SHERFIELD PARK PARISH COUNCIL

Sherfield Park Parish Council (SPPC)
Full Council Meeting held at Sherfield Park Community Centre
at 7.30pm on Wednesday 12th December 2018

	IN ATTENDANCE	APOLOGIES	ABSENT
Councillors:			
Cllr. Bowyer		✓	
Cllr. Gordon	✓		
Cllr. Vaux (Acting Chair)	✓		
Cllr. Goodenough	✓		
Cllr. Alvares	✓		
Cllr. Rouse	✓		
Cllr Christmas		✓	

In attendance: S. Vaux (Clerk) taking the minutes, and 14 members of the public.

Agenda Item	Issue	Actions
121801	**To receive and accept apologies of absence** Apologies were received from Cllr Bowyer (holiday) & Cllr Christmas (unwell)	
121802	**To receive any declarations of interest relevant to items on this agenda.** There were no declarations of interest relevant to items on this agenda.	
121803	**To sign as a correct record, the minutes of the full council meeting held on 14th November 2018.** The Councillors present at the previous meeting noted that the minutes of the meeting on 14th Novembers were a correct record of that meeting. The minutes were signed by the chairman.	
121804	**To consider matters arising from items detailed at the previous meeting and the latest action log.** The following issues were noted: • It was noted that the Parish Council is unable to assist with the fitting of security bollards in front of the Nisa Shop (Item from May 2018) as not a Parish owned site.	

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	• The governance for hiring of short term consultants/interim clerical help between council meetings remains vague and a form of words will be presented for consideration before the May meeting (Oct 2018 Item). • The meeting was advised that 50% of the LUSP leaflets have been distributed by the scouts, and that this will be completed by the weekend (Nov 2018 Item). • Recommendation for PDF manipulation software for the clerk's computer to be agreed in the next few days (Nov 2018 Item). • Emergency plan development – consultations ongoing, with responses from relevant parties expected during January. (Oct 2018 Item)	Cllr Gordon Cllr Rouse Cllr Rouse Cllr Rouse
121805	**To receive Chairman's announcements, including progress of recent planning applications, notably:** **a. 18/02148/HSE – 15 Chilworth Way** **b. 18/02528/FUL – 100 Avington Way** **c. 18/03162/HSE - 15 Woolston Place** 1. The Acting Chairman, who also chairs the Parish Planning Committee announced that: 18/02148/HSE – 15 Chilworth Way application has been approved by the Borough Council 18/02528/FUL – 100 Avington Way application has been refused by the Borough Council 18/03162/HSE - 15 Woolston Place application is still pending according to the BDBC planning portal. 2. The "all out" Borough Council election previously announced have been postponed after errors made by the Boundary Commission, concerning the failure to review a submission regarding the proposed changes to ward boundaries. 1/3rd of the borough council seats will now be contested in May 2019, with the new ward boundaries agreed and 'all out' elections in 2020. 3. Cllr Vaux also gave a report from the Chineham Medical Practice's Patient Participation Group (PPG). The biggest issue discussed was the options to enable the practice to move, as expansion at it's present site is not possible. The three options suggested are: a. Move to the redeveloped Chineham Shopping Centre; b. Move to a new site in the "East of Basingstoke" development; c. Move to a new site in the Upper Cufaude Farm development. No particular site is yet favoured by the practice. She also reported that the Practice has modified its "on Line" booking procedures which has reduced delays in	

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	securing appointments to see doctors. 4. The Clerk, in response to concerns raised by Chineham Tigers arranged an "ad hoc" meeting with one of the borough council's Community Safety Patrolling Officers, to address dog fouling on the football fields. The meeting's proposed actions are shown in Appendix 1 of these minutes. 5. Cllr Alvares reported that new speed indicator signs, provided by the borough have arrived and will move around the estate over the next two months. They are initially operating in Rockbourne Road in an attempt to slow drivers. They will move to Gaiger Avenue and Cufaude Lane later. 6. A volunteer leader is being sought for the Speedwatch group	Cllr Alvares
121806	**Public Participation session – 15 minutes** An active public involvement session took place with concerns about the following: 1. The planned reduction in Route 14 bus services. Comments made were that: a. Engagement between HCC and the local population had been poor when making the decision to cut the service b. People suggested that thought should be given to merging the Route 14 and Route 7 services c. It was suggested that Route 14 should terminate at Sherfield on Loddon or Bramley, as Tadley already has other frequent services to Basingstoke d. Increased use of "Dial a Cab" services might be a viable alternative It was agreed that Cllr Still would be invited to a SP Council meeting to hear people's suggestions/concerns. 2. There are concerns about rubbish bins not being emptied on programmed days, as well as some residents failing to remove their bins from the roadside after collection has taken place. It was agreed that the Clerk would investigate whether residents are required to remove their bins from public areas. 3. There are ongoing concerns about excessive and inappropriate roadside parking, and difficulties at the Rockbourne Road/Cufaude Lane junction with the current placement of double yellow lines. It was clarified that all 3 of our borough councillors have asked for a review of the situation, with a preference being to continue the double yellow lines and remove the current roadside parking area which obscures visibility from the junction.	Clerk Clerk Borough Councillors

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121807	**To receive reports from outside bodies** **Borough Councillors** **County Councillors** **SPCA** Apologies for absence were received from Cllrs Still, Bowyer and Miller our County and Borough Councillors. Mr Lesh the Chairman gave a report about the SPCA which is attached as Appendix 2.	
121808	**For councillors and attending members of public to consider Planning Application Ref: 18/03405/HSE (3 Fernhill Place) for Erection of single storey rear extension.** **Details available under Planning Ref: 18/03405/HSE on the Basingstoke & Deane Borough website.** Following discussions between the councillors and examination of site plans and satellite photographs the council agreed that they had no objections to the proposed development.	Clerk
121809	**For councillors and attending members of public to consider Planning Application 18/03417/FUL (Chineham District Centre),** **Details available under Planning Ref: 18/03405/HSE on the Basingstoke & Deane Borough website.** Wide discussions involving the general public and the councillors came to the following conclusions: 1. There was overall support for the development because it would improve local facilities, attract people to the area and provide employment. 2. It was agreed that everyone was concerned about the placement of the bus stops. The current bus stop is off the thoroughfare and enables buses to wait; the proposed stops are on the main road and will impede cars and delivery trucks. 3. The poor pedestrian access to the proposed bus stops, and the lack of pavements around the proposed bus stops needs to be addressed to encourage greater use of public transport, and ensure the safety of pedestrians and less mobile people when using buses; 4. There was concerns that increased traffic flow, particularly around the proposed bus stops, and within the car parks would create a number of traffic pinch points. Although not directly relevant planning matters, councillors and residents wished to include the following comments in our response: 1. The meeting strongly supported the idea of the Chineham medical practice relocating to a redeveloped “Town Hub”	

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	2. There were mixed views about the justification of developing a cinema, and that the hotel may not benefit residents of the area 3. That any larger facility must include a Post Office, a Bank and more ATMs.	
121810	**To receive report on the Parish Office development.** The Clerk's report highlighted the next steps of developing IT and CCTV & lighting security systems. Options will be brought forward to the next meeting by Cllr Alvares after discussing options with the Clerk, the NISA shop and the SPCA.	Cllr Alvares Clerk
121811	**To note the current financial situation and sign the bank statements.** The Council's current financial situation remains strong and is shown in Appendix 3 below.	
121812	**To authorise any requests for payments** The payment requests received shown in Appendix 4, were approved by the council. Proposed by Cllr Gordon Seconded by Cllr Rouse	Clerk Cllr Gordon
121813	**To consider request from the clerk for the purchase of items for the Parish office.** The items requested for purchase by the Clerk, to aid in completing the office and maintaining its and it's surrounds, were approved. Proposed by Cllr Gordon Seconded by Cllr Alvares	Clerk
121814	**To receive and discuss the initial draft of the Parish Budget, and consider alterations in the light of new information from BDBC etc** The draft budget was briefly considered, and it was agreed that revisions relating to issues concerning the reserves will be considered at a Council working group that will meet at 7.00pm on Wednesday 19th December in the Parish office.	All Councillors
121815	**To consider the letter from the Sherfield Park over 55s group expressing concerns about:** **a. The proposed reduced frequency of the No 14 bus service;** **b. The poor quality of street lighting in Monxton Place;** **c. The poor quality of parking by residents at the western end of Rockbourne Road and on Cufaude Lane.** Of these three items, items (a) and (c) were largely covered during the Public Participation session. Enquiries to HCC by the Clerk about the street lighting in Monxton Place resulted in the identification of faults to two lights.	

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	The situation will be reviewed again following repairs, which have been promised within 3 days.	Clerk
121816	**To consider the state of the footpath between the community centre and the playing fields after football games.** The Clerk advised that he had contacted Chineham Tigers about this complaint from residents, and that the club leaders have undertaken to try to improve clean-up after each session. The Clerk and the SPCA manager will monitor conditions going forward. In future all complaints of this nature will be channelled through the SPCA.	Clerk
121817	**To consider a request from the SP Over 55s group for The Clerk or one of the councillors to give a short presentation to the Over 55s group about the Parish Council's Powers and Duties, to enable residents to better understand the functions of the Council and where it is separate to the SPCA.** It was resolved to ask Cllr Bowyer, after she returns in January, to attend the Over 55s club to speak about the split of duties/ responsibilities of the Borough, The Parish and the SPCA as she is uniquely experienced in all three organizations.	Cllr Bowyer
121818	**To agree membership of the Policies & Personnel working group.** It was resolved that Cllr Rouse would chair this group together with Cllrs Vaux, Gordon and Bowyer. Cllr Christmas to also be asked to confirm that she is still interested to be a member. The Clerk to provide support as required, as set out in the terms of reference. Cllrs Alvares and Goodenough agreed to act as substitutes as required. The Clerk will arrange an initial meeting as early as is practical in January/early February. Membership Proposed by Cllr Vaux Seconded by Cllr Goodenough Chairman Proposed by Cllr Vaux Seconded by Cllr Alvares	Cllrs Rouse, Vaux, Gordon, Bowyer & Christmas plus & Clerk
121819	**To agree the Terms of Reference of the Open Spaces Working Group in response to the request from BDBC Officers at the meeting held on 14th November for the Parish to develop proposals for using S106 money as it comes available.** It was resolved to accept the terms of reference. The Clerk will arrange a meeting when practical and reasonable, given the priority to agree the budget and other priorities. It was noted that all councillors are welcome to attend meetings, with all councillors being kept informed about the timing of meetings and agendas. Membership of the Open Spaces Group was resolved as being Cllrs Vaux as Chair, Goodenough, Alvares & Rouse, supported by the Clerk as required, as set out in the terms of reference.	Cllrs Vaux, Goodenough, Alvares, Rouse & Clerk

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	Proposed Cllr Goodenough Seconded by Cllr Alvares. One Councillor abstained.	
121820	**To agree membership of the Communications Task and Finish Working group and its remit.** It was resolved that this group would concentrate on: 1. Refreshing/revisiting the parish website 2. Improving the council's social media profile, especially Facebook 3. Improving signage/noticeboards to enhance the council's non-digital profile The Group will be lead by Cllr Alvares supported by Cllrs Gordon and Goodenough, and by the Clerk as necessary, to undertake fact finding etc. As with the Open Spaces Group it was emphasised that all councillors are welcome to attend this group's meetings, and care will be taken to maintain transparency. Proposed Cllr Vaux Seconded by Cllr Rouse.	Cllrs Alvares Goodenough, Gordon & Clerk
121821	**To confirm the date of the next Full Council meet as 9th January 2019 at 7.30 pm** The date of the next Full Council meeting was confirmed as 9th January 2019 at 7.30 pm. It was noted that Cllrs Rouse & Alvares are likely to unavailable, and that Cllr Bowyer's return from Canada may be delayed. The situation will be monitored and alternative timing considered as the meeting is due to approve the budget for 2019-20	

There being no further business, the meeting closed at 09.45pm

Signed by Chair……

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Appendix 1

Dog Fouling Action points
(agreed at meeting held 12th December 2018)

1. The Clerk working with BDBC Community Safety Patrolling Officers will post "Remember to pick up" notices at all entrances to the pitches at Sherfield Park;
2. "£50 fine warning" leaflets were left with Chineham Tigers, for handing out to dog walkers on days when football is being played. These will be held by the CTFC "Respect" officer on duty;
3. The same leaflets were left with the SPCA for staff/trustees to give out to any dog walkers that are seen failing to pick up after their dogs;
4. The BDBC officer will look into sourcing signage encouraging dog walkers to mainly use the "Road reserve" area north of the sports field;
5. All interested parties will conduct a "Poogate" campaign via digital media, Chineham Chat, Bramley and Sherfield AdMagazine (BSAM) and Loddon Link to remind dog owners of their obligation to pick up after their pets.
6. Longer term the threat of developing a PSPO (A Public Spaces Protection Orders), and other measures such as a banner campaign, paint marking of "poo" and adopting a more "Stick" and less "Carrot" approach may need to be considered, if the problem persists.

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Appendix 2

December 2018 Sherfield Park Community Association Report to the Sherfield Park Parish Council

SPCA Admin

After 3 months of testing we have now purchased Hallmaster online booking software. This will be going onto our website around February/March after we have populated it with the data needed and completed staff training. We will then need to push people to the website to book any required rooms. At the same time, we are going to assess our pricing and review all regular hire contracts.

Incident on Sunday 9th December

There was an incident with a gate falling on a young child. First Aid given by myself and parents advised to go to A&E as it was quite a bad head bang. Accident report filled out. Nothing further heard from the family. Reported BMBC so they were aware and gate has been fixed

Centre Lease

We are waiting for some clauses to be amended then the lease will be signed and approved.

Changing the Changing Rooms

We have had the extra money approved for the changing room conversion. Just awaiting one more signature from Hampshire council for the funds to be approved. Contractors are being invited to quote and then next stage will to be to apply for planning approval. Things are finally moving at a pace

Christmas Extravaganza

Everything is now fully booked so we are expecting a very busy weekend. We have struggled getting volunteers to help but we just about have enough now

Raffle ticket sales have been slow, but we are giving them another big push this week and will sell sell sell all weekend. I do have some with me if anyone would like to purchase them

Carl Lesh Chairman Sherfield Park Community Association

Signed by Chair……

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Appendix 3

Monthly sheet November 2018			
		Balance Bought Forward	£92,179.21
			£92,179.21
Less Payments			
EP	MCD Office furniture	Office Furniture (+40p over payment in error)	£1,340.40
EP	Floor Coverings Southern	Balance for Office flooring	£974.00
EP	S Vaux	Expenses (Postage stamps, Blinds & Office keys)	£138.81
EP	Viking	Office equipment/ supplies	£310.10
EP	Viking	16 office chairs	£523.20
EP	Premier Grounds and Garden Maintenance	Hire of Mini-digger and driver to excavate trench for broadband cable	£276.00
EP	Premier Grounds and Garden Maintenance	Hire of Mini-digger and supply and installation of guard rails on T/F Drive	£132.96
EP	4Ds	18 weeks hire of safety fencing	£907.20
EP	SPCA	Hall hire for Speedwatch Training	£12.60
EP	HMRC	Staff Tax & NI	£88.40
EP	Staff Salary	Parish Clerk	£553.40
EP	Staff Salary	Litter Warden	£147.37
Chq 104	SPCC	Grant for Christmas Extravaganza	£1,000.00
Chq 101	Night Light Shelter	Grant payment (delayed cashing)	£50.00
Chq 100	Basingstoke Food Bank	Grant payment (delayed cashing)	£50.00
EP	4Ds	Fitting disabled access door	£981.60
			£7,486.04
	Balance as at 30th November 2018		£84,693.17
	Current Account Balance		£18,879.05
	Deposit		£65,814.12
			£84,693.17

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Appendix 4

SHERFIELD PARK PARISH COUNCIL

Payment Requests - December 2018

FROM	ITEM	INVOICE NO	PAYMENT METHOD	AMOUNT	Comments
Viking	Stationery/Office supplies	101330	EP	£48.30	Paper, Printer Ink & WPB
Viking	Flip Chart Easel	104373	EP	£47.99	
Minuteman Press	LUSP Leaflet Printing		EP	£108.00	2000 copies
S Vaux	Expenses		EP	£106.58	£24.39 travel, £83.19 Office post box
HALC	Clerk Training (Finance)	INV-2921	EP	£90.00	Attended 21/11
4Ds Construction	Office path & making good inside	SP Council Path	EP	£1,842.00	Payment subject to completing desnagging
Mr Roy Taylor	Provision of casual labour	N/A	Cheque	£25.00	Agreed between Chair and Clerk for office
HMRC	Staff Tax & NI	N/A	EP	£126.36	
Staff Salary	Parish Clerk	N/A	EP	£670.64	
Staff Salary	Litter Warden	N/A	EP	£147.17	
			PAYMENT TOTALS	**£3,212.04**	

AUTHORISED BY: **AUTHORISED BY:**

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