



## 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)

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### SUMMONS

Dear Member

9 November 2021

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 15 November 2021 at 7.00pm\* at the Parish Office, 2 Knowle Park Lane, Fair Oak**

**Please note:** a recording 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) by 4pm on Friday 12 November 2021.

### AGENDA

#### APOLOGIES

#### 1. DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

#### 2. MINUTES OF MEETINGS (PAPER A, PAGES 3-8)

- (a) To approve the minutes of the Council meeting held on 18 October 2021 as a correct record.
- (b) To note the planning delegated decisions of w/e 15 & 29 October 2021.

#### 3. PLANNING

To consider and submit formal comments to EBC on the following planning application: -

Application No: [O/21/91744](#)

Address: Oak Park House, Oak Park Farm, Winchester Road, Fair Oak, SO50 7HD Description:

Outline application with all matters reserved (except for access) for the construction of up to 7 dwellings, including closure of existing access and creation of new access from B3354

Winchester Road, demolition of 3 existing outbuildings, landscaping, open space and associated works

#### 4. FINANCE REPORT (REPORT B, PAGES 9-17)

To approve the report of the Finance Officer and approve BACS payments.

#### 5. FOUNTAIN CAFÉ PROJECT UPDATE (REPORT C, PAGES 18-22)

To receive an update on the Fountain Café project.

#### 6. WEBSITE REVIEW (REPORT D, PAGES 23-28)

To consider the report and agree next steps. <sup>1</sup>

**7. WEBSITE ADVERTISING (REPORT E, PAGES 29-30)**

To agree advertising through the Council's website.

**8. OFFICER SCHEME OF DELEGATION (REPORT F, PAGES 31-43)**

To approve the scheme of delegation.

**9. CLIMATE CHANGE TASK & FINISH GROUP (VERBAL UPDATE)**

To receive an update on the work of the group.

**10. DAISY DIP DISPOSAL OF LAND REQUEST (VERBAL UPDATE)**

To receive a verbal update.

**11. CLOSED GRAVEYARDS: REQUEST OF OVERARCHING FACULTY SUBMITTED (VERBAL UPDATE)**

To note the receipt of notice received from church wardens of their application to the Diocese for overarching faculty to intern cremated remains in the churchyards without cost to families.

**12. WORK PROGRAMME (REPORT G, PAGES 44-46)**

To note the work programme and make any amendments as necessary.

**To: Councillors**

S Anderson  
P Barrett  
C Bird  
N Couldrey  
H Douglas  
K Forfar  
T Higby  
M Marsh

G Meech  
H McGuinness  
T Mignot  
D Scott  
M Smith  
B Tennent  
Vacancy

**Officers**

J Cahill (Finance Officer)  
L Greenslade/M Leadbitter-Allen  
(Deputy Clerk)  
M Johnson (Operations Manager)  
M Stephens (Clerk)



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A

### **Minutes of the Full Council meeting held on Tuesday 18 October 2021 at 7.00 pm at the Parish Office, 2 Knowle Park Lane, Fair Oak**

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

P	Cllr Anderson	Ap	Cllr Forfar	Ap	Cllr Mignot
P	Cllr Barrett	P	Cllr Higby	Ab	Cllr Scott
Ap	Cllr Bird	P	Cllr Marsh	P	Cllr Smith
P	Cllr Couldrey	P	Cllr Meech	Ap	Cllr Tennent
P	Cllr Douglas (Chairman)	P	Cllr McGuinness		Vacancy

**Officers in attendance:** Ms M Stephens, Clerk, Mrs L Greenslade/Mrs M Leadbitter-Allen, Deputy Clerks, Mrs J Cahill, Responsible Finance Officer & M Johnson, Operations Manager.

#### **PUBLIC SESSION**

A resident of New Road requested permission to purchase a piece of open space land at the rear of his property, owned by the Parish Council. He explained the history of the land. The Chairman advised that the Council's general policy is "no sale of public land", but despite that, every case is considered individually. She asked the Operations Manager to investigate and report back to next full council.

the general policy is no sale of public land but despite that every case is considered individually.

- Mr Nicholson - for Minute No 70
- Mrs Helen Brown (Arboricultural Consultant) for Minute No 66

#### **60. DECLARATIONS OF INTEREST**

Cllr Higby – Minute No 67.

#### **61. MINUTES (PAPER A)**

##### **RESOLVED**

- (a) That the minutes of the Full Council meeting held on 20 September 2021, be signed by the Chairman as a correct record; and
- (b) That the delegated planning decisions of w/e 1 October 2021 be noted.

#### **62. APPOINTMENT OF VICE-CHAIRMAN**

##### **RESOLVED:**

That Cllr Couldrey be appointed as Vice-Chairperson for the remainder of the municipal

year. He accepted the declaration of office.

### **63. FINANCE REPORT (REPORT B)**

Members considered the report of the Responsible Finance Officer (RFO).

#### **RESOLVED:**

- (a) That the Finance Report be approved;
- (b) That BACS payment be approved; and
- (c) That the External Auditors report be noted.

### **64. TENNIS COURTS PROJECT & BOOKING FEES (REPORT C)**

Members considered the improvement works to the tennis courts and the proposed court hire fees.

The Chairman reminded members that when the tennis courts were originally installed, hire fees were applied, however, due to the onerous task of collecting funds for bookings, this was disbanded. This had meant that the courts had been slowly degrading. In addition, there had been an increase in antisocial behaviour and court 'hogging' by professional coaches, thereby limiting court use for other users.

Members supported the improvements and the application of fees on the site. The new digital system would ensure improved booking experience for residents, secure the courts and ensure they remained in continual good repair.

Following discussion, it was:

#### **RESOLVED:**

- (a) That a subscription for everyone in one household, to play all year, be set at £35: and
- (b) That a charge of £6.00 per hour, per court be fixed, if not subscribing an annual membership

### **65. TREE MANAGEMENT POLICY & PLANTING SCHEDULE (REPORT D)**

The Council considered the implementation of a tree management policy and tree planting schedule.

The Council had not implemented a tree replanting scheme in the last 5+ years. This had resulted in gaps in sites where trees that had been felled in the past (due to them being dead, dying, or diseased) had not been replaced. Following a recent audit of sites, a tree planting replacement scheme had been suggested.

Cllr McGuinness expressed concern over certain trees proposed along the avenue at Knowle Park, at New Century Park and Oak Walk.

After discussion it was:

#### **RESOLVED:**

- (a) That the payment of consultancy fees of £1,500 from the Lapstone Ear Mark Reserve budget be approved;
- (b) That the tree management policy, as set out in Appendix 1 to the report be approved;
- (c) That the Planting schedule, as set out in Appendix 2 be approved, subject to further discussion with the Clerk, Chairman and Cllr McGuinness;
- (d) That the allocation of £16,632, from the Lapstone Ear Mark Reserve budget, towards the purchase of trees as per the tree planting schedule be approved; and
- (e) The allocation of up to £500, from within the existing tree budget, towards information plaques for the veteran oak tree(s) in Knowle Park, be approved, delegating the commissioning of these to the Parish Clerk, in consultation with the Chairman.

## **66. BEE & TREE CORRIDOR PROJECT (REPORT E)**

The Council considered planting schemes for Summerlands Road, Brook Road, Library frontage and Meadowsweet Way as part of the first phase bee and tree corridor project.

The Council's Arboricultural Consultant was in attendance to answer technical questions from members.

Members were impressed with the scheme and thanked Helen Brown for all her efforts.

### **RESOLVED:**

- (a) That subject to the reduction of one tree on the library scheme, the planting schemes as set out in Appendix 1 to the report be approved;
- (b) That the fees associated with the schemes as set out in paragraph 7.1 be approved and taken from the village environmental enhancement S106 fund; and
- (c) That the Parish Clerk, in consultation with the Chairman, be delegated authority to oversee the implementation of the schemes.

## **67. TWYNAMS FIELD (REPORT F)**

Cllr Higby declared a non-pecuniary interest as a resident of Knowle Park. She concluded that there were no issues under common law that prevented her from remaining in the meeting to speak and to vote.

The Council considered a proposal for the opening of Twynams Field, Knowle Park to the general public.

As outlined in the report, the opening of the field for public access would cater for visitors seeking a longer walk around Knowle Park, and greatly compliment the facility the Parish Council provided to the public.

Following discussion, it was: -

### **RESOLVED:**

- (a) That the Twynams Field be opened to the general public, following engagement with nearby residents; and
- (b) That the Operations staff undertake works to create cut pathways around the perimeter

of the field, with a view to opening the area for the summer (May to September) to gauge public reaction and use; and

- (c) That members receive an update on the success of this in a years' time.

#### **68. VILLAGE CENTRE (RENAMED IMAGE) TASK & FINISH GROUP (REPORT G)**

The Council considered the recommendations of the Village Improvements Task & Finish Group which included the installation of solar benches, commissioning of a village wayfinding map and urban greening projects.

Members supported the recommendations of the group, and as such, it was:

##### **RESOLVED:**

- (a) That the options, as set out in paragraph 4.4 of the report be approved,
- (b) That £26,990 be taken from the village enhancement ear mark reserve to fund these projects; and
- (c) That the Clerk, in consultation with the Chairman of the Council be delegated project management and allocation of funds.

#### **69. COMMUNITY LIBRARY BUILDING IMPROVEMENTS**

##### **RESOLVED:**

That the item be deferred following receipt of the feasibility study.

#### **70. COMMUNITY CAFÉ**

The Clerk updated members on the progress of the project including resident consultation, submission of the planning application and preliminary discussions on the detailed designs.

A full progress report would be submitted to the next Council meeting.

##### **RESOLVED:**

That the update be noted.

#### **71. HCC PUBLIC CONSULTATION ON THE LOCAL CYCLING & WALKING INFRASTRUCTURE PLAN (LCWIP) FOR EASTLEIGH BOROUGH**

The Chairman suggested that the following comments be submitted to the County Council:-

Fair Oak Parish Council welcomes any changes which would encourage residents to walk and cycle, increase physical activity, decrease traffic, and carbon emissions.

##### **PRIMARY ROUTE: Route 280: Eastleigh Station to Bishopstoke (280.4)**

Although this section of road is not within the Fair Oak Horton Heath Parish Boundary any construction along this road is likely to cause significant congestion along the Eastleigh Road/Bishopstoke Road Corridor in both directions

Although Fair Oak and Horton Heath welcome the proposed changes which would allow for a consistent, designated cycle route we do have some concerns as outlined below:

What is the Environmental cost of the removal of established trees to make way for widening of the carriageway and footpath to create cycle paths?

The proposed significant works to bridges and/or replacement of bridges is likely to mean road closures which would significantly impact traffic. What are the proposed diversion routes and time frames?

How do these proposals work/fit in with the open Transforming Cities Consultation: Bishopstoke Road-Bus Priority Improvement Scheme? The proposed timeline for these works, if approved, will begin in Summer 2022.

#### **PRIMARY ROUTE: Route 280: Bishopstoke to Winchester Road (280.5)**

The proposals within this plan must be considered when planning application [O/20/89498](#) is revised and resubmitted.

Fair Oak Parish Council welcomes changes to increase safety for cyclists and pedestrians and scheme would fit into 15 Minute Neighbourhood and assist in Parish Carbon Neutral targets, however the proposed traffic filtering improvements to the junction Sandy Lane/Fair Oak Road/Allington Lane will need to consider the cycle path improvements laid out in this consultation.

Fair Oak Road is a relatively narrow road which is busy with local traffic what kind of traffic calming measures are you proposing? With the road being narrow with parked cars on either side and a regular bus route, how would the removal of the centre line allow for cycle lanes to be introduced?

#### **SECONDARY ROUTE: Route 339: Colden Common – Hound 339.1 Bosville – Woodside Avenue**

Fair Oak Parish Council were concerned with the following:

To install designated cycle lanes along B3354 at Crowdhill would require widening of the carriageway and 3rd party consent. Is there a contingency plan if 3rd party consent is not received?

What would the redesign of the bus stop on Winchester Road look like?

#### **SECONDARY ROUTE: Route 339: Colden Common – Route Description: 339.2 Fair Oak to Hedge End Station**

Allowance for cyclists does need to be considered along this stretch of road but properties either side does not allow for the widening of the road to accommodate designated cycleways. How would HCC go about creating designated cycle lanes along this busy stretch of road?

#### **RESOLVED:**

That the comments, as outlined above, be submitted to Hampshire County Council.

## **72. WORK PROGRAMME (REPORT H)**

#### **RESOLVED:**

That the Work Programme be noted.

## **73 CHRISTMAS OPENING HOURS**

### **RESOLVED:**

That the Council offices be closed on Friday 24 & Friday 31 December 2021.

## **73. EXCLUSION OF THE PUBLIC AND THE PRESS**

The Chairman proposed that, under Section 1(2) of the Public Bodies Admissions to Meetings Act 1960, the public and the Press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information which would be prejudicial to the public interest by reason of its confidential nature (staffing matters)”

## **PART II – PRIVATE SESSION**

## **74. STAFFING MATTERS**

The Clerk gave a verbal report on staffing issues.

### **RESOLVED:**

That an increase in hours to cover staff shortages in the Operations team be agreed.

This was all the business and the meeting closed at 8.44pm.

Signed..... Chairman

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



### **Financial Statement Summary**

- Total cash held across all bank accounts as at 31<sup>st</sup> October is £973,156
- Total Petty cash held as at 31<sup>st</sup> October is £180
- Total receipts for October into the current account totalled £25,663
- The Council was in receipt of £23,624 from HMRC for a VAT refund for financial quarter 2.
- Receipts for the cemetery, hall hire, and allotments are the other sources of income for the month
- Total current account payments for September totalled £59,847
- See attached for breakdown
- Total BACS invoice payments outstanding is £15,691
- There are no cheques that require signing this month.

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**Fair Oak & Horton Heath Parish Council**

**Bank - Cash and Investment Reconciliation as at 1 November 2021**

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<b><u>Confirmed Bank &amp; Investment Balances</u></b>			
<b><u>Bank Statement Balances</u></b>			
31/10/2021	Current Account	326,681.87	
31/10/2021	Premier Account	337,597.73	
31/10/2021	Public Sector Deposit Fund	308,697.00	
31/10/2021	Petty Cash	179.88	
			<b>973,156.48</b>
<b><u>Receipts not on Bank Statement</u></b>			
			<b>0.00</b>
<b>Closing Balance</b>			<b>973,156.48</b>
<b><u>All Cash &amp; Bank Accounts</u></b>			
1	Current Account	326,681.87	
2	Premier Account	337,597.73	
3	Public Sector Deposit Fund	308,697.00	
4	Petty Cash	179.88	
		Other Cash & Bank Balances	0.00
<b>Total Cash &amp; Bank Balances</b>			<b>973,156.48</b>

## Invoices Due for Payment by 1 November 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
CEDERPEST [CED001]								
01/10/2021	2530		<i>Pest Control</i>		01/10/2021	114.00		114.00
Total of Invoices Due (CED001)						114.00	0.00	114.00
colin philips [COLIN]								
01/10/2021	5228		<i>Art work road signs</i>		01/11/2021	3,600.00		3,600.00
Total of Invoices Due (COLIN)						3,600.00	0.00	3,600.00
EBC [EBC001]								
01/10/2021	2884		<i>Refuse collection woodlands</i>		01/10/2021	228.15		228.15
01/10/2021	4925		<i>Refuse collection - recycle wo</i>		01/10/2021	34.98		34.98
01/10/2021	9590		<i>Refuse collection - HH</i>		01/10/2021	280.68		280.68
01/10/2021	3546		<i>Refuse collection RECYCLE</i>		01/10/2021	80.60		80.60
01/10/2021	0911		<i>Refuse collection Pavillion</i>		01/10/2021	228.15		228.15
Total of Invoices Due (EBC001)						852.56	0.00	852.56
ETC SPORTS surfaces [ETC]								
01/10/2021	7420		<i>Work at Lapstone Tennis courts</i>		01/11/2021	6,546.00		6,546.00
Total of Invoices Due (ETC)						6,546.00	0.00	6,546.00
FIRECARE & SECURITY [FIREC]								
01/10/2021	16680		<i>Fire door signage , emerge</i>		01/10/2021	1,378.80		1,378.80
01/10/2021	16750		<i>fire dedection repair and inst</i>		01/11/2021	813.00		813.00
20/10/2021	16680A		<i>Pavillion extinguisher install</i>		20/10/2021	1,378.80		1,378.80
Total of Invoices Due (FIREC)						3,570.60	0.00	3,570.60
hambrook garden [HAMB]								
01/10/2021	8915		<i>Top soil</i>		01/10/2021	49.99		49.99
Total of Invoices Due (HAMB)						49.99	0.00	49.99
HSS Hire [HSS]								
17/09/2021	334916/03		<i>power digger hire</i>		17/09/2021	95.90		95.90
Total of Invoices Due (HSS)						95.90	0.00	95.90
REVIVAL [REV]								
21/10/2021	0101		<i>Policy excess</i>		01/11/2021	250.00		250.00
Total of Invoices Due (REV)						250.00	0.00	250.00

ROD GASKINS [ROD]

## Invoices Due for Payment by 1 November 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
01/10/2021	614		<i>Tyre Repair</i>		01/11/2021	92.64		92.64
01/10/2021	455		<i>van maintenance work</i>		01/11/2021	313.77		313.77
Total of Invoices Due (ROD)						406.41	0.00	406.41
SMART MARKETING [SMAR001]								
21/10/2021	1667		<i>marketing support</i>		01/11/2021	78.00		78.00
Total of Invoices Due (SMAR001)						78.00	0.00	78.00
TOTAL ENERGIES [TOT]								
07/09/2021	245864789/21		<i>Library Utilities</i>		07/10/2021	127.69		127.69
Telephone :03330037874						127.69	0.00	127.69
Total of Invoices Due (TOT)						127.69	0.00	127.69
Total of Invoices Due (Creditors)						15,691.15	0.00	15,691.15
TOTAL OF INVOICES DUE (ALL LEDGERS)						15,691.15	0.00	15,691.15

## Receipts for Month 7

## 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 :	360,865.97					360,865.97	
Banked: 01/10/2021		51.50						
Mrs R		51.50			1500	500	51.50	Allotment B19
Banked: 01/10/2021		51.50						
Mr F		51.50			1500	500	51.50	Allotment b03
Banked: 01/10/2021		51.50						
Mr W		51.50			1500	500	51.50	Allotment A09
Banked: 01/10/2021		175.50						
HH and badminton		175.50			1200	250	175.50	Hall Hire
Banked: 01/10/2021		14.50						
Mrs T		14.50			1500	500	14.50	Allotment pl1
Banked: 01/10/2021		51.50						
Mr P		51.50			1500	500	51.50	Allotment 13C
Banked: 04/10/2021		51.50						
Mr Connors		51.50			1500	500	51.50	Allotment a
Banked: 07/10/2021		51.50						
Mrs W		51.50			1500	500	51.50	Allotment A14
Banked: 07/10/2021		133.00						
Memorials of Disti		133.00			1530	510	133.00	memorial
Banked: 10/10/2021		25.75						
Mrs W		25.75			1500	500	25.75	Allotment C1
Banked: 11/10/2021		23,623.91						
HMRC		23,623.91			105		23,623.91	VAT refund quarter 2
Banked: 12/10/2021		590.50						
Mr Roberts		590.50			1520	510	590.50	Burial
Banked: 12/10/2021		51.50						
Mr H		51.50			1500	500	51.50	Allotment a6
Banked: 12/10/2021		51.50						
Mr R		51.50			1500	500	51.50	Allotment c18
Banked: 19/10/2021		134.00						
Funeral Partners		134.00			1530	510	134.00	Memorial
Banked: 21/10/2021		134.00						
Mr S		134.00			1530	510	134.00	Memorial
Banked: 25/10/2021		25.50						
Mr C		25.50			1500	500	25.50	Allotment PLOT C103
Banked: 28/10/2021		266.00						
Mrs B		266.00			1520	510	266.00	Burial

Date: 06/11/2021

Fair Oak &amp; Horton Heath Parish Council

Page: 20

Time: 09:00

Cashbook 1

User: JOANNA

Current Account

For Month No: 7

## Receipts for Month 7

## 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>
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Banked: 28/10/2021

51.25

Mr F

51.25

1500

500

51.25

Allotment

Banked: 31/10/2021

77.00

Mr R

77.00

1500

500

77.00

Allotment B20

Total Receipts for Month

25,662.91

0.00

0.00

25,662.91

Cashbook Totals

386,528.88

0.00

0.00

386,528.88

Continued on Page 21

## Payments for Month 7

## 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>
01/10/2021	ableman	1314	426.00	426.00		500			Install Electric Cable
01/10/2021	ACELIFTAWAY	1315	102.85	102.85		500			Allotment Toilet Waste Removal
01/10/2021	binder loams	1316	912.71	912.71		500			Loam and Seeds
01/10/2021	CAME AND COMPANY	1317	10,331.78	10,331.78		500			Insurance
01/10/2021	CARTERS OF SWANWICK	1318	132.13	132.13		500			Safety Glass Duoline
01/10/2021	colin philips	1319	2,400.00	2,400.00		500			Road Signs
01/10/2021	DYNAMIKA UK	1320	354.00	354.00		500			Water Hygiene Survey
01/10/2021	DYNO-ROD	1321	216.00	216.00		500			Unblock Manholes
01/10/2021	EBC	1322	93.94	93.94		500			Temporary Road Closure
01/10/2021	Empire Electrical & Mechanical	1323	618.00	618.00		500			Supply & Fit Defibrillator PC
01/10/2021	FIRECARE &SECURITY	1324	2,650.80	2,650.80		500			Fire Detection Equipment HHCC
01/10/2021	FLEET	1325	460.62	460.62		500			Pitchmarker
01/10/2021	FOX'S CLEANING	1326	25.00	25.00		500			Window Cleaning HHCC
01/10/2021	job ladder	1327	270.00	270.00		500			recruitment advertismet - CDO
01/10/2021	JRB Enterprise	1328	63.66	63.66		500			Dog Waste Refill Bags
01/10/2021	ROD GASKINS	1329	1,165.38	1,165.38		500			Vehicle Service
01/10/2021	SMART MARKETING	1330	78.00	78.00		500			Marketing Support
01/10/2021	THE BLIND BUSINESS	1331	1,476.30	1,476.30		500			Vertical Blinds Install HHCC
01/10/2021	vitaplay	1332	3,000.00	3,000.00		500			Pembers Hill Drive play Area
01/10/2021	ARCO	4194	54.96	54.96		500			Clothing
01/10/2021	Proper Clean South Coast Ltd	4195	75.00	75.00		500			Main Office Carpet
01/10/2021	BRSA	DD	199.86			4410	230	199.86	Water - woodlands
01/10/2021	southern electric	DD	53.00		8.83	4405	240	44.17	electricity - Pavillion
01/10/2021	Dyno rod	BACS	-216.00		-36.00	4415	150	-180.00	correction- duplicate payment
01/10/2021	EBC	BACS	-93.34		-15.56	4680	300	-77.78	Correction - Duplocate payment
01/10/2021	fleet linemarker	BACS	-460.62		-76.77	4590	300	-383.85	Correction - Duplocate payment
01/10/2021	job ladder	BACS	-270.00		-45.00	4030	110	-225.00	Correction - Duplocate payment
01/10/2021	EBC	BACS	-0.60		-0.10	4600	300	-0.50	dog bins
04/10/2021	BT	DD	111.60		18.60	4120	240	93.00	Tel and Broadband HH
04/10/2021	BT	DD	111.60		18.60	4120	110	93.00	Tel and Broadband -HH
04/10/2021	southern electric	DD	918.16		153.03	4405	250	765.13	Electricity - HH
04/10/2021	southern electric	DD	382.15		63.69	4405	150	318.46	Electricity - Parish Office
04/10/2021	BRSA	DD	124.31			4410	240	124.31	Water - Pavillion
04/10/2021	ebay	VISA	20.68			4540	290	20.68	Misc Materials
06/10/2021	amazon	VISA	44.99			4575	300	44.99	Graden Mesh
07/10/2021	Trade uk	DD	28.50		4.75	4540	290	23.75	Misc materials
07/10/2021	allstar	DD	453.47		75.58	4305	210	377.89	Fuel
07/10/2021	SE GAS Ltd	DD	69.61		11.60	4400	230	58.01	woodlands Gas
08/10/2021	amazon	VISA	39.90		6.65	4990	150	33.25	White board for grounds staff
08/10/2021	tesco	VISA	22.57			4100	110	22.57	Training refreshments
11/10/2021	amazon	VISA	6.70			4540	290	6.70	Plinth Fasteners
11/10/2021	payzone	DD	18.00		3.00	4140	110	15.00	card payment terminal

Continued on Page 22

## Payments for Month 7

## 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>
11/10/2021	Ebay	VISA	44.99			4540	290	44.99	Misc materials
13/10/2021	o2	DD	497.83		82.97	4125	110	414.86	mobile phones
13/10/2021	adobe	VISA	12.64		2.11	4132	110	10.53	adobe
14/10/2021	overline	DD	193.99		32.33	4120	110	161.66	tel and broadband
14/10/2021	overline	DD	77.58		12.93	4120	230	64.65	tel and broadband
14/10/2021	amazon	VISA	42.93			4990	150	42.93	Lamptop
15/10/2021	payroll	BACS	17,511.13			4000	110	17,511.13	payroll
15/10/2021	British Gas	DD	17.78		2.96	4400	150	14.82	Gas - Parish Office
15/10/2021	British Gas	DD	92.72		15.45	4400	250	77.27	Gas - HH
18/10/2021	Peninsula	DD	356.50		59.42	4070	110	297.08	Employer services
18/10/2021	SE Gas	DD	211.59		35.26	4400	230	176.33	Gas -woodlands
18/10/2021	sage payroll	DD	20.40		3.40	4132	110	17.00	sage payroll
19/10/2021	Job Ladder	BACS	225.00			4030	110	225.00	recruitment advertisment
19/10/2021	Autoglass	VISA	105.67		17.61	4315	210	88.06	windscreen repair -van
19/10/2021	Job Ladder	BACS	45.00			4030	110	45.00	recruitment advertisement
19/10/2021	Go cardless	BACS	0.01			4140	110	0.01	Go cardless
20/10/2021	hampshire pensions	BACS	4,719.25			4010	110	4,719.25	hampshire pensions
20/10/2021	hmrc	BACS	4,707.87			4000	110	4,707.87	PAYE
20/10/2021	ebc	BACS	228.15			4680	240	228.15	Trade refuse - Pavillion
20/10/2021	EBC	BACS	228.15			4680	230	228.15	Trade refuse - woodlands
20/10/2021	Proper clean	BACS	75.00			4435	150	75.00	Office carpet clean
20/10/2021	Proper clean	BACS	-75.00			4435	150	-75.00	carpet clean- duplicate entry
20/10/2021	ebc	BACS	63.94		10.66	4600	300	53.28	Dog bins aug and sept
20/10/2021	EBC	BACS	30.00		5.00	4875	600	25.00	Temporary road closure
20/10/2021	cedar pest	BACS	114.00		19.00	4595	310	95.00	Pest control KP
20/10/2021	P Fitzsimmons	BACS	216.00		36.00	4415	150	180.00	drainage repair - PO
20/10/2021	EBC	BACS	34.98			4680	230	34.98	Recycle collection
20/10/2021	EBC	BACS	280.68			4680	250	280.68	Trade Refuse
20/10/2021	EBC	BACS	80.60			4680	150	80.60	Reycle collection
20/10/2021	Hambrook grn supplies	BACS	49.99		8.33	4590	300	41.66	Top soil
20/10/2021	qic	BACS	473.58		78.93	4133	110	394.65	monthly licence
20/10/2021	Fleet	BACS	460.62		76.77	4590	300	383.85	Line markers
20/10/2021	Firecare and security	BACS	1,378.80		229.80	4425	240	1,149.00	fire equipment
21/10/2021	T Grainger	BACS	30.00			4305	210	30.00	Staff refund (Fuel)
21/10/2021	SSE Gas	DD	111.77		18.63	4400	240	93.14	Gas - Pavillion
21/10/2021	ebay	VISA	11.19			4540	290	11.19	Misc materials
22/10/2021	EBC	DD	280.68		46.78	4680	150	233.90	Trade refuse
26/10/2021	Vodafone	DD	60.00			4133	110	60.00	gigicube
27/10/2021	Ebay commerce	BACS	6.24			4540	290	6.24	misc materials
29/10/2021	BNP Paribas	DD	251.94		41.99	4090	110	209.95	copier rental
29/10/2021	ebay commerce	BACS	3.10			4540	290	3.10	misc materials
29/10/2021	hampshire County council	BACS	35.00			4080	110	35.00	stationary
29/10/2021	clothes 2 order	VISA	63.05		10.51	4110	110	52.54	workwear



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Total Payments for Month	59,847.01	24,907.13	1,037.74	33,902.14
Balance Carried Fwd	326,681.87			
Cashbook Totals	<u>386,528.88</u>	<u>24,907.13</u>	<u>1,037.74</u>	<u>360,584.01</u>

## FULL COUNCIL – 15 NOVEMBER 2021

### FOUNTAIN (COMMUNITY) CAFE

#### 1. RECOMMENDATIONS

That the Full Council: -

- 1.1. Notes the progress of the project so far;
- 1.2. Agrees the landscape designs as set out in Appendix 1; and
- 1.3. Notes the current budget position

#### 2. INTRODUCTION

- 2.1 This report aims to give members an up-to-date progress update on the Fountain café project.

#### 3. BACKGROUND

- 3.1. On 4 May 2021 the Council agreed the café project proposal & funds following receipt of allocated section 106 monies for the provision of a community café on Shorts Road. The full report can be found here: - [Agenda-Reports-Pack-final.pdf \(fair-oak-and-orton-heath-parish-council.gov.uk\)](https://fair-oak-and-orton-heath-parish-council.gov.uk/Agenda-Reports-Pack-final.pdf)
- 3.2. On 6 June special council considered and agree indicate designs for the new building, which were published as part of a public consultation period in July 2021. The designs can be found here [Fountain Cafe – Fair Oak & Horton Heath Parish Council \(fair-oak-and-orton-heath-parish-council.gov.uk\)](https://fair-oak-and-orton-heath-parish-council.gov.uk/Fountain-Cafe-Fair-Oak-Horton-Heath-Parish-Council)
- 3.3. As no material considerations or changes were raised as part of the consultation, a formal planning application was submitted to Eastleigh Borough Council. The planning application will be determined at the end of November 2021.
- 3.4. Recognising that community input was essential for the success of this project. The Council has undertaken community engagement through online surveys, street surveys, community events and targeted letter drops to residents of Shorts Road and Brookfield Road. Results of these surveys have been published on the Council's facebook page.

#### 4. CURRENT POSITION

- 4.1 EBC validated the planning application on 7 September 2021. The application decision date was originally set for 2 November. However, following receipt of the following observations from ecology *"the roof appears to be intact but there are some holes on the eastern (?) elevation which could allow bats or nesting birds to enter the building. A preliminary bat roost inspection including an internal inspection will be required"*, determination of the application has been extended to 30 November.
- 4.2 In order to mitigate delays on the determination, a Preliminary Bat Roost Assessment was undertaken on Monday 3 November. The inspector did not find evidence of roosting bats and a report to that effect will be presented to EBC Planning.
- 4.3 Due to various delays in key elements of the project such as planning and also conclusion

of the Scout Association lease, the project timeline has slipped. The current timeline will be shared with members at the meeting of the Full Council.

- 4.4 Members were given a verbal update on the detailed design process at the Council meeting on 18 October 2021. This process is still ongoing. Once detailed designs have been completed, these will be presented to Full Council for approval and shared with the local community.
- 4.5 Following discussions between the Café Task & Finish Group proposed landscape design drawings are attached at **Appendix 1** for Council approval. As per the planning application, provision has only been made for two disabled parking bays. The reasons being: -
- The café frontage will need to accommodate a small courtyard for external seating, as well as space for a smaller outbuilding which will house 'men sheds/repair events. Given this, there is only space to safely accommodate two parking bays;
  - The café is predominately targeted at the local community, who it is hoped, as per the Council's environmental/sustainability objectives, will seek green forms of travel to access the café.
- 4.6 The landscape designs provide natural screening for surrounding residents, mix of planting to encourage bee and insect habitats, colour and potentially edible flowers for use in cooking. Members will also be aware of the desire to have living walls on the main building.
- 4.7 Members will see from the targeted parking survey undertaken with Shorts Road and Brookfield Road residents <https://www.surveymonkey.com/stories/SM-KYXTD2FJ/>, there were no conclusive agreed solutions for concerns over current and potential increased parking on surrounding roads. Highlights from the survey show: -
- 9 out of 10 Brookfield Road residents object to the existing hard standing at the Brookfield Road park entrance being used for general parking. The reasons given were largely concerns over vehicle blocking of existing driveways.
  - Of the 27 Shorts Road residents that responded to the survey, 65% see solution to current and potential parking issues being resolved by the Village Hall allowing general public access to their car park.
- 4.8 To seek a partnership approach with the village hall management committee (VHMC) who own and manage the car park on the site, two liaison meetings were arranged with representatives of the VHMC. These took place on 15 September & 10 November. Attendees included Cllr Douglas, Higby, 2 VHMC representatives, Squash Club representatives & Cllr Broomfield. The outcome of these meetings will be reported verbally at the meeting.
- 4.9 The Chairman and Vice-Chairman of the Council on 4 November signed the deed of surrender, overage deed and new licence to occupy for the Scouts. Conclusion of the

legal process will be completed once the local scouting group and national scouting association respectively have signed all the relevant legal documents. As soon as the transactions are completed, the Council can and should retake possession and secure the land.

## 5. NEXT STEPS

- 5.1 Following determination of the planning application, the Council can then look to secure the site and undertake demolition of the old scout hut. The project will then start in earnest with Trinity Rose leading on the project build.
- 5.2 As the project begins to pick up pace, a community engagement plan will commence to ensure that nearby residents and the wider community are kept abreast with key stages of the build.
- 5.3 Finalise detailed designs are currently being worked through with the Café Task & Finish Group members and the architects and will be shared with the Full Council in due course.
- 5.4 The Clerk, in consultation with the Task & Finish Group members, will look to draft a lease for the Fountain Café. This will be presented at a future council meeting for consideration.

## 6. FINANCIAL IMPLICATIONS

- 6.1. The Clerk is currently awaiting details of an updated costs plan from Trinity Rose and these will be tabled at the Full Council meeting.
- 6.2. The budget as agreed on 4 May 2021 is set out below: -

CAPITAL COSTS	£(000)	CAPITAL FUNDING SOURCE	£(000)
Demolition & site clearance	15,000	FOPC EMRs (40K)	
Purchase & build of modular building including internal toilets	120,000	Section 106 (157k)	
Furniture, Fit Out & Equipment	30,000	Section 106	
Gate/Play area access	1,000	Parish EMR	
Contingency	10,000	Parish EMR/S106	
<b>Total capital costs, estimated</b>	<b>176,000</b>	<b>Total funding available</b>	<b>196,000</b>

- 6.3. It is likely that due to the impact of the pandemic continuing to drive building material prices up as well as additional expenditure (such as Bat ecology surveys) the project cost will have increased. The Clerk will approach the Local Area Committee for additional funding to meet any shortfall. Should EBC refuse to meet the shortfall, crowdfunding activities will commence to ensure the project is delivered.

## 7. ENVIRONMENTAL IMPLICATIONS

- 7.1. The overall ethos driving project is that of sustainability.

## **8. CRIME & DISORDER IMPLICATIONS**

8.1. Whilst the existing park and play area (and on occasion Village Hall) have been subject to anti-social behaviour, it is hoped that with greater presence on site, this will be regulated. In addition, CCTV upgrades on site have ensured that any criminal activity caught on camera can be used as permission evidence. In terms of real time monitoring of the CCTV, the Clerk will continue to lobby Eastleigh Borough Council. Security elements in the building design such as the sliding screen, will also ensure safety on site.

## **9. EQUALITY & DIVERSITY IMPLICATIONS**

9.1. The café building incorporates accessible design elements. One of the main objectives of the community café, as stated in the business proposal is to provide social enterprise opportunities including a scheme to support those with learning disabilities through paid employment and work experience at the café.

**For further information contact:**

**Melanie Stephens**

**Parish Clerk**

**Email:** [clerk@fairoak-pc.gov.uk](mailto:clerk@fairoak-pc.gov.uk)



## Indicative Planting Schedule Trees

Malus baccata  
Amelanchier lamarckii  
Liquidambar styraciflua  
Betula utilis

## Shrubs

Sarcococca hookeriana  
Abelia x grandiflora  
Rosmarinus officinalis  
Rosa mundi  
Lavandula hidcote  
Viburnum tinus  
Pittosporum  
Hebe

## Herbaceous

Penstemon  
Salvia  
Alchemilla mollis  
Hellebore

Proposed shrub planting along the building frontage to be scented and have interesting forms and textures. The species will be chosen for year round interest and low maintenance.

Proposed wooden post and rail fencing along frontage with planting behind.

Proposed feature tree planting within the cafe car park, creating a focal point and adding height within this space.

Proposed fixed planter with low maintenance shrub planting.

Proposed neatly clipped evergreen hedge planting to give year round visual screening along boundary.

Proposed fruit tree increasing biodiversity within the site.

Proposed smaller tree planting along boundaries with shrub under-planting softening the boundaries and defining the site.

# Appendix 1



# Community Cafe, Shorts Road, Fair Oak Landscape Masterplan

Rev	Date	Details	Drawn

**ACD ENVIRONMENTAL**

HEAD OFFICE  
Rodbourn Rail Business Centre, Grange Lane,  
Malmesbury, SN16 0ES  
Tel: 01666 825646

The Old Mill, Fry's Yard, Bridge Street,  
Godalming, GU7 1HP  
Tel: 01483 425714

Crescent House, Yonge Close,  
Eastleigh, SO50 9SX  
Tel: 02382 026300

email: mail@acdenv.co.uk  
www.acdenvironmental.co.uk

**FAIR OAK & HORTON  
HEATH PARISH**

scheme: Community Cafe,  
Shorts Road, Fair Oak  
client: Fair Oak & Horton Heath  
drawing: Landscape Masterplan  
date: July 2020  
scale: 1:200@A3  
drawing no: PRI23408 10  
drawn: ALK checked: IN



**FULL COUNCIL – 15 NOVEMBER 2021****WEBSITE REPORT****1. RECOMMENDATIONS**

- 1.1 That the Council notes the interim measures to be undertaken as described in Paragraph 6 below and consider allocating £850 to Option 2 for inclusion in the budget 2022-23.

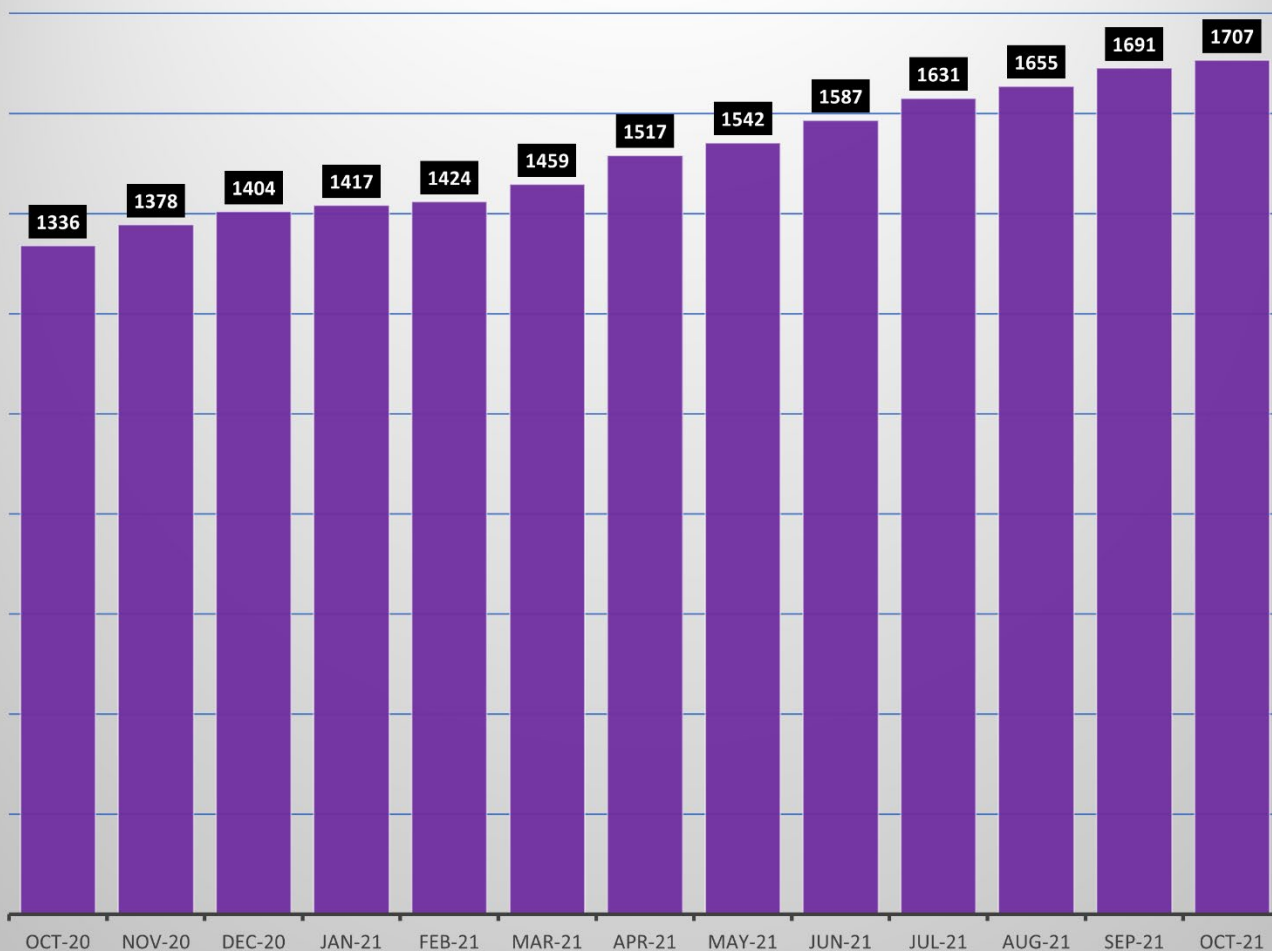
**2. INTRODUCTION**

- 2.1 This report outlines the accessibility and navigational issues of the Council's current website caused by the increase in information that is being shared with users.
- 2.2 It is imperative that information about the parish, how the council is supporting the community and the answers to residents and visitors' questions can be found in an easy to navigate and accessible way.
- 2.3 The website, although accessible to a degree does not completely comply with WCAG (Website Content Accessibility Guidelines) 2.1AA. Although the Council uses an Accessibility Plug-In, use of these are not recommended as they merely address surface problems and rather than addressing navigational and structural requirements of a website for use by those with assistive technology.
- 2.4 As a public website provider, the Council is bound by the Transparency Code to publish statutory and governance documents such as finance, minutes, agendas, councillor information etc within the specified time frames.

**3. BACKGROUND**

- 3.1 In February 2019 the Council agreed the appointment of Smart Marketing to assist with the redesign of a new website. This was largely due to the fact the previous site was outdated and did not allow for online bookings or payments. The new website was launched to residents in March 2019.
- 3.2 Since that time traffic to the website has increased steadily at a rate of approximately 28% year-on-year.
- 3.3 The parish wide community survey undertaken in December 2020 highlighted residents desire for increased and improved digital communications from the parish.
- 3.4 Facebook remains a big driver of traffic to the website with an increase of 58.73% on last year's figures (between January 2021 to November 2021 the website received 2327 visits directly from Facebook compared to 14666 visits between March 2020 and December 2020) This shows how vital our social media pages are for sharing information with our community.
- 3.5 The Facebook Page has increased in popularity over the past year as shown by the monthly increase in 'Likes' in the chart below.

## Facebook Page Likes October 20 - October 21



- 3.6 On 31st March 2021 the Council launched an Instagram page to attract a younger audience. The number of followers was 60 after 3 months, this has increased steadily to 133 followers. Although the numbers are comparatively small compared to Facebook, we are pleased to be connecting with the younger audience that Instagram attracts.
- 3.7 The Deputy Clerk undertook an interim accessibility audit during September and found some accessibility regarding font size and colour contrasts as well as issues with the uploaded documents not being accessible to all users and screen readers.
- 3.8 As a result, the Deputy Clerk has written a procedure guide for making documents accessible and will create a Document Accessibility Policy which will feed directly into the Website Accessibility Policy.
- 3.9 The Deputy Clerk has also updated and replaced out-of-date statutory documents on the website to ensure that the Council is meeting its ICO requirements and transparency conditions as set out in by the Transparency Code (2015).

## 4. THE CURRENT WEBSITE

- 4.1 In responding to the requests made by residents who responded to the community survey on 18 December 2020, members agreed that a review of the website be placed as a key objective on the corporate plan.



- 4.2 The Clerk, Deputy & Admin Officer met with Smart Marketing in September to discuss the current site, its accessibility, usability, and style/content.
- 4.3 The following observations were made:

**General Observations:**

- The colour palette used on the website is in line with the Parish Council brand, however the content could be at risk of being overlooked or lost due to the colours of menus, links and headings all being too similar. A new themed colour palette could capture the readers interest and focus their attention on the required path of navigation.
- The current palette is allowing social media feed and news items to get lost on the frontpage. As these features represent a current source of real-time information, it could benefit from enhanced imagery and colours to make it stand out from the page and demand attention.
- Since the last website audit, the Council has been adding more content to the website in the form of new pages. This has made the top menu bar harder to navigate and it is at the point where it is failing the Website Accessibility font size/colour contrast. It has become more difficult for individuals to navigate, and the drop-down menus have been known to exceed the screen size, making it impossible to navigate to the end of the menu.
- Much of the content and wording within the parish council website refers to residents. It is important to remember that the website is also a valuable resource for people visiting the area and the content and content wording should reflect this.

**Areas to address:**

- User Engagement:

The site uses a mixture of design standards to include some stock images and location based local images, with a limited colour palette. Readers might be better served with information delivered through more an interactive, interesting, and engaging manner. This could be delivered through more modern user interface with easy navigation from the welcome page taking the form of infographics and colour coded blocks based on the most used website pages according to the website analytics.

- Content Accessibility:

Part of having an accessible website is to ensure that the content and the wording used is accessible to all. This involves using simple language, less acronyms and jargon. For example, 'Street Scene' on our Useful Information menu is not a title that is self-explanatory and bears no correlation to its destination nor is it likely to mean to be understood by all readers. (This actually links to 'Clean Streets' page to Eastleigh Borough Council website where you can report any fouling on the streets.)

- Overloaded Top-Level Menu and Hindered Navigation:

By its very nature as a Parish Council website, the site is an information repository. This has led to a heavy menu-based system using the trusted top-level navigation. Due to the increase in information available the menu has increased in size and decreased in accessibility. This adversely affects the user experience on big screens, tablets, and

mobile phones.

- Engaging with Local Businesses:

As indicated in the Community Survey last year, residents would like to see more signposting to local business and community groups. A subscription-based business listing or local business advertising on the website could generate income for the parish council.

- A lack of Images:

Images can create an instant connection with the reader causing an emotive response i.e., a reader 'commenting, liking or sharing' a social media post which contains an image or video. Reading a lot of text can be monotonous and cause the reader to become disengaged and bored, whereas images help to engage the reader and assist in understanding content. Use of images can also positively impact on a website's bounce rate.

- Search Engine Optimisation:

The council website does not currently make use of Search Engine Optimisation techniques to boost traffic to the website, however together with social media organic search is the biggest driver to traffic to the website. If Search Engine Optimisation is used effectively in conjunction with appropriate content, traffic to the website should increase further.

- Bounce Rate:

The current 'Bounce Rate' although marginally less than last year still stands at 63% which according to Google means that there is a lot of room for improvement. A high bounce rate usually indicates that the reader has not found what they were looking for or that the information they found was of poor quality. The Parish Council website contains a wealth of important information that should be easily accessible for all, but the front page is currently difficult to navigate and is not 100% accessible to all users. A more modern approach of delivering this information could increase our visitor rate and lower the bounce rate.

## **5. THE PROPOSAL**

5.1 It is proposed that the Council consider the two choices as laid out below whilst thinking about the practicalities as described in Options 1-3.

- 1) A front-page Facelift: – a temporary/stop gap solution to make the front page more engaging and easier to navigate, and to eliminate some of the short-term website accessibility issues i.e., colour contrast and inaccessible font size of content heavy top-level menu
- 2) Total revamp of the website including website accessibility built in from the start allowing removal of the temporary quick-fix widget, in conjunction with a rebrand to match Fair Oak and Horton Heath Parish Council's forward-thinking ethos.

- Option 1 – for now due to budget
- Option 2 – pursue in next year's budget request

- Option 3 – do nothing to improve the look and navigation of the website

## **6. INTERIM MEASURES:**

6.1 The interim measures undertaken so far: -

- Add a rolling image banner to the front page of the website
- Add different sized colour tiles with icons and titles leading to statutory and most used pages as per the analytics:
- Council Meetings
- Community Updates
- Venue Hire
- Knowle Park
- News
- Newsletter
- Report it
- Insert a horizontal Facebook feed
- Removed the news from the Home Page

## **7. FINANCIAL IMPLICATIONS**

Cost for each option:

- Option 1: Met within existing approved budget.
- Option 2: Quote for £850.00 from existing website provider Smart Marketing has been received.

## **8. ENVIRONMENT / CRIME & DISORDER / EQUALITY & DIVERSITYIMPLICATIONS**

8.1 Crime and Disorder: None directly arising from this report

8.2 Environment: None directly arising from this report.

8.3 Equality: Ensuring that the Council's website is accessible to all users.

## **9. CONCLUSION**

9.1 Fair Oak Parish Council aspires to be a modern, forward-thinking council which should be adopt a more modern, engaging, interactive, and visually appealing website resource for its residents and visitors combined.

9.2 By adopting the changes outlined above, the parish council will future proof the website in terms of accessibility and sustainability, whilst still delivering a valuable resource to the wider community.

**For further information contact:**

Name of Officer: Michelle Leadbitter-Allen

Job title: Deputy Clerk

Email: [enquiries@fairoak-pc.gov.uk](mailto:enquiries@fairoak-pc.gov.uk)

**WEBSITE ADVERTISING**

**1. RECOMMENDATIONS:**

- 3.1. That the Council agree to consider/adopt advertising on the website for a pilot period of 6 months based on the considerations listed in paragraph 3 below.

**2. BACKGROUND**

- 3.2. As part of the website audit the Deputy Clerk investigated the possibility of advertising on the Council's website with a view to providing local businesses and community organisations a platform to advertise their services locally.
- 3.3. On 8<sup>th</sup> November the Deputy Clerk met with representative from the Council Advertising Network (CAN) which is an organisation that provides a platform for businesses to advertise on Local Authority websites; thus, allowing public sector organisations to generate an income through advertising.
- 3.4. 50 local councils have joined CAN as well as dozens of tourism, job, and transport websites. They are enthusiastic at the prospect of adding a parish council to their portfolio.

**3. CONSIDERATIONS**

- 3.5. There is no legislation that prohibits a parish council receiving revenue from website advertising.
- 3.6. CAN receives a fee for companies to advertise. A portion of this is paid to the website holder and is calculated by using the number of visits to the Council website per annum. As the website has had circa 13,000 visits over the last year this would represent an income of approximately £80 per year. As the amount earned is directly proportionate to the number of visits to the site per year, this means as the number of website visitors increase so will the income. Income is calculated and paid directly to the council every quarter and all earnings can be monitored by the via the online dashboard.
- 3.7. The Council can use the advertising platform to sell advertising to local businesses, although the Council would need to agree an appropriate fee structure.
- 3.8. The Council can also use the platform to advertise its own and local events.
- 3.9. Government and public health campaigns can be run on the website automatically.
- 3.10. There is no cost to the council for using this platform.
- 3.11. There is no 'screen takeover', Flash animation or annoying sounds; all adverts are in standard formats and integrate subtly with the council site.

- 3.12. The advertising platform conforms to GDPR. Powered by the well-used Quantcast solution, and with added tech that wraps code around all non-essential cookies, it ensures that if a user does not give explicit consent for cookies, adverts will be withheld indefinitely.
- 3.13. Website loading time is not affected by the introduction of the platform, and it is compatible with WordPress our current website platform.
- 3.14. The Council would be able to choose which advertising categories they do and don't want to see on their website from the 'Category Approval List'. These means that adverts can be tailored to fit the priorities of the Council.
- 3.15. There are categories of adverts that are automatically blocked these are adverts contain political messages, adult content, gambling, alcohol, fast food & pay days loans etc. Adverts are continually monitored to ensure compliance.

For More Information Contact:  
Michelle Leadbitter-Allen  
Email: [enquiries@fairoak-pc.gov.uk](mailto:enquiries@fairoak-pc.gov.uk)

**FULL COUNCIL – 15 NOVEMBER 2021****OFFICER SCHEME OF DELEGATION****1. RECOMMENDATIONS**

- 1.1 That the Council approves the adoption of the Officer Scheme of Delegation as set out in Appendix 1.

**2. INTRODUCTION**

- 2.1 In order to ensure efficient and timely service delivery and governance, the Council needs an effective framework that provides clarity about the duties, roles, and responsibilities of its officers. This is particularly important given the continuation of the COVID 19 pandemic where there remains some risk of business interruption. Adopting a scheme of delegation for officers provides opportunity for continued operation.

**3. CONTEXT**

- 3.1 Under section 101 of the Local Government Act 1972, the Council has the power to make arrangements for the discharge of functions to name officers (and committees).
- 3.2 A robust scheme of delegation sets out the parameters within which Officers of the Council can act without reference or referral to Councillors & the Full Council.

**4. THE PROPOSED SCHEME**

- 4.1 The proposed scheme of delegation is intended to provide clarity and enable effective and efficient decision making. It is not intended to be a complex document or to itemise every decision that needs to be delegated. Rather, it should provide the framework for decision making and demonstrate how the Council is managing risk and fulfilling its legal responsibilities effectively.

**5. FINANCIAL/ ENVIRONMENT / CRIME & DISORDER / EQUALITY & DIVERSITY**

- 5.1 None directly arising from this report.

**6. CONCLUSION**

- 6.1 An officer scheme of delegation is a pragmatic working document that ensures operational decision making can be undertaken by officers of the Council, enabling the Council to focus on the bigger strategic picture.

**For further information contact:**

Melanie Stephens

Parish Clerk

Email: [clerk@fairoak-pc.gov.uk](mailto:clerk@fairoak-pc.gov.uk)

Michelle Leadbitter-Allen

Deputy Clerk

Email: [enquiries@fairoak-pc.gov.uk](mailto:enquiries@fairoak-pc.gov.uk)

# Appendix 1

## FAIR OAK & HORTON HEATH PARISH COUNCIL

## SCHEME OF DELEGATION

**This Scheme of Delegation authorises Council Officers,  
the Proper Officer and Responsible Finance Officer,  
Standing Committees and Sub-Committees of the  
Council to act within delegated authority.**

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## **1 Discharge of the scheme**

- 1.1. This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed at least annually or earlier, for example when there are staffing changes.
- 1.2. One of the purposes of the document is to clearly define the parameters within which Officers of the Council can act without reference to either their line managers or Members.
- 1.3. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
- 1.4. Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
- 1.5. The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its various committees. This element of the scheme incorporates the Terms of Reference of the committees.

## **2 The Power to Delegate**

- 2.1. The power to delegate functions by local councils is set out in the Local Government Act 1972 S.101. Local Government Act 1972 S.101 Arrangements for discharge of function by local authorities.
- 2.2. Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions: (a) by a committee, a sub-committee or an officer of the authority, or (b) by any other local authority.
- 2.3. Whereby virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee may arrange for the discharge of any of those functions by a sub-committee of the authority, then unless the local authority or the committee otherwise direct, the subcommittee may arrange for the discharge of any of those functions by an officer of the authority.
- 2.4. Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, subcommittee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions.
- 2.5. Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection

- 2.6. (the above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities.
- 2.7. A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority.

### **3 Officers' Conflicts of Interest**

- 3.1. Under the Local Government Act 1972, section 117; Officers must make a formal declaration about council contracts where the employee has a financial interest. Every officer is responsible for identifying whether he/she has any conflict of interest in any matter which is under consideration, actual or perceived, within the Council, and notifying the Clerk.
- 3.2. Where an employee is unsure whether an interest should be declared, they should speak to Clerk in the first instance. If the employee is advised not to declare their interest, a record of the discussion should be kept by both parties. Failure to disclose such an interest, may result in disciplinary action being taken which could lead to dismissal.
- 3.3. Employees are also required to disclose any other employment that they wish to undertake in addition to their primary post with the Council.
- 3.4. All employees must identify and disclose any actual or potential personal, financial, business, or other interest or close personal relationship which might reasonably be perceived as a conflict of interest
- 3.5. Where an Officer has a conflict of interest in any matter, they shall not participate in that matter in their capacity as an Officer except with the prior approval of the Clerk. Any approval granted by the Clerk shall be formally recorded in the Council minutes. Where such approval has been granted for the Officer to participate in a Council meeting of that subject matter, they must ensure that the disclosure of interest is also declared at the start of the Council meeting under the disclosures of interests for members and officers.

### **4 Council Reserved Powers & Safeguards**

- 4.1. Each Committee has delegated authority to decide matters within their terms of reference as incorporated in this delegation scheme except for the following matters, which are to be resolved only by Full Council:
- 4.2. The following matters are reserved to the Council for decision, notwithstanding that the appropriate committee(s) may make recommendations for the Council's consideration.
  - Setting the Precept;
  - Borrowing money;
  - Investing money;
  - Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation;

- Making, amending, or revoking by-laws.
  - Making of orders under any statutory powers.
  - Matters of principle or policy.
  - Nomination and appointment of representatives of the Council to any other authority, organisation, or body (excepting approved conferences or meetings).
  - Any proposed new undertakings.
  - Prosecution or defence in a court of law.
  - Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee.
- 4.3. The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a committee or Officer.
- 4.4. Matters delegated to a committee may be referred to Full Council at the request (written or verbal) of two Members of the Council prior to the resolution of the matter.
- 4.5. A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of a least 5 members of the Council, or by a resolution move in pursuance of the report or recommendation of a committee.
- 4.6. Members will be advised by the Clerk whether or not a particular item under discussion is within the Committee's (or Sub-Committee's) delegated powers. The minutes will then record the decision as "RESOLVED". If it is not, then the minutes will show the decision as "RECOMMENDED" and will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council when seeking approval and adoption of the Committee's minutes. This item can be discussed in full by the Parish Council.
- 4.7. In any case where a Committee (or Sub) Chairman and Vice Chairman are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised.

## **5 Delegation To Committees**

- 5.1. The following matters are delegated to the Council's Committees to make decisions on behalf of the Council. The delegated decision making by Committees must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget. Where they are delegated to the Committee, so far as is legally permissible, they be deemed the acts and proceedings of the Council.
- 5.2. The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.
- 5.3. Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a committee has no delegated power to make a decision it makes a recommendation to Council.

- 5.4. The members of a committee may include non-councillors unless it is a committee which regulates and controls the finance of the Council
- 5.5. The Council and each Committee is authorised to establish Sub-Committees and Task & Finish Groups, and to appoint advisers as and when necessary to assist in its work.
- 5.6. A Committee can arrange for the discharge of any of their delegated powers to a sub-committee. The delegated powers will be decided by the committee at the time it is formed detailing the delegated powers.
- 5.7. The work of a Task & Finish Group will be decided upon at the time it is formed by means of a minute detailing the terms of reference. Each Task & Finish Group will report back with recommendations to the Council or the Committee that formed it. Task & Finish Groups have no delegated powers.
- 5.8. The Committees shall be:
  - Asset Committee
  - Finance & Staffing Committee
- 5.9. Committees will be formed by means of a committee preference form circulated prior to the Annual meeting. Where more than members apply for a committee than needed, a ballot will take place.
- 5.10. The Chairman and Vice-Chairman shall be a member of every committee; for the sake of clarity this is to allow them voting rights at all committees either or both may attend.

## **6 Asset Committee**

- 6.1. The Committee has delegated authority to deal with the following matters to conclusion:
- 6.2. Administration, maintenance and use of Fair Oak & Horton Heath Parish Council (FOPC) existing facilities and assets:
  - All public open spaces.
  - All FOPC properties including Parish Office, Community Centres & Sports buildings.
  - Children's play areas and skate parks;
  - Parks.
  - Community Orchard.
  - Cemetery.
  - Allotments.
  - Footpaths & public rights of way
  - Implement of play areas and other project enhancements within approved budgets.
  - Vehicles and street furniture.
- 6.3. Setting terms and conditions of use and provision of relevant equipment for areas under its control.

- 6.4. Liaison with community organisations which have an interest in recreational facilities in FOPC's control.
- 6.5. Responsible for all communications, marketing & promotions of facilities and assets.
- 6.6. Working with statutory partners, key stakeholders, and community groups to support them in providing services in the community.
- 6.7. To maintain existing FOPC bus shelters and street furniture.
- 6.8. To purchase new street furniture within approved budgets.
- 6.9. To consider all youth matters including the partnership agreement with Eastleigh Borough Council and Bishopstoke Parish Council in relation to the Y-Zone.
- 6.10. To receive recommendations put forward by the Community Events Task & Finish Group.
- 6.11. To set up and disband Task & Finish Groups as and when necessary and agree their terms of reference.
- 6.12. To consider recommendations put forward by Task & Finish Groups reporting to the Committee.
- 6.13. To deal with consultations which time prevents being presented to Full Council.
- 6.14. To consider matters relating to the organisation of community events.
- 6.15. Consider requests by residents/community organisation regarding use of assets.
- 6.16. To consider annual health & safety, inspections, and risk assessments.
- 6.17. To agree all income and expenditure relating to their committee within approved budgets.
- 6.18. Any other matter deemed to be the responsibility of their committee or at the request of the full council.

**Referred Business:**

To consider and make recommendations to Full Council on the following matters:

- i. Prepare budget estimates for the Finance & Staffing Committee
- ii. To consider proposals for the transfer of Public Open Space and other community assets from Eastleigh Borough Council and make recommendation to the Full Council.
- iii. Provision of additional recreational facilities
- iv. Upgrading/improvements of FOPC facilities
- v. For unbudgeted items, recommend expenditure relating to all assets and facilities.

## **7 Finance & Staffing Committee**

- 7.1. The Committee has delegated authority to deal with the following matters to conclusion:
- 7.2. Allocation of grants and donations within the agreed criteria and budget.
- 7.3. To agree Service Level Agreements with external agencies and to deal with any resulting issues arising under the terms of the Service Level Agreements/Agreements.
- 7.4. All financial and accounting matters.
- 7.5. Undertake an annual review of the Council's assets register.
- 7.6. Complete Annual Financial Risk Management.
- 7.7. Staffing, administration and governance matters.
- 7.8. Leases and licences.
- 7.9. To set up and disband Task & Finish Groups as and when necessary and agree their terms of reference.
- 7.10. To consider recommendations put forward by Task & Finish Groups reporting to the Committee.
- 7.11. Annual review of fees and charges of FOPC facilities and properties.
- 7.12. To review the FOPC insurance policy document premium charge.
- 7.13. To annually review the Council's Investment Policy.
- 7.14. To review the Community Investment Programme and make recommendations to Full Council on the use of Section 106 monies received by the Parish Council.
- 7.15. To consider any fundraising projects.
- 7.16. To support the Clerk in the appointment and management of staff, with 3 nominated councillors to participate in recruitment for senior officers.
- 7.17. To support the Clerk in the appointment and management of consultants
- 7.18. To agree terms and conditions of employment for all staff.
- 7.19. To consider any staffing matters including staffing structure, levels of pay & Clerk appraisal.
- 7.20. To consider all other personnel and administration matters not dealt by other Committees and make recommendations to Full Council where appropriate.
- 7.21. Any other matter deemed to be the responsibility of their committee or at the request of the full council.

## **Referred Business**

To consider and make recommendations to Full Council on the following matters: -

- i. Prepare annual budget and precept request
- ii. Monitor income and expenditure within the budget estimates approved by FOPC and make necessary recommendations.
- iii. To make recommendations on use of reserves.
- iv. To consider expenditure proposed by the Asset Management Committee
- v. To consider all reports from the Internal & External Auditors
- vi. To consider all aspects of financial administration of FOPC business (such as banking arrangements and investments) and make recommendations to Full Council.

## **8 Delegation to Officers**

- 8.1. Specific delegations to officers are set out below. Delegated actions for officers shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation, with directions given by the Council from time to time.

### **a. Clerk/Proper Officer**

- 8.2. The Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.
- 8.3. As Proper Officer, to sign all documents on behalf of the Council including the Summons to Elected Members to attend Council Meetings in accordance with paragraph 4 and Schedule 12 of the Local Government Act, 1972.
- 8.4. The Proper Officer shall be responsible for signing all the Council's Official Notices and for sealing Council documents as set out in the Standing Orders.
- 8.5. To receive declarations of Acceptance of Office.
- 8.6. To retain a copy of every Councillors, Register of Interests.
- 8.7. To deal with dispensation requests from Members of the Council.
- 8.8. Power to take appropriate steps to ensure the Council does not exceed its powers.
- 8.9. The Clerk may authorise another officer or officers of the Council to exercise the powers of the Clerk in his/her absence, without removing the overall responsibility of the Clerk for any such decisions.
- 8.10. The Deputy Clerk will have the delegated powers to act as the Clerk, in the absence of the Clerk.
- 8.11. The power to delegate any delegated powers and other powers to any member of staff as appropriate.



- 8.12. In the event of an emergency as defined in our Emergency Resilience and Business Continuity Plan the delegations assigned to the Clerk as set out in this said document will be enacted.

**i. Day to Day Administration**

- 8.13. The day-to-day administration of services.
- 8.14. Day-to-day supervision and control of all staff employed by the Council.
- 8.15. The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures, and budget
- 8.16. The authority to sanction and authorise payment of overtime in exceptional circumstances subject to advance notice given to the Finance & Staffing Committee members and within approved budget parameters.
- 8.17. The Finance & Staffing Committee delegate staff recruitment in consultation with the Chairman of the Council, after budget approval from Full Council.
- 8.18. The Clerk has the power to make operational decisions and to retain overall editorial control of press releases, social media posts, website content and any other communication administration on activities of the Council in accordance with the Council Communications Policy.
- 8.19. The power to manage, promote and co-ordinate Community events within the approved budgets
- 8.20. The Clerk on behalf of the Events Sub-Committee has delegated authority to incur event associated expenditure within the approved budget and shall report the expenditure incurred for each event under delegated powers to the Events Sub-Committee at its next meeting.
- 8.21. Power to act on own initiative to implement the Councils policies and objectives.
- 8.22. The Proper Officer shall have authority to issue written authorisation to individual officers to act as the Council's authorised officers in the performance of their statutory or other duties.
- 8.23. The Clerk shall have permission to respond to key consultations in consultation with the Chairman of the Council.
- 8.24. The Clerk shall be responsible for replying to Freedom of Information Requests, Data Protection Enquiries, Subject Access Requests and Corporate Complaints.
- 8.25. The Clerk in consultation with the Responsible Finance Officer has authorisation to make small revisions to budgets, when necessary, with any major changes to be authorised by Full Council.

## **ii. Council Assets & Emergency Expenditure**

- 8.26. The Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to be carried out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the Chairman as soon as possible and to the Finance & Staffing Committee as soon as practicable thereafter.
- 8.27. In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Chairman (if practicable in the circumstances).
- 8.28. Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the Full Council
- 8.29. Delegations to The Proper Officer in relation to the letting of contracts are set out in the Standing Orders.
- 8.30. Delegations to The Proper Officer in respect of land and premises are set out in the Standing Orders.
- 8.31. The Clerk will have the authority to dispose of the Council's assets (excluding land and building assets) subject to the estimated value of any one tangible; moveable item does not exceed £2,000.
- 8.32. The Clerk is responsible for ensuring any disposal details including the disposal values are recorded in the assets register.

## **iii. Training for Officers & Members**

- 8.33. Power to authorise staff to attend relevant training courses provided the expense can be met from approved budgets having considered the training needs of the employees.
- 8.34. The power to identify own training needs and book onto relevant training courses provided that the expense can be met from approved budgets
- 8.35. The Clerk is authorised to book training courses for members of the Council in accordance with the Training Policy.
- 8.36. The Clerk is authorised to submit a supplementary budget request if deemed necessary.

## **b. Responsible Financial Officer**

- 8.37. The Responsible Financial Officer to the Council shall be responsible for the Parish Council's accounting & audit procedures in accordance with the Accounts and Audit Regulations in force at any given time.

**c. Operations Manager**

- 8.38. Under the general supervision of the Clerk, the Operations manager will exercise the following:
- 8.39. The Operations Manager in consultation with the Clerk shall be responsible for the maintenance and use of Council Buildings and Assets.
- 8.40. The Operations Manager in consultation with the Clerk, will deliberate any requests for one-off events, geocaching, street trading, metal detecting and the use of parish council car parks in accordance with the applicable policies, planning conditions and appropriate covenants.

**9 Planning & Licencing Applications**

- 8.41. In accordance with Standing Orders, Council members have delegated permission to comment on small development and non-contentious planning applications which are received and circulated by the Deputy Clerk. Councillor comments are considered prior to submission of the final delegated decision.
- 8.42. Any large scale (5 dwellings or more) or contentious planning applications are added to the monthly Full Council meeting for discussion and comment.
- 8.43. Any member of the council may require the Deputy Clerk to refer any planning or licensing application to the council rather than express an opinion on behalf of the council under its delegated powers.
- 8.44. All planning decisions will be posted on the Council website in accordance with Transparency Regulations.

## FULL COUNCIL – WORK PROGRAMME (2021/2022)

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NOVEMBER 2021			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Finance Report	To approve the monthly finance report	Report	Clerk/Finance Officer
Officer scheme of delegation	To adopt a scheme of delegations.	Report	Deputy Clerk
Climate Change Task & Finish Group	To receive and update from the Group	Verbal Report	Deputy Clerk
Café Task & Finish Group	To receive an project progress report	Report	Clerk
Website review/audit	To consider an update on website improvements	Report	Deputy Clerk
DECEMBER 2021			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Finance Report	To approve the monthly finance report	Report	Clerk/Finance Officer
Budget Task & Finish Group	To receive recommendations from the Task & Finish Group	Report	Clerk/Finance Officer
New Century Park Splashpad	To consider options appraisal report & agree next steps	Report	Operations Manager/Clerk
Fair Oak Library	To consider feasibility report regarding building improvements	Report	Clerk
Cemetery Road	To consider options appraisal.	Report	Operations Manager
Wellbeing Initiative	To consider results of wellbeing survey and local initiatives	Report	Deputy Clerk/Clerk

## JANUARY 2022

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Corporate Action Plan	Monitoring progress against the action plan	Report	Clerk
Finance Report	To approve the monthly finance report	Report	Clerk/Finance Officer
Data Protection Annual Audit	To receive the annual audit	Report to Committee	Clerk
Annual Budget	To set the budget & agree precept for the 2021/22 financial year	Report	Clerk/Finance Officer
Fees and Charges	To set the fees and charges for the 2021/22 financial year	Report	Clerk/Finance Officer
Clerks Q&A session	To receive a progress report on first resident Q&A session (as per the corporate action plan)	Presentation	Clerk/Deputy Clerk

## FEBRUARY 2022

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
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
Community Development	To receive a presentation from the Community Development Officer	Presentation	Community Development Officer

## MARCH 2022

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Finance Report	To approve the monthly finance report	Report to Committee	Clerk/Finance Officer

Cllr Handbook	To adopt	Report	<b>Deputy Clerk</b>
Street trading policy	To consider adopting a policy	Report	<b>Deputy Clerk</b>
<b>APRIL 2022</b>			
<b>ITEM</b>	<b>OBJECTIVE</b>	<b>METHOD</b>	<b>LEAD OFFICER</b>
Finance Report	To approve the monthly finance report	Report to Committee	<b>Clerk/Finance Officer</b>
Environmental Projects Update	Updates on key projects including tree planting, bee & tree corridor, village enhancements, wildflower and bulb planting	Presentation	<b>Clerk/Deputy/Operations Manager</b>