



Fair Oak & Horton Heath Parish Council

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

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

SUMMONS

Dear Member

10 March 2020

You are hereby summoned to attend a meeting of the FULL COUNCIL at the Parish Offices, 2 Knowle Park Lane, Fair Oak on **Monday, 16 March 2020 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 note any declarations of interest made by members in connection with an agenda item. The nature of the interest must be specified.

2 MINUTES (PAPER A, PAGES 3-15)

- (a) To confirm the minutes of the Council meetings held on 20 January & 17 February 2020 as a correct records;
- (b) To confirm the minutes of the Community Events Sub-Committee meeting held on 10 February 2020;
- (c) To note the minutes of the Planning & Highways meetings held on 20 January and 17 February 2020; and
- (d) To confirm the minutes of the Finance Committee and approve the recommendations therein of the meeting held on 9 March 2020 (to follow).

3 CO-OPTION OF PARISH COUNCILLOR

To consider an application received for the vacancy and confirm appointment to the Parish Council.

4 REPORT OF THE RESPONSIBLE FINANCE OFFICER (REPORT B, PAGES 16-24)

To receive and approve the report of the RFO.

5 HCC LIBRARY SERVICE CONSULTATION (REPORT C, PAGES 25-27)

To discuss the Council's formal response to the consultation and appoint a Task & Finish Group.

6 INTERNAL AUDITOR – INTERIM REPORT (REPORT D, PAGES 28-30)

To consider the recommendations in the report and agree the Audit Action Plan.

7 EXTERNAL CONTRACT WORK (REPORT E, PAGES 31-33)

To consider a proposal, including payment of additional insurance payment, allowing the Grounds Maintenance team to undertake external contract work.

8 FEES AND CHARGES (REPORT F, PAGES 34-35)

To approve the fees and charges for implementation from 1 April 2020.

9 PAYMENT MECHANISMS TO THE PARISH COUNCIL (VERBAL REPORT)

To approve payment mechanisms to the Parish Council.

10 FUEL TANK (VERBAL REPORT)

To discuss the purchase of a fuel tank using existing budgets.

11 MEMBERSHIP OF COMMITTEES

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

To: Councillors

D Abbott
S Anderson
P Barrett
C Bird
N Couldrey

H Douglas (Chairman)
K Forfar
T Higby
Vacancy
H McGuinness

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

Officers

L Greenslade (Deputy Clerk)
M Stephens (Clerk)



Fair Oak & Horton Heath Parish Council

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A

Minutes of the FULL COUNCIL meeting held on Monday 20 January 2020 at 7.00 pm at 2 Knowle Park Lane, Fair Oak

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

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

Officers in attendance: Ms M Stephens, Clerk, Mrs L Greenslade Deputy Clerk, Mrs J Cahill, Responsible Finance Officer & Mr M Johnson, Operations Manager

PUBLIC SESSION

There were no members of the public present.

84 DECLARATIONS OF INTEREST

Cllrs Douglas & Couldrey in Minute No. 88.

85 MINUTES OF MEETINGS (PAPER A)

RESOLVED:

- That the minutes of the Full Council meeting held on 16 December 2019 be signed by the Chairman as a correct record;
- That the minutes of the Planning Committee held on 16 December 2019 be noted;
- That the minutes of the Community Events Sub-Committee held on 13 January 2020 and the recommendations therein be approved and signed by the Chairman as a correct record; and
- That the minutes of the Asset committee held on 13 January 2020 and recommendations therein be approved and signed by the Chairman as a correct record.

86 PLANNING APPLICATION

Members discussed the following planning application:-

Application No F/19/86707

Site Address: Southampton International Airport, Mitchell Way, Eastleigh, SO18 2HG

Description: Construction of a 164-metre runway extension at the northern end of the existing runway.

Comments: Members raised concerns over environmental issues, traffic and noise

and were sympathetic with local residents. They felt their knowledge on the technicalities of the application was beyond their ability and would be guided by the experts.

87 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.

88 PROPOSED CHANGES TO WYVERN CATCHMENT (REPORT C)

Cllrs Douglas & Couldrey disclosed a pecuniary interest as a Trustee and Governor of Wyvern College. They concluded that under common law there were no issues to prevent them from speaking.

Cllr Spearey took the Chair.

The Council considered the proposed changes to the Wyvern catchment.

RESOLVED

That the Parish Council support the proposals.

Cllr Douglas resumed the Chair.

89 WORKSHOP SESSION

Members discussed key priorities and plans for the development of a corporate plan and action plan.

RESOLVED

- a) That the Task & Finish group be established to consider the development of a corporate plan and action plan; and
- b) That Cllrs Forfar, Higby & Warrillow be appointed on the Group.

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

Signed.....Chairman



Fair Oak & Horton Heath Parish Council

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

Minutes of the FULL COUNCIL meeting held on Monday 17 February 2020 at 7.00 pm at 2 Knowle Park Lane, Fair Oak

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

Ab	Cllr Abbott	Ap	Cllr Douglas	Ap	Cllr Mignot
P	Cllr Anderson	P	Cllr Forfar	Ab	Cllr Scott
Ab	Cllr Barrett	P	Cllr Higby	P	Cllr Spearey (Vice Chairman)
Ap	Cllr Bird		Vacancy	P	Cllr Tennent
Ap	Cllr Couldrey	P	Cllr McGuinness	Ab	Cllr Warrillow

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

Informal views expressed on the basis that the meeting was deemed inquorate.

PUBLIC SESSION

Several residents were present and expressed their views on the Hampshire County Council's (HCC) Library Service consultation and the proposed closure Fair Oak Library. In addressing the Council, residents highlighted the importance of the library service, not just as a place to read and learn but also as an essential community hub. All were keen to see the Library remain open.

The Chairman replied that the Parish Council would lobby HCC and advocate retention of the library and exploring alternative models if necessary. Residents were encouraged to respond to the consultation document.

County Councillor Thornton advised that he was attending a meeting on Friday 21 February with the County to discuss the retention of Fair Oak Library and invited a representative from the Parish Council to attend.

A resident highlighted the water issues coming from the Horton Heath development. The Clerk would investigate this matter.

Several residents expressed their concerns at the trees along Allington Lane being felled.

90 MINUTES OF MEETINGS (PAPER A)

This item was deferred.

92 CO-OPTION OF PARISH COUNCILLOR

This item was deferred.

93 COMMUNITY CAFÉ

Members received a presentation from the Fountain Café which had been going 14 years and provided an "inclusive" café environment. The Café is currently situated at the Wyvern College campus and operated for 2 ½ hours per week on a Wednesday. They provided work experience for young people with learning difficulties. Their aim was to seek a permanent base within the village.

The Parish Council supported this initiative and thanked the group for their

enthusiasm and dedication to the community.

The Council's Task & Finish Group would continue to explore site options for the Café and ways in which the Council could further support the Fountain Café. Final recommendations from the Group would be presented to the Council in due course.

94 HCC LIBRARY SERVICE CONSULTATION

The Clerk advised a draft response had been sent to Eastleigh Borough Councillors and the County Councillor and that she had been in consultation with officers at HCC. All options would be explored with the County. The final consultation response would be sent following the Council meeting on 16 March.

95 REPORT OF THE RESPONSIBLE FINANCE OFFICER (REPORT D)

This item was deferred.

96 INTERNAL AUDITOR – INTERIM REPORT (REPORT E)

This item was deferred.

97 FIRE RISK ASSESSMENTS (REPORT F)

This item was deferred.

98 GROUNDS MAINTENANCE EXTERNAL CONTRACT WORK (REPORT G)

This item was deferred.

99 BOROUGH & COUNTY COUNCILLORS' REPORTS

See Appendix 1.

100 MEMBERSHIP OF COMMITTEES

This item was deferred.

This was all the business and the meeting closed at 8.00 pm.

Signed..... Chairman

Appendix 1



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 Community Events-Sub Committee meeting held on Monday 10 February 2020 at 10.00 am at 2 Knowle Park Lane, Fair Oak

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

Committee:

P	Cllr Anderson	P	Cllr McGuiness (Vice Chairman)
P	Cllr Douglas (Chairman)	P	Cllr Spearey
P	Cllr Forfar	Ab	Cllr Warrillow

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

PUBLIC PARTICIPATION

Representatives were present from St Thomas' and the 1st Fair Oak Scout Group.

13 DECLARATIONS OF INTEREST

None received.

14 MINUTES (PAPER A)

That the minutes of the meeting held on 13 January 2020 (approved by the Full Council on 20 January 2020) as a correct record) be noted.

15 VE DAY CELEBRATION

Members discussed the event programme for the VE Day Celebration on Saturday 27 June 2020.

The Clerk outlined the proposed schedule for the day. Points raised included: -

Children's tea party to be restricted to 200 for ages pre-school to year 4. The food to be distributed in two sessions 3-4 and 4-5 pm. Tickets to be available on the Parish Council's website (free of charge).

Marquee quotes received for a 300 standing 9 x 21 m
£950 Main Occasion (frame marquee)
£1323 Hampshire Party Marquees – clearspan marquee
Alresford Marquees unable to provide 2 pole marquee

Grandad Camp – Marcia Cook offered to chase up.

Wyvern Jazz Band – Linda Greenslade in liaison with Andy Veale.

Traditional fairground rides – Charles Cole be asked to provide Chairplane and swing boat rides, and coconut shy and hook a duck.

Marcia Cook offered to investigate "plate smashing" and "throw a wet sponge" activities.

Swing Dancers – Sue Merritt to be approached

1st Fair Oak Scout Group to provide refreshment tent.

Ice cream van to be sourced.

A5 marketing leaflets – quote for distribution to all households

Fountain Café unable to help on the day but offered to provide 200 cakes for the children's tea party.

Cllr Forfar agreed to manage/run the children's squash station.

Local Vicar to introduce the event – Gary Stupple offered to arrange.

John Goss be approached to escort the Mayor.

Publicity – Gary Stupple offered to do pre and on the day publicity.

Dave Piper unable to attend with his military vehicle – Martin Johnson offered to investigate another source.

RESOLVED:

That Main Occasion be asked to provide a marquee at £950.

16 DATE OF NEXT MEETING

Tuesday 24 March at 6.30 pm.

This was all the business and the meeting closed at 10.50 am.

Signed Chairman



Fair Oak & Horton Heath Parish Council

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Minutes of the Planning & Highways Committee meeting held on Monday 20 January 2020 at 6.30 pm at 2 Knowle Park Lane, Fair Oak

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

Committee:

Ab	Cllr Abbott	P	Cllr McGuinness (Vice Chairman)
P	Cllr Forfar	P	Cllr Mignot
	Vacancy	Ap	Scott (Chairman)

Officers in attendance: Mrs L Greenslade, Deputy Clerk.

PUBLIC PARTICIPATION

One member of the public was present to outline details of his application, number H/1987053.

21 DECLARATIONS OF INTEREST

None received.

22 MINUTES

RESOLVED

That the minutes of the meeting held on 16 December 2019 be approved as a true and accurate record.

23 YOUTH SHELTER RELOCATION

Member discussed the proposals put forward by the Operations Manager to relocate the youth shelter, following on from the Asset Committee. Three options were suggested.

RESOLVED

That the youth shelter be relocated north, adjacent the existing play area.

24 PLANNING APPLICATIONS

Cllrs discussed planning applications received to week ending 10 January 2020 and made the following comments: -

Application No: [T/19/86935](#)

Site Address: 28m opposite 48/50 Dean Road, Dean Road, Fair Oak, SO50 7JE

Description: 1 no. Oak G14 A- Remove 2 no. Oaks G14 B & C- Reduce by 3-4m on southern side. 1 no. Horse Chestnut T47- Crown lift lower crown 4m above ground level over the open space.

Comments: Members were sympathetic with neighbour's objections but would be guided by the EBC Tree Officer's report.

Application No: [T/19/87041](#)

Site Address: Lime Cottage, 349A Fair Oak Road, Fair Oak, SO50 8AA

Description: 1 no. Lime - Crown lift to approx 5 metres above ground to clear the power cables and remove all epicormic growth from the trunk.

Comments: Members noted the decision already made by EBC.

Application No: [T/19/87058](#)

Site Address: 2 The Hedges, Botley Road, Horton Heath, SO50 7QJ

Description: 1 no. Oak (T1) - Remove epicormic growth.

Comments: Members noted the decision already made by EBC.

Application No: [T/19/87059](#)

Site Address: Lakesmere House, Allington Lane, Fair Oak, SO50 7DB

Description: Group of mixed species (G1) - Prune to give 2m clearance from buildings.

1 no. Oak (T2) - Remove deadwood over 50mm.

1 no. Ash (T4) - Reduce over extended lateral branches on eastern side of canopy by up to 2m. 1 no. Oak (T5) - Remove deadwood over 50mm..

Comments: Members raised no objection subject to the satisfaction of the Tree Officer.

Application No: [H/19/87031](#)

Site Address: 2 Heath Cottages, Winchester Road, Fair Oak, SO50 7GT

Description: Single storey side extension

Comments: No objection

Application number: [F/19/86986](#)

Site Address: Rosemary, Botley Road, Horton Heath, SO50 7DW

Construction of 1no. detached two-bedroom dwelling with associated parking.

Comments: No objection

Application No: [H/19/87053](#)

Site Address: Hammerley Farm, Burnetts Lane, Horton Heath

Description: Loft conversion to provide second floor living accommodation with front and rear dormers and side gable alterations

Comments: No objection

Application No: [H/19/87046](#)

Site Address: 1 Chapel Drove, Horton Heath, SO50 7DL

Description: Two-storey side and single-storey rear extension with 4no. rooflights and roof & elevational alterations.

Comments: No objection

Application No: [X/19/87095](#)

Site Address: 349 Fair Oak Road, Fair Oak, SO50 8AA

Description: Variation of condition no 2 of planning permission F/18/83458 for the construction of 2no. four bedroom detached houses with integral garages and parking following demolition of existing dwelling.

Comments: No objection

Application No: [H/19/87048](#)

Site Address: The Mazels, Knowle Lane, Horton Heath, SO50 7DZ

Description: Raising of roof to provide enlarged first floor living accommodation, raising of chimney, first floor side extension, front porch, alterations to fenestration including Juliet balconies to rear and side elevations and 3no. front dormers, detached carport with study above and new front boundary fence

Comments: No objection

Application No: [H/19/87105](#)

Site Address: 4 Fir Tree Close, Horton Heath SO50 7BZ

Description: Proposed single storey rear extension following removal of existing conservatory and extension

Comments: No objection

DECISIONS

The following list of “decisions made” were noted:-

Application Details H/19/86605 Householder planning

Decision 3 Dec 2019 Permit Delegated Decision

Proposal Single storey side and rear extension

Location 46 Sandy Lane, Fair Oak, SO50 8ET

Application Details H/19/86706 Householder planning

Decision 5 Dec 2019 Permit Delegated Decision

Proposal Single storey rear extension and elevational alterations.

Location 46 Shorts Road, Fair Oak, SO50 7EH

Application Details F/18/83986 Full planning

Decision 4 Dec 2019 Permit BFOHH – Bishopstoke, Fair Oak and Horton Heath Local Area Committee

Proposal Erection of 26no. dwellings, public open space, landscaping, car parking and associated works.

Location Land north of Mortimers Lane and west of Hall Lands Lane, Fair Oak, SO50 7BD

Application Details F/18/83954 Full planning

Decision 10 Dec 2019 Permit Delegated Decision

Proposal Construction of three (3) office buildings (B1a Use Class) including access, parking, landscaping, pumping station and associated works following demolition and clearance of site (partial amendment to application F/17/80640)

Location Land east of Knowle Lane, Knowle Lane, Horton Heath, SO50 7D

Application Details H/19/86512 Householder planning

Decision 18 Dec 2019 Permit Delegated Decision

Proposal Two storey rear extension with raised patio

Location 12 Athena Close, Fair Oak, SO50 8QP

Application Details F/19/86119 Full planning

Decision 18 Dec 2019 Permit Delegated Decision

Proposal Erection of 1 no. bungalow with associated landscaping, amenity areas and a means of access from Anson road.

Location Land east of Anson Road, Horton Heath

Application Details H/19/86768 Householder planning

Decision 20 Dec 2019 Refuse Planning Permission For Delegated Decision

Proposal Construction of a second storey extension over an existing single storey element.

Location Wildwood, East Horton Golf Centre, Mortimers Lane, Fair Oak, SO50 7EA

Application Details H/19/86728 Householder planning

Decision 23 Dec 2019 Permit Delegated Decision

Proposal Erection of shed in front garden

Location 6 Crowd Hill Terrace, Winchester Road, Fair Oak, SO50 7HD

Application Details CS/19/87035 Consultations

Decision 23 Dec 2019 Raise No Objection To Delegated Decision

Proposal HCC consultation request: Extensions and alteration works at Fair Oak Infant and Junior School.

Location Fair Oak Infant School, Botley Road, Fair Oak, SO50 7AN

Application Details H/19/86975 Householder planning

Decision 30 Dec 2019 Withdrawn By Applicant Delegated Decision

Proposal Two storey side extension, front porch and parking space to the front

Location 1 Stamford Way, Fair Oak, SO50 7JJ

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

RESOLVED

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

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

Signed Chairman



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 Planning & Highways Committee meeting held on Monday 17 February 2020 at 6.30 pm at 2 Knowle Park Lane, Fair Oak

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

Committee:

P Vacancy
Cllr Forfar
Vacancy

P Cllr McGuinness (Vice Chairman)
Ap Cllr Mignot
Ab Cllr Scott (Chairman)

Other Cllrs present: Spearey

Officers in attendance: Mrs L Greenslade, Deputy Clerk.

PUBLIC PARTICIPATION

None present.

25 DECLARATIONS OF INTEREST

None received.

26 MINUTES

RESOLVED

That the minutes of the meeting held on 20 January 2020 be approved as a true and accurate record.

27 HIGHWAYS

Members considered a resident's request for speed limiting road signs at the bottom of the hill in Winchester Road. They discussed "flashing signs" or a more permanent one.

RESOLVED

- a) That clarification on the specific type of sign the resident was pursuing be established; and
- b) That the Deputy Clerk report back on the information required.

28 PLANNING APPLICATIONS

Cllrs discussed planning applications received to week ending 7 February 2020 and made the following comments: -

Application No: [F/19/87077](#)

Site Address: Fair Oak Squash Club, Campbell Way, Fair Oak SO50 7AX

Description: Proposed ground floor extension to male changing area and first floor veranda

Comments: No objection

Application No: [T/20/87252](#)

Site Address: To rear of new dwellings adjacent to informal parking area., Harding Lane, Eastleigh, SO50 8GL

Description: 1 no. Oak (T88) - Fell.

Comments: No objection

COMMENTS

Members noted comments made by the Chairman of the Committee, as delegated powers, to applications received outside the committee cycle: -

Application No: T/20/87155

Location: 357 Fair Oak Road, Fair Oak, SO50 8AA

Description: 1 no. Lime - Re-pollard to previous pollard points.

Comments: No Objection

Application No: H/20/87141

Location: The Mount, Winchester Road, Fair Oak, SO50 7HD

Description: Raising of ridge height to provide first floor living accommodation with side dormer windows, single storey front and side extensions

Comments: No Objection

Application No: H/20/87140

Location: 2 Campbell Way, Fair Oak, SO50 7AX

Description: Single storey front and side extensions, porch and detached garage with bike store following demolition of existing

Comments: The house has previously been substantially extended to the south. Whilst we can see no problem with the proposed porch, garage and western extension that proposed to the south is problematic. In terms of street-scene it is not ideal as it is to be built right up to the boundary.

DECISIONS

The following list of "decisions made" were noted:-

Application Details F/19/86328 Full planning

Decision 8 Jan 2020 Permit Delegated Decision Proposal Construction of 4No. three bedroom semi-detached dwellings with associated amenity space, parking, landscaping, ecological buffer and new access from Botley Road (Amended Description).

Location Brigadier Gerard, Botley Road, Horton Heath, SO50 7DQ

Application Details T/19/86922 Consent under Tree Preservation Orders

Decision 17 Jan 2020 Refuse Tree Consent For Delegated Decision

Proposal 1 no. Oak (T88) - Fell.

Location To rear of new dwellings adjacent to informal parking area., Harding Lane, Eastleigh, SO50 8GL

Application Details T/19/87058 Consent under Tree Preservation Orders

Decision 14 Jan 2020 Consent To Tree Works For Delegated Decision Proposal 1 no. Oak (T1) - Remove epicormic growth.

Location 2 The Hedges, Botley Road, Horton Heath, SO50 7QJ

Ward Fair Oak & Horton Heath

Application Details A/19/86316 Advertisement

Decision 16 Jan 2020 Consent To The Advert Display Delegated

Proposal Retention of 1no. illuminated fascia sign (amended description)

Location Fair Oak Squash Club Campbell Way, Fair Oak, SO50 7AX

Application Details T/19/87041 Consent under Tree Preservation Orders

Decision 14 Jan 2020 Part Consent Part Refuse Trees Delegated Decision

Proposal 1 no. Lime - Crown lift to approx 5 metres above ground to clear the power cables and remove all epicormic growth from the trunk.

Location Lime Cottage, 349A Fair Oak Road, Fair Oak, SO50 8AA

Application Details H/19/86343 Householder planning

Decision 13 Jan 2020 Permit Delegated Decision

Proposal Single storey rear extension

Location 37 Witt Road, Fair Oak, SO50 7FN

Application Details H/19/86982 Householder planning

Decision 24 Jan 2020 Permit Delegated Decision

Proposal Insertion of 2no. new windows in east and west elevations

Location 54 Chiltern Crescent, Fair Oak, SO50 7GJ

Application Details T/19/87059 Consent under Tree Preservation Orders

Decision 22 Jan 2020 Consent To Tree Works For Delegated Decision

Proposal Group of mixed species (G1) - Prune to give 2m clearance from buildings. 1 no. Oak (T2) - Remove deadwood over 50mm. 1 no. Ash (T4) - Reduce over extended lateral branches on eastern side of canopy by up to 2m. 1 no. Oak (T5) - Remove deadwood over 50mm..

Location Lakesmere House, Allington Lane, Fair Oak, SO50 7DB

Application Details H/19/87046 Householder planning

Decision 28 Jan 2020 Permit Delegated Decision

Proposal Two-storey side and single-storey rear extension with 4no. rooflights and roof & elevational alterations.

Location 1 Chapel Drove, Horton Heath, SO50 7D

Application Details T/19/86935 Consent under Tree Preservation Orders

Decision 31 Jan 2020 Refuse Tree Consent For Delegated Decision

Proposal 1 no. Oak G14 A- Remove 2 no. Oaks G14 B & C- Reduce by 3-4m on southern side. 1 no. Horse Chestnut T47- Crown lift lower crown 4m above ground level over the open space.

Location Land opposite 48/50 Dean Road, Fair Oak SO50 7JE

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

RESOLVED

- a) That the comments set out above, be submitted to the Borough Council;
- b) That the comments made by the Chairman (as delegated powers), be noted; and
- c) That the planning decisions be noted.

This was all the business and the meeting closed at 6.50 pm.

Signed Chairman

Financial Statement Summary

- Total cash held across all bank accounts as at 29th February is £682,828
- Total Petty cash held as at 29th February is £60.78
- Total receipts for February into the current account was £14,902
£7,182 related to income from the preschool for the winter term.
- Total current account payments for February was £29,083
(see attached for breakdown)
- Total BACS invoice payments outstanding is £11,172
- There are no cheques that require signing this month.

Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 1 March 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

28/02/2020	Current Account	67,672.97
29/02/2020	Premier Account	307,228.99
29/02/2020	Public Sector Deposit Fund	307,865.11
29/02/2020	Petty Cash	60.78

682,827.85

Unpresented Payments

446.25

682,381.60

Receipts not on Bank Statement

146.25

Closing Balance

682,527.85

All Cash & Bank Accounts

1	Current Account	61,063.61
2	Premier Account	307,228.99
3	Public Sector Deposit Fund	307,865.11
4	Petty Cash	60.78
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	676,218.49

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		81,553.67					81,553.67	
Banked: 01/02/2020		50.00						
S.B		50.00		8.33	1200	230	41.67	Hall hire - woodlands
Banked: 01/02/2020		146.25						
transfer Premier Account		146.25			210		146.25	Amana yoga -recode
Banked: 01/02/2020		30.42						
Sales Recpts Page 23		30.42	30.42		100			Sales Recpts Page 23
Banked: 01/02/2020		178.25						
Sales Recpts Page 24		178.25	178.25		100			Sales Recpts Page 24
Banked: 01/02/2020		224.00						
Sales Recpts Page 25		224.00	224.00		100			Sales Recpts Page 25
Banked: 01/02/2020		25.00						
HISTORY BOOKS		25.00			1900	100	25.00	HISTORY BOOKS
Banked: 01/02/2020		608.00						
Sales Recpts Page 26		608.00	608.00		100			Sales Recpts Page 26
Banked: 01/02/2020		143.00						
K.S		143.00		23.83	1200	230	119.17	Hall hire -woodlands
Banked: 01/02/2020		456.00						
C,R		456.00			1540	510	456.00	Cremation
Banked: 01/02/2020		133.00						
C.M		133.00			1530	510	133.00	Memorial
Banked: 01/02/2020		133.00						
K.O		133.00			1530	510	133.00	Memorial
Banked: 01/02/2020		784.00						
D.H		784.00			1540	510	784.00	Cremation
Banked: 01/02/2020		27.30						
Sales Recpts Page 28		27.30	27.30		100			Sales Recpts Page 28
Banked: 01/02/2020		28.00						
Sales Recpts Page 29		28.00	28.00		100			Sales Recpts Page 29
Banked: 01/02/2020		28.00						
Sales Recpts Page 30		28.00	28.00		100			Sales Recpts Page 30
Banked: 01/02/2020		28.00						
Sales Recpts Page 31		28.00	28.00		100			Sales Recpts Page 31
Banked: 01/02/2020		56.00						
Sales Recpts Page 32		56.00	56.00		100			Sales Recpts Page 32
Banked: 01/02/2020		64.98						
Sales Recpts Page 48		64.98	64.98		100			Sales Recpts Page 48

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Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 03/02/2020	7,182.50						
	Rainbows Preschool	7,182.50		1,197.08	1200	230	5,985.42	Hall hire
	Banked: 05/02/2020	39.00						
	Sales Recpts Page 27	39.00	39.00		100			Sales Recpts Page 27
	Banked: 06/02/2020	396.00						
	C.B	396.00			1520	510	396.00	Burial
	Banked: 07/02/2020	28.00						
	Sales Recpts Page 33	28.00	28.00		100			Sales Recpts Page 33
	Banked: 07/02/2020	28.00						
	Sales Recpts Page 34	28.00	28.00		100			Sales Recpts Page 34
	Banked: 07/02/2020	78.00						
	S.T	78.00		13.00	1200	230	65.00	Hall Hire woodlands
	Banked: 10/02/2020	56.00						
	Sales Recpts Page 35	56.00	56.00		100			Sales Recpts Page 35
	Banked: 10/02/2020	104.00						
	Sales Recpts Page 36	104.00	104.00		100			Sales Recpts Page 36
	Banked: 10/02/2020	28.00						
	Sales Recpts Page 37	28.00	28.00		100			Sales Recpts Page 37
	Banked: 12/02/2020	28.00						
	Sales Recpts Page 38	28.00	28.00		100			Sales Recpts Page 38
	Banked: 12/02/2020	28.00						
	Sales Recpts Page 39	28.00	28.00		100			Sales Recpts Page 39
	Banked: 12/02/2020	56.00						
	Sales Recpts Page 40	56.00	56.00		100			Sales Recpts Page 40
	Banked: 12/02/2020	56.00						
	Sales Recpts Page 41	56.00	56.00		100			Sales Recpts Page 41
	Banked: 12/02/2020	56.00						
	Sales Recpts Page 42	56.00	56.00		100			Sales Recpts Page 42
	Banked: 12/02/2020	28.00						
	Sales Recpts Page 43	28.00	28.00		100			Sales Recpts Page 43
	Banked: 13/02/2020	137.00						
	P.O	137.00			1530	510	137.00	Memorial
	Banked: 13/02/2020	22.75						
	S.N	22.75		3.79	1200	230	18.96	Hall hire - woodlands
	Banked: 13/02/2020	22.75						
	Sales Recpts Page 44	22.75	22.75		100			Sales Recpts Page 44

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Cashbook 1

User: JOANNA

Current Account

For Month No: 11

Receipts for Month 11

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: 19/02/2020		226.94						
P.S		226.94			1200	230	226.94	Hall hire - woodlands
Banked: 20/02/2020		1,911.00						
Sales Recpts Page 45		1,911.00	1,911.00		100			Sales Recpts Page 45
Banked: 27/02/2020		26.00						
Sales Recpts Page 46		26.00	26.00		100			Sales Recpts Page 46
Banked: 27/02/2020		86.64						
Sales Recpts Page 47		86.64	86.64		100			Sales Recpts Page 47
Banked: 27/02/2020		185.00						
Sales Recpts Page 49		185.00	185.00		100			Sales Recpts Page 49
Banked: 28/02/2020		15.54						
J.F		15.54			1500	500	15.54	Allotment b03
Banked: 28/02/2020		8.00						
H.G		8.00			1900	100	8.00	History books
Banked: 28/02/2020		52.00						
K.S		52.00		8.67	1200	230	43.33	Hall Hire - woodlands
Banked: 28/02/2020		526.00						
C.O		526.00			1540	510	526.00	Cremation
Banked: 28/02/2020		258.00						
F.P		258.00			1540	510	258.00	Cremation
Banked: 28/02/2020		90.00						
S.N		90.00			1200	230	90.00	Hall Hire - woodlands
Total Receipts for Month		14,902.32	4,039.34	1,254.70			9,608.28	
Cashbook Totals		96,455.99	4,039.34	1,254.70			91,161.95	

Continued on Page

Payments for Month 11

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/02/2020	ACELIFTAWAY	73068	102.85	102.85		500			Allotment toilets
1/02/2020	APPLETON SIGNS	73069	79.20	79.20		500			bench plaque -NC Park
1/02/2020	CARTERS OF SWANWICK	73070	1,069.36	1,069.36		500			vehicle repair
1/02/2020	CONDOR	73071	124.61	124.61		500			printer consumables
1/02/2020	EBC	73072	772.73	772.73		500			refuse collection
1/02/2020	FIRECARE & SECURITY	73073	478.80	478.80		500			Fire risk assessment HH
1/02/2020	FOX'S CLEANING	73074	25.00	25.00		500			window cleaning -HH
1/02/2020	HARDING VEHICLE REPAIRS	73075	276.01	276.01		500			vehcile repair - Fuel filter
1/02/2020	IANDFORD TREES	73076	255.00	255.00		500			Trees and hedges
1/02/2020	QIC systems	73077	239.52	239.52		500			Monthly licence
1/02/2020	REALTIS BUSINESS SOLUTIONS	73078	424.80	424.80		500			bookings relaunch
1/02/2020	SJH building	73079	52.80	52.80		500			air con unit repairs
1/02/2020	SMART MARKETING	73080	78.00	78.00		500			Marketing support
1/02/2020	SOURCE SUPPLIES	73081	438.00	438.00		500			Sanitary bin liner - annual
1/02/2020	STREETMASTER	73082	534.00	534.00		500			oak stain bench
1/02/2020	SURREY HILLS	73083	80.00	80.00		500			legal fees - HH community cent
1/02/2020	TRADE UK	73084	1,028.29	1,028.29		500			cutting discs
1/02/2020	Travis perkins	73085	598.97	598.97		500			reattach Teleflex opening
2/02/2020	Petty Cash	trans	100.00			250		100.00	petty cash top up
3/02/2020	southern electric	DD	53.00		8.83	4405	240	44.17	electricity -Pavillion
3/02/2020	amazon	VISA	53.99			4990	230	53.99	Recycling Bin
3/02/2020	amazon	VISA	11.99			4990	110	11.99	Paper cups
3/02/2020	P.O	DR	133.00			1530	510	133.00	Memorial
3/02/2020	BHIB	BACS	1,420.44			4055	110	1,420.44	Insurance
3/02/2020	amazon	VISA	20.70			4990	250	20.70	Wall clock
3/02/2020	barclaycard	DD	48.00		8.00	4140	110	40.00	payment terminal
0/02/2020	uk fuels	DD	7.20		1.20	4305	210	6.00	Fuel
2/02/2020	Overline	DD	170.22		28.37	4120	110	141.85	broadband
2/02/2020	Overline	DD	63.79		10.63	4120	230	53.16	Broadband
2/02/2020	o2	DD	31.04		5.17	4125	110	25.87	Mobiles
2/02/2020	tesco	VISA	121.44		20.24	4305	210	101.20	Fuel
3/02/2020	adobe	VISA	12.64		2.11	4132	110	10.53	adobe subscription
3/02/2020	payroll	BACS	12,326.56			4000	110	4,607.86	payroll
						4000	200	7,718.70	payroll
7/02/2020	Fair Oak widows	101993	150.00			4850	600	150.00	Grant payment
7/02/2020	Fair oak gardening club	101994	150.00			4850	600	150.00	Grant payment
7/02/2020	Payzone	DD	22.20		3.70	4140	110	18.50	card payment terminal
7/02/2020	BT Group	DD	103.08		17.18	4120	250	85.90	tel and broadband
7/02/2020	sage payroll	DD	19.20		3.20	4132	110	16.00	sage payroll
7/02/2020	amazon	VISA	15.99			4990	230	15.99	Floor Lamp
7/02/2020	EBC	BACS	310.50		51.75	4680	300	233.80	bin emptying
						4440	150	24.95	bin emptying
8/02/2020	HMRC	BACS	3,180.44			4000	110	1,082.13	PAYE
						4000	200	2,098.31	PAYE
8/02/2020	Hants pension	BACS	3,503.31			4010	110	1,214.72	pension
						4010	200	2,288.59	pension

Date: 09/03/2020

Fair Oak & Horton Heath Parish Council

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Cashbook 1

User: JOANNA

Current Account

For Month No: 11

Payments for Month 11

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>
9/02/2020	F.K	BACS	27.00			1200	230	27.00	Hall refund
1/02/2020	Snap PLC	VISA	76.39			4875	600	76.39	Display Baords - VE Day
4/02/2020	BT	DD	103.08		17.18	4120	240	85.90	tel and broadband
4/02/2020	British Gas	DD	54.89		9.15	4400	150	45.74	Gas - PO
8/02/2020	Tesco	VISA	134.99		22.50	4305	210	112.49	Fuel
Total Payments for Month			29,083.02	6,657.94	209.21			22,215.87	
Balance Carried Fwd			67,372.97						
Cashbook Totals			96,455.99	6,657.94	209.21			89,588.84	

Creditors for Month No 12

Order by Invoices Entered

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
04/03/2020	3726		EBC	EBC001	23.36	4.67	28.03	4680	300	23.36	Dog Bins - february
25/02/2020	9889		CART	CART	417.51	83.50	501.01	4530	290	417.51	New pruner
25/02/2020	9920		CART	CART	414.58	82.92	497.50	4530	290	414.58	Line Trimmer
17/02/2020	4180		CWM	CWM001	22.50	4.50	27.00	4595	310	22.50	Gravel for path
17/02/2020	73442		ACE	ACE001	82.86	16.57	99.43	4820	500	82.86	allotment toilet
29/02/2020	9152		ACE	ACE001	61.08	12.22	73.30	4535	290	61.08	Oil for van
29/02/2020	FAIRHPC		EASTL	EAST	120.00	0.00	120.00	4425	230	120.00	Boiler service - woodlands
29/02/2020	9886		CART	CART	355.94	71.19	427.13	4530	290	355.94	Long reach chainsaw
29/02/2020	2896		DJ SCOTT	DJ001	140.73	28.14	168.87	4300	210	140.73	Part for tractor
29/02/2020	217515		SOURCE	SOUR001	202.40	40.48	242.88	4435	230	202.40	cleaning products
29/02/2020	124098		APPLETON	APP001	64.29	12.86	77.15	4645	310	64.29	stainless steel plaque
29/02/2020	12258		FIREC	FIREC	70.00	14.00	84.00	4420	320	70.00	CCTV Service - woodlands
29/02/2020	12257		FIREC	FIREC	319.00	63.80	382.80	4420	250	70.00	CCTV and alarm service
								4425	250	249.00	CCTV and alarm service
29/02/2020	12260		FIREC	FIREC	140.00	28.00	168.00	4420	230	70.00	CCTV service - WOODLANDS
29/02/2020	12259		FIREC	FIREC	140.00	28.00	168.00	4425	230	70.00	CCTV service - WOODLANDS
29/02/2020	12261		FIREC	FIREC	248.00	49.60	297.60	4425	150	70.00	cctv and alarm service
								4420	150	70.00	cctv and alarm service
29/02/2020	12261		FIREC	FIREC	248.00	49.60	297.60	4420	240	70.00	CCTV service / extinguisher se
29/02/2020	3178		NJ BRYAN	NJ BRYAN	1,030.00	206.00	1,236.00	4415	150	120.00	Boiler servicing
								4415	250	105.00	Boiler servicing
								4415	240	805.00	Boiler servicing
29/02/2020	205089		SOURCE	SOUR001	140.00	28.00	168.00	4435	250	140.00	cleaning products -HH
29/02/2020	2406		GS WHITE	GS WHITE	340.00	68.00	408.00	4415	240	340.00	electrical condition report-pa
29/02/2020	1861		CEDERPEST	CED001	95.00	19.00	114.00	4815	500	95.00	Allotment pest control
29/02/2020	5801		SHAW	SHA001	480.00	96.00	576.00	4835	550	480.00	Dead sycamore fell
29/02/2020	5800		SHAW	SHA001	710.00	142.00	852.00	4835	550	710.00	Dead elm fell

Fair Oak & Horton Heath Parish Council
PURCHASE DAYBOOK

Creditors for Month No 12				Order by Invoices Entered				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
29/02/2020	5799		SHAW	SHA001	276.00	55.20	331.20	4838	550	276.00	emergency treework - cemetery
29/02/2020	5798		SHAW	SHA001	270.00	54.00	324.00	4830	550	270.00	Remove deadwood from Oak
29/02/2020	73678		SOUTHE	SOUTHE	606.28	0.00	606.28	4410	150	606.28	Water Parish office
29/02/2020	111		MAIN OCCAS	MAIN	285.00	0.00	285.00	4875	600	285.00	MARQUEE FRAME
29/02/2020	66971		SARS	SARS	570.00	0.00	570.00	4115	110	570.00	newsletters
29/02/2020	2611		TRADE	TRAD001	27.26	0.00	27.26	4540	290	27.26	Misc materials
29/02/2020	2353		TRADE	TRAD001	22.65	4.53	27.18	4540	290	22.65	Grease Gun
29/02/2020	2345		TRADE	TRAD001	31.67	6.33	38.00	4540	290	31.67	Misc materials
29/02/2020	9296		TRADE	TRAD001	45.83	9.17	55.00	4540	290	45.83	Mixer Tap
29/02/2020	9318		TRADE	TRAD001	16.67	3.33	20.00	4540	290	16.67	misc materials
29/02/2020	8033		TRADE	TRAD001	40.88	8.18	49.06	4540	290	40.88	Sealant and tube cutter
29/02/2020	12321		REALTIS	REAL001	661.00	132.20	793.20	4090	110	661.00	Annual support and Maint
29/02/2020	9915		OCCUP	OCCUP	520.00	104.00	624.00	4030	110	520.00	Health MOT
29/02/2020	579001		CONDOR	COND001	73.48	14.70	88.18	4085	110	73.48	Printer consumables
29/02/2020	104		DAVID BOWEN	DAVI	440.00	0.00	440.00	4595	430	440.00	consultancy advice
29/02/2020	6948		TRADE	TRAD001	48.22	9.64	57.86	4540	290	48.22	misc materials
29/02/2020	28584		SEE	SEE	100.00	20.00	120.00	4105	110	100.00	Attendance - law event
TOTAL INVOICES					9,652.19	1,520.73	11,172.92			9,652.19	
VAT ANALYSISCODE S @ 20.00%					7,603.65	1,520.73	9,124.38				
VAT ANALYSISCODE Z @ 0.00%					2,048.54	0.00	2,048.54				
TOTALS					9,652.19	1,520.73	11,172.92				

FULL COUNCIL – 16 MARCH 2020

HAMPSHIRE COUNTY COUNCIL – LIBRARY SERVICE CONSULTATION 2020

1. REPORT PURPOSE

- 1.1 To consider the draft consultation response attached at Appendix 1.

2. BACKGROUND

- 2.1 Hampshire County Council is currently consulting on proposed changes to the Library Service. The full document is available at <https://documents.hants.gov.uk/consultation/libraries-info-booklet.pdf>
- 2.2 The proposed changes include the option of the closure of Fair Oak Library.
- 2.3 The County Council have indicated that their rationale behind proposals is to respond to the changing behaviours of users and the need to make savings of £1.76 million from the Library Service, which through other efficiencies across the County Council, are needed to bridge the current funding gap faced by local authorities across the county.
- 2.4 The County Council held a drop-in consultation session at the Library on Tuesday 11 February.
- 2.5 The consultation runs from 9 January 2020 to 18 March 2020. Feedback received during the consultation period will inform decisions to be made by the HCC Executive Member for Recreation and Heritage in summer 2020.

3. DRAFT RESPONSE

- 3.1 In drafting the consultation response the Parish Clerk: -
- Put a community call to action on the Council's website and facebook page.
 - Sought comments from the three Schools. So far, only Wyvern Secondary School has responded.
 - Met with HCC Head of Libraries.
 - Attended the consultation drop-in session held at the Library.
 - Evaluated county and local statistics, the Equality Impact Assessment and referred to national research from Voices for Libraries and the Arts Council.
- 3.2 In addition to the above, Cllrs Thornton & Cllr Couldrey and a member of the public attended a meeting with Assistant Director of Community and Regulatory Services, HCC, about the future of Fair Oak Library.
- 3.3 Various preferred options are set out in the consultation document. The first being **no closure**.
- 3.4 Other options proposed are indicative options which if considered by the County, need to be examined in further detail. Should the County respond positively to these suggestions, the matter will be brought before the Council for further discussion and consideration.

4. RECOMMENDATIONS

- 4.1 That the Council considers the draft response attached at Appendix 1; and
- 4.2 That a Task & Finish Group be established to work with HCC to consider future library provision in the Parish.

Further information:

Melanie Stephens, Parish Clerk
clerk@fairoak-pc.gov.uk

HAMPSHIRE COUNTY COUNCIL – LIBRARY SERVICE CONSULTATION 2020

Please find below Fair Oak & Horton Heath Parish Council's formal response to the above consultation. In drafting its response, the Parish Council has considered the consultation document, regional statistics and the Commission of Inquiry – Vision for Hampshire 2020 documents.

The Council would like to remind the County of its legal obligation under the Public Libraries & Museums Act 1964. We believe that proposals within the consultation document falls short of the requirements of the Act.

The Parish Council will demonstrate below how the rationale to close Fair Oak Library is fundamentally flawed. This local library is highly valued by our local community and the closure would have a negative impact in several ways: on children; on the physical, mental and emotional health of residents; on lifelong learning; and community cohesion and inclusivity; and on local economics.

The County is obliged by law to provide a comprehensive and efficient library service. Meaning that the library services need to be accessible to anyone and everyone regardless of the user's income, socio-economic background, level of education, gender, race, age, mobility and a myriad factors and their resources should cover their geographic area efficiently regardless of the area's size. In the consultation document, it suggests that with the closure of Fair Oak, residents would be able to access the services of other nearby libraries (Winchester, Eastleigh and Bishops Waltham). These libraries are only accessible to a limited section of the community. The alternative locations pose an immediate barrier to residents on limited incomes and those most vulnerable with complex needs who would have difficulties travelling to these alternative locations. Winchester, Eastleigh and Bishops Waltham are not local to Fair Oak residents who have no affinity to these areas.

Whilst the document highlights that Fair Oak is not a deprived area, scoring 9.1 out of 10 in the IMD index (10 being the least deprived), the Parish is aware of that there are those living in the area with limited incomes. There are children from lower income families in the village whose only access to free books is the local library. The Literacy Trust widely reports that children who do not have access to books or a desk at home are more likely to struggle with reading. The local library provides a safe space where children can overcome barriers through free access to books, computers and the internet. Closing the library would have a negative impact upon the development of children with the Parish. With more and more school libraries closing, children from lower income families will be put at a disadvantage ultimately impacting on their learning, skills and limiting their options for the future.

The consultation document highlights the low number of visits to the library. And states that the footfall figures include all visitors not just library members borrowing books. What is not acknowledged is that the significantly reduced opening hours and obvious lack of investment in the library has had a direct impact on this. Library services should be fully accessible to all users when they require it, with opening hours that meet the needs of working people and children's groups. Reducing library opening hours in a bid to save money has a direct impact on usage, a library is not going to be used more if it is open less. The Parish Council would ask the County whether it has adequately promoted and invested in Fair Oak library to avoid such a closure?

The data used for informing the County's rationale does not seem to consider future developments in the Parish. Fair Oak will be developing considerably in future months and years. Eastleigh Borough Council's local plan has identified their Strategic Options Site in Fair Oak with an estimated 5,500 dwellings. Current developments taking place include in excess of 500 dwellings in addition to an estimated 2,000 dwelling development in Horton Heath.

It is fair to say that significant growth in the population of the Parish, increasing far greater than that of any other Parish in the Borough and indeed Hampshire's average growth rate will have a significant impact on the need for library provision.

Furthermore, the consultation document does not acknowledge how important the library is for the health and wellbeing of residents and how it supports the community. The library is a hugely important local resource for residents which plays host to several popular free community groups and events all of which are invaluable particularly to our most vulnerable residents. These groups and events have a positive impact on social inclusion and community cohesion. The increasing number of cuts to public services has meant that vulnerable people are often set adrift and, in many areas, the only thing that remains open to them is the library. The library staff in Fair Oak provide informal mental and wellbeing support to elderly, vulnerable and isolated individuals. The essential role this library plays in promoting the general wellbeing of the community and its citizens is not acknowledged in the County's document.

When examining the issue of equality, the decision to close the library will clearly have an impact on groups with protected characteristics: older and younger people and people with mobility, cognitive and other disabilities. The County must carefully consider decisions and impact on these groups. Particularly when the annual saving suggested (£37,000) is a drop in the ocean in the wider context of the County's overall budget.

The rationale for closure of Fair Oak library (and other libraries across Hampshire) are in direct conflict of the strategic priorities of HCC, more specifically the climate emergency declaration made in June 19 and the recommendations of the Commission of Inquiry – Vision for Hampshire 2020. By suggesting that the local service be removed and residents travel (by car or bus) would only increase the Fair Oak's carbon emissions.

Furthermore, HCC's Commission of Inquiry document states that "Communities that are connected, diverse, sustainable and happy are the cornerstone of a thriving, equitable and prosperous society, placing people at the centre so a culture of resilience and self-help can be nurtured." The proposal to close Fair Oak library is in complete contradiction to this. Once this essential community hub is lost it is lost forever.

The consultation document in recognising the importance of local libraries to the local community states that it would welcome approaches from organisations. In that vein and in seeking to support, enable and empower our local community to be more resilient, the Parish Council asks the County Council to consider the following options:

- 1) That there be no closure;
- 2) That reduced opening hours be applied, condensed into full days, with rest of the building being available for hire by community groups for the provision of community activities (the Parish Council would offer support of bookings management), providing rent to the County to offset the annual expenditure on the service provision;
- 3) That the County either gifts the building to the Parish Council/or leases the building at a peppercorn rent, including existing stock, allowing the Parish Council to provide an alternative library model; and
- 4) That the library be co-located within an existing centralised community building.

The Parish Council requests that the above options be considered fully prior to any final decision being made and that open dialogue take place between both authorities to explore the feasibility of the options provided.

INTERNAL AUDIT ACTION PLAN

Matters arising from interim Internal Audit for 31 March 2020 undertaken on 19 January 2020

CONTROL AREA	ISSUE	RECOMMENDED ACTION	ACTION UNDERTAKEN
Sales ledger	The council appears to still not be using the sales ledger as it is intended. Invoices appear to be being entered into the accounts system on the date they are paid rather than the tax point.	Invoices from the booking system are now transferring automatically but other invoices such as allotments and sports fees and burials do not appear on the aged debtors system. This means that members have no clear view of money owed to the council. All invoices should be raised within the accounting system so that they appear on the ledger and bad debts can be monitored.	Following the bookings software relaunch, all hall bookings and sports pitch hirings are now being raised through the sales ledger. Thus ensuring that any unpaid invoices will show on the aged debtor report going forwards. The RFO will work with the deputy Clerk on migrating allotments and burials onto the booking system.
Purchase ledger	There are some invoices on the ledger that are several months old. Their payment status should be reviewed and settled.	Members and officers should review the aged ledger balances on a quarterly basis to ensure that they are correct.	Going forwards, the RFO will print out a copy of the aged debtor report on a quarterly basis for member review.
Internal Audit report	The internal audit reports are noted, but no clear action plans are agreed by members <i>(also raised last year)</i>	The members of the council should agree clear timescales to action each of the matters raised by internal and external auditors	Officers of the Council address each action after every audit and report verbally at the meeting. Members will be sent an action plan following every audit to address this.

External Audit	The Council received a qualified audit because the AGAR was not approved in the correct manner.	Members should ensure that the AGAR section 1 is approved in advance of Section 2 and that both are properly recorded.	Following the completion of the year end accounts, the Council will ensure that at the following Full council meeting the AGAR section 1 will be approved in advance of Section 2 and that both are properly recorded.
Inquorate meetings	During the year a planning meeting was cancelled due to being inquorate, despite a significant number of applications.	The dates of all meetings are published well in advance. Electors expect members to represent them on planning matters. Members should try to ensure that all meetings are quorate.	A member survey will be sent out shortly to ascertain whether meeting dates/structures could be altered to assist in this. The terms of reference for this Committee will be altered giving Officer greater delegated powers to respond to applications preventing the need for lengthy meetings/meetings.
General reserves	The general reserve of the council is now at the upper end of the guidance level. <i>(also raised last year)</i>	Councils do not have the power to hold savings. Precepted funds should be used in a timely manner for the benefit of residents.	The Council will review its general reserve fund and ear marked reserves at the Finance Committee in February. Following audits (fire/health and safety) on the Pavilion and Horton Heath Community Centre it is likely that members will be requested to approve quotes for unbudgeted items which will need to be taken from the general reserve.

Bank reconciliation approval	It appears that only one or two members of the council are carrying out the internal audit control of checking the bank reconciliation.	All members in rotation should perform the internal controls so that they are aware of the systems and understand the records of the council.	The Responsible Finance Officer has updated the bank mandate to include all Cllrs. The Finance Regulations will be reviewed at the Council meeting on 17 February and members will be requested to undertake this in rotation at every Council meeting.
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COUNCIL – 16 MARCH 2020**GROUNDS MAINTENANCE – EXTERNAL CONTRACT WORK****1. INTRODUCTION**

- 1.1 As with many Councils, Fair Oak officers have been exploring options for income generation.
- 1.2 The Council's Operations Manager, since his appointment in June 2019 has reviewed the capacity, knowledge and skills base in the Operations team and has identified capacity, skills, knowledge and willingness with the Council's three Ground staff to undertake external construction and grounds work for other local parishes.
- 1.3 This report sets out a business case for the Grounds team, under the supervision of the Operations Manager and the Clerk for the Council to bid for and undertake external contract work as an additional income generation scheme.

2. LEGAL FRAMEWORK

- 2.1 The Council has ample powers to carry out works for other authorities. Namely:

Section 111 of the Local Government Act 1972 allows authorities to undertake works and incur expenditure accordingly. One parish council can undertake work on behalf of other local authorities pursuant to Section 101 of the Local Government Act 1972 (a delegation agreement) and this applies to authorities of the same tier or different tiers e.g. a parish council undertaking highways on behalf of the county council or the Parish undertaking library services on behalf of the country.

Furthermore Section 136 of the Local Government Act 1972 enables two or more authorities to contribute to costs where both or all have the power. A section 101 delegation agreement should be reduced to writing with the works set out and the associated financial provisions.

3. INSURANCE

- 3.1 In order to ensure that the Council (and employees) is fully insured to carry out works on behalf of other Council's, the Council will need to take out an additional insurance policy. A quote has been received for this insurance from Came & Company at £224.

4. MAPPING OF CURRENT PROVISION

- 4.1 The Operations Manager had completed a desk top review of capacity, skills, knowledge and information of the Ground staff and their willingness to undertake external contract work for income generation and new commercial ways of working.

The review highlighted that:

- The Council has three experienced Ground staff each with an additional skills base (such as carpentry, engineering and painting/decorating) which put them well placed to carry out all forms of groundwork and small-scale construction tasks.

5. SCALE AND VOLUME

5.1 The Operations Manager has identified that the skill set within the current team (including his own) lends itself to enable the Parish team to bid for, and undertake the following works: -

- All Grounds maintenance
- Small-scale construction including: - paving, decking, fencing,

5.2 In order to gauge the level of demand for this type of works the Operations Manager sent initial enquiries to local Town and Parish Council's. This resulted in positive responses from Allbrook Parish Council, Bishopstoke Parish Council, Colden Common Parish Council and Eastleigh Borough Council.

5.3 These Councils have expressed an interest in our team undertaking a variety of different works including minor construction, fencing, playground maintenance, grounds maintenance and clearance tasks. - we have obtained a waste carriers licence, being a legal requirement, in order that we can carry out some of these works, at no cost to the council.

5.4 In order to understand the level of income that could be generated by undertaking the works requested by these Council's the Operations Manager had provided provisional quotes for works. These quotes were calculated using information provided by suppliers on material costs, known operating costs of the team and a clear percentage of contingency, with the addition of VAT.

5.5 The total income that could be generated by undertaking these works (with the exclusion of Eastleigh Borough Council) amounts to approximately £10,000.00

6. LEADERSHIP AND GOVERNANCE

6.1 In terms of governance and oversight of income generation and commercialisation at member and chief officer level it is suggested that: -

- Parish Clerk: is responsible and accountable for income generation and commercialisation
- Finance Committee: provides corporate oversight
- Income Board (Clerk, Operations Manager and RFO): a senior officer group tasked with operational oversight, development and delivery of an income generation and commercialisation programme
- Internal Auditor: to oversee the legal and accounting framework.

6.2 Management and operational leadership of income generation activities will be tasked to the Operations Manager in consultation with the Clerk.

6.3 Other members of the Parish team will also provide support services that inform and enable effective income generation/commercial activity such as financial analysis, marketing and financial administration.

7. STAFFING RESOURCE

7.1 The current capacity and skills within the team lends itself well to this work.

7.2 Consultation with the staff show that they are keen to take additional work.

7.3 To support the proper functioning of the external contract works, the Council will need to invest in its staff to ensure that staff that support this function are adequately trained. Training needs will be identified through the appraisal process.

8. FINANCIAL IMPLICATIONS

8.1 The additional cost of insurance £224 is needed to cover the Council and its employees for the undertaking of external contract work.

8.2 The additional income generated by the contract work is estimated at £10,000

9. RECOMMEDATIONS

9.1 It is recommended that the Council: -

- (a) Considers the contents of the report;
- (b) Approves the expenditure of £224 for the additional insurance policy, and that this cost be taken out of General Reserves;
- (c) Approve the principal of Ground staff undertaking external works, with the leadership and governance being undertaken in paragraph 6.1 above; and
- (d) That the Council receive a progress report in 6 months-time.

Further information:

Martin Johnson, Operations Manager
grounds@fairoak-pc.gov.uk

Or

Melanie Stephens, Parish Clerk
clerk@fairoak-pc.gov.uk

Background Papers:

None

FEES AND CHARGES 2020/21**1. PURPOSE**

- 1.1 To consider fees and charges for sports fixtures, allotment, cemetery and hall hire fees for 2020/21 financial year.

2. BACKGROUND

- 2.1 Fees and charges are reviewed annually and approved by Full Council and implemented with effect from the 1 April 2020.
- 2.2 In line with previous Parish Council policy, the proposal is that the fees and charges are increased by the Consumer Price Index.

3. SUGGESTED FEES AND CHARGES FOR 2020/21

- 3.1 The suggested charges for 2020/21 are set out in the table below.

Cost Centre	2019/20	2020/21 (CPI 1.7%)	Rounded up to nearest 0.50p/£1)
Allotments			
Campbell Way	14.5	14.75	£ 15.0
KP Full	51.5	52.38	£ 52.5
KP Half	25.75	26.19	£ 26.5
Admin Fee	25	25.43	£ 25.5
Bookings - per hour			
Oak Regular	16	16.27	£ 16.5
Oak Ad Hoc	20	20.34	£ 20.5
Acorn Regular	13	13.22	£ 13.5
Acorn Ad Hoc	18	18.31	£ 18.5
Leaf Regular	7	7.12	£ 7.5
Leaf Ad Hoc	9	9.15	£ 9.5
Rsmith Main	12	12.20	£ 12.5
Rsmith Small	6	6.10	£ 6.5
Rsmith All	20	20.34	£ 20.5
Horton Regular	13	13.22	£ 13.5
Horton Ad Hoc	18	18.31	£ 18.5
Horton Committee	6	6.10	£ 6.5
Pavilion Club Room	7.8	7.93	£ 8.0
Football Pitches			
Juniors	28	28.48	£ 28.5
Seniors	62	63.05	£ 63.5
Cemetery			
Internment Over 18	198.5	201.87	£ 202.0
Internment of ashes	134	136.28	£ 136.5
ERB Over 18	392	398.66	£ 399.0

ERB Crem Plot	258	262.39	£	262.5
Headstone	133	135.26	£	135.5
Vases	102	103.73	£	104.0
Transfer ERB	25.2	25.63	£	25.5

Benches	£
delivery and installation	70
bench	369
plaque	30

4. RECOMMENDATION

- 4.1 That the Full Council be recommended to approve the fees and charges for 2020/21 as set out in paragraph 3.1 above, and that these charges take effect from 1 April 2020.

For further information:

Melanie Stephens, Parish Clerk
clerk@fairoak-pc.gov.uk