



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

SUMMONS

Dear Member

15 June 2021

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 21 June 2021 at 7.00pm at the Parish Offices, 2 Knowle Park Lane, Fair Oak**

Please note: a 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. However, to ensure that social distancing can be maintained at the meeting, should you wish to attend & speak please submit a request by email to clerk@fairoak-pc.gov.uk by Friday 18 June 2021.

AGENDA

APOLOGIES

1 MINUTES OF MEETINGS (PAPER A, PAGES 3-11)

- a) To approve the minutes of the Council meeting held on 4 May 2021 as a correct record; and
- b) To note the planning delegated decisions of w/e 16 April, 7 & 28 May 2021.

2 DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

3 PLANNING APPLICATION

To discuss, comment and submit a response to Eastleigh Borough Council on the following planning application

Application No: [O/20/89498](#) (amended)

Address: Land at Burnetts Lane, Fir Tree Lane and Allington Lane, Eastleigh, SO50 7BZ

Description: Outline: Phased mixed-use development comprising: up to 2,500 residential units in total; a primary Local Centre (and supporting secondary local centres) comprising mixed-use residential/retail/leisure/community/employment/day nursery/food establishment uses; office, commercial and industrial uses; a Primary School; public open space including formal sports facilities and informal provisions; relocation of solar panels; key infrastructure and utilities provision including new roads, footpaths and cycle paths and improvements to the existing road junction at Fir Tree Lane/Burnetts Lane; and ecological, landscape, site preparation and demolition works (All Matters Reserved Except Access). This application is subject to Environmental Impact Assessment.

Application No: [F/20/89500 Land west of Burnetts Lane, Eastleigh, SO30 2HH](#)

Address: Land west of Burnetts Lane, Horton Heath, SO30 2HH

Description: Erection of 381 residential units with public open space, hard and soft landscape works, internal roads, footway/cycleways, associated parking spaces, substation, SuDS and associated infrastructure (This application is subject to Environmental Impact Assessment).

4 REPORT OF RESPONSIBLE FINANCE OFFICER (REPORT B, PAGES 12-18)

To approve the report of the Responsible Finance Officer, note cheque signing and BACS payments.

5 SUPPLEMENTARY BUDGET REQUESTS (VERBAL REPORT)

a) To consider a supplementary budget request for necessary improvement works to the skate ramp using general reserves; and

b) To consider purchasing a defibrillator for the parish office using ear marked reserves.

6 OUTSIDE BODIES REPRESENTATION (REPORT C, PAGES 19-22)

To agree the Council's outside bodies representation and note Cllr guidance.

7 MOBILE FOOD VAN (REPORT D, PAGES 23-35)

To consider a request to use Council sites for a mobile food van.

8 CLERK'S GENERAL UPDATE (REPORT E, PAGES 36-39)

To note the contents of the report.

9 WORK PROGRAMME (REPORT F, PAGES 40-42)

To note the work programme.

10 CONSTITUTION (REPORT G, TO FOLLOW)

To adopt a comprehensive council constitution.

To: Councillors

Vacancy	H Douglas
Vacancy	K Forfar
S Anderson	T Higby
C Bird	M Marsh
N Couldrey	H McGuinness

T Mignot
D Scott
P Spearey
B Tennent
G Warrillow

Officers

J Cahill (Finance Officer)
L Greenslade (Deputy Clerk)
M Johnson (Operations Manager)
M Stephens (Clerk)



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A

**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

*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.

PLANNING APPLICATION

Delegated comments made by in consultation with the Full Council to
Planning application to w/e 7 May 2021

Application No: [H/21/89851](#)

Address: 1 Clock House, Winchester Road, Fair Oak, SO50 7HD

Description: First floor rear extension

Comments: The Parish Council has no objection in principal to this application however, we are concerned that the oak tree to the south is much larger than is shown on the plan. The canopy spread could inhibit mechanically lifted deliveries of building materials. We would therefore ask that a tree protection condition is included should officers decide to permit. We also note that a Mains Electricity Cable passes directly over the proposed extension and trust that the Electricity board has been made aware of this.

Planning Specialist Contact Details

Email: naomi.arnold@eastleigh.gov.uk

Application No: [T/21/90334](#)

Address: Deer Park Farmhouse, Knowle Lane, Fair Oak, SO50 7DZ

Description: 1 no. Leylandii (T1) - Fell.

Comments: No Objection

Planning Specialist Contact Details

Email: matthew.strand@eastleigh.gov.uk

Application No: [T/21/90413](#)

Address: 20 Pavilion Close, Fair Oak, SO50 7PS

Description: 1 no. Willow (T3) - re-pollard to just below previous pruning points. Remove small limb over neighbouring driveway.

Comments: This tree needs attention. Previous works have left what should be a positive attribute to the area in an untidy condition. We would hope that EBC tree officers will have visited the property and would appreciate their comments.

Planning Specialist Contact Details

Email: steve.miller@eastleigh.gov.uk

PLANNING APPLICATION

Delegated comments made in conjunction with the Full Council to planning applications received to w/e 28 May 2021

Application No: [F/21/90322](#)

Address: Land rear of Oakfields, Winchester Road, Fair Oak

Description: Erection of 9no. dwellings with parking, landscaping and associated works

Comments: No objection

Planning Specialist Contact Details

Email: david.huckfield@eastleigh.gov.uk

Application No: [H/21/90494](#)

Address: 79 Brunswick Road, Fair Oak, SO50 8FF

Description: Single-storey rear extension with pitched roof and 2no. roof lights following demolition of existing conservatory

Comments: No objection

Planning Specialist Contact Details

Email: naomi.arnold@eastleigh.gov.uk

Application No: [F/21/90529](#)

Address: Land to rear of Boxwood house - Chestnut Gully Wood, Winchester Road, Fair Oak, SO50 7HD

Description: Retrospective permission for improvement of access tracks and associated works in woodland.

Comments: Object. The Parish Council is disappointed that another woodland in its area has suffered destruction in a SINC area. It would like to see that all works are halted, and the area restored.

Planning Specialist Contact Details

Email: tom.french@eastleigh.gov.uk

Application No: [H/21/90564](#)

Address: 377 Fair Oak Road, Fair Oak, SO50 7AB

Description: Single storey rear extension and alterations to roof to provide first floor accommodation

Comments: No objection

Planning Specialist Contact Details

Email: rachael.morris@eastleigh.gov.uk

Application No: [F/21/89986](#)

Address: Land to the rear of Oakfield, Botley Road, Horton Heath, Eastleigh, SO50 7DW

Description: Construction of 1no. 3 residential dwelling on land to the rear of Oakfield, Botley with access from The Lillies via a Right of Way

Comments: No objection

Planning Specialist Contact Details

Email: yves.watt@eastleigh.gov.uk

PLANNING APPLICATION

Delegated comments to planning application to w/e 16 April 2021

Application No: [H/21/90038](#)

Address: 52 Scotland Close, Fair Oak, SO50 7BR

Description: Single storey rear extension with 2no. roof lights and loft conversion with 2no. roof lights

Comments: No objection

Planning Specialist Contact Details

Email: rachael.morris@eastleigh.gov.uk

Application No: [H/21/90097](#)

Address: 1 Hardings Lane, Fair Oak, SO50 8GL

Description: Hip to gable roof extension with rear dormer & 3no. roof lights, single-storey side extension with 4no. roof lights and new front porch.

Comments: No objection in principle but we query whether there is adequate car parking for a 6 bedroom house at this location.

Planning Specialist Contact Details

Email: thomas.french@eastleigh.gov.uk

Application No: [H/21/90109](#)

Address: 4 Chelmarsh Gardens, Botley Road, Fair Oak, SO50 7EQ

Description: Single Storey Rear Extension

Comments: No objection

Planning Specialist Contact Details

Email: thomas.french@eastleigh.gov.uk

Application No: [H/21/90018](#)

Address: 104 Sandy Lane, Fair Oak, SO50 8GD

Description: Demolition of existing single storey detached garage and rebuild as single storey side extension to rear extension built under permitted development rights (part retrospective) IMPERIAL HOMES (SOUTHERN)

Comments: No objection

Planning Specialist Contact Details

Email: Rachael.Morris@eastleigh.gov.uk

Application No: [H/21/90151](#)

Address: 2 Campbell Way, Fair Oak, SO50 7AX

Description: Single storey front and side extensions and new porch.

Comments: No objection

Planning Specialist Contact Details

Email: abdi.dirir@eastleigh.gov.uk

Application No: [H/21/90135](#)

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

Description: Rear Extension, removal of existing conservatory, changes to windows and door positions.

Comments: No objection

Planning Specialist Contact Details

Email: david.huckfield@eastleigh.gov.uk

Application No: [H/21/90137](#)

Address: 13 Stoke Heights, Fair Oak, SO50 8AH

Description: single storey rear extension, front porch extension and log burner flue

Comments: No objection

Planning Specialist Contact Details

Email: clare.martin@eastleigh.gov.uk

Application No: [H/21/90162](#)

Address: Windrush, Willow Grove, Fair Oak, SO50 7BJ

Description: Render and clad existing house and detached single storey oak framed garage

Comments: No objection

Planning Specialist Contact Details

Email: hamish.laird@eastleigh.gov.uk

Application No: [T/21/90220](#)

Address: 1 Rustan Close, Fair Oak, SO50 7HL

Description: 2 no. Ash - trees to be removed due to ash dieback.

Comments: No objection subject to the Tree Officer's recommendations.

Planning Specialist Contact Details

Email: matthew.strand@eastleigh.gov.uk

Application No: [F/21/90008](#)

Address: The King's School, Lakesmere House, Eastleigh, SO50 7DB

Description: Proposed artificial grass Multi-Use Games Area (MUGA) including fencing enclosure and tarmac footpath

Comments: No objection

Planning Specialist Contact Details

Email: yves.watt@eastleigh.gov.uk

Financial Statement Summary

- Total cash held across all bank accounts as at 31st May is £1,029,092
- Total Petty cash held as at 31st May is £112
- Total receipts for May into the current account was £2,432
Receipts for the cemetery and history books are the sources of income for the month
- Total current account payments for May totalled £49,456
£9,240 was spent on CCTV installation – this was budgeted for.
£3,856 was spent on a replacement fire door at the woodlands. However the council was in receipt of insurance monies to cover the cost.
All other costs are as expected
- Total BACS invoice payments outstanding is £9,325
- There are no cheques that require signing this month.

Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 1 June 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

31/05/2021	Current Account	382,735.23	
31/05/2021	Premier Account	337,580.80	
31/05/2021	Public Sector Deposit Fund	308,664.46	
31/05/2021	Petty Cash	111.79	
			1,029,092.28

Receipts not on Bank Statement

0.00

Closing Balance

1,029,092.28

All Cash & Bank Accounts

1	Current Account	382,735.23
2	Premier Account	337,580.80
3	Public Sector Deposit Fund	308,664.46
4	Petty Cash	111.79
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	1,029,092.28

Invoices Due for Payment by 23 June 2021

For Creditors

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
ACELIFTAWAY [ACE001]								
24/05/2021	82288		Allotment toilet		24/05/2021	106.28		106.28
Total of Invoices Due (ACE001)						106.28	0.00	106.28
AGILICO [AGILI]								
24/05/2021	1615		printer consumables		24/05/2021	63.01		63.01
Total of Invoices Due (AGILI)						63.01	0.00	63.01
APPLETON SIGNS [APP001]								
24/05/2021	126377		Seat Plaque		24/05/2021	85.20		85.20
Total of Invoices Due (APP001)						85.20	0.00	85.20
BROXAP								
21/05/2021	5894		10 steel litter bins		21/05/2021	3,227.40		3,227.40
Total of Invoices Due (BROXAP)						3,227.40	0.00	3,227.40
CAME AND COMPANY [CAME]								
24/05/2021	3827		Motor insurance		24/05/2021	129.95		129.95
Total of Invoices Due (CAME)						129.95	0.00	129.95
CONDOR [COND001]								
01/05/2021	25857		priner consumables		01/05/2021	28.32		28.32
Total of Invoices Due (COND001)						28.32	0.00	28.32
PAUL FREEMAN TREE SERVICES [PAUL]								
24/05/2021	756		Cemetery tree Maintenance		24/05/2021	3,000.00		3,000.00
24/05/2021	753		Treework Daisy dip		24/05/2021	456.00		456.00
Total of Invoices Due (PAUL)						3,456.00	0.00	3,456.00
SLCC								
21/05/2021	5395		CILCA Membership		21/05/2021	309.50		309.50
Total of Invoices Due (SLCC)						309.50	0.00	309.50
SMART MARKETING [SMAR001]								
21/05/2021	1529		Marketing support		21/05/2021	78.00		78.00
Total of Invoices Due (SMAR001)						78.00	0.00	78.00
SOURCE SUPPLIES [SOUR001]								
24/05/2021	3958		cleaning products		24/05/2021	314.87		314.87

Invoices Due for Payment by 23 June 2021

For Creditors

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Total of Invoices Due (SOUR001)						314.87	0.00	314.87
STREETMASTER [STRE001]								
24/05/2021	8244		<i>Hawthorn Seat</i>		24/05/2021	542.40		542.40
Total of Invoices Due (STRE001)						542.40	0.00	542.40
SURREY HILLS [SURRE001]								
21/05/2021	5148		<i>Legal fees - library</i>		21/05/2021	630.00		630.00
21/05/2021	5147		<i>legal fees - scout lease</i>		21/05/2021	90.00		90.00
Total of Invoices Due (SURRE001)						720.00	0.00	720.00
vitaplay [VITA]								
24/05/2021	2905		<i>New century play area works</i>		24/05/2021	264.00		264.00
Total of Invoices Due (VITA)						264.00	0.00	264.00
Total of Invoices Due (Creditors)						9,324.93	0.00	9,324.93
TOTAL OF INVOICES DUE (ALL LEDGERS)						9,324.93	0.00	9,324.93

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		429,759.28					429,759.28	
Banked: 04/05/2021		266.00						
Mrs S		266.00			1530	510	266.00	Headstone
Banked: 05/05/2021		133.00						
Mrs B		133.00			1530	510	133.00	MEMORIAL
Banked: 06/05/2021		5.00						
HISTORY BOOKS		5.00			1900	100	5.00	HISTORY BOOKS
Banked: 10/05/2021		25.50						
Mrs S		25.50			1530	510	25.50	Memorial
Banked: 10/05/2021		25.50						
Miss M		25.50			1520	510	25.50	Burial transfer right
Banked: 13/05/2021		784.00						
Mr B		784.00			1520	510	784.00	Burial
Banked: 18/05/2021		5.00						
Mrs S		5.00			1900	100	5.00	History book
Banked: 21/05/2021		392.00						
G.D		392.00			1520	510	392.00	Burial
Banked: 24/05/2021		784.00						
Castro Funeral Partners		784.00			1520	510	784.00	Burial
Banked: 25/05/2021		5.00						
Mrs P		5.00			1900	100	5.00	HISTORY BOOKS
Banked: 31/05/2021		6.99						
Mrs B		6.99			1900	100	6.99	History books
Total Receipts for Month		2,431.99	0.00	0.00			2,431.99	
Cashbook Totals		432,191.27	0.00	0.00			432,191.27	

Date: 09/06/2021

Fair Oak & Horton Heath Parish Council

Page: 2

Time: 10:54

Cashbook 1

User: JOANNA

Current Account

For Month No: 2

Payments for Month 2

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/05/2021	ADVANCED LOCKING	36	114.30	114.30		500			Anker Keys
01/05/2021	AQUA AID	37	132.47	132.47		500			water dispenser
01/05/2021	BI-FOLD ROLFE	38	3,855.60	3,855.60		500			Replacement fire exit door
01/05/2021	DYNAMIKA UK	39	984.00	984.00		500			water sample Pavilion
01/05/2021	EBC	40	831.73	831.73		500			Trade refuse - Pavillion
01/05/2021	FIRECARE &SECURITY	41	250.50	250.50		500			Site visit fee
01/05/2021	HALC	42	228.00	228.00		500			LCPD bronze membership
01/05/2021	hambrook garden	43	99.98	99.98		500			premium top soil
01/05/2021	JPS	44	9,240.00	9,240.00		500			cctv installation
01/05/2021	PAUL FREEMAN TREE SERVICES	45	660.00	660.00		500			Tree work - Knowle Hill
01/05/2021	QIC systems	46	400.56	400.56		500			monthly licence
01/05/2021	REILUX	47	1,440.00	1,440.00		500			structural testing of lighting
01/05/2021	SLCC	48	102.00	102.00		500			cilca webinar
01/05/2021	SMART MARKETING	49	120.00	120.00		500			marketong support and easter g
01/05/2021	SOURCE SUPPLIES	50	371.52	371.52		500			cleaning products
01/05/2021	SURREY HILLS	51	2,142.00	2,142.00		500			legal advice - scout lease
01/05/2021	Travis perkins	52	134.45	134.45		500			Rake and Pick axe
01/05/2021	vitaplay	53	723.00	723.00		500			remedial works at upper barne
01/05/2021	ARCO	1044	193.12	193.12		500			workwear for new staff
04/05/2021	southern electric	DD	53.00		8.83	4405	240	44.17	electricity Pavillion
06/05/2021	SLCC	VISA	24.00		4.00	4105	110	20.00	Training
06/05/2021	SLCC	VISA	24.00		4.00	4105	110	20.00	training
06/05/2021	SLCC	VISA	30.00		5.00	4105	110	25.00	Training course
06/05/2021	asda	VISA	2.50		0.42	4100	110	2.08	refreshments
07/05/2021	screwfix	DD	270.71		45.12	4540	290	225.59	Misc Materials
07/05/2021	allstar	DD	334.93		55.82	4305	210	279.11	Fuel
07/05/2021	Clothes2order	VISA	53.28		8.88	4110	110	44.40	workwear
10/05/2021	Peninsula	DD	21.60		3.60	4030	110	18.00	Employer EAP
11/05/2021	Equestrian Fencing	VISA	190.00		31.67	4595	320	158.33	fence posts
12/05/2021	o2	DD	40.08		6.68	4125	110	33.40	Mobile phones
12/05/2021	Payzone	DD	18.00		3.00	4140	110	15.00	Payzone
12/05/2021	adobe subscription	VISA	12.64		2.11	4132	110	10.53	adobe subscription
12/05/2021	The garden society	VISA	59.00			4100	110	59.00	Flowers
14/05/2021	payroll	BACS	13,877.74			4000	110	13,877.74	payroll
14/05/2021	post office	VISA	2.69			4075	110	2.69	postage
15/05/2021	HMRC	BACS	3,595.92			4000	110	3,595.92	PAYE
15/05/2021	Hampshire pensions	BACS	3,324.40			4010	110	3,324.40	pension
15/05/2021	EBC	BACS	1,285.00			5001	900	1,285.00	overpayment -crowdhill art
17/05/2021	Overline	DD	102.34		17.06	4120	110	85.28	tel and broadband
17/05/2021	BT	DD	114.12		19.02	4120	250	95.10	tel and broadband
17/05/2021	Overline	DD	74.58		12.43	4120	240	62.15	tel and broadband - Pavillion
17/05/2021	Peninsula	DD	356.50		59.42	4070	110	297.08	employer services
17/05/2021	sage payroll	DD	20.40		3.40	4132	110	17.00	Payroll software
17/05/2021	British gas	DD	100.23		4.77	4400	150	95.46	Gas - Parish office
17/05/2021	British Gas	DD	141.72		23.62	4400	230	118.10	Gas - woodlands
18/05/2021	amazon	VISA	12.98			4080	110	12.98	Stationary

Continued on Page 3

Date: 09/06/2021

Fair Oak & Horton Heath Parish Council

Page: 3

Time: 10:54

Cashbook 1

User: JOANNA

Current Account

For Month No: 2

Payments for Month 2

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
19/05/2021	EBC	BACS	2,644.70			4395	250	2,644.70	Business rates - HH
21/05/2021	EBC	DD	273.82			4680	150	273.82	Trade refuse
24/05/2021	BT	DD	109.32			4120	240	109.32	Tel and Broadband
27/05/2021	SLCC	VISA	108.00		18.00	4105	110	90.00	training course
27/05/2021	slcc	VISA	48.00		8.00	4105	110	40.00	training course
27/05/2021	Julie Hall Training	VISA	77.00		12.83	4105	110	64.17	Training course
27/05/2021	asda	VISA	29.61			4100	110	29.61	Staff meeting refreshments
Total Payments for Month			49,456.04	22,023.23	357.68			27,075.13	
Balance Carried Fwd			382,735.23						
Cashbook Totals			432,191.27	22,023.23	357.68			409,810.36	

OUTSIDE BODIES REPRESENTATIVES 2021/22

	ORGANISATION	Current Representatives	Suggested Representatives
1	Allotment Association		Cllr Forfar & Deputy Clerk
2	Eastleigh District Association of Local Councils	Cllr Couldrey	Cllr Marsh & Deputy Clerk
3	Fair Oak Village Hall Management Committee	Cllr McGuinness	Cllr Higby & Clerk
4	Fair Oak Squash Club	Cllr Douglas	Cllr Douglas
5	Twynams Trustees	Cllr Scott	Cllr Couldrey
6	Street Pastors	Cllr Spearey	Cllrs Spearey & Bird
7	Y-Zone Management Committee	Cllr Douglas & Clerk	Cllr Douglas & Clerk

COUNCILLOR GUIDANCE FOR SERVING ON OUTSIDE BODIES

Councillors are appointed formally by the Council annually to serve on a range of outside bodies, including voluntary organisations, local government associations and companies formed to provide local services.

In carrying out that role, they act both as individuals and as representatives of the Council. What does that entail?

It entails:

- Acting according to the rules, constitution and framework set by the outside body
- Making independent personal judgements in line with their duty of care to the outside body
- Behaving ethically and complying with the Code of Conduct for Councillors except and insofar as it conflicts with any other lawful obligations to which that outside body may be subject
- Taking an active and informed role in the management of the outside body's affairs

It does not entail:

- Representing the political party to which the Councillor owes their political loyalty
- Looking at things simply from the Council's perspective
- Being there 'in name only' and merely turning up to meetings

As a member of the outside body, the Councillor will be expected to participate fully in that organisation. If a Councillor's commitments mean that they will regularly have to miss meetings of the organisation or be required to withdraw from meetings because of conflicts of interest, it will reflect badly on the Councillor and the Council. If the Councillor neglects their responsibilities to the outside body, it is possible to incur a personal liability.

Councillors who are asked to serve on an outside body should ask the organisation for a clear statement of what will be expected of them. Councillors should be aware that the rules of the outside body and the Council might limit their ability to take an active part in discussions on particular topics within the Council.

The role of Councillors on outside bodies may give rise to occasional uncertainty and sometimes to conflicts of interest. In essence, if the outside body comes into conflict with the Council, and the Councillor is a director or trustee or on the management committee of the outside body, it is likely that their prime duty will be to the outside body in the conduct of the outside body's affairs.

If, however, there is a major dispute between the Council and the outside body, then the Councillor may be placed in an untenable situation. Ultimately, it is possible that the Councillor may find that they are unable to carry out their responsibilities properly both as a Councillor and as a director, trustee or voting member on the management committee of the outside body. In such circumstances, there is no alternative for the Councillor but to resign from one of those positions. This would be exceptional and should not deflect Councillors from being prepared to participate in and contribute to outside bodies.

General

There are some general principles that apply to Councillors who act in the role of company director, trustee or voting member on the management committee of an unincorporated body. This guidance sets out some of the most important responsibilities. It is not intended to

be a comprehensive guide.

Exercise of independent judgement

Unless the Councillor is appointed to the outside body strictly as a representative of the Council, he or she will have a duty to act in the best interests of that body. Whilst it is recognised that Councillors may have a commitment to represent the Council on the outside body, they must be aware that it is their individual responsibility to decide what view to take on any question before that organisation. Where Councillors are participating on an outside body in a strictly representative capacity, they must declare that fact to the organisation. Where there is a conflict of interest between the outside body and the Council, they may have to withdraw from consideration by the Council of any matter affecting the outside body unless they are appointed to participate in the organisation as a representative of the Council.

Ultimately, whether the Councillor is acting as a director, trustee or voting member of a management committee of an incorporated association, they must act in accordance with the interests of that organisation. Councillors are under a duty to exercise independent judgement in the interests of the organisation in which they serve. A mandate from the Council to vote one way or the other would put the Councillor in breach of their duty to the organisation. The Councillor is permitted to take account of the Council's wishes, but in any conflict they must act in the best interests of the outside body. There would be a fine line to be drawn between the Councillor's duty to the organisation and to the Council. It is permissible to take account of the Council's interests and wishes, provided that, in the final analysis, the exercise of judgement is that of the individual Councillor taken in the best interests of the outside body.

A checklist for Councillors serving on outside organisations

This checklist is intended to highlight some of the key issues for Councillors serving on outside bodies. The purpose of Councillor representation on such bodies is to further the public interest, either locally or generally, and Councillors need to exercise judgement in this respect whilst bearing in mind any objectives the Council may have in being represented on the body concerned.

Councillors are required to comply with the Council's own Code of Conduct when serving on an outside body unless it conflicts with any legal obligation arising from membership of that body.

Before you join an external organisation:

1. Ask the external organisation for a clear statement of what will be expected of you.
2. Ensure that the Council has made very clear to you and the outside body in what capacity you are nominated to serve.
3. Make sure that if you have a strictly representative capacity you declare that fact to the organisation.
4. Be aware of the rules of the outside body and understand that you must always act according to the rules, constitution and framework of the outside body.
5. Check whether the organisation has an indemnity to protect you. If not, contact Governance Services to see if the Council has an indemnity that will protect you from any future liability.

Once you become a member of an external organisation:

1. Take an active and informed role in the management of the outside body's affairs.
2. Be aware that you are expected to represent the interests of the organisation and not look at things simply from the Council's perspective alone.

3. You cannot be bound by the Council to vote in a certain way on a particular matter.
4. You are required to report back to the Council on the organisation's progress but you must not disclose to the Council confidential information received from the organisation.

Declarations of interest

1. Remember to declare at Council meetings and committee meetings any interest in business that may affect, or arise from, an outside body on which you serve as a Councillor.
2. Declaring an interest, unless it is a disclosable pecuniary interest, does not automatically stop you speaking or voting on a particular issue, but you must consider whether your continued participation in the matter would be reasonable in the circumstances particularly if the interest may give rise to a perception of a conflict of interest. If it would, you should not participate and should leave the room.

Conflicts of interest

1. Exercise independent personal judgement in line with the duty of care to the outside body.
2. If the outside body comes into conflict with the Council and you are a director, trustee or chairman of a management committee of the outside body, your prime duty will be to the outside body in the conduct of the outside body's affairs.
3. If you find that you have to declare interests and leave the room too frequently at Council meetings in relation to matters concerning the organisation, you may wish to consider whether you should resign from the organisation.

Types of external bodies

Broadly speaking, bodies may fall into the following categories:

- Partnership/consultative body
- Incorporated company
- Unincorporated organisation
- Charity, incorporated or not

Your obligations and liabilities will depend on the type of body and your role within it.

Trustees, directors and chairmen owe loyalty to the external bodies on which they sit over and above the Council's own interest.

Observers

The same rules do not apply to Councillors who attend meetings of outside bodies unambiguously as observers. Observers can participate in discussions of the outside body but will not have a right to vote.

FULL COUNCIL – 21 JUNE 2021**MOBILE FOOD VAN REQUEST FOR USE OF PARISH SITES****1. PURPOSE**

- 1.1 To consider a request seeking permission to use a parish car park/land for a mobile catering food.

2. DETAILS OF REQUEST

- 2.1 The individual has requested for the mobile food van to operate from any parcel of parish owned land/car park.
- 2.2 The van will be operated 3-4 nights per week from 6.00pm – midnight.
- 2.3 The van will provide burger/pizzas and soft drinks only.
- 2.4 The van will be run by its own generator.
- 2.5 The operator has confirmed that they will apply to EBC for appropriate licences and food certificates, once they have a designated site to trade from. They have also confirmed that they will also become members of NCASS who will support in COVID certification, & Risk Assessments.
- 2.6 The operator is flexible regarding rent negotiations and has said that they will support community events.
- 2.7 The operator will remove all waste from the site.
- 2.8 The operator has submitted their 'vision' for their business attached at Appendix 1.

3. OTHER ISSUES

- 3.1 The Council has already given permission for the Fountain Café to operate a mobile coffee van on its sites. However, this will operate on a limited basis and during the day only.
- 3.2 Members will need to consider whether the operation of a food van will have any impact (positive or negative) on anti-social behaviour.
- 3.3 If members are minded to grant the request members will need to consider where the van can operate from, the times and whether a charge should be applied for use of council land.
- 3.4 Members should also consider, if they are minded to grant the request, conditions of use will be enforced.

4. RECOMMENDATION

- 4.1 That members consider the request and delegate any actions to the Clerk.

Street Food Concept Vision

- A vision for a start up business to find a location that we can serve amazing pizzas and gourmet burgers to our local area.
- Once the location has been agreed, we can then start building the catering vision and serve amazing food to either the walking trade/ collection.
- In these slides you will see a vision that will give you an idea of what we could potentially do and serve.

Catering Profile

Joe Fox is the General Manager at Southampton Football Club. He is responsible for 7 million turnover catering on non/match days given customer and fans the experience at a world class venue.

Prior to this he has ran some of the biggest events in the world, which has given him the passion to love the hospitality industry.

His dream is to elevate the street food market and offer to consumers a fresh local product with a wealth of experience.

Values



SOURCING LOCALLY
SOURCED PRODUCE



FRESH INGREDIENTS



QUALITY



VALUE FOR MONEY



SIMPLE

Health & safety



WE WILL BE PROUD TO
HOLD A 5-HYGIENE RATING
ONCE THE LOCAL COUNCIL
VIEWS ARE UNIT



PROVIDING THE HIGHEST
STANDARDS



EQUIPMENT AND STAFF
TRAINING IS ESSENTIAL



THE UNIT WILL BE
CERTIFICATED, GAS,
ELECTRIC, FIRE



DEDICATED TO LEAVE THE
SITE CLEAN AND TIDY



HANDS



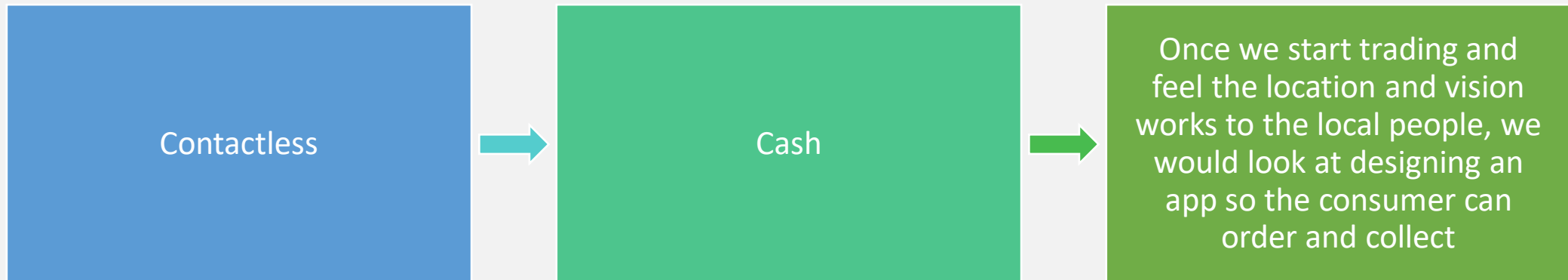
FACE



SPACE

COVID - Safe

Payment



Location & Opening times

- Thursday – 18.00 – 22.00
- Friday – 18.00 – 22.00
- Saturday - 18.00 – 22.00





Burger Menu

- Bang’N Burger
Double Beef Patty , crispy bacon, cheese, sauce & Gherkin
 - Rock’N roll Burger
 - 45 – day aged double Beef Patty, Gem lettuce, Tomato/Onion, cheese & Gherkin
 - Funky Chicken Burger
Marinated Butterfly Chicken, Spicy Mayo, Topped with Pineapple
 - The Smoking Halloumi
 - Onion & Tomato Relish, Lettuce, Tomato with chilli Sauce
 - Design Your own Burger
45 – aged Double Beef Patty, and pick
 - your choice of sides & sauce.
-



Pizza Menu

Homemade 9" Pizza

Choose your base

Homemade BBQ sauce
Homemade Tomato Passata Sauce

Choose your topping

Maximum of 3 per pizza

Chicken
Ham
Pepperoni
Steak
Chillis
Jalapenos
Mushrooms
Olives
Peppers
Pineapple
Rocket
Stilton Cheese
Mozzarella



Local
Suppliers

BUTCHER'S BLOCK



FAIR OAK

BOOKER
WHOLESALE

The **OVEN
DOOR** Bakery

Proposal to use you site

Option 1

- Pay a fee for a stand alone unit/truck which can be driven away each day/night. Fee to be agreed.
- Use my own 4G to support payments and tills.
- Use my own power source to power catering van.

Fee -

Option 2

- Pay a fee for a stand alone unit/truck which we can leave onsite and open and close to the agreed hours.
- Connect to your Wi-Fi to support our payments and tills.
- Connect to your building to provide power.

Fee -

FULL COUNCIL – 21 JUNE 2021

CLERK'S GENERAL UPDATE

KNOWLE PARK SKATE PARK

The Parish Council have been made aware that Knowle Lane residents continue to experience some antisocial behaviour late at night at the skate park. As advised by the Police & the Clerk, residents continue to report incidents to the Police. As a result of a site visit undertaken by the Police, the Clerk, Chairman and LAC Cllrs in April, it was suggested that the teen shelter be re-installed at the skate park at the northwest of the site. This will be accompanied with natural screening, extra bins & CCTV. The Police have been consulted on the improvement works and have stated that giving young people space to relax will not attract further anti-social behaviour but will give them greater ownership of the site. The Operations Manager is currently in the process of receiving quotes for these works and a full report will be presented to the Council regarding the development of the site, in the coming months.

LIBRARY

The library transfer completed on Thursday 10 June, with the Parish Council receiving the keys to the building the next day. The Clerk and the Operations Manager undertook a building due diligence check on Tuesday 15 June. There were no real issues of concern raised. The Council's electrician has also undertaken electrical testing on site. The plumber is due to install the water bottle filling station on Monday 28 June to the entrance of the building. In addition, water safety testing has been completed. A fire risk assessment has also been scheduled to take place in the next couple of weeks. The Grounds staff have also tidied the hedges to the front of the building. An official handover from HCC took place on Wednesday 16 June. The Clerk and Chairman have also finalised the lease with the CIC. The CIC now have access to the building and the Parish will work closely with volunteers to assist in opening to the public in the coming weeks, including assisting with a soft launch event.

CONSERVATION CAR PARK

At the request of residents, the following arrangement has been put in place to manage the conservation car park which had been subject to antisocial behaviour: -

Residents are locking the car park gate at 21:00 daily with the Operations team unlocking it at 08:00 Mon-Fri. Residents open the gate on Sat & Sun. This is similar to the arrangement we have in place with the residents of Knowle Park Lane and it is working well, with a marked reduction of complaints about anti-social behaviour in the area and is another positive example of community empowerment.

TWYNAMS FIELDS

As part of a management audit of Knowle Park, the Operations Manager wishes the Council to consider giving public access to the Twynham field which was previously prohibited to the public due to cattle grazing. Now that the farmer has ceased grazing cattle on this field, officers wish to seek initial views from an ecologist, before submitting a formal report to members on public access and the future management of this extension to Knowle Park.

WOODLAND COMMUNITY CENTRE

On 15 June, the Council has received confirmation from the building contractor (appointed by the insurers,) that they will recommence works on the 17 June. Unfortunately, a completion date for the works is not available.

The Operations Manager had called a halt to the works due to concerns that the extent of works being undertaken was excessive, compared to the extent of the escape of water. Both the Clerk and the Operations Manager met with the loss adjuster, drying team and building contractors to discuss the extent of the works. The drying team took further readings and confirmed that all works are required as the building is still 'wet'.

This stop to work had a knock on effect in the repair process, in that the builders were directed onto another job, which has meant repairs have been delayed whilst they completed these other works.

The Council is confident that they will now push on with repairs so that the Council can allow the centre to be open to hirers.

WATER BOTTLE FILLING STATIONS

The second water bottle filling station has been installed at the Parish Office and has already been well used by users of the parish office such as those visiting the diabetic eye clinic, dog walkers, park users and school children. The third fountain is due to be installed at the Library on Monday 28 June. The Clerk has commissioned signage to encourage residents to fill their water bottles and discourage the use of single use plastic. Councillors will recall that the stations are sensor operated to eliminate the spread of germs and for their robustness. The Council can now sign up to the 'refill revolution'.

TREE SURVEY

In May the Clerk met with an Arboriculturist to discuss the drafting of a Parish wide tree strategy. The strategy aims to ensure that the Parish's trees are valued, managed and enhanced for the benefit of current and future generations and help work towards a carbon neutral Parish/Borough. The key objectives of the strategy will be to: -

1. Tree Stock – protect, retain, manage and plant trees to ensure an increased canopy*
2. Tree planting – adopt a 1-2-3 ratio (for every tree that is felled, three are replanted in its place)
3. Climate adaptation – increase the diversity of the tree stock
4. Raise public awareness of value of strategy and encourage strong and effective protection of important trees, including ancient woodlands and ancient and veteran trees
5. Improve biodiversity across the Parish by having variety of species of trees including fruit bearing as well as implementing forest gardening schemes
6. Monitor progress – record and report net tree gain on an annual basis

The draft strategy will be presented to Full Council in September for approval, including budgetary support so that tree planting can commence in Nov-January. The strategy will be subject to community engagement and comments will be put to members for consideration.

EBC TREE CORRIDOR PROJECT AND PARISH PLANS

Some members will be aware of EBC's tree & bee corridor project which seeks to join up fragmented islands of wildlife, often isolated by roads and buildings, using existing pockets of open space to allow bees and wildlife to move freely, making them more resilient to future environmental changes.

As the Parish Council had budgeted for tree and planting improvements at several its sites, the Clerk requested that Parish projects also dovetail into the wider EBC project. EBC's landscape consultant has been giving advice to the Clerk on proposals for the Parish. These include the open space by Horton Heath Community Centre, the veteran oak tree(s) in Knowle Park and also the land at the corner of Summerlands Road – where the Clerk has had a successful meeting with the landowner who have given their permission and support for improvements in the parcel of land.

It is hoped that tree and flower planting schemes will assist in the loss of essential bee & insect habitats as well as tree cover across the parish. Details on the progress of these schemes will be sent to Council in the coming months.

CCTV

Good progress has been made with the installation of upgraded CCTV on Parish sites, including: -

Installation and commissioning of the new camera systems at Lapstone Pavilion and the Village Hall. This now allows for remote access.

The new system at Horton Heath Community Centre is to be installed week commencing 28th of June.

ONE HORTON HEATH

The Clerk has been working with the Council's open space consultant in reviewing the OHH Open Space Strategy and draft public arts strategy. Informal comments have been submitted and following a site visit to the OHH site on 17 June, a formal response will be drafted and submitted to the next Council meeting for approval. The Parish will also be consulted in the drafting of the Section 106 agreement. This will ensure that key principles of the development and assurances made via the OHH steering group are accounted for in the developments supporting legal document.

COMMUNITY CAFÉ

The Clerk, with the Community Café Manager have completed the face-to-face street survey with residents at Shorts Road regarding the café. All houses along the road were visited and a total of 22 residents were spoken to, the majority of which were in support of the café. Residents did however express concern regarding the current traffic issues on the road and fears that users of the café could exacerbate this. Residents explained that they frequently suffered from obstructive parking on the road and also raised concerns regarding the buses which had caused damage to parked cars and often struggled to pass traffic on the road. 14 residents requested assistance with this issue, namely that EBC be approached regarding double yellow lines on the park side of the road and that investigation be undertaken regarding the bus routes and whether these were now appropriate. The street survey has provided residents with the opportunity to raise their views and concerns regarding existing problems and the Clerk will continue to work with them to find solutions where possible.

In relation to the wider project, the Task & Finish Group are currently in further discussion with the architects regarding the building design and once refined, these will be subject to a further community survey, before approval at a future council meeting.

TEDDY BEARS PICNIC

In order to continue the momentum of free small scale community events, following the success of the Christmas and Easter trails, a free teddy bears picnic event has been organised by staff at New Century Park on 26 June. The park will be decorated with teddy bears in trees, donated by the Clerk, a staged teddy bears picnic, and pallet decorations made by the Grounds team. The Fountain Café mobile van and ice cream van will be on site. We hope that residents will enjoy a safe place to picnic despite ongoing restrictions.

STAFFING UPDATE

The Council in May recruited two new grounds operatives undertaking a job share post.

The position of Deputy Clerk on a job share of 30 hours per week has been advertised. The closing date is 24 June and interviews will take place on 5 July. It is hoped that this post will start in September.

Members might be aware that EBC Local Area Committee in March approved £250k for a community development worker as part of the Pembers Hill Farm development. This will be a fixed term post over 5 years, with £20k per annum towards community projects. It has yet to be determined who the post will be contracted to, but it is likely that the post will sit with the Parish and be line managed by the Clerk.

The Office staff have now undertaken a phased return to the office. Undertaking a hybrid model of working with staff working 2-3 days per week at the office/home. This system is working well, particularly for staff who, as yet, haven't had their second vaccine.

CROWDHILL GREEN

Members will have seen the update on Eastleigh's and the Parish's social media and websites regarding the recent developments at Crowdhill. The Clerk is pleased to report that EBC have now instigated formal enforcement proceedings with Bloor homes. This has followed 18 months of work with the Parish and Borough Council undertaking regular site visits and inspections at site. For the sake of our residents, it is hoped that proceedings will be swift to allow process of making good the public open space and play area site so that much needed and long-awaited facilities can be installed for the community.

FULL COUNCIL – WORK PROGRAMME (2021/2022)

F

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
JULY 2021			
Financial regulations	To approve the Council's Financial Regulations	Report to Committee	Clerk/Responsible Finance Officer
Annual Report	To approve the 2021/22 Annual Report for publication	Report to Committee	Clerk
Financial Risk Assessment	To approve the Financial Risk Assessment	Report to Committee	Clerk/Responsible Finance Officer
Quarterly finance monitoring	To consider the quarterly financial monitoring report	Report to Committee	Clerk/Responsible Finance Officer
Cemetery Access Road	To consider the options appraisal report	Report to Committee	Operations Manager
Village Centre T&F	To agree final recommendations of the Group	Report	Clerk
Corporate Plan/Action Plan	To agree the final plan and associated budget requirements	Report	Clerk
EBC Local Plan Consultation	To agree a response to the consultation on the Eastleigh Borough Council Local Plan Modifications 9 June – 21 July 2021	Briefing Note	Clerk
SEPTEMBER 2021			
Christmas Opening Hours	To approve the Parish Office opening hours for Christmas	Recommendation	Clerk
Data Protection Annual Audit	To receive the annual audit	Report to Committee	Clerk
Café T&F Update	To receive an update	Presentation	Clerk
Tree Strategy	To agree the tree strategy and any financial implications	Report	Clerk/Operations Manager

Knowle Park Skatepark	To consider options for site improvements	Report	Operations Manager
OCTOBER 2021			
External Auditors Report	To receive and approve the External Auditors Report	Report to Committee	Clerk
One Horton Heath	To receive an update from EBC on this development	Presentation	One Horton Heath team
Community Investment Programme	To approve the CIP list	Report	Clerk
Cllr Handbook	To adopt	Report	Clerk
NOVEMBER 2021			
Budget Task & Finish Group	To receive recommendations from the Task & Finish Group	Report to Committee	Clerk
Finance Report	To approve the monthly finance report	Report to Committee	Clerk/Finance Officer
DECEMBER 2021			
Annual Budget	To set the budget for the 2021/22 financial year	Report to Committee	Clerk/Finance Officer
Fees 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 to Committee	Clerk/Finance Officer
Corporate Action Plan Mid-term review	To monitor progress against the plan	Report	Clerk
JANUARY 2022			

Corporate Action Plan	Monitoring progress against the action plan	Report to Committee	Clerk
Finance Report	To approve the monthly finance report	Report to Committee	Clerk/Finance Officer
FEBRUARY 2022			
Internal Auditor Interim Report	To receive the internal auditor's report and approve the audit action plan	Report to Committee	Clerk
Finance Report	To approve the monthly finance report	Report to Committee	Clerk/Finance Officer
MARCH 2022			
Finance Report	To approve the monthly finance report	Report to Committee	Clerk/Finance Officer
APRIL 2022			
Finance Report	To approve the monthly finance report	Report to Committee	Clerk/Finance Officer