



FAIR OAK & HORTON HEATH PARISH COUNCIL

• 2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL ☎ (023) 8069 2403

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SUMMONS

Dear Member

10 October 2023

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 16 October 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 13 October 2023.

AGENDA

APOLOGIES

1. DECLARATIONS OF INTEREST

To receive declarations of interests.

2. MINUTES OF MEETINGS (PAPER A, PAGES 5-15)

- a) To approve the minutes of the Council meeting held on 18 September 2023 as a correct record,
- b) To note the planning delegated decisions of w/e 3 and 22 September 2023.

3. CHAIRMAN'S ANNOUNCEMENTS

4. CLERK'S UPDATE

5. PLANNING APPLICATION

To consider the following planning application with formal response to Eastleigh Borough Council: -

Application No: [F/23/95844](#)

Address: Stoke Park Farm, Bishopstoke

Description: Use of agricultural land as Suitable Alternative Natural Greenspace (SANG) for recreational purposes

6. CONCLUSION OF AUDIT (REPORT B, PAGES 16-24)

To note the conclusion of the audit for the 2022/23 financial year.

7. FINANCE REPORT (REPORT C, PAGES 25-36)

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

8. COMMUNITY CAFÉ LEASE AGREEMENT (REPORT D) (TO FOLLOW)

To consider the draft lease agreement for the Community Café.

9. NEW EXCAVATOR PURCHASE (REPORT E, PAGES 37-38)

To consider and agree purchase options for a new excavator.

10. NOTICE OF MOTION

In accordance with Standing Order 38, Cllr Marsh will move the following motion: -

“Humans have already caused irreversible climate change, the impacts of which are being felt in the UK, and around the world. The global temperature has already increased by 1.2°C above pre-industrial levels and—alongside this—the natural world has reached crisis point, with [28% of plants and animals](#) threatened with extinction. In fact, the UK is [one of the most nature-depleted countries in the world](#) as more than one in seven of our plants and animals face extinction, and more than 40% are in decline.

Climate change remains a major concern for voters with 66% of people (according to YouGov) expressing they are ‘worried about climate change and its effects’. Alongside this, the popularity of Sir David Attenborough’s *Save Our Wild Isles* initiative demonstrates public concern that UK wildlife is being destroyed at terrifying speed.

Climate & Ecology Bill

The Climate & Ecology Bill, a private member’s bill currently before the House of Commons, seeks to address the challenges that this situation poses by creating a whole-of-government approach to deliver a net zero and nature-positive future.

Based on the latest science, the Bill aims to align current UK environmental policy with the need to halt and reverse nature loss by 2030, which was goal agreed to at COP15, via the [Kunming-Montreal Framework](#) (22 December 2022); and reduce greenhouse gas emissions in line with a fair share of the remaining global carbon budget to give the strongest chance of limiting global heating to 1.5C, which was the goal agreed to at COP21, via the [Paris Agreement](#) (12 December 2015).

By bridging the gap between the UK Government’s current delivery, and what has been agreed at international levels, Britain has a chance to be a world leader on the environment; seizing the opportunities of the clean energy transition, including green jobs and reduced energy bills; and boosting the UK’s food and energy security.

This Council notes that:

The [Climate and Ecology Bill](#), which has been introduced in the UK Parliament on four occasions since 2020, including most recently in the House of Commons 10 May 2023. The Bill is backed by **[168]** cross-party MPs and Peers, **[237]** local authorities, alongside the support of eminent scientists, such as Sir David King; environmental NGOs, such as The Wildlife Trusts and CPRE; businesses, such as The Co-operative Bank; and 30,000 members of the public.

The Bill would require the UK Government to develop and deliver a new environmental strategy, which would include:

1. Delivering a joined-up environmental plan, as the crises in climate and nature are deeply intertwined, requiring a plan that considers both together;
2. Reducing emissions in line with 1.5°C, ensure emissions are reduced rapidly, for the best chance of limiting warming to 1.5°C;
3. Not only halting, but also reversing the decline in nature, setting nature measurably on the path to recovery by 2030;
4. Taking responsibility for our overseas footprint, both emissions and ecological;
5. Prioritising nature in decision-making, and ending fossil fuel production and imports as rapidly as possible;
6. Ensuring that no-one is left behind, by providing for retraining for people currently working in fossil fuel industries; and
7. Giving people a say in finding a fair way forward through an independent and temporary *Climate & Nature Assembly*, representative of the UK population, an essential tool for bringing public opinion along with the unprecedented pace of change required.

This Council is therefore asked to resolve to:

1. Support the Climate and Ecology Bill;
2. Inform local residents, and local press/media of this decision;
3. Write to **Paul Homes MP**, to inform him that this motion has been passed, urging him to sign up to support the CE Bill, or thanking them for already doing so;
4. Write to [Zero Hour](#), the organisers of the cross-party campaign for the CE Bill, expressing its support (campaign@zerohour.uk)."

Under the provisions of Standing Order 43, the above motion, after being proposed and seconded (without speeches), should stand referred to the Climate Change Task & Finish Group. However, given the urgency of the motion, under the same provision, the Chairman may allow the motion to be dealt with at this meeting.

11. WORK PROGRAMME (REPORT F, PAGES 39-41)

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

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 18 September 2023 at the Parish Office, 2 Knowle Park Lane, Fair Oak

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

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

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

Apologies: Cllrs Barret, Bird, Broomfield, Higby, Forfar and Meech

44 DECLARATIONS OF INTEREST

The Deputy Clerk Minute No 51.

45 MINUTES (PAPER A)

RESOLVED:

- (a) That the minutes of the Full Council meeting held on 17 July 2023, be signed by the Chairman as a correct record;
- (b) That the minutes of the Asset Committee of 10 June & Finance Committee dated 4 September be noted;
- (c) That the minutes of the Finance Committee 10 July be noted and agreed; and
- (d) That the delegated planning decisions of the week ending 20 June, 21 July, 4 & 25 August 2023 be noted.

46 COMMUNITY CAFÉ PROJECT (REPORT B)

The Council considered a project update on the Community Café construction including the latest budgetary position which was currently showing an overspend of approximately £71k.

The Clerk explained that there were various factors contributing to the overspend, including the following: -

- The complex site conditions and requirements that led to the need for driven pile foundations and the subsequent additional technical drawings & advice on the alternate specifications.
- The additional tests, professional reports and specifications required from soil and gas experts to satisfy planning requirements associated with contaminated land; and
- Ensuing additional construction costs.

Members discussed the latest budget attached at Appendix 1 to Report B and the funds held across all three of the Council's accounts, including earmarked reserve pots.

Members were advised that the Internal Auditor had given instructions to the Responsible Finance Officer to clear all historical ear marked reserves not allocated to current projects to the café project. She had also advised that the Café ear marked reserve show a negative amount at the end of the project, clearly highlighting the project overspend. The additional funds required to complete the project would be sourced from the Council's very healthy, premier account.

Whilst the overspend was not insignificant, the Clerk pointed out that the Council had not had to pay for any project management or architectural fees which had saved at least £50k.

The utilization of the skills and labor of volunteer support through the local community, council employees and their families had also saved on costs.

Planned crowdfunding efforts would also alleviate some of the budget stress, with The Fountain Café contributing to the cost of internal fit out, such as server counter.

Members supported the additional funding support, expressing the view that despite the very difficult and challenging existing contaminated site, the Council would have a sizable, brand new community facility in the heart of the Parish, that would bring long-term value to local residents.

As such, it was: -

RESOLVED:

- a) That the content of the report and latest budgetary position be noted;

- b) That the alternations made to Ear Marked Reserve Funds to support the project be approved;
- c) That the amended budget as set out in Appendix 1 to Report B be approved;
- d) That the request for the budget shortfall of £71,643 to be met by the Council using funds in the premier account be approved; and
- e) That delegated authority be given to the Responsible Financial Officer (RFO) to administrate budget requests from the Council's premier account.

Action: M Stephens/J Cahill

47 NEW CENTURY PARK PUBLIC ART PHASE 1 (REPORT C)

The Council considered the public art installation proposals at the café site which included decorative gates and fencing, as well as funding support for the project.

The project would be undertaken in a phased approach, with phase one fencing and gates, phase two bike racks and phase three the installation of an information board serving the whole site.

The Clerk circulated designs submitted by a local artist who had previously installed artwork at the park site for phase one of the project.

The Clerk had approached the Local Area Committee (LAC) for funding support for the entirety of the project, the LAC had indicated their support and had approved the entire funding for phase one of the project and requested that the Clerk make further approaches for funding support for phase two and three as the project progressed. However, the LAC wished to see a financial contribution from the Parish.

The project budget had been set at £22,090 with the Parish contributing 15% towards this cost i.e £4,418.

Members were happy to support the project including the designs for phase one and subsequently agreed the allocation of £4,418 from the café ear marked reserve as the Parish contribution.

RESOLVED:

- a) That a phased approach to the public art installation at the café/wider park site be approved;
- b) That the proposed art installations be approved;
- c) That £4,418 be allocated from the café earmarked reserve to support the entire project;
- d) That the budget for the project as set out in paragraph 7.1 below be approved; and

- e) That the Clerk be given delegated authority to commission artwork and oversee its installation with a progress report following completion of the project.

Action: M Stephens

48 FINANCE REPORT (REPORT D)

The Council considered the finance report which highlighted the Council's latest budgetary position.

RESOLVED:

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

Action: J Cahill

49 CHAIRMAN'S ANNOUNCEMENTS

The Chair informed members that Cllr Scott had resigned as the parish representative at Tywnams Charity with immediate effect, although he would continue to advise them on building matters when needed. The Chair thanked Cllr Scott for his service.

The Chair advised that her spouse had been appointed as the clerk to the trustees of Tywnams Charity, but was not involved in the appointment.

The Chair asked for councillors to participate in Jeans for Genes Awareness Day if they were able.

The Chair also reminded councillors of the importance of attendance at meetings to ensure meetings of the Council were quorate. It was suggested and agreed by members that the Finance Committee be moved to Friday mornings from December as a preferred meeting day.

The Clerk was asked to survey members on their preferred meeting days and times.

Action: M Stephens

50 CLERK'S UPDATE

The Clerk gave a presentation to members, attached at appendix one to the minutes. Various updates were given, including: -

Grass cutting

The inclement weather had delayed some grass and hedge-cutting across the

parish, however, the Operations team had worked hard to catch up on the grass-cutting. Priority hedge-cutting works such as pathways used on school routes had been cleared.

The Operations Team would focus on the café landscaping work before continuing with the outstanding hedge works.

Twynams

The first phase of planting had been completed allowing the Community Development Officer to begin community activities on the site. The second stage of planting would commence shortly with assistance from residents. It was hoped that this would encourage the establishment of a Friends of Twynams group.

Café:

The Operations Team would soon commence fencing work at the site with the removal of the existing fence.

Woodlands Community Centre

The Clerk advised that the Operations Manager would be working at the Woodland Community Centre from the following Thursday to establish a council presence at the centre and to monitor on-site maintenance.

Splashpad

The Splashpad had completed its first season which was deemed successful and well-received by residents and visitors. Some operational tweaks had been identified which would be considered for next season. A full monitoring report would be submitted to the Council in due course.

IT / BT Leased Line

The BT leased line had been installed at the Parish Office with fully functioning internet available throughout the building.

Library

The library launch had been successful with the library reporting more footfall and new member sign-ups.

Crowdhill Green Phase Two Infrastructure Works

A project initiation document had been produced and would be shared with members in the winter.

Lapstone Playing Fields

Phase One construction works were near completion with Phase Two culvert works to be completed during the spring.

Climate

The Deputy Clerk was proceeding with a grant fund application for a solar PV and battery storage installation at Woodland Community Centre.

Y-Zone Youth Centre

Y-Zone would initiate its winter programme on 23rd October, opening every Monday and Thursday from 6 p.m. to 8.30 p.m. The Clerk was asked to keep a watching brief on the delivery of youth provision, given the significant funding support from the Parish.

The Community Development Officer had also initiated various other projects across the parish with key stakeholders this included a knitting project with Sunnybank Care Home, clearance work at Wyvern Meadow, getting staff involved in the Wildlife Trusts Big Wild Walk Challenge and use of the Library as a warm welcome space.

51 ELECTRICITY CHARGES (REPORT E)

The Deputy Clerk declared an interest as one of the solar supplier quotes was a company belonging to her spouse. All supplier quotes were anonymised during debate and determination.

The Council considered actions undertaken as part of the electricity action plan to address electricity usage at the Parish Office. The Council also agreed to appoint a new utility provider at the Parish Office; furthermore, the Council considered a phased proposal for the installation of solar panels at the Parish Office.

Members were updated on the progress of the Electricity Action Plan and the actions undertaken by officers to mitigate the risks of high energy costs which had been recommended by the Finance Committee.

Members were given further details on the proposed solar panel installation at the Parish Office including the size of the proposed installation, the inverter and battery capacity and potential payback and return on investment. Three quotes had been sought for this proposal and the quotes were circulated for members consideration.

Members also discussed the proposal to phase the retrofit fit works to include a second phase installation for a larger solar capacity and this would be taken forward as part of next year's budget considerations.

Given the Council's pledge to reduce its reliance on fossil fuels and move to a more sustainable working practice, members fully supported the proposal for solar installation.

RESOLVED:

- (a) That the contents of the report be noted;
- (b) That 'Provider 1', Octopus Energy be agreed as the Parish Office energy supplier for the parish office to start with immediate effect.
- (c) That Phase 1 of the proposed parish office solar installation be agreed, with the cost funded from Parish Office Earmarked Reserves;
- (d) That 'Provider 2', Goldwater Electrical be appointed to install the solar PV and battery storage at the parish office; and
- (e) That the submission of Phase 2 of parish office solar installation be brought to the Budget Task and Finish Group for consideration for inclusion in the 2023-2024 budget.

Action: M Leadbitter-Allen

52 COUNCIL'S INSURANCE PREMIUM

The Council considered the Insurance Premium cost of £15,144.90 for the period 1 October 2023 to 30 September 2024.

RESOLVED:

The insurance premium for the period 1 October 2023 to 30 September 2024 at a cost of £15,144.90 be agreed.

Action: M Stephens

53 CHRISTMAS OPENING HOURS

RESOLVED:

That the Council offices be closed to the public from 27-29 December 2023.

Action: M Stephens

54 WORK PROGRAMME (REPORT I)

RESOLVED:

That the work programme be noted.

55 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

56 STAFFING UPDATE (VERBAL REPORT)

The Clerk praised the work that the Operations Team to ‘fill in the gaps’ left by staff illness and resignations. Staff members often went above and beyond offering their time on their days off or over weekends to cover a range of duties.

The Clerk raised a concern regarding the detrimental impact on the staffing budget of staff overtime payments. Additionally, some staff were historically remunerated for overtime worked while others were required to take overtime worked as time in lieu, this meant that there was not a level playing field for all staff members with a dual process in place.

It was recognised that all staff were valued members of the team and that they should continue to feel valued, but that to be fair and consistent, and to not exceed the allowed budget, a system of taking time in lieu be proposed for use by all staff members.

The Council felt strongly that any new change in process should not be undertaken without consultation with staff members.

RESOLVED:

That the Clerk canvass staff on the proposed process for managing staff overtime moving forward with the results being submitted to the December Finance Committee for further consideration.

Action: M Stephens

Signed Chairman.

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

PLANNING APPLICATIONS

Applications to w/e 3 September 2023

Application No: [H/23/95728](#)

Address: 16 Savernake Way, Fair Oak, SO50 7FL

Description: Loft Conversion with 1 no. front elevation velux window & 2 no. rear elevation velux windows.

Comments: No objection

Planning Specialist Contact Details

Email: alexandra.stone@eastleigh.gov.uk

Application No: [F/23/94717](#)

Address: 104 Sandy Lane, Fair Oak, DO50 8GD

Description: Change of use of existing single dwelling to 2No. supported living flats (Use Class C2) and staff accommodation (retrospective).

Comments: No objection

Planning Specialist Contact Details

Email: rebecca.altman@eastleigh.gov.uk

Application No: H/23/95772

Address: 39 Mead Lane, Horton Heath, SO50 7HS

Description: Conversion of attached garage to living accommodation.

Comments: No objection

Planning Specialist Contact Details

Email: alexandra.stone@eastleigh.gov.uk

PLANNING APPLICATIONS

Applications to w/e 22 September 2023

Application No: [H/23/95898](#)

Address: 46 Dean Road, Fair Oak, SO50 7JE

Description: Proposed 2.1 metre high garden fence to southern boundary adjacent to Dean Road

Comment: No objection

Planning Specialist Contact Details

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

Application No: [F/23/94717](#)

Address: 104 Sandy Lane, Fair Oak, SO50 8GD

Description: Change of use from single dwelling to two separate flats (Use Class C3), with ancillary staff annex.

Comment: No objection but Members have commented that there does seem to be a lot going on in a small space

Planning Specialist Contact Details

Email: rebecca.altman@eastleigh.gov.uk

Application No: [H/23/95801](#)

Address: Nakuru Root, Botley Road, Fair Oak, SO50 7AN

Description: First floor front extension over existing garden room, enlargement of existing front dormer and Juliet balcony (Retrospective)

Comment: No objection

Planning Specialist Contact Details

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

Application No: [A/23/96043](#)

Address: Old Oak Farm, Winchester Road, Fair Oak, SO50 7HD

Description: 2.no. totem sign boards (2.4m high in total) with 1.2m wide oval head boards

Comment: No objection

Planning Specialist Contact Details

Email: summer.sharpe@eastleigh.gov.uk

Application No: [F/23/95554](#)

Address: Old Oak Farm, Winchester Road, Fair Oak, SO50 7HD

Description: Change of use to poultry and livestock farm, with associated structures, and hard surfacing. (Retrospective Application)

Comment: No objection

Planning Specialist Contact Details

Email: summer.sharpe@eastleigh.gov.uk

Application No: [T/23/95966](#)

Address: Highclere, Burnetts Lane, Horton Heath, SO50 7DJ

Description: 1 no. Silver Birch (TPO 570, T1) - Fell for safety reasons as we believe that the tree is deceased and fear the tree will fall and damage neighbouring properties. No replacement as there is another protected silver birch close to this location.

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

Planning Specialist Contact Details

Email: trees@eastleigh.gov.uk

Application No: [X/23/96019](#)

Address: East Horton Business Park, Knowle Lane, Fair Oak

Description: Variation of Condition 21 of planning permission ref. F/23/94668, to allow BREEAM 'very good' standard to be achieved. Original application description: 'Construction of 5no. general industrial buildings (Use Class B2) containing 15 separate units, including landscaping, parking and associated works (amended description)'.

Comment: No objection

Planning Specialist Contact Details

Email: rebecca.altman@eastleigh.gov.uk

Application No: [T/23/95979](#)

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

Description: 1 no. Oak (TPO 416-E, T4) - Crown height reduction of 10m, reduce the remaining canopy to 7m. Reason: to reduce likelihood of failure.

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

Planning Specialist Contact Details

Email: trees@eastleigh.gov.uk

Application No: LDC/23/95215

Address: Wisteria Cottage, Cockpit Farm, Durley Road, Horton Heath

Description: Certificate of Lawfulness for use of the building as domestic storage and for other domestic activities. . The application is not an application for planning permission which is decided on its planning merits but an application under Section 191 of the Town & Country Planning Act 1990, enabling the use described above to be continued. In this particular application, the use of the land must have been existing in excess of 10 years

Comment: The Parish Council has no evidence to the contrary.

Email: Claire.Dinnage@eastleigh.gov.uk>

Application No: [PN/23/96033](#)

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

Description: Prior Approval Notification: new agricultural access to land to north west of Pembers Farm Avenue

Comments: Members are concerned that this access is proposed through a new housing estate with young families. It passes by the play area proposed for Pembers Farm Avenue, which is yet to be built, and approximately 60% of the estate would need to cross the road to get to the play area. Therefore, heavy farm traffic - albeit not that frequently, would be moving through this estate to access fields. The equipment used for taking hay is large and dangerous.

Planning Specialist Contact Details

Email: dawn.errington@eastleigh.gov.uk

FULL COUNCIL – 16 OCTOBER 2023**END OF YEAR ACCOUNTS: COMPLETION OF EXTERNAL AUDIT REPORT****1. RECOMMENDATIONS**

- 1.1 That the Council note the comments made by the External Auditors in their completion of the final accounts for the year end March 2023.

2. BACKGROUND

- 2.1 The Parish Council approved the final audit for submission to the external auditors at its meeting on 15 May 2023.

3. EXTERNAL AUDITOR COMMENTS

- 3.1 The Auditors confirmed that the AGAR was in accordance with Proper Practices and that relevant legislation and regulatory requirements had been met.
- 3.2 Their only comment was a note to say that our public rights of excise dates were 31 days long as opposed to the standard 30 days that is required.

4. NEXT STEPS

- 4.1 In complying with the Accounts and Audit Regulations 2015 (SI 2015/234) as amended by the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) the Council must carry out the following steps at the conclusion of the audit: -
- Prepare a “Notice of conclusion of audit” which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
 - Publish the “Notice” along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority’s website.
 - Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
 - Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

5. FINANCIAL/ENVIRONMENT/CRIME & DISORDER/EQUALITY & DIVERSITY IMPLICATIONS

- 5.1 None directly arising from this report.

6. CONCLUSION

- 6.1 The Council has prepared a “Notice of conclusion of audit” which details the rights of inspection and published this along with the certified AGAR on the website, in accordance with statutory requirements.

For further information contact:

Jo Cahill, Responsible Finance Officer

Email: finance@fairoak.gov.uk



Ms Jo Cahill
Fair Oak and Horton Heath Parish Council
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SO50 7GL

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Email:
sba@pkf-l.com

Date:
20 September 2022

Our Ref:
HA0100

SAAA Ref:
SB03161

Fair Oak and Horton Heath Parish Council
Completion of the limited assurance review for the year ended 31 March 2022

Dear Ms Cahill

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Fair Oak and Horton Heath Parish Council for the year ended 31 March 2022. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>. This fee is statutory which must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference HA0100 or Fair Oak and Horton Heath Parish Council as a reference when paying by BACS.

Timetable for 2022/23

The 2021/22 reporting year is the last year of our current five-year contract with SAAA. If we are appointed as your external auditor for the subsequent five-year contract for years 2022/23 to 2026/27, the timetable will be broadly similar to that for 2021/22. If we are not appointed as your external auditor, the successor auditor will contact you directly to notify you of their timetable.

Feedback on 2021/22

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

Fair Oak and Horton Heath Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2022

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for Fair Oak and Horton Heath Parish Council for the year ended 31 March 2022 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Fair Oak and Horton Heath Parish Council on application to:</p> <p>(a) _____ _____ _____ _____</p> <p>(b) _____ _____ _____</p> <p>3. Copies will be provided to any person on payment of £____(c) for each copy of the Annual Governance & Accountability Return.</p> <p>Announcement made by: (d) _____</p> <p>Date of announcement: (e) _____</p>	<p>Notes</p> <p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
---	--



Ms Jo Cahill
Fair Oak and Horton Heath Parish Council
2 Knowle Park Lane
Fair Oak
Eastleigh
SO50 7GL

Our ref HA0100

SAAA Ref SB03161

Invoice No. SB20222299

VAT No. GB 440 4982 50

Email: sba@pkf-l.com

Date: 20 September 2022

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2022	£1,300.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£1,300.00
VAT @ 20%	£260.00
TOTAL PAYABLE	£1,560.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>

For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include HA0100 or Fair Oak and Horton Heath Parish Council as the reference.

For account queries, contact creditcontrol@pkf-l.com



Ms Jo Cahill
Fair Oak and Horton Heath Parish Council
2 Knowle Park Lane
Fair Oak
Eastleigh
SO50 7GL

Our ref HA0100
SAAA Ref SB03161
Invoice No. SB20222299
VAT No. GB 440 4982 50
Email: sba@pkf-l.com
Date: 20 September 2022

REMITTANCE ADVICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2022	£1,300.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£1,300.00
VAT @ 20%	£260.00
TOTAL PAYABLE	£1,560.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>

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PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD**

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HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include HA0100 or Fair Oak and Horton Heath Parish Council as the reference.

For account queries, contact creditcontrol@pkf-l.com

Section 1 -Annual Governance Statement 2021/22

We acknowledge as the members of:

Fair Oak and Horton Heath Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

Agreed		Yes means that this authority		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	v'		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	v'		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			has only done what it has the legal power to do and has complied with Proper Practices in doing so	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	v'		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	v'		considered and documented the financial and other risks it faces and dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	v'		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority	
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	v'		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

11/11/22

and recorded as minute reference:

Minute number

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

c-\bB

Clerk

<https://www.fairoak-pc.gov.uk/>

Section 2 -Accounting Statements 2021/22 for

Fair Oak and Horton Heath Parish Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	656,846	719,038	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.
2. (+)Preceptor Rates and Levies	419,172	432,417	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	141,383	299,324	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	248,908	285,743	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.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-)All other payments	249,455	448,342	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	719,038	716,694	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	713,123	711,573	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.
9. Total fixed assets plus long term investments and assets	1,979,457	2,101,72	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.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of a/l loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 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



Date

05 /2-2..

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

05 / 2-2..

as recorded in minute reference:

Minute number 8.

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



7. Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Fair Oak and Horton Parish Council – HA0100**

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

17/09/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

FULL COUNCIL – 16 OCTOBER 2023

MONTHLY FINANCIAL REPORT

1. RECOMMENDATIONS

- 1.1 That the Council notes the contents of the report and approves the BACS payments as set out in Appendix 1.

2. FINANCE POSITION

- 2.1 The total cash held across all bank accounts as of 30 September is £645,054.

3. TRANSACTIONS

- 3.1. The total receipts for September in the Council's current account totalled £410,754. Of this, £247,509 relates to the receipt of the 2nd half precept payment, and £150,000 relates to a transfer from the Premier Account to the Current Account.
- 3.2. The total current account payments for September totalled £184,679.
- 3.3. Significant payments in September included the payment of £15,144 to Gallagher for the Council's annual insurance premium approved at the October Council meeting.

4. BACS PAYMENTS

- 4.1. The total BACS invoice payments outstanding is £19,936.

5. FINANCIAL IMPLICATIONS

- 5.1. The Council must keep a regular review of the progress against all budget headings to ensure unnecessary overspending. The Council reviews its spending monthly via a report from the Responsible Finance Officer and undertakes detailed quarterly financial monitoring reports to the Finance Committee to scrutinise.

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. This report highlights the budget position across all accounts during September. And recommends approval of the BACS payments. Detailed monitoring of the Council's finances will be submitted in December.

FOR FURTHER INFORMATION CONTACT:

Name: Jo Cahill, Responsible Finance Officer

Email: finance@fairoak.gov.uk

Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 30 September 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

30/09/2023	Current Account	294,807.52	
30/09/2023	Premier Account	92,824.00	
30/09/2023	Public Sector Deposit Fund	258,362.96	
30/09/2023	Petty Cash	59.30	
			646,053.78

Receipts not on Bank Statement

0.00

Closing Balance

646,053.78

All Cash & Bank Accounts

1	Current Account	294,807.52
2	Premier Account	92,824.00
3	Public Sector Deposit Fund	258,362.96
4	Petty Cash	59.30
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	646,053.78

Invoices Due for Payment by 10 October 2023

For Creditors

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
ACELIFTAWAY [ACE001]								
10/10/2023	100305		<i>allotment toilets</i>		10/10/2023	102.85		102.85
Total of Invoices Due (ACE001)						102.85	0.00	102.85
AGILICO [AGILI]								
10/10/2023	50320		<i>printer consumables</i>		10/10/2023	66.95		66.95
Total of Invoices Due (AGILI)						66.95	0.00	66.95
ARCADIAN ecology and consulting [ARCADIAN]								
10/10/2023	10220		<i>Twynhams biodiversity action p</i>		10/10/2023	559.93		559.93
Total of Invoices Due (ARCADIAN)						559.93	0.00	559.93
BDO								
10/10/2023	427096		<i>External audit fee</i>		10/10/2023	2,520.00		2,520.00
Total of Invoices Due (BDO)						2,520.00	0.00	2,520.00
CARTERS OF SWANWICK [CART]								
10/10/2023	46172		<i>materials and protective gloves</i>		10/10/2023	280.14		280.14
Total of Invoices Due (CART)						280.14	0.00	280.14
COMPACT FORK TRUCKS [COMPACT]								
10/10/2023	76651		<i>equipment servicing</i>		10/10/2023	304.70		304.70
10/10/2023	76652		<i>equipment servicing</i>		10/10/2023	305.82		305.82
Total of Invoices Due (COMPACT)						610.52	0.00	610.52
COMPLETE WEED CONTROL [COMPL]								
07/08/2023	8301		<i>Control of weeds/ grasses</i>		07/08/2023	494.54		494.54
10/10/2023	8378		<i>weed control</i>		10/10/2023	403.20		403.20
Total of Invoices Due (COMPL)						897.74	0.00	897.74
DAVID BOWEN [DAVI]								
10/10/2023	148		<i>advise - crowdhill green</i>		10/10/2023	600.00		600.00
10/10/2023	147		<i>advice crowdhill playarea</i>		10/10/2023	180.00		180.00
Total of Invoices Due (DAVI)						780.00	0.00	780.00
eastleigh services [EAST]								
10/10/2023	99797		<i>boiler maintainenace</i>		10/10/2023	132.00		132.00
Total of Invoices Due (EAST)						132.00	0.00	132.00

Invoices Due for Payment by 10 October 2023

For Creditors

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
EBC [EBC001]								
29/03/2023	0799		key cut		26/04/2023	84.00		84.00
10/10/2023	9730		dog bins		10/10/2023	32.06		32.06
10/10/2023	5329		Mot Vans		10/10/2023	109.70		109.70
Total of Invoices Due (EBC001)						225.76	0.00	225.76
FIRECARE & SECURITY [FIREC]								
10/10/2023	21491		frie warden training		10/10/2023	450.00		450.00
10/10/2023	21492		first aid training		10/10/2023	720.00		720.00
10/10/2023	21493		Fire risk assessment - po		10/10/2023	478.80		478.80
10/10/2023	21515		maintenance of fire detection		10/10/2023	156.00		156.00
Total of Invoices Due (FIREC)						1,804.80	0.00	1,804.80
FOCUS GREEN [FOCUS]								
01/09/2023	1155		Building energy assessment -WO		01/09/2023	1,794.00		1,794.00
Total of Invoices Due (FOCUS)						1,794.00	0.00	1,794.00
HOSTED								
08/09/2023	0533		LCD moniter		08/09/2023	149.99		149.99
08/09/2023	0538		Port switch, Firewall		08/09/2023	2,580.00		2,580.00
08/09/2023	0571		block time agreement, BACK UP		08/09/2023	348.60		348.60
10/10/2023	0721		block time agreement, bckup		10/10/2023	468.97		468.97
10/10/2023	0786		pc extension lead		10/10/2023	36.40		36.40
Total of Invoices Due (HOSTED)						3,583.96	0.00	3,583.96
KERNOCK park plants [KERNOCK]								
10/10/2023	134517		community cafe landscaping pla		10/10/2023	537.24		537.24
Total of Invoices Due (KERNOCK)						537.24	0.00	537.24
PAUL FREEMAN TREE SERVICES [PAUL]								
10/10/2023	1309		emergency treework HH comm cen		10/10/2023	384.00		384.00
Total of Invoices Due (PAUL)						384.00	0.00	384.00
PLAY INSPECTION COMPANY [PLAY]								
10/10/2023	64058		outdoor annual inspeection		10/10/2023	567.00		567.00
Total of Invoices Due (PLAY)						567.00	0.00	567.00
QIC systems [QIC]								
19/07/2023	5727		mothly licence		19/07/2023	1,100.52		1,100.52

10/10/2023

Fair Oak & Horton Heath Parish Council

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Invoices Due for Payment by 10 October 2023

For Creditors

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Total of Invoices Due (QIC)						1,100.52	0.00	1,100.52
SOURCE SUPPLIES [SOUR001]								
10/10/2023	297273		cleaning supplies		10/10/2023	94.44		94.44
Total of Invoices Due (SOUR001)						94.44	0.00	94.44
WESSEX WOODLAND MANAGEMENT [WESSEX WOO]								
10/10/2023	58923		Chainsaw Maint course		10/10/2023	768.00		768.00
Total of Invoices Due (WESSEX WOO)						768.00	0.00	768.00
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
wildwood machinery [WILDWOOD]								
10/10/2023	50412		front roller bearings		10/10/2023	200.40		200.40
10/10/2023	50669		oil, break cleaner		10/10/2023	585.24		585.24
Total of Invoices Due (WILDWOOD)						785.64	0.00	785.64
Total of Invoices Due (Creditors)						19,429.09	0.00	19,429.09
TOTAL OF INVOICES DUE (ALL LEDGERS)						19,429.09	0.00	19,429.09

Sign: _____

Name: _____

Date: _____

Sign: _____

Name: _____

Date: _____

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		68,731.42					68,731.42	
Banked: 01/09/2023		9.36						
	stripe	9.36			1550	100	9.36	tennis
Banked: 01/09/2023		29.33						
	Mrs H	29.33			1500	500	29.33	Allotment
Banked: 02/09/2023		56.00						
	Mrs H	56.00			1500	500	56.00	Allotment
Banked: 03/09/2023		56.00						
	Mr S	56.00			1500	500	56.00	Allotment
Banked: 03/09/2023		16.00						
	Ms A	16.00			1500	500	16.00	Allotment
Banked: 04/09/2023		848.00						
	Dignity funerals	848.00			1520	510	848.00	Dignity funerals
Banked: 04/09/2023		56.00						
	Mrs D	56.00			1500	500	56.00	Allotment
Banked: 05/09/2023		28.00						
	Mrs C	28.00			1500	500	28.00	Allotment
Banked: 05/09/2023		28.00						
	Mrs C	28.00			1500	500	28.00	Allotment
Banked: 05/09/2023		56.00						
	Mrs C	56.00			1500	500	56.00	Allotment
Banked: 05/09/2023		100,000.00						
Trans	Premier Account	100,000.00			210		100,000.00	current act top up
Banked: 06/09/2023		1,495.00						
	Hampshire CC	1,495.00			5011	900	1,495.00	epc grant funding
Banked: 06/09/2023		112.50						
	Mr C	112.50		18.75	1200	230	93.75	Hall Hire woodlands
Banked: 06/09/2023		18.72						
	stripe	18.72			1550	100	18.72	Tennis
Banked: 06/09/2023		28.00						
	Mrs F	28.00			1500	500	28.00	Allotment
Banked: 06/09/2023		56.00						
	Mr P	56.00			1500	500	56.00	Allotment
Banked: 07/09/2023		9.36						
	Stripe	9.36			1550	100	9.36	tennis
Banked: 08/09/2023		56.00						
	Mr S	56.00			1500	500	56.00	Allotment

Continued on Page 2

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 09/09/2023	56.00						
	Mrs W	56.00			1500	500	56.00	Allotment
	Banked: 10/09/2023	16.00						
	Mr P	16.00			1500	500	16.00	Allotment
	Banked: 10/09/2023	56.00						
	Mr B	56.00			1500	500	56.00	Allotment
	Banked: 10/09/2023	56.00						
	Mr P	56.00			1500	500	56.00	Allotment
	Banked: 10/09/2023	56.00						
	Mr E	56.00			1500	500	56.00	Allotment
	Banked: 11/09/2023	56.00						
	Mr C	56.00			1500	500	56.00	Allotment
	Banked: 12/09/2023	288.00						
	South Coast funer	288.00			1540	510	288.00	South Coast funer
	Banked: 12/09/2023	56.00						
	Mr C	56.00			1500	500	56.00	Allotment
	Banked: 12/09/2023	56.00						
	Mrs C	56.00			1500	500	56.00	Allotment
	Banked: 12/09/2023	216.00						
	Sales Recpts Page 476	216.00	216.00		100			Sales Recpts Page 476
	Banked: 12/09/2023	251.25						
	Sales Recpts Page 477	251.25	251.25		100			Sales Recpts Page 477
	Banked: 13/09/2023	160.99						
	Mrs M	160.99			1530	510	160.99	Memorial
	Banked: 13/09/2023	165.00						
	Sales Recpts Page 478	165.00	165.00		100			Sales Recpts Page 478
	Banked: 13/09/2023	445.50						
	Sales Recpts Page 479	445.50	445.50		100			Sales Recpts Page 479
	Banked: 13/09/2023	504.00						
	Sales Recpts Page 480	504.00	504.00		100			Sales Recpts Page 480
	Banked: 13/09/2023	3,446.25						
	Sales Recpts Page 481	3,446.25	3,446.25		100			Sales Recpts Page 481
	Banked: 13/09/2023	351.00						
	Sales Recpts Page 482	351.00	351.00		100			Sales Recpts Page 482
	Banked: 13/09/2023	66.00						
	1st Fair Oak	66.00		11.00	1200	230	55.00	Hall hire

Continued on Page 3

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 14/09/2023	28.00						
	Mrs H	28.00			1500	500	28.00	Allotment
	Banked: 14/09/2023	210.00						
	Sales Recpts Page 483	210.00	210.00		100			Sales Recpts Page 483
	Banked: 14/09/2023	243.75						
	Sales Recpts Page 484	243.75	243.75		100			Sales Recpts Page 484
	Banked: 15/09/2023	56.00						
	Mrs G	56.00			1500	500	56.00	Allotment
	Banked: 16/09/2023	28.00						
	Mr A	28.00			1500	500	28.00	Allotment A6
	Banked: 16/09/2023	56.00						
	Mrs C	56.00			1500	500	56.00	Allotment A5
	Banked: 17/09/2023	56.00						
	Mrs L	56.00			1500	500	56.00	Allotment C7
	Banked: 18/09/2023	70.00						
	THE CO OP	70.00			1200	150	70.00	Room Hire
	Banked: 18/09/2023	56.00						
	Mr W	56.00			1500	500	56.00	Allotment c16
	Banked: 18/09/2023	28.00						
	Mrs N	28.00			1500	500	28.00	Allotment A10
	Banked: 18/09/2023	43.00						
	Mrs O	43.00			1500	500	43.00	Allotment 3
	Banked: 19/09/2023	197.75						
	Sales Recpts Page 486	197.75	197.75		100			Sales Recpts Page 486
	Banked: 19/09/2023	28.00						
	Mrs M	28.00			1500	500	28.00	Allotment C19
	Banked: 19/09/2023	162.00						
	Mrs C	162.00		27.00	1200	230	135.00	Yoga - woodlands
	Banked: 19/09/2023	56.00						
	Mr R	56.00			1500	500	56.00	Allotment b20
	Banked: 19/09/2023	8.91						
	stripe payments	8.91			1550	100	8.91	tennis
	Banked: 22/09/2023	56.00						
	Mrs H	56.00			1500	500	56.00	Allotment c12
	Banked: 23/09/2023	28.00						
	Mr P	28.00			1500	500	28.00	Allotment C1

Continued on Page 4

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 23/09/2023	809.50						
	Mrs S	809.50		134.92	1200	230	674.58	Hall hire
	Banked: 24/09/2023	56.00						
	Mr S	56.00			1500	500	56.00	Allotment A11
	Banked: 25/09/2023	90.00						
	Sales Recpts Page 485	90.00	90.00		100			Sales Recpts Page 485
	Banked: 25/09/2023	53.50						
	Mrs E	53.50			1500	500	53.50	Allotment B19
	Banked: 25/09/2023	28.00						
	Mr W	28.00			1500	500	28.00	Allotment C1
	Banked: 25/09/2023	56.00						
	Mrs B	56.00			1500	500	56.00	Allotment
	Banked: 25/09/2023	56.00						
	Mrs S	56.00			1500	500	56.00	Allotment C6
	Banked: 25/09/2023	42.10						
	TENNIS	42.10			1550	100	42.10	TENNIS
	Banked: 25/09/2023	56.00						
	Mrs R	56.00			1500	500	56.00	Allotment a3
	Banked: 26/09/2023	53.50						
	Mrs E	53.50			1500	500	53.50	Allotment B19
	Banked: 26/09/2023	50,000.00						
trans	Premier Account	50,000.00			210		50,000.00	current act top up
	Banked: 26/09/2023	566.00						
	first touch	566.00		94.33	1200	230	471.67	hall hire
	Banked: 28/09/2023	464.00						
	allotments	464.00			1500	500	464.00	allotments
	Banked: 28/09/2023	252.00						
	ALLOTMENT	252.00			1500	500	252.00	ALLOTMENT
	Banked: 29/09/2023	247,509.00						
	2nd half precept	247,509.00			1076	100	247,509.00	2nd half precept
	Banked: 29/09/2023	-8.60						
	correction	-8.60			1500	500	-8.60	correction
Total Receipts for Month		410,754.67	6,120.50	286.00			404,348.17	
Cashbook Totals		479,486.09	6,120.50	286.00			473,079.59	

Payments for Month 6

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/09/2023	screwfix	DD	96.06		16.01	4540	290	80.05	Materials
1/09/2023	srewfix	DD	-20.00		-3.33	4540	290	-16.67	correction
4/09/2023	BT	DD	11.46		1.91	4120	110	9.55	Tel and broadband
4/09/2023	BT	DD	11.46		1.91	4120	230	9.55	Tel and broadband
7/09/2023	allstar	DD	806.23		134.37	4305	210	671.86	Fuel
7/09/2023	amazon	VISA	16.96			4540	290	16.96	Materials
8/09/2023	Peninsula	DD	23.11		3.85	4030	110	19.26	employer EAP
8/09/2023	amazon	VISA	24.79			4540	290	24.79	Materials
8/09/2023	in excess	VISA	24.13		4.02	4540	290	20.11	materials
1/09/2023	GAS MEMBRANE	76	3,335.00	3,335.00		500			Gas membrane - Cafe
1/09/2023	GEOSHIELD	10465	4,857.78	4,857.78		500			Design & verification - Cafe
1/09/2023	VISION DB	10466	32,356.85	32,356.85		500			cafe construction
1/09/2023	southern electric	DD	704.82		117.47	4405	230	587.35	Electricity
3/09/2023	o2	DD	22.21		3.70	4125	110	18.51	Mobile
3/09/2023	shergolds	VISA	120.00		20.00	5016	900	100.00	Peat free compost - Twynhams
						325	0	-100.00	Peat free compost - Twynhams
						6000	900	100.00	Peat free compost - Twynhams
3/09/2023	amazon	VISA	24.29			4540	290	24.29	Materials
4/09/2023	Overline	DD	123.51		20.58	4120	110	102.93	tel and broadband
4/09/2023	Overline	DD	99.40		16.57	4120	230	82.83	tel and broadband
4/09/2023	British gas	DD	3.03		0.50	4400	150	2.53	Gas -office
4/09/2023	Hosted	BILL	3,078.59		513.10	4133	110	2,565.49	Port switch/firewall
4/09/2023	Focus Green	BILL	1,794.00		299.00	5011	900	1,495.00	EPCs
4/09/2023	Shergolds and shrubs	VISA	20.00		3.33	5016	900	16.67	shrubs twynhams
						325	0	-16.67	shrubs twynhams
						6000	900	16.67	shrubs twynhams
5/09/2023	sage payroll	DD	34.80		5.80	4132	110	29.00	sage payroll
5/09/2023	payroll	BILL	21,575.54			4000	110	21,575.54	payroll
8/09/2023	BT GROUP	DD	52.54		8.76	4120	230	43.78	tel and Broadband
8/09/2023	Peninsula	DD	423.22		70.54	4070	110	352.68	employer services
8/09/2023	Growing revolution	BILL	2,940.00		490.00	5006	900	2,450.00	living wall planters
						317	0	-2,450.00	living wall planters
						6000	900	2,450.00	living wall planters
8/09/2023	in excess	VISA	3.50		0.58	4540	290	2.92	materials
8/09/2023	canva	VISA	23.59		3.93	4132	110	19.66	canva
9/09/2023	Scottish water	DD	836.74			4410	240	836.74	Scottish water woodlands
9/09/2023	scottish water	DD	191.06			4410	150	191.06	water - PO
9/09/2023	Mr Cook	BILL	212.81			4305	210	212.81	staff claim - Fuel refund
9/09/2023	Mr H	BILL	121.07			4305	210	121.07	staff claim - Fuel refund
9/09/2023	Steels funeral	BILL	423.00			1520	510	423.00	overpayment - refund
9/09/2023	Johnathon Terry funer	BILL	120.00			1540	510	120.00	overpayment - refund
9/09/2023	Mrs L	BILL	76.50			4105	110	76.50	Staff claim - office chair
9/09/2023	hrmc	BILL	6,299.17			4000	110	6,299.17	paye
9/09/2023	hampshire pensions	BILL	6,552.48			4010	110	6,552.48	pensions
9/09/2023	City electrical	VISA	98.82		16.47	4315	210	82.35	Light for van
9/09/2023	Hosted	BILL	1,536.27		256.05	5006	900	1,280.22	Dell laptop and docking statio

Continued on Page 6

Payments for Month 6

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						316	0	-1,280.22	Dell laptop and docking statio
						6000	900	1,280.22	Dell laptop and docking statio
0/09/2023	SE Gas	DD	30.00		5.00	4405	230	25.00	electricity
0/09/2023	section 123	BILL	560.00			5016	900	560.00	security
						395	0	-560.00	security
						6000	900	560.00	security
0/09/2023	B.Miller and son	BILL	500.00		83.33	4530	290	416.67	deposit - Operational purchase
1/09/2023	hsbc	CHG	5.00			4095	110	5.00	bank charges
1/09/2023	Dialogue Matters	BILL	1,971.00		328.50	5006	900	1,642.50	Dialogue Matters training c
						317	0	-1,642.50	Dialogue Matters training c
						6000	900	1,642.50	Dialogue Matters training c
2/09/2023	Kernock	VISA	537.24		89.54	4882	900	447.70	cafe planting
						375	0	-447.70	cafe planting
						6000	900	447.70	cafe planting
5/09/2023	Premier Account	131698	39.84			210		39.84	library event sign
5/09/2023	Premier Account	131699	937.54			210		937.54	Loam, presssder
5/09/2023	Premier Account	131700	192.00			210		192.00	water sample
5/09/2023	Premier Account	131701	40.08			210		40.08	dog waste bins
5/09/2023	Premier Account	131702	192.00			210		192.00	window cleaning
5/09/2023	Premier Account	131703	25.22			210		25.22	black sacks
5/09/2023	Premier Account	131704	387.71			210		387.71	office back up
5/09/2023	Premier Account	131705	78.00			210		78.00	marketing support
5/09/2023	Premier Account	131706	123.48			210		123.48	latex gloves
5/09/2023	Premier Account	131707	242.35			210		242.35	New machinery belts
5/09/2023	ACELIFTAWAY	99679	106.28	106.28		500			allotment toilets
5/09/2023	Conserve Hygiene Solutions	99680	948.00	948.00		500			Sanitary Disposal Units
5/09/2023	EBC	99681	37.34	37.34		500			dog bins
5/09/2023	JRB Enterprise	99682	100.08	100.08		500			dog dispenser waste bags
5/09/2023	MALCOLM MACNEISH	99683	625.00	625.00		500			Repairs to kitchen
5/09/2023	PPL	99684	4,100.25	4,100.25		500			music Licence - woodlands
5/09/2023	WSA COMMUNITY CONSUL	99685	480.00	480.00		500			Community engagement course
5/09/2023	Southern Electric	DD	350.58		58.43	4405	230	292.15	electricity -woodlands
5/09/2023	sse gas	DD	16.26		2.71	4400	230	13.55	gas - woodlands
6/09/2023	vodafone	DD	68.64		11.44	4133	110	57.20	GIGICUBE
6/09/2023	CEX	VISA	65.00		10.83	4133	110	54.17	PC Moniter
8/09/2023	amazon	VISA	19.60			4133	110	19.60	laptop stand
8/09/2023	amazon	VISA	15.51			4990	110	15.51	A4 blackboard
8/09/2023	in excess	VISA	23.25		3.88	4540	290	19.37	materials
9/09/2023	VISION DB	7	64,455.66	64,455.66		500			cafe construction
9/09/2023	Travis perkins	427	2,536.22	2,536.22		500			excavator hire- cafe
9/09/2023	BNP Paribas	DD	203.94		33.99	4090	110	169.95	Copier rental
9/09/2023	british gas	DD	4.56		0.76	4400	150	3.80	gas - PO
9/09/2023	British Gas	DD	258.26		43.04	4400	150	215.22	GAS - PO
9/09/2023	Gallagher	BILL	15,144.90			4055	110	15,144.90	Insurance
9/09/2023	staff claim	BILL	35.00			4030	110	35.00	eye test
9/09/2023	Blackmountainscro	VISA	100.00		16.67	4540	290	83.33	materials

Continued on Page 7

Date: 10/10/2023

Fair Oak & Horton Heath Parish Council

Page: 7

Time: 11:05

Cashbook 1

User: 6002.J.CAHILL

Current Account

For Month No: 6

Payments for Month 6

Nominal Ledger Analysis

<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>
9/09/2023	hampshire County council	VISA	65.00		10.83	4080	110	54.17	stationary
9/09/2023	Horton Heath services	VISA	2.99			4030	110	2.99	consumables
Total Payments for Month			184,678.57	113,938.46	2,704.07			68,036.04	
Balance Carried Fwd			294,807.52						
Cashbook Totals			479,486.09	113,938.46	2,704.07			362,843.56	

FULL COUNCIL – 16 OCTOBER 2023

NEW EXCAVATOR PURCHASE REPORT

1. RECOMMENDATIONS

1.1 That the Council:

- (a) Notes the request for the reallocation of General Grounds Maintenance Equipment funding to increase the budget assigned for an excavator from £10,000 to £11,995.
- (b) Approves the contract award for the supply of the excavator to the recommended provider.

2. INTRODUCTION

- 2.1 This report provides a summary of the reallocation of existing funds that have already been allocated for equipment purchases for the Operations Team. It also recommends the approval to award the contract for the supply of an excavator, necessary for the Operations Team to carry out drainage and clearance works across the Parish.

3. BACKGROUND

- 3.1 The Council as part of its precept setting allocated £10,000 for an excavator to enable the Operations Team to carry out ditch drainage and clearance works across the Parish which is currently undertaken using contractors and hired equipment. Consistently high second-hand prices have restricted the team in the search for a quality machine.

4. RATIONALE

4.1 Providing the additional equipment would enable: -

- Improved maintenance on the current level of service across all Parish Council areas and open spaces as our areas of responsibility grow;
- Contribute to reducing the Council's carbon footprint by becoming self-reliant and removing supply and transfer implications of hired equipment – removing vehicle movements on the road
- Improve the working environment for the Operations Team & staff morale;
- Improve public opinion of the Parish Council through its sustainability efforts;
- Improve and maintain workplace safety;
- Increase reliability of operations and increase productivity

5. FINANCIAL IMPLICATIONS

- 5.1. Request for a redistribution of an existing budget, due to an underspend on the new cutting deck that was purchased in May this year. The cutting deck was allocated £8,600 and the new Major cutting deck cost £6,600 giving an underspend of £2,000.

5.2. Three quotations to supply a JCB 8018 excavator have been received as follows: -

- Quote 1 £11,995
- Quote 2 £14,995
- Quote 3 £8,250

5.3. Officers recommended that Quote 1 by B. Miller & Sons Commercial Dealers from Poole be approved, as the excavator would come with a bespoke Brian James digger trailer, a 12-month warranty and only 2200 hours on the clock which is relatively low for a second-hand machine of this nature.

6. CLIMATE/ENVIRONMENT IMPLICATIONS

- 6.1. A JCB 8018 Excavator has a Perkins 403J -11T diesel engine, which is a turbocharged indirect injection industrial diesel engine that meets both EPA Tier 4 and EU Stage V standards without the need for electronic control, after treatment or exhaust gas recirculation.
- 6.2. EPA Tier 4 standard is the most recent engine emissions standard implemented by the EPA. Signed in 2004, these emissions standards Tier 4 emissions standards were phased in from 2008 to 2015.
- 6.3. The goal of the EPA Tier 4 standard is to significantly reduce Nitrous Oxide (NOx) and Particulate Matter (PM) emissions, while Carbon (CO) emissions limits remain the same from Tier 3, with Carbon emissions limited to 5.0 g/kWh and a hydrocarbon (HC) emission standard of 2.0 g/kWh.

7. CRIME AND DISORDER IMPLICATIONS

- 7.1. None directly arising from this report.

8. EQUALITY & DIVERSITY IMPLICATIONS

- 8.1. None directly arising from this report.

9. CONCLUSION

- 9.1 That the Council approves the purchase of a JCB 8018 Excavator at the cost of £11,995 from the recommended supplier by allocating an additional £1,995 over the allocated £10,000 budget, using funds from an underspend as highlighted in paragraph 5.1 above.

FOR FURTHER INFORMATION CONTACT:

Martin Johnson, Operations Manager
Email: grounds@fairoak-pc.gov.uk

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
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
Communications & Events T&F Grp	To receive recommendations from the Group	Presentation	Clerk/Comms Officer
Community Investment Programme	To agree the CIP list	Report	Clerk
Wildlife Audit Assessments	To receive the HIOWWT wildlife audit and recommendations	Report	Clerk
Café Progress Report	To consider the progress of the café project	Report	Clerk
DECEMBER 2023			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
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
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
Upper Barn Copse Play Area	To consider the level of play provision at Upper Barn Copse Play Area	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
Data Protection/GDPR Policy	To review the current document	Report	Clerk/Deputy 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
Green Flag Award Status for KP & NCP	To consider steps needed to achieve GF award status at KP	Report	Clerk/Operations Manager
Café Post Project Evaluation	To review the café project including the budget	Report	Clerk
Information Policy	To review the current document	Report	Deputy Clerk
OHH	To consider the Open Spaces at OHH	Presentaiton	OHH Team
Access to Information Policy	To review the current document	Report	Deputy 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