



FAIR OAK & HORTON HEATH PARISH COUNCIL

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

(023) 8069 2403 ✉ enquiries@fairoak-pc.gov.uk

🌐 www.fairoak-pc.gov.uk 📺 @fairoakandhortonheathparishcouncil

SUMMONS

Dear Member

9 June 2020

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 15 June 2020 at 7.00 p.m.**

Please note that this will be a 'virtual meeting'. To access the meeting please click [here](#).

Melanie Stephens

Melanie Stephens, Parish Clerk

PUBLIC PARTICIPATION: Members of the public can submit questions for public participation (held in the first 15 minutes before the meeting), either by emailing clerk@fairoak-pc.gov.uk by 5pm on Friday 12 June 2020 or utilising the live Q&A function as part of MS Teams.

AGENDA

APOLOGIES

1 MINUTES (PAPER A, PAGES 3-14)

- a) To approve the minutes of the Council meeting held on 18 May 2020 as a correct record;
- b) To approve the minutes of the Planning Committee meeting held on 16 March 2020; and
- c) To note the planning delegated decisions of 27 March, 10 & 24 April, 8 May and 29 May 2020.

2 DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

3 FINANCE REPORT (REPORT B, PAGES 15-19)

To approve the report of the Finance Officer and BACS payments.

4 WEBSITE ACCESSIBILITY AUDIT (REPORT C, PAGES 20-39)

To consider the results of the audit and costs associated with meeting the required standards.

5 LIBRARY TASK & FINISH GROUP (REPORT D, PAGES 40-41)

To consider the final recommendations of the Library Task & Finish Group.

6 ALLOTMENT TENANCY AGREEMENT REVIEW (REPORT E, PAGES 42-47)

To review and amend the allotment tenancy agreement.

7 ASSETS AND OPEN SPACES UPDATE (REPORT F, PAGES 48-50)

To receive an update on the Council's Assets and open spaces.

8 VILLAGE SIGNS (REPORT G, PAGES 51-64)

To consider designs submitted and agree a way forward.

9 VILLAGE CENTRE IMPROVEMENTS

To appoint a task & finish group, consisting of 2-3 members to consider innovative ways for minor improvement to the village centre. (NB: members of the Group must be able to meet virtually during the day).

10 WORK PROGRAMME (REPORT H, PAGES 65-68)

To note the work programme.

To: Councillors

D Abbott
S Anderson
P Barrett
C Bird
N Couldrey

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

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

Officers

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



Fair Oak & Horton Heath Parish Council

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A

Minutes of the FULL COUNCIL “virtual” meeting held on Monday 18 May 2020 at 7.00 pm

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

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

No members of the public had submitted any questions and there were no Q&A's during the meeting.

1 MINUTES OF MEETINGS (PAPER A)

RESOLVED:

That the minutes of the Full Council meeting held on 16 March 2020 be signed by the Chairman as a correct record.

2 DECLARATIONS OF INTEREST

There were no declarations raised.

3 COVID-19 FINANCIAL IMPACT (REPORT B)

The Council considered the financial impact of the Covid-19 pandemic on the Parish Council's finances.

The impact on the Council's income weighed against savings made through routine expenditure was approximately £13,900. As the Council's halls continued to remain closed, and hire charges equated to a large proportion of the Council's income, this income code would be hardest hit. The Clerk and the Finance Officer would continue to monitor the financial impact of the virus and give monthly updates to the Council.

Cllr Tenant asked if Eastleigh Borough Council (EBC) would meet the expected deficit in the Parish Council's income. The Clerk confirmed she had emailed EBC and was waiting a response.

Cllr Couldrey added that EBC were now only providing financial assistance to Parish Councils for essential expenses and it was unlikely the Council's loss would be met.

RESOLVED:

That the Council note the contents of the report.

4 ANNUAL GOVERNANCE RETURN 2019/20 (REPORT C)

RESOLVED:

- a) That the Annual Governance Statement be approved; and
- b) That the Chairman of the Council, Responsible Finance Officer and Clerk complete and sign the statement and submit to the external auditors.

5 FINAL ACCOUNTS 2019/20 (REPORT D)

RESOLVED:

- a) That the Council note the report of the Internal auditor set out in Appendix 7 to Report D;
- b) That the final accounts for 2019/20 be approved for submission to the external auditors; and
- c) That the final accounts for the year ending March 2020 be approved.

6 FIXED ASSET REGISTER (REPORT E)

Members considered the Council's Fixed Asset Register as at 31 March 2020.

RESOLVED:

That the Fixed Asset Register as at 31 March 2020 be noted.

7 REPORT OF THE RESPONSIBLE FINANCE OFFICER (REPORT F)

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.

8 MEETING DATES 2020-2021 (REPORT G)

Following the results of the recent internal survey on meeting days and times, the Finance and Asset committee meetings would now be held on Tuesdays, during the daytime. Full Council would continue to be held on a Monday evening.

RESOLVED:

That the meeting dates as set out in Report G be approved.

9 WAIVER OF SIX MONTH COUNCILLOR ATTENDANCE RULE (S85 LOCAL GOVERNMENT ACT 1972) – CLLR PETER BARRETT

RESOLVED:

That the waiver of the 6-month attendance rule in respect of Cllr Barrett be approved.

This was all the business and the meeting closed at 7.20 pm.



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 16 March 2020 at 6.00 pm at 2 Knowle Park Lane, Fair Oak

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

Committee:

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

Other Cllrs present: Cllr Douglas

Officers in attendance: Mrs L Greenslade, Deputy Clerk.

PUBLIC PARTICIPATION

None present.

28 DECLARATIONS OF INTEREST

None received.

29 MINUTES

RESOLVED

That the minutes of the meeting held on 17 February 2020 be approved as a true and accurate record.

30 HIGHWAYS

Members considered further information regarding the 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.

The Deputy Clerk advised that EBC had a service to provide SLR devices anywhere around the Parish at a cost of £75 for a minimum of 7 days (subject to the necessary regulatory approvals). The Chairman asked the Clerk to establish firstly from EBC what their schedule was for these signs in the Parish. If this did not include Winchester Road then a recommendation be made to Full Council for this provision.

RESOLVED

- That the Deputy Clerk contact EBC for information of their scheduled cycle for the Parish;
- That a recommendation be made to Full Council for the provision of a sign in Winchester Road; and
- That a budgetary request be made for the next financial year to include this provision.

31 PLANNING APPLICATIONS

CLLrs discussed planning applications received to week ending 13 March 2020 and made the following comments: -

Application No: [A/20/87286](#)

Site Address: Fir Tree Farm & Victoria Farm House, Fir Tree Lane, Horton Heath, Eastleigh, SO50 7DF

Description: Consent to advertise 4no. Advance Signage Boards for the One Horton Heath Development

Comments: No objection

Application No: [H/20/87338](#)

Site Address: 18 Eastleigh Road, Fair Oak, SO50 7JB

Description: Porch to front of property

Comments: No objection

Application No: [CS/20/87330](#)

Site Address: Wyvern College Campus, Botley Road, Fair Oak, SO50 7AN

Description: HCC Consultation request: Expansion of an existing floodlit all-weather football pitch from 2,444m² to 6,026m², plus infrastructure improvements including 1.8m high safe-guarding fencing, vehicle control gates and the re-location of five parking spaces at Wyvern Technology College.

Comments: No objection

Application No: [H/20/87344](#)

Site Address: 2 Farley Close

Description: first floor side extension

Comments: Members were concerned to the proximity to neighbours and the overdevelopment of the site.

Application No: [F/19/86151](#)

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

Description: Alterations and conversion of existing barns to form 4 dwellings and construction of 7 dwellings following demolition of modern agricultural buildings
You can access the plans and documents via our portal .

Comments: Object – outside the urban edge, contrary to Policy and not included in the new emerging Local Plan.

Application No: [T/20/87426](#)

Site Address: 44 Ascot Road, Horton Heath, SO50 7JQ

Description: 1 no. Ash (T1) - Reduce and reshape by 3 metres
1 no. Sycamore (T2) - Reduce and reshape by 3 metres.

Comments: No objection

Application No: [F/20/87471](#)

Site Address: Land at Marwell Manor Farm Portsmouth Road, Fishers Pond , SO50 7HF

Description: Side extension to existing agricultural storage building.

Comments: No objection

Application No: [F/20/87491](#)

Site Address: The Lapstone, Botley Road, Fair Oak, SO50 7AP

Description: Extension and alterations to existing public house to create larger bar area, restaurant and additional toilet facilities. Creation of separate external access to first floor managers flat and 6no. additional parking spaces (amendment to approved scheme F/18/82244 - including reduction in floor area and detailed design for ventilation ductwork for kitchen).

Comments: No objection

Application No: [H/20/87488](#)

Site Address: 22 Pavilion Close, Fair Oak, SO50 7PS

Description: Conversion and first floor extension to garage and single storey front extension to link garage to house to provide additional living space

Comments: Object – overdevelopment, overlooking and insufficient parking.

COMMENTS

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

Application No: T/20/87239

Site Address: 47 Ascot Road, Horton Heath, SO50 7JP

Proposal: 2 no Oak (T1 & T2) – crown clean and reduce lateral branches back from the house by up to 3 metres

Comments: No objection

Application No: H/20/87344

Site Address: The Kestrels, 8 Chapel Drove, Horton Heath, SO50 7DL

Proposal: Single storey rear extension to detached garage to form study/games room with external changing room & WC.

Comments: No objection

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 comments made by the Chairman (as delegated powers), be noted;

This was all the business and the meeting closed at 6.20 pm.

Signed Chairman

Note

Planning Chairman's delegated powers (in consultation with the Committee) of decisions made to application received outside committee cycle

Application No: [H/20/87449](#)

Site Address: 2 Wembley Way, Fair Oak, SO50 7JN

Description: Demolition of existing garage and erection of two storey side extension including integral garage

Comments: No objection

Application No: [X/20/87552](#)

Site Address: Land north of Mortimers Lane and west of Hall Lands Lane, Fair Oak, SO50 7BD

Description: Variation of conditions 2 (approved plans) and 20 (tree protection) of planning permission F/18/83986 for erection of 26no. dwellings, public open space, landscaping, car parking and associated works.

Comments: awaiting further clarification

Application No: [H/20/87228](#)

Site Address: 8 Pilchard Avenue, Fair Oak, SO50 8GE

Description: Two storey rear extension following demolition of existing conservatory

Comments: No objection

Application No: [F/20/87533](#)

Site Address: Orchard Close, 79 Mortimers Lane, Fair Oak, SO50 7BT

Description: Demolition of 2no. existing dwellings and erection of 5no. two- storey dwellings and detached carport.

Comments: Members were concerned on overlooking and requested the application go to LAC for consideration

PLANNING APPLICATIONS

Comments made with delegated authority, by the chairman in consultation with the committee, to planning applications received during the coronavirus.

Planning application to w/e 27 March

Application No: [T/20/87489](#)

Site Address: 28 - 34 Ascot Road, Horton Heath, Eastleigh, SO507JQ

Description: 1 no. Oak (T1) (owned by 28 Ascot Road) - reduce the sides by up to 3 metres.

2 no. Oak (T2 and T3) (owned by 30 Ascot Road) - reduce the sides by up to 3 metres.

1 no. Oak (T4) (owned by 32 Ascot Road) - reduce the sides by up to 3 metres.

3 no. Oak (T5 - T7) (owned by 34 Ascot Road) - reduce the sides by up to 3 metres.

Comments: **Object – These trees were clearly mature when the estate was built. The houses were obviously set back from the trees to preserve their good looks. The Parish Council can see no reason why they should be trimmed unless the Tree Officer sees good reason.**

Application No: [H/20/87561](#)

Site Address: 2 Spring Close, Fair Oak, SO50 7BB

Description: Retention of 1.8m close boarded timber fence and gate on front boundary

Comments: **In its current state the fence is intrusive, however, if the applicant was to alter the colour to darken it, then the Parish Council raises no objection.**

PLANNING APPLICATIONS

Comments made with delegated authority, by the chairman in consultation with the committee, to planning applications received during the coronavirus.

Planning application to w/e 10 April 2020

Application No: F/20/87624 Site

Address: 50 Sandy Lane, Fair Oak, SO50 8GB

Description: Installation of replacement ATM

Comments: No objection

Application No: A/20/87652 .

Site Address: 50 Sandy Lane, Fair Oak, SO50 8GB

Description: Non-illuminated signage surround to replacement ATM

Comments: No objection

Application No: H/20/87635 . **Site Address:** 9 Oak Drive, Fair Oak, SO50 7JT

Description: Two storey side extension

Comments: No objection – subject to no objections from the neighbours of overlooking

Application No: T/20/87342

Site Address: Flintstone, Michaels Way, Fair Oak, SO50 7NJ

Description: T1 - 1 no. Ash. Fell. T2 - 1 no. Field Maple. Fell.

Comments: No objection subject to the satisfaction of the Tree Officer

Application No: H/20/87645

Site Address: Wildwood, East Horton Golf Centre, Mortimers Lane, Fair Oak, SO50 7EA

Description: Construction of a second-storey extension over and existing single storey element

Comments: No objection

Planning application to w/e 24 April 2020

Application No: H/20/87454

Site Address: Milkirs View, Botley Road, Horton Heath, SO50 7DN

Description: Erection of 1.8m front wall

Comments: No objection

Application No: V/20/87717 – don't sent this one out yet

Site Address: Land West of, Horton Heath

Description: Scoping opinion under article 15 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 for the development of up to 2,500 No. Residential Dwellings, the associated access, local employment, local retail, leisure and community facilities, primary school and supporting amenity space, landscaping, green infrastructure and sustainable drainage system (Known as One Horton Heath)

Comments: No objection

ApplicationNo: CS/20/87711

Site Address: Fair Oak Landfil site, Mortimers Lane, Fair Oak

Description: HCC Consultation request: Extension to existing site environmental compound including installation of a leachate pre-treat

Comments: No objection

CLEUD Application No: LDC/20/87611

Site Address: Long Meadow, Stroudwood Lane, Lower Upham, SO32 1HG

Description: The applicant states that the residential caravan has been used as a dwelling-house for a period in excess of four years.

Determination: EBC request any information/evidence relating to this site.

Comments: The Parish Council has no evidence to the length of time the caravan has been used a dwelling-house.

PLANNING APPLICATION

Comments made with delegated authority, by the chairman in consultation with the committee, to planning applications received during the coronavirus.

Planning application to w/e 8 May 2020

Application No: [H/20/87749](#)

Site Address: 10 Freda Routh Gardens, Fair Oak, SO50 7LY

Description: Single storey front and side extension, and first floor front extension (amended design)

Comments: No objection

Application No: [H/20/87734](#) .

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

Description: Domestic garden store

Comments: No objection

Application No: [H/20/87374](#)

Site Address: 11 Summerlands Road, Fair Oak, SO50 7AU

Description: Removal of existing steps to the rear access of the property and replacement with new outdoor stair lift.

Comments: No objection

Application No: [L/20/87787](#)

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

Description: Alterations and conversion of existing barns to form 4 dwellings and construction of 7 dwellings following demolition of modern agricultural buildings

Comments: **Object** With the current suspension of the Strategic Development Area, this site remains in a countryside location, overdevelopment of the site due to its size and scale and inappropriate countryside development. If the Planning Officer is of a mind to permit the development, Members request the application be referred to the Local Area Committee for consideration.

Cllr Douglas declared an interest as a consulted neighbour and took no part in the decision.

Application No: [T/20/87720](#)

Site Address: 45 Ascot Road, Horton Heath, SO50 7JP

Description: Group of oak - Crown reduce by 3 metres to the sides.

Reduce 1 low branch by 5 metres encroaching over the roof of the shed.

Comments: Members felt this was unnecessary work to a healthy mature tree. The tree has not changed since the shed was built underneath it.

Application No: [H/20/87755](#)

Site Address: 18 Eastleigh Road, Fair Oak, SO50 7JB

Description: Porch to front of property

Comments: No objection

PLANNING APPLICATION

Comments made with delegated authority, by the chairman in consultation with the committee, to planning applications received during the coronavirus.

Planning application to w/e 29 May 2020

Application No: [T/20/87709](#)

Site Address: Lnad opposite 48/50 DeanRoad, Fair Oak, SO50 7JE

Description: 1 no. Oak (G14 A) - Remove 2 no. Oaks - (G14 B & C) - Crown reduce by 2 metres maximum (allowing good growth points) on southern side. 1 no. Horse Chestnut (T47) - Crown lift lower crown 4 metres above ground level over the open space.

Comments: Whilst the Parish Council empathize with the concerns of local residents we would be guided by the Tree Officer's report and feel the works would contribute to the appearance and to the long life of the remaining trees.

Application No: [H/20/87839](#)

Site Address: 33 Latham Rod Fair Oak, SO50 8EZ

Description: Single storey side extension

Comments: No objection

Application No: [T/20/87817](#)

Site Address: Land behind 35 - 41 Brunswick Road, Fair Oak, Eastleigh, SO50 8FF

Description: 7 no. Oak (T1 - T7) - We would like a 2.5 to 3 metre crown reduction for each tree.

Comments: The trees are not dead, dying or diseased and we will be guided by the tree officer.

Application No: [X/20/87856](#)

Site Address: Chalcroft Business Park, Burnetts Lane, West End

Description: Variation to Conditions 13 (foul and surface water drainage) and 14 (surface water drainage) of Hybrid Planning Permission F/18/83945 consisting of:

1. Full Planning Application for the construction of a two storey industrial building for a commercial butchery (2,064 m2 of Use Class B1(c)), development of 767m2 of B1b/B1c floorspace (including a first floor extension to the existing security building), construction of a cafe and site maintenance store and the demolition of building 17 and a water tank; and
2. Outline Planning Application for the demolition of Units 10 -15 (1,860m2 of Commercial floorspace), and store building and the development of 6,420m2 of B1b, B1c, B2 and B8 storage and distribution floorspace (All matters other than access reserved).

Comments: No objection

Application No: [H/20/87854](#)

Site Address: 36 Angelica Gardens, Horton Heath, SO50 7PB

Description: Single storey side extension including extension and conversion of garage

Comments: No objection

Application No: [T/20/87812](#)

Site Address: 27 Ascot Road, Horton Heath, SO50 7JP

Description: 3 no. Oak (G1) - Reduce by up to 2 metres and deadwood.

Comments: No objection we will be guided by tree officer

Application No: [O/15/77190](#)

Site Address: Pembers Hill Park

Description: Non Material Amendment application for the temporary change to condition 26 to extend construction hours. The extended hours sought are 0730-2100 Mondays to Fridays and 0730 to 1800 Saturdays. The submitted documents can be viewed on the Eastleigh Borough Council website under planning permission O/15/77190 Docs but for ease of reference I have also attached them.

Mrs Douglas

Comments: The Parish Council strongly object to Drew Smith's application to extend working hours (07:30 - 21:00 Monday to Friday and 07:30 - 18:00 on Saturday) for twelve months at Pembers Hill. The application is not reasonable, proportionate, nor does it comply with the spirit of the new Government guidelines. We wholeheartedly support the concerns of the neighbours and believe the contractor has a duty of care not to cause a nuisance to these neighbours, not to restrict the enjoyment of amenity and to protect their welfare. These neighbours who have already had the beauty and tranquillity of rolling, green countryside taken away from them.

Financial Statement Summary

- Total cash held across all bank accounts as at 31st May is £782,777
- Total Petty cash held as at 31st May is £60.78
- Total receipts for May into the current account was £303
This income related to football invoices which were originally invoiced out in March.
- Total current account payments for May was £199,095
(see attached for full breakdown). £170,000 relates to the bank transfer from the Current account into the Premier account.
- Total BACS invoice payments outstanding is £14,320
- There are no cheques that require signing this month.

Date: 04/06/2020

Fair Oak & Horton Heath Parish Council

Page: 19

Time: 16:45

Cashbook 1

User: JOANNA

Current Account

For Month No: 2

Receipts for Month 2

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 :		245,709.15					245,709.15	
Banked: 01/05/2020		26.00						
Sales Recpts Page 106		26.00	26.00		100			Sales Recpts Page 106
Banked: 04/05/2020		80.50						
Sales Recpts Page 107		80.50	80.50		100			Sales Recpts Page 107
Banked: 04/05/2020		56.00						
Sales Recpts Page 108		56.00	56.00		100			Sales Recpts Page 108
Banked: 11/05/2020		28.00						
WFC		28.00			1300	100	28.00	Football
Banked: 22/05/2020		56.00						
Sales Recpts Page 109		56.00	56.00		100			Sales Recpts Page 109
Banked: 22/05/2020		56.00						
Sales Recpts Page 110		56.00	56.00		100			Sales Recpts Page 110
Total Receipts for Month		302.50	274.50	0.00			28.00	
Cashbook Totals		<u>246,011.65</u>	<u>274.50</u>	<u>0.00</u>			<u>245,737.15</u>	

Continued on Page 20

Payments for Month 2				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/05/2020	southern electric	DD	53.00		8.83	4405	240	44.17	electric -pavill
01/05/2020	mole country stores	VISA	76.50			4540	290	76.50	Misc Materials
01/05/2020	ACELIFTAWAY	74183	102.85	102.85		500			allotment toilet
01/05/2020	CONDOR	74184	30.38	30.38		500			printer consumables
01/05/2020	datacentre	74185	150.00	150.00		500			secure hosting
01/05/2020	PJ FROUD	74186	5,580.00	5,580.00		500			Seeding at lapstone
01/05/2020	QIC systems	74187	262.73	262.73		500			monthly licence
01/05/2020	RS COMPONENTS	74188	38.64	38.64		500			lighting
01/05/2020	SMART MARKETING	74189	376.50	376.50		500			Markwting support&hand saniti
01/05/2020	TRADE UK	74190	353.93	353.93		500			Misc materials
01/05/2020	UNI HOSPITAL SOUTHAMPT	74191	204.00	204.00		500			Staff medical appointment
06/05/2020	JRB LTD	VISA	230.96			4600	300	230.96	Dog fouling dispensers
07/05/2020	Premier Account	trans	170,000.00			210		170,000.00	Transfer
12/05/2020	Barclaycard	DD	18.00		3.00	4140	110	15.00	card payment terminal
12/05/2020	o2	DD	45.78		7.63	4125	110	38.15	Mobile phones
12/05/2020	amazon	VISA	46.95			4085	110	46.95	Printer cartridge - Linda
13/05/2020	adobe	VISA	12.64		2.11	4132	110	10.53	adobe subscription
14/05/2020	Overline	DD	173.44		28.91	4120	110	144.53	tel and broadband Parish Offic
14/05/2020	overline	DD	63.79		10.63	4120	230	53.16	tel and broadband woodlands
14/05/2020	Payzone	DD	22.20		3.70	4140	110	18.50	card payment terminal
15/05/2020	hmrc	BACS	3,814.78			4000	110	3,814.78	paye
15/05/2020	Hants pension	BACS	2,780.02			4010	110	2,780.02	pension
15/05/2020	payroll	BACS	13,459.29			4000	110	5,269.95	payroll
						4000	200	8,189.34	payroll
18/05/2020	bt group	DD	103.08		17.18	4120	250	85.90	tel and broadband
18/05/2020	sage software	DD	20.40		3.40	4132	110	17.00	payroll software
20/05/2020	H Durkin	BACS	45.00			1200	230	45.00	Hall refund
20/05/2020	allstar Fuel	BACS	299.00		49.83	4305	210	249.17	Fuel
22/05/2020	BT	DD	103.08		17.18	4120	250	85.90	Tel and broadband -HH
22/05/2020	DVLA	VISA	530.00			4310	210	530.00	Vehicle tax x2
26/05/2020	Post Office	VISA	68.81			4075	110	68.81	Stamps
27/05/2020	British Gas	DD	29.45		4.91	4400	150	24.54	Gas - PO
Total Payments for Month			199,095.20	7,099.03	157.31			191,838.86	
Balance Carried Fwd			46,916.45						
Cashbook Totals			246,011.65	7,099.03	157.31			238,755.31	

Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 1 May 2020

<u>Confirmed Bank & Investment Balances</u>			
<u>Bank Statement Balances</u>			
31/05/2020	Current Account	47,066.45	
31/05/2020	Premier Account	427,423.68	
31/05/2020	Public Sector Deposit Fund	308,376.73	
31/03/2020	Petty Cash	60.78	
			782,927.64
<u>Unpresented Payments</u>			
			150.00
			<u>782,777.64</u>
<u>Receipts not on Bank Statement</u>			
			0.00
Closing Balance			<u>782,777.64</u>
<u>All Cash & Bank Accounts</u>			
1	Current Account	46,916.45	
2	Premier Account	427,423.68	
3	Public Sector Deposit Fund	308,376.73	
4	Petty Cash	60.78	
Other Cash & Bank Balances		0.00	
Total Cash & Bank Balances		<u>782,777.64</u>	

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
10/05/2020	935	DO THE	DO THE	850.00	0.00	850.00	850.00
10/05/2020	2446	GS WHITE	GS WHITE	1,300.00	260.00	1,560.00	1,560.00
11/05/2020	0141	TRAD001	TRADE	10.11	2.02	12.13	12.13
11/05/2020	4144	TRAD001	TRADE	11.32	2.26	13.58	13.58
11/05/2020	4152	TRAD001	TRADE	58.50	11.70	70.20	70.20
11/05/2020	5268	TRAD001	TRADE	21.57	4.31	25.88	25.88
11/05/2020	5905	TRAD001	TRADE	13.38	2.68	16.06	16.06
11/05/2020	6176	TRAD001	TRADE	41.27	8.25	49.52	49.52
12/05/2020	440	DJ001	DJ SCOTT	293.82	58.76	352.58	352.58
12/05/2020	1195	JRB	JRB	82.33	16.47	98.80	98.80
14/05/2020	271.10	SOUR001	SOURCE	225.92	45.18	271.10	271.10
14/05/2020	516	PAUL	PAUL	240.00	0.00	240.00	240.00
14/05/2020	517	PAUL	PAUL	520.00	0.00	520.00	520.00
14/05/2020	2436	COND001	CONDOR	5.63	1.12	6.75	6.75
14/05/2020	4487	CWM001	CWM	50.00	10.00	60.00	60.00
14/05/2020	5051	AQUA	AQUA	108.48	0.00	108.48	108.48
14/05/2020	8770	EBC001	EBC	23.36	4.67	28.03	28.03
14/05/2020	74460	ACE001	ACE	88.57	17.71	106.28	106.28
16/05/2020	2479	QIC	QIC	510.00	102.00	612.00	612.00
16/05/2020	2763	PENIN	PENIN	298.08	58.42	356.50	356.50
16/05/2020	4026	HALC	HALC	190.00	38.00	228.00	228.00
18/05/2020	023	DJ001	DJ SCOTT	127.73	25.55	153.28	153.28
29/05/2020	2183	FNR	FNR	9,250.00	1,850.00	11,100.00	11,100.00
TOTAL INVOICES				14,320.07	2,519.10	16,839.17	16,839.17

FULL COUNCIL – 15 JUNE 2020

THE PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) ACCESSIBILITY REGULATIONS 2018

1. PURPOSE

- 1.1 This report is to update Members on The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 and the actions that the Council have undertaken so far and will need to take to meet the regulations.

2. INTRODUCTION AND BACKGROUND

- 2.1 At the 12 February 2019 Council meeting, members considered a report outlining the details of the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 which came into effect on 23 September 2018.
- 2.2 The legislation aimed to ensure that all Public Sector websites and apps were more accessible. It puts an obligation on Public Sector organisations to provide accessible websites and mobile apps, and to provide details of that in an accessibility statement by September 2020.
- 2.3 The Council on 12 February 2019 agreed that: -
- That the Clerk identify suitable technical support to conduct an accessibility audit of the Council's website; and*
- That the cost of an accessibility audit and the proposed funding cost centre be brought to the Council for authorisation prior to any work being undertaken.*
- 2.4 The Clerk undertook a desktop exercise to assess the accessibility of the website and following this, asked the Council's website provider to install a free Website Accessibility Widget, powered by a dedicated accessibility server. This enables users to enlarge text and read text etc.
- 2.5 The Clerk has also written an accessibility statement which has been published on the Council's website. The statement provides the public with details of the site's accessibility, including saying which areas or features are not covered or currently accessible. It should be seen as a living document that gets updated as the site does.
- 2.6 The Clerk then instructed Smart Marketing to undertake a full audit of the website, the results of which are attached at **Appendix 1**.

3. ISSUES AND NEXT STEPS

- 3.1 The accessibility statement is intended to provide the first step, the second step is to fix as many issues as possible, so the accessibility statement does not become a critical document.
- 3.2 The audit carried out by Smart Marketing has identified all the outstanding issues, how these can be addressed and costings for each exercise.

- 3.3 As the cost for this has not be budgeted for, members need to determine how they would like this to be funded, with the likely source being the General reserves.

4. FINANCIAL IMPLICATIONS

- 4.1 To ensure the Councils website conforms with legislation, the issues identified in the audit must be addressed. This work would be carried out by Smart Marketing as the Council's website provider. The total cost of this is £800

5. LEGAL IMPLICATIONS

- 5.1 The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 ('the Regulations') were introduced to make public sector websites and apps more accessible, provided that this would be proportionate, particularly to persons with disabilities. A failure to comply with the Regulations' requirements will be treated as a failure to make a reasonable adjustment, contrary to the Equality Act 2010.
- 5.2 The recommendations outlined in this report will help ensure the Council can meet its statutory obligations within the required timeframe.

6. OTHER IMPLICATIONS

- 6.1 None directly arising as a result of this report.

7. RECOMMENDATIONS

- 7.1 That the Council instruct Smart Marketing to address the actions identified in the audit attached at Appendix 1; and
- 7.2 That £800 be taken from General Reserves to fund this.

For further information please contact:

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

Appendix 1

Audit Rationale

- 1 This subject of this accessibility audit was the Fair Oak Parish Council website, which can be found here:
- 2 The guidance used for this audit is published by gov.uk and can be found here:
- 3 The purpose of the audit is to identify any areas in which the Fair Oak Parish Council website does not meets accessibility standards (as defined by UK Government at gov.uk), so that steps can be taken to improve accessibility.
- 4 Gov.uk suggests 3 methods of audit. Method 3 (Basic Check for Accessibility) has been applied in this case.
- 5 The justification for completing a basic check is that a detailed WCAG 2.1 check would be a disproportionate burden. Quotes obtained by the Parish Council for a detailed check ran into several thousands of pounds. The yearly expenditure on the website is in the region of £1,000 - £1,200.
- 6 The basic check has been completed based on guidance from gov.uk, which can be found here:
- 7 Sample pages were selected for the audit according to guidelines provided in the gov.uk 'Basic Accessibility Guidance' document ('Preparing to do a basic accessibility check')
- 8 In selecting sample pages, Google Analytics data (which advised the most popular pages visited on the site) was also considered. These pages were included in the audit
- 9 The sample pages selected covered all of the following criteria: Home page, text-based pages, image content (there is no video or audio content currently on the site), interactive tools and transactions (including pages containing forms and the WooCommerce hall bookings process), PDFs and other documents and spreadsheets, navigation pages, dynamic pages (the only dynamic content on the site refers to dynamic image carousels), and information pages (including the Privacy Policy and Accessibility Statement).
- 10 WAVE (Web Accessibility Evaluation Tool) was used for many of the audit checks
- 11 The UserWay Accessibility widget is installed on the site, tested, and was found to be working as expected
- 12 The 'Roadmap to Compliance' tab outlines those areas of the site found not to comply with current accessibility standards, and provides an estimated budget and timeline for resolving these issues
- 13 Content fixes not included in the Roadmap to Compliance include those listed in the gov.uk guidance as being exempt from accessibility regulations. These include PDFs and other documents created before 23 September 2018 (unless they are used as part of a service); maps (as long as text-based addresses are also provided); and third party content that is under someone else's control (e.g. the Paypal payment function on the payment gateway of the hall booking process. Also all external sites relating to Hampshire County Council and Eastleigh Borough Council).
- 14 A revised Accessibility Statement will be published in response to the findings of this audit
- 15 The 'Roadmap to Compliance' tab also contains recommendations on ensuring any new content created for or uploaded to the website meets accessibility standards

<https://www.fairoak-pc.gov.uk/>
<https://www.gov.uk/guidance/make-your-website-or-app-accessible-and-publish-an-accessibility-statement#decide-how-to-check-your-website-or-app-for-accessibility-problems>

<https://www.gov.uk/government/publications/doing-a-basic-accessibility-check-if-you-cant-do-a-detailed-one/doing-a-basic-accessibility-check-if-you-cant-do-a-detailed-one>

Text Based Checks

		Check you're using proper headings	Check pages are usable when stylesheets are disabled	Check that instructions are styled properly	Check that links make sense	Check that pages have good titles
Your site's homepage	https://www.fairoak-pc.gov.uk/	H1 (banner image) and H2 (heading) tags used	All information can still be found easily, including links to other pages and contact details. 2 missing page titles; 1 empty heading (formatting); 6 empty links (formatting); 32 minor contrast errors	Reference to 'clicking the image below'	Update links on tiles at bottom of page to be more accessible (e.g., Read Agendas & Minutes)	Title is clear and descriptive
Content pages that are mostly text based	https://www.fairoak-pc.gov.uk/apply-for-an-allotment/	2 x H1 tags (banner image and heading)	All information is still readily available, including contact details. 1 missing form label; 1 empty heading (formatting); 4 empty links (formatting); 13 minor contrast errors	No issues	No links, other than in footer	Title is clear and descriptive
	https://www.fairoak-pc.gov.uk/knowle-park/	3 x H1 tags (banner image and 2 x headings)	All information is still readily available, including contact details. The form can still be completed. 1 empty heading (formatting); 4 empty links (formatting); 13 minor contrast errors	No issues	No links, other than in footer	Title is clear and descriptive
	https://www.fairoak-pc.gov.uk/useful-contacts/	H1 tag (main heading) and multiple H2 tags (subheadings)	All information is still readily available including contact details and email links. 1 empty heading (formatting); 4 empty links (formatting); 21 minor contrast errors	No issues	No links, other than in footer	Title is clear and descriptive
Images, video and audio content	https://www.fairoak-pc.gov.uk/councillors/	2 x H1 tags (banner image and heading); multiple H4 headings (councillor names)	All information is still readily available including councillor emails and photos. 1 empty heading (formatting); 4 empty links (formatting); 41 minor contrast errors	No issues	Update 'Register of Interests' links to read 'View Register of Interests'; update links on tiles at bottom of page to be more accessible	Title is clear, but could be more descriptive - i.e., Parish Councillor Details

	https://www.fairoak-pc.gov.uk/find-local-footpaths/	2 x H1 tags (banner image and heading)	All information is still readily available including contact details and email links. 1 empty heading (formatting); 4 empty links (formatting); 13 minor contrast errors	No issues	Update links on tiles at side of page to be more accessible (e.g., Read Agendas & Minutes)	Title is clear and descriptive
Interactive tools and transactions, like forms	https://www.fairoak-pc.gov.uk/product/woodland-community-centre-acorn-hall/	Product (hall) name is H3	Contact, hall and booking details are readily available, although main hall images are not. Woocommerce booking function works, but does not render well. 4 images miss alt text; 1 empty heading (formatting); 25 empty links (WC); 24 minor contrast errors	No issues	No links, other than in footer	Title is clear and descriptive
	https://www.fairoak-pc.gov.uk/cart/	Cart is H1	All information is readily available. 4 images miss alt text; 1 empty heading (formatting); 25 empty links (WC); 24 minor contrast errors	No issues	No links, other than in footer	Title is clear and descriptive
	https://www.fairoak-pc.gov.uk/checkout/	Billing details is H3	All information is readily available, including purchase details. 1 empty heading; 4 empty links; 14 minor contrast errors	No issues	No links, other than in footer	Title is clear and descriptive
	https://www.fairoak-pc.gov.uk/signup/	2 x H1 tags (banner image and heading); H2 tag in sign up heading	All information is still readily available including contact details up email links. Form works. 2 missing form labels; 2 empty headings (formatting); 4 empty links (formatting); 16 minor contrast errors	No issues	Links to previous newsletters could be clearer (e.g., view March newsletter); Update links on tiles at bottom of page to be more accessible (e.g., Read Agendas & Minutes)	Title is clear and descriptive
	https://www.fairoak-pc.gov.uk/events/	Header is H1	All information is still readily available. Calendar module displays when stylesheets are disabled, but is not clear. 1 empty heading (formatting); 4 empty links (formatting); 36 minor contrast errors	No issues	No links, other than in footer	Title is clear and descriptive

	https://www.fairoak-pc.gov.uk/contact/	2 x H1 tags (banner image and heading); multiple H2 headings	All information and contact details are available. Form is available and works. 2 missing form labels; 2 empty headings (formatting); 8 empty links (formatting); 33 minor contrast errors	No issues	Update links on tiles at bottom of page to be more accessible (e.g., Read Agendas & Minutes)	Title is clear, but could be more descriptive - i.e., Contact the Parish Council
Pages including login functionality, if your website has them	NA					
PDFs and other document types you have	https://www.fairoak-pc.gov.uk/2020-meetings/	2 x H1 tags (banner image and heading)	All information, including pdfs, is available. 1 empty heading (formatting); 4 empty links (formatting); 18 minor contrast errors	No issues. Query: accordion menu?	Change links to read 'View agenda', 'View minutes'	Title is clear and descriptive. Could potentially read '2020 Parish Council Meetings, agendas and minutes'
Dynamic content like pop-up windows	NA					
Navigation pages, including your sitemap and pages with search functionality	https://www.fairoak-pc.gov.uk/sitemap/	2 x H1 tags (banner image and heading); H2 tags in subheadings of page list	All information available. 1 empty heading (formatting); 4 empty links (formatting); 154 minor contrast errors	No issues	No links, other than in footer	Title is clear and descriptive
	https://www.fairoak-pc.gov.uk/explore-recreational-facilities/	H1 in headings; H2 in subheadings; H3 in infoboxes	All information available. Some images have long alt tags. 1 empty heading (formatting); 4 empty links (formatting); 14 minor contrast errors	No issues	1 link, appropriately labelled	Title is clear and descriptive
	https://www.fairoak-pc.gov.uk/404	H1 page header	All information available. 1 empty heading (formatting); 4 empty links (formatting); 13 minor contrast errors	No issues	No links, other than in footer	Title is clear and descriptive
Information pages	https://www.fairoak-pc.gov.uk/privacy-policy-2/	H1 page header; H3 in infoboxes	All information available. 1 empty heading (formatting); 4 empty links (formatting); 24 minor contrast errors	No issues	Links to departmental privacy policies could be clearer (e.g., View CCTV Privacy Notice)	Title is clear and descriptive
	https://www.fairoak-pc.gov.uk/accessibility-statement/	H1 page header	All information available. 1 empty heading (formatting); 4 empty links (formatting); 14 minor contrast errors	No issues	No links, other than in footer	Title is clear and descriptive

Conclusions:	All audited pages use headings appropriately	Overall, the pages audited appear to be usable when stylesheets are disabled. Contrast errors can be resolved via the Accessibility menu. Product details (hall bookings) and Events pages would benefit from better rendering to improve ease of use, or links to other, text-based pages	Overall, the pages audited have correctly styled instructions. The UserWay Accessibility menu (Read Page) sets out all links/instructions clearly.	Most links make sense in isolation.	All pages audited have clear titles. Some could benefit from more descriptive information
Proposed Action Points:	None	Resolve empty heading and empty links in header (these errors relate to the page header and are consistent throughout the site)	Correct instruction on Home Page	Review and update links on tiles sitewide	Review and update page titles throughout the site
		Review images to ensure alt tags are not too long	Check accordion modules to ensure that they can be read by UserWay accessibility widget	Make amends to errors noted in audit	
		Add form labels to all forms		Create guidelines for future links	
		Add text to calendar module page, directing user to call Parish Council offices for further details. Create and upload a text-based (accessible) pdf of key Parish Council meeting dates			
		Add text to Woocommerce product forms, directing user to call Parish Council offices for further details (as an alternative to completing the online form)			

Images, Video & Audio Content

		Check any images have a description	Check any video or audio content is properly described	Audio descriptions for video and audio content	Check for images containing text
Your site's homepage	https://www.fairoak-pc.gov.uk/	All images have image alt tags	No video or audio content	NA	What's On images contain text which can't be read
Content pages that are mostly text based	https://www.fairoak-pc.gov.uk/apply-for-an-allotment/	No images (other than decorative banner image)	No video or audio content	NA	NA
	https://www.fairoak-pc.gov.uk/knowle-park/	Image alt tags missing from gallery images	No video or audio content	NA	What to See image contains text which can't be read
	https://www.fairoak-pc.gov.uk/useful-contacts/	No images (other than decorative banner image)	No video or audio content	NA	NA
Images, video and audio content	https://www.fairoak-pc.gov.uk/councillors/	All images have image alt tags	No video or audio content	NA	NA
	https://www.fairoak-pc.gov.uk/find-local-footpaths/	All images have image alt tags	No video or audio content	NA	Footpath details are on an image so would not be readable
Interactive tools and transactions, like forms	https://www.fairoak-pc.gov.uk/product/woodland-community-centre-acorn-hall/	Image alt tags missing from product images	No video or audio content	NA	NA
	https://www.fairoak-pc.gov.uk/cart/	No images	No video or audio content	NA	NA
	https://www.fairoak-pc.gov.uk/checkout/	No images	No video or audio content	NA	NA
	https://www.fairoak-pc.gov.uk/signup/	No images (other than decorative banner image)	No video or audio content	NA	NA
	https://www.fairoak-pc.gov.uk/events/	No images (other than decorative banner image)	No video or audio content	NA	NA
	https://www.fairoak-pc.gov.uk/contact/	No images (other than decorative banner image)	No video or audio content	NA	NA
Pages including login functionality, if your website has them	NA				
PDFs and other document types you have	https://www.fairoak-pc.gov.uk/2020-meetings/	No images (other than decorative banner image)	No video or audio content	NA	NA
Dynamic content like pop-up windows	NA				
Navigation pages, including your sitemap and pages with search functionality	https://www.fairoak-pc.gov.uk/sitemap/	No images (other than decorative banner image)	No video or audio content	NA	NA
	https://www.fairoak-pc.gov.uk/explore-recreational-facilities/	Image alt tags are too long	No video or audio content	NA	NA
	https://www.fairoak-pc.gov.uk/404	No images (other than decorative banner image)	No video or audio content	NA	NA
Information pages	https://www.fairoak-pc.gov.uk/privacy-policy-2/	No images	No video or audio content	NA	NA
	https://www.fairoak-pc.gov.uk/accessibility-statement/	No images	No video or audio content	NA	NA

Conclusions:	Most in-page images have alt tags. Gallery/product images need more attention	No video or audio content on the pages audited	No video or audio content on the pages audited	Some pdfs/graphics require readable versions
Proposed Action Points:	Add alt tags to product images			Consider creating readable versions of important pdfs/images (i.e., separate pages)
	Add alt tags to gallery images			

Interactive Tools

		Check form fields are marked up appropriately	Check it's clear what information users need to provide	Check form elements are consistent across your website	Check users get a warning before they're timed out	Check that any error messages are helpful	Check users can review their answers before submitting a form	Check that form elements behave as expected
Your site's homepage	https://www.fairoak-pc.gov.uk/	No forms on this page	NA	NA	NA	NA	NA	NA
Content pages that are mostly text based	https://www.fairoak-pc.gov.uk/apply-for-an-allotment/	Yes	Yes - all labels are specific	Form labels are consistent	NA	Yes - error messages were clear	NA	Yes
	https://www.fairoak-pc.gov.uk/knowle-park/	No forms on this page	NA	NA	NA	NA	NA	NA
	https://www.fairoak-pc.gov.uk/useful-contacts/	No forms on this page	NA	NA	NA	NA	NA	NA
Images, video and audio content	https://www.fairoak-pc.gov.uk/councillors/	No forms on this page	NA	NA	NA	NA	NA	NA
	https://www.fairoak-pc.gov.uk/find-local-footpaths/	No forms on this page	NA	NA	NA	NA	NA	NA
Interactive tools and transactions, like forms	https://www.fairoak-pc.gov.uk/product/woodland-community-centre-acorn-hall/	Only date fields - these are clear and appropriately marked up	Yes - all labels are specific	Form labels are consistent	NA	Yes - error messages were clear	NA	Yes
	https://www.fairoak-pc.gov.uk/cart/	No forms on this page	NA	NA	No time out (20 mins)	NA	NA	NA
	https://www.fairoak-pc.gov.uk/checkout/	Yes	Yes - all labels are specific	Yes	No time out (20 mins)	No - fields are just highlighted in red	NA	Yes
	https://www.fairoak-pc.gov.uk/signup/	No labels on form	No - no labels on form	NA	NA	Error message not helpful - just a red dot	NA	Yes
	https://www.fairoak-pc.gov.uk/events/	No forms on this page	NA	NA	NA	NA	NA	NA
	https://www.fairoak-pc.gov.uk/contact/	Contact form is fine; eShot sign up has no labels	No labels on contact form	Form labels are consistent	NA	Error message on newsletter signup not helpful. Contact form is fine	NA	Yes
Pages including login functionality, if your website has them	NA							
PDFs and other document types you have	https://www.fairoak-pc.gov.uk/2020-meetings/	No forms on this page	NA	NA	NA	NA	NA	NA
Dynamic content like pop-up windows	NA							
Navigation pages, including your sitemap and pages with search functionality	https://www.fairoak-pc.gov.uk/sitemap/	No forms on this page	NA	NA	NA	NA	NA	NA
	https://www.fairoak-pc.gov.uk/explore-recreational-facilities/	No forms on this page	NA	NA	NA	NA	NA	NA
	https://www.fairoak-pc.gov.uk/404	No forms on this page	NA	NA	NA	NA	NA	NA
Information pages	https://www.fairoak-pc.gov.uk/privacy-policy-2/	No forms on this page	NA	NA	NA	NA	NA	NA
	https://www.fairoak-pc.gov.uk/accessibility-statement/	No forms on this page	NA	NA	NA	NA	NA	NA

Conclusions:	Most forms have appropriate labelling	Where labels are present, they are specific	Audited pages showed labels to be consistent throughout site	None of the audited pages had a time out	On standard contact forms, error messages are clear. On WooCommerce and Newsletter signup forms, error messages need to be improved	This was not applicable to the site - financial information is provided via Paypal (independent site)	All forms were found to behave as expected
Proposed Action Points:	Update newsletter sign up form to include labels				Improve newsletter signup form error messages		
					Improve WC form error messages		

PDFs and Other Documents

		Check the documents have meaningful titles	Check for headings	Check the documents convey instructions in an accessible way	Check that any link text makes sense	Check that images, charts and tables have a description
Your site's homepage	https://www.fairoak-pc.gov.uk/	No PDFs on this page	NA	NA	NA	NA
Content pages that are mostly text based	https://www.fairoak-pc.gov.uk/apply-for-an-allotment/	No PDFs on this page	NA	NA	NA	NA
	https://www.fairoak-pc.gov.uk/knowle-park/	No PDFs on this page	NA	NA	NA	NA
	https://www.fairoak-pc.gov.uk/useful-contacts/	No PDFs on this page	NA	NA	NA	NA
Images, video and audio content	https://www.fairoak-pc.gov.uk/councillors/	No PDFs on this page	NA	NA	NA	NA
	https://www.fairoak-pc.gov.uk/find-local-footpaths/	No PDFs on this page	NA	NA	NA	NA
Interactive tools and transactions, like forms	https://www.fairoak-pc.gov.uk/product/woodland-community-centre-acorn-hall/	No PDFs on this page	NA	NA	NA	NA
	https://www.fairoak-pc.gov.uk/cart/	No PDFs on this page	NA	NA	NA	NA
	https://www.fairoak-pc.gov.uk/checkout/	No PDFs on this page	NA	NA	NA	NA
	https://www.fairoak-pc.gov.uk/signup/	No PDFs on this page	NA	NA	NA	NA
	https://www.fairoak-pc.gov.uk/events/	No PDFs on this page	NA	NA	NA	NA
	https://www.fairoak-pc.gov.uk/contact/	No PDFs on this page	NA	NA	NA	NA
Pages including login functionality, if your website has them	NA					
PDFs and other document types you have	https://www.fairoak-pc.gov.uk/2020-meetings/	No PDFs on this page	NA	NA	NA	NA
	https://www.fairoak-pc.gov.uk/wp-content/uploads/2020/05/2020-2021-meeting-dates.pdf	Yes - "2020-2021 Meeting Dates"	Headings have not been styled to break up sections	No instructions	No links	No images. Data on table is not described elsewhere
	https://www.fairoak-pc.gov.uk/wp-content/uploads/2020/03/17.02.20-Minutes.pdf	Yes, quite well described. Could potentially be called 'Parish Council Minutes' for greater clarity	Headings have not been styled to break up sections	No instructions	No links	Image showing % change in revenue budget is described underneath the chart
	https://www.fairoak-pc.gov.uk/wp-content/uploads/2019/11/Data-Protection-Policy-of-Fair-Oak-and-Horton-Heath-Parish-Council-November-2019.pdf	Yes, well described	Headings are styled to define sections (via contents page)	No instructions	No links	No images
	https://www.fairoak-pc.gov.uk/wp-content/uploads/2020/04/Inspector-Hearing-Advice.docx	Could be described better to relate to EBC's Local Plan	Only one heading - not styled as a header (just in bold)	No instructions	Link is clear and well described	No images
	https://www.fairoak-pc.gov.uk/wp-content/uploads/2019/11/Wheel-of-Services.png	Yes, well described	Only one heading - not styled as a header	No instructions	No links	Data on image is not described elsewhere
Dynamic content like pop-up windows	NA					
Navigation pages, including your sitemap and pages with search functionality	https://www.fairoak-pc.gov.uk/sitemap/	No PDFs on this page	NA	NA	NA	NA
	https://www.fairoak-pc.gov.uk/explore-recreational-facilities/	No PDFs on this page	NA	NA	NA	NA
	https://www.fairoak-pc.gov.uk/404	No PDFs on this page	NA	NA	NA	NA
Information pages	https://www.fairoak-pc.gov.uk/privacy-policy-2/	Yes, Word document (Privacy Notice) has a meaningful title	Headings aren't styled - just bold	No instructions	Link is clear and well described	No images, charts, titles
	https://www.fairoak-pc.gov.uk/accessibility-statement/	No PDFs on this page	NA	NA	NA	NA

Conclusions:	Of the PDFs and Word documents audited, most are well described	In general, PDFs and Word documents are not broken into sections styled as headings	None of the documents audited had instructions	None of the documents audited had links in the text	Of the documents audited, those with images/tables did not always include descriptions of the data/information on these images
	Proposed Action Points:	Review documents uploaded from September 2018 and reproduce with tagged headings where applicable. Also review any key or service-specific documents for the same uploaded before this date			Review documents uploaded from September 2018 and reproduce with descriptions of images/charts where applicable. Also review any key or service-specific documents for the same uploaded before this date
		Provide guidance for future pdfs/Word documents/Excel spreadsheets to ensure headings are tagged properly			Provide guidance for future pdfs/Word documents/Excel spreadsheets to ensure images/charts are described properly

Technology

		Tests using a mobile or tablet device	Navigating just using a keyboard	Checking content is usable when zoomed in or magnified	Colour contrast	Pop-ups and interactive or flashing content	Search and other forms of navigation
Your site's homepage	https://www.fairoak-pc.gov.uk/	Page responds properly when page orientation is changed; navigation is possible with just one finger; no complex motions are required	Yes - works as expected. You can skip to main content via UserWay	Yes - works as expected when text is enlarged or user zooms in	Colour contrast can be changed via UserWay (invert colours, dark contrast, light contrast, desaturate)	There is no animated or moving content; no content plays automatically; the map in the footer includes a text address	There is a site map in the footer; no search bar on this page; links do not trigger on down events only
Content pages that are mostly text based	https://www.fairoak-pc.gov.uk/apply-for-an-allotment/	Page responds properly when page orientation is changed; navigation is possible with just one finger; no complex motions are required	Yes - works as expected. Form can be completed via keyboard. You can skip to main content via UserWay	Yes - works as expected when text is enlarged or user zooms in	Colour contrast can be changed via UserWay (invert colours, dark contrast, light contrast, desaturate)	There is no animated or moving content; no content plays automatically; the map in the footer includes a text address	There is a site map in the footer; search bar at top right; links do not trigger on down events only
	https://www.fairoak-pc.gov.uk/knowle-park/	Page responds properly when page orientation is changed; navigation is possible with just one finger; no complex motions are required	Yes - works as expected. You can skip to main content via UserWay	Yes - works as expected when text is enlarged or user zooms in	Colour contrast can be changed via UserWay (invert colours, dark contrast, light contrast, desaturate)	There is a scrolling carousel which can be disabled via UserWay; no content plays automatically; the map in the footer includes a text address	There is a site map in the footer; search bar at top right; links do not trigger on down events only
	https://www.fairoak-pc.gov.uk/useful-contacts/	Page responds properly when page orientation is changed; navigation is possible with just one finger; no complex motions are required	Yes - works as expected. You can skip to main content via UserWay	Yes - works as expected when text is enlarged or user zooms in	Colour contrast can be changed via UserWay (invert colours, dark contrast, light contrast, desaturate)	There is no animated or moving content; no content plays automatically; the map in the footer includes a text address	There is a site map in the footer; no search bar on this page; links do not trigger on down events only
Images, video and audio content	https://www.fairoak-pc.gov.uk/councillors/	Page responds properly when page orientation is changed; navigation is possible with just one finger; no complex motions are required	Yes - works as expected. You can skip to main content via UserWay	Yes - works as expected when text is enlarged or user zooms in	Colour contrast can be changed via UserWay (invert colours, dark contrast, light contrast, desaturate)	There is no animated or moving content; no content plays automatically; the map in the footer includes a text address	There is a site map in the footer; no search bar on this page; links do not trigger on down events only
	https://www.fairoak-pc.gov.uk/find-local-footpaths/	Page responds properly when page orientation is changed; navigation is possible with just one finger; no complex motions are required	Yes - works as expected. You can skip to main content via UserWay	Yes - works as expected when text is enlarged or user zooms in	Colour contrast can be changed via UserWay (invert colours, dark contrast, light contrast, desaturate)	There is no animated or moving content; no content plays automatically; the map in the footer includes a text address	There is a site map in the footer; no search bar on this page; links do not trigger on down events only
Interactive tools and transactions, like forms	https://www.fairoak-pc.gov.uk/product/woodland-community-centre-acorn-hall/	Page responds properly when page orientation is changed; navigation is possible with just one finger; no complex motions are required	Calendar booking does not work properly when navigating using just a keyboard. While it is possible to enter a start time, date is difficult to specify (particularly for future months), and so is the end date	Yes - works as expected when text is enlarged or user zooms in	Colour contrast can be changed via UserWay (invert colours, dark contrast, light contrast, desaturate)	There is no animated or moving content; no content plays automatically; the map in the footer includes a text address	There is a site map in the footer; no search bar on this page; links do not trigger on down events only
	https://www.fairoak-pc.gov.uk/cart/	Page responds properly when page orientation is changed; navigation is possible with just one finger; no complex motions are required	Yes - works as expected. You can skip to main content via UserWay	Yes - works as expected when text is enlarged or user zooms in	Colour contrast can be changed via UserWay (invert colours, dark contrast, light contrast, desaturate)	There is no animated or moving content; no content plays automatically; the map in the footer includes a text address	There is a site map in the footer; no search bar on this page; links do not trigger on down events only

	https://www.fairoak-pc.gov.uk/checkout/	Page responds properly when page orientation is changed; navigation is possible with just one finger; no complex motions are required	Yes - works as expected. You can skip to main content via UserWay	Yes - works as expected when text is enlarged or user zooms in	Colour contrast can be changed via UserWay (invert colours, dark contrast, light contrast, desaturate)	There is no animated or moving content; no content plays automatically; the map in the footer includes a text address	There is a site map in the footer; no search bar on this page; links do not trigger on down events only
	https://www.fairoak-pc.gov.uk/signup/	Page responds properly when page orientation is changed; navigation is possible with just one finger; no complex motions are required	Yes - works as expected. Form can be completed via keyboard. You can skip to main content via UserWay	Yes - works as expected when text is enlarged or user zooms in	Colour contrast can be changed via UserWay (invert colours, dark contrast, light contrast, desaturate)	There is no animated or moving content; no content plays automatically; the map in the footer includes a text address	There is a site map in the footer; no search bar on this page; links do not trigger on down events only
	https://www.fairoak-pc.gov.uk/events/	Page responds properly when page orientation is changed; navigation is possible with just one finger; no complex motions are required	Yes - works as expected. You can skip to main content via UserWay	Yes - works as expected when text is enlarged or user zooms in	Colour contrast can be changed via UserWay (invert colours, dark contrast, light contrast, desaturate)	There is no animated or moving content; no content plays automatically; the map in the footer includes a text address	There is a site map in the footer; no search bar on this page; links do not trigger on down events only
	https://www.fairoak-pc.gov.uk/contact/	Page responds properly when page orientation is changed; navigation is possible with just one finger; no complex motions are required	Call Us doesn't tab. Everything else works as expected, including the two forms on the page. You can skip to main content via UserWay	Yes - works as expected when text is enlarged or user zooms in	Colour contrast can be changed via UserWay (invert colours, dark contrast, light contrast, desaturate)	There is no animated or moving content; no content plays automatically; the map in the footer includes a text address	There is a site map in the footer; no search bar on this page; links do not trigger on down events only
Pages including login functionality, if your website has them	NA						
PDFs and other document types you have	https://www.fairoak-pc.gov.uk/2020-meetings/	Page responds properly when page orientation is changed; navigation is possible with just one finger; no complex motions are required	Accordion section does not tab correctly. Everything else works as expected. You can skip to main content via UserWay	Yes - works as expected when text is enlarged or user zooms in	Colour contrast can be changed via UserWay (invert colours, dark contrast, light contrast, desaturate)	There is no animated or moving content; no content plays automatically; the map in the footer includes a text address	There is a site map in the footer; search bar at top right; links do not trigger on down events only
Dynamic content like pop-up windows	NA						
Navigation pages, including your sitemap and pages with search functionality	https://www.fairoak-pc.gov.uk/sitemap/	Page responds properly when page orientation is changed; navigation is possible with just one finger; no complex motions are required	Yes - works as expected. You can skip to main content via UserWay	Yes - works as expected when text is enlarged or user zooms in	Colour contrast can be changed via UserWay (invert colours, dark contrast, light contrast, desaturate)	There is no animated or moving content; no content plays automatically; the map in the footer includes a text address	There is a site map in the footer; no search bar on this page; links do not trigger on down events only
	https://www.fairoak-pc.gov.uk/explore-recreational-facilities/	Page responds properly when page orientation is changed; navigation is possible with just one finger; no complex motions are required	Yes - works as expected. You can skip to main content via UserWay	Yes - works as expected when text is enlarged or user zooms in	Colour contrast can be changed via UserWay (invert colours, dark contrast, light contrast, desaturate)	There is no animated or moving content; no content plays automatically; the map in the footer includes a text address	There is a site map in the footer; search bar at top right; links do not trigger on down events only
	https://www.fairoak-pc.gov.uk/404	Page responds properly when page orientation is changed; navigation is possible with just one finger; no complex motions are required	Yes - works as expected. You can skip to main content via UserWay	Yes - works as expected when text is enlarged or user zooms in	Colour contrast can be changed via UserWay (invert colours, dark contrast, light contrast, desaturate)	There is no animated or moving content; no content plays automatically; the map in the footer includes a text address	There is a site map in the footer; no search bar on this page; links do not trigger on down events only

Information pages	https://www.fairoak-pc.gov.uk/privacy-policy-2/	Page responds properly when page orientation is changed; navigation is possible with just one finger; no complex motions are required	Yes - works as expected. You can skip to main content via UserWay	Yes - works as expected when text is enlarged or user zooms in	Colour contrast can be changed via UserWay (invert colours, dark contrast, light contrast, desaturate)	There is no animated or moving content; no content plays automatically; the map in the footer includes a text address	There is a site map in the footer; search bar at top right; links do not trigger on down events only
	https://www.fairoak-pc.gov.uk/accessibility-statement/	Page responds properly when page orientation is changed; navigation is possible with just one finger; no complex motions are required	Yes - works as expected. You can skip to main content via UserWay	Yes - works as expected when text is enlarged or user zooms in	Colour contrast can be changed via UserWay (invert colours, dark contrast, light contrast, desaturate)	There is no animated or moving content; no content plays automatically; the map in the footer includes a text address	There is a site map in the footer; no search bar on this page; links do not trigger on down events only

Conclusions:	All pages audited were navigatable via mobile device. There were no issues with page orientation or navigation	Most of the pages audited could be navigated via a keyboard successfully (including all forms). The Hall Bookings facility is the main area where accessibility is lacking	None of the pages audited demonstrated any difficulties when the text was enlarged or the user zoomed in	Colour contrast issues were highlighted throughout the site via WAVE. However, colour settings can be amended via UserWay to overcome these issues	There were no issues with moving content, popups or animation on the pages audited. The only potential problem identified related to moving image carousels, which can be turned off via UserWay	All pages audited demonstrated consistency in search bar and site map placement
Proposed Action Points:		Review all accordion modules on the site to ensure they can be tabbed				
		Review all item list modules to ensure they can be tabbed correctly				
		Review the Hall Bookings function to ascertain whether it is possible to make it more accessible (particularly in relation to keyboard navigation and dates). If not, provide clear instructions for offline booking (via phone/email)				

HTML Checks

		Checking tables and bullet lists are styled properly	Check the language the content is written in	Check any video players are accessible
Your site's homepage	https://www.fairoak-pc.gov.uk/	<td>, , included on page source	<html lang="en">	NA
Content pages that are mostly text based	https://www.fairoak-pc.gov.uk/apply-for-an-allotment/	<td>, , included on page source	<html lang="en">	NA
	https://www.fairoak-pc.gov.uk/knowle-park/	<td>, , included on page source	<html lang="en">	NA
	https://www.fairoak-pc.gov.uk/useful-contacts/	<td>, , included on page source	<html lang="en">	NA
Images, video and audio content	https://www.fairoak-pc.gov.uk/councillors/	<td>, , included on page source	<html lang="en">	NA
	https://www.fairoak-pc.gov.uk/find-local-footpaths/	<td>, , included on page source	<html lang="en">	NA
Interactive tools and transactions, like forms	https://www.fairoak-pc.gov.uk/product/woodland-community-centre-acorn-hall/	<td>, , included on page source	<html lang="en">	NA
	https://www.fairoak-pc.gov.uk/cart/	<td>, , included on page source	<html lang="en">	
	https://www.fairoak-pc.gov.uk/checkout/	<td>, , included on page source	<html lang="en">	
	https://www.fairoak-pc.gov.uk/signup/	<td>, , included on page source	<html lang="en">	NA
	https://www.fairoak-pc.gov.uk/events/	<td>, , included on page source	<html lang="en">	NA
	https://www.fairoak-pc.gov.uk/contact/	<td>, , included on page source	<html lang="en">	NA
Pages including login functionality, if your website has them	NA			
PDFs and other document types you have	https://www.fairoak-pc.gov.uk/2020-meetings/	<td>, , included on page source	<html lang="en">	NA
Dynamic content like pop-up windows	NA			
Navigation pages, including your sitemap and pages with search functionality	https://www.fairoak-pc.gov.uk/sitemap/	<td>, , included on page source	<html lang="en">	NA
	https://www.fairoak-pc.gov.uk/explore-recreational-facilities/	<td>, , included on page source	<html lang="en">	NA

	https://www.fairoak-pc.gov.uk/404	<td>, , included on page source	<html lang="en">	NA
Information pages	https://www.fairoak-pc.gov.uk/privacy-policy-2/	<td>, , included on page source	<html lang="en">	NA
	https://www.fairoak-pc.gov.uk/accessibility-statement/	<td>, , included on page source	<html lang="en">	NA

Conclusions:		All tables and bullet lists are styled properly on the pages audited	All pages audited had a defined HTML language	There are no video players on the site
Proposed Action Points:				

General Audit Observations

In general, the pages audited showed the Fair Oak Parish Council website to meet most accessibility standards, as defined on gov.uk. The installation of the UserWay accessibility widget ensures that many of the contrast, keyboard navigation, animation and font size requirements are met.

There were some minor observations arising from the audit, which are detailed on each tab ('Proposed Action Points'). Resolutions for these are set out on the proposed Roadmap (below).

To summarise these observations, the main areas which require improvement include form layouts and error messages, accessibility for pdfs and other documents, and isolated tabbing errors on key pages. The 'product booking' pages are also not well presented when stylesheets are removed, and date selection on these pages is not possible via keyboard navigation (although subsequent eCommerce screens render and operate well).

Proposed Roadmap to Compliance

Section	Task	Priority	Cost	Timeline	Start Date	Who/How
Images, videos and audio content	Add alt tags to all product images	1	£250 plus VAT	3 working days	TBC	Smart Marketing
Images, videos and audio content	Add alt tags to all gallery images	1				Smart Marketing
Interactive Tools	Update newsletter sign up form to include labels and check all other forms for the same	1				Smart Marketing
Interactive Tools	Improve newsletter signup form error messages and check all other forms site-wide for the same	1				Smart Marketing
Text Based Checks	Add form labels to all forms	1				Smart Marketing
Text Based Checks	Add text to calendar module page, directing user to call Parish Council offices for further details. Create and upload a text-based (accessible) pdf of key Parish Council meeting dates	1				Smart Marketing
Text Based Checks	Review the Hall Bookings function to ascertain whether it is possible to make it more accessible (particularly in relation to keyboard navigation and dates). If not, provide clear instructions for offline booking (via phone/email)	1				Smart Marketing
Text Based Checks	Review and update links on tiles (site-wide)	1				Smart Marketing
Text Based Checks	Review and update page titles (site-wide)	1				Smart Marketing

Images, videos and audio content	Create readable versions of important pdfs/images (i.e., recreate content as a text-based page, accessible via an 'accessible version' link) - 6 x jpgs; 17 x word docs	2	£100 plus VAT	1 working day	TBC	Smart Marketing
Interactive Tools	Improve WC form error messages	2	£150 plus VAT	2 working days	TBC	Smart Marketing
Technology	Review all accordion modules on the site to ensure they can be tabbed	2				Smart Marketing
Technology	Add text to header, prompting that the UserWay accessibility menu can be opened via Ctrl+U (for keyboard nav)	2				
Technology	Review all item list modules site-wide to ensure they can be tabbed correctly	2				Smart Marketing
Text Based Checks	Correct instruction on Home Page	2				Smart Marketing
Text Based Checks	Check accordion modules to ensure that they can be read by Accessibility menu	2				Smart Marketing
Text Based Checks	Resolve errors noted in links audit	2	OPTION 1: £850 plus VAT OPTION 2: £150 plus VAT	OPTION 1: There are 211 pdfs on the site, dated after 23.09.18, which I estimate will take around 10 working days to convert. OPTION 2: There are 47 pdfs dated from 2020 onwards, which I estimate will will take around 2 working days to convert	TBC	Smart Marketing
PDFs and Other Documents	Review all documents on the site created after 23rd September 2018 to ensure they include tagged headings. Reproduce where required. Also review key documents (required as part of service delivery) created before this date for the same	3			TBC	Smart Marketing
PDFs and Other Documents	Review all documents on the site created after 23rd September 2018 to ensure they include descriptions of images/charts/tables. Reproduce where required. Also review key documents (required as part of service delivery) created before this date for the same	3	£50 plus VAT	0.5 working day		Smart Marketing
Text Based Checks	Resolve empty heading and empty links in header (these errors relate to the page header and are consistent throughout the site)	3				
Text Based Checks	Review all images to ensure alt tags are not too long	3				Smart Marketing

Future Proofing	Create a brief guide that covers all elements in the basic accessibility checklist to ensure that any new content (pages, documents, pdfs, forms, interactive functionality, links) meet the guidelines	3	£100 plus VAT	1 working day	TBC	Smart Marketing
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FULL COUNCIL – 15 JUNE 2020

LIBRARY TASK & FINISH GROUP – FINDINGS & RECOMMENDATIONS

1. BACKGROUND

- 1.1 In January 2020, Hampshire County Council (HCC) started a consultation about reducing the cost of the Library Service. The County Council needs to save approximately £80m per annum, of which the Library Service is required to deliver £1.86m of savings. The current cost of the Library Service is £13.8m per year. HCC has outlined its proposals to make these savings: -

The “preferred option” is to close up to ten libraries and reduce the opening hours of the remaining libraries by 15%. That would save c£1m per annum. Fair Oak library was included amongst those it wished to close. Other options included reducing the opening hours of all libraries by 25% to achieve a similar saving. There were several ancillary proposals including withdrawing support for community managed libraries to save £49,000 per annum.

- 1.2 The proposal to close Fair Oak Library would save £37,000 per year. Further enquiries revealed that this figure is made up of:

Staff	£27,000	
Stock	£9,000	
Premises	£1,000	
Business Rates	<u>£1,000</u>	£38,000
Less income		<u>£1,000</u>
<u>NET COST</u>		<u>£37,000</u>

- 1.3 In addition, if it closed the library, HCC would expect to sell the building for a substantial sum.

2. TASK & FINISH GROUP ESTABLISHMENT & FINDINGS

- 2.1 As the proposed closure will adversely affect many of the more vulnerable people in our community. Accordingly, the Parish Council appointed a Task & Finish Group consisting of the Cllr Couldrey, the Clerk and Mr Dunne to investigate other options.

- 2.2 Cllr Couldrey & County Councillor Thornton in February met with HCC Officers and discussed the issues surrounding Fair Oak library and its possible retention. The Library Service invited the Parish Council to consider paying £30,000 per annum to keep the library open. To raise this additional income the Parish would need to increase the precept for a Band D to £110.64 which equated to a 7.3% increase.

- 2.3 Considering this, the Task & Finish Group investigated other options. There are several community run libraries, both in and outside Hampshire, with varying arrangements with their county library service. They all depend on the support of volunteers. Clearly some are successful, but others are not.

- 2.4 Cllr Couldrey and the Clerk met (virtually) with those running the Hamble and Bursledon libraries. The first is an independent library and the second is a community managed

library which remains part of HCC Library Service. Members can obtain a copy of these notes from the Clerk. These meetings highlighted that the library operating in Hamble needed a lot of support from the local parish council despite having a good number of volunteers, but the Bursledon Library is largely run by volunteers with minimal supervision from the Parish Clerk.

- 2.5 The Group have concluded that it is preferable to remain part of the county library service in order to retain access to a supply of books and access specialist library services, such as book reservations, inter-library loans, County Council Wi-Fi and Go-Online public computers. The Group also consider it desirable to avoid taking on the cost and obligations of providing premises and limit the support needed from the parish council.
- 2.6 The Group noted that approximately 70% of the current expenditure on the Fair Oak library related to the cost of the staff. There are always two part time staff in the building whilst the library is open. It is not clear whether the staff costs include the cost of outside supervisors providing support - Bursledon receives support for 1.5 hrs a week at an annual cost of £4000. This is the obvious area to investigate. Other libraries have recruited volunteers to run much of their work and Bursledon is open longer than Fair Oak using volunteer staff. Accordingly, it must be feasible to recruit volunteers to do so in Fair Oak.
- 2.7 Given all the factors above, the Task & Finish Group recommend that HCC be approached with the proposal that the Parish Council source volunteers from within the community to perform much of the work currently carried out by staff members, whilst the library remains part of the County Council network. Accordingly, HCC would continue to manage the library, provide books and other library services.
- 2.8 At this stage, the proposal cannot be detailed but it is envisaged an agreement under which the Parish Council agreed to seek volunteers. Assuming such volunteers were available, HCC would agree to continue the library service, providing the same services as now. It is anticipated that the parish's obligations would be assumed and discharged through a charitable company formed for the purpose. Volunteers would be engaged on the same terms (save as to pay) as current employees of the parish but provide the service in accordance with the directions of HCC.

3. RECOMMENDATIONS:

- 3.1 That the Parish Council approach HCC with the proposals outlined in paragraphs 2.6 – 2.8 above; and
- 3.2 That the Task and Finish Group enter negotiations with HCC and report back findings and final proposal in the coming months.

For further information contact:

Cllr Nick Couldrey
Nick.couldrey@fairoak-pc.gov.uk

Mel Stephens, Clerk
clerk@fairoak-pc.gov.uk

FULL COUNCIL – 15 JUNE 2020

ALLOTMENT TENANCY AGREEMENT UPDATE

1. PURPOSE

- 1.1 To amend the Allotment Tenancy Agreement which has not been reviewed since 2014; and
- 1.2 To consider a request from a new tenant to erect a shed which does not conform to current standards and amend the Tenancy Agreement accordingly.

2. BACKGROUND

- 2.1 The Parish Council manages two allotment sites – Campbell Way and Knowle Park.
- 2.2 The Campwell Way allotments are long established and set in an urban surround adjacent the Fair Oak Squash Club and fronting a line of houses in Campbell Way. There are currently six allotment and the tenants have use of a water tap only. Traditionally as the allotments are set in an urban surround, no large buildings such as sheds are permitted. However, this restriction is not written in the current Tenancy Agreement.
- 2.3 Knowle Park allotments were set up in 2008, consisting of 65 allotments. A new Tenancy Agreement was produced, and this was updated in January 2014, in line with NALC (National Association of Local Councils) guidelines.
- 2.4 Since then addendums were added to include the planting of trees and the use of polycarbonate green houses.
- 2.5 In the establishment of the Knowle Park allotments, the Parish Council stipulated that one shed of the dimensions 6ft x 4 ft was permitted, following a specification of the Travis Perkins design (**Appendix 1**) and must be painted green. This specification included an apex roof.
- 2.6 At the time Members, after a long debate over several meetings, made the above decision based on visual appearance and uniformity on the site, which was deemed to be sensitive on the edge of public open space.
- 2.7 A request from a new tenant to deviate from that specification has been received. Upon review of the tenancy agreement, it appears that whilst the Council made the decision to only permit certain sized and colour sheds, it was not formally written into the agreement. If the Council wishes to maintain this stance, the tenancy agreement needs to be amended to reflect this.

3. LOCAL CONTEXT

- 3.1 Information from neighbouring parishes of their allotment tenancy agreements has been examined to determine whether this Parish standards are fair and proportionate whilst at the same time meeting the standards and needs specific to this area and this has been reflected in the Tenancy Agreement.

4. NEXT STEPS

- 4.1 The Council's Tenancy Agreement (**Appendix 2**) has been amended to ensure that it is robust and that there are no anomalies. Should the Council agree these

amendments, the new agreement will need to be signed by all tenants. This will be undertaken in conjunction with the annual payment review in October.

5. FINANCIAL IMPLICATIONS/OTHER IMPLICATIONS

5.1 None.

6. RECOMMENDATIONS

6.1 That the contents of the Report be noted; and

6.2 That the updated Allotment Tenancy Agreement attached at Appendix 2 for both Campbell Way and Knowle Park be approved.

For further information:

Linda Greenslade, Deputy Clerk
deputyclerk@fairoak-pc.gov.uk

Appendices:

- 1 Current shed specification
- 2 Proposed updated Tenancy Agreement

Appendix 1



FAIR OAK & HORTON HEATH PARISH COUNCIL

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

☎ (023) 8069 2403 ✉ enquiries@fairoak-pc.gov.uk

🌐 www.fairoak-pc.gov.uk 📘 @fairoakandhortonheathparishcouncil

Knowle Park Allotments permitted shed specification

6 x 4 ft, apex roof, painted Forest Green in colour



Appendix 2



FAIR OAK & HORTON HEATH PARISH COUNCIL

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

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

www.fairoak-pc.gov.uk @fairoakandhortonheathparishcouncil

THIS AGREEMENT made on DATE between Fair Oak and Horton Heath Parish Council ("the Council") and NAME & ADDRESS OF TENANT ("the tenant") by which it is agreed that:

1: The Council agrees to let and the Tenants agree to hire, as tenants from INSERT DATE the Allotment, the area being: -

Plot XX (Full plot/Half plot)
Knowle Park/Campbell Way Allotments
Address?

and part of the Allotments provided by the Council at Knowle Park at the current rent of £51.50 and numbers INSER NUMBER in the Council Allotment Register.

2: The rent shall be paid in advance before the 1 October (annually) and shall be for a period of 12 months. Rent is reviewed annually. Non-payment by the deadline will result in the Parish Council terminating the Tenancy Agreement. In these circumstances, Tenants will be told to remove all their belongings from the plot within seven days.

3: The tenant shall reside within Fair Oak and Horton Heath Parish during the tenancy. Allotment holders are required to advise the Parish Office of any change of address, telephone and email address during the period of this Agreement.

4. The Tenancy is subject to the following terms and conditions: -

a) The Tenant must use the allotment as an allotment garden wholly for the production of vegetables or fruit for consumption by the Tenant, their family and friends. It is not to be used for any commercial purpose or keeping of livestock.

b) The Tenant shall keep their allotment plot clean, in a good state of fertility, cultivation, and reasonably free from weeds. At least 75% of the plot must be cultivated (the ground to be prepared, planted and growing harvesting crops/flowers) and the remainder cut down and free from weeds. The plot must appear maintained.

Tenants considered not to be working their plot will receive an initial letter advising them that improvement is necessary and giving a deadline for improvement of 4 weeks. If the Council deems that no significant improvement has been made in that period, a final warning letter will be issued giving a 14-day deadline, If there is no improvement after this date the tenancy will be terminated.

The tenant must inform the Council immediately of any extenuating circumstances preventing them from cultivating their allotment.

New tenants must start work on their plot within the first three months of their tenancy. The Parish Council reserve the right to terminate the tenancy if the plot remains unworked in the initial period and no refund will be given.

Inspection of the allotment plot will take place regularly at reasonable times by the Council's employees.

c) The Tenant must number their plot in accordance with the site plan but otherwise must not erect any notice or advertisement on the allotment plot.

- d) The Parish Council is not responsible for damage of any plants or property that is not within the designated plot. This relates to the Grounds Team whilst strimming the paths etc.
- e) It is not permitted to remove items from a vacant plot including sheds, greenhouses, plants etc unless prior consent from the Council has been obtained.
- f) Tenants must not use their allotment as a place of residence and/or sleep overnight.
- g) The Tenant shall not cause a nuisance or annoyance to the owners or occupiers of land adjoining the Allotment or other tenants.
- h) Animals or livestock of any kind are not permitted upon the Allotment site. The Tenant must ensure that any dog brought into the said allotment site is securely held on a leash.
- i) It is not permitted to assign the tenancy nor sub-let or part with the possession of any part of the Allotment plot;
- k) The following specifications regarding the erection of sheds and greenhouses must be adhered to: -

Knowle Park

One shed per allotment site. This shed must meet the Council's specification attached at appendix 1. The shed must not to exceed 6ft x 4ft. It must have an apex roof and be painted Forest green in colour.

One polycarbonate greenhouse is permitted not exceeding 6ft x 4ft in size. All sheds and polycarbonate green houses are to be approved prior to erecting. All structures must be kept in a good condition with no ornamentation and must be removed at the end of the tenancy unless prior consent from the Council has been obtained.

Campbell Way

No structures are permitted at the Campbell Way allotment site due to its residential setting. A small container to store equipment is permitted but must not exceed 3ft in height and 6 ft in length. This must be approved prior to installing. These structures must be kept in a good condition and no ornamentation is allowed

- l) The Council accepts no responsibility whatsoever for equipment left on the site or in sheds. It is recommended that allotment holders do not leave valuable equipment at the site. The Tenant will be responsible for providing their own insurance to cover loss or damage to personal property, i.e shed or tools including personal accidents on their allotment plot.
- m) The Tenant must not erect any fence or barbed wire on the allotment.
- n) The Tenant must lock the allotment gates on entering and leaving the site. This will help to deter vandals/thieves. Allotment holders found not to be obeying this rule will be in breach of this agreement.
- o) The Tenant may plant any type of fruit tree up to a maximum of 3 trees. These must not exceed 8ft in height. If at any point a tree, bush or vine causes a nuisance (like died, dying diseased or causing obstruction) or exceeds 8 ft, the Tenant will be asked to remove it, or the Council will remove it, with the cost being reclaimed from the Tenant.
- p) The Tenant is responsible for ensuring that any person present in the allotment site with or without the tenant's permission does not suffer personal injury or damage to his property. The Council accepts no responsibility for injury to any Tenants (or their companions) while on the allotment site.
- q) Tenants shall only park in the car parking bays provided. The Council accepts no responsibility whatsoever for damage to individuals or their vehicles using any part of the allotment site. Tenants are expected to park their car in a considerate manner.

r) The use of a hose pipe attached to the standpipe is only permitted to fill your water butt or similar receptacle. Not water your plot directly from the standpipe either by hose or by an irrigation system.

s) Bonfires are strictly prohibited. Tenants are encouraged to put their allotment waste in a compost bin.

t) Allotments are not to be used for the storage or repair of any vehicles or storage of any materials/items not relevant to allotment activity. The Parish Council reserves the right to remove such items without notice.

u) Sprays – when using any sprays or fertilizers, the Tenant must:

- Take all reasonable care to ensure that adjoining hedges, trees, paths and crops are not adversely affected, and must make good or replant as necessary should any damage occur;
- So far as possible select and use chemicals, whether for spraying, seed dressing or for any other purpose whatsoever, that will cause the least harm to members of the public, game birds and other wildlife, other than vermin or pests, and
- Comply at all times with current regulations and legislation.

5: The tenancy may be terminated by the Council serving on the tenant not less than twelve months' written notice to quit expiring.

6: Should any of the clauses within the agreement be breached by the tenant, the Council will terminate the tenancy agreement forthwith.

7: The tenancy may be terminated by the tenant by serving on the Council not less than one months' written notice. The notice to quit must be addressed to the Clerk. Allotment holders who voluntarily vacate their plot will be expected to leave it in a clean and tidy condition and no refund will be given. The Council will invoice the plot holder for any work incurred to enable the plot to be re-let.

8: This tenancy shall terminate on the death of the Tenant. It cannot be passed on/inherited by the next of kin.

9: The Council reserves the right to decide on the overall management and maintenance of the site without prior consultation or agreement of the allotment holders.

10: The Council can impose additional rules or may revise the regulations and management of its allotment sites as it sees fit without prior consultation or agreement of the allotment holders.

I have read, understood and agree to abide by the above allotment terms and conditions. I understand that if I am in breach of any part of this agreement, my agreement will be terminated.

Signed by

.....
The Tenant

.....
Joint Tenant

and

..... For and on behalf of the Council

Your personal data supplied on this Agreement will be retained in order to maintain our records and accounts. Your personal data will be treated as strictly confidential and will not be shared with any third party and will be destroyed immediately after giving up your plot.

FULL COUNCIL – 15 JUNE 2020**ASSET & OPEN SPACE UPDATE JUNE 2020****1. PURPOSE**

1.1 To update members on key activities taking place across the Council's buildings and public open spaces.

2. BUILDINGS

2.1 The Parish Council has four buildings of various ages, capacity and use.

Woodland Community Centre

The building has been closed to hirers throughout the Corona virus pandemic except for Rainbows pre-school who have been operating for essential workers only. This is now being expanded to other users in line with government advice.

Caretakers have undertaken redecoration works throughout the building and cleaning of all areas.

Horton Heath Community Centre

The building and playground have been closed in line with government advice.

Works to improve the outside appearance are still underway with the cleaning of the paved areas construction of timber planters and seating and planting of flowers and shrubs.

Members will receive an update on the play area project at the July Council meeting.

Parish Office

The building remains closed to the public save for dropping off donations for basic bank on a Thursday. The Operations Manager has been attending the Parish Office, on reduced days and hours, to cover health and safety matters, deliveries and oversee the Groundstaff.

The Operations Manager has also overseen work to the main office – the removal of the doors into the main office, as they did not meet fire regulations, have been removed, and the wall relined and plastered giving extra desk space.

The remaining doors which also fell short of fire regulations have been refitted with new trims and should now meet required specifications.

In-line with Government advice, for those staff who can work from home, they continue to do so until further notice.

Pavilion

The building has been closed in line with government advice.

Electrical works have been carried out following the recommendations on the fire risk assessment to bring the building in line with fire regulations.

- 2.2 The Council has various play equipment across the parish, all have remained closed to the public, except for the tennis courts, which following government advice, have been reopened.
- 2.3 Allotments – both allotment sites have remained open throughout the pandemic.
- 2.4 Meadowsweet Way Play Area –the tender for a new play area have been submitted. The closing date for the designs is 17 June. The tenders will be scored (virtually) by Dave Bowen Consultancy, the Clerk and the Operations Manager. Three chosen designs will then go to the public vote on 22 – 29 June. The design with the highest votes will go to Full Council for formal approval on 20 July.

3. OTHER SITES/ISSUES

3.1 Fire Assessments

Additional quotation required for works identified at Horton Heath Community Centre and Lapstone Pavilion.

3.2 Tree Survey

A contractor has been hired to remove dead, dying, diseased and dangerous trees as identified by the tree survey. This work has now commenced. This will be funded within the allocated tree budget.

3.3 Cemetery

The dilapidated garage has now been successfully removed by the Operations team. And the area generally tidied. The Clerk has received a letter from a resident praising the staff for the improvements made at the cemetery. Further works to be completed on site to add to the aesthetics will include removal of dead and chopped wood and areas of bramble and scrub. Creation of a quiet reflection and seating area. These are likely to commence June/July.

3.4 Dog bag dispensers

We have seen an increase in the reports of dog fouling across the village particularly at Lapstone and Knowle Park. In response to this, it was been agreed with the Chairman and Vice-Chairman, to further encourage residents, that dog bag dispensers, with increase signage, be installed at both locations. Approximately £276.52 has been taken out of the community events budget to purchase the dispensers, signage and fixings.

3.5 Community Orchard

Fencing around each tree removed (was broken and not sufficiently protecting the trees) and a walkway has been created with new fencing. Work has also commenced to replace dead/damaged trees. The Clerk and Operations Manager will discuss further improvement works to the orchard including installing planters and fruit bushes.

3.6 Crowdhill Green

Contact has been made with the artists who built the public art which is to be installed here. The Council will now coordinate a date where both can be on site and this can be installed following agreement with Bloors.

3.7 Pembers Hill Drive

The Clerk is still awaiting confirmation from Eastleigh Borough Council on the progress with the transfer of the land and other outstanding lines of enquiries. Once the transfer has taken place, the Clerk will look to tender for the designs of a play area and formal landscaping.

3. FINANCIAL/ENVIRONMENTAL IMPLICATIONS

3.1 All works currently being undertaken on site are within allocated budgets.

4. RECOMMENDATION

4.1 That the Council notes the content of the report.

For further information please contact:

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

FULL COUNCIL – 15 JUNE 2020

VILLAGE ROAD SIGNS

1. PURPOSE

- 1.1 This report is to consider the village sign designs submitted by Wyvern College pupils and to instruct the Operations Manager to source a suitable manufacturer/artist to produce the chosen design.
- 1.2 The chosen provider will be asked to submit final drawings with costings which will be presented to the Council for final approval in the autumn.

2. BACKGROUND

- 2.1 In autumn 2019 members agreed that the Clerk and Operations Manager make contact with Wyvern College to involve their students in the design of new village signs.
- 2.2 Wyvern College accepted the challenge and the Clerk set out an outline of the task required of the children attached at **Appendix 1**.
- 2.3 The Council has received designs from the students, and these are attached at **Appendix 2**.

3. NEXT STEPS

- 3.1 The Council must choose their favourite design among those submitted at Appendix 2. In choosing the design, members must consider the main material, wording, number of signs required (minimum of two suggested) and location.
- 3.2 Once a design has been chosen, the Operations Manager will source a suitable artists and request that they submit draft designs with costings for members final approval.
- 3.3 The final decision will include where the signs will be located and whether additional signs should be purchased.
- 3.4 The Operations Manager will then make appropriate steps, including seeking permission from HCC as the Highways Authority on the installation of the design.
- 3.5 Once commissioned, the student who had submitted the design will be invited to an unveiling ceremony, with the Chairman of the Council.

4. FINANCIAL IMPLICATIONS

- 4.1 The Council has £8,000 from the Whitetree Farm Section 106 developers' contributions already held in ear marked reserves.
- 4.2 The cost to manufacture the individual signs will have an impact on how many can be made within the budget. However, the artists will be informed that the Council would like at least two signs made within the allocated budget.

5. OTHER IMPLICATIONS

- 5.1 Members may wish to consider the materials used for the designs and other function of the design with sustainability as a priority.

6. RECOMMENDATIONS

- 6.1 That the Council consider the designs submitted at Appendix 2;
- 6.2 That the Clerk and Operations Manager be authorised to take necessary steps to progress the project.

For further information please contact:

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

OR

Martin Johnson
Operations Manger
grounds@fairoak-pc.gov.uk

Appendix 1

Village Signs

There are more than 3,000 village signs in Britain. Norfolk has the largest amount at 500; the neighbouring county of Suffolk comes in second with more than 350.

They first sprang up in Norfolk in the early years of the 20th century, when the then Prince of Wales (later to become King Edward VII) commissioned the Princess Alexandra School of Carving to make four signs for villages on the Sandringham Estate as a means of fostering community spirit and identity.

King George V also championed the trend, erecting a further three on the estate. And not to be outdone, King George VI, who, in 1920 described the village sign as “a welcome guide to the visitor in a strange land”, encouraged further colonisation. Since the war, many have been erected to commemorate milestones in our national history such as the Coronation, the Silver and Golden Jubilees, and the Millennium. But most others are used to mark the boundary of a parish area, to give the area its own identity and to help residents and visitors when travelling.

Fair Oak & Horton Heath Parish currently only has one sign in Horton Heath.

The Parish Council has £8,000 section 106 money which must be used to install new (and more) signs in the Parish. It is suggested that three be commissioned – one on Winchester Road entering Fair Oak from Winchester, the other on Botley Road at Horton Heath and a third on Fair Oak Road as you travel away from Eastleigh.

The Council would like young residents of the Parish to design these signs. Using inspiration from the history of the area and how the area is to develop (it's becoming a large parish). The designs could be either – traditional or contemporary. The designs will be voted on by residents of the Parish.

The signs can be on either traditional wooden or metal poles or they could serve as dual purpose such as a planter, seat or even a rainwater/solar powered pole? (The Council wants to reduce its carbon footprint so think green).

They must incorporate the words “welcome to Fair Oak” & “welcome to Horton Heath”

Designs should be submitted to the Council by 1 March with public voting during April and installation in May/June.



Frances Rutherford
Tutor: 8AZ

HEIDI HINTON TW2 (T2 Misambor)

Same design on back but inverted.



HORTON HEATH

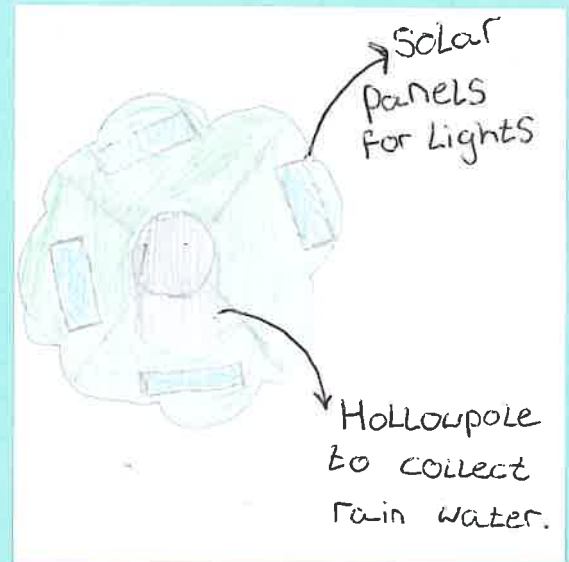
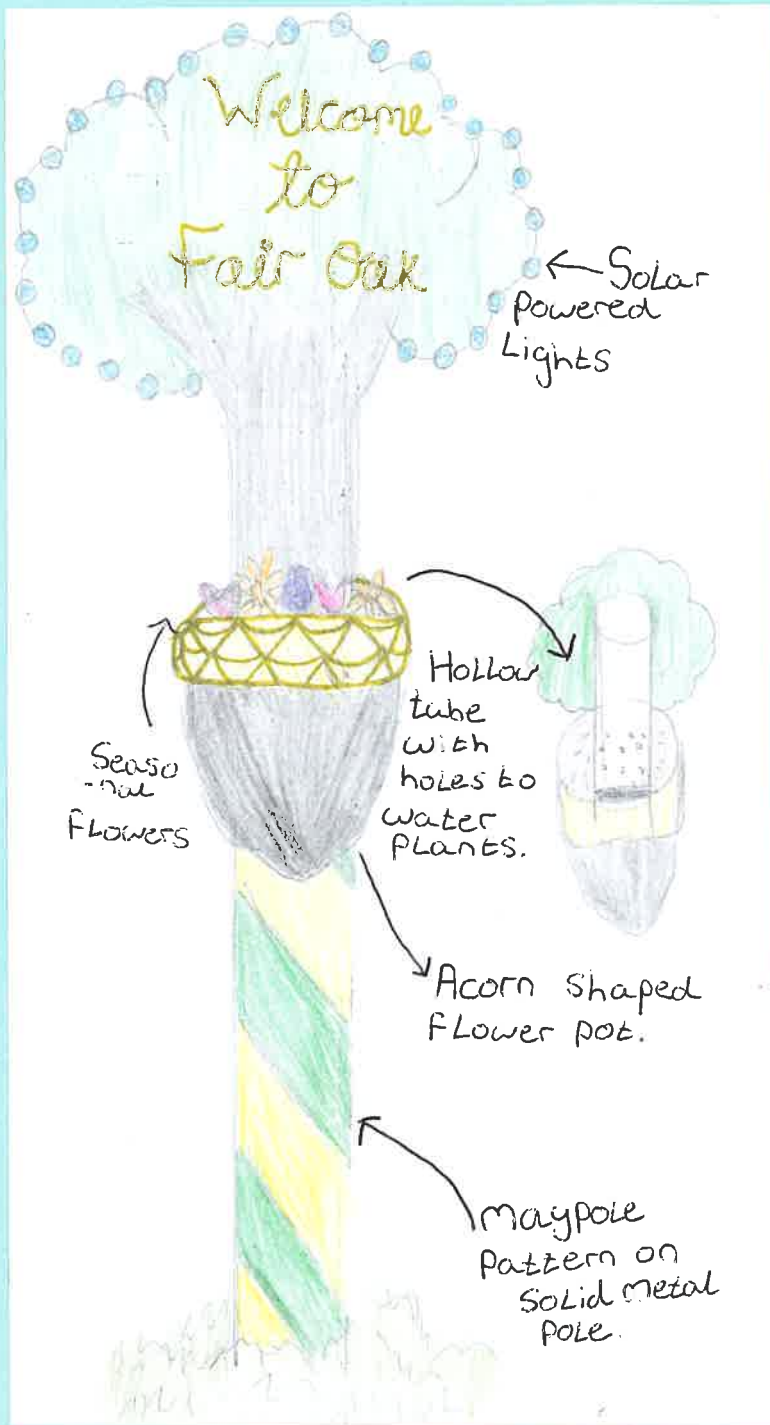
I did this design because in Horton Heath there is mainly farm life & farms. There is lots of greenery and the flowers represent how peaceful Horton Heath is.



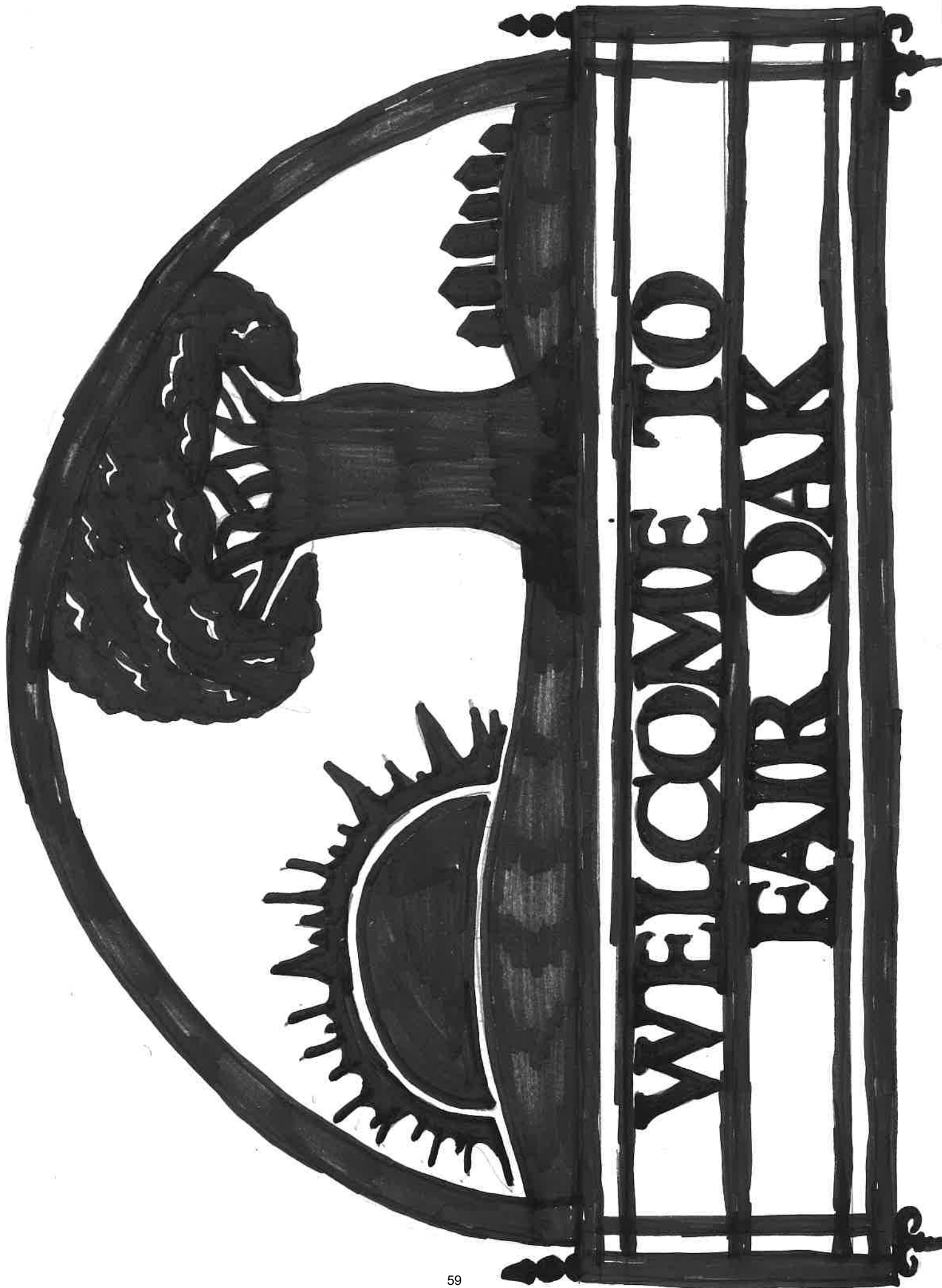
Grace
McGinn
701 4713



Fair Oak Village sign – Rosie Sexton 8L2



My design for the Fair Oak Village sign includes: a green oak tree at the top of the sign (made of wrought iron) which will have solar powered lights around the tree so it's visible to drivers during in the dark nights. The words 'Welcome to Fair Oak' be in gold positioned in the centre of the oak tree. On the back of the tree will be the words 'Please drive carefully' as they exit the village. The Oak tree was chosen to symbolise the fair that was held under an oak tree years ago. Supporting the structure is a pole which has green and gold stripes to represent the tradition of maypole dancing. The pole is hollow to create an echo-friendly watering system for the flowers held in an acorn basket. The acorn resembles the growth of Fair Oak as a village.



Dylan Cook
7N1



Danny Logan



Wooden bench

Light powerd
by solar panel

Metal
plate covered
with poppulation
in 2018

Metal stand
and sign

Backview

Solar panel

Wire going to light 1

Wire going
to light 2 →

Light 2



Light
Bench →

I came up with this design by looking at other designs and taking some ideas, also I used the bench because there is not alot of seating in Horton Heath. The oak tree and the smaller tree represent the trees in the housing estates which the house represents.

Danny Logan

FN2

Elizabeth Orme
TWT



(back is the same as the front on it says 'Thank you for visiting, until next time!')



FULL COUNCIL – WORK PROGRAMME (2020/2021)

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
JUNE 2020			
Allotments	To carry out a review and update the Allotment Tenancy Agreement	Report	Deputy Clerk/Clerk
Village Sign	To receive an update	Report	Operations Manager/Clerk
Library Task & Finish Group	To receive the recommendations of the Group	Report	Cllr Couldrey
Monthly Finance Report	Monthly financial monitoring report	Report	Clerk/Responsible Finance Officer
Assets & Open Space Update	Update on progress of Council owned sites	Report/presentation	Operations Manager/Clerk
Website Accessibility	Following audit of the website to approve general fund spends to address issues highlighted to ensure compliance prior to September 2020	Report	Clerk
JULY 2020			
Financial regulations	To approve the Council's Financial Regulations	Report to Committee	Clerk/Responsible Finance Officer
Meadowsweet Way Play Area/POS	To receive approve contractor	Report	Operations Manager/Clerk
Planning terms of reference	To agree a way forward to responding as a Statutory consultee to planning applications	Report to Committee	Clerk/Deputy Clerk
Annual Report	To approve the 2019/20 Annual Report for publication	Report to Committee	Clerk
Financial Risk Assessment	To approve the Financial Risk Assessment	Report to Committee	Clerk/Responsible Finance Officer

Quarterly finance monitoring	To consider the quarterly financial monitoring report	Report to Committee	Clerk/Responsible Finance Officer
Human Resources Policies	Following staff consultation, to approve the adoption of HR policies.	Report to Committee	Clerk
Cemetery Access Road	To consider the options appraisal report	Report to Committee	Operations Manager
Fire Risk Assessments	To consider supplementary budget request following Fire Risk Assessment	Report to Committee	Operations Manager
Smart Bench/Village Centre T&F	Following receipt of S106 monies for village centre improvement & noticeboard to consider installation of a smart bench in the village centre.	Report	Clerk
SEPTEMBER 2020			
Christmas Opening Hours	To approve the Parish Office opening hours for Christmas	Recommendation	Clerk
Meadowsweet Way Play Area	To receive an update on the progress of the project	Report to Committee	Clerk
Scout Hut Shorts Road	To receive an update on the outcome of the negotiations	Report	Clerk
Pembers Hill Drive Play Area	Following transfer of land to Parish ownership to commence play area installation project	Report	Clerk
Upper Barn Copse	To discuss whether the Parish should accept transfer of this land from EBC	Report	Clerk
Crowdhill Green	To receive an update on the public open space, public art and play area.	Report	Clerk
I.T Review	To review the council's current I.T infrastructure	Report	Clerk

OCTOBER 2020			
External Auditors Report	To receive and approve the External Auditors Report	Report to Committee	Clerk
Data Protection Annual Audit	To receive the annual audit	Report to Committee	Clerk
One Horton Heath	To receive an update from EBC on this development	Presentation	One Horton Heath team
Community Investment Programme	To approve the CIP list	Report	Clerk
NOVEMBER 2020			
Budget Task & Finish Group	To receive recommendations from the Task & Finish Group	Report to Committee	Clerk
Finance Report	To approve the monthly finance report	Report to Committee	Clerk/Finance Officer
DECEMBER 2020			
Annual Budget	To set the budget for the 2021/22 financial year	Report to Committee	Clerk/Finance Officer
Fees and Charges	To set the fees and charges for the 2021/22 financial year	Report	Clerk/Finance Officer
Finance Report	To approve the monthly finance report	Report to Committee	Clerk/Finance Officer
JANUARY 2021			
Corporate Action Plan	To set a corporate action plan for next 5 years	Report to Committee	Clerk
Finance Report	To approve the monthly finance report	Report to Committee	Clerk/Finance Officer

FEBRUARY 2021			
Internal Auditor Interim Report	To receive the internal auditor's report and approve the audit action plan	Report to Committee	Clerk
Finance Report	To approve the monthly finance report	Report to Committee	Clerk/Finance Officer
MARCH 2021			
		Report to Committee	Clerk/
Finance Report	To approve the monthly finance report	Report to Committee	Clerk/Finance Officer
APRIL 2021			
		Report to Committee	Clerk
Finance Report	To approve the monthly finance report	Report to Committee	Clerk/Finance Officer
MAY 2021			
Governance documents	To approve adoptions of governance documents – council constitution/standing orders, financial regulations	Report to Committee	Clerk
Finance Report	To approve the monthly finance report	Report to Committee	Clerk/Finance Officer