



FAIR OAK & HORTON HEATH PARISH COUNCIL

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Minutes of the FULL COUNCIL “virtual” meeting held on Monday 20 July 2020 at 7.00 pm

P – present, Pt – part of the meeting, Ab – absent, Ap – apologies.

Ab	Cllr Abbott	Pt	Cllr Douglas	Ap	Cllr Mignot
P	Cllr Anderson	P	Cllr Forfar	P	Cllr Scott
Ap	Cllr Barrett	P	Cllr Higby	P	Cllr Spearey (in the Chair)
P	Cllr Bird	Pt	Cllr Marsh (item 22)	P	Cllr Tennent
P	Cllr Couldrey	P	Cllr McGuinness	Ap	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 live meeting.

20 MINUTES OF MEETINGS (PAPER A)

RESOLVED:

- That the minutes of the Full Council meeting held on 15 June 2020 be signed by the Chairman as a correct record;
- That the decisions made by Officers using delegated powers be noted; and
- That the planning delegated decisions of 12 & 26 June 2020 be noted

21 DECLARATIONS OF INTEREST

There were no declarations of interest raised.

22 CO-OPTION OF PARISH COUNCILLOR

Members considered the two applications received for the vacancy of Parish Councillor (previously circulated), candidate A and candidate B.

Upon a vote, candidate A (Michelle Marsh) having the majority vote, was co-opted to the Parish Council.

In formally joining the meeting, Cllr Marsh said she was delighted to be appointed saying the decision to stand was down to the professionalism of the Clerk whom she had met through Local Area Committees. Members agreed and thanked the Clerk for her dedication and hard work through these challenging times.

RESOLVED:

That Michelle Marsh be co-opted on to the Parish Council.

23 REPORT OF THE RESPONSIBLE FINANCE OFFICER (REPORT B)

Members considered the report of the Responsible Financial Officer.

RESOLVED:

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

24 QUARTERLY FINANCIAL MONITORING (REPORT C)

Members considered the Quarterly Financial Monitoring report.

Cllr McGuinness raised questions on the utility's payments to which the Finance Officer responded that she would investigate this and report back to members via email outside of the meeting.

RESOLVED:

- a) That the latest budget position as at 30 June 2020 be noted; and
- b) That the unbudgeted costs associated with responding to the Covid-19 pandemic be approved.

25 FINANCIAL REGULATIONS (REPORT D)

Members considered the adoption of the Financial Regulations following minor amendments in light of Covid-19.

RESOLVED:

That the Financial Regulations as set out in appendix 1 to the report be approved.

26 FINANCIAL RISK ASSESSMENT (REPORT E)

Members considered proposed changes to the Council's Financial Risk Assessment in light of Covid-19.

RESOLVED:

That the Financial Risk Assessment as set out in Appendix 1 to the report be approved.

27 VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS DURING COVID- 19 (REPORT F)

Member considered the proposed method of the verification of the Council's bank statements and reconciliations during Covid-19.

RESOLVED:

That the process of verification of bank statements and reconciliations during COVID-19, as set out in the report, be approved.

28 STANDING ORDERS & MEMBERS' CODE OF CONDUCT (REPORT G)

Members considered proposed supplementary Standing Orders in light of the Local

Authorities and Police Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. Members also considered proposals for the consideration of planning applications.

The Clerk requested that the Council defer consideration of the Members Code of Conduct to September's meeting to allow her enough time to review this. Members agreed.

RESOLVED:

- a) That the supplementary Standing Orders attached at appendix 1 be approved;
- b) That the recommendation for the interim process for dealing with planning applications as set out in paragraph 2.3 of the report be approved;
- c) That the supplementary Standing Orders and interim process for dealing with planning applications remain in force until the Annual Council meeting scheduled for 18 May 2021, or the repeal of legislation whichever is the earlier; and
- d) That a report on the Members Code of Conduct be submitted to the September Council meeting.

29 MEADOWSWEET WAY PLAY AREA (REPORT H)

Members considered the proposal to award the Meadowsweet Way play area tender to HAGs following their design winning the public vote.

Details of the voting process and a breakdown of the public votes received was set out in 3.4 of the report.

RESOLVED:

- a) That the tender received from HAGS UK to undertake and complete the play area works be accepted and awarded to them in the sum of £67,000 be accepted;
- b) That the total project expenditure of £83,297 be approved; and
- c) That any amendments suggested by the Council be commissioned by the Council's Paly Consultant in consultation with the Clerk and the Chairman of the Council using the project contingency funds.

30 MEMBERSHIP OF COMMITTEES

The Vice-Chairman advised that the Planning Committee had two vacancies and the Finance Committee had one vacancy.

Cllr Marsh volunteered to sit on the Finance Committee.

RESOLVED:

That Cllr Marsh be appointed on the Finance Committee.

31 EXTENSION OF 30 MPH SPEED LIMIT ALONG THE NORTH EAST OF MORTIMERS LANE

Cllr Couldrey addressed the Council on the speeding along the North East of Mortimers Lane and requested a letter from the Council be sent to the Highways Authority asking for an extension of the 30 mph speed limit to the new Pembers Farm Estate.

Cllr Tennent responded that he thought it unlikely that HCC would action this request unless paid for through developer's contributions.

RESOLVED:

That the Clerk be instructed to write to the Highways Authority with a request to reduce the speed limited along part of Mortimers Lane.

32 THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020 – IMPLICATIONS FOR FAIR OAK & HORTON HEATH PARISH COUNCIL

In accordance with the above regulations, it was: -

RESOLVED:

- a) That there is no requirement for Fair Oak & Horton Heath Parish Council to hold an Annual Meeting in 2020;
- b) That any appointments that would have been made or required to have been made by law at the Annual Meeting, continue until such time as the Council determines. These appointments include the Chairman and Vice-Chairman of the Council and the Chairman and Vice-Chairman of Committees; and
- c) That the Council agrees to continue with the current arrangements as approved at the Annual Meeting on 14 May 2019, until the Annual Meeting on 17 May 2021.

33 ATTENDANCE DISPENSATION UNDER SECTION 85 OF THE LOCAL GOVERNMENT ACT 1972

RESOLVED:

That, having regard to the current circumstances arising from the Coronavirus (COVID-19) pandemic, and in accordance with Section 85(1) of the Local Government Act 1972, the requirement for all Fair Oak & Horton Heath Parish Councillors to attend any meeting of the authority throughout a period of six consecutive months, be waived for a six month period commencing 21 July 2020, therefore expiring on 21 January 2021.

This was all the business and the meeting closed at 7.30 pm.

Signed.....

Chairman