



## FAIR OAK & HORTON HEATH PARISH COUNCIL

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**Minutes of the “virtual” Annual Council meeting  
held on Tuesday 4 May 2021 at 6.00 pm  
via ZOOM application and live streamed through the Council’s Youtube page**

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

	Vacancy	P	Cllr Douglas (Chairman)	P	Cllr Mignot
	Vacancy	P	Cllr Forfar	P	Cllr Scott
P	Cllr Anderson	P	Cllr Higby	P	Cllr Spearey (Vice-Chairman)
P	Cllr Bird	P	Cllr Marsh	P	Cllr Tennent
P	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 & Martin Johnson, Operations Manager.

### PUBLIC SESSION

No questions were raised, and no members of the public were present.

#### 1 ELECTION OF CHAIRPERSON

Cllr Spearey moved that Cllr Douglas be elected Chairperson of the Council for the ensuing municipal year. The motion was seconded by Cllr Marsh. There were no other nominations.

#### RESOLVED:

That Cllr Douglas be appointed as Chairperson for the ensuing municipal year.

Cllr Douglas took the Chair and accepted the declaration of office.

Cllr Douglas thanked everyone for their vote of confidence saying that she had served as Chairman on the Council for 30 years and it had been a privilege.

#### 2 ELECTION OF VICE-CHAIRPERSON

Cllr Douglas moved that Cllr Spearey be elected Vice-Chairperson of the Council for the ensuing municipal year. The motion was seconded by Cllr Bird. There were no other nominations.

#### RESOLVED:

That Cllr Spearey be appointed as Vice-Chairperson for the ensuing municipal year and accepted the declaration of office.

#### 3 DECLARATIONS OF INTEREST

There were no declarations of interest and dispensation requests received.

#### **4 MINUTES (PAPER A)**

##### **RESOLVED:**

That the minutes of the Full Council meeting held on 19 April 2021 be signed by the Chairman as a correct record.

#### **5 MEMBERSHIP OF COMMITTEES (REPORT B)**

##### **RESOLVED:**

That the appointment of members to Committees, Sub-Committees and standing Task & Finish Groups as set out in Appendix 1 to Report B be approved.

#### **6 STANDING ORDERS (REPORT C)**

##### **RESOLVED:**

That the Standing Orders be approved.

#### **7 FINAL ACCOUNTS (REPORT D)**

##### **RESOLVED:**

- a) That the final accounts be approved for year ending March 2021;
- b) That the Internal Auditor's comments be noted; and
- c) That the annual return be completed.

#### **8 ANNUAL GOVERNANCE RETURN 2020/21 (REPORT E)**

##### **RESOLVED:**

- a) That the Annual Governance and Accountability Return 2020/21 be approved; and
- b) That the dates for the public right of inspection namely, 21 June – 30 July 2021 be noted.

#### **9 COMMUNITY CAFÉ TASK & FINISH GROUP (REPORT F)**

Members considered the proposed Business Plan as recommended by the Community Café Task & Finish Group.

The Clerk advised that the recent community survey had been analysed, with over 900 residents taking part, and that 98% of these were in support of the Café. Further resident consultations would be undertaken, starting with a street survey of all those residing at the perimeter of the park, prioritising the Shorts Road residents.

The capital spends of £197,000 for the site was highlighted. The initial architectural plans received for phase 1 of the project had been estimated at £194,000 but did not include the smaller buildings.

Members were also informed that a meeting had been arranged with the Village Hall Trustees, the Clerk & Mrs Nicholson of the Fountain Café to discuss parking issues and joint working. However, she reminded Members that there was additional hardstanding on New Century Park at the Brookfield Road gate entrance which could be used as a car park should the Village Hall feel that they

are unable to share parking on their site. The benefits of joint collaborative working with the Village Hall, Council and Café were highlighted.

Members expressed their support for the project.

**RESOLVED:**

- a) That the outline business plan be agreed;
- b) That the proposed budget as set out in 7.3 of the plan be approved;
- c) That updates be regularly given at Full Council meetings; and
- d) That further consultation take place with residents of Shorts Road.

**10 PEMBERS HILL PLAY AREA (REPORT G)**

Members considered the installation of a brand-new play area at Pembers Hill Drive as well as the results of the public consultation.

The results of the consultation had shown a clear winning design, with 91 residents out of 131 (69.5%) choosing the design submitted by Vitaplay (design 1).

Members noted the project allocation costs, namely £64,000 for the play equipment which included £500 for planting and an additional £5,000 for public art installation.

The winning contractor had indicated they could commence installation from 7 June and estimated the project would take 4 weeks to complete weather and material supply dependant. In any case, the play area would be completed in time for the school summer holidays.

**RESOLVED:**

- a) That Vitaplay be awarded the contract for the play area installation;
- b) That the project costs as set out in paragraph 4.1 of Report G be approved;
- c) That bespoke carved benches and bug hotels be purchased using the allocated public art fund as set out in paragraph 4.5 of Report G; and
- d) That the Clerk in consultation with the Chairman of the Council allocate any remaining project funds to the purchase of additional enhancements on the stie.

**11 TENNIS COURTS – LAPSTONE PLAYING FIELDS (REPORT H)**

Members considered proposals for improvements works at Lapstone Playing Fields Tennis Courts.

The Operations Manager outlined the three options available to the Council in undertaking improvements works, namely:-

- Install the Lawn Tennis Association Club Spark system, managed by the Parish Council;
- Work with Premier Tennis to install a bookings system, with Premier Tennis managing all bookings and offer coaching; or
- Maintain the status quo.

Members discussed the advantages and disadvantages of each of the options

and following discussion it was;

**RESOLVED:**

That the Parish Council work with the Lawn Tennis Association to install the Club Spark system using the existing budget allocation (£4,000) for the project.

This was all the business and the meeting closed at 6.58 pm.

The Chairman reminded Members that following guidelines it would be no longer legal to hold Parish Council meetings remotely. Therefore, the next Full Council meeting would be held (face-to-face) on Monday 21 June 2021 at 7.00 pm at the Woodland Community Centre\*.

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)**

\*Subject to the completion of renovations at the Centre.

## **Appendix 1**

### **Membership of Committee May 2021**

#### **Asset Committee (8 Members)**

Cllr S Anderson  
Cllr C Bird (Vice-Chairman)  
Cllr H Douglas  
Cllr D Scott (Chairman)  
Cllr P Spearey  
Cllr G Warrillow  
X 2 Vacancies

#### **Finance Committee (8 Members)**

Cllr H Douglas (Chairman)  
Cllr N Couldrey  
Cllr M Marsh  
Cllr H McGuinness  
Cllr P Spearey  
Cllr B Tennent  
Cllr T Higby (Vice-Chairman)  
Vacancy

#### **Community Events Sub-Committee (5 members)**

Cllr S Anderson  
Cllr H Douglas  
Cllr H McGuinness  
Cllr P Spearey  
Cllr G Warrillow

#### **Budget Task & Finish Groups (standing group)**

Cllr Douglas  
Cllr Couldrey  
Cllr Higby

#### **NB:**

- Other task & finish groups on an adhoc basis
- Planning applications dealt with under officers delegated authority and where appropriate referred to Full Council for consideration.
- It is proposed that the vacancies on Committees be filled following the co-option of the two vacant seats on the Council.