



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

12 September 2023

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 18 September 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 15 September 2023.

AGENDA

APOLOGIES

1 DECLARATIONS OF INTEREST

To receive declarations of interests.

2 MINUTES OF MEETINGS (PAPER A, PAGES 3-20)

- a) To approve the minutes of the Council meeting held on 17 July 2023 as a correct record,
- b) To note the minutes of the Asset & Finance Committee dated 10 June and 4 September respectively,
- c) To note and approve the minutes and recommendations therein of the Finance Committee dated 10 July; and
- d) To note the planning delegated decisions of w/e 30 June, 21 July, 4 & 25 August 2023.

3 COMMUNITY CAFÉ PROJECT (REPORT B) (TO FOLLOW)

To receive an update on the project budget and agree additional funding support.

4 NEW CENTURY PARK PUBLIC ART PHASE 1 (REPORT C, PAGES 21-30)

To agree public art installation proposals and associated budget.

5 FINANCE REPORT (REPORT D, PAGES 31-49)

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

6 CHAIRMAN'S ANNOUNCEMENTS

7 CLERK'S UPDATE

8 ELECTRICITY CHARGES (REPORT E, PAGES 50-74)

To consider the progress made to date on streamlining the Council's electricity charges across all sites and the implementation of consumption mitigation.

9 COUNCIL'S INSURANCE PREMIUM (VERBAL REPORT)

To agree the Council's annual insurance premium for the period from 1 October 2023 to 30 September 2024 at a cost of £15,144.90.

10 CHRISTMAS OPENING HOURS

RECOMMENDED:

That the Council offices be closed on 27-29 December 2023.

11 WORK PROGRAMME (REPORT G, PAGES 75-77)

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

12 EXCLUSION OF THE PUBLIC AND THE PRESS

At the conclusion of this part of the Agenda, the Chairman will move the following resolution: -

"That, under Section 1(2) of the Public Bodies Admissions to Meetings Act 1960, the public and the Press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information which would be prejudicial to the public interest by reason of its confidential nature (personal matters of an individual)"

PART II – PRIVATE SESSION

Members are reminded that reports and information relating to this session are not for publication and should be treated as strictly confidential.

13 STAFFING UPDATE (VERBAL REPORT)

To receive an update on staffing costs.

To: Councillors

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

K Forfar
T Higby
M Marsh
G Meech
D Scott
M Smith
G Stupple
B Tennent

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 17 July 2023 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 Couldrey	P	Cllr Meech
P	Cllr Barrett	P	Cllr Douglas	Ap	Cllr Scott
P	Cllr Bird	P	Cllr Forfar	P	Cllr Smith
Ap	Cllr Broomfield	Ap	Cllr Higby	P	Cllr Stuppel
P	Cllr Chivuchi	Ap	Cllr Marsh	P	Cllr Tennent

Officers in attendance: Mel Stephens, Clerk, Michelle Leadbitter-Allen, Deputy Clerk and Joanna Cahill, Responsible Finance Officer

Apologies: Cllrs Broomfield, Higby, Marsh and Scott

PUBLIC SESSION

Olly Culhane, Trinity Rose and Jeff Steele, Vision D&B were present for Minute item 31.

29. DECLARATIONS OF INTEREST

Cllr Bird in Minute No. 36 and Cllr Couldrey in Minute No. 31.

30. MINUTES (PAPER A)

RESOLVED:

- (a) That the minutes of the Full Council meeting held on 19 June 2023, be signed by the Chairman as a correct record; and
- (b) The delegated planning decisions of the week ending 2 June 2023 be noted.

31. PLANNING

Cllr Couldrey disclosed a non-pecuniary interest as a member of Eastleigh Borough Council Local Area Committee who would determine the application. Cllr Couldrey also declared a disclosable pecuniary interest on the grounds that the application site was close to his home. He did not participate in the discussion and did not vote.

The Council considered planning application F/23/95181, Land at Hillview Manor Park, Winchester Road which included the Change of use of land for 10.no residential lodges and associated infrastructure.

All members expressed their strong objections to the application. As such, it was:

RESOLVED:

That the Council submits its objections to the planning application, on the following grounds:

- That the development gave rise to highway safety concerns, as it would create additional traffic on a busy and dangerous main road with restrictive sight access and egress onto Winchester Road where there is a hidden dip in the road and is the site of a fatal accident 3 years previously;
- That the development was contrary to current planning policy as it was beyond the urban edge;
- That should the Borough be minded to grant, conditions should be placed restricting the applicant from changing the usage classification in the future to allow for permanent residential dwellings;
- That the development would disturb habitats of ecological importance and impact veteran trees;
- That the proposed dwellings were out of character with the street scene of the area;
- That the development could have a detrimental impact on the medieval heritage site which was in close proximity to the site; and
- The concerns expressed by the environmental health regarding soil contamination be supported.

In addition, the Council members formally supported the concerns raised by the Hampshire County Council's Housing Enforcement Officer regarding the lack of planned parking for both residents and visitors to the site.

32. COMMUNITY CAFÉ PROJECT PRESENTATION

The Clerk gave a brief progress report on the Community Café project as well as reminding members of the agreed project outcomes, timeline, and budget.

Jeff Steele, D&B Vision, the Council's building contractor and Olly Culhane, Trinity Rose, Architects were present to answer member's questions. They reminded members of the foundation design scheme, overall building design, and structure.

Members were informed of possible additional works needed such as three-phase electrical connections to support the commercial-grade kitchen and the impact this would have on the programme and budget.

As quotes had yet to be received on some of these elements it was unclear how this would impact the final budget, however, there was an opportunity to identify savings elsewhere through a value engineering approach.

Members asked a number of questions to which answers were given.

It was hoped that the Council could deliver this exciting project this year for the benefit of the whole community.

An update on the project progress would be given in the autumn.

33. FINANCE REPORT (REPORT B)

The Council considered the finance report which showed the latest budgetary position including increase in the income due to the rise in interest rates. The Council had budgeted £3,000 for interest income but was tracking to receive over £17k in this financial year.

RESOLVED:

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

34. CHAIRMAN'S ANNOUNCEMENTS

The Chair thanked all Council's staff, in particular the Clerk and the Operations Team for their considerable efforts at the Community Library which had resulted in an attractive, safe and welcoming place for the community to visit.

The Chair was also pleased to report that its recent meeting the Local Area Committee (LAC) had supported the Council in its objection to the cockpit farm application and had voted to refuse the application. Likewise, the LAC had supported comments made by the Council in respect of the Stoke Park Farm proposal.

35. CLERK'S UPDATE

The Clerk delivered a general update with the following salient points: -

Library

The Council Operations team had spent a significant amount of time and considerable effort to support the project including moving

- boxes and furniture out of and back into the library
- erected noticeboards,
- relocated the parcel box;
- installed new planters outside.
- touched up the paintwork internally,
- installed the fire extinguishers,
- mounted the signage.
- organised shelving ready for the volunteers to stack books and,
- cleaned the library ready for opening to the public.

A community launch was currently being organised by the Council's Communications and Events Officer and would take place on the 5th of August, with various free activities for public participation.

Twynams Field

The operations team had successfully removed the three ponds to level the ground. Hard landscaping would take place once the ponds had been reinstated allowing the new Community Development Officer to undertake community planting/activities in the autumn and spring.

A wildlife audit had been undertaken by Hampshire & Isle of Wight Wildlife Trust (HIWWT) at Twynams field and the Community Orchard. The expectation was that the report would assist the Council in understanding the baseline ecology on these sites and making decisions to increase biodiversity net gain.

Community Café

The Operations Team would shortly be undertaking clearance work at the café site which would entail the removal of the old fence to the park side, and the clearing of brambles and shrubs. The Operations Manager would arrange for specialist tree works on Shorts Road.

Staffing Update

The Council had employed three new caretakers to fill previous vacancies and the Community Development Officer was due to start on 10 August.

The office would be closed to the public on Fridays during August due to staff holiday commitments. The Officers on duty would remain contactable by phone and email.

Corporate Electricity

The Deputy Clerk and Finance Officer had begun a review of the Council's energy usage and an investigation into the possibility of adding solar to the parish office and Woodland Community Centre.

IT / BT Leased Line

The installation of the BT leased line progressed with the completion of works by Open Reach. It was expected that BT would be testing and the line ready for the router installation shortly.

36. EASTLEIGH BOROUGH COUNCIL LICENCING CONSULTATION

RESOLVED:

That the Clerk, in consultation with the Chair, be given delegated authority to respond to the consultation on behalf of the Council.

37. LAPSTONE PLAYING FIELD SECOND CRICKET WICKET (REPORT C)

The Council considered the progress of the second cricket wicket including Eastleigh Borough Council's appointment of White Horse Ltd to complete phase 1 works on the site as well as the proposed contractual arrangements.

The project, funded by Developer's Contributions allocated by BIFOHH Local Area Committee was being project managed by Eastleigh Borough Council. Upon completion of the project, EBC would arrange for the contractor responsibilities and warranties to be transferred to the Parish Council as landowners which would provide the council with a direct line of recourse should there be any latent defects and thus safeguard the Council's interests.

Members supported the proposals and such, it was:

RESOLVED:

- (a) That the contents of the report be noted and;
- (b) The contractual arrangements as set out in paragraph 4.2 of Report C be agreed.

38. LIBRARY REFURBISHMENT POST PROJECT REVIEW (REPORT D)

The Council considered the post-project evaluation of the library building refurbishment project which included the programme, final budgetary position, future risks, and suggested use of underspends.

The Clerk informed members that the final project spend would like to increase by £200-£400 due to outstanding invoices. Currently, the overall spend was £117,589.

Members discussed the timing of the renovation of the roof and the contractor's recommendations regarding the roof's current condition. In order to safeguard the improvements made to the internal building specification, members agreed that the programme for the roof be brought forward and that the £6,000 project underspend be ring-fenced for this work. As indicative costing showed the roof would cost in excess of £15k, the Council would need to consider future funding sources.

The Clerk would, with the Finance Officer, draw up a project plan for the future roof renovation for members approval.

Members thanked the Clerk for the comprehensive review of the library refurbishment project.

RESOLVED:

- a) That the Council note the contents of the report;
- b) That the £6,000 project underspend be ring fence for future roof repairs; and
- c) That these works be completed within 2 years.

39. LAND DISPOSAL/LAND ACQUISITION POLICY & PROCEDURE (REPORT E)

The Council considered the land disposal and land acquisition policy.

RESOLVED:

- a) That the contents of the report be noted; and
- b) That the policy and procedure set out in Appendix 1 to Report E be agreed, subject to investigation by the Clerk as to whether the transition of Council land from allotments to cemetery in the future would fall under Ordinary Appropriation.

40. GROUNDS MAINTENANCE WORKS TO THE CREMATION CIRCLE (REPORT F)

The Council considered the request to carry out improvement works to the cremation circle located in Fair Oak Cemetery.

The improvements would improve the working conditions, reduce the need for weekly

cutting, improve the overall appearance of the site and reduce damage to items placed at memorials.

After consideration, it was:

RESOLVED:

That the proposed improvement works be agreed.

41. PUBLICATION SCHEME (REPORT G)

The Council considered proposed amendments to the Council's publication scheme.

RESOLVED:

That recommended changes be agreed.

42. COMMUNICATION POLICY (REPORT H)

The Council considered proposed amendments to the communications policy.

RESOLVED:

That the recommended changes be agreed

43. WORK PROGRAMME (REPORT I)

RESOLVED:

That the work programme be agreed subject to the allocation of the 'Play Strategy' to the main work programme from unallocated section.

Signed Chairman.

This was all the business and the meeting closed at 7.11 pm.



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Minutes of the INQUORATE ASSET Committee Meeting

held on Monday 5 June 2023 at 10.00am

Parish Offices, Fair Oak

P = present, Ab = absent, Ap = apologies

Committee:

Ab Cllr Anderson

P Cllr Bird

Ap Cllr Broomfield

Ap Cllr Douglas

Ap Cllr Forfar

P Cllr Meech

Ab Cllr Scott (Chairman)

Ab Cllr M Smith

Officers in Attendance:

Melanie Stephens, Clerk & Martin Johnson, Operations Manager

1. INQUORATE MEETING

The Clerk commented that a formal notice had been issued to all members of the Committee in accordance with the relevant legislation.

It was further explained that the Council's Constitution states that the quorum at a meeting of a committee will be the greater of 3 or one quarter of the whole of the membership.

If at the start of the meeting there is not a quorum present, then if after a period of five minutes there is still not a quorum, the meeting will be abandoned, and all items deferred to the next Full Council meeting.

As there were insufficient members present for a quorum, the meeting was abandoned and all items with reports on the agenda deferred to the June Full Council meeting.



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Minutes of the INQUORATE FINANCE Committee Meeting
held on Monday 4 September 2023 at 10.00 am
Parish Offices, Fair Oak

P = present, Ab = absent, Ap = apologies

Committee:

Ab	Cllr Baret	Ap	Cllr Forfar
Ap	Cllr Douglas (Chairman)	Ab	Cllr Higby
Ab	Cllr Chivuchi	Ap	Cllr Marsh
P	Cllr Couldrey	Ab	Cllr Tennent

Officers in Attendance:

Melanie Stephens, Clerk, Michelle Leadbitter-Allen, Deputy Clerk and Jo Cahill, Finance Officer.

12. INQUORATE MEETING

The Clerk commented that a formal notice had been issued to all members of the Committee in accordance with the relevant legislation.

It was further explained that the Council's Constitution states that the quorum at a meeting of a committee will be the greater of 3 or one-quarter of the whole of the membership.

If at the start of the meeting, there is not a quorum present, then if after a period of five minutes, there is still not a quorum, the meeting will be abandoned, and all items deferred to the next Full Council meeting.

As there were insufficient members present for a quorum, the meeting was abandoned and all items with reports on the agenda were deferred to the September Full Council meeting.



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**Minutes of the FINANCE COMMITTEE meeting held on
Monday 10 July 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	Ap	Cllr Forfar
P	Cllr Douglas (Chair)	Ap	Cllr Higby
Ab	Cllr Chivuchi	Ap	Cllr Marsh
P	Cllr Couldrey	P	Cllr Tennent

Officers in attendance:

Joanna Cahill, Responsible Finance Office and Melanie Stephens, Clerk

PUBLIC SESSION

No members of the public were present.

1 DECLARATIONS OF INTEREST

There were none.

2 MINUTES OF MEETINGS (PAPER A)

RESOLVED:

That the minutes of the meeting held on 16 March 2023 be noted.

3 ELECTION OF VICE-CHAIR

RESOLVED:

That this item be deferred to the next meeting.

4 QUARTERLY FINANCIAL MONITORING (REPORT B)

The Committee considered the Parish Council's current financial position against the approved 2023/24 budgets.

The total budget agreed by the Council for the 23/24 financial year was £605,130.

The Finance Officer and Deputy Clerk were currently investigating electricity charges across all sites due to higher-than-expected charges and discrepancies in invoices. An action plan which included installation of smart meters across all sites, online billing, change in tariffs and contracts was in place and would be shared with members. Staff were also investigating cost of additional solar panels and battery storage at the Parish Offices to support the electric vehicles and hand-held machinery.

Members were also informed of an oversight in the budget. Unfortunately, the splashpad maintenance budget had not been included in this years' allocation.

The Finance Officer explained that these costs could be covered by using the additional income from interest rates. The Council had received £4,273 for interest income for the first 3 months of the financial year against a full-year budget of £3,000 and was on track to receive approximately £17k for the full financial year. This was supported by members.

The Chairman requested, for transparency, that a one-off grass cutting in part of her field would be undertaken at her property. This work would be fully invoiced at the usual rate and would be paid in full.

The Chairman announced that due to the Council's involvement in the resurfacing of the car park to the Twynams cottages, the costs for the retrospective planning application would be met by the Council and take out of general reserves. All members supported this suggested.

RESOLVED:

That latest budget position as at 30 June 2023 be noted.

5 FINANCE RISK ASSESSMENT (REPORT C)

The Committee considered the Council's Finance Risk Assessment.

RESOLVED:

That the Finance Risk Assessment be approved.

6 FINANCES REGULATIONS (REPORT D)

The Committee reviewed the Council's Finance Regulations.

RECOMMENDED:

That the Council adopt the Finance Regulations set out in Report D.

7 STAFF RECOGNITION AWARDS (REPORT E)

The Committee considered suggested amendments to the staff recognition award policy which included an additional layer of review by the Chairman and Clerk as part of the annual appraisal process.

Members supported the changes but suggested that rather than have awards come

sporadically throughout the year, the Clerk bring all proposals annually, to the March meeting at the end of the financial year and following completion of the appraisal process.

RESOLVED:

- a) That the suggested changes be approved; and
- b) That all allocations be considered at agreed annually at the March Finance Committee meeting.

8 STAFF BENEFITS

The Clerk had, under instruction from the Chairman, undertaken a desk-top exercise of the cost of BUPA for the Clerk and Deputy Clerk as well as other benefits to all employees such as reduced rates for Council services and cost of staff eye tests.

Members requested that further investigation be undertaken with regard to BUPA including costs of tax contributions.

Members were happy to support the costs of staff sight tests and a 25% discount on Council services such as hall hire, allotments & tennis.

RESOLVED:

- a. That the Clerk investigate BUPA costs for update at the next Committee meeting; and
- b. That additional staff benefits be approved to include the costs of staff sight tests and a 25% discount on Council services such as hall hire, allotments & tennis.

9 STAFF TOIL/OVERTIME

The Finance Officer reported that the way in which staff toil/overtime was being managed needed review as different approaches were being undertaken for Operations and Admin staff in that all overtime recorded on timesheets for Operations staff was being paid, whereas overtime for admin staff was just being logged and take as time off in lieu.

In order to have a standard and fair approach for all staff, the Clerk was asked to undertake a benchmarking exercise to ascertain how other Town and Parish Council's manage staff overtime and report back to the next Committee meeting.

RESOLVED:

That the Clerk undertake a benchmarking exercise to ascertain how other Town and Parish Council's manage staff overtime and report back to the next Committee meeting.

10 BANK MANDATE

RESOLVED:

That all Finance Committee members and Senior Officers be signatories for the Council's bank mandate.

11 WORK PROGRAMME (REPORT F)

Members requested that an additional meeting be scheduled in September due to the additional actions for officers arising from the meeting.

RESOLVED:

- (a) That the work programme is noted; and
- (b) That an additional meeting be scheduled at the beginning of September 2023.

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 30 June 2023

Application No: [F/23/95180](#)

Address: Land at Hillview Manor Park, , Winchester Road,, Hampshire, SO50 7HD

Description: Change of use of land for the stationing of 14no. caravan compliant lodges to be used as holiday accommodation and associated infrastructure

Comments: Referred to Full Council 19 June 2023

Object the following grounds:

- That the development gave rise to highway safety concerns, as it would create additional traffic on a busy and dangerous main road with restrictive sight access and egress onto Winchester Road;
- That the development was contrary to current planning policy as it was beyond the urban edge;
- That should the Borough be minded to grant, conditions should be placed restricting the applicant from changing the usage classification in the future to allow for permanent residential dwellings;
- That the development would disturb habitats of ecological importance and impact veteran trees;
- That the proposed dwellings were out of character with the street scene of the area;
- That the development could have a detrimental impact on the medieval heritage site which was in close proximity to the site; and
- The concerns expressed by the environmental health regarding soil contamination be supported.

Planning Specialist Contact Details

Email: clare.martin@eastleigh.gov.uk

Application No: [F/23/95181](#)

Address: Hillview Manor Park, , Winchester Road,, SO50 7HD

Description: Change of use of land for 10.no residential lodges and associated infrastructure

Comments: Referred to Full Council 17 July 2023

Object on the following grounds:

- i. That the development gives rise to highway safety concerns, as it would create additional traffic on a busy and dangerous main road with restrictive sight access and egress onto Winchester Road where there is a hidden dip in the road and is the site of a fatal accident 3 years ago;
- ii. That the development is contrary to current planning policy as it was beyond the urban edge;
- iii. That should the Borough be minded to grant, conditions should be placed restricting the applicant from changing the usage classification in the future to allow for permanent residential dwellings;
- iv. That the development would disturb habitats of ecological importance and impact veteran trees;
- v. That the proposed dwellings are out of character with the street scene of the area;
- vi. That the development could have a detrimental impact on the medieval heritage site which was in close proximity to the site; and
- vii. The concerns expressed by the environmental health regarding soil contamination be supported.

- viii. The concerns expressed by the Hampshire County Council Enforcement Officer regarding the lack of planned parking for both residents and visitors to the site be supported.

Planning Specialist Contact Details

Email: clare.martin@eastleigh.gov.uk

Application No: [H/23/95328](#)

Address: 7 Dean Road, Fair Oak, SO50 7JE

Description: Single extension above an existing extension to create a double-storey extension

Comments: No Objection

Planning Specialist Contact Details

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

Application No: (amended) [F/22/94435](#)

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

Description: Alterations and extensions and conversion of 4 existing barns including Grade II listed Threshing Barn and Granary to create 4 dwellings, demolition of modern barn and construction of 5 new dwellings with associated gardens parking and car port/bat barn new sewerage treatment and new footpath on the southern side of Mortimers Lane

Please reply to the planning officer on the below email address.

Comments: No objection. Cllrs Douglas declared a non-pecuniary interest as a neighbour

Planning Specialist Contact Details

Email: summer.sharpe@eastleigh.gov.uk

Application No: [L/23/94460](#) amended

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

Description: Alterations and extensions and conversion of 4 existing barns including Grade 2 listed Threshing Barn and Granary to create 4 dwellings, demolition of modern barn and construction of 5 new dwellings with associated gardens parking and car port/bat barn new sewerage treatment and new footpath on the southern side of Mortimers Lane

Comments: No objection. Cllrs Douglas declared a non-pecuniary interest as a neighbour

Planning Specialist Contact Details

Email: summer.sharpe@eastleigh.gov.uk

PLANNING APPLICATIONS

Applications to w/e 21 July 2023

Application No: [H/23/95235](#)

Address: 73 Ormond Close, Fair Oak, SO50 8FG

Description: Extension to existing front Porch

Comments: No objection

Planning Specialist Contact Details

Email: alexandra.stone@eastleigh.gov.uk

Application No: [H/23/95328](#)

Address: 7 Dean Road Fair Oak, SO50 7JE

Description: First floor side extension and erection of new ground floor utility room to the rear. (Amended Description and Plans).

Comments: No objection

Planning Specialist Contact Details

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

Application No: [H/23/95270](#)

Address: 24 Angelica Gardens, Horton Heath, SO50 7PB

Description: First floor extension to front elevation. Internal alterations to existing dwelling. Alterations to fenestration. New car port.

Comments: No objection

Planning Specialist Contact Details

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

Application No: [H/23/95399](#)

Address: Burlar, Botley Road, Horton Heath, SO50 7DQ

Description: Two storey rear extensions. Interior and elevational changes. Alterations to fenestration.

Comments: No objection

Planning Specialist Contact Details

Email: clare.martin@eastleigh.gov.uk

PLANNING APPLICATIONS

Applications to w/e 4 August 2023

Application No: [T/23/95621](#)

Address: 1 Burnetts Gardens, Horton Heath, SO50 7BY

Description: 1 no. English Oak (T1) - Crown reduce by 3m all round, height to be brought down to 16m and crown spread brought in to 14m. Reducing the crown to this height will provide a more compact canopy reducing the risks to the immediate area.

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

Planning Specialist Contact Details

Email: trees@eastleigh.gov.uk

Application No: [H/23/95612](#)

Address: 141 Sandy Lane, Fair Oak, SO50 8GF

Description: Rear extension. Log burner flue (Resubmission)

Comments: No objection

Planning Specialist Contact Details

Email: alexandra.stone@eastleigh.gov.uk

Application No: [T/23/95658](#)

Address: 10 Ascot Road, Horton Heath, SO50 7JQ

Description: 5 no. oak (T1 - T5) - Reduce 5 EBC oak trees over hanging property by approx. 2.5m back to suitable growth points.

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

Planning Specialist Contact Details

Email: trees@eastleigh.gov.uk

Application No: [F/23/95549](#)

Address: Brighstone, Botley Road, Horton Heath, SO50 7DT

Description: Construction of 5.no dwellings, landscaping, parking and associated works following demolition of existing dwelling, site clearance and preparation.

Comment: We welcome the decision for the application to be considered at LAC if the Officer is of a mind to approve. The design of the houses as traditional and lower is pleasing but the proposal seem overdeveloped.

Planning Specialist Contact Details

Email: gary.osmond@eastleigh.gov.uk

Application No: [PN/23/95763](#)

Address: Cockpit Farm Barn, Knowle Lane, Eastleigh, Eastleigh, SO50 7DY

Description: Conversion of part of existing building to light industrial use - Class E

Comments: Object – Previous comments regarding overdevelopment in the strategic gap, contrary to policy and concerns regarding highway safety still stand. The site is not appropriate for Class E being a semi-rural lane. EBC have a designated area in its local plan for this type of application. If the application progresses the Parish Council request it be referred to the LAC for consideration.

Planning Specialist Contact Details

Email: alex.webb@eastleigh.gov.uk

Application No: [F/23/95568](#)

Address: Chalcroft Business Park, Burnetts Lane, West End

Description: Erection of a steel framed canopy and associated perimeter fencing

Comments: No objection

Planning Specialist Contact Details

Email: rachael.morris@eastleigh.gov.uk

PLANNING APPLICATIONS

Applications to w/e 25 August 2023

Application No: [T/23/95761](#)

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

Description: 1 no. Ash (T1, overhangs from the neighbouring property) - Reduction of the lower branches on the east, south and west aspect of the tree that overhangs the property and boundary by 3m in length thus reducing the lower overhanging branches.

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

Planning Specialist Contact Details

Email: trees@eastleigh.gov.uk

Application No: [H/23/95593](#)

Address: Neerome, Botley Road, Horton Heath, SO50 7DT

Description: Demolition of existing rear upvc conservatory and side utility room. To replace with ground floor flat roof extension to rear and side elevations

Comments: No objection

Planning Specialist Contact Details

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

Application No: [X/23/95829](#)

Address: Hill Haven, Winchester Road, Fair Oak, Eastleigh, SO50 7HB

Description: Variation of Condition 2 of planning permission ref. F/21/91726 to increase the height and width of Plot 2. Original application description: Erection of 2no. detached dwellings (1 x 4-bedroom and 1 x 3-bedroom) with associated access and parking.

Comments: No objection

Planning Specialist Contact Details

Email: rebecca.altman@eastleigh.gov.uk

Application No: [F/23/95753](#)

Address: Kype View, 5 Allington Lane, Fair Oak, SO50 7DA

Description: Erection of 1.no 3-bedroom bungalow with associated parking following the demolition of existing garages and severing of land

Cllr Douglas declared an interest being an acquaintance of the vendor and took no part in the decision.

Comments: Object on ground of overdevelopment and the close proximity to a busy road junction. If the Planning Officer is of a mind to permit, then the Parish Council request the application be referred to LAC for consideration.

Planning Specialist Contact Details

Email: rachael.morris@eastleigh.gov.uk

**BISHOPSTOKE, FAIR OAK & HORTON HEATH LOCAL AREA
(BIFOHH) COMMITTEE – 6 SEPTEMBER 2023**

FULL COUNCIL – 18 SEPTEMBER 2023

NEW CENTURY PARK/CAFÉ SITE PUBLIC ART PROPOSAL

1. RECOMMENDATIONS

- 1.1 That the Council:
- 1.2 Approves the phased approach to the public art installation at the café/wider park site;
- 1.3 Approves the suggested art installations;
- 1.4 Allocates £4,418 to support the entire project;
- 1.5 Agrees the budget for the project as set out in paragraph 7.1 below; and
- 1.6 Delegates authority to the Clerk to commission artwork and oversee its installation with a progress report following completion of the project.

2. PURPOSE

- 2.1. To seek member approval for the public art installation proposals at the café site, New Century Park, Fair Oak as well as funding support for the project.

3. BACKGROUND

- 3.1. On 28 June 2023 the LAC approved its public art strategy for the BIFOHH area. This included future projects spanning both parishes following a review of aspirational projects put forward by Fair Oak & Horton Heath Parish Council.
- 3.2. The funding allocated to support public art expenditure across the LAC area is £125K (agreed in March 21).
- 3.3. Various informal discussions have been held with Borough and Parish Councillors and Officers regarding the public art aspirations for the café site and a firm proposal is now being submitted for consideration and approval at both the LAC and Parish Council.

4. CURRENT POSITION

- 4.1 The community café build project which is being jointly funded by the LAC developers' contributions and the Parish Council, has now progressed to a point where installation of public art needs to be commissioned to ensure completion before the Café's official opening to the public in January 2024 (a soft launch will be held in December 23).
- 4.2 So as not to rush the public art installation a phased approach is suggested with the following priority order: -

- Phase 1 - Entrance gates/fence line
- Phase 2 - Bike racks
- Phase 3 - Information board serving the café/splash pad/wider park site

4.3 All installations will be sited on Fair Oak & Horton Health Parish Council land and as such do not need other statutory (e.g., planning) approvals. Artists will be asked to submit designs that are light touch' maintenance.

4.4 The current artwork on site (home guard gates/fencing) has also been given due consideration when drafting briefs to artists and this is exemplified in the Phase 1 proposal.

4.5 A mood board for proposed art installations is attached at Appendix 1.

5. PHASE 1 ART INSTALLATIONS

5.1 To ensure continuity in design and approach, bearing in mind, existing artwork on-site, the Clerk has received a quote from the artist who had previously installed the 'home guard trees' at the Shorts Road entrance to the New Century Park. The quote covers: -

- Extension of the existing metal tree profiles so that the newly exposed café site/boundary is enclosed. Profiles/templates of the existing metal trees will be taken onsite and will be finished to the same specification (galvanised and finished in a satin black, hand-painted finish with the gold dots also included on the acorns). These will then be installed on-site using the same fixing methods as before.

Cost of works: £5,623 + VAT

- Incorporate the proposed fountain design (attached at Appendix 2) onto the existing metal entrance gates. After these have been shot blasted, cleaned and re-power coated. The waterspouts will be power-coated in various blues. New posts, fixings, and installations to ensure secure closing.

Cost of works: £4,415.40 + VAT

5.2 The entrance fencing and gates have been given higher priority over other suggested installations to ensure the safety and security of the site as well as greater street presence at the new community venue.

5.3 The design of the entrance gates has been shared with the Fountain Café and met with their approval.

5.4 The artist has been sympathetic to the sustainability ethos of the café/Parish/LAC and rather than make new gates has designed a scheme to repurpose the previous scout hut gates. They have also considered existing art on-site to maintain site identity whilst also serving to infill a newly formed gap in the fence line.

5.5 The gates and continuation of the home guard trees also give a greater sense of security on the site, particularly when the café is not in use.

5.6 Both installations will be installed to appropriate health and safety standards/specifications.

6. PHASE 2 & 3 ART INSTALLATIONS & TIMESCALES

6.1 The final phases of the public art on the café site include the installation of bike racks to encourage greener forms of travel to the venue. As well as the installation of a public noticeboard serving all three site facilities namely, the café, splash pad, and wider park.

6.2 The brief for these installations will include the need for the artwork to be:

- Relevant to the immediate surroundings
- Originality
- Function as well as style/beauty
- Greater sense of space
- Provide low-level community engagement.

6.3 It is proposed that the bike racks be completed and installed by February 2024 and the information board by May 2024.

6.4 All three phases meet EBC's strategic proposals, namely shaping places & creating homes and communities as well as the approved LAC public art vision themes, namely sustainability and climate change and culture heritage and identity.

6.5 The project also meets the Parish's corporate objectives of people, plant and place.

7. FINANCIAL IMPLICATIONS

7.1 The total cost of the project comes to £22,090.

7.2 A draft budget is set out below: –

Net cost					
Phase 1		Phase 2		Phase 3	
Home guard trees	5,623	Cupcake bike racks	4,000	Information frame	5,500
Fountain entrance gates	4,415.40	Contingency	200	Artwork	1,500
Contingency	501.92			Contingency	350
Total	<u>10,540</u>	Total	<u>4,200</u>	Total	<u>7,350</u>
Total Project	22,090				
LAC contribution	17,672				
Parish Contribution	4,418				

7.3 The Clerk attended the Local Area Committee briefing meeting on 6 September 2023. At the meeting, they indicated their funding support to the project, pending agreement from the Parish of financial contributions.

7.4 The Parish contribution for the public art on the site, which has not been included in the main café budget comes to £4,418. Should members agree to support this financial contribution, then this will need to be vired from the Council's Public Sector Savings Fund or the Community Development Ear Marked Reserve.

8. CONCLUSION

8.1 To ensure that the new café blends cohesively with the wider park function as well as providing a level of security and other public functions, funding support is sought for art installations on the site to include decorative fencing/gates, bike racks, and information board, using a phased approach. Phase 1 of the project, the installation of the fencing/gates, will cost £10,038. Should members support the proposal, the project (costing £22,090) will be part funded from public art allocation of developer contributions as well as a total of £4,418 contribution from the Parish Council.

8.2 Fair Oak & Horton Heath Parish Council, via their Clerk, in consultation with the Chairman, under delegated authority, will oversee the project and will report back to the LAC/Parish Council following completion.

FOR FURTHER INFORMATION CONTACT:

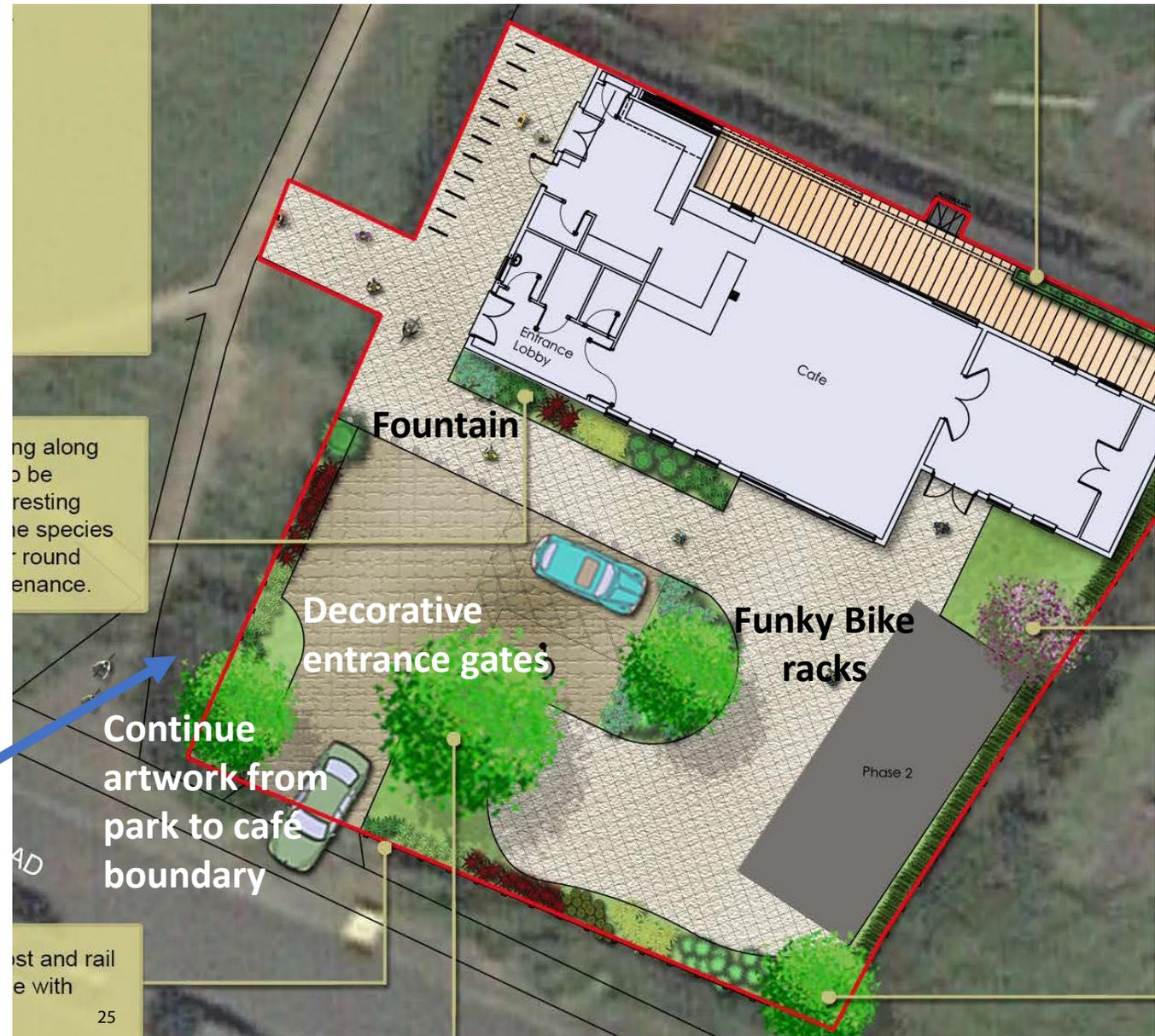
Mel Stephens, Clerk

Email: clerk@fairoak.gov.uk

PUBLIC ART BRIEF – NEW CENTURY PARK/CAFE

- Address security concerns
- Connect to the wider park/community identity
- Reflect park and café branding
- Robust/longevity
- Sustainable
- Cohesive

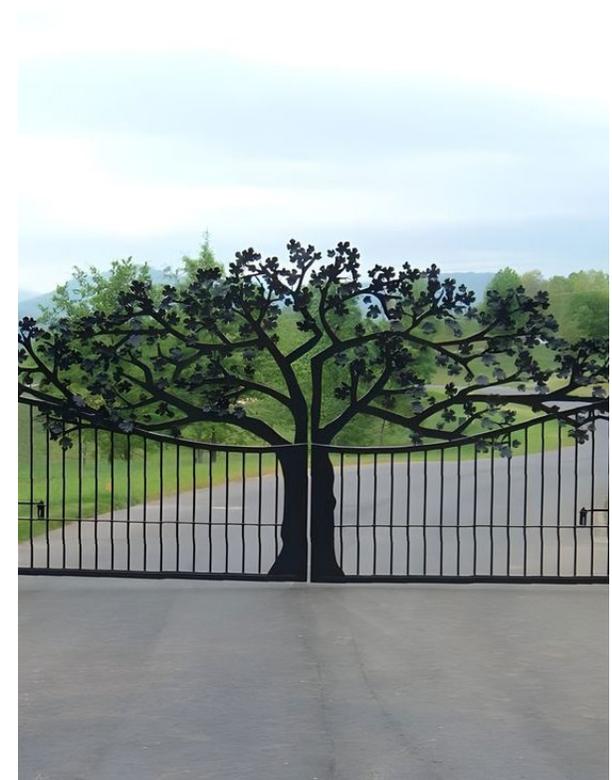
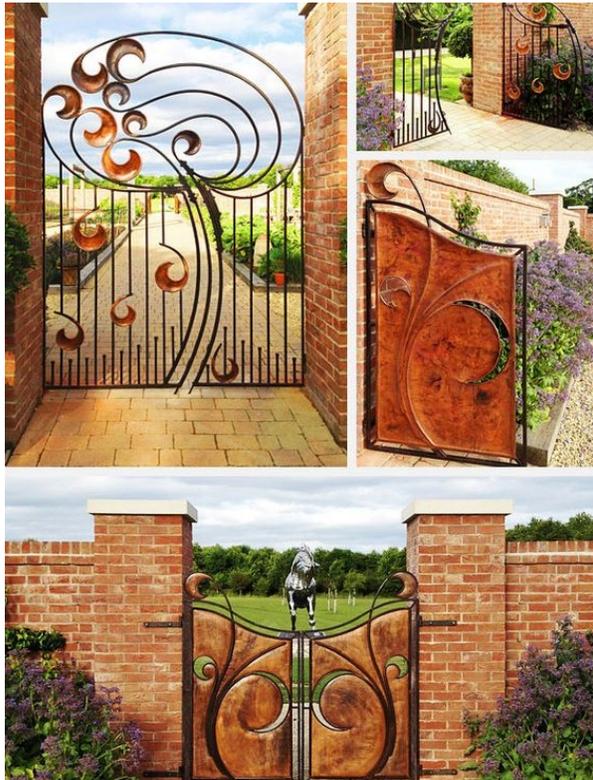
- Fencing
- Gates
- Bike racks
- Info board
- Fountain?



Inspiration/Mood Board Bike racks



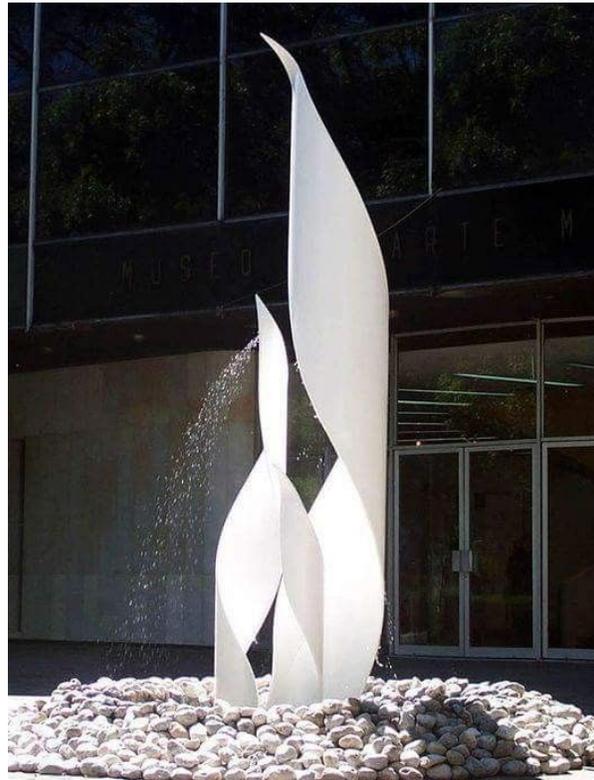
Entrance Gates/Continuing Fence line





Information board/frame/direction sign

The Fountain



Report C: Café Public Art Report Appendix 2 – Gate Drawing
Refer to the File sent separately.

FULL COUNCIL – 18 SEPTEMBER 2023
MONTHLY FINANCIAL MONITORING REPORT

1. RECOMMENDATIONS

- 1.1 That the Committee notes the Council's financial position as at 31st August 2023 and agrees any BACs payments.

2. INTRODUCTION

- 2.1 This report provides a summary of the Council's financial position as at 31st August 2023.

3. BACKGROUND

- 3.1 The Council's approved budget for the financial year 2023/24 is £605,130.

4. BUDGET MONITORING

Expenditure

- 4.1 After reviewing the detailed income and expenditure cost centre report (attached at Appendix 1) Officers have identified overspends above 10% of the original budget for members' scrutiny and have given commentary on the overspend in the table below:

Cost centre	23/24 budget	Spend to date	% Spent
PO business rates	16,320	17,216	105.5
PO Electricity	2,800	6,406	222.8
PO Cleaning	500	713	142.6
Vehicle Insurance	3,000	3,863	128.8
WCC business rates	7,500	8,177	109
WCC cleaning	500	646	129
HHCC electricity	1,500	3,551	236
Pitch maintenance	4,500	4,936	109
NCP general maintenance	500	645	130

Table 1

- 4.2 The business rate increase went above what was provisionally budgeted for.
- 4.3 The increase in electricity charges is being dealt with by the Deputy Clerk who is proactively reviewing the current contracts.

5.

Income

The Council budgeted for £3,000 for interest income however to date the Council has

received £7,496. This is due to the increase in inflation. Should these rates continue, the Council is expected to receive approximately £17,000 at the end of this financial year.

1. FINANCIAL IMPLICATIONS

- 5.1. The Council must keep a regular review of the progress against all budget headings to ensure unnecessary overspending. Where overspends cannot be avoided these must be reported to the Council.
- 5.2. Whilst some overspends have been identified, the Finance Officer is not overly concerned about the impact this will have on the closing budget for this financial year as the underspends in the budget will compensate for these. In short, the Council will be able to achieve a balanced budget at the end of the year.

6. CLIMATE/CRIME & DISORDER IMPLICATIONS

- 6.1 None directly arising from this report.

7. EQUALITY & DIVERSITY IMPLICATIONS

- 7.1 None directly arising from this report.

8. CONCLUSION

- 8.1 A more detailed monthly budget report has been produced at the request of the Finance Committee. Whilst some overspends have been unavoidable these can be offset against the additional income received from interest on our current account.

FOR FURTHER INFORMATION CONTACT:

Name: Jo Cahill, Responsible Finance Officer

Email: finance@fairoak.gov.uk

Detailed Income & Expenditure by Budget Heading 12/09/2023

Appendix 1

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>								
1076 Precept	469,918	247,510	495,030	247,520			50.0%	
1090 Interest Received	7,647	7,496	3,000	(4,496)			249.9%	
1300 Football Income	6,081	363	4,500	4,137			8.1%	
1310 Cricket Income	2,500	0	2,600	2,600			0.0%	
1550 Tennis Income	1,837	1,315	2,000	685			65.8%	
1900 Other Income	18,460	31,005	500	(30,505)			6201.0%	28,750
1905 Section 106 Income	810,975	0	0	0			0.0%	
	1,317,418	287,688	507,630	219,942			56.7%	28,750
	1,317,418	287,688	507,630	219,942				
6001 less Transfer to EMR	841,255	28,750						
Movement to/(from) Gen Reserve	476,163	258,938						
<u>110 Administration</u>								
4000 Salaries	299,938	127,852	288,493	160,641	160,641	44.3%		
4010 Employer's Pension	75,179	30,308	65,366	35,058	35,058	46.4%		
4030 Sickness/Holiday Cover	1,795	784	2,000	1,216	1,216	39.2%		
4055 Insurance	10,456	0	16,000	16,000	16,000	0.0%		
4060 Audit	2,100	(700)	2,200	2,900	2,900	(31.8%)		
4070 Legal & Professional Fees	12,344	2,885	5,000	2,115	2,115	57.7%		
4075 Postage	2	0	100	100	100	0.0%		
4080 Stationery	1,268	107	500	393	393	21.3%		
4085 Printer Consumables	956	549	1,380	831	831	39.8%		
4090 Admin Maintenance	1,001	525	1,000	475	475	52.5%		
4095 Bank Charges	62	25	50	25	25	50.0%		
4100 Chairman's Allowance	321	0	400	400	400	0.0%		
4105 Conference/Training/Staffing	2,692	312	2,500	2,188	2,188	12.5%		
4110 Clothing	1,286	621	1,000	379	379	62.1%		
4120 Telephone & Broadband	3,469	1,614	5,500	3,886	3,886	29.3%		
4125 Mobile Phone	312	136	1,000	864	864	13.6%		
4132 Subscriptions	1,957	433	1,000	567	567	43.3%		
4133 Software and support	9,006	7,671	7,734	63	63	99.2%		
4134 Members IT	5,471	531	9,900	9,369	9,369	5.4%		
4140 Card Payments	72	0	0	0	0	0.0%		
4990 Sundry Expenses	721	256	700	444	444	36.6%		
	430,408	173,909	411,823	237,914	0	237,914	42.2%	0
	(430,408)	(173,909)	(411,823)	(237,914)				
6000 plus Transfer from EMR	38,733	0						
Movement to/(from) Gen Reserve	(391,675)	(173,909)						

Detailed Income & Expenditure by Budget Heading 12/09/2023

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>150 Parish Office</u>								
1200 Hiring Fees	7,726	1,679	8,000	6,321			21.0%	
Parish Office :- Income	7,726	1,679	8,000	6,321			21.0%	0
4395 Business Rates	15,220	17,216	16,320	(896)		(896)	105.5%	
4400 Gas	2,430	1,126	2,800	1,674		1,674	40.2%	
4405 Electricity	1,496	6,406	2,800	(3,606)		(3,606)	228.8%	
4410 Water	350	314	700	386		386	44.9%	
4415 Repairs	1,605	335	500	165		165	67.0%	
4425 Health & Safety	4,498	1,225	3,200	1,975		1,975	38.3%	
4435 Cleaning	514	772	500	(272)		(272)	154.4%	
4450 Equipment - Internal	222	13	500	487		487	2.6%	
4680 General Bin Emptying	875	507	1,000	493		493	50.7%	
4990 Sundry Expenses	235	125	100	(25)		(25)	125.0%	
Parish Office :- Indirect Expenditure	27,445	28,038	28,420	382	0	382	98.7%	0
Net Income over Expenditure	(19,719)	(26,359)	(20,420)	5,939				
<u>210 Machinery and Van</u>								
4300 Machinery - General Repairs	2,515	1,205	2,000	795		795	60.2%	
4305 Fuel	4,998	2,542	5,000	2,458		2,458	50.8%	
4310 Road Tax	580	640	600	(40)		(40)	106.7%	
4315 Maintenance - Vans	7,591	384	2,500	2,116		2,116	15.4%	
4320 Vehicle Insurance	3,642	3,863	3,000	(863)		(863)	128.8%	
Machinery and Van :- Indirect Expenditure	19,326	8,634	13,100	4,466	0	4,466	65.9%	0
Net Expenditure	(19,326)	(8,634)	(13,100)	(4,466)				
<u>230 Crowdhill Community Building</u>								
1200 Hiring Fees	29,125	9,706	40,000	30,294			24.3%	
Crowdhill Community Building :- Income	29,125	9,706	40,000	30,294			24.3%	0
4120 Telephone & Broadband	973	467	700	233		233	66.8%	
4395 Business Rates	7,111	8,177	7,500	(677)		(677)	109.0%	
4400 Gas	5,741	1,729	2,000	271		271	86.4%	
4405 Electricity	4,037	1,501	3,000	1,499		1,499	50.0%	
4410 Water	282	0	350	350		350	0.0%	
4415 Repairs	951	684	1,000	316		316	68.4%	
4420 CCTV Maintenance	0	0	100	100		100	0.0%	
4425 Health & Safety	6,477	4,504	4,500	(4)		(4)	100.1%	
4435 Cleaning	1,152	721	500	(221)		(221)	144.2%	
4450 Equipment - Internal	724	0	500	500		500	0.0%	

Detailed Income & Expenditure by Budget Heading 12/09/2023

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4455 Equipment - External	964	0	500	500		500	0.0%	
4680 General Bin Emptying	(1,351)	963	1,100	137		137	87.6%	
4990 Sundry Expenses	63	0	100	100		100	0.0%	
Crowdhill Community Building :- Indirect Expenditure	27,122	18,746	21,850	3,104	0	3,104	85.8%	0
Net Income over Expenditure	2,003	(9,041)	18,150	27,191				
<u>240 Pavilion</u>								
1200 Hiring Fees	239	38	500	462			7.6%	
1300 Football Income	0	611	0	(611)			0.0%	
Pavilion :- Income	239	649	500	(149)			129.7%	0
4120 Telephone & Broadband	700	255	700	445		445	36.4%	
4400 Gas	1,373	454	1,000	546		546	45.4%	
4405 Electricity	442	0	1,000	1,000		1,000	0.0%	
4410 Water	41	0	300	300		300	0.0%	
4415 Repairs	1,850	610	1,000	390		390	61.0%	
4420 CCTV Maintenance	70	0	100	100		100	0.0%	
4425 Health & Safety	2,480	1,043	2,500	1,458		1,458	41.7%	
4435 Cleaning	0	125	100	(25)		(25)	125.0%	
4680 General Bin Emptying	947	733	1,000	267		267	73.3%	
Pavilion :- Indirect Expenditure	7,903	3,219	7,700	4,481	0	4,481	41.8%	0
Net Income over Expenditure	(7,664)	(2,571)	(7,200)	(4,629)				
<u>250 HHCC</u>								
1200 Hiring Fees	30,510	5,840	30,000	24,160			19.5%	
HHCC :- Income	30,510	5,840	30,000	24,160			19.5%	0
4120 Telephone & Broadband	606	18	700	682		682	2.6%	
4395 Business Rates	2,645	2,502	3,060	558		558	81.8%	
4400 Gas	3,876	(6,600)	1,500	8,100		8,100	(440.0%)	
4405 Electricity	2,634	3,551	1,500	(2,051)		(2,051)	236.7%	
4410 Water	523	179	400	221		221	44.8%	
4415 Repairs	2,261	460	800	340		340	57.5%	
4425 Health & Safety	3,001	532	3,282	2,750		2,750	16.2%	
4435 Cleaning	100	25	100	75		75	25.0%	
4450 Equipment - Internal	0	0	50	50		50	0.0%	
4595 General Maintenance	0	0	300	300		300	0.0%	
4680 General Bin Emptying	976	534	1,000	466		466	53.4%	
HHCC :- Indirect Expenditure	16,622	1,201	12,692	11,491	0	11,491	9.5%	0
Net Income over Expenditure	13,889	4,639	17,308	12,669				

Detailed Income & Expenditure by Budget Heading 12/09/2023

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>280 Other Properties</u>								
4480 Bus Shelters	266	0	100	100		100	0.0%	
4485 Memorial	0	0	50	50		50	0.0%	
4490 Memorial Clock	860	0	500	500		500	0.0%	
4505 Village Flowers	2,354	1,510	3,000	1,490		1,490	50.3%	
Other Properties :- Indirect Expenditure	3,479	1,510	3,650	2,140	0	2,140	41.4%	0
Net Expenditure	(3,479)	(1,510)	(3,650)	(2,140)				
6000 plus Transfer from EMR	352	0						
Movement to/(from) Gen Reserve	(3,127)	(1,510)						
<u>290 General Grounds Maintenance</u>								
4530 Equipment - Purchases	65,265	13,616	26,000	12,384		12,384	52.4%	
4535 Equipment - Maintenance	493	1,099	1,000	(99)		(99)	109.9%	
4540 Materials	4,653	2,590	3,000	410		410	86.3%	
General Grounds Maintenance :- Indirect Expenditure	70,411	17,305	30,000	12,695	0	12,695	57.7%	0
Net Expenditure	(70,411)	(17,305)	(30,000)	(12,695)				
<u>300 Lapstone Playing Fields</u>								
4575 Cricket (Winter)	0	585	800	215		215	73.1%	
4580 Football	291	581	500	(81)		(81)	116.3%	
4585 Tennis	30	0	300	300		300	0.0%	
4590 Pitch Maintenance	2,004	4,936	4,500	(436)		(436)	109.7%	
4595 General Maintenance	670	200	800	600		600	25.0%	
4600 Dog Bin Emptying	653	224	600	376		376	37.3%	
4670 Signs & Bins	0	0	50	50		50	0.0%	
4675 Signs	36	0	0	0		0	0.0%	
4680 General Bin Emptying	55	0	500	500		500	0.0%	
Lapstone Playing Fields :- Indirect Expenditure	3,739	6,526	8,050	1,524	0	1,524	81.1%	0
Net Expenditure	(3,739)	(6,526)	(8,050)	(1,524)				
<u>310 Knowle Park</u>								
4595 General Maintenance	6,774	3,012	7,000	3,988		3,988	43.0%	
4630 Fencing	128	0	500	500		500	0.0%	
4635 Security	0	0	50	50		50	0.0%	
4640 Water Supply -White Tree Close	0	0	100	100		100	0.0%	
4645 Seating/Bins	2,206	(130)	2,000	2,130		2,130	(6.5%)	

Detailed Income & Expenditure by Budget Heading 12/09/2023

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4670 Signs & Bins	209	40	100	60		60	40.0%	
4675 Signs	100	0	0	0		0	0.0%	
Knowle Park :- Indirect Expenditure	9,418	2,922	9,750	6,828	0	6,828	30.0%	0
Net Expenditure	(9,418)	(2,922)	(9,750)	(6,828)				
<u>320 New Century Park</u>								
4420 CCTV Maintenance	70	0	70	70		70	0.0%	
4595 General Maintenance	139	654	500	(154)		(154)	130.8%	
4680 General Bin Emptying	0	0	200	200		200	0.0%	
New Century Park :- Indirect Expenditure	209	654	770	116	0	116	84.9%	0
Net Expenditure	(209)	(654)	(770)	(116)				
<u>330 Knowle Hill</u>								
4595 General Maintenance	235	0	300	300		300	0.0%	
Knowle Hill :- Indirect Expenditure	235	0	300	300	0	300	0.0%	0
Net Expenditure	(235)	0	(300)	(300)				
<u>360 Oak Walk</u>								
4595 General Maintenance	0	0	10	10		10	0.0%	
Oak Walk :- Indirect Expenditure	0	0	10	10	0	10	0.0%	0
Net Expenditure	0	0	(10)	(10)				
<u>370 Daisy Dip</u>								
4595 General Maintenance	0	0	100	100		100	0.0%	
Daisy Dip :- Indirect Expenditure	0	0	100	100	0	100	0.0%	0
Net Expenditure	0	0	(100)	(100)				
<u>380 Wyvern Meadow</u>								
4595 General Maintenance	0	0	100	100		100	0.0%	
Wyvern Meadow :- Indirect Expenditure	0	0	100	100	0	100	0.0%	0
Net Expenditure	0	0	(100)	(100)				
<u>400 Play Areas General</u>								
4595 General Maintenance	340	0	600	600		600	0.0%	
4750 ROSPA Fees	473	0	500	500		500	0.0%	
Play Areas General :- Indirect Expenditure	813	0	1,100	1,100	0	1,100	0.0%	0
Net Expenditure	(813)	0	(1,100)	(1,100)				

Detailed Income & Expenditure by Budget Heading 12/09/2023

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>410 New Century Park Play Area</u>								
4595 General Maintenance	0	137	200	63		63	68.3%	
4993 New Century Park Playarea	465	0	500	500		500	0.0%	
New Century Park Play Area :- Indirect Expenditure	<u>465</u>	<u>137</u>	<u>700</u>	<u>563</u>	<u>0</u>	<u>563</u>	<u>19.5%</u>	<u>0</u>
Net Expenditure	<u>(465)</u>	<u>(137)</u>	<u>(700)</u>	<u>(563)</u>				
<u>420 Dean Road Play Area</u>								
4595 General Maintenance	0	118	100	(18)		(18)	118.3%	
Dean Road Play Area :- Indirect Expenditure	<u>0</u>	<u>118</u>	<u>100</u>	<u>(18)</u>	<u>0</u>	<u>(18)</u>	<u>118.3%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(118)</u>	<u>(100)</u>	<u>18</u>				
<u>430 Meadowsweet Way Play Area</u>								
4595 General Maintenance	353	41	500	459		459	8.3%	
Meadowsweet Way Play Area :- Indirect Expenditure	<u>353</u>	<u>41</u>	<u>500</u>	<u>459</u>	<u>0</u>	<u>459</u>	<u>8.3%</u>	<u>0</u>
Net Expenditure	<u>(353)</u>	<u>(41)</u>	<u>(500)</u>	<u>(459)</u>				
<u>440 Knowle Park Play Area</u>								
4595 General Maintenance	1,370	0	2,000	2,000		2,000	0.0%	
4670 Signs & Bins	0	119	100	(19)		(19)	119.1%	
4675 Signs	22	0	50	50		50	0.0%	
4770 Skatepark	0	0	500	500		500	0.0%	
Knowle Park Play Area :- Indirect Expenditure	<u>1,392</u>	<u>119</u>	<u>2,650</u>	<u>2,531</u>	<u>0</u>	<u>2,531</u>	<u>4.5%</u>	<u>0</u>
Net Expenditure	<u>(1,392)</u>	<u>(119)</u>	<u>(2,650)</u>	<u>(2,531)</u>				
<u>450 Pembers Hill Church Yard</u>								
4595 General Maintenance	0	0	100	100		100	0.0%	
Pembers Hill Church Yard :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>100</u>	<u>100</u>	<u>0</u>	<u>100</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(100)</u>	<u>(100)</u>				
<u>460 Pembers Hill Drive</u>								
4595 General Maintenance	0	358	1,000	643		643	35.8%	
Pembers Hill Drive :- Indirect Expenditure	<u>0</u>	<u>358</u>	<u>1,000</u>	<u>643</u>	<u>0</u>	<u>643</u>	<u>35.8%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(358)</u>	<u>(1,000)</u>	<u>(643)</u>				

Detailed Income & Expenditure by Budget Heading 12/09/2023

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>470 Upper Barne Copse</u>								
4595 General Maintenance	177	543	1,000	458		458	54.3%	
Upper Barne Copse :- Indirect Expenditure	<u>177</u>	<u>543</u>	<u>1,000</u>	<u>458</u>	<u>0</u>	<u>458</u>	<u>54.2%</u>	<u>0</u>
Net Expenditure	(177)	(543)	(1,000)	(458)				
6000 plus Transfer from EMR	900	0						
Movement to/(from) Gen Reserve	723	(542)						
<u>480 Crowdhill Drive</u>								
4595 General Maintenance	744	191	1,000	809		809	19.1%	
Crowdhill Drive :- Indirect Expenditure	<u>744</u>	<u>191</u>	<u>1,000</u>	<u>809</u>	<u>0</u>	<u>809</u>	<u>19.1%</u>	<u>0</u>
Net Expenditure	(744)	(191)	(1,000)	(809)				
<u>490 Fair Oak Library</u>								
4395 Business Rates	(1,551)	0	0	0		0	0.0%	
4420 CCTV Maintenance	70	0	0	0		0	0.0%	
4425 Health & Safety	497	160	500	340		340	32.0%	
4595 General Maintenance	4,362	2,633	3,000	367		367	87.8%	
Fair Oak Library :- Indirect Expenditure	<u>3,378</u>	<u>2,793</u>	<u>3,500</u>	<u>707</u>	<u>0</u>	<u>707</u>	<u>79.8%</u>	<u>0</u>
Net Expenditure	(3,378)	(2,793)	(3,500)	(707)				
6000 plus Transfer from EMR	(3,856)	0						
Movement to/(from) Gen Reserve	(7,234)	(2,793)						
<u>500 Allotments</u>								
1500 Allotment Income	3,710	563	4,000	3,437			14.1%	
1550 Tennis Income	17	9	0	(9)			0.0%	
Allotments :- Income	<u>3,726</u>	<u>572</u>	<u>4,000</u>	<u>3,428</u>			<u>14.3%</u>	<u>0</u>
4410 Water	133	0	300	300		300	0.0%	
4800 Allotments - Knowle Park	0	412	500	88		88	82.4%	
4805 Allotments - Campbell Way	0	0	50	50		50	0.0%	
4810 Allotments - Knowle Lane Ditch	0	0	1,000	1,000		1,000	0.0%	
4815 Allotments - Pest Control	190	0	400	400		400	0.0%	
4820 Allotments - Toilet	951	526	1,100	574		574	47.8%	
Allotments :- Indirect Expenditure	<u>1,274</u>	<u>938</u>	<u>3,350</u>	<u>2,412</u>	<u>0</u>	<u>2,412</u>	<u>28.0%</u>	<u>0</u>
Net Income over Expenditure	2,452	(366)	650	1,016				

Detailed Income & Expenditure by Budget Heading 12/09/2023

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>510 Cemetery</u>								
1520 Burials Income	5,508	3,929	7,500	3,571			52.4%	
1530 Memorials Income	915	288	3,500	3,212			8.2%	
1540 Cremation Income	1,100	194	4,000	3,806			4.8%	
Cemetery :- Income	7,523	4,411	15,000	10,589			29.4%	0
4410 Water	165	0	115	115		115	0.0%	
4595 General Maintenance	857	0	500	500		500	0.0%	
Cemetery :- Indirect Expenditure	1,022	0	615	615	0	615	0.0%	0
Net Income over Expenditure	6,501	4,411	14,385	9,974				
<u>550 Trees</u>								
4825 Tree survey	1,750	1,800	2,000	200		200	90.0%	
4830 Trees - Lapstone Playing Field	518	380	500	120		120	76.0%	
4831 Trees - Knowle Park	1,454	0	500	500		500	0.0%	
4832 Trees - New Century Park	350	2,112	500	(1,612)		(1,612)	422.4%	
4833 Trees - Knowle Hill	420	0	500	500		500	0.0%	
4834 Trees - Lapstone Farm	2,930	0	500	500		500	0.0%	
4835 Trees - Oak Walk	0	0	500	500		500	0.0%	
4836 Trees - Daisy Dip	0	0	500	500		500	0.0%	
4837 Trees - Wyvern Meadow	311	0	500	500		500	0.0%	
4838 Trees - Fair Oak Cemetery	470	0	500	500		500	0.0%	
4839 Trees-HHCC open space	0	1,078	500	(578)		(578)	215.6%	
Trees :- Indirect Expenditure	8,203	5,370	7,000	1,630	0	1,630	76.7%	0
Net Expenditure	(8,203)	(5,370)	(7,000)	(1,630)				
<u>600 Other Expenses</u>								
4850 Section 137 - Grants	4,200	0	4,000	4,000		4,000	0.0%	
4855 Section 137 - Street Pastors	700	0	700	700		700	0.0%	
4860 Village Centre Project	91	0	0	0		0	0.0%	
4865 Election Expenses	0	0	500	500		500	0.0%	
4870 Youth Project	0	25,000	25,000	0		0	100.0%	
4875 Community Events Expenditure	4,424	1,901	4,000	2,100		2,100	47.5%	
4876 Bishopstoke PC Y zone	180	0	0	0		0	0.0%	
Other Expenses :- Indirect Expenditure	9,595	26,901	34,200	7,300	0	7,300	78.7%	0
Net Expenditure	(9,595)	(26,901)	(34,200)	(7,300)				
6000 plus Transfer from EMR	570	0						
Movement to/(from) Gen Reserve	(9,025)	(26,900)						

Detailed Income & Expenditure by Budget Heading 12/09/2023

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>900 Reserves Spend</u>								
4882 Community cafe	2,900	209,476	0	(209,476)		(209,476)	0.0%	209,476
4883 Additonal Tree Spend	2,750	0	0	0		0	0.0%	
4885 Village Name Plates	2,000	0	0	0		0	0.0%	
4888 Lapstone Farm	1,072	1,072	0	(1,072)		(1,072)	0.0%	1,072
4889 New Century Park	255,684	67,299	0	(67,299)		(67,299)	0.0%	67,299
4994 New Office&Compund General	2,860	508	0	(508)		(508)	0.0%	508
4996 RBS Software from gen reserve	283	0	0	0		0	0.0%	
4999 Woodland Community Centre	60	0	0	0		0	0.0%	
5003 Splashpad	686	386	0	(386)		(386)	0.0%	(355)
5004 Village Centre	8,654	3,380	0	(3,380)		(3,380)	0.0%	3,380
5006 Community Development	12,859	5,745	0	(5,745)		(5,745)	0.0%	5,745
5007 Public Art	5,874	0	0	0		0	0.0%	
5008 Hot Bins	1,164	0	0	0		0	0.0%	
5010 Community Library Building	0	119,353	0	(119,353)		(119,353)	0.0%	119,353
5011 Greening Campaign	2,371	2,675	0	(2,675)		(2,675)	0.0%	
5012 Crowdhill Green	15,678	83,640	0	(83,640)		(83,640)	0.0%	83,640
5013 Defibrillators	3,469	(252)	0	252		252	0.0%	
5014 Broadwalk	47,307	0	0	0		0	0.0%	
5015 Electric Vehicle	21,387	0	0	0		0	0.0%	
5016 Knowle Park	8,976	2,406	0	(2,406)		(2,406)	0.0%	2,406
5017 Ops Equipment	18,460	0	0	0		0	0.0%	
Reserves Spend :- Indirect Expenditure	414,494	495,687	0	(495,687)	0	(495,687)		492,524
Net Expenditure	(414,494)	(495,687)	0	495,687				
6000 plus Transfer from EMR	1,138,642	492,524						
6001 less Transfer to EMR	753,820	0						
Movement to/(from) Gen Reserve	(29,673)	(3,164)						
Grand Totals:- Income	1,396,267	310,545	605,130	294,585			51.3%	
Expenditure	1,058,226	795,859	605,130	(190,729)	0	(190,729)	131.5%	
Net Income over Expenditure	338,040	(485,314)	0	485,314				
plus Transfer from EMR	1,175,341	492,524						
less Transfer to EMR	1,595,076	28,750						
Movement to/(from) Gen Reserve	(81,694)	(21,541)						

Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 12 September 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

31/08/2023	Current Account	68,731.42
31/08/2023	Premier Account	241,674.64
31/08/2023	Public Sector Deposit Fund	257,248.63
31/08/2023	Petty Cash	59.30

567,713.99

Receipts not on Bank Statement

0.00

Closing Balance

567,713.99

All Cash & Bank Accounts

1	Current Account	28,181.79
2	Premier Account	241,674.64
3	Public Sector Deposit Fund	257,248.63
4	Petty Cash	59.30
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	527,164.36

Creditors for Month No 6

Order by Invoices Entered

Invoices entered by 6002.J.CAHILL
Posted by 6002.J.CAHILL

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
08/09/2023	4519		EBC	EBC001	33.40	6.68	40.08	4600	300	33.40	Dog waste bins
08/09/2023	24542		FOX	FOX001	160.00	32.00	192.00	4435	250	25.00	Window cleaning
								4435	240	35.00	Window cleaning
								4435	150	25.00	Window cleaning
								4435	230	75.00	Window cleaning
08/09/2023	6478		DYNAMIKA UK	DYNDYN	160.00	32.00	192.00	4425	490	160.00	water sample - Library
08/09/2023	293045		SOURCE	SOUR001	90.00	18.00	108.00	4435	240	90.00	cleaning materials
08/09/2023	5824		QIC	QIC	323.09	64.62	387.71	4133	110	323.09	Office backup
08/09/2023	2626		SMART	SMAR001	65.00	13.00	78.00	4134	110	65.00	marketing support
08/09/2023	0533		HOSTED	HOSTED	124.99	25.00	149.99	4134	110	124.99	LCD moniter
08/09/2023	0538		HOSTED	HOSTED	2,150.00	430.00	2,580.00	4133	110	2,150.00	Port switch, Firewall
08/09/2023	0571		HOSTED	HOSTED	290.50	58.10	348.60	4133	110	290.50	block time agreement,BACK UP
08/09/2023	50562		WILDWOOD N	WILDWOOD	201.96	40.39	242.35	4300	210	201.96	New Machinery Belts
08/09/2023	131698		APPLETON	APP001	33.20	6.64	39.84	4875	600	33.20	libary event sign
08/09/2023	29374		SOURCE	SOUR001	12.90	2.58	15.48	4435	150	12.90	Latex Gloves
08/09/2023	5495		HCC	HCC	21.02	4.20	25.22	4435	150	21.02	Black sacks
11/09/2023	3160		BIND	BIND	781.28	156.26	937.54	4595	300	200.00	Loan, preseeder
								4580	300	581.28	Loan, preseeder
01/09/2023	76		GAS MEMBRANE	GAS MEMBRA	3,335.00	0.00	3,335.00	4882	900	3,335.00	Gas membrane - Cafe
								375		-3,335.00	Gas membrane - Cafe
								6000	900	3,335.00	Gas membrane - Cafe
01/09/2023	99679		ACE	ACE001	88.57	17.71	106.28	4820	500	88.57	allotment toilets
01/09/2023	25824		JRB	JRB	83.40	16.68	100.08	4600	300	83.40	dog dispenser waste bags
01/09/2023	8921A		EBC	EBC001	4.40	0.88	5.28	4680	230	4.40	trade waste
01/09/2023	1730		EBC	EBC001	26.72	5.34	32.06	4600	300	26.72	dog bins
01/09/2023	2582		WSA COMMUNITY CONSUL	WSA COM	400.00	80.00	480.00	5006	900	400.00	Community engagement course
								316		-400.00	Community engagement course
								6000	900	400.00	Community engagement course

PURCHASE DAYBOOK

Creditors for Month No 6

Order by Invoices Entered

Invoices entered by 6002.J.CAHILL
Posted by 6002.J.CAHILL

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/09/2023	9193		PPL	PPL	3,416.87	683.38	4,100.25	4425	230	3,416.87	music Licence - woodlands
01/09/2023	1990		CONSE	CONSE	790.00	158.00	948.00	4425	150	790.00	Sanitary Disposal Units
01/09/2023	1155		FOCUS GREEN	FOCUS	1,495.00	299.00	1,794.00	5011	900	1,495.00	Building energy assessment -WO
01/09/2023	0938		MALCOLM	MALC	275.00	0.00	275.00	4595	490	275.00	New sockets installation
01/09/2023	0939		MALCOLM	MALC	350.00	0.00	350.00	4415	250	350.00	Repairs to kitchen
TOTAL INVOICES					<u>14,712.30</u>	<u>2,150.46</u>	<u>16,862.76</u>			<u>14,712.30</u>	
VAT ANALYSISCODE S @ 20.00%					10,752.30	2,150.46	12,902.76				
VAT ANALYSISCODE Z @ 0.00%					3,960.00	0.00	3,960.00				
TOTALS					<u>14,712.30</u>	<u>2,150.46</u>	<u>16,862.76</u>				

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		171,041.59					171,041.59	
Banked: 01/08/2023		18.72						
	stripe	18.72			1500	500	18.72	Tennis
Banked: 01/08/2023		126.30						
	stripe	126.30			1550	100	126.30	tennis
Banked: 02/08/2023		35.91						
	Mrs b	35.91			1500	500	35.91	Allotments
Banked: 03/08/2023		108.00						
	Ms L	108.00		18.00	1200	230	90.00	Hall hire
Banked: 04/08/2023		60.82						
	stripe	60.82			1550	100	60.82	Tennis
Banked: 06/08/2023		25.91						
	Mr O	25.91			1500	500	25.91	allotments
Banked: 08/08/2023		90.00						
	Mr C	90.00			1200	250	90.00	Hall Hire
Banked: 10/08/2023		27.00						
	Mr P	27.00			1500	500	27.00	Allotment
Banked: 14/08/2023		121.19						
	Stripe	121.19			1550	100	121.19	Tennis
Banked: 14/08/2023		637.00						
	Steel and partners	637.00			1520	510	637.00	Burial
Banked: 14/08/2023		214.50						
	1st Fair Oak	214.50		35.75	1200	230	178.75	Hall hire
Banked: 16/08/2023		9.36						
	stripe	9.36			1550	100	9.36	Tennis
Banked: 17/08/2023		637.00						
	Mrs G	637.00			1520	510	637.00	Burial
Banked: 18/08/2023		42.10						
	stripe	42.10			1550	100	42.10	Tennis
Banked: 18/08/2023		84.00						
	Mrs C	84.00		14.00	1200	230	70.00	Hall Hire
Banked: 21/08/2023		72.00						
	Mrs c	72.00			1200	250	72.00	Hall hirre
Banked: 24/08/2023		51.46						
	stripe	51.46			1550	100	51.46	Tennis
Banked: 24/08/2023		50.00						
	Mr T	50.00			1540	510	50.00	Cremation

Receipts for Month 5**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: 24/08/2023	31.46						
	Mr G	31.46			1500	500	31.46	Allotment
	Banked: 25/08/2023	9.36						
	stripe	9.36			1550	100	9.36	tennis
	Banked: 25/08/2023	493.92						
	fair oak squash	493.92			1900	100	493.92	Cleaning
	Banked: 25/08/2023	544.00						
	Johnathon Tery	544.00			1520	510	544.00	Burial
	Banked: 25/08/2023	84.20						
	stripe	84.20			1550	100	84.20	tennis
	Banked: 25/08/2023	144.00						
	Mrs C	144.00			1200	250	144.00	Hall hire
	Banked: 29/08/2023	120.00						
	Mrs C	120.00			1200	250	120.00	Hall Hire
	Banked: 31/08/2023	9.36						
	stripe	9.36			1550	100	9.36	tennis
	Banked: 31/08/2023	56.00						
	Mr L	56.00			1500	500	56.00	Allotment b7
	Banked: 31/08/2023	56.00						
	Mrs S	56.00			1500	500	56.00	Allotment B17
	Banked: 31/08/2023	56.00						
	Mr L	56.00			1500	500	56.00	Allotment B8
	Banked: 31/08/2023	28.00						
	Mrs T	28.00			1500	500	28.00	Allotment C4
	Banked: 31/08/2023	56.00						
	Mr G	56.00			1500	500	56.00	Allotment c11
	Banked: 31/08/2023	56.00						
	Mrs W	56.00			1500	500	56.00	Allotment A14
	Banked: 31/08/2023	56.00						
	Mr R	56.00			1500	500	56.00	Allotment b02
	Banked: 31/08/2023	28.00						
	Mrs M	28.00			1500	500	28.00	Allotment B16
	Total Receipts for Month	4,239.57	0.00	67.75			4,171.82	
	Cashbook Totals	175,281.16	0.00	67.75			175,213.41	

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/08/2023	corporate finance	DD	138.00		23.00	4090	110	115.00	printer rental
1/08/2023	tv licnece	DD	159.00			4090	110	159.00	tv licnece
1/08/2023	British Gas	DD	154.41		25.74	4400	240	128.67	Gas Pavillion
1/08/2023	screwfix	DD	26.37		4.40	4540	290	21.97	Materials
1/08/2023	Bella crafts	BILL	300.00		50.00	4875	600	250.00	Library event
1/08/2023	sse	BILL	455.24		75.87	4405	230	379.37	Electricity woodlands
1/08/2023	Michael Hopkins	BILL	250.00			4875	600	250.00	Library event - Bubbles
2/08/2023	bt Group	DD	11.46		1.91	4120	110	9.55	tel and broadband
2/08/2023	bt group	DD	11.46		1.91	4120	230	9.55	Tel and broadband
4/08/2023	Peninsula	CR	-500.00			4070	110	-500.00	referral refund
4/08/2023	British Gas	CR	-6,748.93			4400	250	-6,748.93	Refund of credit - HH gas
4/08/2023	SSE	BILL	11,075.62			4882	900	11,075.62	Connection works -shorts rd
						375	0	-11,075.62	Connection works -shorts rd
						6000	900	11,075.62	Connection works -shorts rd
7/08/2023	allstar	DD	604.97		100.83	4305	210	504.14	Fuel
7/08/2023	ACELIFTAWAY	99056	106.28	106.28		500			allomtnet toilets
7/08/2023	AGILICO	99057	102.62	102.62		500			printer consumables
7/08/2023	APPLETON SIGNS	99058	140.02	140.02		500			Library signs
7/08/2023	CARTERS OF SWANWICK	99059	96.00	96.00		500			machine repair
7/08/2023	EBC	99060	42.00	42.00		500			trade recycle - woodlands
7/08/2023	H MONFARED	99061	543.60	543.60		500			supply and install kitchen doo
7/08/2023	HCC	99062	117.62	117.62		500			stationary
7/08/2023	REALTIS BUSINESS SOLUTIONS	99063	751.93	751.93		500			Cloud support
7/08/2023	SMART MARKETING	99064	78.00	78.00		500			marketing support
7/08/2023	SOLID	99065	561.60	561.60		500			Structural engineering service
8/08/2023	British gas	DD	50.55		8.42	4400	230	42.13	Gas - woodlands
8/08/2023	qic	BILL	1,100.52		183.42	4133	110	917.10	Support
8/08/2023	Premier Account	trans	9,216.27			210		9,216.27	To correct invoice entries
9/08/2023	Peninsula	DD	23.11		3.85	4030	110	19.26	Employee EAP
1/08/2023	o2	DD	23.92		3.99	4125	110	19.93	Mobile Phone
4/08/2023	Etsey	VISA	36.00		6.00	4540	290	30.00	materials
4/08/2023	Media Training	VISA	454.80		75.80	5006	900	379.00	CDO Post
						317	0	-379.00	CDO Post
						6000	900	379.00	CDO Post
4/08/2023	John Academy	VISA	47.50		7.92	5006	900	39.58	CDO post training
						317	0	-39.58	CDO post training
						6000	900	39.58	CDO post training
5/08/2023	Overline	DD	123.47		20.58	4120	110	102.89	broadband
5/08/2023	overline	DD	99.40		16.57	4120	230	82.83	Broadband
5/08/2023	payroll	BP	19,081.58			4000	110	19,081.58	payroll
6/08/2023	sse refund	CR	-111.72			4400	250	-111.72	Horton heath Gas refund
6/08/2023	bt group	DD	52.54		8.76	4120	230	43.78	tel and broadband
6/08/2023	Peninsula	DD	381.46		63.58	4070	110	317.88	employer services
6/08/2023	eventbrite	VISA	104.08		17.35	4105	110	86.73	engaging with communitie

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
7/08/2023	sage payroll	DD	34.80		5.80	4132	110	29.00	sage payroll
7/08/2023	canva	VISA	10.99		1.83	4132	110	9.16	canva
8/08/2023	penninula	DD	41.76		6.96	4030	110	34.80	Employer EAP
8/08/2023	SE Gas	DD	30.00		5.00	4400	230	25.00	Gas - Woodlands
8/08/2023	amazon	VISA	61.73			5006	900	61.73	Office equipment CDO pos
						316	0	-61.73	Office equipment CDO pos
						6000	900	61.73	Office equipment CDO pos
1/08/2023	bank charges	CHG	5.00			4095	110	5.00	bank charges
2/08/2023	BT	DD	133.61		22.27	4120	240	111.34	Tel and broadband
4/08/2023	southern electric	DD	389.58		64.93	4405	230	324.65	electricity woodlands
4/08/2023	vodafone	DD	68.64		11.44	4133	110	57.20	gigicube
4/08/2023	Paul Freeman	DD	3,828.00		638.00	4832	550	2,112.00	Treework
						4839	550	1,078.00	Treework
5/08/2023	sse gas	DD	144.50		24.08	4400	230	120.42	Gas - woodlands
5/08/2023	the tank shop	VISA	26.28			4540	290	26.28	Ops equipment
9/08/2023	BNP Paribas	DD	203.94		33.99	4120	110	169.95	handset rental
9/08/2023	hants pensions	BILL	5,724.45			4010	110	5,724.45	Pensions
9/08/2023	hmrc	BILL	5,442.61			4000	110	5,442.61	PAYE
9/08/2023	MS H	BILL	70.00			4875	600	70.00	Library event
9/08/2023	event brite	VISA	78.44		13.07	4105	110	65.37	Course
0/08/2023	bt group	DD	1.87		0.31	4120	110	1.56	tel and broadband
0/08/2023	Focus Green	BILL	708.00		118.00	5011	900	590.00	EPC
0/08/2023	Shergolds	VISA	115.00		19.17	5016	900	95.83	plants and shrubs - Twynhams
						325	0	-95.83	plants and shrubs - Twynhams
						6000	900	95.83	plants and shrubs - Twynhams
0/08/2023	Lidel	VISA	74.85		12.48	5016	900	62.37	Ornamental Grass - Twynhams
						325	0	-62.37	Ornamental Grass - Twynhams
						6000	900	62.37	Ornamental Grass - Twynhams
0/08/2023	Hillier	VISA	96.61		16.10	5016	900	80.51	plants and shrubs - Twynhams
						325	0	-80.51	plants and shrubs - Twynhams
						6000	900	80.51	plants and shrubs - Twynhams
1/08/2023	IN- EXCESS	BILL	44.85		7.48	4540	290	37.37	Security lock
1/08/2023	h3g	DD	21.95		3.66	5006	900	18.29	Mobile phone
						316	0	-18.29	Mobile phone
						6000	900	18.29	Mobile phone
5/09/2023	FOCUS GREEN	1147	708.00	708.00		500			EPC
5/09/2023	HOSTED	1148	348.60	348.60		500			Time agreement
5/09/2023	SECTION23	1149	238.00	238.00		500			lock duties
5/09/2023	VISION DB	1150	48,736.93	48,736.93		500			Cafe construction

Cashbook 1

Current Account

Total Payments for Month	106,549.74	52,571.20	1,704.47	52,274.07
Balance Carried Fwd	68,731.42			
Cashbook Totals	<u>175,281.16</u>	<u>52,571.20</u>	<u>1,704.47</u>	<u>121,005.49</u>

FULL COUNCIL – 18 SEPTEMBER 2023

PARISH OFFICE ENERGY REPORT

1. RECOMMENDATIONS

- 1.1. That the Finance Committee: -
- 1.2. Notes the contents of the report;
- 1.3. Select an energy supplier for the parish office from the tabled options set out in paragraph 6.3, with supply commencing with immediate effect. Further details are available at Appendix 1.
- 1.4. Agrees Phase 1 of the proposed solar installation at the parish office and chooses an installer from the quotations received; and
- 1.5. Agrees in principle of the submission of Phase 2 of the proposed solar installation in the 2023-2024 budget and the likely project timescales as set out in paragraph 11 below.

2. INTRODUCTION

- 2.1. This report provides a summary of the quotations received for a 1-year electricity supply contract. Due to market volatility and the higher prices of longer-term, fixed-rate contracts, it is recommended that members select a 1-year contract. It is for this reason that only 1-year contract prices have been reported and compared. ¹
- 2.2. To ensure that the Council chooses the most appropriate product, it is recommended that the choice of supplier goes beyond that of cost and value for money. The recommended benchmarks are as follows:
 - i. Cost and Value for Money
 - ii. Environmental Impact
 - iii. Customer Review and Ethical Status.

¹ Choosing a shorter business energy contract offers a flexible approach to managing current energy exposure.

It gives you the ability to buy periods in smaller pieces and to lock in 100% of wholesale costs for shorter periods of time when needed.

It spreads the cost (and risk) and allows you to take advantage of any dips in the market.

It is more flexible, as you're not tied to a contract and you're free to change without paying any exit charges.

The price per unit of energy will change every month, depending on the wholesale price of energy. You're vulnerable to price rises, but you can also make savings should energy prices fall.

3. BACKGROUND

- 3.1. The cost-of-living crisis has deeply affected the cost of energy in the UK, and it was deemed appropriate when the Parish Office's contract was due for renewal in October 2022 that, due to the volatility of the market, it would be best practice to secure only a 6-month contract with our existing supplier SSE.
- 3.2. Despite the perceived safety of the contract, the fluctuating/high cost of energy, negatively impacted the council's energy budget, with a cost per unit increase from 14p kWh to 50p kWh for the duration of the contract.
- 3.3. The Finance Officer identified that the contract had lapsed and that an unusually large electricity invoice for the parish office had been received. The Finance Officer is currently challenging this invoice with SSE.
- 3.4. As the contract with SSE had lapsed, the council was placed on the standard variable tariff of 56p per kWh. As this is linked to market activity, it has resulted in higher energy costs.

4. PROPOSED ACTIONS

- 4.1. That the Finance Officer investigate the cause of the large invoice and seek compensation if feasible.
- 4.2. That the Deputy Clerk be tasked to consult with suppliers, get quotes and recommend a suitable product based on the benchmarks listed at paragraph 2.2.
- 4.3. That the Deputy Clerk scrutinise the Council's current energy supply across all assets to ensure the following: -
 - That new tariffs are investigated, and contracts negotiated 2 months before current contracts expire, thus preventing contracts from lapsing and avoiding the extra costs of standard (variable) rate charges.
 - That a benchmark for how the council procures its energy going forward is established in line with our Climate Change Action Plan, our Corporate Plan and the Sustainable Procurement Policy (currently under development)
 - That a way to mitigate the rising costs of energy is implemented to reduce current electricity usage and to future-proof the parish office building against fluctuations in the energy market, as per the requirements of our Climate Change Plan.
 - That all gas and electricity meters be upgraded (when possible) to SMETS 2 (smart meter 2nd generation) ensuring that accurate meter readings are sent to the suppliers automatically.
- 4.4. That the Council observes Point 7 of the Government's 10-Point Plan for a Green Industrial Revolution: Greener Buildings, by making our buildings more energy efficient as we progress as a nation towards Net Zero.

PART ONE: ENERGY SUPPLIER FOR PARISH OFFICE

5. PROPOSED BENCHMARKS

5.1. Cost and Value for Money:

As the running costs of the council are supported by public money, it is important to always include cost and value for money as a benchmark when considering changing to a new supplier or tariff. This is especially important during the current energy and cost of living crisis. It is for this reason that only suppliers with a day rate of less than 30p/kWh have been shortlisted.

With the cost of energy likely to rise as winter approaches, it is imperative that the council secure an electricity contract.

5.2. Environmental Impact

To support the Council's pursuit of carbon neutrality in the shorter term and net zero by 2050, it is essential that our carbon emissions be reduced and the environmental impact of the production of our energy be considered. ² For this reason, the Environmental Impact, including the Fuel Mix, CO₂ and Radioactive residue of the supplier's standard small business tariff has been included as a benchmark.

5.3. Customer Review and Ethical Status.

As per our Sustainability Policy and forthcoming Sustainable Procurement Policy, it is important to ensure that the suppliers the Council uses, have a company ethos that is ethical and socially responsible – it is for this reason that customer reviews and ethical status have been considered.

6. QUOTATIONS COMPARED

6.1. The table below shows a shortlist of 6 quotations with scores. Comprehensive benchmark data can be found at Appendix 1.

6.2. Scores in the table below for the Environmental Impact & Customer Review and Ethical Status benchmarks have been converted to a percentage, with 100% being the best and 0% the worst scoring.

² Scope 1 covers emissions from sources that an organisation owns or controls directly – for example from burning fuel in our fleet of vehicles (if they're not electrically powered) Scope 2 is emissions that a company causes indirectly and come from where the energy it purchases and uses is produced. For example, the emissions caused when generating the electricity that we use in our buildings would fall into this category. Scope 3 encompasses emissions that are not produced by the company itself and are not the result of activities from assets owned or controlled by them, but by those that it's indirectly responsible for up and down its value chain. An example of this is when we buy, use and dispose of products from suppliers. Scope 3 emissions include all sources not within the scope 1 and 2 boundaries (Source National Grid)

6.3. It is recommended that members choose Provider 1 due to its lower cost, and its high scores for Environment, Ethics and Customer Opinion.

Supplier	Cost & Value for money	Environmental Impact	Ethics and Customer Review
Provider 1	£6,460.33	100 %	87%
Provider 2	£6,482.90	38%	49%
Provider 3	£6,485.74	66%	n/a
Provider 4	£6,527.17	58%	56%
Provider 5	£6,599.66	38%	54%
Provider 6	£6,743.84	26%	70%

7. SMART METER INSTALLATION

(See page 9 of Appendix 1 for differences and benefits)

- 7.1. The buildings owned by the Parish Council have different meters installed. Depending on the site, these are either an Analogue meter or a SMETS 1 meter.
- 7.2. Historically energy usage at these sites has been largely based on estimated usage, not only does this mean that the usage is more likely to be billed inaccurately, but it also creates a level of complacency as bills are paid without scrutiny.
- 7.3. For accurate energy bills, all meters must be changed to the government-required SMETS 2 (Smart Metering Equipment Technical Specification 2nd Generation Smart meter) meters which will automatically send accurate meter readings to the current provider. Unfortunately, the Council is at the mercy of the energy suppliers regarding installation and is required to wait until they are available in the area.
- 7.4. SSE (Scottish & Southern Energy) provides most of the Council's electricity and gas and has been bought out by OVO Energy, so until the transition is complete, the Council is unable to upgrade the SMETS 1 (1st generation) meters and any analogue meters that are still in use, to the new SMETS 2 meters.
- 7.5. That said, British Gas fitted a new SMETS 2 meter at the Lapstone Sports Pavilion on 24 August as requested by officers.
- 7.6. It is essential that the Council creates a 'level playing field' when it comes to energy bills, so we can be confident that all bills will be accurate. To do this, it is imperative that, in the interim as meters are switched according to the Government and Energy Provider roll-out, accurate readings are taken and submitted as required to the appropriate supplier via their

online portal. The Operations Manager has been tasked with this.

8. FINANCIAL IMPLICATIONS

8.1. Refer to quotations in the table above.

8.2. If members choose Provider 1 then the Deputy Clerk will, under delegated authority from the Council, enter into a 1-year contract agreement with the provider, with a view to commencing the contract immediately.

PART TWO: SOLAR INSTALLATION

PHASE ONE:

9. INTRODUCTION

9.1. To ensure that the Council supports the pledge set out in its Corporate Plan and Climate Change Action Plan as well as ensuring that the running of the electric vehicles and handheld machinery remains cost-effective, the Deputy Clerk, at the request of the Clerk, has sought quotes to increase the solar supply to the Parish Office.

9.2. The current solar system produces on average 1,200 kWh per annum, which equates to approximately 3.3 kWh per day. Our current electricity usage is approximately 23,000 kWh per annum at 63 kWh per day. (See page 10 of Appendix 1 for annual usage from SSE)

9.3. As an example, 3.3 kWh of power per day would likely generate enough power to supply 3-4 desktop computers for a 24-hour period. Any unused electricity is transported to the national grid at the end of the day.

9.4. Extending the solar array to 5 kW (4 plus the existing 1 kW) will produce an average of 23kWh of electricity per day and 8,500kWh per year, adding energy storage in the form of lithium batteries will ensure that more of the energy is captured and used within the building.

10. QUOTATIONS COMPARED

10.1. Quotations received are outlined in the table below, but it is important to look at the make, efficiency and warranty of the solar panels, the size, capacity, and warranty of the hybrid inverter and the capacity and weight of the battery storage (especially if batteries are to be installed in a loft space).

10.2. You will find the quotations received outlined in the table below.

Provider 1	£ 8,650.00
Provider 2	£ 8,755.52
Provider 3	£ 9,900.00

10.3. The details on payback, power generation, and carbon savings for these installations are attached on Page 11 of Appendix 1.

10.4. The Smart Export Guarantee (SEG) has replaced the FIT (Feed in Tariff) for exported solar generation. Officers recommend that the Parish Office extend its solar generation to support its increased energy requirements, it is important to get the best rate for any excess solar that is generated and exported back to the grid. While SEG had been selected as a benchmark for this specific reason, as most suppliers will not disclose the appropriate SEG rate until the solar PV has been installed and a supply number is given, it could not be included in the benchmarks listed in paragraph 2.2.

10.5. For the Council to receive the SEG, the installer must be MCS (or equivalent i.e., Flexi-Orb) certified, with the current exception of Octopus Energy. Additionally, the solar installation must be kept separate from the existing installation to maintain the current FIT which is received annually.

10.6. Octopus has published its SEG at 4.1p per kWh exported to the grid to those not supplied by Octopus, considerably better rates are given to Octopus Customers.

PHASE TWO

11. INTRODUCTION

11.1. As electricity costs continue to rise and sunshine is effectively a 'free' source of energy, (once the solar PV installation has been paid for) it was prudent to examine the costs of future-proofing the parish office further by adding another 13kW of solar to the courtyard's outer roof, with the recommended additional battery storage.

11.2. The parish council building currently has a 1 kW solar array on the south-facing roof of the building. With the addition of the proposed 4 kW system and a further 13 kW of solar, the total amount would be 18 kW which would produce approximately 29 500 kWh of electricity

effectively making the building carbon negative.

11.3. Any additional power not used or saved, would be exported back to the grid earning the council an income from the electricity supplier under the Smart Export Guarantee Scheme.

11.4. Having free electricity during the Spring and Summer months (as well as some during the Autumn and Winter as explained in Appendix 1), would allow the Council to comfortably consider installing an air-source heat pump to replace the gas boiler system. It would also allow the council to continue to purchase electric fleet vehicles which could be charged on-site using solar to power the charging stations.

11.5. If members are minded to support the Phase 2 proposals, in order to ensure that the Council reduces its energy consumption and costs, the project timescales below are recommended: -

PHASE 2 SOLAR PV INSTALLATION AT PARISH OFFICE KEY PROCESSES	Start	Finish
The Finance Committee agree proposal in principle	4/9/23	4/9/23
Budget Task and Finish Group consider budget requests	20/10/23	20/10/23
Budget ratified at Full Council	18/12/23	18/12/23
If the budget request is successful, as per financial Regulations, quotations are sought	8/1/24	12/2/24
Supplier selected and appointed by FC	4/3/24	4/3/24
Funds allocated to Parish Council Solar Phase 2 Project	1/4/24	1/4/24

12. FINANCIAL IMPLICATIONS

Phase One:

12.1. Refer to the quotation list for the costings above. There are sufficient funds in the current budget Ear Marked Reserves to cover the cost of the Phase One Installation.

12.2. In addition to the FIT received on the 1kW system, the Smart Export Guarantee will provide a modest income on any surplus energy generated and exported back to the National Grid.

12.3. The general lifetime of solar panels is 25 years, but solar panels can operate at 90% of their efficiency for longer. It is likely however that the batteries and inverter will need to be replaced at least once during the lifetime of the panels, incurring an additional cost.

Phase Two:

12.4. Two quotations have been received for a 13kW installation for the outer roof of the

courtyard with an approximate cost for the Phase 2 installation (at today's prices) of £30,000.00.

12.5. Depending on 2024/25 budgetary commitments, funding this project could involve a rise in the precept, so it is recommended that Phase Two of the installation be funded either by:

- Allocating the necessary funds to the 2024/25 budget or;
- by 'saving' over the next year using an allocated EMR and including it in the Council's budget for 2025/26.

12.6. Although grant funding for this project may be limited as it is not a community building, Officers will continue to look for funding climate projects including phase 2 solar for the parish council building.

12.7. The payback and generation figures for a 13kW installation is illustrated on page 16 of Appendix 1.

13. CLIMATE/ENVIRONMENT & IMPLICATIONS

Electricity:

13.1 Environmental Impact benchmark for electricity suppliers has been introduced to this procurement process in line with the forthcoming Sustainable Procurement Policy. This benchmark will inform the Council on the environmental impact of their choice of supplier alongside the other benchmarks of Cost and Value for money, Customer Review and Ethical Status, allowing for a more sustainable decision, and the opportunity to reduce the Council's carbon footprint.

Solar:

13.2 Most solar PV and energy storage is produced in China and comes with an environmental debt due to the manufacturing process, sourcing of minerals and transporting to the UK. The carbon payback of a solar panel on average is 1.6 years (renewableenergyhub.co.uk).

13.3 However, solar panels come with environmental benefits as they reduce our reliance on fossil fuel-generated power which when burned releases CO₂ into the atmosphere (and other greenhouse gases such as carbon monoxide) To quote a researcher at the Energy Research Centre in the Netherlands *"PV electricity contributes 96% to 98% less greenhouse gases than electricity generated from 100% coal and 92% to 96% less greenhouse gases than the European electricity mix."* *"Compared with electricity from coal, PV electricity over its lifetime uses 86 to 89% less water, occupies or transforms over 80% less land, presents approximately 95% lower toxicity to humans, contributes 92 to 97% less to acid rain, and 97 to 98% less to marine eutrophication.*

14. CRIME & DISORDER IMPLICATIONS

14.1. None directly arising from this report.

15. EQUALITY & DIVERSITY IMPLICATIONS

- 15.1. Most of the world's solar panels are produced in China which would cause ethical concerns due to the possibility of the involvement of Uyghur coercive labour camps in the supply chain.
- 15.2. However, it could be argued that as the transition to renewable energy is essential to tackling global climate breakdown, these kinds of systemic issues cannot be addressed using consumer choice and require world government action to force sector-wide change.

16. CONCLUSION

- 16.1. Through its sustainability policy and climate change action plan, the council has committed to streamlining its business practices, lowering its carbon footprint by retrofitting and future-proofing its assets and ensuring that our suppliers are aligned with our own values.
- 16.2. The Council also has a responsibility to ensure that its running costs including energy supply are kept within reasonable limits.
- 16.3. It is for this reason that is recommended that we change energy suppliers to one with not only a lower tariff but one that is also environmentally & socially conscious; as well as acting swiftly to reduce our electricity usage and carbon footprint by installing renewable energy in the parish office.

FOR FURTHER INFORMATION CONTACT:

Michelle Leadbitter-Allen, Deputy Clerk
Email: deputyclerk@fairoak.gov.uk

The following resources were amongst those used to gather information for this report.

- The Ethical Consumer
- Electricityinfo.com
- Ofgem.gov.uk
- Which.co.uk
- Trustpilot
- Ovoenergy.com
- Yesenergysolutions.com
- Electricityplans.com
- Individual Energy Companies
- The Carbon Trust
- Energy Savings Trust
- .Gov.uk

Appendix 1

Benchmarks

1. Cost and Value for Money

1.1 Quotations (based on an approximate annual consumption of 23 000 kWh and do not include Climate Change Levy or VAT). Business Quotations are not affected by the Energy Price Guarantee but where applicable the [Energy Bills Discount Scheme](#) is included)

All quotations are valid for 24 hours, so prices are out of date at the time of reading but give an evaluated indication of supplier pricing.

Below is a table showing the 7 cheapest quotations received in ascending order. (this has been further reduced in the report to 6)

Provider	Product	Day Rate /kWh	Estimated Quarterly/Standing Charge for the year	Estimate Cost Per Year	Broker/Direct Price
Octopus Energy	Renewable	26.78p	£300.93	£6,460.33	Direct
British Gas Lite	Zero Carbon	27.55p	£146.40	£6,482.90	Direct
Opus Energy	Mixed	27.26p	£215.94	£6,485.74	Bionic
SSE Energy Solutions	Mixed	28.379	£347.80	£6,527.17	Direct
British Gas	Zero-Carbon	27.83p	£168.76	£6,599.66	Fullpower
Utilita	Renewable	28.53p	£181.94	£6,743.84	Direct
Ecotricity	Renewable	26.963	£365.60	£7,180.50	Direct

2. Environmental Impact

2.1 Fuel Mix

Latest Standard Business Energy Disclosed Fuel Mix (2021-2022) Data are compared as a percentage in the table and graph below, including UK Average.

<i>Fuel Source Standard Energy Mix</i>	British Gas Fixed Energy	Ecotricity	SSE Energy Solutions	British Gas Lite Fixed Energy	Octopus	Utilita	Opus	UK Average
Coal	0%		0%	0%		9%	2%	4%
Gas	0%		0%	0%		74%	15%	39%
Nuclear	26%		54%	26%		7%	1%	17%
Renewable	74%	100%	46%	74%	100%	3%	80%	38%
Other	0%		0%	0%		7%	2%	2%

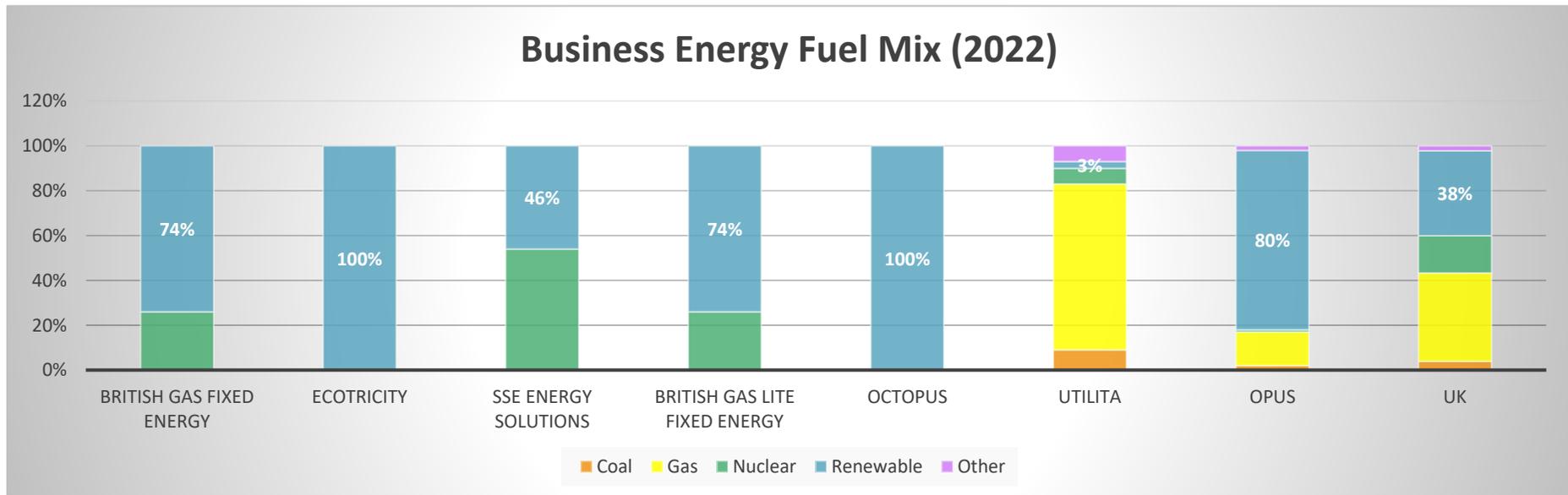


Figure 1 Disclosed SME Fuel Mix Data

The fuel mix is determined by the mix of energy purchased from wholesalers by the different suppliers.

Apart from off-grid installations like solar panels on buildings (not fed back into the grid), all the electricity generated by different sources around the country feeds into the National Grid which then powers our homes and businesses. This means that megawatts generated by a wind turbine get mixed up with those generated by a nuclear reactor or a coal power station.

If we cannot determine the fuel mix of our energy, why should we purchase renewable energy?

Although suppliers cannot control exactly where the power we use comes from, they can influence the makeup of the National Grid by what electricity they agree to buy and offer to their customers. For example, when the council uses 23,000 kWh of electricity per year, our supplier will need to ensure that it purchases an equal amount of power from the National Grid by ensuring it has the right deals in place with renewable generators to supply that amount of power to the grid.

This means that although the national grid is still a mix of energy from different sources, as more homes and businesses switch to renewable suppliers, more of the national grid will be renewable, which will help to decarbonise the electricity system and enable a lower carbon economy.

2.2 Carbon Emissions:

The disclosed carbon emissions for the standard business energy tariffs for 2021-2022 are compared below alongside the UK Average

<i>Environmental Impact</i>	British Gas	Ecotricity	SSE Energy Solutions	British Gas Lite	Octopus	Utilita	Opus	UK Average
Carbon Emissions	116	0	199	116	0	429	92	204

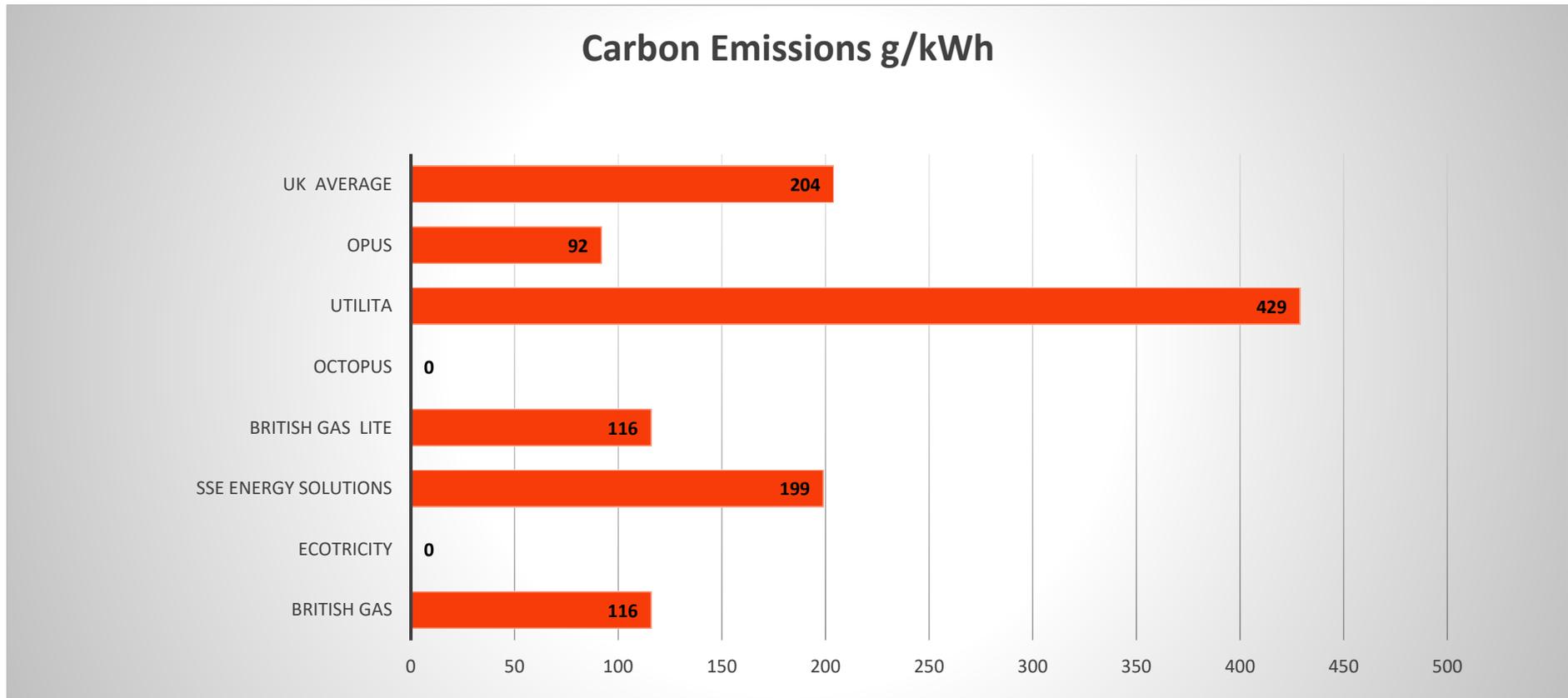


Figure 2 Disclosed Carbon Emissions per supplier in g/kWh

2.3 Radio-Active Waste Calculation

The disclosed radioactive waste production for the standard business energy tariffs for 2021-2022 are compared below alongside the UK Average. Figures recorded as g/kWh

<i>Environmental Impact</i>	British Gas	Ecotricity	SSE Energy Solutions	British Gas Lite	Octopus	Utilita	Opus	UK Average
Radioactive waste calculations	0.0019	0	0	0.0019	0	0.00049	0.00007	0.00113

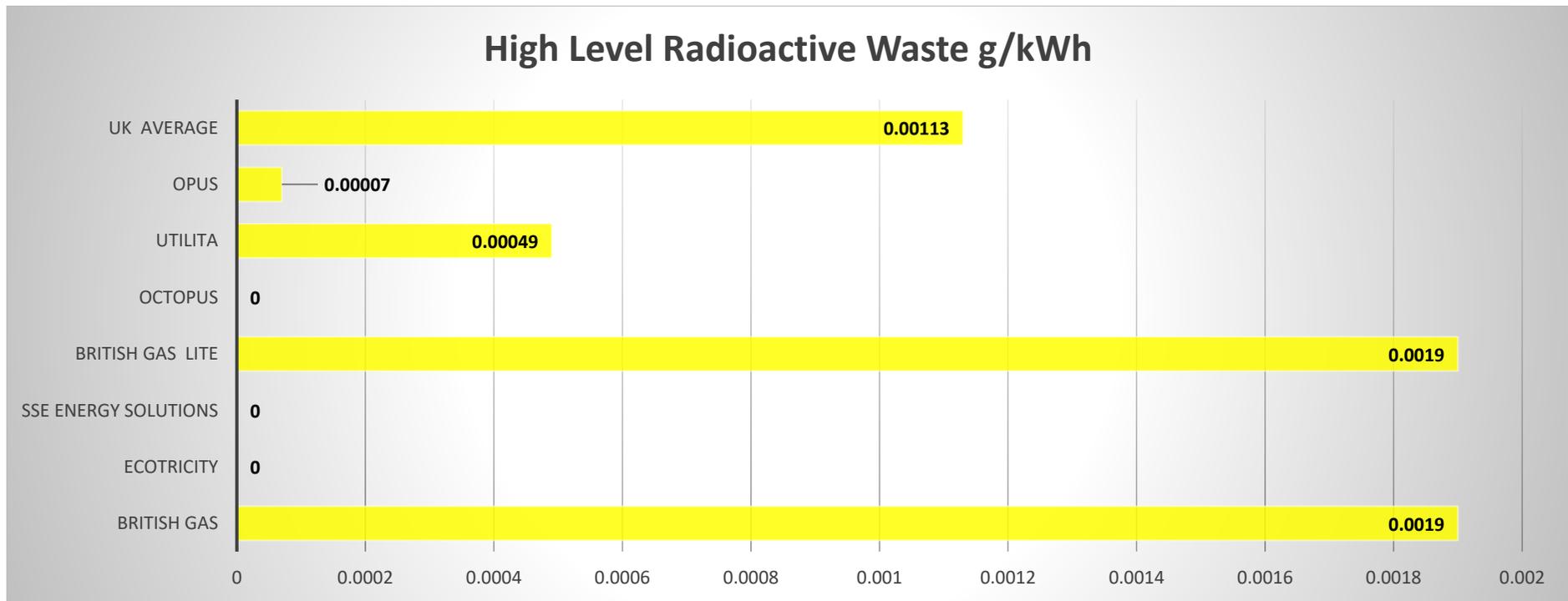


Figure 3 Disclosed High-Level Radioactive Waste g/kWh

To calculate the Environmental Impact Score we have concentrated on how much renewable energy is used, followed by the carbon emissions and radioactive waste created by the fuel mix disclosed. The renewable energy fuel mix is the percentage disclosed, and the carbon emissions and radioactive waste have been converted to a percentage with the worst polluters receiving the lowest score. The totals are used to represent the Environmental Impact Benchmark.

Environmental Impact Score	British Gas	Ecotricity	SSE Energy Solutions	British Gas Lite	Octopus	Utilita	Opus
Renewable Energy (Fuel Mix)	74%	100%	46%	74%	100%	3%	80%
Carbon Emissions g/kWh	39%	100%	28%	39%	100%	0%	21%
Radioactive waste g/kWh	0%	100%	100%	0%	100%	74%	96%
Total Percentage	38%	100%	58%	38%	100%	26%	66%

3. Customer and Ethical Status.

Below is a table with scores from Which? Magazine, The Ethical Consumer and Trust Pilot combining, customer reviews and company ethics. To determine the best overall supplier, each category has been calculated and reflected as a percentage. (Opus Information was not available, making the percentage calculation impossible, it has therefore been omitted from this table and cannot be counted as part of the Ethics and Customer Review Benchmark)

BRAND/SUPPLIER	WHICH?	ETHISCORE	EXCESSIVE DIRECTOR PAY	TRUST PILOT	TOTAL
Octopus	82	13	best	5	87%
British Gas Lite	68	8.5	middle	2.6	49%
Opus	n/a	n/a	n/a	4.4	n/a
SSE Energy Solutions (OVO)	76	10	middle	1.6	56%
British Gas	68	8.5	middle	3.7	54%
Utilita	75	11	middle	4.2	70%
Ecotricity	61	14.5	best	4	78%

3.1 Which:

Scored out of 100, Which? magazine results were compiled from an annual energy satisfaction survey of more than 10,000 customers covering 16 suppliers in the UK and a comprehensive assessment of firms' practices to determine which served their customers best during the energy crisis.

3.2 Ethiscore:

Sourced from Ethical Consumer Magazine the Ethiscore is scored out of 14 (additional points earned for company ethos and product sustainability to a maximum of 20) and covers the following categories; -

Environment	Environmental Reporting	Climate Change	Pollution & Toxics	Habitats & Resources	Palm Oil
Animals	Animal Testing	Factory Farming	Animal Rights		
People	Human Rights	Workers' Rights	Supply Chain Management	Irresponsible Marketing	Arms & Military Supply
Politics	Controversial Technologies	Boycott Call	Political Activity	Anti-social Finance	Tax Conduct

3.3 Excessive Director Pay

Sourced from Ethical Consumer Magazine, the excessive director pay status is calculated using the highest-paid director of the energy company during the 2021/2022 financial year. Companies were marked down if the director received more than £1 million pounds in total annual remuneration.

3.4 Trustpilot

Trustpilot scores out of a possible high of 5 stars and is based on customer experiences with energy companies in the UK.

Smart Meters Explained

SMETS is the acronym for Smart Metering Equipment Technical Specifications. The number afterwards shows which “generation” your meter belongs to. Second-generation (SMETS2) meters are the current industry standard.

SMETS1 smart meters

SMETS1 meters were the first generation and were installed by energy suppliers in 2013. They used a 3G SIM card to update the supplier at set intervals. However, switching suppliers often caused these meters to stop sending automatic readings.

SMETS2 smart meters

SMETS 2 smart meters are cross-compatible with other SMETS2-ready energy suppliers. The software used in these smart meters can exchange and make use of information from other SMETS2 meters. This means that switching suppliers will not require a meter exchange and the smart meter features will be retained.

Currently, there are no SMETS 3 meters, however, there are different types of SMETS 2 meters, one of which is a 3-phase SMETS 2 meter. This is a smart meter reserved for ‘heavy load’ energy users. These can include homes and businesses that have solar panels, battery storage and an EV charger (s).

It is possible that the parish office and Woodland Community Centre may require an upgrade to this smart meter when solar PV is installed.

SMETS2 smart meter benefits

- Free installation
- Meter readings are sent automatically, ensuring bills are accurate.
- The highest standard of security for your data
- See how much energy you’re using (in real-time, while you’re using it), either online or via your In-House Display (IHD)
- See how much energy different appliances use, and how much they cost, which could help cut down on spending.
- Ability to switch to other suppliers without changing meters.

Parish Office Electricity Usage (June 2022 – June 2023)

Customer Account	Bill Date	Meter Number	Previous Reading	Current Reading	Usage in kWh
CA5027856416	01 June 2022	K14C08685	41737	49687	7950
CA5027856416	26 August 2022	22M0207397	0	206	206
CA5027856416	26 August 2022	K14C08685	49687	50763	1076
CA5027856416	29 November 2022	22M0207397	206	2312	2106
CA5027856416	08 March 2023	22M0207397	206	1761	1555
CA5027856416	08 March 2023	22M0207397	1761	3089	1328
CA5027856416	08 March 2023	22M0207397	-206	-2312	-2106
CA5027856416	05 June 2023	22M0207397	3089		8616
CA5027856416	05 June 2023	22M0207397		14041	2336
Annual Total					23067

Solar PV

1. Planning Permission

Planning permission is not required for this solar panel installation as regulations introduced in April 2015 deem most non-domestic solar installations below 1 MW as permitted development, provided:-

- panels are kept **below 200mm perpendicular protrusion** from the plane of the roof or wall (pitched and wall installations);
- panels are **at least 1m from the external edges of the building** (pitched and flat roof installations);
- panels **protrude less than 1m** from the roof surface and cannot be the highest part, excluding the chimney (flat roof installations);
- a **ground-mounted array is no more than 9m²**, no more than 3m in any one direction, and no higher than 4m.

2. Generation and Cost Savings

Phase 1 – 4kW Solar system with battery storage

Below is a table for each supplier with the expected (average) generation of each installation over the next 25 years. (25 years is the listed average lifespan of a solar installation). The calculations are based on the size of the installation, the efficiency of the panels and the average sun hours per day in the UK, multiplied by the number of days in a year.

The tables account for an average drop-off in performance of 0.5% per year, they also show the amount saved based on the cost of a unit of electricity of 30p per kilowatt hour. The calculation figure is 30p as this is the cut-off figure used in the cost benchmark for the proposed electricity supplier. I have not accounted for inflation at this point as the inflation rate is too volatile to predict long-term – however as inflation rises, so will the price of electricity, which will bring the payback of the system closer and increase the savings made.

The carbon savings have been calculated using the disclosed UK average carbon emissions figure of 204g/kWh of electricity produced.

OPTION 1

The extra efficiency of the panels used in Option 1 is reflected by the increase in annual production over Option 2 and 3. The calculations below are based on 4 hours of peak production as per the UK daily average. (UK.renogy.com)

Generation:	kWh	Amount Saved (30p/kWh)	Payback	Carbon Savings
Year 1	6991	£2,097.27		1426.14
Year 2	6956	£2,086.78		1419.01
Year 3	6921	£2,076.35	£6,260.39	1411.91
Year 4	6887	£2,065.96	£8,326.35	1404.86
Year 5	6852	£2,055.63	£10,381.99	1397.83
Year 6	6818	£2,045.36		1390.84
Year 7	6784	£2,035.13		1383.89
Year 8	6750	£2,024.95		1376.97
Year 9	6716	£2,014.83		1370.08
Year 10	6683	£2,004.75		1363.23
Year 11	6649	£1,994.73		1356.42
Year 12	6616	£1,984.76		1349.63
Year 13	6583	£1,974.83		1342.89
Year 14	6550	£1,964.96		1336.17
Year 15	6517	£1,955.13		1329.49
Year 16	6485	£1,945.36		1322.84
Year 17	6452	£1,935.63		1316.23
Year 18	6420	£1,925.95		1309.65
Year 19	6388	£1,916.32		1303.10
Year 20	6356	£1,906.74		1296.58
Year 21	6324	£1,897.21		1290.10
Year 22	6292	£1,887.72		1283.65
Year 23	6261	£1,878.28		1277.23
Year 24	6230	£1,868.89		1270.85
Year 25	6198	£1,859.55		1264.49
	164677	£49,403.08		33594

OPTION 2				
	kWh	Amount Saved (30p/kWh)	Payback	Carbon Savings
Year 1	6063	£1,818.95		1236.88
Year 2	6033	£1,809.85		1230.70
Year 3	6003	£1,800.80	£5,429.60	1224.54
Year 4	5973	£1,791.80	£7,221.39	1218.42
Year 5	5943	£1,782.84	£9,004.23	1212.33
Year 6	5913	£1,773.92	£10,778.16	1206.27
Year 7	5884	£1,765.05		1200.24
Year 8	5854	£1,756.23		1194.24
Year 9	5825	£1,747.45		1188.26
Year 10	5796	£1,738.71		1182.32
Year 11	5767	£1,730.02		1176.41
Year 12	5738	£1,721.37		1170.53
Year 13	5709	£1,712.76		1164.68
Year 14	5681	£1,704.20		1158.85
Year 15	5652	£1,695.68		1153.06
Year 16	5624	£1,687.20		1147.29
Year 17	5596	£1,678.76		1141.56
Year 18	5568	£1,670.37		1135.85
Year 19	5540	£1,662.02		1130.17
Year 20	5512	£1,653.71		1124.52
Year 21	5485	£1,645.44		1118.90
Year 22	5457	£1,637.21		1113.30
Year 23	5430	£1,629.02		1107.74
Year 24	5403	£1,620.88		1102.20
Year 25	5376	£1,612.77		1096.69
	142823	£42,846.98		29136

OPTION 3				
	KWh	Amount Saved (30p/kWh)	Payback	Carbon Savings
Year 1	5990	£1,797.03		1221.98
Year 2	5960	£1,788.04		1215.87
Year 3	5930	£1,779.10	£5,364.18	1209.79
Year 4	5901	£1,770.21	£7,134.39	1203.74
Year 5	5871	£1,761.36	£8,895.75	1197.72
Year 6	5842	£1,752.55	£10,648.30	1191.73
Year 7	5813	£1,743.79		1185.78
Year 8	5784	£1,735.07		1179.85
Year 9	5755	£1,726.39		1173.95
Year 10	5726	£1,717.76		1168.08
Year 11	5697	£1,709.17		1162.24
Year 12	5669	£1,700.63		1156.43
Year 13	5640	£1,692.12		1150.64
Year 14	5612	£1,683.66		1144.89
Year 15	5584	£1,675.25		1139.17
Year 16	5556	£1,666.87		1133.47
Year 17	5528	£1,658.53		1127.80
Year 18	5501	£1,650.24		1122.16
Year 19	5473	£1,641.99		1116.55
Year 20	5446	£1,633.78		1110.97
Year 21	5419	£1,625.61		1105.42
Year 22	5392	£1,617.48		1099.89
Year 23	5365	£1,609.40		1094.39
Year 24	5338	£1,601.35		1088.92
Year 25	5311	£1,593.34		1083.47
	141103	£42,330.75		28785

3. Solar Panel Efficiency

How efficient is a solar panel on a cloudy day?

Solar panels can still generate electricity when it's cloudy in the UK. On average, solar panels will generate 10 to 25 % of their normal power output on days when the weather is cloudy.

Which solar panels are better for shade and bad weather?

Monocrystalline solar panels tend to be more efficient in cloud or shade as they are made from higher-quality silicon.

Do solar panels work in the rain?

As with cloud cover, solar panels will still work in the rain, but it all depends on how much sunlight can penetrate the clouds.

A little rain could be of benefit to wash away dirt and grime buildup that could be detrimental to the panel efficiency. Furthermore, there is a phenomenon known as the edge-of-cloud effect which is where you may see a spike in irradiance as passing cloud cover focuses more sunlight onto your solar panels, essentially magnifying it.

When do solar panels work best?

Between spring and summer is when solar panels peak in output.

Can solar panels work at night?

No. Without the sun, there are no photons, and without photons, no solar energy can be produced - although they do 'wake up' early and 'go to bed' late by design.

13kW System

The calculation below is based on using a highly efficient panel at 4 hours of peak production as per the UK daily average. (UK.renogy.com)

Generation:	Kwh	Amount Saved (30p/kWh)	Payback	Carbon Savings (kgs)
Year 1	20892	£6,267.69		4262
Year 2	20788	£6,236.35		4241
Year 3	20684	£6,205.17	£18,709.21	4220
Year 4	20580	£6,174.14	£24,883.36	4198
Year 5	20478	£6,143.27	£31,026.63	4177
Year 6	20375	£6,112.56		4157
Year 7	20273	£6,081.99		4136
Year 8	20172	£6,051.58		4115
Year 9	20071	£6,021.33		4095
Year 10	19971	£5,991.22		4074
Year 11	19871	£5,961.26		4054
Year 12	19772	£5,931.46		4033
Year 13	19673	£5,901.80		4013
Year 14	19574	£5,872.29		3993
Year 15	19476	£5,842.93		3973
Year 16	19379	£5,813.71		3953
Year 17	19282	£5,784.65		3934
Year 18	19186	£5,755.72		3914
Year 19	19090	£5,726.94		3894
Year 20	18994	£5,698.31		3875
Year 21	18899	£5,669.82		3855
Year 22	18805	£5,641.47		3836
Year 23	18711	£5,613.26		3817
Year 24	18617	£5,585.20		3798
Year 25	18524	£5,557.27		3779
Total	492138	£147,641.40		100396

SEPTEMBER 2023			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Information & Retention Policy	To review the current document	Report	Deputy Clerk
Café Landscaping	To approve landscaping works	Report	Clerk
Public Art New Century Park	To agree proposals for additional public art at NCP	Presentation	Clerk
OCTOBER 2023			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Conclusion of Audit	To consider the conclusion of audit for 22/23	Report	Finance Officer
Café Lease	To approve the community café lease/licence to occupy	Report	Clerk
Splashpad review	To review the first season and improvements for next year	Report	Clerk/Operations Manager
Bee & Tree Corridor Project	To agree a project proposal for a cross boundary bee and tree project	Report	Clerk
Wildlife Audit Assessments	To receive the HIOWWT wildlife audit and recommendations	Report	Clerk
Community Investment Programme	To agree the CIP list	Report	Clerk
NOVEMBER 2023			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Community Development Update	To receive a presentation from the Community Development Officer on proposed projects	Presentation	CDO/Clerk
Information Policy	To review the current document	Report	Clerk
Access to Information Policy	To review the current document	Report	Deputy Clerk
Communications & Events T&F Grp	To receive recommendations from the Group	Presentation	Clerk/Comms Officer

OHH	To consider the Open Spaces at OHH	Presentaiton	OHH Team
Café Progress Report	To consider the progress of the café project	Report	Clerk
DECEMBER 2023			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Staff salaries 24/25	To agree salaries for the forthcoming financial year	Report	Finance Officer
Crowdhill Green - Nature trail using remainder PA monies	To consider project proposal	Report	Clerk
Data Protection/GDPR Policy	To review the current document	Report	Clerk/Deputy Clerk
Green Flag Award Status for KP & NCP	To consider steps needed to achieve GF award status at KP	Report	Clerk/Operations Manager
Budget/Precept	To agree the budget and precept for the forthcoming financial year	Report	Finance Officer/Clerk
JANUARY 2024			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Play Strategy	To consider the development of a Play Strategy	Report	Clerk
Meeting dates	To agree meeting dates for 24/25	Report	Clerk
Youth Options	To review the Youth Options contract	Report	Clerk
Review of Memorial Bench Policy	To review the current policy and determine whether the Council should continue this service.	Report	Clerk/Admin Officer
FEBRUARY 2024			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Café Post Project Evaluation	To review the café project including the budget	Report	Clerk

UNALLOCATED ITEMS

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
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 Audit	To receive the audit	Report	Clerk
Public Art	To note public art project proposal for Pembers Hill Farm	Report	Clerk
Allotment tenancy review	To consider changes to tenancy agreements	Report	Clerk/Admin Officer