FAIR OAK & HORTON HEATH PARISH COUNCIL
2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL (023) 8069 2403
enquiries@fairoak-pc.gov.uk www.fairoak-pc.gov.uk
@fairoakandhortonheathparishcouncil fairoakandhortonheath

Minutes of the Council Meeting held on Monday 16 September 2024 at 6.00 pm at the Parish Office, 2 Knowle Park Lane, Fair Oak

Present: Cllrs Anderson, Bird, Broomfield, Couldrey (Chair), Forfar, Higby, Marsh, Meech, Smith, Stupple, Tennant, & Scott

Absent: Cllr Chivuchi

Apologies: Cllrs Barrett & Douglas

Officers in attendance: Michelle Leadbitter-Allen, Deputy-Clerk, Martin Johnson, Operations Manager, Jo Cahill, Finance Officer, Carly Giles, Communications Officer and Siobhan Strand, Community Development Officer

Also in attendance: Mrs H Brown, Project Manager, Eastleigh Borough Council for Minute No 8.

61 DECLARATIONS OF INTEREST

No declarations of interest were made in connection with an agenda item.

62 MINUTES (PAPER A)

RESOLVED:

a) That the minutes of the Full Council meeting held on 22 July 2024, be signed by the Chair as a correct record; and

b) That the delegated planning decisions for week ending 12 July and 23 August 2024 be noted.

63 PUBLIC PARTICIPATION

There was one member of the public present who observed the meeting.

64 CHAIR'S ANNOUNCEMENTS

The Chair reminded Cllrs of a special meeting to be held on Monday 30 September at 6.00pm.

65 CLERK'S UPDATE

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

RESOLVED:

That the contents of the presentation be noted.

66 PLANNING APPLICATIONS

The Council considered the following planning applications: -

a) Application No: F/23/96631, land between Burnetts Lane and Fir Tree Lane, Eastleigh

b) Application No: O/20/89498 ,land at Burnetts Lane, Fir Tree Lane and Allington Lane, Eastleigh, SO50 7BZ

Given the detail and complexity of both applications, members requested additional time to consider the applications. As such it was: -

RESOLVED:

a) That the Deputy Clerk seek executive summaries and comments from statutory consultees from the Planning Officer and circulate these to members for comments back to her the following day; and

b) Following receipt of comments from members, the Deputy Clerk, summarised these for submission to Eastleigh Borough Council.

Action: Michelle Leadbitter-Allen

67 FINANCE REPORT (REPORT B)

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

The Finance Officer reported that it had become necessary to transfer £50,000 to secure the payroll for September. This was largely because the second half of the precept had yet to be received.

Following discussion, it was:

RESOLVED:

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

(b) That the BACs payments be approved; and

(c) That the transfer of £50,000 from the CCLA Deposit Fund to HSBC Current Account be agreed.

Action: Joanna Cahill

68 TREE AND BEE PROJECT (REPORT C)

The Council received a presentation, attached at Appendix 2 to these minutes, from Eastleigh Borough Council's (EBC) Tree and Bee Project Manager, Helen Brown.

Following the presentation, members asked several questions, including: -

Cllr Marsh asked if there could be a collaboration with EBC's orchard project at the corner of Fir Tree Lane. It was agreed that this would be discussed between Helen Brown and Kitty Budden, Local Area Manager, at a meeting the next day.

Cllr Broomfield asked, as Dean Road had become very popular with dog walkers, if there was any community consultation in the pipeline. The Community Development Officer told members that Dean Road residents would be consulted as part of the wider community engagement plan for the project.

Following discussion, it was: -

RESOLVED:

(a) That the Council's involvement in the project be noted;

(b) That the proposed Tree and Bee sites at Upper Barn Copse, Dean Road, Eastleigh Road/Fair Oak Road verge and Burnetts Lane, be agreed; and

(c) That the Clerk and Community Development Officer be given delegated authority to deliver the project in partnership with EBC and Bishopstoke Parish Council.

Action: Melanie Stephens/Siobhan Strand

69 COUNCIL'S INSURANCE PREMIUM (REPORT D)

The Council considered the annual insurance premium for the period 1 October 2024 to 30 September 2025.

RESOLVED:

That the Council's annual insurance premium for the period from 1 October 2024 to 30 September 2025 at a cost of £ £18,979.76 be agreed.

Action: Jo Cahill

70 OUTSIDE BODY REPRESENTATIVE CHANGE – ALLOTMENT ASSOCIATION

As there were no volunteers for the role, it was: -

RESOLVED:

That this be deferred to the next meeting.

71 WORK PROGRAMME (REPORT E)

RESOLVED:

That the work programme be noted

72 CHANGE IN MEETING DATE

RESOLVED:

That the meeting scheduled to take place on 19 May 2025 be rescheduled to 20 May 2025.

73 COUNCIL CARETAKING STAFFING STRUCTURE (REPORT F)

The Council considered the proposed changes to caretaking staff and their working patterns following resignation of one of the caretaking team and request from the remaining two staff members to work more flexibly to reduce weekend working.

The proposed changes would not impact the set staffing budget for 2024/25.

RESOLVED:

(a) That the current caretaking staffing position be noted;

(b) That the proposed reorganisation of the caretaking working patterns, as set out in paragraph 4 of report to the Council, be agreed; and

(c) In the absence of the Clerk, that the Deputy Clerk, be given delegated authority to advertise for the caretaking vacancy, at 11 hours a week, at a salary of £12.00 per hour.

Action: Michelle Leadbitter-Allen

Signed …… Chair

This was all the business, and the meeting closed at 18.48pm.

Appendices:
Appendix 1 – Clerk's Update
Appendix 2 – EBC Ecologist Tree and Bee Project Manager Presentation