



# Fair Oak & Horton Heath Parish Council

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

Telephone: (023) 8069 2403 email: enquiries@fairoak-pc.gov.uk

## SUMMONS

Dear Member

12 February 2019

You are hereby summoned to attend a meeting of the FULL COUNCIL at the Parish Offices, 2 Knowle Park Lane, Fair Oak on **Monday, 18 February 2019 at 7.00 p.m.** \*or at the conclusion of the public participation period.

*Melanie Stephens*

Melanie Stephens  
Parish Clerk

**PUBLIC PARTICIPATION:** \*If required, the meeting will be preceded by a public participation period of up to 15 minutes, where members of the public are entitled to address the Council on issues relevant to the business of the Parish Council.

## AGENDA

### APOLOGIES

#### 1 DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

#### 2 MINUTES OF MEETINGS (PAPER A, PAGES 3-16)

- a) To approve the minutes of the Council meeting held on 17 December 2018;
- b) To approve the minutes & recommendations therein of the Policy & Resources Committee held on 21 January 2019;
- c) To approve the minutes & recommendations therein of the Leisure & Properties Committee held on 4 February 2019; and
- d) To note the Planning Committee minutes of 7 January & 4 February 2019.

#### 3 TO NOTE THE RESIGNATION OF ROB RUSHTON

#### 4 PRESENTATION FROM SMART MARKETING

To receive a brief presentation from Smart Marketing on their proposals for a re-vamp of the Council's website, particularly developing a new online bookings facility.

#### 5 REPORT OF THE RESPONSIBLE FINANCE OFFICER (RFO) (REPORT B, PAGES 17-25)

To receive and approve the report of the RFO and note cheque signing and BACS payments.

#### 6 THE PUBLIC SECTOR BODIES (WEBSITE AND MOBILE APPLICATIONS) (NO. 2) ACCESSIBILITY REGULATIONS 2018 (REPORT C, PAGE 26)

To agree actions necessary in order to meet the regulations.

#### 7 INTERNAL AUDITOR – INTERIM REPORT (REPORT D, PAGES 27-28)

To consider the recommendations in the report.

**8 ICT INFRASTRUCTURE (REPORT E, PAGES 29-31)**

To consider the appointment of an I.T specialist in modernising the Council's ICT infrastructure.

**9 BOROUGH & COUNTY COUNCILLORS' REPORT**

**10 OUTSIDE BODIES**

To receive any verbal updates from Councillors as Outside Body Representatives.

**11 MEMBERSHIP OF COMMITTEES**

To consider any changes that the Council might wish to make.

**To:**

**Councillors**

P Barrett  
C Bird  
N Couldrey  
Mrs H Douglas  
J Goss  
Mrs D Lusmore

**Councillors**

H McGuinness  
T Mignot  
J Noel  
D Scott  
Mrs M Shephard  
P Spearey

**Officers**

Mrs J Cahill (Responsible Finance Officer)  
Mrs L Greenslade (Deputy Clerk)  
Ms M Stephens (Clerk)



**Minutes of the Full Council meeting  
 held on Monday 17 December 2018 at 7.00 pm  
 at 2 Knowle Park Lane, Fair Oak**

**Present:** Cllrs Barrett, Bird, Couldrey, Mrs Douglas (Chairman), Goss, McGuinness, Mignot, Noel, Scott, Mrs Shepherd & Spearey

**Officers in attendance:** Ms M Stephens, Clerk, Mrs L Greenslade & Mrs J Cahill, Responsible Finance Officer.

**Apologies:** Cllr Rushton.

**PUBLIC PARTICIPATION**

There was one member of the public present who had attended to thank Councillors and Staff for their commitment to the villages.

**54 DECLARATIONS OF INTEREST**

Cllrs Mrs Douglas declared a non-pecuniary interest in minutes number 58, as she lived adjacent the location of the proposed development. She concluded that under common law there were no issues to prevent her from speaking. However, she did not vote.

**55 MINUTES OF MEETINGS (PAPER A)**

**RESOLVED:**

That the following minutes be approved as a correct record and any recommendations be adopted: -

- a) Full Council meeting held on 15 October 2018;
- b) Policy & Resources Committee held on 19 November 2018;
- c) Finance & Staffing Committee held on 12 November & 3 December 2018; and
- d) Leisure & Properties Committee held on 10 December 2018

**56 COUNCILLOR RESIGNATION**

The Chairman reported that Cllr John Sorley had resigned, with immediate effect, from the Council, due to personal reasons. She thanked Mr Sorley for his many years as a Parish Councillor.

She advised the Parish Council would run with another vacancy until the May 2019 elections.

**RESOLVED**

That John Sorley's resignation be noted.

**57 REPORT OF THE RESPONSIBLE FINANCE OFFICER (REPORT B)**

Members considered the report of the Responsible Finance Officer, attached as Appendix 1 to these minutes.

**RESOLVED**

- a) That the report be approved; and
- b) That cheque signing, and BACS payments be authorised.

**58 TRANSFER OF PUBLIC OPEN SPACE AT PEMBERS HILL FARM**

Cllr Spearey proposed, Cllr Mrs Douglas remain in the Chairman, Cllr Goss seconded and all agreed. She did not take part in the voting.

Members considered the transfer of public open space at Pembers Hill Farm as set out in briefing paper C.

**RESOLVED**

That the Pembers Hill Farm public open space be transferred to the Parish Council on completion of the development under the Section 106 agreement.

**59 BUDGET 2019-20 – PARISH PRECEPT**

Members considered the budget and Parish precept for 2019/20, as previously circulated in Report D.

Cllr Spearey proposed to approve the Budget for 2019/20, and set the Precept at £420,258 (an increase of £16,224). This would increase the current band D cost per year from £102.47 to £105.54, giving an increase of £3.06 for the year, or 5p per week. Cllrs McGuinness seconded.

Cllr Barrett moved the following amendment:- That half the Precept increase (£8,112) be taken out of general reserves, thereby halving increase in Precept level for the tax payer.

Cllr Barrett proposed increasing the precept by 11/2% rather than the proposed 3% and using reserves for the remaining 11/2%. Cllr Couldrey seconded. No Members supported this proposal. Members discussed the amendments and it was put to a vote. The motion was lost.

The substantive motion was put to the vote. The motion was carried.

**RESOLVED**

- a) That the Budget for 2019/20 be approved; and
- b) That the Parish Precept for 2019/20 be set at £420,258.

**Clerk's note** - Subsequent to the Meeting, Eastleigh Borough Council confirmed the final tax base for 2019/20. This showed that the Parish base budget of £420,258 was an increase of 0.6% instead of the 3% as previously advised.

**60 NEIGHBOURHOOD POLICING TEAM**

Members considered the Neighbourhood Policing Team quarterly report, previously circulated in Report E.

**RESOLVED**

That the contents of the report be noted.

## **61 NEIGHBOURHOOD PLANNING**

Members discussed whether the Parish Council should instigate a Neighbourhood Plan, as set out in Report F. Cllr McGuinness proposed that a decision be deferred until the new Council was in place in May. He also asked if the Clerk could investigate courses on the subject and that course availability direct when this matter be discussed again. Members supported this approach.

### **RESOLVED**

- a) That the Parish Council defer a decision on producing a Neighbourhood plan; and
- b) That the Clerk investigate courses on Neighbourhood Planning.

## **COMMUNITY GOVERNANCE REVIEW (CGR)**

Members received a verbal update from the Clerk. The CGR order had now been made and would take effect from 1 April 2019. The Parish would work in partnership with Eastleigh Borough Council in communicating the implications of the Review to residents.

### **RESOLVED**

That the report be noted.

## **63 POPPY APPEAL**

The Clerk outlined the current responsibilities of the Parish Council in undertaking this role. She said it had a serious impact on her workload and that of other staff, and felt that with the limited resources on staffing, and the length of time taken to complete the task, that alternative arrangements be sought for this important role. She suggested advertising in the Parish Council's newsletter, facebook and on the One Community volunteering newsletter for either a local group or individual to take on the work. Members supported this proposal.

### **RESOLVED**

- a) That the Parish Council relinquish the responsibilities of the Poppy Appeal; and
- b) That support be given to the Royal British Legion in filling this role.

## **64 REPORTS BY COUNTY AND BOROUGH MEMBERS**

None received.

## **65 OUTSIDE BODIES**

None received.

## **66 CHANGE TO MEETING DATE**

### **RESOLVED**

That the meeting schedule to take place on Monday 13 May 2019 be rearranged to Tuesday 14 May 2019 at 7.00 pm.

## **67 MEMBERSHIP OF COMMITTEES**

Members considered changes to membership of Committee.

Cllr Noel offered to fill the vacancy, arisen by the resignation of John Sorley, on the Planning & Highways Committee.

**RESOLVED**

That Cllr Noel fill the vacancy on the Planning & Highways committee.

This was all the business and the meeting closed at 8.15 pm.

Signed ..... Chairman



**Minutes of the Policy & Resources Committee meeting  
held on 21 January 2019 at 7.00 pm  
at 2 Knowle Park Lane, Fair Oak**

**Present:** Cllrs Couldrey, Mignot, Mrs Shephard & Spearey (Vice Chairman)

**Also in attendance:** Cllr McGuinness

**Officers in Attendance:** Ms M Stephens, Clerk, Mrs L Greenslade, Deputy Clerk & Mrs J Cahill, Responsible Finance Officer.

**Apologies:** Cllrs Bird, Mrs Douglas & Goss

**PUBLIC PARTICIPATION**

None present.

**55 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS**

None received.

**56 MINUTES**

**RESOLVED:**

That the minutes of the meeting held on 19 November 2018, be noted (previously approved by Full Council on 17 December 2018).

**57 REPORT OF THE RESPONSIBLE FINANCE OFFICER (REPORT B)**

Members considered the report of the Responsible Finance Officer. Cllr Spearey voiced his approval of the new layout front sheet.

**RESOLVED**

- a) That the report of the Responsible Finance Officer, be noted; and
- b) That cheque signing, and BACS payments be approved.

**58 OUT OF HOURS PROTOCOL FOR COUNCILLORS (REPORT C)**

Members considered an out of hours protocol which would be followed by Councillors in the event of an emergency outside of normal office hours.

**RESOLVED**

That the out of hours protocol for emergency incidents be adopted.

**59 REVIEW OF COMMITTEE STRUCTURE (REPORT D)**

Members considered amendments to the current committee structure and terms of reference.

Cllr McGuinness asked for dates of grant applications received so far, this financial year in order to establish if there is a pattern.

**RECOMMENDATIONS:**

- a) That the amendments to the current committee structure, frequency of meetings and standard agenda and minute templates as set out in Report D, be adopted;
- b) That the above changes take effect from 1 May 2019;
- c) That the Clerk would provide numbers and dates of grant applications received to date, in readiness for the next meeting; and
- d) That the Clerk, in consultation with the Chairman, be given delegated authority to make the necessary changes to the Council's Standing Orders.

**60 CHAIRMAN'S AWARD SCHEME (REPORT E)**

Members considered the establishment of a Chairman's annual award scheme, as set out in Report E. The Clerk advised that no monetary value awards were permitted. As such Members agreed that a reception be held for winners at the start of the Annual Parish meeting, where certificates could be presented.

**RESOLVED**

- a) That the recommendations as set out in Report E be approved; and
- b) That two small cups would be purchased as prizes to be presented at the Annual Parish meeting.

**61 WORK PROGRAMME (REPORT F)**

Members considered the draft work programme as set out in Report F to the Committee. Cllr Spearey asked for the "Lone Worker" policy to be submitted to the March meeting for consideration.

**RESOLVED**

That the work programme with amendments be approved.

This was all the business and the meeting closed at 7.46 pm.

Signed ..... Chairman



## Fair Oak & Horton Heath Parish Council

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

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**Minutes of the Leisure and Properties Committee Meeting  
held on Monday 4 February 2019 at 7.00 pm  
at 2 Knowle Park Lane, Fair Oak**

**Present:** Cllrs Goss, McGuinness, Noel (Chairman) & Mrs Shephard

**Also in attendance:** Cllr Spearey

**Officers in Attendance:** Ms M Stephens, Clerk, Mrs L Greenslade, Deputy Clerk & C Burchett, Parish Ranger

**Apologies:** Cllr Bird & Mrs Douglas.

### **PUBLIC SESSION**

None present.

### **66 DECLARATIONS OF INTEREST**

There were none.

### **67 MINUTES (PAPER A)**

#### **RESOLVED:**

That the minutes of the Leisure & Properties Committee meeting held on 10 December 2018 (approved by the Full Council on 17 December 2018), be noted.

### **68 PROPERTY MATTERS**

The Parish Ranger updated Members on several matters, including: -

- Request for a clothes bank in Horton Heath Community Centre car park
- Purchase of two defibrillators (one for each community centre) and exploring option to install an additional defib at Fair Oak Library.
- School parking on snowy days
- Christmas decoration electrics
- Installation of units and fridges in the cricket scoreboard.

#### **RESOLVED:**

- a) That the request for a clothes bank from Scope at the Horton Heath Community Centre be permitted, on a six-month trial basis;
- b) That two defibrillators be purchased, for the Woodland Community Centre, and Horton Heath Community Centre;
- c) That Hampshire County Council be contacted seeking permission for a defibrillator to be sited on the Fair Oak Library building;
- d) That the Council maintain its Policy of car parking at its sites for Council business only;

- e) That the electric socket above the new butcher's shop be moved to accommodate their awning, at a cost of £50; and
- f) That the request made by the Fair Oak Cricket Club for the installation of units and fridges in the scoreboard hut be granted.

**69 SHORTS ROAD/NEW CENTURY PARK PLAY AREA**

The Clerk informed the Committee that negotiations with the Scouting Association regarding the surrender of their lease on Shorts Road was still taking place. It was unclear what the outcome of these discussions would be and how long this would take.

As such, the Clerk suggested, given that the play equipment at New Century Park was at the end of its usable lifespan, that work commence to replace this equipment. When the land currently occupied by the Scout Hut became available, the Parish Council could consider what community facilities to place on this site then. The replacement of the play equipment should not be delayed by this matter. Views of residents gathered in the survey held last year would be used to shape the type of equipment placed on site. Given the current pressure on staff to progress this play area, it was suggested that quotes be obtained for a specialist play project manager.

**RESOLVED:**

- a) That the suggestion of hiring a play equipment consultant to progress this project, as well as at Crowdhill Green project, be approved;
- b) That quotes be obtained to employ a local consultant to progress the play area project;
- c) That, Officers commence the process for the replacement play equipment at New Century Park; and
- b) That decision regarding the use of the Shorts Road site currently occupied by the Scout Hut be deferred.

**70 FEES & CHARGES 2019/20 (REPORT B)**

Members considered fees and charges under the remit of this Committee, to take effect on 1 April 2019.

Members discussed the seasonal fee for the cricket club as agreed by the Finance Committee on 12 November 2018 which had already been included in the 2019/20 budget. Members considered the expenditure spent on Lapstone playing fields, the Pavilion and resources needed to maintain these sites for the sole benefit of cricket, in comparison to the income received and determined that cricket in Fair Oak was heavily subsidised by the tax payer. As such, members felt that the fee set by the Finance Committee was reasonable and proportionate.

Members discussed whether football fixtures should also be charged a seasonal fee and determined that it was a completely different set up and should not be considered.

Members expressed the view that the fees set out in table 3.1 of Report B to the Committee were appropriate and recommended their adoption by the Full Council.

**RECOMMENDED:**

- a) That the seasonal cricket fee of £3,000 set by the Finance Committee be supported; and

b) That the fees and charges as set out in table 3.1 of Report B be approved.

**71 CRICKET CLUB CONTRACT RENEWAL (REPORT C)**

Members considered the Cricket Club Contract renewal document, as set out in Appendix 1 to Report C to the Committee.

**RESOLVED**

- a) That the Cricket Club service level agreement as set out in Appendix 1 to Report C be approved; and
- b) That the Service Level Agreement be signed by the Chairman of the Council.

**72 WORK PROGRAMME (REPORT D)**

**RESOLVED**

That the work programme with amendments be approved.

**73 COMMUNITY EVENTS SUB-COMMITTEE**

**RESOLVED**

That the recommendations of the Sub-Committee meeting held on 4 February 2019 be approved.

This was all the business and the meeting finished at 8.15 pm.

Signed ..... Chairman



**Minutes of the Planning & Highways Committee meeting  
held on Monday 4 February 2019 at 6.30 pm  
at 2 Knowle Park Lane, Fair Oak**

**Present:** Cllrs Barrett, McGuinness & Spearey (Chairman)

**Other Councillors Present:** Mrs M Shephard

**Apologies:** None received.

**Officers in attendance:** Mrs L Greenslade, Deputy Clerk

**PUBLIC PARTICIPATION**

None present.

**71 DECLARATIONS OF INTEREST**

None received.

**72 MINUTES**

**RESOLVED**

That the minutes of the meeting held on 7 January 2019 be signed by the Chairman as a correct record.

**73 CLERK'S VERBAL REPORT**

There were no issues raised.

**74 HIGHWAYS**

- Pot hole along Fair Oak Road just passed the Allington Lane junction.
- SLR – Cllr Spearey asked when this would be back in the Fair Oak area.

**RESOLVED**

- a) That the Deputy Clerk would report the pot hole; and
- b) That the Deputy Clerk would investigate the siting of the SLR.

**75 PLANNING APPLICATIONS**

Cllrs discussed planning applications, and decisions, and made the following comments: -

**Application No:** [H/19/84703](#)

**Site Address:** 69 STUBBINGTON WAY, FAIR OAK, EASTLEIGH, SO50 7LQ

**Description:** Two storey side extension with single storey rear extension following demolition of existing conservatory

**Comments:** No objection

**Application No:** [H/19/84745](#)

**Site Address:** NAKURU ROOT, BOTLEY ROAD, FAIR OAK, SO50 7AN

**Description:** First floor side extension linking house to garage, conversion of existing garage to habitable accommodation including front dormer windows

**Comments:** Object – the proposed first floor extension, by reason of its sighting, height and fenestration, would impact the amenities currently enjoyed by the occupier of 21 Daisy Field.

**Application No:** [F/19/84748](#)

**Site Address:** PEMBERS COTTAGE, PEMBERS HILL FARM, MORTIMERS LANE, FAIR OAK, SO50 7EA

**Description:** Construction of a new agricultural access from Mortimers Lane

**Comments:** No objection

**Application No :** [H/19/84749](#)

**Site Address:** NAKURU ROOT, BOTLEY ROAD, FAIR OAK, SO50 7AN

**Description:** Retention of Detached Garage/Store

**Comments:** No objection

**Application No:** [F/18/84202](#)

**Site Address:** OAKLANDS, WINCHESTER ROAD, FAIR OAK, SO50 7HD

**Description:** Retention of 1no. five bed detached dwelling, double garage and landscaping, (revision to R/14/75202).

**Comments:** No objection

**Application No:** [H/19/84789](#)

**Site Address:** 7 NEWMARKET CLOSE, HORTON HEATH, SO50 7LJ

**Description:** Proposed two storey side and single storey rear extension following demolition of existing conservatory.

**Comments:** No objection

**Application No:** [H/19/84806](#)

**Site Address:** NAKURU ROOT, BOTLEY ROAD, FAIR OAK, SO50 7AN

**Description:** Retention of front porch/garden room

**Comments:** No objection

## LIST OF DECISIONS MADE

**Application Details:** RM/18/84195 Reserved matters

**Decision:** 14 Jan 2019 Approve The Reserved Matters Delegated Decision

**Proposal:** Reserved matters for the construction of 49 dwelling units pursuant to outline permission O/17/81864 for residential development of up to 50 dwellings. (Details of appearance, landscaping, layout and scale of development only for consideration).

**Location:** Fair Oak Lodge, Allington Lane, Fair Oak, SO50 7DB

**Application Details:** V/18/84000 Other

**Decision:** 16 Jan 2019 Permit Delegated Decision

**Proposal:** Pursuant to planning application F/17/82099 Land on the North side of Mortimers Lane, Fair Oak this is a variation to the S106 Agreement dated 03/07/2018. The variation seeks to amend Affordable Housing clauses.

**Location:** Land to the north of Mortimers Lane, Fair Oak, SO50 7BD

**Application Details:** F/05/55841 Full planning  
**Decision:** 16 Jan 2019 Dismissed BFOHH  
**Proposal:** Construction of 3 no. 1 bed flats following demolition of existing bungalow  
**Location:** By The Way, Burnetts Lane, Horton Heath, Eastleigh SO50 7D

**Application Details:** H/18/84442  
**Decision:** 2 Jan 2019 Permit Delegated Decision  
**Proposal:** Front porch  
**Location:** 227 Fair Oak Road, Fair Oak SO50 8JU

**Application Details:** H/18/84410 Householder planning  
**Decision:** 2 Jan 2019 Permit Delegated Decision  
**Proposal:** Erection of detached double garage  
**Location;** Avon Rise, Glebe Court, Fair Oak, SO50 7B

**Application Details:** H/18/84451 Householder planning  
**Decision:** 8 Jan 2019 Permit Delegated Decision  
**Proposal:** Single storey rear extension and associated raised patio.  
**Location:** 133 Sandy Lane, Fair Oak, SO50 8GFF

**Application Details** T/18/84553 Consent under Tree Preservation Orders  
**Decision:** 10 Jan 2019 Consent To Tree Works For Delegated Decision  
**Proposal:** 1 no. apple (G2) - fell G25, G20, G16 (mixed species) - fell  
**Location:** Fair Oak Load, Allington Lane, Fair Oak, SO50 7D

**The plans and documents for the above applications can be access via the Eastleigh Borough Council Planning Portal by clicking on the links above.**

**RESOLVED**

- a) That the comments, as set out above, be submitted to the Borough Council; and
- b) That the planning decisions be noted.

This was all the business and the meeting closed at 7.05 pm.

Signed ..... Chairman



**Minutes of the Planning & Highways Committee meeting  
held on Monday 7 January 2019 at 7.00 pm  
at 2 Knowle Park Lane, Fair Oak**

**Present:** Cllrs Barrett, McGuinness, Noel, Scott & Spearey (Chairman)

**Officers in attendance:** Mrs L Greenslade, Deputy Clerk

**Apologies:** Cllr Mignot.

**PUBLIC PARTICIPATION**

One member of the public was present but did not speak.

**66 DECLARATIONS OF INTEREST**

None received.

**67 MINUTES**

**RESOLVED**

That the minutes of the meeting held on 17 December 2018 be signed by the Chairman as a correct record.

**68 CLERK'S VERBAL REPORT**

There were no issues raised.

**69 HIGHWAYS**

Cllr Noel asked for an update on the unauthorised parking along Botley Road as he had noticed that it was still taking place. He also said that a van was parking on the pavement outside the row of cottages which was very dangerous for pedestrians.

The Deputy Clerk reported that a resident from Cherry Drove had requested the Council's support in applying for yellow lines at the bottom of the road around the passing point. She had said that it was very dangerous for vehicles trying to overtake the parked cars, and an accident was waiting to happen. The Chairman said it was important that the resident inform the Highway Authority themselves of their concerns.

**RESOLVED**

- a) That the Deputy Clerk follow up on the unauthorised parking along Botley Road;
- b) That Cllr Noel would take photos of the offending van for the Deputy Clerk to report to the Police; and
- c) That the Parish Council would write to the Highway Authority saying they had received concerns from a resident regarding parking at Cherry Drove and ask if this complaint could be looked at.

## 70 PLANNING APPLICATIONS

Cllrs discussed planning applications, and decisions, and made the following comments: -

**Application No:** [F/18/84534](#)

**Site Address:** Stroudwood Nursery, Stroudwood Lane, Lower Upham

**Description:** Extension to glasshouse and erection of barn and water storage tank

**Comments:** No objection

**Application No:** [H/18/84533](#)

**Site Address:** 5 Elland Close, Fair Oak, SO50 7JY

**Description:** Two storey side extension and installation of 4no. roof lights.

Enlargement of vehicular access to create 2no. additional parking spaces and replacement of brick boundary wall with timber fence.

**Comments:** No objection

**Application No:** [H/18/84542](#)

**Site Address:** 21 Camelia Grove, Fair Oak, SO50 7GZ

**Description:** Erection of single storey rear extension and raised decking area

**Comments:** No objection

**Application No:** [RM/18/84657](#)

**Site Address:** Chalcroft Farm, Burnetts Lane, West End, SO30 2HU

**Description:** Reserved Matters pursuant to outline planning permission O/14/75735 (as amended by permission X/18/84413) for Phase 1A footway/cycleway for the development of up to 950 dwellings and associated infrastructure

**Comments:** Members queried the purpose of the path, where it was going and what it is for. They also asked for clarification on how it fits in with the larger plan.

### List of decisions made

**Application Details:** T/18/84143 Consent under Tree Preservation Orders

**Decision:** 6 Dec 2018 Refuse Tree Consent For Delegated Decision

**Proposa:** 1 no. Maple - Fell.

**Location:** 50 Ormond Close, Fair Oak, SO50 8FG

**Application Details** F/18/84461 Full planning

**Decision:** 6 Dec 2018 Withdrawn By Applicant Delegated Decision

**Proposal:** Change of use of upper floor flat from residential (C3 use) to retail (A1 use).

**Location:** 5 Campbell Way, Fair Oak, SO50 7AX

**Application Details:** H/18/84142 Householder planning

**Decision:** 4 Dec 2018 Permit Delegated Decision

**Proposal:** Dropped kerb

**Location:** 7 Pyle Hill, Winchester Road, Fair Oak, SO50 7GX

**The plans and documents for the above applications can be access via the Eastleigh Borough Council Planning Portal by clicking on the links above.**

### RESOLVED

- a) That the comments, as set out above, be submitted to the Borough Council; and
- b) That the planning decisions be noted.

This was all the business and the meeting closed at 7.30 pm.

Signed .....16... Chairman

**Financial Statement Summary**

- Total cash held across all bank accounts as at 31<sup>st</sup> January is £597,166.66
- Total Petty cash held as at 31<sup>st</sup> January is £39.94
- Total receipts for January into the current account was £56,151 (£40,000 was transferred from premier account to top up the current account).
- Total payments for January was 42,999.01
- Significant January payments included payroll (£11,660) and £3,341 for Woodland electricity.
- Total BACS payments outstanding is £26,340
- There are no cheques that require signing this month

Fair Oak and Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 1 February 2019

Confirmed Bank & Investment Balances

Bank Statement Balances

31/01/2019	Current Account	56,217.75
31/01/2019	Premier Account	235,719.40
31/01/2019	Public Sector Deposit Fund	305,389.57
31/01/2019	Petty Cash	39.94

**597,366.66**

Unpresented Payments

**200.00**

**597,166.66**

All Cash & Bank Accounts

1	Current Account	56,017.75
2	Premier Account	235,719.40
3	Public Sector Deposit Fund	305,389.57
4	Petty Cash	39.94
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>597,166.66</b>

## Receipts for Month 10

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	<b>Balance Brought Fwd :</b>	<b>42,865.76</b>					<b>42,865.76</b>	
	<b>Banked: 02/01/2019</b>	<b>347.87</b>						
	SSE	347.87		16.56	4400	230	331.31	Gas refund
	<b>Banked: 02/01/2019</b>	<b>89.00</b>						
	D Brazier	89.00		14.83	1200	230	74.17	Hall Hire
	<b>Banked: 03/01/2019</b>	<b>1,406.44</b>						
	southern electric	1,406.44		66.97	4405	150	1,339.47	elec refund
	<b>Banked: 04/01/2019</b>	<b>96.00</b>						
	Colletee Ware	96.00		16.00	1200	230	80.00	Hall Hire
	<b>Banked: 04/01/2019</b>	<b>112.00</b>						
	Collette Ware	112.00		18.67	1200	230	93.33	Hall Hire
	<b>Banked: 06/01/2019</b>	<b>52.00</b>						
	PJD Leisure	52.00		8.67	1200	230	43.33	Hall Hire
	<b>Banked: 07/01/2019</b>	<b>39.00</b>						
	C Mayes	39.00		6.50	1200	230	32.50	Hall Hire
	<b>Banked: 09/01/2019</b>	<b>26.00</b>						
	KSKENE	26.00		4.33	1200	230	21.67	Hall Hire
	<b>Banked: 09/01/2019</b>	<b>15.60</b>						
	fair oak cricket club	15.60			1310	100	15.60	Room hire
	<b>Banked: 09/01/2019</b>	<b>58.50</b>						
	J Barnes	58.50		9.75	1200	230	48.75	Hall Hire
	<b>Banked: 10/01/2019</b>	<b>224.00</b>						
	Southampton Womens fc	224.00			1300	100	224.00	football
	<b>Banked: 11/01/2019</b>	<b>1,157.00</b>						
	R Steel and Partners	1,157.00			1520	510	1,157.00	Burial - Barney 559
	<b>Banked: 14/01/2019</b>	<b>177.00</b>						
	HH Baptist Church	177.00		29.50	1200	250	147.50	Hall Hire
	<b>Banked: 14/01/2019</b>	<b>78.00</b>						
	Monkey music	78.00		13.00	1200	230	65.00	Hall Hire
	<b>Banked: 14/01/2019</b>	<b>7.80</b>						
	fair oak cricket club	7.80			1310	100	7.80	room Hire
	<b>Banked: 14/01/2019</b>	<b>32.64</b>						
	Eastleigh Tonrnadoes	32.64			1300	100	32.64	football
	<b>Banked: 16/01/2019</b>	<b>62.50</b>						
	J Gibbens	62.50		10.42	1200	230	52.08	Hall Hire
	<b>Banked: 16/01/2019</b>	<b>54.00</b>						
	Heany Lewis	54.00		9.00	1200	230	45.00	Hall Hire

Continued on Page :

## Receipts for Month 10

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 16/01/2019	45.00						
	J Linclau	45.00		7.50	1200	230	37.50	Hall Hire
	Banked: 17/01/2019	187.20						
	wyvern College	187.20			1300	100	187.20	football
	Banked: 17/01/2019	10,604.75						
	HMRC	10,604.75			105		10,604.75	vat refund hmrc
	Banked: 17/01/2019	14.00						
	K Head	14.00		2.33	1200	230	11.67	Hall Hire
	Banked: 17/01/2019	78.00						
	AG Martial Arts	78.00		13.00	1200	230	65.00	Hall Hire
	Banked: 17/01/2019	40,000.00						
trans	Premier Account	40,000.00			210		40,000.00	Top up current
	Banked: 17/01/2019	54.00						
	Wild Z	54.00		9.00	1200	230	45.00	Hall Hire
	Banked: 17/01/2019	72.00						
	Kara S	72.00		12.00	1200	230	60.00	Hall Hire
	Banked: 21/01/2019	104.00						
	KSKENE	104.00		17.33	1200	230	86.67	Hall Hire
	Banked: 21/01/2019	80.00						
	Amanda Sinden	80.00		13.33	1200	230	66.67	Hall Hire
	Banked: 22/01/2019	36.00						
	B Pearce	36.00		6.00	1200	230	30.00	Hall Hire
	Banked: 23/01/2019	53.25						
	AG Martial Arts	53.25		8.88	1200	230	44.37	Hall hire
	Banked: 23/01/2019	-53.25						
	AG Martial arts	-53.25		-8.88	1200	230	-44.37	Hall hire
	Banked: 24/01/2019	39.00						
	Smith	39.00		6.50	1200	230	32.50	Hall Hire
	Banked: 24/01/2019	72.00						
	L Rooney	72.00		12.00	1200	250	60.00	Hall Hire
	Banked: 24/01/2019	39.00						
	S Tomlinson	39.00		6.50	1200	230	32.50	Hall Hire
	Banked: 25/01/2019	54.00						
	L Mannion	54.00		9.00	1200	230	45.00	Hall Hire
	Banked: 26/01/2019	45.50						
	S Newman	45.50		7.58	1200	230	37.92	Hall Hire

## Receipts for Month 10

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked: 28/01/2019		54.00						
	Baptist church	54.00		9.00	1200	250	45.00	Hall Hire
Banked: 28/01/2019		369.20						
	wyvern FC	369.20			1300	100	369.20	Football
Banked: 28/01/2019		91.00						
	S Merrett	91.00			1200	230	91.00	hall hire
Banked: 28/01/2019		45.00						
	Wallis -Guy	45.00			1200	230	45.00	hall hire
Banked: 31/01/2019		32.00						
	D Brazier	32.00		5.33	1200	230	26.67	Hall Hire
<b>Total Receipts for Month</b>		56,151.00	0.00	360.60			55,790.40	
<b>Cashbook Totals</b>		99,016.76	0.00	360.60			42,865.76	

## Payments for Month 10

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2/01/2019	BT	DD	93.24		15.54	4120	240	77.70	tel and Broadband
2/01/2019	southern electric	DD	53.00		8.83	4405	240	44.17	Gas
2/01/2019	BT	DD	93.24		15.54	4120	250	77.70	Tel and Broadband
7/01/2019	the open spaces soci	DD	45.00			4132	110	45.00	annual subscription
7/01/2019	amazon	VISA	4.99			4540	290	4.99	Glue
8/01/2019	amazon	VISA	18.44			4540	290	18.44	Batteries and fuses
8/01/2019	cheque payment KSKENE	DR	208.00			4095	110	208.00	unpaid cheque
0/01/2019	Kaspersky	VISA	49.99			4090	110	49.99	Kaspersky security
0/01/2019	Barclaycard	DD	35.76			4140	110	35.76	Card terminal free
0/01/2019	Network One	DD	110.05		18.34	4120	110	91.71	Network One
1/01/2019	Fair Oak Gardening Club	01986	200.00			4850	600	200.00	Grant aid (speakers)
1/01/2019	Network One	DD	63.79		10.63	4120	230	53.16	Telephone system
1/01/2019	o2	DD	16.60		2.77	4125	110	13.83	Mobile Phones
4/01/2019	uk fuels	DD	130.34		21.72	4305	210	108.62	Fuel
4/01/2019	Kaspersky	VISA	49.99			4090	110	49.99	Kaspersky security
4/01/2019	adobe	VISA	12.64		2.11	4090	110	10.53	adobe subscription
7/01/2019	Payzone	DD	32.93			4140	110	32.93	card Payments fee
8/01/2019	shawyers	BACS	4,536.00		756.00	4831	550	1,380.00	Pine tree work
						4830	550	400.00	Pine tree work
						4832	550	400.00	Pine tree work
						4833	550	400.00	Pine tree work
						4834	550	400.00	Pine tree work
						4835	550	400.00	Pine tree work
						4836	550	400.00	Pine tree work
8/01/2019	payroll	BACS	11,660.28			4000	110	4,161.78	payroll
						4000	200	7,498.50	payroll
8/01/2019	amazon	VISA	10.88			4540	290	10.88	No parking Sign
1/01/2019	uk fuels	DD	82.44			4305	210	82.44	Fuel
2/01/2019	amazon	VISA	24.99			4425	230	24.99	Door closer
						320	0	-24.99	Door closer
						6000	230	24.99	Door closer
3/01/2019	Ian Taylor	BACS	11.00			4990	110	11.00	Speedwatch equipment
3/01/2019	NALC	BACS	8.12			4132	110	8.12	2019-2020 Fee
3/01/2019	SSE	BACS	1,945.69		324.28	4405	250	1,621.41	Electricity
3/01/2019	SSE	BACS	4,009.10		668.18	4405	230	3,340.92	Electricity
3/01/2019	Rialitis	BACS	30.00		5.00	4090	110	25.00	installation on additonal PC
3/01/2019	BSRA	BACS	39.53			4410	230	39.53	water
3/01/2019	hmrc	BACS	2,867.32			4000	110	915.48	PAYE
						4000	200	1,951.84	PAYE
3/01/2019	Hampshire pensions	BACS	2,963.07			4010	110	1,074.02	Pensions
						4010	200	1,889.05	Pensions
3/01/2019	Tudor	BACS	244.51			4115	110	244.51	Newsletter distribution
3/01/2019	formatt	BACS	85.00			4090	110	85.00	PC update issues
3/01/2019	CONDOR	BACS	43.86		7.31	4085	110	36.55	Printer consumables
3/01/2019	Datacenta	BACS	60.00		10.00	4090	110	50.00	email accounts
3/01/2019	Do the numbers	BACS	300.00			4060	110	300.00	Internal Audit
3/01/2019	formatt	BACS	148.75			4090	110	148.75	Access database

## Payments for Month 10

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
3/01/2019	formatt	BACS	63.75			4090	110	63.75	PC set up Carty
3/01/2019	EBC	BACS	28.03		4.67	4600	300	11.68	EBC
						4670	350	11.68	EBC
3/01/2019	Interclean	BACS	630.00		105.00	4440	150	120.00	Office cleaning
						4440	230	405.00	Office cleaning
3/01/2019	shawyers	BACS	2,298.00		383.00	4838	550	500.00	Cemetery and bench
						4839	550	500.00	Cemetery and bench
						4837	550	490.00	Cemetery and bench
						4595	440	425.00	Cemetery and bench
3/01/2019	SOURCE SUPPLIES	BACS	120.00		20.00	4425	230	100.00	sanitary bin woodlands
3/01/2019	ACE LIFTAWAY	BACS	85.72		14.29	4800	500	71.43	allotment toilet
3/01/2019	PJ&CM Froud	BACS	360.00		60.00	4595	350	300.00	Hedge cut
3/01/2019	TRADEUK	BACS	70.53		11.75	4535	290	58.78	maint equip
3/01/2019	SOURCE SUPPLIES	BACS	80.28		13.38	4435	240	66.90	Pav cleaning
3/01/2019	landford Trees	BACS	1,737.05		276.63	4595	350	206.20	New trees
						4595	360	100.80	New trees
						4595	310	1,153.42	New trees
3/01/2019	D&J SCOTT	BACS	67.01		11.17	4535	290	55.84	Saw blade
3/01/2019	D&J SCOTT	BACS	520.74		86.79	4300	210	433.95	cricket mower
3/01/2019	D&J SCOTT	BACS	103.10		17.18	4300	210	85.92	cricket mower
3/01/2019	D&J SCOTT	BACS	677.73		112.95	4300	210	564.78	Cricket Mower 2
3/01/2019	D&J SCOTT	BACS	1,908.93		318.16	4300	210	1,590.77	Ride on mower
3/01/2019	Arco	BACS	84.79		14.13	4110	110	70.66	Stuart Reynolds clothing
3/01/2019	AXIS	BACS	132.00		22.00	4420	150	110.00	Parish office CCTV
3/01/2019	Arco	BACS	27.74		4.62	4110	110	23.12	Boots Martin
3/01/2019	tormax	BACS	192.00		32.00	4415	250	160.00	Motor cleats repair
3/01/2019	Girl guiding	BACS	350.00			4850	600	350.00	Grant aid
3/01/2019	Office furniture	BACS	1,149.60		191.60	4450	230	958.00	Woodlands furniture
						320	0	-958.00	Woodlands furniture
						6000	230	958.00	Woodlands furniture
3/01/2019	Clothes to order	VISA	88.80		14.80	4110	110	74.00	Logo shirts
3/01/2019	Trade UK	BACS	53.25		8.88	4540	290	44.37	screws, saw blade
4/01/2019	ICO	VISA	35.00			4132	110	35.00	Annual subscription
5/01/2019	British Gas	DD	50.99		2.43	4400	150	48.56	Gas
5/01/2019	www.Officefurniture	VISA	231.60			4450	230	231.60	furniture woodlands
						320	0	-231.60	furniture woodlands
						6000	230	231.60	furniture woodlands
5/01/2019	amazon	VISA	21.44			4425	230	21.44	door closers
						320	0	-21.44	door closers
						6000	230	21.44	door closers
8/01/2019	uk fuels	DD	76.75			4305	210	76.75	Fuel
8/01/2019	BT	DD	1.87		0.31	4120	110	1.56	Tel and Broadband
0/01/2019	BHIB	BACS	1,420.44			4055	110	1,420.44	Annual Insurance premium
0/01/2019	amazon	VISA	9.37			4450	230	9.37	Detachable Grill Pan Hanc
						320	0	-9.37	Detachable Grill Pan Hanc
						6000	230	9.37	Detachable Grill Pan Hanc

## Payments for Month 10

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
1/01/2019	amazon	VISA	15.90			4540	290	15.90	Anchor Screw
1/01/2019	amazon	VISA	18.06			4540	290	18.06	Sensor Light
<b>Total Payments for Month</b>			42,999.01	0.00	3,591.99			39,407.02	
<b>Balance Carried Fwd</b>			56,017.75						
<b>Cashbook Totals</b>			99,016.76	0.00	3,591.99			95,424.77	

## Current Account

## List of Payments made between 01/02/2019 and 28/02/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/02/2019	Tormax	BACS	1,356.00		Electric Door repair
20/02/2019	Surrey Hills	BACS	138.00		services related to HHCC
20/02/2019	Aqua Aid	BACS	41.39		Water dispenser
20/02/2019	Aqua Aid	BACS	23.99		water Dispenser
20/02/2019	Sarsen Press	BACS	525.00		Newsletters
20/02/2019	Hampshire CC	BACS	93.18		Stationary
20/02/2019	HMRC	BACS	2,885.15		paye
20/02/2019	Hampshire pensions	BACS	2,967.78		pensions
20/02/2019	SOURCE SUPPLIES	BACS	143.88		Hand Towels/ T Rolls
20/02/2019	SOURCE SUPPLIES	BACS	138.90		Cleaning materials
20/02/2019	ACE LIFTAWAY	BACS	92.57		Allotment toilet
20/02/2019	TRADEUK	BACS	20.61		Maintenance Materials
20/02/2019	TRADEUK	BACS	40.00		Pavillion Light
20/02/2019	TRADEUK	BACS	27.99		Pavillion Light
20/02/2019	Interclean	BACS	954.00		cleaning
20/02/2019	EBC	BACS	28.03		Dog Bins -jan
20/02/2019	Light Angels	BACS	438.00		xmas tree dress and PAT test
20/02/2019	shawyers	BACS	1,800.00		Tree survey
20/02/2019	Pest Control	BACS	285.00		pest control at KP allotments
20/02/2019	EBC	BACS	74.10		Bin Empty
20/02/2019	EBC	BACS	210.60		Bin empty
20/02/2019	EBC	BACS	97.20		Bin empty
20/02/2019	EBC	BACS	194.40		Bin empty
20/02/2019	Appleton Signs	BACS	3,942.84		External signage -Office
20/02/2019	Firecare and security	BACS	196.80		Fire alarms
20/02/2019	NJ Bryan	BACS	612.00		Boiler services
20/02/2019	NJ Bryan	BACS	150.00		Boiler repair
20/02/2019	Horton Barns	BACS	8,218.42		Crowdhill artwork
20/02/2019	Nichola Henshaw	BACS	600.00		crowdhill artwork
20/02/2019	CONDOR	BACS	44.39		printer consumables

<b>Total Payments</b>	<b>26,340.22</b>
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**THE PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) (NO. 2) ACCESSIBILITY REGULATIONS 2018****1. PURPOSE**

- 1.1 To agree actions necessary in order to meeting the Public Sector Bodies (Website and Mobile Applications) Accessibility Regulations 2018.

**2. BACKGROUND**

- 2.1 The Public Sector Bodies (Website and Mobile Applications) (No 2) Accessibility Regulations 2018 came into force on 23 September 2018. The regulations aim to improve accessibility of public sector websites and mobile applications so they can be used by as many people as possible including those with impaired vision, impaired hearing, cognitive impairment or learning disabilities amongst others.

**3. REQUIREMENTS**

- 3.1 Accessibility requires more than uploading information online, it includes website content and design, type of font etc. so that most people can use a website without the need to adapt it. Although the 2018 regulations are now in force, the requirement to meet the accessibility standards do not apply for existing websites until 23 September 2020. For apps, the deadline is 2021, at present Fair Oak & Horton Heath Parish Council does not have any mobile apps.
- 3.2 The 2018 regulations also require the Council to provide an Accessibility Statement and keep that statement under regular review. The above timelines also apply for the Accessibility Statement. NALC are looking to produce a model Accessibility Statement which this Council will amend to its requirements. Members are requested to delegate this action to the Clerk when complete. The timeframes between the regulations coming into force and when the 2018 regulations' requirements will apply does allow councils time to become compliant.
- 3.3 As part of the compliance, the Council will need to identify which parts of its website are and are not accessible in order to meet accessibility standards. The standards required are set out in the International WCAG 2.1 AA Accessibility Standard. The Government has produced guidance on how to plan for coming complaint:  
<https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-andapps#making-a-plan>
- 3.4 Whilst this may be suitable for a larger public sector body with in-house technical expertise, the skillset required to undertake this work is not possessed within smaller organisations such as this Parish Council. As such, it is recommended that suitable technical support is commissioned to conduct an accessibility audit of the Council's website. The Government's guidance indicates a cost range of an accessibility audit, which emphasises that the cost is dependent upon the size and scope of the website being audited.

**4. RECOMMENDATIONS**

- 4.1 That the Clerk identify suitable technical support to conduct an accessibility audit of the Council's website; and
- 4.2 That the cost of an accessibility audit and the proposed funding cost centre be brought to the Council for authorisation prior to any work being undertaken.

**For further information contact:**  
Melanie Stephens, Parish Clerk  
[clerk@fairoak-pc.gov.uk](mailto:clerk@fairoak-pc.gov.uk)

**Background papers:**  
None.

# Do the Numbers Limited

11<sup>th</sup> December 2018

Melanie Stephens, Clerk  
Fair Oak and Horton Heath Parish Council  
Village Hall,  
Shorts Road  
Fair Oak,  
SO50 7EJ

Dear Melanie,

**Subject: Review of matters arising from interim Internal Audit for 31 March 2019**

Please find below the list of matters arising following my visit to the office today. Overall I found the records of the council to be in good order and I was able to access all the information required during the inspection.

Control area	Issue	Recommended Action
Transparency code / web publication of meeting documents	The council is not in compliance with the transparency code and thus best practice. Minutes should include all approved documents (particularly payment lists, bank reconciliations and the budget) <i>(also raised last year)</i>	A consistent approach to uploading agenda packs and draft and signed minutes should be adopted so that the business of the council is clearly available to all electors. Publication of the budget is a requirement. Publication of the payments for every meeting is a requirement.
Purchase and Sales ledgers and link to bookings and Cemetery	The software is not operating to its full capacity and is thus not providing the time savings expected. <i>(also raised last year)</i>	Sales invoices should be generated from the booking and burials modules. All purchase invoices should be entered on the ledger on receipt and then the ledger reports used correctly for payment processing. Prompt entry of purchase costs will allow timely budget monitoring.
Members interests	The council currently uploads individual unredacted forms, some of which have not been completed as per best practice. <i>(also raised last year)</i>	The council website should link to that of the Borough ( <a href="#">here</a> ) to ensure that the two sets are always the same.
Purchase invoice approval	It is not clear from the invoices when they are input to the ledger system and when they are paid.	It may be beneficial to the council to purchase a grid stamp <a href="#">like this</a> to allow clear ledger record keeping.

37 Upper Brownhill Road, Southampton, SO16 5NG

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Registered in England No. 7871759

Director: Eleanor S Greene

Budget reports	Within the accounts system, the precept has not been included in the current year budget, limiting the effectiveness of analytical review.	Once the precept has been agreed it should always be included in the accounts system.
Budget monitoring	The minutes do not include any analysis of budget monitoring. It is therefore hard to tell whether the council has addressed significant variances.	Proper Officer and RFO reports on which decisions are taken should comprise part of the signed minutes both in the files and on the web.
Grants to external bodies	The council made a grant to the local school – this is not permitted under double taxation rules.	Grants to PTA charities are permitted, but not to bodies which are taxpayer funded.
Inquorate planning meetings	The planning committee has on occasion only had two members present but the minutes have not clearly been marked as inquorate.	It may be worth dealing with planning issues at other committees as and when they arise, to save officer and member time.

I will return to the office in the New Year to have a more detailed look at the Ledger system and then after the Year End to complete the review.

Please find enclosed my invoice for the agreed interim fee. If either you or your councillors have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene

37 Upper Brownhill Road, Southampton, SO16 5NG

[eleanorgreene@thedunnefamily.co.uk](mailto:eleanorgreene@thedunnefamily.co.uk)

Registered in England No. 7871759

Director: Eleanor S Greene

**MODERNISING THE COUNCIL’S ICT**

**1. PURPOSE**

- 1.1 To set out the case for modernising the Council’s ICT infrastructure to enable “Smarter Working”.

**2. BACKGROUND**

- 2.1 The Parish Council’s ICT current system is outdated and not fit for purpose. The Council’s data, including emails, are stored on a limited capacity hard drive which has to be manually backed up to ensure safety of Council owned information. The hard drive, whilst effective when initially installed many years ago, limits the Council’s Officers in their day-to-day work. The growing number of employees set against the current system means that Officers are delivering services against a background of outdated IT with limited and inflexible working practices.
- 2.2 The Council will only be able to realise its full potential if it empowers staff with the right tools to fulfil their roles. Smarter working through modern effective IT system will ensure that Officers are working in a timely and efficient manner. It also means that Officers are able to provide services that customers expect and demand, both now and in the future.
- 2.3 In recognising the above, the Finance Committee at their meeting on 1 October 2018, agreed that a budget allocation for improved IT be put in the 2019/20 budget. An allocation of £7050 was approved by Full Council on 17 December 2018.

**3. STRATEGIC APPROACH**

- 3.1 In the current challenging climate, where decline in Government grants has meant that principle authorities are more often devolving service delivery to Parish & Town Councils, as well as the challenging financial climate, the Parish Council needs to ensure that it takes steps to plan for the longer term. Smarter Working is at the heart of transforming and streamlining the Council. It also ensures that the Parish Council is keeping up with its peers and the increasing demands and expectations of the growing number of Parishioners.
- 3.2 The Parish Council therefore needs to undertake a strategic approach to modernising working practices, to ensure that:
  - Work takes place at the most effective locations and at the most effective times, respecting the needs of the task, the customer, the individual and the team.
  - Simplified collaboration and connectivity virtually everywhere, means sharing information and working with others, regardless of location in a secure environment.
  - Data is stored in the Cloud, eliminating the need for manual backups as well as providing security and back-up service not currently provided.
  - Council data is further secured.
  - Streamlining work practices for Officers.
  - Providing customer service that the residents demands.
  - Moving away from paper-based activities.
- 3.3 The outcomes of adopting this Strategic approach:
  - Greater productivity and services delivered more effectively.
  - Staff have more choice about when, where and how they work, supported and connected by effective and appropriate technology.
  - An end to wasteful working practices which are currently built into traditional ways of working.
  - IT is usable, convenient and works just as well in and away from the office.
  - Connectivity to colleagues and to data can be provided from virtually anywhere.
  - Security and access arrangements make it easy and safe to work in a variety of settings.

#### **4. OFFICE 365 PROVIDERS**

- 4.1 The introduction of Office 365, which provides Email, Calendar, Office tools as well as Skype for telephony and SharePoint for (cloud) document management has been identified as the best way forward. Many other local Town & Parish Councils have moved their IT to this platform.
- 4.2 The Clerk has sought three quotes from 365 providers for the installation of 365 business for staff and councillors.
- 4.3 The Clerk met with all three providers. In addition, the Clerk, Cllrs Bird, McGuinness and Noel met with a provider to show members first hand of the benefits and functionality of Office 365. The demonstration not only highlighted the outdated practices at the Council, but also how Office 365 could better secure the Council's data as well as ensuring that the Council fully complies with GDPR.

#### **5. IMPLEMENTATION**

- 5.1 Implementing the changes will take up to one week. With minimal/no disruption to staff and their daily work. This also includes training for staff and Councillors.
- 5.2 It is suggested that Councillors consider appointed a 'I.T Champion" in order to assist other Councillors with the new ways of working as well as work with the Clerk to monitor I.T across the Council.
- 5.3 It is hoped that the project will be complete before the May 2019 elections.
- 5.4 The move to Office 365 will not impact the Council's website and email domains which are managed separately and with other providers. The Council's website requires significant updating; however, this will be undertaken as part of the marketing and promotions project led by Smart Marketing.
- 5.5 The Clerk will submit a report to a future Council meeting, reviewing the outcome of the project.

#### **6. FINANCIAL IMPLICATIONS**

- 6.1 The transition towards Smarter Working and the need for investment in order to deliver this was recognised by the Council with budget provision approved in December 2018.
- 6.2 All three quotes have now been received and are attached at Appendix 1. All but one quote falls within the budget.
- 6.3 Officers consider that the preferred provider, would be provider 1, which provides the more affordable consultancy fee. This provider does have a slightly higher ongoing monthly fee as they have included anti-spam and additional cloud backup. This provider is a local company based in Colden Common. The other two providers are based outside the County.

#### **7. RECOMMENDATIONS**

- 7.1 The Council are asked to:
  - (a) Consider the quotes received at Appendix 1 and appoint the IT 365 Project to one of these providers;
  - (b) Give the Clerk, in consultation with the Chairman, delegated authority to instigate and monitor the implementation of the project;
  - (c) Appoint a member 'IT Champion';
  - (d) Agree that the project complete before the May 2019 elections; and
  - (e) That a report be submitted to a future Council meeting on the outcome of the project.

**For further information contact:**  
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**Background Papers:**  
None

# Appendix 1

Provider 1	Price	Quantity	Total
365 Business Premium	9.4	5	47
365 User Essentials	3.8	15	57
Antivirus	5	5	25
365 support (per month)	7.5	5	37.5
Additional Line	41	1	41
365 days training	625	2	1250
Consultancy	2625	1	2625
<b>Monthly total</b>			<b>207.5</b>
<b>Annual Total</b>			<b>2490</b>
<b>Total (set up &amp; monthly cost)</b>			<b>4290</b>

Provider 2	Price	Quantity	Total
365 Business Premium	9.4	5	47
365 User Essentials	3.8	15	57
Antivirus	3	5	15
Spam Protection	21	5	105
365 backup	3	5	15
365 support (per month)	8.25	5	41.25
PC cloud backup (accounts)	9.95	1	9.95
40 hours consultancy	2800	1	2800
Additional Line	41	1	41
<b>Monthly total</b>			<b>331.2</b>
<b>Annual Total</b>			<b>3974.4</b>
<b>Total (set up &amp; monthly cost)</b>			<b>3131.2</b>

Provider 3	Price	Quantity	Total
365 Business	15.1	20	302
Skykick, backups, exchange, sharepoint & 1drive	3.25	20	65
Additional Line	41	1	41
8 days consultancy	6800	1	6800
<b>Monthly total</b>			<b>367</b>
<b>Annual Total</b>			<b>4404</b>
<b>Total (set up &amp; monthly cost)</b>			<b>7575</b>