



## FAIR OAK & HORTON HEATH PARISH COUNCIL

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

(023) 8069 2403 ✉ [enquiries@fairoak-pc.gov.uk](mailto:enquiries@fairoak-pc.gov.uk)

🌐 [www.fairoak-pc.gov.uk](http://www.fairoak-pc.gov.uk) 📘 @fairoakandhortonheathparishcouncil

### SUMMONS

Dear Member

13 April 2021

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 19 April 2021 at 7.00 p.m.**

**Please note** that this meeting will be held virtually via Zoom. A live stream of the meeting can be seen on the Council's [Youtube page](#).

*Melanie Stephens*

Melanie Stephens, Parish Clerk

**PUBLIC PARTICIPATION:** This meeting is open to members of the public. If you wish to speak at the meeting, you should submit a request by email to [clerk@fairoak-pc.gov.uk](mailto:clerk@fairoak-pc.gov.uk) including your email address up to one hour before the meeting. You will then receive an invite from the Council to take part.

### AGENDA

#### PART I - PUBLIC SESSION

##### APOLOGIES

#### 1 MINUTES (PAPER A, PAGES 1-7)

- a) To approve the minutes of the Council meeting held on 15 March 2021 as a correct record.
- b) To note the planning comments made 18 March & 2 April 2021

#### 2 DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

#### 3 REPORT OF RESPONSIBLE FINANCE OFFICER (REPORT B, TO FOLLOW)

To approve the report of the Responsible Finance Officer, note cheque signing and BACS payments. **FIXED ASSET REGISTER (REPORT C, PAGES 8-14)**

To review & approve the Council's fixed asset register.

#### 5 INTERNAL AUDIT REPORT (REPORT D, PAGES 15-16)

To note the report of the Auditor and any subsequent actions made by Officers.

#### 6 FAIR OAK COMMUNITY LIBRARY (VERBAL UPDATE)

To receive a verbal update on this matter.

#### 7 WORK PROGRAMME (REPORT E, PAGES 17-19)

To note the work programme.

**8 MEETING DATES 2021-22 (REPORT F, PAGE 20)**

**RECOMMENDED:**

**(a) That the Annual Council meeting due to take place on 17 May be rescheduled for Tuesday 4 May at 6.00pm in order that this can be held virtually in accordance with the relevant legislation; and**

**(b) That the meeting dates for the 2021-22 committee as set out in Report F be approved.**

**PART II - PRIVATE SESSION**

**9 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 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.

**10 SCOUT'S DEEDS OF SURRENDER AND OVERAGE (REPORT G, TO FOLLOW)**

To approve the final deed of surrender and overage relating to Shorts Road.

**To: Councillors**

Vacancy

Vacancy

S Anderson

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 “virtual” FULL COUNCIL meeting  
 held on Monday 15 March 2021 at 7.00 pm  
 via ZOOM application and live streamed through the Council’s Youtube page**

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

P	Vacancy	P	Cllr Douglas (Chairman)	P	Cllr Mignot
P	Cllr Anderson	P	Cllr Forfar	Pt	Cllr Scott (from item 91)
Ab	Cllr Barrett	P	Cllr Higby	P	Cllr Spearey (Vice-Chairman)
P	Cllr Bird	P	Cllr Marsh	P	Cllr Tennent
Ap	Cllr Couldrey	Ab	Cllr McGuinness	Ab	Cllr Warrillow

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

### PUBLIC SESSION

Julie Nicholson representing the Fountain Café was in attendance to answer any questions. There were no other members of the public present.

### 89 MINUTES OF MEETINGS (PAPER A)

#### RESOLVED:

- a) That the minutes of the Full Council meeting held on 22 February 2021 be signed by the Chairman as a correct record;
- b) That the minutes of the Finance Committee meetings of 9 March 2021 and the recommendations therein be approved and signed by the Chairman as a correct record; and
- c) That the planning delegated decisions of w/e 12 February 2021 be noted.

### 90 DECLARATIONS OF INTEREST

None received.

### 91 CAFÉ TASK & FINISH GROUP INTERIM REPORT (REPORT B)

Members considered the findings of the Group as set out in the report.

The Task & Finish Group presented initial findings to the Full Council in February 2020. At this meeting, members indicated their support for the establishment of a café and asked the Clerk (and the Group) to work up more detailed proposals including the suggestion that the café be sited on the Shorts Road site, occupied by the Scout Hut. Since then meetings have taken place and the group have developed a proposal and way forward for the Council to consider.

Alongside this, negotiations between the Scouts and the Council have progressed to a point where Solicitors have been instructed to oversee the formal surrender of the

lease on the land, with the aim to demolish the hut as soon as the legal process has completed.

The Clerk advised of the good news from the LAC in that they had agreed £157,000 from Section 106 monies to support the project.

Julie Nicholson confirmed that the CIC were not expecting any financial support from the Parish Council in the general running of the café and were in the process of preparing a business plan.

#### **RESOLVED**

- a) That the Council gives its approval in principle that a not-for-profit community café be placed on the Shorts Road site, currently occupied by the derelict scout hut;
- b) That the café be run by The Fountain Café Community Interest Company;
- c) That the project be phased, starting with the erection of the Café and then ancillary community provision such as creative spaces meeting rooms, a men's shed workshop, disabled parking, community fridge and hard & soft landscaping;
- d) That a community consultation exercise be undertaken seeking residents' views on these proposals;
- e) That the Clerk undertake further investigations as the legal arrangements; and
- f) That a final project proposal/business plan be brought to the Council for approval in May 2021.

### **92 REPORT OF THE RESPONSIBLE FINANCE OFFICER (REPORT C)**

Members considered the report of the Responsible Financial Officer (RFO). No questions were raised.

#### **RESOLVED:**

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

### **93 CEMETERY RULES & REGULATIONS (REPORT D)**

Members considered the report to amend the Fair Oak Cemetery Rules & Regulations, which were last reviewed June 2017, to show clear transparency of the Council's procedures.

#### **RESOLVED:**

- a) That the updated Rules & Regulations, application for burial, application for licence to erect a memorial and guidance notes (appendices 1-7) be approved; and
- b) That the next review take place in 2023.

### **94 HR DOCUMENTS (REPORT E)**

The Council considered the adoption of key human resource and health and safety documents.

In March 2020, the Council awarded a 5-year contract with Peninsula HR advisory service to assist the Council in managing its human resource function and provided template documents to assist the Clerk in producing a robust HR system.

These had been shared with all employees and issues discussed prior to submission to Council.

**RESOLVED:**

That the Employee Handbook, Vehicle Rules and Health and Safety Handbook (Appendices 1-3) be adopted.

**95 CORPORATE PLAN (REPORT F)**

At its meeting in December 2020 the Council analysed the results of the community engagement survey. The Clerk along with assistance from Smart Marketing has used the results to develop key themes in the development of a Corporate Plan. The report proposes a draft plan for public consultation, before final approval of the plan by Council in May 2021.

Cllr Spearey queried the life span of the document. The Clerk confirmed it would be reviewed on an annual basis.

Cllr Bird commented on the existing website. The Clerk acknowledged that it needed an overhaul and the priority would be for better digital communications.

**RESOLVED:**

That the draft Corporate Action Plan, attached at Appendix 1, be approved for public consultation.

**87 WORK PROGRAMME (REPORT G)**

**RESOLVED:**

That the work programme be noted.

This was all the business and the meeting closed at 7.21 pm.

Signed..... Chairman

**Accessibility - should you need to view these minutes in an alternative format please contact: [enquires@fairoak-pc.gov.uk](mailto:enquires@fairoak-pc.gov.uk)**

## PLANNING APPLICATION

Planning application to w/e 2 April 2021

If any members of the public wish to raise an objection/comment, please email the [deputyclerk@fair-oak-pc.gov.uk](mailto:deputyclerk@fair-oak-pc.gov.uk) by 0900 hrs Monday 2 April 2021. These will be considered by the Chairman of Planning, Cllr Scott and a formal delegated response submitted to the Borough Council on behalf of the Parish Council.

**Application No:** [T/21/90100](#)

**Address:** 14 York Close, Horton Heath, SO50 7PX

**Description:** 1 no. Oak (T1) - reduce crown spread over house and driveways to Nos 12, 13 & 14 York Close by 1.5m. Remove deadwood.

1 no. Oak (T2) - reduce crown spread over rear garden of No 14 York Close by 2.0m, and over front gardens of Nos 12 & 13 York Close by 2.0m. Remove deadwood.

1 no. Oak (T3)(owned by EBC) - reduce crown spread by 2.0m over rear garden of No 14 York Close and reduce crown spread towards No 13 York Close by 2.0m. Remove deadwood over gardens only.

**Planning Specialist Contact Details**

Email: [steve.miller@eastleigh.gov.uk](mailto:steve.miller@eastleigh.gov.uk)

**Application No:** T/21/89779

**Address:** Flintstone, Michaels Way, Fair Oak, SO50 7NJ

**Description:** 1 no. maple and 1 no. ash -Page 2 of 11 application online Reduce by 4 metres in height as trees are close to garage and power lines.

**Planning Specialist Contact Details**

Email: [matthew.strand@eastleigh.gov.uk](mailto:matthew.strand@eastleigh.gov.uk)

## PLANNING APPLICATION

Comments made with delegated authority, by the Chairman in consultation with the committee, to Planning applications received to w/e 18 March 2021

**Application No:** [H/21/89923](#)

**Address:** 20 Daisy Fields, Fair Oak, SO50 7FF

**Description:** Porch

**Comment:** No objection

**Planning Specialist Contact Details**

Email: [amy.winch@eastleigh.gov.uk](mailto:amy.winch@eastleigh.gov.uk)

**Application No:** [T/21/89936](#)

**Address:** 8 Crispin Close, Horton Heath, SO50 7QA

**Description:** 1 no. Ash (T1) - 2-3m reduction on laterals towards house and reduce height by 2-3 metres.

**Comment:** No objection subject to the satisfaction of the Tree Officer.

**Planning Specialist Contact Details**

Email: [matthew.strand@eastleigh.gov.uk](mailto:matthew.strand@eastleigh.gov.uk)

**Application No:** [T/21/89992](#)

**Address:** 2 Athena Close, Fair Oak, SO50 8QP

**Description:** 3 no. trees - Reduce branches by up to 2m which overhang into the garden and remove dead wood.

**Comment:** No objection subject to the satisfaction of the Tree Officer.

**Planning Specialist Contact Details**

Email: [matthew.strand@eastleigh.gov.uk](mailto:matthew.strand@eastleigh.gov.uk)

## FULL COUNCIL – 19 APRIL 2020

### FIXED ASSET REGISTER

#### 1. PURPOSE

- 1.1 To note and approve the Council's fixed asset register as at the end of March 2021.

#### 2. BACKGROUND

- 2.1 A Fixed Asset Register has four main purposes, it:

- forms a basis for completion of box 9 in the 'Annual Return'.
- forms a basis for decisions on risk and insurance issues.
- provides information on the age and potential lifespan of certain items.
- provides assurance of the continued existence of Council's property.

- 2.2 In order to ensure transparency and reasonableness, the following items are included in the Council's asset register, whether purchased, gifted or otherwise acquired, together with their holding location:

- land and buildings held freehold or on long term lease in the name of the Council
- community assets
- vehicles, plant and machinery
- assets considered to be portable, attractive or of community significance
- other assets estimated or known to have a minimum purchase or resale value of £100
- long term investments, shares and loans made by the Council

- 2.3 Local councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. Once recorded on the asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils.

The Register is adopted by the Council at the end of each Municipal Year but is a working document which Council Officers will update and amend details as necessary.

#### 3. FIXED ASSET REGISTER AS AT MARCH 2021

- 3.1 The Council's fixed asset register as at March 2021 is attached as Appendix 1. This will be submitted to the External Auditor as part of the end of year accounting and audit process.

#### 4. RECOMMENDATION

- 4.1 That the Council note and approve the Fixed Asset Register as set out in Appendix 1 to this report.

**For further information please contact:**

Melanie Stephens, Parish Clerk  
[clerk@fairoak-pc.gov.uk](mailto:clerk@fairoak-pc.gov.uk)



# Appendix 1

Fair Oak & Horton Heath Parish Council Fixed Asset Register as at 31.03.2021						
	Date of Purchase	Balance c/fwd 31/03/20	Revaluations during the year	Purchases during the year	Disposals during the year	Balance c/fwd 31/03/21
<b>Lapstone Farm</b>						
Lapstone Country Park land	31.03.10	1.00				1.00
Boardwalk	02.02.11	9,250.00				9,250.00
Display Panel	07.11.12	480.00				480.00
		9,731.00	0.00	0.00	0.00	9,731.00
<b>Oak Walk</b>						
Land at Oak Walk	31.12.10	1.00				1.00
Fencing	27.04.12	5,540.00				5,540.00
Jubilee Sculpture	08.06.12	10,000.00				10,000.00
		15,541.00	0.00	0.00	0.00	15,541.00
<b>Lapstone Park</b>						
Lapstone Land		1.00				1.00
Pavilion and car park	01.04.97	368,782.00				368,782.00
Car park lighting	01.04.97	7,683.00				7,683.00
Tennis Courts	01.04.97	18,000.00				18,000.00
Sports Equipment	01.04.97	4,441.00				4,441.00
Table and chairs for pavilion	11.11.97	1,687.00				1,687.00
CCTV at Lapstone	19.06.03	8,722.00				8,722.00
Storage Facility	22.4.04	5,389.00				5,389.00
Bench for tennis courts	20.06.05	183.00				183.00
Boiler - Pavilion	19.12.05	1,216.00				1,216.00
Aluminium Junior Goal	17.08.06	946.97				946.97
Machinery storage fencing / compound	25.09.06	1,749.55				1,749.55
Aluminium Goals	16.06.08	1,065.00				1,065.00
2 Wooden benches	04.08.08	51.70				51.70
Garege door - Cricket	30.10.08	1,254.00				1,254.00
Vacuum cleaner	04.12.08	79.19				79.19
Digital recorder CCTV	14.12.12	0.00				0.00
CCTV camera	31.05.13	445.00				445.00
Covert camera	28.02.14	50.00				50.00
2 x Aluminium goals	07.08.14	758.26				758.26
New covert camera and replacements	01.08.14	1,187.50				1,187.50
New DVR & modem for CCTV	21.03.15	1,438.80				1,438.80
Cricket scoreboard	25.05.16	9,897.22				9,897.22
Tennis nets	06.06.16	102.00				102.00
Emergency lights at Pavillion	18.10.16	664.62				664.62
Bench	27.02.17	507.60				507.60
<b>2 X CHAIRS Pavillion</b>	24.04.17	186.93				186.93
		436,488.34				436,488.34
<b>Machinery</b>		0.00				0.00
Dennis FT510 cricket mower	03.03.99	2,210.00				2,210.00
Sissi Auto Rotorake scarifier ARR/4	01.04.99	1,500.00				1,500.00
Stihl HB2300 Blower	31.03.03	162.00				162.00
Knapsack Sprayer	27.06.03	97.86				97.86
Cricket combirake and brush	16.05.05	299.00				299.00
Cricket rotary brush	16.05.05	135.00				135.00
Sarel Spiker	17.05.06	435.00				435.00
Water Bowser	04.06.06	2,000.00				2,000.00
Tractor : TC40DA compact HF56FON	12.09.06	27,350.00				27,350.00
Air Compressor	06.03.07	125.89				125.89
Billy Goat	31.10.07	1,577.30				1,577.30
Hover Mower	03.04.08	420.75				420.75
Weedkiller System	11.05.09	392.08				392.08

Danarm Rotary Mower	10.05.10	680.00				680.00
Spyker Spreader	10.05.10	228.00				228.00
Snow Plough	31.03.11	980.00				980.00
Dragmat	19.08.11	480.00				480.00
Flame Gun	27.09.11	149.99				149.99
Izuzu D-Max 4x4 HN62EGD	19.01.13	14,700.00				14,700.00
Danarm RH26 Brushcutter	31.05.13	256.00				256.00
Welder	10.06.13	440.00				440.00
Chainsaw helmet	22.06.13	38.00				38.00
BG86 Blower	26.11.13	185.00				185.00
FS100 Bike Brushcutter	28.11.13	0.00				0.00
FS100 Bike Brushcutter	28.11.13	0.00				0.00
Stihl MS211CBE Chainsaw	02.12.13	249.00				249.00
Isuzu extended cab van HF14NZT	01.05.14	20,040.00				20,040.00
Kilworth Sovema flail collector	25.09.14	5,540.00				5,540.00
Defibrillator	23.01.15	1,295.00				1,295.00
Paladin TG 21" mower	22.04.15	1,800.00				1,800.00
Wood chipper	21.04.15	825.00				825.00
Powerroll Excel roller	22.06.15	12,495.00				12,495.00
Danarm TMV 50L strimmer	15.07.15	360.00				360.00
Trimax 155 flail	15.07.15	4,510.00				4,510.00
Danarm tj27E hedgetrimmer	15.07.15	0.00				0.00
Silky Zubat hand saw	21.01.16	59.00				59.00
CLFG 5100 ES Generator	16.03.16	682.80				682.80
Battery Charger	10.02.16	34.40				34.40
ATV	09.08.16	16,620.00				16,620.00
Pressure Washer	31.03.16	324.21				324.21
Fertiliser spreader	01.08.17	450.00				450.00
Strimmer 24"	01.08.17	996.00				996.00
Strimmer HL92	01.08.17	442.00				442.00
M251Chain Saw and Blower	26.04.17	929.47				929.47
Strimmer 24"	25.10.18	510.00				510.00
Roller Mower	01.05.19	6,300.00				6,300.00
New Motor blade	03.12.19	614.50				614.50
New pruner	25.12.20	417.51				417.51
Line trimmer	25.12.21	414.58				414.58
Long reach chainsaw	29.02.20	355.94				355.94
KUBOTA mower	01.06.20	0.00		11,100.00		11,100.00
		142,954.15	0.00	11,100.00	0.00	142,206.28
<b>Cemetery</b>						
Cemetery land		1.00				1.00
Concrete Garage	01.04.95	3,768.00				3,768.00
Arch	01.07.99	1,544.00				1,544.00
Wooden seat	28.07.99	372.00				372.00
Bench	01.07.03	427.00				427.00
Noticeboard	01.08.11	869.14				869.14
Circular tree bench	23.04.14	999.00				999.00
40 x slabs	01.05.14	0.00				0.00
		7,980.14	0.00	0.00	0.00	7,980.14
<b>New Century Park</b>						
Land at New Century Park		1.00				1.00
Basketball goal	01.04.99	1,145.15				1,145.15
Contour Seats	23.11.99	2,380.00				2,380.00
Play equipment	01.04.00	21,495.00				21,495.00
Home Guard Gates	01.04.01	6,495.00				6,495.00
Jubilee Gates	31.03.03	4,000.00				4,000.00
CCTV equipment	06.05.03	9,014.00				9,014.00
Eco Play unit	22.09.03	11,783.00				11,783.00

CCTV floodlights	02.12.03	1,231.65			1,231.65
Safety Surface Play Area	21.11.05	27,512.00			27,512.00
Fence Railings	20.02.06	25,219.00			25,219.00
2 replacement CCTV Cameras	20.02.06	660.00			660.00
Play area gate (DDA compliant)	20.10.06	875.00			875.00
CCTV Hard Drive	25.10.08	2,150.00			2,150.00
Brookfield Gate	30.11.08	218.63			218.63
Grit Bin	10.12.10	132.00			132.00
Goal	09.09.11	3,852.90			3,852.90
Dice Spinner	29.05.12	165.00			165.00
CCTV Digital Recorder	14.12.12	893.00			893.00
2 x CCTV Replacement Cameras	14.12.12	890.00			890.00
CCTV Camera	31.05.13	445.00			445.00
10 x Outdoor Fitness Units	20.01.14	32,000.00			32,000.00
Bench	21.01.14	645.00			645.00
Bench	08.02.16	337.00			337.00
Bench	31.03.16	774.00			774.00
Bench	22.03.16	801.00			801.00
Bench	22.03.16	337.00			337.00
New signs for play area	31.05.16	96.77			96.77
bench	11.07.16	627.60			627.60
New Youth shelter	01.04.17	34,482.00			34,482.00
Pitch 3 Goalposts	01.04.17	909.00			909.00
Chin up bars	01.04.17	1,420.00			1,420.00
2 new cradle swing seats	21.06.17	348.00			348.00
		193,334.70			193,334.70
<b>Office</b>					
<b>Furniture – cupboards and storage</b>	01.04.90				
Furniture – desks and chairs	01.04.90	0.00	0.00		0.00
Badge of Office	01.04.97	0.00	0.00		0.00
Coin counter	2.8.04	0.00	0.00		0.00
Safe	21.9.04	0.00	0.00		0.00
Desk, chair and pedestals	16.05.05	0.00	0.00		0.00
Projector	18.09.06	0.00	0.00		0.00
Microsoft Office Software	26.04.07	0.00	0.00		0.00
Misc PC equipment	26.04.07	0.00	0.00		0.00
Office Printer	15.10.08	0.00	0.00		0.00
Office Chair for Ranger	16.01.09	0.00	0.00		0.00
New Photocopier	29.04.09	0.00	0.00		0.00
CCTV Village Hall	18.08.09	0.00	0.00		0.00
CCTV Horton Heath	18.08.09	0.00	0.00		0.00
Office Chairs	20.10.11	0.00	0.00		0.00
2 x Novatech Pro NS107 PC's	13.12.12	0.00	0.00		0.00
2 x Novatech 22" Widescreen LED Monitors	13.12.12	0.00	0.00		0.00
Mapping software	20.08.13	0.00	0.00		0.00
24 port ethernet switch	15.01.14	0.00	0.00		0.00
External storage hard drive	15.01.14	0.00	0.00		0.00
Internal storage	15.01.14	0.00	0.00		0.00
Digital camera	17.02.15	49.99	0.00		49.99
Toshiba L50-B-IUT Notebook	07.05.15	323.12	0.00		323.12
2 x tower fans	03.07.15	0.00	0.00		0.00
Blinds	30.10.15	0.00	0.00		0.00
Broadband extender	17.11.15	0.00	0.00		0.00
2 x Novatech Pro NS107 PC	05.10.16	525.97	0.00		525.97
Dell PC and Laptop	02.12.19	1,130.00	0.00		1,130.00
Inkjet printer	24.03.20	62.98	0.00		62.98
Lenovo Laptop	01.06.20	0.00	612.00		612.00
Dell Vostro Laptop	01.07.20	0.00	630.00		630.00
Dell Vostro Laptop	20.07.20	0.00	630.00		630.00
		2,092.06	1,872.00		3,964.06

<b>Miscellaneous</b>					
Memorial		9,622.07			9,622.07
Timber Bus Shelters x 4	01.04.95	11,545.58			11,545.58
Fences and Gates	01.04.99	18,400.00			18,400.00
Notice boards x 5	31.03.03	4,426.00			4,426.00
Bench for The Square bus shelter	20.7.04	469.20			469.20
Memorial Safety Kit	20.02.06	67.98			67.98
Clock	20.11.06	3,000.00			3,000.00
Bus Shelter	09.01.08	2,120.70			2,120.70
LED Christmas Lights	27.06.08	2,016.00			2,016.00
2 Noticeboards	30.06.10	2,000.00			2,000.00
1 Noticeboard	15.02.11	1,200.00			1,200.00
Village Square Bench	27.01.11	713.00			713.00
Speed Watch Pack	24.01.12	2,500.00			2,500.00
2 x Marquees	14.01.13	228.00			228.00
Noticeboard - Oak Walk	01.05.14	867.26			867.26
13 x Mapboards	15.01.15	5,354.17			5,354.17
7 x Christmas star motifs	04.01.15	1,659.00			1,659.00
World War 1 seat in Square	20.12.14	535.00			535.00
Bus shelter - Sandy Lane	30.04.15	2,500.00			2,500.00
Fencing - Campbell Way allotments	01.10.15	15,373.20			15,373.20
Speed watch kit	30.10.15	2,750.00			2,750.00
7 x Christmas star motifs	30.10.15	1,659.00			1,659.00
Noticeboards	06.06.16	1,273.43			1,273.43
Christmas Motifs	12.12.16	2,410.80			2,410.80
Wyvern Meadow signage	14.02.17	140.55			140.55
		0.00			0.00
		92,830.94			92,830.94
<b>Dean Road Play Area</b>					
<b>Land at Dean Road</b>		1.00			1.00
Gate	03.04.03	550.00			550.00
Signs	15.01.16	131.39			131.39
Dean Road Fence	22.11.17	7,701.38			7,701.38
		8,383.77			8,383.77
<b>Meadowsweet Way</b>					
<b>Play equipment</b>	31.08.03	35,900.00			35,900.00
CCTV	31.03.03	2,601.00			2,601.00
Play Area gate	18.07.05	565.00			565.00
CCTV at Horton Heath	28.04.06	2,350.00			2,350.00
Land	31.12.10	1.00			1.00
CCTV Monitor HHCC	14.10.11	108.00			108.00
Digital Recorder CCTV	14.12.12	893.00			893.00
4 x CCTV cameras	31.07.15	2,495.00			2,495.00
		44,913.00			44,913.00
<b>Daisy Dip</b>					
<b>Land</b>	01.04.13	1.00			1.00
Noticeboard	14.05.13	1,222.00			1,222.00
Fence	02.08.13	2,515.00			2,515.00
		3,738.00			3,738.00
<b>Knowle Hill</b>					
<b>3 wooden/concrete picnic tables</b>	01.04.95				
1 new wooden table to replace vandalised one	30.09.03	278.00			278.00
Boardwalk	18.10.11	2,550.00			2,550.00
Sign	21.04.16	46.20			46.20
		2,874.20			2,874.20
<b>Knowle Park (previously White Tree Farm)</b>					
<b>Land</b>	11.05.06	1.00			1.00
Fencing and gate	17.10.05	1,995.60			1,995.60
Fencing and gate	19.12.05	535.00			535.00

Bin	16.01.06	166.00				166.00
Kissing gates and fencing	28.09.06	1,095.60				1,095.60
Boundary Fence	30.07.07	1,650.00				1,650.00
Tel Poles	13.11.07	0.00				0.00
Cemetery & Allotment Fencing	10.03.08	7,746.00				7,746.00
Allotment Fencing	14.01.09	3,046.54				3,046.54
Allotment Fencing	30.03.09	950.00				950.00
Allotment Track	16.03.09	4,910.00				4,910.00
Oak Tree Bench	10.05.10	3,100.00				3,100.00
Boardwalk	26.07.10	4,380.00				4,380.00
Acorn Sculptures	03.10.10	6,950.00				6,950.00
Plantation Fencing	29.10.10	3,238.00				3,238.00
Decorative Iron Fence	28.02.11	11,500.00				11,500.00
5 Hawthorn Seat Benches	28.02.11	1,620.00				1,620.00
3 Kensington Benches	28.02.11	2,010.00				2,010.00
4 Picnic Benches	28.02.11	1,836.00				1,836.00
Viewing Point Plinth	28.02.11	2,900.00				2,900.00
Information Panel	07.01.11	1,434.00				1,434.00
2 Seats	31.03.11	334.00				334.00
Noticeboard	31.03.11	849.94				849.94
Allotments - Water Troughs	25.05.11	411.05				411.05
Car Park	30.06.11	30,030.00				30,030.00
Hawthorn Bench	02.11.11	334.00				334.00
Noticeboard	24.04.12	1,234.00				1,234.00
Bench	19.06.12	456.00				456.00
Noticeboard	11.02.13	1,222.00				1,222.00
Arch Sculpture	27.03.13	3,150.00				3,150.00
Bench	23.04.13	399.00				399.00
Bench	01.04.15	479.00				479.00
Skatepark equipment	30.06.15	6,020.00				6,020.00
Bench	25.08.15	783.00				783.00
Bench	04.11.15	337.00				337.00
Bench	29.07.16	250.00				250.00
Bench	11.07.16	1,275.60				1,275.60
bench (Knowle lane allotments)	05.09.16	482.40				482.40
sign	10.09.16	42.05				42.05
metal sign	17.10.16	23.99				23.99
		109,176.77	0.00	0.00	0.00	109,176.77
<b>Garage</b>						
Garage at village hall	01.04.95	3,846.98			(3,846.98)	0.00
Garage contents	01.04.97	0.00				0.00
Angle Grinder	09.04.03	0.00				0.00
SBD Garador Guardian Retractable Door	02.12.13	0.00				0.00
		3,846.98	0.00	0.00	(3,846.98)	0.00
<b>New parish office and compound</b>						
<b>New Parish Office building</b>	10.11.17	766,466.00				766,466.00
CCTV Monitor, DVR and cameras	10.11.17	4,495.00				4,495.00
Intruder alarms	10.11.17	1,395.00				1,395.00
Bison strimmer and Vaults	10.11.17	2,385.00				2,385.00
Office Furniture	01.01.18	17,373.60				17,373.60
Burgular bars	31.11.17	645.00				645.00
Folding wall	01.01.18	8,006.40				8,006.40
Alarm system	01.01.18	810.00				810.00
White goods	01.01.18	932.00				932.00
Additional computers x2	01.01.18	2,124.48				2,124.48
CCTV	01.01.18	4,555.00				4,555.00
Fire extinguishers	01.01.18	1,092.00				1,092.00
Parish office fencing	21.03.18	1,702.81				1,702.81
Parish office barriers	21.03.18	7,350.68				7,350.68
<b>Parish Office Clock</b>	19.12.18	1,595.00				1,595.00

		820,927.97		0.00		820,927.97
<b>Woodlands Community Centre</b>						
Woodland Community Centre Building	01.04.18	1.00				1.00
Printer/scanner	21.05.18	108.33				108.33
Kitchen equipment	15.06.18	332.15				332.15
Mirrors	20.06.18	180.00				180.00
Lock cylinders and keys	20.06.18	868.32				868.32
Floor scrubber	18.07.18	1,299.00				1,299.00
Roller blinds	18.07.18	682.50				682.50
Dishwasher and Boiler	18.07.18	1,793.44				1,793.44
Key cabinet and cigarette bins	21.05.18	46.47				46.47
Fencing	08.06.18	2,400.00				2,400.00
Gate	01.07.18	150.24				150.24
Fencing	08.06.18	2,400.00				2,400.00
CCTV	18.07.18	3,577.50				3,577.50
Coffee Table	17.08.18	40.00				40.00
Low hanging trolley	17.08.18	275.00				275.00
Woodlands Furniture	17.08.18	8,240.00				8,240.00
Additional woodlands furniture	25.01.19	1,189.60				1,189.60
		23,583.55				23,583.55
<b>Horton Heath Community Centre</b>						
Community Building		1.00				1.00
Kitchen Equipment	Donated 25.11.18	400.00				400.00
Floor scrubber	Donated 25.11.18	500.00				500.00
Curtains and blinds	Donated 25.11.18	1,000.00				1,000.00
Metal Gate	Donated 25.11.18	300.00				300.00
Hall chairs	Donated 25.11.18	500.00				500.00
Water Boiler	Donated 25.11.18	100.00				100.00
Kitchen Crockery and utensils	Donated 25.11.18	200.00				200.00
cleaning materials	Donated 25.11.18	300.00				300.00
Toilet Mirrors	Donated 25.11.18	50.00				50.00
Defibulator	6.12.18	1,250.00				1,250.00
Kitchen Equipment	25.07.19	14,787.33				14,787.33
		19,388.33	0.00	0.00	0.00	19,388.33
Total value of fixed assets as at 31.03.20		1,937,784.90	0.00	12,972.00	(3,846.98)	1,935,062.05
<b>Revaluations in the year</b>		0.00				
Added in year		12,972.00				
Disposed of in year	-	3,846.98				
Total value of fixed assets as at 31.03.19		1,935,062.05				

# Do the Numbers Limited

9<sup>th</sup> March 2021

Melanie Stephens, Clerk  
Fair Oak and Horton Heath Parish Council  
2 Knowle Park Lane  
Fair Oak  
Eastleigh  
Hants SO50 7GL

Dear Melanie,

**Subject: Review of matters arising from interim Internal Audit for 31 March 2021**

Please find below the list of matters arising following my visit to the office today.

I found the records of the council to be in very good order and felt that the visits went well.

Control area	Issue	Recommended Action
Sales ledger	There are several old balances in the sales ledger that would appear to relate to cancelled or deferred bookings.	In advance of the year end, please could all credited invoices be matched off the ledger and any remaining cancelled bookings be credited.
VAT on subscriptions	Care should be taken to only reclaim VAT when it has been charged.	The ICO subscription does not include VAT. This should be adjusted in the March VAT return.
Asset additions	The council has purchased some new computer equipment and replaced a play area and a vehicle in the year.	The asset registers should be reviewed to ensure that replaced assets are removed when the additions are put on the list, to ensure that insurance and replacement schedules are accurate.
Bank reconciliation approval	It appears that only one or two members of the council are carrying out the internal control checking of the bank reconciliation.	All members in rotation should perform the internal controls so that they are aware of the systems and understand the records of the council. (this can be started once lockdown ends)
Pecuniary interests	It is not clear whether all members are correctly disclosing all of their pecuniary and other interests on all matters on the council agenda.	As per <a href="#">the legislation</a> , membership of another council where an allowance is paid, or trusteeship of a charity with which the council will have dealings should both be disclosed and the member remove themselves from the vote.

37 Upper Brownhill Road, Southampton, SO16 5NG

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Registered in England No. 7871759

Director: Eleanor S Greene

Web publication	The council website does not include the up to date versions of policies and standard documents.	Over the coming weeks all approved documents and policies should be uploaded (with dates) to show that the council operates according to best practice.
Web documents	All documents on the website should be in a non editable format where the presentation is controlled by the council – such as PDF	Please could files like the delegated decision list be updated to the correct format.
General reserves	The general reserve of the council is now significantly above the level in the guidance. For a council the size of FOHHPC it should be around 3 months of revenue expenditure <i>(also raised last two years)</i>	Councils do not have the power to hold savings. Precepted funds should be used in a timely manner for the benefit of residents. As per <a href="#">paragraph 5.32 here</a> the council bring forward projects to spend taxpayers money for their benefit.
Earmarked reserves	Some of the designated reserves of the council do not meet the guidance of a specific location, value and completion date. <i>(also raised last two years)</i>	When the COVID lockdowns ease, all projects should be assessed and completion dates minuted.

I will return to the office after the year end to complete my review.

If either you or your councillors have any queries, please do not hesitate to contact me.

Regards

Eleanor S Greene

37 Upper Brownhill Road, Southampton, SO16 5NG

[eleanorgreene@thedunnefamily.co.uk](mailto:eleanorgreene@thedunnefamily.co.uk)

Registered in England No. 7871759

Director: Eleanor S Greene



# FULL COUNCIL – WORK PROGRAMME (2021/2022)

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ITEM	OBJECTIVE	METHOD	LEAD OFFICER
<b>MAY 2021</b>			
Council Constitution	To approve adoptions of governance documents in the form of a comprehensive constitution – council constitution/standing orders, financial regulations	Report	Clerk
Membership of Committees & Outside bodies	To approve membership and Chairmanship of Committees	Report	Clerk
Annual Governance Return & Final Account	To approve the annual governance report & Final Accounts	Report	Finance Officer
Finance Report	To approve the monthly finance report	Report	Clerk/Finance Officer
Internal Auditor's Report	To receive the report	Report	Clerk/Finance Officer
Community Café	To agree final recommendations of the Group	Report	Clerk
Pemberton Hill Drive Play Area	To appoint a contractor	Report	Clerk
<b>JUNE 2021</b>			
Allotments	To carry out a review and update the Allotment Tenancy Agreement	Report	Deputy Clerk/Clerk
Monthly Finance Report	Monthly financial monitoring report	Report	Clerk/Responsible Finance Officer
Assets & Open Space Update	Update on progress of Council owned sites	Report/presentation	Operations Manager/Clerk
Village Centre Task & Finish Group	To consider interim findings	Report	Clerk/Chairman of the Group
<b>JULY 2021</b>			

Financial regulations	To approve the Council's Financial Regulations	Report to Committee	<b>Clerk/Responsible Finance Officer</b>
Annual Report	To approve the 2021/22 Annual Report for publication	Report to Committee	<b>Clerk</b>
Financial Risk Assessment	To approve the Financial Risk Assessment	Report to Committee	<b>Clerk/Responsible Finance Officer</b>
Quarterly finance monitoring	To consider the quarterly financial monitoring report	Report to Committee	<b>Clerk/Responsible Finance Officer</b>
Cemetery Access Road	To consider the options appraisal report	Report to Committee	<b>Operations Manager</b>
Village Centre T&F	To agree final recommendations of the Group	Report	<b>Clerk</b>
<b>SEPTEMBER 2021</b>			
Christmas Opening Hours	To approve the Parish Office opening hours for Christmas	Recommendation	<b>Clerk</b>
Data Protection Annual Audit	To receive the annual audit	Report to Committee	<b>Clerk</b>
<b>OCTOBER 2021</b>			
External Auditors Report	To receive and approve the External Auditors Report	Report to Committee	<b>Clerk</b>
One Horton Heath	To receive an update from EBC on this development	Presentation	<b>One Horton Heath team</b>
Community Investment Programme	To approve the CIP list	Report	<b>Clerk</b>
<b>NOVEMBER 2021</b>			
Budget Task & Finish Group	To receive recommendations from the Task & Finish Group	Report to Committee	<b>Clerk</b>
Finance Report	To approve the monthly finance report	Report to Committee	<b>Clerk/Finance Officer</b>

**DECEMBER 2021**

Annual Budget	To set the budget for the 2021/22 financial year	Report to Committee	<b>Clerk/Finance Officer</b>
Fees and Charges	To set the fees and charges for the 2021/22 financial year	Report	<b>Clerk/Finance Officer</b>
Finance Report	To approve the monthly finance report	Report to Committee	<b>Clerk/Finance Officer</b>

**JANUARY 2022**

Corporate Action Plan	Monitoring progress against the action plan	Report to Committee	<b>Clerk</b>
Finance Report	To approve the monthly finance report	Report to Committee	<b>Clerk/Finance Officer</b>

**FEBRUARY 2022**

Internal Auditor Interim Report	To receive the internal auditor's report and approve the audit action plan	Report to Committee	<b>Clerk</b>
Finance Report	To approve the monthly finance report	Report to Committee	<b>Clerk/Finance Officer</b>

**MARCH 2022**

Finance Report	To approve the monthly finance report	Report to Committee	<b>Clerk/Finance Officer</b>
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**APRIL 2022**

Finance Report	To approve the monthly finance report	Report to Committee	<b>Clerk/Finance Officer</b>
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## FAIR OAK & HORTON HEATH PARISH COUNCIL MEETING DATES 2021/22

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MONTH	DATE	COMMITTEE
May 2021	4	Full Council at 6.00pm (virtual) NB: change of date & time
June 2021	8	Asset Committee at 2.00pm
	21	Full Council at 7.00pm
July 2021	13	Finance Committee at 10.00am
	19	Full Council at 7.00pm
August 2021	N O S C H E D U L E D M E E T I N G S	
September 2021	7	Asset Committee 2.00pm
	20	Full Council at 7.00pm
October 2021	18	Full Council at 7.00pm
	25	Budget Task & Finish Group 10.00am
November 2021	15	Full Council at 7.00pm
	22	Budget Task & Finish Group 10.00am
December 2021	14	Finance Committee 10.00am
	20	Full Council at 7.00pm
January 2022	11	Asset Committee 2.00pm
	17	Full Council at 7.00pm
February 2022	21	Full Council at 7.00pm
March 2022	8	Finance Committee 10.00am
	14	Full Council at 7.00pm
April 2022	18	Full Council at 7.00pm
	25	Parish Assembly at 7.00pm
May 2022	16	Annual Council at 7.00pm

- NB: Planning Committee to meet on an ad-hoc basis as required, with minor applications being considered by the Deputy Clerk and the Chairman of Planning (following email consultation with the Committee) as per current delegated arrangements\*. Major developments will be deferred to Full Council.

\*For the purposes of transparency - all planning comments submitted to Eastleigh Borough Council will continue to be published on the Parish Council's website.