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Minutes of the Council Meeting held on Monday 17 February 2025 at 6:00 pm at the Parish Office, 2 Knowle Park Lane, Fair Oak

Present: Cllrs Anderson, Barrett, Bird, Chivuchi, Couldrey, Douglas (Chair), Forfar, Higby, Marsh, Meech, Smith, Stupple & Tennent

Absent: Cllr Broomfield

Apologies: Cllrs Bird & Scott

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

John Fagan, CEO of Scribe, was present via Teams to answer Councillor questions in Minute No 140.

135. DECLARATIONS OF INTEREST

Cllrs Forfar and Higby in Minute No 143.

136. MINUTES (PAPER A)

RESOLVED

(a) That the minutes of the Full Council meetings held on 20 January 2025 and 5 February 2025 be signed by the Chair as a correct records; and

(b) That the delegated planning decisions for week ending 10 January be noted.

137. PUBLIC PARTICIPATION

There was one member of the public present who spoke under item 143.

One other member of the public attended to observe the meeting.

138. CHAIR'S ANNOUNCEMENTS

The Chair requested that all Councillors ensure their attendance at the March meeting to thank Linda Greenslade, the Council's Admin Officer who was due to retire at the end of March after over 25 years' service.

139. CLERK'S UPDATE

The Clerk gave a presentation, attached at **Appendix 1** to these minutes and thanked the Community Development Officer for her outstanding work on delivering the Mini Forest.

RESOLVED:

That the contents of the presentation be noted.

140. CIVIC.LY BUSINESS PROPOSAL: (REPORT B)

The Council considered a proposal to act as a design partner for the Civic.ly Asset Management platform. The system would assist with asset tracking and maintenance schedules.

The Council expressed their appreciation to the Deputy Clerk for her good work on the report and efforts in securing the business proposal.

Following a video and questions on security, cost, and staff time commitments, it was;

RESOLVED:

(a) That the proposal from Scribe CEO, John Fagan, at Appendix 1 to Report B to become a design partner be agreed;

(b) That the implementation of the Scribe platform at zero cost for the first year be agreed;

(c) That Parish Online be phased out as Civic.ly is implemented;

(d) That staff resource be committed to ensure successful adoption and feedback for system improvement; and

(e) That an allocation of £ 3, 096 be added to the 26/27 budget for the platform, pending successful implementation.

141. FINANCE REPORT (REPORT B)

The Council considered the report of the Finance Officer.

The Finance Officer informed members that a grant of £41,280 had been received from Eastleigh Borough Council for Play Provision. She also confirmed that the grant award for to the Kings School of £50 towards the founding stone had not been agreed, as the School had not been able to demonstrate that the stone would be accessible to all members of the community.

Following discussion it was:

RESOLVED:

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

(b) That the BACs payments be approved.

142. INTERNAL AUDIT (REPORT D)

The Council considered the report of the Internal Auditor which had highlighted minor areas for improvement and the actions suggested to address these.

Following discussion it was:

RESOLVED:

That the Internal Audit Report and Action Plan be noted.

143. KNOWLE PARK LANE MAINTENANCE (REPORT E)

A resident raised concerns regarding the support from the Council regarding grounds maintenance of Knowle Park Lane to offset the cost of the road maintenance which was used by residents accessing Knowle Park as well as being used as a school parking area.

The Council discussed a request from the residents' association for assistance in maintaining Knowle Park Lane. While the council expressed sympathy for the residents, advice from the Council's lawyer and the Planning Authority indicated that it had no legal obligation to maintain a private road. However, the Council agreed to provide grass-cutting services for six months while other avenues of support for the residents was explored.

RESOLVED:

That the Council undertake grounds maintenance along Knowle Park Lane for a period of six months effective from the expiry period of the current maintenance service.

144. WORK PROGRAMME (REPORT F)

The Council reviewed the work programme

RESOLVED:

That the work programme be noted.

145. EXCLUSION OF THE PUBLIC AND THE PRESS

RESOLVED:

That, under Section 1(2) of the Public Bodies Admissions to Meetings Act 1960, the public and the Press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information which would be prejudicial to the public interest by reason of its confidential nature (staffing matters).

146. STAFFING MATTERS (VERBAL REPORT)

The Council received an update from the Clerk regarding the ongoing HR contract process as well as a request from a member of staff for a salary increase.

RESOLVED:

(a) That staff members choosing not to move to the new contracts with the NJC salary remain on their existing contracts and current contractual pay awards; and

(b) That salary increase be reviewed later in the year as part of the local government reorganisation review process.

Signed …… Chair.

Dated: …….

This was all the business, and the meeting closed at 19:40 pm.

Attachments: Appendix 1 – Clerks Update