



FAIR OAK & HORTON HEATH PARISH COUNCIL

• 2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL ☎ (023) 8069 2403

✉ enquiries@fairoak-pc.gov.uk 🌐 www.fairoak-pc.gov.uk

📱 @fairoakandhortonheathparishcouncil 📷 fairoakandhortonheath

Minutes of the Full Council Meeting held on Monday 22 April 2024 on the rise of the Annual Parish Assembly at the Fountain Café, Shorts Road, Fair Oak

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

Absent: Cllrs Chivuchi & Scott

Officers in attendance: Mel Stephens, Clerk, Michelle Leadbitter-Allen, Deputy Clerk; Jo Cahill, Finance Officer & Martin Johnson, Operations Manager.

Apologies: Cllrs Barrett, Higby & Stupple.

PUBLIC SESSION

There were no members of the public present.

126 DECLARATIONS OF INTEREST

Cllr Forfar in Minute 137.

127 MINUTES (PAPER A)

RESOLVED:

- (a) That the minutes of the Full Council meeting held on 18 March 2024, be signed by the Chairman as a correct record;
- (b) That the minutes and recommendations therein of the Finance Committee held on 1 March 2024 be approved; and
- (c) That the delegated planning decisions from w/e 1 March 2024 be noted.

128 CHAIRMAN'S ANNOUNCEMENTS

There were none.

129 CLERK'S UPDATE

The Clerk gave a presentation, attached at Appendix 1 to these minutes.

130 FINANCE REPORT (REPORT B)

The Council considered the finance report which highlighted the Council's latest

budgetary position.

Cllr Bird queried income received from Rainbows as this was larger than usual. The Finance Officer explained that the extra income had been due to delay in a previous payment.

Following discussion, it was:

RESOLVED:

- (a) That the contents of the report be noted; and
- (b) That the BACs payments be approved.

Action: J Cahill

131 FIXED ASSET REGISTER (REPORT C)

The Council considered the Council's Fixed Asset Agenda as at March 2024.

RESOLVED:

That the Fixed Asset Register attached at Appendix 1 to Report C be approved.

132 SUPPLEMENTARY BUDGET REQUEST (VERBAL REPORT)

RESOLVED:

That £1,995 be allocated from the Play Area Ear Marked Reserves, to fund the adjustment of the swing set and safety surfacing at New Century Park.

133 CEMETERY PATH IMPROVEMENT PROJECT (REPORT D)

The Council considered the details of the cemetery path improvement project including the funding requirements and timescales. The project had been approved by Full Council in November 2023.

Following discussion, it was: -

RESOLVED:

- a) That the project outline and timings be approved:
- b) That the budget as set out in paragraph 5 to Report D be approved; and
- c) That the Operations Manager in consultation with the Clerk and Chairman of the Council be given delegated authority to oversee the management and completion of the project including publishing an Invitation to Tender Document.

Action: Martin Johnson

134 COMMUNICATIONS & EVENTS TASK & FINISH GROUP (REPORT E)

The Council considered the updated report from the Communications & Events Task & Finish Group which included minor amendments to the event programme and redistribution of the budgets attached to cancelled events to other events across the year.

Details of the proposed D-Day and Christmas Lantern Parade were also considered.

RESOLVED:

- a) That the amended calendar of events for the year as set out in appendix 1 to Report E be approved; and
- b) That the event plans for D-Day and Christmas Lantern Parade be approved.

135 INFORMATION RETENTION & DISPOSAL POLICY (REPORT F)

The Council considered the Information Retention & Disposals Policy.

RESOLVED:

That the Information Retention and Disposal Policy be approved subject to the following amendments: -

- (a) That the employee accident/incident document retention period be extended to 40 years; and
- (b) That the tax/revenue documentation retention remain 6 years, with the addition, for clarity, that the term begins at the end of the financial year.

Action: Michelle Leadbitter-Allen

136 ACCESS TO INFORMATION POLICY (REPORT G)

The Council considered the Access to Information Policy.

RESOLVED:

That the Access to Information Policy be approved.

137 ELEVATE MENTORING (REPORT H)

Cllr Forfar declared a non-pecuniary interest as a resident of Knowle Park Lane. As her property was not near the proposed site for hire, she concluded that there were no issues under common law that prevented her from remaining in the meeting to speak and to vote.

The Council reviewed the proposal from Elevate Mentoring requesting hire of a small parcel of land to the southwest of Knowle Park for outdoor activity learning with pupils

from local schools. Full details of the request were set out in appendix 1 to report H.

RESOLVED:

That the proposal from Elevate Mentoring be agreed subject to the following: -

- a) That the Clerk be given delegated authority to draft a heads of terms agreement for the hire of the land to include robust insurance and safety liabilities;
- b) That the rent be set at £250 per calendar month; and
- c) That this arrangement be reviewed after a six-month period.

Action: Mel Stephens

138 WORK PROGRAMME (REPORT F)

RESOLVED:

That the work programme be agreed.

Signed Chairman.

This was all the business and the meeting closed at 6.20 pm.

Appendix 1: Clerks Update Presentation



Clerk's Update

April 2024



This Month at a Glance

These are goals we've been working on since the March Council Meeting

01



Staffing

2 Ground Operatives started
2 April 2024, staff team day &
annual work plan

02



Engaging the Community

Various community
engagement activities plus
Upper Barn Copse drop-in
event

03



Project Planning

Grant applications,
Splashpad season 2 opening,
project planning

Staffing

Two new Grounds Operatives
Jake & Sandor started on 2nd

Staff held a team away day
at the Cafe on Weds 11 April.

Agreed internal
communication methods,
change in staff rotas and
annual work/project planning



Community Development Updates

Wyvern student mock interviews – the CDO & Ops Manager will take part in interviewing the students at Wyvern as part of their annual mock interview day.

Tree planting with staff and Cllrs – Parish staff and Councillors planted 150 tree saplings near the Trig Point at Knowle Park recently and the weather remained largely dry! As the weather has been so wet so far this year, we will pot up the remaining saplings and get them more established, ready to plant out for the next tree planting season this autumn.

Community café - over two days we had the pleasure of 7 people from Reachout Caring come along to the café to plant out the Snowdrop's that they had been looking after for us. Then 17 members of 2nd Fair Oak Scouts followed to help plant some trees and give everything a good water, it was a really fun session. Lastly residents from the Allotment Association came along to help plant up one of the borders. They have also volunteered to come back and help plant the front verge once it's ready to plant up in the coming weeks.

Community development updates

Twynam's seed sowing event – The Clerk and CDO recently held a Saturday afternoon activity at the Parish Office to gather residents ideas about what they'd like to see at Twynam's field, along with sowing some seeds for the field. The next event will take place on 25th May at 1.30pm where we'll be at Twynam's field planting some more plants around the pond area.

Tree and Bee project – Helen Brown has been busy running services check on all of the proposed sites across the borough until now. The CDO is meeting Helen on 9th May to plan the next steps, including how to raise awareness and engage local residents, including schools. We hope to start the project with Dean Road as our priority site.

Composting – The CDO and a member of our Grounds Team have recently attended a composting master class course at the Sustainability Centre in Petersfield and will be coming up with a plan on how to raise awareness with residents, along with composting at the Parish and the Community cafe.

Grant applications

The Council was successful in two recent grant applications receiving funds from EBC & HCC.

EBC - have allocated £1,500 to the edible planting scheme which will grow produce for the community pantry at the Cafe. Funds have already been received and irrigation systems, soil and plants have been purchased and will shortly be installed on site.

HCC - have awarded us £4,835 for the provision of a community pantry at the Fountain Cafe. We have 6 months to prepare for this. The pantry will be run by the Fountain volunteers with Council support. The aim is to provide food for residents in hardship as well as reducing food waste to landfill.



**GOOD
NEWS**

***Grant for solar panels
at the Cafe!***

Upper Barn Copse Drop-in Event

To provide residents with an additional opportunity to have their say on the future provision at Upper Barn Copse, following the online survey, a drop-in event was held at Woodland Community Centre on Thursday 11 April.

Residents were invited to the event via hand delivered letter. A total of 12 residents attended. A further letter will be delivered for those that didn't attend, providing them with opportunity to email Clerk direct by 1 May.

From the comments received, most residents would be happy with hybrid approach i.e. some equipment with naturalist planting/landscaping.



**Full report to Cllrs in
May**

Corporate Updates - Play Areas

Pembers Hill Drive

In the budget setting the Council allocated funds to install safety surfacing on the grassed play tunnel at Pembers Hill Drive. This work has now been completed.

Pembers Hill Farm

The Council's (& EBC's) POS/Play specialist is still undertaking negotiations with the developer on the specification of the pathways. The developer, due to the inclement weather has only just been able to go back on site to commence landscaping of the POS/LEAP area. Until this area has been put on 12 months maintenance, no works can commence on the preparation of the play area/public art installation project.

New Century Park

To mitigate against climbing from the swing sets onto the flat roof of the cafe, a supplementary request has been put forward to reduce the swing bay from four to three swings. A second set of swings already exists on the site. The four bay swing set has been cordoned off since June last year. No comments or negative feedback received from residents on this. Given the enhanced provision already on the site, a reduction in one swing for health and safety seems reasonable.

Corporate Updates continued....

2nd Cricket Wicket

Phase 2 works will be commencing mid-May (programme 6-10 weeks). Works consisting of culvert extension, cut and fill earthworks and associated drainage installation, footpath improvements. Landscaping and tree planting will follow in the appropriate planting season (Autumn 24)

Splashpad Opening

Staff are preparing for the opening of the splashpad for our 2nd season. This has included thorough clean of the pad, and external contractors undertaking summerisation works. In addition the external loo at the cafe for splashpad users, is being fitted out. A rota for opening and closing has been agreed with staff. This will be the first season with both the splashpad and cafe open, whilst the team has planned for common issues, we can't plan for the unknown, so will likely have to troubleshoot during the season. A season wash-up meeting will be held in September with the staff and cafe.

Corporate Updates continued....

Financial End of Year 23/24



The year-end financial close has been completed by the Finance Officer. Documentation is now being prepared for the external auditor. The Council's internal auditor will be visiting on Tuesday 30 April 2024.

Council Communications

The Council has seen a 50% increase in social media followers across all platforms since this time last year. Whilst digital comms is getting more and more popular, we will still continue with blended engagement approach.





Action Items for Next Month

These are (some of!!) the projects/workstreams that the team will be commencing next month

Grass cutting ,
hanging basket prep
& maintaining planters

Flower and edible
planting across
various sites inc prep
for hanging baskets

Prep for D-Day &
volunteer events and
various awareness
days

