



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 April 2023

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 17 April 2023 at 6.00 pm, or at the rise of the Annual Parish Assembly** 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 April 2023.

AGENDA

APOLOGIES

1. DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

2. MINUTES OF MEETINGS (PAPER A, PAGES 3-12)

- a) To approve the minutes of the Council meeting held on 20 March 2023 as a correct record;
- b) To approve the minutes of the Finance Committee meeting held on 16 March 2023 and recommendations therein; and
- c) To note the planning delegated decisions of w/e 24 March 2023.

3. PLANNING

To consider the following applications: -

Application No: [RM/23/94868](#)

Address: Chalcroft Business Park, Burnetts Lane

Description: Approval of Reserved matters pursuant to outline planning permission F/18/83945 as amended by X/22/94322 giving details of the: a) layout b) scale c) appearance d) landscaping for a scheme of 6,419sqm of commercial floor space formed in 1.no buildings.

Application No: [RM/23/94858](#)

Address: Chalcroft Business Park, Burnetts Lane

Description: Approval of Reserved Matters pursuant to hybrid planning permission F/18/83945 giving details of the:

a) layout; b) scale; c) appearance; d) landscaping. For a scheme of 6,419 sqm of commercial floor space formed in 3no. buildings.

4. FINANCE REPORT (REPORT B, PAGES 13-23)

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

5. INTERNAL AUDITORS REPORT (REPORT C, PAGES 24-28)

To note the report of the internal auditor.

6. FIXED ASSET REGISTER (REPORT D, PAGES 29-35)

To review & approve the Council's fixed asset register.

7. CHAIRMAN'S ANNOUNCEMENTS

8. CLERK'S UPDATE

9. SUSTAINABILITY POLICY (REPORT E, PAGES 36-41)

To adopt the Sustainability Policy.

10. CORPORATE PLAN AND ACTION PLAN 2023 - 2026 (REPORT F) (TO FOLLOW)

To adopt the plan and action plan for 2023-2026.

11. EMPLOYEE HANDBOOK (REPORT G) (TO FOLLOW)

To review and approve the employee handbook.

12. WORK PROGRAMME (REPORT H, PAGE 42)

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

To: Councillors

S Anderson
P Barrett
C Bird
N Couldrey (Vice-Chair)
H Douglas (Chair)

K Forfar
T Higby
M Marsh
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)



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Minutes of the Full Council Meeting held on Monday 20 March 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	Ab - Cllr Stuppel
P - Cllr Forfar	Ap - Cllr Bird	P - Cllr Douglas (Chair)
Vacancy	Ap - Cllr Marsh	Ap - Cllr Couldrey (Vice-Chair)
P - Cllr Barrett	P - Cllr Smith	Ab - Cllr McGuinness
Ap - Cllr Higby	P - Cllr Meech	P - Cllr Tennent

Officers in attendance: Ms Mel Stephens, Clerk.

Apologies: Cllrs Bird, Couldrey, Higby and Marsh

PUBLIC SESSION

One member of public was present for the Stoke Park Farm presentation. No representation was made to the Council on this matter.

94 DECLARATIONS OF INTEREST

There were none.

95 MINUTES (PAPER A)

RESOLVED:

- (a) That the minutes of the Full Council meetings held on 7 and 20 February 2023, be signed by the Chairman as correct records; and

- (b) That the delegated planning decisions for w/e 13 January & 13 & 20 February be noted.

96 STOKE PARK FARM PRESENTATION

The Council received a presentation from Rory Watson-Newman, Estates Manager from Eastleigh Borough Council, on the Stoke Park Farm project proposals. The consultation period ended on 31 March 2023.

Following the presentation, members raised a number of queries to which answers were given, including: -

It was confirmed that the site currently received income from the residential home (previous farmer's cottage) on-site, rent from the fish farm, and storage units. Minimal maintenance was required on the landscape (hedge and grass cutting) and this was funded through the current income. It was unclear however how the proposed built form (commercial units) on the site would be funded. With the limited subsidies and income for the site, it was clear that there needed to be some commercial element to the scheme moving forward.

In relation to the nitrate credits, these had been determined by Natural England which now formed part of a legal agreement with the Borough.

The Suitable Alternative Natural Green Space (SANG) area and Biodiversity Net Gain (BNG) would be managed during the term of the nitrate agreement. With the SANG area being protected for 80 years and the BNG for 30 years. The remaining parcels of land on the site would be protected under the nitrate agreement for a period of 80 years.

It was likely that Eastleigh Borough Council's countryside team would manage the site moving forward. The Chair of the Council pointed out, that Parish involvement in the site was preferable.

Members raised various comments, regarding the future of the site, set out in the comments below. All members were vehemently opposed to any future residential dwellings being put on any part of the site.

RESOLVED:

That the following comments be submitted to Eastleigh Borough Council: -

Whilst the Parish Council is largely supportive of plans to enhance the site, it would ask

that the following matters be considered: -

- a) The overall purpose of the scheme needs to be clearly defined with all nature conservation goals to be programmed spanning decades.
- b) We would like to see the land, under Schedule 11 (12) of the Natural Environment and Rural Communities Act 2006, be developed progressively, as a designated 'nature reserve' as: "land managed not only for a conservation purpose but also for a recreational purpose, if the management of the land for the recreational purpose does not compromise its management for the conservation purpose".
- c) That the land be managed for a conservation purpose, providing, under suitable conditions and control, special opportunities for the study of, and research into, matters relating to the fauna and flora of Great Britain and the physical conditions in which they live, and for preserving local wildlife.
- d) The site, in partnership with key stakeholders, including local Parishes, host local sustainability & biodiversity enhancement projects.
- e) That the site remains in perpetuity as a nature area, and under no circumstances should any residential development, bar, tithe cottages for keyworkers on the site, be built. We would vehemently oppose any residential development on this site, now and in the future.
- f) Commercial development should be limited to supporting the educational and recreational elements of the site but to a bare minimum to allow the site to be self-funding.
- g) General access to the site needs detailed planning and consideration. Access from Fair Oak to the site, via Crowdhill with improved footpath links also needs scoping out. With the aim to allow greater connectivity for FOPC residents to the nature reserve, encouraging walking & riding to the site. Access via vehicular traffic is not suitable, and for this should be discouraged across the site as a whole, to reduce carbon emissions.
- h) The proposed location of the SANG to be sited southwest of the site, straddling both Parishes and extending to the north. The Parish would like to be consulted when the landscape management plan is drafted.
- i) That permissive rights of way be extended and improved around the site and allow access for cyclists.
- j) That due to the nitrate emissions, we would request that should dogs be allowed

on the site outside of the SANG, that they be kept on leads. And that sufficient dog waste bins be provided around the SANG perimeter.

- k) That appropriate wetland habitat be created to offset nitrate and phosphate pollutants. And educational interpretation boards be sited adjacent to these to educate the public on their importance.
- l) That suitable tree, hedge, shrub and wildflower planting be put in place. That additional wildflower planting be placed on site above what has been shown on the draft plan, and that this compliments the bee and tree corridor projects of the Parish(s).
- m) That a formal walled garden be supported with the aim of a 'friends of group' being established empowering the local community to act as custodians of the site.
- n) That there be no permanent tea-room on site, which could attract larger visitor numbers and traffic. The site should host local pop ups instead. Likewise, wider public events, be limited so as not to disturb established nature habitats.
- o) That any buildings on site, as far as reasonably practicable, be built to carbon neutral standards, or as a bare minimum, no fossil fuels, with solar panels, air source heat pumps, rainwater harvesting, living walls, roofs and pollinator planters. We would ask that any material on site, be re-purposed if possible, to avoid large amounts of material ending up in landfill and to reduce carbon emissions to/from the site.
- p) That a robust & innovative business plan be developed with explicit distinctions being made to separate the site from Itchen Valley & Manor Farm.
- q) That sufficient funds be allocated to support public art on the site, from temporary to permanent structures, which have an educational purpose and to inspire nature conservation.
- r) That a wider stakeholder working group be established and this must include both Parish Councils. And that open discussions commence regarding future management and involvement on/in the site.

97 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded all members that they would be assigned roles to support the Kings Coronation event on 6 May 2023.

98 CLERK'S UPDATE

The Clerk gave a general update attached at Appendix 1 to these minutes.

99 FINANCE REPORT (REPORT B)

Members considered the report of the Finance Officer.

RESOLVED:

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

100 PLANNING APPLICATION

Members discussed the following planning application: -

Application No: F/23/94713

Address: Cockpit Farm Barn, Knowle Lane, Horton Heath

Description: Construction of 6.no dwellings, including landscaping, parking and associated works following demolition and site preparation.

RESOLVED:

That the following comments be submitted to EBC for consideration:

Object - Previous comments regarding overdevelopment in the strategic gap, contrary to policy and concerns regarding highway safety still stand. In addition, the adverse visual impact of the development on the landscape, detrimental effect on the character of the local area, with significant concerns on the design, particularly the detailing and materials to be used which are against policy (character appraisal), the suggested design is out of character in terms appearance i.e. makes no reference to pre-Victorian, red brick, gabled roofs and gabled entrances. Meaning that the development does not relate effectively with the features and materials prominent in the existing street scene.

A complete redesign is needed. Any redesign should include sustainable elements to the design, solar panels and ground source heat pumps. Additional efforts on increasing biodiversity net gain with the landscape plan are also needed, particularly given the loss of trees on the site.

Furthermore, the Parish Council would like detailed explanation as to why this

application, given the previous objections, was not referred to the Local Area Committee for consideration. This should not have been approved under Officer's delegated authority.

101 IN-SHOP ADVERTISING OF VAPING PRODUCTS IN THE VILLAGE

The Council discussed a request by a member of the public that local business be discouraged from advertising vaping products in their stores, particularly near to/adjacent to products that would appeal to a younger consumer.

Some members, whilst feeling sympathetic to the request, felt that as the matter fell outside the remit of the Council and was not enforceable, the request should not be supported.

Other members felt that the Council should support any form of discouragement to vaping products as there was evidence to suggest that these were just as, if not more addictive, than cigarettes.

On the motion that the Clerk write to local business to request that advertisement of vaping products be removed, it was: 4 votes for and 4 votes against, the Chairman used her casting vote, and the motion was lost.

102 TRAINING POLICY (REPORT C)

The Council considered the proposed updates to the current training policy, as highlighted in red.

RESOLVED:

That the policy be approved.

103 WORK PROGRAMME (REPORT D)

RESOLVED:

That the work programme be approved.

104 EXCLUSION OF THE PRESS AND PUBLIC

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.

105 STAFFING MATTERS

The Clerk reported on recent staff appraisals. All staff whilst working at full capacity, were completing work diligently and with enthusiasm.

Members thanked all staff for their hard work and efforts.

Signed Chairman

This was all the business and the meeting closed at 7.40pm.



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**Minutes of the FINANCE COMMITTEE meeting held on
Tuesday 16 March 2023 at 10.00am
at the Fair Oak Parish Office, 2 Knowle Park Lane, Fair Oak**

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

P	Cllr Barrett	P	Cllr Douglas (Chairman)
P	Cllr Higby (Vice Chairman)	Ab	Cllr McGuinness
Ap	Cllr Couldrey	P	Cllr Forfar
Ap	Cllr Marsh	P	Cllr Tennent

Officers in attendance:

Joanna Cahill, Responsible Finance Officer, and Melanie Stephens, Clerk

PUBLIC SESSION

No members of the public were present.

14 DECLARATIONS OF INTEREST

There were none.

15 MINUTES OF MEETINGS (PAPER A)

RESOLVED:

That the minutes of the meeting held on 6 December 2022 be noted.

16 FINANCIAL MONITORING (REPORT B)

The Committee considered the financial position of the Council as at 3 March 2023.

Members noted the income and expenditure variations and the commentary provided by Officers.

The Responsible Finance Officer confirmed that at the close of the 2022/23 financial year, the Council would have a balanced budget.

RESOLVED:

That the report of the Finance Officer as outlined in the report be noted.

17 ALLOCATION OF CAPITAL RESERVES 23/24 (REPORT C)

The Committee noted the allocation of capital reserves for the 2023/24 financial year.

RESOLVED:

That the allocation of capital reserves for 2023/2024 be approved.

18 INVESTMENT STRATEGY (REPORT D)

The Committee reviewed the Investment Strategy as set out in the report and thanked the staff for the work put into producing the document.

RESOLVED:

That the Investment Strategy be approved.

19 RESPONSIBLE FINANCE OFFICER (RFO) PROTOCOL (REPORT E)

The Committee considered the RFO protocol an suggested amendment at paragraph 5.1 that the Deputy Clerk, Michelle Leadbitter-Allen, be nominated as the RFO's deputy.

RESOLVED:

That the Responsible Finance Officer Protocol be approved, subject to the suggested amendment above.

20 ICE CREAM VAN LICENCE

The Clerk outlined plans for a licence for a local ice-cream van provider, to cover the operating period of the new splashpad, namely May-September at New Century Park.

The licence covers sole use for the Marucci Ice Cream van to trade on New Century Park on a trial basis for the year 2023 at the sum of £1,000.

RESOLVED:

That Marucci Ice Cream Van be permitted to trade on licence at the sum set out above.

21 WORK PROGRAMME (REPORT F)

RESOLVED:

That the work programme is noted.

Signed.....Chairman

Accessibility - should you need to view these minutes in an alternative format please contact: enquires@fairoak-pc.gov.uk

PLANNING APPLICATIONS

Applications to w/e 24 March 2023

Application No: [H/23/94786](#)

Address: 43 Ascot Road, Horton Heath, SO50 7JP

Description: Erect garage at the front of the property and existing garage conversion with addition of window at the front (revision of approved planning permission H/22/94025)

Comments: No objection

Planning Specialist Contact Details

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

Application No: [F/23/94668](#)

Address: Land east of Knowle Lane, Knowle Lane, Fair Oak, SO50 7DZ

Description: Construction of 4no. general industrial buildings (Use Class B2) containing 15 separate units, including landscaping, parking and associated works

Comments: Object - The Parish Council consistently maintains that Knowle Lane is not a suitable place for industrial buildings and request that the Borough Council comply with their own Plan of placing industrial units in Eastleigh alongside the railway line in industrial designated land. If the Officer is of a mind to permit the application then the Parish request that the matter be referred to the LAC.

Planning Specialist Contact Details

Email: Rebecca.Altman@eastleigh.gov.uk

Application No: [PN/23/94869](#)

Address: Unit 6, Chalcroft Business Park, Burnetts Lane, SO30 2PA

Description: Prior approval for demolition of 2no. single-storey lean to structures to either side of Unit 6

Comments: No objection

Planning Specialist Contact Details

Email: rachael.morris@eastleigh.gov.uk

Application No: [RM/23/94868](#)

Address: Chalcroft Business Park, Burnetts Lane

Description: Approval of Reserved matters pursuant to outline planning permission

F/18/83945 as amended by X/22/94322 giving details of the: a) layout b) scale c) appearance d) landscaping for a scheme of 6,419sqm of commercial floor space formed in 1.no buildings.

Referred to Full Council 17 April 2023

Comments:

Planning Specialist Contact Details

Email: rachael.morris@eastleigh.gov.uk

Application No: [RM/23/94858](#)

Address: Chalcroft Business Park, Burnetts Lane

Description: Approval of Reserved Matters pursuant to hybrid planning permission

F/18/83945 giving details of the:

a) layout; b) scale; c) appearance; d) landscaping. For a scheme of 6,419 sqm of commercial floor space formed in 3no. buildings.

Referred to Full Council 17 April 2023

Comments:

Planning Specialist Contact Details

Email: rachael.morris@eastleigh.gov.uk

Application: [T/23/94901](#)

Address: 27 Ascot Road, Horton Heath, SO50 7JP

Description: 1 no. Oak (T1)- Suppressed Oak, reduce lateral crown growth by 1/2m to suitable growth points. Reduce height of crown by approximately 2/3m to suitable growth points.

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

Planning Specialist Contact Details

Email: trees@eastleigh.gov.uk

Financial Statement Summary

- Total cash held across all bank accounts as at 31st March is £1,040,689
- Total receipts for March into the current account totalled £19,696
£3,500 relates to a receipt from Bishopstoke Parish Council for Grounds Maintenance work.
- Total current account payments for March totalled £401,779
(£300,000 relates to a bank transfer from the Current account to the Premier account). As per our internal auditor's advice – to mitigate risk by reducing the balance The Council holds in the Current account.
- Total BACS invoice payments outstanding is £8,807.
- There are no cheques that require signing this month.

Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

		0.00
31/03/2023	Current Account	86,487.71
31/03/2023	Premier Account	639,478.22
31/03/2023	Public Sector Deposit Fund	314,663.41
31/03/2023	Petty Cash	59.30

1,040,688.64

Receipts not on Bank Statement

0.00

Closing Balance

1,040,688.64

All Cash & Bank Accounts

1	Current Account	86,487.71
2	Premier Account	639,478.22
3	Public Sector Deposit Fund	314,663.41
4	Petty Cash	59.30
	Other Cash & Bank Balances	0.00

Total Cash & Bank Balances

1,040,688.64

Invoices Due for Payment by 30 April 2023

For Creditors

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount	Discount To Claim	Net Amount due
APPLETON SIGNS [APP001]								
29/03/2023	0573		Heavy duty bunting		26/04/2023	848.00		848.00
30/03/2023	0719		Bench		27/04/2023	43.20		43.20
Total of Invoices Due (APP001)						891.20	0.00	891.20
CARTERS OF SWANWICK [CART]								
07/03/2023	6512		equipment maintenance		04/04/2023	18.72		18.72
Total of Invoices Due (CART)						18.72	0.00	18.72
DEFIB WORLD [DEFIB]								
29/03/2023	6488		Batteries		26/04/2023	252.00		252.00
Total of Invoices Due (DEFIB)						252.00	0.00	252.00
EBC [EBC001]								
29/03/2023	6729		Bin emptying		26/04/2023	36.48		36.48
29/03/2023	0799		key cut		26/04/2023	84.00		84.00
Total of Invoices Due (EBC001)						120.48	0.00	120.48
FIRECARE & SECURITY [FIREC]								
29/03/2023	0367		Maintenance		26/04/2023	84.00		84.00
29/03/2023	0369		Maintenance		26/04/2023	84.00		84.00
Total of Invoices Due (FIREC)						168.00	0.00	168.00
GALLAGHER [GALLAG]								
29/03/2023	7333		Insurance		26/04/2023	29.46		29.46
Total of Invoices Due (GALLAG)						29.46	0.00	29.46
good directions [GOOD]								
29/03/2023	8684		Maintenance		26/04/2023	516.00		516.00
Total of Invoices Due (GOOD)						516.00	0.00	516.00
HCC								
29/03/2023	1250		Equipment		26/04/2023	530.59		530.59
Total of Invoices Due (HCC)						530.59	0.00	530.59
HOOPER SERVICES [HOOPER]								
29/03/2023	290082		floor cleaner		26/04/2023	431.70		431.70
Total of Invoices Due (HOOPER)						431.70	0.00	431.70

04/04/2023

Fair Oak & Horton Heath Parish Council

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Invoices Due for Payment by 30 April 2023

For Creditors

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount	Discount To Claim	Net Amount due
30/03/2023	0049		Team development day		27/04/2023	900.00		900.00
Total of Invoices Due (KAZ)						900.00	0.00	900.00
MALCOLM MACNEISH [MALC]								
29/03/2023	0917		Electricals		26/04/2023	110.00		110.00
Total of Invoices Due (MALC)						110.00	0.00	110.00
REALTIS BUSINESS SOLUTIONS [REAL001]								
29/03/2023	7239		Software		26/04/2023	1,152.60		1,152.60
Total of Invoices Due (REAL001)						1,152.60	0.00	1,152.60
SOURCE SUPPLIES [SOUR001]								
29/03/2023	2210		Equipment		26/04/2023	129.05		129.05
Total of Invoices Due (SOUR001)						129.05	0.00	129.05
TUDOR								
29/03/2023	9742		Purchases		26/04/2023	1,624.00		1,624.00
29/03/2023	9743		Strimmer safe rack		26/04/2023	100.08		100.08
Total of Invoices Due (TUDOR)						1,724.08	0.00	1,724.08
WildFlower Turf [WILDFLOWER]								
30/03/2023	5766		ICP		27/04/2023	547.20		547.20
30/03/2023	5767		lapstone		27/04/2023	1,286.40		1,286.40
Total of Invoices Due (WILDFLOWER)						1,833.60	0.00	1,833.60
Total of Invoices Due (Creditors)						8,807.48	0.00	8,807.48
TOTAL OF INVOICES DUE (ALL LEDGERS)						8,807.48	0.00	8,807.48

Signature: _____

Name: _____

Date: _____

Signature: _____

Name: _____

Date: _____

Receipts for Month 12

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 :		468,571.39					468,571.39	
Banked 03/03/2023		57.00						
Mrs V		57.00		9.50	1200	230	47.50	hall hire
Banked 04/03/2023		76.00						
Mr S		76.00		12.67	1200	230	63.33	Hall hire
Banked 04/03/2023		47.50						
Mrs H		47.50		7.92	1200	230	39.58	Hall hire
Banked 05/03/2023		76.00						
Mr M		76.00		12.67	1200	230	63.33	Hall hire
Banked 06/03/2023		5.53						
Stripe payments		5.53		0.92	1200	230	4.61	Tennis
Banked 06/03/2023		139.00						
Mrs D		139.00		23.17	1200	230	115.83	Hall hire
Banked 06/03/2023		630.00						
Sales Recpts Page 405		630.00	630.00		100			Sales Recpts Page 405
Banked 07/03/2023		84.00						
Mr R		84.00		14.00	1200	230	70.00	Hall hire
Banked 07/03/2023		47.50						
Mrs S		47.50		7.92	1200	230	39.58	Hall hire
Banked 08/03/2023		11.06						
Sripe Payments		11.06		1.84	1550	100	9.22	Tennis
Banked 13/03/2023		11.29						
Stripe payments		11.29		1.88	1550	100	9.41	Tennis
Banked 13/03/2023		5.53						
Stripe		5.53		0.92	1550	100	4.61	Tennis
Banked 14/03/2023		139.00						
Mr D		139.00			1200	250	139.00	Hall hire
Banked 16/03/2023		276.00						
Mr D		276.00		46.00	1530	510	230.00	Memorial
Banked 16/03/2023		72.80						
Mrs S		72.80			1200	250	72.80	Hall Hire
Banked 17/03/2023		5.53						
Stripe		5.53		0.92	1550	100	4.61	Tennis
Banked 17/03/2023		34.23						
GC C1		34.23		5.70	1550	100	28.53	Tennis
Banked 17/03/2023		5.00						
Mr S		5.00		0.83	1900	100	4.17	History Books

Receipts for Month 12

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 17/03/2023		1,820.00						
Sales Recpts Page 406		1,820.00	1,820.00		100			Sales Recpts Page 406
Banked 20/03/2023		11.06						
Stripe		11.06		1.84	1550	100	9.22	Tennis
Banked 20/03/2023		34.23						
Mrs G		34.23		5.70	1550	100	28.53	Tennis
Banked 21/03/2023		56.00						
Sales Recpts Page 407		56.00	56.00		100			Sales Recpts Page 407
Banked 21/03/2023		126.00						
Sales Recpts Page 408		126.00	126.00		100			Sales Recpts Page 408
Banked 21/03/2023		126.00						
Sales Recpts Page 409		126.00	126.00		100			Sales Recpts Page 409
Banked 21/03/2023		3,311.00						
Sales Recpts Page 413		3,311.00	3,311.00		100			Sales Recpts Page 413
Banked 21/03/2023		343.00						
Sales Recpts Page 414		343.00	343.00		100			Sales Recpts Page 414
Banked 21/03/2023		56.00						
age concern		56.00			1200	250	56.00	hall hire
Banked 22/03/2023		451.50						
Sales Recpts Page 410		451.50	451.50		100			Sales Recpts Page 410
Banked 22/03/2023		117.00						
Sales Recpts Page 411		117.00	117.00		100			Sales Recpts Page 411
Banked 22/03/2023		52.00						
Sales Recpts Page 432		52.00	52.00		100			Sales Recpts Page 432
Banked 22/03/2023		210.00						
Mrs N		210.00		35.00	1200	230	175.00	Hall hire
Banked 23/03/2023		613.00						
Mr J		613.00		102.17	1520	510	510.83	Burial
Banked 23/03/2023		448.80						
community Library		448.80		74.80	1900	100	374.00	Library Cleaning
Banked 23/03/2023		325.00						
Sales Recpts Page 416		325.00	325.00		100			Sales Recpts Page 416
Banked 23/03/2023		140.00						
Sales Recpts Page 431		140.00	140.00		100			Sales Recpts Page 431
Banked 24/03/2023		325.50						
Sales Recpts Page 415		325.50	325.50		100			Sales Recpts Page 415

Continued on Page 21

Receipts for Month 12

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 24/03/2023	18.00						
	fair oak cricket club	18.00		3.00	1200	240	15.00	room hire
	Banked 28/03/2023	195.00						
	Sales Recpts Page 417	195.00	195.00		100			Sales Recpts Page 417
	Banked 28/03/2023	195.00						
	Sales Recpts Page 418	195.00	195.00		100			Sales Recpts Page 418
	Banked 28/03/2023	90.00						
	Sales Recpts Page 419	90.00	90.00		100			Sales Recpts Page 419
	Banked 28/03/2023	150.00						
	Sales Recpts Page 420	150.00	150.00		100			Sales Recpts Page 420
	Banked 28/03/2023	60.00						
	Sales Recpts Page 421	60.00	60.00		100			Sales Recpts Page 421
	Banked 28/03/2023	60.00						
	Sales Recpts Page 422	60.00	60.00		100			Sales Recpts Page 422
	Banked 28/03/2023	90.00						
	Sales Recpts Page 424	90.00	90.00		100			Sales Recpts Page 424
	Banked 28/03/2023	30.00						
	Sales Recpts Page 425	30.00	30.00		100			Sales Recpts Page 425
	Banked 28/03/2023	30.00						
	Sales Recpts Page 426	30.00	30.00		100			Sales Recpts Page 426
	Banked 28/03/2023	30.00						
	Sales Recpts Page 427	30.00	30.00		100			Sales Recpts Page 427
	Banked 28/03/2023	60.00						
	Sales Recpts Page 428	60.00	60.00		100			Sales Recpts Page 428
	Banked 28/03/2023	60.00						
	Sales Recpts Page 429	60.00	60.00		100			Sales Recpts Page 429
	Banked 28/03/2023	25.00						
	Sales Recpts Page 430	25.00	25.00		100			Sales Recpts Page 430
	Banked 28/03/2023	189.00						
correction	Premier Account	189.00			210		189.00	correction
	Banked 28/03/2023	19.50						
	Mr K	19.50		3.25	1200	240	16.25	Room hire
	Banked 28/03/2023	3,952.00						
	Sales Recpts Page 439	3,952.00	3,952.00		100			Sales Recpts Page 439
	Banked 29/03/2023	30.00						
	Sales Recpts Page 423	30.00	30.00		100			Sales Recpts Page 423

Continued on Page 22

Receipts for Month 12

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 30/03/2023		63.00						
EBC		63.00		10.50	1200	230	52.50	Hall hire - woodlands
Banked 31/03/2023		76.00						
Mr F		76.00		12.67	1200	230	63.33	Hall Hire
Banked 31/03/2023		168.00						
Sales Recpts Page 445		168.00	168.00		100			Sales Recpts Page 445
Banked 31/03/2023		108.00						
Sales Recpts Page 446		108.00	108.00		100			Sales Recpts Page 446
Banked 31/03/2023		76.00						
Mrs c		76.00		12.67	1200	230	63.33	hall hire
Banked 31/03/2023		132.00						
Sales Recpts Page 447		132.00	132.00		100			Sales Recpts Page 447
Banked 31/03/2023		3,500.00						
Bishopstoke parish council		3,500.00			1900	100	3,500.00	Grounds Maintenance fee
Total Receipts for Month		19,695.56	13,288.00	408.46			5,999.10	
Cashbook Totals		488,266.95	13,288.00	408.46			474,570.49	

Payments for Month 12

Nominal Ledger

<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>
01/03/2023	southern electric	DD	53.00		8.83	4400	240	44.17	Gas
01/03/2023	ARCO	2766	31.76	31.76		500			workwear
01/03/2023	ACELIFTAWAY	93137	624.00	624.00		500			Skip Hire - crowdhill drive
01/03/2023	AGILICO	93138	75.20	75.20		500			printer consumables
01/03/2023	ALLSPEED SIGNS AND GRAPHICS	93139	265.44	265.44		500			splashpad signage
01/03/2023	blake	93140	325.00	325.00		500			Sound system kings coron
01/03/2023	BROXAP	93141	7,563.84	7,563.84		500			Bins - knowle park pond
01/03/2023	CARTERS OF SWANWICK	93142	10,183.20	10,183.20		500			Battery Powered Ops equipment
01/03/2023	CWM AGGREGATES	93143	1,357.82	1,357.82		500			cleaning supplies
01/03/2023	DEFIB WORLD	93144	495.99	495.99		500			DEFIB BATTERY
01/03/2023	eastleigh services	93145	603.00	603.00		500			Boiler service - Library
01/03/2023	EBC	93146	450.00	450.00		500			Supply 4 tryes
01/03/2023	HOOPER SERVICES	93147	148.84	148.84		500			Floor Pads
01/03/2023	PARISH ONLINE	93148	480.00	480.00		500			Parish online subscript
01/03/2023	PAUL FREEMAN TREE SERVICES	93149	768.00	768.00		500			Fell Ash trees
01/03/2023	QIC systems	93150	358.98	358.98		500			monthly licence
01/03/2023	RICHARD ATTREE	93151	1,850.00	1,850.00		500			Door repairs pavil
01/03/2023	ROD GASKINS	93152	749.24	749.24		500			VAN Service
01/03/2023	SMART MARKETING	93153	78.00	78.00		500			Marketing support
01/03/2023	TH WHITE	93154	8,700.00	8,700.00		500			HEDGE CUTTER
01/03/2023	Travis perkins	93155	1,846.38	1,846.38		500			Hire of Chipper
01/03/2023	twynams charities	93156	100.00	100.00		500			Bus shelter
01/03/2023	wildwood machinery	93157	1,528.43	1,528.43		500			machinery repairs
01/03/2023	AMBEROL	2531	797.46	797.46		500			Self watering basket
01/03/2023	CARTERS OF SWANWICK	2532	12,049.56	12,049.56		500			Mower
01/03/2023	EBC	2533	29.18	29.18		500			Bin emptying
01/03/2023	PRINTWASTE	2534	72.00	72.00		500			collection and recycling
02/03/2023	BT Group PLC	DD	1.87		0.31	4120	110	1.56	Telephone and Broadband
02/03/2023	amazon	VIS	23.98		4.00	4875	600	19.98	Bunting
02/03/2023	Online Job ADS	VISA	74.03		12.34	4030	110	61.69	Job Advert
03/03/2023	H3G	DD	21.00		3.50	4125	110	17.50	Mobile Phone
07/03/2023	ALLSTAR	DD	284.59		47.43	4305	210	237.16	Fuel
07/03/2023	Screwfix Direct	DD	168.94		28.16	4540	290	140.78	Materials
08/03/2023	In Excess	VISA	194.15		32.36	5016	900	161.79	Timber and bug hotels
						325	0	-161.79	Timber and bug hotels
						6000	900	161.79	Timber and bug hotels
08/03/2023	Peninsula Business	DD	21.60		3.60	4030	110	18.00	Employer EAP
08/03/2023	In Excess	VISA	107.25		17.88	5016	900	89.37	Timber and Bug Hotels
09/03/2023	Sainsburys	VISA	42.00		7.00	4100	110	35.00	Team Meeting Refreshments
09/03/2023	First Rescue Train Selby	VISA	252.00		42.00	4030	110	210.00	Training Saftey
10/03/2023	ATS Eastleigh	VISA	193.00		32.17	4315	210	160.83	Van Maintenance
10/03/2023	In Excess	VISA	282.00		47.00	5016	900	235.00	Bug Hotels
						325	0	-235.00	Bug Hotels
						6000	900	235.00	Bug Hotels

Payments for Month 12

Nominal Ledger

<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>
13/03/2023	Gallagher Fair Oak	BP	336.07		56.01	4320	210	280.06	Vehicle Insurance
14/03/2023	Overline Network	DD	159.39		26.56	4120	110	132.83	Telephone and Broadband
14/03/2023	Overline Network	DD	99.40		16.57	4120	230	82.83	Telephone and Broadband
14/03/2023	Homescapex	VISA	285.98		47.66	5016	900	238.32	Bug hotels and timber
						325	0	-238.32	Bug hotels and timber
						6000	900	238.32	Bug hotels and timber
15/03/2023	O2	DD	21.84		3.64	4125	110	18.20	Mobile Phones
15/03/2023	payroll	BP	23,017.18		3,836.20	4000	110	19,180.98	Payroll
15/03/2023	Hampshire	BP	8,865.02		1,477.50	4010	110	7,387.52	Pensions
15/03/2023	MHRC	BP	7,494.69		1,249.12	4000	110	6,245.57	PAYE
15/03/2023	Discount Coffee	VISA	18.08		3.01	4100	110	15.07	refreshments
16/03/2023	SAGEGLOBALSERVICES	DD	32.40		5.40	4132	110	27.00	Payroll subscriptie
16/03/2023	SSE Energy	VISA	897.46		149.58	4405	230	747.88	Electricity Woodlands
16/03/2023	Sainsburys	VISA	17.67		2.94	4100	110	14.73	Refreshments
17/03/2023	Peninsula business	DD	41.76		6.96	4070	110	34.80	Employer services
17/03/2023	southern electric	DD	759.94		126.66	4405	230	633.28	Electricity Woodlands
17/03/2023	British Gas	DD	431.47		71.91	4400	150	359.56	Gas Office
17/03/2023	In Excess	VISA	43.33		7.22	4540	290	36.11	Materials
17/03/2023	Canva	VISA	10.99		1.83	4132	110	9.16	Canva Subscription
20/03/2023	Peninsula Business	DD	381.26		63.54	4070	110	317.72	Employer Services
20/03/2023	SE Gas Limited	DD	1,127.42		187.90	4400	230	939.52	Gas
20/03/2023	Premier Account	transfer	300,000.00			210		300,000.00	Transfer to premier account
21/03/2023	Total Charges	CHG	5.00		0.83	4095	110	4.17	Bank Charges
22/03/2023	Brookside Nursery	VISA	375.87		62.64	5016	900	313.23	Shrubs
						325	0	-313.23	Shrubs
						6000	900	313.23	Shrubs
22/03/2023	Shergolds Shrubs	VISA	175.00		29.17	5016	900	145.83	Shrubs
						325	0	-145.83	Shrubs
						6000	900	145.83	Shrubs
23/03/2023	SSE Gas	DD	337.87		56.31	4400	250	281.56	Gas for Horten Heath
23/03/2023	Hillier Nurseries	VISA	15.96		2.66	5016	900	13.30	Shrubs
						325	0	-13.30	Shrubs
						6000	900	13.30	Shrubs
24/03/2023	Vodafone	DD	60.00		10.00	4133	110	50.00	GIGI cube
24/03/2023	The Tank shop	CR	277.80		46.30	4300	210	231.50	Water Bowser
24/03/2023	amazon	VIS	5.00		0.83	5006	900	4.17	Kings corrination
						317	0	-4.17	Kings corrination
						6000	900	4.17	Kings corrination
24/03/2023	amazon	VISA	22.99		3.83	5006	900	19.16	Kings corrination
						317	0	-19.16	Kings corrination
						6000	900	19.16	Kings corrination
24/03/2023	amazon	VISA	11.46		1.91	5006	900	9.55	Kings coronation
						317	0	-9.55	Kings coronation
						6000	900	9.55	Kings coronation
24/03/2023	amazon	VISA	11.36		1.89	5006	900	9.47	Kings coronation
						317	0	-9.47	Kings coronation
						6000	900	9.47	Kings coronation

Payments for Month 12

Nominal Ledger

<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>
24/03/2023	R-tech welding	VISA	325.00		54.17	4300	210	270.83	Water Pump
24/03/2023	amazon	VISA	50.40			5006	900	50.40	Kings coronation
27/03/2023	southern electric	DD	1,235.49		205.92	4400	230	1,029.57	Electricity woodlands
27/03/2023	southern electric	DD	755.62		125.94	4400	240	629.68	Electricity
27/03/2023	Trophies plus	VISA	400.66		66.78	5006	900	333.88	Trophies for kings coronation
						317	0	-333.88	Trophies for kings coronation
						6000	900	333.88	Trophies for kings coronation
27/03/2023	amazon	VISA	12.73			5006	900	12.73	Kings coronation
						317	0	-12.73	Kings coronation
						6000	900	12.73	Kings coronation
29/03/2023	BNP Paribas	DD	203.94		33.99	4120	110	169.95	tel system rental
29/03/2023	Etsy	VISA	28.14			5006	900	28.14	Bunting
						317	0	-28.14	Bunting
						6000	900	28.14	Bunting
30/03/2023	bt group	DD	1.87		0.31	4120	110	1.56	tel and broadband
30/03/2023	Ceder pest	BILL	114.00		19.00	4815	500	95.00	pest control
30/03/2023	HCC	VISA	40.00		6.67	4080	110	33.33	Stationary
31/03/2023	H3G	DD	21.00		3.50	4125	110	17.50	Mobile phone
Total Payments for Month			401,779.24	51,531.32	8,359.44			341,888.48	
Balance Carried Fwd			86,487.71						
Cashbook Totals			488,266.95	51,531.32	8,359.44			428,376.19	

FULL COUNCIL – 17 APRIL 2023**INTERNAL AUDIT****1. RECOMMENDATIONS**

- 1.1 That the contents of the internal Auditors report be noted; and
- 1.2 That the Council notes the internal audit action plan.

2. PURPOSE

- 2.1 To review the report of the Internal Auditor attached at Appendix 1 dated January 2023 and the actions undertaken as a result as shown in Appendix 2.

3. INTERNAL AUDIT REPORT

- 3.1 The Internal Auditor's report for the financial year ending March 2023 is attached at **Appendix 1**.
- 3.2 The report did not highlight any issues of concern, however, where there were recommendations, the Parish, Deputy Clerk and Responsible Finance Officer have undertaken to address these.

For further information:

Melanie Stephens, Parish Clerk
clerk@fairoak-pc.gov.uk

Background papers:

None.

Do the Numbers Limited
37 Upper Brownhill Road
Southampton, SO16 5NG
12th January 2023

Melanie Stephens, Clerk
Fair Oak and Horton Heath Parish Council
2 Knowle Park Lane
Fair Oak, SO50 7GL

Dear Melanie,

Subject: Review of matters arising from interim Internal Audit for 31 March 2023

Following my visit to the office today, please find below the list of matters arising.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2022](#)

Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
Debit cards	Members of the grounds team are still using petty cash rather than a dedicated debit card.	It may be worth moving away from petty cash for the grounds team.
Payment listing	The minutes on file do not include the pages of decided spending and bank balances. Agenda packs and websites are not the legal record.	The signed payment listing and bank reconciliation should be filed with the master minute set so that they are held in perpetuity.
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Standard Documents	The 'Constitution' document on the council website is out of date. Some of the policies have been reviewed on more recent dates.	Each policy should be uploaded separately with a review date so that all of the records of the council can be checked regularly.
Policy updates	It is not clear whether all of the policies of the council are based upon the latest best guidance.	Where possible, policies should include links to their underlying legislation, or the model document upon which they are based.
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
	The records of the council comply	with this test
D	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
CIL funded reserves	The council holds significant reserves that are the result of CIL and S106 funding, and is likely to receive more over the coming years.	Some of the funding is earmarked for specific expenditure, but where possible, projects for the benefit of residents should be brought forward.
General reserve	The general reserve of the council has historically been above best practice.	For a council the size of Fair Oak, three months of revenue expenditure is appropriate.
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
	Not reviewed at this visit	
F	<i>Petty cash payments were properly supported by receipts, all petty cash was</i>	

	<i>approved and VAT appropriately accounted for</i>	
	The records of the council comply	with this test
G	<i>Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
Staff changes	Every new employee should be clearly minuted – start date, role, hours, pension entitlement – to allow verification of the cost of payroll. <i>(also raised last year)</i>	Members approve the pay grades in a confidential paper but a transparent updated staffing record should be published.
H	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
Asset register	The council now has multiple buildings and equipment, such that updating the spreadsheet falls behind during the year. <i>(also raised last year)</i>	It may be worth purchasing the integrated fixed asset module for the accounting system to add control.
I	<i>Periodic Bank reconciliations were carried out during the year</i>	
Savings and deposit accounts	The bulk of the councils reserves are held in the current account. This both increases risk and earns no interest at all.	Two months of working capital should be in the current account. All other funds should be moved to interest bearing accounts, such as the CCLA one.
J	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	
	Not reviewed at this visit	
K	<i>Certified Exempt in prior year</i>	
	Not applicable to this council	
L	<i>Transparency Code</i>	
	The records of the council comply	with this test
M	<i>Public Rights</i>	
Members' DPI forms	The borough council do not comply with their legal requirement to publish the DPI forms of Parish Council members (good practice example here)	The council needs to ensure that all DPI forms, including those of recently co opted members, are on the website.
DPI entries	Some members have not named their employers on their forms, others have not included their home address	Please ensure that all forms are complete and up to date.
N	<i>Publication of prior year AGAR</i>	
	The records of the council comply	with this test
O	<i>Trust funds</i>	
	Not applicable to this council	
P	<i>Borrowing</i>	
	Not applicable to this council	

I will return to the office in April to complete my review. If either you or your members have any queries, please do not hesitate to contact me.

Regards,

Eleanor S Greene

eleanorgreene@thedunnefamily.co.uk

Registered in England No. 7871759

Director: Eleanor S Greene

INTERNAL AUDIT ACTION PLAN

CONTROL AREA	ISSUE	RECOMMENDED ACTION	ACTION UNDERTAKEN
AUDIT JANUARY 2023			
Debit cards	Members of the grounds team are still using petty cash rather than a dedicated debit card.	It may be worth moving away from petty cash for the grounds team.	Several trade account cards have been opened to prevent the need for using petty cash.
Payment listing	The minutes on file do not include the pages of decided spending and bank balances. Agenda packs and websites are not the legal record.	The signed payment listing and bank reconciliation should be filed with the master minute set so that they are held in perpetuity.	Deputy Clerk and RFO will ensure that payment lists and decided spending make up part of the signed minutes from April 23.
Standard Documents	The 'Constitution' document on the council website is out of date. Some of the policies have been reviewed on more recent dates.	Each policy should be uploaded separately with a review date so that all of the records of the council can be checked regularly.	Completed.
Policy updates	It is not clear whether all of the policies of the council are based upon the latest best guidance.	Where possible, policies should include links to their underlying legislation, or the model document upon which they are based.	Model documents are not used. Relevant legislation is referenced in the document itself.
CIL funded reserves	that are the result of CIL and S106 funding, and is likely to receive more over the coming years.	Some of the funding is earmarked for specific expenditure, but where possible, projects for the benefit of residents should be brought forward.	Projects are completed to the timescales set by the Council, depending on staff resource and capacity.

NB: Action plan to be reviewed by Finance Committee in March and Full Council in April

General reserve	The general reserve of the council has historically been above best practice.	For a council the size of Fair Oak, three months of revenue expenditure is appropriate.	With the progression of the café and the splashpad the reserves will be at an acceptable level on completion of these projects.
Staff changes	Every new employee should be clearly minuted – start date, role, hours, pension entitlement – to allow verification of the cost of payroll.	Members approve the pay grades in a confidential paper but a transparent updated staffing record should be published.	New staff members are listed under staffing matters update. Members were given an updated organisation chart and signed this off at the xx meeting.
Asset register	The council now has multiple buildings and equipment, such that updating the spreadsheet falls behind during the year.	It may be worth purchasing the integrated fixed asset module for the accounting system to add control.	Note: New finance System project in August for implementation 2023/2024. New Asset Management Policy will be adopted as part of Sustainability Policy.
Savings and deposit accounts	The bulk of the councils reserves are held in the current account. This both increases risk and earns no interest at all.	Two months of working capital should be in the current account. All other funds should be moved to interest bearing accounts, such as the CCLA one.	Two months of working capital is now held in the current account. If the balance is higher than this, a bank transfer is made to the HSBC Premier account - yielding higher interest and mitigating financial risk.
Members' DPI forms	The borough council do not comply with their legal requirement to publish the DPI forms of Parish Council members.	The council needs to ensure that all DPI forms, including those of recently co-opted members, are on the website.	Despite the Clerk raising this with the Borough some time ago, it is not for the Parish to insist on changes to EBC's website.
DPI entries	Some members have not named their employers on their forms, others have not included their home address.	Please ensure that all forms are complete and up to date.	All forms should now be up to date. In the 2023 election year, checks will be made to ensure all relevant DPI's are listed on the forms.

NB: Action plan to be reviewed by Finance Committee in March and Full Council in April

FULL COUNCIL – 17 APRIL 2023**FIXED ASSET REGISTER – AS AT 28 MARCH 2023****1. RECOMMENDATION**

- 1.1 That the Council notes and approve the Fixed Asset Register as set out in Appendix 1 to this report.

2. PURPOSE

- 2.1 To note and approve the Council's fixed asset register as at the end of March 2023.

3. BACKGROUND

- 3.1 A Fixed Asset Register has four main purposes, it:
- forms a basis for completion of box 9 in the 'Annual Return'.
 - forms a basis for decisions on risk and insurance issues.
 - provides information on the age and potential lifespan of certain items.
 - provides assurance of the continued existence of Council's property.
- 3.2 In order to ensure transparency and reasonableness, the following items are included in the Council's asset register, whether purchased, gifted or otherwise acquired, together with their holding location:
- land and buildings held freehold or on long term lease in the name of the Council
 - community assets
 - vehicles, plant and machinery
 - assets considered to be portable, attractive or of community significance
 - other assets estimated or known to have a minimum purchase or resale value of £100
 - long term investments, shares and loans made by the Council
- 3.3 Local councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. Once recorded on the asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils.

The Register is adopted by the Council at the end of each Municipal Year but is a working document which Council Officers will update and amend details as necessary.

4. FIXED ASSET REGISTER AS AT MARCH 2023

- 4.1 The Council's fixed asset register attached as Appendix 1, will be submitted to the External Auditor as part of the end of year accounting and audit process.

For further information please contact:

Melanie Stephens, Parish Clerk
clerk@fair oak-pc.gov.uk

Appendix 1

Fair Oak & Horton Heath Parish Council Fixed Asset Register as at 31.03.23						
	Date of Purchase	Balance c/fwd 31/03/22	Revaluations during the year	Purchases during the year	Disposals during the year	Balance c/fwd 31/03/23
Lapstone Farm						
Lapstone Country Park land	31.03.10	1.00				1.00
Boardwalk	02.02.11	9,250.00				9,250.00
Display Panel	07.11.12	480.00				480.00
Access Gates	15.11.21	5,950.00				5,950.00
		15,681.00	0.00	0.00	0.00	15,681.00
Oak Walk						
Land at Oak Walk	31.12.10	1.00				1.00
Fencing	27.04.12	5,540.00				5,540.00
Jubilee Sculpture	08.06.12	10,000.00				10,000.00
		15,541.00	0.00	0.00	0.00	15,541.00
Lapstone Park						
Lapstone Land		1.00				1.00
Pavilion and car park	01.04.97	368,782.00				368,782.00
Car park lighting	01.04.97	7,683.00				7,683.00
Tennis Courts	01.04.97	18,000.00				18,000.00
Sports Equipment	01.04.97	4,441.00				4,441.00
Table and chairs for pavilion	11.11.97	1,687.00				1,687.00
CCTV at Lapstone	19.06.03	8,722.00				8,722.00
Storage Facility	22.4.04	5,389.00				5,389.00
Bench for tennis courts	20.06.05	183.00				183.00
Boiler - Pavilion	19.12.05	1,216.00				1,216.00
Aluminium Junior Goal	17.08.06	946.97				946.97
Machinery storage fencing / compound	25.09.06	1,749.55				1,749.55
Aluminium Goals	16.06.08	1,065.00				1,065.00
2 Wooden benches	04.08.08	51.70				51.70
Garege door - Cricket	30.10.08	1,254.00				1,254.00
Vacuum cleaner	04.12.08	79.19				79.19
CCTV camera	31.05.13	445.00				445.00
Covert camera	28.02.14	50.00				50.00
2 x Aluminium goals	07.08.14	758.26				758.26
New covert camera and replacements	01.08.14	1,187.50				1,187.50
New DVR & modem for CCTV	21.03.15	1,438.80				1,438.80
Cricket scoreboard	25.05.16	9,897.22				9,897.22
Tennis nets	06.06.16	102.00				102.00
Emergency lights at Pavillion	18.10.16	664.62				664.62
Bench	27.02.17	507.60				507.60
2 X CHAIRS Pavillion	24.04.17	186.93				186.93
CCTV Pavilion	01.08.21	11,690.00				11,690.00
		448,178.34		0.00		448,178.34
Equipment						
Dennis FT510 cricket mower	03.03.99	2,210.00				2,210.00
Sissi Auto Rotorake scarifier ARR/4	01.04.99	1,500.00				1,500.00
Stihl HB2300 Blower	31.03.03	162.00				162.00
Knapsack Sprayer	27.06.03	97.86				97.86
Cricket combirake and brush	16.05.05	299.00				299.00
Cricket rotary brush	16.05.05	135.00				135.00
Sarel Spiker	17.05.06	435.00				435.00
Water Bowser	04.06.06	2,000.00				2,000.00
Tractor : TC40DA compact HF56FON	12.09.06	27,350.00				27,350.00
Air Compressor	06.03.07	125.89				125.89
Billy Goat	31.10.07	1,577.30				1,577.30
Hover Mower	03.04.08	420.75				420.75

Weedkiller System	11.05.09	392.08				392.08
Danarm Rotary Mower	10.05.10	680.00				680.00
Spyker Spreader	10.05.10	228.00				228.00
Snow Plough	31.03.11	980.00				980.00
Dragmat	19.08.11	480.00				480.00
Flame Gun	27.09.11	149.99				149.99
Izuzu D-Max 4x4 HN62EGD	19.01.13	14,700.00				14,700.00
Danarm RH26 Brushcutter	31.05.13	256.00				256.00
Welder	10.06.13	440.00				440.00
Chainsaw helmet	22.06.13	38.00				38.00
BG86 Blower	26.11.13	185.00				185.00
Stihl MS211CBE Chainsaw	02.12.13	249.00				249.00
Isuzu extended cab van HF14NZT	01.05.14	20,040.00				20,040.00
Kilworth Sovema flail collector	25.09.14	5,540.00				5,540.00
Defibrillator	23.01.15	1,295.00				1,295.00
Paladin TG 21" mower	22.04.15	1,800.00				1,800.00
Wood chipper	21.04.15	825.00				825.00
Powerroll Excel roller	22.06.15	12,495.00				12,495.00
Danarm TMV 50L strimmer	15.07.15	360.00				360.00
Trimax 155 flail	15.07.15	4,510.00				4,510.00
Silky Zubat hand saw	21.01.16	59.00				59.00
CLFG 5100 ES Generator	16.03.16	682.80				682.80
Battery Charger	10.02.16	34.40				34.40
ATV	09.08.16	16,620.00				16,620.00
Pressure Washer	31.03.16	324.21				324.21
Fertiliser spreader	01.08.17	450.00				450.00
Strimmer 24"	01.08.17	996.00				996.00
Strimmer HL92	01.08.17	442.00				442.00
M251Chain Saw and Blower	26.04.17	929.47				929.47
Strimmer 24"	25.10.18	510.00				510.00
Roller Mower	01.05.19	6,300.00				6,300.00
New Motor blade	03.12.19	614.50				614.50
New pruner	25.12.20	417.51				417.51
Line trimmer	25.12.21	414.58				414.58
Long reach chainsaw	29.02.20	355.94				355.94
KUBUTA mower	01.06.20	11,100.00				11,100.00
CUB Cadet Mower	15.07.22	0.00		10,800.00		10,800.00
Hedge Cutter	28.02.2023	0.00		7,250.00		7,250.00
		142,206.28	0.00	18,050.00	0.00	160,256.28
Cemetery						
Cemetery land		1.00				1.00
Concrete Garage	01.04.95	3,768.00				3,768.00
Arch	01.07.99	1,544.00				1,544.00
Wooden seat	28.07.99	372.00				372.00
Bench	01.07.03	427.00				427.00
Noticeboard	01.08.11	869.14				869.14
Circular tree bench	23.04.14	999.00				999.00
		7,980.14	0.00	0.00	0.00	7,980.14
vehicles						
TG6507 Tractor	11.10.2022	0.00		31,395.00		31,395.00
Electric vehicle	11.11.2022	0.00		21,386.90		21,386.90
Electric vehicle	11.11.2022	0.00		22,189.75		22,189.75
		0.00	0.00	74,971.65	0.00	
New Century Park						
Land at New Century Park		1.00				1.00
Basketball goal	01.04.99	1,145.15				1,145.15
Contour Seats	23.11.99	2,380.00				2,380.00
Play equipment	01.04.00	21,495.00				21,495.00
Home Guard Gates	01.04.01	6,495.00				6,495.00

Jubilee Gates	31.03.03	4,000.00			4,000.00
CCTV equipment	06.05.03	9,014.00			9,014.00
Eco Play unit	22.09.03	11,783.00			11,783.00
CCTV floodlights	02.12.03	1,231.65			1,231.65
Safety Surface Play Area	21.11.05	27,512.00			27,512.00
Fence Railings	20.02.06	25,219.00			25,219.00
2 replacement CCTV Cameras	20.02.06	660.00			660.00
Play area gate (DDA compliant)	20.10.06	875.00			875.00
CCTV Hard Drive	25.10.08	2,150.00			2,150.00
Brookfield Gate	30.11.08	218.63			218.63
Grit Bin	10.12.10	132.00			132.00
Goal	09.09.11	3,852.90			3,852.90
Dice Spinner	29.05.12	165.00			165.00
CCTV Digital Recorder	14.12.12	893.00			893.00
2 x CCTV Replacement Cameras	14.12.12	890.00			890.00
CCTV Camera	31.05.13	445.00			445.00
10 x Outdoor Fitness Units	20.01.14	32,000.00			32,000.00
Bench	21.01.14	645.00			645.00
Bench	08.02.16	337.00			337.00
Bench	31.03.16	774.00			774.00
Bench	22.03.16	801.00			801.00
Bench	22.03.16	337.00			337.00
New signs for play area	31.05.16	96.77			96.77
bench	11.07.16	627.60			627.60
New Youth shelter	01.04.17	34,482.00			34,482.00
Pitch 3 Goalposts	01.04.17	909.00			909.00
Chin up bars	01.04.17	1,420.00			1,420.00
2 new cradle swing seats	21.06.17	348.00			348.00
		193,334.70			193,334.70
Office					
Furniture – cupboards and storage	01.04.90				
Digital camera	17.02.15	49.99		0.00	49.99
Toshiba L50-B-IUT Notebook	07.05.15	323.12		0.00	323.12
2 x Novatech Pro NS107 PC	05.10.16	525.97		0.00	525.97
Dell PC and Laptop	02.12.19	1,130.00		0.00	1,130.00
Inkjet printer	24.03.20	62.98		0.00	62.98
Lenovo Laptop	01.06.20	612.00		0.00	612.00
Dell Vostro Laptop	01.07.20	630.00		0.00	630.00
Dell Vostro Laptop	20.07.20	630.00		0.00	630.00
Dell Vostro Laptop	13.08.21	665.00			665.00
Dell Laptop	13.08.21	550.00			550.00
Dell Laptop	06.12.22	0.00		535.00	535.00
Dell Laptop	12.12.22	0.00		535.00	535.00
		5,179.06		1,070.00	6,249.06
Miscellaneous					
Memorial		9,622.07			9,622.07
Timber Bus Shelters x 4	01.04.95	11,545.58			11,545.58
Fences and Gates	01.04.99	18,400.00			18,400.00
Notice boards x 5	31.03.03	4,426.00			4,426.00
Bench for The Square bus shelter	20.7.04	469.20			469.20
Memorial Safety Kit	20.02.06	67.98			67.98
Clock	20.11.06	3,000.00			3,000.00
Bus Shelter	09.01.08	2,120.70			2,120.70
LED Christmas Lights	27.06.08	2,016.00			2,016.00
2 Noticeboards	30.06.10	2,000.00			2,000.00
1 Noticeboard	15.02.11	1,200.00			1,200.00
Village Square Bench	27.01.11	713.00			713.00
Speed Watch Pack	24.01.12	2,500.00			2,500.00
2 x Marquees	14.01.13	228.00			228.00

Noticeboard - Oak Walk	01.05.14	867.26			867.26
13 x Mapboards	15.01.15	5,354.17			5,354.17
7 x Christmas star motifs	04.01.15	1,659.00			1,659.00
World War 1 seat in Square	20.12.14	535.00			535.00
Bus shelter - Sandy Lane	30.04.15	2,500.00			2,500.00
Fencing - Campbell Way allotments	01.10.15	15,373.20			15,373.20
Speed watch kit	30.10.15	2,750.00			2,750.00
7 x Christmas star motifs	30.10.15	1,659.00			1,659.00
Noticeboards	06.06.16	1,273.43			1,273.43
Christmas Motifs	12.12.16	2,410.80			2,410.80
Wyvern Meadow signage	14.02.17	140.55			140.55
Village signage	01.10.21	5,000.00			5,000.00
Smart benches - Library/sandy lane	22.12.21	5,900.00			5,900.00
Self watering basket	01.04.2022	0.00		1,283.98	1,283.98
Gumdrop Bins	01.10.2022	0.00		1557.15	1,557.15
Screen -Kings coronation	05.01.2023	0.00		1,875.00	1,875.00
Instillation new office doors	01.06.2022	0.00		2,540.50	2,540.50
Interactive map	01.11.2022	0.00		3,200.00	3,200.00
Field gates	21.04.2022	0.00		2,850.00	2,850.00
bespoke bench	01.06.2022	0.00		2,700.00	2,700.00
		103,730.94		16,006.63	119,737.57
Dean Road Play Area					
Land at Dean Road		1.00			1.00
Gate	03.04.03	550.00			550.00
Signs	15.01.16	131.39			131.39
Dean Road Fence	22.11.17	7,701.38			7,701.38
		8,383.77			8,383.77
Meadowsweet Way					
Play equipment	31.08.03	35,900.00			35,900.00
CCTV	31.03.03	2,601.00			2,601.00
Play Area gate	18.07.05	565.00			565.00
CCTV at Horton Heath	28.04.06	2,350.00			2,350.00
Land	31.12.10	1.00			1.00
CCTV Monitor HHCC	14.10.11	108.00			108.00
Digital Recorder CCTV	14.12.12	893.00			893.00
4 x CCTV cameras	31.07.15	2,495.00			2,495.00
		44,913.00			44,913.00
Daisy Dip					
Land	01.04.13	1.00			1.00
Noticeboard	14.05.13	1,222.00			1,222.00
Fence	02.08.13	2,515.00			2,515.00
		3,738.00			3,738.00
Knowle Hill					
3 wooden/concrete picnic tables	01.04.95				
1 new wooden table to replace vandalised one	30.09.03	278.00			278.00
Boardwalk	18.10.11	2,550.00			2,550.00
Sign	21.04.16	46.20			46.20
		2,874.20			2,874.20
Knowle Park (previously White Tree Farm)					
Land	11.05.06	1.00			1.00
Fencing and gate	17.10.05	1,995.60			1,995.60
Fencing and gate	19.12.05	535.00			535.00

Bin	16.01.06	166.00				166.00
Kissing gates and fencing	28.09.06	1,095.60				1,095.60
Boundary Fence	30.07.07	1,650.00				1,650.00
Cemetery & Allotment Fencing	10.03.08	7,746.00				7,746.00
Allotment Fencing	14.01.09	3,046.54				3,046.54
Allotment Fencing	30.03.09	950.00				950.00
Allotment Track	16.03.09	4,910.00				4,910.00
Oak Tree Bench	10.05.10	3,100.00				3,100.00
Boardwalk	26.07.10	4,380.00				4,380.00
Acorn Sculptures	03.10.10	6,950.00				6,950.00
Plantation Fencing	29.10.10	3,238.00				3,238.00
Decorative Iron Fence	28.02.11	11,500.00				11,500.00
5 Hawthorn Seat Benches	28.02.11	1,620.00				1,620.00
3 Kensington Benches	28.02.11	2,010.00				2,010.00
4 Picnic Benches	28.02.11	1,836.00				1,836.00
Viewing Point Plinth	28.02.11	2,900.00				2,900.00
Information Panel	07.01.11	1,434.00				1,434.00
2 Seats	31.03.11	334.00				334.00
Noticeboard	31.03.11	849.94				849.94
Allotments - Water Troughs	25.05.11	411.05				411.05
Car Park	30.06.11	30,030.00				30,030.00
Hawthorn Bench	02.11.11	334.00				334.00
Noticeboard	24.04.12	1,234.00				1,234.00
Bench	19.06.12	456.00				456.00
Noticeboard	11.02.13	1,222.00				1,222.00
Arch Sculpture	27.03.13	3,150.00				3,150.00
Bench	23.04.13	399.00				399.00
Bench	01.04.15	479.00				479.00
Skatepark equipment	30.06.15	6,020.00				6,020.00
Bench	25.08.15	783.00				783.00
Bench	04.11.15	337.00				337.00
Bench	29.07.16	250.00				250.00
Bench	11.07.16	1,275.60				1,275.60
bench (Knowle lane allotments)	05.09.16	482.40				482.40
sign	10.09.16	42.05				42.05
metal sign	17.10.16	23.99				23.99
Skatepark equipment	01.08.21	6,278.00				6,278.00
		115,454.77	0.00	0.00	0.00	115,454.77
New parish office and compound						
New Parish Office building	10.11.17	766,466.00				766,466.00
CCTV Monitor, DVR and cameras	10.11.17	4,495.00				4,495.00
Intruder alarms	10.11.17	1,395.00				1,395.00
Bison strimmer and Vaults	10.11.17	2,385.00				2,385.00
Office Furniture	01.01.18	17,373.60				17,373.60
Burgular bars	31.11.17	645.00				645.00
Folding wall	01.01.18	8,006.40				8,006.40
Alarm system	01.01.18	810.00				810.00
White goods	01.01.18	932.00				932.00
Additonal computers x2	01.01.18	2,124.48				2,124.48
CCTV	01.01.18	4,555.00				4,555.00
Fire extinguishers	01.01.18	1,092.00				1,092.00
Parish office fencing	21.03.18	1,702.81				1,702.81
Parish office barriers	21.03.18	7,350.68				7,350.68
Parish Office Clock	19.12.18	1,595.00				1,595.00
Potting shed	16.04.21	4,994.00				4,994.00
Litter bins	21.05.21	2,689.50				2,689.50
Projector	20.07.21	584.98				584.98
Defib	28.07.21	1,964.00				1,964.00
self watering basket	15.05.22	0.00		1,540.78		1,540.78

		831,160.45	0.00	1,540.78	0.00	832,701.23
Woodlands Community Centre						
Woodland Community Centre Building	01.04.18	1.00				1.00
Printer/scanner	21.05.18	108.33				108.33
Kitchen equipment	15.06.18	332.15				332.15
Mirrors	20.06.18	180.00				180.00
Lock cylinders and keys	20.06.18	868.32				868.32
Floor scrubber	18.07.18	1,299.00				1,299.00
Roller blinds	18.07.18	682.50				682.50
Dishwasher and Boiler	18.07.18	1,793.44				1,793.44
Key cabinet and cigarette bins	21.05.18	46.47				46.47
Fencing	08.06.18	2,400.00				2,400.00
Gate	01.07.18	150.24				150.24
Fencing	08.06.18	2,400.00				2,400.00
CCTV	18.07.18	3,577.50				3,577.50
Coffee Table	17.08.18	40.00				40.00
Low hanging trolley	17.08.18	275.00				275.00
Woodlands Furniture	17.08.18	8,240.00				8,240.00
Additional woodlands furniture	25.01.19	1,189.60				1,189.60
		23,583.55				23,583.55
Horton Heath Community Centre						
Community Building		1.00				1.00
Kitchen Equipment	Donated 25.11.18	400.00				400.00
Floor scrubber	Donated 25.11.18	500.00				500.00
Curtains and blinds	Donated 25.11.18	1,000.00				1,000.00
Metal Gate	Donated 25.11.18	300.00				300.00
Hall chairs	Donated 25.11.18	500.00				500.00
Water Boiler	Donated 25.11.18	100.00				100.00
Kitchen Crockery and utensils	Donated 25.11.18	200.00				200.00
cleaning materials	Donated 25.11.18	300.00				300.00
Toilet Mirrors	Donated 25.11.18	50.00				50.00
Defibulator	6.12.18	1,250.00				1,250.00
Kitchen Equipment	25.07.19	14,787.33				14,787.33
Fire detection Equipment	23.09.21	2,209.00				2,209.00
Crowdhill Art	31.03.21	44,394.78				44,394.78
Fair Oak Library	01.06.2021	1.00				1.00
PEMBERS Hill playarea	01.08.21	73,792.80				73,792.80
Hotbins	11.05.22	0.00		1,164.00		1,164.00
		139,785.91	0.00	1,164.00	0.00	140,949.91
Total value of fixed assets as at 31.03.22		2,101,725.11		37,831.41	0.00	2,139,556.52
Revaluations in the year		0.00				
Added in year		37,831.41				2,139,556.52
Disposed of in year		-				0.00
Total value of fixed assets as at 31.03.22		2,139,556.52				

FULL COUNCIL 17 APRIL 2023

SUSTAINABILITY POLICY

1. RECOMMENDATIONS

- 1.1 That the Sustainability Policy as set out in the subsequent paragraphs below be approved.

2. INTRODUCTION

- 2.1 The policy aims to ensure that the Council is actively committed to achieving carbon neutrality in the short term and net zero as per government net zero targets in a structured and sustainable way.
- 2.2 This policy will be known as Fair Oak & Horton Heath Parish Council Sustainability Policy and once adopted by Council will be reviewed annually in line with the subsequent Sustainable Corporate Strategy.

3. AIM AND PURPOSE

- 3.1 To reduce the Council's impact on the environment through its activities and strive to improve it, protect it, and enhance it where possible.
- 3.2 To provide a statement of intent to underpin a comprehensive working plan for the Council to strive to attain net zero status by 2050 as per current government targets.
- 3.3 To future-proof the Council against climate change by following government guidelines, to protect the Council against possible non-compliance with government climate change legislation.
- 3.4 To assist in reducing running costs by streamlining council processes such as finance and procurement.

4. OBJECTIVES

- 4.1 To align with the Climate Change Action Plan objectives below, by incorporating them into a sustainability policy: -
 - Energy:
 - minimise the use of energy and water at our sites by performing energy audits and by retrofitting council buildings to modern green standards including installations of renewable energy, energy storage and alternative heating. Council to change to green energy suppliers in the interim and for residual grid energy as required.
 - Transport:
 - reduce the social and environmental impacts arising from fleet vehicles and promote the use of sustainable modes of transport for staff members such as the Cycle to Work Scheme and replacing existing fleet

vehicles with electric.

- Food and Land Use:
 - Protecting, conserving, and enhancing the environment including landscape character, habitats and heritage and promoting biodiversity, carbon storage and local distinctiveness.
- Economy, Housing, Waste:
 - Minimising waste through best practice environmental options by eliminating, reducing, reusing and recycling where possible.
 - Identify ways to adopt actions to reduce the emission of greenhouse gases within our properties and the wider community where we have a role.
 - Use our planning influence to promote sustainable development by strengthening our planning responses to include minimum energy standards, and provision for biodiversity with a focus on multifunctional green spaces. This can be achieved by revising our planning policy to include a 'Code for Sustainable Building' when referring to all new development within our parish.
- Citizen Engagement
 - To continue to empower our community to tackle the climate and nature crises by providing educational opportunities and promoting involvement in our climate-tackling activities.

4.2 In addition to the objectives of the Climate Change Action Plan above the Sustainability Policy will also address the following necessary matters: -

- Environmental Education:
 - Raising awareness for council members and staff through an officer-lead training programme and for the wider community by delivering targeted educational community projects.
 - Adopting working practices which have the greatest contribution to sustainable development and social value.
- Procurement:
 - Ensuring purchasing power is used to reduce negative environmental impacts and to improve the environmental standards of products and services used.
- Financial Sustainability:
 - Ensure council reserves are invested sustainably by using banks and trusts that invest in green technologies rather than fossil fuels - such as moving from the Council's current bank to a Green Bank.
- Waste Management:
 - Ensuring that the council has a robust waste management programme that supports a circular economy and that all waste disposal is managed

properly and in conjunction with current legislation.

- Climate Change Resilience:
 - Ensuring the council has robust flooding, drought, and extreme heat strategies in place to strengthen community resilience.
- Asset Management:
 - Ensuring that the councils' assets are resilient to climate change by retrofitting where applicable and complying with government legislation, policy and guidance.

5. SCOPE

5.1 This policy is for use across business activities of Fair Oak and Horton Heath Parish Council in its own premises and those shared with partners i.e., Community Library and Community Café.

5.2 The Policy is intended to benefit.

- Staff
- Elected Members
- Members of the wider community by meeting their current and future needs
- Further Stakeholders –,
 - visitors
 - suppliers,
 - contractors,
 - partners

5.3 The policy will be supported by the following sub-categorised policies: -

- Sustainable Procurement Policy
- Sustainable Finance Policy
- Sustainable Events Policy
- Council Grants Policy (revised) – to include social value/environmental benefit.
- Corporate Social Responsibility Policy
- Waste Management Policy
- Council Asset Management Policy
- Planning Policy (revised) to include environmental benefits and sustainable recommendations for building contractors.

5.4 The Sustainability Policy will be underpinned by a Sustainable Corporate Strategy which, in conjunction with the Corporate Plan, Climate Change Action Plan, and Business Continuity Plan will provide a 'living' route map for the council to attain net-zero status by 2050 as per current government targets.

6. SUSTAINABILITY POLICY STATEMENT

6.1 Fair Oak and Horton Heath Parish Council considers sustainable development an integral part of its commitment to ensuring the well-being of our members, staff, and community.

6.2 Fair Oak and Horton Heath Parish Council will:

- Develop and adopt a Sustainable Corporate Strategy which will outline an integrated approach to managing the Council's corporate environmental, social and economic impacts.
- Continue to follow the objectives set out in the Climate Action Plan adopted in February 2021, reviewing and adding to this list regularly where appropriate.
- Promote the efficient use of energy and water and the reduction of greenhouse gas emissions.¹
- Assess the short and long-term effects of climate change on the Council and its assets and develop appropriate management and mitigation solutions to improve or reduce these risks.
- Assess environmental impacts of all new buildings acquired or built by the Council, ensuring where practicable that the building is future-proofed, and that appointed suppliers & contractors have regard for the environment with business policies that are in accord with our own.
- Have regard for the environment when purchasing goods and services, promoting suppliers whose environmental policies are in accord with our own.
- Provide induction/refresher awareness material to members and staff, ensuring they are aware of how they can contribute to the Council's overall performance.
- Promote waste minimisation by adopting a suitable waste management strategy that minimises the impact of waste by promoting reuse and recycling where appropriate.
- Enhance the natural beauty and biodiversity within sites owned and maintained by the Council in an environmentally sound way, for example by providing areas for nature to thrive such as the Bee and Tree Corridor.
- Actively protect the environment and wildlife by increasing animal habitat and

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- ¹ Scope 1 – All direct emissions from the activities of an organisation or under their control. Including fuel combustion on site such as gas boilers, fleet vehicles and air-conditioning leaks
 - Scope 2 – Indirect emissions from electricity purchased and used by the organisation. Emissions are created during the production of the energy which is eventually used by the organisation
 - Scope 3 – All other indirect emissions from activities of the organisation, occurring from sources that they do not directly control. These are sometimes the greatest share of a carbon footprint, covering emissions associated with business travel, procurement, production of inputs, use of outputs, waste and water ([Climate change and energy - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/climate-change-and-energy))

biodiversity within parish boundaries, through the efficient use of natural resources and by reducing pollution to land, air, and water

- Establish and nurture existing partnerships with local authorities and key partners, to promote 'green living' and green transport.

6.3 The implementation of this Policy can only be achieved by securing the support of councillors and staff at all levels within Fair Oak and Horton Heath Parish Council and by regular review of the Sustainable Corporate Strategy, the Climate Change Action Plan as well as the Asset and Waste Management policies. The Council will lead and support relevant community initiatives aimed at improving its overall sustainability performance.

7. FINANCIAL IMPLICATIONS

7.1 It is the Council's responsibility to the community and future generations to strive to achieve net zero, however, this will not be possible without a financial commitment from the Council. The Sustainable Corporate Strategy will follow a staggered implementation of projects which will allow for the Council to 'save' for high-cost projects and budget for smaller projects. The Clerk and Deputy Clerk will continue to seek applicable funding streams and value engineer projects to reduce costs to Council where possible.

8. COMMUNICATIONS PLAN

8.1 The Clerk, Deputy Clerk, and Communications Officer will agree a communications plan to promote ongoing sustainability initiatives to Councillors, staff & to engage with the wider community which will include, but is not limited to, the following: -

- Internal communications in the form of updates, training and presentations for staff and members; and
- Embedding the Sustainability Policy and supporting documents into the Council's Constitution and Councillor handbook.

9. QUALITY IMPROVEMENT

9.1 The Sustainability Policy and documentation will be monitored by the Deputy Clerk and Clerk and reviewed by the Climate Change Task & Finish Group. It will be adopted by Full Council annually to ensure compliance with current legislation and accuracy.

10. EQUALITY AND DIVERSITY IMPACT ASSESSMENT

10.1 All residents will have the opportunity to contribute to the delivery of the plan by taking part in community-based initiatives supported by the Council's Corporate Action Plan.

11. CONCLUSION

11.1 This policy will be a living document, ensuring that changes to legislation and local need and aspirations are delivered in line with the overall objective of achieving

carbon neutrality by 2035 and net zero by 2050 as in line with the Council's Climate Action Mission Statement and current government targets.

For Further Information:

Michelle Leadbitter-Allen, Deputy Clerk

Email: deputyclerk@fairoak-pc.gov.uk

APRIL 2023			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Corporate Social Responsibility Policy/Sustainability Policy	Adopt CSR	Report	Deputy Clerk
Internal Auditor Report	To consider the recommendations of the internal auditor	Report	Finance Officer
Employee Handbook	To review and adopt the handbook	Report	Clerk
Community Café	To receive an update on progress	Verbal update	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			
Health and Safety Policy	To review and adopt the policy	Report	Clerk
Website Accessibility Review	Receive an update and agree any recommendations from report	Report	Deputy Clerk (MLA)
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
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