



FAIR OAK & HORTON HEATH PARISH COUNCIL

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

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

📱 @fairoakandhortonheathparishcouncil 📷 fairoakandhortonheath

SUMMONS

Dear Member

11 October 2022

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 17 October 2022 at 6.00 pm** at the Parish Office, 2 Knowle Park Lane, Fair Oak.

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 by 4 pm on Friday 14 October 2022.

AGENDA

PART I - PUBLIC SESSION

APOLOGIES

1. DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

2. MINUTES OF MEETINGS (PAPER A, PAGES 4-16)

- a) To approve the minutes of the Council meeting held on 18 July 2022 as a correct record;
- b) To note the planning delegated decisions made during August & September 2022, and
- c) To note the officer delegated decision dated 30 September 2022.

3. FINANCE REPORT (REPORT B, PAGES 17-26)

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

4. CONCLUSION OF AUDIT (REPORT C, PAGES 28-35)

To note the conclusion of the audit for the 2021/22 financial year.

5. VAT (REPORT D, PAGES 36-39)

To agree actions following a recent VAT review.

6. CLERKS UPDATE (REPORT E, PAGES 40-44)

To receive an update on corporate matters.

7. VILLAGE ENHANCEMENT TASK & FINISH GROUP (REPORT F, PAGES 45-48)

To receive the final recommendations of the group.

8. CLIMATE CHANGE TASK AND FINISH GROUP REPORT (REPORT G, PAGES 49-60)

To receive a bi-annual update from the group.

9. 20 IS PLENTY (VERBAL UPDATE)

To consider comments received via the Clerk on this matter.

10. HEDGE FLAIL (VERBAL UPDATE)

To consider quotes for the purchase of a hedge flail and agree a supplier.

11. ADDENDUM TO THE CURRENT RULES & REGULATIONS RELATING TO FAIR OAK CEMETERY

The Fair Oak cemetery has limited space and it is estimated will reach full capacity in approximately seven years, therefore it is:

RECOMMENDED:

That the following addendum be made to the current rules and regulations with immediate effect:

- a) The erection of marques or any form of outdoor enclosure prior to a committal is not permitted. The reason for this is that they would encroach on existing resting places and could cause distress to relatives.
- b) That no American-style size caskets be permitted. The reason for this is that the cemetery has limited space and it is estimated will reach full capacity in approximately seven years, therefore, all available space should be used prudently. And to avoid health and safety issues.

12. CHRISTMAS OPENING HOURS

RECOMMENDED:

That the Council offices be closed on Thursday 29th & Friday 30th December 2022.

13. COMMUNITY INFRASTRUCTURE PROGRAMME (CIP) (REPORT H, PAGES 61-64)

To note the contents of the CIP list for submission to Eastleigh Borough Council.

14. WORK PROGRAMME (REPORT I, PAGES 65)

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

15. EXCLUSION OF THE PUBLIC AND THE PRESS

At the conclusion of this part of the Agenda, the Chairman will move 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 (personal matters of an individual)”

16. PART II – PRIVATE SESSION

Members are reminded that reports and information relating to this session are not for publication and should be treated as strictly confidential.

17. STAGE 3 CORPORATE COMPLAINT (REPORT J, CONFIDENTIAL ITEM)

To consider a final response to a corporate complaint.

To: Councillors

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

Councillors (cont)

G Meech
H McGuinness
Vacancy
D Scott
M Smith
B Tennent
G Stupple

Officers:

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



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A

Minutes of the Full Council Meeting held on Monday 18 July 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	P	Cllr Bird	P	Cllr Stuppel
P	Cllr Forfar	Ab	Cllr Marsh	P	Cllr Douglas (Chairman)
Ab	Cllr Mignot	P	Cllr Smith	P	Cllr McGuinness
P	Cllr Barrett	P	Cllr Couldrey (Vice Chair)	P	Cllr Tennent
P	Cllr Higby	P	Cllr Meech		
Ab	Cllr Scott				

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

PUBLIC SESSION

The Agent on behalf of the Cockpits planning application – item 30.

27 DECLARATIONS OF INTEREST

Cllrs Forfar & Stuppel – item 37.

28 MINUTES (PAPER A)

RESOLVED:

- That the minutes of the Full Council meeting held on 20 June 2022, be signed by the Chairman as a correct record.
- That the minutes of the Asset Committee meeting held on 7 June 2022, and recommendations therein, be approved and signed by the Chairman as a correct record.
- That the minutes of the Finance Committee meeting held on 14 July 2022, and recommendations therein, be approved and signed by the Chairman as a correct record; and
- That the delegated planning decisions of w/e 10 & 16 June 2022 be noted.

29 FINANCE REPORT (REPORT B)

Members considered the report of the Responsible Finance Officer (RFO) who was in

attendance to answer any questions.

RESOLVED:

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

30 PLANNING APPLICATIONS

Members noted that there was only one application to consider, not three as posted on the Agenda, as follows: -

Application No: [F/22/93315](#)

Address: Cockpit Farm Barn, Knowle Lane, Horton Heath

Description: Construction of nine (9) dwellings, landscaping, parking and associated works following demolition and site preparation.

Comments: Object on the grounds that: (1) the site is outside the urban edge and contrary to Policy, (2) the site forms part of the strategic gap between Horton Heath and Fair Oak, (3) the Borough Council has met its 5 year supply plan for homes and therefore there is insufficient reason for additional dwellings.

RESOLVED:

That the above comments be submitted to EBC.

31 SUPPORTED PASSENGER TRANSPORT CONSULTATION

The Council considered the response to Hampshire County Council's Supported Passenger Transport Consultation the deadline for which was 24 July 2022.

In discussing the response, Cllr Meech expressed the view that the Parish should support the response submitted by Eastleigh Borough Council (EBC's). Other members agreed. Cllr Higby also expressed concerns regarding the detrimental impact the proposals would have on vulnerable residents, increase in cars on the road if people have to find alternatives – environmental impact. Also the impact on people due to the cost of living increases resulting in less money for travel.

RESOLVED:

That the Parish Council support EBC's response with additional comments regarding the need to protect the interest of vulnerable members of the community which would be adversely affected by the proposals.

32 COUNCILLOR HANDBOOK AND COUNCILLOR TRAINING PROGRAMME (REPORT C)

The Council considered the councillor handbook and newly created councillor training programme which was proposed to commence from September 2022.

Members were impressed with the content of the handbook and thanked the staff for their hard work in preparing the document.

RESOLVED:

That the Councillor handbook and training programme be agreed.

33 SOLAR BENCH LOCATION

The Clerk outlined the history of the two solar benches originally placed outside the library and Latham Road. She advised that they were now ready to be reinstated following repair and maintenance, to include signage outlining their purpose and general care. The Operations Team had suggested re-locating the benches to New Century due to the recent vandalism to one of them and asked members to consider this as a suggestion.

Cllr Bird, Chairman of the Village Task & Finish Group reported that the decision to place these was discussed at their recent meeting and the Group had recommended that the benches be put back in their original locations.

RESOLVED:

That the two benches be re-located at their original sites.

34 WORK PROGRAMME (REPORT D)

RESOLVED:

That the work programme be noted.

35 EXCLUSION OF THE PUBLIC AND THRE 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 (commercial and staffing matters).

36 TRACTOR TENDER (REPORT E)

Members considered the outcome of the tendering process to purchase a replacement tractor, in support of maintaining parish assets to assist with the 2022 grass cutting season. The budget allocated for the purchase had been set at £40,000.

Three tenders had been received and scored accordingly with a recommendation to appoint provider A as the supplier, at a sum of £31,395.

Members also considered and approved the proposal to allocate the remaining £9,000 for the purchase of a hedge flail.

RESOLVED:

- a) That T H White Ltd provide the replacement tractor at a sum of £31,395; and
- b) That three quotes be obtained for the purchase of a hedge flail using the remaining budget funds of £9,000.

37 COMMUNITY CAFÉ TENDER (REPORT F)

Cllr Forfar declared a pecuniary interest as a business owner putting forward a tender. She did not take part in discussions and did not vote.

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

Tenders had been received for the whole project and individual construction packages. These had been scored accordingly with a recommendation to appoint provide (A) to undertake the complete project.

Members noted that the preferred contractor, despite offering the best value for money, had quoted £55,246.24 over the £275,134 original construction budget. The increase in the construction costs was 20.1%. This was not unexpected given the increase and fluctuation in construction materials together with increased pressure in supply and demand in the sector generally. Members were reassured by the Finance Officer, that these additional funds could be met within the Council's reserve fund.

In order to support the continuation of the project delivery, it was:

RESOLVED:

- a) That subject to the Clerk and Chairman being satisfied with the results of a detailed tender analysis, sense checking the bid submission and their suitability as a contractor, the Council award the contract for the complete construction of the Community Café Shorts Road to Vision D&B; and
- b) That the Council allocates £55,246.24 from general reserves to the project.

38 STAFFING MATTERS

The Clerk verbally reported on staffing issues and put forward recommendations for staff awards.

RESOLVED

That the recommendations put forward by the Clerk be agreed.

Signed Chairman

This was all the business and the meeting closed at 7.15pm

OFFICER DELEGATED A DECISION NOTICE COUNCIL'S INSURANCE

1. RECOMMENDATIONS

- 1.1 That Hiscox be appointed as the Council's insurers for the period 1 October 2022 – 30 September 2023; and
- 1.2 That a 3-year binding Long Term Agreement (LTA) with Hiscox Insurance Company Limited, at an LTA premium of £14,117.69 per annum.

2. PURPOSE

- 2.1 To consider the recommendations of the Council's insurance broker, Came & Co regarding the annual insurance quote; and approve the appointment of Hiscox as the Council's insurers for period 1 October 2022 – 30 September 2023.

3. BACKGROUND

- 3.1 The Council's insurance is due for renewal on 1 October 2022. Hiscox is the Council's current insurance provider.
- 3.2 The Council would normally agree the insurance renewal at its September meeting, however, due to the national mourning period for HM Queen Elizabeth, the meeting was cancelled. Under the Council scheme of delegation, the Clerk and the Section 151 Officer have undertaken the decision to renew under delegated powers.
- 3.3 The Council agreed a long-term agreement option on 1 October 2019. However, with the addition of new assets added to the schedule, the agreement became redundant.
- 3.4 Like most Parish Councils, this Parish Council instructs Came and Company to act as the Council's insurance broker in seeking the best possible deal for the Council's insurance.
- 3.5 Following a recent audit with the Clerk on all assets and liabilities needing cover, Came and Company sought three quotes on behalf of the council.
- 3.6 Came and Company have advised that Hiscox Insurance is the most competitive option, and has also recommended that in order to ensure rate stability, Fair Oak & Horton Heath Parish Council Parish Council choose a 3-year binding Long Term Agreement (LTA) with Hiscox Insurance Company Limited, at an LTA premium of £14,117 per annum.

4. CORE INSURANCE COVERS

- 4.1 Came & Company local council insurance provides the following core cover:
 - Public Liability
 - Employers' Liability
 - Hirers' Indemnity
 - Officials' Indemnity

- Libel & Slander
- Fidelity Guarantee
- Personal Accident
- Property Cover
- Revenue Loss
- Legal Expenses
- Defibrillators & Cabinets

5. FINANCIAL IMPLICATIONS

5.1 The annual premium for 2021/22 was £11,000. The premium for 2022/23 is £14,117. The increase of £3,117 reflects additional assets to the cover such as the splashpad, solar benches, new play areas etc.

5.2 The Council's Section 151 Finance Officer recommends that the increase in the cost of insurance be met through the Council's general reserves.

6. CRIME AND DISORDER / EQUALITY AND DIVERSITY/ENVIRONMENTAL IMPLICATIONS

6.1 There are no Crime & Disorder, Equality & Diversity or Environmental implications arising directly from this report.

7. CONCLUSION

7.1 The Council must have the appropriate level of insurance to cover its assets, risks and liabilities.

For Further Information Please Contact:

Mel Stephens, Parish Clerk
E-mail: clerk@fairoak-pc.gov.uk

Or

Jo Cahill, Finance Officer
E-mail: finance@fairoak-pc.gov.uk

Dated: 30 September 2022

PLANNING APPLICATIONS

Planning application to w/e 1 July 2022

Application No: [F/22/93168](#)

Address: Long Meadow, Stroudwood Lane, Lower Upham, SO32 1HG

Description: Erect agricultural barn

Comment: Object due to its size. Members queried whether the large barn here is necessary for agricultural purposes.

Planning Specialist Contact Details

Email: alex.webb@eastleigh.gov.uk

Application No: [H/22/92974](#)

Address: Littledean, Botley Road, Horton Heath, SO50 7DN

Description: Increase dropped kerb

Comment: No objection

Planning Specialist Contact Details

Email: claire.campbell-best@eastleigh.gov.uk

Application No: [T/22/93214](#)

Address: 2 Epsom Close, Horton Heath, SO50 7NZ

Description: 1 no. Oak (T1)- Crown reduce by 2-3m and crown raise by 1-2m to maintain the health of the tree.

Comment: No objection subject to the Tree Officer's approval.

Planning Specialist Contact Details

Email: trees@eastleigh.gov.uk

Application No: [H/22/93299](#)

Address: 23 Burnetts Fields, Horton Heath, SO50 7DH

Description: Single storey rear extension and internal alterations.

Comment: No objection

Planning Specialist Contact Details

Email: claire.campbell-best@eastleigh.gov.uk

PLANNING APPLICATIONS

Planning application to w/e 9 September 2022

Application No: [T/22/93626](#)

Address: 50 Ormond Close, Fair Oak, SO50 8FG

Description: 1 no. maple (identified as "large tree" on site plan) - fell because of damage to drain.

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

Planning Specialist Contact Details

Email: trees@eastleigh.gov.uk

Application No: [H/22/93504](#)

Address: 4 Maytree Close, Fair Oak, SO50 7BU

Description: Retention of partly built timber framed out building (Retrospective Application)

Comments: Object - inappropriate location forward of the building line and overpowering presence on the street-scene.

Planning Specialist Contact Details

Email: claire.campbell-best@eastleigh.gov.uk

Application No: [F/22/93671](#)

Address: Pembers Cottage, Pembers Hill Farm, Mortimers Lane, Fair Oak, SO50 7EA

Description: Roof alterations consisting of addition of 3no. dormer windows, replacement of 1no. rooflight and existing ground floor rear door/frame to north elevation

Comments: **No objection** – Observation that the dormer windows make the house appear unbalanced and top heavy.

Planning Specialist Contact Details

Email: alex.webb@eastleigh.gov.uk

Application No: [H/22/93471](#)

Address: Villa Cervino, Botley Road, Horton Heath, SO50 7DT

Description: Raising the roof to create two storey rear extension. Single storey side in-fill extension, alterations to the fenestration including 3no. dormer windows and rear Juliette balcony and 2no. side porch. Demolish existing carport, conservatories and garage to create new garage.

Comments: No objection

Planning Specialist Contact Details

Email: alexandra.stone@eastleigh.gov.uk

Application No: [T/22/93667](#)

Address: Maple Ridge, Winchester Road, Fair Oak, SO50 7HA

Description: 1 no. Beech (T2)- Reduce the western crown by 1.5m away from the property, stem diameter cuts no greater than 35mm. Crown lift lower tertiary foliage 4m from ground level, with stem diameter cuts no greater than 25mm.

1 no. Sycamore (T3) - Reduce the western crown 1.5m away from the property, stem diameter cuts no greater than 35mm . Crown lift lower tertiary foliage 4m from ground level , with diameter cuts no greater than 25mm.

1 no. Sycamore (T4) - Crown lift lower tertiary foliage 4m from ground level, stem diameter cuts no greater than 25mm.

1 no. Sycamore (T5)- Crown lift lower tertiary foliage 4m from ground level, stem diameter cuts no greater than 25mm..

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

Planning Specialist Contact Details

Email: trees@eastleigh.gov.uk

PLANNING APPLICATIONS

Planning application to w/e 12 August 2022

Application No: [H/22/93435](#)

Address: 2 Kingsmill Drive, Fair Oak, SO50 7QE

Description: Rear Conservatory linking house to detached garage

Comment: No objection

Planning Specialist Contact Details

Email: alexandra.stone@eastleigh.gov.uk

Application No: [H/22/93486](#)

Address: 2 Crowd Hill, Terrace, Winchester Road, Fair Oak, SO50 7HD

Description: Dropped kerb

Comment: No objection

Planning Specialist Contact Details

Email: alexandra.stone@eastleigh.gov.uk

Application No: [H/22/93471](#)

Address: Villa Cervina, Botley Road, Horton Heath, SO50 7DT

Description: Rear extension. Relocate existing staircase to the loft bedroom. Demolish existing carport, conservatories and garage New garage.

Comment: No objection

Planning Specialist Contact Details

Email: alexandra.stone@eastleigh.gov.uk

Application No: [H/22/93540](#)

Address: 88 Stoke Heights, Fair Oak, SO50 8AJ

Description: Single storey rear extension. Patio (embedded on the ground)

Comments: No objection

Planning Specialist Contact Details

Email: claire.campbell-best@eastleigh.gov.uk

Application No: [H/22/93554](#)

Address: 34 Bryony Gardens, Horton Heath, SO50 7PT

Description: Partial garage conversion, single storey rear and side extension, addition of front porch, first floor side extension and alteration to fenestration (Amended Scheme to previously approved H/22/93116)

Comment: No objection

Planning Specialist Contact Details

Email: alexandra.stone@eastleigh.gov.uk

PLANNING APPLICATIONS

Planning application to w/e 23 September 2022

Application No: [T/22/93696](#)

Address: Oak Cottage, Winchester Road, Fair Oak, SO50 7GQ

Description: 1 no. Alder, 2 no. Willow, 1 no. Ash and 1 no. Hazel - To reduce back to the fence line.

Comments: No objection subject to the Tree Officer's approval

Planning Specialist Contact Details

Email: trees@eastleigh.gov.uk

Application No: [H/22/93715](#)

Address: 21 Delamere Gardens, Fair Oak, Eastleigh, So50 7gd

Description: Proposed Loft conversion with front dormer

Comments: No objection

Planning Specialist Contact Details

Dorothy Hei-Tung-Hoh

Email: mailto:dorothy.hei-tung-hoh@eastleigh.gov.uk

Application No. LDC/22/93544

Address: Four Winds, Allington Lane, Fair Oak, Eastleigh, SO50 7DD

Description: The above named Applicant has applied to the Council for a Certificate of Lawfulness for an existing development shown edged red on the attached plan. The application is for an annexe showed on the plan attached. The application is not an application for planning permission which is decided on the planning merits of the use or development, but an application under Section 191 of the Town & Country Planning Act 1990 enabling the development described above to be carried on. In this particular case, the development must have been existing in excess of 4 years. The effect of a Certificate would be that that development would not be liable to enforcement action.

Comments: The Council has no evidence that suggests a clued cannot be issued.

Naomi Dabiri

Solicitor

Application No: [T/22/93796](#)

Address: 4 Goodwood Court, Knowle Lane, Horton Heath, SO50 7PH

Description: 1 no. Oak - Crown lift over highways up to 5.2m on the sides of the tree indicated on the drawing, side prune by 2.4m over footpath, side prune 2m away from access road in Goodwood Court, side prune away from the house to a maximum distance of 2m, remove lower limb on the south side to allow parking on bay area.

Comments: No objection subject to the Tree Officer's approval

Planning Specialist Contact Details

Email: trees@eastleigh.gov.uk

Application No: [F/22/93532](#)

Address: Pembers Hill Farm, Mortimers Lane, Fair Oak, SO50 7EA

Description: Change of Use of Garage/Sales Office to Dwelling (Use Class C3) with vehicular access from Pembers Farm Avenue (access from Mortimers Lane to be stopped up)

Comments: No objection

Planning Specialist Contact Details

Email: dawn.errington@eastleigh.gov.uk

Application No: [H/22/93507](#)

Address: 21 Roselands Close, Fair Oak, SO50 8GN

Description: Single storey side & rear extensions with roof alterations including rear dormer to provide first floor accommodation, Demolition of existing detached garage. (Amended scheme to previously approved H/21/90304)

Comments: No objection

Planning Specialist Contact Details

Email: alexandra.stone@eastleigh.gov.uk

Application No: [F/22/93670](#)

Address: Pembers Hill Farm, Mortimers Lane, Fair Oak, SO50 7EA

Description: Single storey rear extension following removal of existing conservatory, 1no. rear dormer, an integrated double garage and alterations to fenestration

Comments: No objection

Planning Specialist Contact Details

Email: claire.campbell-best@eastleigh.gov.uk

PLANNING APPLICATIONS

Planning application to w/e 26 August 2022

Application No: [H/22/93556](#)

Address: 32 Bradshaw Close, Fair Oak, SO50 7BS

Description: Retention of a new boundary fence and raising of new patio (Retrospective Application)

Comments: No objection

Planning Specialist Contact Details

Email: dorothy.hei-tung-hoh@eastleigh.gov.uk

Application No. LDC/22/93464

Address: Long Meadow, Stroudwood Lane, Hampshire, Lower Upham, SO32 1HG

Description: Application for a Certificate of Lawfulness of an Existing Use or Development

Comments: The Parish Council has no evidence to the contrary

Contact: Naomi Dabiri Solicitor

Application No: [H/22/93616](#)

Address: Pyle Hill Cottage, Winchester Road, Fair Oak, SO50 7GQ

Description: Proposed single storey rear/side extension to form a granny annexe, following the demolition of an existing garage and car port.

Comments: No objection

Planning Specialist Contact Details

Email: summer.sharpe@eastleigh.gov.uk

PLANNING APPLICATIONS

Planning application to w/e 15 July 2022

Application No: [F/22/93315](#)

Address: Cockpit Farm Barn, Knowle Lane, Horton Heath

Description: Construction of nine (9) dwellings, landscaping, parking and associated works following demolition and site preparation.

Referred to Full council 18.7.22

Comments: Object on the grounds that: (1) the site is outside the urban edge and contrary to Policy, (2) the site forms part of the strategic gap between Horton Heath and Fair Oak, (3) the Borough Council has met its 5 year supply plan for homes and therefore there is insufficient reason for additional dwellings.

Planning Specialist Contact Details

Email: alex.webb@eastleigh.gov.uk

Application No: [H/22/93240](#)

Address: Janna View, 349B Fair Oak Road, Fair Oak, SO50 8AA

Description: Loft conversion and add a flat roof dormer

Comments: no objection

Planning Specialist Contact Details

Email: alexandra.stone@eastleigh.gov.uk

Application No: [H/22/93300](#)

Address: 120 Chiltern Crescent, Fair Oak, , SO50 7GJ

Description: Loft conversion with velux windows, single storey rear extension, first floor side and rear extension, log burner flue and alteration to fenestration

Comments: No objection

Planning Specialist Contact Details

Email: dorothy.hei-tung-hoh@eastleigh.gov.uk

Application No: [H/22/93316](#)

Address: Strathallen, Botley Road, Horton Heath, SO50 7DN

Description: To increase an existing concrete posted feather edged timber slated fence from 1.80m to 2.50m by means of wooden post extensions additional timber arris rails and infill timber feather edged slats.

Comments: No objection

Planning Specialist Contact Details

Email: claire.campbell-best@eastleigh.gov.uk

Application No: [H/22/93276](#)

Address: 12 Spring Close, Fair Oak, SO50 7BB

Description: Two storey side extension, single storey front extension to include new porch area, raised patio area.

Comments: No objection

Planning Specialist Contact Details

Email: alex.webb@eastleigh.gov.uk

Financial Statement Summary

- Total cash held across all bank accounts as at 30th September is £1,336,041
- Total receipts for September into the current account totalled £254,256
£234,959 relates to income from Eastleigh Borough Council for the 2nd Half precept.
- Total current account payments for October totalled £206,032
Significant payments included £131,366 to Ustigate Ltd for the splashpad construction.
- Total BACS invoice payments outstanding is £6,573
- There are no cheques that require signing this month.

Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 30 September 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

		0.00	
30/09/2022	Current Account	688,112.83	
30/09/2022	Premier Account	337,897.75	
30/09/2022	Public Sector Deposit Fund	310,314.83	
30/09/2022	Petty Cash	42.32	
			1,336,367.73

Receipts not on Bank Statement

0.00

Closing Balance

1,336,367.73

All Cash & Bank Accounts

1	Current Account	687,786.06
2	Premier Account	337,897.75
3	Public Sector Deposit Fund	310,314.83
4	Petty Cash	42.32
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	1,336,040.96

Receipts for Month 6

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 :	639,889.12					639,889.12	
	Banked: 01/09/2022	45.29						
	Stipe Payments	45.29			1550	100	45.29	Tennis
	Banked: 05/09/2022	500.00						
	Hiscox	500.00			1900	100	500.00	Insurance refund
	Banked: 06/09/2022	22.12						
	Stripe Payments	22.12			1550	100	22.12	Tennis
	Banked: 08/09/2022	2,443.29						
	Eastleigh borough council	2,443.29			1900	100	2,443.29	Refuse collection21/22 refund
	Banked: 08/09/2022	15.50						
	Mrs A	15.50			1500	500	15.50	Allotment plot 5
	Banked: 09/09/2022	455.50						
	Allotment - various	455.50			1500	500	455.50	Allotment
	Banked: 09/09/2022	1,242.38						
	Hiscox	1,242.38			1900	100	1,242.38	Insurance refund
	Banked: 09/09/2022	11.06						
	Stripe Payments	11.06			1550	100	11.06	Tennis
	Banked: 09/09/2022	134.00						
	allotment - various	134.00			1500	500	134.00	allotment
	Banked: 11/09/2022	501.00						
	Allotmnts	501.00			1500	500	501.00	allotments
	Banked: 12/09/2022	11.06						
	Stripe payments	11.06			1550	100	11.06	Stripe payments
	Banked: 12/09/2022	53.50						
	Mr C	53.50			1500	500	53.50	Allotment plot b10
	Banked: 13/09/2022	105.00						
	Mr C	105.00			1200	250	105.00	Hall Hire
	Banked: 14/09/2022	160.50						
	Allotments	160.50			1500	500	160.50	Allotments
	Banked: 14/09/2022	220.50						
	Sales Recpts Page 326	220.50	220.50		100			Sales Recpts Page 326
	Banked: 14/09/2022	1,624.00						
	Sales Recpts Page 327	1,624.00	1,624.00		100			Sales Recpts Page 327
	Banked: 14/09/2022	1,094.00						
	Sales Recpts Page 328	1,094.00	1,094.00		100			Sales Recpts Page 328
	Banked: 14/09/2022	227.50						
	Sales Recpts Page 329	227.50	227.50		100			Sales Recpts Page 329

Continued on Page 2

Receipts for Month 6

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>
	Banked: 14/09/2022	9.50						
	MR H	9.50			1200	250	9.50	Hall Hire
	Banked: 14/09/2022	98.00						
	Blair Irish dancin	98.00			1200	250	98.00	Hall hire
	Banked: 15/09/2022	150.00						
	EBC	150.00			5011	900	150.00	Greening top up grant
					398		150.00	Greening top up grant
					6001	900	-150.00	Greening top up grant
	Banked: 15/09/2022	56.00						
	age concern	56.00			1200	230	56.00	Hall hire
	Banked: 16/09/2022	65.00						
	Sales Recpts Page 330	65.00	65.00		100			Sales Recpts Page 330
	Banked: 17/09/2022	267.50						
	allotments	267.50			1500	500	267.50	allotments
	Banked: 18/09/2022	153.83						
	Sales Recpts Page 331	153.83	153.83		100			Sales Recpts Page 331
	Banked: 18/09/2022	28.00						
	Sales Recpts Page 332	28.00	28.00		100			Sales Recpts Page 332
	Banked: 20/09/2022	84.00						
	W Shelen	84.00			1200	250	84.00	Hall Hire
	Banked: 20/09/2022	546.00						
	Mr and Mrs C	546.00			1520	510	546.00	Burial
	Banked: 21/09/2022	241.00						
	allotments	241.00			1500	500	241.00	allotments
	Banked: 21/09/2022	6,240.50						
	Rainbows Preschool	6,240.50		1,040.08	1200	230	5,200.42	hall hire
	Banked: 21/09/2022	33.00						
	1st FO guides	33.00		5.50	1200	230	27.50	Hall Hire
	Banked: 22/09/2022	266.00						
	Mr J	266.00			1540	510	266.00	Cremation
	Banked: 22/09/2022	96.00						
	Jo Welsh	96.00		16.00	1200	230	80.00	Hall Hire
	Banked: 23/09/2022	91.00						
	Wyvern College	91.00			1200	250	91.00	hall hire
	Banked: 23/09/2022	57.00						
	Mr B	57.00			1200	230	57.00	Hall Hire

Receipts for Month 6

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>
	Banked: 23/09/2022	27.65						
	Stripe Payments	27.65			1550	100	27.65	Stripe Payments
	Banked: 26/09/2022	294.50						
	Allotments	294.50			1500	500	294.50	Allotments
	Banked: 26/09/2022	513.89						
	Safeguard construction	513.89			1900	100	513.89	Safeguard construction refund
	Banked: 26/09/2022	266.00						
	Sales Recpts Page 333	266.00	266.00		100			Sales Recpts Page 333
	Banked: 26/09/2022	412.00						
	Steel and Partners	412.00			1520	510	412.00	Burial
	Banked: 27/09/2022	501.00						
	allotments	501.00			1500	500	501.00	allotments - various
	Banked: 28/09/2022	5.00						
	Mrs K	5.00			1900	100	5.00	History Book
	Banked: 30/09/2022	192.50						
	Allotments	192.50			1500	500	192.50	Allotments
	Banked: 30/09/2022	57.00						
	Mrs C	57.00			1200	250	57.00	Hall Hire
	Banked: 30/09/2022	19.00						
	Mr F	19.00			1200	250	19.00	Hall Hire
	Banked: 30/09/2022	57.00						
	Mr A	57.00			1200	230	57.00	Hall Hire
	Banked: 30/09/2022	234,959.00						
	EBC	234,959.00			1076	100	234,959.00	2nd Half Precept
	Banked: 30/09/2022	53.50						
	Mrs C	53.50			1500	500	53.50	Allotment
	Banked: 30/09/2022	-450.70						
	Burial - correction	-450.70			1520	510	-450.70	Burial - correction
	Total Receipts for Month	254,255.87	3,678.83	1,061.58			249,515.46	
	Cashbook Totals	894,144.99	3,678.83	1,061.58			889,404.58	

Payments for Month 6

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>
01/09/2022	CF Corporate Finance	DD	256.46		42.74	4090	110	213.72	Copier rental
01/09/2022	southern electric	DD	53.00		8.83	4405	240	44.17	Electricity Pavilion
01/09/2022	ARCO	9520	23.84	23.84		500			workwear
01/09/2022	ADVANCED LOCKING	4660	211.50	211.50		500			Anker Keys
01/09/2022	AGILICO	4661	50.39	50.39		500			printer consumables
01/09/2022	CIA FIRECARE AND SECURITY	4662	744.00	744.00		500			Smartaccess service
01/09/2022	EBC	4663	36.48	36.48		500			Dog Bins - Aug
01/09/2022	FIRECARE & SECURITY	4664	212.40	212.40		500			Fire service
01/09/2022	HOOPER SERVICES	4665	189.00	189.00		500			Numatic repair
01/09/2022	QIC systems	4666	96.00	96.00		500			monthly licence
01/09/2022	SURREY HILLS	4667	165.00	165.00		500			Professional legal fees
01/09/2022	ACELIFTAWAY	92759	106.28	106.28		500			allotment toilets
01/09/2022	APPLETON SIGNS	92760	90.37	90.37		500			Signage - lapstone
01/09/2022	CEDERPEST	92761	414.00	414.00		500			pest control
01/09/2022	Conserve Hygiene Solutions	92762	888.00	888.00		500			Sanitary Disposal
01/09/2022	Empire Electrical & Mechanical	92763	2,475.94	2,475.94		500			Lamp change - HH
01/09/2022	FOX'S CLEANING	92764	25.00	25.00		500			WINDOW CLEANING
01/09/2022	hambrook garden	92765	49.99	49.99		500			Top Soil
01/09/2022	NALC	92766	64.49	64.49		500			Fighting climate change event
01/09/2022	REALTIS BUSINESS SOLUTIONS	92767	927.60	927.60		500			Allotments Annual support
01/09/2022	SMART MARKETING	92768	78.00	78.00		500			marketing support
01/09/2022	SOURCE SUPPLIES	92769	144.52	144.52		500			cleaning
01/09/2022	HARDING VEHICLE REPAIRS	20113	53.09	53.09		500			MOT repairs
01/09/2022	Travis perkins	20114	120.00	120.00		500			Splashpad, fencing machinery h
01/09/2022	ebay	VISA	74.24			4315	210	74.24	Van - light bulb
01/09/2022	Solent design	BILL	-150.00			4415	230	-150.00	Solent design
05/09/2022	Football equipment	VISA	55.41			4580	300	55.41	Amazon
06/09/2022	Ustigate	BACS	65,683.82		10,947.30	4889	900	54,736.52	Splashpad
						375	0	-54,736.52	Splashpad
						6000	900	54,736.52	Splashpad
06/09/2022	Solid Structures Ltd	BILL	1,800.00		300.00	5010	900	1,500.00	Structrual engineering service
						315	0	-1,500.00	Structrual engineering service
						6000	900	1,500.00	Structrual engineering service
06/09/2022	amazon	VISA	283.20			4595	300	283.20	Padlocks
06/09/2022	amazon	VISA	17.86			4315	210	17.86	Light bulb - van
07/09/2022	ustigate	BILL	65,683.83		10,947.30	4889	900	54,736.53	Splashpad construction
						375	0	-54,736.53	Splashpad construction
						6000	900	54,736.53	Splashpad construction
07/09/2022	Allstar	DD	345.26		57.54	4305	210	287.72	Fuel
07/09/2022	screwfix Ltd	DD	374.87		62.48	4540	290	312.39	Materials
07/09/2022	Ustigate	BILL	14,196.52		2,366.09	4889	900	11,830.43	Splashpad
						375	0	-11,830.43	Splashpad
						6000	900	11,830.43	Splashpad

Payments for Month 6

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>
08/09/2022	Peninsula	DD	21.60		3.60	4030	110	18.00	EAP
09/09/2022	BNP Paribas	DD	203.94		33.99	4120	110	169.95	tel system rental
09/09/2022	SP excecutive retail	VISA	47.98			4100	110	47.98	queen memorial - table and pre
09/09/2022	amazon	VISA	23.53			4100	110	23.53	Football blkarmbands - memorial
12/09/2022	takepayments	DD	10.80		1.80	4140	110	9.00	card payment terminal
12/09/2022	Southern Electric	DD	212.53		10.12	4405	150	202.41	Electricity - PO
12/09/2022	The flower Shop	VISA	120.00			4100	110	120.00	Queen - memorial flowers
12/09/2022	amazon	VISA	7.59			4100	110	7.59	Photoframes
13/09/2022	o2	DD	31.68		5.28	4125	110	26.40	Mobile Phones
13/09/2022	DIGURU	pay	522.00	522.00		500			Community Directory
13/09/2022	Mr B	BILL	170.00			1520	510	170.00	Cremation - refund
13/09/2022	HMRC	BILL	5,623.01			4000	110	5,623.01	PAYE
13/09/2022	Hampshire Pension	BILL	6,338.03			4010	110	6,338.03	Pensions
13/09/2022	SLCC	VISA	249.00		41.50	4105	110	207.50	Training
14/09/2022	amazon	VISA	421.49			5011	900	421.49	Thermal Imaging Camera
						398	0	-421.49	Thermal Imaging Camera
						6000	900	421.49	Thermal Imaging Camera
15/09/2022	sage payroll	DD	40.80		6.80	4132	110	34.00	sage payroll
15/09/2022	overline	DD	149.44		24.91	4120	110	124.53	Tel and broadband
15/09/2022	Overline	DD	88.62		14.77	4120	230	73.85	Tel and broadband
15/09/2022	British Gas	DD	14.50		2.42	4400	150	12.08	gas - PO
15/09/2022	British Gas	DD	54.52		9.09	4400	250	45.43	Gas - HH
15/09/2022	payroll	BILL	19,713.78			4000	110	19,713.78	payroll
15/09/2022	in excess	VISA	108.76		18.13	4860	600	90.63	Timber , shrubs
						312	0	-90.63	Timber , shrubs
						6000	600	90.63	Timber , shrubs
15/09/2022	First materials	VISA	36.84		6.14	4540	290	30.70	Materials
16/09/2022	Peninsula	DD	356.50		59.42	4070	110	297.08	Employer services
20/09/2022	British Gas	BILL	440.67		73.44	4400	230	367.23	Gas - woodlands
20/09/2022	British Assesment	VISA	90.00		15.00	4105	110	75.00	Internal Audit Course
20/09/2022	Canva	VUSA	10.99		1.83	4132	110	9.16	Canva
20/09/2022	SE gas	DD	69.91		11.65	4400	240	58.26	Gas - pavilion
20/09/2022	Peninsula	DD	41.76		6.96	4030	110	34.80	Employer EAP
21/09/2022	hsbc	CHG	5.40			4095	110	5.40	bank charges
22/09/2022	amazon	VISA	79.99			4590	300	79.99	Grass seed
22/09/2022	amazon	VISA	21.58			4450	230	21.58	jugs and glassware
23/09/2022	SSE Gas	DD	56.55		9.42	4400	230	47.13	Gas - woodlands
26/09/2022	Vodafone	DD	60.00		10.00	4133	110	50.00	Gigicube
28/09/2022	Gallagher	BILL	14,117.70			4055	110	14,117.70	Insurance
29/09/2022	BNP Paribas	DD	203.94		33.99	4120	110	169.95	tel system leasing
30/09/2022	New Forest Turf	BILL	424.50		70.75	4889	900	353.75	Splashpad Turf
						375	0	-353.75	Splashpad Turf
						6000	900	353.75	Splashpad Turf
30/09/2022	BT Group	DD	1.87		0.31	4120	110	1.56	tel and broadband

Total Payments for Month	206,032.16	7,687.89	25,203.60	173,140.67
Balance Carried Fwd	688,112.83			
Cashbook Totals	<u>894,144.99</u>	<u>7,687.89</u>	<u>25,203.60</u>	<u>861,253.50</u>

Invoices Due for Payment by 1 October 2022

For Creditors

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
ACELIFTAWAY [ACE001]									
01/10/2022	93364		<i>Allotment toilet</i>		01/10/2022	102.85		102.85	
						Total of Invoices Due (ACE001)	102.85	0.00	102.85
ADVANCED LOCKING [ADV001]									
01/10/2022	0356		<i>Anker keys - woodlands</i>		01/10/2022	75.00		75.00	
						Total of Invoices Due (ADV001)	75.00	0.00	75.00
APPLETON SIGNS [APP001]									
01/08/2022	129283		<i>bench plaque</i>		01/08/2022	43.20		43.20	
						Total of Invoices Due (APP001)	43.20	0.00	43.20
CARTER JONAS [CARTER]									
01/10/2022	3815		<i>Tender documentation -librar</i>		01/10/2022	2,700.00		2,700.00	
						Total of Invoices Due (CARTER)	2,700.00	0.00	2,700.00
CWM AGGREGATES [CWM001]									
01/08/2022	17576A		<i>Shed mix</i>		01/08/2022	81.00		81.00	
01/10/2022	28667		<i>Scalpings, soil</i>		01/10/2022	532.80		532.80	
						Total of Invoices Due (CWM001)	613.80	0.00	613.80
eastleigh services [EAST]									
01/10/2022	94463		<i>Boiler repairs</i>		01/10/2022	150.00		150.00	
						Total of Invoices Due (EAST)	150.00	0.00	150.00
FIRECARE & SECURITY [FIREC]									
01/10/2022	19221		<i>Fire detection and alarm</i>		01/10/2022	127.20		127.20	
						Total of Invoices Due (FIREC)	127.20	0.00	127.20
KARCHER									
12/08/2022	3649		<i>Wet/dry vaccum - splashpad</i>		12/08/2022	217.48		217.48	
						Total of Invoices Due (KARCHER)	217.48	0.00	217.48
PLAY INSPECTION COMPANY [PLAY]									
01/10/2022	56325		<i>Outdoor annual inspection</i>		01/10/2022	567.00		567.00	
						Total of Invoices Due (PLAY)	567.00	0.00	567.00
QIC systems [QIC]									
01/08/2022	4771		<i>Monthly licence</i>		01/08/2022	307.50		307.50	

Invoices Due for Payment by 1 October 2022

For Creditors

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Total of Invoices Due (QIC)						307.50	0.00	307.50
SMART MARKETING [SMAR001]								
01/10/2022	2063		<i>Marketing support</i>		01/10/2022	78.00		78.00
Total of Invoices Due (SMAR001)						78.00	0.00	78.00
STREETMASTER [STRE001]								
01/10/2022	10016		<i>Memorial bench</i>		01/10/2022	898.26		898.26
Total of Invoices Due (STRE001)						898.26	0.00	898.26
SURREY HILLS [SURRE001]								
01/10/2022	7149		<i>Legal services - environmental</i>		01/10/2022	396.00		396.00
01/10/2022	7148		<i>legal - scout hut</i>		01/10/2022	297.00		297.00
Total of Invoices Due (SURRE001)						693.00	0.00	693.00
Total of Invoices Due (Creditors)						6,573.29	0.00	6,573.29
TOTAL OF INVOICES DUE (ALL LEDGERS)						6,573.29	0.00	6,573.29

FULL COUNCIL – 17 OCTOBER 2022**END OF YEAR ACCOUNTS: COMPLETION OF EXTERNAL AUDIT REPORT****1. RECOMMENDATIONS**

- 1.1 That the Council note the comments made by the External Auditors in their completion of the final accounts for the year end March 2022.

2. BACKGROUND

- 2.1 The Parish Council approved the final audit for submission to the external auditors at its meeting on 9 May 2022.

3. EXTERNAL AUDITOR COMMENTS

- 3.1 The Auditors confirmed that the AGAR was in accordance with Proper Practices and that relevant legislation and regulatory requirements had been met.

4. NEXT STEPS

- 4.1 In complying with the Accounts and Audit Regulations 2015 (SI 2015/234) as amended by the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) the Council must carry out the following steps at the conclusion of the audit: -

- Prepare a “Notice of conclusion of audit” which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the “Notice” along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority’s website.
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

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

- 5.1 None directly arising from this report.

6. CONCLUSION

- 6.1 The Council has prepared a “Notice of conclusion of audit” which details the rights of inspection and published this along with the certified AGAR on the website, in accordance with statutory requirements.

For further information contact:

Jo Cahill, Responsible Finance Officer

Email: finance@fairoak.gov.uk



Ms Jo Cahill
Fair Oak and Horton Heath Parish Council
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Fair Oak
Eastleigh
SO50 7GL

DDI:
+44 (0)20 7516 2200

Email:
sba@pkf-l.com

Date:
20 September 2022

Our Ref:
HA0100

SAAA Ref:
SB03161

Fair Oak and Horton Heath Parish Council Completion of the limited assurance review for the year ended 31 March 2022

Dear Ms Cahill

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Fair Oak and Horton Heath Parish Council for the year ended 31 March 2022. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>. This fee is statutory which must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference HA0100 or Fair Oak and Horton Heath Parish Council as a reference when paying by BACS.

Timetable for 2022/23

The 2021/22 reporting year is the last year of our current five-year contract with SAAA. If we are appointed as your external auditor for the subsequent five-year contract for years 2022/23 to 2026/27, the timetable will be broadly similar to that for 2021/22. If we are not appointed as your external auditor, the successor auditor will contact you directly to notify you of their timetable.

Feedback on 2021/22

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

Fair Oak and Horton Heath Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2022

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Fair Oak and Horton Heath Parish Council for the year ended 31 March 2022 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Fair Oak and Horton Heath Parish Council on application to:</p> <p>(a) _____ _____ _____ _____</p> <p>(b) _____ _____ _____</p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of £_____ (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) _____</p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) _____</p>	<p>(e) Insert the date of placing of the notice</p>



Ms Jo Cahill
Fair Oak and Horton Heath Parish Council
2 Knowle Park Lane
Fair Oak
Eastleigh
SO50 7GL

Our ref HA0100
SAAA Ref SB03161
Invoice No. SB20222299
VAT No. GB 440 4982 50
Email: sba@pkf-l.com
Date: 20 September 2022

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2022	£1,300.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£1,300.00
VAT @ 20%	£260.00
TOTAL PAYABLE	£1,560.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD**

For payments by credit transfer, our bank details are:-

**HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include HA0100 or Fair Oak and Horton Heath Parish Council as the reference.**

For account queries, contact creditcontrol@pkf-l.com

PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
www.pkf-l.com



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Our ref HA0100
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Invoice No. SB20222299
VAT No. GB 440 4982 50
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Date: 20 September 2022

REMITTANCE ADVICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2022	£1,300.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£1,300.00
VAT @ 20%	£260.00
TOTAL PAYABLE	£1,560.00

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Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
www.pkf-l.com

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Fair Oak and Horton Heath Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

09/05/22.

and recorded as minute reference:

Minute number 7.

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

H.A. Duffin

Clerk

[Signature]

<https://www.fairoak-pc.gov.uk/>

Section 2 – Accounting Statements 2021/22 for

Fair Oak and Horton Heath Parish Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	656,846	719,038	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>	
2. (+) Precept or Rates and Levies	419,172	432,417	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	141,383	299,324	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	248,908	285,743	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>	
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	249,455	448,342	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	719,038	716,694	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	713,123	711,573	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>	
9. Total fixed assets plus long term investments and assets	1,979,457	2,101,725	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>	
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

J. Cahill REQUIRED

Date *09/05/22.*

I confirm that these Accounting Statements were approved by this authority on this date:

09/05/22.

as recorded in minute reference:

Minute number 8.

Signed by Chairman of the meeting where the Accounting Statements were approved

H. A. Duggan REQUIRED

Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Fair Oak and Horton Parish Council – HA0100**

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

17/09/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)



Melanie Stephens
 Fair Oak & Horton Heath Parish Council
 2 Knowle Park Lane
 Fair Oak
 Eastleigh
 SO50 7GL

The Parkinson Partnership LLP
Wessex House
Upper Market Street
Eastleigh SO50 9FD

steve@parkinsonpartnership.uk
 www.parkinsonpartnership.uk
 Telephone 023 8218 2318

6 October 2022

Dear Melanie,

VAT review

You engaged us to carry out an on-site review of the council's activities, advise on the VAT liability of transactions and ensure that staff know where to find guidance. A visit took place on 26 September 2022, using information that you provided. This report sets out our findings, with recommendations where appropriate.

Non-business activities

- 1) Much of the council's expenditure relates to non-business activities, funded by the precept, bank interest, grants or fees for services provided under specific legal regimes (such as allotments) that don't apply to the private sector.
- 2) Local councils are entitled to recover VAT on their non-business activities under Section 33 of the VAT Act 1994. This includes activities charged for under specific, statutory rules as well as services available free of charge. It also includes leases granted for £1 or less, where no other payment passes from the tenant to the council.
- 3) There is no limit to the amount of VAT that can be reclaimed on non-business activities. Where a council exceeds the threshold in relation to VAT-exempt activities, this does not affect the council's ability to recover VAT on its non-business activities.
- 4) You asked about two specific future plans; a community café to be leased to a third party and a proposed splash pool. If the lease is for £1 or less, with no other payments passing to the council and the splash pool is free to use, these will both be non-business activities.

Halls for hire

- 5) The council hires out rooms at the Woodlands and Horton Heath community centres and the Parish Office. Room and hall hire is VAT-exempt (under group 1 of Schedule 7 of the VAT Act 1994), unless there is a formal option to tax on the building.
- 6) You confirmed that room hire at Horton Heath has been treated as exempt from VAT.

The Parkinson Partnership is a Limited Liability Partnership registered in England & Wales, number OC401821

Registered Office: Wessex House, Upper Market Street, Eastleigh SO50 9FD

Members: Steve Parkinson FMAAT MInstLM, Cordelia Parkinson

- 7) VAT appears to have been charged on hire of the Woodlands building since it was completed by Eastleigh Borough Council and handed over to the council in 2018. There is no obvious reason for this, other than a misunderstanding of the rules.
- 8) The council appears to have registered for VAT before accepting this building, possibly because they believed they would have to charge VAT on hire. You were unable to find any record of the council making an option to tax on the new building. There would be no need for them to, as the council didn't pay for the construction and didn't have any VAT to reclaim on it. However, the council appears to have behaved as if it had opted to tax, by charging VAT on room hire.
- 9) Certain charges are subject to VAT, particularly wedding packages where either the ceremony take place on the premises, or where a reception package includes additional services such as flowers, music, drinks or the service of staff as well as room hire. Party packages that offer more than just room hire (for example, food, drinks, entertainment or facilities such as a bouncy castle) are also subject to VAT.
- 10) Where separate charges are made for additional services (such as equipment hire, refreshments or provision of staff), these services are taxable at the standard rate. This includes charges for metered electricity (including coin meters), where the fees will be subject to 5% VAT, if the usage is less than 1,000KWh per month.
- 11) The council has granted exemption to specific groups (such as karate) and this is also based on a misunderstanding. The council has applied the block booking rules, which only apply to sports facilities. A general-purpose hall is not a sports facility for VAT purposes, unless the hire also includes the provision of equipment for the sport involved (such as badminton nets and rackets, or judo mats).
- 12) The council appears to have wrongly charged VAT on room hire (although we recommend writing to HMRC's Option to Tax Unit, seeking confirmation that they have no record of an option to tax on the site). There are several approaches the council could follow to correct the situation:
 - a. Continue to charge VAT and ask HMRC to accept a belated notification of an Option to Tax from the day the building opened. That will commit the council to charging VAT for hire for at least 20 years but will ensure that any VAT incurred on the building can be reclaimed. The council would also need to account for VAT in relation to any groups that have been granted exemption.
 - b. Seek a refund of the wrongly charged VAT from HMRC (in which case the council would have to repay it to everyone that was over-charged) and cease charging VAT on room hire.
 - c. Accept that it was wrong in charging VAT and stop doing so, but not seek any reimbursement from HMRC and not make any repayments to hirers. This carries a risk that if the council receives a VAT inspection, HMRC could still pick up the error in invoicing and require it to be corrected. There is also the possibility of hirers asking for their VAT back.
- 13) Options b) and c) also carry a risk that HMRC may consider it a "deemed" option to tax, where the council has opted by its behaviour, rather than a formal decision.

14) If the council makes an option to tax and a charity hires a room for non-business purposes (for example, running a free event or free training), it will still be entitled to exemption from VAT. That would result in the council using the building for a VAT-exempt purpose. If that happened, the council would need to apportion the building's costs between taxable, exempt and non-business use as part of its annual partial exemption calculation (see below).

Sports facilities

15) The council hires out football and cricket pitches, as well as tennis courts. The letting of sports facilities (including associated changing facilities) are standard-rated, unless the booking meets the requirements for VAT-exemption, where either:

- a. The letting is for a continuous period of over 24 hours to a person who has exclusive control, or:
- b. The letting is for a series of 10 or more sessions and:
 - i. the interval between sessions is at least 1 day but no more than 14 days
 - ii. there is written agreement that the series is to be paid for as a whole (although payment can be made in instalments)
 - iii. the grantee has exclusive use of the facilities during the time of the hire
 - iv. the grantee is a club, a school, or an association or organisation representing affiliated clubs or constituent associations.

16) You will find these rules, with further explanation, in Section 5.4 of VAT Notice 742.

17) Where a pitch booking includes the use of changing rooms, the use of those will follow the VAT liability of the pitch booking.

18) Most of the hire appears to be block bookings by clubs, but the council should charge VAT on any casual hire of pitches, or any hire by individuals.

19) Hire of the club room for meetings would also be VAT-exempt.

20) Because most hire is exempt, the council will need to include most of the cost of providing the sports facilities in its annual partial exemption calculation, described in paragraphs 27 to 30 below.

21) The council is charging individuals an annual fee to use its tennis courts. Although it is described as a "membership" fee, there is nothing to be a member of and it appears to be a fee for using sports facilities. As such, the fee is taxable and the council should account for VAT on this income.

Cemetery

22) The burial of the remains of the dead and the maintenance of a cemetery are non-business activities for a local council, because they are carried out under the Local Authorities Cemeteries Order 1977.

23) The grant of a right of burial is VAT exempt, but there is little cost involved in granting that right and it doesn't usually affect a council's VAT position.

24) Granting a right to place a memorial is non-business, supplying a fixed memorial with a right over land is VAT-exempt and selling a memorial without permanent installation is taxable.

25) Where someone gives a donation for a bench, with or without a plaque, the donation is outside the scope of the VAT, as long as the council retains ownership of the item, charges no more than the actual cost and doesn't set a standard "fee" for the item.

VAT Partial exemption

26) Where a council earns VAT exempt income, it is only entitled to reclaim VAT on the associated costs (such as utilities and building maintenance) if the total amount of VAT incurred in relation to VAT-exempt activities is less than £7,500 in the financial year (explained fully in Section 8 of VAT Notice 749).

27) Each financial year, the council must calculate the amount of VAT it incurs on costs relating to exempt activities (including leases of land for more than £1). The rules for undertaking this calculation are set out in section 8 of VAT Notice 749, Local authorities and similar bodies.

28) Where facilities are used for a mixture of taxable business, VAT-exempt business and non-business activities, costs can be apportioned between activities. Any reasonable basis of apportionment can be used, such as floor area or hours of use. Exempt and taxable business use can be apportioned based on the amount of income received.

29) In any financial year where the VAT incurred on costs relating to exempt activities exceeds the threshold, the council would be unable to recover any VAT incurred on those costs. This does not affect the council's ability to reclaim VAT on its non-business and taxable business activities, nor does it affect future financial years.

Disclaimer

This advice covers the situation based on the information that the council has provided, but The Parkinson Partnership LLP cannot accept responsibility for any errors or omissions on the council's part in providing that information.

This advice is provided exclusively for Fair Oak & Horton Heath Parish Council and The Parkinson Partnership LLP accepts no liability towards any other party that may access or use this information as a result of it being disclosed by the council.

Yours sincerely

Steve Parkinson
The Parkinson Partnership LLP

FULL COUNCIL – 17 OCTOBER 2022

CLERK'S UPDATE

1 RECOMMENDATIONS

1.1. To note the updates contained in the report.

2 LIBRARY

2.1. The tender specification documents for the library refurbishment project were published on contract finder on 30 September 2022.

2.2. The deadline for tender submissions is 10 am Friday 28 October. Carter Jonas and the Clerk will score and evaluate the tenders at 12noon that day. And a tender analysis document will be drafted with a recommended contractor for members to consider.

2.3. Following this a review will need to be undertaken of the project budget. It is likely that the Council will need to seek additional funding support from Eastleigh Borough Council.

2.4. Should EBC confirm their support, a full report, with recommended contractor will be presented to members at 14 November Full Council.

2.5. The draft programme, though this is subject to change, is currently:

Milestone	Date
Tenders go live	30-Sep-22
Deadline for Tender submission	28-Oct-22
Tender scoring	28-Oct-22
Completion of tender analysis	04-Nov-22
Production of Council report	09-Nov-22
Full Council	14-Nov-22
Contractor appointed	15-Nov-22
Pre-contract checks complete	02-Dec-22
Construction works commence	09-Jan-23
Construction complete	03-Apr-23
Complete internal decoration/fit out	17-Apr-23
Possible joint launch with café/splashpad	13-May-23

3 COMMUNITY CAFÉ

3.1. Following the screw pile testing carried out a number of weeks ago, the report, whilst indicating that the individual screws that the café structure would sit on could bear a load of up to 7.5tonnes per screw, concerns have been raised by the structural

engineer over the risk of settlement of the soil substructure, given that the trial drill holes from the soil survey hit a number of 'voids' within the ground.

- 3.2. The structural engineer needs confidence that whatever solution is adopted will not be adversely affected by these voids. As unfortunately, the ground was not filled with any sense of future proofing.
- 3.3. The alternative design now being considered is a reinforced concrete 'raft' foundation. An engineer's report and recommendations is required for this solution. If the engineer is satisfied that this is a structurally sound solution, then he will undertake further design works to progress the project.
- 3.4. However, should it become apparent that the raft solution is not suitable, then the Council could need to look at the options for a redesign of the building for safe loading. Any changes in building design would be subject to planning and as such is likely to involve a resubmission to Eastleigh planning department.
- 3.5. Once the engineer has a clear stance on what is possible, members will be updated with the recommended next steps.

4 SPLASHPAD

- 4.1. The main splashpad area was completed in August. However, upon the end of the contract inspection, the Clerk was not satisfied with the quality of the artificial grass. It was therefore decided to hold back £10k of the final bill payment (£7k) until this issue is resolved. A way forward has now been agreed upon with the contractor. The retention payment will be released only when the Clerk is satisfied with the final works. This should be completed in the next couple of weeks.
- 4.2. Due to the park being a historical landfill site, when the splashpad was installed, mixed waste material was unearthed from the ground. To ensure that the surrounding splashpad area was safe and free from glass, the Operations Team have undertaken additional ground works to include a pathway, regrading of the earth, new topsoil, grass and seed. Fencing has been kept up around the perimeter of the site whilst these works take place and until the grass seed germinates.
- 4.3. Following these additional works, the splashpad budget now stands thus: -
- 4.4. A total of £244,350 was budgeted (made up of £106,600 from the General Fund allocation, £117,750 from the LAC, and an additional £20,000 from the General Fund for Drainage).
- 4.5. To date, £233,783 has been paid to Ustigate for the construction. And £652 paid to CWM aggregates for path gravel. Leaving £9,915 remaining. We are expecting a budget underspend in the region of £1-2K.

5 STAFFING UPDATE

- 5.1. Members of Unison have voted almost 2:1 in favour of accepting the final pay offer from the National Employers for Local Government Services, averting the prospect of extensive strikes across councils this winter.

- 5.2. Unison's members voted by 64% to 37% to accept the offer of a £1,925 pay rise from April 2022, which equates to a 10.5% increase for the lowest paid staff and 4% for the highest paid. The turnout was 34%.
- 5.3. Unison leaders made no recommendation to its members ahead of the vote as to whether they should vote for the below-inflation deal or not.
- 5.4. However, the three biggest unions had put out a statement when the pay offer was made in July stating it was "not enough to make up for a decade and more of lost wages".
- 5.5. Local government unions had been seeking a pay rise of whichever was the greatest of £2,000 or RPI inflation, which latest figures put at 12%.
- 5.6. Unite and the GMB, which represent a smaller number of local government workers, are carrying out their own membership consultations which could still pave the way for some strike action. Unite's consultation is set to close on 14 October and GMB's on 21 October.
- 5.7. The total cost to the Council, which will need to be funded by General Reserves is £23,800.
- 5.8. The Clerk will provide an update for decision at the meeting in November.

6 BROADBAND CONNECTIVITY

- 6.1. The broadband speeds to the Parish Office are extremely poor. With the Council only achieving 1.5Mb uploads. As the Council runs most of its core functions in the cloud, without fibreoptic, which the Council will not get for some time, officers are often having to leave the office and work from home.
- 6.2. This is not an efficient way of working. As such the Clerk has been seeking quotes for a leased line into the parish office building. A leased line will guarantee sufficient broadband speeds needed for the Council to function.
- 6.3. The quotes for the line are in the region of £3k - £4k per annum. Once all quotes have been received, these will be submitted to Council in November for approval.

7 CROWDHILL GREEN

- 6.4. The closing date for play contractors to submit their designs is 14 October. The Clerk and the play contractor will score the tender submissions on 19 October. All suitable design will be put the public vote thereafter.

8 TWYAMS FIELD/CEMETERY LAND ALLOCATION

- 8.1. The Operations Manager will instruct specialists to undertake further testing to confirm the suitability of the land currently ear marked for cemetery space to the west of the current allotment car park.
- 8.2. If this is deemed unsuitable (due to the water table), the Parish Council will need to consider earmarking other land for future cemetery space.

- 8.3. If this is the case, officers would like to progress with plans for the 'rewilding' of Twynams Field which has in the past been earmarked for allotment space.

9 LAPSTONE PLAYING FIELDS

- 9.1. On Thursday, 14 October and Friday, 15 October consultations to primary users of Lapstone Playing Fields and residents were carried out in partnership with officers from Eastleigh Borough Council. These consultations provided an opportunity for users and residents to see the current plans for the second cricket wicket provision on-site as well as hear more about the process of the project, including the plans for environmental preservation. The consultations also served as an opportunity for users and residents to have any comments or concerns addressed.

10 AS ONE INITIATIVE

- 10.1. The Parish Council has been in discussions with St. Thomas' Church and directors of the As One initiative to host the initiative in the parish. Simply put, the initiative's aims are to encourage residents to form Street Associations which are informal bodies that act as a support and social network for residential streets.
- 10.2. Our involvement in the initiative would include advertising the initiative around the parish via the provided promotional material (e.g., banners etc.) as well as hosting an *As One Tea Party* at one of our venues. This event would see residents of 10 streets invited, with the ultimate aim of them establishing their own Street Associations.
- 10.3. To support the Parish Council's involvement, the following has been allocated:
- About 75 banners are allocated to Eastleigh communities, with attendant "poster packs" for promotion.
 - The Part-Time Co-Ordinator post has been funded and is ready to work with any interested churches and other community groups.
 - All costs are covered by *Zion Projects*, so that the voluntary "workforce" can arise unencumbered by financial outlay, Parish by Parish, once Eastleigh Borough Council buy in, if Fair Oak & Horton Heath Parish Council wish to be in the first cohort.
 - *Zion Projects* have also commissioned the services of the As One National Lead, Martin Graham, and a meeting has been offered between the Parish Council and himself if we wish to have more detail.
- 10.4. It is believed our participation would benefit the Parish Council as Street Associations would act as ready-made consultation groups where we can achieve greater lines of communication with our residents, further receiving their feedback and offering targeted support.
- 10.5. A detailed brief of the initiative, including its links with our corporate documents, will be circulated via email by our Community Development Officer following the Full Council meeting on 17 October.

11 WARM BANKS

- 11.1. To support residents during what is appearing to be a challenging winter, officers at the Council have considered establishing a portion of our offices as designated “warm spaces” where vulnerable residents might wish to drop in and get warm during the winter.
- 11.2. We have proposed establishing this service twice a week during the winter and have been in discussions with St. Thomas’ Church so that we might sequence our provision in line with what they are currently offering. For example, they have recently established a Sunday morning breakfast service for residents, irrespective of faith. Thus, we have considered hosting these “warm spaces” on Tuesdays and Wednesdays so that there is something residents can attend approximately every other day.

COUNCIL – 17 OCTOBER 2022

VILLAGE IMAGE TASK & FINISH GROUP

1 RECOMMENDATIONS

- 1.1. It is recommended that the Council notes the contents of the report and considers disbanding the Group now that its aspirations have been achieved.

2 PURPOSE

To consider the progress and recommendations of the Village Image Task & Finish Group.

3 BACKGROUND

- 3.1. In June 2020 the Council set up a Task & Finish Group to consider ways to improve & enhance the village experience.
- 3.2. The terms of reference for the Group were agreed as:
 - 3.2.1. That the Group consider the current customer experiences (good and bad) of the village and investigate opportunities to enhance the customer journey/experience.
 - 3.2.2. The Group consider 'quick wins' making use of the Section 106 'village improvement fund' as a starting point for a wider project;
 - 3.2.3. That the Group prioritise de-carbonisation/sustainable initiatives; and
 - 3.2.4. That the Panel consider:
- 3.3. the changing nature of retail spend in light of the pandemic;
- 3.4. government initiatives to support the resourcing and evolution of the High Street offer post-pandemic;
- 3.5. obtaining input/evidence from residents, local organisations and businesses on their perspectives on the issue;
- 3.6. surveys of occupation/vacancies in the village;
- 3.7. formulating a series of recommendations for action by the council and other major stakeholders to enable the continued success and diversity of the village offer; and
- 3.8. any other relevant matters related to the success of the village centre.
- 3.9. The Task & Finish Group consisted of Cllrs Anderson, Bird (Chair), Douglas and Mr Gary Stupple as a community representative. Subsequent to the formation of the Group, Mr Stupple was co-opted as a member of the Council. The Group was supported by the Clerk and Deputy Clerk.

3.10. This report details the work of the group and makes recommendations following the approval of the Full Council on 15 October 2021 to deliver the following projects set out in the paragraphs below.

4 VILLAGE ENHANCEMENT PROJECTS

4.1. The Council, at its meeting in October 2021, agreed the allocation of £33,651 from Section 106 funding to be allocated to various improvement projects around the parish. This fund was to be used on the following projects: -

Solar Benches

Two solar-powered benches have been installed, one outside the Community Library and the other at Sandy Lane Shops. Members will be aware that the library bench had been subject to criminal damage. The perpetrator has since completed community work as part of his community resolution order. The bench was removed and repaired. As this was an isolated incident, the bench has been reinstalled in its original location (as agreed by Full Council on 18 July 2022).

Total Allocation: £6,000.

Spent: £6,850

Village wayfinding map

The Council appointed Bearfoot graphics to develop an interactive wayfinding map of the parish which can also be downloaded as a static map (attached as Appendix 1).

The static map has been printed and placed on all parish noticeboards and in the council's buildings. As the electronic map will be regularly updated, so will the static map ensure that printed material is kept as up to date as possible.

The interactive map, which will be hosted on the Council's website and can also be accessed via QR codes around the village, is still undergoing development. It is anticipated that this map will be made available to the public shortly.

Total Allocation £6,000

Spent: yet to be invoiced.

Village Signs (Separate EMR code)

Three village signs, designed by Wyvern Art students and commissioned by Colin Philips have been erected at Fair Oak Road, Mortimers Lane and Winchester Road.

Total Allocation: £8,000

Spent: £8,000

Urban greening

i. Bee & tree corridor project

A specialist Arboricultural consultant was appointed whose brief was to focus on areas identified as those that needed enhancements to fit in with the planting schemes already underway.

The wider planting scheme put forward included plants with medicinal and sensory properties,

that are edible and require minimal maintenance.

Library planted – complete and well established receiving positive comments from the local community.

Summerlands Road – part complete. Operations team will build a central planter for a tree to ensure its survival. Installation of bench, possible public art project. Three planters at present along the Charity shop wall, these will be mirrored along the fence line during Autumn 2022.

Meadowsweet Way – living willow crown successfully planted with help from Reach Out Care volunteers. Stage 2 planting of trees in the Autumn with seedlings planted in the greenhouse to be planted out in Spring 2023.

All the planters will be refreshed for the winter season.

Total Allocation £13,500.

Total spent so far £11,150

ii. Enhanced planting

Five planters installed in the village centre, two at Sandy Lane Shops plus an additional one to be installed near the solar bench in Latham Road as part of the extended bee and tree project and to tie in with the rewilding element of the Council's Greening Campaign.

60 hanging baskets placed on lampposts around the village which have received numerous compliments from residents.

Total Allocation £1,500 plus £995 consultancy

Total cost £4,912 (including excavator)

iii. Other urban greening

Members also requested that the Clerk seek approval from EBC for the installation of a living roof at the Sandy Lane bus stop. This is still being investigated by EBC despite the Clerk's offer of maintenance and ongoing financial support for this.

Total Allocation £1,500

Spent: yet to be invoiced.

5 COMMUNITY ENGAGEMENT

5.1. Contact made with Reach Out Care to develop pallet board poppies for Remembrance.

6 CRIME AND DISORDER IMPLICATIONS

6.1. Use of the new community facilities continued to be closely monitored by the Council's Operations team.

7 EQUALITY AND DIVERSITY

7.1. The provision of enhanced facilities, particularly the urban greening/planting would improve the health and well-being of all residents.

7.2. The improvements will augment the experience in retail areas.

8 ENVIRONMENTAL IMPLICATIONS

8.1. Environmental enhancements to the public realm not only help to encourage and reduce the parishes carbon footprint but also improve the health and well-being of its residents as well as creating a more attractive space/journey for people to visit.

9 FINANCIAL IMPLICATIONS

9.1. The total funds available for the village improvement projects was £33,651, to date £22,912 has been spent, with a budget shortfall of £10,739

10 SUMMARY

10.1. The Task & Finish Group has overseen the above projects and believes it has fully discharged its responsibilities as set out in Section 4.

For Further Information Please Contact:

Cllr Colin Bird (Chairman of the Task & Finish Group)

E-mail: colin.bird@fairoak-pc.gov.uk

Melanie Stephens, Parish Clerk

E-mail: clerk@fairoak-pc.gov.uk

FULL COUNCIL – 17 OCTOBER 2022

CLIMATE CHANGE TASK AND FINISH GROUP RECOMMENDATIONS

1. RECOMMENDATIONS

- 1.1. That the Council notes the work undertaken to date, to address Climate Change both within the Council and the local community; and
- 1.2. Approves the continued delivery of the [Council's Climate Change Action Plan](#)

2. INTRODUCTION

- 2.1. This report provides an update on the work of the Climate Change Task and Finish Group.

3. BACKGROUND

- 3.1. When the Council put together its Corporate Plan, the results of the survey indicated that 48% of respondents felt that the Parish Council should put sustainability projects on an equal footing with other projects.
- 3.2. Caring for our environment and combatting Climate Change has been embedded in our Corporate Plan and will remain a key priority for the Council moving forward. The Climate Change Task and Finish Group was formed and tasked with drafting a Climate Change Action Plan which was adopted by Council at its meeting on 21st February 2022. In delivering the plan the Council is demonstrating as it puts sustainability at the heart of its decision-making.
- 3.3. The Climate Change Task and Finish Group currently has 7 members and is scheduled to meet monthly. The group comprises of 3 Councillors, namely Cllr Marsh, Cllr Higby, and Cllr Forfar, 2 members of the public, and is supported by 2 Officers, Mel Stephens and Michelle Leadbitter-Allen. The group has met 10 times in the last year.
- 3.4. The Mission Statement below remains the backbone of the Climate Change Action Plan.
- 3.5. "Fair Oak & Horton Heath Parish Council acknowledges the impacts and causes of climate change and has, in recent years, developed strategies to identify and address these. We believe we have a duty to act to reduce our carbon emissions in a way that has positive benefits for our residents, businesses, and visitors and we are committed to continuing the initiatives we have already developed to protect our green heritage and natural environment.

We are committed to the principles of sustainability at the heart of our decision-making and support our residents and businesses to develop sustainable communities and services”

4. OBJECTIVES IN THE CURRENT PLAN

- 4.1. The Council has delivered several objectives in the current Action Plan, and these can be seen the [Climate Change Action Plan](#). The RAG status shows the current position of the objectives.
- 4.2. The proposed biodiversity enhancements for Lapstone Playing Fields as part of the 2nd cricket wicket project are set out in **Appendix 1** to this report

5. THE PROPOSED ACTION PLAN & KEY PRIORITIES FOR 2022/23

- 5.1. The Action Plan is a working document that sets out how the Council, in its commitment to climate change, will manage a range of activities to reduce carbon emissions in the Parish.
- 5.2. As objectives are delivered, new initiatives and schemes are added to ensure that the Action Plan remains relevant and meets the changing demands of our community and local environment.
- 5.3. To ensure a pragmatic approach to climate change deliverables, the plan has been set around five key objectives:
 - Energy - to reduce energy demand, improve energy efficiency and convert to renewable, low or zero-carbon technologies for energy and heat needs
 - Transport – to prioritise walking and cycling, promote public transport, and accelerate the switch to electric vehicles
 - Food & Land Use- to promote sustainable land management, including tree planting to help absorb carbon & water and encourage healthy eating and recreation
 - Economy, Housing & Waste – to support the local economy to ensure existing and new homes are climate-proofed whilst reducing, re-using, and recycling materials
 - Citizen Engagement - to engage local people in accelerating their own responses and demanding action by others, including industry and government to the climate emergency, and building resilience to

ongoing climate impacts.

5.4. The plan sets out clear targets, budgetary requirements, and accountability and through a RAG status, shows how progress is made. The climate actions have been aligned to support and strengthen delivery against the Council's Corporate Plan.

5.5. The proposed Climate Change Action Plan remains a live document with bi-annual updates to report on progress against actions.

5.6. A key element of the Citizen Engagement objective is the addition of the Parish Council as a Waste Prevention Community Champion for Hampshire County Council and Smart Living. This involves primarily the sharing of information and practical advice to save money by reducing food waste through all media channels at our disposal. Fair Oak and Horton Heath Parish Council is the first parish council to be chosen for this role.

6. COMMUNITY INPUT/ENGAGEMENT

6.1. In developing the Corporate Plan for the years 2023-2026 the Council's Community Development Officer has ensured that the public is able to voice their opinions through the corporate plan survey, on how the Council tackles Climate Change and the results will shape the development of our key priorities for the coming years.

7. GREENING CAMPAIGN

7.1. The Council launched its Greening Campaign at the Greening Event on 25th June. An update on the progress is set out in **Appendix 2**.

8. FINANCIAL IMPLICATIONS

8.1. Below is a list of what has been spent to date on Climate Change Initiatives.

- i. **Hippo Bags** - £67.20

These bags have been disseminated to Greening Campaign members upon sign-up that have cisterns produced before 2001 to help reduce their water usage and subsequent bills.

- ii. **Electric Vehicle** £ 25,000.00

Council approved the expenditure of £ 21,446.47 for an Electric All-Terrain-Vehicle.

iii. **Gumdrop Bins: £ 1000**

The order has been placed for the installation of the 3 gumdrop bins with regular emptying for a period of the year, at a total of £ 764.90. Due to the frequent use by younger residents, council officers suggest that these be located at Horton Heath bus stop, the bus stop immediately outside the school campus, and the Village Centre.

iv. **Solar Panel at Woodlands: £8.000**

Quotes received have been in the region of £28,000 for solar panels and batteries. As this exceeds the budget allocated the Finance Committee will be asked to consider a supplementary budget request.

v. **Tetra Pak Bin: £640.00**

A quote for £743.75 has been received from Printwaste to install a carton bin at Woodlands Community Centre. There will be a £60 charge for emptying the bin per visit. Officers recommend that the shortfall be met through existing budgets.

vi. **The Greening Campaign: £ 2119.00**

The Greening Campaign has been funded primarily by Eastleigh Borough Council. To date, the Council has received a total of £ 2119.00 and awaits a further £ 150.00 for the purchase of a second-hand mobile phone that attaches to and is compatible with the FLIR One Pro Thermal Imaging Camera. This will enable the parish to deliver a thermal imaging service under the Retrofit Pillar of the Campaign.

The total spent using Eastleigh Borough Council Greening Campaign Funding, including upcoming expenditure is listed in the table below:

Budget Item	Cost
Banners and Posters	£ 308.00
Jute Bags	£ 277.00
Greening Challenge Cards Print	£ 234.00
Prizes for Art and Creative Writing – Lemon & Jinja Vouchers	£ 160.00
Website and domain – 3 years	£ 279.00
Smoothie Bike	£ 230.00
Fountain Café – Greening Event	£ 195.40
Smoothies – Greening Event	£ 14.90

Cards for Prizes	£ 8.75
Raffle Prize	£ 9.43
FLIR ONE Thermal Imaging Camera for Android	£ 348.33
Total Spend So Far	£ 2064.81
Used Android Smartphone compatible with FLIR ONE	£ 150.00
Total Including Upcoming Expenditure	£ 2214.81

9. ENVIRONMENTAL IMPLICATIONS

- 9.1 The work of the Climate Change Task and Finish Group including the works undertaken as part of the Greening Campaign demonstrates a strong commitment by the Council to make positive changes to the local environment.

10. CRIME & DISORDER IMPLICATIONS

- 10.1 None directly arising from this report.

11. EQUALITY & DIVERSITY IMPLICATIONS

- 11.1 The Council will continue to engage residents in the delivery of its Climate Change Initiatives and promote the health and well-being benefits of actively participating in these projects.

12. CONCLUSION

- 12.1 The Climate Change Action Plan signals a commitment by the Council to tackle climate change, influence decisions, and bring together existing environmental policies and initiatives. This plan will form part of the considerations when evaluating options for Council action and will establish the values of the Council and ensure that these values are considered in decision-making.

FOR FURTHER INFORMATION PLEASE CONTACT:

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Deputy Clerk
Email: enquiries@fairoak-pc.gov.uk

Cllr Michelle Marsh
Chairman of the Task & Finish Group
Email: michelle.marsh@fairoak-pc.gov.uk

FAIR OAK & HORTON HEATH PARISH COUNCIL

BIODIVERSITY ENHANCEMENTS – PLANNED WORKS 2022/23

Relevant Strategic Documents:

- Corporate Plan 2020 – 2023
- Climate Change Action Plan
- Tree Management Policy & Planting Plan
- [Fair Oak Greening Campaign](#) (Rewilding Pillar)

Rewilding (making spaces for nature) Pillar aims to: -

- To conserve and enhance nature
- Support sustainable places
- Promote environmental awareness, knowledge, learning and engagement

Key Projects

Twynams Field

As part of the Re-wilding pillar of the Greening Campaign, the Council is in the early stages of establishing a 'creating spaces for nature' project at Twynams Field, Knowle Park, Fair Oak.

The project will look to undertake an active naturalistic management of the site enhancing existing biodiversity on the site by adding ponds, reptile habitats, wildflowers, fruit and nut trees etc.

Bee & Tree Corridor Project

A key objective of the Council's Climate Change Action Plan is to create wildlife islands across the parish to aid pollinators and insects to thrive. Full details of the scheme can be found [here](#).

Tree Planting Policy

In October 2021 the Council adopted a new Tree Management Plan that sets out our approach to managing trees. The Plan included a planting schedule for 2021-22. This saw the planting of 56 mixed species trees around the Parish. The Parish as part of its budget setting has set aside funds for trees to be planted in the 22-23 season. Focusing predominately on Lapstone Playing Fields and north of the community orchard.

Lapstone Playing Fields/Community Orchard

As part of the tree schedule and bee and tree planting, mixed species trees, native, ornamental and fruiting will be planted during 2022/23 planting season (number to be determined). Work to enhance the wildflower planting at the 'meadow' to the rear of the tennis courts will also take place in early 2023 as part of a educational project with the local Infant School, this will also include introduction of bug hotels and log piles for reptiles to the perimeter of the site.

The community orchard which sits to the west of the playing fields, on the other side of the Boardwalk (replacement fitted Oct 2022) requires further enhancement. This will include planting of fruit and nut trees in the orchard and to the north of the orchard where additional beehives will be introduced to aid pollination. Community planters will also be introduced. A small pond to the north of the orchard site is also planned in conjunction with the Twynams pond installation.

Range of ecological enhancements to be incorporated into parish owned sites to improve the value of existing habitat, and/or be used to enhance local biodiversity.

Types of biodiversity/ecological enhancement	Benefits	Location(s)	Budget Year	RAG Status
Wildlife friendly shrub planting	Provides nesting sites, food and shelter for birds, insects and small mammals. Provides corridors for wildlife lining areas of habitat.	Summerlands Road Community library	2022	
Tree planting	Provide multiple ecosystem services benefits in addition to pollinator resources, forage, and nesting habitat for birds.	Knowle Park New Century Park Oak Walk Lapstone Playing Fields Twynams Field	2021/22 2022/23	
Hedgehog/wildlife access points in fences	Aids movement of wildlife between gardens/habitats necessary for breeding and food. Hedgehogs are on the UK's red list.	Parish wide	2021/22	

Insect boxes/bee hotel/bee bank	Good for a wide range of invertebrates. Rather than off the shelf, prefer in-house/community construction with recycled materials. Bee banks can be constructed from layer of turf, soils and sands to create low mounds/vertical faces with a sunny aspect.	Pembers Hill Park Meadowsweet Way	2021/22	
Woodpile/log shelter/habitat pile	Good for a wide range of invertebrates. Good use of fallen/cut timber. Frogs, toads, hedgehogs, beetles and other insects shelter underneath or amount the gaps of rotting logs. Create a log pile by loosely arranging together old branches or pieces of log, leave bark on and use a variety of species if possible. Piles should be placed in shady places, such as under a tree, at the foot of a hedge, at the back of the border or behind the shed.	Lapstone Playing Fields Twynams Field	2022/23	
Nesting and roosting opportunities for birds, preferably integrated into built structures on suitable aspects. Or where appropriate, veteran trees	House sparrows, swifts and house martins are declining bird species across the UK. Peregrine falcons spotted locally, provide suitable nesting sites within local open park spaces.	Knowle Park Lapstone Playing Fields Twynams Field	2022/23	
Nesting and roosting opportunities for bats, preferably secluded open space sites, utilizing local veteran trees	Artificial roost sites to encourage bats particularly into areas with suitable habitats with few/no roosts.	Lapstone Playing Fields Twynams Field Twynams Field	2022/23	
Creation of wildlife ponds and rain gardens	Good for carbon sequestration. Can increase aquatic wildlife and insects. Rain gardens whilst largely ornamental can provide opportunity to plant more diverse plants and support small aquatic ecosystems and Rain gardens / RHS Gardening	North of community orchard/Lapstone	2022/23	
Green walls/screens	Provides opportunities for biodiversity where ground level space is limited. Can be tailored towards pollinator insects. Can also reducing heating/cooling costs for buildings. Can aid in the absorption and dissipation of poor air quality.	Knowle Park Lapstone Playing Fields New Century Park	2022/23	

Green roofs	Provide opportunity for biodiversity where ground level space is limited. Can be tailored toward pollinator insects. Creating-Green-Roofs-for-Invertebrates_Best-practice-guidance.pdf (buglife.org.uk)	New Century Park Lapstone Playing Fields (new score box)	2022/23	
Native habitats – woodland blocks, shelter belts and wildflower meadows etc	Provides suitable habitats generally as part of compensation where these features have been lost to development. Buffer between new community infrastructure.	Lapstone Playing Fields Twynams Field Knowle Park	2022/23	
Living art e.g. willow sculptures, green mazes etc	Provides habitat for insects and can be tailored towards pollinator insects. Willow is also known for absorbing water to prevent flooding etc.	Meadowsweet Way Knowle Park	2021/22 2022/23	
Green bridges and amphibian/mammal underpasses	Provide continuity of habitat connectivity between high value spaces or along established migratory routes.	tbc	2023/24	
Public realm/street furniture – bin/cycle stores	Provides opportunity to incorporate beneficial plant species and features suitable for pollinator insects and birds where garden/outdoor space is limited.	Tbc	2023/24	

Document last updated: 3 October 2022

GREENING CAMPAIGN – PROJECT UPDATE

1. PURPOSE

1.1. This report provides an update on the Greening Campaign

2. GENERAL UPDATES

2.1. Greening Event

I am very glad to report that the Greening Event held on the 25th of June at Woodlands Community Centre was well attended. It was wonderful to see Cllrs Douglas, Marsh, Higby, and Forfar out in support of the event, with both Cllr Douglas and Cllr Marsh as guest speakers and a special mention to Cllr Stupple for all the wonderful photography and videos taken on the day. In addition, the Climate Manager from Eastleigh Borough Council gave a talk on Climate Change and how EBC were responding, Craig Whitelock gave a talk on Rewilding, Mike Gilham spoke about the Impact of Climate Change on Health, Michelle Leadbitter-Allen spoke about retrofit and Terena Plowright from the Greening Campaign closed out the day with an inspirational speech. The event would not have been as successful without the support of the Officers and ground staff who gave up their time and experience to help.

The following organisations had stalls at the event:

- Sustainability Centre
- Wyvern College
- Goldwater Electrical
- One Positive Change
- Eastleigh Borough Council
- Ford
- The Smoothie Bike Company
- Shop Equality
- Fair Oak & Horton Heath Parish Council
- Fair Trade
- Eastleigh College
- Hampshire and Isle of Wight Wildlife Trust
- Southampton Scrap Store
- Fountain Cafe

2.2. Hampshire CC Greening Campaign Event 29th June & Work Experience Visit:

Community Development Officer Mike Gilham and Deputy Clerk Michelle Leadbitter-Allen we asked to attend a Greening Campaign Event held by HCC and Greening Campaign as guest speakers alongside Sustainability Centre, HIWWT, and the Campaign's Health Consultant. The event was a platform to help other communities who were at the beginning of their Greening Campaign Journey.

Deputy Clerk also met with two Westgate School students to discuss the Greening Campaign as part of their work experience.

2.3. Rewilding -Greener Spaces

Fair Oak and Horton Heath Greening Campaign, under the guidance of HIWWT decided to focus on Creating Spaces for Nature. A website page was created, and a large proportion of GC members have signed up to receive information regarding Rewilding projects. A competition was set up for those joining Rewilding pillar, 10 members' names were drawn at random and given a £ 5 gardening voucher.

Additionally, a Pin Your Pollinator Patch map was created using Parish Online and made available for residents to send in pictures of their pollinator patches, whether large or small to give us an indication of the area in our parish that has been dedicated to wildflowers and pollinators.

A separate report will be sent to Full Council regarding the Council's Twynams Field Rewilding project.

2.4. Retrofit – Warmer, Greener Homes

The Fair Oak and Horton Heath Greening Campaign has purchased a thermal imaging camera to support people interested in retrofitting their homes. As part of the retrofit pillar (now Warmer, Greener Homes), we will be offering a service to GC members whereby they can access a basic thermal imaging survey with recommendations, if possible, faults are found, a self-complete energy audit, and access to bulk-buying/group discount purchases of renewable energy products and insulation products.

Recognising that this requires some technical training, both in operating and interpreting, both the clerk and the deputy clerk will be attending free Thermal Imaging training in November, with Cathy Cooke founder of the Schools Energy Project.

The Deputy Clerk has also completed a Level 2 Certificated Course Environmental Sustainability to enable us to give better advice about Energy Audits and setting up Smart Targets to help lower their energy bills.

2.5. Health and Wellbeing – mitigating the risk of Climate Change

The effects of climate change on health and well-being are far-reaching. As our summers become hotter and our winters wetter, the effects on our physical health are obvious, as heat stroke and flooding become prevalent. However, as more people are becoming aware of Climate Change the effects on mental health in the form of Climate Anxiety and depression is real and is affecting people of all ages right now. It is our aim through signposting to support and by aligning our work within the other two pillars to help people with their mental & physical health by reconnecting with nature, and by helping make simple changes in their homes to stay warmer without having to choose between eating and heating.

As part of our climate change action plan – we are also considering setting up 'warm banks' to provide a safe, warm environment for the elderly and most vulnerable within our community this winter.

2.6. One Community Event: 11th October

The Deputy Clerk is attending the One Community AGM as a guest speaker to speak about the Fair Oak and Horton Heath Greening Campaign.

2.7. Eastleigh Borough Parish Councils Greening Meeting 11th October

Terena Plowright, founder of the Greening Campaign has asked Clerk Mel Stephens, Community Development Officer Mike Gilham, and Deputy Clerk Michelle Leadbitter-Allen to attend as guest speakers, to encourage and enable other parish councils to follow our example in setting up a

Greening Campaign in their parish.

2.8. Sign-Ups

We currently have 78 people signed up for the Greening Campaign. We have welcomed people from outside our parish. Their carbon savings cannot be counted in with our own, however, as the Greening Campaign is about combatting Climate Change, we feel that everyone can benefit from the message we are sharing, and so have allowed others to join.

The website has received 339 unique visits since its inception.

3. BUDGET SPEND

3.1. A summary of the budget spending is set out in the tables below:

Table 1: Expenditure

Budget Item	Cost
Banners and Posters	£ 308.00
Jute Bags	£ 277.00
Greening Challenge Cards Print	£ 234.00
Prizes for Art and Creative Writing – Lemon & Jinja Vouchers	£ 160.00
Website and domain – 3 years	£ 279.00
Smoothie Bike	£ 230.00
Fountain Café – Greening Event	£ 195.40
Smoothies – Greening Event	£ 14.90
Cards for Prizes	£ 8.75
Raffle Prize	£ 9.43
FLIR ONE Thermal Imaging Camera for Android	£ 348.33
Total Spent So Far	£ 2064.81
Used Android Smartphone compatible with FLIR ONE	£ 150.00
Total Including Upcoming Expenditure	£ 2214.81

Table 2: Funding Received

Funding Source	Amount
Eastleigh Borough Council – Monies Received	£ 2119.00
Eastleigh Borough Council – Awaiting Payment	£ 150.00
Total Budget	£ 2269.00

4. CONCLUSION

4.1 The Parish Council remains the only parish council to launch and deliver a Greening Campaign and as such as been invited to attend numerous meetings to provide assistance and guidance to other communities wishing to adopt a Greening Campaign of their own. We will endeavour to impart our knowledge and advice as we move through the next stages of our Greening Campaign.

For further information contact:

Michelle Leadbitter-Allen

Deputy Clerk

Email: enquiries@fairoak-pc.gov.uk

FULL COUNCIL – 17 OCTOBER 2022

COMMUNITY INVESTMENT PROGRAMME

1. RECOMMENDATION

- 1.1 That the Council review the draft Community Investment Programme (CIP) attached at Appendix 1 and make recommendations for any alternations prior to submission to Eastleigh Borough Council.

2. BACKGROUND

- 2.1 The Community Investment Programme for Fair Oak and Horton Heath is a rolling programme which identifies areas requiring investment within the local community using section 106 Developers' contributions.
- 2.2 The Community Investment Programme is an important tool used to identify projects which help to support neighbourhoods and enhance the lives of local people. This could be achieved by delivering new community assets or ensuring that current assets are modernised, repaired and adequately maintained.

3. THE COMMUNITY INVESTMENT PROGRAMME

- 3.1 The current priorities are based on local need which has been identified by the Clerk after regular review of various community surveys undertaken throughout the year as well as communication with key stakeholders. This Council is requested to approve the priorities which accord with the principles of the Council's Corporate Plan, Climate Change Action Plan and Community Engagement Plan and where possible the priorities have been categorised accordingly.
- 3.2 The Community Investment Programme priorities were reviewed and agreed by the Council approximately 12 months ago. Some of these priorities have been achieved and delivered by the Parish and it is therefore timely to update these priorities and to include new projects.
- 3.3 CIP priority lists are used by the Borough in negotiations with developers to secure appropriate and justifiable developers' contributions which must be linked directly to the impact of any local development.
- 3.4 Members are reminded that where developers' contributions are not spent in the prescribed timescale and for their intended purpose (as per the legal section 106 document) the funds revert to the developer. It is therefore vitally important that the projects identified on the list are completed in good time once funds are released, to prevent this from happening.

4. FINANCIAL IMPLICATIONS

- 4.1 An updated and evidence-based CIP list is essential in order to justify requests for developers' contributions. Investment in the local infrastructure and amenities would be severely restricted if not permanently lost, without this list.

5. EQUALITY AND DIVERSITY IMPLICATIONS

- 5.1 The Equality Act is not relevant to the decision in this report as the decision does not relate to eliminating discrimination, advancing equality of opportunity, or fostering good relations between different people. The equality and diversity implications will be assessed when funding is allocated.

6. ENVIRONMENTAL IMPLICATIONS

- 6.1 Priorities identified for the inclusion in the report where possible directly relate to the actions set out in the Council's Climate Change Action Plan.

7. CRIME AND DISORDER IMPLICATIONS

- 7.1 None arising directly from this report.

8. CONCLUSION

- 8.1 The Community Investment Programme is an important reference document to assist both the Borough and the Parish deliver essential community infrastructure to support a growing and thriving community.

For Further Information Please Contact:

Melanie Stephens, Clerk
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Project/location	Proposal	Priority (L-M-H)	When (S-M-L)	Size (S-M-L)	Feasibility / Cost exercise Total Project Cost	Allocated DCs	Short-term allocation required (estimate if no Feasibility)	Long-term allocation required (estimate if no Feasibility)	Justification/comment
CS Objective – Green Borough – Developing green infrastructure									
Open space/Local First									
Hotbins at Parish owned buildings	To help with waste reduction in the Borough the installation of Hotbin composters at all parish owned buildings with high footfall. Food waste is quickly and easily turned into compost which would be used in grounds maintenance and planting.	H	S	S	Yes		1200		https://costu.bs/03e6811151
Living Art	Willow art structures in Knowle Park & NCP - crown shape to commemorate the Queen's Platinum Jubilee	M	S-M	S	Yes		1,500		To commemorate the Queen's Platinum Jubilee whilst increasing planting and areas for reflection for residents.
Living Wall	To assist in the funding of a living wall and community planters at the fountain café	H	S	S	Yes		7000		To increase biodiversity on the site and provide pollinating plants for bees and other insects
Urban green projects	To increase biodiversity in the Parish, small scale projects needed to include: green roofs for buses, vertical wall planting, tree & bee corridors	H	S	S					Fair Oak has been subject to large scale development which has caused the loss of natural habitats for wildlife and reduction in green spaces. To mitigate this, greening projects are suggested to increase biodiversity as well as improve health and wellbeing of residents.
Bird/bat boxes	Fix bird/bat boxes in key locations across the villages	M	S	S	No			1,000	To mitigate the adverse effect of development on local ecology and biodiversity.
Walk signs	All weather markers indicating residents walking time to key routes/attractions in the villages	L	S	S				2,000	To promote health and wellbeing of residents, encourage walking, reduce use of vehicles on the roads, increase awareness of key attractions/points of interest in the villages. The Parish has already delivered its own steps waymarkers using recycled materials. More materials and locations needed.
Solar panels	solar panels on community centres and community owned buildings (where cost effective)	M	L	M	No			100,000	To ensure the future sustainability of the centres which are of value to the wider community. Reduce carbon footprint. The Parish Council has precepted for installation of Woodland Community Centre. Needs support for installation of panels at the Community Cafe & Library.
New Century Park/Community Café	Demolition of scout hut and replacement community café along with enhancements to New Century Park - pathways, planting, trees and fencing	H	S	M	No	TFI	157,000		The Scout troop have now been re-housed in the Crowdhill (Woodland) Community Centre. Following extensive survey work, the Community requested and supportive of a brand new community café on the site to include courtyard with smaller outbuildings for outreach work such as art therapy, repair shops etc. A planning application has now been submitted to EBC for approval. The current funds allocated, along with funds from the Parish fall short of the costs of the building and the environmental enhancements needed. Request further additional allocation to complete project.
LAP Objective – Green Borough – community facilities/community development									
Outside games tables	Fixed outside games tables in Y-Zone & KP - table tennis additional provision for older children in the village.	M	S	S	No			10,000	Play equipment in both villages is predominately geared for younger children. The only offer for older children is the skate park. Need to enhance provision for older children. Improve the health and wellbeing.
Community Fridge	Installation of community fridge	M	M	S	No			2,000	Set up a community fridge at the new community café. Reduce food waste and supply food to those in need.
Y Zone Youth Centre	Replacement/improvement/Extension of equipment and facilities.	M	M	S-M	No			40,000	Replacement/ Improvement/Extension of equipment and facilities. Current facility is 'tired' and not a good offer for our Young People. Recommended programme to commence from 2016. Increased housing puts pressure on this facility which serves all 3 villages.
Outside book of remembrance	Provision of outside book of remembrance	L	M	S	No			10,000	vandal proof book of remembrance near the memorial and vandal proof containing details of service men who have died.
Fair Oak Squash Club	Assist in the Clubs extension proposals	M	M	M	No			50,000	Growing club are growing out of their current space.
Fair Oak library	Either extend existing library or have small facility in new WHH centre - to meet the needs of expanding population.	M	M	L	No			60,000	New facility to meet MLA space standards. Space at existing library falls below MLA space standards when taking into account projected increase in future population. HCC to advise further in light of proposals at Horton Heath.
LAP Objective – Green Borough – quality public realm									
Lapstone Playing Fields	Extra changing rooms for the Pavilion at Lapstone playing fields. Increase demand as Woman's football increasing.	H	S	L	255,000	50,000			Two team changing rooms plus official's space. The new changing rooms are to enable more girls to be accommodated as users. Girls remain under-represented in football and cricket.

Lapstone Playing Fields (not appropriate location, unless football moved to West HH).	2nd Wicket	H	S	L	255,000	255,000			Fair Oak Cricket Club is bucking the trend with grass roots participation. The club has gone from strength to strength and requires a 2nd cricket square to meet its needs. The clubs preference is for a 2nd wicket at Lapstone Farm, though there are still many unknowns regarding this proposal, also, as land owner the final decision will lie with the Parish Council. Should this not be viable, a second wicket within the Parish is still required to help the club meet the needs of is local players.
	Development of Local Plan sites and exception sites	H	S-M-L						Development of a range of sites
CS Objective – Prosperous Place – Ensuring appropriate infrastructure inc. employment land									
	Delivery of local Plan	H	S-M-L						
CS Objective – Prosperous Place – Enabling the right skills and employment mix									
	To be developed through the Prosperous Places Strategy	H	S-M-L						
CS Objective – Prosperous Place – Reinvigorating town and local centres									
Fair Oak Village Centre	Full upgrade and enhancement of the village centre to enable new and existing residents to be part of the community by maintaining a vibrant, effective hub.	H	M	L	No (but def needed)	16,000		100,000 - 5,000,000	Currently the village centre has become tired and lacks the capacity to meet the needs of an increasing population. Investment is needed to ensure a vibrant local hub is available to maintain community cohesion an attractive environment, the health, wellbeing and economic sustainability of the population.

OCTOBER 2022			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Village Enhancement T&F Group	To receive an update on progress to date (WIND UP)	Report	Clr Bird/Deputy Clerk (LG)
Clerks Update - Crowdhill Green, NCP update on Splashpad & Community Café, council branding, lapstone, staff salaries	To receive verbal update	Presentation	Clerk
Christmas Opening Hours	To agree recommendations	Summons	Clerk
Climate Change T&F Group	To receive an update on progress to date & to agree recommendations	Report/Presentation	Deputy Clerk/Clerk
Finance Update	Receive conclusion of External Audit	Report	Finance Officer
NOVEMBER 2022			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Rewilding Twynhams Field	To consider rewilding project proposal plans for Twynhams Field	Presentation/Report	Clerk/Operations Manager
Data Protection Annual Audit	To receive the annual audit	Report	Clerk
Electric Charge Points	To consider a proposal for the installation of ECP at Parish properties	Report	Operations Manager/Deputy Clerk
Council branding	To consider branding options	Report	Clerk
Staff Salaries	Confidential Item: to agree recommended staff salary increase	Report	Clerk/Finance Officer
ONE HORTON HEATH	To receive presentation from OHH Development Team	Presentation	OHH Team
DECEMBER 2022			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Corporate Action Plan	Present and agree council corporate action plan 2023-2026 for public consultation	Report & Presentation	Clerk/Community Development Officer
Dog Walking Signage Proposal	Receive presentation of Officer led consultation for walking areas within the parish and agree recommendation	Report	Operations Manager/Clerk/Deputy Clerk (MLA)
Public Art	To note public art project proposal for Pembers Hill Farm	Report	Clerk/CDO
Asset acquisition and retention policy	To adopt a policy/procedure	Report	Clerk
JANUARY 2023			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Budget, Precept & Annual Charges	Agree budget, precept and annual charges as recommended by Finance Committee	Report	Clerk/Finance Officer
Website Accessibility Review	Receive an update and agree any recommendations from report	Report	Deputy Clerk (MLA)
UNALLOCATED ITEMS			
Cemetery Road	To consider options appraisal	Report	Operations Manager
Parish Land Trading Policy	To consider adopting a policy	Report	Deputy Clerk
Website/social media stats	To receive a progress report	Report	Communications & Events Officer
Green Flag Award Status for KP	To consider steps needed to achieve GF award status at KP	Report	Clerk/Operations Manager
Play Strategy	To consider the development of a Play Strategy	Report	Clerk
Corporate Social Responsibility Policy/Sustainability Policy	Adopt CSR	report/policy	Deputy Clerk
Meeting Schedule	Agree meeting dates from June 2023 -	report	Deputy Clerk
Communications and Event T&F	To receive an update	report	Deputy Clerk (LG)