



## FAIR OAK & HORTON HEATH PARISH COUNCIL

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### **Minutes of the Full Council Meeting held on Monday 17 October 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	Ap	Cllr Bird	P	Cllr Stupple
P	Cllr Forfar	P	Cllr Marsh	P	Cllr Douglas (Chairman)
	Vacant	Ap	Cllr Smith	P	Cllr McGuinness
P	Cllr Barrett	Ap	Cllr Couldrey (Vice Chair)	Ab	Cllr Tennent
Ap	Cllr Higby				
Ab	Cllr Scott	P	Cllr Meech		

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

#### **PUBLIC SESSION**

Two members of the public were present for item 49 and one member of the public for item 54.

#### **39 DECLARATIONS OF INTEREST**

None received.

#### **40 MINUTES (PAPER A)**

##### **RESOLVED:**

- That the minutes of the Full Council meeting held on 18 July 2022, be signed by the Chairman as a correct record;
- That the delegated planning decisions for August & September be noted; and
- That the officer delegated decisions of the 30 September be noted.

#### **41 FINANCE REPORT (REPORT B)**

Members considered the report of the Finance Officer.

##### **RESOLVED:**

- That the contents of the report be noted; and

b) That the BACS payments be approved.

#### **42 CONCLUSION OF AUDIT (REPORT C)**

Members considered the report of the external auditors on the conclusion of audit for the financial year 2021/2022.

Thanks were given to the Finance Officer for her efforts.

##### **RESOLVED:**

That the conclusion of the audit for the 2021/22 financial year be noted.

#### **43 VAT (REPORT D)**

Members considered the report of the external consultant on the way in which the Council had managed its VAT processes.

The report highlighted a number of changes which members supported. As such it was:

##### **RESOLVED:**

- a) That a peppercorn rent be levied to the community café when a lease is agreed;
- b) That the Council formally opt in to paying VAT at Woodland Community Centre; and
- c) That VAT is added to all tennis charges.

#### **44 CLERKS UPDATE (REPORT E)**

The Clerk and Community Development Officer gave a verbal update on corporate matters and highlighted the following points: -

The tender process for the library improvement project had commenced with 28 October as the deadline submission. Once tenders had been received, the budget allocation would be reviewed. It was likely that approaches would need to be made to the LAC for additional funding support.

Due to the poor substructure of the ground at the proposed café site, additional soil testing was required to determine a robust foundation scheme. This would take place shortly. The results would determine whether a driven pile foundation system was needed. Indicative quotes would be sought for this as it was likely to incur additional costs than that budgeted for.

Whilst the main splashpad had been successfully completed, the artificial grass was not up to standard therefore the contract had not been signed off and as such £10,000 had been retained until the works were satisfactorily completed. The Operations Team had made an excellent job of levelling, turfing the surrounding ground and had also created a path, all within budget.

The national unions had agreed a £1,985 pay award across all pay scales to be backdated to April 2022. The Council would need to take £23,800 from general reserves to fund this.

In response to the current cost of living crisis particularly energy costs, the Council would host a 'warm space' from 1 November in the Parish Office conference room for members of the public to use.

The Community Development Officer informed members that the Council, in partnership with St Toms, would launch the 'As One' campaign, designed to encourage residents to establish community street associations. The campaign would be launched with an event in December at the Crowdhill Green estate.

**RESOLVED:**

That the contents of the report be noted.

**45 VILLAGE ENHANCEMENT TASK & FINISH GROUP (REPORT F)**

The Clerk explained that the Group had overseen the project and believed it had fully discharged its responsibilities.

She said there was a shortfall of spend in the budget of just over £4,000 and suggested a mosaic strip on the wall at Summerlands Road and a village sign for Horton Heath be considered.

**RESOLVED:**

- a) That ideas for the shortfall in spend be investigated; and
- b) That the Group be disbanded.

**46 CLIMATE CHANGE TASK AND FINISH GROUP REPORT (REPORT G)**

The Council considered the interim report of the Task & Finish Group.

Members praised the Deputy Clerk (MLA) for all her hard work in committing the Parish Council to the principles of sustainability and supporting residents and businesses to develop sustainable communities and services.

**RESOLVED:**

That the bi-annual update from the group be noted.

**47 20 IS PLENTY (VERBAL UPDATE)**

The Clerk reported on Councillors' feedback to the scheme, whereby a blanket of reducing the speed on all the Parish's roads was not favourable. Members felt residents should have an input.

**RESOLVED:**

That a poll asking residents for their views be set up on the Council's facebook page and following this consultation, the results be brought back to the next meeting for consideration.

**48 HEDGE FLAIL (VERBAL UPDATE)**

The Operations Manager tabled three quotes for the purchase of a reconditioned hedge flail, as follows:

Quote 1 - £11,200

Quote 2 - £8,250

Quote 3 - £7,250

The Operations Managed recommended purchasing the T H Whites machine, which came with a warranty, at £7,250, giving a total spend of £38,645 out of a total budget of £40,000.

**RESOLVED:**

That T H Whites supply the hedge flail.

**49 ADDENDUM TO THE CURRENT RULES & REGULATIONS RELATING TO FAIR OAK CEMETERY**

Two members of public were present and addressed Members requesting that the Council allow them to put an American-style size casket in an existing family members plot (which also had this type of coffin).

Members discussed the proposed addendums and appreciated that these were sensitive issues to certain community's heritage and traditions. They realised that the population's sizing was larger now and current plots may only support traditional style coffins.

**RESOLVED:**

- a) That the erection of marques or any form of outdoor enclosure prior to a committal is not permitted. A small canopy covering just the burial plot may be allowed, subject to the prior approval of the Council;
- b) That no American-style size caskets be permitted in any pre-purchased or future re-openings with the exception of burial plot number 560, subject to a Health & Safety risk assessment; and
- c) That if an American style casket was requested for an interment, next in row, a charge for two interments including two Exclusive Rights fees would be levied.

**50 CHRISTMAS OPENING HOURS**

**RESOLVED:**

That the Council offices be closed week commencing 26 December with statutory leave for staff on Thursday 29th & Friday 30th December 2022.

**51 COMMUNITY INFRASTRUCTURE PROGRAMME (CIP) (REPORT H)**

**RESOLVED:**

That the contents of the CIP list be submitted to Eastleigh Borough Council.

**52 WORK PROGRAMME**

**RESOLVED:**

That the work programme be noted.

### **53 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).

### **54 STAGE 3 CORPORATE COMPLAINT (REPORT J)**

Members considered the complaint report.

The complainant was in attendance and addressed the Council on the basis of the complaint and its escalation.

Members discussed the complaint and asked questions of both the Clerk and the Complainant.

Members supported the actions undertaken by Officers and felt that the response was fair and proportionate. As such the Stage 1 & 2 responses were upheld.

The Clerk and the Communications Officer were requested to review the Council's bookings policy.

#### **RESOLVED:**

- a) That the complaint be dismissed; and
- b) That a review of all leases and Terms and Conditions for hall hire be reviewed.

Signed ..... Chairman

This was all the business and the meeting closed at 7.42 pm