



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

13 June 2023

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 19 June 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 16 June 2023.

AGENDA

APOLOGIES

1. DECLARATIONS OF INTEREST (PAPER A, PAGE 3)

To receive declarations of interest and note dispensation for the Parish precept 2024/25.

2. MINUTES OF MEETINGS (PAPER B, PAGES 4-10)

- a) To approve the minutes of the Council meeting held on 15 May 2023 as a correct record; and
- b) To note the planning delegated decisions of w/e 7 April 2023, 28 April 2023, 19 May 2023

3. COOPTION

To consider applications for co-option for the two vacancies on the Council.

4. FINANCE REPORT (REPORT C, PAGES 11-20)

- a) To consider the report of the Finance Officer and approve the BACS payments.
- b) To consider the revised AGAR for External Audit

5. CHAIRMAN'S ANNOUNCEMENTS

6. CLERK'S UPDATE

7. GRASS CUTTING (REPORT D, PAGES 21-28)

To consider and approve the grass-cutting methods, schedules and weed control.

8. PAVILION CLUBHOUSE (PRESENTATION)

As part of the second cricket wicket project, to agree a way forward regarding any possible alterations to the Pavilion Clubhouse.

9. I.T REVIEW (REPORT E, TO FOLLOW)

To consider findings of the recent I.T efficiency review and appoint a new I.T provider.

10. COMMUNITY GRANT POLICY REVIEW (REPORT F, PAGES 29-45)

To consider and approve amendments to the community grants policy/eligibility criteria and procedure.

11. STAFF MATTERS (REPORT G, PAGE 46-48)

To consider recent changes to staff and consider recent performance.

12. MEMBERSHIP OF COMMITTEES, TASK & FINISH GROUPS & OUTSIDE BODIES

To fill any remaining vacancies and make changes as required.

13. WORK PROGRAMME (REPORT H, PAGES 49)

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

To: Councillors

S Anderson
P Barrett
C Bird
N Couldrey (Vice-Chair)
H Douglas (Chair)
K Forfar
W Chivchuri

M Marsh
G Meech
Vacancy
Vacancy
D Scott
M Smith
B Tennent
G Stupple

Officers:

J Cahill (Finance Officer)
M Leadbitter-Allen (Deputy Clerk)
M Johnson (Operations Manager)
M Stephens (Clerk)



COUNCILLOR'S REQUEST FOR DISPENSATION

Councillors seeking dispensations under Section 33 of the Localism Act 2011 may do so using this Form.

The matter for which dispensation is sought (refer to agenda item number if appropriate)	Parish precept/annual budget
Details of your interest in that business To take part in the determination of the Parish Council Precept for the Financial Years during the 2023 term of office (ending 2027).	
Date of meeting or time period (up to 4 years) for which dispensation is sought	4 years commencing June 2023
Dispensation requested to: participate, or participate further, in any discussion of that business	Yes
Dispensation requested to: participate in any vote, or further vote , taken on that business	Yes
REASON(S) FOR DISPENSATION	
(a) without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business	Yes
(b) the dispensation is in the interests of persons living in the council's area	Yes
(c) that it is otherwise appropriate to grant a dispensation Reason: all members reside in the parish to which the parish precept/annual budget relates and without granting, a quorum would not be reached to resolve the matter.	Yes

Print Name: Melanie Stephens

Signature:

Date: 19 June 2023

DECISION:	
Dispensation given: YES	Length of Dispensation : 4 years
Date: 19/06/23	Minute Number:
Signed:	Clerk to the Council



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B

Minutes of the Annual Council Meeting of the Council

held on Monday 15 May 2023 at 6.00 pm

at the Parish Office, 2 Knowle Park Lane, Fair Oak

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

P	Cllr Anderson	P	Cllr Douglas	Ab	Cllr Smith
P	Cllr Barrett	P	Cllr Forfar	P	Cllr Stupple
P	Cllr Bird	P	Cllr Marsh	P	Cllr Tennent
Ab	Cllr Chivuchi	P	Cllr Meech		Vacancy
Ap	Cllr Couldrey	P	Cllr Scott		Vacancy

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

PART 1 - PUBLIC SESSION

There were no members of the public present.

1 ELECTION OF CHAIR

Cllr Marsh moved that Cllr Douglas be elected Chair of the Council for the ensuing municipal year. The motion was seconded by Cllr Tennent. There were no other nominations.

RESOLVED:

That Cllr Douglas be appointed as Chair for the ensuing municipal year. Cllr Douglas took the Chair and signed the declaration of acceptance of office, formally witnessed by the Clerk.

Cllr Douglas took the Chair and accepted the declaration of office.

2 ELECTION OF VICE-CHAIR

Cllr Meech moved that Cllr Couldrey be elected Vice-Chair of the Council for the ensuing municipal year. The motion was seconded by Cllr Bird. There were no other nominations.

RESOLVED:

That Cllr Couldrey be appointed as Vice-Chair for the ensuing municipal year. Cllr Couldrey would sign the declaration of office in the presence of the Clerk before the next meeting of the Council.

3 DECLARATIONS OF INTEREST

There were none.

4 MINUTES (PAPER A)

RESOLVED:

That the minutes of the Full Council meeting held on 17 April 2023, be signed by the Chair as a correct record.

5 MEMBERSHIP OF COMMITTEES & OUTSIDE BODIES (REPORT B)

RESOLVED:

- a) That the members appointed to Committees, standing Task & Finish Groups and Outside Bodies as set out in Report B to the Council be approved; and
- b) That the remaining vacancies on Committees and Groups be filled at the next meeting of the Full Council.

6 STANDING ORDERS (REPORT C)

RESOLVED:

- (a) That the refreshed Standing Orders for Fair Oak & Horton Heath Parish Council, for implementation with effect from Tuesday 16 May 2023 be approved; and
- (b) That the Clerk be given delegated authority, to make further minor editing changes, corrections, and updates to the document prior to publication.

7 CODE OF CONDUCT (REPORT D)

RESOLVED:

- (a) That the refreshed Code of Conduct for Councillors, for implementation with effect from Tuesday 16 May 2023 be approved; and
- (c) That the Clerk be given delegated authority, to make further minor editing changes, corrections, and updates to the document prior to publication.

8 PROTOCOL FOR CLLR/OFFICER RELATIONS (REPORT E)

RESOLVED:

- (a) That the protocol for Cllr/Officer Relations, for implementation with effect from Tuesday 16 May 2023 be approved; and
- (b) That the Clerk be given delegated authority, to make further minor editing changes, corrections, and updates to the document prior to publication.

9 COMPLAINTS PROCEDURE (REPORT F)

RESOLVED:

- (a) That the Council's Complaints Procedure, for implementation with effect from Tuesday 16 May 2023 be approved; and
- (b) That the Clerk be given delegated authority, to make further minor editing changes, corrections, and updates to the document prior to publication.

10 FINAL ACCOUNTS (REPORT G)

The Council considered the Final Accounts for the 2022/23 financial year.

RESOLVED:

That the Final Accounts for the year ending March 2023 be approved for submission to the external auditor and the annual return completed.

11 ANNUAL GOVERNANCE RETURN (SECTION 1&2) 2022/23 (REPORT H)

The Chairman expressed the Council's thanks to the Finance Officer for all her hard work in preparing the reports.

RESOLVED:

- (a) That the Annual Governance Statement 2022/23 (Section 1) be approved and signed by the Chair and the Clerk for submission to the external auditor; and
- (b) That the Accounting Statement 2022/23 (Section 2) be approved and signed by the Chair for submission to the external auditor.

12 INTERNAL AUDIT REPORT (REPORT I)

The Council considered the report of the Internal Auditor following her visit on 27 April 2023.

RESOLVED:

- (a) That the comments received be noted; and
- (b) That the Clerk and Responsible Finance Officer be given delegated authority to carry out actions as necessary

13 FINANCE REPORT (REPORT J)

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.

14 EXCLUSION OF THE PUBLIC AND THE PRESS

RESOLVED:

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

PART II – PRIVATE SESSION

15 STAFFING UPDATE (VERBAL REPORT)

The Clerk circulated the current organisational structure including pay grades and updated members on the recent staffing issues.

Despite undertaking two rounds of recruitment for the vacant Community Development Officer post, the Council had not been able to find a suitable candidate. After discussion with the Chair and Local Area Manager, it was felt that the salary offered should be increased to £35k per annum to attract a higher calibre candidate.

The Responsible Finance Officer had confirmed that with the post being vacant for six months and the adjustment of the allocated project funds to support the work of the post holder, the Council would be able to fund this increase.

The Clerk praised Kirsty Evans, Grounds Operative, for facilitating several community events/initiatives, in the absence of a Community Development Officer.

RESOLVED:

That the Clerk be given authority to re-advertise the Community Development Officer post at a salary of £35k per annum.

CHAIR’S CLOSING REMARKS

The Chair thanked Councillors and staff for their participation in the Coronation event, which had been a great success despite the weather. All members joined the Chair in paying special thanks to Kirsty Evans, Linda Greenslade, and Cllr Stupple for their hard work and dedication in supporting the event.

Signed Chair

PLANNING APPLICATIONS

Applications to w/e 7 April 2023

Application no: H/23/94888

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

Description: Rear and side extensions with living accommodation at first floor with front and side dorm

Comments: No objection

Planning Specialist Contact Details

Email: Alexandra.Stone@eastleigh.gov.uk

Application no: LDC/23/94772 Certificate of Lawfulness of an Existing Use or Development

Address: Broadoak Stables, Mortimers Lane, Fair Oak, SO50 7EA

Description: For the erection of a dwellinghouse not in compliance with planning permission F/12/71002 and occupancy C3 residential use for a continuous period in excess of 4 years.

Comments: The Parish Council does not dispute the bungalow but would like to highlight that a 2nd storey without permission has been built from new.

Application No: [H/23/94919](#)

Address: 32 Bradshaw Close, Fair Oak, SO50 7BS

Description: Retention of a new boundary fence and raising of new patio (Amended H/22/93556)

Comment: No objection

Planning Specialist Contact Details

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

Application No: [H/23/94936](#)

Address: 1 Osborne Gardens, Fair Oak, SO50 7NN

Description: Two storey rear extensions and first floor side extension above garage and all associated alterations

Comment: No objection

Planning Specialist Contact Details

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

Application No: [T/23/94935](#)

Address: 47 Ascot Road, Horton Heath, SO50 7JP

Description: 1 no. Oak (T1) - Crown raise to highway specification of 5.4m from the ground and reduce over extended branches by up to 2m over the highways to prevent branches failing in adverse weather conditions.

1 no. Oak (T2) - Crown Raise to highway specification of 5.4m from the ground and reduce over extended branches by up to 2m over the highways to prevent branches failing in adverse weather conditions.

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

Planning Specialist Contact Details

Email: trees@eastleigh.gov.uk

Application No: [T/23/94947](#)

Address: Anfield Court, Anfield Close, FAIR OAK

Description: 12 no. Sycamore (trees on the boundary line of Anfield Court)- Reduce the overhanging lateral branches by up to four meters.

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

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

Planning Specialist Contact Details

Email: trees@eastleigh.gov.uk

Application No: [H/22/94032](#)

Address: 8 Brook Road, Fair Oak, SO50 7AY

Description: Single storey side extension linking to detached garage to the rear and alterations to existing fenestration (Amended plans and description)

Comment: No objection

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

Planning Specialist Contact Details

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

PLANNING APPLICATIONS

Applications to w/e 28 April 2023

Application No: [H/23/94737](#)

Address: 13 Camelia Grove, Fair Oak, SO50 7GZ

Description: Retention of outbuilding with chimney at rear

Comments: No objection

Planning Specialist Contact Details

Email: alexandra.stone@eastleigh.gov.uk

Application No: [T/23/95016](#)

Address: 1 Mulberry Close, Fair Oak, SO50 7RB

Description: 1 no. Yew (T1) - reduce the overhanging side branches all round by 1.5 metres

Comments: Object -unless in the opinion of the Tree Officer there is good reason for it to be reduced. The yew tree was deliberately left by the developers and the house was bought in full knowledge of that tree. The existing trees are mentioned in the original planning documents.

Planning Specialist Contact Details

Email: trees@eastleigh.gov.uk

Application No: [H/23/95035](#)

Address: 4 Knowle Lane, Horton Heath, SO50 7DZ

Description: New bay to kitchen. Alterations to fenestration

Comments: No objection

Planning Specialist Contact Details

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

Application No: [H/23/94918](#)

Address: Villa Cervino, Botley Road, Horton Heath, SO50 7DT

Description: Full demolition of 5 bed bungalow to allow a rebuild of a 4 bed chalet bungalow with store and creating a rear extension with 2 dormer windows

Comments: No objection

Planning Specialist Contact Details

Email: alexandra.stone@eastleigh.gov.uk

Application No: [T/23/95065](#)

Address: Woodpeckers, 11 Cherry Drove, Horton Heath, SO50 7DS

Description: 1 no. Oak - Reduce height BY 10m and reduce width TO 7m canopy spread.

Reason: due to historic failures.

Comments: No objection subject to the agreement of the Tree Officer

Planning Specialist Contact Details

Email: trees@eastleigh.gov.uk

Application No: [F/23/94897](#)

Address: Lake Farm, Allington Lane, Fair Oak

Description: Single story extension of existing industrial unit to create 1.no additional unit

Comment: Object – inappropriate development and outside of the local plan. This location was never intended to be offices or industrial space to which it has become.

Planning Specialist Contact Details

Email: rachael.morris@eastleigh.gov.uk

PLANNING APPLICATIONS

Applications to w/e 19 May 2023

Application No: [H/23/94991](#)

Address: 7 Scotland Close, Fair Oak, SO50 7BQ

Description: Demolition of the existing rear extension. New single and two storey rear and side extensions. Internal alterations. Demolition of the existing porch and replace with new open oak framed porch. Alterations to fenestration. New terrace

Comments: No objection

Planning Specialist Contact Details

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

Application No:

Address: Land East [F/23/94668](#) of Knowle Lane, Fair Oak, SO50 7DZ

Description: Construction of 5no. general industrial buildings (Use Class B2) containing 15 separate units, including landscaping, parking and associated works (amended description)

Comments: Object. The Parish Council has consistently maintained that Knowle Lane is not a suitable place for industrial building. EBC's plan is quite clear in that the land in Eastleigh, alongside the railway line is designated industrial.

Planning Specialist Contact Details

Email: rebecca.altman@eastleigh.gov.uk

Application No: [F/23/95179](#)

Address: The Log Cabin, Hillview Manor Park, Winchester Road, Fair Oak, SO50 7HD

Description: Erection of 1no. detached two storey dwelling to replace existing mobile home

Comments: Object. Outside the urban edge and contrary to Policy. The dwelling would be in a very visible spot.

Planning Specialist Contact Details

Email: clare.martin@eastleigh.gov.uk

Financial Statement Summary

- Total cash held across all bank accounts as at 31st May is £1,078,502
- Total receipts for May into the current account totalled £63,899.

£62,714 relates to a receipt from the Public Sector Account – which will be used to fund Community Café

- Total current account payments for May totalled £171,851.

Significant payments in May included the final payment of £10,000 to Ustigate for the construction of the splashpad, and £70,333 to Vision for the construction of the Community Café.

- Total BACS invoice payments outstanding is £91,987.
- There are no cheques that require signing this month.

Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 1 June 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

		0.00
31/05/2023	Current Account	184,938.42
31/05/2023	Premier Account	639,478.22
31/05/2023	Public Sector Deposit Fund	254,026.30
31/05/2023	Petty Cash	59.30

1,078,502.24

Receipts not on Bank Statement

0.00

Closing Balance

1,078,502.24

All Cash & Bank Accounts

1	Current Account	171,861.93
2	Premier Account	639,478.22
3	Public Sector Deposit Fund	254,026.30
4	Petty Cash	59.30
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	<u>1,065,425.75</u>

Invoices Due for Payment by 30 June 2023

For Creditors

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount	Discount To Claim	Net Amount due
ACELIFTAWAY [ACE001]								
23/05/2023	97787		Allotment toilets		13/06/2023	106.28		106.28
23/05/2023	97788		NCP Toilet hire		13/06/2023	441.43		441.43
Total of Invoices Due (ACE001)						547.71	0.00	547.71
ADVANCED LOCKING [ADV001]								
08/06/2023	0034		Anker Keys		08/06/2023	257.40		257.40
Total of Invoices Due (ADV001)						257.40	0.00	257.40
AGILICO [AGILI]								
23/05/2023	2074		printer consumables		13/06/2023	137.08		137.08
Total of Invoices Due (AGILI)						137.08	0.00	137.08
APPLETON SIGNS [APP001]								
15/05/2023	131098		Car Park Signage		07/06/2023	97.54		97.54
Total of Invoices Due (APP001)						97.54	0.00	97.54
CARTERS OF SWANWICK [CART]								
01/05/2023	18052		tender documentation - library		02/06/2023	900.00		900.00
Total of Invoices Due (CART)						900.00	0.00	900.00
EBC [EBC001]								
29/03/2023	0799		key cut		26/04/2023	84.00		84.00
09/06/2023	02764237		yzone contribution		09/06/2023	25,000.00		25,000.00
09/06/2023	02903628		Trade waste		09/06/2023	1.74		1.74
Total of Invoices Due (EBC001)						25,085.74	0.00	25,085.74
FIRECARE & SECURITY [FIREC]								
09/06/2023	20933		fire equipment maintenance		09/06/2023	162.00		162.00
09/06/2023	20934		fire equipment maintenance -P		09/06/2023	180.00		180.00
09/06/2023	20935		fire equipment maintenance -p		09/06/2023	162.00		162.00
Total of Invoices Due (FIREC)						504.00	0.00	504.00
FLEET								
15/05/2023	7748		pitchmarker		13/06/2023	1,242.00		1,242.00
Total of Invoices Due (FLEET)						1,242.00	0.00	1,242.00
FOX'S CLEANING [FOX001]								
15/05/2023	24276		window cleaning services		07/06/2023	360.00		360.00

Invoices Due for Payment by 30 June 2023

For Creditors

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount	Discount To Claim	Net Amount due
Total of Invoices Due (FOX001)						360.00	0.00	360.00
HOOPER SERVICES [HOOPER]								
07/06/2023	290273		Machine repair		07/06/2023	572.56		572.56
Total of Invoices Due (HOOPER)						572.56	0.00	572.56
PRINTWASTE								
31/05/2023	9971		print waste		07/06/2023	72.00		72.00
Total of Invoices Due (PRINTWASTE)						72.00	0.00	72.00
QIC systems [QIC]								
31/05/2023	5643		monthly licence		07/06/2023	420.18		420.18
Total of Invoices Due (QIC)						420.18	0.00	420.18
ROD GASKINS [ROD]								
15/05/2023	131150		Machinery repair		12/06/2023	2,999.99		2,999.99
Total of Invoices Due (ROD)						2,999.99	0.00	2,999.99
SOURCE SUPPLIES [SOUR001]								
15/05/2023	276243		cleaning		07/06/2023	105.65		105.65
Total of Invoices Due (SOUR001)						105.65	0.00	105.65
STREETMASTER [STRE001]								
23/05/2023	107969		Bench - PB		13/06/2023	711.72		711.72
Total of Invoices Due (STRE001)						711.72	0.00	711.72
VISION DB								
08/06/2023	002		Cafe construction		22/06/2023	54,249.74		54,249.74
Total of Invoices Due (VISION DB)						54,249.74	0.00	54,249.74
WEDEMAN CONSULTING [WEDEMAN]								
26/05/2023	22365-3		Structural report - cafe		14/06/2023	1,890.00		1,890.00
Total of Invoices Due (WEDEMAN)						1,890.00	0.00	1,890.00
WildFlower Turf [WILDFLOWER]								
12/04/2023	15767		enriched turf		12/04/2023	1,286.40		1,286.40
12/04/2023	15766		Turf		12/04/2023	547.20		547.20
Total of Invoices Due (WILDFLOWER)						1,833.60	0.00	1,833.60
Total of Invoices Due (Creditors)						91,986.91	0.00	91,986.91

13/06/2023

Fair Oak & Horton Heath Parish Council

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Invoices Due for Payment by 30 June 2023

For Creditors

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount	Discount To Claim	Net Amount due
TOTAL OF INVOICES DUE (ALL LEDGERS)						91,986.91	0.00	91,986.91

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		292,890.75					292,890.75	
Banked 02/05/2023		90.00						
Mr C		90.00			1200	250	90.00	HALL HIRE
Banked 10/05/2023		149.20						
Tennis		149.20		24.87	1550	100	124.33	Tennis
Banked 12/05/2023		9.36						
stripe		9.36		1.56	1550	100	7.80	tennis
Banked 14/05/2023		80.00						
Mrs R		80.00		13.33	1200	230	66.67	hall hire
Banked 15/05/2023		72.00						
Mr H		72.00		12.00	1200	230	60.00	Hall hire
Banked 15/05/2023		288.00						
Mrs A		288.00			1530	510	288.00	Memorial
Banked 18/05/2023		18.72						
Stripe payments		18.72		3.12	1550	100	15.60	tennis
Banked 18/05/2023		370.00						
PJD		370.00		61.67	1200	230	308.33	Hall hire
Banked 26/05/2023		98.51						
Stripe		98.51		16.42	1550	100	82.09	Tennis
Banked 31/05/2023		9.36						
stripe		9.36		1.56	1550	100	7.80	Tennis
Banked 31/05/2023		62,714.00						
62714 Public Sector Deposit Fund		62,714.00			220		62,714.00	transfer
Total Receipts for Month		63,899.15	0.00	134.53			63,764.62	
Cashbook Totals		356,789.90	0.00	134.53			356,655.37	

Payments for Month 2

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/05/2023	ACELIFTAWAY	9960	213.42	213.42		500			allotment toilet - events
01/05/2023	AGILICO	9961	87.27	87.27		500			printer consumables
01/05/2023	APPLETON SIGNS	9962	575.99	575.99		500			mesh banners
01/05/2023	bella crafts	9963	360.00	360.00		500			Belacraft
01/05/2023	BREWERS	9964	44.58	44.58		500			materials
01/05/2023	CARTER JONAS	9965	2,700.00	2,700.00		500			Library - project management w
01/05/2023	CWM AGGREGATES	9966	630.00	630.00		500			Path Gravel - NCP pathway repa
01/05/2023	DAN IRESON PLUMBING	9967	489.02	489.02		500			Reinstall office radiator
01/05/2023	DAVID BOWEN	9968	467.50	467.50		500			Consultancy - splashpad
01/05/2023	DEFIB WORLD	9969	252.00	252.00		500			Batteries
01/05/2023	EBC	9970	32.06	32.06		500			Dog Bins
01/05/2023	Travis perkins	9971	570.76	570.76		500			sand bag
01/05/2023	DO THE NUMBERS	1392	900.00	900.00		500			Internal Audit Fee
01/05/2023	EBC	1393	291.31	291.31		500			recycle collection
01/05/2023	PADWICK GLASS	1394	132.00	132.00		500			reglaze Pavillion Window
01/05/2023	QIC systems	1395	144.00	144.00		500			Dell Battery
01/05/2023	ARCO	442	138.66	138.66		500			eyeshield
01/05/2023	MALCOLM MACNEISH	923	100.00	100.00		500			Install new TV socket
01/05/2023	PROTEK	924	247.69	247.69		500			engineer call out woodlands do
01/05/2023	REALTIS BUSINESS SOLUTIONS	925	964.58	964.58		500			Booking software annual suppor
01/05/2023	SHAWYERS	926	456.00	456.00		500			emergency treework - Pav
01/05/2023	EBC	3628	2,569.58	2,569.58		500			trade recycle collection
01/05/2023	FAROL	3629	7,992.00	7,992.00		500			Roller Mower
01/05/2023	FIRECARE & SECURITY	3630	156.00	156.00		500			Site visit for alarm
01/05/2023	QIC systems	3631	356.58	356.58		500			monthly licence
01/05/2023	RICHARD ATTREE	3632	585.00	585.00		500			repair timber battens - Pav
01/05/2023	SHAWYERS	3633	2,160.00	2,160.00		500			Tree survey
01/05/2023	USTIGATE	3634	10,000.00	10,000.00		500			Splashpad construction
01/05/2023	wildwood machinery	3635	2,306.73	2,306.73		500			Blade cyclinder maint
01/05/2023	Rialtas	BILL	1,152.80		192.13	4133	110	960.67	Omega software support
01/05/2023	EBC	707	274.93	274.93		500			Business rates - HH
01/05/2023	RIVERSIDE band	708	100.00	100.00		500			Coronation band
01/05/2023	SMART MARKETING	709	78.00	78.00		500			marketing support
01/05/2023	VISION DB	1	70,332.88	70,332.88		500			Community Cafe construction
01/05/2023	defib world	CHQ	-252.00			5013	900	-252.00	Correction
02/05/2023	BNP Paribas	DD	203.94		33.99	4120	110	169.95	tel handset system
02/05/2023	cf corporate finance	DD	138.00		23.00	4090	110	115.00	copier rental
02/05/2023	bt	DD	1.87		0.31	4120	110	1.56	tel and beoadband
02/05/2023	h3g	DD	21.95		3.66	4125	110	18.29	Mobile phone
02/05/2023	BT	DD	11.46		1.91	4120	240	9.55	tel and broadband
02/05/2023	BT	DD	11.46		1.91	4120	250	9.55	tel and broadband - HH
02/05/2023	Kiwa	BILL	1,566.00		261.00	4505	280	1,305.00	Testing lighting columns
04/05/2023	Screwfix	DD	139.98		23.33	4540	290	116.65	materials
04/05/2023	IN- EXCESS	VISA	41.05		6.84	4540	290	34.21	materials
05/05/2023	allstar	DD	598.43		99.74	4305	210	498.69	Fuel

Continued on Page 3

Payments for Month 2

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
05/05/2023	amazon	VISA	45.34			4540	290	45.34	weedkiller pump
09/05/2023	screwfix	DD	442.54		73.76	4540	290	368.78	Materials
09/05/2023	southern water	VISA	314.29			4410	150	314.29	water - PO
10/05/2023	Peninsula	DD	21.60		3.60	4030	110	18.00	employee EAP
11/05/2023	QIC	BILL	358.98		59.83	4133	110	299.15	Monthly Licence
11/05/2023	amazon	VISA	5.99			4090	110	5.99	planner calender
12/05/2023	o2	DD	25.92		4.32	4125	110	21.60	Mobile phones
12/05/2023	amazon	VISA	33.73			4090	110	33.73	laptop stand
12/05/2023	amazon	VISA	34.99			4540	290	34.99	Tow rope
12/05/2023	amazon	VISA	-10.00			4875	600	-10.00	skittless refund
15/05/2023	payroll	BILL	19,854.23			4000	110	19,854.23	payroll
16/05/2023	bt group	DD	52.54		8.76	4120	110	43.78	tel and broadband
16/05/2023	Peninsula	DD	381.46		63.58	4070	110	317.88	employer services
16/05/2023	Travis perkins	BILL	253.20		42.20	4540	290	211.00	materials
16/05/2023	hmrc	BILL	5,549.77			4000	110	5,549.77	PAYE
16/05/2023	Hants pensions	BILL	5,768.76			4010	110	5,768.76	pensions
16/05/2023	Travis perkins	BACS	-253.20		-42.20	4505	280	-211.00	correction
17/05/2023	sage payroll	DD	32.40		5.40	4132	110	27.00	sage payroll
17/05/2023	overline	DD	159.43		26.57	4120	110	132.86	Tel and broadband
17/05/2023	Overline	DD	99.40		16.57	4120	230	82.83	Tel and broadband
17/05/2023	Peninsula	DD	41.76		6.96	4030	110	34.80	employee EAP
17/05/2023	British Gas	DD	108.30		18.05	4400	150	90.25	Gas - paish office
17/05/2023	Canva	VISA	10.99		1.83	4132	110	9.16	Canva
19/05/2023	SE GAS	DD	544.28		90.71	4400	230	453.57	Gas - woodlands
19/05/2023	EBC	BILL	2,227.07			4395	250	2,227.07	Business rates - HH
19/05/2023	EBC	BILL	15,498.00			4395	150	15,498.00	Business rates - PO
19/05/2023	EBC	BILL	7,362.00			4395	230	7,362.00	Business rates - woodlands
19/05/2023	Towbar	VISA	25.00		4.17	4315	210	20.83	Repair of number plate light
19/05/2023	A.J. Gallagher	CR	29.46		4.91	4320	210	24.55	Insurance - refund
19/05/2023	A.J gallagher	BCR	-58.92			4320	210	-58.92	Correction
21/05/2023	Bank charges	CHG	5.00			4095	110	5.00	Bank charges
22/05/2023	BT	DD	139.02		23.17	4120	240	115.85	Tel and broadband
22/05/2023	SSE	DD	313.26		52.21	4400	250	261.05	Gas - HH
23/05/2023	Section 123	BILL	476.00			5006	900	476.00	securyt kings coronation
						317	0	-476.00	securyt kings coronation
						6000	900	476.00	securyt kings coronation
24/05/2023	vodafone	DD	68.64		11.44	4133	110	57.20	gigicube
24/05/2023	Green Map maker training	VISA	34.65		5.78	4105	110	28.87	Green Map maker training
25/05/2023	The Open spaces soci	DD	45.00		7.50	4132	110	37.50	The Open spaces subscriptions
25/05/2023	amazon	VISA	15.88			4134	110	15.88	USB Cable
26/05/2023	southern electric	DD	1,253.48		208.91	4405	250	1,044.57	electricity - HH
30/05/2023	BNP Paribas	DD	203.94		33.99	4120	110	169.95	handset rental
30/05/2023	bt group	DD	1.87		0.31	4120	110	1.56	tel and broadband
30/05/2023	slcc	VISA	-30.00			4132	110	-30.00	slcc refund
31/05/2023	H3G	DD	21.95		3.66	5006	900	18.29	Mobile phone
						316	0	-18.29	Mobile phone
						6000	900	18.29	Mobile phone

Total Payments for Month	171,851.48	106,708.54	1,383.81	63,759.13
Balance Carried Fwd	184,938.42			
Cashbook Totals	<u>356,789.90</u>	<u>106,708.54</u>	<u>1,383.81</u>	<u>248,697.55</u>

Section 2 – Accounting Statements 2022/23 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

FULL COUNCIL – 19 JUNE 2023**GRASS-CUTTING STANDARDS POLICY/SCHEDULE****1. RECOMMENDATION**

- 1.1. That the Council notes the contents of the report.
- 1.2. That the grass-cutting standards which include cut frequency, at Appendix 1 be approved; and
- 1.3. That the 'list of areas allowed flourish' identified for the 2024 season, as part of the adoption of 'No Mow May' as set out in Appendix 2 be approved.

2. PURPOSE OF REPORT

- 2.1. To seek views in relation to the suggested grass-cutting standards and maintenance regimes for areas of open space maintained by the Council and proposals to enhance and promote biodiversity in the Parish.

3. BACKGROUND

- 3.1. Members will be aware that during the Covid lockdown the local environment, particularly parks and open spaces, became a greater source of appreciation to residents, benefitting their physical and mental wellbeing.
- 3.2. The Council's two parish-wide surveys undertaken in 2021 and 2022/23 showed that greater numbers of residents place the environment, open spaces, and climate change as priority areas. Indeed, many requested more wildflowers, planters, and trees and support the Council's greening efforts via its Greening Campaign.
- 3.3. Residents appear to be aligned with the national thinking and the Government's strengthening of environmental duties in recent legislation via the Environment Act 2021.
- 3.4. This has strengthened the Council's 'biodiversity duty' and as a public authority, the Council must conserve and enhance biodiversity and set and deliver policies to achieve this. The Council must 'complete your first consideration of what action to take for biodiversity' by 1 January 2024.
- 3.5. This report is only a small step towards meeting this new statutory duty and meeting our Corporate Plan 'Planet' priority to assist in our response to climate change. By making a small change to the Council's grass-cutting regime, we are allowing the creation of habitats for wildlife and 'nature corridors' that connect existing habitats. This allows species to move between habitats, maintain or increase populations and be more resilient to climate change.

4. PROPOSALS

- 4.1. It is proposed that the Committee consider the proposed grass-cutting standards and maintenance regimes for areas of open space maintained by the Council as set out in Appendix 1.

- 4.2. In order to ensure that the Council is actioning its biodiversity duties, it is proposed that the identified areas listed at Appendix 2 be allowed to flourish as part of a 'nurture nature' campaign.
- 4.3. In order to assist essential pollinators during the start of the summer season to thrive, the Council supports the 'No Mow May' campaign from the 2024 growing season.

5. NEW GRASS-CUTTING REGIME/NO-MOW MAY

- 5.1. The current maintenance regimes and frequency for grass-cutting vary depending on several factors: -
 - a) The purpose of the open space
 - b) The location of the open space
 - c) The condition of the open space
 - d) Weather conditions; and
 - e) On land owned by the Parish, the surrounding housing & road/path infrastructure (which is usually the responsibility of Hampshire County Council/Eastleigh Borough Council).
- 5.2. The grass-cutting regimes were in the past frequency based which specifies the number of cuts per season e.g., fifteen. However, with changes to the Council's viewpoint on the protection of nature, it is therefore suggested that the grass-cutting regimes be changed where applicable to performance-based which are less prescriptive and specify a standard (minimum – maximum length of grass) that has to be maintained rather than a number of cuts required. e.g., "Grass-cutting shall take place between March and October using appropriate approved machinery to achieve an even height of cut. The standard shall maintain the grass between a minimum height of 20mm and a maximum height of 75mm." The adoption of this approach will provide greater flexibility with grass-cutting operations. Additional grass cuts can be implemented within reason to maintain the standard or to react to the growth conditions.
- 5.3. The grass-cutting season is from 1 April to 31 October. Hedgerow cutting must not be carried out during bird nesting season (March–August).
- 5.4. The new suggested standards applied to grass-cutting in the Parish are set out in Appendix 1.
- 5.5. In order to ensure more resilient habits and ecosystems in the parish and meet our new biodiversity duties, it is suggested that the Council, join other local authorities in the 'No Mow May' campaign. The campaign encourages members of the public, local authorities and key stakeholders to help bees, butterflies, and other wildlife by letting wildflowers grow on lawns and green spaces throughout May instead of mowing them. The proposed areas left to flourish during May, as part of the campaign are set out in Appendix 2. Areas that are left to grow will need to be cut and collected at the end of the summer to create a perfect environment for wildflowers to flourish in the following season.
- 5.6. It is intended that grass-cutting will continue outside of these areas in order to maintain formal parks, sports grounds and the cemetery.

5.7. Members will be aware of the Council's commitment to be a net zero carbon authority by 2030. This proposed approach to grass-cutting and wildflower management will contribute to this. Any reduction in the frequency of mowing will reduce the use of diesel and the carbon emissions associated with them. In addition, to allow specific areas in our Parish to flourish will not only enhance the local environment but will assist in fulfilling our statutory biodiversity duty and assist in our response to climate change.

6. COMMUNICATION

6.1. The Council has developed several tools including our 'wheel of services' to assist residents in identifying the areas of responsibility between the tiers of local government. However, it is clear, particularly where grounds maintenance is concerned, that more could be done to help. The Council will improve its grass-cutting webpage, including signposting to the parish interactive map which clearly shows what areas of land are under the Parish Council's responsibility. An extract from the mapping showing grounds maintained by the Council is attached at Appendix 3.

6.2. Officer will also produce a document with photos, detailing grass maintenance standards on a site-by-site basis. It is intended that this document also be published on the Council's website to give individuals a reference point and greater understanding of grounds maintenance standards the Council works too.

7. FINANCIAL IMPLICATIONS

7.1. There are no financial implications arising directly from this report. Grass-cutting costs would increase if areas were to have increased maintenance and the additional costs would have to be funded by identifying savings elsewhere in the annual budget. Likewise, if the Council wished to extend its wildflower areas, a budget allocation, in the 2024/25 budget, would need to be made to support this.

8. CLIMATE CHANGE AND SUSTAINABILITY IMPLICATIONS

8.1. There is current (Section 40¹ of the Natural Environment and Rural Communities Act 2006) and new legislation (Environment Act 2021) placing pressure on Local Authorities to reduce grass-cutting frequencies to support biodiversity through appropriate maintenance regimes.

¹ Section 40 of the Natural Environment and Rural Communities Act 2006 places the following biodiversity duty on all public bodies:

"Every public authority must, in exercising its functions, have regard, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity".

The duty applies to all local authorities, including parish and town councils. Its purpose is to raise the profile of biodiversity and make it a natural and integral part of policy and decision-making.

- 8.2. To ensure that the Council can meet our biodiversity duties effectively, the Council, as part of next year's budget, may wish to allocate funds for an external provider to undertake a biodiversity audit so that a local nature action plan can be developed.

9. CONCLUSION

- 9.1. Given the historic changes to the grass-cutting regime, the growth in a number of areas now under the Parish's responsibility as well as new biodiversity duties, it seems a prudent time to review current maintenance regimes.

APPENDIX 1

General Amenity–Standard 1- (Cuttings Flown)

Grass-cutting shall take place between March and October using appropriate approved machinery to achieve an even height of cut. The standard shall be to maintain grass between a minimum height of 20-25mm and a maximum height of 75mm. To achieve this standard, it is anticipated that between 14 and 17 cuts shall be required during the growing season.

Generally applied to sites/areas such as communal residential amenities, allotments, open spaces & parks

Low Amenity-Standard 1- (Cuttings Flown)

Grass-cutting shall take place between May and September using appropriate approved machinery to achieve an even height of cut. The standard shall be to maintain grass between a minimum height of 75mm and a maximum height of 350mm. To achieve this standard, it is anticipated that between 2 and 4 cuts shall be required during the growing season.

Generally applied to sites/areas such as uncultivated ground, low maintenance areas of parks, areas maintained to support biodiversity, community orchard & closed burial grounds.

High Amenity-Standard 1- (Cuttings Flown)

Grass-cutting shall take place between March and October using appropriate approved machinery to achieve an even height of cut. The standard shall be to maintain grass between a minimum height of 15mm and a maximum height of 50mm. To achieve this standard, it is anticipated that between 24 and 28 cuts shall be required during the growing season.

Generally applied to sites/areas such as sports pitches, play areas & civic green spaces (Parish Office).

High Amenity-Standard 2- (Cuttings Collected)

Grass-cutting shall take place between March and October using appropriate approved machinery to achieve an even height of cut. The standard shall be to maintain grass between a minimum height of 15mm and a maximum height of 50mm. All cuttings require to be boxed. To achieve this standard, it is anticipated that between 24 and 28 cuts shall be required during the growing season.

Generally applied to sites/areas such as sports pitches

Conservation Amenity-Standard 1- (Cuttings Flown)

Grass-cutting shall take place once per year, during August or September using appropriate approved machinery. The standard shall be to achieve an even height of cut of 75mm.

Generally applied to sites/areas such as Sites of Special Scientific Interest & areas maintained to support biodiversity.

Wildflower Area- (Cuttings Flown/Collected)

Grass-cutting shall take place once during April using an appropriate approved mower. A second cut shall take place during October using an appropriate approved rotary drum mower. The standard shall be to achieve an even height of cut of 75-100mm on both cuts. Grass at the base of obstructions and all mowing edges shall be cut within two working days of the

main area being cut. Grass arisings from the 2nd cut shall be turned after seven days and left for a further seven days before collection.

Generally applied to sites/areas such as wildflower meadows

Burial Grounds- (Cuttings Flown)

Grass-cutting shall take place between March and October using appropriate approved machinery to achieve an even height of cut. The standard shall be to maintain grass between a minimum height of 20-25mm and a maximum height of 65mm. To achieve this standard, it is anticipated that between 15 and 18 cuts shall be required during the growing season.

Generally applied to sites/areas such as burial grounds, cemeteries, and churchyards.

General Amenity Bulb Areas- (Cuttings Collected)

Grass-cutting shall take place once during June – July approx. 6 weeks after the last flowering, using an appropriately approved mower. The standard shall be to achieve an even grass height to the surrounding level.

Generally applied to sites/areas where naturalised crocus, daffodil, and narcissi bulbs have been planted including some verges and areas maintained to support biodiversity.

APPENDIX 2

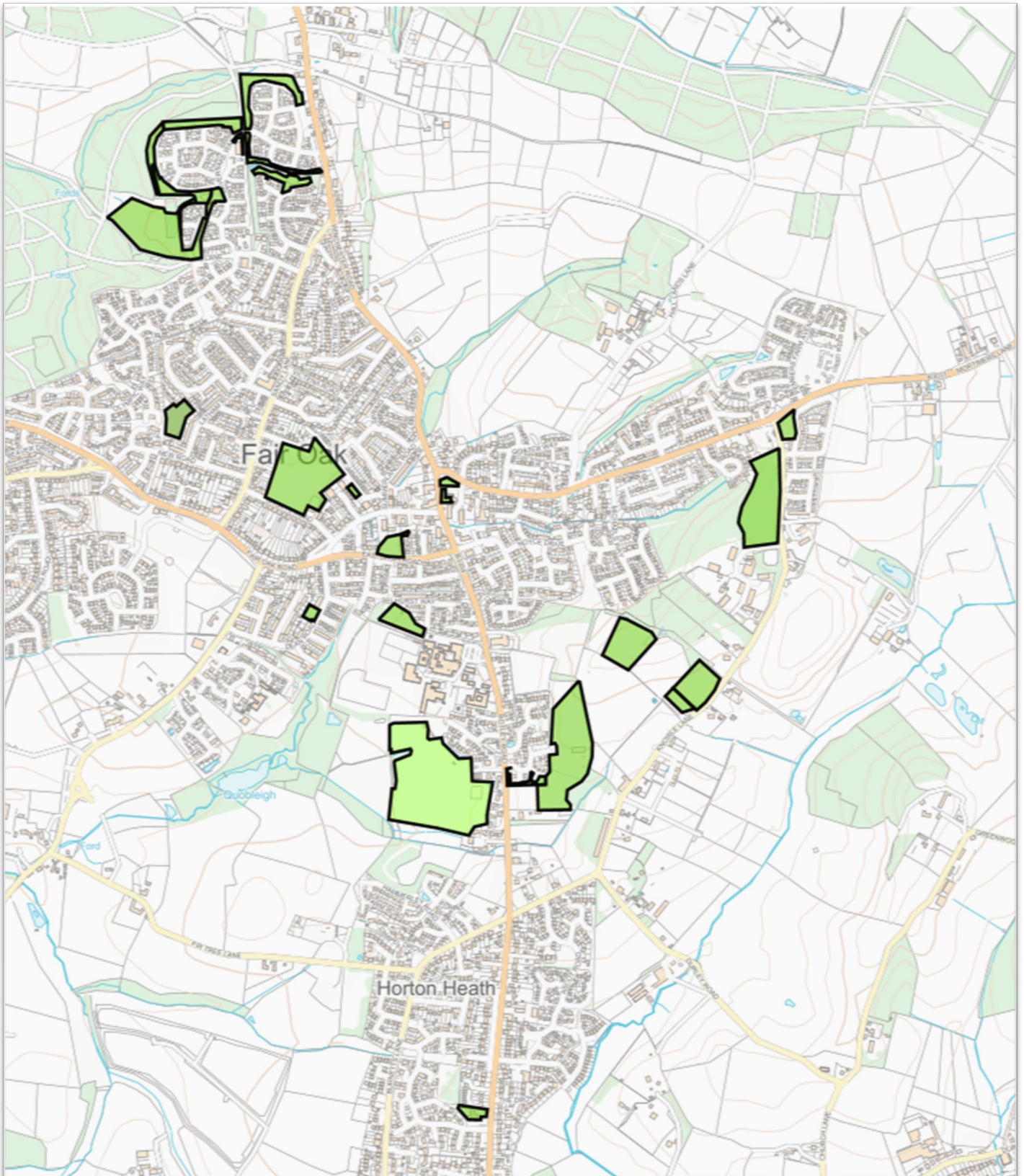
LIST OF AREAS IDENTIFIED TO FLOURISH DURING THE 2024 GROWING SEASON

Within the selected areas listed, we aim to mow a swathe along footpaths maintaining safety for pedestrians and clear site lines. Additionally, in larger areas, we aim to mow swathes throughout the areas creating desired lines/paths and where appropriate maintain larger areas for recreational use.

- Daisy Dip
- Community Orchard
- Crowdhill Green
- Horton Heath Community Centre
- Knowle Park
- New Century Park
- Lapstone Playing Field
- Oak Walk
- Twynham's Field

APPENDIX 3

AN EXTRACT FROM THE [ONLINE PARISH MAP](#) SHOWING GROUNDS MAINTAINED BY THE COUNCIL



FULL COUNCIL - 19 JUNE 2023

COMMUNITY GRANTS POLICY

1. RECOMMENDATIONS

- 1.1 That the Community (Section 137) Grants Policy and eligibility criteria, as set out in the subsequent paragraphs, below be approved.

2. INTRODUCTION

- 2.1 The policy aims to ensure that the Council is actively committed to supporting local voluntary and charitable organisations whilst being mindful of our climate change duties.
- 2.2 This policy will be known as Fair Oak & Horton Heath Parish Council Community Grants Policy and once adopted by Council will be reviewed by Full Council if legislation dictates.

3. CURRENT GRANTS PROCESS

- 3.1 Applications are received between 31 July – 31 October and determined in December each year with funds being awarded to successful applicants in February of the following year.

4. OBJECTIVES

- 4.1. To show that the Council is committed to a sustainable future and to improving the social, economic, and environmental well-being of our community by aligning the Grants Policy with the Objectives outlined in the Corporate Plan 2023-2026, namely:-

- **People**

Fair treatment for all, helping those in need, and creating community-led initiatives and opportunities that promote community spirit and kindness that makes our area a great place to live, work and enjoy.

- **Planet**

Make all areas directly under the control of the Council carbon neutral by 2035 and help make Fair Oak & Horton Heath a carbon net zero parish by 2050.

- **Place**

Ensure the areas under our responsibility remain well kept, tidy, enjoyable, and accessible as well as working with key strategic partners to ensure that where development takes place, it's sustainable, that our streets are clean and safe and that there are greater opportunities to grow, learn and thrive.

- 4.2 The proposed amendments to the current Community Grant Policy and eligibility criteria will also support the Sustainability Policy adopted by the Council on 17 April 2023 as one of its agreed sub-categorised policies.

5. ELIGIBILITY CRITERIA

5.1 It is proposed that the existing eligibility criteria as shown in the Application Pack attached at Appendix 1 are amended to include the following: -

- Evidence of social value practices using the following principles:
 - **Community**
For example: How is your organisation giving back to the community?
What activities and initiatives are you providing to address the needs of or empower residents?
 - **Sustainability:**
For example: How is your organisation supporting/protecting or impacting positively on the environment?
 - **Well-being:**
For example: How your activities are improving the well-being of the community.
 - **Inclusion/Diversity:**
For example: Show how your organisation or its activities are promoting and demonstrating inclusion and diversity.
- Recipients will be asked to evidence progress by sending in a short report 9 months after receiving your award.

6. COMMUNITY GRANTS POLICY STATEMENT

6.1 Fair Oak and Horton Heath Parish Council is committed to supporting the local voluntary sector and charitable organisations by offering a grants scheme that is fair, inclusive and supportive of our climate ambitions as shown in the proposed policy document in the Application Pack attached at Appendix 1.

7. FINANCIAL IMPLICATIONS

7.1 The Council awards a maximum of £4,000 of Section 137 money per annum to be split between successful applicants.

8. EQUALITY AND DIVERSITY IMPLICATIONS

8.1 It is hoped that including social value and environmental criteria will have a positive impact on equality and diversity in our community.

9. CONCLUSION

9.1 To ensure that social value and sustainable development make up an integral part of council decisions, this policy will be reviewed in 2026 upon revision of the Corporate Plan; if necessary due to legislation change; or if the council deems it appropriate to do so.



Community Grant Application Pack



COMMUNITY GRANTS POLICY

1. Purpose

- 1.1 The Parish Council regularly receives requests for grants from a variety of organisations and the aim of this policy is to encourage and support activities and projects which benefit the wider community.

2. Introduction

- 2.1. A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the parish, and /or residents of the parish, and which is not directly controlled or administered by the Council.
- 2.2. The Council will award grants and donations, at its discretion, to community organisations/charities and activities which contribute constructively to the life and well-being of some or all the residents within the parish. For example: -
- Providing a service to the community
 - Enhancing the quality of life of residents
 - Improving recreation and /or sports
 - Improving the environment
 - Community cohesion and engagement activities
 - Promoting the parish in a positive way

3. Policy

- 3.1. The Parish Council will consider applications for grants from non-profit community organisations/groups or charitable organisations based in the parish, or where it is demonstrated that the funding will substantially benefit residents of the parish and meets the required eligibility criteria.
- 3.2. Applications for grant funding can be submitted between 31 July and 31 October each year.
- 3.3. The Council awards a maximum of £4,000 of Section 137 money per annum to be split between successful applicants.
- 3.4. Awards will not exceed the maximum grant of £1,000 nor be 100% of the requested project/cost.

4. Eligibility Criteria

- 4.1. In addition to the existing eligibility criteria the applicant must meet certain social value criteria as listed but not limited to below:

Community

For example: How is your organisation giving back to the community? What activities and initiatives are you providing to address the needs of or empower residents?

Sustainability:

For example: How is your organisation supporting/protecting or impacting positively on the environment?

Well-being:

For example: How your activities are improving the well-being of the community.

Inclusion/Diversity:

For example: Show how your organisation or its activities are promoting and demonstrating inclusion and diversity.

5. Grant application and award process

- 5.1. Applications must be in writing using the application form at Appendix A. The Council would prefer to receive electronic forms where possible.
- 5.2. A guidance note has been prepared to assist applicants. This is attached at Appendix D.
- 5.3. Applications must be submitted to the Council between **31 July and 31 October** each year. Applications that are received outside this period will not be considered.
- 5.4. The information provided on the form must be up-to-date and complete at the time of submission.
- 5.5. Once the application deadline has passed the Council's Officers will assess each application to make sure that it is eligible and will provide demonstrable benefits to local people. Only those applications which pass this initial assessment will progress to the next stage.
- 5.6. All applications received will then be determined by the Finance Committee (at their meeting in December). The Committee will make recommendations to the Full Council on the grant awards.
- 5.7. Applicants will be notified of the decision on their grant following this meeting. And funds will be released in February of the following year.
- 5.8. Applicants can only use the money for that purpose, and for no other purpose whatsoever.

- 5.9. Fair Oak & Horton Heath Parish Council must be acknowledged as a funding partner in any marketing and promotional materials for the project.
- 5.10. Successful applicants will need to prove that the grant is being used for the purpose that has been agreed and evidence, such as invoices and receipts, will need to be provided.
- 5.11. Successful applicants will need to provide a report on progress made with the project to the Clerk 9 months after receipt of funding.
- 5.12. If the money is not used for the specified purpose, for whatever reason, it must be returned to the Council within 2 years of the decision to award the grant.
- 5.13. All awards will be subject to the applicant accepting grant terms and conditions as set out in Appendix C.
- 5.14. The Council's decision on any application is final and there is no right to appeal.
- 5.15. The Council reserves the right to decline any application that it considers inappropriate or against the objectives of the Council without giving reasons for its decision.
- 5.16. The Council will not commit to any continuing expenditure unless previously approved.

6. Approval and Review Arrangements

- 6.1 This policy was approved by Full Council at its meeting on 19 June 2023
- 6.2 This policy will be reviewed in 2026 when the corporate plan is revised, or if necessary due to legislation changes, or the council requires it thus ensuring that social value and sustainable development make up an integral part of council decisions.

Fair Oak and Horton Heath Grant Aid Application Form

This application form relates to projects to be considered for funding from the 2023- 2024 Parish Council Budget.

Please read the enclosed grant conditions (Appendix B).and guidance note (Appendix D).before completing your application

The completed application together with the necessary supporting documentation should be returned to Parish Clerk no later than 31 October.

Section A: Your Organisation's details	
Name of Organisation:	Click here to enter text.
Organisation Type e.g. charity, community organisation	Click here to enter text.
Registered Charity number (If applicable)	Click here to enter text.
Do you have a constitution or governing document? If so please attach.	Click here to enter text.
Name of Main Contact: (Person we should address all correspondence to)	Click here to enter text.
Full Postal Address of Organisation:	Click here to enter text.
Contact Telephone Number:	Daytime: Click here to enter text. Mobile: Click here to enter text.

Main Contact Postal Address: (If different from the above address)	Click here to enter text.
Main Contact email address:	Click here to enter text.
Has the organisation received Grant Aid from Fair Oak & Horton Heath Parish Council in the past? If yes, please give details below:	
Date: Click here to enter text.	
Amount £ Click here to enter text.	
Please provide a brief description of the main activities of the organisation and who attends. Click here to enter text.	
Are you a not-for-profit organisation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
How long has the organisation been established? Click here to enter text.	
Section B: About your project	
Please provide a brief description of what you would use the Grant Aid for. <i>(Please continue on a separate sheet if required)</i> Click here to enter text.	

What are your total project costs?	£ Click here to enter text.
Contribution from other sources?	£ Click here to enter text.
Total requested from Parish Council	£ Click here to enter text.
Project start date	Click here to enter text.
Project completion date	Click here to enter text.
WHAT OUTCOMES WILL YOUR PROJECT ACHIEVE (tick all that apply)	
Provides improved opportunities or services for those aged 18 or under	<input type="checkbox"/>
Provides improved opportunities or services for those aged 65 or over	<input type="checkbox"/>
Provides a new, or improves an existing asset or service benefiting a significant percentage of residents	<input type="checkbox"/>
Improves the environmental well-being of Fair Oak and Horton Heath	<input type="checkbox"/>
Directly benefits the residents of Fair Oak and Horton Heath	<input type="checkbox"/>
PLEASE DESCRIBE BELOW HOW YOU BELIEVE YOUR PROJECT MEETS THE OUTCOMES	
Click here to enter text.	

PLEASE DEMONSTRATE HOW YOUR ORGANISATION/CHARITY IS DELIVERING SOCIAL VALUE IN ITS OPERATIONS USING THE FOLLOWING HEADINGS OUTLINED IN THE ELIGIBILITY CRITERIA AS A GUIDE – COMMUNITY, SUSTAINABILITY, WELL-BEING, INCLUSIVITY & DIVERSITY

Click here to enter text.

IF THE COUNCIL IS UNABLE TO FUND YOUR PROJECT WHAT WOULD THE IMPACT BE?

Click here to enter text.

DO YOU HAVE SUITABLE PUBLIC LIABILITY INSURANCE TO COVER YOUR PROJECT?

Yes ☐ No ☐

Section C: Additional Information

Please provide the following:-

- Any information relating to your project that you believe the Council should be aware of.
- An explanation of any expenditure that you feel is not self-explanatory.
- An explanation of any expenditure that is for consultancy.

Click here to enter text.

Section D: Completing the application

Your Signature - *This must be the signature of the main contact named in section A*

Declaration: -

- 1. I certify that the information contained in this application is correct**
- 2. If the information changes in any way I will inform Fair Oak & Horton Heath Parish Council as soon as possible**

Signed:

Date:

1. Completed & signed applications should be returned to: Fair Oak & Horton Heath Parish Council, 2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL or emailed to enquiries@fairoak-pc.gov.uk no later 31 October. Applications should include: -
2. A copy of the Organisation's constitution or governing rules, and
3. Any relevant Supporting Documents

Please note: Once your application is approved, the Council will only release funds on receipt of the Grant Acceptance Form at Appendix C

Privacy: Your name, position, email address and address will be disclosed to the Finance Committee when considering your application. All other information on this form will be made publicly available via the Parish Council's website as part of the agenda for the Committee meeting.

Grant Conditions

1. Funding must be used to benefit the parish, or its residents and expenditure must be proportionate to the benefit.
2. Applicants must strive to achieve good value for money in all its expenditure and obtain competitive quotes wherever possible.
3. Applicants are responsible for ensuring that they follow all legal and statutory requirements relevant to the activity/project and have any necessary insurance arrangements in place.
4. Applicants must demonstrate how their organisation is delivering social value in their operations.
5. The grant shall only be used for the purpose stated on the application otherwise the money shall be returned to the council, except where the council's consent has been given for the funds to be used for another purpose.
6. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure should be retained and supplied to the council as requested.
7. A progress report must be sent to the Clerk 9 months after receiving the award.
8. The Council reserves the right to request a repayment of any grant where an application does not comply with the conditions accepted on the award.
9. Failure to adhere to the council's grant conditions may impact the success of future funding requests.
10. Where a grant is awarded, payment will only be made on receipt of a grant award acceptance form (Appendix C) confirming the agreement to the council's grant terms and conditions.
11. Payment will be made by bank transfer to the organisation and not an individual.
12. Should the organisation disband during the period of the grant the council may ask for all or some of the monies to be paid back.
13. Organisations must contact the council before disposing of any equipment or resources

purchased or partly funded with grant funding from the council.

14. Acknowledgement of the financial support received from the council is required on documentation and any promotional literature or other media operation.

Grant Aid Acceptance Form

I/We accept the offer of award of £ dated awarded to
..... from Fair Oak and Horton Heath Parish
Council in respect of

I/we declare that we are authorised to act on behalf of the applicant,
..... and agree to accept the terms.
and conditions as detailed below relevant to this award.

Signed:

Position:

Date:

Guidance Note

1. This guidance note has been prepared to assist organisation that may be considering applying to the Parish Council for a grant of donation. It is part of the Council's grant and donation policy. A copy of the policy is available from the Parish Clerk on request or can be downloaded from the website.
2. The Council will award grants and donations, at its discretion, to community organisations and activities which contribute constructively to the life and well-being of some or all of the residents within the parish. For example:
 - Providing a service
 - Enhancing the quality of life
 - Improving recreation and /or sports
 - Improving the local environment
 - Promoting the parish in a positive way
3. To qualify for an award the applicant must be able to demonstrate:
 - That there is a need for the activity or project to be funded
 - That funding will benefit the parish or residents of the parish.
 - That it does not discriminate on grounds of racial origin gender, disability, age (except for obvious reasons, such as becoming a member of a youth club) and political or religious persuasion.
4. The Council will not fund:
 - Private Individuals
 - Political Parties
 - Religious organisation unless a clear benefit to the community can be demonstrated irrespective of religious beliefs.
 - National organisations except where it can be demonstrated that the funding will substantially benefit residents of the parish.
 - Applicants submitted after the closure date, unless in exceptional circumstances, such as in cases where it can be clearly demonstrated that the activity is of an urgent nature that could not have been foreseen

- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide.
 - Applications exceeding the maximum individual grant award determined each year, except where it can be clearly demonstrated that additional funds are essential and the benefits are proportionate with the additional expenditure
 - The total cost (100%) of the overall project cost
 - Retrospective applications
5. It should be noted that this list may not be exhaustive and the council reserve the right to decline any application which it considers inappropriate or against the objectives of the council without giving reasons for its decision.
 6. All applications should be made using the application form found in this pack either digitally or printed and using black ink.
 7. If you require assistance in completing the application form or submitting the supporting information please contact the parish clerk at clerk@fairOak-pc.gov.uk
 8. Please ensure that you sign the declaration at the end of the application form. This should be signed by someone who is authorised to act on behalf of the organisation and in signing accepts responsibility for the accuracy of the information provided.
 9. Completed applications form should be returned to the parish clerk by post or email.
 10. Please note that all applications must be returned by the closure date specified on the application form.
 11. Please ensure that your application specifies the expected start date of the project or activity.
 12. **If an activity will be repeated in future years, a separate application must be made. i.e., grants awards cover only one year and a successful application for funding in one year does not guarantee the award of a grant for the same activity in the following year.**
 13. In support of your application you should also provide:
 - A copy of your constitution
 - A copy of your latest bank statement(s) showing financial balance(s)
 - A copy of your latest audited accounts
 - Details of any current relevant financial information
 - Copies of any grant award letters from other funders relevant to the

application

14. If any of the above is not available, please give the reason on the application form. If your organisation is newly formed, please include a copy of the budget and business plan.
15. Please feel free to submit any additional information you consider relevant in support of your application.
16. Failure to supply any information requested by the council may hinder the success of your application.
17. It should be noted that the council's decision on the consideration of applications is final and there is no right of appeal.
18. Any award approved by the parish council is made subject to the acceptance of terms and conditions. A declaration signed by the authorised officer of the organisation agreeing to these terms and conditions must be received before payment is made.

FULL COUNCIL – 19 JUNE 2023

STAFFING UPDATE

1. RECOMMENDATION:

- 1.1. To note the current staffing position; and
- 1.2. To delegate authority to the Clerk, in consultation with the Chairman and Deputy Clerk to review the current organisational structure for approval at a future Council meeting.

2. PURPOSE OF REPORT

- 2.1. The purpose is to update the Council on current staffing and delegate authority to the Clerk to commence a review of the current organisational structure to ensure manageable workloads for existing staff.

3. STAFFING CHANGES

3.1. Starters:

Following interviews on 6 June, the Council has now successfully recruited for the Community Development Officer vacancy. It is hoped that the successful candidate will be able to join the Council in August.

3.2. Staff changes/Leavers:

The Council is currently advertising for two part-time caretakers following the resignation and retirement of current staff members.

It is unlikely that the Council will recruit before the current postholders leave. The Operations Manager has put in place temporary cover whilst these positions are filled.

4. ORGANISATIONAL STRUCTURE

- 4.1. The Council's current organisational structure is set out in Appendix 1.
- 4.2. With the increase in land and building assets, and implementation of the new Corporate Plan, it has become clear that workloads across the board has increased and with the commencement of corporate projects, this has placed additional pressure on both the Admin and Operations teams.
- 4.3. As such, it is suggested that the Clerk be given delegated authority to review the current structure with particular focus being given to line management responsibility and that a new structure be developed for consideration at a future Council meeting. Any change in structure suggested will not impact staff contracts or pay for the 2023/24 financial year. However, this should be reviewed in the next budgeting round.

5. FINANCIAL IMPLICATIONS

- 5.1. There is no additional resource impact forecasted for the 2023/24 financial year.

6. EQUALITY AND DIVERSITY IMPLICATIONS

- 6.1. The Council is committed to promoting equality of opportunity and treatment and to ensuring that there is no discrimination in employment practices.

7. CRIME AND DISORDER & ENVIRONMENTAL IMPLICATIONS

- 7.1. There are none arising from this report.

8. CONCLUSION

- 8.1. The Council's Internal Auditor has requested that regular reported updates be given on staff changes and this report aims to satisfy this request.

For further information:

Melanie Stephens, Parish Clerk

clerk@fairoak-pc.gov.uk

OUR TEAM



Mel Stephens
Clerk



Michelle Leadbitter-Allen
Deputy Clerk



Martin Johnson
Operations Manager



Carly Giles
Communications Officer



Jo Cahill
Finance Officer



Linda Greenslade
Admin Officer



TBC
Community Development Officer



Colin Hardwicke
Grounds Operative



Kirsty Evans
Grounds Operative



Terry Grainger
Grounds Operative



Neil Cook
Grounds Operative



Martin Ames
Grounds Operative



48 **Alan Diver**
Caretaker



Vacancy
Caretaker



Vacancy
Caretaker

JULY 2023			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Library Refurbishment Project Evaluation	To review the end of the project	Report	Clerk
Café Progress Report	To consider the progress of the café project	Report	Clerk
Publication Scheme	To review the current scheme	Report	Clerk
Media Communication Protocol	To review the current document	Report	Clerk
Disposal/Land acquisition policy	To adopt a policy	Report	Clerk
UNALLOCATED ITEMS			
Health and Safety Policy	To review and adopt the policy	Report	Clerk
Website Accessibility Review	Receive an update and agree any recommendations from report	Report	Deputy Clerk (MLA)
Cemetery Road	To consider options appraisal	Report	Operations Manager
Parish Land Trading Policy	To consider adopting a policy	Report	Deputy Clerk
Green Flag Award Status for KP	To consider steps needed to achieve GF award status at KP	Report	Clerk/Operations Manager
Play Strategy	To consider the development of a Play Strategy	Report	Clerk
Crowdhill Green - Nature trail using remainder PA monies	To consider project proposal	Report	Clerk
Community pantry/fridge	To consider project proposal for the installation of a community pantry at the Café site	Report	Clerk
Dog Walking Signage Proposal	Receive presentation of Officer led consultation for walking areas within the parish and agree recommendation	Report	Operations Manager/Clerk/Deputy Clerk (MLA)
Data Protection Annual Audit	To receive the audit	Report	Clerk
Public Art	To note public art project proposal for Pembers Hill Farm	Report	Clerk