



## FAIR OAK & HORTON HEATH PARISH COUNCIL

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL ☎ (023) 8069 2403

✉ enquiries@fair oak-pc.gov.uk 🌐 www.fairoak-pc.gov.uk

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### Minutes of the Full Council Meeting

held on Monday 17 January 2022 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	Ab	Cllr Mignot
P	Cllr Barrett	P	Cllr Higby	Ab	Cllr Scott
Ap	Cllr Bird	P	Cllr Marsh	Ap	Cllr Smith
P	Cllr Couldrey (Vice Chair)	P	Cllr Meech	Pt	Cllr Stupple
P	Cllr Douglas (Chairman)	P	Cllr McGuinness	Ap	Cllr Tennent

**Due to hall restrictions over Covid Cllrs Bird, Smith & Tennent attended virtually on Teams but were not permitted to speak or vote.**

**Officers in attendance:** Ms M Stephens, Clerk, Mrs L Greenslade/Mrs M Leadbitter-Allen, Deputy Clerks, Mrs J Cahill, Responsible Finance Officer & M Gilham, Community Development Officer

#### PUBLIC SESSION

Matt Nicholson – Minute No 92.

#### 87 DECLARATIONS OF INTEREST

Cllr Couldrey Minute No 94.

#### 88 MINUTES (PAPER A)

##### RESOLVED:

- That the minutes of the Full Council meeting held on 15 November 2021, be signed by the Chairman as a correct record; and
- That the delegated planning decisions of w/e 26 November and 10 December 2021 be noted.

#### 89 CO-OPTION

Members considered the application received from Gary Stupple including a verbal presentation.

Following a vote, it was:

##### RESOLVED:

That Gary Stupple be co-opted onto the Council with immediate effect.

#### 90 BUDGET/PRECEPT & FEES & CHARGES 2022/23 (REPORT B)

Members considered the budget and precept requirement for 2022/23 including fees and charges.

Upon a vote, it was:

**RESOLVED:**

- a) That the budget requirement of £576,507 for 2022/23, as set out in Appendix 2, be approved;
- b) That the precept request of £469,907 for 2022/23 financial year be approved; and
- c) That the fees and charges set out in Appendix 3 be approved.

**91 FINANCE REPORT (REPORT C)**

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

**RESOLVED:**

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

**92 FOUNTAIN CAFÉ PROJECT UPDATE (REPORT D)**

Members considered a progress report on the community café project, including planning progress, appointment of demolition contractor, minor alteration to the café design and the project timeline.

The Council also considered the project budget and agreed that £15k should be allocated from the Council's general reserves to secure the delivery of the cafe.

**RESOLVED:**

- a) That the altered café design as set out in Appendix 1 be approved;
- b) That the allocation of an additional £15,000 from the general fund be approved;
- c) That Chris Rogers Demolition be appointed contractor for the demolition work at a cost of £11,400; and
- d) That the Brookfield Road hardstanding be used for café user car parking, during café opening hours, on a trial basis for 1 year.

**93 SPLASHPAD PROPOSAL (REPORT E)**

The Council considered the proposal to install a splashpad facility at New Century Park.

The Finance Committee meeting in July 2021, members discussed the Council's General Reserve Fund and decided that the funds should be used to implement an impactful community facility for all to enjoy. A survey of community engagement had taken place around the possibility of installing a splashpad at New Century Park. The results showed that many residents surveyed were in favour of the project.

The Chairman advised that the Council needed to submit a planning application which would run concurrently with the tendering process. As with the café, soil sampling would need to be undertaken on the site.

In response to a query regarding further public consultation. The Clerk confirmed that a

public consultation event would be held at the Fair Oak Library building on Saturday 19 February.

**RESOLVED:**

- a) That the installation of a splashpad at New Century Park be approved;
- b) That the addition of a grey water collection system, artificial grass and fencing be included in the project specification;
- c) That £106,600 be taken from General Reserves for the project; and
- d) Following confirmation from the Local Area Committee of additional funding support, the Clerk proceed to the formal tendering process.

**94 FAIR OAK LIBRARY BUILDING IMPROVEMENTS (REPORT F)**

Cllr Couldrey declared a non-pecuniary interest as a Trustee of the Fair Oak Community Library. He concluded that there were no issues under common law that prevented him from remaining in the meeting to speak and to vote.

The Council considered the various options for building improvement works, as set out in the feasibility study undertaken by Carter Jonas on behalf of the Council.

Members noted that the report lacked any timeline to the project. The Clerk explained that this was largely due to the fact that the flexibility of the budget needed to be established. The Clerk explained that costing provided by Carter Jonas had been based on the British Construction Industry Standard (BCIS) which relied on big contractors. Given the scale of the project and the fact that the Council preferred to reward contracts to local trades, it was more likely that reduced prices would be received, meaning that there was opportunity in the budget.

As the project was over £25k, the Clerk advised that a robust specification and tender process should be undertaken. Given that the budget needed to go a long way, with no room for error, she suggested that this element of the project be given to a specialist. It was recommended that this be undertaken by Carter Jonas at a cost of £3,540.

The Clerk advised that the sustainability elements of the building improvements could be implemented should the Council be successful in any grant funding.

Taking into account the tender process and securing a contractor, building work might commence July/August. These timings suited the community library being their quieter months. The Council would support the library in providing a pop-up service in the interim period.

**RESOLVED:**

- a) That the scope of the building improvement work as set out in paragraph 4.5 of the report be approved;
- b) That the allocation of funds, set out in paragraph 6.3, towards the cost of the project be approved;
- c) That Carter Jonas be instructed to undertake the specification and tendering process on behalf of the Council at a cost of £3,540; and
- d) That, subject to the budget shortfall being found, the Clerk be given delegated authority to oversee the completion of the project, in consultation with the Chairman.

**95 WORK PROGRAMME (REPORT G)**

**RESOLVED:**

That the Work Programme be noted.

**96 WEBSITE ADVERTISING (VERBAL UPDATE)**

The Deputy Clerk gave a verbal update on the results of the resident survey regarding website advertisement. The survey showed that the majority were happy for the Council to advertise local businesses and community groups but rejected the idea for search-based advertising. The majority were also keen to see a Jobs Board advertising positions available locally.

Members were asked to consider the options set out by the Deputy Clerk in readiness for determination the next meeting.

**RESOLVED:**

That the options for website advertising be determined at the next meeting.

**97 CORPORATE EVENTS INCLUDING PLATINUM JUBILEE**

**RESOLVED:**

- a) That the Council delegate responsibility to the Communications and Events Task & Finish Group to agree the yearly events schedule; and
- b) That the Council delegates authority to the Communications and Events Task & Finish Group to agree the format of the celebrations for the Queen's Platinum Jubilee.

**98 MEMBERSHIP OF COMMITTEES AND TASK & FINISH GROUPS**

**RESOLVED:**

- a) That the Community Events Sub-Committee be disbanded and replaced with a Communications and Events Task & Finish Group; and
- b) That Cllrs Douglas, Meech & Stupple be appointed to the Communications and Events Task & Finish Group.

This was all the business and the meeting closed at 19.40 hrs

Signed..... Chairman

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