



BURTON & WINKTON PARISH COUNCIL

BURTON COMMUNITY CENTRE

SANDY PLOT, BURTON

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**Approved Minutes of the Burton & Winkton Annual Parish meeting followed by the
Burton & Winkton Annual Council meeting held on
Tuesday 12th May 2026 at
Burton Community Centre, Sandy Plot at 7.30pm.**

1. Chairman's review of the year:

- The Chairman provided an overview of key activity and community matters during the past year. Operational issues included ongoing reports of rats, which were referred to BCP Council via the Clerk for action, alongside wider concerns regarding BCP's financial position and the implications of the Section 114 notice.
- Environmental maintenance continued throughout the year, including routine work on trees and the watercourse, and the clearance of conifers as part of site management and safety improvements. The Council also acknowledged the successful Veolia grant, which supported community centre enhancement works.
- Community events remained well attended, with the flagpole, Maypole dancing, Christmas tree, and Armistice Day activities all delivered as planned. The annual Spring Clean was completed with volunteer support.
- Progress was noted on several ongoing initiatives, including the Neighbourhood Plan, the rollout of FloodSax for flood resilience, and the installation of dog-waste bag dispensers to support responsible dog ownership. The Council also continued to monitor highways matters, including the reduction of 40-mph speed limit area.

2. Parish Council – future plans:

- The Council reported ongoing maintenance activities across the parish. Routine checks of road signage with any faults reported promptly for repair.
- Work on memorial benches including cleaning and oiling to be added to the annual maintenance schedule. The Chairman noted the positive contribution of resident volunteers and expressed appreciation for community involvement.
- The Council discussed opportunities to promote the Parish Council within the community, including improved visibility at local events and through updated communications.
- A review of parish signage is underway, with several signs identified for updating or replacement. Members were reminded that sign checks can now be reported online, improving response times and record-keeping.
- It was noted that replacement trees for the village green are scheduled for action later in the year.
- A forward diary note for October was recorded for seasonal maintenance planning and preparatory work ahead of winter.

3. **Public Participation:** Rats, the Section 114 position, and the future arrangements for grass-cutting were also raised as questions during Public Participation by the parishioners present.

Draft Minutes of Burton & Winkton Annual Council meeting held

That followed the Annual Parish meeting:

The Clerk confirmed that she had not received any notification from any member, including the current officers, indicating that they did not wish to stand again for Burton & Winkton Parish Council. **RESOLVED: The current composition of the Burton & Winkton Parish Council members was re-elected collectively and agreed by all.**

Present: - Chair, Cllr Mussell, Cllr Connolly, Cllr T Hetherington, Cllr D Hetherington, Cllr Ramsey, Cllr Nazar, Cllr Butler, Cllr Smith, Locum Clerk Katie Hughes and 5 parishioners.

1. **Election of Chair:** Chair Cllr Mussell was re-elected as Chair for the year to May 2027. **RESOLVED: Agreed by all members present.**
2. **Apologies for Absence / Quorate:**

Apologies for absence were received and accepted from Ward Cllr Flagg

The Clerk confirmed that the meeting was quorate.
3. **Election of Vice-Chair:**

Cllr D Hetherington was re-elected as Vice-Chair for the year to May 2027. **RESOLVED: Agreed by all members present.** *Cllr Butler who wished it to be noted that he is happy to assist Cllr D Hetherington in her duties if required.*
4. **Approval of Minutes:**

To approve the Minutes of the meeting held on 14th April 2026 and to consider any matters arising. **RESOLVED: the minutes were approved by all.**
5. **Declarations of Interest:**

Interests were declared by Chair, Cllr Mussell regarding Hut Wash and cleaning and Cllr Tom Butler – grounds maintenance.
6. **Public Participation:** *Two parishioners stated they would be interested in volunteering and assisting with the planters if reinstated.*
7. Chairman's comments had already been received.
8. **To consider any Planning Applications: -**
 - P/26/01939/HOU – 89 Footners Lane, BH23 7NR. Application received on 29 April 2026. Members raised no objection. **ACTION: The Clerk will submit the Council's comments.**

9. Correspondence.

- An email was received from Tor & Co, acting on behalf of Bargate, to introduce themselves as the appointed planning consultancy. They requested a meeting to outline their vision for a potential residential development on Land North of Salisbury Road. The correspondence has been forwarded to Dorset Planning for advice. This item is noted for information only at this stage. A separate meeting will be offered to the consultancy. Groundwater sensors and reptile monitoring equipment are already in place. *The Clerk will liaise with Cllr Connolly to arrange a Friday afternoon meeting slot (1–2pm).*
- A query was raised regarding recent excavation works reported on Facebook on the riverbank on the Avon Valley Footpath. It was confirmed that Bournemouth Water are undertaking the works. Parishioners have observed three exposed pipelines; one has been breached. Meyrick Estate and Natural England have requested that the area be retained as a natural environment. It was reported that untreated water is conveyed through this route to Fawley and Hightown. Rock bags are being used to stabilise the riverbank. Approximately 36 million litres are being redirected, with the volume capped. Sewerage works continue to treat water to the required standard before discharge back into the River Stour.
- Bournemouth Water have agreed to meet Members on site, and the matter will be included on the agenda for 16 June. Two Ward Councillors and Cllr Chope will attend. **It was proposed by Cllr Ramsey and unanimously resolved that she be authorised to approach Bournemouth Water for further information.**

10. **There was no update on flooding across the parish.** The proposed barriers will be updated when further information is available.

11. Police Report:

Regular police/BCP Councillor and parish councillor update call was cancelled again this month.

- A report was received regarding incidents of antisocial graffiti. PCSO Samantha Murray, from the Community Engagement Team, has been invited to attend future Parish Council meetings.

12. Ward Councillors' Report:

- Ward Cllr Flagg was not present and no report was received.

13. Environment & Amenities update:

- **Delegation of Flagpole Responsibilities** - Members considered the proposal to delegate responsibility for all operational matters relating to the parish flagpole — including flag flying, routine maintenance, cleaning, and day-to-day management — to Cllr Nazar. The St George's flag has been raised. **Resolved: Cllr Nazar has delegated responsibility and has been issued with the key. The decision was unanimous.**

- **Football Club Lease Termination:** – It was confirmed that a signed copy of the Deed of Surrender document had been received from the football club and had been sent to Williams Thompson Solicitors by email and by post. The Clerk confirmed that no further update had been received. **ACTION:** The Clerk will continue to chase Williams Thompson.
- **Scouts – External Electrical Socket** - No update was provided regarding the removal of the external socket. **ACTION: The Clerk will continue to chase the Scouts for clarification and will also follow up on the reported water leak.**
- **Dog Bag Dispensers – Winkton Sports Fields** – Cllr Connolly reported that the proposed locations for the dog-bag dispensers are located at the edge of the Avon Valley entrance, Campbell Road, and at the entrance to the football fields are all on BCP maintained land for which permission is required. Members noted that there is no excuse for not taking dog waste home. **ACTION: Clerk to seek permission from BCP.**
- **Fly-Tipping Update:** Cllr Connolly asked if there were any update and the Clerk confirmed that there was not. **Action: Clerk will continue to chase the outstanding report regarding the recent fly-tipping incident.**
- **Burton Green Bus Shelter Replacement: ACTION: Chair, Cllr Mussell to source suppliers and obtain quotes.**

14. Village Events – Updates and Planning:

- Maypole Dancing 2026 Members noted that the 2026 Maypole event was well-received. The tradition will continue in 2027, with initial discussions to take place in September. The New Forest Meddlers could be invited to enhance the event.
- Christmas Carols on the Green Members discussed the possibility of holding Christmas carols on the village green again. It was agreed for the Clerk to explore whether BCP would be willing to support or recommend how it would be possible to run the event. **ACTION: The Clerk will make enquiries.**
- **Scout Carnival – 4 July 2026** Cllr Nazar and Cllr Butler will attend in the morning. The Event Management Plan and Risk Assessment must be completed, signed and received by the clerk. The Scouts will apply for the TEN. Timings to be noted: – Procession to start at 11am – Stalls open 12pm–4pm – Set-up from 10am and whether any further assistance is needed. **ACTION: Clerk to inform event organisers the parish council wishes to attend and would like a pitch. Also, as in previous years offer loan/use of chairs.**
- **Flagpole Blessing – 11 November 2026:** It was agreed that the flagpole blessing will take place alongside the Armistice Day tributes at 11am on 11 November 2026.

15. Burton Community Centre Update:

- The Chair reported that the grant-funded improvement works are now in their final stages. The new kitchen worktops are scheduled for installation tomorrow and are expected to be completed by Thursday. A permanent plaque has been installed in the reception. There have been issues with the toilets and the behaviour of some hall hirers were noted. Members agreed to continue promoting the hall to local community groups.

- A grant application will be prepared for planting at the front of the building, with enquiries to be made to local nurseries regarding low-maintenance hedging. Sovereign's hedges and fencing remain outstanding. **ACTION: the Clerk will chase the matter up with them.**

16. **Unregistered Land Review (Cllr MC)**

- Cllr Connolly provided an update on the review of unregistered land and circulated a map showing his findings. It was stated that clarification is required regarding which open spaces and verges BCP will maintain. **ACTION: The Clerk will contact Ward Cllr Flagg to confirm maintenance responsibilities and frequency.**

17. **Community Speed watch:**

- **SID Replacement Units:** The Clerk confirmed that she had sent emails to BCP regarding the removed units and will continue to chase an update as to when they be replaced or returned. It was also confirmed that a mobile SID unit had been seen today opposite Morley Close near Jopps Corner. **ACTION: Clerk to chase.**

18. **Potential Future Parish Projects:**

- **War Memorial Monument** - Proposed location on Burton green subject to landlord permission.
- **Staple Cross Monument** – Possible maintenance and repair. **ACTION: Cllr Butler to assess and update.**
- **Replacement Welcome Signs** - Members discussed concepts for new village road signs these were circulated to the parishioners and members for their comment. Suggestions included incorporating local imagery such as cows, hedgehogs and rabbits. Mock-ups are to be prepared for display at the Scout Carnival.
- The Clerk will confirm Highways specifications with Dorset Highways.
- Voting pots may be used to gather public preference at the Scout Carnival. **ACTION: The Clerk.**
- **Tranquillity Benches** – Cllr Ramsey suggested the following proposed locations including Burnham Road and Martins Hill Lane for future development.
- **Flower Tubs and Troughs** – It was suggested that a review and potential replacement or redesign of existing planters will be ongoing to improve appearance and maintenance efficiency.
- **Grant Funding** – Is to be explored to support the above projects by the members.
- **Working Group volunteers** were confirmed as Cllr Butler, Cllr Nazar, Cllrs T & D Hetherington, Chair, Cllr Mussell and Cllr Ramsey for these proposed projects as above.

19. **Neighbourhood Plan – Briefing and Update –**

- No further update at this stage. Although it should be noted the possible impact from the contact from Tor & co (under item 9 – correspondence).

20. Locum Clerk's Update:

- **Invoices for Payment** – The payment list as below, was circulated prior to the meeting and was **approved and resolved** for payment by all members.
- **Administration Update** Members considered the adoption of the Vexatious Policy (circulated prior to the meeting). **Resolved:** Policy to be adopted once the Communication team structure has been reviewed. **ACTION: Clerk.**
- **Risk Assessment** - Members considered the adoption of the Risk Assessment (circulated prior to the meeting). **Resolved: Adopted by all members.**
- **VAT Reclaim** - VAT reclaim completed for the financial year 1 April 2025 – 31 March 2026 and funds received into the bank. The Clerk suggested more regular VAT return submissions throughout the year to assist with cash flow.
- **Website Contact Forms** - Vision ICT to be contacted regarding website contact forms. **ACTION: Chair, Cllr Mussell.**

The meeting closed at 9.15pm

Date of Next Meeting: 16th June 2026, 7.30pm

Approved 16.05.26

12.05.26		Amount
Supplier to be paid	Invoice no:	
Bodorgan Meyrick	220	£100.00
Scribe	17861	£532.80
		£632.80
Supplier already paid		
Gallagher's Annual Insurance (inc flagpole)	2124527	£1,260.19
Scott Mitchell	Inv 2155	£320.00
Maxine Mussell	keys/stationery	£149.00
Mussell Construction	handyman/toilets	£182.40
Hut wash - monthly invoice	cleaning April	£552.50
Tom Butler	inv 266	£280.00
Yappl - telephone	DD	£53.98
Water2Business	DD	£31.00
Maxine Mussell	carpet cleaning	£150.00
Hut wash - monthly invoice	cleaning March	£737.50
Peter Mussell	handyman	£180.00
Abour Tide - Gazebo	tbc	£508.30
PAYE - April 2026	Apr-26	£679.35
Vision ICT	21731	£174.00
Eon - electricity	DD	£200.02
Pure Kitchens	Deposit	£906.66
Floodsax	Grant	£600.00
Eon - electricity	DD	£135.34
Harrison Flagpole	Inv 17350	£2,685.47
Parish Online (Geosphere)	19UC100-0007	£240.00
		£10,025.71
Credits		
VAT refund		£8,134.67
Grant income (Veolia)		£3,700.00
Community Hall Hire (Minus deposit refunds)		£1,530.00
		£11,834.67
To pay out:		£632.80
Paid out		£10,025.71
Current Account		£28,096.52
Reserve Account		£5,138.63
35 Day account		£26,729.68
Number 2 a/c		£53.58
Section 137 - 3000 electors (£11.60 ph)		
£34800.00		