



FAIR OAK & HORTON HEATH PARISH COUNCIL

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Minutes of the Full Council Meeting held on Monday 25 April 2022 at 6.00 pm at the Parish Office, 2 Knowle Park Lane, Fair Oak

P – present, Pt – part of the meeting (f = from item), Ab – absent, Ap – apologies.

Ab	Cllr Anderson	Pt	Cllr Scott (f) 8	P	Cllr Meech
Ap	Cllr Forfar	Pt	Cllr Bird (f) 5	P	Cllr Stuppel
Ab	Cllr Mignot	P	Cllr Marsh	P	Cllr Douglas (Chairman)
Ap	Cllr Barrett	Pt	Cllr Smith (f) 11	Ab	Cllr McGuinness
Ap	Cllr Higby	P	Cllr Couldrey (Vice Chair)	Ap	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.

116. DECLARATIONS OF INTEREST

Cllr Meech in Minute Number 126.

117. MINUTES (PAPER A)

RESOLVED:

- That the minutes of the Full Council meeting held on 14 March 2022, be signed by the Chairman as a correct record;
- That the recommendations of the Finance Committee meeting of 9 March 2022 be approved; and
- That the delegated planning decisions of w/e 11 March & 3 April 2022 be noted.

118. FINANCE REPORT (REPORT B)

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

RESOLVED:

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

119. INTERNAL AUDITORS REPORT (REPORT C)

The Council considered the Internal Auditor's report following the internal audit in March 2022.

The Clerk updated members on the actions undertaken following the audit which would be set out in more detail at the next Council meeting; this included updating the Council's website, drafting a member training programme and programming the use of Section 106 monies.

RESOLVED:

That the report be noted.

120. FIXED ASSET REGISTER (REPORT D)

Members considered the Council's fixed asset register as set out in the report.

RESOLVED:

That the Council's fixed asset register be approved.

121. SUPPLEMENTARY BUDGET REQUEST PARISH OFFICE

The Clerk outlined proposals for an internal door security system at the Parish Office at a cost of £2,430 from Parish Office ear marked reserves.

The new door entry system would be operated by a key swipe system. The proposal would ensure the safety of the staff undertaking lone working at the office by controlling/restricting access to staff working areas. Furthermore, the system would remove the requirement to change locks or re-issue keys when they are stolen or lost. The system reliant on cards or tags rather than keys, which meant that they could be deactivated if they became stolen or lost.

The funds would allow for the supply and installation of a security system to the reception office door as well as the reception to toilet lobby door. Members were happy to support the additional security element to protect staff and council property.

RESOLVED:

That £2,430 be taken from the Parish Office ear marked reserve fund the installation of an electronic door security system to both the reception to office door and reception to staff toilet lobby door.

122. CYCLE TO WORK SCHEME SUPPLIER (REPORT E)

Members considered a cycle to work scheme for staff which had been recommended and agreed by the Finance Committee.

The Cycle to Work scheme was a government initiative introduced to promote healthier journeys to work and to reduce environmental pollution. The loan scheme would enable staff to purchase bikes via a salary sacrifice scheme.

The Council considered a provider for the scheme and were happy to support officer recommendation that Enjoybenefits be the appointed provider.

RESOLVED:

That Enjoybenefits be appointed provider for the cycle to work scheme.

123. COMMUNITY DEVELOPMENT ACTION PLAN (REPORT F)

Members considered the report for the adoption of the Plan following public consultation.

RESOLVED:

That the Plan be adopted.

124. COMMUNITY WELLBEING RECOMMENDATIONS (REPORT G)

Members considered the results of the wellbeing and Pembers Hill residents surveys and the suggestions that a community noticeboard to be developed.

RESOLVED:

That the report be noted and the recommendations agreed.

125. CORPORATE ACTION PLAN (REPORT H)

Members considered progress again the plan as set out in Appendix 1 to the report.

Members were pleased with the progress made in what was an ambitious delivery plan.

RESOLVED:

That the plan be noted.

126. CRICKET CLUB SERVICE LEVEL AGREEMENT

Cllr Meech declared a non-pecuniary interest as a resident of Pavilion Close. He concluded that there were no issues under common law that prevented him from remaining in the meeting to speak and to vote.

Members considered the fee to be applied to the Cricket Club service level agreement following the provision of the second wicket at Lapstone Playing Fields.

As agreed at the last meeting, members requested further investigation into the cost of cricket provision in determining an appropriate fee moving forward with a second wicket. After a desk-top review by the Finance Officer and discussion with the cricket club and EBC, a fee of £4k was proposed. EBC as impartial advisors, had recommended this as fair and proportionate for both parties.

Members supported the proposed fee and as such it was:

RESOLVED:

That the service level agreement and fee for the second wicket facility at Lapstone be

agreed at £4,000.

124. WORK PROGRAMME (REPORT I)

RESOLVED:

That the work programme be noted.

125. EXCLUSIVE OF THE PUBLIC AND THE PRESS

RESOLVED:

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).

126. STAFFING MATTERS

Members considered a staff recognition award considering exceptional performance of a staff member.

RESOLVED:

That a level 2 award at £350 be awarded to a member of staff in light of their exceptional performance this financial year.

127. CAFÉ TENDERS (REPORT J)

RESOLVED:

That the item be deferred to the next Council meeting.

SignedChairman