



FAIR OAK & HORTON HEATH PARISH COUNCIL

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Minutes of the Annual Council Meeting of the Council

held on Monday 9 May 2022 at 6.00 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	Ab	Cllr Scott	P	Cllr Meech
P	Cllr Forfar	Ap	Cllr Bird	P	Cllr Stupple
Ap	Cllr Mignot	P	Cllr Marsh	P	Cllr Douglas (Chairman)
P	Cllr Barrett	P	Cllr Smith	Ab	Cllr McGuinness
P	Cllr Higby	P	Cllr Couldrey (Vice Chair)	P	Cllr Tennent

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

PUBLIC SESSION

There were no members of the public present.

1 ELECTION OF CHAIRPERSON

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

RESOLVED:

That Cllr Mrs Douglas be appointed as Chairman for the ensuing municipal year. Cllr Mrs Douglas took the Chair, and signed the declaration of acceptance of office, formally witnessed by the Clerk.

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

2 ELECTION OF VICE-CHAIRPERSON

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

RESOLVED:

That Cllr Couldrey be appointed as Vice-Chairperson for the ensuing municipal year and signed the declaration of office formally witnessed by the Clerk.

3. DECLARATIONS OF INTEREST

Cllr Couldrey item 11.

4. MINUTES (PAPER A)

RESOLVED:

That the minutes of the Full Council meeting held on 25 April 2022, be signed by the Chairman as a correct record.

5. MEMBERSHIP OF COMMITTEES & OUTSIDE BODIES (REPORT B)

RESOLVED:

That the appointment of members to Committees, standing Task & Finish Groups and Outside Bodies as set out in the report be approved subject to the amendment that Cllr Couldrey replace Cllr Scott for Twynhams Charity.

6. STANDING ORDERS (REPORT C)

RESOLVED:

That Standing Orders be approved.

7. ANNUAL GOVERNMENT RETURN 2021/22 (REPORT E)

The Chairman expressed the Council's thanks to the Finance Officer for all her hard work in preparing the reports.

RESOLVED:

That the Annual Governance Statement 2021/22 be approved authorising the Chairman, Clerk and Responsible Finance Officer to sign Section 1 and 2 of the statement prior to submission to the external auditor.

8. FINAL ACCOUNTS (REPORT D)

RESOLVED:

That the Final Accounts for the year ending March 2022 be approved for submission to the external auditor.

9. INTERNAL AUDIT ACTION PLAN (REPORT F)

The Clerk talked through the points made by the internal auditor and the actions taken.

RESOLVED:

That the actions undertaken with regards to the recent internal audit be noted.

10. BROOKFIELD ROAD HARDSTANDING/CAR PARK (REPORT G)

Members considered the options for alterations to the Brookfield Road hardstanding/car park, and access from Campbell Way, prior to public consultation.

The Clerk emphasised the feedback received from a recent consultation undertaken. The residents' main concerns were parking along Brookfield Road which is very narrow and already congested.

Disappointingly, despite several attempts of communication with the Fair Oak Village Hall Trustees, no progress had been made towards the use of their car park for wider community use.

Members felt it was inevitable that people would drive to the site and were keen to show due diligence in trying to come up with a sensible solution to the issue of parking and congestion for nearby residents.

RESOLVED:

- a) That a consultation be undertaken with Campbell Way residents;
- b) That an approach be made to the LAC for funding of the project to the sum of £17,74; and
- c) That the above findings be brought back to the next Full Council meeting for further consideration.

11. LIBRARY IMPROVEMENT PROJECT (REPORT H)

Cllr Couldrey declared a pecuniary interest as a Community Library Trustee. He concluded that there were issues under common law. He remained in the meeting but did not vote.

Members considered the next steps for the library building improvement project. The Chairman pointed out the shortfall on paper but explained this was a hypothetical figure as the exact costs would not be known until the project had been put out to tender.

To move the project forward it was,

RESOLVED:

- a) That the proposed building alterations as set out in Appendix 1 of the report be approved in principle; and
- b) That the next steps of project timescales, as set out in paragraph 5, be approved.

12. DEMENTIA TASK & FINISH GROUP PRESENTATION

Mike Gillham, the Community Development Officer gave a presentation on the progress of the group so far.

The Chairman thanked him for his enthusiasm.

RESOLVED:

That the presentation be noted.

13. EXCLUSION OF THE PUBLIC AND THE PRESS

The Chairman moved the following resolution: "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 (commercial & staffing matters)”

PART II – PRIVATE SESSION

14. CAFÉ TENDERS (REPORT I)

The Chairman advised that insufficient tenders/quotes to compare or agree had been received and moved that the item be deferred to a special meeting in June.

RESOLVED:

That a special meeting of the Council be arranged for Monday 6 June 2022 at 6 pm.

15. STAFF UPDATE

The Clerk updated Members of the recent staffing issues including the recent resignation of one of the Council’s Caretakers.

The Clerk requested that rather than replace this post, a contract cleaner be hired for 10 hours per week to be reviewed after six months.

RESOLVED:

That the Clerk be delegated authority to seek a contract cleaner for the Woodlands Community Centre for 10 hours per week, initially on a short-term contract.

SignedChairman