



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

15 September 2020

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 21 September 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 18 September 2020 or utilising the live Q&A function as part of MS Teams.

AGENDA

PART I - PUBLIC SESSION

APOLOGIES

1 MINUTES (PAPER A, PAGES 3-15)

- a) To approve the minutes of the Council meeting held on 20 July 2020 as a correct record.
- b) To approve the minutes of the Asset Committee meetings and the recommendations held on 13 January & 8 September 2020; and
- c) To note the delegated planning comments made 20 & 31 July, 14 August & 28 August 2020.

2 DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

3 REPORT OF RESPONSIBLE FINANCE OFFICER (REPORT B, PAGES 16-20)

To approve the report of the Responsible Finance Officer, note cheque signing and BACS payments.

4 APPOINTMENT OF INTERNAL AUDITOR

To approve the appointment of the Internal Auditor for the financial year 2020/21.

5 APPOINTMENT OF BUDGET TASK & FINISH GROUP

To appoint three members to serve on the Budget Task & Finish Group.

NB: meeting dates have already been scheduled for 27 October & 24 November both at 10.00am.

6 LIBRARY TASK & FINISH GROUP (REPORT C, PAGES 21-33)

To consider the findings and recommendations of the Library Task & Finish Group.

7 MEMBERS' CODE OF CONDUCT (REPORT D, PAGES 34-46)

To approve the adoption of the Members' Code of Conduct.

8 WORK PROGRAMME (REPORT E, PAGES 47-49)

To note the work programme.

9 CHRISTMAS OPENING HOURS

RECOMMENDED:

That the Council offices be closed on the following days: -

Thursday 24 December 2020

Friday 25 December 2020

Monday 28 December 2020

Tuesday 29 December 2020

Friday 1 January 2021

11 MEMBERSHIP OF COMMITTEES

To consider any changes that the Council might wish to make to the membership of Committees. There is currently one vacancy on the Asset Committee.

12 ADDENDUM STATEMENT OF COMMUNITY INVOLVEMENT CONSULTATION (27 AUGUST – 12 OCTOBER 2020)

To consider Eastleigh Borough Council's Statement of Community Involvement Consultation document.

The document can be found via the following link:

<https://www.eastleigh.gov.uk/planning-and-building/planning-policy-and-implementation/local-plan/local-plan-news-and-updates>

13 EXCLUSION OF THE PUBLIC AND THE PRESS

At the conclusion of this part of the Agenda, the Chairman will move the following resolution: -

"That, under Section 1(2) of the Public Bodies Admissions to Meetings Act 1960, the public and the Press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information which would be prejudicial to the public interest by reason of its confidential nature (commercial & staffing matters)"

PART II – PRIVATE SESSION

Members are reminded that reports and information relating to this session are not for publication and should be treated as strictly confidential.

14 SCOUT HUT, SHORTS ROAD (VERBAL REPORT)

To agree a resolution to the negotiation process.

To: Councillors

D Abbott
S Anderson
P Barrett
C Bird
N Couldrey

H Douglas (Chairman)
K Forfar
T Higby
M Marsh
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)



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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 Play 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



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 ASSET Committee Meeting held on Monday 13 January 2020 at 7.00 pm at 2 Knowle Park Lane, Fair Oak

P = present, Ab = absent, Ap = apologies

Committee:

Ab	Cllr Abbott	P	Cllr Forfar
P	Cllr Anderson	P	Cllr Scott (Chairman)
Ap	Cllr Bird (Vice Chairman)	P	Cllr Spearey
P	Cllr Douglas	Ab	Cllr Warrillow

Officers in Attendance:

Ms M Stephens, Clerk, Mrs L Greenslade, Deputy Clerk & Mr M Johnson, Operations Manager

PUBLIC SESSION

There were no members of the public present.

28 DECLARATIONS OF INTEREST

Cllr Douglas in Minute No. 31 and Cllr Forfar in Minute number 35.

29 MINUTES (PAPER A)

RESOLVED:

That the minutes of the Asset Committee meeting held on 11 November 2019 (approved by the Full Council on 18 November 2019), be noted.

30 PROPERTY MATTERS

Members received a presentation on current status for all parish properties and public open space attached as Appendix 1 to these minutes.

RESOLVED:

That the contents of the presentation be noted.

31 PEMBERS HILL PUBLIC OPEN SPACE

Cllr Douglas declared a disclosable pecuniary interest on the grounds that the application site was close to her home and could have an effect. She did not participate in the discussion and did not vote.

At the request of Eastleigh Borough Council, the Clerk tabled a proposed landscape plan covering the public open space (POS) to the East of the development and the proposed central area with LEAP.

In discussing the proposed plans for the POS, members felt that they were unable to pass formal comment because of the lack of detail on the map.

As the Council had a number of new members, who were not as familiar with the development and the plans for the POS, the Asset Committee requested that Drew Smith/EBC attend a Parish Council meeting to go through the landscape plans. And that these plans be far more user friendly, colour coded, with keys and more detail provided – e.g. materials for pathways, bench & bin locations etc.

Once this information was provided, members would be better able to provide formal comment.

32 MEADOWSWEET WAY PLAY AREA (REPORT B)

Members considered the interim results of the public consultation as set out in the above report.

The public consultation, which would remain open until the end of January, had so far, received 47 responses. Initial analysis of these responses showed that a large majority of residents would like a woodland themed play area, with natural play equipment. In addition, residents would like to see landscaping, and planting in the public open space on the site.

Members briefly discussed the funding of the play area, and requested that the Clerk update them, should any progress be made with the Pocket Parks Grant, without which, the Council would have to source top-up funding to complete the play area project.

A full options report would be submitted to the April Committee following close of the community consultation.

RESOLVED:

That the contents of the report be noted.

33 COMMUNITY CAFÉ TASK & FINISH GROUP

The Clerk gave a verbal report of progress on the work of the Group. The Group had met on two occasions and were in the process of considering options for the relocation and expansion of the Café, preferably in the centre of the village.

A full presentation from the Café and a report with findings and recommendations would be submitted to February Council.

34 COMMUNITY EVENTS CALENDAR

The Clerk tabled a suggested national awareness days and events calendar for the year (attached as Appendix 2).

The calendar would be used to raise the Council's social media profiles, by suggested facebook posts recognising relevant national awareness days. It also suggested small scale activities that the Council could undertake (such as litter picks during the Great British Spring Clean) during these days.

RESOLVED:

That the Calendar as set out in Appendix 2 be approved.

35 KNOWLE PARK SKATEPARK SHELTER

Cllr Forfar disclosed a non-pecuniary interest as a resident of Knowle Park Lane. She concluded that there were no issues under common law that prevented her from remaining in the meeting to speak and to vote.

The Clerk had been made aware from reports of local residents, that anti-social behaviour continued to take place at the skate park shelter including noise late at night, possible drug taking and often resulting in broken glass being found by the skate park shelter the next day.

Members were concerned to hear that residents were subject to anti-social behaviour but were reluctant to permanently remove the shelter from the site. As a compromise position, members suggested that the shelter, be relocated to another part of the park.

As member wished to resolve this matter swiftly, they requested that the Operations Manager present options for alternative locations for the shelter, for consideration at the 20 January Planning Committee. Members would review the effectiveness of the new location of the shelter at the April Committee meeting.

RESOLVED:

That the skate park shelter be relocated to another area in Knowle Park, with the Operations Manager presenting options for alternative locations for the shelter, for consideration at the 20 January Planning Committee.

36 WORK PROGRAMME (REPORT C)

Members considered the Committee's work programme and made changes as necessary.

RESOLVED

That the Report be noted.

Signed Chairman



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Minutes of the “virtual” ASSET Committee Meeting held on Tuesday 8 September 2020 at 2.00 pm

P = present, Ab = absent, Ap = apologies

Committee:

	Vacancy	Ap	Cllr Forfar
P	Cllr Anderson	Ap	Cllr Scott (Chairman)
P	Cllr Bird (Vice Chairman)	P	Cllr Spearey
P	Cllr Douglas	Ab	Cllr Warrillow

Officers in Attendance:

Ms M Stephens, Clerk, Mrs L Greenslade, Deputy Clerk & Mr M Johnson, Operations Manager

PUBLIC SESSION

There were no members of the public present and no Q&A's received.

1 DECLARATIONS OF INTEREST

None.

2 MINUTES (PAPER A)

RESOLVED:

That the minutes of the Asset Committee meeting held on 13 January 2020 be noted.

3 ASSETT UPDATE (REPORT B)

Members received a report on the status for all parish properties and public open space.

Members raised no questions.

RESOLVED:

That the contents of the report be noted.

4 SHORTS ROAD GARAGE (REPORT C)

Members considered the disposal of the garage at Shorts Road following the review the Operations Manager undertook in Autumn 2019. The review highlighted that the garage at Shorts Road was not actively being used by the Parish Council. Given the condition, age and infrequent use, the value of the garage to the Parish was minimal. The Clerk advised that since the pandemic, the Village Hall had been using the garage for storage.

RESOLVED:

- a) That the garage be transferred to the Trustees of the Fair Oak Village Hall, for a nominal sum of £10 taking into account the age, repair and maintenance of the garage, subject to the Finance Officer confirming with the Internal Auditor that this complies with “best value” for the disposal of the asset; and
- b) That annual meetings are held with the Village Hall Trustees to continue a good working relationship.

5 SUPPLEMENTARY BUDGET REQUEST – CHRISTMAS LIGHTS (REPORT D)

Members considered a supplementary budget request for Christmas light provision, following the approach from Eastleigh Borough Council inviting the Parish Council, along with other Councils, to enter a joint venture for the next 3 years for the installation and maintenance.

RECOMMENDED:

That the Full Council approves £4,077 be taken from the Community Events budget code for the provision of a three-year Christmas lights contract with Ichthus Event Solutions.

6 WORK PROGRAMME (REPORT E)

Members considered the Committee’s work programme.

RESOLVED:

That the report be noted.

This was all the business and the meeting closed at 2.17 pm.

Signed Chairman

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 20 July 2020

Application No: [H/20/88106](#)

Site Address: 51 Sandy Lane, Fair Oak, SO50 8EU

Description: Single storey side and rear extension following removal of conservatory

Comments: No Objection

Application No: [X/20/88047](#)

Site Address: Land to the East of Anson Road, Horton Heath Eastleigh, SO50 7DJ

Description: Variation of conditions 3 (materials), 6 (bin & cycle store) and 8 (landscaping) of planning permission F/19/86119 for the erection of 1 no. bungalow with associated landscaping, amenity areas and a means of access from Anson Road.

Comments: No Objection

Application No: [F/19/86707](#)

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

Description: Construction of a 164 metre runway extension at the northern end of the existing runway, associated blast screen to the north of the proposed runway extension, removal of existing bund and the reconfiguration and extension of existing long stay car parking to the east and west of Mitchell Way to provide additional long stay spaces (Amended Description) This application is subject to an Environmental Impact Assessment.

Comments: No Objection

Application No: RM/18/83278

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

Description: Non-material amendment for minor changes to the approved Reserved matters for the construction of 242 dwelling units and retention of 2 dwellings pursuant to outline permission O/15/77190 for residential development. Plan change in respect of adjustment to position of south-western boundary line and erection of a new fence and wall on this boundary

Comments: No objection. Cllr Douglas declared an interest.

Application No: [T/20/88024](#)

Site Address: Land adjacent 17A Bradshaw Close, Fair Oak, Southampton, SO50 7BS

Description: 2 no. Birch (T1 & T2) and 1 no. Sycamore (T3) - localised crown lift by 3 metres and reduction to reduce lateral limbs growing over boundary by 3 metres (back to boundary line) .

Comments: No Objection subject to the agreement of the Tree Officer

Application No: [T/20/88028](#)

Site Address: 2B Sandy Lane, Fair Oak, SO50 8EL

Description: 1 no. Ash (T1) - Reduce crown spread from 12m to 10m. Crown raise to 4 metres.

Crown clean by removing epicormic growth up to 20mm.

Comments: No Objection subject to the agreement of the Tree Officer

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 31 July 2020

Application No: [T/20/87938](#)

Site Address: 8 Brunswick Close, Fair Oak, SO50 8FH

Description: 1 no. Oak (T1) - Reduce and reshape by up to 3 metres, crown raise to 6 metres.

1 no. Sycamore (T2) - Reduce and reshape by up to 3 metres, crown raise to 5 metres.

Comments: No Objection

Planning Specialist Contact Details

Email: claire.jakeman@eastleigh.gov.uk

Application No: [T/20/88222](#)

Site Address: Land to the rear of 11 Davidson Drive, Fair Oak, Eastleigh, SO50 7HX

Description: 1 no. Scots Pine (T1) - reduce the lowest lateral on the southern side of the crown by approximately 2 metres.

Comments: The application falls within a sensitive area with local people. The Parish Council recognises that if a tree is dangerous then it should be addressed, however, sees no reason to carry out unnecessary works. We would be guided by EBC's Tree Officer.

Planning Specialist Contact Details

Email: claire.jakeman@eastleigh.gov.uk

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 14 August 2020

Application No: [H/20/88265](#)

Site Address: 72 Sandy Lane, Fair Oak, SO50 8GB

Description: Installation of dropped kerb

Comments: No objection

Application No: [H/20/88293](#)

Site Address: 33 Brunswick Road, Fair Oak, SO50 8FF

Description: Single storey front extension

Comments: No objection

Application No: [T/20/88151](#)

Site Address: 5 Walkers Close, Fair Oak, SO50 7NH

Description: 1 no. Ash (T1) - to reduce the two lowest limbs by approximately 2.5 to 3 metres.

1 no. Willow (T2) - to reduce the lateral limbs back to the previous pollard points.

1 no. Beech (T3) - reducing or removing secondary growth to leave an approximate clearance of 1 metre from shed.

1 no. Poplar (T4) - reducing or removing secondary growth to leave an approximate clearance of 1 metre from pergola.

Comments: No objection subject to the Tree Officer's report.

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 28 August 2020

Application No: [H/20/88410](#) .

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

Description: Replacement steps and handrail

Comments: No objection

Planning Specialist Contact Details

Email: rachael.morris@eastleigh.gov.uk

Application No: [A/20/88387](#)

Site Address: The George, 492 Fair Oak Road, Fair Oak, SO50 7AN

Description: Consent to display 1no. illuminated double-sided hanging sign; 3no. sets of illuminated lettering; 2no. signwritten portraits; 3no. amenity boards; 2no. up/down lights and 5no. LED floodlights.

Comments: No objection

Planning Specialist Contact Details

Email: naomi.arnold@eastleigh.gov.uk

Application No: [L/20/88393](#)

Site Address: The George, 492 Fair Oak Road, Fair Oak, SO50 7AN

Description: Listed building consent to display 1no. illuminated double-sided hanging sign; 3no. sets of illuminated lettering; 2no. signwritten portraits; 3no. amenity boards; 2no. up/down lights and 5no. LED floodlights.

Comments: No Objection

Planning Specialist Contact Details

Email: naomi.arnold@eastleigh.gov.uk

Application No: [T/20/88342](#) .:

Site Address: Hardings Copse behind 40 Scotland Close, Fair Oak, Eastleigh, SO50 7BR

Description: 1 no. Ash (T1) - Fell.

Comments: No Objection

Planning Specialist Contact Details

Email: claire.jakeman@eastleigh.gov.uk

Application No: [H/20/88534](#)

Site Address: 412A Fair Oak Road, Fair Oak, SO50 7AD

Description: Single storey side extension, front bay window and Juliette balcony and bi-fold doors to rear.

Comments: No objection

Planning Specialist Contact Details

Email: naomi.arnold@eastleigh.gov.uk

Financial Statement Summary

- Total cash held across all bank accounts as at 31st August is £693,023
- Total Petty cash held as at 31st August is £60.78
- Total receipts for August into the current account was £52,010
£50,000 relates to a cashbook transfer from the Premier account.
- Total current account payments for August was £32,800
(see attached for breakdown)
- Total BACS invoice payments outstanding is £4,184
- There are no cheques that require signing this month.

Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 1 September 2020

<u>Confirmed Bank & Investment Balances</u>			
<u>Bank Statement Balances</u>			
31/08/2020	Current Account	76,905.53	
31/08/2020	Premier Account	307,553.45	
31/08/2020	Public Sector Deposit Fund	308,503.56	
31/08/2020	Petty Cash	60.78	
			693,023.32
<u>Unpresented Payments</u>			
			150.00
			692,873.32
<u>Receipts not on Bank Statement</u>			
			0.00
Closing Balance			692,873.32
<u>All Cash & Bank Accounts</u>			
1	Current Account	69,565.06	
2	Premier Account	307,553.45	
3	Public Sector Deposit Fund	308,503.56	
4	Petty Cash	60.78	
	Other Cash & Bank Balances	0.00	
	Total Cash & Bank Balances		685,682.85

Receipts for Month 5

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 :	57,546.77					57,546.77	
	Banked: 06/08/2020	69.00						
	South Coast	69.00			1530	510	69.00	memorial application
	Banked: 11/08/2020	33.58						
	Mr S	33.58			1500	500	33.58	ALLOTMENT
	Banked: 17/08/2020	50,000.00						
Trans	Premier Account	50,000.00			210		50,000.00	current act top up
	Banked: 20/08/2020	1,392.00						
	Twynham charities	1,392.00			4834	550	1,392.00	Twynham charities - Treework
	Banked: 25/08/2020	51.50						
	Mr A	51.50			1500	500	51.50	Allotment Plot B12
	Banked: 25/08/2020	51.50						
	Mr P	51.50			1500	500	51.50	Allotment Plot B9
	Banked: 25/08/2020	51.50						
	Mr L	51.50			1500	500	51.50	Allotment Plot C10
	Banked: 25/08/2020	51.50						
	Mr W	51.50			1500	500	51.50	Allotment Plot C3
	Banked: 25/08/2020	51.50						
	Mr R	51.50			1500	500	51.50	Allotment Plot B12
	Banked: 25/08/2020	51.50						
	Mr C	51.50			1500	500	51.50	Allotment Plot A13
	Banked: 25/08/2020	51.50						
	Mr S	51.50			1500	500	51.50	Allotment Plot B17
	Banked: 26/08/2020	51.50						
	Mr D	51.50			1500	500	51.50	Allotment Plot
	Banked: 28/08/2020	51.50						
	Mr W	51.50			1500	500	51.50	Allotment Plot A09
	Banked: 29/08/2020	51.50						
	Mr P	51.50			1500	500	51.50	Allotment Plot
Total Receipts for Month		52,009.58	0.00	0.00			52,009.58	
Cashbook Totals		109,556.35	0.00	0.00			109,556.35	

Date: 12/09/2020

Fair Oak & Horton Heath Parish Council

Page: 2

Time: 19:14

Cashbook 1

User: JOANNA

Current Account

For Month No: 5

Payments for Month 5

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/08/2020	ACELIFTAWAY	75412	106.28	106.28		500			Allotment toilet
01/08/2020	ALLSTAR	75413	542.84	542.84		500			Fuel
01/08/2020	AMETHYST	75414	5,040.00	5,040.00		500			hanging baskets
01/08/2020	APPLETON SIGNS	75415	57.77	57.77		500			HH and Woodlands signs
01/08/2020	AQUA AID	75416	23.99	23.99		500			water dispenser
01/08/2020	CONDOR	75417	17.43	17.43		500			printer consumables
01/08/2020	DAVID BOWEN	75418	2,800.00	2,800.00		500			Consultancy fees - HH Playarea
01/08/2020	DYNAMIKA UK	75419	384.00	384.00		500			water sample HH
01/08/2020	EBC	75420	335.35	335.35		500			Gen bin emptying -Recycle
01/08/2020	FOX'S CLEANING	75421	25.00	25.00		500			window cleaning
01/08/2020	HCC	75422	73.09	73.09		500			stationary
01/08/2020	JRB Enterprise	75423	63.66	63.66		500			DOG DISPENSER BAGS
01/08/2020	MALCOLM MACNEISH	75424	150.00	150.00		500			new double sockets
01/08/2020	PENINSULA	75425	378.10	378.10		500			EAP
01/08/2020	QIC systems	75426	284.64	284.64		500			Monthly licence
01/08/2020	SMART MARKETING	75427	78.00	78.00		500			Marketing support
01/08/2020	SOURCE SUPPLIES	75428	46.00	46.00		500			Nitrile gloves
01/08/2020	TRADE UK	75429	119.52	119.52		500			Misc Materials
01/08/2020	ZIDAC	75430	816.80	816.80		500			hand sanitizer dispenser
03/08/2020	southern electric	DD	53.00		8.83	4405	240	44.17	electricity Pavillion
04/08/2020	County Supplies	VISA	30.00			4875	600	30.00	xmas lights licence
04/08/2020	barclaycard	DD	18.00		3.00	4140	110	15.00	card payment terminal
12/08/2020	Overline	DD	179.19		29.86	4120	230	149.33	Tel system
12/08/2020	Overline	DD	63.79		10.63	4120	150	53.16	Tel system
12/08/2020	o2	DD	36.29		6.05	4125	110	30.24	Mobiles
13/08/2020	adobe	VISA	12.64		2.11	4132	110	10.53	adobe
13/08/2020	payroll	BACS	13,879.07			4000	110	5,479.72	payroll
						4000	200	8,399.35	payroll
15/08/2020	HMRC	BACS	3,798.80			4000	110	3,798.80	PAYE
15/08/2020	Hampshire pensions	BACS	2,838.72			4010	110	2,838.72	PENSIONS
17/08/2020	staff refund - Fuel	BACS	134.72			4305	210	134.72	Fuel
17/08/2020	Payzone	DD	64.20		10.70	4140	110	53.50	payment terminal
17/08/2020	BT	DD	107.88		17.98	4120	250	89.90	tel and broadband
17/08/2020	sage payroll	DD	20.40		3.40	4132	110	17.00	sage payroll
18/08/2020	DRSA	DD	31.69		5.28	4410	510	26.41	water - cemetery
19/08/2020	ARCO ITD	BACS	73.26		12.21	4990	110	61.05	First aid kit stock up
19/08/2020	Trade uk	BACS	0.30			4540	290	0.30	misc materials
24/08/2020	BT	BACS	103.08			4120	240	103.08	Tel and Broadband
24/08/2020	British Gas	BACS	13.32		2.22	4400	150	11.10	Gas - Parish Office
Total Payments for Month			32,800.82	11,342.47	112.27			21,346.08	
Balance Carried Fwd			76,755.53						
Cashbook Totals			109,556.35	11,342.47	112.27			98,101.61	

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
03/06/2020	7985	ALLS	ALLSTAR	339.59	67.92	407.51	407.51
01/07/2020	5650	ALLS	ALLSTAR	185.03	37.00	222.03	222.03
31/07/2020	548556	ARCO	ARCO	61.05	12.21	73.26	73.26
01/09/2020	122	SJH	SJH	60.00	12.00	72.00	72.00
01/09/2020	0162	TRAD001	TRADE	19.98	4.00	23.98	23.98
01/09/2020	217.10	EBC001	EBC	217.10	0.00	217.10	217.10
01/09/2020	0362	TRAD001	TRADE	29.90	5.98	35.88	35.88
01/09/2020	0762	MALC	MALCOLM	180.00	0.00	180.00	180.00
01/09/2020	1337	SMAR001	SMART	65.00	13.00	78.00	78.00
01/09/2020	1798	TRAD001	TRADE	19.93	3.99	23.92	23.92
01/09/2020	2169	REAL001	REALTIS	290.00	58.00	348.00	348.00
01/09/2020	2784	QIC	QIC	227.40	45.48	272.88	272.88
01/09/2020	4308	COND001	CONDOR	163.60	32.72	196.32	196.32
01/09/2020	5920	ACE001	ACE	88.57	17.71	106.28	106.28
01/09/2020	6949	TRAD001	TRADE	14.25	2.85	17.10	17.10
01/09/2020	7284	TRAD001	TRADE	7.60	1.52	9.12	9.12
01/09/2020	7302	EBC001	EBC	28.03	0.00	28.03	28.03
01/09/2020	7414	STRE001	STREET	452.00	90.40	542.40	542.40
01/09/2020	7431	COMPL	COMPL	250.00	50.00	300.00	300.00
01/09/2020	9157	EBC001	EBC	23.36	4.67	28.03	28.03
01/09/2020	9207	EBC001	EBC	233.80	0.00	233.80	233.80
01/09/2020	9424	EBC001	EBC	205.44	0.00	205.44	205.44
01/09/2020	9524	PENIN	PENIN	298.08	58.42	356.50	356.50
01/09/2020	22170	REAL001	REALTIS	172.00	34.40	206.40	206.40
TOTAL INVOICES				3,631.71	552.27	4,183.98	4,183.98

FULL COUNCIL – 15 JUNE 2020

LIBRARY TASK & FINISH GROUP – FINDINGS & RECOMMENDATIONS

1. EXECUTIVE SUMMARY

- 1.1 The Council's Task and Finish Group has held discussions with the County Council's Libraries Service and considers that it may be possible to mitigate the loss of the formal Library at Fair Oak by establishing an informal community library in its place. This would be run and staffed by volunteers and could be set up through a community interest (CIC) company. However, it is likely that the CIC some help from the Parish Council. Accordingly, it proposes that the Council facilitate the proposal set out below.

2. BACKGROUND

- 2.1 On 16 March 2020, the Council set up a task and finish group to work with Hampshire County Council (HCC) to consider future library provision in the parish. Since then HCC has decided to close Fair Oak library. Their rationale for its closing is based on the information set out in **Appendix 1**. It is their intent to close the library by the end of this calendar year. The task group has held a series of discussions with HCC and others to establish the feasibility of continuing the library in some form.

3. ARRANGEMENTS WITH HCC

- 3.1 HCC is not prepared to continue Fair Oak library in any form, but it is prepared to facilitate the continuation of some form of library service by others. The support offered by HCC is as follows:
- a. HCC looks favourably on transferring the property and its fittings (especially bookshelves) to the Parish Council or a community organisation for community use. It accepts that the use could be wider than the provision of a library. But it wishes to be relieved of all costs of maintaining the property.
 - b. It will transfer the current stock of books and will adapt the current ordering system to allow the community library to order and borrow books for library members. It will also lend about 100 books to the library for three months at a time. But otherwise it will not help maintain a stock of library books. HCC currently spends about £9,000 per annum purchasing new books for Fair Oak library.
 - c. It will not provide any I.T whether for running the library or permitting residents to use the Library Service's existing access arrangements.
 - d. It will provide limited transitional support, including
 - a. some expertise and information such as details of current stock and, subject to GDPR, current library users;
 - b. a grant of not more than £10,000 to cover transitional costs; and
 - c. In recognising that the Parish Council cannot raise funds through its precept until the next financial year, HCC has offered help running the library during a transitional period from the end of the year to the beginning of next April.

4. THE PROPOSAL

4.1 The Task & Finish Group has considered the options and considers that it is feasible to establish a community library which would be run by volunteers to provide some (but not necessarily the same) library services. The service would be provided through a separate company, either a community interest company or a charity, so that the Parish Council does not have any direct liability for the community library.

4.2 The proposal is dependent on several factors including: -

- a) Finance – HCC have supplied financial cost breakdown for the running of the library. This is shown at **Appendix 2**. The annual net cost to support the building only is £5,320. However, this does not include CCTV, health & safety, stationary, broadband, I.T equipment, software support, insurance, website/marketing, possible Parish Staff time/resource and the largest financial outlay being new book stock. HCC will supply the full costs to run the library in due course.
- b) Building – a plan and layout of the building is set out in **Appendix 3**. HCC have confirmed the building is approximately **tbc** years old. At the request of the Parish Council, HCC are currently undertaking a full condition survey of the building. This will be shared in due course with the Parish Council.
- c) Volunteers – due to health and safety/lone working, two volunteers would need to run the library at any one time. The service is heavily dependent on enough volunteers coming forward. Managing volunteers could be a complex operation including recruiting, managing, training, establishing the arrangements for lending, or exchanging books, managing the property, its insurance, and the utilities, maintaining the I.T and controlling its finances. This is an onerous task for non-professional volunteers.

5. IMPORTANT CONSIDERATIONS

- 5.1 Despite the library being primarily run by volunteers through a separate organisation, there are implications for the Parish Council.
- 5.2 The organisation/volunteers will need help with setting up the project and the transitional arrangements. This include establishing the legal arrangements, transferring the assets, etc
- 5.3 There are long term issues. The community library will have long term costs and, yet no income.
- 5.4 Moreover, there is a risk that any volunteer arrangements can be unstable, and the Parish Council would be expected to intervene even if not legally obliged to do so.
- 5.5 Nonetheless the Task & Finish Group considers that there is a real chance of a successful project that will meet the needs of local people both for library and community services.

6. RECOMMENDATION

6.1 That the Council agree to facilitate the establishment of a community library by calling for volunteers and helping them to take the project forward.

6.2 As an alternative to handing over control of the project to the new charity immediately, that the Task & Finish Group continue to hold discussions with HCC to finalize the details and establishment of the library; and

6.3 That a final report be submitted to the Council, to include any financial and legal obligations of the final arrangements when appropriate.

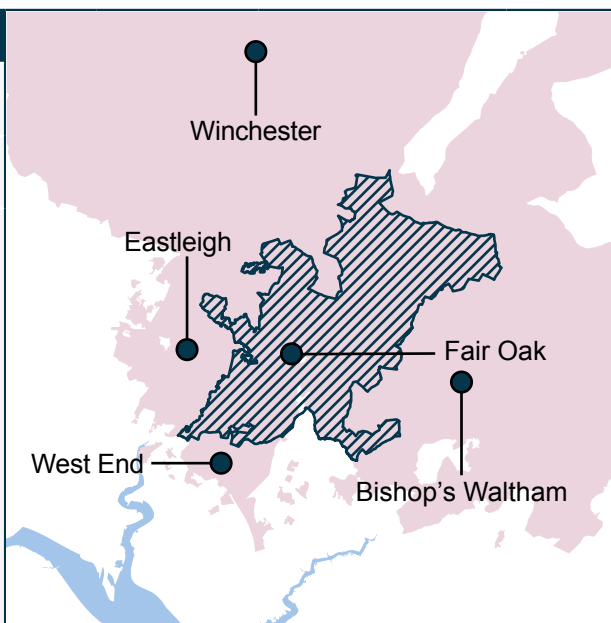



FOR FURTHER INFORMATION CONTACT:

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Nick.couldrey@fairoak-pc.gov.uk

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

Library		Data used in Stage One (2018/19 financial year)							Data used in Stage Two (2018/19 financial year)					
		Usage (per open hour)			Access	Cost	Rank (1 is highest 48 is lowest)		Tier	Accessibility		Community Need	Building	Usage
Name	District Council	Visits	Items issued	Computer use (hours)	Percentage of unique users	Net cost (per open hour)			Tier of each library	Journey time by car to alternative Library – less than 20 mins	Journey time by public transport to alternative library – around or less than 30 mins	IMD score (2019) 1 is most deprived, 10 is least deprived.	Leasehold/ Freehold	Number of library members who used the library within the last year (includes loans/ renewals only)
Aldershot	Rushmoor	39	27	10.5	83%	£120.53	5		2	Yes	Yes	6.0	Freehold	3,788
Alresford	Winchester	25	35	0.1	66%	£75.05	=28		3	Yes	Yes	8.0	Freehold	1,786
Alton	East Hampshire	49	49	3.1	82%	£136.15	7		2	No	Yes	8.0	Freehold	5,249
Andover	Test Valley	67	54	3.7	88%	£166.55	2		1	Yes	No	7.1	Leasehold	6,902
Basingstoke	Basingstoke and Deane	78	67	9.8	66%	£280.90	=28		1	Yes	Yes	7.3	Leasehold	12,578
Bishop's Waltham	Winchester	25	48	0.3	63%	£101.34	=34		3	Yes	No	8.4	Freehold	1,883
Blackfield	New Forest	6	12	0.4	38%	£39.71	47		3	Yes	Yes	6.5	Freehold	474
Bordon	East Hampshire	33	28	1.7	76%	£79.65	=14		2	No	No	7.4	Freehold	2,419
Bridgemarky	Gosport	19	18	0.7	42%	£79.01	48		3	Yes	No	4.4	Freehold	1,019
Chandler's Ford	Eastleigh	99	71	2.4	72%	£168.59	=17		1	Yes	Yes	9.4	Freehold	7,720
Chineham	Basingstoke and Deane	39	45	1.4	51%	£124.31	45		2	Yes	Yes	8.0	Freehold	4,858
Eastleigh	Eastleigh	66	48	4.7	61%	£173.85	=37		2	Yes	No	7.8	Leasehold	6,384
Elson	Gosport	23	16	1.1	46%	£73.74	=41		3	Yes	Yes	5.2	Freehold	1,443
Emsworth	Havant	37	26	0.8	62%	£81.93	=34		3	Yes	Yes	7.5	Leasehold	2,227
Fair Oak	Eastleigh	30	27	0.2	54%	£74.04	40		3	Yes	Yes	9.1	Freehold	1,254
Fareham	Fareham	110	64	5.9	55%	£222.94	36		1	Yes	Yes	7.9	Freehold	11,184
Farnborough	Rushmoor	64	55	5.8	82%	£152.17	3		1	Yes	Yes	7.3	Freehold	6,712
Fleet	Hart	54	73	3.0	85%	£178.67	6		1	Yes	No	9.5	Freehold	8,257
Fordingbridge	New Forest	33	31	1.8	79%	£78.17	4		3	Yes	Yes	7.4	Freehold	1,858
Gosport	Gosport	100	47	7.9	63%	£257.31	31		1	Yes	Yes	5.7	Freehold	7,396
Havant	Havant	77	38	5.3	57%	£146.48	=32		2	Yes	Yes	5.5	Leasehold	5,105
Hayling Island	Havant	28	30	1.4	77%	£79.77	13		2	Yes	No	6.2	Freehold	2,263
Hedge End	Eastleigh	28	42	1.3	71%	£95.81	=22		2	Yes	Yes	8.6	Leasehold	4,342
Horndean	East Hampshire	18	21	0.3	49%	£72.31	46		3	Yes	Yes	8.8	Freehold	876
Hythe	New Forest	51	52	2.8	78%	£138.80	=11		2	No	No	7.1	Freehold	5,369
Lee-on-the-Solent	Gosport	32	27	1.0	44%	£76.13	=43		3	Yes	Yes	8.2	Freehold	1,723
Leigh Park	Havant	21	22	2.5	58%	£104.42	=41		3	Yes	Yes	2.7	Freehold	1,944
Liphook	East Hampshire	19	28	0.5	68%	£68.37	=22		3	Yes	Yes	8.1	Freehold	1,215
Lockswood	Fareham	75	65	0.9	63%	£123.09	24		2	Yes	Yes	8.9	Leasehold	5,194
Lymington	New Forest	64	54	2.5	76%	£158.92	=20		1	Yes	No	8.1	Freehold	6,022
Lyndhurst	New Forest	15	16	0.7	54%	£44.59	39		3	Yes	Yes	7.4	Leasehold	789
Netley	Eastleigh	33	28	0.3	80%	£79.16	=11		3	Yes	Yes	7.8	Leasehold	904
New Milton	New Forest	49	53	2.3	74%	£137.74	=20		2	No	No	7.7	Freehold	3,922
Odiham	Hart	20	14	0.1	61%	£29.22	=32		3	Yes	Yes	8.8	Freehold	678
Overton	Basingstoke and Deane	20	19	0.4	64%	£44.55	25		3	Yes	Yes	8.8	Leasehold	667
Petersfield	East Hampshire	77	54	3.1	78%	£158.36	=8		1	Yes	No	7.7	Freehold	6,820
Portchester	Fareham	42	35	1.6	67%	£104.04	=26		2	Yes	Yes	7.3	Freehold	3,146
Ringwood	New Forest	35	47	1.6	83%	£128.96	10		2	Yes	Yes	7.6	Freehold	3,463
Romsey	Test Valley	58	71	2.1	77%	£158.41	=17		2	No	Yes	7.9	Freehold	6,236
South Ham	Basingstoke and Deane	32	37	0.9	48%	£87.70	=43		3	Yes	Yes	7.1	Freehold	2,065
Stubbington	Fareham	53	52	1.2	53%	£116.07	=37		2	Yes	Yes	9.0	Leasehold	4,736
Tadley	Basingstoke and Deane	43	36	2.4	75%	£100.28	=14		2	Yes	Yes	8.3	Freehold	3,435
Totton	New Forest	49	58	2.5	77%	£123.82	=8		2	Yes	No	6.7	Freehold	4,964
Waterlooville	Havant	61	63	4.3	77%	£200.57	16		1	Yes	No	7.5	Freehold	7,895
West End	Eastleigh	34	21	0.6	62%	£48.85	=26		3	Yes	Yes	7.7	Leasehold	1,403
Whitchurch	Basingstoke and Deane	21	22	0.4	62%	£62.81	30		3	Yes	Yes	8.7	Leasehold	1,158
Winchester	Winchester	185	74	6.6	73%	£238.89	19		1	No	Yes	8.2	Freehold	13,928
Yateley	Hart	56	35	1.1	86%	£75.69	1		3	Yes	No	9.3	Freehold	2,562
Community-managed libraries														
North Baddesley	Test Valley	Not available	8	0.1	58%	£11.36	n/a		4	Yes	Yes	8.2	n/a	349
Lowford	Eastleigh	Not available	6	0.2	55%	£10.68	n/a		4	Yes	Yes	7.0	n/a	464
Kingsclere	Basingstoke and Deane	Not available	10	0.1	74%	£18.22	n/a		4	Yes	Yes	7.4	n/a	328
Milford-on-Sea	New Forest	Not available	8	0.0	42%	£16.59	n/a		4	Yes	Yes	9.0	n/a	349

Library		Additional relevant contextual information (2018/19 financial year)										Additional relevant contextual information (2018/19 financial year)					
		Usage									Community Need					Cost	Accessibility
Name	District Council	Items issued (per annum)	Visits (per annum)	Hours open (per week)	% of library members with-in catchment population	Use of Go-Online public computers (hours per annum)	Annual learner hours – learning in libraries and library led learning	% growth in library catchment population to 2025 (within Hampshire)		Library catchment area population	% of library catchment population who live in the 20% most deprived areas in England & Wales.	Education attainment (IMD component 4) (Hampshire avg. 7.0)	% of households with no cars in each catchment area (Hampshire avg. 5.8%)	% aged 0-17 years in catchment area (Hampshire avg. 21%)	% aged over 60 years in catchment area (Hampshire avg. 25%)	Cost per issue	Maximum car journey time for customers that live within the library catchment
Aldershot	Rushmoor	72,924	105,877	52.0	6.7%	28,310	3,351	13%		41,456	9.3%	5.1	6.9%	22%	19%	£4.47	6 mins
Alresford	Winchester	37,798	27,813	21.0	10.7%	162	1,069	9%		13,257	0.0%	8.8	3.6%	20%	33%	£2.17	18 mins
Alton	East Hampshire	115,815	115,367	45.0	10.8%	7,296	2,837	12%		38,337	0.0%	8.3	4.3%	20%	30%	£2.75	14 mins
Andover	Test Valley	146,677	181,160	52.0	7.0%	10,036	2,508	6%		78,904	1.9%	6.4	5.8%	22%	25%	£3.07	13 mins
Basingstoke	Basingstoke and Deane	202,502	236,472	58.0	7.2%	29,704	11,285	11%		135,304	1.3%	6.3	6.4%	22%	22%	£4.18	12 mins
Bishop's Waltham	Winchester	50,334	26,488	20.0	7.6%	354	44	14%		19,697	0.0%	8.3	3.4%	20%	32%	£2.09	11 mins
Blackfield	New Forest	8,945	4,741	14.5	3.3%	286	0	-0%		10,990	15.6%	4.6	6.6%	19%	34%	£3.35	4 mins
Bordon	East Hampshire	49,354	57,613	34.0	6.8%	2,924	967	14%		27,893	0.0%	6.2	3.9%	21%	26%	£2.85	14 mins
Bridgemary	Gosport	20,057	21,521	22.0	3.2%	853	1,991	-6%		22,652	13.1%	2.4	9.1%	22%	26%	£4.51	5 mins
Chandler's Ford	Eastleigh	188,858	263,619	51.0	13.4%	6,451	6,104	1%		42,761	0.0%	9.0	3.4%	22%	28%	£2.37	9 mins
Chineham	Basingstoke and Deane	90,826	78,028	38.5	5.7%	2,734	3,646	15%		60,708	0.0%	7.2	4.4%	23%	20%	£2.74	12 mins
Eastleigh	Eastleigh	109,825	150,171	44.0	6.0%	10,659	5,253	12%		68,346	0.9%	6.2	6.0%	22%	23%	£3.62	13 mins
Elson	Gosport	26,848	38,296	31.5	5.1%	1,878	2,422	-3%		20,003	8.2%	3.5	9.2%	21%	22%	£4.50	5 mins
Emsworth	Havant	47,196	67,527	35.0	8.5%	1,397	1,101	-15%		18,822	0.0%	7.1	5.6%	17%	38%	£3.16	9 mins
Fair Oak	Eastleigh	26,411	28,803	18.5	4.7%	155	0	26%		20,259	0.0%	6.9	3.3%	21%	27%	£2.70	7 mins
Fareham	Fareham	179,464	308,982	54.0	6.8%	16,502	6,134	3%		118,835	0.2%	6.9	5.7%	19%	30%	£3.49	12 mins
Farnborough	Rushmoor	147,723	172,497	52.0	7.2%	15,739	3,232	-3%		68,971	1.9%	6.1	5.4%	22%	21%	£2.79	8 mins
Fleet	Hart	190,299	140,971	50.0	11.1%	7,787	7,503	11%		58,297	0.0%	9.1	3.1%	23%	24%	£2.44	10 mins
Fordingbridge	New Forest	41,765	44,117	26.0	11.1%	2,477	437	-15%		14,097	0.0%	7.5	4.1%	18%	36%	£2.53	12 mins
Gosport	Gosport	141,330	302,030	58.0	7.2%	23,796	1,579	1%		84,160	16.0%	4.4	9.4%	20%	27%	£5.49	12 mins
Havant	Havant	84,525	172,859	43.0	4.7%	11,925	2,785	0%		76,866	28.3%	4.8	8.3%	20%	30%	£3.87	11 mins
Hayling Island	Havant	54,629	50,998	35.5	10.2%	2,548	1,150	10%		18,076	9.3%	5.2	6.7%	14%	42%	£2.70	6 mins
Hedge End	Eastleigh	95,419	64,062	43.5	7.9%	2,950	386	26%		39,400	1.6%	7.3	3.6%	22%	25%	£2.27	10 mins
Horndean	East Hampshire	18,942	15,825	17.0	3.6%	234	556	7%		16,004	2.2%	7.5	3.3%	18%	32%	£3.37	7 mins
Hythe	New Forest	129,019	126,606	48.0	10.4%	6,927	4,368	-0%		41,640	6.1%	5.5	5.5%	19%	32%	£2.69	12 mins
Lee-on-the-Solent	Gosport	35,372	42,645	25.5	9.0%	1,388	1,843	4%		12,389	0.0%	7.0	6.1%	20%	34%	£2.85	10 mins
Leigh Park	Havant	39,840	39,552	35.5	4.1%	4,678	1,384	-0%		34,156	76.2%	2.2	12.1%	25%	20%	£4.84	7 mins
Liphook	East Hampshire	26,495	18,054	18.5	7.5%	446	279	-8%		12,591	0.0%	8.2	4.0%	22%	30%	£2.48	10 mins
Lockswood	Fareham	120,718	139,207	35.5	8.4%	1,641	40	7%		47,692	0.0%	8.2	3.1%	21%	24%	£1.88	7 mins
Lymington	New Forest	146,211	174,143	52.0	11.8%	6,775	2,064	5%		39,620	0.0%	8.1	5.8%	16%	41%	£2.94	15 mins
Lyndhurst	New Forest	14,734	13,627	17.5	8.6%	614	187	12%		5,754	0.0%	8.3	4.7%	16%	38%	£2.75	15 mins
Netley	Eastleigh	23,574	27,631	16.0	6.0%	220	646	7%		10,599	0.0%	6.5	6.4%	19%	29%	£2.79	9 mins
New Milton	New Forest	105,141	97,620	38.0	7.9%	4,631	1,749	-1%		42,499	3.1%	6.6	6.5%	15%	44%	£2.45	8 mins
Odiham	Hart	13,030	18,930	18.0	6.1%	103	0	16%		7,443	0.0%	8.0	2.5%	23%	28%	£2.10	10 mins
Overton	Basingstoke and Deane	13,564	14,129	13.5	9.3%	315	538	19%		5,471	0.0%	7.2	5.7%	21%	31%	£2.31	12 mins
Petersfield	East Hampshire	145,290	207,287	52.0	12.0%	8,285	3,902	-8%		41,872	0.0%	8.2	4.8%	20%	31%	£2.95	17 mins
Portchester	Fareham	65,507	77,731	35.5	10.6%	2,963	2,618	1%		22,890	6.4%	5.6	6.5%	18%	31%	£2.93	4 mins
Ringwood	New Forest	92,860	69,364	38.0	9.1%	3,177	1,880	-22%		30,327	0.0%	7.2	4.6%	18%	37%	£2.74	16 mins
Romsey	Test Valley	151,979	124,585	41.0	10.8%	4,375	3,873	10%		42,609	0.0%	7.9	4.5%	19%	35%	£2.22	13 mins
South Ham	Basingstoke and Deane	49,553	43,861	26.0	3.1%	1,259	2,531	1%		50,157	3.6%	5.9	6.4%	23%	23%	£2.39	8 mins
Stubbington	Fareham	100,859	103,131	37.5	12.7%	2,337	763	1%		24,200	0.0%	8.2	5.1%	17%	37%	£2.24	10 mins
Tadley	Basingstoke and Deane	77,854	93,515	42.0	9.3%	5,316	0	-2%		28,122	0.0%	6.9	3.7%	21%	27%	£2.81	13 mins
Totton	New Forest	123,800	105,146	41.0	8.3%	5,304	1,692	1%		49,078	3.4%	5.8	4.9%	19%	28%	£2.13	8 mins
Waterlooville	Havant	170,507	164,556	52.0	7.1%	11,586	8,031	11%		87,820	10.6%	6.0	5.7%	19%	29%	£3.18	10 mins
West End	Eastleigh	24,558	41,133	23.0	4.4%	761	1,767	10%		19,333	1.2%	6.4	4.9%	19%	29%	£2.38	9 mins
Whitchurch	Basingstoke and Deane	22,788	21,964	20.0	11.0%	458	889	18%		7,124	0.0%	8.0	5.2%	23%	27%	£2.87	17 mins
Winchester	Winchester	239,533	595,855	62.0	11.0%	21,431	3,985	8%		84,618	0.0%	8.5	6.3%	21%	26%	£3.22	20 mins
Yateley	Hart	59,616	96,717	33.0	8.7%	1,854	2,287	-1%		23,837	0.0%	7.4	2.8%	20%	28%	£2.18	8 mins
Community-managed libraries																	
North Baddesley	Test Valley	7,957	Not available	20.0	3.4%	155	Not available	Not available		7,982	0.0%	7.5	4.3%	20%	32%	£1.48	4 mins
Lowford	Eastleigh	7,563	Not available	24.0	3.1%	218	Not available	Not available		10,297	14.6%	6.3	4.5%	20%	26%	£1.76	3 mins
Kingsclere	Basingstoke and Deane	6,867	Not available	13.5	5.3%	51	Not available	Not available		5,337	0.0%	6.9	4.6%	19%	29%	£1.86	7 mins
Milford-on-Sea	New Forest	4,899	Not available	12.5	5.1%	28	Not available	Not available		5,584	0.0%	9.0	5.4%	13%	53%	£2.20	4 mins

Fair Oak Library						 Fair Oak Library catchment area		 Catchment area of surrounding libraries		 Water	
Opening hours (per week)	18.5										
District	Eastleigh										
Alternative Library	Eastleigh Library (3.0 miles)										
See 'Access' in Appendix Two for the definition of 'catchment area'.											
Stage One											
Net cost per hour		£74.04		% of unique users		54%					
Usage											
Visits per open hour		30		Computer use (hrs) per open hour		0.2		Items issued per open hour		27	
Stage Two											
Community Need				Accessibility							
Index of Multiple Deprivation (IMD) Score (1 = most deprived 10 = least deprived)		9.1		Reasonable average journey time to alternative library (around 20 minutes by car and 30 minutes by public transport)				Yes			
Mitigation required if library closed (IMD score within first or second quartile)		No									
Tier		3		Impacted number of library members							
Property (building ownership and tenure)		Freehold		The number of members who used this library within the year, includes renewals and loans.				1,254			
Summary of rationale for proposed closure											
<ul style="list-style-type: none">Ranked 40 out of 48 libraries, one of the poorer performing libraries.Below average performance for visits, computer use and items issued per open hour.A higher than average cost per open hour, £74 per open hour when compared to the average cost of Tier Three libraries at £70 per open hour.The library catchment area is covered by catchments of other nearby libraries (primarily Winchester, Eastleigh and Bishop's Waltham).Average travel time to the nearest alternative library is around 14 minutes by car and 25 minutes by public transport.Just under half of Fair Oak's users already use another alternative library.						<ul style="list-style-type: none">The building is owned by the County Council.Whilst the overall Index of Multiple Deprivation score of the library catchment area is not within the bottom two quartiles in Hampshire, the Fair Oak catchment includes:<ul style="list-style-type: none">A slightly higher than average number of older people within the local population (27% vs 25% in Hampshire).A slightly lower than average IMD score for education – 6.9 out of 10 (compared to 7 in Hampshire). <p>If the library were to close, these additional needs could be addressed through services delivered by nearby libraries, the Home Library Service and the digital offer.</p>					
Potential savings to the Library Service						£37,000					

Appendix Four: Potential impact on council-run libraries as a result of proposed reductions in opening hours

Each council-run library would be impacted differently by a reduction in opening hours. The below table illustrates how each library could be impacted if a 15%, 20% or 25% reduction in opening hours was applied.

The highlighted libraries are those identified for potential closure.

Library	Tier	Current hours per week*	15%	20%	25%
Aldershot Library	2	50.0	43	40	38
Alresford Library	3	21.0	18	17	16
Alton Library	2	43.0	37	34	32
Andover Library	1	52.0	44	42	39
Basingstoke Discovery Centre	1	58.0	49	46	44
Bishop's Waltham Library	3	22.5	19	18	17
Blackfield Library	3	14.5	12	12	11
Bordon Library	2	34.0	29	27	26
Bridgemark Library	3	20.0	16	16	15
Chandler's Ford Library	1	51.0	43	41	38
Chineham Library	2	38.5	33	31	29
Eastleigh Library	2	44.0	37	35	33
Elson Library	3	31.5	27	25	24
Emsworth Library	3	35.0	30	28	26
Fair Oak Library	3	18.5	16	15	14
Fareham Library	1	54.0	46	43	41
Farnborough Library	1	51.0	43	41	38
Fleet Library	1	50.0	43	40	38
Fordingbridge Library	3	26.0	22	21	20

*Data as of December 2019

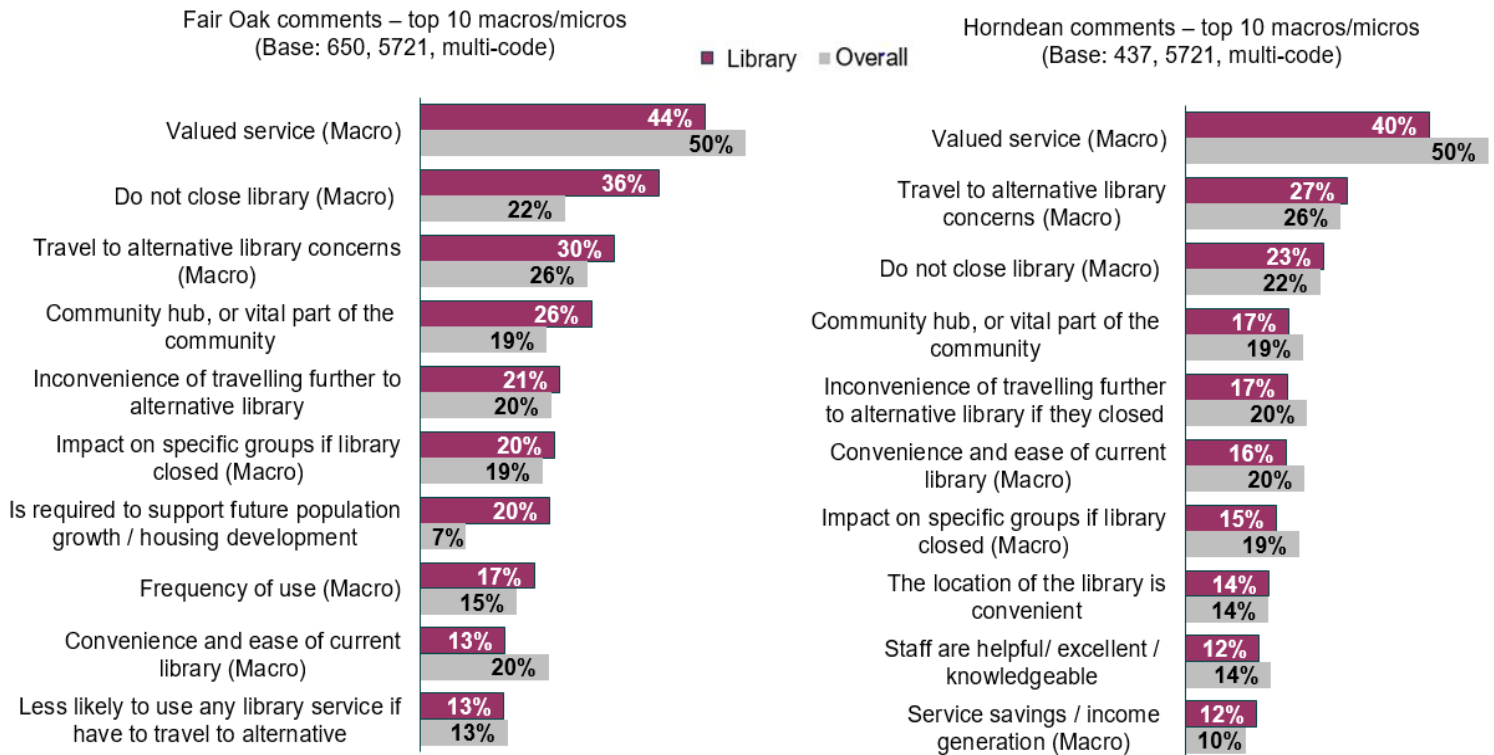
Extract from HCC's Library Service Transformation Strategy to 2025

Fair Oak Library

120. Fair Oak Library is open for 18.5 hours per week, has 1,254 borrowers of which 46% regularly use an alternative Library within Hampshire. It has a catchment population of 20,259, the Index of Multiple Deprivation is 9.1 (the Index runs from 1 - most deprived - to 10 - least deprived). It offers the public access to core services but provides little opportunity for activities or events due to the available space. Data shows it typically has an average of 30 visits and 27 book issues per hour open which ranks Fair Oak as one of the lower performing libraries in Hampshire.
121. A key theme of consultation responses for Fair Oak Library was that it was needed to support future population growth. 37% mentioned that the library should not close (compared to 22% on average) – driven in part by a perception that it would be needed to support the increasing numbers of people moving into new housing in the area (20% vs 7% on average). Respondents also reflected that the library provides a valued service (44%), noting in particular its value to the community (26% vs 19% on average) – although they were less likely to comment on the convenience of its location (13% vs 20% on average).
122. The Library Service has taken into account the predicted population growth across the County, including the Fair Oak area, along with other changing patterns of demand for the services it provides. Officers are satisfied that surrounding libraries (Eastleigh, Hedge End and Bishop's Waltham) provide sufficient coverage, and have sufficient capacity to meet the needs of the Fair Oak community.
123. A second key theme raised were the concerns about the difficulty and expense of travelling by public transport to Eastleigh Library. This is located on the first floor of the Swan Shopping Centre which is some distance from the nearest bus stop. The longer-term Library Asset Strategy (see paragraph 156) identifies that Eastleigh Library's high operating costs and poor location skewed its performance. It is believed that relocating the library to a more suitable building that better met the needs of the community will significantly improve the performance and accessibility of this library.
124. The Library Service will still be able to offer an efficient and comprehensive service to the small number of people adversely impacted, should Fair Oak Library be removed from the portfolio. This would be achieved by supporting existing customers through the digital services, Ready Reads, the Home Library Service, the Good Neighbour scheme or to visit one of the many alternative libraries at Bishop's Waltham, Chandler's Ford, Eastleigh, or Hedge End. It is therefore considered that the Library Service could offer adequate mitigation if Fair Oak Library were to close. See Appendix 4 for more information.

Extract from HCC Library Service Transformation - Appendix 2

A key focus for **Fair Oak Library** was that it was needed to support future population growth. 37% mentioned that the library should not close (compared to 22% on average) – driven in part by a perception that it would be needed to support the increasing numbers of people moving into new housing in the area (20% vs 7% on average). Respondents also reflected that the library provides a valued service (44%), noting in particular its value to the community (26% vs 19% on average) – although they were less likely to comment on the convenience of its location (13% vs 20% on average).



Comments relating to **Horndean Library** tended to sit on, or slightly below the overall average in all areas, although the closure of a valued service was a common factor (40% vs 50% on average), along with concerns about travelling to an alternative library, should Horndean close (27%)

Fair Oak Library

The consultation received a total of 519 responses directly related to Fair Oak Library, six of which were from businesses, groups or organisations. 70% of those who responded preferred to keep the Library open and reduce opening hours across all Libraries. Around 6% of respondents supported the closure and a further 24% would prefer an alternative approach. 340 of the 519 responders regularly use an alternative Library – most commonly used were Eastleigh Library (71%), Winchester Discovery Centre (40%) and Chandler's Ford Library (28%). A public drop-in session was held on 11 February 2020, which was attended by approximately 110 members of the public.

Respondents to the consultation were most concerned about the impact of a Library closure on specific groups leading to inequalities within the local community (54%). In addition to these, concerns were raised about the impact of having to travel to an alternative Library (23%) for older people or those with mobility issues (17%) and children and young people (17%). Respondents felt that Fair Oak Library is a vital part of the community (22%) and that the Library is currently situated in a very convenient location (18%).

Fair Oak Library catchment area has an IMD score of 9.1 (1 is most deprived and 10 is least deprived). It has a slightly higher than average population over 60 (27% vs the Hampshire average of 25%). It has a slightly lower IMD score for educational attainment (6.9 out of 10) compared to the Hampshire average (7 out of 10). The

Library Service would look to mitigate the impact through work with local schools and the Schools Library Service in addition to the digital offer.

Carer Groups Library membership is available to Early Years providers, care homes, sheltered accommodation and playgroups, therefore it is believed that this scheme will support older adults living in group settings and/or organisations supporting Early Years development.

Concerns were raised by respondents about the predicted population growth for the Fair Oak area. The Service has taken predicted population growth across the County into account, including in the Fair Oak area, along with changing patterns of demand for the services it provides. Officers are satisfied that surrounding libraries (Eastleigh, Winchester Discovery Centre, Chandler's Ford, Hedge End and Bishop's Waltham) provide sufficient coverage and have sufficient capacity to meet the needs of the Fair Oak community.

The time and cost of travel to an alternative Library was a concern to respondents of the public consultation. The alternative Library to Fair Oak is Eastleigh Library which is located on the first floor of the Swan Shopping Centre in Eastleigh. Travel times are around 14 minutes by car and 25 minutes by public transport.

It is some distance from the bus station in Eastleigh to the Library and people were also concerned about paying to park at the shopping centre. Library users could choose to visit Chandler's Ford, Hedge End or Bishop's Waltham Libraries which are a short journey by car and there is currently some free parking at both locations. Both of these locations are accessible by public transport, The Library Service would look to support older people and those with mobility issues through the Home Library Service and the extensive digital offer.

The Library Service has invested significantly in digital titles of both eBooks and eAudiobooks since the outbreak of Covid-19 and there is now a much wider selection of titles including children's titles available to all library customers with digital access.

Vulnerable and isolated residents, who are unable to travel to an alternative library could choose to use digital services, Ready Reads, apply for the Home Library Service or the Good Neighbour scheme. For more information about these services please see Appendix 1.

The Library Service will still be able to offer an efficient and comprehensive service to people adversely impacted, should Fair Oak be removed from the portfolio.

If Fair Oak Library no longer forms part of Hampshire's statutory Library Service community organisations would be welcome to apply for a one-off pump priming award through the Recreation and Heritage Community Fund towards the costs of transitioning into independent library models. Such awards would be individually assessed and would be expected to be less than £10,000.

Appendix 2

Library	Net cost per open hour	Open hours per week	Total net cost directly attributed to each Library	Apportioned costs	2018/19 Total Annual Net Expenditure
Fair Oak	£74.04	18.5	£36,789	£34,441	£71,230

Total net cost directly attributed to each library – This represents only the immediate and direct costs for each library during 2018/19 and is comprised of library staff costs, annual cost of new stock, business rates, premises costs and other non-staff costs.

Apportioned costs – These are indicative figures and are costs incurred by the library service that are not directly billed to a specific library, but can be attributed proportionately to each branch. They include apportioned costs such as area, HQ, annualised hours and casual staff based on the percentage of direct costs. Also included are costs of the library stock store and improvements, digital library stock and stock transportation costs. The apportionment for each branch is principally based on proportionate number of actual book issues during 2018/19 and management and support costs. The management and support costs are calculated pro-rata according to the levels of frontline staffing in each library.

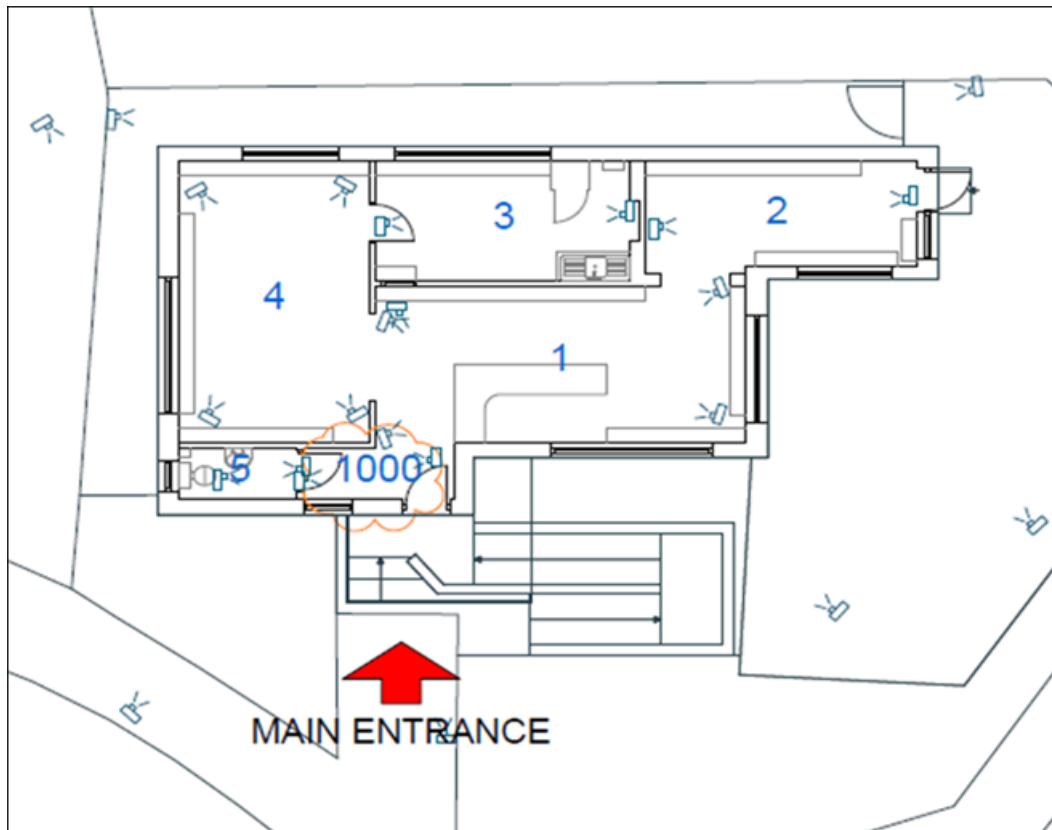
Fair Oak Library Property Costs for years 18/19 and 19/20

	2019/20 Actuals	2018/19 Actuals
	£	£
Premises Repairs	160	
Grounds Maintenance Contracts	194	166
Electricity	720	632
Gas	513	458
Uniform Business Rates	1,585	1,503
Water - Metered	78	44
Sewerage - Metered	166	73
Cleaning services	1,513	1,534
Confidential, Hazardous & Medical Waste	20	48
General Refuse Collection and Disposal	290	166
Security Costs	83	
Total	5,320	4,624

HCC have confirmed that the above table only reflects the running costs associated with the building itself. HCC will provide a full breakdown of costs to run the library service from Fair Oak and this will be presented at the Parish Council meeting on 21 September.

Appendix 3

FAIR OAK PROPERTY PLAN



**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

CLLRS CODE OF CONDUCT

Adopted

September 2020



Introduction and Interpretation

As a Cllr and representative of this Council it is your responsibility to comply with this Code when you undertake or claim to be undertaking Council business or give the impression that you are undertaking Council business.

As a representative of this Council your actions impact on how the Council is viewed by the public. It is important, therefore, that you don't do anything when undertaking Council business which you could not justify to the public. It is not enough to avoid actual impropriety; you should always avoid any occasion for suspicion or appearance of improper conduct.

This Code is based upon the seven principles of public life which are set out at Appendix 1. You shall have regard to those principles when fulfilling your role.

An explanation of the terms used in this Code can be found in Appendix 2.

1 General Obligations

When undertaking Council business, you must:

- 1.1 Treat others with respect,
- 1.2 Not use or attempt to use your position as a Cllr improperly to give yourself or any other person, an advantage or disadvantage,
- 1.3 When reaching decisions on any matter, consider any relevant advice provided to you by:
 - a. the Council's Responsible Finance Officer (RFO); or
 - b. the Monitoring Officer, or
 - c. the Parish Clerkin accordance with his or her statutory duties.
- 1.4 Give reasons for decisions in accordance with any statutory requirements and the Standing Orders of the Council,
- 1.5 Act in accordance with the Council's Standing Orders, procedures and any other relevant Council policies,
- 1.6 Not use Council resources improperly (including political purposes),
- 1.7 Avoid doing anything which may cause the Council to breach a statutory duty or any of the equality enactments (as defined in section 149 of the Equality Act 2010),
- 1.8 Not bully any person,
- 1.9 Not intimidate or attempt to intimidate any person who is or is likely to be:
 - a. a complainant
 - b. witness



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- c. involved in the administration of any investigation or proceedings, or
- d. any other person carrying out the functions of the Council,

- 1.10 Avoid doing anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council,
- 1.11 Not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:
 - a. you have the consent of a person authorised to give it;
 - b. you are required by law to do so;
 - c. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agree not to disclose the information to any other person; or
 - d. the disclosure is:
 - i. reasonable and in the public interest; and
 - ii. made in good faith and in compliance with the reasonable requirements of the Council; and
 - e. you have consulted the Parish Clerk and then, as appropriate, the Monitoring Officer prior to its release.
- 1.12 Not prevent another person from gaining access to information to which that person is entitled by law; and
- 1.13 Not conduct yourself in a manner which could reasonably be regarded as bringing your office or the Council into disrepute.

2. Interests

Disclosable Pecuniary Interests

- 2.1 You must register and declare any Disclosable Pecuniary Interests that relate to your public duties as required by this Code and set out in Appendix 3.
- 2.2 You must, within 28 days of this Code being adopted by the Council or your taking office as a Cllr or co-opted Cllr, register any Disclosable Pecuniary Interests with the Parish Clerk who will then share this information with Eastleigh Borough Council's Monitoring Officer, where the Disclosable Pecuniary Interest is yours, your spouse's or civil partner's, or is the Disclosable Pecuniary Interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners. Disclosable Pecuniary Interests will be recorded in the Council's Register of Cllrs' Interests and made available for public inspection. Cllr interest forms will also be published on the Council's website.
- 2.3 Within 28 days of becoming aware of any new Disclosable Pecuniary Interest or change to any such interest already registered, you must register details of that new interest or change in writing to the Parish Clerk.
- 2.4 Where any business of the Council relates to or affects a Disclosable Pecuniary Interest whether registered under 2.2 or 2.3 above or not and you attend the meeting of the Council, any Committees or Sub-Committee which that business is to be considered, you



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must:

- a. not seek to influence a decision about that business
- b. disclose to that meeting the existence and nature of that interest no later than the start of the consideration of the business in which you have that interest, or (if later) the time at which the interest becomes apparent to you. The exception to the requirement to disclose an interest is if the matter is a sensitive interest under paragraph 2.16
- c. withdraw from the meeting room as soon as it becomes apparent that the business is being considered at that meeting, unless you have obtained a dispensation from the Parish Clerk.

2.5 Following any disclosure at a meeting or as part of a decision record, of a Disclosable Pecuniary Interest not on the Council's register or the subject of pending notification, you must notify the Parish Clerk of the interest within 28 days beginning with the date of the disclosure at the meeting or in the decision record in order for the interest to be included in the register.

2.6 Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a Disclosable Pecuniary Interest. Additionally, you must observe the restrictions the Council places on your involvement in matters where you have a Disclosable Pecuniary Interest as defined by the Council and set out in this Code.

3. Other Interests

NOTE: It is conceivable that an interest could be categorised as both a Disclosable Pecuniary Interest and a personal or a personal and prejudicial interest and comply with the requirements set out in paragraphs 2.1-2.6 inclusive.

3.1 In addition to the Disclosable Pecuniary Interests notifiable under the Localism Act 2011, you must, within 28 days of this Code being adopted by or applied to the Council, or your election or appointment to office (where that is later), give written notification to the Parish Clerk of the details of your other personal interests, as defined in 3.2 and 3.3 below, for inclusion in the register of interests. The exception to this requirement is if the detail of the personal interest is classified as sensitive.

3.2 You must, within 28 days of becoming aware of any new personal interest or change to any such registered interest, notify the Parish Clerk of the details of that new change.

4. Personal Interests

4.1 You have a personal interest in any business of the Council where it relates to or is likely to affect:

- a. anybody of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Council;
- b. anybody exercising functions of a public nature; establish for charitable purposes; or one of whose principle purpose includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;
- c. a decision in relation to any business of the Council might reasonably be



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regarded as affecting your well-being or financial position or the well-being or financial position of a significant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the electoral division, as the case may be, affected by the decision.

- 4.2 Subject to paragraphs 4.3 and 4.4 below, where you are aware of a personal interest described in paragraph 4.1a above in any business of the Council and you attend a meeting of the Council at which the business is considered you must disclose to that meeting the existence and nature of that interest at the start of the consideration of that business, or when the interest becomes apparent to you.
- 4.3 Where you have a personal interest in any business of the Council which relates to or is likely to affect a significant person (see paragraph 4.1a) above, you need only disclose to the meeting the existence and nature of that interest if and when you address the meeting on that business.
- 4.4 Where you have a personal interest but the interest is not detailed in the Council's register of Cllrs interest because of the sensitive nature of the interest, you must indicate to the meeting that you have a personal interest, but need not to disclose the sensitive information to the meeting.
- 4.5 Any personal interests notified to the Parish Clerk/Monitoring Officer will be included in the register of interests.
- 4.6 A copy of the register will be available for the public inspection.

5. Prejudicial Interests

- 5.1 Where you have a personal interest in any business of your Council you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest and where that business:
 - 5.1.1 affects your financial position or the financial position of a person or body described in paragraph 4.1 or;
 - 5.1.2 relates to determining any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 4.1
- 5.2 Where you have a prejudicial interest in any business of your Council:
 - 5.2.1 You may not participate in any discussion of the matter at a meeting.
 - 5.2.2 You may not participate in any vote taken on the matter at a meeting.
 - 5.2.3 You must disclose the existence and nature of the interest to the meeting and leave the room where the meeting is held while any discussion or voting takes place on the matter. The exception to the requirement to disclose the detail of the interest is if the matter is a sensitive interest under paragraph 5.1. In these circumstances you need only state that you have a prejudicial interest and that the details are withheld because of the sensitive information involved.
- 5.3 Where you have prejudicial interest in any business of your Council, you may attend a



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meeting but only for the purpose of making representation, answering questions or giving evidence relating to the business, and you leave the meeting room immediately after making representations, answering questions or giving evidence.

- 5.4 Subject to you disclosing the interest at the meeting, you may attend a meeting and vote on a matter where you have a prejudicial interest that relates to the functions of your Council in respect of:

- 5.4.1 statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
- 5.4.2 an allowance, payment or indemnity given to Cllrs;
- 5.4.3 any ceremonial honour given to Cllrs; and
- 5.4.4 setting Council Tax or a Precept under the Local Government Finance Act 1992.

6. Receipts of Gifts and Hospitality

- 6.1 You must, within 28 days of receipt, notify the Parish Clerk in writing of any gift, benefit or hospitality with a value in excess of £50 which you have accepted as a Cllr from any person or body other than the Council.
- 6.2 The Parish Clerk will place your notification on a public register of gifts and hospitality.

7. Sensitive Interests

- 7.1 If you have a Disclosable Pecuniary Interest or a Personal or Personal and Prejudicial Interest but you consider that disclosure of the interest could lead to you or a person connected with you being subject to violence or intimidation AND the Parish Clerk/Monitoring Officer agrees with that assessment then instead of disclosing the interest you need only disclose that you have a Disclosable Pecuniary Interest or Personal or Personal and Prejudicial Interest (as the case maybe). In such instances any published version of the register of interests will exclude details of the interest but may state that you have an interest, the details of which are withheld.

8. Pre-determination or Bias

Guidance on Pre-determination or Bias

- 8.1 Where you have been involved in campaigning in your political role on an issue which does not impact on your personal and/or professional life you may participate in a decision on the issue in your political role as a Cllr. However, you must not place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
- 8.2 When making a decision, consider the matter with an open mind and on the facts made available to the meeting at which the decision is to be taken.



Appendix 1 - The seven principles of public life

SELFLESSNESS

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP

Holders of public office should promote and support these principles by leadership and example.



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APPENDIX 2 - Council's Code of Conduct interpretation

In the Council's Code of Conduct the following words shall have the following meanings ascribed to them:

- "the Act" means the Localism Act 2011.
- "Disclosable Pecuniary Interest" is as defined in Appendix 3.
- "meeting" means any meeting of the Council, any of the Council's Committees or Sub- Committees; whether or not the press and public are excluded from the meeting in question by a resolution of Cllrs.
- "Cllr" includes a co-opted Cllr and an appointed Cllr.
- "sensitive information" means information relating to a Cllr's interests that the Parish Clerk/Monitoring Officer has determined need not be included in the Cllr's registration of an interest or any change to that interest, by virtue of the fact that its availability for inspection by the public is likely to create a serious risk that any person may be subjected to violence or intimidation.
- "bullying" means offensive, intimidating, malicious, insulting or humiliating behaviour based on abuse or misuse of power or Council which attempts to undermine.
- "disrepute" means a lack of good reputation or respectability which can be reasonably regarded as reducing the public's confidence in that Cllr being able to fulfil their role or adversely affecting the reputation of Cllrs generally in being able to fulfil their role.
- "significant person" in relation to personal and personal and prejudicial interests means
 - a member of your family or any person with whom you have a close association; or
 - any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
 - any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
 - anybody:
 - of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Council;
 - exercising functions of a public nature;
 - established for charitable purposes;
 - one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management
- "well-being" means a condition of contentedness, healthiness and happiness. Anything that could be said to affect a person's quality of life, either positively or negatively, is



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likely to affect their well-being. It is not restricted to matters affecting a person's financial position.

- "close association" means someone that you are in regular contact with over a period of time who is more than an acquaintance or colleague. It may be a friend, a business associate or someone you know through general social contacts. It is someone who a reasonable member of the public might think you would be prepared to favour or disadvantage when discussing a matter that affects them.
- "member of your family" means partner, i.e. someone you are married to, your civil partner, or someone you live with in a similar capacity, a parent, a parent-in-law, a son or daughter, a stepson or stepdaughter, the child of a partner, a brother or sister, a brother or sister of your partner, a grandparent, a grandchild, an uncle or aunt, a nephew or niece, and the partners of any of these people.



APPENDIX 3 - Disclosable Pecuniary Interests

This note explains the requirements of the Localism Act 2011 (Ss 29-34) in relation to Disclosable Pecuniary Interests.

These provisions are enforced by criminal sanction.

1 Notification of Disclosable Pecuniary Interests

Within 28 days of becoming a Cllr or co-opted Cllr, you must notify the Monitoring Officer of any 'Disclosable Pecuniary Interests'.

A Disclosable Pecuniary Interest is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) within the following descriptions:

<i>Interest</i>	<i>Description</i>
Employment, office, trade, profession or vocation	An employment, office trade profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a Cllr, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contract	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the Council: (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the Council.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge): (a) the landlord is the Council; and (b) the tenant is body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where: (a) that body (to M's knowledge) has a place of business or land in the area of the Council; and (b) either: (i) the total nominal value of the securities exceeds



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	<p>£25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>
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These descriptions on interests are subject to the following definitions:

- "The Act" means the Localism Act 2011.
- "Body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;
- "Director" includes a member of the committee of management of an industrial and provident society;
- "Land" includes an easement, servitude, interest or right in or over land which carries with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;
- "M" means the person M referred to in section 30 of the Act;
- "Cllr" includes a co-opted Cllr;
- "Relevant authority" means the Council of which M is a Cllr;
- "Relevant period" means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) of the Act;
- "Relevant person" in relation to Disclosable Pecuniary Interests means M or M's spouse or civil partner or a person with whom M is living as husband and wife or a person with whom M is living as if they were civil partners;
- "Securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.



APPENDIX 4 - Email & Monitoring Policy for Councillors

1. Purpose

Cllrs are strongly encouraged to use only the [fairoak-pc.gov.uk](mailto:enquiries@fairoak-pc.gov.uk) email account for all Council activity. This helps protect Cllrs and the Council from malware. It also helps with ways of working and requirements under the General Data Protection Regulations and Data Protection Act.

If followed, this policy ensures the proper use by Cllrs of Fair Oak & Horton Heath Parish Council's email system and makes them aware of what the Council deems acceptable and unacceptable use.

2. Requirements for use

The following rules **MUST** be adhered to by all Cllrs. It is prohibited to:

- a. Send or forward emails containing libellous, defamatory, offensive, racist or obscene remarks. If Cllrs receive an email of this sort, they must notify the Parish Clerk immediately.
- b. Forward an email containing 3rd party data (identity, contact information) without their express consent
- c. Forward a sensitive or controversial message without acquiring explicit permission from the sender first.
- d. Forge or attempt to forge email messages.
- e. Disguise or attempt to disguise Cllrs' identity when sending mail.
- f. Send email messages using another person's email address without permission.
- g. Copy a confidential message or attachment belonging to another user without permission of the originator.

3. System Monitoring

In order to protect Cllr's and the Council from charges of inappropriate use of email, it is possible to monitor Cllr's and staff emails. Monitoring would only be carried out by either Council's Office 365 provider at the request of the Parish Clerk. Monitoring may also be carried out during prolonged periods of Cllr absence and only when they have reasonable grounds to do so.

If there is evidence that a Cllr may not be adhering to the guidelines set out in this policy, the Parish Clerk will discuss this with the Cllr. If it is felt appropriate the Parish Clerk will then discuss the evidence with the Borough Monitoring Officer about the need for further action if necessary.



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Dispensations

The Council or Parish Clerk may grant you a dispensation, but only in limited circumstances, to enable you to participate and vote on a matter in which you have a Disclosable Pecuniary Interest.

Offences

It is a criminal offence to:

- Fail to notify the Monitoring Officer/Clerk of any Disclosable Pecuniary Interest within 28 days of election
- Fail to disclose a Disclosable Pecuniary Interest at a meeting if it is not on the register
- Fail to notify the Monitoring Officer/Clerk within 28 days of a Disclosable Pecuniary Interest that is not on the register that you have disclosed to a meeting
- Participate in any discussion or vote on a matter in which you have a Disclosable Pecuniary Interest
- Knowingly or recklessly providing information that is false or misleading in notifying the Monitoring Officer/Clerk of a Disclosable Pecuniary Interest or in disclosing such interest to a meeting

The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a Councillor for up to 5 years.

FULL COUNCIL – WORK PROGRAMME (2020/2021)

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
19 OCTOBER 2020			
External Auditors Report	To receive and approve the External Auditors Report	Report	Clerk
Fire Risk Assessment Supplementary Budget Request	To consider a supplementary budget request following the Council's Fire Risk Assessment for alarm system to enable fire compliance at the Pavilion	Report	Clerk/Operations Manager
Community Investment Programme	To approve the CIP list	Report	Clerk
Pemblers 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
Task & Finish Group Updates	To receive updates from: Community Café, Climate Change, Library & Village Centre T&F Groups	Report	Clerk/Chairman of Group
16 NOVEMBER 2020			
Budget Task & Finish Group	To receive recommendations from the Task & Finish Group	Report	Clerk
Finance Report	To approve the monthly finance report	Report	Clerk/Finance Officer
Corporate Plan	Development of corporate plan/action plan	Report	Clerk

Village Signs	To approve the village signs	Report	Operations Manager
HR Policies	To approve various HR policies contained in new employee handbook	Report	Clerk
Data Protection Annual Audit	To receive the annual audit	Report	Clerk
DECEMBER 2020			
Annual Budget	To set the budget for the 2021/22 financial year	Report	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	Clerk/Finance Officer
Health & Safety	To update the Council on progress with Health & Safety matters following internal audit	Report	Operations Manager
JANUARY 2021			
Corporate Action Plan	To set a corporate action plan for next 5 years	Presentation	Clerk
Finance Report	To approve the monthly finance report	Report	Clerk/Finance Officer
FEBRUARY 2021			
Internal Auditor Interim Report	To receive the internal auditor's report and approve the audit action plan	Report	Clerk
Finance Report	To approve the monthly finance report	Report	Clerk/Finance Officer
MARCH 2021			

Finance Report	To approve the monthly finance report	Report	Clerk/Finance Officer
APRIL 2021			
Finance Report	To approve the monthly finance report	Report	Clerk/Finance Officer
MAY 2021			
Governance documents	To approve adoptions of governance documents – council constitution/standing orders, financial regulations	Report	Clerk
Finance Report	To approve the monthly finance report	Report	Clerk/Finance Officer