



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](https://www.facebook.com/fairoakandhortonheathparishcouncil)

**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.

96 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