



## FAIR OAK & HORTON HEATH PARISH COUNCIL

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### **Minutes of the Full Council Meeting held on Monday 20 February 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

Ab - Cllr Anderson	Ap - Cllr Scott	P - Cllr Stuppel
P - Cllr Forfar	Ap - Cllr Bird	P - Cllr Douglas (Chairman)
Vacancy	Ap - Cllr Marsh	Ap - Cllr Couldrey (Vice Chair)
Ap - Cllr Barrett	P - Cllr Smith	Ab - 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), Mr Martin Johnson, Operations Manager

**Apologies:** Cllrs Barrett, Bird, Couldrey, Higby, Marsh & Scott

#### **PUBLIC SESSION**

A Community Library Trustee was in attendance.

#### **84 DECLARATIONS OF INTEREST**

None.

#### **85 MINUTES (PAPER A)**

##### **RESOLVED:**

- That the minutes of the Full Council meeting held on 16 January 2023, be signed by the Chairman as a correct record; and
- That the delegated planning decisions for w/e 30 December 2022 be noted.

#### **86 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.

## **87 CHAIRMAN'S ANNOUNCEMENTS**

There were none.

## **88 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 following issues were raised during the presentation: -

- The Council would hold a naming ceremony for the new electric vehicles at the Coronation Event in May.
- A programme of works for Twynams Field would be shared with members shortly.
- The artificial grass contractor had attended the Splashpad site, and a way forward had been agreed with the Clerk and Operations Manager. The Clerk would continue to hold back payment on the works until she was satisfied that these had been completed to a high standard.
- The paths at the cemetery had been reinstated and the Clerk commended the Operations Team for their work on this project.
- Unfortunately, the Council had been unsuccessful in securing the Social Value Fund for a 4kW solar installation at Woodland Community Centre, narrowly missing out to a charitable organisation in Hedge End, however, the Deputy Clerk would continue to look for other solar project funding opportunities.
- At the last meeting of the Full Council members agreed to appoint Char.gy to install and deliver EV charging facilities to our community centres and parish office car parks. Sadly, the Council had received notification from Char.gy that they could no longer access the funding to honour the agreement. The Deputy Clerk would continue to look for other opportunities to fulfil this objective.
- The Clerk and Deputy Clerk had performed nine thermal imaging surveys for members of the Greening Campaign and would be performing a further three within a few days of the meeting. Due to the success of this service, a waiting list had been set up to allow more residents to access this service toward the end of the year. Officers would collaborate with the Community Development Officer to adapt this into a community service led by local volunteers.
- The Clerk had secured a grant with the Woodland Trust to provide 420 mixed species whips for planting in November at Lapstone Farm. Children from Fair Oak Infants School would be offered the opportunity to help plant a tree and name it, effectively becoming the tree's custodian.

- The Operations Manager said that the Council's tree surgeon had unfortunately identified another 20 trees at the Lapstone Orchard with Ash Dieback which would need to be felled.
- Following the receipt of the costings from the appointed contractor DB Vision for building works at the Community Café on 24 February, a programme of works would be established and circulated to members. The Communications Officer would update the residents using FAQs on the project's progress the following week.
- Plans to complete the bee and tree planting with involvement from Reach Out Care had been initiated at Meadowsweet Way.
- Y-Zone was back in operation and had reported growing attendance figures.
- Appropriate candidates for the vacancy of Community Development Office had been identified and would be invited to attend an interview on 2 March.
- Members were informed that due to the appointed subcontractor's work commitments, the commencement of works at Crowdhill Play Area would be delayed until April 2023.
- Two Duke of Edinburgh students working towards their Bronze Award would be working alongside the Operations Team commencing in March.
- Cllr Stuppel reported that the As One Campaign had gained traction with another 3 Road Associations formed at the last meeting on Sunday 19 February.

**Action:** MS consult Cllr Stuppel regarding photography at Meadowsweet Way

## **89 HCC COUNTRYSIDE SERVICES PLANNING CONSULTATION (REPORT C)**

After consideration, the council objected to the proposal and issued the following comments: -

- The proposed path exceeds the length of the existing path giving a longer walking route, giving rise to accessibility and access concerns.
- The proposed path diverts through existing hedgerows, giving concerns about habitat loss.
- Ancient and existing footpaths/public rights of way should be conserved for future generations to enjoy.
- Preservation of natural heritage in an overdeveloped area is paramount.
- The needs of the land over are disproportionate to the needs of the local residents and local wildlife.

### **RESOLVED:**

That the above comments be submitted to Hampshire County Council Countryside Services

**Action:** MLA

## **90 ASSET BUDGET ITEMS (REPORT C)**

The Council considered a proposal for the reallocation of a total of £18,250 of funds from the underspent budget for the Lapstone Boardwalk Reinstatement Project. The funds would be used to purchase equipment to support the efficiency and physical well-being of the Operations Team.

The Operations Manager had requested £8,500 to purchase battery-operated handheld tools to replace the ageing equipment currently used by the Operations Team. Replacing this equipment would reduce ergonomic stress and allow for more flexible working.

Members also considered the proposal for reallocating £9,750 to purchase an additional zero-turn ride-on mower which would improve the working efficiency of the team and allow them to dedicate more time to their increasing workload.

### **RESOLVED:**

- a) That £8,500 of budgetary underspends be allocated to the purchase of various ground maintenance electrical equipment and;
- b) That £9,750 of underspends be allocated to the purchase of a new ride-on mower with lighting and registration kit.

**Action:** MJ

## **91 COMMUNICATIONS AND EVENTS TASK & FINISH GROUP (REPORT D)**

The Council considered a request for further funds to support activities at the Kings Coronation Event on 6 May.

Council members agreed that the King's Coronation was a historic event that deserved to be celebrated as such it was agreed: -

### **RESOLVED:**

- (a) That the activities for the Kings Coronation Event as set out in the report be approved and;
- (b) That £3,000 be taken from the Community Development Ear Marked Reserve to support the event.

## **92 LIBRARY BUILDING IMPROVEMENTS PROJECT (REPORT E)**

The Clerk reported that following the receipt of tenders in November it was evident that there was a shortfall in funds. The Local Area Committee had however agreed to fund the shortfall through Section 106 contributions at their meeting in January.

Officers had recommended a preferred contractor following tender analysis. The preferred contractor had agreed to hold the prices on their quotation despite the overrun on the tender cooling-off period. The tender price for the basic package of works came to £88,289, this did not include extra over-works requested by the library. The total project

cost as set out in paragraph 6 of the report, was £124,374 (this included extra over-works).

It was agreed that the Community Library could use the Leaf Room at Woodland Community Centre as a pop-up library during the refurbishment. However, members were advised that this would put additional pressure on the Operations Team during their busiest period.

**RESOLVED:**

- a) That the appointment of H Monfared (Builders) be agreed for the sum of £88,289 and;
- b) That £124,374 be allocated towards the cost of the project as set out in paragraph six, and;
- c) That delegated authority to oversee the completion of the project by the Clerk in consultation with the Chair of the Council be agreed.

**Action:** MS and MJ to manage the increased workload on the Operations Team

**93 WORK PROGRAMME & MEMBER TRAINING SCHEDULE (REPORT G)**

Council members reviewed the work programme.

**RESOLVED:**

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

Signed ..... Chairman

This was all the business and the meeting closed at 6.40 pm.