



Fair Oak & Horton Heath Parish Council

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

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**Minutes of the Full Council meeting
held on Monday 15 April 2019 at 7.00 pm
at 2 Knowle Park Lane, Fair Oak**

Present: Cllrs Barrett, Couldrey, Douglas (Chairman), Goss, McGuinness, Noel, Shephard & Spearey.

Officers in attendance: Ms M Stephens, Clerk & Mrs L Greenslade, Deputy Clerk, Mrs J Cahall, Responsible Finance Officer.

Apologies: Cllr Bird.

PUBLIC PARTICIPATION

Eight Knowle Park Lane Residents were present. They reported incidents of anti-social behaviour at Knowle Park Lane, which included drug dealing, over-night camping in the car park, litter and cars racing up and down the lane. Their request was for the Parish Council to install a gate across the car park at the top of Knowle Park Lane and consider other anti-social behaviour preventative measures at the skate park.

Another member of the public thanked Cllrs for their hard work over the past four years.

85 DECLARATIONS OF INTEREST

None received.

86 MINUTES OF MEETINGS (PAPER A)

RESOLVED:

That the following minutes be approved as a correct record.

- a) Extraordinary Full Council meeting held on 25 March 2019; and
- b) To note the Planning & Highways Committee minute of 1 April 2019.

87 KNOWLE PARK LANE

Members considered the request from Knowle Park Lane residents that a gate be erected at the entrance to the car park to prevent antisocial behaviour.

The Clerk advised that a quote of £208 had been received for a gate. She felt this should be a coded padlock and locking at 8 pm and unlocking at 8 am would fit in with the current caretaking role. Members thought 8 am was not early enough for the dog walkers that used the park, however, felt that the prevention of anti-social behaviour took precedent. The Clerk would monitor the effectiveness of the gate and report back to Members if necessary.

RESOLVED

- a) That a gate be purchased and installed at the entrance to the car park in Knowle Park Lane;

- b) That the Clerk monitor the effectiveness of the gate an anti-social behaviour and the impact of gate opening and closing times; and
- c) That clear signage be erected with opening and closing times.

88 CHAIRMAN'S ANNOUNCEMENTS

The Chairman outlined the enormous accomplishments the Parish had achieved over the four-year term due to the hard work of Councillors and staff.

She thanked those Councillors who had decided to stand down.

89 CLERK'S VERBAL UPDATE

The Clerk gave a verbal update on various matters, set out in Appendix 1 to these minutes.

90 FAIR OAK CRICKET CLUB SERVICE LEVEL AGREEMENT

RESOLVED

That the Service Level Agreement be approved and signed by the Chairman.

91 DRAFT ACCOUNTS 2018/19

RESOLVED

That the draft accounts for the year ending March 2019 be approved (prior to internal audit).

92 REPORT OF THE RESPONSIBLE FINANCE OFFICER

Members considered the report of the Responsible Finance Officer.

RESOLVED

- a) That the report be approved; and
- b) That cheque signing, and BACS payments be authorised.

93 REPORTS BY COUNTY AND BOROUGH MEMBERS

None received.

94 OUTSIDE BODIES

No reports received.

95 EXCLUSION OF THE PUBLIC AND 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 items 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 (commercial & staffing matters)".

96 SCOUT'S LEASE

There is a confidential minute for this item.

97 STAFF MATTERS

There is a confidential minute for this item.

This was all the business and the meeting closed at 8.00 pm.

Signed Chairman

Attachments: Appendix 1 (minute No 89 refers)

Appendix 1 (minute No 89)

FULL COUNCIL – 15 APRIL 2019

CLERK'S REPORT – BRIEFING NOTE

New Century Park Play Area

On 27 March, Dave Bowen, sent out the new play area proposal to 10 play equipment companies for them to submit a design and build proposal. He met with 5 companies on site beginning of April.

The closing date for the designs is Thursday 25 April at midday. Dave Bowen, the Clerk and the Ranger will meet to score the tender specifications on Friday 26 April. The successful tender designs will be displayed to residents at the Annual Parish on Monday 29 April, then on Tuesday 30 April and Wednesday 1 May (2.30-5pm) at the Parish Office, Village Hall & Woodland Community Centre. There will be display boards and ballot boxes for residents to vote for their favourite design. Please can members put their vote in too.

After the community voting, the Clerk will then sort through the votes to determine the winning design, after which the order will be placed immediately in order for us to strive to meet our school holiday opening deadline. This is an ambitious undertaking as most companies have a lead in period of 6-12 weeks.

Horton Heath Community Centre

The kitchen contractor has put in orders with their suppliers for the kitchen equipment. The Council is just waiting for confirmation of an installation date.

The Parish Ranger has sought quote from the Council's cleaning contractor to clean the Centre three times a week. This issue will be discussed further under Staff Matters item.

The upstairs meeting room has now been cleared & painted. The Ranger is currently looking into quotes for a new carpet in the room and down the stairs as well as a quote for a replacement window (one that actually opens). The carpet will cost approx. £500.

Woodland Community Centre/Crowdhill

Despite sending meter readings to the SSE, the Council had still received estimated bills for the Centre. However, after a lengthy phone call, a recent meter reading has been submitted and accepted. This shows that the Council has been significantly overpaying for the electricity and will shortly receive a refund in the region of £9,000. Looking at the most recent, accurate bill, the Centre appears to be using £500-600 worth of electricity every 3 months, which is significantly lower than predicted. The Clerk has asked that a smart meter be fitted, however SSE are not installing smart meters for business until 2021. Regular readings and submissions of these will form part of the new caretaker's routine.

The Parish Ranger met with the developers and Dave Bowen on site on 4 April to assess the work needed to be undertaken to the open space and play area before the 12-month maintenance period commences. This has an impact on the installation of public art around the site.

Unfortunately, the POS and play area is in a very poor condition and requires significant work to remove stones, rubble, levelling etc. In addition, the fencing and gates, pathways surrounding the play area does not comply with safety regulations. As such Dave Bowen

does not recommend commencing with the play equipment installation until after the 12-month maintenance period has expired. As the Council has already undertaken community consultation on the play equipment, residents will need to be updated on this situation in order to manage expectations.

Pavilion/Cricket Club

Whilst taking promotional shots of the Pavilion Club room, the poor condition of the kitchen and the general decorative order of the room was highlighted. As such, the Clerk requested that the room be painted and replacement cupboard doors and drawer fronts be installed along with new worktops. This was all done within the £500 maintenance budget (previously planned and budgeted for). And for the benefit of all service users (Cricket, Football, School).

The Ranger informed the Club of the new kitchen and requested that no locks be put in the cupboard fronts. This was not only to preserve the new doors, but also to ensure that when emergency maintenance needed to be carried out (such as access to pipes etc) Parish staff would have easy access as opposed to breaking open doors.

The Cricket Club have requested that the locks be retained as they wish to operate a bar from the club room and want to secure their goods. The Club have indicated that they had been given permission in the past to do this.

The Club have been informed that no locks should be put on doors and that more flexible, alternative storage solutions be found such as lockers or storage boxes.

Election

Eastleigh Borough Council have informed the Parish of a notice of uncontested election which as been posted on the Council's website. 12 out of the 15 seats were filled, leaving 3 vacancies.

Current members will retire on the fourth day after elections, and the new members (the Council has four new members) will commence office this day also (Monday 6th May 2019).

For the 3 vacancies remaining, the Council is able to co-opt new members, but will need to allow 35 days to pass from the day of election, unless EBC call for another election (unlikely). (The day of election 2 May, being day 1).

The Clerk will (beginning of May) send letters out to all members detailing instructions regarding statutory forms, training, I.T and giving out key information on the Council. In terms of training – a training session has been scheduled for Monday 3 June 5-8pm. All members must attend this session.

Mobile Phones

As agreed at Policy Committee when discussing the Lone Working Policy, 7 smart phones have been purchased for Ground and Caretaking Staff, totally £700.

Parish Office

Diabetic Eye Screening Clinic have relocated from Horton Heath to the Parish Office preferring the facilities.

A request has been submitted for consideration of the Conference Room being used during weekends for Hot Pod Yoga. The Bookings Administrator is investigating this – particularly the impact on the room (if any).

I.T – Office 365

Last week (9 & 10 April), the staffs' email addresses migrated to 365 and files from hard drive will go into the icloud (sharepoint). The RBS & bookings is staying on the hard drive but will be remotely backed up to a cloud folder, removing the need for manual back-ups. New email mailboxes have been created for Cllrs (including new ones but won't be activated until after 6 May). The new antivirus and remote management software has been set up too. Teams a new application is also set up on staff pc's. This all took place with little to none downtime! Monday staff will be trained in how to use the new applications on Monday. Cllrs will be trained (date to be agreed) in May.

Scout Lease & Staffing Matters will be covered under separate agenda items.