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

SUMMONS

Dear Member 12 November 2024

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 18 November 2024 at 6.00 pm** at the Parish Office, 2 Knowle Park Lane, Fair Oak.

Melanie Stephens
Melanie Stephens, Parish Clerk

PUBLIC INFORMATION: Members of the public are welcome to attend this meeting. The seating capacity of our Conference Room for members of the public is limited under fire regulations to 22.

PUBLIC PARTICIPATION: Members of the public may speak in accordance with the Council's public participation scheme: (a) on items under the Council's remit which are not on the public agenda; and/or (b) on individual items on the public agenda, when the Chairman calls that item. Speeches may not exceed three minutes.

Anyone wishing to attend the meeting or speak in accordance with the Council's public participation scheme, should contact the Parish Clerk by emailing clerk@fairoak-pc.gov.uk no later than 12.00 noon on Thursday, 14 November 2024.

AGENDA

APOLOGIES

1. DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

2. MINUTES OF MEETING (PAPER A, PAGES 3-10)

a) To approve the minutes of the Council meeting held on 21 October 2024 as a correct record; and

b) To note the planning delegated decisions of w/e 25 October 2024.

3. PUBLIC PARTICIPATION

To receive any public participation in accordance with the Council's public participation scheme.

4. CHAIRMAN'S ANNOUNCEMENTS

5. CLERK'S UPDATE

6. PEMBERS HILL FARM, PUBLIC OPEN SPACE (VERBAL REPORT)

To consider a request from Aspects Eastleigh to bring forward the play area and public art prior to completion/signoff on the 12-month maintenance.

7. FINANCE REPORT (REPORT B, PAGES 11-20)

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

8. PUBLIC OPEN SPACE, COMMUNITY INFRASTRUCTURE & PLAY AREA TASK & FINISH GROUP (REPORT C) (TO FOLLOW)

To consider recommendations from the group including the commissioning of a play strategy.

9. EMPLOYMENT RIGHTS BILL – CHANGES TO THE EMPLOYEE HANDBOOK & INTRODUCTION OF NEW HR POLICIES (REPORT D) (TO FOLLOW)

To approve amendments to the employee handbook including the adoption of Menopause, Wellbeing and Sexual Harassment policies.

10. OUTSIDE BODY REPRESENTATIVE CHANGE - ALLOTMENT ASSOCIATION

To appoint a new representative for the Allotment Association following Cllr Forfar's resignation from this position.

11. WORK PROGRAMME (REPORT E, PAGES 21-22)

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

To: Councillors		**Officers:**
S Anderson	K Forfar	J Cahill (Finance Officer)
P Barrett	T Higby	M Leadbitter-Allen (Deputy Clerk)
C Bird	M Marsh	M Johnson (Operations Manager)
S Broomfield	G Meech	M Stephens (Clerk)
W Chivuchi	D Scott	
N Couldrey (Vice-Chair)	M Smith	
H Douglas (Chair)	G Stupple	
	B Tennent	

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 21 October 2024 at 6.00 pm at the Parish Office, 2 Knowle Park Lane, Fair Oak

Present: Cllrs Anderson, Broomfield, Douglas (Chair), Higby, Meech, Scott, Smith & Tennant

Absent: Cllr Chivuchi & Stupple

Apologies: Cllrs Barrett, Bird, Couldrey, Forfar & Marsh

Officers in attendance: Jo Cahill, Finance Officer, Michelle Leadbitter-Allen, Deputy-Clerk & Melanie Stephens, Clerk.

Also in attendance: One member of the public was present to observe the meeting.

74 DECLARATIONS OF INTEREST

Cllr Meech declared a non-pecuniary interest in Minute Item 83.

75 MINUTES (PAPER A)

RESOLVED:

a) That the minutes of the Full Council meetings held on 16 September and 30 September 2024, be signed by the Chair as correct records; and

b) That the delegated planning decisions for week ending 4 October 2024 be noted.

76 PUBLIC PARTICIPATION

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

77 CHAIR'S ANNOUNCEMENTS

The Chair reminded Members of the following upcoming events:

- Remembrance Day Service - 10 November 2024 at 10.45am, at the War Memorial; and
- Christmas Lantern Parade – 6 December 2024 at 6.00pm commencing at the Village Hall and ending at the Fountain Café with the Christmas light switch on.

On 8 October, the Chair had undertaken a valued and informative tour of the One Horton Heath development and requested that Councillors attend future tours if offered.

78 CLERK'S UPDATE

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

RESOLVED:

That the contents of the presentation be noted.

79 PLANNING APPEAL: PN/23/96630, 3 PEMBERS FARM HILL AVENUE, FAIR OAK

The Council considered the formal response to the planning inspector in respect of the Pembers Farm Hill Avenue appeal.

Members expressed their concern regarding the safety of residents, particularly small children, should large agricultural vehicles be permitted through the development. Members requested that the Council's response outline these concerns and requested that the movement of vehicles be restricted via a condition.

Following discussion, it was:

RESOLVED:

That the Clerk, in consultation with the Chair, draft a formal response outlining the Council's safety concerns and proposing a condition restricting the movement of vehicles, between 7am and 7pm Monday to Friday, 8am – 12 noon Saturday and no movements on Sunday.

NB: Following the meeting, the response attached at Appendix 2 to these minutes was submitted.

Action: Mel Stephens

80 PROPOSED EXTINGUISHMENT OF PART OF FAIR OAK AND HORTON HEATH FOOTPATH 32 (PAPER B)

The Council considered the proposal submitted by Hampshire County Council for the extinguishment of part of footpath 32.

Following discussion, it was: -

RESOLVED:

That the Council endorse the response put forward by the Ramblers Association with the exception that the path is not divided into four sections.

Action: Mel Stephens

81 CONCLUSION OF AUDIT (REPORT C)

The Council considered the outcome of the conclusion of audit including the comments received by the external auditors.

Following discussion, it was: -

RESOLVED:

That the conclusion of audit be noted.

82 FINANCE REPORT (REPORT D)

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

The Chair thanked the Deputy Clerk for her hard work resolving the electricity dispute at Horton Heath Community Centre which would result in a notable refund.

RESOLVED:

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

(b) That the BACs payments be approved.

83 COMMUNICATIONS AND EVENTS TASK AND FINISH GROUP (REPORT E)

The Council considered the recommendations of the Communications and Events Task & Finish Group including the event schedule for 2025/26.

Following discussion, it was: -

RESOLVED

That the 2025/26 event calendar and associated budgets attached at Appendix 1 to Report E be approved.

Action: Mel Stephens/Carly Giles

84 CRICKET CLUB SERVICE LEVEL AGREEMENT (SLA) (REPORT F)

Cllr Meech disclosed an interest as his property immediately overlooked the playing fields. He concluded that there were issues under common law which prevented him from speaking and voting.

At the approval of members present, Cllr Meech raised a question regarding the training log and use log of the cricket machinery owned by the Council. The Clerk informed members that these logs were presented to the Council, but for completeness, this would be included in the SLA. Cllr Meech did not participate in the main discussion and did not vote.

After consideration, it was:-

RESOLVED

That the Service Level Agreement be agreed subject to the amendment at 5.1 that training and use of equipment logs be submitted to the Clerk at the start of each season.

Action: Mel Stephens

85 COMMUNITY INFRASTRUCTURE PROGRAMME (CIP) (REPORT G)

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

RESOLVED:

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

Action: Mel Stephens

86 OUTSIDE BODY REPRESENTATIVE CHANGE – ALLOTMENT ASSOCIATION

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

RESOLVED:

That this item be deferred to the next meeting.

Action: Mel Stephens

87 STAFFING UPDATE (REPORT H)

The Council considered the staffing update which included the successful recruitment of the replacement caretaker position.

Members were informed that an offer letter had been submitted to the preferred applicant and it was hoped that the applicant would commence employment in December.

RESOLVED:

That the staffing update be noted.

88 CHRISTMAS OPENING HOURS

RESOLVED:

That the Council offices be closed from 23-27 December 2024.

Action: Mel Stephens

89 WORK PROGRAMME (REPORT I)

The Council considered the work programme.

RESOLVED:

That the work programme be approved subject to the inclusion of the new cemetery development in the unallocated list.

Action: Mel Stephens

Signed …… Chair

This was all the business, and the meeting closed at 18.45 pm.

Appendices:
Appendix 1 – Clerk's Update
Appendix 2 – Planning Appeal Response

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

Planning Inspectorate
c/o Dawn Errington
Senior Planning Officer
Eastleigh Borough Council

24 October 2024

Dear Dawn,

TOWN AND COUNTRY PLANNING ACT 1990, APPEAL UNDER SECTION 78
ADDRESS OF SITE TO WHICH THE APPEAL RELATES: 3 PEMBERS FARM AVENUE, FAIR OAK, EASTLEIGH, SO50 7QL
PROPOSED DEVELOPMENT: PRIOR APPROVAL FOR AGRICULTURAL ACCESS FROM PEMBERS FARM AVENUE
APPLICATION REFERENCE: PN/23/96630
APPELLANT'S NAME: A COOPER
PLANNING INSPECTORATE APPEAL REFERENCE: APP/W1715/W/24/3347834

I am writing to inform you of the discussion held by the Parish Council at its meeting on 21 October 2024 regarding the above matter.

The Parish Council unanimously agreed that the issues raised in our previous objection dated 24 January 2024 still stand, with serious concerns remaining unaddressed by the Appellant in their supporting statement of case.

Regarding the Appellant's case for appeal, the Parish Council offers the following comments: -

The proposed agricultural access is in direct conflict with Paragraph 135 of the National Planning Policy Framework as it would result in the permanent loss of established hedgerow, adversely impacting on the visual amenity and character of the area.

The proposals for constructioning an access to an agricultural holding via Chislebourne Lane within the Pembers Hill Farm residential development conflicts with Local Plan Policies DM1 and DM13, having a detrimental and significant impact on visual amenity as well as highway safety. To expand on the safety aspect in more detail: -

The movement of large agricultural vehicles, regardless of frequency, through the main artery of the 250-home housing development, will significantly impact on highway safety. The movement of these vehicles past residential properties, public open space and play areas, is out of place with the surroundings, would cause noise disturbance to residents, and would significantly undermine pedestrian safety, particularly children accessing the destination play area planned for the site.

Of notable concern is the potential for slips and falls from mud, debris and detritus from the movement of the agricultural vehicles on the public highway, having a significant safety impact on the public as well as undermining the amenity value of the area. While the Appellant has proposed a condition in this regard, there will undoubtedly be times between spillages and cleaning that further threaten the safety of residents. The Appellant's suggestion is therefore insufficient in mitigating the threats to highway safety.

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

The Parish Council is in complete disagreement with the Appellant's representations made in their statement of case regarding their access needs. The historic access arrangements worked well, and the Parish can see no reason why these arrangements cannot be formalised between the relevant parties, particularly as there is a lack of evidence to support a contrary argument. Indeed, the Parish Council is aware of a further access point, that would reasonably meet the Appellant's needs whilst safeguarding the area's amenity and public safety. Given the reasons set out above, the Parish Council does not consider the need for access outweighs the detrimental impact this proposal has on the safety of residents.

Should the Inspector however be minded to uphold the appeal, the Parish would kindly request a stringent condition restricting the number and times of vehicles movements through this residential development, namely no movements between 7am and 7pm Monday to Friday, 8am – 12 noon Saturday and no movements on Sunday. The purpose of this condition would be to ensure the protection of residents, in particular children, from harm.

The Parish Council also fully endorses the conditions proposed by the Local Planning Authority, reference: PN/23/96630, with particular importance on the need of the Appellant to submit a Farm Management Plan setting out how the transfer of mud, dirt and debris on the highway will be prevented, including robust and timely measures to mitigate risks to public safety.

Melanie Stephens

Parish Clerk
On behalf of Fair Oak & Horton Heath Parish Council

PLANNING APPLICATIONS

Applications to w/e 25 October 2024

Application No: H/24/98356
Address: 2 Westfield Close, Horton Heath, SO50 7PR
Description: Single storey rear extension
Planning Specialist Contact Details
Email: claire.campbell-best@eastleigh.gov.uk

Application No: PN/24/98380
Address: Stroudwood Lane, Lower Upham
Description: Prior Notification Application Under Schedule 2, Part 3, Class R for a Change of Use of a Former Agricultural Building to a Flexible Use within Class B8 (Storage and Distribution) and Class E(iii)g (commercial, business or services).
Planning Specialist Contact Details
Email: clare.martin@eastleigh.gov.uk

FULL COUNCIL – 18 NOVEMBER 2024

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 31st October is £549,296

3. TRANSACTIONS

3.1. The total receipts for October in the Council's Current Account totalled £108,095. Significant receipts included Section 106 money (£89,586) for play provision, and also £8,110 as an electricity refund from SSE relating to overbilling at Horton Heath Community Centre.

3.2. The total current account payments for October totalled £335,926. This included a transfer of £260,000 to the Premier Account, and the annual insurance premium payment for £18,980.

4. BACS PAYMENTS

4.1. The total BACS invoice payments outstanding is £6,115

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

Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 31 October 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

31/10/2024	Current Account	61,695.40	
31/10/2024	Premier Account	264,387.86	
31/10/2024	Public Sector Deposit Fund	223,168.03	
31/10/2024	Petty Cash	44.35	
			549,295.64

Receipts not on Bank Statement

	0.00
Closing Balance	**549,295.64**

All Cash & Bank Accounts

1	Current Account	61,695.40
2	Premier Account	264,387.86
3	Public Sector Deposit Fund	223,168.03
4	Petty Cash	44.35
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	**549,295.64**

Receipts for Month 7 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**289,526.43**					**289,526.43**	
	Banked: **01/10/2024**	**60.00**						
	Mr B	60.00			1500	500	60.00	Allotment
	Banked: **01/10/2024**	**30.00**						
	Mr P	30.00			1500	500	30.00	Allotment
	Banked: **01/10/2024**	**260.00**						
	Sales Recpts Page 652	260.00	260.00		100			Sales Recpts Page 652
	Banked: **01/10/2024**	**96.00**						
	Sales Recpts Page 653	96.00	96.00		100			Sales Recpts Page 653
	Banked: **01/10/2024**	**34.00**						
	Sales Recpts Page 654	34.00	34.00		100			Sales Recpts Page 654
	Banked: **01/10/2024**	**143.00**						
	Sales Recpts Page 655	143.00	143.00		100			Sales Recpts Page 655
	Banked: **01/10/2024**	**225.00**						
	Sales Recpts Page 656	225.00	225.00		100			Sales Recpts Page 656
	Banked: **01/10/2024**	**68.00**						
	Sales Recpts Page 657	68.00	68.00		100			Sales Recpts Page 657
	Banked: **01/10/2024**	**34.00**						
	Sales Recpts Page 658	34.00	34.00		100			Sales Recpts Page 658
	Banked: **01/10/2024**	**136.00**						
	Sales Recpts Page 659	136.00	136.00		100			Sales Recpts Page 659
	Banked: **01/10/2024**	**136.00**						
	Sales Recpts Page 660	136.00	136.00		100			Sales Recpts Page 660
	Banked: **01/10/2024**	**34.00**						
	Sales Recpts Page 661	34.00	34.00		100			Sales Recpts Page 661
	Banked: **01/10/2024**	**34.00**						
	Sales Recpts Page 662	34.00	34.00		100			Sales Recpts Page 662
	Banked: **01/10/2024**	**68.00**						
	Sales Recpts Page 663	68.00	68.00		100			Sales Recpts Page 663
	Banked: **01/10/2024**	**68.00**						
	Sales Recpts Page 664	68.00	68.00		100			Sales Recpts Page 664
	Banked: **01/10/2024**	**102.00**						
	Sales Recpts Page 665	102.00	102.00		100			Sales Recpts Page 665
	Banked: **01/10/2024**	**68.00**						
	Sales Recpts Page 666	68.00	68.00		100			Sales Recpts Page 666
	Banked: **01/10/2024**	**34.00**						
	Sales Recpts Page 667	34.00	34.00		100			Sales Recpts Page 667

Continued on Page 2

Receipts for Month 7 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: **01/10/2024**	**34.00**						
	Sales Recpts Page 668	34.00	34.00		100			Sales Recpts Page 668
	Banked: **01/10/2024**	**34.00**						
	Sales Recpts Page 669	34.00	34.00		100			Sales Recpts Page 669
	Banked: **01/10/2024**	**34.00**						
	Sales Recpts Page 670	34.00	34.00		100			Sales Recpts Page 670
	Banked: **01/10/2024**	**34.00**						
	Sales Recpts Page 671	34.00	34.00		100			Sales Recpts Page 671
	Banked: **01/10/2024**	**68.00**						
	Sales Recpts Page 672	68.00	68.00		100			Sales Recpts Page 672
	Banked: **01/10/2024**	**571.75**						
	Sales Recpts Page 673	571.75	571.75		100			Sales Recpts Page 673
	Banked: **01/10/2024**	**4,096.00**						
	Sales Recpts Page 674	4,096.00	4,096.00		100			Sales Recpts Page 674
	Banked: **01/10/2024**	**324.00**						
	Sales Recpts Page 675	324.00	324.00		100			Sales Recpts Page 675
	Banked: **01/10/2024**	**9.36**						
	tennis	9.36			1550	100	9.36	tennis
	Banked: **01/10/2024**	**448.50**						
	Sales Recpts Page 676	448.50	448.50		100			Sales Recpts Page 676
	Banked: **02/10/2024**	**30.00**						
	Mr W	30.00			1500	500	30.00	Allotment
	Banked: **02/10/2024**	**60.00**						
	Mr P	60.00			1500	500	60.00	Allotment
	Banked: **02/10/2024**	**9.36**						
	Stripe	9.36			1550	100	9.36	Tennis
	Banked: **03/10/2024**	**60.00**						
	Mr F	60.00			1500	500	60.00	Allotment
	Banked: **03/10/2024**	**30.00**						
	Mr S	30.00			1500	500	30.00	Allotment
	Banked: **03/10/2024**	**60.00**						
	Mr W	60.00			1500	500	60.00	Allotment
	Banked: **03/10/2024**	**89,586.00**						
	Eastleigh BC	89,586.00			1905	100	15,000.00	Play provision
					325		15,000.00	Play provision
					6001	100	-15,000.00	Play provision
					1905	100	5,500.00	Play provision

Continued on Page 3

Receipts for Month 7 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
					375		5,500.00	Play provision
					6001	100	-5,500.00	Play provision
					1905	100	5,500.00	Play provision
					392		5,500.00	Play provision
					6001	100	-5,500.00	Play provision
					1905	100	5,500.00	Play provision
					393		5,500.00	Play provision
					6001	100	-5,500.00	Play provision
					1905	100	5,500.00	Play provision
					396		5,500.00	Play provision
					6001	100	-5,500.00	Play provision
					1905	100	13,000.00	Play provision
					386		13,000.00	Play provision
					6001	100	-13,000.00	Play provision
					1905	100	14,000.00	Play provision
					387		14,000.00	Play provision
					6001	100	-14,000.00	Play provision
					1905	100	15,500.00	Play provision
					388		15,500.00	Play provision
					6001	100	-15,500.00	Play provision
					1905	100	10,086.00	Play provision
	Banked: **03/10/2024**	**0.84**						
	EBC		0.84		1905	100	0.84	Play provision
	Banked: **04/10/2024**	**80.00**						
	Mr J		80.00	13.33	1200	230	66.67	Hall hire
	Banked: **07/10/2024**	**676.00**						
	AH Cheater ITD		676.00		1520	510	676.00	Burial
	Banked: **07/10/2024**	**156.00**						
	Mr A		156.00	26.00	1200	230	130.00	Hall hire
	Banked: **07/10/2024**	**104.00**						
	Mrs S		104.00	17.33	1200	230	86.67	Hall hire
	Banked: **10/10/2024**	**60.00**						
	Mr E		60.00		1500	500	60.00	Allotment
	Banked: **11/10/2024**	**60.00**						
	Mrs N		60.00		1500	500	60.00	Allotment
	Banked: **11/10/2024**	**154.00**						
	Mrs G		154.00		1520	510	154.00	Burial
	Banked: **14/10/2024**	**7,426.23**						
	hmrc		7,426.23		105		7,426.23	vat return
	Banked: **14/10/2024**	**29.00**						
	Mrs E		29.00		1500	500	29.00	Allotment

Continued on Page 4

Receipts for Month 7 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: **15/10/2024**	**15.00**						
	Mrs S	15.00			1200	250	15.00	Hall hire
	Banked: **16/10/2024**	**45.03**						
	tennis	45.03			1550	100	45.03	tennis
	Banked: **17/10/2024**	**18.72**						
	tennis	18.72			1550	100	18.72	tennis
	Banked: **21/10/2024**	**57.00**						
	Mrs L	57.00		9.50	1200	230	47.50	Hall hire
	Banked: **22/10/2024**	**153.00**						
	Mr H	153.00			1530	510	153.00	Memorial
	Banked: **23/10/2024**	**89.00**						
	Mr K	89.00			1500	500	89.00	Allotment
	Banked: **25/10/2024**	**1,273.00**						
	Sales Recpts Page 650	1,273.00	1,273.00		100			Sales Recpts Page 650
	Banked: **25/10/2024**	**192.00**						
	Sales Recpts Page 651	192.00	192.00		100			Sales Recpts Page 651
	Banked: **25/10/2024**	**216.00**						
	Mr C	216.00			1200	230	216.00	hall hire
	Banked: **28/10/2024**	**45.03**						
	tennis	45.03			1550	100	45.03	tennis
	Banked: **31/10/2024**	**126.00**						
	1st Fair o	126.00		21.00	1200	230	105.00	Hall hire
Total Receipts for Month		108,094.82	8,649.25	87.16			99,358.41	
Cashbook Totals		397,621.25	8,649.25	87.16			388,884.84	

Continued on Page 5

Payments for Month 7 **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/10/2024	southern water	DD	52.05			4410	230	52.05	water - woodlands
1/10/2024	screwfix	DD	192.65			4540	290	192.65	materials
1/10/2024	h3g	DD	22.93		3.82	5006	900	19.11	Mobile - CDO
						316	0	-19.11	Mobile - CDO
						6000	900	19.11	Mobile - CDO
1/10/2024	Gallagher	BILL	18,979.76			4055	110	18,979.76	Insurance
1/10/2024	post office	BILL	3.80			4075	110	3.80	postage
1/10/2024	ACELIFTAWAY	105275	1,010.42	1,010.42		500			splashpad toilets
1/10/2024	ARCO	10079	13.64	13.64		500			workwear
1/10/2024	HALL LANDS	10080	270.00	270.00		500			Twynhams tree planing - straw
1/10/2024	CWM AGGREGATES	3725	798.00	798.00		500			Limestone Gravel
1/10/2024	NJ BRYAN heating	3726	3,671.76	3,671.76		500			Boiler Maintenance
1/10/2024	FIRECARE &SECURITY	25060	380.40	380.40		500			fire detection works
1/10/2024	binder loams	34693	526.20	526.20		500			Ongar Loam
1/10/2024	CARTERS OF SWANWICK	34694	1,880.45	1,880.45		500			2 x hedge cutters
1/10/2024	EBC	34695	49.85	49.85		500			MOT
1/10/2024	FIRECARE &SECURITY	34696	366.00	366.00		500			work to emergency lighting
1/10/2024	fOX'S CLEANING	34697	276.00	276.00		500			window cleaning
1/10/2024	HOSTED	34698	1,007.49	1,007.49		500			Software/backup/block tim
1/10/2024	PRINTWASTE	34699	72.00	72.00		500			tretra pak
1/10/2024	SOURCE SUPPLIES	34700	188.06	188.06		500			cleaning materials
1/10/2024	USTIGATE	34701	1,278.00	1,278.00		500			Off Winterization
1/10/2024	wildwood machinery	34702	2,599.55	2,599.55		500			Equipment Maintenace
1/10/2024	DAVID BOWEN	161	315.00	315.00		500			Play area strategy
2/10/2024	sse	DD	154.81		25.80	4400	230	129.01	gas - woodlands
2/10/2024	SSE	DD	50.56		8.43	4400	250	42.13	gas - HH
2/10/2024	Heathlands	BILL	8,292.00		1,382.00	5006	900	6,910.00	deer fencing - mini forest
						317	0	-6,910.00	deer fencing - mini forest
						6000	900	6,910.00	deer fencing - mini forest
2/10/2024	indeed	VISA	104.02		17.34	4030	110	86.68	caretaker advert
3/10/2024	BT	DD	11.46		1.91	4120	110	9.55	tel and broadband
4/10/2024	bt group	DD	11.46		1.91	4120	240	9.55	tel and broadband
7/10/2024	allstar	DD	631.00		105.17	4305	210	525.83	fuel
8/10/2024	Peninsula	DD	24.73		4.12	4030	110	20.61	employer EAP
8/10/2024	British gas	DD	71.97		12.00	4400	150	59.97	GAS - po
9/10/2024	Octopus	DD	145.90		24.32	4405	150	121.58	electricity PO
0/10/2024	amazon	VISA	3.19			4540	290	3.19	materials
0/10/2024	shergolds	VISA	77.00		12.83	4505	280	64.17	bedding for war memorial
0/10/2024	Wildlife course	VISA	25.00			5006	900	25.00	Wildlife course
						316	0	-25.00	Wildlife course
						6000	900	25.00	Wildlife course
0/10/2024	blueline - trailline	VISA	28.80		4.80	4875	600	24.00	materials lantern P
0/10/2024	amazon	VISA	12.99			5006	900	12.99	Soil testing kit
						317	0	-12.99	Soil testing kit
						6000	900	12.99	Soil testing kit
4/10/2024	o2	DD	21.78		3.63	4125	110	18.15	Mobiles
4/10/2024	Totton Timber	VISA	924.40		154.07	5006	900	770.33	Food Pantry
						317	0	-770.33	Food Pantry

Continued on Page 6

Payments for Month 7 | **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						6000	900	770.33	Food Pantry
5/10/2024	Hampshire CC	CR	-6,910.00			5006	900	-6,910.00	Heathlands
						317	0	6,910.00	Heathlands
						6000	900	-6,910.00	Heathlands
5/10/2024	payroll	BILL	21,399.41			4000	110	21,399.41	payroll
5/10/2024	payroll	BILL	2,241.80			4000	110	2,241.80	payroll
						316	0	-2,241.80	payroll
						6000	110	2,241.80	payroll
6/10/2024	BT	DD	55.94		9.32	4120	250	46.62	tel and broadband
6/10/2024	Peninsula	DD	381.46		63.58	4070	110	317.88	employer services
6/10/2024	section 22	BILL	392.00			4030	110	392.00	security and gate lock
6/10/2024	amazon	VISA	6.30			4875	600	6.30	materials for lantern para
7/10/2024	sage payroll	DD	37.20		6.20	4132	110	31.00	sage payroll
7/10/2024	Peninsula	DD	41.76		6.96	4030	110	34.80	employer EAP
8/10/2024	Premier Account	Trans	260,000.00			210		260,000.00	trans to premier
8/10/2024	canva	VISA	10.99		1.83	4132	110	9.16	canva
1/10/2024	bank charges	CHG	5.00			4095	110	5.00	bank charges
2/10/2024	HMRC	BILL	5,980.93			4000	110	5,980.93	PAYE
2/10/2024	Hampshire pensions	BILL	7,398.59			4010	110	7,398.59	Hampshire pensions
3/10/2024	Businesss stream	BILL	4,580.43			4410	530	4,580.43	Splashpad water
3/10/2024	ACE LIFTAWAY	BILL	306.00		51.00	5005	900	255.00	skips play area
						391	0	-255.00	skips play area
						6000	900	255.00	skips play area
4/10/2024	BT	DD	473.40		78.90	4133	110	394.50	Internet services
4/10/2024	amazon	VISA	25.96			4875	600	25.96	Lantern Parade decs
5/10/2024	sse	DD	164.84		27.47	4405	230	137.37	Electricity - woodlands
5/10/2024	EBC	DD	293.80		48.97	4680	230	244.83	bin emptying
5/10/2024	British Gas	DD	153.73		25.62	4400	150	128.11	gas - PO
8/10/2024	SSE	BBILL	-8,110.86			4405	250	-8,110.86	HH Electricty refund
9/10/2024	BT	DD	1.87		0.31	4120	110	1.56	Tel and broadband
9/10/2024	all about art	BILL	2,025.00			4455	230	2,025.00	Woodlands Mosiac - replacement
0/10/2024	British Gas	DD	229.08			4400	230	229.08	gas - woodlands
1/10/2024	aglico	DD	103.31		17.22	4085	110	86.09	printer consumables
1/10/2024	H3G	DD	22.93		3.82	5006	900	19.11	Mobile phones
						316	0	-19.11	Mobile phones
						6000	900	19.11	Mobile phones
1/10/2024	amazon	VISA	69.90			4875	600	69.90	lantern parade decs
	Total Payments for Month		335,925.85	14,702.82	2,103.35			319,119.68	
	Balance Carried Fwd		61,695.40						
	Cashbook Totals		397,621.25	14,702.82	2,103.35			380,815.08	

Fair Oak & Horton Heath Parish Council

Invoices Due for Payment by 14 November 2024

For Creditors **Pay by Electronic Payment**

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
	EBC [EBC001]							
23/05/2024	5707B		*Buisness rate*		22/06/2024	274.93		274.93
08/10/2024	9505		*general Bin emptying Pav*		29/10/2024	587.60		587.60
08/10/2024	9327		*general Bin emptying - woodlan*		05/11/2024	293.80		293.80
08/10/2024	7057		*general Bin emptying - woodlan*		29/10/2024	45.30		45.30
08/10/2024	7260		*general Bin emptying HH*		29/10/2024	293.80		293.80
08/10/2024	7820		*general Bin emptying*		30/10/2024	138.60		138.60
22/10/2024	1054		*Van Maintenance*		22/10/2024	305.54		305.54
				Total of Invoices Due (EBC001)		**1,939.57**	**0.00**	**1,939.57**
	FIRECARE &SECURITY [FIREC]							
09/10/2024	25525		*call out - alarm*		30/10/2024	156.00		156.00
10/10/2024	25474		*works to fire detection*		13/11/2024	258.00		258.00
24/10/2024	25628		*works to fire alarm system*		13/11/2024	156.00		156.00
				Total of Invoices Due (FIREC)		**570.00**	**0.00**	**570.00**
	FLEET							
21/10/2024	5176		*pitchmarker*		11/11/2024	348.96		348.96
				Total of Invoices Due (FLEET)		**348.96**	**0.00**	**348.96**
	HCC							
17/05/2024	8648		*Stationary*		16/06/2024	188.08		188.08
				Total of Invoices Due (HCC)		**188.08**	**0.00**	**188.08**
	MALCOLM MACNEISH [MALC]							
08/10/2024	0976		*electricty works*		05/11/2024	465.00		465.00
				Total of Invoices Due (MALC)		**465.00**	**0.00**	**465.00**
	PLAY INSPECTION COMPANY [PLAY]							
01/11/2024	72757		*Annual Inspection*		01/11/2024	1,065.60		1,065.60
				Total of Invoices Due (PLAY)		**1,065.60**	**0.00**	**1,065.60**
	SMART MARKETING [SMAR001]							
09/10/2024	3541		*marketing support*		30/10/2024	78.00		78.00
				Total of Invoices Due (SMAR001)		**78.00**	**0.00**	**78.00**
	Southern Electric [SSE]							
17/10/2024	67872		*electicity - splashpad*		07/11/2024	475.09		475.09

Fair Oak & Horton Heath Parish Council

Invoices Due for Payment by 14 November 2024

For Creditors **Pay by Electronic Payment**

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
				Total of Invoices Due (SSE)		**475.09**	**0.00**	**475.09**
	Travis perkins	**[TRAV]**						
08/10/2024	85358		*Blue circle post crete*		08/10/2024	37.08		37.08
				Total of Invoices Due (TRAV)		**37.08**	**0.00**	**37.08**
	wildwood machinery	**[WILDWOOD]**						
09/10/2024	52390		*equipment Maintenance*		30/10/2024	218.40		218.40
17/10/2024	52382		*equipment maintenace*		14/11/2024	287.56		287.56
01/11/2024	52428		*equipment repair*		01/11/2024	441.68		441.68
				Total of Invoices Due (WILDWOOD)		**947.64**	**0.00**	**947.64**
				Total of Invoices Due (Creditors)		**6,115.02**	**0.00**	**6,115.02**
				TOTAL OF INVOICES DUE (ALL LEDGERS)		**6,115.02**	**0.00**	**6,115.02**

NOV 2024			
ITEM	**OBJECTIVE**	**METHOD**	**LEAD OFFICER**
Employee Handbook	To review the updated handbook following changes to HR legislation - including new policies to reflect changes in HR legislation and best practice	Report	**Clerk**
POSCIPA Task & Finish Group	To consider recommendations of the Group	Report	**Clerk/Cllr Bird**
Pembers Hill Farm	To consider a request from Aspects Eastleigh to proceed with POS earlier	Verbal presentation	**Finance Officer**
DEC 2024			
ITEM	**OBJECTIVE**	**METHOD**	**LEAD OFFICER**
Biodiversity Statement	To consider a biodiversity statement	Report	**Clerk/Deputy Clerk**
Meeting dates	To agree meeting dates for 24/25	Report	**Clerk**
Staff salaries	To set staffing budget for next financial year	Report	**Clerk/Finance Officer**
Splashpad/OOH	To review the 2024 splashpad season and consider new Out of hours policy	Report	**Clerk/Finance Officer**
Budget/Precept	To set the budget and precept for the forthcoming financial year	Report	**Clerk/Finance Officer**
JAN 25			
ITEM	**OBJECTIVE**	**METHOD**	**LEAD OFFICER**
Children & Vulnerable Adult Protection Policy	To review the current document	Report	**Clerk**
Neurodiversity Policy	To adopt a new policy	Report	**Clerk**
Climate Change T&F Group	To receive an update from the Group	Report	**Deputy Clerk**
Website accessibility/accessibility statement	To review the website to ensure that it meets current standard and best practice	Report	**Deputy Clerk**
Café Post Project Evaluation	To review the café project	Report	**Clerk**
Tree stategy	To review the tree strategy and adopt a planting plan	Report	**Clerk**
FEB 25			

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Use of AI policy	To implement a new policy for use of AI	Report	**Clerk**
Internal Auditor Report	To consider the recommendations of the internal auditor	Report	**Finance Officer**
Emergency Plan	To review the Current document	Report	**Clerk**
Corporate Social Responsibility Policy/Sustainability Policy	To review the current document	Report	**Deputy Clerk**
MARCH 25			
ITEM	**OBJECTIVE**	**METHOD**	**LEAD OFFICER**
Fixed Asset Register/write offs	To review and approve the Fixed Asset Register including any write offs	Report	**Finance Officer**
Internal Auditor Report	To review internal audit report and action plan	Report	**Finance Officer**
APRIL 25			
ITEM	**OBJECTIVE**	**METHOD**	**LEAD OFFICER**
Annual website/social stats	To review annual KPI's	Report	**Communications & Events Officer**
Corporate Action Plan	To adopt the Action Plan for 24-25	Report	**Clerk**
UNALLOCATED			
Green Flag Award Status for KP & NCP	To consider steps needed to achieve GF award status at KP	Report	**Clerk/Operations Manager**
Crowdhill Green - Nature trail using remainer PA monies	To consider project proposal	Report	**Clerk**
Financial strategy	To adopt a strategy	Report	**Clerk/Finance Officer**
Marketing strategy	To adopt a strategy for marketing of Council services	Report	**Communications & Events Officer/Finance Officer**
Community orchard(s)	To discuss the progress of Lapstone Orchard & consider creating a small orchard at KP	Report	**Clerk/CDO**
Development of New Cemtery	To commence project planning for the development of the new cemetery	Report	**Clerk/Operations Manager**
Health and Safety Policy	To review	Report	**Clerk/Operations Manager**