FAIR OAK & HORTON HEATH PARISH COUNCIL
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SUMMONS

14 March 2025

Dear Member

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Thursday, 20 March 2025 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 Tuesday, 18 March 2025.

AGENDA

PART I – PUBLIC SESSION

APOLOGIES

1. DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

2. MINUTES OF MEETING (PAPER A, PAGES 4-13)

a) To approve the minutes of the Council meetings held on 5 & 17 February 2025 as correct records;

b) To approve the minutes and recommendations of the Finance Committee held on 7 March 2025; and

c) To note the delegated planning 14th February 2025.

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. FINANCE REPORT (REPORT B, PAGES 14-21)

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

7. CEMETERY PATH (VERBAL REPORT)

To receive an interim position statement regarding cemetery path defects.

8. NO MOW MAY (VERBAL REPORT)

To agree to participate in no mow May.

9. PAVILION PLANNING CONDITIONS (PAPER C, PAGES 22-23)

To consider a request from Fair Oak Cricket Club to seek support for the removal of planning conditions pertaining to the Cricket Pavilion.

10. DEVOLUTION TASK & FINISH GROUP INTERIM REPORT (REPORT D, PAGES 24-29)

To note the interim findings of the Group.

11. SUSTAINABLE PROCUREMENT POLICY (REPORT E, PAGES 30-36)

To consider and adopt the policy.

12. WORK PROGRAMME (REPORT F, PAGES 37-38)

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

PART II – PRIVATE SESSION

Members are reminded that reports and information relating to this session are not for publication and should be treated as strictly confidential.

13. EXCLUSION OF THE PUBLIC AND THE PRESS

"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)".

14. STAFFING MATTERS (VERBAL REPORT)

To receive and update on various staffing matters.

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

Minutes of the Special Council Meeting
held on Monday 5 February 2025 at 6.00 pm
at the Parish Office, 2 Knowle Park Lane, Fair Oak

Present: Cllrs Bird, Broomfield, Couldrey, Douglas (Chair), Forfar, Higby, Marsh, Meech & Smith

Absent: Cllrs Anderson, Chivuchi, & Scott

Apologies: Cllrs Barrett, Stupple & Tennent

Officers in attendance: Melanie Stephens, Clerk, Martin Johnson, Operations Manager & Joanna Cahill, Finance Officer

130. DECLARATIONS OF INTEREST

There were no declarations of interest.

131. PUBLIC PARTICIPATION

There were no members of the public present.

132. CLEANING/CARETAKING ARRANGEMENTS (REPORT A)

The Council considered the proposal to outsource the Council's cleaning provision whilst maintaining a smaller in-house caretaking team to cover security and maintenance of buildings only.

The proposal aimed to identify the most cost-effective and efficient solution to building cleaning and maintenance, while ensuring the required cleaning and caretaking standards were met across Council venues.

RESOLVED:

a) That the cleaning of the Council's two community centres and parish office be outsourced to an external provider;

b) That contractor A (Acol Cleaning & Hygiene Ltd) be appointed with effect from 10 February 2025 at a cost of £20,748 per annum;

c) That the Council review arrangements in 6-months' time; and

d) That the Operations Manager be given delegated authority to commission and monitor the work, as well as agree changes to the two remaining caretakers' duties considering this.

133. 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).

134. STAFFING MATTERS

The Council considered contractual changes to all staff to ensure that contracts reflected the move to the NJC salary scale and amend historical changes and anomalies. The Council's HR advisory service (Peninsula) would continue to manage this process on behalf of the Council. This would ensure that a fair and balanced approach was achieved for all.

The Finance officer also updated the Council on a slight accounting error with regards to staff salaries. This error amounted to a need to increase the staff budget for 2025/26 by £1,956. This would be taken from the staff salary contingency fund already agreed by the Council.

RESOLVED:

a) That HR Peninsula continue with the change in staff contract process: and

b) That £1,956 be taken from the staff contingency fund and added to staff salaries for 2025/26.

Signed …… Chair.

Dated: …….

This was all the business, and the meeting closed at 19:05pm.

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

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Minutes of the **FINANCE COMMITTEE** meeting held on Friday,7 March 2025 at 10.00am at the Parish Office, 2 Knowle Park Lane, Fair Oak

Present: Cllrs Couldrey, Douglas (Chair), Chivuchi & Tennent

Officers in attendance: Joanna Cahill, Responsible Finance Officer and Michelle Leadbitter-Allen, Deputy Clerk.

Apologies: Cllrs Barrett, Forfar, Higby & Marsh

20. DECLARATIONS OF INTEREST

Cllr Couldrey - Minute No 24

21. MINUTES OF MEETINGS (PAPER A)

RESOLVED:

That the minutes of the meeting held on 2 December 2024 be noted.

22. PUBLIC PARTICIPATION

There were no members of the public present.

23. FINANCIAL MONITORING REPORT (REPORT B)

The Committee considered the financial monitoring report which set out the financial position of the Council as at 28 February 2025.

The Financial Officer explained that the venue hire and football income would unlikely meet the predicted budget targets despite outstanding invoices for the remainder of the financial year.

The Financial Officer highlighted key variances in budget performance. She stated that while interest received was slightly below budget, March's accounts were yet to be completed. She also noted that income from hall hires, particularly from Rainbows and Woodlands, showed a significant adverse variance. However, this was expected to improve once outstanding invoices were issued.

The Committee discussed the invoicing system for large hirers, noting that payments were structured termly, causing fluctuations in recorded income. Concerns were raised about nurseries operating on termly arrears, increasing financial risks for the Council. It was suggested that discussions be held with the relevant parties to transition to a monthly payment structure to

mitigate potential financial exposure.

The Deputy Clerk provided an update on utilities, explaining that a refund had been secured following a challenge to a high-water bill due to a faulty meter at the Fountain Café/Splashpad site. However, she expressed caution regarding the unexpected amount and timing of this refund and intended to verify the accuracy of this payment.

The Deputy Clerk also highlighted ongoing efforts to switch to greener, more cost-effective suppliers. She reported challenges in transitioning accounts due to inconsistencies in property records but assured the Committee that work was ongoing to resolve these issues.

RESOLVED:

That the latest budget position as set out in Appendix 1 to Report B be noted.

Action: Jo Cahill

24. ALLOCATION OF CAPITAL RESERVES 2025/26 (REPORT C)

The Committee reviewed the allocation of capital reserves and associated projects. Officers clarified the categorisation of funds, including staff resources, corporate projects, and play area refurbishments. It was noted that funds allocated for staff resources would need to account for the permanent Community Development Office post cost beyond 2027. It was recommended that budget planning, through the main precept, begin immediately to ensure continued financial support for the role.

Concerns were raised regarding potential changes in the allocation of discretionary Section 106 developer contributions via the Local Area Committee, which could impact planned projects. Members requested clarification on policy changes affecting access to reserves.

RECOMMENDED:

a) That the Council approve the current capital reserves for 2025/2026 as set out in Appendix 1 to Report C and;

a) That the Community Development Officer position be permanently funded beyond 2027 via the main precept.

25. INVESTMENT STRATEGY (REPORT D)

The Committee considered the Investment Strategy 2025/26.

The Committee discussed the Investment Strategy for 2025/26, emphasising the need to optimise returns on upcoming large Section 106 funds for Crowdhill Green and Pembers Hill Farm.

A discussion took place regarding ethical investment policies. Members agreed that while return on investment remained a priority, an inquiry should be made into whether the Council’s funds were invested in industries such as tobacco, fossil fuels, or armaments. The RFO was tasked with researching the investment policies of the Council’s banking institutions and investment funds.

RESOLVED:

a) That the Investment Strategy 2025/2026 as set out in Appendix 1 to Report D be approved; and

b) That the Responsible Finance Officer (RFO) explore high-yield investment options for funds not immediately required.

Action: Jo Cahill

26. ADDITIONAL DEBIT CARD

The Committee considered the proposal to allocate the Community Development Officer with a debit card.

RESOLVED:

That the Community Development Officer be allocated a debit card.

Action: Jo Cahill

27. WORK PROGRAMME (REPORT E)

Members acknowledge and thanked Officers' for their efforts in securing cost savings and enhancing financial oversight.

RESOLVED:

That the work programme be approved.

That was all the business and the meeting concluded at 11.47am

Signed ……. Chairman

Dated:

Accessibility - should you need to view these minutes in an alternative format please contact: **enquires@fairoak-pc.gov.uk**

PLANNING APPLICATIONS

Applications to w/e 14 February 2025

Appliction No: F/25/98773
Address: 20 Summerlands Road, Fair Oak, SO50 7AT
Description: retrospective application for retention of InPost Parcel Locker
Comments: No objection
Planning Specialist Contact Details
Email: clare.martin@eastleigh.gov.uk

Application No: H/25/98781
Address: Sunyway, Burnetts Lane, Horton Heath, SO50 7DJ
Description: Single storey rear infill extension and side door
Comments: No objection
Planning Specialist Contact Details
Email: Charlie.vallis@eastleigh.gov.uk

Application No: T/25/98849
Address: 37 White Tree Close, Fair Oak, SO50 7FE
Description: 1no. Oak (T08, originates from land to side of property) - Reduce overhanging branches back from the building by 2m. Overhanging branches encroaching onto No. 37.
Comments: No objection subject to the agreement of EBC's Arboriculturist.
Planning Specialist Contact Details
Email: trees@eastleigh.gov.uk

Application No: A/25/98871
Address: Land west of Burnetts Lane, Eastleigh, SO30 2HH
Description: Erection of 60m of hoarding, 2.no post & panel signs, 17.no flagpole signs, 6.no chevron signs and 2.no triangular roundabout signs to the 'Lower Acre' site and Allington Lane roundabout.
Comments: The Parish Council has no objection but queries the need for so many flags which may cause noise and nuisance to new residents.
Planning Specialist Contact Details
Email: rachael.morris@eastleigh.gov.uk

B

FULL COUNCIL – 20 MARCH 2025

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 28th February is £414,204

3. TRANSACTIONS

3.1. The total receipts for February in the Council's Current Account totalled £2,417.

3.2. The total Current Account payments for February totalled £52,326.

4. BACS PAYMENTS

4.1. The total BACS invoice payments outstanding is £28,857

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

Appendix 1

Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 1 March 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

28/02/2025	Current Account	102,048.48	
28/02/2025	Premier Account	85,310.20	
28/02/2025	Public Sector Deposit Fund	226,801.28	
28/02/2025	Petty Cash	44.35	
			414,204.31

Receipts not on Bank Statement

	0.00
Closing Balance	**414,204.31**

All Cash & Bank Accounts

1	Current Account	102,048.48
2	Premier Account	85,310.20
3	Public Sector Deposit Fund	226,801.28
4	Petty Cash	44.35
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	**414,204.31**

Receipts for Month 11 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**151,957.98**					**151,957.98**	
	Banked: **03/02/2025**	**77.00**						
	Mrs C	77.00		12.83	1200	230	64.17	Hall hire
	Banked: **03/02/2025**	**560.50**						
	Sales Recpts Page 731	560.50	560.50		100			Sales Recpts Page 731
	Banked: **04/02/2025**	**234.00**						
	Mr M	234.00		39.00	1200	230	195.00	Hall hire
	Banked: **04/02/2025**	**88.00**						
	Mrs F	88.00			1200	250	88.00	Hall hire
	Banked: **06/02/2025**	**76.00**						
	Mrs L	76.00		12.67	1200	230	63.33	Hall hire
	Banked: **10/02/2025**	**77.00**						
	MEMORIAL	77.00			1530	510	77.00	MEMORIAL
	Banked: **14/02/2025**	**1,064.00**						
	Sales Recpts Page 732	1,064.00	1,064.00		100			Sales Recpts Page 732
	Banked: **20/02/2025**	**12.00**						
	Mr B	12.00			1200	250	12.00	Hall hire
	Banked: **23/02/2025**	**40.00**						
	Sales Recpts Page 733	40.00	40.00		100			Sales Recpts Page 733
	Banked: **23/02/2025**	**88.00**						
	Mrs S	88.00			1200	250	88.00	Hall hire
	Banked: **26/02/2025**	**100.00**						
	councillor donation	100.00			1900	100	100.00	donations -Linda leaving gift
	Total Receipts for Month	2,416.50	1,664.50	64.50			687.50	
	Cashbook Totals	154,374.48	1,664.50	64.50			152,645.48	

Continued on Page 2

Payments for Month 11 | **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/02/2025	CELCIUS	2383	604.80	604.80		500			Call out - water heaters
01/02/2025	PROTEK	2384	756.00	756.00		500			Barrier repair
01/02/2025	Travis perkins	4196	1,492.51	1,492.51		500			Alloy tower
01/02/2025	ACELIFTAWAY	8959	119.57	119.57		500			Allotment toilets
01/02/2025	APPLETON SIGNS	8960	94.72	94.72		500			Cemtery signage
01/02/2025	BREWERS	8961	56.63	56.63		500			Magnolia Paint
01/02/2025	Cary UK	8962	143.33	143.33		500			Supply and fit windscreen
01/02/2025	EBC	8963	1,220.50	1,220.50		500			Bin emptying - woodlands
01/02/2025	FIRECARE &SECURITY	8964	120.00	120.00		500			Intruder alarm - HH
01/02/2025	fOX'S CLEANING	8965	276.00	276.00		500			window cleaning
01/02/2025	hambrook garden	8966	164.47	164.47		500			Soil /Manure
01/02/2025	HARROD SPO	8967	73.68	73.68		500			Football nets
01/02/2025	HOSTED	8968	723.23	723.23		500			microsoft licence/block time
01/02/2025	Kelly Youren	8969	100.00	100.00		500			staff wellbeing course
01/02/2025	PARKINSON PATERNERSHIP	8970	126.00	126.00		500			Online procurement training ML
01/02/2025	SOURCE SUPPLIES	8971	200.92	200.92		500			cleaning materials
01/02/2025	SURREY HILLS	8972	552.00	552.00		500			Legal advice - access road
01/02/2025	Travis perkins	8973	209.20	209.20		500			Heater hire - woodlands
01/02/2025	twynams charities	8974	100.00	100.00		500			Bus shelter maintenanc
01/02/2025	vitaplay	8975	129.60	129.60		500			Cradle swing works
01/02/2025	wildwood machinery	8976	737.89	737.89		500			equipment Maintenace
03/02/2025	CF corporate finance	DD	138.00		23.00	4090	110	115.00	copier rental
03/02/2025	bt group	DD	11.46		1.91	4120	240	9.55	bt group
03/02/2025	bt group	DD	11.46		1.91	4120	250	9.55	bt group
03/02/2025	Peninsula	DD	1,548.00		258.00	4070	110	1,290.00	HR Advice
03/02/2025	SSE	DD	431.55		71.93	4405	250	359.62	elec - HH
03/02/2025	SSE	DD	410.10		68.35	4400	250	341.75	gas - HH
03/02/2025	British Gas	DD	299.53		49.92	4400	150	249.61	GAS PO
03/02/2025	amazon	VISA	10.99			4540	290	10.99	Measuring ruler
04/02/2025	survey monkey	VISA	384.00		64.00	4132	110	320.00	survey monkey
05/02/2025	Peninsula	DD	354.00		59.00	4070	110	295.00	employer services
06/02/2025	amazon	VISA	221.04			4450	110	221.04	Padlocks
06/02/2025	amazon	VISA	147.36			4450	110	147.36	Padlocks
06/02/2025	ebay	VISA	27.03			4540	290	27.03	sleeve bearings
06/02/2025	amazon	VISA	7.99			4875	600	7.99	milk sachets
06/02/2025	amazon	VISA	7.99			4595	490	7.99	Roof sign
06/02/2025	southern water	CR	-416.47		-69.41	4410	230	-347.06	water refund - woodlands
07/02/2025	scottish water	DD	24.09			4410	500	24.09	water allotments
07/02/2025	allstar	DD	306.39		51.06	4305	210	255.33	fuel
07/02/2025	shergolds	VISA	84.00		14.00	4505	280	70.00	village flowers
10/02/2025	Peninsula	DD	24.73		4.12	4030	110	20.61	employer EAP
11/02/2025	octopus	DD	471.62		78.60	4405	150	393.02	electircity PO
12/02/2025	o2	DD	21.60		3.60	4125	110	18.00	Mobile phones
12/02/2025	hmrc	BILL	487.93			4000	110	487.93	Paye interest
12/02/2025	IN EXCESS	VISA	121.85		20.31	4540	290	101.54	Materials

Continued on Page 3

Payments for Month 11 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
12/02/2025	amazon	VISA	13.98		2.33	4540	290	11.65	Materials
14/02/2025	payroll	BILL	18,470.69			4000	110	18,470.69	payroll
14/02/2025	payroll	BILL	2,280.86			4000	110	2,280.86	payroll
						316	0	-2,280.86	payroll
						6000	110	2,280.86	payroll
14/02/2025	payroll	BILL	1,152.18			4000	110	1,152.18	payroll TS
17/02/2025	IN	BILL	17.88		2.98	4540	290	14.90	Materials
17/02/2025	sage payroll	DD	37.20		6.20	4132	110	31.00	sage payroll
17/02/2025	BT	DD	55.94		9.32	4120	240	46.62	BT
18/02/2025	Peninsula	DD	423.22		70.54	4070	110	352.68	employer services
18/02/2025	hmrc	BILL	6,575.01			4000	110	6,575.01	paye
18/02/2025	hants pensions	BILL	6,779.64			4010	110	6,779.64	pensions
18/02/2025	SSE	BILL	193.90			4405	250	193.90	electirtcity HH
18/02/2025	Canva	VISA	23.59		3.93	4132	110	19.66	subscriptions
19/02/2025	amazon	VISA	6.23			4540	290	6.23	materials
21/02/2025	bank charges	BILL	5.00			4095	110	5.00	bank charges
24/02/2025	BT	DD	143.83		23.97	4120	240	119.86	tel and broadband
24/02/2025	Peninsula	DD	1,548.00			4070	110	1,548.00	Contract advice
24/02/2025	SSE	DD	603.86		100.64	4400	250	503.22	Gas - HH
24/02/2025	Ms S	BILL	222.86			5006	900	222.86	Milage/ Train
						317	0	-222.86	Milage/ Train
						6000	900	222.86	Milage/ Train
25/02/2025	BT	DD	473.40		78.90	4133	110	394.50	Internet services
25/02/2025	British Gas	DD	201.16		33.53	4400	230	167.63	Gas - woodlands
26/02/2025	shergolds	VISA	116.00		19.33	4595	310	96.67	Soil
26/02/2025	progate	BILL	462.00		77.00	4415	150	385.00	key fob programming
27/02/2025	Business stream	VISA	341.47			4410	530	341.47	water - splashpad
28/02/2025	aglico	DD	46.41		7.74	4085	110	38.67	pronter consumables
28/02/2025	conserve	CR	-1,005.60			4425	150	-1,005.60	refund on duplicated payment
	Total Payments for Month		52,326.00	8,001.05	1,136.71			43,188.24	
	Balance Carried Fwd		102,048.48						
	Cashbook Totals		154,374.48	8,001.05	1,136.71			145,236.72	

Fair Oak & Horton Heath Parish Council

Invoices Due for Payment by 31 March 2025

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
	ACELIFTAWAY [ACE001]							
28/02/2025	109502		*Allotment toilets*		28/02/2025	108.00		108.00
				Total of Invoices Due (ACE001)		**108.00**	**0.00**	**108.00**
	all about art [ALL ABOUT]							
18/02/2025	18022024		*woodland Mosaic*		18/03/2025	675.00		675.00
				Total of Invoices Due (ALL ABOUT)		**675.00**	**0.00**	**675.00**
	ALLINGTON NURSERY [ALLINGTON]							
01/01/2025	1311174		*CHRISTMAS TREE*		01/01/2025	456.00		456.00
				Total of Invoices Due (ALLINGTON)		**456.00**	**0.00**	**456.00**
	ARCO							
25/02/2025	7729		*work boots safety*		25/03/2025	179.98		179.98
				Total of Invoices Due (ARCO)		**179.98**	**0.00**	**179.98**
	CEDERPEST [CED001]							
25/02/2025	04918		*pest control*		25/03/2025	228.00		228.00
				Total of Invoices Due (CED001)		**228.00**	**0.00**	**228.00**
	COMPACT FORK TRUCKS [COMPACT]							
18/02/2025	82939		*Equipment service*		18/03/2025	300.00		300.00
18/02/2025	82940		*Equipment service*		18/03/2025	300.00		300.00
				Total of Invoices Due (COMPACT)		**600.00**	**0.00**	**600.00**
	DYNAMIKA UK [DYNDYN]							
05/02/2025	7812		*Water survey = Library*		05/03/2025	354.00		354.00
				Total of Invoices Due (DYNDYN)		**354.00**	**0.00**	**354.00**
	eastleigh services [EAST]							
10/02/2025	107282		*Boiler call out and Maint*		17/03/2025	36.00		36.00
10/02/2025	107278		*Boiler call out and Maint*		10/03/2025	201.00		201.00
				Total of Invoices Due (EAST)		**237.00**	**0.00**	**237.00**
	EBC [EBC001]							
23/05/2024	5707B		*Buisness rate*		22/06/2024	274.93		274.93
01/02/2025	27899		*Trade refuse collection*		01/02/2025	161.70		161.70
01/02/2025	32299		*work on Isuzu*		01/03/2025	395.75		395.75
11/02/2025	32256		*Youth Options*		11/03/2025	16,000.00		16,000.00

Invoices Due for Payment by 31 March 2025

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 (EBC001)		**16,832.38**	**0.00**	**16,832.38**
	FAROL							
28/02/2025	570984		*Equipment Maint*		28/03/2025	450.62		450.62
				Total of Invoices Due (FAROL)		**450.62**	**0.00**	**450.62**
	FIRECARE &SECURITY [FIREC]							
28/02/2025	27510		*Fire Main and alarm*		20/03/2025	496.80		496.80
28/02/2025	27517		*fire and alarm Maint*		28/03/2025	441.00		441.00
28/02/2025	27518		*fire and alarm Maint*		28/03/2025	358.20		358.20
28/02/2025	27509		*fire and alarm maint*		28/03/2025	277.20		277.20
				Total of Invoices Due (FIREC)		**1,573.20**	**0.00**	**1,573.20**
	HAMSPHIRE SWIFTS [HAMSPHIRE]							
28/02/2025	0115		*SUPPLY AND INSTALL SWIFT*		28/02/2025	220.00		220.00
				Total of Invoices Due (HAMSPHIRE)		**220.00**	**0.00**	**220.00**
	HARROD SPO							
18/02/2025	6094		*Football nets*		18/03/2025	193.80		193.80
				Total of Invoices Due (HARROD SPO)		**193.80**	**0.00**	**193.80**
	HCC							
17/05/2024	8648		*Stationary*		16/06/2024	188.08		188.08
				Total of Invoices Due (HCC)		**188.08**	**0.00**	**188.08**
	HOSTED							
28/02/2025	3915		*mcirosoft bank up/block time*		20/03/2025	723.23		723.23
				Total of Invoices Due (HOSTED)		**723.23**	**0.00**	**723.23**
	HOUND parish council [HOUND]							
14/02/2025	517		*Training*		14/03/2025	435.00		435.00
				Total of Invoices Due (HOUND)		**435.00**	**0.00**	**435.00**
	INTRATEST							
28/02/2025	1274		*Structural inspection hanging*		28/03/2025	1,080.00		1,080.00
				Total of Invoices Due (INTRATEST)		**1,080.00**	**0.00**	**1,080.00**
	park community enterprises [PARK COMM]							
04/12/2024	362		*Pantry Banner*		31/12/2024	74.40		74.40

Fair Oak & Horton Heath Parish Council

Invoices Due for Payment by 31 March 2025

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 (PARK COMM)		**74.40**	**0.00**	**74.40**
	REALTIS BUSINESS SOLUTIONS [REAL001]							
28/02/2025	32436		*On site training*		21/03/2025	202.80		202.80
				Total of Invoices Due (REAL001)		**202.80**	**0.00**	**202.80**
	SMART MARKETING [SMAR001]							
28/01/2025	3855		*maketing support*		25/02/2025	78.00		78.00
				Total of Invoices Due (SMAR001)		**78.00**	**0.00**	**78.00**
	wildwood machinery [WILDWOOD]							
01/02/2025	52454A		*Cadet Repair*		28/02/2025	737.89		737.89
08/02/2025	52921		*Cub cadet Maintenance*		08/03/2025	541.77		541.77
08/02/2025	52922		*CUB Cadet 2 Maint*		08/03/2025	541.77		541.77
20/02/2025	50755		*New Holland Maint*		20/03/2025	1,370.63		1,370.63
20/02/2025	52924		*KUBUTA Maint*		20/03/2025	775.22		775.22
				Total of Invoices Due (WILDWOOD)		**3,967.28**	**0.00**	**3,967.28**
				Total of Invoices Due (Creditors)		**28,856.77**	**0.00**	**28,856.77**
				TOTAL OF INVOICES DUE (ALL LEDGERS)		**28,856.77**	**0.00**	**28,856.77**

Email received on 27 February 2025 from Fair Oak Cricket Club:

Fair Oak Cricket Club is very thankful to the Parish and the borough council for the support over the years as we have developed our club and facilities for the residents of the borough. After successful refurbishment and launch of the pavilion, we are now at a stage where we would like to increase the social facilities we can offer members. Therefore, Fair Oak Cricket Club would like to request that Fair Oak Parish Council consider making an application to the planning authority to change the conditions of planning application 17252/020 as follows:

2. The pavilion shall not be used except between the hours of 08:00 and 22:00.

Reason: In the interests of residential amenity.

Fair Oak Cricket Club would like this clause removed. We consider the restriction unnecessary in circumstances where it is better managed via the licensing requirements.

Justification:

To allow extended use of pavilion facilities for members to socialise.

Concern:

Manage noise disturbance to nearby premises:

Mitigation:

· Licencing hours managed through club premises certificate
· Members will be asked to move inside from 22:00 with outside seating removed.
· The main pavilion windows in the bar area face away from the houses on to the open fields and these and all other windows will be closed from 22:30.

Concern:

Anti-social behaviour:

Mitigation:

As per our club premises certificate application, anti-social behaviour is not related to the cricket club. We ourselves have suffered from vandalism to cricket facilities/pavilion just like some of the residents of Pavilion Close. In addition to our club premises certificate being issued in 2023, the club have had the following temporary event notices:

2019 – 11 valid submissions

2022 – 0 due to COVID

2021 – 5 valid submissions

2022 – 12 valid submissions

2024 – 1 valid submission

There have been no issues or complaints from anyone while we have had our club premises certificate, temporary event notices or while any cricket activities have taken place. The club stands by its statement during the club premises certificate application that an increased

presence on site is a natural deterrent and that ASB has significantly reduced on site while we have a presence.

3. The pavilion shall not be used for activities which would result in noise emanating from the building which is audible at or beyond the site boundaries or for private functions.

Reason: In the interests of residential amenity.

Fair Oak Cricket Club would like the removal of private functions.

Justification:

To allow extended use of pavilion facilities for members to socialise

Concern:

Manage noise disturbance to nearby premises.

Mitigation:

· Customers will be asked to move inside from 22:00 with outside seating removed.
· The main pavilion windows in the bar area face away from the houses on to the open fields and these and all other windows will be closed from 22:30.

If the above planning application was to be submitted and approved, Fair Oak Cricket Club would look to amend its current club premises certificate (2023/00008/07ECLN) in the future. As part of this amendment application we would apply the above mitigation in our application.

The club would also be willing to contribute to any reasonable costs associated with the planning application.

Fair Oak Cricket Club

FULL COUNCIL – 20 MARCH 2025

DEVOLUTION TASK & FINISH GROUP: INTERIM FINDINGS

1. RECOMMENDATIONS

1.1. That the Clerk be given delegated authority in consultation with the Chairman of the Council to complete expression of interest forms for the assets listed in paragraph x below;

1.2. That the Clerk clarify financial information from Eastleigh Borough Council;

1.3. That further investigation be undertaken regarding land at Stoke Heights & Fratton Way; and

1.4. That the press release attached at Appendix 1 be approved for publication.

2. PURPOSE

2.1. The purpose of this report is to provide an update on the progress of the Devolution Task & Finish Group, outlining the review of potential asset transfers, key considerations, and recommendations for future actions. The report also provides a brief update on local government reorganisation in Hampshire.

3. BACKGROUND

3.1. The Devolution Task & Finish Group, established in January 2025, is responsible for evaluating and managing the transfer of assets from Eastleigh Borough Council (EBC) to Fair Oak & Horton Heath Parish Council. Site visits and discussions have been conducted to assess the viability of land and asset transfers by the Task & Finish Group supported by the Clerk, Operations Manager and the Council's Public Open Space consultant.

3.2. The Group aims to ensure that any transferred assets align with community interests and financial sustainability.

4. UPDATE ON LOCAL GOVERNMENT REORGANISATION IN HAMPSHIRE

4.1. The Government has included Hampshire and the Solent in its Devolution Priority Programme, aiming to create a Mayoral Strategic Authority by May 2026. A joint submission from all principal councils in the region will be submitted to the Government by 21 March setting out an interim plan for local government reorganisation, responding to the Government's request for a consolidated approach.

4.2. Key developments include:

- The Government is consulting on the establishment of a Mayoral Combined County Authority covering Hampshire, Portsmouth, Isle of Wight, and Southampton, with elections planned for May 2026.
- The reorganisation proposes to replace the existing two-tier system (county and district councils) with new unitary authorities that would take responsibility for all local government functions.

- The new authority will oversee strategic housing, planning, transport, infrastructure, employment support, economic development, and environmental policies.
- There is a proposal for town and parish councils to play a larger role in delivering local services and managing community assets.
- The Government has postponed the May 2025 County Council elections to accommodate the transition towards the mayoral election in 2026 and further restructuring.
- Consultation on the devolution proposals is ongoing until April 2025, and local councils are encouraged to participate.

5. LOCAL RESPONSE TO LGR

5.1. EBC has a long-standing policy of transferring community assets to parish and town councils, for example, the open space and play area at Pembers Hill was recently transferred to the Parish Council. This approach ensures that local decision-making remains as close to communities as possible, empowering parishes to take ownership of key local assets.

5.2. EBC has been in dialogue with the 10 towns/parishes within the Borough since publication of the White Paper regarding accelerating the existing asset transfer programme. This is largely due to the recognition that Local government reorganisation presents an opportunity for town and parish councils to play a greater role in delivering local services, managing local assets and addressing community needs.

5.3. EBC have established a dedicated team to facilitate the transfer programme, comprising technical team and administrative resource. The team is supported by a Community Asset Board comprising senior Councillors and Local Area Committee Chairs.

5.4. EBC has indicated that towns and parish councils have until May 2025 to put forward expressions of interest in sites for a first phase of transfers, with an aspiration that transfers be completed by October 2025.

5.5. Town and parish councils will need to determine whether EBC continues to maintain the sites until 31 March 2025 (as they have already funded this through the special expenses element of the Council Tax) or if the parish will take on maintenance upon transfer.

5.6. These are proposals only and not a fait accompli, as legal searches and queries will need to be completed before any proposed site is formally signed off for transfer.

6. ASSET TRANSFER REVIEW & SELECTION PROCESS

6.1. Based on site visits undertaken by the Group on 3 March, the following decisions were made:

- **Assets recommended for potential transfer:**
    - Knowle Hill Conservation Area
    - Fair Oak Road Verge
    - Noyce Drive

- Stubbington Way/The Beeches
- Chapel Drove

- **Assets Requiring Further Consideration following site visits:**
  - Stoke Heights: Interest in transferring the open space, but exclusion of tree-lined land needs clarification with EBC.
  - Fratton Way: Further assessment needed regarding tree reports, risk evaluations, and maintenance costs.
- **Assets Requiring Further Consideration following receipt of definitive map from EBC (received after the site visits):**
  - Land west of Horton Heath
  - Quobleigh Ponds
  - Ormond/Marathon Close
- **Assets Declined for Transfer:**
  - Meadowsweet Way, Mill Court, Ascot Close, Huntingdon Gardens, Scotland Close.
- **Key Concerns & Considerations:**
  - Risk assessments, maintenance schedules, and developers' contributions/commuted sums will be sought for each potential asset for informed decision-making.
  - Financial commitments for staff and maintenance need to be clarified.
  - Land at One Horton Heath will be discussed separately from the main process with the Chairman and the Leader of Eastleigh Borough Council leading on these.

7. COMMUNICATIONS

7.1. While it is important to provide transparency for residents, as discussions with EBC and site assessments are in the early stages, details cannot be provided at this stage. However, high-level decisions will be shared, and any communications will align with those of EBC to ensure consistent messaging and information.

7.2. A press release has been prepared and shared with EBC. This is attached at Appendix 1.

8. COST OF THE PROCESS

8.1. The cost of the devolution process to the Parish Council is largely unknown at this stage and will depend on the number of assets ultimately transferred and the associated legal costs, including searches as well as maintenance and staffing resource needed to support individual sites.

8.2. The Clerk has obtained an indicative quote from the Council's solicitor to undertake block transfers. The Parish Council has a dedicated devolution budget of £32,000, which will support costs related to this process.

9. NEXT STEPS

9.1. That expression of interest forms be submitted for the five sites listed at paragraph 6 above for potential asset transfers.

9.2. That risk assessments and maintenance cost analysis be undertaken, as well as review all tree surveys for remaining sites yet to be determined.

9.3. That the press release attached at appendix 1 be published following Council approval.

9.4. The Clerk and Chairman will continue discussions with Bishopstoke Parish Council regarding sites of joint interest.

10. CRIME & DISORDER IMPLICATIONS

10.1. The transfer of open spaces should consider security measures to prevent antisocial behaviour. Liaison with local enforcement agencies may be required to ensure safety in public areas.

11. ENVIRONMENT & SUSTAINABILITY IMPLICATIONS

11.1. Ensuring ecological protection, particularly for sites with significant tree coverage, is a priority. Collaboration with conservation groups such as the Hampshire Wildlife Trust may provide sustainable management solutions. For areas with known ecological importance such as Quobleigh ponds/woods, advice will be sought from an ecologist and ecological assessments and plans reviewed.

12. FINANCIAL IMPLICATIONS

12.1. Acquiring new assets necessitates clear financial planning. Budget estimates for maintenance should be secured before finalizing transfers. Parish financial reserves and external funding sources may be explored to mitigate cost burdens.

13. SUMMARY

13.1. The Devolution Task & Finish Group has made significant progress in asset review and transfer discussions. Further assessment of financial implications and environmental considerations is essential before finalising decision on all potential sites for transfer. A structured approach, involving risk assessments, funding clarification, and collaborative agreements, will ensure that asset transfers benefit the local community while remaining financially sustainable for the Parish in the long-term.

FOR FURTHER INFORMATION CONTACT:

Name: Melanie Stephens, Parish Clerk

Email: clerk@fairoak-pc.gov.uk

Appendix 1

PRESS RELEASE

PARISH COUNCIL ASSESSING ASSET TRANSFERS FROM EASTLEIGH BOROUGH COUNCIL

As part of the ongoing Local Government Reorganisation in Hampshire, the Parish Council is currently assessing several community assets for potential transfer from Eastleigh Borough Council (EBC).

EBC has a long standing adopted policy of transferring assets to town and parish councils in line with the localism agenda, ensuring that local assets are managed at the most local level for the benefit of the community. While some transfers have taken place historically since the early 1990's, EBC still retains several community assets, including play areas and public open spaces, in the Parish, which could now be considered for transfer.

In the context of potential local government changes, EBC has approached all town and parish councils within the Borough to gauge their interest in taking over these assets. In January 2025, the Parish Council established a Task & Finish Group to assess the feasibility of transferring and managing many sites currently owned by EBC within the Parish.

As part of the vetting process, the larger public open spaces and amenity lands were visited by the Parish Council's Task & Finish Group, supported by Council Officers and an external public open space consultant. These visits focused on identifying health and safety concerns, assessing local amenity and wider community value, considering risks of future development, and evaluating the strategic importance of each site.

At the 20 March Full Council meeting, the following assets were confirmed for transfer:

1. **Knowle Hill Conservation Area**
2. **Fair Oak Road Verge**
3. **Noyce Drive**
4. **Stubbington Way/The Beeches**
5. **Chapel Drove**

Assets Requiring Further Consideration:

A small number of other assets remain under review. If deemed suitable for transfer, the Parish Council will inform residents on site locations via the monthly e-bulletin and social media channels.

EBC aims to complete asset transfers by October 2025, with the Parish Council taking full responsibility for maintenance from April 2026. Any remaining EBC-owned assets will be transferred to the new unitary authority (date yet to be confirmed). In the interim, EBC will continue managing these sites. Funding details associated with the transfers are yet to be determined.

The Parish Council is committed to engaging with residents, particularly those living near the affected sites, to seek their input on future improvements. In the meantime, Council Officers will conduct detailed assessments of both newly acquired and existing sites to determine current standards, necessary improvement works, and innovative management approaches for the future.

Chairman of the Parish Council, Helen Douglas, commented:

“This is a great opportunity to ensure that community assets with real local value are managed directly by the Parish Council, allowing us to tailor maintenance and improvements to the needs of our residents. While we are keen to take on responsibility for key sites, not all assets will be transferred before the new unitary authority is established. However, we will continue to review and discuss these assets with the new strategic authority in the future to ensure the best outcomes for our community.”

For further information on Local Government Reorganisation in Hampshire, visit: https://www.hants.gov.uk/aboutthecouncil/governmentinhampshire/devolution.

For media enquiries, please contact: Carly Giles, Communications & Events Officer

FULL COUNCIL 20 MARCH 2025

SUSTAINABLE PROCUREMENT POLICY REPORT

1. RECOMMENDATIONS

1.1. That the Council adopt the Sustainable Procurement Policy attached at **Appendix 1**,
1.2. That delegated authority be given to the Deputy Clerk, in consultation with the Clerk, to create a Sustainable Procurement Strategy.

2. INTRODUCTION

2.1. Fair Oak and Horton Heath Parish Council acknowledges the impact of its operations on the environment and local community.

2.2. The adoption of a Sustainable Procurement Policy ensures procurement activities align with social, economic, and environmental objectives while delivering value for money.

2.3. This policy supports the Council's Corporate Plan 2023-2026, Climate Change Action Plan, and Sustainability Policy, ensuring compliance with national procurement priorities and legislation.

3. LEGAL AND POLICY FRAMEWORK

3.1. Procurement at the Council is governed by:

- Council Financial Regulations provide financial management and procurement frameworks.
- The Public Services (Social Value) Act 2012 requires procurement to consider social, economic, and environmental benefits.
- Public Contracts Regulations 2015 ensure procurement achieves maximum value.
- The Procurement Act 2023 establishes compliance with national procurement standards and the National Procurement Policy Statement (NPPS).

4. KEY CHANGES UNDER THE PROCUREMENT ACT 2023

4.1. The new Act introduces significant reforms to simplify and improve procurement:

- Consolidation of procurement regulations into a unified framework.
- Increased transparency and improved supplier access via a central digital platform.
- Greater flexibility in designing procurement processes.
- Support for Small and Medium Enterprises (SMEs) and Voluntary, Community, and Social Enterprises (VCSEs) and diverse suppliers
- Strengthened measures to exclude non-compliant suppliers.
- Shift from "most economically advantageous tender" (MEAT) to "most advantageous tender" (MAT), balancing cost and quality.

5. SUSTAINABLE PROCUREMENT OBJECTIVES

5.1. The Council is committed to responsible procurement, integrating sustainability into decision-making processes.

- **Environmental Sustainability:**
    - Reduce carbon emissions in line with the UK's Net Zero by 2050 commitment.
    - Prioritise suppliers with strong environmental credentials and sustainable supply chains.
    - Reduce waste through recycling, reuse, and sustainable material sourcing.
    - Procure energy-efficient and low-emission vehicles and equipment.
- **Social Value and Inclusion:**
    - Ensure fair, transparent procurement processes accessible to SMEs and social enterprises.
    - Promote suppliers committed to equality, diversity, and inclusion.
    - Support businesses providing employment and training for underrepresented groups.
- **Financial Responsibility:**
    - Evaluate whole-life costs rather than just initial purchasing costs.
    - Identify cost-saving opportunities through durable, energy-efficient products.
    - Leverage national frameworks for competitive pricing of sustainable goods and services.
- **Crime and Ethical Procurement:**
    - Ensure ethical supply chains, preventing exploitation and unfair labour practices.
    - Encourage suppliers investing in community well-being and safety.
    - Support initiatives that contribute to safer, healthier communities.

6. FINANCIAL IMPLICATIONS AND PROCUREMENT THRESHOLDS

6.1. The Procurement Act 2023 defines financial thresholds for procurement:

- Works/Construction: £5,372,609 (incl. VAT).
- Goods and Services: £214,904 (incl. VAT).
- These thresholds guide procurement procedures, ensuring statutory compliance while optimising value for money. Practices and procedures will be amended to reflect this proformas and templates will be created for across the board compliance.

7. BENEFITS OF PROCUREMENT ACT 2023

7.1. The benefits of the new Procurement Act are that:

- It creates easier access to procurement data for better decision making-through the implementation of a central digital platform for supplier to register and access procurement opportunities.
- It provides increased market opportunities for small and medium Enterprises (SMEs) and voluntary, community and social enterprise sector (VCSEs)
- It provides better protection against poor-performing suppliers through greater transparency and planned launch of debarment register
- It aligns with strategic procurement priorities of driving economic growth.
- It reinforces quality and value over just cost considerations.

8. NATIONAL PROCUREMENT POLICY PRIORITIES

8.1. The 2025 National Procurement Policy Statement outlines key priority areas that all contracting authorities must consider:

- **Creating New Businesses, New Jobs, and New Skills**
  - Prioritising suppliers who invest in employment and training for local residents.
  - Encouraging apprenticeships and skills development in the supply chain.
- **Tackling Climate Change and Reducing Waste**
  - Ensuring procurement decisions align with the Council's Net Zero Strategy.
  - Prioritising suppliers with strong environmental credentials and sustainable supply chains.
  - Reducing reliance on carbon-intensive goods and services.
- **Improving Supplier Diversity, Innovation, and Resilience**
  - Supporting Small and Medium Enterprises (SMEs) and local businesses.
  - Encouraging innovative solutions that deliver improved public services.
  - Increasing resilience in the supply chain to mitigate risks from global disruptions.

9. INCLUSION AND DIVERSITY IMPLICATIONS

9.1. The Procurement Act 2023 encourages greater participation from SMEs, VCSEs, and diverse suppliers, ensuring that procurement processes are fair and inclusive. The Council will actively work to remove barriers and promote equal access to procurement opportunities.

10. CLIMATE/ENVIRONMENT IMPLICATIONS

10.1. The Council's procurement decisions will contribute to climate action by reducing carbon emissions, prioritising sustainable suppliers, and aligning with the UK's Net Zero by 2050 commitment.

11. FINANCIAL IMPLICATIONS

11.1. The Act supports value-for-money procurement, ensuring efficient use of public funds while balancing long-term cost savings with sustainable investments.

11.2. The Procurement Act 2023 establishes thresholds that define the financial limits for procurement processes:

- **Works/Construction Threshold:** £5,372,609 (including VAT) – Applies to building new structures, renovations, installations, and land modification projects.
- **Goods and Services Threshold:** £214,904 (including VAT) – Applies to the procurement of goods and service contracts.

11.3. These thresholds determine the procedures required for procurement and ensure compliance with statutory obligations.

12. CONCLUSION

12.1. The adoption of a Sustainable Procurement Policy aligns with the Council's commitment to responsible governance and sustainable development.

12.2. By embedding sustainability principles, the Council will:

- Ensure compliance with The Procurement Act 2023 and NPPS.
- Promote environmental sustainability, social value, and economic growth.
- Enhance transparency, accountability, and ethical procurement practices

12.3. The Council will continue to refine its procurement approach, adapting to evolving legislation and best practices to maximise long-term benefits for the community and stakeholders.

FOR FURTHER INFORMATION CONTACT

Michelle Leadbitter-Allen
Deputy Clerk
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Appendix 1

FAIR OAK AND HORTON HEATH PARISH COUNCIL

SUSTAINABLE PROCUREMENT POLICY

Fair Oak and Horton Heath Parish Council is committed to integrating sustainability into its procurement processes. The goal is to ensure that all goods, services, and works are procured in a way that maximises value while promoting environmental, social, and economic sustainability. This policy aligns with the **Procurement Act 2023**, the Council's **Sustainability Policy**, the **Parish Council's Corporate Social Responsibility Policy**, and National Procurement Policy Statement.

SUSTAINABILITY PRINCIPLES

The principles that guide the Council's procurement decisions include a focus on environmental impact, social benefit, and economic efficiency. All procurement decisions must still ensure value for money, which is a fundamental requirement alongside these principles.

1. **Environmental Impact**

    - **Reducing Carbon Emissions:** The Council will actively work towards reducing its carbon footprint by choosing suppliers and products where possible that align with the Government's Net Zero by 2050 pledge. This involves considering the carbon footprint of goods, services, and works throughout their lifecycle.
    - **Minimising Waste:** Procurement choices will prioritise waste reduction through encouraging the reuse, recycling, and purchase of recycled or reclaimed materials. This effort aims to reduce landfill waste and promote the use of circular economy practices.
    - **Sustainable Sourcing:** The Council will aim to procure goods and services from sustainable sources, focusing on reducing environmental harm, such as opting for fair trade, eco-friendly materials, and products with a low environmental impact.
    - **Energy and Water Efficiency:** Procuring energy-efficient products and services will help to reduce energy consumption in council-owned buildings and facilities. Additionally, the Council will seek solutions that improve water efficiency across its properties.
    - **Low-emission Vehicles:** When purchasing vehicles for service delivery, the Council will prioritise energy-efficient, low-emission options that contribute to reducing overall emissions from council operations.

2. **Social Impact**

    - **Supporting Local Businesses:** The Council will actively prioritise local businesses, SMEs (Small and Medium Enterprises), and VCSEs (Voluntary, Community, and Social Enterprises) in its procurement decisions. By doing so, it will help stimulate the local economy and create job opportunities within the community.
    - **Promoting Apprenticeships and Training:** Suppliers who invest in local employment and training opportunities will be prioritised. This will help develop the skills of local residents and contribute to the workforce's overall development.

- **Diversity and Inclusion: The Council will ensure that its procurement processes are inclusive** and promote equal access to procurement opportunities. By supporting diverse suppliers, the Council encourages wider participation in local and national supply chains.

3. **Economic Impact**

- **Value for Money:** All procurement decisions will ensure value for money by considering long-term costs, including environmental, social, and economic impacts, rather than just immediate financial outlay. This holistic approach ensures that every procurement decision delivers the best overall value for the council and community.
- **Efficiency and Public Funds:** The Council will ensure the efficient use of public funds through the careful selection of suppliers that provide sustainable, high-quality products and services at competitive prices. The objective is to maximise the benefits gained for the community while balancing the need to reduce costs.

PROCUREMENT PROCEDURES

In line with the **Procurement Act 2023**, the Council will adhere to established thresholds for procurement processes:

- **Contracts above £139,688** (inclusive of VAT) must be advertised on the *Find a Tender* service to ensure open competition.
- **Contracts below this threshold** will still seek multiple quotes to ensure value for money is achieved.
- **For works or construction contracts above £5,372,609** (inclusive of VAT), the same transparency and competition standards will apply.
- **Purchases under £40,000.00** (inclusive of VAT) will adhere to the Parish Council's **Financial Regulations**, ensuring compliance with internal policies and maintaining value for money.

These procedures will comply with the **Public Services (Social Value) Act 2012** and will require the Council to integrate social, economic, and environmental value into procurement decisions. In all cases, **value for money** will remain a critical consideration throughout the procurement process.

SUSTAINABLE SOURCING

- **Ethical Sourcing:** The Council will prioritise sourcing goods and services that meet high ethical standards, with an emphasis on sustainability. This will include sourcing from suppliers who use environmentally friendly materials, who pay fair wages, and who adhere to ethical business practices.
- **Lifecycle Impacts:** Products and services will be evaluated for their entire lifecycle impacts, including manufacturing, transportation, and disposal. The aim is to choose items that have the least environmental impact over their lifespan.
- **Fair Trade and Local Products:** Where local suppliers are unavailable, the Council will consider fair trade options and sustainable sourcing to ensure that products are ethically sourced.

PROCUREMENT PRIORITIES

The Council's procurement decisions will align with the **National Procurement Policy Statement (NPPS)**. Key priority areas include:

1. **Climate Change and Waste Reduction**
    - The Council will prioritise suppliers who have strong environmental credentials, helping to reduce reliance on carbon-intensive goods and services. The aim is to work towards a circular economy that reduces waste and promotes resource efficiency.
2. **Employment, Skills, and Business Growth**
    - The Council will support suppliers who invest in local communities by creating job opportunities, offering apprenticeships, and fostering skills development. These efforts will contribute to economic growth within the community and wider region.
3. **Supplier Diversity and Innovation**
    - The Council will encourage innovation in procurement processes and solutions. This includes promoting new ideas that can improve public services and enhance efficiency. Additionally, the Council will support a diverse range of suppliers, including SMEs, which helps strengthen resilience in the supply chain.

IMPLEMENTATION AND MONITORING

The Council will regularly review its procurement practices to ensure that they are aligned with sustainability goals. The following measures will be implemented:

- Continuous evaluation of procurement decisions based on their social, environmental, and economic outcomes, ensuring **value for money** in each case.
- Regular reports on progress towards meeting sustainability objectives and reviewing supplier performance.
- Ongoing training and awareness for staff involved in procurement to ensure they are up to date with the latest sustainability practices and legislative requirements.

CONCLUSION

Fair Oak and Horton Heath Parish Council's Sustainable Procurement Policy ensures that all procurement activities contribute to the achievement of sustainability goals, enhance value for money, and support the community's long-term well-being. The policy will be reviewed regularly to reflect changes in legislation and evolving sustainability practices. By following this policy, the Council reaffirms its commitment to responsible procurement that maximises public value, supports local businesses, and reduces environmental harm.

Adopted: 20th March 2025

Review: 20th March 2027

MARCH 25			
ITEM	**OBJECTIVE**	**METHOD**	**LEAD OFFICER**
Asset Transfers	To review work of the Devolution/LGR Task & Finish Group	Report	**Clerk/Chairman**
Procurement Policy	To adopt a sustainable procurement policy	Report	**Deputy Clerk**
Fixed Asset Register/write offs	To review and approve the Fixed Asset Register including any write offs	Report	**Finance Officer**
APRIL 25			
ITEM	**OBJECTIVE**	**METHOD**	**LEAD OFFICER**
Annual website/social stats	To review annual KPI's	Report	**Communications & Events Officer**
Website	To review website upgrade progress	Report	**Deputy Clerk**
Biodiversity Statement	To consider a biodiversity statement	Report	**Clerk/Deputy Clerk**
Corporate Action Plan	To adopt the Action Plan for 24-25	Report	**Clerk**
MAY 25			
ITEM	**OBJECTIVE**	**METHOD**	**LEAD OFFICER**
Asset Transfers	To review work of the Devolution/LGR Task & Finish Group	Report	**Clerk/Chairman**
JUNE 25			
ITEM	**OBJECTIVE**	**METHOD**	**LEAD OFFICER**
Development of New Cemtery	To commence project planning for the development of the new cemetery	Report	**Clerk/Operations Manager**
Corporate Social Responsibility Policy/Sustainability Policy	To review the current document	Report	**Deputy Clerk**
JULY 25			
ITEM	**OBJECTIVE**	**METHOD**	**LEAD OFFICER**
Children & Vulnerable Adult Protection Policy	To review the current document	Report	**Clerk**

Data Protection Policy	To review the current document	Report	**Clerk**
Café Post Project Evaluation	To review the café project	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**
Community orchard(s)	To discuss the progress of orchard sites	Report	**Clerk/CDO**
Health and Safety Policy	To review	Report	**Clerk/Operations Manager**
Use of AI policy	To implement a new policy for use of AI	Report	**Clerk**
Emergency Plan	To review the Current document	Report	**Clerk**
Modifications and refubishments at the Pavilion Clubhouse	To consider further refurbishment works.	Presentation	**Clerk/Operations Manager**
Corporate Action Plan - 2026 - 2029	To agree development of a new Corproate Action Plan	Report	**Clerk**
Tree Policy	To review the tree policy & include policy on use of mulch	Report	**Clerk/CDO**
Heritage Plaque Policy	To consider a policy	Report	**Clerk**
Minor refurishment works to Pavilion	To consider joint works with the Club to undertake refurbishment works at the Pavilion	Report	**Operations Manager**