



## FAIR OAK & HORTON HEATH PARISH COUNCIL

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### Minutes of the FULL COUNCIL “virtual” meeting held on Monday 15 June 2020 at 7.00 pm

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

Ab	Cllr Abbott	P	Cllr Douglas	Ap	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	P	Cllr Warrillow

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

#### PUBLIC SESSION

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

#### 10 MINUTES OF MEETINGS (PAPER A)

##### RESOLVED:

- That the minutes of the Full Council meeting held on 18 May 2020 be signed by the Chairman as a correct record;
- That the Minutes of the Planning Committee meeting held on 16 March 2020 be signed as a correct record; and
- That the planning delegated decisions of 27 March, 10 & 24 April, 8 & 29 May 2020 be noted.

#### 11 DECLARATIONS OF INTEREST

There were no declarations of interest raised.

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

Members considered the report of the Responsible Financial Officer.

##### RESOLVED:

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

#### 13 WEBSITE ACCESSIBILITY AUDIT (REPORT C)

Members considered the results of the website accessibility audit undertaken by Smartmarketing and costs associated with ensuring the Council's website adhered to

the website accessibility regulations.

The full audit and associated costs per activity were set out in Appendix 1 to the report.

**RESOLVED:**

- a) That Smart Marketing be instructed to address the actions identified in the audit, with immediate effect; and
- b) That £800 be taken from General Reserves to fund this.

**14 LIBRARY TASK & FINISH GROUP (REPORT D)**

Members considered the final recommendations of the Library Task & Finish Group.

Cllr Couldrey endorsed the recommendations of the report.

**RESOLVED:**

- a) That the Parish Council approach Hampshire County Council (HCC) with the proposals outlined in paragraphs 2.6-2.8 in the report; and
- b) That the Task & Finish Group enter negotiations with HCC and report back findings and a final proposal to the Full Council.

**15 ALLOTMENT TENANCY AGREEMENT REVIEW (REPORT E)**

Members considered proposed amendments to the allotment tenancy agreement following a request from a new Knowle Park tenant to erect a shed which deviated from the historical standard set by the Council. The request had highlighted that these standards had not been included in the tenancy agreement and the proposal changes sought to rectify this. Other amendments were also proposed to bring the agreement up to date.

A statement from the tenant seeking permission to erect an apex roof shed and the reasons why was read out by the Chairman. Cllr Spearey expressed the view that the historical shed standard should be maintained to have uniformity at the site. He therefore endorsed the sheds specification set out in Appendix 1 for inclusion in the updated tenancy agreement (as set out in Appendix 2). Members agreed.

**RESOLVED:**

- a) That the tenant's request to erect an apex roof shed be declined; and
- b) That the updated Tenancy Agreement as set out in Appendix 2, to include the shed specification at Appendix 1, be approved.

**16 ASSETS AND OPEN SPACES UPDATE (REPORT F)**

Members considered a progress update on the Council's assets and open spaces as set out in the report.

**RESOLVED:**

That the report be noted.

**17 VILLAGE SIGNS (REPORT G)**

Members considered the village sign designs submitted by Wyvern College pupils.

The Chairman praised the student's efforts and asked all Members to email the Clerk with their preferred design option as well as preferred materials, wording and location of the signs.

The Operations Manager would then source a manufacturer/artist to produce the chosen design, with final drawings and costings to be presented to Council for final approval in the Autumn.

**18 VILLAGE CENTRE IMPROVEMENTS**

The Chairman asked for volunteers to form a Task & Finish Group to consider innovative ways for minor improvement to the village centre. £13,500 was available from developers' contributions for this project. Members were reminded that the Group would meet virtually for the time being during the daytime.

**RESOLVED:**

That Cllrs Anderson and Bird be appointed on the Task & Finish Group.

**19 WORK PROGRAMME (REPORT H)**

**RESOLVED:**

That the work programme be noted.

This was all the business and the meeting closed at 7.31 pm.

Signed..... Chairman