



# 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

15 October 2019

You are hereby summoned to attend a meeting of the FULL COUNCIL at the Parish Offices, 2 Knowle Park Lane, Fair Oak on **Monday, 21 October 2019 at 7.00 p.m.** \*or at the conclusion of the public participation period.

*Melanie Stephens*

Melanie Stephens  
Parish Clerk

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

## AGENDA

### APOLOGIES

#### 1 DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

#### 2 MINUTES (PAPER A, PAGES 3-7)

To approve the minutes of the Council meeting held on 16 September 2019 as a correct record.

#### 3 STREET PASTORS

To receive a presentation from Fair Oak Street Pastors.

#### 4 PLANNING APPLICATIONS

To consider the applications below and submit comments to the Borough Council: -

**Application No:** [F/19/86328](#)

**Site Address:** Brigadier Gerard, Botley Road, Horton Heath, SO50 7DQ

**Description:** Construction of 4No. three bedroom semi-detached dwellings and 1No. four bedroom detached dwelling with associated amenity space, parking, landscaping and new access from Botley Road.

**Application No:** V/19/86404

**Site Address:** Pembers Hill Farm, Mortimers Lane, Fair Oak, SO50 7EA

**Description:** Removal of clause giving the right to vary the mix of the affordable housing dwellings and tenures now that an Affordable Housing. Contract has been entered into and amendment of the 'mortgagee in possession' clauses to ensure consistency with the Swaythling Housing Society Ltd's funding and security arrangements. There is no change to the number of affordable housing dwellings.

**Application No:** [F/19/86429](#)

**Site Address:** Tesco Express, Service Station, Winchester Road, Fair Oak

**Description:** Proposed modular warehouse extension with chiller unit and new timber fence to match existing and suit site layout

**Application No:** [H/19/86311](#)

**Site Address:** The White House, Botley Road, Fair Oak, SO50 7AN

**Description:** Proposed car port

**Application No:** [H/19/86588](#)

**Site Address:** Sunnymede, Botley Road, Horton Heath, SO50 7DN

**Description:** Detached garden office and store

**5 FINANCE REPORT (REPORT B, PAGES 8-13)**

To consider the current budget position of the Council and to approve cheque signing and BACS payments.

**6 EXTERNAL AUDITOR'S REPORT (REPORT C, PAGE 19)**

To note the comments received in the External Auditors Report.

**7 BUGGYFIT REQUEST – NEW CENTURY PARK (REPORT D, PAGES 20-28)**

To consider a request from a resident to set up a 'buggyfit' group at New Century Park.

**8 HORTON HEATH COMMUNITY CENTRE (VERBAL REPORT)**

To approve the purchase of a stainless-steel cupboard for the kitchen using Ear Marked Reserves.

**9 CLIMATE CHANGE TASK & FINISH GROUP (VERBAL REPORT)**

To establish a Task & Finish Group, consisting of 3 members, to investigate how this Parish Council can reduce its carbon footprint.

**10 COMMUNITY INVESTMENT PROGRAMME (CIP) (REPORT E, PAGES 29-30)**

To note the current contents of the CIP list.

**11 FORWARD PLAN (REPORT F, PAGES 31-34)**

To consider the Council's forward plan and make changes as necessary.

**To: Councillors**

D Abbott  
S Anderson  
P Barrett  
C Bird  
N Couldrey

H Douglas (Chairman)  
K Forfar  
T Higby  
M Jermy  
H McGuinness

T Mignot  
D Scott  
P Spearey (Vice-Chair)  
B Tennent  
G Warrillow

**Officers**

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



# Fair Oak & Horton Heath Parish Council

# A

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.

Financial Statement Summary

- Total cash held across all bank accounts as at 30th September is £779,822
- Total Petty cash held as at 30th September is £41.94
- Total receipts for September into the current account was £222,973.

Significant September receipts into the current account included:

- £205,285 from EBC for the 2<sup>nd</sup> half precept
  - £9,221 from EBC for the reimbursement of tree work costs at Upper Barne copse
- 
- Total current account payments for September was £217,303
    - Significant September payments from the current account included a £190,000 transfer to the current account
  - Total BACS invoice payments outstanding is £12,979.29
  - There are no cheques that require signing this month

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Fair Oak and Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 1 October 2019

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

30/09/2019	Current Account	66,058.73
30/09/2019	Premier Account	406,783.19
30/09/2019	Public Sector Deposit Fund	306,938.45
30/09/2019	Petty Cash	41.94

**779,822.31**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

**779,822.31**

All Cash & Bank Accounts

1	Current Account	66,058.73
2	Premier Account	406,783.19
3	Public Sector Deposit Fund	306,938.45
4	Petty Cash	41.94
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>779,822.31</b>

## Receipts for Month 6

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	<b>Balance Brought Fwd :</b>	<b>60,388.69</b>					<b>60,388.69</b>	
	<b>Banked: 01/09/2019</b>	<b>144.00</b>						
	Kara C	144.00			1200	230	144.00	Hall Hire - Woodlands
	<b>Banked: 02/09/2019</b>	<b>9,220.80</b>						
	EBC	9,220.80			4825	550	9,220.80	Upper barne copse reimbursment
	<b>Banked: 02/09/2019</b>	<b>26.00</b>						
	EBC	26.00			1200	230	26.00	Hall Hire - Woodlands
	<b>Banked: 02/09/2019</b>	<b>52.50</b>						
	K Drew	52.50			1200	230	52.50	Hall Hire - Woodlands
	<b>Banked: 02/09/2019</b>	<b>260.00</b>						
	S Skene	260.00			1200	230	260.00	Hall Hire - woodlands
	<b>Banked: 02/09/2019</b>	<b>590.50</b>						
	Morey	590.50			1520	510	590.50	burial
	<b>Banked: 02/09/2019</b>	<b>134.00</b>						
	Luff	134.00			1540	510	134.00	Cremation
	<b>Banked: 02/09/2019</b>	<b>266.00</b>						
	Brewer	266.00			1530	510	266.00	Memorial
	<b>Banked: 02/09/2019</b>	<b>126.00</b>						
	Rainbows - Guides	126.00		21.00	1200	230	105.00	Hall Hire - woodlands
	<b>Banked: 02/09/2019</b>	<b>39.00</b>						
	Rainbows hall hire	39.00		6.50	1200	230	32.50	Hall Hire - Woodlands
	<b>Banked: 03/09/2019</b>	<b>52.00</b>						
	PJD Lesuire	52.00			1200	230	52.00	Hall Hire - Woodlands
	<b>Banked: 09/09/2019</b>	<b>51.50</b>						
	H Rees	51.50			1500	500	51.50	allotment C17
	<b>Banked: 09/09/2019</b>	<b>51.50</b>						
	N Warn	51.50			1500	500	51.50	allotment C3
	<b>Banked: 09/09/2019</b>	<b>14.50</b>						
	M Vickers	14.50			1500	500	14.50	allotment C02
	<b>Banked: 09/09/2019</b>	<b>51.50</b>						
	S Paffett	51.50			1500	500	51.50	allotment b9
	<b>Banked: 09/09/2019</b>	<b>25.75</b>						
	S Tutton	25.75			1500	500	25.75	allotment C4
	<b>Banked: 09/09/2019</b>	<b>51.50</b>						
	C Berry	51.50			1500	500	51.50	allotment C1
	<b>Banked: 09/09/2019</b>	<b>51.50</b>						
	M Crockett	51.50			1500	500	51.50	allotment A12

Continued on Page

## Receipts for Month 6

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	<b>Banked: 10/09/2019</b>	<b>51.50</b>						
	J Hodgson	51.50			1500	500	51.50	allotment
	<b>Banked: 10/09/2019</b>	<b>0.03</b>						
	HSBC	0.03			1900	100	0.03	Bank income
	<b>Banked: 12/09/2019</b>	<b>51.50</b>						
	J Wolverson	51.50			1500	500	51.50	J Wolverson
	<b>Banked: 12/09/2019</b>	<b>14.50</b>						
	J Finn	14.50			1500	500	14.50	allotment pl5
	<b>Banked: 13/09/2019</b>	<b>51.50</b>						
	P Moad	51.50			1500	500	51.50	allotment C14
	<b>Banked: 13/09/2019</b>	<b>300.00</b>						
	Moore Blatch	300.00			4070	110	300.00	reimbursement of Legal fees
	<b>Banked: 14/09/2019</b>	<b>104.00</b>						
	Badminton club	104.00			1200	250	104.00	hall Hire - HH
	<b>Banked: 14/09/2019</b>	<b>25.75</b>						
	A Marsh	25.75			1500	500	25.75	allotment b16
	<b>Banked: 14/09/2019</b>	<b>14.50</b>						
	A Lowe	14.50			1500	500	14.50	allotment Cw04
	<b>Banked: 15/09/2019</b>	<b>25.75</b>						
	S Hope	25.75			1500	500	25.75	S Hope
	<b>Banked: 16/09/2019</b>	<b>0.01</b>						
	Card terminal test	0.01			1900	100	0.01	Card terminal test
	<b>Banked: 16/09/2019</b>	<b>51.50</b>						
	N Smith	51.50			1500	500	51.50	Allotment B15
	<b>Banked: 16/09/2019</b>	<b>28.00</b>						
	K Head	28.00		4.67	1200	230	23.33	Hall Hire - Woodlands
	<b>Banked: 16/09/2019</b>	<b>51.50</b>						
	A Groves	51.50			1500	500	51.50	Allotment C2
	<b>Banked: 16/09/2019</b>	<b>10.49</b>						
	SSE	10.49			4405	230	10.49	SSE Refund
	<b>Banked: 17/09/2019</b>	<b>51.50</b>						
	L Harrison	51.50			1500	500	51.50	Allotment c12
	<b>Banked: 18/09/2019</b>	<b>51.50</b>						
	M Robinson	51.50			1500	500	51.50	Allotment C18
	<b>Banked: 18/09/2019</b>	<b>51.50</b>						
	M Appel	51.50			1500	500	51.50	Allotment C11

## Receipts for Month 6

## 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: 19/09/2019	51.50						
	K Henry	51.50			1500	500	51.50	Allotment A15
	Banked: 19/09/2019	360.00						
	Moore Blatch	360.00			4070	110	360.00	Reimbursement legal fees
	Banked: 20/09/2019	51.50						
	R Conduct	51.50			1500	500	51.50	Allotment B18
	Banked: 20/09/2019	51.50						
	E Fitzgerald	51.50			1500	500	51.50	Allotment A2
	Banked: 20/09/2019	11.00						
	ikea	11.00			4997	900	11.00	Kitchen items - refund
	Banked: 22/09/2019	51.50						
	R Blackman	51.50			1500	500	51.50	Allotment B20
	Banked: 22/09/2019	51.50						
	A Callen	51.50			1500	500	51.50	Allotment 4b
	Banked: 22/09/2019	25.75						
	F Davis	25.75			1500	500	25.75	Allotment c8
	Banked: 23/09/2019	51.50						
	A Stoneage	51.50			1500	500	51.50	Allotment C6
	Banked: 24/09/2019	51.50						
	G Walsgrove	51.50			1500	500	51.50	Allotment A9
	Banked: 24/09/2019	14.50						
	C Turner	14.50			1500	500	14.50	allotment - plt 1
	Banked: 25/09/2019	97.47						
	AGMA	97.47			1200	230	97.47	Hall Hire woodlands
	Banked: 25/09/2019	796.00						
	S Merrett	796.00		132.67	1200	230	663.33	Hall Hire - woodlands
	Banked: 25/09/2019	76.00						
	C Potterton	76.00		12.67	1200	150	63.33	Jiggly Wrigglers
	Banked: 25/09/2019	51.50						
	W Stanley	51.50			1500	500	51.50	allotment c6
	Banked: 25/09/2019	52.00						
	C Mayes	52.00			1200	250	52.00	Hall Hire - HH
	Banked: 25/09/2019	14.50						
	L Blake	14.50			1500	500	14.50	Allotment CW3
	Banked: 26/09/2019	1,824.00						
	EBC	1,824.00			4825	550	1,824.00	Treework reimbursement

## Receipts for Month 6

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	<b>Banked: 26/09/2019</b>	<b>469.00</b>						
	Freemantle	469.00			1900	100	469.00	Bench
	<b>Banked: 26/09/2019</b>	<b>51.50</b>						
	Churchouse	51.50			1500	500	51.50	Allotment pl a5
	<b>Banked: 26/09/2019</b>	<b>103.00</b>						
	S Smith	103.00			1200	230	103.00	Hall Hire - woodlands
	<b>Banked: 27/09/2019</b>	<b>51.50</b>						
	J Long	51.50			1500	500	51.50	Allotment pl B5
	<b>Banked: 27/09/2019</b>	<b>97.50</b>						
	S Tomlinson	97.50			1200	250	97.50	Hall Hire - HH
	<b>Banked: 27/09/2019</b>	<b>51.50</b>						
	K Hampton	51.50			1500	500	51.50	Allotment A7
	<b>Banked: 27/09/2019</b>	<b>51.50</b>						
	L Read	51.50			1500	500	51.50	allotment A3
	<b>Banked: 27/09/2019</b>	<b>54.00</b>						
	I Snellgrove	54.00			1200	230	54.00	Hall Hire - woodlands
	<b>Banked: 27/09/2019</b>	<b>51.50</b>						
	C Jefford	51.50			1500	500	51.50	allotment - C10
	<b>Banked: 29/09/2019</b>	<b>90.00</b>						
	S Rennison	90.00			1200	230	90.00	Hall Hire - woodlands
	<b>Banked: 29/09/2019</b>	<b>81.25</b>						
	CR Smith	81.25			1200	250	81.25	hall hire - HH
	<b>Banked: 29/09/2019</b>	<b>28.00</b>						
	K Head	28.00			1200	250	28.00	Hall Hire - HH
	<b>Banked: 29/09/2019</b>	<b>52.00</b>						
	PJD Lesuire	52.00			1200	250	52.00	Hall Hire - woodlands
	<b>Banked: 30/09/2019</b>	<b>205,285.00</b>						
	EBC	205,285.00			1076	100	205,285.00	EBC 2nd half precept
	<b>Banked: 30/09/2019</b>	<b>480.00</b>						
	HI	480.00		80.00	1200	150	400.00	Conference suite hire
	<b>Banked: 30/09/2019</b>	<b>51.50</b>						
	C Nagy	51.50			1500	500	51.50	Allotment - Plot A1
	<b>Banked: 30/09/2019</b>	<b>51.50</b>						
	J Connors	51.50			1500	500	51.50	Allotment - Plot A1
	<b>Banked: 30/09/2019</b>	<b>45.50</b>						
	S Newman	45.50			1200	230	45.50	Hall hire - woodlands

---

<b>Total Receipts for Month</b>	222,972.55	0.00	257.51	222,715.04
<b>Cashbook Totals</b>	<u>283,361.24</u>	<u>0.00</u>	<u>257.51</u>	<u>283,103.73</u>

## Payments for Month 6

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/09/2019	ACELIFTAWAY	70797	106.28	106.28		500			70797/ACELIFTAWAY
1/09/2019	ADVANCED LOCKING	70798	72.00	72.00		500			Pavillion Keys
1/09/2019	AQUA AID	70799	52.49	52.49		500			Water dispenser and cups
1/09/2019	DJ SCOTT	70800	43.20	43.20		500			Cricket Mower repair
1/09/2019	EBC	70801	60.04	60.04		500			emptying dog bins - Augus
1/09/2019	FAIR OAK cricket club	70802	500.00	500.00		500			Winter Maintenance
1/09/2019	hambrook garden	70803	17.69	17.69		500			Timber - Broadwalk repairs
1/09/2019	hampshire county council	70804	35.50	35.50		500			Stationary
1/09/2019	INTERCLEAN	70805	1,262.40	1,262.40		500			window cleaning
1/09/2019	JJC COOK PHOTOGRAPHY	70806	72.00	72.00		500			website photography
1/09/2019	JPS	70807	64.50	64.50		500			Fire Extinguisher Service
1/09/2019	NMS GROUP	70808	203.28	203.28		500			Grass seed
1/09/2019	REALTIS BUSINESS SOLUTIONS	70809	348.00	348.00		500			Cemeteries annual suppor
1/09/2019	SHAWYERS	70810	1,824.00	1,824.00		500			Tree survey at upper barn
									cop
1/09/2019	SLCC	70811	247.00	247.00		500			Membership fees
1/09/2019	TRADE UK	70812	53.87	53.87		500			Mould sealant
2/09/2019	CF Corporate Finance	DD	256.46			4090	110	256.46	Copier rental
2/09/2019	uk fuels	DD	74.45		12.41	4305	210	62.04	Fuel
2/09/2019	southern electric	DD	53.00		8.83	4405	240	44.17	Electric - Pavillion
3/09/2019	amazon	VISA	12.76			4990	110	12.76	White paper cups
4/09/2019	amazon	VISA	119.99			4990	110	119.99	Office electronic safe
9/09/2019	M Mala	BACS	45.00			1200	230	45.00	refund - woodland hall cancel
9/09/2019	TV Licencing	BACS	154.50			4990	110	154.50	TV Licence
9/09/2019	uk fuels	DD	236.74		39.46	4305	210	197.28	Fuel
0/09/2019	Barclaycard	DD	48.00		8.00	4140	110	40.00	Card Payment terminal
0/09/2019	o2	DD	29.21		4.87	4125	110	24.34	Mobiles
0/09/2019	SE GAS	DD	220.89		36.81	4400	230	184.08	Gas - Woodlands
3/09/2019	payroll	BACS	12,392.46			4000	110	4,485.34	payroll
						4000	200	7,907.12	payroll
3/09/2019	adobe	VISA	12.64		2.11	4132	110	10.53	adobe subscription
3/09/2019	British Gas	DD	146.18		24.36	4400	150	121.82	Gas - Parish office
6/09/2019	uk fuels	DD	89.39		14.90	4305	210	74.49	Fuel
6/09/2019	sage payroll	DD	19.20		3.20	4132	110	16.00	sage subscription
7/09/2019	Overline	DD	166.04		27.67	4120	110	138.37	tel system
7/09/2019	Overline	DD	63.79		10.63	4120	230	53.16	Tel system - woodlands
8/09/2019	Hampshire pensions	BACS	3,309.37			4010	110	1,172.04	pensions
						4010	200	2,137.33	pensions
8/09/2019	hmrc	BACS	3,413.70			4000	110	1,030.37	PAYE
						4000	200	2,383.33	PAYE
8/09/2019	hampshire pensions	BACS	3,309.37			4010	110	1,172.04	pensions
						4010	200	2,137.33	pensions
8/09/2019	hmrc	BACS	3,413.70			4010	110	1,030.37	PAYE
						4010	200	2,383.33	PAYE
8/09/2019	D JACOBS	BACS	1,060.00			4415	240	1,060.00	Internal decoration - Pavil
8/09/2019	PPL PRS	BACS	729.36			4425	230	729.36	Music Licence
8/09/2019	Payzone	DD	22.20		3.70	4140	110	18.50	card payment terminal

Continued on Page

## Payments for Month 6

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
8/09/2019	Hampshire Pensions	BACS	-3,309.37			4010	110	-1,172.04	Pensions
						4010	200	-2,137.33	Pensions
8/09/2019	HMRC	BACS	-3,413.70			4000	110	-1,030.37	PAYE
						4000	200	-2,383.33	PAYE
8/09/2019	D Jacobs	BACS	-1,060.00			4415	240	-1,060.00	Internal Decorating - Pavilli
0/09/2019	Ikea	VISA	64.50			4997	900	64.50	Kitchen equipment
						350	0	-64.50	Kitchen equipment
						6000	900	64.50	Kitchen equipment
5/09/2019	British Gas	DD	13.73		2.29	4400	150	11.44	Gas - Parish Office
7/09/2019	Siemens Financial services	DD	486.57		81.10	4120	110	405.47	Tel system rental
7/09/2019	Highways Winchester	VISA	25.00			4990	110	25.00	Decorative lighting applicat
0/09/2019	BT	DD	1.87		0.31	4120	110	1.56	Tel and Broadband
0/09/2019	uk fuels	DD	133.26		22.21	4305	210	111.05	Fuel
0/09/2019	Premier Account	Trans	190,000.00				210	190,000.00	Current act top up
<b>Total Payments for Month</b>			217,302.51	4,962.25	302.86			212,037.40	
<b>Balance Carried Fwd</b>			66,058.73						
<b>Cashbook Totals</b>			283,361.24	4,962.25	302.86			278,096.13	

Fair Oak and Horton Heath Parish Council  
PURCHASE DAYBOOK

Order by Invoices Entered

Creditors for Month No 7				Nominal Ledger Analysis							
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
03/10/2019	8459		EBC	EBC001	217.10	0.00	217.10	4680	300	217.10	Trade Refuse collection
03/10/2019	0895		EBC	EBC001	76.70	0.00	76.70	4680	300	76.70	Trade recycle collection
03/10/2019	7940		EBC	EBC001	217.10	0.00	217.10	4670	230	217.10	Trade refuse collection
24/09/2019	3970		EBC	EBC001	300.00	60.00	360.00	4595	310	300.00	Parish Hedge cut
30/09/2019	5417		EBC	EBC001	23.36	4.67	28.03	4600	300	23.36	Emptying of Dog Bins
28/09/2019	1051		SMART	SMAR001	133.00	26.60	159.60	4134	110	133.00	Marketing support& xmas printi
28/09/2019	39827		SWL	SWL	397.33	79.47	476.80	4595	440	397.33	Repair to Zip line trolley
28/09/2019	3609		HALC	HALC	60.00	12.00	72.00	4105	110	60.00	Budgeting training
28/09/2019	1026		SMART	SMAR001	65.00	13.00	78.00	4134	110	65.00	Marketing support
28/09/2019	564954		CONDOR	COND001	64.76	12.95	77.71	4085	110	64.76	Printer consumables
13/09/2019	129614		SLCC	SLCC	340.00	68.00	408.00	4105	110	340.00	CILCA course fee
18/09/2019	2631		SLCC	SLCC	300.00	60.00	360.00	4070	110	300.00	Professional charges -easement
19/09/2019	2641		SURREY	SURR001	425.00	85.00	510.00	4070	110	425.00	Professional charge - scout le
11/09/2019	2614		SURREY	SURR001	250.00	50.00	300.00	4070	110	250.00	Professional charges - easemen
09/09/2019	1750		QIC	QIC	22.34	0.00	22.34	4133	110	22.34	Office 365`
09/09/2019	110641		EQUEST	EQUEST	24.00	4.80	28.80	4595	300	24.00	Gate Post
09/09/2019	110850		EQUEST	EQUEST	71.54	14.31	85.85	4595	300	71.54	Sawn Post - Lapstone
09/09/2019	110863		EQUEST	EQUEST	105.52	21.10	126.62	4595	300	105.52	wood and screws for fence@laps
26/09/2019	71368		ACE	ACE001	85.71	17.14	102.85	4820	500	85.71	Litter picker and black bags
18/09/2019	3658		HORTON AUT	HORTON AUT	287.75	57.55	345.30	4415	230	287.75	reset and adjust woodland door
18/09/2019	3409		TRADE	TRAD001	12.49	2.50	14.99	4540	290	12.49	Misc Materials
18/09/2019	3395		TRADE	TRAD001	72.26	14.45	86.71	4540	290	72.26	Misc Materials
18/09/2019	4139		TRADE	TRAD001	6.44	1.29	7.73	4540	290	6.44	Misc Materials
18/09/2019	1318		TRADE	TRAD001	13.32	2.66	15.98	4540	290	13.32	Misc Materials
18/09/2019	4617		TRADE	TRAD001	33.97	6.79	40.76	4540	290	33.97	Misc Materials
18/09/2019	0114		TRADE	TRAD001	14.17	2.83	17.00	4540	290	14.17	Misc Materials
18/09/2019	1437		TRADE	TRAD001	17.57	3.52	21.09	4540	290	17.57	Misc Materials
18/09/2019	126910		TRAV	TRAV	95.78	19.16	114.94	4575	300	95.78	Barrier Fencing

**PURCHASE DAYBOOK**

**Creditors for Month No 7**

**Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
18/09/2019	274		ADVANCED	ADV001	112.50	22.50	135.00	4450	230	112.50	anker Key - woodlands
18/09/2019	841		CHUR	CHUR	486.80	97.36	584.16	4425	240	486.80	Emergency light service
18/09/2019	403		BHM	BHM	2,911.97	582.40	3,494.37	4997	900	2,911.97	HH Kitchen works
								350		-2,911.97	HH Kitchen works
24/09/2019	802		TRAV	TRAV	78.04	15.61	93.65	4415	240	78.04	Pavillion guttering
27/09/2019	249		COMPL	COMPL	250.00	50.00	300.00	4595	310	250.00	Herbicide application
27/09/2019	1446 /1619		CEDERPEST	CED001	190.00	38.00	228.00	4815	500	190.00	Pest control Knowle Park
27/09/2019	719		FOX BISHOP	FOX BISHOP	51.00	10.20	61.20	4540	290	51.00	Materials and Oil
24/09/2019	0100		PKF	PKF	1,300.00	260.00	1,560.00	4060	110	1,300.00	External Audit fee
30/09/2019	3338		INTERCLEAN	INT001	985.00	197.00	1,182.00	4435	150	120.00	Contract cleaning
								4435	230	540.00	Contract cleaning
27/09/2019	959		SARS	SARS	540.00	0.00	540.00	4115	110	325.00	Contract cleaning
30/09/2019	220.50		FOX BISHOP	FOX BISHOP	183.75	36.75	220.50	4535	290	540.00	Newsletter printing
26/09/2019	038		HAMB	HAMB	32.49	6.50	38.99	4590	300	183.75	3 Hedgetrimmer sharpen
26/09/2019	035		HAMB	HAMB	32.49	6.50	38.99	4590	300	32.49	Grit Bag
26/09/2019	037		HAMB	HAMB	32.49	6.50	38.99	4590	300	32.49	grit bag
21/08/2019	645		HAMB	HAMB	32.49	6.50	38.99	4595	510	32.49	grit bag
01/10/2019	323		HAMB	HAMB	29.99	6.00	35.99	4595	510	32.49	Top Soil
01/10/2019	577		DJ SCOTT	DJ001	13.72	2.74	16.46	4535	290	29.99	Top Soil
										13.72	replacement switch for Mower

**TOTAL INVOICES** 10,994.94 1,984.35 12,979.29

**TOTALS** 10,994.94 1,984.35 12,979.29

VAT ANALYSISCODE S @ 20.00% 9,921.70 1,984.35 11,906.05

VAT ANALYSISCODE Z @ 0.00% 1,073.24 0.00 1,073.24

## Section 3 – External Auditor Report and Certificate 2018/19

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 2019; 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 2018/19

Except for the matters reported below, 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.

The AGAR has not been approved in accordance with the Accounts and Audit Regulations 2015:

- Section 2 was approved before Section 1.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR:

- Section 2, Box 2, the annual precept, does not agree to the figure published by the precepting authority. The figures in Boxes 2 and 3 should read £390,098 and £177,757 respectively. All grants should be shown in Box 3, as per the guidance notes on the AGAR.

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

None

### 3 External auditor certificate 2018/19

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 2019.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

22/09/2019

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## Using Council Land for an Event

### Your Event

#### The Event

Name of Event	<input style="width: 90%;" type="text" value="Buggyfit fair oak"/>
Date of the Event	<input style="width: 90%;" type="text" value="07/01/2020"/>
What do you want to use the space for? (You can tick more than one box)	
Fete or Fun Day	<input type="checkbox"/>
Circus	<input type="checkbox"/>
Sponsored Walk / Run etc	<input type="checkbox"/>
Car Parking	<input type="checkbox"/>
Religious Event	<input type="checkbox"/>
Fireworks	<input type="checkbox"/>
Fairground	<input type="checkbox"/>
Other Sport Event	<input checked="" type="checkbox"/>
Vehicle Rally	<input type="checkbox"/>
Music / Cultural Event	<input type="checkbox"/>
Other (please specify)	<input style="width: 90%;" type="text" value="A weekly mum and baby fitness class"/>
Tell us about the event, including stalls and activities so we can get a picture of what will happen:	
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p>It would be a weekly mum and baby fitness class at shorts road fair oak to happen around 10:30am for an hour with the use of buggies, resistance bands, benches and rugs. Date and times to be confirmed when I know which day parents would prefer.</p> </div>	
<p><b>We will provide you with a plan of the site so that you can plan what and who will go where. We need this to ensure that the event is laid out safely and to make sure that any underground services (such as cables and drains) are not damaged by what you put up (such as tents or fences)</b></p>	

## Using Council Land for an Event

### Organiser / Site Details

#### The Organiser

Your Name	<input type="text"/>
Your Address	<input type="text"/>
Daytime Tel No	<input type="text"/>
Evening Tel No	<input type="text"/>
Email Address	<input type="text"/>
Organisation / Group you represent	<input type="text" value="Buggyfit"/>
Your Role in the Organisation / Group	<input type="text" value="Class trainer/ instructor"/>

#### Event Type

Is this a Community event?	<input type="text" value="No"/>
Is this a Commercial event?	<input type="text" value="Yes"/>
Is the Event for Charity?	<input type="text" value="No"/>

Start Date of Event	<input type="text" value="07/01/2020"/>
Start Time of the Event	<input type="text" value="10:30"/>
End Date of Event	<input type="text" value="07/01/2020"/>
End Time of the Event	<input type="text" value="11:30"/>
Extra Date(s) needed to Set up	<input type="text"/>
Date the site will be cleared	<input type="text"/>

#### Event Location

Is the Event to be held on Leigh Road Recreation Ground?	<input type="text" value="No"/>
--	---------------------------------

Is the Event to held at a Countryside Site?	<input type="text" value="No"/>
---	---------------------------------

## Using Council Land for an Event

Name of Open Space  
you want to use

Shorts road park

Open Space Address

Short road, fair oak, eastleigh

### Attendance / Food & Drink

#### Attendance

What is the most people  
you expect at any one  
time on any day?

10

Give an approximate  
number of attendance for  
the whole event

10

Who is the event aimed at? (you can tick more than one box)

Children

Families

Young People

Older People

Other (please specify)

Mums, carers, guardians

Have you considered  
disabled access to this  
event?

Yes

Please provide details about any other special arrangements for disabled people (e.g. parking)

There is parking down by the village hall or on the roads nearby.

Are you going to charge  
people an entry fee?

Yes

Will this be a ticketed  
event?

No

#### Food and Drink

Will there be food or  
drink?

No

## Welfare & Emergency Facilities

### First Aid

What facilities will be provided for first aid?

N/a although I do intend on going on a cpr course. I will also have a basic first aid kit with be and a fully charged phone

**First Aid is important. St John's Ambulance, the British Red Cross or Hampshire Ambulance can advise what would be needed for your event.**

**Click here for contact details**

### Emergency Services

Which of the following do you plan to tell about the event?

Police

No

Fire and Rescue

No

Ambulance Service

No

**Click here for contact details**

### Toilets

Are you providing toilet facilities?

No

Is there suitable provision nearby?

No

Will there be toilets that people in wheelchairs can access?

No

Will any temporary toilet facilities be provided (e.g. portaloos)?

No

### Waste (rubbish) and Recycling

How will rubbish be collected during the event, and how will you dispose of it afterwards?

I will always have a black bin liner to take away any rubbish that the mums may have and use during the class. Although this shouldn't be an issue.

**The Council's Direct Services Unit may be able to help you with waste and recycling.**

**Click here for contact details**

## Using Council Land for an Event

### Event Activities

#### Fireworks

Will you be using lasers, fireworks or pyrotechnics (special effects) at the event?

No

#### Stages

Will there be any stages, scaffolding or other structures (such as marquees or large tents) at this event?

No

#### Noise

Will there be any sound systems for music, sound effects, bands etc?

No

Will you be using a public address system?

No

Please provide the name and mobile phone number of a responsible person who will be at the event who we can ring if there are any noise problems

Name

Mobile Phone No

**A Council Environmental Health Officer can advise you of suitable sound levels for your event and location so as not to disturb your neighbours.**

**[Click here for contact details](#)**

#### Electricity

Will your event need electricity?

No

## Vehicles & Parking

### Cars and Vehicles

**Please be green and encourage people to use public transport or walk**

Where will people park at the event?

If they need to down by the village hall or on the roads nearby. However as it's a fitness class I would encourage parents to walk rather than drive to get warmed up.

**No parking is to be allowed on any park or open space unless permission is given. You will need to talk to the Council's Parks and Open Space Manager.**

**Click here for contact details**

Do you want us to suspend any parking bays?

No

Do you need a road to be closed

No

### Vehicles on the site

How many vehicles need to access the site?

1

How will you make sure that they arrive and depart safely to avoid accidents with people attending the event?

As there isn't many I would expect this not to be an issue although I will wait until all people have left the park area.

Any damage to the land must be repaired immediately after the event.

### Temporary signs

Are you planning to put up temporary signs directing to or advertising the event?

No

### Health & Safety, Licensing & Insurance

#### Licensing

Temporary Event Notice/Premises License (Licensing Act 2003) may be needed if the event includes music, refreshments after 11:00 or sale of alcohol at any time. It is the responsibility of the event organiser to get the licence if it is needed.

You can contact the Council's Licensing Team or you can apply online at contact details

You need to apply for a licence at least six weeks before the date you want it to start. There is a cost in providing a licence.

[Click here for contact details](#)

#### Risk Assessment

The Council needs to see your health and safety risk assessment(s) for the event. This describes what is happening, what could go wrong, what effect it will have on your event, and what you have put in place to stop it happening.

If companies are involved (e.g. ice-cream vans, bouncy castles) they will already have risk assessments and insurance. They should provide copies of these, so you can be sure they act in a safe manner and you will be able to defend yourself from insurance claims if there is an accident.

Please email your risk assessment to [supportservices@eastleigh.gov.uk](mailto:supportservices@eastleigh.gov.uk)

## Using Council Land for an Event

### Public Liability Insurance

The law says that the organisation responsible for the event must have a minimum £5 million third party liability cover. Some larger events may require a £10 million third party liability cover, you will be notified if this is the case. You must provide a copy of the insurance certificate before the event takes place.

Insurance Company

Policy No

Amount of Indemnity £

Policy Expiry Date

Please email a copy of your Public Liability Insurance to  
supportservices@eastleigh.gov.uk

### Declaration

I confirm that I have read, understood and agree to the Council's Terms and Conditions of hire. If permission is granted for this event, I will comply with the conditions and any reasonable instructions given by officers of Eastleigh Borough Council and representatives of other statutory services.

[Click here to view the Terms and Conditions of hire.](#)

I agree

Name

19/09/2019

By submitting this form you are agreeing to the Conditions of Hire.

You must have Eastleigh Borough Council's permission in writing before you can run your event. Sending in this form is not a confirmation that your application has been agreed.

Conditions of hire for use of Council land will be imposed at the Council's discretion; it may be that some smaller events will only require written consent from Area Co-ordinators.

[Click here for contact details](#)

## Using Council Land for an Event

### Official Use Only

### Official Use Only

Request Id:	<input type="text" value="998001"/>
Date Application sent to Organiser with site map	<input type="text"/>
Date Returned	<input type="text"/>
Reference No	<input type="text"/>
Date Added to Events Diary	<input type="text"/>
Date Website updated	<input type="text"/>
Site hire charge	<input type="text"/>
Total Fee	<input type="text"/>
Deposit Paid	<input type="text"/>
Balance Outstanding	<input type="text"/>
Date Paid in Full	<input type="text"/>
Conditions of Hire	<input type="checkbox"/>
Risk Assessment	<input type="checkbox"/>
Public Liability Insurance	<input type="checkbox"/>
Date Confirmation Letter sent	<input type="text"/>

Project/location	Proposal	Priority (L-M-H)	When (S-M-L)	Size (S-M-L)	Feasibility / Cost exercise Total Project Cost	Allocated DCs	Short-term allocation required (estimate if no Feasibility)	Long-term allocation required (estimate if no Feasibility)	Justification/comment
<b>CS Objective – Green Borough – Developing green infrastructure</b>									
<b>Open space/Local First</b>									
Bird/bat boxes	Fix bird/bat boxes in key locations across the villages	M	S	S	No			5,000	To mitigate the adverse effect of development on local ecology and biodiversity.
Walk signs	All weather markers indicating residents walking time to key routes/attractions in the villages	L	S	S				10,000	To promote health and wellbeing of residents, encourage walking, reduce use of vehicles on the roads, increase awareness of key attractions/points of interest in the villages.
Solar panels	solar panels on community centres and community owned buildings (where cost effective)	M	L	M	No			100,000	To ensure the future sustainability of the centres which are of value to the wider community. Reduce carbon footprint.
New Century Park	Demolition of scout hut and extension of community facilities (car park space, community café/kiosk, art/picnic to enhance existing NCP play area facilities)	H	S	M	No	TFI	80,000		The Scout troop have now been re-housed in the Crowdhill (Woodland) Community Centre and the building is now dormant. New Century Park well used by people of all ages. Car Parking very limited and locals unable to use the village hall car park as gate is locked and often closed. Facilities need enhancing to maximise appropriate use of this key village open space. Community facilities need enhancing subject to the demolition of the scout hut which is no longer required due to the scouts finding a new base. Building is past its useful lifecycle and subject to accepted need for demolition.
	New Play equipment for existing play area.	H	S	M	No	TFI	70,000		Equipment in young children's areas felt not suitable for very young toddlers when parents are there with older under 8s. Also equipment is over 30 years old and does not meet current safety practices.
<b>LAP Objective – Green Borough – community facilities/community development</b>									
Outside games tables	Fixed outside games tables in NCP & NP - table tennis additional provision for older children in the village.	M	S	S	No			10,000	Play equipment in both villages is predominately geared for younger children. The only offer for older children is the skate park. Need to enhance provision for older children. Improve the health and wellbeing.
Fair Oak Village Hall	Fair Oak village hall extension	M	M-L	L	450,000 (2016)			450,000	Village hall committee wants to extend the premises to enable more hiring's. £450k + VAT (2016), for build and fit out of 300m sq building. £10k for planning permission and full consultancy services
Y Zone Youth Centre	Replacement/Improvement/Extension of equipment and facilities.	M	M	S-M	No			10,000 - 100,000	Replacement/ Improvement/Extension of equipment and facilities. Current facility is 'tired' and not a good offer for our Young People. Recommended programme to commence from 2016. Increased housing puts pressure on this facility which serves all 3 villages.
Outside book of remembrance	Provision of outside book of remembrance	L	M	S	No			10,000	vandal proof book of remembrance near the memorial and vandal proof containing details of service men who have died.
Fair Oak Squash Club	Assist in the Clubs extension proposals	M	M	M	No			50,000	Growing club are growing out of their current space.
Fair Oak library	Either extend existing library or have small facility in new WHH centre - to meet the needs of expanding population .	M	M	L	No			500,000	New facility to meet MLA space standards. Space at existing library falls below MLA space standards when taking into account projected increase in future population. HCC to advise further in light of proposals at Horton Heath.
<b>LAP Objective – Green Borough – quality public realm</b>									
Lapstone Playing Fields	Extra changing rooms for the Pavilion at Lapstone playing fields. Increase demand as Woman's football increasing.	H	S	L	255,000	50,000			Two team changing rooms plus official's space. The new changing rooms are to enable more girls to be accommodated as users. Girls remain under-represented in football and cricket
Lapstone Playing Fields (not appropriate location, unless football moved to West HH).	2nd Wicket	H	S	L	255,000	255,000			Fair Oak Cricket Club is bucking the trend with grass roots participation. The club has gone from strength to strength and requires a 2nd cricket square to meet its needs. The clubs preference is for a 2nd wicket at Lapstone Farm, though there are still many unknowns regarding this proposal, also, as land owner the final decision will lie with the Parish Council. Should this not be viable, a second wicket within the Parish is still required to help the club meet the needs of its local players.
	Development of Local Plan sites and exception sites	H	S-M-L						Development of a range of sites
<b>CS Objective – Prosperous Place – Ensuring appropriate infrastructure inc. employment land</b>									
	Delivery of local Plan	H	S-M-L						
<b>CS Objective – Prosperous Place – Enabling the right skills and employment mix</b>									
	To be developed through the Prosperous Places Strategy	H	S-M-L						
<b>CS Objective – Prosperous Place – Reinventing town and local centres</b>									

Fair Oak Village Centre	Full upgrade and enhancement of the village centre to enable new and existing residents to be part of the community by maintaining a vibrant, effective hub.	H	M	L	No (but def needed)			100,000 - 5,000,000	Currently the village centre has become tired and lacks the capacity to meet the needs of an increasing population. Investment is needed to ensure a vibrant local hub is available to maintain community cohesion an attractive environment, the health, wellbeing and economic sustainability of the population.
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# FAIR OAK & HORTON HEATH COUNCIL FORWARD PLAN: to May 2020

This Forward Plan sets out matters which may be considered by Council in the yearly committee cycle. It includes items on which a “key decision” is likely to be taken.

**A KEY DECISION IS** - A decision which is likely to:

- Result in the Council incurring expenditure or making savings which amount to either £50,000 or 20% (whichever is the larger) of the gross expenditure budget to which the decision relates; or
- Be significant in terms of its effect on communities living or working in the Parish Council area.

KEY	ITEM	TO BE TAKEN BY	DATE DECISION TO BE TAKEN	PRE-DECISION SCRUTINY	DESCRIPTION	LEAD OFFICER / MEMBER
<b>21 OCTOBER 2019</b>						
Yes	Community Investment Programme	Full Council	21 October 2019		To consider items for inclusion on the CIP list	Clerk/Chairman of the Council
Yes	External Auditors Report/Annual Return	Full Council	21 October 2019		To receive the annual return	Clerk/RFO
No	Presentation from Street Pastors	Full Council	21 October 2019		To receive a brief presentation from the Pastors on their work in the Village	Liz Richardson, Pastor
Yes	Mid-term Financial Monitoring Report	Full Council	21 October 2019		To review the Council's finances mid-way through the financial year	Clerk/RFO
No	Climate Change Task & Finish Group	Full Council	21 October 2019		To establish a Task & Finish Group to examine ways in which the Parish can reduce its carbon footprint through an action plan.	Clerk/Chairman of the Group

KEY	ITEM	TO BE TAKEN BY	DATE DECISION TO BE TAKEN	PRE-DECISION SCRUTINY	DESCRIPTION	LEAD OFFICER / MEMBER
<b>18 NOVEMBER 2019</b>						
No	HR Policies – Anti-Bribery & Anti-bullying & harassment	Full Council	18 November 2019		To adopt an anti-bribery policy	Clerk/Cllr Higby
No	Review of ICT Provision including website	Full Council	18 November 2019		Review of systems following implementation of Office 365 and new website	Clerk/Bookings Officer
No	Task & Finish Groups Progress Report	Full Council	18 November 2019	Task & Finish Groups	To consider preliminary findings of the Groups	Clerk
No	Data Protection Policies	Full Council	18 November 2019		To approve the adoption of key corporate documents	Clerk
No	Marketing & Communications Strategy	Full Council	18 November 2019		To develop a Strategy	Clerk/Bookings Officer
<b>16 DECEMBER 2019</b>						
Yes	Parish Precept/Budget 2020/21	Full Council	16 December 2019	Finance Committee	To set the precept and annual budget	Clerk/RFO
No	Events Planning	Full Council	16 December 2019	Asset Committee	To consider developing a programme of community events	Clerk/Deputy Clerk
No	Retention Policy – Review	Full Council	16 December 2019		To review the current policy	Clerk
No	Financial Regulations	Full Council	16 December	Finance Committee	To approve financial regulations following updates to the model regs	Clerk/RFO
No	Woodland Community Centre Progress Report	Full Council	16 December 2019		To consider progress of the activities at the Centre following year of being open	Clerk/RFO/Bookings Officer

No	HR Policies – Disciplinary & grievance	Full Council	16 December 2019		To adopt these policies	Clerk/Cllr Higby
<b>20 JANUARY 2020</b>						
No	Cricket Club SLA	Full Council	20 January 2020	Asset Committee	To agree SLA	Clerk
No	Corporate Plan/Community Engagement Action Plan	Full Council	20 January 2020		To review progress	Clerk
No	HR Policies – Equalities & whistleblowing	Full Council	20 January 2020		To adopt HR policies	Clerk/Cllr Higby
No	Review of Bookings Policy	Full Council	20 January 2020	No	Review of Bookings Policy	Bookings Officer/Full Council
No	Task & Finish Groups	Full Council	20 January 2020		To findings of the Groups	Clerk
<b>17 FEBRUARY 2020</b>						
No	Internal Auditor’s Report	Full Council	17 February 2020		To consider recommendations	Clerk/RFO
No	HR Policies – paternity, maternity & shared parental leave	Full Council	17 February 2020		To adopt HR policies	Clerk/Cllr Higby
No	Task & Finish Group Updates	Full Council	17 February 2020		To receive any updates as necessary	Clerk
<b>KEY</b>	<b>ITEM</b>	<b>TO BE TAKEN BY</b>	<b>DATE DECISION TO BE TAKEN</b>	<b>PRE-DECISION SCRUTINY</b>	<b>DESCRIPTION</b>	<b>LEAD OFFICER / MEMBER</b>
<b>16 MARCH 2020</b>						

No	Review of Standing Orders	Full Council	16 March 2020		To review Standing Orders	Clerk
No	Horton Heath Community Centre Progress Report	Full Council	16 March 2020		To review the progress of the Community Centre.	Clerk
<b>20 APRIL 2020</b>						
Yes	Draft Accounts	Full Council	20 April 2020	Finance Committee	To approve accounts for forthcoming year	Clerk/RFO

\*\*This forward plan does not include standard items\*\*

Contact Officer: Melanie Stephens, Clerk

#### OUTSIDE BODIES REPRESENTATIVES 2019/20

ORGANISATION	REPRESENTATIVES	REPORTING SCHEDULE TO COUNCIL
Allotment Association	Cllr M Jermy	July 19
Eastleigh District Association of Local Councils	Cllr N Couldrey	August 19
Fair Oak Village Hall Management Committee	Cllr H McGuinness	September 19
Street Pastors	Cllr P Spearey	October 19
Fair Oak Squash Club	Cllr H Douglas	November 19
Twynams Trustees	Vacancy	December 19
Y-Zone Management Committee	Cllr H Douglas	January 20