



# 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](mailto:enquiries@fairoak-pc.gov.uk)

## SUMMONS

Dear Member

9 October 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, 15 October 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 3-21)

- a) To approve the minutes of the Council meeting held on 16 July 2018; and
- b) To approve the minutes of the Leisure & Properties Committee held on 10 September 2018;
- c) To approve the minutes of the Policy & Resources Committee held on 17 September 2018;
- d) To note the minutes of the Planning Committee held on 3 September, 17 September & 1 October 2018;
- e) To approve the minutes of the Finance & Staffing Committee held on 1 October 2018.

### 4 CLERK'S REPORT

### 5 HORTON HEATH DEVELOPMENT

To appoint a Sub-Committee of 4 members with the following terms of reference: - "To understand the full aspects of the development, investigate the open space, leisure and community facilities requirements for the site, the future financial obligations of the Parish Council and make appropriate recommendations to the Council".

### 6 COMMUNITY INVESTMENT PROGRAMME (REPORT A, TO FOLLOW)

To agree comments raised at the Committees and finalise the Community Investment Programme for submission to Eastleigh Borough Council.

### 7 REPORT OF THE RESPONSIBLE FINANCE OFFICER (RFO) (REPORT B, TO FOLLOW)

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

**9. ANNUAL RETURN (REPORT C, PAGES 22-29)**

To complete the annual return for the year ending March 2018.

**10. HORTON HEATH COMMUNITY CENTRE**

Horton Heath Community Centre will be transferred to the Parish Council following the last AGM of the Community Association in November. As the Parish Council currently has no budgeted funds for this, it is: -

**RECOMMENDED:**

*That £2,000 be transferred from general reserves to cover any maintenance and staffing costs associated with the Community Building and that the Clerk, in consultation with the Chairman, be given delegated authority for the spending of this budget.*

**11. NEIGHBOURHOOD PLAN**

To consider whether to commence a Neighbourhood Plan.

**12. HAMPSHIRE VISION TO 2050 CONSULTATION**

To note Hampshire County Council consultation survey, which can be found via the following link: -

<https://www.hants.gov.uk/aboutthecouncil/haveyoursay/visionforhampshire2050>

**13. REPORTS BY COUNTY AND BOROUGH MEMBERS**

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

**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 Full Council meeting  
held on Monday 16 July 2018 at 7.00 pm  
at 2 Knowle Park Lane, Fair Oak**

**Councillors Present:** N Couldrey (from item 8), H McGuinness, J Noel, Mrs M Shephard, R Rushton (from item 5), & P Spearey (Vice Chairman)

**Apologies:** Councillors P Barrett, Mr C Bird, Mrs H Douglas, J Goss & J Sorley.

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

**PUBLIC SESSION**

There were no members of the public present.

**33 DECLARATIONS OF INTEREST**

None received.

**34 MINUTES OF MEETINGS**

**RESOLVED:**

- a) That the minutes of the Annual General meeting held on 21 May 2018, be signed by the Vice Chairman as a correct record;
- b) That the minutes of the Policy Committee meeting held 18 June 2018, be signed by the Vice Chairman as a correct record;
- c) That the minutes of the Finance & Staffing Committee held on 2 July 2018, be signed by the Vice Chairman as a correct record; and
- d) That the minutes of the Leisure & Properties Committee held on 9 July 2018, be signed by the Vice Chairman as a correct record; and

**35 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.

**36 CEMETERY TREES**

**RESOLVED**

- a) That the report be received and the recommendations adopted.

**37 EASTLEIGH NEIGHBOURHOOD POLICING TEAM FAIR OAK AND HORTON  
HEATH QUARTERLY REPORT**

**RESOLVED**

That the report be noted.

**38 LOCAL PLAN**

**RESOLVED**

That the Clerk's draft response and Planning Members' comments be collated, circulated to Full Council via email for approval, prior to submission to Eastleigh Borough Council.

**39 COUNTY COUNCILLOR'S REPORT**

County Councillor Tenant gave a verbal report which included, pot holes, transport consultation and cuts to services.

**BOROUGH COUNCILLORS' REPORT**

Cllrs Rushton and Couldrey commented on the Local Plan consultation.

**40 OUTSIDE BODIES**

Cllr Noel reported on the success of the local Scout Groups.

**41 INSURANCE**

**RESOLVED**

- a) That the three insurance quotes received from Came & Co be noted; and
- b) That Hiscock be appointed as the Council's insurers for the year.

This was all the business and the meeting closed at 7.50 pm.

Signed ..... Chairman



**Minutes of the Leisure and Properties Committee Meeting  
held on Monday 10 September 2018 at 7.00 pm  
at 2 Knowle Park Lane, Fair Oak**

**Committee Councillors Present:** Mrs D Lusmore, H McGuinness, J Noel, & Mrs M Shephard

**Other Councillors present:** Mrs H Douglas & P Spearey

**Apologies:** Cllrs Bird, Goss & Sorley.

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

**PUBLIC SESSION**

No members of the public were present

**19 ELECTION OF CHAIRMAN**

Following the resignation of Cllr Bird as Chairman of the Committee, Cllr Mrs Douglas moved that Cllr Noel be elected Chairman of the Leisure & Properties Committee for the ensuing municipal year. The motion was seconded by Cllr Mrs Shephard.

**RESOLVED**

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

**20 DECLARATIONS OF INTEREST**

None received.

**21 MINUTES**

**RESOLVED:**

That the minutes of the Leisure & Properties Committee meeting held on 9 July 2018 (approved by the Full Council on 16 July 2018), be noted.

**22 PROPERTY MATTERS**

The Parish Ranger gave a verbal update on property matters.

Discussion ensued on the re-location of the Scouts from Shorts Road and the process thereafter regarding the site adjacent the play area. Members requested that notices be displayed around the park, published in the newsletter and notice to local residents advising of works and asking for ideas for the new play area at New Century.

## **RESOLVED**

- a) That N Bryan Plumbing be awarded the contract for the Legionella Risk Assessment at £6713 (budgeted item);
- b) That the Clock to the front of the Parish Office building be fitted at £1595 (budgeted item);
- c) That Chris Rogers be awarded the contract to demolish the Scout hut in Shorts Road, on the vacation from the Scout Group, at £5600 (budgeted item). Notices to be displayed around the park, published in the newsletter and notice to local residents advising of works and asking for ideas for a new play area at New Century Park;
- d) That Shawyers be awarded the contract for remedial works to the 16 pine trees at Fair Oak Cemetery at £5270 (budgeted item);
- e) That the request to use metal detectors in Knowle Park be declined;
- f) That the erection of a marquee in New Century Park for a Hope charity event in July be granted; and
- g) That a dog walking event in aid of fundraising for McMillan charity on 29 September 2019 be granted.

## **23 BUDGET PLANNING**

The Ranger put forward budget requests for 2019-2020, as follows: -

- £7500 for a new roller mower
- £70-80,000 for a new skate park
- £500 to repair and refurb doors at the Pavilion
- £1060 to redecorate the Pavilion
- £4000 for a new track in Knowle Park
- £1200 for repairs to paths at Knowle Park
- £825 to carry out risk assessments for Legionella at The Woodland Community Centre, Parish Office and Horton Heath Community Centre

## **RESOLVED**

That the above requests be put forward to the Finance & Staffing Committee for consideration.

## **24 COMMUNITY INVESTMENT PROGRAMME**

Members discussed the draft Investment Programme for Fair Oak & Horton Heath.

## **RESOLVED**

That the ideas suggested be collated by the Clerk and a report prepared for submission at Full Council.

## **25 COMMUNITY EVENTS SUB-COMMITTEE**

## **RESOLVED**

That the recommendations of the Sub-Committee, as set out in Report B be approved.

**26 WORK PROGRAMME 2018019**

**RESOLVED**

That the work programme as set out in Report C be agreed.

This was all the business and the meeting finished at 8.39 pm.

Signed ..... Chairman



**Minutes of the Policy & Resources Committee meeting  
held on Monday 17 September 2018 at 7.00 pm  
at 2 Knowle Park Lane, Fair Oak**

**Committee Councillors Present:** C Bird, Mrs M Shephard, J Sorley & P Spearey (Vice-Chairman).

**Apologies:** Cllr Mrs Douglas, Couldrey & Goss

**Other Councillors Present:** Cllr Noel

**Officers in attendance:** Ms M Stephens, Clerk, Mrs L Greenslade, Deputy Clerk, and part of the meeting, C Burchett, Parish Ranger & Mrs J Cahill, Responsible Finance Officer.

**PUBLIC SESSION**

None present.

**40 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS**

None received.

**41 MINUTES**

**RESOLVED:**

That the minutes of the meeting held on 18 June 2018, be noted (previously approved by Full Council on 16 July 2018).

**42 ROOM BOOKING POLICY FOR LOCAL CHARITIES**

Members considered whether booking fee discounts should be awarded to local charities requesting use of the Roger Smith Conference Room.

The Clerk informed members of the various practices and policies of other local councils and public bodies, with differing discounts offered across the board.

Some members expressed the view that the policy of the Parish Council should be fair and transparent, and that all charitable organisations should be treated the same, rather than have different arrangements for different organisations. Members also felt that it would be too complicated and onerous to judge each request on its own merits. As such, it was

**RECOMMENDED:**

- a) *That registered charities whose work directly benefits residents of Fair Oak & Horton Heath, receive a discount of 20% on booking fees for the Roger Smith Conference Room, for a maximum of 5 occurrences per year; and*
- b) *That this policy be reviewed in 18 months' time.*

#### **43 BURIAL FEES FOR UNDER 18'S**

Members considered the burial fees for under 18's.

Members were aware of the Government's commitment to establish a Funeral Fund for grieving parents who have lost their child. Under the proposed scheme, parents would no longer have to meet the cost of burials, with fees being waived by local authorities and instead met by government funding.

At present, it was unclear on the timescales of the implementation of this fund, however, members felt that the Parish Council should seek to waive its own internment fees for under 18's in the Parish, to show its support for grieving families and that the fees should be waived with immediate effect.

#### **RESOLVED**

That the internment fees for residents under the age of 18, be waived with immediate effect.

#### **44 PEMBERS HILL DRIVE**

Members considered whether the Parish Council should accept the public open space and play area (with developers' contributions) for this development.

Eastleigh Borough Council had recently approached the Parish Council regarding the Section 106 agreement relating to this development and a view to transferring the public open space and associated funds to the Parish Council. The Parish Council had not been previously made aware of this, and had assumed, as no dialogue had taken place with the Borough, that the public open space would be the responsibility of a management committee.

In discussing this issue members raised a number of concerns including: -

- The lack of strategic approach to planning in the Borough and in particularly Fair Oak. And the increasing number of large scale 'pepper potted' developments appearing in the Parish;
- The lack of dialogue between the Borough Council with the Parish Council when drafting section 106 agreements, particularly where the Borough had a view to transfer responsibility of the public open space to the Parish;
- The impact on current staff resources and the need to train current staff to enable them to maintain open space adjacent to a public highway;
- The number of other developments nearby, with public open space, which could be transferred to the Parish Council and the impact on budgets and staff resources.

In considering all of the above issues, and the fact that the Parish was under no legal obligation to accept the transfer of land, it was

#### **RECOMMENDED:**

*That the Parish Council decline the offer of the transfer of the public open space on this development at this time.*

#### **45 COMMUNITY INVESTMENT PROGRAMME**

Members considered the draft community investment programme as set out in Appendix 1, Report A to the Committee.

**RESOLVED**

That the investment programme be noted.

**46 WORK PROGRAMME**

Members considered the draft work programme as set out in Report B to the Committee.

**RESOLVED**

That the work programme be noted.

**47. 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 8.15 pm.

Signed ..... Chairman



**Minutes of the Planning & Highways Committee meeting  
held on Monday 1 October 2018 at 6.00 pm  
at 2 Knowle Park Lane, Fair Oak**

**Committee Councillors Present:** T Mignot, H McGuinness and P Spearey (Chairman)

**Other Councillors present:** Mrs H Douglas & J Noel

**Apologies:** Cllrs Scott and Sorley

**Officers in attendance:** Ms M Stephens, Clerk

**PUBLIC SESSION**

There were no members of the public present.

**32 DECLARATIONS OF INTEREST**

There were none.

**33 MINUTES**

**RESOLVED**

That the minutes of the meeting held on 3 September 2018 be signed by the Chairman as a correct record.

**34 CLERK'S VERBAL REPORT**

The Clerk reported that Hampshire County Council had appointed a School Patrol Officer at the Allington Lane Crossing.

The Clerk informed members of Eastleigh Borough Council's scheme of delegation which enabled officers to determine applications, rather than Committees, when applications had been in receipt of objections.

**35 PLANNING REGIME**

Members discussed the format and timings of meetings.

**RESOLVED**

That the Chairman of the Committee approach members to determine their availability for meetings and that this inform any future decisions regarding the format of meetings going forward.

**36 HIGHWAYS**

Members raised issues of concern which would be investigated by the Clerk with the relevant responsible authorities.

**37 PLANNING APPLICATIONS**

Cllrs discussed planning applications, and decisions that had been received to week ending 21 September 2018, as previously circulated at Appendix 1.

**Application No:** T/18/83686

**Site Address:** 351A FAIR OAK ROAD, FAIR OAK, EASTLEIGH, SO50 8AA

**Description:** 1 no. Pine. Remove lateral branch to trunk collar.

Crown lift north-east canopy 4 meters above ground level and crown reduce by 1 meter.

**Comment:** No objection subject to the recommendations of the Tree Officer.

**Application No:** F/18/83945

**Site Address:** CHALCROFT BUSINESS PARK, BURNETTS LANE, WEST END

**Description:** Hybrid Planning Application consisting of:

1) Full Planning Application for the demolition of Units 10 -15 (1,860m2 of Commercial floorspace), security lodge and store building and the development of 3,013m2 of B1b, B1c, B2 and B8 floorspace, a cafe and site maintenance store; (Phase 1 using existing Burnetts Lane access); and

2) Outline Planning Application for up to 7,528m2 of B1b, B1c and B8 storage and distribution floorspace. (All matters other than access reserved) (Phase 2 within access to new link road).

**Comment:** The Parish Council object on the grounds that the increase movement of traffic from heavy goods vehicles will have a detrimental impact on the noise and air pollution for nearby residents. The Parish Council have concerns about the lack of clarity regarding the positioning and timing of the new link road and whether a transport impact assessment has been undertaken. Should the application be granted the Parish Council request that a condition be imposed restricting the movement of heavy goods vehicles, in a southerly direction only, from 7.00pm-7.00am in order to limit noise disturbance for nearby residents.

**Application No:** T/18/83801

**Site Address:** FLINTSTONE, MICHAELS WAY, FAIR OAK, EASTLEIGH, SO50 7NJ

**Description:** 1 no. Oak T1 - Fell.

1 no. Oak T2 - Reduce lowest northern facing lateral branch by up to 4 metres.

**Comment:** No objection subject to the recommendations of the Tree Officer.

**Application No:** H/18/84048

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

**Description:** First floor side extension with dormer windows linking house to garage, conversion of existing garage to habitable accommodation and addition of front dormer window to front roof slope

**Comment:** No objection but seek clarification as to whether all residents at the boundary of the property, namely Pavilion Close, have been consulted.

## DECISIONS

**T/18/83512** Consent under Tree Preservation Orders Decision 10 Sep 2018 Consent To Tree Works For Delegated Decision Proposal 2 no. Birch. Crown reduction by up to 3-4 metres. Location: 15 Athena Close, Fair Oak, SO50 8QP

**F/17/80565** Full planning Decision 10 Sep 2018 Dismissed at Appeal Delegated Decision Proposal Erection of 1 no. detached 3 bed dwelling, following the removal of mobile home and change of use of open countryside to the north and east to residential domestic curtilage. Location: Land adjacent to Hillview Manor Park, Fair Oak, SO50 7HD

## 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 6.47 pm.

Signed ..... Chairman



**Minutes of the Planning & Highways Committee meeting  
held on Monday 3 September 2018 at 6.00 pm  
at 2 Knowle Park Lane, Fair Oak**

**Committee Councillors Present:** H McGuinness, P Spearey (Chairman) & J Sorley.

**Other Councillors present:** Mrs H Douglas & J Noel.

**Apologies:** none

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

**PUBLIC SESSION**

There were no members of the public present.

**25 DECLARATIONS OF INTEREST**

Cllr Mrs Douglas disclosed a non-pecuniary interest in minute number 31, as she lived in Mortimers Lane, the location of the proposed development. She concluded that under common law there were no issues to prevent her from speaking.

**26 MINUTES**

**RESOLVED**

- 1) That the minutes of the Planning & Highways meeting held on 16 July 2018, be signed by the Chairman as a correct record; and
- 2) That the minutes of the Planning & Highways informal meeting held on 30 July 2018, be signed by the Chairman as a correct record.

**27 NEIGHBOURHOOD PLAN**

Members discussed Bishopstoke Parish Council's approach to producing a Neighbourhood Plan. Cllrs Sorley and McGuinness were in favour of starting the initial process. Cllr Mrs Douglas felt specific sites, such as Shorts Road and Dean Road play areas and the Village Centre could be the Council's first objectives but was against starting the formal process of a neighbourhood plan at this stage.

**RESOLVED**

That the matter be referred to Full Council for further discussion.

**28 HAMPSHIRE VISION TO 2050 (CONSULTATION)**

Members discussed the above consultation. Suggestions were given which included :-

- More integrated housing for the elderly
- More social housing
- Connectivity rather than cuts
- Reliable internet speeds for everyone
- Seek the opinions of the pupils from Wyvern College

**RESOLVED**

That the matter be referred to Full Council for further discussion.

## **29 COMMUNITY INVESTMENT PROGRAMME**

Members discussed small and medium projects for inclusion in the plan as previously circulated in Report A, these included:-

- Artificial pitches for football
- A paddling pool
- A garden of reflection
- A fixed table tennis table

### **RESOLVED**

That these suggestions be included in the final response.

## **30 PREVIOUS PLANNING APPLICATIONS**

### **RESOLVED**

That comments submitted to Eastleigh Borough Council on planning applications received during August be formally confirmed.

## **31 PLANNING**

Cllrs discussed planning applications, and decisions that had been received to week ending 24 August, as previously circulated at Appendix 1.

**Application No:** F/18/83717

**Site Address:** 117 SANDY LANE, FAIR OAK, EASTLEIGH, SO50 8GF

**Description:** Demolish existing bungalow erect 2 no. 3 bedroom dwellings with associated parking, cycle and bin storage.

**No Objection - concerns were raised over vehicular access in and out of the site.**

**Application No:** H/18/83456

**Site Address:** 15 CAMELIA GROVE, FAIR OAK, EASTLEIGH, SO50 7GZ

**Description:** Single storey rear extension with raised decking

**No Objection**

**Application No:** H/18/83754

**Site Address:** 7 LONGFIELD ROAD, FAIR OAK, EASTLEIGH, SO50 7LX

**Description:** First floor side extension above existing attached garage with front dormer and 2 no. rooflights to rear roof slope.

**Object to the bulk of the proposed extension and overlooking. Members supported the neighbour's concerns.**

**Application No:** H/18/83625

**Site Address:** NANAIMO, BOTLEY ROAD, HORTON HEATH, SO50 7DQ

**Description:** Installation of dropped kerb to Botley Road

**Object – too close to the existing junction**

**Application No:** RM/18/83737

**Site Address:** LAND EAST OF KNOWLE LANE, KNOWLE LANE, FAIR OAK, SO50 7DZ

**Description:** Reserved matters application pursuant to outline planning permission F/17/80640 for 34 dwellings (matters of access, appearance, landscaping, layout and scale to be considered).

**No Objection – Members requested greater landscaping buffers with more variety of plants and were concerned over the lack of landscaping to the south of the development between the properties and industrial units. Members asked if there was provision for a footpath to the centre.**

**Application No:** T/18/83512

**Site Address:** 15 ATHENA CLOSE, FAIR OAK, EASTLEIGH, SO50 8QP

**Description:** 2 no. Birch. Crown reduction by up to 3-4 metres.

**No Objection**

**Application No:** T/18/83622

**Site Address:** 21 PAVILION CLOSE, FAIR OAK, EASTLEIGH, SO50 7PS

**Description:** 1 no. Willow crown lift to 3.5m

**No Objection**

**Application No:** RM/18/83278

**Site Address:** PEMBERS HILL FARM, MORTIMERS LANE, FAIR OAK

**Description: Amended Plans** - Reserved matters for the construction of 243 dwelling units and retention of 2 dwellings pursuant to outline permission O/15/77190 for the residential development of 250 dwellings. (Details of appearance, landscaping, layout and scale of development only for consideration).

**No Objection to the amended plans**

## **DECISIONS**

H/18/83195 Householder planning Decision 10 Aug 2018 Refuse Planning Permission for Delegated Decision proposal retention of 1.8m high boundary fence to front and side and outbuilding to side Location: 2 GLEBE COURT, FAIR OAK, EASTLEIGH, SO50 7BE

## **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 7.12 pm.

Signed ..... Chairman



**Minutes of the Planning & Highways Committee meeting  
held on Monday 17 September 2018 at 6.30 pm  
at 2 Knowle Park Lane, Fair Oak**

**Committee Cllrs Present:** H McGuinness, P Spearey (Chairman) & J Sorley.

**Other Cllrs present:** C Bird, J Noel & Mrs M Shephard.

**Apologies:** None

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

**PUBLIC SESSION**

There were no members of the public present.

**32 DECLARATIONS OF INTEREST**

None.

**33 MINUTES**

**RESOLVED**

That the minutes of the Planning & Highways meeting held on 3 September 2018, be signed by the Chairman as a correct record.

**34 PARISH APPROVED ROAD NAMES**

Members discussed appropriate road names for any future developments. Suggestions received were; Owens, Cossey, Balch, Scott and Bell, all which Members felt had made a worthwhile contribution to the Parish. Other historic names had been put forwarded; Kingsmill Drive, Convent/Nunnery Drive, Davidson Drive, Jarvis Avenue, St Swithun Wells Way, May Close and Brambridge Drove.

**RESOLVED**

That the suggestions above be kept as a list of "Parish approved road names" for future developments.

**35 WINCHESTER CITY COUNCIL – LOCAL PLAN 2036 CONSULTATION**

Members discussed the Winchester City Council Local Plan 2036 and it was agreed that at this stage of the consultation there would be no response from the Parish. One Member hoped that the proposed Local Plan would be mindful of its neighbour Eastleigh's Local Plan.

**RESOLVED**

That the Consultation be noted.

**36 PLANNING**

Cllrs discussed planning applications, and decisions that had been received to week ending 7 September 2018 , as previously circulated at Appendix 1.

**Application No:** PN/18/83885

**Site Address:** FOXHOLES FARM, FIR TREE LANE, HORTON HEATH, EASTLEIGH, SO50 7DF

**Description:** Demolition of the farmhouse and 3 barn structures

**No Objection – Members pointed out that in the application it states the structures are not visible from the road, which they are.**

**Application No:** H/18/83850

**Site Address:** 3 NEWMARKET CLOSE, HORTON HEATH, EASTLEIGH, SO50 7LJ

**Description:** Single and two storey rear with single storey side extension

**No Objection**

**Application No:** T/18/83591

**Site Address:** HIGHCLERE, BURNETTS LANE, HORTON HEATH, EASTLEIGH, SO50 7DJ

**Description:** 2 no. Silver Birch. TPO 570-E. Crown reduce both trees by 3 metres.

**No Objection subject to the approval of the Borough's Tree Officer.**

**Application No:** V/18/83836

**Site Address:** ST SWITHUN WELLS CHURCH AND ADJACENT LAND, ALLINGTON LANE, SO50 7DB

**Description:** Variation to S106 agreement dated 27/11/2014 to amend Affordable Housing clauses

**Members were unable to comment on the variation as there was insufficient information to decide. They hoped that there would be no reduction in the number of affordable housing.**

## **DECISIONS**

Application Details H/18/83612 Householder planning Decision 22 Aug 2018  
Permit Delegated Decision Proposal Two storey side extension (RE-SUBMISSION)  
Location 11 COTSALLS, FAIR OAK, EASTLEIGH, SO50 7HP

Application Details F/18/83458 Full planning Decision 21 Aug 2018 Permit  
Delegated Decision Proposal Construction of 2no. four bedroom detached houses with integral garages and parking following demolition of existing dwelling. Location 349 FAIR OAK ROAD, FAIR OAK, EASTLEIGH, SO50 8AA

Application Details F/18/82957 Full planning Decision 21 Aug 2018 Permit  
Delegated Decision Proposal Single storey building for the provision of cattery and ancillary use Location SANDALWOOD, KNOWLE LANE, FAIR OAK, EASTLEIGH, SO50 7DZ

Application Details T/18/83408 Consent under Tree Preservation Orders Decision 24 Aug 2018 Consent To Tree Works For Delegated Decision Proposal 1 no. Beech - TPO 479-E. Prune back to boundary line. Location MAPLE RIDGE, WINCHESTER ROAD, FAIR OAK, EASTLEIGH, SO50

Application Details H/18/83581 Householder planning Decision 6 Sep 2018  
Permit Delegated Decision Proposal Link to existing detached garage to main building, changing use of garage to habitable room. Location TUDOR BARN, WINCHESTER ROAD, FAIR OAK, EASTLEIGH, SO50 7HA

## **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 6.58 pm.

Signed ..... Chairman



**Minutes of the Finance & Staffing Committee Meeting  
held on Monday 1 October 2018 at 7.00 pm  
at 2 Knowle Park Lane, Fair Oak**

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

**Apologies:** Cllrs R Rushton & Sorley

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

**Also in attendance:** Parish Council's I.T Consultant

**PUBLIC SESSION**

No members of the public were present.

**6 DECLARATIONS OF INTEREST**

Cllrs Mrs Douglas, J Goss & P Speary in Minute No. 17.

**7 MINUTES**

**RESOLVED:**

That the minutes of the Finance & Staffing Committee meeting held on 2 July 2018, previously approved by Full Council on 16 July 2018 be noted.

**8 CLERKS VERBAL REPORT**

There were no issues to raise.

**9 FUTURE I.T PROVISION**

Members welcomed the Council's I.T consultant to the meeting. Members were informed that owing to the expansion of the Council and the new requirements under GDPR the Council's I.T provision was currently not fit for purpose.

Issues requiring consideration included: -

- Member use of their own laptops/home PC's for Parish Council business and GDPR compliance including potential risk of data breaches
- The continued use of a hard drive which required manual backup
- The limitations of the hard drive, including security risks and the need for a server (cloud based)
- The growing number of users to the Council's I.T systems and the need for greater flexibility and smarter working including the potential use of Sharepoint which had been rolled out across Hampshire County Council

**RESOLVED**

That the Clerk investigate the costs of improving the Council's I.T provision for inclusion in the 2019/20 budget.

## **10 BUDGET REQUESTS FROM LEISURE & PROPERTIES COMMITTEE**

Members considered the budget request from the Leisure & Properties Committee.

### **RESOLVED**

That the budget requests be approved.

## **11 HANDHELD PAYMENT TERMINAL AND PAYAL**

Members considered the benefits of purchasing a handheld payment terminal and Paypal account to offer greater flexibility for residents when paying for services.

### **RESOLVED**

(a) That the Council enter into a 12-month contract with Payzone for the use of a handheld payment terminal and that this be reviewed in 9 months' time; and

(b) That the Council set up a Paypal account to allow customers to pay for services online and that this be reviewed in 9 months' time.

## **12 FINANCE UPDATE (REPORT B)**

Members considered the report of the Responsible Finance Officer.

Members raised a number of queries to which answers were given.

### **RESOLVED**

That the finance update be noted.

## **13 COMMUNITY INVESTMENT PROGRAMME (REPORT C)**

Members considered the Community Investment Programme.

Members raised a number of suggestions which would be shared with Eastleigh Borough Council for inclusion in the programme.

### **RESOLVED**

That the report be noted.

## **14 GRANT AID REQUESTS (REPORT D)**

Members considered two applications for grant aid requests.

### **RESOLVED**

(a) That the application received from Fair Oak Village Hall Management Committee be approved in full; and

(b) That the application received from Knowle Park Allotment Association be approved in full.

## **15 EXTERNAL AUDITORS REPORT (REPORT F)**

Members considered the report of the External Auditor and the appointment of the Internal Auditor.

Members thanked the Responsible Finance Officer in the successful management of the Council's accounts.

Members discussed the continuing appointment of the Council's Internal Auditor.

**RESOLVED**

- (a) That the report of the External Auditor be noted; and
- (b) That the appointment of the Internal Auditor be reviewed for the start of the new financial year.

**16 WORK PROGRAMME (REPORT F)**

Members considered the work programme.

**RESOLVED**

That the work programme be noted.

**17 HORTON HEATH COMMUNITY CENTRE BUDGET**

Cllrs Mrs Douglas, Goss & Spearey disclosed a pecuniary interest on the grounds that they were Trustees for the Horton Heath Community Association. They did not participate in the discussion and did not vote. Consequently, the meeting became inquorate. The Clerk would therefore defer this matter to Full Council on 15 October for consideration.

**RESOLVED**

That this item be deferred for consideration at the Full Council meeting on 15 October 2018.

**18 ADDITIONAL MEETING DATE**

**RESOLVED**

That an additional Committee meeting take place on Monday, 12 November 2018 at 7.00pm.

**19 EXCLUSION OF THE PUBLIC AND THE PRESS**

**RESOLVED**

“That, under Section 1(2) of the Public Bodies Admissions to Meetings Act 1960, the public and the Press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information which would be prejudicial to the public interest by reason of its confidential nature (staffing matter)”

**20 STAFFING MATTERS (REPORT G)**

Members considered the report.

**RESOLVED**

That the recommendations set out in the report be approved.

This was all the business and the meeting finished at 8.45 pm.

Signed ..... Chairman

Jo Cahill  
Fair Oak And Horton Heath Parish Council  
2 ... park lane  
fair oak  
Eastleigh  
SO50

Our ref HA0100  
Your ref SB03161

Email sba@pkf-littlejohn.com

20 September 2018

Dear M Cahill

**Fair Oak And Horton Heath Parish Council**  
**Completion of the limited assurance review for the year ended 31 March 2018**

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Fair Oak And Horton Heath Parish Council for the year ended 31 March 2018. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

The external auditor report and certificate detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

**Action you are required to take at the conclusion of the review**

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website.
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

## Fee

We enclose our fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

***Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 2nd Floor, 1 Westferry Circus, Canary Wharf, London, E14 4HD.*** Please include the reference HA0100 or Fair Oak And Horton Heath Parish Council as a reference when paying by BACS.

## Timetable for 2018/19

Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be no earlier than Monday 10 June 2019, i.e. 10 weeks after the year end.

It is anticipated that the instructions will be sent out during March 2019 in line with current practice, subject to arrangements for the 2018/19 AGARs and Certificates of Exemption being finalised by SAAA. Our instructions will cover any changes about which smaller authorities need to be aware.

In line with the Accounts and Audit Regulations 2015:

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2019, i.e. 1 to 12 July inclusive. In practice this means that public rights may be exercised:
  - at the earliest, between Monday 3 June and Friday 12 July 2019; and
  - at the latest, between Monday 1 July and Friday 9 August 2019.

If there are any changes to the above arising from updates to the statutory requirements, you will be notified in good time.

In order to assist you in this process, we plan to include a pro forma template notice with a suggested inspection period on our website, as in previous years. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Yours sincerely

PKF Littlejohn LLP

# Fair Oak And Horton Heath Parish Council

## Notice of conclusion of audit

### Annual Governance & Accountability Return for the year ended 31 March 2018

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for <b>Fair Oak And Horton Heath Parish Council</b> for the year ended 31 March 2018 has been completed and the accounts have been published.</p> <p>2. The Annual Governance &amp; Accountability Return is available for inspection by any local government elector of the area of <b>Fair Oak And Horton Heath Parish Council</b> on application to:</p> <p>(a) _____          _____          _____          _____</p> <p>(b) _____          _____          _____</p> <p>3. Copies will be provided to any person on payment of £_____ (c) for each copy of the Annual Governance &amp; Accountability Return.</p> <p>Announcement made by: (d) _____</p> <p>Date of announcement: (e) _____</p>	<p>Notes</p> <p>This notice and Sections 1, 2 &amp; 3 of the AGAR must be published by 30 September. <b>This must include publication on the smaller authority's website.</b></p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
---	---

Jo Cahill  
Fair Oak And Horton Heath Parish Council  
2 ... park lane  
fair oak  
Eastleigh  
SO50

Our ref HA0100  
Your ref SB03161  
Invoice no: SB201802277  
VAT no: GB 440 4982 50

Email [sba@pkf-littlejohn.com](mailto:sba@pkf-littlejohn.com)

20 September 2018

## INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2018	£1,300.00
--	-----------

Additional charges (where applicable) as detailed on attached appendix A	£0.00
--	-------

Additional fees (where applicable) as detailed on attached appendix B	£0.00
---	-------

TOTAL NET	£1,300.00
-----------	-----------

VAT @ 20%	£260.00
-----------	---------

TOTAL PAYABLE	£1,560.00
---------------	-----------

### PAYMENT IS DUE ON RECEIPT OF INVOICE

**For payments by cheque, please return the remittance advice with your payment to:**  
**PKF Littlejohn LLP, Credit Control (SBA), 2<sup>nd</sup> Floor, 1 Westferry Circus, Canary Wharf, London E14 4HD**

**For payments by credit transfer, our bank details are:-**

**HSBC Bank plc Sort Code: 40-02-31**

**Account number: 11070797**

**Account Name: PKF Littlejohn LLP**

**Please include HA0100 or Fair Oak And Horton Heath Parish Council as the reference.**

**For account queries, contact [creditcontrol@pkf-littlejohn.com](mailto:creditcontrol@pkf-littlejohn.com).**

Jo Cahill  
Fair Oak And Horton Heath Parish Council  
2 ... park lane  
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Email [sba@pkf-littlejohn.com](mailto:sba@pkf-littlejohn.com)

20 September 2018

## REMITTANCE ADVICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2018	£1,300.00
--	-----------

Additional charges (where applicable) as detailed on attached appendix A	£0.00
--	-------

Additional fees (where applicable) as detailed on attached appendix B	£0.00
---	-------

TOTAL NET	£1,300.00
-----------	-----------

VAT @ 20%	£260.00
-----------	---------

TOTAL PAYABLE	£1,560.00
---------------	-----------

### PAYMENT IS DUE ON RECEIPT OF INVOICE

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**For account queries, contact [creditcontrol@pkf-littlejohn.com](mailto:creditcontrol@pkf-littlejohn.com).**

Tel: +44 (0)20 7516 2200 • Fax: +44 (0)20 7516 2400 • DX 42660 Isle of Dogs • [www.pkf-littlejohn.com](http://www.pkf-littlejohn.com)

PKF Littlejohn LLP • 1 Westferry Circus • Canary Wharf • London E14 4HD

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. 0C342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

### Section 3 – External Auditor Report and Certificate 2017/18

In respect of **Fair Oak and Horton Heath Parish Council HA0100**

#### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2017/18

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

#### 3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

**XXXXXXXXXXXXXXXXXX**

Date

**19/09/2018**

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

FAIR OAK AND HORTON HEATH PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

27  
21/05/2018  
dated

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman XXXXXXXX  
Clerk XXXXXXXXXXXX

Other information required by the Transparency Codes (not part of Annual Governance Statement)  
Authority web address

## Section 2 – Accounting Statements 2017/18 for

FAIR OAK AND MORTON HEATH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	599,101	581,714	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	306,903	345,248	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	43,751	193,415	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	147,652	155,279	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	220,388	409,750	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	581,714	555,348	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	581,483	558,226	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,149,362	1,887,130	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

XXXXXXXXXX

Date

18/05/18

I confirm that these Accounting Statements were approved by this authority on this date:

21/05/18

and recorded as minute reference:

27.

Signed by Chairman of the meeting where approval of the Accounting Statements is given

XXXXXXXXXX