



## FAIR OAK & HORTON HEATH PARISH COUNCIL

📍 2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL  
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Dear Member,

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 19 February 2024 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](mailto:clerk@fairoak-pc.gov.uk) by 4 pm on Friday 16 February 2024.

### AGENDA

#### APOLOGIES

##### 1. DECLARATIONS OF INTEREST

To receive declarations of interests.

##### 2. MINUTES OF MEETINGS (PAPER A, PAGES 3-32)

- a) To approve the minutes of the Council meeting held on 22 January 2024 as a correct record, and
- b) To note the planning delegated decisions of w/e 26 January 2024.

##### 3. CHAIRMANS ANNOUNCEMENTS

##### 4. CLERKS UPDATE

##### 5. CEMETERY REVIEW (REPORT B, PAGES 33-43)

To review the cemetery inspection process and agree updated procedures.

##### 6. FINANCE REPORT (REPORT C, PAGES 44-53)

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

##### 7. INTERNAL AUDIT REPORT (REPORT D, PAGES 54-59)

To consider the internal audit results including a detailed review of the café project and agree the action plan following the internal audit undertaken on 30 January 2024.

##### 8. STAFF UPDATE (REPORT E, PAGES 60-62)

To receive an update on staff resources including salaries and appointments.

**9. HCC FUTURE SERVICES CONSULTATION (REPORT F, PAGES 63-67)**

To agree a response to the consultation period.

**10. WORK PROGRAMME (REPORT G, PAGES 68-69)**

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 22 January 2024

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

**Officers in attendance:** Mel Stephens, Clerk; Michelle Leadbitter-Allen, Deputy Clerk; Martin Johnson, Operations Manager; Jo Cahill, Finance Officer; Siobhan Strand, Community Development Officer.

**Apologies:** Cllrs Marsh & Scott.

### PUBLIC SESSION

One member of the public was in attendance and spoke under Minute Number 94.

Three members of the public were in attendance for Minute Number 95 (application PN/23/96630). No formal representation was made to the Council on this matter.

### 92 DECLARATIONS OF INTEREST

Cllrs Broomfield, Couldrey, Douglas & Tennant for Minute Number 95.

### 93 MINUTES (PAPER A)

#### RESOLVED:

- (a) That the minutes of the Full Council meeting held on 18 December 2023, be signed by the Chairman as a correct record; and
- (b) That the delegated planning decisions from w/e 24 November, 8 December & 29 December 2023 be noted.

### CHANGE IN ORDER OF BUSINESS

The Chair proposed a change in the order of business as members of the public were present that had requested to speak regarding the future of Upper Barn Copse Play Area. All members agreed.

#### **94 UPPER BARN COPSE PLAY AREA (REPORT D)**

A member of the public presented his case for not decommissioning the play area, the salient points included but were not limited to the following:

- As an NHS worker and parent, he expressed his concern over the lasting residual effects of closing areas of recreational value were having on children,
- The play-area was situated in a unique position in a quiet cul-du-sac which was safe & welcoming to local children and the wider community
- Play area used by local preschools,
- The local community were keen to invest in the play-area by means of seeking financial support to perform repairs and purchase equipment,
- He hoped that the community and the council could work together to meet a favourable outcome for all concerned.

The chair thanked the member of the public for his compelling presentation.

A short video was shown to those present which had been recorded at the Upper Barn Copse Play Area by the Operations Manager, which showed the deterioration of the timber on the play equipment and how they had been inspected.

The Chair then ran through the findings and recommendations given by an independent play consultant Dave Bowen, who had inspected the play area on the 19 January as directed by the Council.

His findings and subsequent recommendations are listed below:

- The equipment was manufactured and installed around June 2010 and had probably reached the end of its useful life expectancy as it is coming up to 15 years.
- Council operatives should check the bolts on the Herras fencing for tightness, as a gap had been deliberately opened in the fencing to gain access to the equipment.
- The council should put up laminated signs advising that the play area is closed.
- There was evidence of rotting and ageing in many timbers with some having small pockets where water could get in and further speed up the rotting process.
- All timbers appeared to be at the same stage of deterioration and life expectancy.
- There were three self-closing gates (one in the woodland) which with a little maintenance and checking could be reused elsewhere in the Parish.

- The timber fence around the play area had also been damaged which would need extensive work to repair to an acceptable standard.
- The Impact absorbing surfacing appeared to have come to the end of its useful life.
- As the new Crowdhill Green Play Area was within such a short walking distance away on a generally level established path, Mr Bowen had suggested that the Upper Barn Copse Play Area be decommissioned with the ground reinstated to grass as per the surrounding area.
- The Council should keep the existing path through the play area to the woodland and formalise a route through to Kinver Crescent (Crowdhill Development) following the desire line and using a Breedon Amber or Cotswold self-binding gravel to do so.
- The Operations Manager went on to add that the £5 000.00 quoted in the video was to replace the six rotten timbers identified during the inspection. It was likely that more timbers would be identified at the next inspection, with more each year after that, which if not replaced would render the play area unsafe for use.
- The Operations Manager also clarified that the indicative quote of £20 000.00 was to replace the multi-use play unit.
- The Chair reiterated that the members would be choosing one option from those presented in the report which would then undergo considerable community consultation before a final decision was made on the level of play provision at Upper Barn Copse.
- The options informed by the results of the structural testing report received and the costs for reinstatement works, were as such:
  - (a) **Option One:** To undertake immediate repair work at an estimated cost of £5,500, which would maintain the status quo. Regular structural tests of the timbers would need to continue as the timbers would continue to degrade over time.
  - (b) **Option Two:** Part Decommissioning of equipment and fencing requiring immediate repair. Area to be enhanced with new planters, shrubs, and trees with minimal costs of approximately £ 400.00 for decommissioning and planter creation.
  - (c) **Option Three:** Full Decommissioning and redesign of the site with a focus on nature recovery and sensory experience. Some costs for redesign of this site would be sort Eastleigh Borough Council as part of extended Bee and Tree Corridor Project.

After discussion it was;

**RESOLVED:**

- (a) That Option Two was the Council's preferred option which would commence with the immediate decommissioning of play equipment deemed unsafe by inspectors,

- (b) That the Clerk be instructed to undertake community engagement with residents with all options presented by the public to be considered; and
- (c) That the Council consider further the outcome of community consultation before making a final decision on the level of play provision

The member of the public thanked the council for its professionalism and considered approach in this matter and looked forward to the consultation process.

**Action:** M Stephens

## 95 PLANNING APPLICATIONS

Cllrs Broomfield & Couldrey declared a pecuniary interests in applications F/23/96631 and PN/23/96630 as a members' of the Bishopstoke, Fair Oak and Horton Heath Local Area Committee. They did not participate in the discussion and did not vote.

Cllr Tennent declared a pecuniary interest in applications F/23/96631 and PN/23/96630 as a member of the Hedge End, West End and Botley Local Area Committee. He did not participate in the discussion and did not vote.

Cllr Douglas declared a non-pecuniary interest in application PN/23/96630 as her property was near the development and she had already made previous comment. As her property was not near the proposed access route or entrance to the development, she concluded that there were no issues under common law that prevented her from remaining in the meeting to speak and to vote.

The Council considered the following planning applications: -

**Application No:** F/23/96631

**Description:** Construction of an internal distributor road and associated footways, cycleways, lighting, landscaping and SUDS basins, and diversion of Public Rights of Way footpaths FOHMF 701 and 702 as part of the One Horton Heath development (proposal constitutes EIA development).

**Site:** Land between Burnetts and Fir Tree Lane

### **RESOLVED:**

That the response prepared by the Clerk, as set below be submitted to Eastleigh Borough Council.

“Given that there has been recent and historical flooding and drainage issues in and around the site, it is important that the hydrological design of the site is adequate. Without a robust scheme in place, the cumulative issues will be compounded and will worsen over time, this will be untenable for residents, visitors and local wildlife.

The Parish wishes to put forward its concerns as a holding statement, pending a response from the Local Flood Authority and will submit further comments once it has reviewed the LFA's submission."

**Application No:** PN/23/96630

**Description:** Prior Approval Notification for agricultural access from Pembers Farm Avenue (second application)

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

Following discussion among members and input from members of the public present which had been permitted to speak, it was;

**RESOLVED:**

That the Council submit their objection the application on the grounds of highway safety, and request the applicant continue to make use of their current access.

**96 CHAIRS ANNOUNCEMENTS**

There were none.

**97 CLERK'S UPDATE**

The Clerk gave a presentation, attached at Appendix 1 to these minutes.

**98 FINANCE REPORT (REPORT B)**

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

**99 COMMUNITY DEVELOPMENT ACTIVITIES**

The Community Development Officer gave a presentation, attached at **Appendix 2** to these minutes.

**100 WILDLIFE AUDIT ASSESSMENTS (REPORT C)**

The Council considered the outcome of the ecological assessment undertaken in summer 2023 at Twynams Field and Lapstone Farm. Members also considered the actions already undertaken by officers and proposed action and maintenance plan as set out in Appendix 3 to Report C.

The Operations Manager advised members that certain elements of the plan had begun as part of existing work practices and that he was confident that the remaining actions could be managed by the team as part of planned works.

**RESOLVED:**

- (a) That the contents of the report highlighting the ecologist findings as set out in Appendix 1 to the report be noted;
- (b) That the action and maintenance plans for both sites as set out in Appendix 2 to the report be approved;
- (c) That a scoping exercise for a pond redesign at Knowle Park and possible pond creation at Lapstone Farm be agreed; and
- (d) That the Clerk be given delegated authority, in consultation with the Chairman and Cllr Marsh as Chairman of the Climate Change Task & Finish Group, to oversee the implementation of these plans with regular reports back to the Council.

**Action:** M Stephens

## **101 FINANCIAL ADVICE TO LOCAL COMMUNITY**

The Council considered a request received from a local independent financial advisor to provide free advice to the public using the leaf room at WCC as well as writing an advice column in the Council's E-Bulletin.

In discussing the proposal, some members expressed their concern regarding the potential risk to the Council in promoting financial advice to residents. In addition, other members felt that the request should be refused as this activity fell outside the remit of the Council.

It was therefore;

**RESOLVED:**

The offer be declined.

**Action:** M Stephens

## **102 HCC FUTURE SERVICES CONSULTATION**

The Clerk had prepared a draft response for councillor review.

As the deadline for the consultation submission was not until the 31 March, the Chairman requested that the draft paper be circulated to Councillors to submit their views to the Clerk, so that she could prepare draft submission for final consideration at the March meeting.

**RESOLVED:**

- (a) That the draft response be circulated to members for their view and comments back to



the Clerk; and

- (b) That the Council determine a submission to Hampshire County Council at the March Council meeting.

**Action:** M Stephens

### **103 WORK PROGRAMME (REPORT E)**

The Council considered the work programme and made minor amendments.

**RESOLVED:**

That the work programme be agreed subject to the amendment that Upper Barn Copse consultation response be considered at the March or April meeting.

### **104 MEETING DATES (REPORT F)**

**RESOLVED:**

- (a) That the meeting dates as set out in Report F be agreed: and
- (b) That the meeting scheduled to take place on 15 April 2024 be moved to 22 April 2024.

**Action:** M Leadbitter-Allen

Signed ..... Chairman.

This was all the business and the meeting closed at 7.27 pm.

**Appendix 1: Clerks Update Presentation**

**Appendix 2: Community Development Officer Presentation**



# Clerk's Update

January 2024



# This Month at a Glance

These are goals we've been working on since the November Council Meeting

01



## Staffing

Recruitment for x2 Grounds Operatives underway

02



## Engaging the Community

CDO activities plus...  
Upper Barn Copse play provision  
Dean Road open space

03



## Event Planning

Planning for spring and summer events

# Staffing

At December Council as part of next year's budget setting, a new post of Summer Grounds Operative was agreed. We are currently recruiting for this post as well as the current 22.5 hours per week Grounds Operative vacancy.

The closing date is 1 Feb, and interviews 12 Feb

(Cllr Marsh will sit on the interview panel with officers).

# Engaging the Community

Twynams field project – rescheduled fat ball-making session on 14th February  
2 pm to 4 pm at the Parish offices.

Wyvern Football Club - The tree planting and litter picking session planned  
for 21 January has been rescheduled. The team will be planting up two areas  
of trees at Knowle Park on 24 January.

Bee and tree corridor – The CDO and Helen will be carrying out site visits on  
all 15 potential locations within the area on 31st January.

# Community development updates cont ...

- The Orchard – Enquiries are being made on the suitability of the existing site as an Orchard from a specialist at Sparshott.
- Lapstone Fields – a large number of bird, batt, and insect habitats have been purchased and will be installed in the next couple of weeks.
- Noticeboard audit – The CDO has recently carried out an audit on the Parish noticeboards and has arranged for maintenance works to be carried out in the coming weeks. The CDO and Communications Officer will manage the content of the boards from then onwards to ensure posters/events are relevant and up to date.
- Following member decision - robust engagement work on Upper Barn Copse
- Following receipt of a petition (50 signatures) reinstallation of the gate at Dean Road will consult residents on use and provision at this site.

# Event Planning

- Annual Parish Assembly - Earth Day 22 April = showcase years' achievements and highlight sustainability projects, invite local groups to suggest ways of working in the future
- Spring Pallet Trail = annual trail to be erected during the Easter School Holiday
- Endangered Species Day - 17 May = discussions with artists on provision. May need EBC support through the PA fund.

# Corporate Updates

Cafe - main construction and kitchen complete. The Serving counter is being installed. Landscaping works still need to be completed before the Building control sign-off. Still working on 1 March opening to the public. The budget has overrun quite considerably. Clerk and finance Officer are analyse spending and will present to the Full Council once the project is complete. Internal Auditor contacted and content as Council still holding large sums in its public sector deposit account.

KP pathways - reinstatement following flood(s) currently in progress.

Allotment fencing - completed.

Solar Panels PO - Deputy Clerk currently seeking quotes for grant submission

Review of Climate Change Action Plan - underway with task & and finish group

Launch of thermal imaging surveys - end of February





# Action Items for Next Month

**These are (some of!!) the projects/workstreams that the team will be commencing next month**

The Cafe completion of landscaping works, soft launches with the community, full launch and opening

More tree planting around the parish, community planting bulbs and edibles at Cafe

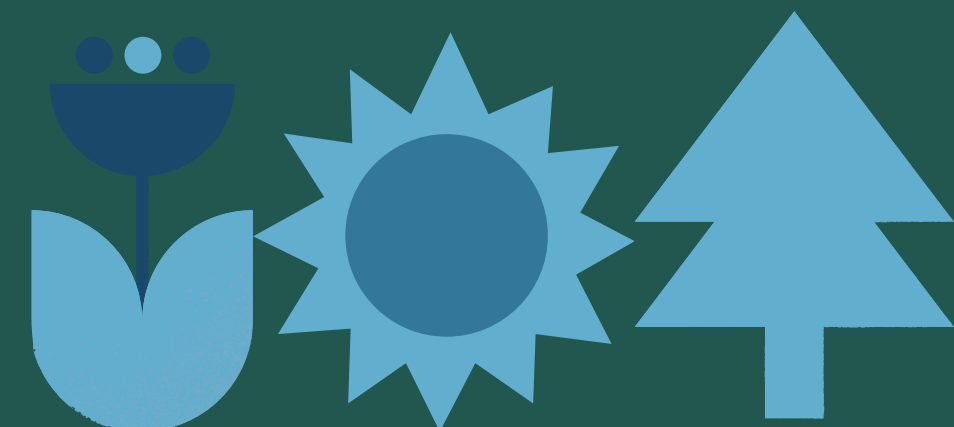
Interviews of Grounds  
Ops posts  
Staff workshop/annual report videos





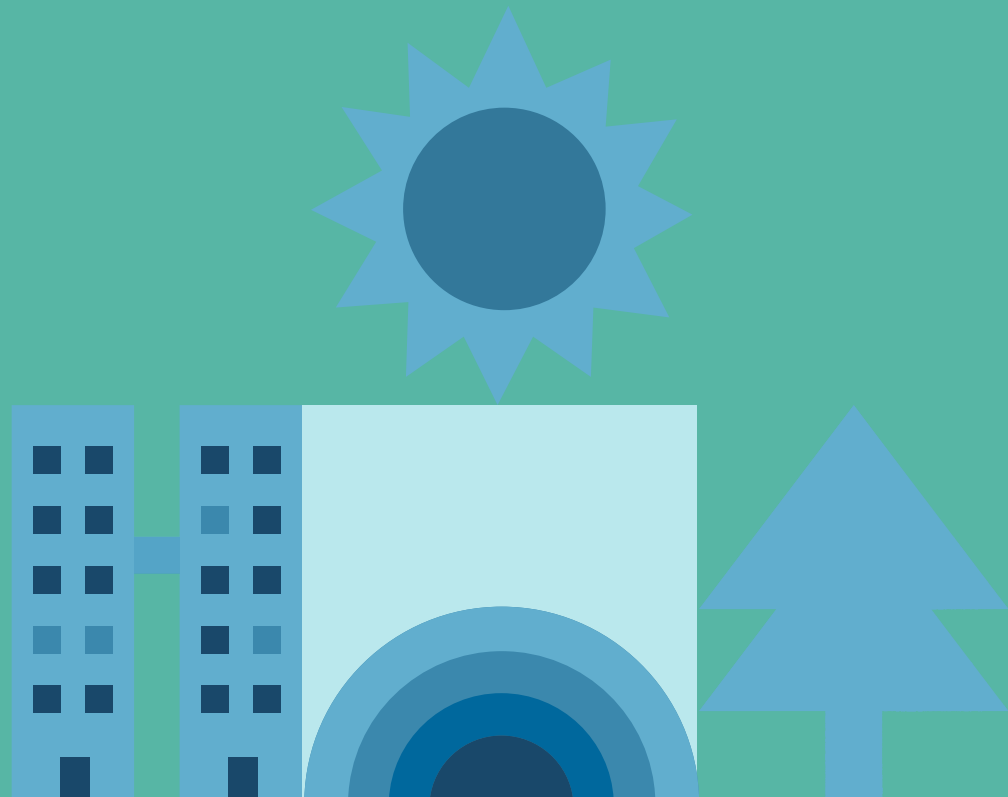
# COMMUNITY DEVELOPMENT UPDATE

An update report from the  
Community Development Officer



# Introduction

- Background
- 18 years at EBC
- Community garden project



Fair Oak and Horton Heath Parish Council

# Community Spirit in full force!



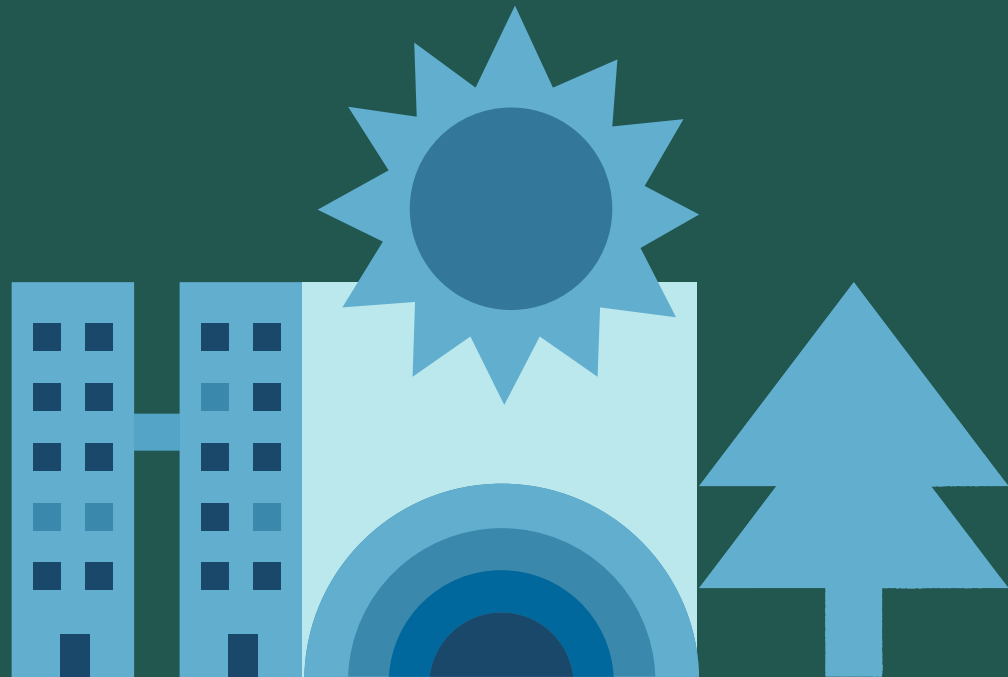
# Meeting local groups

- **Schools – Fair Oak infants, juniors and Wyvern**
- **Uniform groups**
- **Age Concern**
- **Y-Zone**
- **Reachout**
- **Library**
- **Healthwalks**



# Things I've been working on...

- The Orchard
- Twynams
- Tree planting with Fair Oak infants



Fair Oak and Horton Heath Parish Council



Fair Oak infants tree planting

# Health walk through Stoke Park Woods







Reachout care and local residents  
planting and litter picking session

# Things I've implemented

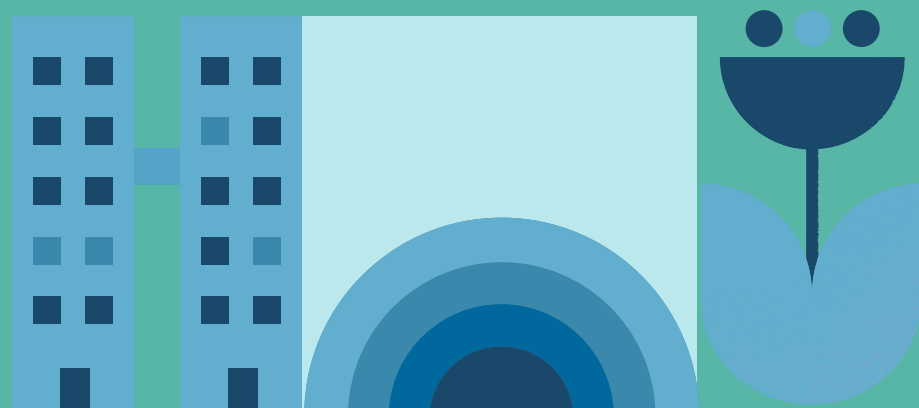
- Community Group staff rota
- Noticeboards
- Trees



Fair Oak and Horton Heath Parish Council

# Things I've implemented

- Resource box for community events
- Event feedback form
- Monitoring community engagement on website



# Some future plans

- Youth infrastructure (Crowdhill)
- Raising awareness for nature recovery
- Solent Mind Digital sessions



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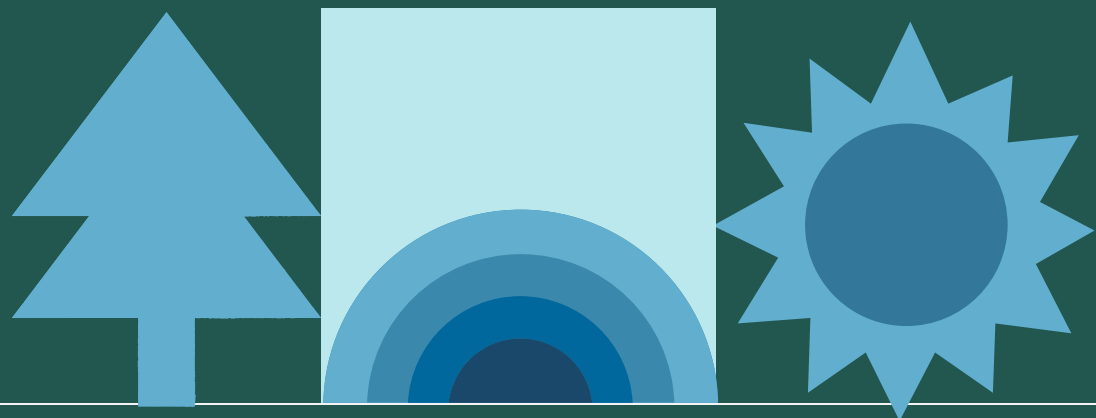
# Future plans

- Bee and tree project with EBC
- Monthly litter picking session
- Working with the Community Cafe, including soft landscaping scheme
- Saving the trees!



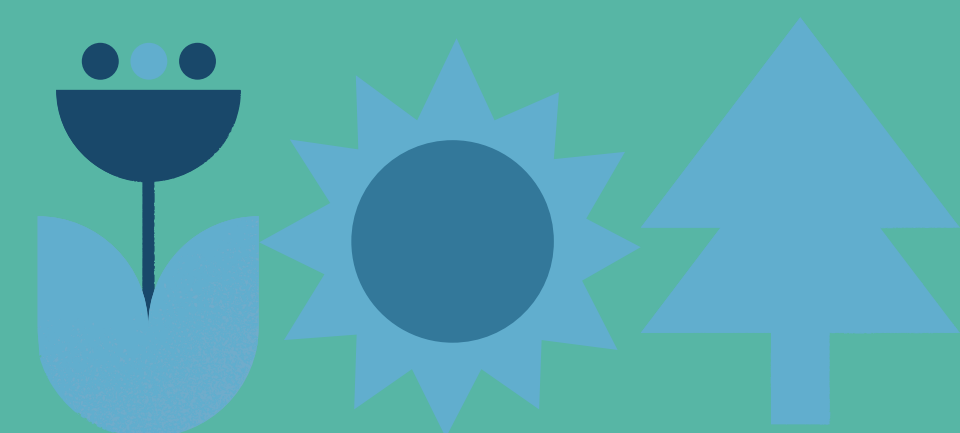
# Dates for your diaries

- 14th February fat ball making for birds
- 24th January tree planting at Knowle Park
- 20th March Staff and Councillor tree planting session





Email: [siobhan.strand@fairoak-pc.gov.uk](mailto:siobhan.strand@fairoak-pc.gov.uk)  
Phone: 07360 071966



## PLANNING APPLICATIONS

Applications to w/e 26 January 2024

**Application No:** [H/24/96702](#)

**Address:** 1 Oak Drive, Fair Oak, SO50 7JT

**Description:** New roof over the existing bay window, construction of new porch over front door.

**Comments:** No objection

**Planning Specialist Contact Details**

Email: [alexandra.stone@eastleigh.gov.uk](mailto:alexandra.stone@eastleigh.gov.uk)

**Application No:** [H/24/96722](#)

**Address:** Woodland View, Winchester Road, Fair Oak, SO50 7HD

**Description:** Two-storey side extension and single-storey rear extension with rear balcony. Construction of an in-ground swimming pool and the erection of 2no. outbuildings

**Comments:** No objection

**Planning Specialist Contact Details**

Email: [dorothy.hei-tung-hoh@eastleigh.gov.uk](mailto:dorothy.hei-tung-hoh@eastleigh.gov.uk)

**Application No:** [H/24/96688](#)

**Address:** 9 Yew Tree Close, Fair Oak, SO50 7GP

**Description:** Retrospective erection of aluminium framed car port.

**Comments:** No objection

**Planning Specialist Contact Details**

Email: [dorothy.hei-tung-hoh@eastleigh.gov.uk](mailto:dorothy.hei-tung-hoh@eastleigh.gov.uk)



**FULL COUNCIL – 19 FEBRUARY 2024****FAIR OAK CEMETERY MEMORIAL MANAGEMENT POLICY AND MEMORIAL INSPECTION PROCEDURE REVIEW****1. RECOMMENDATIONS**

- 1.1 That the contents of the report be noted;
- 1.2 That the reviewed Memorial Management policy and Memorial Inspection procedure for staff attached at Appendices 1-2 be approved; and
- 1.3 That staff continue to follow guidance from the Institute of Cemetery and Crematorium Management (ICCM) and attend training sessions to keep up to date with current legislation relating to cemetery procedures.

**2. PURPOSE**

- 2.1 To amend the Fair Oak Cemetery Memorial Management Policy and Inspection Procedure for staff which were last reviewed January 2006 to show clear transparency of the Council's procedures.

**3. BACKGROUND**

- 3.1 The Parish Council owns and manages a 9537 sq m site known as the Fair Oak Cemetery, which is located at the end of Cemetery Lane, off Botley Road, Fair Oak.
- 3.2 The Cemetery was first opened for interments in 1942 and has six War Graves which the Parish Council are responsible for their upkeep but not any memorials on the graves. This is the responsibility of the War Graves Commission.
- 3.3 It is anticipated that the cemetery has sufficient burial space for a further five-seven years approximately.
- 3.4 This report follows on from the recent tople test and residents' feedback.

**4 LOCAL CONTEXT**

- 4.1 Information from neighbouring parishes of their memorial policies has been examined to determine whether this Parish standards are fair and proportionate whilst at the same time meeting the standards and needs specific to this area and this has been reflected in the reviewed Memorial Management Policy (Appendix 1).
- 4.2 Two members of the Operations Team attended a management of memorials course operated by the ICCM which covered guidance showing clear procedures for members of trained staff to carry out tople testing in the Cemetery. This is reflected in the production of a Memorial Inspection Procedure for Staff document (Appendix 2).

**5. NEXT STEPS**

- 5.1 The Council's Memorial Management Policy (Appendix 1) have been amended to ensure that they are robust, that there are no anomalies, and meets with current industry best practice. Should the Council agree these amendments, the document will be circulated to all local funeral directors and stone masons, posted on the Council's website and displayed in the Cemetery.
- 5.2 Officers need councillor steer on the preferred process where a memorial has been deemed a category 1, post inspection, and owner have not be able to be identified/or can afford fixing after a 12 month period. The suggested process is set out under 3(h) of Appendix 2 for members to review.

## **6. FINANCIAL IMPLICATIONS/OTHER IMPLICATIONS**

6.1 None arising directly from this report.

### **For further information:**

Linda Greenslade, Admin Officer [linda.greenslade@fairoak-pc.gov.uk](mailto:linda.greenslade@fairoak-pc.gov.uk)

### Appendices:

- 1 Memorial Management Policy
- 2 Memorial Inspection Procedure for Staff

# Appendix 1

## FAIR OAK & HORTON HEATH PARISH COUNCIL

### MEMORIAL MANAGEMENT POLICY

Reviewed February 2024

Full Council (minute )

#### (1) Background

The Health and Safety Executive require regular memorial safety inspections following a number of accidents across the country. We have a duty of care for the safety of families, visitors and staff visiting. As part of a rolling program, the council will endeavour to inspect all memorials at least once every 5 years as recommended by the Institute of Cemetery and Crematorium Management.

#### (2) Policy Scope

This Memorial Management Policy sets out the actions the Council will take to ensure Fair Oak Cemetery remains a safe place for visitors, contractors, volunteers, Councillors and FO&HHPC staff. The order of works to be carried out will be determined by a site-based risk assessment, carried out on a rolling five-year cycle. One month's notice will be given by way of notices at the cemetery, social media and the Council's e-bulletin.

#### (3) Who is responsible for memorial headstones?

All memorials are owned by and are the responsibility of the grave owner(s) or their next of kin, during the term of the deed of exclusive right and memorial permit, however the Council has the obligation of making a memorial safe if it is found to be in an unsafe condition. It is important to note, regardless of ownership, the Council may take action as required to make the memorial safe.

#### (4) Memorial Fixing

All memorials should be designed and installed in compliance with the current BS8415 and the relevant Codes of Practice or Guidance that are fully compliant with this standard. Memorials over 625mm in height are required to be constructed to withstand a force of 70kg applied at the apex of the memorial or at 1500mm (59") from the ground, whichever is the lower. This also extends to ANY memorial over 625mm that is being re-fixed following an interment or removal for any other reason..

The key requirements are that memorials must be fixed to an approved and suitable foundation and must be further secured using an approved locking or anchoring system.

Full details of the sizes permitted for memorials are contained in detail within the Councils 'Regulations in respect of burials, interment of ashes and erection of memorials in Fair Oak Cemetery' document. Further details on the materials and methods used for fixing and re-fixing of memorials can be found at [www.bramm-uk.org](http://www.bramm-uk.org) or [www.bramm-uk.org](http://www.bramm-uk.org)

Note that any refixing or repair works to memorials must be completed by a BRAMM/NAMM (or other equivalent scheme) registered memorial mason. Temporary works to make memorials safe and remove the risk of danger will be undertaken by trained FO&HHPC staff.

## **(5) Memorial Inspections**

Prior to any inspection taking place a faculty from the Church diocese would be requested. Notices at the cemetery also advertising on the Council's Facebook page and in the monthly e-bulletin giving one month prior to the inspection.

All memorials over 625mm in height will be inspected by trained staff at least once during a rolling five-year period to assess their safety. The inspection will be both a visual inspection to look for any obvious issues and a basic hand test to determine if there is movement in the memorial and to what extent.

The staff undertaking the assessment will make the decision on the memorials overall safety based on a risk assessment for which they have been trained.

Once inspected each memorial will fall into one of two categories, detailed as follows:

**Category 1** – Memorial is unsafe and poses a risk and will require immediate attention to make safe or cordon off.

**Category 2** – Memorial is safe and should be re-inspected within five years as part of the next round of inspections or as part of any other check that may occur, for example when checking memorials around a planned burial ahead of excavation of the grave.

Category 1 memorials will be recorded in detail to include the following:

- Date of Inspection
- Name of Inspector
- Grave Identification
- Stone mason (if identifiable)
- Category of Memorial (1 or 2)
- Details of any Actions Taken
- Photos taken

## **(6) Actions Post Inspection**

Should a Memorial be identified as a Category 1 and fail the inspection, staff will need to take immediate action to make that memorial temporarily safe or cordon it off until permanent repairs can be made by the grave owner. These actions will be determined by several factors and the best solution will be administered based on the assessment of the memorial and the surrounding area. These actions may include:

- (i) **Staked and Banded** – The memorial will be fastened tight to a wooden post which will act as a temporary support. The banding will also hold a warning notice. The stake and band will be re-inspected periodically to ensure neither have deteriorated.
- (ii) **Cordoned Off** – In some cases it may be necessary to cordon off a particular memorial or an area containing several memorials due to their safety. Warning signs will be attached to any cordon placed around a memorial or group of memorials.
- (iii) **Laying the memorial flat** – In most cases this will invariably be where a memorial can be safely laid down. A notice will then be placed on the memorial.

All of the above are regarded as 'Temporary Fixes' and should not be seen as a permanent solution to deal with an unsafe memorial and are intended to reduce or remove the risk of a memorial causing harm or damage to someone.

Prior to taking any of the actions above the memorial will be photographed and details recorded of any existing damage or issues.

If FO&HHPC staff are not able to make the memorial safe, arrangements will be made for a specialist contractor to undertake an inspection and provide a detailed report including costs and options to make safe.

## **(7) Informing Grave Owners**

FO&HHPC will endeavour to contact the Deed of Exclusive Right owner/relative with an interest where any action has been taken due to a memorial failing a safety inspection.

Where the owner/relative with an interest does not respond to the Council or cannot be traced, the Council will undertake appropriate action, 12 months after the date of inspection, to ensure the memorial is permanently safe. Action will be determined by the Operations Manager after risk assessing the condition of the memorial stone and would include:-

- A) Monolith Conversion** (preferred option if the stone is in a safe and sound condition) – This involves digging out a depth roughly one third of the overall height of the memorial from the last joint in order that it can be sunk into the ground and made safe. Due to fixing foundations it may be necessary for the

memorial to be moved slightly forward into the grave space to avoid existing foundations. A notice will then be placed on the memorial for one month advising relatives of the action taken.

**b) Laid Flat** (if the stone is unstable and in a state of disrepair) – the memorial will be placed on the grave in a safe position and would remain laid down permanently. A warning notice placed on the memorial advising that it must not be touched without prior notice to the Council.

**c) Removal** (if the stone is unstable and in a state of disrepair) – in extreme cases memorials will be removed from the grave and placed into storage if no other action is appropriate. These will be disposed of after six months.

a) FO&HHPC to manage (where the deed does not have an owner).

For any memorial that fails an inspection that has been installed within the previous 6 years, FO&HHPC will endeavour to contact either the memorial mason directly to request repairs be made to ensure the memorial is fully compliant with BS8415 and advise the Deed of Exclusive Right holder to do so. The memorial mason has an obligation to rectify the matter free of charge.

### **Grave Owners Responsibilities**

The registered deed holder has a responsibility to ensure the memorial is made safe through being properly re-fixed to the current BS8415 standard and works must be undertaken by a qualified BRAMM/NAMM (British Register of Accredited Memorial Masons) registered Memorial Mason or recognised equivalent. It is not permitted to carry out repairs by anyone else.

All costs associated with organising a memorial to be repaired, including the reversal of any works undertaken by FO&HHPC staff, remain the responsibility of the deed holder.

## Appendix 2

### MEMORIAL INSPECTION PROCEDURE FOR STAFF

#### Introduction

In July 2016 a child died as a result of an incident in a Cemetery involving a memorial, and the Health and Safety of memorials became a serious issue for Burial Authorities.

The British Standard BS8415, which set out safety regulations relating to memorials, was first introduced in 2005. The standard includes:

- Procedure for testing existing memorials
- How to deal with those found at risk
- How memorials and fixing components should be tested
- Use of tested and approved ground anchors
- Use of appropriately sized stainless steel dowels

The standard has evolved over time with reviews. It is worth noting that since the introduction of BS8415 in 2005 the approved fixing systems have become mandatory.

To help burial authorities to achieve the standard, the British register of Accredited Memorial Masons (BRAMM) was set up to which the Parish Council is a member.

ICCM has its own policy of 2019 which provides useful information.

#### 1. Height Categories

The height of the memorial determines the inspection regime:

- Below 625mm
- Between 625 and 1500mm
- Above 1500mm

#### 2. Exclusions

Commonwealth War Grave memorials are not tested and any observable defects should be reported immediately to the Commission.

#### 3. Initial Inspection

- a) Prior to any inspection taking place, as the land is consecrated and in accordance with the rites of the Church of England, a faculty will be requested from the church diocese asking permission to carry out inspections.
- b) Once permission is given by the Diocese notices will be placed, one month in advance, at the cemetery and advertised on the Council's Facebook page and in the monthly e-bulletin prior to inspection.

- c) All sections of the Fair Oak Cemetery to be inspected on a five year rolling cycle starting at the most recent and working back to (earliest). This will involve:-
- Photographs to be taken before the manual topple test and if the memorial is deemed unsafe, before any action is taken (see points (i) to (iii) below).
  - Trained staff to undertake a manual wobble test equivalent to 25kgs
  - If safe – no further action is required, and this to be recorded on test sheet.
  - Should a Memorial be identified as a Category 1 and fail the inspection, staff to take immediate action to make that memorial temporarily safe. These actions will be determined by several factors and the best solution to be administered based on the assessment of the memorial and the surrounding area. These actions may include:
    - (i) **Laying the memorial flat** – In most cases this will invariably be where a memorial can be safely laid down. A notice will then be placed on the memorial.
    - (ii) **Staked and Banded** – The memorial will be fastened tight to a wooden post which will act as a temporary support. The banding will also hold a warning notice.
    - (iii) **Cordoned Off** – In some cases it may be necessary to cordon off a particular memorial or an area containing several memorials due to their safety. Warning signs will be attached to any cordon placed around a memorial or group of memorials.
- d) All of the above are regarded as '**Temporary Fixes**' and should not be seen as a permanent solution to deal with an unsafe memorial and are intended to reduce or remove the risk of a memorial causing harm or damage to someone.
- e) If FO&HHPC staff are not able to make the memorial safe, arrangements will be made for a specialist contractor to undertake an inspection and provide a detailed report including costs and options to make safe.
- f) The initial stage will be to identify the deed owner, they should be contacted using the template Letter 1. A second letter will be sent recorded delivery on letter 2.
- g) Once a memorial has been repaired and the completed and signed Record of Memorial Repair form returned, the memorial to be re-inspected within one week.
- h) There is to be a 12-month window where the memorial should be made permanently safe. After this period, The Operations Manager, following a risk assessment, will determine the appropriate course of action which would include:-
- **Monolith Conversion** (preferred option if the stone is in a safe and sound condition) – This involves digging out a depth roughly one third of the overall height of the memorial from the last joint in order that it can be sunk into the ground and made safe. Due to fixing foundations it may be necessary for the memorial to be moved slightly forward into the grave space to avoid existing



foundations. A notice will then be placed on the memorial for one month advising relatives of the action taken.

- **Laid Flat** (if the stone is unstable and in a state of disrepair) – the memorial will be placed on the grave in a safe position and would remain laid down permanently. A warning notice placed on the memorial advising that it must not be touched without prior notice to the Council.
- **Removal** (if the stone is unstable and in a state of disrepair) – in extreme cases memorials will be removed from the grave and placed into storage if no other action is appropriate. These will be disposed of after six months.

i) FO&HHPC to manage (where the deed does not have an owner).

#### 4. Timings

All memorials should be inspected at a minimum of five years. Re- Inspections will take place every 3 years.

#### 5. Legislation

Responsibility for the overall safety (duty of care) within a burial ground lies with the burial authority, which has responsibilities under the Health and Safety at Work Act 1974 and the Occupiers Liability Act 1957 to ensure that, as far as reasonably practicable, their sites are maintained in a safe condition.

#### 6. Stonemason Liability

Should a burial authority identify a memorial that has become unstable due to non-compliant installation within 6 years of installation the memorial mason must rectify the matter free of charge.

## Template – 1<sup>st</sup> Letter

Name  
Address

Date

Dear

Re: Fair Oak Cemetery, Grave space xx

### **UNSAFE MEMORIAL, GRAVE SPACE: XX**

The council has recently undertaken a memorial inspection at Fair Oak Cemetery as part of its on-going cemetery management plan. The plan is designed to ensure the safety of everyone who visits, or works in the cemetery and it is not the intention of the council to cause unnecessary distress or upset.

Whilst the council is responsible for ensuring general safety within the cemetery, the owner of a memorial is responsible for ensuring it is maintained and in good condition.

During the recent inspection it was recorded that the memorial on grave space xx, for which you hold the Exclusive Right of Burial/have an interest, is unstable and in need of immediate remedial work. A 'temporary fix' has been carried out by the Council's trained staff to ensure the safety at the Cemetery.

Please could I ask you to arrange for a NAMM or BRAMM registered monumental mason to carry out the repair within **twelve weeks** of receipt of this letter.

Please note: all repairs must be carried out by a registered monumental mason to BS8415 and a completed form (attached) of the guarantee of conformity lodged with the council on completion of the work.

We thank you for your help in this matter. If you have any questions about this letter, please do not hesitate to contact us.

Your sincerely

Name  
Job Title

## Template – 2<sup>nd</sup> Letter

Name  
Address

Date

Dear

Re: Fair Oak Cemetery, Grave space xx

### **UNSAFE MEMORIAL, GRAVE SPACE: XX**

The council has recently undertaken a memorial inspection at Fair Oak Cemetery as part of its on-going cemetery management plan. The plan is designed to ensure the safety of everyone who visits or works in the cemetery and it is not the intention of the council to cause unnecessary distress or upset.

Whilst the council is responsible for ensuring general safety within the cemetery, the owner of a memorial is responsible for ensuring it is maintained and in good condition.

Further to our letter of XX for which no response has been received, the council have re-inspected the memorial on grave space xx, for which you hold the Exclusive Right of Burial/have an interest. Our earlier letter informed you that the memorial is unstable and in need of immediate remedial work. As no response was received the council will now take action to make the memorial safe which would involve digging it into the ground, laying it down flat permanently or removal, depending on the condition of the stone.

Therefore, please could I ask you to arrange for a NAMM or BRAMM registered monumental mason to carry out the repair within **two weeks** of receipt of this letter.

Please note: all repairs must be carried out by a registered monumental mason to BS8415 and a completed form (attached) of the guarantee of conformity lodged with the council on completion of the work.

We thank you for your help in this matter. If you have any questions about this letter, please do not hesitate to contact us.

Your sincerely

Name  
Job Title

**FULL COUNCIL – 19 FEBRUARY 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 31<sup>st</sup> January is £416,954.50.

**3. TRANSACTIONS**

- 3.1. The total receipts for January in the Council's current account totalled £83,865. Of this £35,443 related to a VAT refund for the Quarter Sept – Dec 23. And £13,144 from Hampshire County Council for a solar grant.
- 3.2. The total current account payments for January totalled £91,958.
- 3.3. Significant payments in January included the payment of £21,815 to Catering Equipment Support for the café kitchen, and a further 4,976 for the induction oven.

**4. BACS PAYMENTS**

- 4.1. The total BACS invoice payments outstanding is £14,126.

**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. As per the financial position reported, Council members should note the contents of the report and agree the BACs payments for signing as per the bank mandate.

**FOR FURTHER INFORMATION CONTACT:**

Name: Jo Cahill, Responsible Finance Officer

Email: [finance@fairoak.gov.uk](mailto:finance@fairoak.gov.uk)

## Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 31 January 2024

### Confirmed Bank & Investment Balances

#### Bank Statement Balances

31/01/2024	Current Account	60,666.81
31/01/2024	Premier Account	93,337.85
31/01/2024	Public Sector Deposit Fund	262,905.49
31/01/2024	Petty Cash	44.35

**416,954.50**

#### Unpresented Payments

**1,286.40**

**415,668.10**

#### Receipts not on Bank Statement

**0.00**

#### **Closing Balance**

**415,668.10**

#### All Cash & Bank Accounts

1	Current Account	60,666.81
2	Premier Account	93,337.85
3	Public Sector Deposit Fund	262,905.49
4	Petty Cash	44.35
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>416,954.50</b>

## Invoices Due for Payment by 31 January 2024

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
<b>ACELIFTAWAY [ACE001]</b>								
31/01/2024	102523		<i>allotment toilets</i>		31/01/2024	106.28		106.28
Total of Invoices Due (ACE001)						<b>106.28</b>	<b>0.00</b>	<b>106.28</b>
<b>APPLETON SIGNS [APP001]</b>								
31/01/2024	2722		<i>Lapstone farm sign</i>		31/01/2024	47.36		47.36
Total of Invoices Due (APP001)						<b>47.36</b>	<b>0.00</b>	<b>47.36</b>
<b>datacentre [DATA]</b>								
31/01/2024	32493		<i>Renewal of website domain</i>		31/01/2024	150.00		150.00
Total of Invoices Due (DATA)						<b>150.00</b>	<b>0.00</b>	<b>150.00</b>
<b>DYNAMIKA UK [DYNDYN]</b>								
31/01/2024	6825		<i>water sample</i>		31/01/2024	960.00		960.00
Total of Invoices Due (DYNDYN)						<b>960.00</b>	<b>0.00</b>	<b>960.00</b>
<b>EBC [EBC001]</b>								
29/03/2023	0799		<i>key cut</i>		26/04/2023	84.00		84.00
31/01/2024	1842		<i>Dog Bins</i>		31/01/2024	32.06		32.06
Total of Invoices Due (EBC001)						<b>116.06</b>	<b>0.00</b>	<b>116.06</b>
<b>FOCUS GREEN [FOCUS]</b>								
01/09/2023	1155		<i>Building energy assessment -WO</i>		01/09/2023	1,794.00		1,794.00
Total of Invoices Due (FOCUS)						<b>1,794.00</b>	<b>0.00</b>	<b>1,794.00</b>
<b>HOSTED</b>								
08/09/2023	0533		<i>LCD monitor</i>		08/09/2023	149.99		149.99
08/09/2023	0538		<i>Port switch, Firewall</i>		08/09/2023	2,580.00		2,580.00
08/09/2023	0571		<i>block time agreement, BACK UP</i>		08/09/2023	348.60		348.60
31/01/2024	1308		<i>microsoft 365 back up</i>		31/01/2024	451.08		451.08
Total of Invoices Due (HOSTED)						<b>3,529.67</b>	<b>0.00</b>	<b>3,529.67</b>
<b>KEOGHS</b>								
31/01/2024	5761		<i>insurer claim</i>		31/01/2024	157.84		157.84
Total of Invoices Due (KEOGHS)						<b>157.84</b>	<b>0.00</b>	<b>157.84</b>
<b>LONDON HEARTS [LONDON HEA]</b>								
31/01/2024	01991		<i>Defib - partially finded</i>		31/01/2024	750.00		750.00
Total of Invoices Due (LONDON HEA)						<b>750.00</b>	<b>0.00</b>	<b>750.00</b>

## Invoices Due for Payment by 31 January 2024

## 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
<b>PADWICK GLASS [PADW]</b>								
31/01/2024	19970		<i>replaced window - HHCC</i>		31/01/2024	228.00		228.00
Total of Invoices Due (PADW)						<b>228.00</b>	<b>0.00</b>	<b>228.00</b>
<b>QIC systems [QIC]</b>								
19/07/2023	5727		<i>mothly licence</i>		19/07/2023	1,100.52		1,100.52
Total of Invoices Due (QIC)						<b>1,100.52</b>	<b>0.00</b>	<b>1,100.52</b>
<b>SMART MARKETING [SMAR001]</b>								
31/01/2024	2915		<i>marketing support</i>		31/01/2024	78.00		78.00
Total of Invoices Due (SMAR001)						<b>78.00</b>	<b>0.00</b>	<b>78.00</b>
<b>SOURCE SUPPLIES [SOUR001]</b>								
31/01/2024	304501		<i>cleaning supplies</i>		31/01/2024	265.99		265.99
Total of Invoices Due (SOUR001)						<b>265.99</b>	<b>0.00</b>	<b>265.99</b>
<b>Travis perkins [TRAV]</b>								
31/01/2024	0379		<i>Alloy Tower hire - xmas lights</i>		31/01/2024	92.59		92.59
31/01/2024	6143		<i>Dumper truck hire - cafe</i>		31/01/2024	409.00		409.00
Total of Invoices Due (TRAV)						<b>501.59</b>	<b>0.00</b>	<b>501.59</b>
<b>WildFlower Turf [WILDFLOWER]</b>								
12/04/2023	15766		<i>Turf</i>		12/04/2023	547.20		547.20
Total of Invoices Due (WILDFLOWER)						<b>547.20</b>	<b>0.00</b>	<b>547.20</b>
<b>wildwood machinery [WILDWOOD]</b>								
31/01/2024	51071		<i>Machinery service</i>		31/01/2024	2,178.82		2,178.82
31/01/2024	50871		<i>Machine maintenace</i>		31/01/2024	1,614.50		1,614.50
Total of Invoices Due (WILDWOOD)						<b>3,793.32</b>	<b>0.00</b>	<b>3,793.32</b>
Total of Invoices Due (Creditors)						<b>14,125.83</b>	<b>0.00</b>	<b>14,125.83</b>
<b>TOTAL OF INVOICES DUE (ALL LEDGERS)</b>						<b>14,125.83</b>	<b>0.00</b>	<b>14,125.83</b>

## Receipts for Month 10

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>68,760.09</b>					<b>68,760.09</b>	
Banked 03/01/2024		3,420.00						
Sales Recpts Page 526		3,420.00	3,420.00		100			Sales Recpts Page 526
Banked 03/01/2024		378.00						
Sales Recpts Page 527		378.00	378.00		100			Sales Recpts Page 527
Banked 03/01/2024		60.00						
Sales Recpts Page 528		60.00	60.00		100			Sales Recpts Page 528
Banked 03/01/2024		724.50						
Sales Recpts Page 529		724.50	724.50		100			Sales Recpts Page 529
Banked 03/01/2024		283.50						
Sales Recpts Page 530		283.50	283.50		100			Sales Recpts Page 530
Banked 03/01/2024		90.00						
Sales Recpts Page 531		90.00	90.00		100			Sales Recpts Page 531
Banked 03/01/2024		423.00						
Sales Recpts Page 532		423.00	423.00		100			Sales Recpts Page 532
Banked 03/01/2024		45.00						
Mrs W		45.00			1200	230	45.00	Hall hire
Banked 05/01/2024		9.36						
stripe		9.36			1550	100	9.36	tennis
Banked 05/01/2024		42.10						
tennis		42.10			1550	100	42.10	tennis
Banked 05/01/2024		142.50						
Sales Recpts Page 533		142.50	142.50		100			Sales Recpts Page 533
Banked 06/01/2024		216.00						
Mrs S		216.00			1200	250	216.00	Hall hire
Banked 06/01/2024		60.00						
Mrs M		60.00			1200	250	60.00	Hall Hire
Banked 07/01/2024		90.00						
Sales Recpts Page 534		90.00	90.00		100			Sales Recpts Page 534
Banked 08/01/2024		517.50						
Sales Recpts Page 535		517.50	517.50		100			Sales Recpts Page 535
Banked 08/01/2024		33.00						
Sales Recpts Page 536		33.00	33.00		100			Sales Recpts Page 536
Banked 09/01/2024		42.10						
tennis		42.10			1550	100	42.10	tennis
Banked 09/01/2024		150.00						
Mr S		150.00		25.00	1200	230	125.00	hall Hre



## Receipts for Month 10

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	<b>Banked 15/01/2024</b>	<b>35,443.16</b>						
	HMRC	35,443.16			105		35,443.16	VAT (Quarter sep - dec 23)
	<b>Banked 15/01/2024</b>	<b>104.00</b>						
	Mr E	104.00			1200	250	104.00	Hall hire
	<b>Banked 16/01/2024</b>	<b>42.10</b>						
	tennis	42.10			1550	100	42.10	tennis
	<b>Banked 18/01/2024</b>	<b>90.00</b>						
	Sales Recpts Page 539	90.00	90.00		100			Sales Recpts Page 539
	<b>Banked 18/01/2024</b>	<b>70.00</b>						
	Mr S	70.00			1200	150	70.00	Hall hire PO
	<b>Banked 18/01/2024</b>	<b>115.00</b>						
	Sales Recpts Page 540	115.00	115.00		100			Sales Recpts Page 540
	<b>Banked 22/01/2024</b>	<b>1,064.00</b>						
	Sales Recpts Page 537	1,064.00	1,064.00		100			Sales Recpts Page 537
	<b>Banked 22/01/2024</b>	<b>48.00</b>						
	Sales Recpts Page 538	48.00	48.00		100			Sales Recpts Page 538
	<b>Banked 23/01/2024</b>	<b>20,000.00</b>						
trans	Premier Account	20,000.00			210		20,000.00	current act top up
	<b>Banked 30/01/2024</b>	<b>6,075.00</b>						
	NFHC STOCK	6,075.00		1,012.50	1900	100	5,062.50	Purchase of Van
	<b>Banked 30/01/2024</b>	<b>144.00</b>						
	M W	144.00			1530	510	144.00	memorial
	<b>Banked 30/01/2024</b>	<b>81.00</b>						
	FO Infant school	81.00		13.50	1200	230	67.50	Hall hire
	<b>Banked 31/01/2024</b>	<b>135.00</b>						
	Sales Recpts Page 553	135.00	135.00		100			Sales Recpts Page 553
	<b>Banked 31/01/2024</b>	<b>13,144.00</b>						
	Hampshire County Council	13,144.00			1900	100	13,144.00	Solar Grant
	<b>Banked 31/01/2024</b>	<b>320.00</b>						
	PJD	320.00		53.33	1200	230	266.67	hall Hire
	<b>Banked 31/01/2024</b>	<b>78.00</b>						
	Mrs C	78.00			1200	250	78.00	Hall hire
	<b>Banked 31/01/2024</b>	<b>112.50</b>						
	Mr C	112.50			1200	250	112.50	Hall Hire
	<b>Banked 31/01/2024</b>	<b>72.00</b>						
	Ms M	72.00			1200	230	72.00	Hall hire

**Receipts for Month 10****Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked <b>31/01/2024</b>	<b>0.40</b>						
	correction	0.40			1200	230	0.40	correction
<b>Total Receipts for Month</b>		83,864.72	7,614.00	1,104.33			75,146.39	
<b>Cashbook Totals</b>		<u>152,624.81</u>	<u>7,614.00</u>	<u>1,104.33</u>			<u>143,906.48</u>	

## Payments for Month 10

## Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2/01/2024	bt group	DD	1.87		0.31	4120	110	1.56	tel and broadband
2/01/2024	bt group	DD	11.46		1.91	4120	230	9.55	tel and broadband
2/01/2024	screwfix	DD	180.27		30.04	4540	290	150.23	materials
2/01/2024	h3g	DD	21.95		3.66	5006	900	18.29	mobile
						316	0	-18.29	mobile
						6000	900	18.29	mobile
3/01/2024	bt group	DD	11.46		1.91	4120	240	9.55	tel and broadband
3/01/2024	bt	VISA	473.40		78.90	4133	110	394.50	Internet services
4/01/2024	the open spaces	DD	45.00		7.50	4132	110	37.50	subcription
4/01/2024	amazon	VISA	12.99			4105	110	12.99	laptop bag
4/01/2024	SP Waterhaul	VISA	120.00		20.00	5006	900	100.00	litterings CDO
						317	0	-100.00	litterings CDO
						6000	900	100.00	litterings CDO
4/01/2024	WESTDEAN.ORG	VISA	142.00		23.67	5006	900	118.33	CDO training
						317	0	-118.33	CDO training
						6000	900	118.33	CDO training
4/01/2024	westdean	VISA	142.00		23.67	5006	900	118.33	training - CDO
						317	0	-118.33	training - CDO
						6000	900	118.33	training - CDO
4/01/2024	Brookside nursery	VISA	491.05		81.84	4505	280	409.21	Village planters
5/01/2024	the fountain cafe	BILL	350.00			4850	600	350.00	Grant
5/01/2024	Travis perkins	BILL	199.58		33.26	4540	290	166.32	Materials
5/01/2024	HISCOX	CR	-250.00			4055	110	-250.00	Insurance excess
5/01/2024	sustainability centre	VISA	150.00		25.00	5006	900	125.00	CDO Training
						317	0	-125.00	CDO Training
						6000	900	125.00	CDO Training
8/01/2024	Allstar	DD	295.07		49.18	4305	210	245.89	Fuel
8/01/2024	Peninsula	DD	23.11		3.85	4030	110	19.26	employer EAP
8/01/2024	NHBS	VISA	552.89		92.15	5006	900	460.74	Nesting boxes
						317	0	-460.74	Nesting boxes
						6000	900	460.74	Nesting boxes
8/01/2024	post office	VISA	127.00			4075	110	127.00	Postage
8/01/2024	zoom	VISA	129.90			4090	110	129.90	zoom subscription
9/01/2024	GM8 Group	VISA	942.80		157.13	4882	900	785.67	Waterbutts
						375	0	-785.67	Waterbutts
						6000	900	785.67	Waterbutts
9/01/2024	amazon	VISA	25.98			4540	290	25.98	Ant killer
0/01/2024	octopus energy	DD	512.43		85.40	4405	150	427.03	electricity - PO
1/01/2024	o2	DD	22.40		3.73	4125	110	18.67	Mobiles
1/01/2024	Trinity Rose	BILL	780.00		130.00	4070	110	650.00	prep lease schedule - cafe
1/01/2024	in excess	VISA	5.00		0.83	4540	290	4.17	Materials
2/01/2024	Moonraker	VISA	25.90		4.32	4530	290	21.58	Treework cutting equipmer
2/01/2024	Eastleigh BC	VISA	72.50		12.08	4680	150	60.42	trade refuse PO
5/01/2024	Overline	DD	102.40		17.07	4120	230	85.33	tel and broadband
5/01/2024	payroll	BILL	18,174.11			4000	110	18,174.11	payroll
5/01/2024	payroll	BILL	2,204.42			5006	900	2,204.42	payroll
						316	0	-2,204.42	payroll
						6000	900	2,204.42	payroll

## Payments for Month 10

## Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
5/01/2024	GALLAGHER	BILL	182.88			4320	210	182.88	Vehicle insurance
5/01/2024	auto trader	VISA	45.95			4990	110	45.95	Advert for Van
6/01/2024	bt group	DD	52.54		8.76	4120	150	43.78	Tel and broadband
6/01/2024	Peninsula	DD	381.46		63.58	4070	110	317.88	employer services
6/01/2024	British Gas	DD	193.91		32.32	4400	150	161.59	Gas - PO
6/01/2024	Mrs E	101999	150.00			4990	110	150.00	Compensation cheque
6/01/2024	Solent Locksmiths	VISA	60.00		10.00	4990	110	50.00	Locks
6/01/2024	b&q	VISA	22.00		3.67	4540	290	18.33	Materials
6/01/2024	MPL Claims Management	CR	-1,022.71			4415	150	-1,022.71	Barrier repair insurance
7/01/2024	sage payroll	DD	34.80		5.80	4132	110	29.00	sage payroll
7/01/2024	Peninsula	DD	41.76		6.96	4030	110	34.80	employer eap
7/01/2024	asda	VISA	50.27			4100	110	50.27	training refreshments
7/01/2024	Canva	VISA	23.59			4132	110	23.59	Canva
8/01/2024	RAYMOND BROWN QUARRY PRODUCTS	VISA	1,494.18		249.03	4882	900	1,245.15	Soil cafe
						375	0	-1,245.15	Soil cafe
						6000	900	1,245.15	Soil cafe
8/01/2024	amazon	VISA	8.90			4435	150	8.90	Cleaning supplies
8/01/2024	ebc	CR	-656.87		-109.48	5006	900	-547.39	front funded nest boxes
						317	0	547.39	front funded nest boxes
						6000	900	-547.39	front funded nest boxes
9/01/2024	SSE	CR	3,281.62		546.94	4405	230	2,734.68	Electricity - woodlands
9/01/2024	SSE	DD	263.82		43.97	4405	250	219.85	Electricity - HH
9/01/2024	shaws floors	BILL	597.00		99.50	4882	900	497.50	matting for cafe floor
						375	0	-497.50	matting for cafe floor
						6000	900	497.50	matting for cafe floor
1/01/2024	HSBC	CHG	6.60			4095	110	6.60	Bank charges
2/01/2024	ACELIFTAWAY	102007	106.28	106.28		500			allotment toilet
2/01/2024	catering equipment Support	102008	4,976.40	4,976.40		500			Induction oven - cafe
2/01/2024	EBC	102009	32.06	32.06		500			dog bins emptying
2/01/2024	FOX'S CLEANING	102010	234.00	234.00		500			window cleaning services
2/01/2024	HOSTED	102011	432.60	432.60		500			microsoft bak up,support , blo
2/01/2024	PLAY INSPECTION COMPANY	102012	660.00	660.00		500			Timber testing of playareas
2/01/2024	Travis perkins	102013	1,601.27	1,601.27		500			security fence panel - Cafe si
2/01/2024	ARCO	8554	76.79	76.79		500			black safety boot
2/01/2024	COMPLETE WEED CONTROL	8301	494.54	494.54		500			Corntol of weeds/ grasses
2/01/2024	DAVID BOWEN	8302	330.00	330.00		500			advice - tree replacement surv
2/01/2024	APPLETON SIGNS	132576	54.02	54.02		500			Di bond Panels
2/01/2024	HOSTED	132577	19.49	19.49		500			additional block time
2/01/2024	amazon	VISA	79.50			4540	290	79.50	Materials
3/01/2024	HMRC	BILL	5,542.33			4000	110	5,542.33	PAYE
3/01/2024	Hampshire pensions	BILL	6,544.99			4010	110	6,544.99	pensions
4/01/2024	ICO	DD	35.00		5.83	4132	110	29.17	ICO subscription
5/01/2024	bt	DD	473.40		78.90	4133	110	394.50	Internet services
5/01/2024	British Gas	DD	92.48		15.41	4400	150	77.07	Gas - PO
5/01/2024	WEL MED	VISA	215.82		35.97	5013	900	179.85	Defib pads

**Payments for Month 10****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>
6/01/2024	EBC	DD	273.00		45.50	4680	150	227.50	Trade refuse PO
6/01/2024	B&Q	VISA	652.96		108.83	4882	900	544.13	Timber Trellis
						375	0	-544.13	Timber Trellis
						6000	900	544.13	Timber Trellis
6/01/2024	in excess	VISA	111.00		18.50	4882	900	92.50	Timber for cafe planting
						375	0	-92.50	Timber for cafe planting
						6000	900	92.50	Timber for cafe planting
6/01/2024	in excess	VISA	20.00		3.33	4540	290	16.67	Materials
0/01/2024	catering equipment Support	129302	21,814.93	21,814.93		500			Kitchen cafe
0/01/2024	colin philips	129303	6,023.04	6,023.04		500			frist phase artworks
0/01/2024	EBC	129304	1,262.80	1,262.80		500			trade refuse collection
0/01/2024		129305	687.24	687.24		500			Deer fence wire
0/01/2024	FIRECARE & SECURITY	129306	156.00	156.00		500			intruder alarm works
0/01/2024	PROTEK	129307	2,367.60	2,367.60		500			Installation of barrier
0/01/2024	bt group	DD	1.87		0.31	4120	110	1.56	tel and broadband
0/01/2024	NHBS	VISA	103.98		17.33	4595	300	86.65	Insect nesting aids
1/01/2024	GOLDWATER	61263	6,300.00	6,300.00		500			40%Deposit solar
1/01/2024	agilico	DD	136.42		22.74	4085	110	113.68	Printer consumables
1/01/2024	H3G	DD	21.95		3.66	5006	900	18.29	CDO Mobile phone
						316	0	-18.29	CDO Mobile phone
						6000	900	18.29	CDO Mobile phone
1/01/2024	wildflower tuurf	BILL	-1,286.40		-214.40	4540	290	-1,072.00	Correction
<b>Total Payments for Month</b>			91,958.00	47,629.06	1,990.37			42,338.57	
<b>Balance Carried Fwd</b>			60,666.81						
<b>Cashbook Totals</b>			152,624.81	47,629.06	1,990.37			103,005.38	

**FULL COUNCIL – 19 FEBRUARY 2024****INTERIM INTERNAL AUDIT REPORT AND ACTION PLAN****1. RECOMMENDATIONS**

- 1.1 That the contents of the internal Auditors interim report be noted; and
- 1.2 That the Council notes the internal audit action plan.

**2. PURPOSE**

- 2.1 To review the interim report of the Internal Auditor attached at Appendix 1 dated 30 January 2024 and the actions undertaken as a result as shown in Appendix 2.

**3. INTERNAL AUDIT REPORT**

- 3.1 The internal Auditor's interim report following her visit in January 2024 is attached **Appendix 1**.
- 3.2 The report did not highlight any issues of concern, however, where there were recommendations, the Parish, Deputy Clerk and Responsible Finance Officer have undertaken to address these and these are set out in **Appendix 2** for the Council to approve/note.

**For further information:**

Melanie Stephens, Parish Clerk  
[clerk@fairoak-pc.gov.uk](mailto:clerk@fairoak-pc.gov.uk)

**Background papers:**

None.

# Appendix 1

## Do the Numbers Limited

30<sup>th</sup> January 2024

Melanie Stephens, Clerk  
Fair Oak and Horton Heath Parish Council

Dear Melanie,

**Subject: Review of matters arising from interim Internal Audit for 31 March 2024**

Following my visits to the office last year and today, please find below the list of matters arising. The records and systems of the council are in very good order.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2023](#)

Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
	The records of the council now	comply with this test
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Community cafe	The costs of this project exceeded the amount reserved and the timescale planned.	A review of the matters arising and lessons to be learned from this project is below.
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
Fidelity Guarantee	The funds of the council still exceed the Fidelity guarantee.	Project completion is resolving this technical issue.
D	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
	The records of the council now	comply with this test
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
	The records of the council now	comply with this test
F	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>	
	Not tested at this visit	
G	<i>Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
Staff changes	Every new employee should be clearly minuted – start date, role, hours, pension entitlement – to allow verification of the cost of payroll. <i>(also raised last two years)</i>	Members approve the pay grades in a confidential paper but a transparent updated staffing record should be published.
H	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
Asset register	It does not appear that the asset register is linked to the accounting record. It is therefore difficult to tell if the register (and insurance) are up to date.	The council should look at integrating the Asset Register into the accounts and ensure that the updating procedure is carried out monthly.
I	<i>Periodic Bank reconciliations were carried out during the year</i>	
Bank interest	The council holds significant funds in its current account that does not bear	Best use of higher interest accounts would also reduce the risk of holding

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Director: Eleanor S Greene

	interest and more in a savings account that is paying less than 2%	too much in the current account.
<i>J</i>	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	
	The records of the council comply	with this test
<i>K</i>	<i>Certified Exempt in prior year</i>	
	Not applicable to this council	
<i>L</i>	<i>Transparency Code</i>	
	The records of the council comply	with this test
<i>M</i>	<i>Public Rights</i>	
Public Rights	The dates of public rights were not stated in the minutes.	Please ensure that this is done for 2024
<i>N</i>	<i>Publication of prior year AGAR</i>	
	The records of the council now	comply with this test
<i>O</i>	<i>Trust funds</i>	
	Not applicable to this council	
<i>P</i>	<i>Borrowing</i>	
	Not applicable to this council	

I will return to the office on Tuesday April 30<sup>th</sup> to complete the review.

If either you or your members have any queries, please do not hesitate to contact me.

Regards,

Eleanor S Greene



## **Community Cafe and Splashpad projects – matters arising**

The council cancelled the former lease on the obsolete Scout Hut building, built a splashpad in its grounds and replaced the building with a modern versatile structure. It was intended that the two projects would be constructed simultaneously and be brought into use in early 2023.

### **Timeline**

The process of taking back the former building from the Scouts commenced pre COVID. Contractual and legal issues caused delays and made site visits to plan the future space usage tricky.

The legal settlement necessitated a not for profit use of the space.

The splashpad was completed in 2022 and 2023 and brought into use for the 2023 summer season.

Until the former building was finally demolished in late 2022, the state of the land under the new building could not be assessed. Construction of the splashpad did not give warning of any issues.

It became immediately apparent that the land under the old building was unstable and so the whole design and costing of the foundations had to be reconsidered.

This delay brought the project into the recent period of rapidly increasing inflation affecting materials, labour, fuels and supply chains.

### **Planning controls**

From the outset, the Planning Authority have put very tight constraints on the building, despite it being a brownfield redevelopment. These constraints have been inconsistently applied adding ongoing cost and delay to the project.

### **Management**

The Council charged the Proper Officer with being the site manager of the project in addition to normal duties. This has also resulted in significant unpaid hours to try to bring the project in at a reasonable cost.

### **Finances**

To date in 2023/24 the project has cost £474,850

Additional costs relating to soil surveys and foundations came to £36,100

The kitchen has cost £31,596

The council has incurred £4,576 on skip hire and security fencing – which is likely to be a contractor obligation.

Further costs should be of the order of £10,000

### **Lessons for future projects**

It is possible that some of the extra charges – such as 3 phase electricity supply – could have been mitigated if a dedicated project manager was on site for the splashpad and cafe.

Pro bono support and advice from Trinity Rose has been invaluable, but cannot be expected for other projects.

Overall the key drivers of the cost overruns were COVID, inflation and planning controls.

The building has been valued at well above construction cost and will be an asset to the community for many years to come.

## Appendix 2

### INTERNAL AUDIT ACTION PLAN

CONTROL AREA	ISSUE	RECOMMENDED ACTION	ACTION UNDERTAKEN
<b>AUDIT JANUARY 2024</b>			
Community Cafe	The costs of this project exceeded the amount reserved and the timescale planned.	A review of the matters arising and lessons to be learned from this project is below.	The RFO and Clerk are meeting regularly to monitor spends.
Fidelity guarantee	The funds of the council still exceed the Fidelity guarantee.	Project completion is resolving this technical issue.	The RFO will seek further advice from the IA on this matter.
Staff changes	Every new employee should be clearly minuted – start date, role, hours, pension entitlement – to allow verification of the cost of payroll. <i>(also raised last two years)</i>	Members approve the pay grades in a confidential paper but a transparent updated staffing record should be published.	A staffing update report was given to Cllrs in June & December 2023 this included the organisational structure. The salary scales for all staff were included on the December agenda. However, this was held in private session to protect personal information. A redacted version has been attached to the February update report. This should satisfy this comment.
Asset register	It does not appear that the asset register is linked to the accounting record. It is therefore difficult to tell if the register (and insurance) are up to date.	The council should look at integrating the Asset Register into the accounts and ensure that the updating procedure is carried out monthly.	The Council at its meeting in December 23 considered purchasing a specialist software package from RBS at a cost of approx. £1,100 however felt that the current system was sufficient.

Bank interest	The council holds significant funds in its current account that does not bear interest and more in a savings account that is paying less than 2%	Best use of higher interest accounts would also reduce the risk of holding too much in the current account.	At the time of the IA visit, the current account was holding more funds than usual as the Finance Officer was due to make a payment run the day after. The Finance Officer has ensured that excessive funds are not held in the current account and should funds build up – a cashbook transfer will be made to transfer funds to the higher interest Premier Account.
Public rights	The dates of public rights were not stated in the minutes.	Please ensure that this is done for 2024	These were listed in the report. But will be minuted as a separate resolution in future.

### STAFFING UPDATE & STAFF SALARIES 2024/25

#### 1. RECOMMENDATION:

- 1.1. To note the current staffing position;
- 1.2. To note the recent appointments; and
- 1.3. To note staff salaries effective from April 2024 (previously agreed at December Council).

#### 2. PURPOSE

- 2.1. The purpose is to update the Council on current staffing, recent appointments and staff salaries for 2024/25.

#### 3. STAFFING CHANGES

- 3.1 The Council has completed a recruitment exercise for the position of a 22.5hr per week permanent Grounds Operative post and 37hr per week season (April -October) permanent Grounds Operative post.

Offer letters and contracts have been issued to the prospective employees, subject to satisfactory references. It is hoped that these two recruits will be able to commence employment at the beginning of April.

- 3.2 Whilst there are no other staffing changes to report, members should be made aware that the Operatives Team will remain with their 7.24-hour day throughout the year and any hours worked over during the summer season will be logged as lieu on the BrightHR management system. This ensures a level playing field across the organisation and safeguards the annual staff budget.

#### 4. ANNUAL APPRAISALS

- 4.1 The Clerk and Operations Manager have completed all staff appraisals. All staff are working above expected levels of performance. To ensure continuous improvement, the team will be discussing their annual programme of works and ways to ensure high standards are met, at a team workshop on Wednesday 6 March 2024.

#### 5. ORGANISATIONAL STRUCTURE

- 5.1. The Council's current staff resource base with salary scales is set out in **Appendix 1**.

#### 6. FINANCIAL IMPLICATIONS

- 6.1. The Council set a staff budget of £328,534 for the 2024/25 financial year.

#### 7. EQUALITY & DIVERSITY IMPLICATIONS

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

## **8. CRIME & DISORDER AND ENVIRONMENTAL IMPLICATIONS**

8.1. There are none arising from this report.

## **9. CONCLUSION**

9.1. The Council's current staffing position and proposed position for 2024/25 is set out above. Any future changes to the staff base will be reported to the Council as and when necessary.

### **For further information:**

Melanie Stephens, Parish Clerk

[clerk@fairoak-pc.gov.uk](mailto:clerk@fairoak-pc.gov.uk)

## FULL COUNCIL – 19 FEBRUARY 2024

### HAMPSHIRE COUNTY COUNCIL'S (HCC) FUTURE SERVICES CONSULTATION

#### 1. RECOMMENDATION

- 1.1 That the Council considers the contents of this report and endorses the proposed response to Hampshire County Council's (HCC) Future Services Consultation at **Appendix 1**.

#### 2. INTRODUCTION

- 2.1 HCC is currently consulting on proposals to reduce some local services to address the £132 million budget shortfall faced by April 2025. The consultation runs from 8 January to 31 March 2024 and full details can be found at [www.hants.gov.uk/future-services-consultation](http://www.hants.gov.uk/future-services-consultation)

#### 3. BACKGROUND

- 3.1 The County, like many other authorities' around the country, is facing increased financial pressures and demands and without a national solution from central government will need to examine ways in which it delivers its services and the services it provides to meet its legal duty to deliver a balanced budget in 2025/26.

#### 4. OPTIONS

- 4.1 Covering various local services, the consultation sets out 13 detailed options to help lower costs in future – by doing things differently and moving towards providing only those services that the County Council is legally required to deliver.

The options within the consultation include:

1. **Adult social care charges:** Proposals to change the way contributions towards non-residential social care costs are calculated, so that the amount someone pays towards their non-residential care and support increases from 95% to 100% of any assessable income remaining, once standard outgoings are paid for and an allowance is made for general living costs such as food, utility bills and clothing.
2. **Adult social care grant schemes:** To withdraw funding for three Adult Social Care grant programmes that assist voluntary, community, and social enterprise organisations in Hampshire; namely the Council for Voluntary Services Infrastructure Grant, the Citizens Advice Infrastructure Grant and the Local Solutions Grant.
3. **Competitive (one-off) grant schemes:** To withdraw three competitive grant schemes which provide one-off grants to a range of community groups and organisations; namely the Leader's Community Grants, the Rural Communities Fund (including country shows) and the Parish and Town Council Investment Fund.
4. **Hampshire Cultural Trust grant:** To reduce the amount of grant given to Hampshire Cultural Trust to manage and deliver arts and museums services.
5. **Highways maintenance:** To reduce planned highways maintenance activities, incorporating larger-scale structural repairs, surface treatments on roads, and drainage improvements.

6. **Highways winter service:** To comprehensively review and revise the criteria used to determine which roads should be treated as part of the Priority One network to better align with current national guidance and reflect changes in travelling and commuting patterns, and to update the routes accordingly.
7. **Homelessness Support Services:** To stop funding services that the County Council does not have a legal requirement to provide, that support people who are homeless or at risk of homelessness.
8. **Household Waste Recycling Centres (HWRCs):** To provide a sustainable, cost-effective and fit for purpose Household Waste Recycling service within a reduced budget. This might involve introducing charging for discretionary services, implementing alternative delivery models, reducing opening days and/or hours or reducing the number of HWRCs.
9. **Library stock:** To reduce how much is spent on new library stock, such as books and digital resources, each year.
10. **Passenger transport:** To reduce the amount of money spent on passenger transport by withdrawing all remaining funding that the County Council is not legally required to provide. This includes funding for community transport services (incorporating Dial-a-Ride, Call and Go, Taxi Shares, Group Hire Services, and Wheels to Work) subsidies for bus routes that are not commercially viable, additional funding to extend the Concessionary Travel Scheme (older and disabled persons bus passes) and a review of potential impact of reductions on the school transport service and social care budgets.
11. **Rural countryside parking:** To introduce car parking charges at rural countryside car parks (such as nature reserves and conservation sites) that the County Council manages, where it is expected that doing so would be commercially viable.
12. **School Crossing Patrols:** To review the School Crossing Patrols (SCP) service by looking at each SCP site to decide if alternative safety measures exist or could be put in place that would enable the SCP to be safely withdrawn or be funded by other organisations.
13. **Street lighting:** To reduce the brightness of streetlights further and to extend the periods that streetlights are switched off during the night (by 2 hours) – where it is considered safe and appropriate to do so.

## 5. CONSULTATION RESPONSE

- 5.1 The Clerk circulated a draft response to all members for their comment to her by the 8 February, no suggested changes were put forward by members, aside from the Chairman of the Council who endorsed the suggested response and Cllr Bird supporting the response regarding the need to object strongly to the waste recycling proposal. As such, the Council's proposed response to HCC's consultation is provided in **Appendix 1**.

## 6. FINANCIAL IMPLICATIONS

- 6.1 There are no immediate financial implications from this report; however, the proposal relating to the withdrawal of the Parish and Town Council Investment Fund will mean that the Council has reduced source to seek external funding for community-based

projects and will be reliant on other grant sources, raising precept, and receipts of section 106 Developers' contributions.

## **7. EQUALITY AND DIVERSITY IMPLICATIONS**

- 7.1 The Equality Act is relevant in this matter, as the decision does relate to eliminating discrimination, advancing equality of opportunity, or fostering good relations between different people. HCC is the responsible authority and as such it is anticipated that they will undertake an Equality Impact Assessment, as proposals might affect people with protected characteristics, in particular older and younger people, and people with disabilities.

## **8. CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS**

- 8.1 The proposals relating to the household waste recycling and highways could have a detrimental impact on the environment and as such an Environmental Impact Assessment should be undertaken, and this should be assessed in advance of any final decision.

## **9. CONCLUSION**

- 9.1 The Council is asked to consider the contents of **Appendix 1** and endorse the proposed response to Hampshire County Council's Future Services consultation.

### **For further information contact:**

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# Appendix 1

## FAIR OAK & HORTON HEATH PARISH COUNCIL - PROPOSED RESPONSE TO HAMPSHIRE COUNTY COUNCIL'S FUTURE SERVICES CONSULTATION

In response to the [Adult social care charges](#) and [Adult social care grant schemes](#) proposals, the Parish Council expresses its concern that without robust collaboration with partner organisations, these will impact most vulnerable members of society.

The Parish Council opposes the proposal regarding [Competitive \(one-off\) grant schemes](#) and considers that removal of all these funds will put charitable groups and organisations at a complete disadvantage and will pass the financial pressures onto the voluntary sector and other tiers of local government. The Parish request that the County consider an amalgamation of all three grants, rather than complete removal, or seek to find resources elsewhere such as a freeze on Councillor remuneration.

With regard to the [Hampshire Cultural Trust grant](#) proposal, it is concerning to hear that the arts and museums will receive a significant reduction in funding, particularly the permanent closure of Eastleigh Museum. We would hope that collaboration has taken place with Eastleigh Borough Council to support the provision of this site in an alternative manner to preserve the 'dwindling' heritage of the area.

The Parish Council opposes the proposals set out in relation to [Highways maintenance](#) and [Highways winter service](#) on the grounds of preserving safety. Road maintenance ensures the safety of residents not only travelling by vehicle but also bike and foot. Reducing the service provision with increase in traffic will be at the detriment to resident safety as well as impact local economy if residents are not able to travel safely.

The Council expresses its concerns regarding the proposals set out in [Homelessness Support Services](#). To prevent homelessness and support vulnerable individuals, will the County be holding meetings with responsible authorities, such as Eastleigh Borough Council, to ensure that there is not a gap in this service and the most vulnerable are getting the support they need?

In response to the proposals set out in [Household Waste Recycling Centres \(HWRCs\)](#) Fair Oak & Horton Heath Parish Council would object strongly to the closure of the Fair Oak site. Whilst we recognise that Hedge and Eastleigh sites are within a reasonable commute, this would increase traffic and pollution in our area. We would request a reduction in hours at this site as it is too overly complicated and burdensome to expect charitable organisations and a smaller tiered authority with the task of running this site to save a larger tiered authority money. This suggestion of devolving this responsibility, is simply passing on a financial burden and does not recognise or acknowledge that all tiers of local government are currently experiencing financial pressures. We would recommend the County continues to lobby the Government regarding charging entry and would suggest alternative charges in the meantime to assist with covering the costs.

With regard to the proposals relating to [Library stock](#), the Parish Council supports this proposal as it meets the changing demand/ways in which the public access information.

In response to the proposal regarding [Passenger transport](#) there is a danger that without coordination with voluntary sector, more vulnerable people will become isolated and alone. Collaboration with the voluntary sector is vital in meeting the service gap created by this proposal.

In relation to [Rural countryside parking](#) proposal, the Parish agrees that this is a sensible approach to raising funds to meet the funding shortfall. However, it will mean that those on lower incomes will have limited access to the countryside and methods to prevent most vulnerable in this regard should be explored.

The Parish wishes to express its concerns regarding the proposal relating to [School Crossing Patrols](#). The safety of children is paramount so alternative solutions would need to ensure children safety in ever increasingly busy/congested roads.

Finally, subject to the views of Hampshire Constabulary, the Parish supports the proposals relating to [Street lighting](#) having seen its success around the UK, most notably Wales.

JANUARY 2024			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Wildlife Audit Assessments	To receive the HIOWWT wildlife audit and recommendations	Report	Clerk
Meeting dates	To agree meeting dates for 24/25	Report	Clerk
Upper Barn Copse Play Area	To consider the level of play provision at Upper Barn Copse Play Area	Report	Clerk/Operations Manager
Community Development Update	To receive a presentation from the Community Development Officer on proposed projects	Presentation	CDO/Clerk
FEBRUARY 2024			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Internal Auditor Report	To consider the recommendations of the internal auditor	Report	Finance Officer
Cemetery Review	To review cemetery procedures	Report	Clerk/Admin Officer
Café Update	To receive an update on progress	Presentation	Clerk
MARCH 2024			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Access to Information Policy	To review the current document	Report	Deputy Clerk
Communications & Events T&F Gr	To receive recommendations from the Group	Report	Clerk/Comms Officer
Information Policy	To review the current document	Report	Deputy Clerk
Volunteer Policy	To review the current document	Report	Clerk/CDO
Community Café	To Agree installation of Bike Racks	Report	Clerk
Lapstone Pavilion	To consider Fair Oak Cricket Club Proposed Internal Alterations	Report	Clerk

Children & Vulnerable Adult Protec	To review the current document	Report	Clerk
<b>APRIL 2024</b>			
<b>ITEM</b>	<b>OBJECTIVE</b>	<b>METHOD</b>	<b>LEAD OFFICER</b>
Bee & Tree Corridor Project	To agree a project proposal for a cross boundary bee and tree project	Report	Clerk
Fixed Asset Register	To review and approve the Fixed Asset Register	Report	Finance Officer
Café Post Project Evaluation	To review the café project	Report	Clerk
Community Engagement Strategy	To review the Current document	Report	Clerk/CDO
Upper Barn Copse Play Area	To determine the leve of play provision following community consultation	Report	Clerk
Corporate Action Plan	To adopt the Action Plan following community consultation	Report	Clerk
<b>MAY 2024</b>			
<b>ITEM</b>	<b>OBJECTIVE</b>	<b>METHOD</b>	<b>LEAD OFFICER</b>
Membership of Committees	To appoint members to committees	Report	Clerk
Standing Orders	To adopt Standing Orders	Report	Clerk
Final Accounts	To approve the Final Accounts for year end	Report	Finance Officer
Annual Governance Report	To approve the AGAR	Report	Finance Officer
Corporate Social Responsibility Policy/Sustainability Policy	Adopt CSR	Report	Deputy Clerk
Data Protection/GDPR Policy	To review the current document	Report	Clerk/Deputy Clerk