

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

SUMMONS

Dear Member

13 October 2020

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday**, **19 October 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 <u>clerk@fairoak-pc.gov.uk</u> by 5pm on Friday 16 October 2020 or utilising the live Q&A function as part of MS Teams.

AGENDA

PART I - PUBLIC SESSION

APOLOGIES

1 MINUTES (PAPER A, PAGES 3-7)

- a) To approve the minutes of the Council meeting held on 21 September 2020 as a correct record.
- b) To note the planning comments made to w/e 18 September 2020.

2 DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

3 EXTERNAL AUDITORS REPORT (REPORT B, PAGE 8)

To note the external auditors report.

4 REPORT OF RESPONSIBLE FINANCE OFFICER (REPORT C, PAGES 9-16)

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

5 UPPER BARN COPSE LAND TRANSFER (REPORT D, PAGES 17-21)

To consider request from EBC to accept transfer of ownership of Upper Barn Copse.

6 LIBRARY TASK & FINISH GROUP (VERBAL REPORT)

To receive a verbal update.

7 WORK PROGRAMME (REPORT E, PAGES 22-24)

To note the work programme.

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Members are reminded that reports and information relating to this session are not for publication and should be treated as strictly confidential.

9 STAFFING MATTERS (VERBAL REPORT)

To consider staffing issues including special recognition awards.

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)

Accessibility - should you need to view this agenda in an alternative format please contact: <u>enquiries@fairoak-pc.gov.uk</u>



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Minutes of the FULL COUNCIL "virtual" meeting held on Monday 21 September 2020 at 7.00 pm

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

Ab Cllr Abbott Р Cllr Douglas Chairman Cllr Mignot (from item 46) Pt Ρ Cllr Anderson Ρ Cllr Forfar Ab Cllr Scott Cllr Barrett Р Cllr Higby Ρ Cllr Spearev Ap Ρ Cllr Bird Ар Cllr Marsh Ap Cllr Tennent Ρ Cllr McGuinness Cllr Warrillow Cllr Couldrey Р Ab

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 were "live" at the meeting. One emailed question had been received from a member of the public which the Clerk read out relating to the Fair Oak Library. Cllr Couldrey had responded to the member of public direct. The Chairman said these would be discussed as and when a formal decision had been made on the Council's way forward.

34 MINUTES OF MEETINGS (PAPER A)

RESOLVED:

- a) That the minutes of the Full Council meeting held on 20 July 2020 be signed by the Chairman as a correct record;
- b) That the minutes of the Asset Committee meetings and recommendations of 13 January & 8 September 2020 be signed by the Chairman as a correct record; and
- c) That the planning delegated decisions of 20 & 31 July, 14 & 28 August 2020 be noted.

35 DECLARATIONS OF INTEREST

There were no declarations of interest raised.

36 REPORT OF THE RESPONSIBLE FINANCE OFFICER (REPORT B)

Members considered the report of the Responsible Financial Officer and raised no queries.

RESOLVED:

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

37 APPOINTMENT OF INTERNAL AUDITOR

RESOLVED:

That Mrs Eleanor Green of "Do the Numbers" be appointed Internal Auditor for the financial year 2020/21.

38 APPOINTMENT OF BUDGET AND TASK & FINISH GROUP

RESOLVED:

- a) That Cllrs Couldrey, Douglas and Higby serve on the Budget Task & Finish Group; and
- b) That the meeting dates of 27 October and 24 November 2020 be noted.

39 LIBRARY TASK & FINISH GROUP (REPORT C)

Members considered the findings and recommendations of the Library Task & Finish Group. The Group had held discussions with the County Council's Libraries Service and considered that it might 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. Members appreciated that important considerations needed to be considered and these would be discussed and agreed at a future Council meeting.

RESOLVED:

- a) That the Council agree to facilitate the establishment of a community library by calling for volunteers and helping them to take the project forward;
- a) That 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
- b) That a final report be submitted to the Council, to include any financial and legal obligations of the final arrangements when appropriate.

40 MEMBERS' CODE OF CONDUCT (REPORT D)

RESOLVED:

That the Members' Code of Conduct be adopted.

41 WORK PROGRAMME (REPORT E)

RESOLVED:

That the Report be noted.

42 CHRISTMAS OPENING HOURS

RESOLVED

That the Council offices be closed on the following days during the Christmas period: -

Thursday 24, Friday 25, Monday 28 & Tuesday 29 December 2020 and Friday 1 January 2021.

43 MEMBERSHIP OF COMMITTEES

Members made no changes to current committees. The vacancy on the Asset

Committee remained.

44 ADDENDUM STATEMENT OF COMMUNITY INVOLVEMENT CONSLITATION (27 AUGUST-12 OCTOBER 2020)

Members were asked to email the Clerk with their comments.

RESOLVED

- a) That all Clirs' comments would be collated by the Clerk;
- b) That a response be prepared by the Clerk in consultation with Cllrs Douglas and Scott; and
- c) That a formal response be submitted to Eastleigh Borough Council.

45 EXCLUSION OF THE PUBLIC AND THE PRESS

RESOLVED

That under Section 1(2) of the Public Bodies Admissions to Meetings Ac 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 matter).

46 SCOUT HUT, SHORTS ROAD

The Clerk reported that she had been in discussion with the Scout Leader in August who confirmed their team had met and agreed to hold an "Extraordinary" meeting of the group in October to endeavour to move the relinquishing of their lease forward. He had stated that they had been happy with the Council's formal offer but said their legal fees had spiralled and exceeded the Council's previous contributory offer.

RESOLVED

- a) That a contribution towards costs not exceeding £5,000 be agreed; and
- b) That a deadline date of one month be given to the Scouts for acceptance of the Council's offer.

This was all the business and the meeting closed at 7.45 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 18 September 2020

Application No: T/20/88468

Site Address:Land adjacent to 10 Wooderson Close, Bishopstoke, Eastleigh, SO50 8QB **Description**: Group of oak trees - Reduce overhanging branches back to the property boundary fence.

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

Planning Specialist Contact Details

Email: chris.stringer@eastleigh.gov.uk

Application No: H/20/88574

Site Address: 4 Osborne Gardens, Fair Oak, SO50 7NP

Description: Two and single storey rear/side extension, first floor side extension and garage conversion to provide ancillary accommodation to the main house

Comments: Object – over development. The impact on the next-door neighbour will be dramatic and quite overwhelming. This proposal will result in a reduction of daylight to the flank window of number 2, plus the eaves will overhang that property. It also unbalances the street scene. Any future maintenance would be problematic and the suitability of the foundations to the existing wall would need to be proved.

Planning Specialist Contact Details

Email: liz.harrison@eastleigh.gov.uk

Application No: H/20/88663

Site Address: 135 Sandy Lane, Fair Oak, SO50 8GF

Description: Alterations to roof to allow for provision of first floor accommodation including raising of ridge height and addition of front dormer and side facing roof lights, and construction of single storey rear extension.

Comments: No objection

Planning Specialist Contact Details

Email: <u>david.huckfield@eastleigh.gov.uk</u>

Application No: T/20/88569

Site Address:1 The Hedges, Botley Road, Horton Heath, SO50 7QJ **Description**: 1 no. Oak (T1) - Reduce the lateral growth extending towards the property of 1 The Hedges only by up to 2.5 metres. Crown raise to 4 metres above ground level over the property side of 1 The Hedges only.

1 no. Oak (T2) - Remove the lowest lateral limb that extends over the garden and the neighbouring garden back to the main stem. Crown raise by removing 3 or 4 low small diameter branches. Overall crown reduction of the height and the spread of the tree by 2 metres. Crown thin by 10%.

Comments: No objection subject to the agreement of the Tree Officer **Planning Specialist Contact Details**

Email: chris.stringer@eastleigh.gov.uk

Application No: LDC/20/88486

Site Address: Long Meadow, Stroudwood Lane, Fair Oak **Description:** The existing use of a caravan for residential purposes **Comments:** The Parish Council has no evidence contrary to application. Naomi.Dabiri@eastleigh.gov.uk Application No: 2020/02876/05EPRV Site Address: The Lapstone, Botley Road, Fair Oak, SO50 7AP Description: Licensing Act 2003 – Premises Licence Variation Application. Comments: No objection Senior Licensing Officer andy.jeffery@southampton.gov.uk

Application No: <u>H/20/88657</u> Site Address:43 Ascot Road, Horton Heath, SO50 7JP Description: Single storey extension and part garage conversion Comments: No objection Planning Specialist Contact Details Email: <u>rachael.morris@eastleigh.gov.uk</u> In respect of FAIR OAK AND HORTON HEATH PARISH COUNCIL – HA0100

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name			
	PKF LITTLEJOHN LLP		
External Auditor Signature	Phi harts but	Date	10/09/2020
	applicable to external auditors' work on limited assu N is available from the NAO website (www.nao.org.		vs for 2019/20 in Auditor

Financial Statement Summary

- Total cash held across all bank accounts as at 30th September is £881,888
- Total Petty cash held as at 30th September is £60.78
- Total receipts for September into the current account was £217,095 £209,586 relates to the receipt of the 2nd Half Precept
- Total current account payments for September was £28,124 (see attached for breakdown)
- Total BACS invoice payments outstanding is £7,392
- There are no cheques that require signing this month.

Fair Oak & Horton Heath Parish Council

	ed Bai	nk & Investment Balances		
Bank Statement Balances	_			
30/09/2	2020	Current Account	265,876.45	
30/09/2	2020	Premier Account	307,561.86	
30/09/2	2020	Public Sector Deposit Fund	308,538.59	
30/09/2	2020	Petty Cash	60.78	
				882,037.68
Unpresented Payments				
				150.00
				881,887.68
Receipts not on Bank Stat	ement	_		
				0.00
Closing Balance				0.00 881,887.68
-				
-	<u>. </u>	Current Account	· · · · · · · · · · · · · · · · · · ·	
All Cash & Bank Accounts	_	Current Account Premier Account		881,887.68
All Cash & Bank Accounts	_			881,887.68 265,726.45
All Cash & Bank Accounts 1 2	_	Premier Account		881,887.68 265,726.45 307,561.86
2 3	_	Premier Account Public Sector Deposit Fund		881,887.68 265,726.45 307,561.86 308,538.59

Bank - Cash and Investment Reconciliation as at 1 October 2020

Page 1			h Parish Council	Fair Oak & Horton Hea			01/10/2020
ser: JOANNA	Us	PURCHASE LEDGER 1 UNPAID INVOICES BY DATE					11:36
Balance	Invoice Total	VAT	Net Value	A/c Name	A/c Code	Invoice No	Invoice Date
73.26	73.26	12.21	61.05	ARCO	ARCO	548556	31/07/2020
162.85	162.85	27.14	135.71	TRAV	TRAV	146	01/10/2020
451.62	451.62	75.27	376.35	FLEET	FLEET	451.62	01/10/2020
34.56	34.56	5.76	28.80	TRAV	TRAV	594	01/10/2020
91.24	91.24	15.21	76.03	TRADE	TRAD001	0667	01/10/2020
22.14	22.14	3.69	18.45	TRAV	TRAV	699	01/10/2020
1,038.00	1,038.00	173.00	865.00	SMART	SMAR001	1361	01/10/2020
35.68	35.68	5.95	29.73	TRADE	TRAD001	1842	01/10/2020
1,963.97	1,963.97	148.50	1,815.47	EBC	EBC001	2514	01/10/2020
784.58	784.58	54.00	730.58	EBC	EBC001	2522	01/10/2020
96.00	96.00	16.00	80.00	EBC	EBC001	2581	01/10/2020
265.08	265.08	44.18	220.90	QIC	QIC	2860	01/10/2020
609.60	609.60	101.60	508.00	BIND	BIND	24120	01/10/2020
6.18	6.18	1.03	5.15	DJ SCOTT	DJ001	032449	01/10/2020
64.01	64.01	10.67	53.34	TRADE	TRAD001	41869	01/10/2020
14.97	14.97	2.49	12.48	EBC	EBC001	73020	01/10/2020
102.85	102.85	17.14	85.71	ACE	ACE001	76492	01/10/2020
1,560.00	1,560.00	260.00	1,300.00	PKF	PKF	200880	01/10/2020
15.77	15.77	2.63	13.14	CONDOR	COND001	604308	01/10/2020
7,392.36	7,392.36	976.47	6,415.89	TOTAL INVOICES			

Date: 12/10/2020

Fair Oak & Horton Heath Parish Council

Time: 11:34

ath Parish Council

Page: 1 User: JOANNA

Cashbook 1

Current Account

For Month No: 6

Receipts for	or Month 6					Noi	minal Le	edger Anal	ysis
Receipt Ref	Name of Payer	£ Am	nt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Broug	nt Fwd :	76,755.53					76,755.53	
	Banked: 01/09/2020	198.50							
	Fumeral Partners		198.50			1520	510	198.50	Burial
	Banked:01/09/2020	51.50							
	Mr L		51.50			1500	500	51.50	Allotment plot c07
	Banked:01/09/2020	51.50							
	Mr F		51.50			1500	500	51.50	Allotment plot C07
	Banked:01/09/2020	51.50							
	Ms W		51.50			1500	500	51.50	Allotment plot A14
	Banked: 01/09/2020	51.50							
	Mrs P		51.50			1500	500	51.50	Allotment Plot
	Banked: 02/09/2020	25.75							
	Ms M		25.75			1500	500	25.75	Allotment plot B16
	Banked:02/09/2020	25.75							
	mR T		25.75			1500	500	25.75	Allotment plot C4
	Banked:03/09/2020	25.75							
	Mr Hope		25.75			1500	500	25.75	Allotment plot c4
	Banked:03/09/2020	51.50							
	Mr C		51.50			1500	500	51.50	Allotment plot B18
	Banked:04/09/2020	134.00							
	Dignity funerals		134.00			1520	510	134.00	Burial
	Banked:05/09/2020	25.75							
	Mr G		25.75			1500	500	25.75	Allotment plot A04
	Banked:06/09/2020	51.50							
	Mr C		51.50			1500	500	51.50	Allotment plot A12
	Banked:06/09/2020	14.50							
	Ms C		14.50			1500	500	14.50	Allotment plot 1
	Banked:06/09/2020	26.00							
	Sales Recpts Page 113		26.00	26.00		100			Sales Recpts Page 113
	Banked:06/09/2020	70.00							
	Blair Maccarty		70.00			1200	230	70.00	Woodland Hire
	Banked: 07/09/2020	51.50							
	Ms S		51.50			1500	500	51.50	Allotment plot C05
	Banked:08/09/2020	14.50							
	Ms V		14.50			1500	500	14.50	Allotment plot cw02
	Banked:08/09/2020	51.50							
	Mr R		51.50			1500	500	51.50	Allotment plot C18

Continued on Page 2

Date: 12/10/2020

Fair Oak & Horton Heath Parish Council

Time: 11:34

Cashbook 1

User: JOANNA

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Current Account

For Month No: 6

Receipts for Month 6			Nor	minal Le	edger Anal	ysis
Receipt Ref Name of Payer	£ Amnt Received	£ Debtors	£VAT A/c	Centre	£ Amount	Transaction Detail
Banked: 11/09/2020	51.50					
Ms D	51.50		1500	500	51.50	Allotment plot
Banked: 13/09/2020	51.50					
Mr C	51.50		1500	500	51.50	Allotment plot b04
Banked: 14/09/2020	25.75					
Mr c	25.75		1500	500	25.75	Allotment plot
Banked: 14/09/2020	51.50					
Mr R	51.50		1500	500	51.50	Allotment plot C17
Banked: 15/09/2020	1.00					
Mr S	1.00		1500	500	1.00	Allotment Plot correction
Banked: 16/09/2020	51.50					
Mr G	51.50		1500	500	51.50	Allotment plot C2
Banked: 16/09/2020	26.00					
Ms T	26.00		1500	500	26.00	Allotment plot
Banked: 16/09/2020	51.50					
MsS	51.50		1500	500	51.50	Allotment plot A11
Banked: 16/09/2020	14.50					
mR D	14.50		1500	500	14.50	Allotment plot CW13
Banked: 17/09/2020	51.50					
mS G	51.50		1500	500	51.50	Allotment plot B14
Banked: 17/09/2020	51.50					
Mr G	51.50		1500	500	51.50	Allotment plot b14
Banked: 18/09/2020	20.43					
SSE	20.43		1900	100	20.43	Feed in tariff
Banked: 18/09/2020	51.50					
Ms C	51.50		1500	500	51.50	Allotment plot A5
Banked: 23/09/2020	51.50					
Mr H	51.50		1500	500	51.50	Allotment Plot A15
Banked: 23/09/2020	51.50					
Mrs H	51.50		1500	500	51.50	Allotment Plot C12
Banked: 23/09/2020	8.08					
SSE	8.08		1900	100	8.08	Feed in tariff
Banked: 25/09/2020	25.75					
Mrs D	25.75		1500	500	25.75	Allotment Plot C8
Banked: 25/09/2020	51.50					
Mr S	51.50		1500	500	51.50	Allotment Plot b6

Continued on Page 3

Date: 12/10/2020

Fair Oak & Horton Heath Parish Council

Time: 11:34

Cashbook 1

Current Account

User: JOANNA

For Month No: 6

Receipts for Month 6				Nc	minal L	edger Anal	ysis
Receipt Ref Name of Payer	£ Am	nt Received	£ Debtors	£ VAT A/c	Centre	£ Amount	Transaction Detail
Banked: 25/09/2020	51.50						
Mr R		51.50		1500) 500	51.50	Allotment Plot A03
Banked: 25/09/2020	50.50						
Mr C		50.50		1500	500	50.50	Allotment Plot
Banked: 28/09/2020	51.50						
Mr H		51.50		1500	500	51.50	Allotment Plot A7
Banked: 28/09/2020	39.50						
Ms A		39.50		1500	500	39.50	Allotment Plot CW05
Banked: 28/09/2020	51.50						
Mrs B		51.50		1500	500	51.50	Allotment Plot B20
Banked: 28/09/2020	76.50						
Mr P		76.50		1500	500	76.50	Allotment Plot B1
Banked: 29/09/2020	51.50						
Mr Smith		51.50		1500	500	51.50	Allotment Plot B15
Banked: 29/09/2020	51.50						
Mr S		51.50		1500	500	51.50	Allotment Plot C11
Banked: 29/09/2020	50.75						
Mrs W		50.75		1500	500	50.75	Allotment Plot A10
Banked: 29/09/2020	25.75						
Mrs W		25.75		1500	500	25.75	Allotment Plot A4
Banked: 29/09/2020	51.50						
Mr B		51.50		1500	500	51.50	Allotment Plot B7
Banked: 29/09/2020	51.50						
Mr G		51.50		1500	500	51.50	Allotment Plot A8
Banked: 29/09/2020	5,193.50						
Sales Recpts Page 114		5,193.50	5,193.50	100			Sales Recpts Page 114
Banked: 30/09/2020	209,586.00						
EBC		209,586.00		1076	5 100	209,586.00	2nd half precept
Banked: 30/09/2020	51.50						
Mr P		51.50		1500) 500	51.50	Allotment Plot 13C
Total Receipts for Month	217,095.01		5,219.50	0.00		211,875.51	
	202 252 5 :			0.00		200 (21 0 ;	
Cashbook Totals	293,850.54		5,219.50	0.00	_	288,631.04	

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Fair Oak & Horton Heath Parish Council

Time: 11:34

Cashbook 1

Page: 4

User: JOANNA

Current Account

For Month No: 6

Payment	ts for Month 6				Nomi	nal Le	edger A	nalysis	
Date	Payee Name	Reference £	Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/09/2020	Corporate business fin	DD	256.46		42.74	4090	110	213.72	Copier rental
01/09/2020		DD	1.87		0.31		110		tel and Broadband
01/09/2020		DD	530.00		88.33		240		electricty - Pavillion
01/09/2020	Flowers by joanne	VISA	30.00		00.00	4100	110		Flowers - Mrs P
	ACELIFTAWAY	5920	106.28	106.28		500	110	00.00	allotment toilet
	COMPLETE WEED CONTROL	5921	300.00	300.00		500			weed control -KP
01/09/2020		5922	196.32	196.32		500			printer consumbles
01/09/2020		5923	712.40	712.40		500			Dog Bins
	MALCOLM MACNEISH	5924	180.00	180.00		500			new lighting office area
	PAUL FREEMAN TREE	5925	900.00	900.00		500			Treework - Lapstone
0 110 112020	SERVICES	0720	,	,					Lapotono
01/09/2020	QIC systems	5926	272.88	272.88		500			monthkly licence
01/09/2020	REALTIS BUSINESS SOLUTIONS	5927	554.40	554.40		500			cemeteries allotment annual su
01/09/2020	SJH building	5928	72.00	72.00		500			repair faulty PCB Board
01/09/2020	SMART MARKETING	5929	78.00	78.00		500			Marketing support
01/09/2020	SOURCE SUPPLIES	5930	162.56	162.56		500			wipes, masks
01/09/2020	STREETMASTER	5931	542.40	542.40		500			Hawthron Seat
01/09/2020	TRADE UK	5932	122.15	122.15		500			Misc material
01/09/2020	southern electric	DD	-530.00		-88.33	4405	240	-441.67	error
01/09/2020	southern electric	DD	53.00		8.83	4405	240	44.17	electricty - Paviliion
01/09/2020	trade UK	BACS	1.20			4540	290	1.20	Misc materials
04/09/2020	amazon	VISA	23.22			4450	250	23.22	dance mats -HHCC
07/09/2020	allstar	DD	155.47			4305	210	155.47	Fuel
08/09/2020	Peninsula Business	DD	356.50			4070	110	356.50	employment services
09/09/2020	Peninsula	DD	21.60		3.60	4030	110	18.00	EAP Services
09/09/2020	BARCLAYCARD	DD	18.00		3.00	4140	110	15.00	Card payment terminal
09/09/2020	SSE	DD	221.58		36.93	4405	230	184.65	Woodlands electricty
11/09/2020	02	DD	36.61		6.10	4125	110	30.51	Mobiles
14/09/2020	tv licencing	DD	157.50			4990	110	157.50	tv licencing
14/09/2020	Overline	DD	175.14		29.19	4120	110	145.95	tel and broadband
14/09/2020	overline	DD	63.79		10.63	4120	230	53.16	bt and broadband
14/09/2020	British Gas	DD	135.13		22.52	4400	150	112.61	Gas - Parish Office
14/09/2020	adobe	VISA	12.64		2.11	4132	110	10.53	adobe
14/09/2020	SEE	DD	68.46		11.41	4400	230	57.05	Gas - woodlands
15/09/2020	hmrc	BACS	3,914.00			4000	110	3,914.00	рауе
15/09/2020	Hants pesnions	BACS	3,276.47			4010	110	3,276.47	pensions
15/09/2020		BACS	14,040.08			4000	110	14,040.08	payroll
16/09/2020	Payzone	DD	22.20		3.70	4140	110	18.50	card payment terminal
16/09/2020	Peninsula	DD	356.50		59.42	4070	110	297.08	employment services
16/09/2020	sage payroll	DD	20.40		3.40	4132	110	17.00	payroll software
18/09/2020	1	BACS	6.00		1.00	4133	110	5.00	Anti virus - x2 additional lic
25/09/2020	0	DD	12.44		2.07	4400	150	10.37	Gas - PO
28/09/2020	SIEMANS FINANCIAL SERVICES	DD	486.57		81.10	4120	150	405.47	telephone rental system
30/09/2020	BT GROUP	DD	1.87		0.31	4120	150	1.56	tel and broadband

Date: 12/10/2020	Fa	Fair Oak & Horton Heath Parish Council					
Time: 11:34		Cashbook 1					
		Curre	nt Account			For Month No: 6	
	Total Payments for Month	28,124.09	4,199.39	328.37	23,596.33		
	Balance Carried Fwd	265,726.45					
	Cashbook Totals	293,850.54	4,199.39	328.37	289,322.78		

FULL COUNCIL – 19 OCTOBER 2020

UPPER BARN COPSE ASSET TRANSFER

1. PURPOSE OF REPORT

1.1 To consider a request from Eastleigh Borough Council to accept formal transfer of Upper Barn Copse play area and surrounding public open space as per the map at Appendix 1.

2. BACKGROUND

- 2.1 EBC approached the Parish Council in 2018 to commence negotiations regarding possible devolution of the Upper Barn Copse Play Area and surrounding land. The principal aim for this was to remove resident's confusion over management responsibility of the play area and surrounding land as well as have all play areas in parish managed by Parish for consistency.
- 2.2 In response, the Parish Clerk & Parish Ranger met with EBC's Local Area Manager and Play Area Officer on site to assess the condition of the asset. Following the site visit, the Parish Clerk submitted a list of concerns regarding this site for EBC's consideration.
- 2.3 During the course of several months, EBC sought to address each of the Parish Clerk's concerns. An action sheet provided at Appendix 2 gives a breakdown on progress on each of these issues. These included: -
 - Tree work/survey
 - Boundary of play area and installation of a suitable gravel pathway from the play area to the new development (Crowdhill)
 - Improvements to the Play Area
- 2.4 EBC now feel that they have address all the previous concerns highlighted by the Parish and wish the Parish to give formal consideration to accepting transfer of the land.

3. PLAY AREA

- 3.1 EBC have provided play inspection reports for 2018. The Parish Council awaits inspection reports for 2019 & 2020. EBC have invested approximately £17k on improvements at the play area in the last 12 months.
- 3.2 The Operations Manager will give a verbal update at the meeting on his views regarding the staff resource and budget required, should the Parish Council take on this asset.

4. KEY CONSIDERATIONS

4.1 When a Town or Parish Council takes on a devolved asset from a principal authority, it will include the running and administrative costs within its own precept (budget). This means that the cost is included in the local town or parish council tax. Should the Parish accept transfer of the land, Eastleigh Borough Council will no longer owns the asset, and will no long incur cost of ownership. As such any Special Expenses charges for this area will end.

- 4.2 To enable a land transfer to take place, EBC's legal team will need to draft appropriate transfer documentation between each parties. However, before this work takes place, EBC need formal confirmation from the Parish that it wishes to accept the transfer.
- 4.3 EBC request that the Parish consider transfer of the play area, public open space, trees and pond as shown on red lined map attached at Appendix 1.
- 4.4 Each party to the transfer will undertake its own diligence to ensure that all facts are established and understood prior to concluding the transaction.
- 4.5 The sites proposed for transfer will be advertised by EBC as a disposal under Section 123 of the Local Government Act 2000. The transfer will only take place if no objections are received.

5. FINANCIAL IMPLICATIONS

- 5.1 When the asset is devolved, the cost of ownership passes from EBC to this Parish Council.
- 5.2 EBC have provided their annual maintenance budget for this site the total of which comes to £1,750 with £1,400 allocated to the play area inspection, £300 on repairs and grass cutting and £50 for trees.
- 5.3 EBC have confirmed that there are no Section 106 contributions/commuted sums to be transfers with the land given the significant funds spent recently on this area funded through developer's contributions.

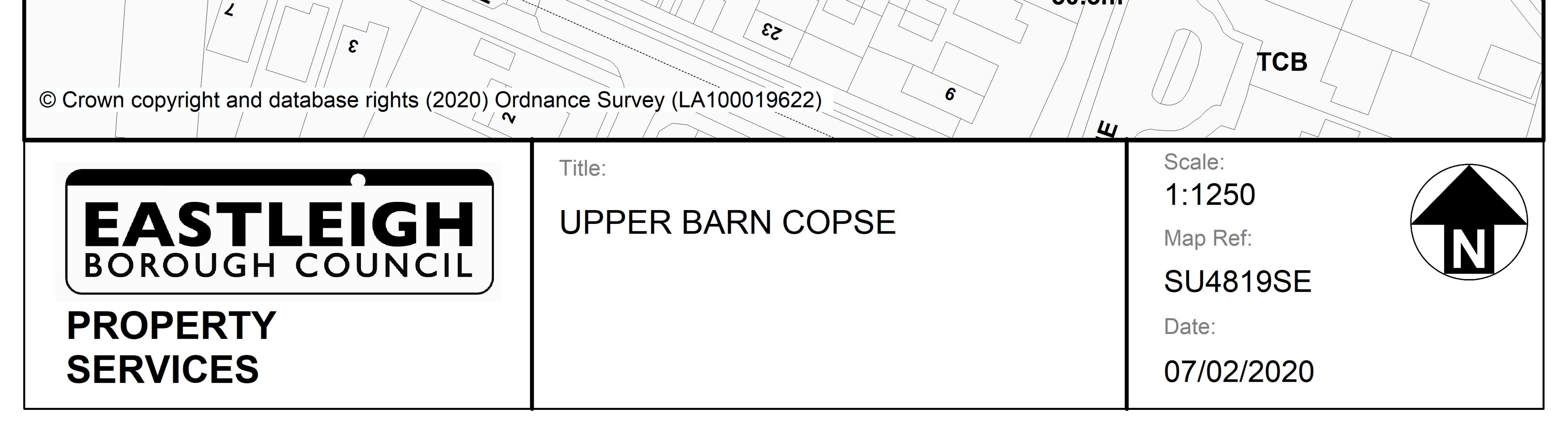
6. **RECOMMENDATIONS**

- 6.1 That the Council consider accepting the transfer of the public open space and play area at Upper Barn Copse as per the map at Appendix 1; and
- 6.2 If the Council is minded to accept the transfer, Delegate authority the Parish Clerk authority, in consultation with the Chairman, to undertake all necessary legal formalities to facilitate the transfer.

For further information please contact:

Melanie Stephens Parish Clerk <u>clerk@fairoak-pc.gov.uk</u>





UPPER BARN COPSE – PC'S ISSUES OF CONCERN – PROGRESS REPORT

Appendix 2

ISSUE	ACTION & DATE	£ SPENT
The aesthetic look of the equipment and would request that all equipment be sanded down to remove all flaky/peeling paintwork. Wood to be re-treated.	Completed – summer 2019	0
The safety matting in the play area is currently non-compliant with necessary safety standards, this therefore needs replacing with 'tiger mulch' or similar.	New tiger mulch laid by equipment – Feb/March 2019	13,158
The surface area of the play area is uneven and potential trip hazard, this is largely due to the number of mole hills. As such the area needs to be levelled off – all mole hills to be levelled. Area reseeded.	Ground re-levelled and re-seeded – March/April 2019	0
A fence and self-closing gate would need to be installed to rear of play area, to ensure the safety of children. The trees in the wooded access (from the Crowdhill side) need to be thinned out, all dead trees/shrubbery removed. The fence also needs replacing. Gate to be installed at the rear of the play area to prevent children running out into the road (Crowdhill side).	New fencing, post & gate at rear of play area	2693.60
The hedgerows/trees at the rear of play area is overgrown and needs to be cleared (see above).	Parish Operations staff to undertake.	0
Link-path from the play area to the new estate needs addressing. Currently just a mud path. Proper path needs to be installed. Tarmac or hoggin preferably.	New link path to new estate – April 2019	442.80
A comprehensive tree, hedge and pond management plan needs to be drafted for whole area;	EBC query whether this necessary given the small size of the area (56 trees, path and pond)	0

As a minimum all dead, dying, diseased & dangerous trees to be removed as well as any non-native trees, plants and shrubbery.	Undertaken as part of the tree survey by Shawyers – summer 2019	tbc
All shrubbery/hedging to be maintained to a reasonable standard (i.e cut/pruned to a manageable height/depth).	EBC to cut with flail prior to transfer.	0
To ensure the safety of residents, particularly children and young people, replacement fence all round (particularly Crowdhill side) the pond.	Query is this necessary given that the pond has been there for some time and no reported issues?	0
A full tree survey and any works recommended would need to be completed (see above) particular focus on the trees that run to the rear of Hardings Lane;	Tree survey undertaken by Shawyers – June 2019	1,520
Clarifications is required from HCC/Developer on areas of responsibility/ownership – please provide a map.	Map provided by EBC	0
New fence/gate and removal of flytipping at Hardings Lane	All completed in Feb 2020	2,000 tbc

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
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.	Verbal Update	Clerk
Task & Finish Group Updates	To receive updates from: Community Café, Climate Change, Library & Village Centre T&F Groups	Verbal Update	Clerk/Chairman of Group
	16 NOVEMBER 2020		
Budget Task & Finish Group	To receive recommendations from the Task & Finish Group	Report	Clerk
Pembers Hill Drive Play Area	Following transfer of land to Parish ownership to commence play area installation project	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
ees 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
lealth & 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		
nternal 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