



# 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

10 July 2018

You are hereby summoned to attend a meeting of the FULL COUNCIL at the Parish Offices, 2 Knowle Park Lane, Fair Oak on **Monday, 16 July 2018 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

### 1. APOLOGIES

To note apologies for absence.

### 2. DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

### 3. MINUTES OF MEETINGS (PAPER A, PAGES 3 – 17)

To approve Minutes of Committees and adopt the recommendations contained therein:

- a) The Annual Council meeting held on 21 May 2018 (Pages 3 – 9);
- b) The Policy Committee meeting held on 18 June 2018(Pages 10 – 11);
- c) The Finance & Staffing Committee held on 2 July 2018(Pages 13 – 15);
- d) The Leisure & Properties Committee held on 9 July 2018 (Pages 16 – 18); and
- e) The Planning & Highways Committee held on 16 July 2018 (to be tabled at the meeting).

### 4. REPORT OF THE RESPONSIBLE FINANCE OFFICER (RFO) (REPORT B, PAGES 18-24)

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

### 5. CEMETERY TREES (REPORT C, PAGES 25-39)

To approve the budget expenditure in relation the Cemetery trees and agree recommendations contained in the report.

### 6. EASTLEIGH NEIGHBOURHOOD POLICING TEAM FAIR OAK & HORTON HEATH QUARTERLY REPORT (REPORT D, PAGES 40 – 42)

To note the contents of the report and feedback any comments to the Neighbourhood Policing Team Sergeant.

## **7. LOCAL PLAN**

To consider the recommendations of the Planning & Highways Committee in responding to Eastleigh Borough Council's Local Plan consultation.

## **8. REPORTS BY COUNTY AND BOROUGH MEMBERS**

To receive verbal information reports from County and District Councillors on matters concerning the Parish.

## **9. OUTSIDE BODIES**

To receive an update from members appointed as Outside Body representatives.

### **To:**

#### **Councillors**

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

#### **Councillors**

T Mignot  
J Noel  
R Rushton  
D Scott  
Mrs M Shephard  
J Sorley  
P Spearey

#### **Officers**

C Burchett (Parish Ranger)  
Mrs J Cahill (Responsible Finance Officer)  
Mrs L Greenslade (Deputy Clerk)  
Ms M Stephens (Clerk)



**Minutes of the Annual General meeting  
held on Monday 21 May 2018 at 7.30 pm  
at 2 Knowle Park Lane, Fair Oak**

**Councillors Present:** C Bird, N Couldrey (from item 14), Mrs H Douglas, J Goss, H McGuinness, T Mignot, J Noel, D Scott, Mrs M Shephard, J Sorley & P Spearey.

**Apologies:** Councillors P Barrett, Mrs D Lusmore & R Rushton.

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

**PUBLIC SESSION**

None present.

**15 ELECTION OF CHAIRPERSON**

Cllr Goss moved that Cllr Mrs Douglas be elected Chairman of the Council for the ensuing municipal year. The motion was seconded by Cllr Bird.

**RESOLVED**

That Cllr Mrs Douglas be appointed as Chairman for the ensuing municipal year. Cllr Mrs Douglas took the Chair, and signed the declaration of acceptance of office, formally witnessed by the Clerk.

**16 ELECTION OF VICE-CHAIRPERSON**

It was moved by Cllr McGuinness and seconded by Cllr Goss that Cllr Spearey be elected as Vice-Chairman for the ensuing municipal year.

**RESOLVED**

That Cllr Spearey be appointed as Vice-Chairman for the ensuing municipal year.

**17 DECLARATIONS OF INTEREST**

Cllr Mrs Douglas disclosed a non-pecuniary interest in item 18, as she lived in Mortimers Lane where the TPO was proposed. She concluded that under common law there were no issues to prevent her from speaking and voting.

**18 COOPTION OF PARISH COUNCILLORS**

Cllr Mrs Douglas advised that only one application had been received, from Nicholas Couldrey. She said that there were two vacancies, the remaining vacancy would carry over until May next year.

**RESOLVED**

That Mr Nicholas Couldrey be coopted, on the Parish Council.

## **19 MINUTES OF MEETINGS**

### **RESOLVED:**

- a) That the minutes of the Full Council meeting held on 16 April 2018, be signed by the Chairman as a correct record; and
- b) That the minutes of the Leisure & Properties Committee meeting dated 14 May 2018, be signed by the Chairman as a correct record.

## **20 MEMBERSHIP OF COMMITTEES**

### **RESOLVED:**

- a) That the Members of the Committees as set out in Appendix 1 to these minutes, be agreed;
- b) That a Planning & Highways Committee be reinstated comprising six members and adopting the terms of reference as submitted in the report to the Council: and
- c) That the Parish Office Committee be dissolved.

## **21 MEETING DATES**

### **RESOLVED**

That the meeting dates attached at Appendix 2 to these minutes for 2018/2019, be agreed.

## **22 STANDING ORDERS**

The Clerk highlighted changes to Standing Orders.

### **RESOLVED**

- a) That all meeting times be scheduled for 7.00 pm start; and
- b) That Standing Orders be adopted.

## **23 MEMBERS' INTEREST FORMS**

Individual Members revised their 'interest forms' and changes were made as necessary. These would be presented for filing and posted on the Council's website.

## **24 OUTSIDE BODIES**

### **RESOLVED**

That outside bodies representatives attached at Appendix 3 to these minutes, be agreed.

## **25 FINANCE REPORT**

Members considered the report of the Responsible Financial Officer.

### **RESOLVED:**

- a) That the report be approved; and

- b) That cheque signing and BACS payments be authorised.

## **26 WOODLAND COMMUNITY CENTRE**

Members discussed budget requests from the Leisure and Properties Committee.

### **RESOLVED**

- a) That the virement of £39,000 from ear marked reserves to the main budget for furnishing of the Woodland Community Centre be approved; and
- b) That Warrens Furniture be awarded the contract for the supply of furnishings at the Centre, for the sum of £9,409, out of budget allocation.

## **27 ANNUAL GOVERNANCE RETURN**

Members considered the Annual Governance and Accountability Return for 2017/18.

### **RESOLVED**

That the Annual Governance and Accountability Return for 2017/18 be approved.

## **28 FINAL ACCOUNTS 2018**

Members considered the Final Accounts for 2018, including the report of the Internal Auditor.

Members thanked the Responsible Finance Officer for her hard work in preparing the final accounts.

### **RESOLVED**

- a) That the final accounts for the year ending March 2018 be approved;
- b) That the internal Auditor's comments be noted; and
- c) That the Annual Return for 2018 be completed.

## **29 COMMUNITY GOVERNANCE REVIEW**

Members considered the proposed change and response as part of the second stage of the consultation. Cllr Noel wished it to be noted that although he understood the Boundary Commission for England placed high priority on elector ratio numbers, he felt that natural geographic boundaries should be given a priority.

### **RESOLVED**

That the proposed boundary changes be supported.

## **30 WYVERN CAMPUS**

Members received an update on the Wyvern Campus from Cllrs Mrs Douglas and Bird. They reported that the two schools and College had been given a considerable amount of money, out of developer's contributions, now that the Education Authority had decided not to locate additional schools in Horton Heath. The estimated sum from developer's contributions was £2 million, and consultation sessions were being held for ideas on how the money should be spent.

Cllrs Mrs Douglas and Bird would keep Members updated on this matter as and when necessary.

**31 CORRESPONDENCE**

Members noted correspondence as circulated. The Clerk highlighted the Traffic Regulation Order for Mortimers Lane.

**REVOLVED**

That the traffic regulation order be supported.

**32 POWERS FOR DEALING WITH UNAUTHORISED DEVELOPMENT AND ENCAMPMENTS**

The Clerk tabled a suggested response for discussion, as follows:-

"The Parish Council welcomes the consultation and urges the Government to use this as an opportunity to tighten current controls to ensure that sufficient robust powers are put into place. The Government should consider giving local authorities, particularly Parish Councils who have ownership and control of open spaces, greater powers to deal with unauthorised encampments, and that these controls be streamlined to enable the Parish Council to manage issues in a swift manner. These revisions should allow the Parish Council to move unauthorised occupants on more swiftly and give greater protective controls to prevent re-occupation of a site and the wider area. This would safeguard the Parish land and instil confidence and security of local residents."

**RESOLVED**

That the response suggested above be submitted to the Hampshire Association of Local Councils.

This was all the business and the meeting closed at 8.50 pm.

Signed ..... Chairman

**Attachments: Appendices 1-3**

**COUNCIL MEETING DATES 2018/19**  
**Mondays at 7.00 pm\*, held at the Parish Office, 2 Knowle Park Lane, Fair Oak**

2018						
MAY	7 BANK HOL	14 LEISURE	21 AGM	28 BANK HOL		
JUNE	4 PLANNING**	11	18 PLANNING POLICY	25		
JULY	2 PLANNING** FINANCE	9 LEISURE	16 PLANNING FULL COUNCIL	23 COMM EVENTS	30 PLANNING	
AUGUST	NO SCHEDULED MEETINGS					
SEPTEMBER	3 PLANNING	10 LEISURE	17 PLANNING POLICY	24		
OCTOBER	1 PLANNING FINANCE	8	15 PLANNING FULL COUNCIL	22	29	
NOVEMBER	5 PLANNING	12	19 PLANNING POLICY	26		
DECEMBER	3 PLANNING FINANCE	10 LEISURE	17 PLANNING FULL COUNCIL	24		
2019						
JANUARY	7 PLANNING	14	21 PLANNING POLICY	28		
FEBRUARY	4 COMMUNITY EVENTS PLANNING LEISURE	11	18 PLANNING FULL COUNCIL	25		
MARCH	4 PLANNING FINANCE	11	18 PLANNING POLICY	25		
APRIL	1 PLANNING	8	15 PLANNING FULL COUNCIL	22	29 ANNUAL PARISH	
MAY	6 PLANNING	13 FULL COUNCIL (AGM)	20 PLANNING LEISURE	27		

\*please check agenda summons as times may vary

\*\*Planning Committee meetings will commence at 6.30pm

## Membership of Committees

<p><b>Finance and Staffing Committee (8 members)</b></p> <p>Cllr P Barrett Cllr Mrs Douglas Cllr J Goss Cllr H McGuinness Cllr J Noel Cllr R Rushton Cllr J Sorley Cllr P Spearey</p>	<p><b>Leisure &amp; Properties Committee (8 members)</b></p> <p>Cllr C Bird Cllr J Goss Cllr Mrs Lusmore Cllr H McGuinness Cllr J Noel Cllr Mrs Shephard Cllr D Scott Cllr J Sorley</p>
<p><b>Planning &amp; Highways Committee (6 members)</b></p> <p>Cllr P Barrett Cllr H McGuinness Cllr T Mignot Cllr D Scott Cllr P Spearey Cllr J Sorley</p>	<p><b>Policy Committee (8 members)</b></p> <p>Cllr C Bird Cllr N Couldrey Cllr Mrs Douglas Cllr J Goss Cllr T Mignot Cllr Mrs Shephard Cllr J Sorley Cllr P Spearey</p>
<p><b>Community Events Sub-Committee (6 members)</b></p> <p>Cllr N Couldrey Cllr Mrs Douglas Cllr Mr McGuinness Cllr J Noel Cllr Mrs Shephard Cllr P Spearey</p>	



**OUTSIDE BODIES REPRESENTATIVES 2018/19**

<b>ORGANISATION</b>	<b>REPRESENTATIVE</b>
Fair Oak Village Hall Management Committee	Cllr H McGuinness
Horton Heath Community Centre	Cllr J Goss
1 <sup>st</sup> Fair Oak Scouts Trustee's Committee Representative	Group Scout Leader Cllr J Noel
2 <sup>nd</sup> Fair Oak Scouts	Mr I Patrick
Twynams Trustees	Cllr J Goss
Eastleigh District Association of Local Councils	Cllr H McGuinness
Transport Representative	Cllr P Barrett
Fair Oak Squash Club	Cllr Mrs Douglas
Y-Zone Management Committee	Cllr P Spearey Deputy – Cllr D Scott
Allotment Association	Cllr H McGuinness Cllr J Goss
Street Pastors	Cllr P Spearey
Campaign to Protect Rural England (CPRE)	Cllr P Spearey



**Minutes of the Policy Committee meeting  
held on Monday 18 June 2018 at 7.30 pm  
at 2 Knowle Park Lane, Fair Oak**

**Committee Councillors Present:** Mrs H Douglas (Chairman), J Goss, T Mignot, Mrs M Shephard, J Sorley & P Spearey (Vice-Chairman).

**Apologies:** Cllr C Bird

**Other Councillors Present:** H McGuinness

**Officers in attendance:** Ms M Stephens, Clerk, Mrs L Greenslade, Deputy Clerk.

**PUBLIC SESSION**

None present.

**33 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS**

None received.

**34 MINUTES**

**RESOLVED:**

That the minutes of the meeting held on 19 March 2018, be noted (previously approved at the AGM on 21 May).

**35 GENERAL DATA PROTECTION REGULATION (GDPR)**

Members discussed the policies, previously circulated as Report A, to comply with the GDPR requirements.

**RESOLVED**

- a) That the GDPR policy documents as set out in appendices 1 – 6 to Report A, be adopted;
- b) That the Clerk be given delegated authority to carry out the necessary tasks & functions to ensure GDPR compliance on behalf of the Parish Council; and
- c) That Members' email addresses be changed to ensure GDPR compliance.

**36 WOODLAND COMMUNITY CENTRE – BOOKING TERMS AND CONDITIONS**

**RESOLVED**

That the booking terms and conditions as set out in Appendix 1 to Report B, be approved, subject to minor amendments.

**37 WOODLAND COMMUNITY CENTRE – HEALTH & SAFETY POLICY AND FIRE SAFETY POLICY**

**RESOLVED**

- a) That the Health & Safety Policy as set out in Appendix 1 to Report C, be adopted;
- b) That the Fire Safety Policy as set out in Appendix 2 to Report C be adopted; and
- c) That the Fire Risk Assessment for the Centre as set out in Appendix 3 to Report C be approved.

**38 LEASE TO OCCUPY – WOODLAND COMMUNITY CENTRE**

**RESOLVED**

That the signed lease to occupy, as set out in Appendix 1 to Report D, be noted.

**39 REPORT OF THE RESPONSIBLE FINANCE OFFICER**

**RESOLVED**

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

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

Signed ..... Chairman



**Minutes of the Finance & Staffing Committee Meeting  
held on Monday 2 July 2018 at 7.00 pm  
at 2 Knowle Park Lane, Fair Oak**

**Councillors Present:** Mrs H Douglas (Chairman), Mr J Goss, Mr H McGuinness, Mr J Sorley and Mr P Spearey

**Apologies:** Cllrs P Barrett & R Rushton

**In Attendance:** Ms M Stephens, Clerk & Mrs J Cahill, Responsible Finance Officer (RFO)

**PUBLIC SESSION**

No members of the public were present.

**1 DECLARATIONS OF INTEREST**

Cllr Mrs Douglas in Minute No. 3.

**2 MINUTES**

**RESOLVED:**

That the minutes of the Finance & Staffing Committee meeting held on 5 March 2018, previously approved by Full Council on 16 April 2018 be noted. There were no matters arising.

**3 QUARTERLY FINANCE UPDATE (REPORT A)**

Cllr Mrs Douglas disclosed a pecuniary interest on the grounds that she was a Governor for Wyvern College, whose grant application was under discussion. She did not participate in the discussion and did not vote. Cllr Spearey took the Chair for the relevant part of the meeting.

**Expenditure to Date**

The Committee received the quarterly finance report outlining the current expenditure to date, the current direct debits, two grant applications, credit card request for the RFO and members' I.T equipment.

The Committee noted that the current expenditure to 25 June 2018 was £71,332. Members discussed the detail of the expenditure and asked Officers questions to which answers were given. Members requested that the RFO investigate the high cost of the water usage at the Cemetery and the cleaning materials for the Parish Office. Officers would email members with an explanation on this.

**Section 137 Grants**

(Cllr Spearey in the Chair)

Members discussed the two grant applications. In respect of the application received from the Asian Welfare & Cultural Association, members considered that although contribution to the project (the Eastleigh Mela) would not directly benefit residents of Fair Oak & Horton Heath, it was likely that some residents would attend. As such, members agreed that a grant award of £100 be made.

In respect of the grant application received from Wyvern College, for a contribution towards the annual Arts Festival, members agreed that as this would directly benefit residents, namely current pupils at the College as well as children and young people from neighbouring schools, and their parents, that the full grant request of £500 be awarded.

(Cllr Mrs Douglas in the Chair)

#### **RFO Debit Card**

Members considered the request that the RFO should be authorised a Parish Council debit card. As the RFO was responsible for all aspects of finance, including the monitoring of expenditure. Members agreed, that the RFO should be authorised a card.

In discussing the Clerk's request that finances be made available for the purchase of ipads for all members of the Parish Council in order to assist with GDPR compliance, members felt that such expenditure should not be sanctioned at this time. However, this could be budgeted for in next year's budget to allow flexibility, should it become apparent that members required ipads in order to ensure data protection compliance and undertake their duties as Councillors efficiently as well as safeguarding the Parish Council's data.

Following discussion, it was:

#### **RESOLVED:**

- a) That the contents of the report be noted;
- b) That the current expenditure as set out in Appendix 1 to Report A to the Committee be noted;
- c) That the direct debits, as set out in Appendix 2 to Report A to the Committee be noted;
- d) That the Responsible Finance Officer be authorised a Parish Council debit card;
- e) That the Asian Welfare & Cultural Association be awarded a grant allocation of £100;
- f) That the Wyvern College be awarded a grant allocation of £500; and
- g) That the request for the purchase of ipads for members of the Parish Council not be granted, but that these be included in the 2019/2020 budget setting process.

## **4 INTERNAL AUDIT**

Members considered the report of the Internal Auditor for 2018/19 which had already been presented to Full Council in May 2018.

#### **RESOLVED**

That the report be noted.

## **5 FINANCIAL RISK ASSESSMENT**

Members considered the Parish Council's Financial Risk Assessment set out in Appendix 1 to Report C to the Committee.

#### **RESOLVED**

That the Parish Council's Financial Risk Assessment set out in Appendix 1 to Report C to the Committee be approved.

This was all the business and the meeting finished at 7.38 pm.

Signed ..... Chairman



**Minutes of the Leisure and Properties Committee Meeting  
held on Monday 9 July 2018 at 7.00 pm  
at 2 Knowle Park Lane, Fair Oak**

**Committee Councillors Present:** J Goss, H McGuinness, J Noel, D Scott.

**Other Councillors present:** Mrs H Douglas

**Apologies:** Cllrs C Bird, Mrs M Shephard, J Sorley.

**In Attendance:** Ms M Stephens, Clerk, Mrs L Greenslade, Deputy Clerk, Mr C Burchett, Ranger & Mrs C Giles, Bookings Administrator.

**PUBLIC SESSION**

No members of the public were present.

**10 ELECTION OF CHAIRMAN**

Cllr Douglas moved that Cllr Bird be elected Chairman of the Leisure & Properties Committee for the ensuing municipal year. The motion was seconded by Cllr Scott.

**RESOLVED**

That Cllr Bird be appointed as Chairman for the ensuing municipal year.

**11 ELECTION OF VICE-CHAIRMAN**

Cllr Douglas moved that Cllr Noel be elected Vice-Chairman of the Leisure & Properties Committee for the ensuing municipal year. The motion was seconded by Cllr Scott.

**RESOLVED**

That Cllr Noel be appointed as Vice-Chairman for the ensuing municipal year. Cllr Noel took the Chair in the absence of Cllr Bird.

**12 DECLARATIONS OF INTEREST**

None received.

**13 MINUTES**

**RESOLVED:**

That the minutes of the Leisure & Properties Committee meeting held on 14 May (approved by the Full Council on 21 May) 2018, be noted.

**MATTERS ARISING**

**6 – Parish Office Signage**

The Clerk advised the signage had been ordered and would be installed sometime in July.

## **7 – Silent Soldier**

The Clerk reported that the Church were waiting for formal confirmation from the Dioceses to the placing of the structure in the Church yard.

### **14 ALLOTMENT UPDATE**

The Parish Ranger gave a verbal update on the allotments.

Members were asked to consider a request from a local resident regarding the use of ear marked cemetery space at Knowle Park – land adjacent the current allotments for the use of football training.

#### **RESOLVED**

- a) That the Allotment update be noted; and
- b) That the request for use of the land earmarked for the new cemetery be declined.

### **15 CLERK'S UPDATE**

The Clerk tabled a verbal update on the following:-

- Roger Smith Cup
- Eastleigh Borough Council – use of Parish land for 'Your Park'
- Use of pavilion car park by Wyvern College
- Use of the Woodland Community Centre by Hillier Nurseries – Garden Makeover
- Fair Oak Cemetery Trees

#### **RESOLVED**

- a) That the Roger Smith Cup be awarded annually to a local group/organisation for its contribution to the community;
- b) That a trophy cabinet be purchased to display the silverware the Council holds and historic memorabilia;
- c) That the use of Parish land for the Borough Council's 'Your Park' scheme be noted;
- d) That the use of the Lapstone pavilion car park by Wyvern College for their Arts Festival activities be noted;
- e) That the use of the Woodland Community Centre, for registration and refreshments, by Hillier Nurseries for a charity garden makeover in a property in Bishopstoke be noted; and
- f) That the recent fallen tree incident at the Fair Oak Cemetery and its consequences in dealing with the issue be noted.

### **16 PLAY AREA INSPECTION**

Members considered the recent play area inspections as detailed in Report A and previously circulated, and consider any recommendations arising from the inspection reports.

#### **RESOLVED**



- a) That the Play Inspection Report detailed in Report A be noted;
- b) That the major works to the skate park, highlighted by the Ranger, be carried out using funds from general reserves at an estimated cost of £5,374. Three quotes to be obtained; and
- c) That quotes be obtained for sand blasting and galvanising the goal at New Century Park, and a decision be made at the end of the Summer to the way forward.

## **17 WOODLAND COMMUNITY CENTRE**

Members considered the expenditure to date, budget requests and progress at the Centre, as set out in Report B previously circulated.

### **RESOLVED**

- a) That the current expenditure to date set out in Appendix 1 be noted;
- b) That InterClean be awarded the cleaning contract at the Woodland Community Centre;
- c) That the Clerk be given delegated authority to source a portable payment terminal;
- d) That the 2<sup>nd</sup> Fair Oak Scout Group be given notice to quite the site; and
- e) That the Clerk be given delegated authority to source demolition of the Scout hut immediately prior to the Scout Group vacating the premises.

## **18 PROPERTY MATTERS**

The Ranger updated Members on other property matters and budget requests.

### **RESOLVED**

- a) That Premier be awarded the contract for the Lapstone Pavilion alarm, at £794; and
- b) That Quick release goals for pitch 2 at the Lapstone Playing Fields be purchased;

This was all the business and the meeting finished at 8.20 pm.

Signed ..... Chairman

## Fair Oak and Horton Heath Parish Council

## Bank - Cash and Investment Reconciliation as at 1 July 2018

**Confirmed Bank & Investment Balances**Bank Statement Balances

30/06/2018	Current Account	27,169.23
30/06/2018	Premier Account	345,082.94
30/06/2018	Public Sector Deposit Fund	304,222.51
30/06/2018	Petty Cash	89.66

676,564.34

Unpresented Payments

100.00

676,464.34

Receipts not on Bank Statement

0.00

**Closing Balance**

676,464.34

All Cash & Bank Accounts

Current Account	2,094.29
Petty Cash	89.66
Premier Account	345,082.94
Public Sector Deposit Fund	304,222.51
Other Cash & Bank Balances	0.00
<b>Total Cash &amp; Bank Balances</b>	<b>651,489.40</b>

## Receipts for Month 3

## 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>
Balance Brought Fwd :		67,652.44					67,652.44	
Banked: 06/06/2018		449.50						
	fair oak cricket club	449.50			1310	100	449.50	Cricket club
Banked: 07/06/2018		131.00						
	BURIAL	131.00			1520	510	131.00	Marsh
Banked: 07/06/2018		10.00						
	CARNIVAL	10.00			1120	100	10.00	Carnival
Banked: 07/06/2018		10.00						
	HISTORY BOOKS	10.00			1900	100	10.00	History books
Banked: 07/06/2018		46.00						
	ALLOTMENT	46.00			1500	500	46.00	a1 allotment
Banked: 07/06/2018		130.50						
	MEMORIAL	130.50			1530	510	130.50	McGowen
Banked: 07/06/2018		120.00						
	CARNIVAL	120.00			1120	100	120.00	Carnival
Banked: 07/06/2018		350.00						
	Co -Op Hire Meeting room	350.00			1200	100	350.00	Co -Op Hire Meeting room
Banked: 07/06/2018		113.33						
	SSE	113.33			1900	100	113.33	Refund
Banked: 07/06/2018		130.50						
	MEMORIAL	130.50			1530	510	130.50	Hobson
Banked: 07/06/2018		262.00						
	BURIAL	262.00			1520	510	262.00	Davidson
Banked: 07/06/2018		46.80						
	wyvern FC	46.80			1300	100	46.80	Football
Banked: 07/06/2018		187.20						
	Wyvern College	187.20			1300	100	187.20	Football
Banked: 07/06/2018		130.50						
	MEMORIAL	130.50			1530	510	130.50	Memorial Hobson
Banked: 08/06/2018		505.96						
	Horton Heath payroll	505.96			4000	200	505.96	Horton Heath payroll
Banked: 08/06/2018		325.00						
	Welcome stores	325.00			1200	230	325.00	Hire
Banked: 11/06/2018		180.00						
	Rainbows preschool	180.00			1200	320	180.00	Hire
Banked: 14/06/2018		4,800.00						
	EBC	4,800.00			1900	100	4,800.00	Crowdhill Art commission

Continued on Page 2

Date: 09/07/2018

## Fair Oak and Horton Heath Parish Council

Page: 2

Time: 13:13

## Cashbook 1

User: JOANNA

## Current Account

For Month No: 3

## Receipts for Month 3

## 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: 20/06/2018		126.00						
	Ryan Fenwick	126.00			1200	230	126.00	Hire
Banked: 22/06/2018		53.44						
	Came and Company	53.44			4055	110	53.44	Insurance credit
Banked: 25/06/2018		2,880.00						
	All aspects fencing	2,880.00			4450	230	2,880.00	refund
Banked: 28/06/2018		2,054.60						
	EBC	2,054.60			1900	100	2,054.60	Crowdhill art commission
Banked: 28/06/2018		20.00						
	MEMORIAL	20.00			1530	510	20.00	Hobson
Banked: 28/06/2018		2,054.60						
	Sales Recpts Page 1	2,054.60	2,054.60		100			Sales Recpts Page 1 Crowdhill Artwork
Banked: 28/06/2018		-2,054.60						
	EBC	-2,054.60			1900	100	-2,054.60	Crowdhill Artwork

<b>Total Receipts for Month</b>	13,062.33	2,054.60	0.00	11,007.73
---------------------------------	-----------	----------	------	-----------

<b>Cashbook Totals</b>	80,714.77	2,054.60	0.00	78,660.17
------------------------	-----------	----------	------	-----------

Continued on Page 3

## Payments for Month 3

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/06/2018	CF Corporate Finance	DD	256.46		42.74	4090	110	213.72	Copier rental
1/06/2018	southern electric	DD	53.00		2.52	4405	240	50.48	electricity - pavillion
4/06/2018	uk fuels	DD	145.32		24.22	4305	210	121.10	Fuel
7/06/2018	Duel Pumps	BACS	56.40		9.40	4540	290	47.00	Materials
8/06/2018	all aspects fencing	BACS	2,880.00		480.00	4455	230	2,400.00	Crowdhill fencing
8/06/2018	keith Michaels	BACS	1,246.00			4320	210	1,246.00	Vehicle Insurance
1/06/2018	uk fuels	DD	163.42		27.24	4305	210	136.18	Fuel
1/06/2018	amazon	VISA	14.99			4455	230	14.99	Key lock Box
3/06/2018	Network One	112.94	112.94			4120	110	112.94	Telephones
3/06/2018	o2	DD	22.50		3.75	4125	110	18.75	Mobiles
3/06/2018	Adobe	VISA	12.64		2.11	4132	110	10.53	Acropro subscription
5/06/2018	payroll	BACS	13,041.10			4000	110	5,742.24	payroll
						4000	200	7,298.86	payroll
5/06/2018	Ikea	VISA	332.15			4450	230	332.15	Woodlands kitchen equipment
5/06/2018	uk fuels	DD	160.77		26.80	4305	210	133.97	Fuel
5/06/2018	sage payroll	DD	19.20		3.20	4132	110	16.00	subscription
5/06/2018	HSSToolhire	VISA	323.10			4535	290	323.10	New Pump for bowser
8/06/2018	Hambrook Garden Centre	VISA	37.09		6.18	4595	290	30.91	Top Soil
0/06/2018	Communications Ltd	BACS	90.00		15.00	4875	600	75.00	Carnival Headsets
0/06/2018	EBC	BACS	28.03		4.67	4600	300	11.68	Dog Bins (May 18)
						4680	300	11.68	Dog Bins (May 18)
0/06/2018	RS Components	BACS	46.37		7.73	4425	240	38.64	Pavilion lighting
0/06/2018	Greenbarnes	BACS	1,634.38		272.40	4455	230	1,361.98	Noticeboards for crowdhill
0/06/2018	Ribble Valley	BACS	75.16		12.53	4425	230	62.63	Fire signage
0/06/2018	SOURCE SUPPLIES	BACS	34.56		5.76	4435	240	28.80	Pavilion supplies
0/06/2018	formatt	BACS	75.00			4090	110	75.00	PC Back ups and email address
0/06/2018	hampshire County council	BACS	84.29		14.05	4080	110	70.24	stationary
0/06/2018	Arco	BACS	174.77		29.13	4110	110	145.64	Clothing
0/06/2018	EBC	BACS	1,504.00			4395	150	1,504.00	Non domestic rates
0/06/2018	datecentre	BACS	60.00			4090	110	60.00	subscription
0/06/2018	e-mango	BACS	576.00		96.00	4150	110	480.00	website
0/06/2018	Surrey Hills	BACS	40.00		6.67	4070	110	33.33	Surrey Hills
0/06/2018	CONDOR	BACS	124.55		20.76	4085	110	103.79	Copier supplies
0/06/2018	CCL CLEANING GROUP	BACS	260.00		43.33	4435	150	216.67	cleaning
0/06/2018	Came and company	BACS	53.44			4055	110	53.44	insurance
0/06/2018	machine mart	BACS	148.98			4535	290	148.98	ATV Winch
0/06/2018	swl	BACS	192.00		32.00	4595	440	160.00	Zip wire service
0/06/2018	PJ&CM Froud	BACS	9,588.00		1,598.00	4590	300	7,990.00	Pitch 2 drainage
0/06/2018	Hampshire pensions	BACS	3,437.72			4010	110	1,548.67	pensions
						4010	200	1,889.05	pensions
0/06/2018	HMRC	BACS	3,480.79			4000	110	1,609.18	PAYE
						4000	200	1,871.61	PAYE
0/06/2018	ACE LIFTAWAY	BACS	106.29		17.72	4800	500	88.57	Allotment toilet hire
0/06/2018	progate	BACS	1,514.40		252.40	4425	150	1,262.00	barrier repair
0/06/2018	all aspects fencing	BACS	2,880.00		480.00	4455	230	2,400.00	fencing at crowdhill
0/06/2018	prioirty windows	BACS	216.00		36.00	4450	230	180.00	Window film

Continued on Page

Date: 09/07/2018

## Fair Oak and Horton Heath Parish Council

Page: 4

Time: 13:13

## Cashbook 1

User: JOANNA

## Current Account

For Month No: 3

## Payments for Month 3

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
0/06/2018	atkinsons glass	BACS	165.60		27.60	4450	230	138.00	Crowdhill centre mirrors
0/06/2018	D&J SCOTT	BACS	57.60		9.60	4300	210	48.00	Mower blades
0/06/2018	D&J SCOTT	BACS	75.60		12.60	4300	210	63.00	Mower repair
0/06/2018	Harding vehicle repair	BACS	342.37		57.06	4315	210	285.31	Van service and mot
0/06/2018	Colin Hardwicke	BACS	29.33			4540	290	29.33	b&q refund
0/06/2018	Martin Ames	BACS	10.00			4990	110	10.00	Pay as you go refund
0/06/2018	Kathryn Holiwell	BACS	40.00			4875	600	40.00	Carnival dress
0/06/2018	e-mango	BACS	201.00		33.50	4150	110	167.50	website
0/06/2018	Hambrook Garden s	VIS	39.00		6.50	4590	300	32.50	Top soil
0/06/2018	e-mango	BACS	-200.62			4150	110	-200.62	Website
5/06/2018	uk fuels	DD	84.12		14.02	4305	210	70.10	Fuel
6/06/2018	cash withdrawal	ATM	200.00			4875	600	200.00	Carnival pennies
7/06/2018	Colin philips	BACS	4,800.00			1900	100	4,800.00	Crowdhill artwork
7/06/2018	Surrey Hills	BACS	1,662.00		277.00	4070	110	1,385.00	fees -aquistion of crowdhill
7/06/2018	Tudor	BACS	280.51		46.75	4115	110	233.76	Newsletter
7/06/2018	Siemens Financial Se	DD	486.57		81.10	4125	110	405.47	Telephone system
7/06/2018	British Gas	DD	18.61		0.89	4400	150	17.72	Gas
8/06/2018	asda	VISA	27.55			4875	600	15.00	Carnival and woodlands refresh
						4990	230	12.55	Carnival and woodlands refresh
9/06/2018	amazon	VISA	24.49			4455	230	24.49	locakable postpox
<b>Total Payments for Month</b>			53,645.54	0.00	4,138.93			49,506.61	
<b>Balance Carried Fwd</b>			27,069.23						
<b>Cashbook Totals</b>			80,714.77	0.00	4,138.93			76,575.84	

## List of Payments made between 01/07/2018 and 30/07/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2018	Mrs S Hoare	01978	75.00		windscreen chip repair
01/07/2018	longacre Feeds	01979	71.12		Brooms and Rate Bait
01/07/2018	longacre Feeds	01980	180.29		Woodlands Centre Gate
01/07/2018	Asian welfare and cultural Org	01980	100.00		Grant
01/07/2018	Wyvern College	01981	500.00		Grant
18/07/2018	binder loams	BACS	578.88		Cricket Soil
18/07/2018	CCL CLEANING GROUP	BACS	260.00		cleaning
18/07/2018	EBC	BACS	28.03		Dog Bins
18/07/2018	ACE LIFTAWAY	BACS	102.85		Allotment toilet
18/07/2018	ACE LIFTAWAY	BACS	106.28		Allotment Toilet
18/07/2018	Travis Perkins	BACS	231.03		Carnival tape,cable ties etc
18/07/2018	Travis Perkins	BACS	66.62		Cement
18/07/2018	TRADEUK	BACS	14.46		cable ties, safety glasses
18/07/2018	A Drainage	BACS	125.00		blocked drain at woodlands
18/07/2018	Premier teamwear	BACS	139.26		rosettes, labels etc
18/07/2018	Advanced Locking	BACS	1,041.98		New lock cylinders and keys
18/07/2018	SOURCE SUPPLIES	BACS	135.34		cleaning materials
18/07/2018	SOURCE SUPPLIES	BACS	140.40		cleaning materials,first aid k
18/07/2018	SOURCE SUPPLIES	BACS	1,558.80		Numatic floor scrubber
18/07/2018	SOURCE SUPPLIES	BACS	43.20		dishwasher cleaning mat
18/07/2018	CSG fire and security	BACS	4,293.00		supply & installation of CCTV
18/07/2018	The blind business	BACS	819.00		black out roller blinds
18/07/2018	shawyers	BACS	3,120.00		Clear fallen Pine
18/07/2018	CONDOR	BACS	141.40		Copier consumables
18/07/2018	EBC	BACS	1,384.29		Non Domestic Rate
18/07/2018	Fareham Scout band	BACS	150.00		Carnival Band
18/07/2018	Catering Equipment support	BACS	778.80		Installation of Boiler
18/07/2018	Catering Equipment Support	BACS	2,152.13		Dishwashr &boiler installation
18/07/2018	GB EMs group	BACS	128.00		medcial cover for carnival
18/07/2018	formatt	BACS	18.75		Connect laptop to RV
18/07/2018	formatt	BACS	56.25		PC Security, network settings
18/07/2018	British Gas	BACS	269.64		Electricity charge
18/07/2018	HALC	BACS	90.00		Clerk training 4/07and 11/07
18/07/2018	data centre	BACS	120.00		10 email accounts
18/07/2018	Hampshire Caledonian	BACS	320.00		Carnival Band
18/07/2018	Hampshire pensions	BACS	2,887.94		pension
18/07/2018	hmrc	BACS	2,747.20		PAYE
<b>Total Payments</b>			<b>24,974.94</b>		

Cheque Ref	Cost Centre Description	Nominal Code Description	Transaction Detail	Date Paid	Net	VAT	Total	Amount	Payee Name
BACS	Crowdhill Community Building	Equipment - External	Crowdhill fencing	08/06/2018	2400	480	2880	2400	all aspects fencing
BACS	Machinery and Van	Vehicle Insurance	Vehicle Insurance	08/06/2018	1246	0	1246	1246	Keith Michaels
BACS	Administration	Salaries	payroll	15/06/2018	13041.1	0	13041.1	5742.24	payroll
BACS	Property Maintenance Staff	Salaries	payroll	15/06/2018				7298.86	payroll
BACS	Crowdhill Community Building	Equipment - External	Noticeboards for crowdhill	20/06/2018	1361.98	272.4	1634.38	1361.98	Greenbarnes
BACS	Parish Office	Business Rates	Non domestic rates	20/06/2018	1504	0	1504	1504	EBC
BACS	Administration	Website	website	20/06/2018	480	96	576	480	e-mango
BACS	Lapstone Playing Fields	Pitch Maintenance	Pitch 2 drainage	20/06/2018	7990	1598	9588	7990	PJ&CM Froud
BACS	Administration	Employer's Pension	pensions	20/06/2018	3437.72	0	3437.72	1548.67	Hampshire pensions
BACS	Property Maintenance Staff	Employer's Pension	pensions	20/06/2018				1889.05	Hampshire pensions
BACS	Administration	Salaries	PAYE	20/06/2018	3480.79	0	3480.79	1609.18	HMRC
BACS	Property Maintenance Staff	Salaries	PAYE	20/06/2018				1871.61	HMRC
BACS	Parish Office	Health & Safety	barrier repair	20/06/2018	1262	252.4	1514.4	1262	progate
BACS	Crowdhill Community Building	Equipment - External	fencing at crowdhill	20/06/2018	2400	480	2880	2400	all aspects fencing
BACS	Income	Other Income	Crowdhill artwork	27/06/2018	4800	0	4800	4800	Colin Philips
BACS	Administration	Legal & Professional Fees	fees -aquisition of crowdhill	27/06/2018	1385	277	1662	1385	Surrey Hills
1981	Other Expenses	Section 137 - Grants	Grant	01/07/2018	500	0	500	500	Wyvern College
BACS	Lapstone Playing Fields	Pitch Maintenance	Cricket Soil	18/07/2018	482.4	96.48	578.88	482.4	binder loams
BACS	Crowdhill Community Building	Equipment - Internal	New lock cylinders and keys	18/07/2018	868.32	173.66	1041.98	868.32	Advanced Locking
BACS	Crowdhill Community Building	Equipment - Internal	Numatic floor scrubber	18/07/2018	1299	259.8	1558.8	1299	SOURCE SUPPLIES
BACS	Crowdhill Community Building	Equipment - External	supply & installation of CCTV	18/07/2018	3577.5	715.5	4293	3577.5	CSG fire and security
BACS	Crowdhill Community Building	Equipment - Internal	black out roller blinds	18/07/2018	682.5	136.5	819	682.5	The blind business
BACS	Trees	Trees - Fair Oak Cemetery	Clear fallen Pine	18/07/2018	2600	520	3120	2600	shawyers
BACS	Parish Office	Business Rates	Non Domestic Rate	18/07/2018	1384.29	0	1384.29	1384.29	EBC
BACS	Crowdhill Community Building	Equipment - Internal	Installation of Boiler	18/07/2018	649	129.8	778.8	649	Catering Equipment support
BACS	Crowdhill Community Building	Equipment - Internal	Dishwashr &boiler installation	18/07/2018	1793.44	358.69	2152.13	1793.44	Catering Equipment Support
BACS	Administration	Employer's Pension	pension	18/07/2018	2887.94	0	2887.94	1023.79	Hampshire pensions
BACS	Property Maintenance Staff	Employer's Pension	pension	18/07/2018				1864.15	Hampshire pensions
BACS	Administration	Salaries	PAYE	18/07/2018	2747.2	0	2747.2	898.59	hmrc
BACS	Property Maintenance Staff	Salaries	PAYE	18/07/2018				1848.61	hmrc



## FULL COUNCIL – 16 JULY 2018

### CEMETERY TREES

#### 1. PURPOSE

- 1.1 To update members on the incident occurring on Monday 2 July 2018 involving one of the Pine trees at Fair Oak Cemetery.
- 1.2 To seek member approval for budget allocation to address this matter.

#### 2. BACKGROUND

- 2.1 On Monday, 2 July 2018, the Parish Council was informed, by Wyvern College, that one of the 60-foot Monterey Pine trees had suddenly fallen down onto their tennis courts. The fallen tree straddled both footpaths, and part of the bike racks and the tennis courts. Thankfully no one was hurt or injured.
- 2.2 The Parish Ranger immediately attended the site to assess the situation. The Ranger immediately cordoned off the area and called the Tree Officer at Eastleigh Borough Council to attend the site. The Cemetery was immediately closed, and the pathway closed to vehicular access. The Parish Clerk also attended the site and agreed with colleagues at the school that access near the site should be strictly prohibited until specialist advice was sought regarding the safety of the other trees.
- 2.3 Whilst the Tree Office from Eastleigh Borough Council did attend the site, he was unable to confirm his advice, as the trees were not under the ownership of the Borough Council. As such, the Parish Ranger organised for an independent tree specialist to attend the site the next day (4 July 2018).
- 2.4 In addition, Shawyers were called to site to attend to the fallen tree.
- 2.5 Advice was posted on the Council's website and facebook page confirming that the Cemetery was closed to the public for safety reasons. The School also advised students whose bikes were stored in the bike racks, that access to their bikes was prohibited as it was uncertain whether the other trees remained safe. Both the School and the Parish Clerk agreed that access should be contained, with the safety of the public being paramount.
- 2.6 The independent tree specialist confirmed that the remaining Pine trees were safe and as such the Cemetery was re-opened to the public. The School also allowed pupils to collect their bikes. As they did so, photographs were taken, for insurance purposes. The Parish Ranger also took photos, and it seems, that no damage was made to any of the bikes, owing to the fact that the tennis court fence broke the fall of the tree.
- 2.7 The Council had undertaken its yearly tree survey on the trees at the Cemetery on 22 February 2018. All recommendations resulting from that report were carried out in March 2018. The report in February did not raise any issues of concern regarding the pine trees. As such, it appears that the extreme heat was the cause of the tree falling.
- 2.8 The Parish Clerk drafted a joint press release which was signed off by both the Chairman of the Parish Council and the Headteacher in response to a number of press enquiries. This is attached at **Appendix 1**.
- 2.9 The Parish Council insurers have been consulted at every stage of the incident.

#### 3. NEXT STEPS

- 3.1 At the time of the report, Shawyers have now cleared the site and all that remains is minor debris which the Parish Grounds Maintenance Team will clear and remove. The

invoice for this work is attached at **Appendix 2**. The cost of this work comes to £2,600 plus £520 VAT.

- 3.2 The report of the independent tree consultant is attached at **Appendix 3**. The cost of the survey is £645. Members will note from the survey that there are some advisory notes with regards to the remaining trees in the Cemetery with the tree specialist recommending that

- 3.3 In following the advice of the Council's insurers, all invoices, photos etc have been logged. The School have also been advised that any quotes for the damage to the tennis court fence should be sent direct to the Parish Council, who will forward onto the Council's insurers. It is yet unknown the full cost of damage from the School's perspective. Similarly, the cost to repair/replace the damage to the Cemetery fence is unknown.

#### **4. EMERGENCY BUDGET REQUEST**

- 4.1 As mentioned in paragraphs 2 & 3 above, in order to ensure the safety of residents, specialist advice and contractors were called to site at short notice. As such it was not possible to seek permission from the Full Council for this financial outlay.
- 4.2 The Responsible Finance Officer has confirmed that there is £8,000 in the Council's budget earmarked for tree maintenance but that is spread across all the Council sites. The cost of the work could be covered by using this budget. As mentioned above it is unclear when the insurers will reimburse the Council and for what for.
- 4.3 In addition, the Clerk has sought advice from Hampshire Association of Local Council's who have advised that the Section 137 monies could be used to supplement the cost of the damage if needed. However, the budget has earmarked the Section 137 specifically for the payment of grants. But this does not necessarily have to be spent solely on grants. Approximately £600 of the £4000 grant monies has been spent so far.

#### **5. CONCLUSION**

- 5.1 The Council had undertaken a survey on the Pine trees in February 2018 and had carried out any recommendations on the trees in March 2018. That report did not highlight any issues of concern regarding the Pine tree.
- 5.2 The likely cause of the Pine tree falling was the extreme heat. No one was injured or hurt as a result of the tree falling. The only damage being to the Parish Council Cemetery fence and the School's tennis court fence.
- 5.3 The independent tree specialist has no issues of concerns regarding the remaining trees. However, has advised that remedial work be undertaken in the next six months.
- 5.4 Working in partnership with the School, the Parish Council made Every effort to ensure that the site was safe and secure whilst necessary works and investigations were undertaken.
- 5.4 All documents pertaining to the incident and costs, received so far, have been submitted to the Council's insurers. However, immediate costs in responding to the incident need to be paid by the Parish Council.

#### **6. RECOMMENDATIONS**

- 6.1 That the Council notes the contents of the report and the steps undertaken by the Parish Clerk and the Parish Ranger in responding to the incident;
- 6.2 That the Responsible Finance Officer be granted authority to pay the costs attached to incident, as set out in paragraph 3, by using the budget code for the trees and if necessary Section 137 monies; and

- 6.3 That the Clerk update the Chairman and Vice-Chairman of the Parish Council as and when necessary regarding any budget and insurance actions.

**For further information:**

Melanie Stephens, Parish Clerk  
[clerk@fairoak-pc.gov.uk](mailto:clerk@fairoak-pc.gov.uk)

Colin Burchett, Parish Ranger  
[grounds@fairoak-pc.gov.uk](mailto:grounds@fairoak-pc.gov.uk)

On Monday 2 July 2018, colleagues at Wyvern College informed the Parish Council that one of the large Monterey Pine trees, one of approximately 15-16 that line the boundary of the Fair Oak Cemetery (owned and managed by the Parish Council) and the College, had suddenly fallen, snapping at the base of the tree. The fallen tree straddles a footpath, bike storage and part of the College's tennis court. It is with great relief that no one was present at the time the tree fell and no one was hurt, the only damage being several fence panels.

In response to the incident, both the Parish Council and the College worked together closely to ensure that both the College and the Cemetery sites affected by the fallen tree were cordoned off and restricted to the students and the public to ensure their safety. Contractors were called to site to start the removal process and an independent tree surveyor undertook an assessment of the safety of the remaining fifteen pine trees. Unfortunately, this meant that several children, who cycled to school that day, had to make alternatives arrangements, as access to their bikes, so near to the fallen tree, and its neighbours along the path, was restricted as a health and safety precaution.

The survey has confirmed that the remaining trees are safe and secure. Subsequently, the cemetery can now be re-opened to the public. However, clearance of the fallen pine tree will not be completed until Thursday 4 July 2018. The footpath will be closed until that time, to allow these necessary works to be undertaken.

The College has now allowed students to access their bikes, near to the area where the tree fell. Thankfully, it does not appear that any of the students' bikes were damaged.

It is thought that the tree fell owing to the extreme heat destabilising the roots of the tree. The last tree inspection undertaken in February 2018 (commissioned by the Parish Council) highlighted no issues of concern, further confirming that the current heatwave is the likely cause of the incident.

The Parish Council and Wyvern College would like to thank everyone involved in responding to the incident and ensuring the safety of the pupils and local residents.

**Wyvern College**  
**Fair Oak & Horton Heath Parish Council**

**3 July 2018**



# INVOICE

Fair Oak and Horton Heath Parish Council  
 2 Knowle Park Lane  
 Fair Oak  
 Eastleigh  
 Hampshire  
 SO50 7GL

**Invoice Date**  
 5 Jul 2018

**Invoice Number**  
 INV-4359

**VAT Number**  
 230668318

Shawyers  
 Unit 1c Deer Park Farm  
 Industrial Estate  
 Fair Oak  
 Hampshire  
 SO50 7DZ  
 08450 947 957

Description	Quantity	Unit Price	VAT	Amount GBP
Emergency tree work at Fair Oak Cemetery / Wyvern Technology College	1.00	2,600.00	20%	2,600.00
Clear 1 fallen pine back to fence.				
			Subtotal	2,600.00
			TOTAL VAT 20%	520.00
			<b>TOTAL GBP</b>	<b>3,120.00</b>

## Due Date: 12 Jul 2018

OUR PREFERRED PAYMENT METHOD IS ONLINE BANKING:

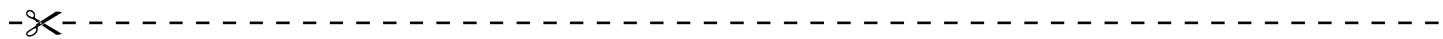
ACCOUNT NAME - SHAWYERS  
 SORT CODE - 20-79-31  
 ACC NUMBER - 90813184

CHEQUES TO BE MADE PAYABLE TO 'SHAWYERS'

PLEASE COMPLETE OUR CUSTOMER SATISFACTION SURVEY AT:

[https://docs.google.com/forms/d/1dVzQGp0wvEd\\_fgDCOgzpiLua5R-7-jPzrZgZ\\_0PcSmQ/viewform?usp=send\\_form](https://docs.google.com/forms/d/1dVzQGp0wvEd_fgDCOgzpiLua5R-7-jPzrZgZ_0PcSmQ/viewform?usp=send_form)

[View and pay online now](#)



# PAYMENT ADVICE

To: Shawyers  
Unit 1c Deer Park Farm Industrial Estate  
Fair Oak  
Hampshire  
SO50 7DZ  
08450 947 957

Customer	Fair Oak and Horton Heath Parish Council
Invoice Number	INV-4359
Amount Due	3,120.00
Due Date	12 Jul 2018
Amount Enclosed	

Enter the amount you are paying above





## Tree risk assessment report

Fair Oak Cemetery, Botley Road, Fair Oak, Eastleigh

## Appendix 3



## Site location



This aerial image is provided courtesy of Google. The yellow line indicates the approximate site boundary and is illustrative only. The red line indicates the location of the trees subject to this inspection.

## Report purpose

This is a tree risk assessment report in response to the failure of one tree on the southern boundary of Fair Oak Cemetery. It was part of a line of trees along that boundary and the tree owners wish to determine whether any other works are necessary to ensure the safety of the trees. Sixteen Monterey pines on the southern boundary of the site were visually checked to provide management recommendations. Implementing the specified intervention works as soon as practically possible will be an important aspect of establishing that reasonable and proportionate proactive measures have been taken to manage obvious significant risks of harm from tree failures.

This report includes:

- a **tree location plan (BT1)** showing the areas visited, and the location and numbering of trees requiring intervention works;
- **advice** in the form of a schedule of intervention works and future management recommendations; and,
- an **Appendix** listing background administrative information and describing how the site visit was conducted.

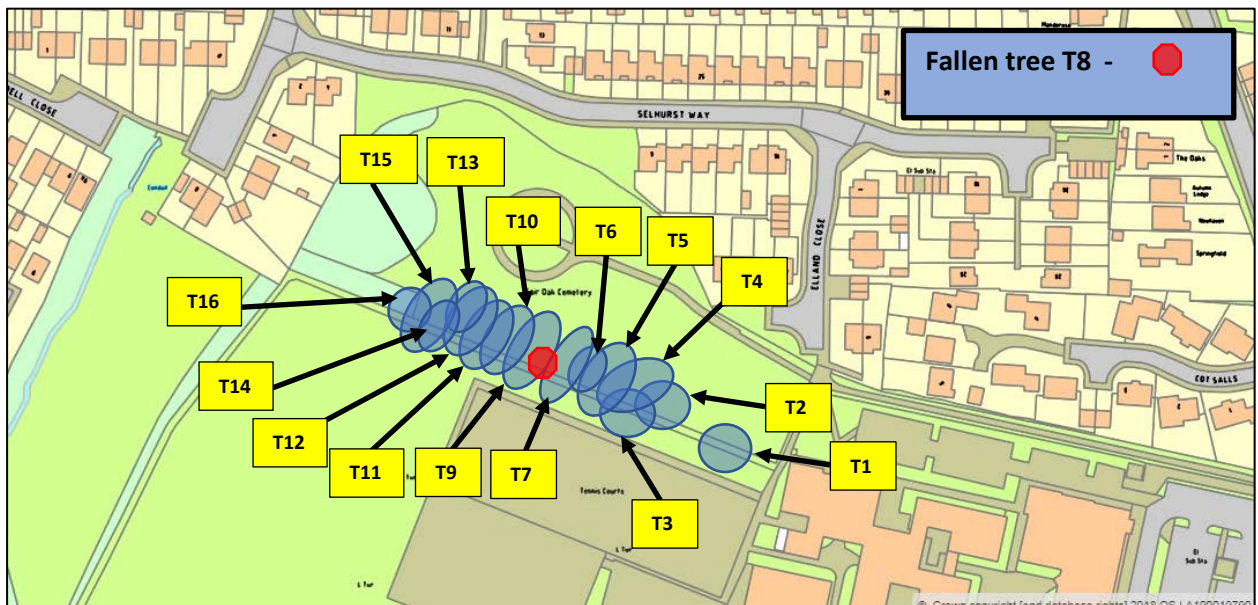


## Summary of recommendations

11 individual trees were identified for intervention works to remove deadwood and/or reduce the long lateral limbs growing over the school boundary to the south. One tree T15 is identified as requiring removal due to defective structure through the main fork. A further tree T16 will need to be removed if T15 is removed due to the impracticality of retention. The works should be carried out as soon as practically possible, subject to habitat and tree protection restrictions.

**Reminder:** Unless otherwise stated in the schedule of intervention works, these work recommendations are made on the basis that the locations will be re-inspected within 3–5 years of the date of the last inspection. All the locations should be checked after extreme and severe storm events, and in the event of any nearby disturbance that could adversely affect tree stability, such as excavation or loss of shelter.

## Sketch Plan BT1



**Image 1:** Trees along the southern boundary



**Image 2:** Trees along the southern boundary



**Image 3:** T8, fallen over boundary line into school property



**Image 4:** T8 fallen into school property

The seventeen Monterey pine trees were specifically identified by Fair Oak Parish Council for visual inspection. The approximate tree locations are shown on plan BT1, which is illustrative and not to scale. It should not be used to scale distances, or for any purposes other than identifying the route of the inspection and the approximate location of each numbered tree. The trees all stand on the southern boundary of the cemetery and overhang a public footpath and the school boundary. Due to their orientation there are significant long lateral branches growing from the trees over the boundary line and management of this end weighting would be prudent to reduce the loading overhanging the school.

The schedule of trees is as follows:

Tree	Species	Comments	Recommendations	Priority
1	Monterey pine	Located within shelter belt amenity planting, minor deadwood and one-sided crown due to competition, no obvious defects.	<ul style="list-style-type: none"> <li>Remove deadwood</li> <li>Reduce lateral limbs overhanging school boundary by 2m</li> </ul>	Normal
2	Monterey pine	Leaning, one sided tree, mutual crown with T2 and T3, minor deadwood	<ul style="list-style-type: none"> <li>Remove deadwood</li> <li>Reduce lateral limbs overhanging school by 2m where possible</li> </ul>	Normal
3	Monterey pine	Stunted tree, previously lost top, one sided crown	<ul style="list-style-type: none"> <li>Reduce lateral limbs overhanging school by 2m</li> </ul>	Normal
4	Monterey pine	Fork at 10m from previous lost top, minor twist to stem base, minor deadwood	<ul style="list-style-type: none"> <li>Reduce lateral limbs overhanging school by 2m</li> </ul>	Normal
5	Monterey pine	Twin stemmed at 2m, overlong lateral limbs, some moderately sized deadwood, ivy clad stem, small deformation at stem base, no obvious signs of decay, poor crown shape	<ul style="list-style-type: none"> <li>Reduce lateral limbs overhanging school by 2m</li> </ul>	Normal
6	Monterey pine	Single stem, previous co-dominant stem reduced to 4m, long main stem with no side branches, small crown, leaning into cemetery, poor quality tree	<ul style="list-style-type: none"> <li>No works necessary</li> </ul>	
7	Monterey pine	Twin stemmed at 3m, adjacent to failed tree, one sided crown now exposed to the southwest and northwest, possible root disturbance from falling tree	<ul style="list-style-type: none"> <li>Monitor</li> <li>Reduce lateral limbs overhanging school by 2m</li> </ul>	Normal
8	Monterey pine	Fallen tree (02/07/18). Twin stemmed at 4m, no obvious extensive decay or fungal fruiting bodies, discolouration to wood below soil level, poor buttress growth on cemetery side, possibly asymmetric crown leading to weighting over school.	<ul style="list-style-type: none"> <li>Clear up debris and stump area, review immediate surrounds for fungal activity or other defect. Monitor area for fungal activity.</li> <li>Replant</li> </ul>	Urgent
9	Monterey pine	Single stem tree to west of fallen tree. Full crown, minor deadwood on exposed side, girdling root on north side. Possible root disturbance from fallen tree.	<ul style="list-style-type: none"> <li>Remove minor deadwood, monitor</li> <li>Reduce lateral limbs overhanging school by 2m</li> </ul>	Normal

Tree	Species	Comments	Recommendations	Priority
10	Monterey pine	Minor deadwood, no obvious effects	<ul style="list-style-type: none"> <li>Reduce lateral limbs overhanging school by 2m</li> </ul>	Normal
11	Monterey pine	Large stem, sub-dominant stem to south at 1.5m, main fork at 3m, girdling root on north side, large deadwood	<ul style="list-style-type: none"> <li>Remove deadwood</li> <li>Reduce lateral limbs overhanging school by 2m</li> </ul>	Normal
12	Monterey pine	Ivy clad tree close to corner of garage, single stem, girdling root, low lateral limbs towards school	<ul style="list-style-type: none"> <li>Reduce lateral limbs overhanging school by 2m</li> </ul>	Normal
13	Monterey pine	Single main stem with a sub-dominant limb growing over garage, low lateral limbs towards school	<ul style="list-style-type: none"> <li>Reduce lateral limbs overhanging school by 2m</li> </ul>	Normal
14	Monterey pine	Multi stemmed at 3m, ivy clad, small crown	<ul style="list-style-type: none"> <li>No work necessary</li> </ul>	
15	Monterey pine	Twin stemmed at 1.8m, one sided, poor crown shape and size, deadwood and bulging stem below fork	<ul style="list-style-type: none"> <li>No work necessary at present, but will be exposed to the west if T16 is removed</li> <li>Monitor</li> </ul>	Advisory
16	Monterey pine	Large crown, multi stemmed at 1.5m, recently reduced southern stem due to crack at main fork, further crack on southern stem and stem rubbing above.	<ul style="list-style-type: none"> <li>Fell and replant</li> </ul>	Normal
17	Monterey pine	One sided and suppressed tree due to presence of T16, leaning and one sided crown, low lateral limbs over school, rubbing branches, poor shape	<ul style="list-style-type: none"> <li>Fell, impractical to retain if T16 is removed</li> <li>Replant</li> </ul>	Normal

#### Explanatory notes

1. **Priority:** Works noted as 'Urgent' must be organised as a matter of urgency and carried out as soon as possible. **IMPORTANT REMINDER: Tree T8 has been listed as needing urgent works.** Works noted as 'Normal' should be scheduled in as soon as practical, taking proper account of possible habitat restrictions and normal logistical delays, such as adverse weather and administrative workloads. 'Normal' is intended to mean within three months of the inspection date as a standard default, with a possible extension up to six months at the most under exceptional circumstances, which would need to be justified in the event of criticism. Works noted as 'Advisory' are non-essential suggestions in the interests of good management, and are not necessary for safety reasons.
2. **Standard of tree works:** All tree works should be carried out to BS 3998 (2010) *Tree Work – Recommendations*, as modified by more recent research and/or the specific site circumstances. It is advisable to select a contractor from the local authority list, and preferably one approved by the Arboricultural Association (The Malthouse, Stroud Green, Standish, Stonehouse, Gloucestershire GL10 3DL; 01242 522152; [www.trees.org.uk](http://www.trees.org.uk).) Its Register of Contractors can be viewed at <https://www.trees.org.uk/ARB-Approved-Contractor-Directory>.
3. **Reporting during work operations:** If a contractor carrying out recommended works discovers any features or conditions that may affect tree safety, these should be reported to the supervising officer. Modification to the original specification may be required because of these reports. The contractor should be specifically instructed on this point.



## A1.1 Background administrative information

	Background administrative information
Report date & reference	5 <sup>th</sup> July 2018: 18233-Report-CA
Plan reference	BT1
Instructing client	Fair Oak Parish Council
Instructions	Visit and visually check the fifteen Monterey pines on the southern boundary of the site overhanging the public footpath and school. These trees are indicated on plan BT1 by the yellow highlighting. We only visited trees in these areas.
Provided plan	None
Report author and credentials	Chris Alder is a Chartered Forester ( <a href="http://www.charteredforesters.org">www.charteredforesters.org</a> ) and an AA Registered Consultant ( <a href="http://www.trees.org.uk">www.trees.org.uk</a> ), and fully qualified to undertake the assessments in this report. Further details of his credentials can be found at <a href="http://www.barrelltreecare.co.uk/who-we-are/">www.barrelltreecare.co.uk/who-we-are/</a> .
Report limitations	<ul style="list-style-type: none"> <li>• <b>Statutory protection:</b> Our visual check and assessment of the trees is for the purposes of risk management and has taken no account of any statutory protection such as Tree Preservation Orders, Conservation Area, and Forestry Act, controls that may exist. These are matters that the duty holder must check before any works are undertaken and take due account of when implementing any recommendations. It would be normal for a contractor undertaking works to deal with these issues as a matter of course during the organisation of work programmes.</li> <li>• <b>Ecology:</b> We advise that trees can be valuable ecological habitat, but we have no specialist expertise in this discipline and this report does not consider that aspect. Some of the trees identified for intervention works may be habitat protected through the European Protected Species legislation and this should be checked before any works start.</li> <li>• <b>Inspection frequency:</b> Our inspection of the trees for the purposes of assessing their condition and work requirements is made on the basis that they will be re-inspected within 3–5 years of the date of the last inspection. All areas where checks are deemed necessary should be checked after extreme and severe storm events, and after any nearby disturbance that could adversely affect tree stability, such as excavation or loss of shelter.</li> <li>• <b>Clarification of the meaning of ‘inspection’:</b> For the purposes of this report, ‘inspection’ is a broad term used to describe the process of visiting and visually assessing a tree. It does not imply that a detailed investigation or anything more than a quick visual check was carried out.</li> </ul>
Technical references	<p>In preparing the analysis in this report, consideration has been given to the guidance and advice in the following technical references:</p> <ul style="list-style-type: none"> <li>• The HSE Sector Information Minute (SIM) called <i>Management of the risk from falling trees or branches</i> (2013)</li> <li>• <i>Balancing tree benefits against tree security; the duty holder’s dilemma</i>, published in the <i>Arboricultural Journal: The International Journal of Urban Forestry</i> (Volume 34, Issue 1, 2012)</li> <li>• Forestry Commission Practice Guide <i>Hazards from Trees: A General Guide</i> by David Lonsdale (2000)</li> <li>• National Tree Safety Group’s recent publication on tree risk management called <i>Common sense risk management of trees</i></li> <li>• <i>Tree inspections: a simpler alternative to the present complication and confusion</i>, published in the <i>Arboricultural Association ArbNews</i> (Autumn 2013)</li> </ul>

	Background administrative information
	<ul style="list-style-type: none"> <li>The UK Road Liaison Group's <i>Well-managed Highway Infrastructure: A Code of Practice</i>, published in October 2015</li> <li>Department of the Environment Circular 52/75 <i>Inspection of highway trees</i></li> </ul>

## A1.2 Data collection

	Data collection
<b>Date of site visit</b>	3 <sup>rd</sup> July 2018
<b>People present during site visit</b>	Chris Alder
<b>Weather &amp; visibility</b>	Clear, breezy and dry, with good visibility
<b>Method of tree inspection</b>	In the areas identified for inspection, we walked up to each significant tree and carried out a quick visual check. This included a review of the crown from a distance, followed by a closer look at the trunk and crown for any obvious signs of poor health and structural weakness. We also looked at the base of the trunk, with a focus on discovering obvious signs of structural defects, root decay, or instability. For the larger trees, if necessary, we scanned the upper crowns with binoculars or a zoom camera to assist in the identification of potential hazards. Where trunks had ivy cover, we probed and tapped the wood from ground level to establish if there were any obscured features that were relevant to the assessment. We did not extend this check to removing all the ivy or probing beyond what we could reach from ground level.
<b>Assessment of intervention works</b>	Intervention works are specified based on an inspection frequency of 3–5 years, and an assessment of the following failure factors: tree health, structural defects, history of failure, predisposition of the species to failure, recent changes or disturbance, prevailing ground conditions affecting stability, and exposure to weather, as described in detail in the article <i>Tree inspections: a simpler alternative to the present complication and confusion</i> ( <a href="https://www.barrelltreecare.co.uk/assets/Uploads/BTC86-AAnews-Complete-191013.pdf">https://www.barrelltreecare.co.uk/assets/Uploads/BTC86-AAnews-Complete-191013.pdf</a> )
<b>Tree tagging, recording of locations, and intervention works</b>	Where it was decided that a tree required intervention works, it was identified with a numbered aluminium tag, stapled to the trunk in a visible position. This number and the approximate location was then indicated on plan BT1. Brief observations, including work recommendations, were recorded in the schedule at the front of this report.
<b>Limitations to observations</b>	<ul style="list-style-type: none"> <li>The inspection of the trees to assess their condition and work requirements was made on the basis that they will be re-inspected every 3–5 years to identify any changes in condition and review the original recommendations.</li> <li>All observations were of a preliminary nature and did not involve any climbing or detailed investigation beyond what was visible from accessible points at ground level.</li> <li>Where there was restricted access to the base of a tree, its attributes were assessed from the nearest point of access.</li> <li>All dimensions were estimated unless otherwise indicated.</li> </ul>



## **Eastleigh Neighbourhood Policing Team** **Fair Oak & Horton Heath Quarterly Report**

This report covers the three month period of April, May and June 2018 for the Parish of Fair Oak & Horton Heath.

This is the new quarterly report I will be producing and sending to the parish. This is a process which will be generic district wide, so don't be surprised if the format changes over time.

My aim as the Sergeant responsible for your Neighbourhood Policing Team is to provide you with an overview of the current crime figures, highlight any trends or patterns, seek feedback and your views in relation to the report, and then update our community priorities based on all of the information we already have (seasonal trends / previous priorities / district problems / county wide problems etc).

### **Team Updates:**

I am the newest member of the team, joining in January following the retirement of PS Tony Thompson. I have 24 years police service in a variety of roles and areas. I have not worked in the Eastleigh area previously but I know the area well due to friends and family living here.

PC Laura King, PC Rob Reason, PCSO Lucinda Mack and PCSO Oonagh Knights are the rest of the team along with PCSO Helen Rees who has recently returned from maternity leave. We all work from Eastleigh Police Station.

### **Crime Summary:**

I am pleased to be able to confirm that total crime recorded within the parish remains low, however there has been a slight increase compared to the same period last year. The following table gives you an overall comparator for April, May and June for 2017-18 and 2018-19:

<b>Apr / May / June</b>	<b>17-18</b>	<b>18-19</b>
<b>1 Violence Against the Person</b>	26	49
<b>2 Sexual Offences</b>	3	3
<b>3 Robbery</b>	0	0
<b>4 Theft Offences</b>	33	30
<b>5 Criminal Damage and Arson Offences</b>	14	13
<b>6 Drug Offences</b>	0	0
<b>7 Possession of Weapons Offences</b>	0	0
<b>8 Public Order Offences</b>	8	8
<b>9 Miscellaneous Crimes Against Society</b>	2	1
<b>Sum:</b>	<b>86</b>	<b>104</b>

Of note in these figures is that June was the busiest month for the area in terms of recorded crime. This includes a spike in violence without injury compared to previous years, but unfortunately that is the case for April and May as well. The figures are consistent with



seasonal trends and trends that have occurred in the wider district and Hampshire areas during the same period.

Please do not be alarmed by the rise in violent crime. Violent crime is up both locally and nationally. This partly due to changes in the way we record some crimes.

Fair Oak & Horton Heath	1718	1819
1a Violence with injury	9	18
1b Violence without injury	17	31

I have personally reviewed all of the recorded incidents of Violence with injury. 11 of them are domestic incidents, 1 is a dog bite, 1 relates to a care home, 3 are related to night time economy and 2 are school related. The 2 school incidents are linked and at the time of writing are still under investigation.

We experienced a few burglaries recently to homes where vehicles, amongst other items, were stolen. These are being investigated by our Operation Hawk team and are linked to other offences in our neighbouring forces.

If any more detail is required then please let me know, however the main headline is there is no discernible pattern of crime or ongoing series of crimes that are specific to Fair Oak & Horton Heath at this time.

#### **Anti-Social Behaviour Summary:**

ASB is a little bit trickier to drill down into the detail of because of the varying ways it can be recorded on our system. I have included below a table which has the previous 12 months from the day of the report compared to the same period in the previous year:

Neighbourhood	Beat	R12 months	Previous R12 months	Difference
Eastleigh East	Fair Oak & Horton Heath	124	108	16
	Sum:	124	108	16

As you can see from the table there has been a reduction of 13% on the previous 12 months.

I have also reviewed the raw data for the last 3 months, and I am very pleased to report there are very few repeat locations of concern. Generally if an area has more than 3 calls in a 90 day period we will consider whether there needs to be further work. At the moment the three places that meet that threshold are Campbell Way, Botley Road and Winchester Road. The Campbell Way incidents are related to youths in the park. Botley road and Winchester road are obviously large areas so difficult to pinpoint the issues. The park is regularly patrolled by the team as well as the street pastors.

#### **Policing Priorities:**

My team are asked to consider 3 separate levels of priorities which are set at force, district and community level:

- The **force priorities** are overarching themes which all teams throughout the force are expected to contribute to (Domestic violence and Child Sexual Exploitation for example).

- Our **district priorities** are things that are specifically impacting on Eastleigh as a district and are set month by month at our 'tactical planning meetings', and are generally crime series or trends.
- Our **community priorities** are led by the community and are based on feedback from yourselves, any interactions with the community and up to date crime data.

Our force priorities include child exploitation and domestic violence amongst others, and the PCSOs in particular take the lead role in safeguarding vulnerable people in the parish. As such they are often focused on dealing with victims of Domestic Violence or vulnerable children in the parish alongside focusing on the community set priorities. The PCs on the team focus on the domestic violence perpetrators and others committing crime in the area.

**Our current community priorities are:**

- **Speeding**
- **ASB Campbell Way**

We now need to consider what our priorities are going forward and I welcome any feedback from you. We do consider previous years, so we are currently refreshing our work around previous crime patterns and ASB issues as we head into the school holidays.

Please can you let me know if there is anything else that in your experience you feel we should be focusing on.

**Our suggested community priorities are at least:**

- ASB Campbell Way and surrounding areas (happy to consider other 'hotspots')
- Speeding

Please feedback anything else you feel should be included.

I hope you find this report useful. It is a new process for me so please let me know if you feel there is anything else that should be included or needs covering.

Best regards

Zoë

**Team Contact Points:**

District e-mail  
PS 3727 Zoë Wakefield  
Phone number  
Twitter

[eastleigh.police@hampshire.pnn.police.uk](mailto:eastleigh.police@hampshire.pnn.police.uk)  
[zoe.wakefield@hampshire.pnn.police.uk](mailto:zoe.wakefield@hampshire.pnn.police.uk)  
101 – ask for Eastleigh NPT  
@EastleighPolice