FAIR OAK & HORTON HEATH PARISH COUNCIL
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Minutes of the Council Meeting
Held on Monday 19 October 2026
at the Parish Council Offices

PRESENT:

Councillors: Anderson, Barret, Bird, Couldrey (Vice-Chair), Douglas (Chair), Marsh, Meech, Smith, Stupple, Scott, Tennent

Officers: A Lowe (Executive Officer), J Cahill (Finance Officer), M Leadbitter-Allen (Deputy Exec Officer)

APOLOGIES

Cllrs Broomfield, Forfar & Higby

77. DECLARATIONS OF INTEREST

No declarations of interest were received

78. MINUTES OF MEETING

Cllrs reviewed the minutes of the previous meeting.

RESOLVED:

a) That the minutes of the Council meeting held on 14 September 2026 be signed by the Chair as a correct record, subject to the addition of Cllr Scott to the list of Councillors present; and

b) That the delegated planning decisions for weeks ending 11 & 25 September 2026 be noted.

79. PUBLIC PARTICIPATION

Two members of the public were present as applicants for co-option. One applicant attended via Microsoft Teams, as arranged before the meeting.

80. CO-OPTION TO FILL COUNCILLOR VACANCY

The Chair welcomed the applicants and invited each candidate to present their application to Council. Members were given the opportunity to ask questions of each applicant regarding their application, experience, and interest in serving the community.

Upon completion of the presentations and questions, the applicants withdrew from the meeting to enable Council to consider the applications and conduct a ballot.

In accordance with Standing Orders, a closed ballot was held to determine the successful applicant. The two unsuccessful candidates were thanked for their applications and advised

that they would have a further opportunity to stand for election at the local council elections in May 2027.

RESOLVED:

That Mr Enrico Clay be co-opted to fill the casual vacancy on Fair Oak & Horton Heath Parish Council.

IT WAS FURTHER RESOLVED:

Enrico Clay rejoined the meeting, signed the Declaration of Acceptance of Office and took his seat as a Councillor.

81. CHAIRMAN'S ANNOUNCEMENTS

The Chair informed the meeting that she had received an e-mail from the of Head Fair Oak Infants School, saying how grateful he was for the resurfacing of the Cemetery Path.

82. EXECUTIVE OFFICER UPDATE

The Council received an update from the Executive Officer, listed below are the salient points:

- Local Government Reorganisation (LGR) remained suspended.
- Staff training had commenced, with further operational and mandatory courses planned.
- Staff appraisals had commenced for the 1 July 2026 to 30 June 2027 reporting period.
- The Operations Team had begun its autumn maintenance programme.
- The Knowle Park Masterplan Steering Group would meet on 21 October 2026.
- New Century Park path resurfacing was complete, and Knowle Park Skate Park works were expected to finish by month-end.
- The Council's IT Consultant Hosted had merged with Onecom; the existing IT and telephony reporting arrangements remained unchanged.
- Successful community activities included maintenance of the Knowle Park mini forest, bat walks and the inaugural Parish in Bloom event. Thanks were recorded to Councillor Meech, the Operations Officer, Community Development Officer and Administration Officer.
- The OHH update included a report that Eastleigh Borough Council had proposed transferring the One Horton Heath (OHH) sports facilities to the Parish Council, including associated liabilities. Further clarification was required on access, management, operating arrangements and sports-pitch provision.

Action: The Executive Officer to circulate the One Horton Heath update to councillors for comment

83. FINANCE REPORT

The Council considered the report of the Finance Officer.

RESOLVED:

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

b) That the BACS payments be approved.

84. INTERNAL AUDITOR INDEPENDENCE

Members considered whether the Internal Auditor appointed by Full Council in July 2024 continued to meet the independence requirements of the SAPPP Practitioners' Guide.

RESOLVED:

Council confirmed that the Internal Auditor, appointed by Full Council in July 2024, had no involvement in, or responsibility for, the authority's financial decision-making, management or control, nor any role in its financial controls or procedures. Council was satisfied that the Internal Auditor remained independent and impartial in accordance with the SAPPP Practitioners' Guide.

85. INSURANCE RENEWAL

Members discussed the cost and duration of the proposed insurance policy.

RESOLVED:

a) That Hiscox be appointed as the Council's insurer for the period 1 October 2026 to 30 September 2027; and

b) That the renewal cost of £22,708.80 for the period 1 October 2026 to 30 September 2027 be agreed, as shown in Appendix 1.

86. INFORMATION POLICY REVIEW

Councillors considered the report and the reviewed policy.

RESOLVED:

That the reviewed Information Policy be approved.

87. ACCESS TO INFORMATION POLICY

Councillors considered the report and the reviewed policy.

RESOLVED:

That the reviewed Access to Information Policy be approved.

88. LYDIA ALFORD GRAVE MAINTENANCE & RECOGNITION

RESOLVED: That the item be deferred to the November meeting because Cllr Broomfield, who requested the agenda item, was unable to attend.

89. CHRISTMAS CLOSURE HOURS

RESOLVED:

That the Parish Office shall close at the end of business on Thursday 24 December 2026 and reopen on Monday 4 January 2027. The Council's two contractual mandatory Christmas closure days shall be designated as Tuesday 29 December 2026 and Wednesday 30 December 2026. Employees shall be required to take annual leave on Thursday 31 December 2026 where applicable and subject to their remaining annual leave or TOIL entitlement. A skeleton staff rota from the Grounds Team would be created to maintain bin removal.

90. WORK PROGRAMME

RESOLVED:

That the Work Programme be noted.

91. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That, under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following item due to the confidential nature of the business.

92. STAFFING UPDATE

The Council received a staffing report.

RESOLVED:

That the latest appointment to the Grounds Team be noted.

Meeting Closed: 7.10pm

Signature: ..... Chair

Date: .....