



**Sherfield Park Parish Council (SPPC)**  
**Full Council Meeting held at Sherfield Park Community Centre**  
**at 7.30pm on Wednesday 10<sup>th</sup> April 2019**

	<u>IN ATTENDANCE</u>	<u>APOLOGIES</u>	<u>ABSENT</u>
<b>Councillors:</b>			
Cllr. Bowyer (Chairman)	✓		
Cllr. Gordon	✓		
Cllr. Vaux	✓		
Cllr. Goodenough	✓		
Cllr. Alvares	✓		
Cllr. Rouse	✓		
Cllr. Beattie	✓ After co-option		

In attendance: S. Vaux (Clerk) taking the minutes, and 6 members of the public.

Agenda Item	Issue	Actions
<b>041901</b>	<b>To receive and accept apologies of absence.</b> All councillors were present	
<b>041902</b>	<b>To receive any declarations of pecuniary interest relevant to items on this agenda.</b> Cllr. Gordon, in her role as a trustee of the SPCA declared a pecuniary interest in item 041919.	
<b>041903</b>	<b>To sign as a correct record, the minutes of the full council meeting held on 13<sup>th</sup> March 2019.</b> The minutes of the meeting held on 13 <sup>th</sup> March were unanimously agreed, and signed by the Chairman.	
<b>041904</b>	<b>To formally co-opt Ms Oana Beattie onto the Parish Council, and to agree her involvement in Parish committees and working groups.</b> Ms Beattie read out and signed her declaration of "Acceptance of Office & Code of Conduct" and was welcomed to the council. Following discussion with the other councillors, she was then asked to join the Council's Policies & Personnel subcommittee, Finance Committee and Communications Group.	Cllr Beattie

Signed by Chair.....

<p><b>041905</b></p>	<p><b>To consider matters arising from items detailed at the previous meeting and the latest action log.</b>  The Chairman and clerk advised the councillors of the following matters:</p> <ol style="list-style-type: none"> <li>1. Following notification from the Borough Officers responsible for Section 106 projects of a deadline of 30<sup>th</sup>, the Clerk was instructed to prepare formal project concept papers for three specific programmes to be implemented in the first half of the financial year and distribute them to councillors for their views before submission. The particular projects are: <ol style="list-style-type: none"> <li>a. Development of a fitness trail and outdoor gym equipment;</li> <li>b. Undertaking a parish-wide bulb and wild flower planting programme; and</li> <li>c. The purchase and placement of a number of picnic benches (number to be decided) in appropriate open spaces.</li> </ol> </li> <li>2. We have been advised by Croudace that the Meadow Cottage “Bat House” located between the Langham Place flats and The Gaiger Road Roundabout is beyond repair, and that an application has been made to Natural England to replace it with several smaller boxes. Councillors are encouraged seek advice about whether this is appropriate for ensuring the health of the bats that might have been using the old structure.</li> </ol>	<p>Clerk in consultation with all Councillors</p> <p>All</p>
<p><b>041906</b></p>	<p><b>To receive Chairman’s announcements.</b>  The Chairman advised those present that over 70 people had attended a meeting at Sherfield on Loddon regarding the No 14 bus. The main suggestions put to the BDBC, HCC and Stagecoach representatives attending, namely Borough Councillors Rowland and Robinson, County Councillor Vaughan and the Mr Frost from Stagecoach were that:</p> <ul style="list-style-type: none"> <li>• The No 14 bus need not go as far as Tadley which was already well provided for with 5 Route 2 services each hour, and should instead terminate at Bramley;</li> <li>• The County Council/Stagecoach should consider integrating the No 14 route to include any new route serving Vyne Park and Aurum Green, a suggestion from BDBC Cllr. Miller from Chineham raised by Cllr Bowyer;</li> <li>• BDBC Cllr Robinson suggested a re-routing allow the No 14 to serve the following facilities throughout the day: <ul style="list-style-type: none"> <li>○ The doctors surgeries in Bramley and Chineham</li> <li>○ Chineham Centre</li> </ul> </li> </ul>	

Signed by Chair.....

	<ul style="list-style-type: none"> <li>○ The North Hants Hospital</li> <li>○ Basingstoke College of further education</li> <li>○ The Town centre &amp; Railway station</li> </ul> <p>Clr Bowyer also announced that Double Yellow lines on Cufaude Lane would be extended to try to reduce the risk of collisions at the junction with Rockbourne Road.</p> <p>HCC officials have also recently been briefed about the importance of improving parking and traffic calming measures on Sherfield Park.</p> <p>There were no other announcements from the chair.</p>	
<b>041907</b>	<p><b>General Public Participation session – 15 minutes</b></p> <p>Residents expressed concerns about the HCC decision to switch off all streetlights between 1.00am and 4.00am in an attempt to reduce costs. This followed car break-ins and multiple attempts in the past to steal from cars. One resident expressed particular concerns about potential retaliation from the criminals involved in one incident, after they were arrested and then released by the police. It was suggested that the following actions be considered:</p> <ol style="list-style-type: none"> <li>1. The Parish should write to HCC to ask why the lights had been dimmed without consultation with the residents;</li> <li>2. The Neighbourhood Watch group should undertake an active recruitment campaign and possibly reintroduce night-time patrols;</li> <li>3. People should be recommended to leave their outside lights on at night and consider installing movement sensitive lighting;</li> <li>4. Should criminal activity be detected, residents should not attempt to be heroic in curtailing such activity, but report it to the police;</li> <li>5. Residents should write to our County Councillors, Elaine Still expressing their concerns about the “lights out” policies.</li> </ol> <p>The ongoing concerns about the No 14 bus route was raised again, and residents were encouraged to contact the owners of Chineham Centre to get them involved.</p>	
<b>041908</b>	<p><b>To receive reports from outside bodies</b>  <b>Borough Councillors, SPCA &amp; Chineham Medical Practice PPG.</b></p> <p>The SPCA presented a short report about their activities, which is shown in Appendix 1.</p> <p>There was no report from the Patient Participation Group of the CCG or other Borough Councillors.</p>	

Signed by Chair.....

041909	<p><b>To note the Council's current financial situation and sign the bank statements.</b></p> <p>The council's financial position remains strong, with a total of £77,500 in the council's two accounts. More details will be available at the finance committee meeting to be held on 17<sup>th</sup> April. Details are shown</p>	
041910	<p><b>To authorise any requests for payments.</b></p> <p>In addition to the payments formally requested prior to the meeting, it was also agreed to pay the annual HALC membership fee, the invoice for which had been received in the last few days.</p> <p>Proposed Cllr Bowyer Seconded: Cllr. Alvares</p>	
041911	<p><b>To consider a request to purchase a list of various office materials costing £111.11 + delivery charges &amp; VAT.</b></p> <p>The council resolved to approve a request from the clerk to purchase a list of various office materials costing £111.11 + delivery charges &amp; VAT.</p> <p>Proposed: Cllr Bowyer Seconded: Cllr Alvares</p>	
041912	<p><b>To receive a (hopefully final) update on the Parish Office development.</b></p> <p>Following discussion of progress on the office, the Councillors resolved to request that the Clerk asks the Lengthsman to quote to make good the disturbed land along the line of the phone/broadband line to the office as requested by Croudace. The Clerk was also requested to advertise on Facebook that the council has the Water Butt for sale as well as the surplus double glazed window unit.</p> <p>Proposed Cllr Alvares Seconded Cllr Vaux</p>	
041913	<p><b>To consider a report from the Office Development Task and Finish group, and agree various further equipment purchases for the Parish office.</b></p> <p>The Council resolved to:</p> <ol style="list-style-type: none"> <li>1. Go ahead with purchase of the notice board from Fitzpatrick Woolmer at a final price of £2,092.00 plus VAT (including delivery);</li> <li>2. Defer a decision on the installation of branded privacy film incorporating the SPPC logo to the office doors and windows until May, as a quotation has yet to be received;</li> <li>3. Go ahead as soon as possible with the purchase of an appropriate specification ceiling mounted screen (maximum cost £100) and projector (maximum cost £350) for use at planning and similar meetings;</li> </ol>	

Signed by Chair.....

	<p>4. Go ahead with the purchase of an integrated security system from “Sleeptight Security” at £1510.80 inc VAT but with an additional door sensor and a 4<sup>th</sup> camera. These additional items are anticipated to cost a maximum of £200. This is still significantly less than all the alternative quotes.</p> <p>The councillors also agreed to defer purchase of an A3 printer pending experience of using the projector at meetings.</p> <p>Proposed: Cllr Gordon Seconded: Cllr Vaux</p>	
<b>041914</b>	<p><b>To finalize a proposal to undertake trial bulb and wild flower sowing activities, and to agree a budget for a parish wide bulb planting project estimated to cost a further £1500.</b></p> <p>In light of the decision in agenda item 041905 1b this matter was deferred pending results of the planned Section 106 submission</p>	
<b>041915</b>	<p><b>To consider a proposal that the Speedwatch Group secure estimates to modify or modernise the Parish’s existing Speedwatch resources.</b></p> <p>There was concern that this proposal would still be inadequate in producing information on traffic flows. The Clerk was therefore instructed to investigate the following:</p> <ul style="list-style-type: none"> <li>• Resell to another Parish, advertising through HALC;</li> <li>• Contact the original supplier about the potential for modernisation/upgrading;</li> <li>• Arrange a trade-in as part payment for the higher specification unit preferred.</li> </ul>	Clerk
<b>041916</b>	<p><b>To consider a proposal from Councillor Alvares to purchase Security equipment for the office.</b></p> <p>It was resolved that alongside this (Ref Agenda item 041913.3) the council needed to urgently formulate and publish its GDPR policies.</p> <p>Proposed Cllr Bowyer Seconded Cllr Vaux</p>	Clerk
<b>041917</b>	<p><b>To consider quotations for the replacement of a missing plexiglass panel at the Parish’s bus shelter on Gaiger Avenue, and to purchase litter bins to be installed on Sunwood Drive and on Rockbourne Road, opposite The Water-meadow.</b></p> <p>The Council resolved to accept the quotation from Basingstoke Glass at the cost of £357.43 ic VAT to repair the Gaiger Avenue Bus shelter.</p> <p>The Clerk was also requested to investigate whether BDBC could supply and install litter bins at the two bus stops at a lower cost than the quote of £565.78 from Glasdon UK, before going ahead with the existing quotation.</p>	Clerk  Clerk

Signed by Chair.....

<b>041918</b>	<p><b>To agree the topics for the Parish Article in the next Loddon Valley Link.</b></p> <p>The clerk was asked to include the following topics in the Loddon Link article:</p> <ul style="list-style-type: none"> <li>• Distribution of Dog Fouling leaflets to all households;</li> <li>• The Route 14 bus campaign;</li> <li>• Indication of S106 projects</li> <li>• Publicise the opportunity for grants</li> <li>• Publicise all other matters of interest</li> </ul>	Clerk
<b>041919</b>	<p><b>To consider payment of the quarterly grant of £1392.30 to “The HUB” youth club at the SPCC.</b></p> <p>After reviewing the latest quarterly report, the Council Resolved to pay the SPCA £1392.30 to help finance The Hub. Proposed: Cllr Bowyer Seconded: Cllr Goodenough</p>	Cllr Bowyer
<b>041920</b>	<p><b>To confirm the date and time of the next Full Council Meeting as 8<sup>th</sup> May 2019 at 7.30pm.</b></p> <p>The council resolved to confirm the date and time of the next Full Council Meeting as 8th May 2019 at 7.30pm. The annual Parish Meeting would either follow this meeting, or be held on 10<sup>th</sup> May at 7.00pm, in the Parish Office, depending on the availability of Councillors to attend the Parish Meeting.</p>	All

There being no further business, the meeting closed at 9.20pm

Signed by Chair.....

## Appendix 1



# **March 2019 Sherfield Park Community Association Report to the Sherfield Park Parish Council**

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## Community Centre updates

We have lost Clare as the manager due to family commitments. We wish Clare well and look forward to her still helping out at our events. Louise is currently helping Sarah in the office and has resigned as a trustee

- Community café – Still doing very well. lots of regular customers.
- Cupper Joe again on the 27<sup>th</sup> April. Crowds are expected.
- Easter – Scavenger hunt, 2 Easter cafes and Easter Egg Hamper competition.

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## Centre Lease & Changing room conversion

The changing room conversion is now starting on April 29th

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## Trustees

We have lost Joyce as a trustee and thank her for all here help whilst a trustee. we are currently in discussion with a number of possible new additions to the team. We are also going to start a recruitment campaign.

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Carl Lesh  
Chairman  
Sherfield Park Community Association

Signed by Chair.....

**Appendix 2**

<u>Monthly sheet March 2019</u>			
		Balance Bought Forward	78,693.25
		Interest	11.19
			<b>78,704.44</b>
EP	Dickinsons	Removal of dangerous fallen tree	£60.00
EP	HMRC	Staff Tax & NI	£148.84
EP	HMRC	Employers NI backlog	£66.51
EP	Staff Salary	Parish Clerk	£728.80
EP	Staff Salary	Litter Warden	£147.37
			<b>1,151.52</b>
		Balance as at 31st March 2018	77,552.92
		Current Account Balance	11,664.11
		Deposit	65,888.81

Signed by Chair.....

**Appendix 3**

<b>SHERFIELD PARK PARISH COUNCIL</b>					
<b>Final Payment Requests - April 2019</b>					
Southern Electric	Office power supply 30/12/18 - 20/03/19	24054 18415	EP	£39.73	
Southern Electric	Xmas lights Unmetered supply	N/A	EP	£32.85	Paid at end March to avoid red letter
Paul Washer	Bus Shelter cleaning		EP	£280.00	Indicated this is an introductory rate only
BT	Activation fee & Line charges	GP00546968	DD	£160.48	
PlusNet	Monthly office phone charge		DD	£6.50	
Fitzpatrick Woolmer	Purchase of Office notice board		EP	£2,510.40	Approved but held pending delivery
Minuteman Press	Dog Fouling Leaflets x 1500		EP	£95.00	
DM Payroll Services	Annual Payroll Service charge 2019-20	394	EP	£102.00	No increase from 2018-19
Steve Vaux	Clerk's Expenses	N/A	EP	£12.70	HCC meeting refreshments/Mobile Phone deposit
SPCA	Youth Club Grant Q4 2018-19	N/A	EP	£1,392.30	
HALC	Annual Membership	TBA	EP	£556.00	
HMRC	Staff Tax & NI	N/A	EP	£145.20	
Staff Salary	Parish Clerk	N/A	EP	£433.60	
Staff Salary	Litter Warden	N/A	EP	£147.37	
			<b>PAYMENT TOTALS</b>	<b>£5,914.13</b>	

Signed by Chair.....