Fair Oak and Horton Heath Parish Council
Village Hall Shorts Road Fair Oak Eastleigh SO50 7EJ
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Minutes of the Parish Office Committee Meeting held on Monday 20 March 2017 at 6.30 pm in the Fair Oak Village Hall

Present: Mr C Bird (Chairman), Mr J Goss, Mr H McGuinness, Mr J Sorley & Mr P Spearey

Apologies: Mr R Rushton

In attendance: Ms C Gosling, Parish Clerk,

PUBLIC SESSION

None present

53 DECLARATIONS OF INTEREST

Dispensation for all Members approved at Full Council on 18 July 2016.

54 MINUTES

Members noted the minutes dated 23 January 2017 (previously approved at Full Council on 20 February 2017). There were no matters arising.

55 CORRESPONDENCE

Rund Partnership – site inspection report and meeting notes of 31 January & 14 March. Noted.

Rund Partnership – Payment notice no. 1, scheme progress and financial summary report. Noted.

National VAT advisor, SLCC – confirmation of VAT applicable on payment of compound. Noted.

EBC – Oak Tree condition. Noted.

Bargate Homes – First invoice £50,041.87 + VAT £10,008.37 Total £60,050.24. Forwarded for payment authorisation.

Mrs Jarvis – complaint regarding construction noise. Bargate Homes in correspondence. Noted.

Copy of Legal agreement between HCC & Bargate Homes for Highway works. Noted.

56 DEVELOPMENT MATTERS

- Neighbour disputes ongoing with the noise and construction from the site – Bargate/EBC are dealing with this.

- There will be road works in Botley Road sometime in April for the connection to the foul sewage – date and timescale to be confirmed.
- Planning conditions are still to be signed off by EBC – mainly to do with the surface water drainage.
- Oak Tree – ongoing investigations – specialist report in veteran trees is being obtained by Bargate.
- Invoices will be sent from March for the part works on site.
- I have asked for a loft hatch to access the roof space (future 1st floor). Members asked for a quotation to have additional insulation above the office and in the roof space. Clerk to obtain aquote from Bargate.
- It was agreed that Bargate will install the fire alarm, and the wiring for the CCTV and intruder alarm. Cost to be met by PC.
- Concertina wall – Bargate will negotiate with our supplier on the fit, but this might be after completion of the building.
- Electric points as agreed will be fitted.
- Staff room – small basin and work top to be revised.
- Colin Burchett will liaise with Bargate on the type of gate to be installed for security at the compound.

57 PROJECT BUDGET

The Clerk circulated the project budget (see attached) for discussion. A budget of £300,000 had been agreed by the Finance Committee.

The Clerk has arranged to go to a catering supplies company to budget for white goods etc.

Mr Sorley asked for a defibrillator to considered. Clerk to add to budget.

58 OFFICE FURNISHINGS/EQUIPMENT

The Clerk listed the requirements – such as colour schemes for table, reception desk, working desks, sofa swatches, chair colours and design.

Members agreed that the staff can choose 2 colour options, then the Committee will make the final decision. Mr Bird offered to accompany the Clerk and Deputy Clerk to visit Warrens.

59 OTHER DEVELOPMENT MATTERS

There were no other development matters. Next site meeting is Thursday 23 March 2017.

This was all the business and the meeting closed at 7.25pm.

Signed .....Chairman