



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

Minutes of the Full Council Meeting

held on Monday 20 November 2023

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

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

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

Officers in attendance: Mel Stephens, Clerk, Michelle Leadbitter-Allen, Deputy Clerk, Jo Cahill, Finance Officer & Martin Johnson, Operations Manager

Apologies: Cllrs Anderson & Bird

68 DECLARATIONS OF INTEREST

There were no declarations of interest raised by members in connection with an agenda item.

69 MINUTES (PAPER A)

RESOLVED:

- (a) That the minutes of the Full Council meeting held on 16 October 2023, be signed by the Chairman as a correct record subject to the amendment that Cllr Meech be removed from the list of apologies; and
- (b) That the delegated planning decisions of the week ending 6 October 2023 be noted.

70 CHAIRMAN'S ANNOUNCEMENTS

The Chair thanked Cllr Scott for laying the wreath during the Remembrance Day Service at the War Memorial.

The Chair asked the Clerk to thank all the staff that assisted with Remembrance Day.

71 CLERKS UPDATE

The Clerk gave a presentation, attached at **Appendix 1** to these minutes, on Parish Council activities during the previous month and forthcoming events.

72 WOODLAND COMMUNITY CENTRE SOLAR PROJECT (REPORT B)

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.

Councillors considered the solar report and addendum which included a quotation summary consisting of five quotations for the supply and installation of solar panels at the Woodlands Community Centre. The Council were required to choose a preferred supplier and the associated costs to include in the Council's grant fund submission to Hampshire County Council.

The summary provided compared the following elements of the solar installation quotations received: the system size in kW, the predicted number of years until payback, the predicted generation for the 1st year and design life of the system, the predicted energy savings for the 1st year and design life, the make, model and efficiency of the panels, the energy storage capacity, hybrid inverter size and output as well as the warranty details.

Upon deliberation, the Councillors decided that Supplier 2 provided the best value for money in the long term as the capacity of the system was the largest and would therefore generate the most electricity, provide the most energy savings, have a shorter payback and provide the greatest carbon savings of all the systems reviewed.

As this preferred quotation was not the cheapest option, members agreed that the Council part-fund 33% of the scheme to the value of £6,476.46 using funds from the Crowdhill Ear Marked Reserves, in the hope that this might go some way to demonstrate the importance of the project to the County Council (HCC).

In addition, it was also proposed that if the application for funding for Supplier 2 was rejected due to cost, the cheaper option from Supplier 3 at £17,473 be submitted instead, with a 33% part-funding contribution of £ 5,766.09 also being funded from Ear Marked Reserves.

Following discussion, it was: -

RESOLVED:

- (a) That the contents of the report be noted;
- (b) That Council agree the installation of solar photovoltaic panels at Woodland Community Centre;

- (c) That Supplier 2 Goldwater Electrical Ltd at a cost of £19,616.54, be submitted as the Council's preferred supplier with the funding application for solar and energy storage to HCC's Parish and Town Council Investment Fund;
- (d) That, should be application be rejected due to cost of the installation, the Deputy Clerk resubmit the application with the cheapest option supplied by Supplier 3, South Coast Electrical Testing at cost of £17,473.00; and
- (e) That the Finance Officer ring-fence the appropriate funds to cover the part-funding of £6,473.46 if the application for Supplier 2 is successful, £5,766.09 if Supplier 3 needed to be submitted from the Crowdhill Green Ear Marked Reserve.

Action: M Leadbitter-Allen

73 FINANCE REPORT (REPORT C)

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

74 CEMETERY PATH AND FENCING (REPORT D)

Councillors watched a short video explaining the conditions of the path, the options relating to the path improvements, the costs of works and the options to repair the cemetery chain link fence along the border of the cemetery with the Wyvern College footpath.

The Operations Manager explained that the access path, with increased footfall over the last few years, root heave caused by adjacent trees and general wear and tear, had caused the road to degrade and it now needed urgent repair.

Various surfacing options were discussed with prices ranging up to £45k. These options came with lots of benefits and downsides as set out in the report. After discussion, members determined that the best option was a hoggin-bound gravel material. This option would not only ensure the retention of the trees & provide a sustainable porous surface material but also enable the Council to carry out future repairs, whilst ensuring safe, level access for users. As the cost of these works was over £25k, this would be put out for formal tender, with works being completed in the school holidays to minimise disruption.

Councillors also agreed that the cost of this project should not be placed on the taxpayer, and it was decided that funds be reallocated from the Lapstone Pavilion Ear Marked reserves, with the remaining funds going towards a more modest project redeveloping the changing facilities to support growing female sport participation at that cricket pavilion.

In discussing options related to the chain-link boundary fencing along the west side of the cemetery, members agreed that natural screening should be placed there to ensure the site remained secure and provide privacy for families visiting loved ones. Members requested that officers investigate costings for the natural screening as well as low-level solar lighting for submission and consideration at the next Council meeting.

RESOLVED:

- (a) That Option 2 hoggin-bound gravel at a total project cost of £33,957 be agreed for the repair of the cemetery access road;
- (b) That natural screening be planted along the western fence line border to provide additional security, habitat for wildlife and privacy for visitors to the cemetery;
- (c) That the Operations Manager investigate costs for the natural screening and solar light and report back to the Council at the December meeting;
- (d) That the Finance Officer ring-fence £33,957 from the Lapstone Playing Field Ear Marked Reserves to pay for the cemetery path improvement works; and
- (e) The remaining Lapstone Playing Fields Ear Marked Reserve be used to support the creation of a unisex changing room provision at Lapstone Sports Pavilion due to increased demand for ladies' changing facilities.

Action: M Johnson | J Cahill

75 COMMUNICATIONS & EVENTS TASK AND FINISH GROUP (REPORT E)

Members considered the recommendations of the Communications and Events Task and Finish Group which proposed a programme of events and associated budgets for the 2024/25 financial year.

Members also considered the social media and website statistics for the last year and the proposed Safer Spaces Events agreement.

The report also recommended maintaining the status quo for the Christmas tree provision at the Village Centre.

Members supported the recommendations put forward and as such, it was: -

RESOLVED:

- (a) That the contents of the report be noted;
- (b) That the calendar of corporate events for 2024/25 and the allocated budget of £4,500, as set out in Appendix 1 be agreed;
- (c) That the social media and website statistics as set out in Appendix 2 be noted; and
- (d) That the event and workshop safe space promise as set out in Appendix 3 be agreed.

76 COMMUNITY INFRASTRUCTURE PROGRAMME (CIP) (REPORT F)

Members considered the proposed Community Infrastructure Programme as set out in Appendix 1 to Report F.

The Chair requested that greater priority be given to the outside weather-proof Book of Remembrance. Members were happy to support this suggestion.

RESOLVED:

That the CIP list as set out in Appendix 1 be submitted to Eastleigh Borough Council for consideration.

77 MEMBERSHIP OF COMMITTEES & OUTSIDE BODIES (REPORT G)

RESOLVED:

- (a) That Councillor Couldrey be appointed as Tywnams Trustees representative; and
- (b) That Cllr Broomfield be appointed as the Parish Council representative to the Village Hall Management Committee.

Action: Mel Stephens

78 ONE HORTON HEATH (OHH) GREEN OPEN SPACE CONSULTATION

The Chairman advised that following a recent meeting between herself, the Clerk and two members of the OHH team regarding the open space proposal, questions arising from that meeting remained unanswered.

As such, she proposed that the Council does not submit comments via the consultation but wait until the formal planning application.

RESOLVED:

That Council defer submitting comments regarding the OHH Green Open Space Consultation and respond via the formal planning application.

79 WORK PROGRAMME (REPORT H)

The Council considered the work programme and made minor amendments.

RESOLVED:

- (a) That the additional works to the cemetery and associated costs be submitted for consideration at the December Council meeting; and
- (b) That Upper Barn Copse Playground Provision Report be rolled to the January 2024 agenda.

80 CONCLUSION OF AUDIT (REPORT I)

Due to an administration error, the Conclusion of Audit for 21/22 was attached to the Conclusion of Audit 2022/23 report submitted at the October Council Meeting.

This was replaced with the current Conclusion of Audit report from the external auditors for 2022/23.

RESOLVED:

Members noted the external auditor's conclusion of the audit for 2022/23.

Signed Chairman.

This was all the business and the meeting closed at 7.32 pm.

Appendix 1: Clerks Update Presentation