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Minutes of the Annual Council Meeting of the Council held on Tuesday 20 May 2025 at 6.00 pm at the Parish Office, 2 Knowle Park Lane, Fair Oak

Present: Cllrs Anderson, Bird, Broomfield, Douglas (Chair), Cllr Higby, Marsh & Smith

Officers in attendance: Mel Stephens, Clerk, Michelle Leadbitter-Allen, Deputy Executive Officer and Jo Cahill, Finance Officer

Apologies: Cllrs Bird, Couldrey, Forfar, Meech & Stupple

Absent: Cllrs Barrett, Scott & Tennent

PUBLIC SESSION

Matt Nicholson, representing the Fountain Café, for Minute No 13.

Tony Oxley, representing Fair Oak Cricket Club, for Minute No 14.

8 ELECTION OF CHAIR

Cllr Marsh moved that Cllr Douglas be elected Chair of the Council for the ensuing municipal year. The motion was seconded by Cllr Bird. There were no other nominations.

RESOLVED:

That Cllr Douglas be appointed as Chair for the ensuing municipal year. Cllr Douglas took the Chair and signed the declaration of acceptance of office, formally witnessed by the Clerk.

Councillor Douglas expressed her gratitude to Council members and staff, acknowledging their dedication and teamwork.

Cllr Douglas in the Chair.

9 ELECTION OF VICE-CHAIR

Cllr Marsh moved that Cllr Couldrey be elected Vice-Chair of the Council for the ensuing municipal year. The motion was seconded by Cllr Anderson. There were no other nominations.

RESOLVED:

That Cllr Couldrey be appointed as Vice-Chair for the ensuing municipal year.

10 DECLARATIONS OF INTEREST

There were none.

11 MINUTES (PAPER A)

RESOLVED:

(a) That the minutes of the Full Council meeting dated 14 April 2025 be signed at the next meeting of the Full Council on 16 June; and

(b) That the minutes of the Special Full Council meeting held on 6 May 2025, be signed by the Chair as a correct record; and

(c) That the minutes of the Finance Committee meeting held on 2 May 2025, be signed by the Chair as a correct record; and

(d) That the delegated planning decisions be noted.

12 MEMBERSHIP OF COMMITTEES & OUTSIDE BODIES (REPORT B)

The Council considered the membership of Committees, Task & Finish Group and outside body representatives for the ensuing year.

RESOLVED:

(a) That the members appointed to Committees, standing Task & Finish Groups and Outside Bodies as set out in Report B to the Council be approved; and

(b) That the Community Engagement Officer serve as the Allotment Association Representative on behalf of the Council.

13 STANDING ORDERS (REPORT C)

Members considered the Standing Orders and proposed amendments. These included the addition of procurement procedures and some minor changes reflecting staff changes.

Members supported the proposed changes as set out above. As such, it was: -

RESOLVED:

(a) That the Standing Orders as set out in Appendix 1 to Report C to the Council be approved; and

(b) That the Deputy Executive Officer be given delegated authority, to make further minor editing changes, corrections, and updates to the document prior to publication as required.

Action: Michelle Leadbitter-Allen

14 SCHEME OF DELEGATION (REPORT D)

The Council considered the revised Scheme of Delegation which included minor changes

to reflect the changes of leadership at officer level of the Council, ensuring continued operational delivery of the Council's functions and services.

RESOLVED:

(a) That the Scheme of Delegation as set out in Report E to the Council be approved; and

(b) That the Deputy Executive Officer be given delegated authority, to make further minor editing changes, corrections, and updates to the document prior to publication should this be necessary.

Action: Michelle Leadbitter-Allen

15 CONFLICT OF INTEREST WITH BDO LTD

Councillors confirmed that they did not have any conflicts of interest with BDO LLP external auditor.

RESOLVED:

That the conflict-of-interest form be signed by the Clerk and Chair for submission with the end of year audit papers.

Action: Jo Cahill

16 FINAL ACCOUNTS (REPORT E)

The Council considered the Final Accounts for the 2024/25 financial year.

RESOLVED:

That the Final Accounts for the year ending March 2025 be approved for submission to the external auditor and the annual return completed.

Action: Jo Cahill

17 ANNUAL GOVERNANCE RETURN (SECTION 1&2) 2024/25 (REPORT F)

The Council considered the Annual Governance Return sections 1 and 2 for submission to the external auditors.

The Chairman expressed the Council's thanks to the Finance Officer for all her hard work in preparing the reports.

RESOLVED:

(a) That the Annual Governance Statement 2024/25 (Section 1) be approved and signed by the Chair and the Clerk for submission to the external auditor;

(b) That the Accounting Statement 2024/25 (Section 2) be approved and signed by the Chair for submission to the external auditor; and

(c) That the dates for 'Notice for Public Right of Inspection' be approved as 3 June 2025 to 14 July 2025.

Action: Jo Cahill

18 INTERNAL AUDIT REPORT (REPORT G)

The Council considered the report of the Internal Auditor following her visit on 29 April 2025.

The Clerk and Finance Officer had responded to the comments made by the Auditor and actions were set out in the action plan attached as Appendix 2 to Report I to the Council.

RESOLVED:

(a) That the internal audit report be noted; and

(b) That Deputy Executive Officer (as Acting Executive Officer) and Responsible Finance Officer be given delegated authority to carry out actions as set out in the audit action plan.

Action: Jo Cahill/Michelle Leadbitter-Allen

19 FINANCE REPORT (REPORT H)

The Council considered the Finance Report.

RESOLVED:

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

(b) That the BACs payments be approved.

Action: Jo Cahill

20 FOUNTAIN CAFÉ PROJECT EVALUATION (REPORT I)

The Council consider the end of project evaluation report. Councillors thanked the Clerk for her exceptional work completing the Fountain Café project.

The Clerk outlined Phase 2 of the project which included the erection of a dedicated building to house a Men's Shed, arts and crafts therapy workshops and a space from which to run the community pantry to facilitate extended opening times.

The newly appointed Executive Officer and Community Engagement Officer would perform scoping work required for the phase 2 works, using evidence gathered from the Council's three-year corporate plan. Thus completing, together with the Fountain Café and the Splashpad, the Council's ambition to create a true leisure and wellbeing destination for the local community on this site.

Matt Nicholson, Fountain Café director stated that the café had exceeded predictions for the first year of operations. Café Trustees were very grateful to the Council and the Clerk for seeing the project through to fruition.

RESOLVED:

The Council noted the Café Project Evaluation Report and the proposed Phase 2 of the wider community development project.

21 PAVILION PLANNING CONDITIONS (VERBAL REPORT)

The Council considered the request from Fair Oak Cricket Club seeking support for the removal of the planning conditions pertaining to the Cricket Club.

Tony Oxley, Fair Oak Cricket Club, explained that the proposed extension to opening hours would only be on a Friday and Saturday and that any functions held in the club room would be limited to hire by club members only.

After discussion it was: -

RESOLVED:

That the Cricket Club seek public opinion through a thorough consultation with residents of Daisy Fields and Pavillion Close regarding their proposals, presenting this to Council for consideration when complete.

22 SUPPLEMENTARY AGENDA: DEVOLUTION/LGR TASK AND FINISH GROUP

The Council received recommendations from the Devolution Task and Finish Group regarding additional sites considered for transfer. These included: Stoke Heights**,** land parcels north of the Cemetery boundary and the alleyway at Dean Road.

The Clerk had prepared Eastleigh Borough Council's (EBC) transfer request form, and following the Council meeting would submit to EBC for processing.

RESOLVED:

That Stoke Heights, land at the Cemetery and Dean Road be added to the Asset Transfer Request Form for submission to Eastleigh Borough Council.

Action: Mel Stephens

Signed : …… Chair

This was all the business and the meeting closed at 7.15 pm.