



## 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

**Minutes of the Full Council meeting  
held on Monday 16 September 2019 at 7.00 pm  
at 2 Knowle Park Lane, Fair Oak**

P – present, Ab – absent, Ap – apologies.

P	Cllr Abbott	P	Cllr Douglas	P	Cllr Mignot
Ap	Cllr Anderson	Ap	Cllr Forfar	P	Cllr Scott
Ap	Cllr Barrett	P	Cllr Higby	Ap	Cllr Spearey
P	Cllr Bird	Ab	Cllr Jermy	Ap	Cllr Tennent
P	Cllr Couldrey	P	Cllr McGuinness	P	Cllr Warrillow

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

### PUBLIC SESSION

There were no members of the public present.

### 38 DECLARATIONS OF INTEREST

None received.

### 39 MINUTES OF MEETINGS (PAPER A)

#### RESOLVED:

- a) That the minutes of the Full Council meeting held on 15 July 2019 be signed by the Chairman as a correct record;
- b) That the minutes of the Planning Committee held on 2 September 2019 be signed by the Chairman as a correct record; and
- c) That the minutes of the Asset Committee meetings held on 10 June and 9 September 2019 (and Community Events Sub Committee meeting of 2 September) and recommendations held therein be approved and signed by the Chairman as a correct record.

### 40 REPORT OF THE RESPONSIBLE FINANCE OFFICER (REPORT B)

Members considered the report of the Responsible Financial Officer.

#### RESOLVED:

- a) That the contents of the report be noted; and
- b) That the BACS payments be authorised.

### 41 DATA PROTECTION ACCOUNTABILITY ASSESSMENT (REPORT C)

The Council considered the findings of the data protection accountability framework assessment undertaken in August 2019.

The Clerk highlighted a number of issues requiring attention as a result of the audit, including:-

- a) the necessity of Councillors using the Parish Council email address in all correspondence and under no circumstances were they to use a private or other authority email address;
- b) The need to ensure all staff and councillors were fully trained in GDPR requirements and their responsibilities;
- c) The need to review key corporate documents and put in place essential documents to ensure compliance under the legislation;
- d) The need to put in place key policies relating to CCTV; and
- e) The need to consider the designated Data Protection Officer role.

In recognising the need to safeguard the Council's reputation and against potential data breaches and fines, members expressed the view that work commence immediately to address these issues. Members agreed that the cost of document review be taken out of general reserves.

**RESOLVED:**

- a) That the recommendations in the report including quotes for training and preparation of key corporate documents to ensure compliance be approved;
- b) That the cost of Councillor and staff training (£700) be taken out of the existing training budget;
- c) That the cost of the review of existing corporate documents and creation of essential data protection documents (£900) be taken out of general reserves;
- d) That the Action Plan attached as Appendix 2 to the report be implemented as soon as possible;
- e) That councillors attend a training session at 5.15 pm on Monday 21 October, where possible, and a reserve date to be organised for those unable to attend; and
- f) That refreshments be provided for the training session and funded from the Chairman's allowance.

**43 ANNUAL INSURANCE QUOTES (REPORT D)**

The Council considered the appointment of an insurance provider from 1 October 2019, following quotes obtained by Came and Company.

Came and Company had recommended the appointment of Hiscox, the Council's current provider as good value for money and had further recommended a 3-year long term agreement option which would give an annual saving of £1,767.83.

**RESOLVED:**

That Hiscox be appointed as the Council's insurers for a three-year agreement at an annual premium of £8,974.79.

#### **44 FORWARD PLAN (REPORT E)**

**RESOLVED:**

That the Forward Plan as set out in Report E be approved.

#### **45 MEMORIAL BENCH FOR ANDREW COSSEY**

The Council considered installing a memorial bench for Andrew Cossey who was ex Parish and Borough Councillor and former Chairman of the Twynams Charities Trustees Committee.

**RESOLVED:**

- a) That a "Hawthorn" seat at £369.00 be purchased by and installed by the Parish Council at New Century Park to include a plaque at £30 from General reserves; and
- b) That the location of the bench be agreed in consultation with Mr Cossey's family and the Chairman of the Council.

#### **46 CORPORATE PLAN/COMMUNITY ENGAGEMENT**

The Council considered whether a Corporate Plan/Community Engagement Task & Finish Group should be established to assist in the development of a Corporate Plan setting out high level objectives for the Council in the next five years.

**RESOLVED:**

That a Task & Finish Group be established consisting of Cllrs Bird, Higby & McGuinness.

#### **47 CHRISTMAS OPENING HOURS**

**RESOLVED:**

That the Council offices at 2 Knowle Park Lane be closed on the following dates: -

Tuesday 24 December to Friday 27 December 2019 inclusive, and Wednesday 1 January 2020.

#### **48 BOROUGH & COUNTY COUNCILLORS' REPORT**

**Borough Councillor Report**

Cllr Couldrey reported that the Inspector had published dates for the hearings for the Eastleigh Borough Council Local Plan and results were expected mid 2020. He also said the proposed development at Horton Heath was progressing.

#### **49 OUTSIDE BODIES REPORT**

Cllr McGuinness gave a verbal report on the Fair Oak Village Hall, outlining the managerial and committee arrangements. They continued to hold fund-raising events, including the quiz nights which had proved very successful in the past.

## **50 MEMBERSHIP OF COMMITTEES**

Arising from the vacancy on the Community Events Sub-Committee, it was moved by Cllr Douglas and seconded by Cllr McGuinness that Cllr Forfar be appointed to serve on this Sub-Committee.

### **RESOLVED**

That Cllr Forfar be appointed to serve on the Community Events Sub-Committee.

## **51 CLERK'S REPORT (REPORT F)**

The Council considered the report of the Clerk which outlined several items, including: -

### **Community Library**

A community library had been crafted by a member of the Operations Team using recycled and scrap material and had been installed at New Century Park. Books had been donated by staff and the Chairman of the Council.

### **Tulips at Oak Walk**

The 1<sup>st</sup> Fair Oak Scout Group had approached the Council to seek permission to plant 200 tulip bulbs alongside Oak Walk during October, at their own cost.

### **Village Signs**

£8,000 had been set aside in ear marked Reserves for the purpose of providing village signs. This section 106 money must be used by 2021. The Operations Manager would like to use this project as an opportunity for closer working with Wyvern College and seek input of young people of the Parish.

### **Fair Oak Road/New Road Bench**

The Operations Team had removed the bench for maintenance. Subsequent to this, the Council had received a petition requesting the relocation of the bench as it had attracted anti-social behaviour. The bench sat on the boundary of Bishopstoke Parish and Eastleigh Borough Council land.

### **Training Budget**

The Clerk identified a number of essential training for staff and councillors including:-

£700 - GDPR Councillors & Staff  
£500 - Events Councillors & Staff  
£350 - CiLCA (Clerk)

The cost of the above training would be met using the existing budget allocation.

### **RESOLVED:**

That the Council approve and note the following: -

- a) That the Community Library remain at New Century Park and be closely monitored by Groundstaff as part of their daily checks;
- b) That the request from the 1<sup>st</sup> Fair Oak Scouts to plant 200 tulips in Oak Walk be approved;

- c) That Officers commence the Village sign project, working with Wyvern Art students;
- d) That the bench at Fair Oak Road/New Road be relocated with the position being agreed by Age Concern and the Operations Manager, in consultation with the Chairman of the Council; and
- e) That the forthcoming training for GDPR, Events & CiLCA be noted, with funds being taken from within the existing training budget.

#### **47 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 items of business on the grounds that it involved the likely disclosure of exempt information which would be prejudicial to the public interest by reason of its confidential nature (commercial & staffing matters).

#### **48 STAFFING MATTERS**

The Council considered a request from a member of staff regarding the reduction in hours.

##### **RESOLVED:**

That the request for part-time hours be approved and that this be reviewed in six months' time.

#### **49 SCOUT HUT, SHORTS ROAD**

The Council considered the outcome of informal discussions held between the Chairman, Vice-Chairman and the Clerk with representatives of the Scout Association, as well as the formal advice of the Council's Valuer regarding the value of the remaining 61 years of the lease.

Should the Scout Association and their Valuer accept the Council's offer, the legal process enacting the formal surrender of the lease could commence. The extension of play and community facilities could not take place until this had been resolved.

The Clerk tabled financial information pertaining to the discounted rate of hire for the Scout Association at the Woodland Community Centre over a period of 5, 10 and 15 years as well as other associated costs pertaining to ground rent at Shorts Road and cost of removal of the current derelict Scout Hut.

The Council recognised that any decision made would have to be proportionate, with the safeguarding of public funds being their priority. Any offer made would be the Council's best and final offer, not wishing to continue with protracted negotiations and further frustrate the interests of residents.

##### **RESOLVED:**

That the Parish Council outline their “final offer” to the Scout Association to complete the surrender of the lease.

This was all the business and the meeting closed at 8.40 pm.

Signed ..... Chairman