objections. **ACTION: The Clerk will submit the Council's comments for support accordingly.**

7. Correspondence:

Barriers at Martins Hill Recreation Ground (Cllr T Hetherington): -

- Following a recent dog attack, it was confirmed that the recreation ground has never been enclosed and this is in line with all local government open green and recreation spaces in the Christchurch area.

The practicability and cost of adding galvanised mesh to the two vehicle entrance barriers plus the supply and installation of a third kissing gate to pedestrian opening on Martins Hill Lane are to be considered. Pricing for these works to be obtained from the contractor. **ACTION: Clerk to progress**

It was agreed dogs should be always kept under control by their master's and preferably on leads when in public.

- Pitch Hire Request Update (Chair, Cllr Mussell/Clerk) The Clerk will check whether any response has been sent regarding pitch hire and toilet provision. Concerns were noted about children using the pitch when there are no toilets available. **Action: The Clerk will confirm the position regarding this enquiry.**
- *Parking Concerns – Sandy Plot and Priory View Road (Cllr Butler) This matter was raised and discussed under Item 4.*

8. Staffing Committee Update – Recruitment of Clerk and Appointment of Locum (Cllr Ramsey):

- The Staffing Committee confirmed its approval for issuing the Clerk with a permanent contract, based on the NALC/DAPT model, following the expiry of the current locum contract on 31 May 2026. The staffing committee to arrange a meeting with Katie to progress the next steps. **This was unanimously agreed by all members present.**

9. Risk Assessment Review:

The review of the Council's risk assessments are ongoing. This will be prepared, circulated and finalised by the Clerk and available for approval on 12th May 2026.
ACTION: Clerk.

10. Website Review / Assertion 10 (Clerk):

- The Clerk reported that the Website MOT has been completed and the site now holds a compliant SSL certificate. The website will continue to be monitored, and any issues should be reported to the Clerk.

11. Flooding across the parish:

- A request has been received from the Flood Warden to replenish the FloodSax stock. The proposed expenditure of £533.00 for 80 units **was considered and unanimously approved. ACTION: Clerk to place the order.**

Road Closed Barriers – Update:

- Ward, Cllr McCormack has emailed BCP regarding the road-closed barriers and has provided the relevant location details to them.

The following points were noted during discussion:

- Cllr Flagg will lead on this project and will raise the matter with Dorset Highways again.
- Issues were also highlighted regarding the condition of the ditches, with discarded cones, and the need to clear brambles from them.
- Clarification is required on the ownership of the ditches. **ACTION: Cllr Flagg to investigate and report back to Council with updates.**

12. Police Report:

The Chair Cllr Mussell reported recent incidents involving the police, including: a fight that took place outside Martins Hill Lane and Shorts Close, involving a group of approximately 20 youths waiting for another group to arrive and reports of youths gathering in Whitehayes Road also. The Police were called no further update was available at this time.

13. Ward Councillors report. (Ward, Cllr Flagg):

- Ward, Cllr Flagg reported that there had been motorcycle activity in Ambury Lane which has been reported to the Police Inspector for investigation.
- He reported that Council Tax bills should have now been received by residents in the Burton & Winkton Parish and subsequently asked members to note the possibility of BCP being issued a Section 114 Notice next year. This would place the principal authority in a position of effective bankruptcy, during which only statutory services would continue, these services include waste collection and street lighting. Grass-cutting services are expected to be brought back in-house by the principal authority. Updates will be given in due course.

14. Environment & Amenities update:

- **Football Club Lease:** The Chair, Cllr Mussell, reported that AFC Burton Football Club has requested termination of the lease. Despite repeated attempts to make contact, no response has been received from the Club or the Dorset Football League. The solicitor has advised that the matter cannot progress without a Deed of Surrender or formal acknowledgement. Williams Thompson was confirmed as the appointed solicitor. The Chair, Cllr Mussell, will provide the Clerk with the full details so the matter can be progressed. **ACTION: Clerk to progress the matter.**
- **Scouts – Electrical Socket:** The Chair (MM) confirmed that the Scouts have been contacted and a written follow-up will be issued relating to the external socket being removed and the external lighting being overridden to eliminate the glare at night. **ACTION: Clerk to progress the matter.**
- **Dog Bag Dispensers – Winkton Sports Field:** Cllr Connolly is liaising with the relevant landowners, including the Bisterne Estate and BCP Council. He hopes to obtain permission for installation on the verges of the units. **ACTION: Cllr Connolly**
- **Fly-Tipping Report:** Cllr Connolly provided an update on the previously reported fly-tipping incident, which had been set alight, creating a hazardous and toxic mess. Photographs have been circulated by email. **ACTION: Clerk to email Meyrick Estate and obtain a progress report.**
- **Bus Shelter – Burton Green (“Kathleen Chance” Shelter):** Members noted that the wooden shelter is severely deteriorated and has been subject to vandalism. Replacement options and funding will need to be considered. Chair, Cllr Mussell has the measurements. The wall behind the shelter also requires repair. It was noted that the existing plaque contains a different name; clarification will be sought from Christchurch History Society and Roy Hodges at the Red House Museum. Prices for suitable replacement shelters will be obtained for discussion at the next meeting. **ACTION: Chair, Cllr Mussell.**

15. Upcoming Village Events

- **Maypole Event – 1 May 2026:** Members noted the date for the Maypole event. The Clerk will write to the school regarding use of the URC/St Luke's facilities, including toilets and refreshments. A risk assessment will be required. Contact: Sarah Edmunds. **ACTION: Clerk/Chair Mussell.**
- **Scout Carnival – 4 July 2026:** The necessary Event Application form has been received from John Bedford on behalf of Christchurch 8th (Burton) Scout Group.
- Chair, Cllr Mussell, reported that a larger gazebo (4.5m x 3m) had originally been proposed for purchase in June 2025 at a cost of £300.00, but the order was not progressed at that time. The updated price is now £468.33 plus VAT, including weights for the legs. **APPROVED: Proposed by the Chair, Cllr Mussell and unanimously agreed by all members present. ACTION: Clerk to place the order for the gazebo.**
- **Flagpole Blessing:** The installation date for the flagpole was confirmed as the 17th of April 2026, at 11.30am. The blessing event is to follow. Instructions will be provided to Cllr Nazar on use of the flagpole, and a bugle player will be invited to participate. Notices will be placed on the boards, Facebook and the parish mailing list to ensure residents are aware. The gathering is expected to last approximately 15–20 minutes. *Possible date noted as 25 April 2026.*

16. Burton Community Centre Update:

- Replacement of Leylandii Hedge: The Chair, Cllr Mussell reported this as ongoing and updates will be given in due course.
- Chair, Cllr Mussell reported the generated income for year ending 31st March 2026 stands at £22,662.00, representing 87% occupancy. Members noted the continued progress and the importance of maintaining momentum. Cllr Butler expressed his thanks to the Chair for the work undertaken. Sovereign Housing will be asked to check the boundary fencing, as damage has been caused by their tenants. **ACTION: Clerk to contact Sovereign and report back.**
- Hall Hirers and Building Maintenance: The Chair, Cllr Mussell reported that the kitchen worktops are due to be completed shortly at a cost of £3,626.66. **APPROVED: Proposed by Chair, Cllr Mussell and unanimously agreed by all members present to authorise the purchase of the worktops using the Veolia Grant funding.**
- Members noted the update on the status of the Veolia grant and the associated works, as circulated by email prior to the meeting by the Chair, Cllr Mussell.

17. Update on unregistered land review (Cllr Connolly):

- No further update was given on the ongoing review of unregistered land. A more detailed report will be brought to a future meeting as additional information becomes available.

18. Community Speed Watch (Clerk):

- The Clerk will seek an update on the status of the SID/VAS equipment, including whether repairs or replacement are proposed. It was noted that BCP (Tony Stout) had been named as a contact. The Clerk will request clarification on the original justification for their removal and the reasons they are not being replaced. **ACTION: Clerk to progress the matter.**

19. Potential Future Parish Projects (All):

The Council reviewed the current list of suggested parish projects, and each proposal will require further consideration regarding feasibility, viability, cost and available budget in due course.

- War Memorial Monument – to remain on the project list for future discussions.
- Staple Cross Monument – **ACTION: Cllr Butler to assess and report back stating the required repair and maintenance.**
- **Village Welcome Signs** - Proposals include incorporating a 20-mph speed-limit message. It was suggested that a community competition for new “Please Drive Carefully” signage to be launched, with assistance from Burton Primary School. A children’s painting competition could be held, with entries to be judged at the Scout Carnival in July 2026. **Action: Cllr Ramsey to research and update the members.**
- **Replacement Signage** - Cllr Ramsey will complete a review of signs that require replacement and will obtain prices, to be reported at a future Council meeting. **ACTION: Cllr Ramsey.**
- **Tranquillity Benches** are to remain on the project list for further development. **ACTION: Cllr Ramsey.**
- **Flower Planters** – the existing wall-mounted planter boxes are to be removed, as stated in the Minutes of meeting held 24.02.26 (item 26/052B) **ACTION: The planters will be emptied and removed by Cllr Butler.** Residents have enquired about their future use; this will be communicated once options are confirmed. This task may be incorporated into the British Spring Clean activities, alongside general housekeeping such as addressing broken signs. A community volunteer group will be considered once the gazebo has been purchased for use at such events.
- **Welcome to Winkton Sign** – was reported as graffitied. **ACTION: Cllr Connolly will report to BCP.**

20. Neighbourhood Plan briefing & update.

- This item is on hold as of 11.05.26 due to Purdah requirements within BCP.

21. Second Natwest Bank account & debit card application (Chair):

- The Chair, Cllr Mussell, confirmed safe receipt of the debit card. Banking arrangements for the Clerk will be actioned in due course.

22. Expenditure, bank reconciliations & financial reports (Clerk):

- The payment schedule, bank reconciliations and financial reports were circulated by the Clerk prior to the meeting for review, approval and subsequent signature by the RFO and the Chair. **All payments listed were approved by all council members present.**
- It was agreed that any supplier invoice financial limit is to be removed. **This was proposed by Cllr Ramsey and approved unanimously by all members present.**

Date of Next Meeting –

Annual Parish Meeting, 12th May 2026 at 7.30pm