



## FAIR OAK & HORTON HEATH PARISH COUNCIL

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### **Minutes of the Full Council Meeting held on Monday 19 February 2024 at the Parish Office, 2 Knowle Park Lane, Fair Oak**

**Present:** Cllr Anderson, Cllr Broomfield, Cllr Couldrey, Cllr Douglas (Chair), Cllr Higby, Cllr Marsh, Cllr Meech, Cllr Stupple, Cllr Tennent

**Absent:** Cllr Barrett, Cllr Scott,

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**Officers in attendance:** Mel Stephens, Clerk; Michelle Leadbitter-Allen, Deputy Clerk; Jo Cahill, Finance Officer & Linda Greenslade, Admin Officer.

**Apologies:** Cllrs Bird, Chivuchi, Forfar and Smith

#### **105 PUBLIC SESSION**

Two members of the public were present for item 109 – Cemetery Review.

#### **106 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **107 MINUTES (PAPER A)**

##### **RESOLVED:**

- (a) That the minutes of the Full Council meeting held on 22 January 2024, be signed by the Chairman as a correct record with the amendment that Cllr Tennant's declaration of interest be changed from pecuniary to non-pecuniary interest; and
- (b) That the delegated planning decisions from w/e 26 January 2024 be noted.

#### **108 CHAIRMAN'S ANNOUNCEMENTS**

The Chair asked for volunteers for the next Councillor decisions video and Cllr Meech volunteered.

The Chair had concerns that the Finance Committee meeting on 1 March may not be quorate and asked members to advise the Clerk of their attendance as soon as possible. Cllr Marsh gave her apologies.

The Chair explained that she had received an email from a member of the public requesting that as part of our D-Day commemorations, the Council pay tribute to a local nurse, Lily Alford, a resident of Fair Oak in the 1940's that was one of three women sent to an active war zone on D-Day, charged to bring back injured survivors. Cllr Stupple reported that St Tom's had received a similar request from a family member.

Members discussed if they would like to honour Lilly Orford on D-Day with a display and to investigate the possibility of purchasing a 'blue plaque' to place at her old house in Fair Oak/Horton Heath after seeking the current homeowner's permission.

All members thought that this was a perfect opportunity to remember a past member of the parish that had participated in WWII as a civilian nurse.

#### **109 CLERK'S UPDATE**

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

The Chair congratulated the Deputy Clerk for her hard work on the funding application to HCC for the solar installation at Woodland Community Centre,

#### **110 CEMETERY REVIEW (REPORT B)**

The Council considered the reviewed Memorial Management Policy and Memorial Inspection Procedure for Staff as outlined in the report.

Discussion ensued regarding the preferred actions to be undertaken following tople testing and memorials being deemed category 1 (unsafe) condition. Because the cemetery was a lawned cemetery and due to health and safety factors, members agreed that the monolith conversion was the preferred option.

#### **RESOLVED:**

- (a) That the report be noted;
- (b) That the reviewed Memorial Policy and Inspection Procedure for Staff be approved with an amendment to the Inspection Procedure for Staff; Item 3 (h) paragraph entitled Removal to read 'These will be disposed of after 12 months';
- (c) That item 7(a)to(c) as set out in the report be actioned, following a 12-month period after any inspection; and
- (d) That staff continue to follow guidance from the ICCM and attend training sessions to keep up to date with current legislation.

#### **111 FINANCE REPORT (REPORT C)**

The Council considered the latest budgetary position of the Council.

The Finance Officer informed members that the Council had received a notification from Eastleigh Borough Council to expect a payment of £15,500 for maintenance works carried out by the Parish Council at Crowdhill Green.

#### **RESOLVED:**

- (a) That the contents of the report be noted; and

- (b) That the BACs payments be approved.

**Action:** J Cahill

## **112 INTERNAL AUDIT REPORT**

The Council considered the internal audit results including a detailed review of the café project.

Members noted that the Deputy Clerk and Responsible Finance Officer had undertaken to address the recommendations as set out in the Internal Auditor's report as set out in Appendix 2 of the report.

In response to 'Test G- *Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied*' on the Internal Auditor's report and after seeking confirmation from the Internal Auditor the Clerk had published a redacted document containing staff salary scales and salaries. The members raised concerns regarding the sensitivities of this and asked for the immediate removal of these details pending further investigation by the Clerk and Deputy Clerk.

**Action:** M. Stephens & M. Leadbitter-Allen

### **RESOLVED:**

- (a) That the contents of the internal Auditor's interim report be noted;
- (b) That the Council notes the internal audit action plan; and
- (c) That the Council approve the actions taken by the Deputy Clerk & RFO to address the points highlighted by the Internal Auditor.

## **113 STAFF UPDATE (REPORT E)**

The Council considered an update on staff resources including the latest appointments to the ground operative team and staff salaries.

### **RESOLVED:**

- (a) That the Council notes the current staffing position;
- (b) That the Council notes the recent appointments; and
- (c) That the Council approve staff salaries effective from April 2024 (previously agreed at December Council).

## **114 HCC FUTURE SERVICES CONSULTATION (REPORT F)**

The Council considered proposed responses to the Hampshire County Council Future Services Consultation as set out in Appendix 1 to Report F.

**RESOLVED:**

That the Council approve the contents of the report and endorses the proposed response to Hampshire County Council's (HCC) Future Services Consultation as set out in Appendix 1 of the report, with the following additional comments under **Household Waste Recycling Centres (HWRCs)**:

- (a) The closure of the Waste Recycling Centre's at Bishops Waltham and Fair Oak would lead to a rise in fly-tipping; and
- (b) There would be a significant increase in traffic and resulting CO2 Emissions due to users driving to other recycling centres such as Eastleigh or Winchester.

**115 WORK PROGRAMME (REPORT G)**

The Council considered the work programme.

**RESOLVED:**

That the work programme be agreed.

Signed ..... Chairman.

This was all the business and the meeting closed at 7.00 pm.

**Appendix 1: Clerks Update Presentation**





# Clerk's Update

February 2024





# This Month at a Glance

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

01



**Cafe**

Fountain Cafe progress including launch events

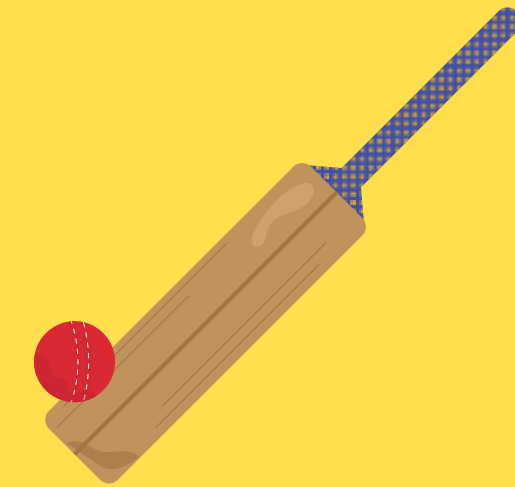
02



**Engaging the Community**

CDO activities undertaken and upcoming projects

03



**2nd Cricket Wicket**

Update on 2nd cricket wicket project

# Fountain Cafe Progress

With the main construction complete and the kitchen now installed, as well as all conditions formally discharged, the remaining works include: -

- Soft landscaping to the rear, front and living wall
- Installation & planting of water butts
- Installation & planting of sleeper planters (EBC grant)
- Installation of fencing & decorative posts for further screening
- All fire safety remedial works & final building control sign-off
- Fountain team to undertake internal fit-out inc completion of the serving counter and decorations
- Communications plan now underway to include onsite banners, signage, website and press release
- The Council & Cafe are planning several community taster sessions prior to final opening as well as a 'topping out' ceremony on 15 March. Aiming for 21 March open to the public

# Community Development

- **The orchard**

After staff attendance at a specialist pruning course at West Dean College, it has become apparent that Lapstone Farm is not the ideal location to have as a community orchard due to ground conditions. As such we will be enhancing this site under the Bee and Tree project to increase biodiversity instead. In the coming months the CDO will investigate new sites for a community orchard and a proposal will be submitted to full council in due course. In the meantime, the trees will be pruned and staked in the coming weeks.

- **Bee and tree potential site visits**

The CDO and Helen Brown (Tree consultant) have made initial site visits to 21 sites earmarked as possible areas for the Bee and Tree corridor. Helen will be submitting her assessment and recommendations for sites to carry forward in the next few weeks. Details of these will be shared shortly.



# Community Development cont

- **Bird feeder event**

The Clerk and Community Development Officer hosted a free afternoon session making a variety of bird feeders with residents on 14th February. Everyone got stuck in to make some tasty treats for our feathered friends to help feed our local wildlife this winter.

- **Tree planting**

The Parish has recently planted a mix of 50 native whips up near the Trig Point in Knowle Park. Wyvern Football Club are due to plant another 100 trees near this location on 24th Feb and will then follow the planting session with some litter picking. More tree planting sessions are being planned for March with Fair Oak Juniors, Scouts and a staff/councillor session as well. Details to follow.

- **Age Concern coffee morning**

The CDO attended the Age Concern Coffee morning on Saturday 17th February at the village hall, to help run the fund-raising event.

# Lapstone 2nd Cricket Wicket Update

Following the successful completion of Phase 1 of the project in the Autumn, Phase 2 is scheduled to take place this Spring. A number of works are seasonal in nature and have to be undertaken in specific time periods to align with ecological windows. The necessary licences have been granted from Natural England and the first phase removal of the goat willow around the culvert will take place at the end of February 2024 - prior to bird nesting season. Lower-level clearance will then take place late April/early May following 30 days of newt trapping. This is due to the proximity of the known GCN ponds at Quobleigh Woods despite all habitat surveys showing no signs GCNs in the areas to be culverted and it being considered unsuitable habitat by the ecologist.

The main works will commence in May, consisting of the culvert extension, outfield extension, drainage installation and new footpath. The main programme of works is expected to take 8-10 weeks depending on weather and ground conditions. The new landscaping will then be planted in the next planting season in November 2024. Following a 10-12 month maintenance period, it is expected that the new pitches will be ready for use at the start of the 2025 cricket season.

# Climate & Sustainability Updates

- The Solar Installation at Parish Offices has begun with the installation of batteries and Hybrid Inverter complete, panels will be fitted in the next couple of weeks (weather permitting)
- HCC has awarded the £13 144.00 towards the cost of the 10 kW installation as requested. We look forward to completing this and generating electricity by the end of March in time for the summer sun!
- Our Tetrapak bin is still proving popular and is expected to have saved 248 Co2 by the end of March '24.
- Thermal Imaging Survey feedback from last year's surveys has been positive. An excerpt from the survey results can be found below.

## Thermal Imaging Feedback

How would you rate our visit	If you would like, please describe your experience of our visit.	Quick List of Changes Made	Have you any changes planned for the future?	What other changes did you make following our visit to you last year?	Is there anything we could do better on our next round of visits?
Excellent		Other - add text below	Added Insulation to Loft	New boiler	
Excellent	It was excellent. I had no idea it would be so thorough and detailed. It was a very positive experience.	Draught Exclusion	Damp Proofing	Following the visit the biggest change was draught excluding as we were not aware of a number of areas that had issues that we couldn't see. It has also made us consider solar panels and an air source heat pump for the future. It raised our awareness of the changes which could be made to make our home more energy efficient.	No. It was excellent. It was incredibly helpful and informative. The report highlighted issues which we simply would not have been aware of without the thermal imaging.
Very good	The ladies were very friendly and keen to help, but in discussion it became clear that I knew as much as them. Still, they were doing a good thing, and getting to see FLIR of my home was useful	Draught Exclusion	Solar Panels		
Excellent	Very polite and informative ladies	Added Insulation to Loft	No changes		
Excellent	Michelle did a very thorough job thermal imaging both inside and outside our house on a very cold evening. Explained everything she could.	Other - add text below	Sought Professional Advice	We replaced a window and removed a light tunnel which were both highlighted by the visit. We already have heat source pump and solar panels	No nothing





# 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

Preparation/completion for End of Year Accounts & Audit

