



FAIR OAK & HORTON HEATH PARISH COUNCIL

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Minutes of the Full Council Meeting held on Monday 17 April 2023 at 5.30 pm. at the Parish Office, 2 Knowle Park Lane, Fair Oak

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

P - Cllr Anderson

P - Cllr Scott

P - Cllr Stupple

P - Cllr Forfar

Ap - Cllr Bird

P - Cllr Douglas (Chair)

Vacancy

Ap - Cllr Marsh

P- Cllr Couldrey (Vice-Chair)

P - Cllr Barrett

Pt - Cllr Smith

Ab - Cllr McGuinness

P - Cllr Higby

P - Cllr Meech

P - Cllr Tennent

Officers in attendance: Mel Stephens, Clerk, Michelle Leadbitter-Allen, Deputy Clerk, Joanna Cahill, Responsible Finance Officer and Martin Johnson, Operations Manager.

Apologies: Cllrs Bird and Marsh

PUBLIC SESSION

No members of the public addressed the Council.

106 DECLARATIONS OF INTEREST

Cllr Tennant, in Minute No 109.

107 CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked Councillors and staff for their hard work and achievements over the last 4 years.

The Chairman announced that both Cllrs Higby and McGuinness would step down at the end of their 4-year tenure in May. She thanked them for their hard work during their terms of office.

108 MINUTES (PAPER A)

RESOLVED:

- (a) That the minutes of the Full Council meeting held on 20 March 2023, be signed by the Chairman as a correct record;
- (b) That the minutes of the Finance Committee Meeting, and the recommendations therein, held on 16 March, be agreed upon and approved as a correct record: and
- (c) The delegated planning decisions of the week ending 24 March 2023 be noted.

109 PLANNING APPLICATION RM/23/94868

Cllr Tennant declared a non-pecuniary interest in both applications as a member of West End Parish Council and Eastleigh Borough Council which would consider and determine the applications. He concluded that there were no grounds under common law to prevent him from remaining in the meeting. However, he did not speak or vote.

The Council considered the following planning applications: -

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

Address: Chalcroft Business Park, Burnetts Lane

Description: Approval of Reserved matters pursuant to outline planning permission F/18/83945 as amended by X/22/94322 giving details of the:

a) layout b) scale c) appearance d) landscaping for a scheme of 6,419 sqm of commercial floor space formed in 1.no buildings.

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

Address: Chalcroft Business Park, Burnetts Lane

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

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

Following discussion; it was:

RESOLVED:

That the Council's support for both applications be submitted to Eastleigh Borough Council.

110 FINANCE REPORT (REPORT B)

Members considered the report of the Finance Officer.

RESOLVED:

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

111 INTERNAL AUDITORS REPORT (REPORT C)

The Council considered the recommendations of the Internal Auditor following their visit in January 2023 and the subsequent actions undertaken which were set out in the action plan attached at Appendix 1 to Report C.

RESOLVED:

That the report and actions undertaken, be noted.

112 FIXED ASSET REGISTER (REPORT D)

The Council reviewed the Fixed Asset Register as at March 2023.

Members were reminded that Parish assets did not depreciate, however, where assets were no longer in use, such as old laptops and vehicles, these would be sold at market value and reflected in the register.

RESOLVED:

That the Fixed Asset Register be noted.

113 CLERK'S UPDATE

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

Library – The contractors had commenced work on 11 April. The Clerk would attend a project review meeting on 18 April which would clarify the budget and timescales.

Café –The building contract had now been signed by the Clerk. It was hoped that the site compound would be set up on Monday 24 April and that piling work would commence at the beginning of May.

Crowdhill Green Play Area – The contractor had confirmed that they would begin the play area installation on Wednesday 19 April. The Operations Team could now schedule the installation of the public art, including way finders which referenced the Play Area position.

BT Leased Line – Another provider had quoted a leased line for £100 cheaper per month for the same specifications and installation. However, as the Council was now in contract with BT, the exit fees of over £2,000 seemed excessive with no guarantee of a better or more reliable service. As such the Council would continue with the BT contract, despite BT refusing the Clerk's request to renegotiate on price.

Wildflowers –Preparations for the extension of wildflower areas had been completed at Tywnams Field, the Orchard, Oak Walk and Meadowsweet Way. The Clerk thanked Martin Johnson and the rest of the Operations Team for their hard work.

Community Development – Continuing the good work of the previous Community

Development Officer, plans for a community activity day at Twynams Field to include the Scouts was underway.

The deadline for the Community Development Officer applications was 21 April with interviews scheduled for 4 May.

114 SUSTAINABILITY REPORT (REPORT E)

The Council considered the adoption of a Sustainability Policy.

RESOLVED:

That the Sustainability Policy be adopted.

115 CORPORATE PLAN AND ACTION PLAN 2023- 2026 (REPORT F)

The Clerk outlined the development of the plan which included statistical evidence and results from the community engagement survey. The new plan focused on three strategic priorities of people, planet and place. These thematic priorities reflected the messaging from the survey and the collective aspirations of the community and the Parish Council.

In discussing the Council's values, vision and mission statement, Councillors discussed the need to reinforce the messaging of "decision-making without the Politics", through its actions.

Members felt that positive steps needed to be taken to ensure the Council was fully inclusive and accessible for example rather than inviting one political party to an event and not others, or excluding a party and visor versa, the message of "all are welcome be given", to give a fairer, accessible, and fully inclusive opportunity to access the Council and its events etc. This was one example of how the Council could ensure that its actions truly represented the ethos of the Council, namely that its community comes first and remains at the heart of everything the Council says and does.

Subject to a slight rewording on page three of the document, all members supported the adoption of the corporate plan and thanked officers for the new, user-friendly layout and context.

RESOLVED:

That the Corporate Plan for 2023-2026 be adopted with minor amendments on page three.

Action: MS

116 EMPLOYEE HANDBOOK (REPORT G)

The considered the employee handbook with the recommended alterations.

RESOLVED:

That the updated employee handbook be approved.

117 WORK PROGRAMME (REPORT H)

RESOLVED:

That the work programme be noted.

Signed Chairman.

This was all the business and the meeting closed at 6.35 pm.