



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

14 February 2023

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 20 February 2023 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 17 February 2023.

AGENDA

APOLOGIES

1. DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

2. MINUTES OF MEETINGS (PAPER A, PAGES 3-8)

- a) To approve the minutes of the Council meetings held on 16 January 2023 as correct records; and
- b) To note the planning delegated decisions made for w/e 30 December 2022.

3. CHAIRMAN'S ANNOUNCEMENTS

4. FINANCE REPORT (REPORT B, PAGES 9-16)

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

5. CLERKS UPDATE

6. HCC COUNTRYSIDE SERVICES PLANNING CONSULTATION

Council to consider the proposed diversion of part of [Fair Oak and Horton Heath Footpath 27 and Colden Common Footpath 30.](#)

7. ASSET BUDGET ITEMS (REPORT C, PAGES 17-20)

To agree the reallocation of project funds for asset purchases where there are budget underspends.

8. COMMUNICATIONS & EVENTS TASK & FINISH GROUP (REPORT D) (TO FOLLOW)

To consider the recommendations of the Group.

9. LIBRARY BUILDING IMPROVEMENTS PROJECT (REPORT D, PAGES 21-27)

To appoint a contractor for the project.

10. WORK PROGRAMME (REPORT E, PAGES 28)

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

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)
M Leadbitter-Allen (Deputy Clerk)
M Johnson (Operations Manager)
M Stephens (Clerk)

**Minutes of the Full Council Meeting
held on Monday 16 JANUARY 2023 at 6.00 pm
at the Parish Office, 2 Knowle Park Lane, Fair Oak**

P – present, Pt – part of the meeting, Ab – absent, Ap – apologies

P - Cllr Anderson	P - Cllr Scott	P - Cllr Stupple
P - Cllr Forfar	Ap - Cllr Bird	P - Cllr Douglas (Chairman)
Vacancy	P - Cllr Marsh	Ap- Cllr Couldrey (Vice Chair)
Ap - Cllr Barrett	P - Cllr Smith	P - Cllr McGuinness
Ap - Cllr Higby	P - Cllr Meech	P - Cllr Tennent

Officers in attendance: Ms Mel Stephens, Clerk, Mrs Michelle Leadbitter- Allen, Deputy Clerk and Mrs J Cahill, Responsible Finance Officer (RFO)

PUBLIC SESSION

None present.

71 DECLARATIONS OF INTEREST

Cllr Marsh in Minute No. 81.

72 MINUTES (PAPER A)

RESOLVED:

- a) That the minutes of the Full Council meeting held on 19 December 2022, be signed by the Chairman as a correct record; and
- b) That the delegated planning decisions for w/e 30 December 2022 be deferred to the next council meeting on 20 February 2023.

73 FINANCE REPORT (REPORT B)

Members considered the report and update from the Finance Officer. After consideration, it was: -

RESOLVED:

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

74 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded the members that a special council meeting would be held on 7 February at 6 pm to review the foundation design scheme of the Fountain Community Cafe and discuss any possible changes to the allocated budget.

The Chairman requested Councillor support at the Kings Coronation Event on 6 May at New Century Park.

The Chairman reminded members that Linda Greenslade was no longer using the Deputy Clerk email address and her new email would be re-circulated to members for information.

Action: LG

75 CLERK'S UPDATE

The Clerk gave a presentation updating members on key activities taking place across the organisation. The presentation was attached as Appendix 1 to these minutes.

The Chairman commended the Operations Team for providing another brilliant Christmas Trail and beautiful Christmas decorations within the village and Cllr Stupple for his media contributions and support to the Officers.

The Clerk commended the Deputy Clerk for installing the Tetrapak Bin at Woodland Community Centre which had been met with enthusiasm from residents.

The Clerk advised members on other issues, including: -

- the staff Cycle to Work Scheme would be revisited at the Finance Committee meeting in March.
- The Clerk, Deputy Clerk and Cllr Stupple would soon start compiling the Annual Report and appropriate communications for the Council Election Campaign.
- The interactive map of the Parish was close to completion and delivery was expected shortly.
- The Council had received positive feedback from the interim Internal Audit on 12 January.

76 KNOWLE PARK EARMARKED CEMETERY SPACE (REPORT C)

The Council considered the findings of the groundwater survey carried out to determine the suitability of the earmarked site at Knowle Lane for a new cemetery next to the allotments.

The survey had concluded that the site was suitable for cemetery development. It also concluded that 1024 double-depth burials could be provided on the site.

As preparation works for a new cemetery took considerable time and money, officers recommended planning for the delivery of the site commence shortly, starting with budgetary allocations. Members were happy to support the report and findings.

RESOLVED:

- a) That the contents of the report be noted; and
- b) That a budget code be created for the new cemetery.

Action: JC

77 TWYNAMS FIELD (REPORT D)

The Council considered proposals for a rewilding project at Twynams field, which included the following: -

- The installation of donated stock tanks to act as ponds thereby increasing freshwater and wetland plant diversity.
- Planting of various tree species giving better long-term biological carbon sequestration and species diversity.
- Shrub and wild-flower planting, particularly fruit-bearing species during the preparation stage to ensure a diverse range of seeds was available as the landscape developed.
- The creation of wildlife interpretation boards raising awareness of the importance of nature and its protection, as well as the possible formation of a local 'friends of' group.

The Clerk would engage with the local community and invite them to community activity days in the coming weeks and months.

Members indicated their support to the project and its wider aims of helping local nature to thrive.

RESOLVED:

- a) That the project proposals be approved;
- b) That an active naturalistic management approach be undertaken once the site was established; and
- c) That a budget of £ 3000.00 be allocated to support the project.

Action: MS

78 ELECTRIC VEHICLE (EV) CHARGER INSTALLATION AT PARISH OFFICES WOODLAND & HORTON HEATH COMMUNITY CENTRES (REPORT E)

The Council considered a proposal for the installation of EV Chargers for residents, visitors and staff use at the Parish Office, Woodland Community Centre and Horton Heath Community Centre car parks.

The project had been set out as one of the Council's key projects in its Climate Change Action Plan.

To ensure the success of the project members requested that Officers seek references for the proposed installer.

RESOLVED:

- (a) That the proposal to enter into a lease agreement with Char.gy to install chargers be approved;
- (b) That delegated authority to undertake all required administrative and legal tasks pertaining to the installation of EV Chargers be granted to Clerk and Deputy Clerk be agreed;
- (c) That a progress report be submitted to a future Council meeting.

Action: MLA

79 MEETING DATES (REPORT F)

The Council considered the meeting dates for 2021-2023.

RESOLVED:

That the meeting dates set out in Report F be agreed.

80 WORK PROGRAMME & MEMBER TRAINING SCHEDULE (REPORT G)

Members requested that a desktop exercise be undertaken with regards to the cemetery road and that the item be given a scheduled date on the work programme.

RESOLVED:

That the work programme and the member training programme be noted.

Action: MS

81 SUPPLEMENTARY AGENDA ITEM

Cllr Marsh disclosed a non-pecuniary interest in the application as a member of the Local Area Committee of Eastleigh Borough Council which would determine the planning application. Cllr Marsh did not participate or vote on the application but was present during the consideration of the item and vote.

Members considered the following planning application. -

Application No: [F/22/94393](#)

Address: Unit 2 to 3, Botley Road, Fair Oak, SO50 7AN

Description: Change of use from a betting shop (Sui Generis) to a hot food takeaway (Sui Generis); installation of ventilation/plant equipment and other external alterations.

Comments:

The Council does not object to the planning application in principle, but would like the following comments recorded:

- The Council would like to see an enhanced provision of litter bins for patrons using this facility.
- The Council would like bollards installed to prevent anti-social parking outside the facility.
- The Council would like noise from machinery and fans at this facility kept to a minimum to avoid disruption to neighbouring residents.

RESOLVED:

That the above comments be submitted to Eastleigh Borough Council.

Action: LG

Signed Chairman

This was all the business and the meeting closed at 6.59 pm

PLANNING APPLICATIONS

Planning application to w/e 30 December 2022

Application No: [T/22/94338](#)

Address: 35 Scotland Close, Fair Oak, SO50 7BR

Description: 1 no. Ash (T1) - Fell to ground level due to signs of ash die back.

Comment: No objection subject to the agreement of the EBC Tree Officer, as the tree appears to be outside the applicant's property, their confirmation that the tree is diseased.

Planning Specialist Contact Details

Email: trees@eastleigh.gov.uk

Application No: [H/22/94334](#)

Address: 1 Newbury Close, Fair Oak, SO50 8ES

Description: Two storey side extension and alteration to fenestration

Comment: Object. The distance from the current house to the pavement is 4.6 metres. If approved this extension would take it to about a metre from the pavement and the porch roof would extend beyond that. There will be no natural light to the hall, stairs and landing. This extension would set a precedence. Should neighbours on the opposite side of the road decide that they would like to copy the extension then the entrance to Newbury Close would become oppressive. The extension would adversely affect the street scene.

Planning Specialist Contact Details

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

Application No: [H/22/94374](#)

Address: 110 Olympic Way, Fair Oak, SO50 8QR

Description: Rear single storey flat roof extension to replace an existing conservatory.

Comment: No objection

Planning Specialist Contact Details

Email: alexandra.stone@eastleigh.gov.uk

Application No: [T/22/94385](#)

Address: Badgers Track, Winchester Road, Fair Oak, SO50 7GQ

Description: 1 no. Ash (T1)- Fell due to being close and overhanging the outbuilding in the neighbouring garden (Oak Cottage) and overgrown its position.

1 no. Ash (T2, first ash tree on the left) - Reduce by 3.5m.

Comment: No objection subject to the agreement of the EBC Tree Officer. Section 9 of the application is not completed.

Email: trees@eastleigh.gov.uk

Financial Statement Summary

- Total cash held across all bank accounts as at 31st January is £1,090,83
- Total receipts for January into the current account totalled £43,041
£35,443 relates to a receipt from HMRC for a VAT refund for Quarter 3 (September – December 2022)
- Total current account payments for January totalled £106,509
(See attached breakdown)
- Total BACS invoice payments outstanding is £9,431
- There are no cheques that require signing this month.

Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 31 January 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

		0.00
31/01/2023	Current Account	438,812.23
31/01/2023	Premier Account	338,423.39
31/01/2023	Public Sector Deposit Fund	312,788.43
	5.27	0.00
31/01/2023	Petty Cash	59.30
		1,090,083.35

Receipts not on Bank Statement

0.00

Closing Balance

1,090,083.35

All Cash & Bank Accounts

1	Current Account	427,989.26
2	Premier Account	338,423.39
3	Public Sector Deposit Fund	312,788.43
4	Petty Cash	59.30
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	1,079,260.38

Receipts for Month 10

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 :	502,280.27					502,280.27	
	Banked: 02/01/2023	84.00						
	Mr P	84.00		14.00	1200	230	70.00	Hall Hire
	Banked: 06/01/2023	76.00						
	Mrs S	76.00		12.67	1200	230	63.33	Hall Hire
	Banked: 08/01/2023	73.50						
	Mrs C	73.50		12.25	1200	230	61.25	Hall Hire
	Banked: 08/01/2023	5.53						
	Stripe payments	5.53		0.92	1550	100	4.61	Stripe payments
	Banked: 11/01/2023	76.00						
	Mr C	76.00		12.67	1200	230	63.33	Hall Hire
	Banked: 16/01/2023	34.23						
	Tennis	34.23		5.70	1550	100	28.53	Tennis
	Banked: 17/01/2023	34.23						
	tennis	34.23		5.70	1550	100	28.53	tennis
	Banked: 18/01/2023	107.84						
	Mrs S	107.84			1200	250	107.84	HALL HIRE
	Banked: 19/01/2023	35,442.91						
	HMRC	35,442.91			105		35,442.91	Vat refund sept - Dec
	Banked: 19/01/2023	27.00						
	Mrs E	27.00			1500	500	27.00	Allotment a10
	Banked: 21/01/2023	76.00						
	Mrs W	76.00			1200	250	76.00	Hall Hire
	Banked: 23/01/2023	5.53						
	stripe	5.53			1550	100	5.53	Tennis
	Banked: 23/01/2023	57.00						
	Ms L	57.00		9.50	1200	230	47.50	Hall Hire
	Banked: 24/01/2023	66.50						
	Mrs W	66.50		11.08	1200	230	55.42	Hall Hire
	Banked: 25/01/2023	63.00						
	Mrs F	63.00		10.50	1200	230	52.50	Hall Hire
	Banked: 26/01/2023	57.00						
	Mrs T	57.00		9.50	1200	230	47.50	Hall Hire
	Banked: 27/01/2023	76.00						
	Mrs M	76.00		12.67	1200	230	63.33	Hall Hire
	Banked: 31/01/2023	195.00						
	Sales Recpts Page 376	195.00	195.00		100			Sales Recpts Page 376

Receipts for Month 10

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: 31/01/2023	761.00						
	Sales Recpts Page 377	761.00	761.00		100			Sales Recpts Page 377
	Banked: 31/01/2023	5,012.00						
	Sales Recpts Page 378	5,012.00	5,012.00		100			Sales Recpts Page 378
	Banked: 31/01/2023	84.00						
	Sales Recpts Page 379	84.00	84.00		100			Sales Recpts Page 379
	Banked: 31/01/2023	192.50						
	Sales Recpts Page 380	192.50	192.50		100			Sales Recpts Page 380
	Banked: 31/01/2023	168.00						
	Sales Recpts Page 381	168.00	168.00		100			Sales Recpts Page 381
	Banked: 31/01/2023	140.00						
	Sales Recpts Page 382	140.00	140.00		100			Sales Recpts Page 382
	Banked: 31/01/2023	28.00						
	Ms H	28.00			1200	250	28.00	Hall Hire
	Banked: 31/01/2023	98.00						
	Blair	98.00			1200	250	98.00	Hall Hire
Total Receipts for Month		43,040.77	6,552.50	117.16			36,371.11	
Cashbook Totals		<u>545,321.04</u>	<u>6,552.50</u>	<u>117.16</u>			<u>538,651.38</u>	

Payments for Month 10

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>
01/01/2023	COMPACT FORK TRUCKS	11134	52,291.98	52,291.98		500			Electric vehicle
01/01/2023	ACELIFTAWAY	95125	106.28	106.28		500			Allotment Toilet
01/01/2023	EBC	95126	29.18	29.18		500			dog bin emptying
01/01/2023	SOURCE SUPPLIES	95127	261.20	261.20		500			cleaning products
01/01/2023	THE FOUNTAIN CAFE	95128	178.20	178.20		500			Warm welcome space
01/01/2023	Travis perkins	95129	322.69	322.69		500			Metal fence hire -splashpad
01/01/2023	ARCO	90035	10.86	10.86		500			Work wear
01/01/2023	AGILICO	1143	159.55	159.55		500			printer consumables
01/01/2023	BHIB INSURANCE BROKERS	1144	697.85	697.85		500			Vehicle Insurance
01/01/2023	CARTERS OF SWANWICK	1145	84.00	84.00		500			equipment Maintenace
01/01/2023	CEDERPEST	1146	114.00	114.00		500			pest contriol
01/01/2023	CWM AGGREGATES	1147	541.80	541.80		500			Knowle Park Path repairs
01/01/2023	DYNAMIKA UK	1148	960.00	960.00		500			water sampling
01/01/2023	Empire Electrical & Mechanical	1149	960.00	960.00		500			wiring certification
01/01/2023	PRINTWASTE	1150	892.50	892.50		500			Tetra Bin
01/01/2023	QIC systems	1151	3,043.14	3,043.14		500			annual Licence
01/01/2023	SHAWYERS	1152	264.00	264.00		500			Emergency tree work
01/01/2023	ARCO	8926	106.14	106.14		500			workwear
01/01/2023	Arco	BILL	-10.86		-1.81	4110	110	-9.05	Correction
03/01/2023	southern electric	DD	53.00		8.83	4405	240	44.17	Elec - Pav
03/01/2023	H3G	DD	21.00		3.50	5006	900	17.50	Mobile phone
						316	0	-17.50	Mobile phone
						6000	900	17.50	Mobile phone
04/01/2023	BRSA	DD	4.17			4410	510	4.17	Water - cemete
05/01/2023	Ledhouse ITd	BILL	2,250.00		375.00	4875	600	1,875.00	Screen -kings coronati
05/01/2023	SSE	VISA	260.34		43.39	4405	230	216.95	Electricity - woodlands
05/01/2023	UKTENTS.com	VISA	749.00			5006	900	749.00	Gazebo for events
						317	0	-749.00	Gazebo for events
						6000	900	749.00	Gazebo for events
09/01/2023	allstar	DD	350.25		58.38	4305	210	291.87	Fuel
09/01/2023	Peninsula	DD	21.60		3.60	4030	110	18.00	employee eap
09/01/2023	screwfix	DD	368.88		61.48	4540	290	307.40	materials
09/01/2023	amazon	VISA	40.99			4455	230	40.99	Outside games equipmen
09/01/2023	amazon	VISA	178.95			4455	230	178.95	outdoor play equip
09/01/2023	zoom	VISA	119.90			4090	110	119.90	subscription
11/01/2023	o2	DD	23.40		3.90	4125	110	19.50	Mobile phones
12/01/2023	BRSA	DD	71.01			4410	230	71.01	Water - woodlands
13/01/2023	Ebay	BILL	18.00			4315	210	18.00	Izuzu reg lamp
13/01/2023	Allotment association	BILL	1,000.00			4850	600	1,000.00	Grant
13/01/2023	cricket club	BILL	100.00			4850	600	100.00	Grant - section 137
13/01/2023	victim support	BILL	750.00			4850	600	750.00	Grant - section 137
13/01/2023	Community Library	BILL	1,000.00			4850	600	1,000.00	Grant - section 137
13/01/2023	squash Club	BILL	600.00			4850	600	600.00	Grant - section 137
13/01/2023	payroll	BILL	20,775.33			4000	110	20,775.33	payroll
13/01/2023	hmrc	BILL	5,432.37			4000	110	5,432.37	PAYE
13/01/2023	Hants pensions	BILL	6,752.64			4010	110	6,752.64	Pensions
13/01/2023	Mr G	BILL	23.50			4540	290	23.50	Staff Claim - locksmith refund
13/01/2023	clothes to order	VISA	34.60		5.77	4110	110	28.83	Workwear

Continued on Page 4

Payments for Month 10

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>
16/01/2023	Peninsula	DD	356.50		59.42	4070	110	297.08	empolyer services
17/01/2023	sage payroll	DD	32.40		5.40	4132	110	27.00	sage payroll
17/01/2023	overline	DD	159.38		26.56	4120	110	132.82	tel and broadband
17/01/2023	Overline	DD	99.40		16.57	4120	230	82.83	tel and broadband
17/01/2023	Peninsula	DD	41.76		6.96	4030	110	34.80	employer EAP
17/01/2023	Paul freeman tree	BILL	660.00		110.00	4831	550	550.00	treework
17/01/2023	Mrs G	BILL	14.00		2.33	4875	600	11.67	Dog Comp Prizes
17/01/2023	FAIR OAK VILLAGE HALL	BILL	750.00			4850	600	750.00	Grant - pantomime
17/01/2023	amazon	VISA	129.99			4450	150	129.99	Hoover
18/01/2023	Canva	VISA	10.99			4132	110	10.99	Canva
19/01/2023	amazon	VISA	12.99			4540	290	12.99	Cable ties
19/01/2023	amazon	VISA	11.35			4540	290	11.35	Brasso Polish
20/01/2023	Landlife wildflowers	VISA	400.99		66.83	4595	430	334.16	wildflower seed
21/01/2023	HSBC	CHG	6.60			4095	110	6.60	Bank charges
23/01/2023	sse gas	DD	456.28		76.05	4400	250	380.23	gas -HH
24/01/2023	ico	DD	35.00			4132	110	35.00	ICO Subscription
25/01/2023	BRSA	DD	31.72			4410	510	31.72	Water - cemet
25/01/2023	British Gas	DD	555.85		92.64	4400	150	463.21	Gas - PO
25/01/2023	Vodafone	DD	60.00		10.00	4133	110	50.00	Gigicube
25/01/2023	BPO - SSE	VISA	165.77		27.63	4400	230	138.14	sse- electric
26/01/2023	Digital data	VISA	40.00			4595	480	40.00	digital mapping
27/01/2023	EBC	DD	239.59		39.93	4680	150	199.66	Bin emptying
30/01/2023	BNP Paribas	DD	203.94		33.99	4120	110	169.95	Tel system ren
30/01/2023	BT	DD	1.87		0.31	4120	110	1.56	Tel and broadband
31/01/2023	H3G	DD	21.00		3.50	5006	900	17.50	Mobile Phone -Community dev
						316	0	-17.50	Mobile Phone -Community dev
						6000	900	17.50	Mobile Phone -Community dev
Total Payments for Month			106,508.81	61,023.37	1,140.16			44,345.28	
Balance Carried Fwd			438,812.23						
Cashbook Totals			545,321.04	61,023.37	1,140.16			483,157.51	

Invoices Due for Payment by 31 January 2023

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]								
27/01/2023	95613		<i>allotment toilet</i>		27/01/2023	106.28		106.28
Total of Invoices Due (ACE001)						106.28	0.00	106.28
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
CARTERS OF SWANWICK [CART]								
27/01/2023	134712		<i>Equipment Maintenance</i>		27/01/2023	42.00		42.00
27/01/2023	4713		<i>Equipment Maintenance</i>		27/01/2023	42.00		42.00
Total of Invoices Due (CART)						84.00	0.00	84.00
CWM AGGREGATES [CWM001]								
27/01/2023	34195		<i>Scalpings and gravel</i>		27/01/2023	38.40		38.40
27/01/2023	34208		<i>Scalpings and gravel</i>		27/01/2023	38.40		38.40
27/01/2023	34220		<i>Scalpings and gravel</i>		27/01/2023	38.40		38.40
27/01/2023	34261		<i>Scalpings and gravel</i>		27/01/2023	38.40		38.40
27/01/2023	35008		<i>scalpings and gravel</i>		27/01/2023	38.40		38.40
Total of Invoices Due (CWM001)						192.00	0.00	192.00
EBC [EBC001]								
27/01/2023	9099		<i>dog Bins</i>		27/01/2023	29.18		29.18
27/01/2023	2260		<i>Marketing support</i>		27/01/2023	78.00		78.00
27/01/2023	3430		<i>refuse collection</i>		27/01/2023	239.59		239.59
27/01/2023	4887		<i>Refuse collection</i>		27/01/2023	221.16		221.16
27/01/2023	1136		<i>Refuse collection</i>		27/01/2023	239.59		239.59
27/01/2023	5840		<i>Refuse collection</i>		27/01/2023	36.72		36.72
27/01/2023	6430		<i>Refuse collection Recycle</i>		27/01/2023	131.25		131.25
Total of Invoices Due (EBC001)						975.49	0.00	975.49
FIRECARE & SECURITY [FIREC]								
27/01/2023	19953		<i>Fire extingusiher installation</i>		27/01/2023	410.40		410.40
27/01/2023	19954		<i>Maintenance of Fire detection</i>		27/01/2023	252.00		252.00
27/01/2023	19955		<i>Maintenance of Fire detection</i>		27/01/2023	1,040.28		1,040.28
27/01/2023	19941		<i>emegency lighting system</i>		27/01/2023	384.00		384.00
27/01/2023	19952		<i>Fire extinguish maintenance</i>		27/01/2023	627.54		627.54
27/01/2023	20011		<i>installation of Fire detection</i>		27/01/2023	180.00		180.00
Total of Invoices Due (FIREC)						2,894.22	0.00	2,894.22

Invoices Due for Payment by 31 January 2023

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
FLEET								
27/01/2023	24428		<i>Pitch marker</i>		27/01/2023	400.64		400.64
Total of Invoices Due (FLEET)						400.64	0.00	400.64
HCC								
27/01/2023	44500		<i>Stationary</i>		27/01/2023	101.80		101.80
27/01/2023	44501		<i>stationary</i>		27/01/2023	32.28		32.28
Total of Invoices Due (HCC)						134.08	0.00	134.08
QIC systems [QIC]								
01/11/2022	5056		<i>monthly licence</i>		01/11/2022	307.50		307.50
06/11/2022	5056A		<i>Monthly licence</i>		06/12/2022	307.50		307.50
27/01/2023	5343		<i>monthly licence</i>		27/01/2023	358.98		358.98
Total of Invoices Due (QIC)						973.98	0.00	973.98
SOURCE SUPPLIES [SOUR001]								
27/01/2023	278133		<i>cleaning supplies</i>		27/01/2023	147.18		147.18
Total of Invoices Due (SOUR001)						147.18	0.00	147.18
WEDEMAN CONSULTING [WEDEMAN]								
27/01/2023	22365-2		<i>Foundation design Cafe</i>		27/01/2023	3,480.00		3,480.00
Total of Invoices Due (WEDEMAN)						3,480.00	0.00	3,480.00
Total of Invoices Due (Creditors)						9,431.07	0.00	9,431.07
TOTAL OF INVOICES DUE (ALL LEDGERS)						9,431.07	0.00	9,431.07

FULL COUNCIL – 20 FEBRUARY 2023

REQUEST FOR RE-ALLOCATION OF FUNDS

1. RECOMMENDATIONS

- 1.1 That the Council: -
- (a) Approves the allocation of £8,500 of allocated underspends on various ground maintenance electrical equipment; and
 - (b) Approves the allocation of £9,750 of allocated underspends on a new ride-on mower with lighting and registration kit.

2. PURPOSE

- 2.1 That the Council consider re-allocating the Lapstone boardwalk project budget underspend to support the investment of essential equipment for grounds maintenance across the Parish.

3. BACKGROUND

- 3.1 In the 21/22 budget, the Council allocated £67,000 to the Lapstone Boardwalk project. The project has been completed with a budget spend of £45,714.91, leaving an underspend of £21,285.09.
- 3.2 To support the efficiency of the Operations Team, it is requested that these funds be reallocated to invest in an additional ride-on mower and new battery-powered tool technology to assist staff in daily grounds maintenance duties and to modernise the ageing petrol-powered mechanical tools that are currently being used by the team.

4. RATIONALE

- 4.1 Battery-powered tools are proven to reduce hand-arm vibration risk, have lower noise emission levels, are lighter in weight, reduce additional ergonomic stresses and will help reduce our carbon footprint and other harmful emissions thus advocating the recommendations of the Climate Change Task & Finish Group.
- 4.2 The zero-turn ride-on mower will allow for multiple sites to be cut and maintained at the same time, reducing staff waiting time for machinery and improving the appearance of Parish land. This will also free up time allowing the team the opportunity to carry out additional tasks over and above those of our minimal commitment, such as working on community-based projects such as Twynams Field.
- 4.3 In addition to improving staff efficiency and well-being benefits, the request meets the objectives set out in the Council's adopted Climate Change Action Plan by reducing the reliance on fossil fuel equipment with a move to renewable technologies.
- 4.4 Providing the additional equipment would enable: -

- Improved maintenance on the current level of service across all Parish Council play areas and open spaces as our areas of responsibility grow;
- Contribute to reducing the Council's carbon footprint;
- Improve the working environment for the Operations Team & staff morale;
- Improve public opinion of the Parish Council through its sustainability efforts;
- Improve and maintain workplace safety;
- Increase reliability of operations and increased productivity.

5. PROCUREMENT OPTIONS

- 5.1 Initial investigation into the procurement indicates that the funds requested are sufficient to purchase quality products with a significant likelihood that the full investment requested will not be needed.
- 5.2 A minimum of three quotations have been obtained and various machinery trialled and tested on-site by our staff.
- 5.3 The following options are open to the Council to consider:
- 5.3.1. Do nothing - abandon the procurement and retain existing equipment.

Advantages –

- The Council retains the investment needed.
- The Council would avoid the effort involved in setting up contract arrangements and officer time in sourcing equipment to purchase.
- The Council would avoid the risks of poor service provider performance.

Disadvantages –

- Possible investment may be needed for additional recharging points around the parish.
- The Council would likely need to increase the existing tools and equipment maintenance budget to cover additional maintenance and repair charges for the existing machinery as usage would likely increase beyond April 2023, potentially leading to an additional cost.
- Negative impact on Parish Council's reputation or poorly perceived by residents if we are unable to show that we are taking positive steps to reduce our own carbon footprint and other harmful emissions whilst asking them to reduce theirs.

- 5.3.2. Proceed to contract with the recommended suppliers.

Advantages –

- The Council achieves the long-term financial and non-financial benefits that have been identified.
- Distinguishable carbon footprint reduction compared to petrol-powered tools which can be evidenced.

- Improved working environment for operational staff with reduced hand-arm vibration and reduced noise pollution.
- The Council benefits from innovation and technological advances.
- Enhanced reputation and improved public perception of the Parish Council.
- Increasing popular choice of buyers.
- Low maintenance costs.

Disadvantages –

- The initial financial investment required.
- Limited recharging points for battery-powered tools.

5.4 The expected benefits to the Council include: -

Non-financial benefits

- Reduced harmful emissions resulting in a cleaner Parish.
- Improved reputation with residents.
- Enhanced working conditions for operational staff resulting in improved morale.

Financial benefits

- Greater control and predictability of the ongoing costs associated with annual repairs and maintenance.
- Reduction of contractor charges associated with repairs and maintenance.
- Dealer warranties covering repairs, giving peace of mind.

6. FINANCIAL IMPLICATIONS

6.1 Below is the cost provided by the preferred supplier for the individual item requirements with an overall spend of £8,500.00 on new battery-powered equipment: -

Ego HT5100E Standard hedge cutter (51cm blades)	£ 174.00
Ego HT6500E Standard hedge cutter (65cm blades)	£ 190.00
Ego HTX6500 Commercial hedge cutter (65cm blades)	£ 265.00
Ego LB5800 Handheld blower	£ 157.00
Ego LB6000E Backpack blower	£220.00
Ego LBX6000 Handheld commercial blower	£ 249.00
Ego BCX3800 Cowhorn handle strimmer	£ 305.00
Ego STX3800 Loop handle strimmer	£ 275.00
Ego PH1400 Combi unit	£ 165.00

Ego STA1500 Strimmer / Brushcutter attachment	£ 74.00
Ego HTA2000 Long reach hedge cutter attachment	£ 157.00
Ego HTA2000S Long reach hedge cutter attachment (shorter shaft)	£ 145.00
Ego BBA1200 Bristle brush head	£ 165.00
Ego RTX2300 Rotocut attachment	£ 182.00
Ego BHX1000 Backpack battery carrier	£ 149.00
Ego CHU6000 charging case kit, inc. charger (for 6 batteries)	£ 550.00
Ego CH5500 Rapid charger (for 1 battery)	£ 65.00
Ego 2.5ah Battery	£ 82.50
Ego 5ah Battery	£ 175.00
Ego 7.5ah Battery	£ 265.00
Ego 10ah Battery	£ 350.00

- 6.2 The zero-turn ride-on mower costs £9,000.00 with an additional £750 needed for a lighting kit and registration to make it road-legal to enable use across all sites.

7. ENVIRONMENTAL AND SUSTAINABILITY IMPLICATIONS

- 7.1 Investment in more efficient machinery and battery-powered tools will help to reduce the Council's carbon emissions.

8. CONCLUSION

- 8.1 The Council has a budget underspend of £21,285.01 from the Lapstone boardwalk project.
- 8.2 The costs of the ride-on mower and battery-powered tools total £18,250 leaving £3,035 which can be coded back into general reserves.
- 8.3 The new equipment will improve working efficiency, reduce carbon emissions, and improve working conditions for the Operations Team.

For further information contact:

Martin Johnson, Operations Manager
 Email: grounds@fairoak-pc.gov.uk

FULL COUNCIL – 20 FEBRUARY 2023

FAIR OAK COMMUNITY LIBRARY – BUILDING IMPROVEMENTS TENDER FOR WORKS

1. RECOMMENDATIONS

1.1 That the Council:

- (a) agrees the appointment of H Monfared (Builders) Ltd for the sum of £88,289;
- (b) agrees the allocation of the funds set out in paragraph 6 towards the cost of the project; and
- (c) delegates the Clerk authority to oversee the completion of the project in consultation with the Chair of the Council.

2. INTRODUCTION

- 2.1 This report sets out the various options for the building improvement works at Fair Oak Community Library following the completion of a detailed tender analysis and proposes a preferred contractor as well as setting out the budget requirements for the works.
- 2.2 The agreed works at the library comprises of internal refurbishment and reconfiguration, the installation of new sun pipes to the roof, removal and replacement of windows, repairs to the roof and external drainage adaptations, as per the architectural plans attached at **Appendix 1**.
- 2.3 The architectural plans have been shared with the Library Trustees and Volunteers who have requested additional changes such as the relocation of the boiler and electrical board. The cost of these extra-over works is set out in paragraph 6.

3. BACKGROUND

- 3.1 Since accepting the formal transfer of the previous Hampshire County Council library building in the summer of 2021, a local volunteer group have been operating a community library from the library building under a lease agreement with the Parish Council.
- 3.2 In that time, Eastleigh Borough Council agreed £55,928k towards building improvements, with the Parish using this money to repair and refurbish the building to give some degree of ‘future proofing’, should the volunteer group fold. This will allow for the provision of a flexible, energetic, and inviting space.
- 3.3 The Parish Council appointed Carter Jonas to undertake a feasibility study on options for building improvements, based on the Clerk’s CAD design drawings, with the aim of providing a more open-plan layout with better thermal insulation

and energy-efficient lighting. The cost of the feasibility study £2,250 was taken from the Parish's 2022/23 precepted budget code for the library.

3.4 The Clerk, in consultation with the Chairman and Library Trustees, agreed the following scope of works to be included in the study: -

3.4.1. That a study be carried out on the property for a scheme(s) that opens the internal space up, making it more flexible, including the possible relocation of the kitchen and ensuring that the building is energy efficient. In addition, that the study provides an additional/alternative layout along with cost comparisons to include:

- Blocking windows to maximise wall space.
- Possible upgrading/replacement of windows
- Provision of a flexible shelving system
- Internal decoration and replacement of floor covering.
- Upgrading toilet accommodation
- Upgrading kitchen facilities (whilst in a small area)
- Providing roof lights to increase daylight, (but considering any security issues)
- Upgrading internal lighting using LED technology
- Opening the space internally to provide a flexible space.
- Carry out previously identified repairs to the external walls.
- Consider sustainable options including:
 - increasing the thermal insulation to walls and roof.
 - explore the possibility of installing solar panels on the roof.
 - replacing the gas-fired boiler with an all-electric system.
 - explore the possibility of providing a pitched roof in place of the existing flat to enable efficient siting of solar panels.
- Plus, any other matters that may become apparent during the process.

4. TENDER PROCESS

4.1 As per the Council's finance regulations, tenders were invited, based on the scheme above, on 2 October 2022 via the Government Contract Finder database. The Council received two tender returns with the 4 November 2022 deadline.

4.2 Tender summary: -

	Main works	Extra Overs	Total
Contractor 1	133,176	10,682	£ 143,858
Contractor 2	88,289	20,180	£ 108,469

- 4.3 Following detailed tender analysis including post tender questions and cost comparisons, officers recommend that the tender offer submitted by H Monfared (Builders) Ltd be accepted in the sum of £88,289.
- 4.4 Tender analysis showed that contractor 1's costs were generally higher than the costs submitted by H Monfared (Builders) Ltd because of the additional design and professional fees, which included: provisional sums for the fire alarm and heating adaptations and significant costs differences for external fabric works, internal redecoration and mechanical and electrical works. Contractor 1 also had a significantly longer construction period which would have an impact on preliminary and site costs.
- 4.5 At the request of the Library Trustees, the Council, in its tender specification, requested estimates for 'extra over' works to include: - the relocation of the distribution board and boiler. The Council also requested an estimate for underfloor heating, to provide additional wall space and remove inefficient/ageing radiators. The costs of these additional works would be £20,180.
- 4.6 The extra over cost for the underfloor heating supplied by the recommended contractor is on the high side when compared with the comparable sum submitted by the other tenderer. If this item is approved, it is suggested that the Clerk seek value for money of this item before final instruction, with a view that this cost no more than £7,000.
- 4.7 Whilst the tender submission included a contingency sum of £10,000, the Council has been advised by Carter Jonas to include provisional allowances for the following items: -
- Remove or encapsulate asbestos if identified: £2,500.
 - Unforeseen roofing repairs: £1,500
 - Unforeseen brickwork repairs: £400
 - Unforeseen below-ground drainage repairs: £500
 - Variations to the lighting design following full design: £500.

The total sum of the general contingency and provisional sums is £15,400.

5. STATUTORY APPROVALS

- 5.1 A building regulations approval will be required for these works, which can be addressed via a Building Notice.
- 5.2 The Schedule of Works requires the contractor to contact and liaise with the Approved Inspector in respect of this project, but the cost of a Building Regulations application and time to submit the same is outside the tender sum and will be met by the Parish Council.
- 5.3 The Council has been advised that due to the limited changes to the external appearance of the building, Planning Approval is not required.

6. FINANCIAL IMPLICATIONS

6.1 Table 1 below gives a detailed summary of the costs for the project: -

Description of works	Costs
General items	
General including H&S	2500
Site access & scaffolding	2000
External Works	
Roof	9060
External walls	3755
External redecoration	425
Doors & windows	6065
Drainage & external areas	6291
Internal Works	
Strip out/demolition	3936
Floor	7410
Internal walls	4945
Structural steelwork	4475
Ceilings	2574
Sanitaryware	3058
Doors & windows	3114
Internal decoration	4225
Mechanical/Electrical	
Electrical	8902
Mechanical	4039
Completion & Handover	
Sundry items	1485
Contingency	10000
Total	88259

Table 1

6.2 Table 2 shows the overall project sums: -

Tender sum	Contingency + provisional sums	Total without Extra-over works	Budget shortfall 2021/22	Extra-over works	Total with EO	Budget shortfall 2021/22
£ 88,259	£ 15,400	£ 103,659	-£ 44,731	£ 20,180	£ 123,839	-£ 64,911

Table 2

6.3 Given the identified shortfall of £64,911, the Clerk submitted a report to the Local Area Committee on 7 December 2022 requesting additional funding support. The Local Area Committee at its meeting on 1 February 2023 agreed to support the full budget request.

6.4 Following the agreed funding support, the budget as of 13 February 2023 is set out

below: -

Funding source	Amount
Parish Ear Marked Reserve as at 7 Feb 23	£ 55,929
Eastleigh Borough Council Developers Contributions as agreed 1 Feb 23	£ 64,911
Total	£ 120,840
Total Construction cost	£ 108,469
Other fees	£ 15,905
Total Project cost	£ 124,374
Total Funds Allocated	£ 120,840
Savings identified through Value Engineering	£ 7,260
Total funds available	£ 128,100
Remaining funds	£ 3,726

Table 3

6.5 The full summary budget, as at 13 February, is set out in **Appendix 1**.

7. NEXT STEPS

- 7.1 Should the Council agree the project budget and preferred contractor, the Clerk will hold a site visit with the contractor and structural engineer on 7 March 2023.
- 7.2 The Clerk has requested that at this site visit, the contractor carry out a targeted assessment of the floor substrate to ascertain the level of savings that could be made with regard to the underfloor heating. Following the site visit, the Clerk, with Carter Jonas, will prepare the contract documents.
- 7.3 Through discussions with the contractor at the tender stage, they have indicated their construction programming as such: -
- Anticipated Contract Award: 27/02/2023
 - Pre-start site meeting: 07/03/2023
 - Anticipated construction start date: 17/03/2023.
 - Anticipated construction completion date: 19/05/2023
 - Anticipated project completion date: 05/06/2023
- 7.4 The Clerk along with the Chair of the Council, will meet with Library Trustees on 6 March 2023 to agree a way forward, including ways in which the Council can assist with the set-up of a pop-up library during the construction process. Assistance will include packing down, transport and storage of books, use of the Leaf Room (free of charge) at Woodland Community Centre, advertisement (street notices and social media) and any other support felt necessary by the Trustees.
- 7.5 Should there be underspends in the budget, the Clerk will look to use these for internal fittings as well as public art.
- 7.6 Once the project is fully completed and signed off by the Council, members may wish to hold a joint re-launch of the library.

8. ENVIRONMENTAL & SUSTAINABILITY IMPLICATIONS

- 8.1 The options above allow for measures to improve the energy efficiency of the building such as the removal of the single pane windows, installing LED lighting and rainwater harvesting through new/wider guttering and downpipes.

9. CRIME & DISORDER IMPLICATIONS

- 9.1 In the past members have raised concerns regarding flat roofs and the potential for individuals to climb onto these. Whilst HCC had no recorded incidents of this occurring, the Council has been made aware of one occurrence which was an isolated incident. The Council will use anti-climb paint to avoid any future occurrences of this nature.

10. EQUALITY & DIVERSITY IMPLICATIONS

- 10.1 The alternations will provide for easier access in the internal space.

11. CONCLUSION

- 11.1 The Council has £55,928 funds to spend on building improvements, having received confirmation that Eastleigh Borough Council will provide additional funds to the sum of £64,911 the project can now commence.
- 11.2 The Council, through regular dialogue with the Library Trustees, represented by Cllr Couldrey and Mr Dunne, will agree a way forward to ensure minimal disruption to users and volunteers whilst the project takes place.

For further information contact:

Melanie Stephens

Parish Clerk

Email: clerk@fairoak-pc.gov.uk

Appendix 1

Tender sum Prepered Contractor	Total with Extra over
£ 88,289	£108,469.0

Description of works	Costs
General items	
General inc H&S	2500
Site access & scaffolding	2,000
Extneral Works	
Roof	9060
External walls	3755
External redecoration	425
Doors & windows	6065
Drainage & external areas	6291
Internal Works	
Strip out/demolition	3936
Floor	7410
Internal walls	4945
Structural steelwork	4475
Ceilings	2574
Sanitaryware	3058
Doors & windows	3114
Internal decoration	4225
Mechanical/electrical	
Electrical	8902
Mechanical	4039
Completion & handover	
Sundry items	1485
Contingency	10000
Total	88259

Funding source	Amount
Parish EMR as at 7 Feb 23	£ 55,929
EBC DC's as agreed Feb 23	£ 64,911
Total	£ 120,840

Total Construction cost	£108,469.0
Other fees	£ 15,905
Total Project cost	£ 124,374
Total Funds Allocated	£ 120,840
Savings identified through VE	£ 7,260
Total funds available	£ 128,100
Remaining funds	£ 3,726

VE Savings Identified

Cost reduction underfloor heating	6000
No radiators to paint/decorate	400
No radiators to instal	400
Plumbing works for radiators	460
Total	7260

Other costs

Structural engineer	1,500
Structural engineer 2nd visit conting	1,500
Carter Jonas maximum	12,405
Building control	500
Total	15,905

FEBRUARY 2023			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Communications and Events Task & Finish Group	To receive an update on progress	Via Clerks Update	Clerk
Community Café	To receive an update on progress	Report	Clerk
Community Library	To consider funding of the project and agree next steps	Report	Clerk
MARCH 2023			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Corporate Action Plan	Present and agree council corporate action plan 2023-2026 for public consultation	Report	Clerk
Website Accessibility Review	Receive an update and agree any recommendations from report	Report	Deputy Clerk (MLA)
Employee Handbook	To review and adopt the handbook	Report	Clerk
Health and Safety Policy	To review and adopt the policy	Report	Clerk
Training Policy	To review and adopt the policy	Report	Clerk
Trees	To note the outcome of the annual tree survey and proposals for tree planting	Report	Clerk/Operations Manager
APRIL 2023			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Corporate Social Responsibility Policy/Sustainability Policy	Adopt CSR	Report/policy	Deputy Clerk
Internal Auditor Report	To consider the recommendations of the internal auditor	Report	Finance Officer
Crowdhill Green Play Area	To receive an update on progress	Report	Clerk
Community Café	To receive an update on progress	Report	Clerk
Fixed Asset Register	To review and approve the Fixed Asset Register	Report	Finance Officer
Corporate Action Plan	To adopt the Action Plan following community consultation	Report	Clerk
MAY 2023			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Membership of Committees	To appoint members to committees	Report	Clerk
Standing Orders	To adopt Standing Orders	Report	Clerk
Final Accounts	To approve the Final Accounts for year end	Report	Finance Officer
Annual Governance Report	To approve the AGAR	Report	Finance Officer
UNALLOCATED ITEMS			
Cemetery Road	To consider options appraisal	Report	Operations Manager
Parish Land Trading Policy	To consider adopting a policy	Report	Deputy Clerk
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
Meeting Schedule	Agree meeting dates from June 2023 -	report	Deputy Clerk
Crowdhill Green - Nature trail using remainder PA monies	To consider project proposal	Report	Clerk
Community pantry/fridge	To consider project proposal for the installation of a community pantry at the Café site	Report	Clerk
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)
Data Protection Annual Audit	To receive the audit	Report	Clerk
Public Art	To note public art project proposal for Pembers Hill Farm	Report	Clerk