

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Members are reminded that reports and information relating to this session are not for publication and should be treated as strictly confidential.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



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

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

Page: 2

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 | |
| | | | | | | | |

Page: 3

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.

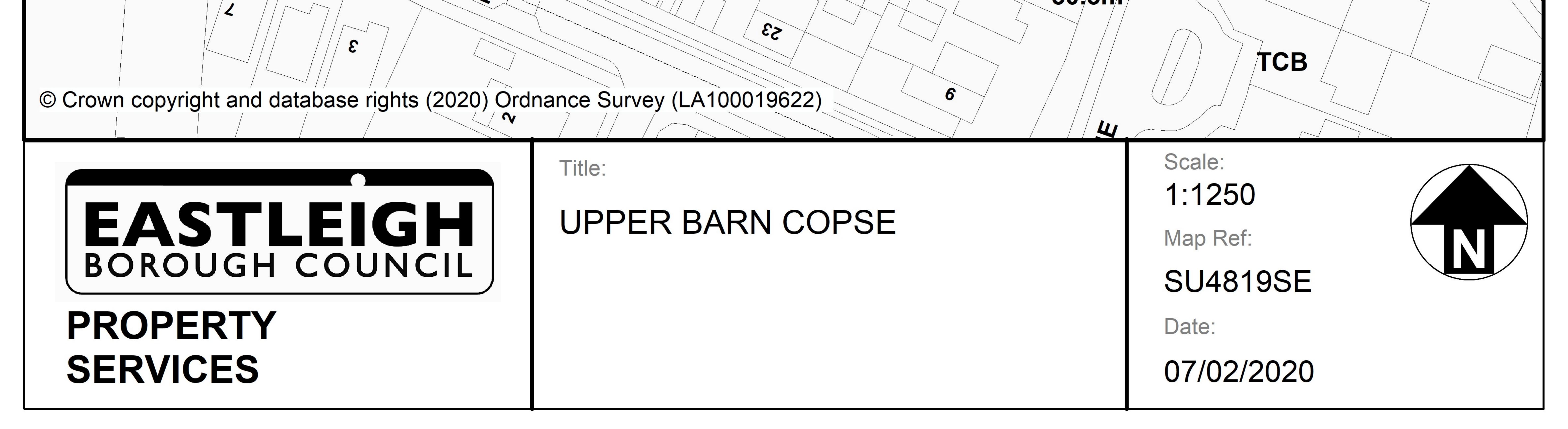
6. **RECOMMENDATIONS**

- 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 |