



## Fair Oak & Horton Heath Parish Council

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

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

**Minutes of the FULL COUNCIL meeting  
held on Monday 16 March 2020 at 7.00 pm  
at 2 Knowle Park Lane, Fair Oak**

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

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

### PUBLIC SESSION

Two members of the public was present and addressed the Council on the potential closure of Fair Oak library.

### 101 MINUTES OF MEETINGS (PAPER A)

#### RESOLVED:

- a) That the Minutes of the Full Council meetings held on 20 January & 17 February 2020 be signed by the Chairman as a correct record;
- b) That the minutes of the Community Events Sub-Committee meeting held on 10 February 2020 be signed by the Chairman as a correct record;
- c) That the minutes of the Planning & Highways meetings held on 20 January and 17 February 2020 be noted; and
- d) That the minutes of the Finance Committee held on 9 March 2020 and recommendations therein, with the exception of the recommendation made under minute no 36 which was not approved, be signed by the Chairman as a correct record.

### 102 CO-OPTION OF PARISH COUNCILLOR

As the candidate was unable to attend the meeting, and this had been the third meeting that they were unable to attend, it was: -

#### RESOLVED:

That the vacancy for a Parish Councillor be re-advertised on the Council's website.

### **103 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 and cheque payments be authorised.

### **104 HCC LIBRARY SERVICE CONSULTATION (REPORT C)**

Members considered the draft consultation response as set out in Appendix 1 to the report and agreed the options therein.

In addition to sending the response, Cllr Couldrey requested that a task & finish group be established with Cllr Couldrey, Mr Dunne and the Clerk to consider options to retain the library in consultation with HCC. Members supported this.

#### **RESOLVED:**

- a) That the formal response as set out in Appendix 1 to Report C be approved and submitted to HCC for their consideration; and
- b) That a task & finish group consisting of Cllr Couldrey, Mr Dunne and the Clerk be established to consider options for the retention of the library to discussion and proposal with HCC.

### **105 INTERNAL AUDITOR – INTERIM REPORT (REPORT D)**

Members considered the recommendations in the Internal Audit Action Plan.

#### **RESOLVED:**

That the Internal Audit Action Plan be agreed.

### **106 EXTERNAL CONTRACT WORK (REPORT E)**

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

Officers confirmed that Fair Oak & Horton Heath Parish Council work would take precedence over any contracted work.

#### **RESOLVED:**

- a) That the Grounds Maintenance team undertake external contract work;
- b) That the works be approved in principle of the Ground staff undertaking external works, with the leadership and governance being undertaken in paragraph 6.1 of the report with the amendment that the Chairman be consulted;

- c) That additional insurance payment of £224 be made to cover the additional grounds maintenance works carried out by staff taken from General Reserves, and
- d) That a progress report be submitted to Council in 6 months' time.

#### **107 FEES AND CHARGES (REPORT F)**

Members considered the fees and charges for Allotments, Football pitches, Cemetery and Benches, for implementation from 1 April 2020.

Members determined that in light of the financial hardships that might be faced by residents as a result of the Covid-19 pandemic that there should be no increase in fees this financial year.

#### **RESOLVED:**

That no increase in fees and charges be applied in the 2020/21 financial year.

#### **108 PAYMENT MECHANISMS TO THE PARISH COUNCIL**

Members considered the request to reduce the number of cheques handled by Parish Officers due to safety implications of banking money and cheques on their own.

After discussion it was:

#### **RESOLVED:**

- a) That customers be encouraged to pay via bacs or the handheld terminal; and
- b) That in relation to cemetery funds, all payments be made via bacs with immediate effect.

#### **109 FUEL TANK**

The Council considered the proposal to purchase a fuel tank to store fuel in the Parish compound, in order to reduce visits to the petrol stations and to reduce the overall cost of fuel.

In response to concerns raised regarding climate change, officers informed members that investigation had already been undertaken regarding changing the Council's fleet and other vehicles to electric, and also installation of electric charge points. As this would require significant investment from the Parish, it was agreed that this be looked at as a medium-long term priority.

In relation to the purchase of the fuel tank, members felt that further investigation regarding pay-back and benefits was need, as it was:

#### **RESOLVED:**

That further investigation be undertaken by the Operations Manager into the

benefits and cost of the fuel tank.

**110 MEMBERSHIP OF COMMITTEES**

**RESOLVED:**

That this item be deferred.

**111 EMERGENCY RESILIENCE AND BUSINESS CONTINUITY PLAN (REPORT G)**

The Council considered the adoption of the emergency resilience and business continuity plan in response to the Covid-19 pandemic.

In agreeing its adoption, members discussed further measures which should be put in place, these included: -

- Cancellation of all non-essential council meetings;
- Reduction of the Committee/Council quorum to three members;
- To give the Clerk delegated authority to make decisions, in consultation with the Chairman and Vice-Chairman, in the absence of council meetings;
- To give the Deputy Clerk delegated authority to respond to all planning applications, in consultation with the Chairman of Planning Committee;
- That all Council run buildings close to the public with immediate effect;
- That all Council admin staff work from home with immediate effect;
- That Ground staff be put on a rotated shifts; and
- That a community volunteer flyer be sent to all households in the parish.

Following discussion, it was:

**RESOLVED:**

- a) That the Emergency Resilience and Business Continuity Plan be adopted; and
- b) That the additional measures as outlined above be agreed.

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

Signed.....Chairman