



Sherfield Park Parish Council (SPPC)
Full Council Meeting held at Sherfield Park Parish Office
at 7.30pm on Wednesday 12th June 2019

| | <u>IN ATTENDANCE</u> | <u>APOLOGIES</u> | <u>ABSENT</u> |
|---------------------|----------------------|------------------|---------------|
| Councillors: | | | |
| Cllr. Bowyer | ✓ | | |
| Cllr. Gordon | ✓ | | |
| Cllr. Vaux | ✓ | | |
| Cllr. Goodenough | ✓ | | |
| Cllr. Alvares | ✓ | | |
| Cllr. Rouse | ✓ | | |
| Cllr. Beattie | ✓ | | |

In attendance: S. Vaux (Clerk) taking the minutes, & 4 members of the public.
 Apologies were received from Borough Councillors Miller, Still & Edwards

| Agenda Item | Issue | Actions |
|---------------|---|---------|
| 061901 | To receive and accept apologies of absence Apologies were received from Borough Councillors Miller, Still & Edwards | |
| 061902 | To receive any declarations of interest relevant to items on this agenda It was noted that Cllr Gordon is a trustee of SPCA, leading on financial matters, and therefore had a non-pecuniary interest in items 19 & 20. | |
| 061903 | To sign as a correct record, the minutes of the Annual meeting held on 8th May 2019 The Council unanimously agreed the minutes of the meeting. The minutes were then signed by the Chair. | |
| 061904 | To sign as a correct record the minutes of the Annual Parish Meeting held on 10th May 2019. The Council unanimously agreed the minutes of the meeting. The minutes were then signed by the Chair. | |

Signed by Chair.....

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| 061905 | <p>Matters arising from items from previous meetings</p> <ul style="list-style-type: none"> • The Action Log sent to all councillors before the meeting would be reviewed/updated by the Chairman and Clerk, before the Clerk hands over to his successor. • The Policy and Personnel Work Group was asked to complete regularisation of committee/work group Terms of Reference & the Standing Orders of the Council, for consideration and adoption at the next full Council meeting • The P & P work group were also asked to prepare a draft Complaints Procedure for consideration and adoption at the next full Council meeting. • Cllr Beattie is to prepare a draft GDPR policy for review by the P & P committee, prior to consideration and adoption at the next full Council meeting. • Cllr Alvares reported that a public meeting with the local “beat constable” has been arranged, for a date to be confirmed. The Clerk was asked to publicise this once the date was confirmed. | <p>Chair/Clerk</p> <p>Cllr Bowyer/P&P</p> <p>Cllr Bowyer/P&P</p> <p>Cllr Beattie/P&P</p> <p>Clerk</p> |
| 061906 | <p>To receive any Chairman’s announcements</p> <ul style="list-style-type: none"> • The Chairman noted that there have been no notable Sheffield Park related planning decisions by the Borough since the last meeting. • A Public Meeting arranged by the Parish Council in response to requests from residents to discuss planning issues with the Borough Council is to take place on 14th June. • The Clerk was reminded that a variety of additional information has to be published by end June, as set out in our Standing Orders. | <p>Clerk</p> |
| 061907 | <p>Public Participation session – 15 minutes There were no matters raised by the public.</p> | |
| 061908 | <p>To receive reports from the County Councillor, Borough Councillors, SPCA and the PPG Cllr Still reported via a written submission:</p> <ul style="list-style-type: none"> • Efforts are under way to improve the sequencing of traffic lights at the Tesco/Binfields roundabout in response to widely reported problems. • Changes have recently come into force at Wade Road Waste Recycling Centre allowing residents to use a van, pick-up or trailer longer than 1.8m to transport their own household waste for disposal. Use of the site for commercial purposes can also take place but requires a permit costing £15 for 12 months/12 visits. | |

Signed by Chair.....

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| | <p>Blue badge holders also have a designated bay at the site. The Clerk was asked to publicise these changes.</p> <ul style="list-style-type: none"> • Further consultation is still required before the yellow lines on Cufaude Road will be finalised. <p>Mr Lesh, the Chairman of the SPCA presented a report which is shown as Appendix 1.</p> <p>The Clerk reported that the main activity from the Chineham Medical Centre Patient Participation Group was promoting the Health Integration meeting being held at the same time as this meeting, and continuing exploration of future sites for the GP practice.</p> | Clerk |
| 061909 | <p>To note the current financial situation</p> <p>The council noted that the present financial situation is satisfactory. See Appendix 2 for details.</p> | |
| 061910 | <p>To authorise any requests for payments</p> <p>The Council resolved to approve the payments in Appendix 3, with the exception of Vision ICT, as well as approving the staff remuneration after all councillors confirmed that the clerk's hours were acceptable.</p> <p>The Clerk was asked to investigate paying VisionICT for 3 months or 6 months, rather than a year.</p> <p>Proposed: Cllr Gordon, Seconded: Cllr Alvares</p> | Clerk/Cllr Gordon |
| 061911 | <p>To approve the Annual Governance statement, following the recent Internal Audit</p> <p>The Council resolved to approve and sign the Annual Governance statement, following the recent Internal Audit.</p> <p>Proposed: Cllr Gordon, Seconded: Cllr Beattie</p> | |
| 061912 | <p>To approve the Annual Accounting statement, following the recent Internal Audit</p> <p>The council resolved to approve and sign Annual Accounting statement, following the recent Internal Audit.</p> <p>Proposed: Cllr Gordon, Seconded: Cllr Beattie</p> | |
| 061913 | <p>To consider findings from the Internal Audit and recommend actions/resolutions to be taken in response to these.</p> <p>The Council resolved to take the following actions in response to the internal auditor's report:</p> <ul style="list-style-type: none"> • Complete a full risk analysis, which will be reviewed by the P & P Work Group and submitted to the Full Council for adoption at the July Council meeting; • All committee meeting minutes will be presented and approved at the next full committee meeting; | <p>Cllr Bowyer/P&P</p> <p>Clerk/agendas</p> |

Signed by Chair.....

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| | <ul style="list-style-type: none"> • We will rename all our sub-committees as “Working Groups” and revise TOR wording accordingly as recommended in national guidance (and bring to Full Council for approval); • The P & P Group will undertake to review and update all Parish Documentation during the coming year (and approve at Full Council meetings); • Staff Salaries will in future be minuted at Full Council at the time of budget preparation; • Finance Committee will revisit the requirement for auto-enrolment of the clerk in a pension scheme, when the post is filled again permanently; • Staff will be named when reporting salaries in the cashbook, with effect June onwards. | <p>Cllr Bowyer/P&P</p> <p>Cllr Bowyer/P&P</p> <p>Clerk</p> <p>Cllr Gordon/Finance Committee</p> <p>Clerk</p> |
| 061914 | <p>To consider two quotations for the provision of the Parish’s insurance and approve payment of the chosen quotation.</p> <p>Following a review of cover by the Chairman of Finance and the Clerk it was resolved to adopt the quote from Zurich Municipal, as it was both significantly lower and thought to offer better overall cover. It was also resolved to take up the offer of a discounted rate for the next three years. Payment of the first year’s premium of £507.11 was then approved. Proposed: Cllr Gordon Seconded: Cllr Beattie</p> | <p>Clerk/Cllr Gordon</p> |
| 061915 | <p>To consider using part of the Litter Control Grant to provide a contribution towards boots for our volunteer litter picker.</p> <p>The Council resolved to buy boots or reimburse the volunteer litter picker when he purchases his next pair of boots to the sum of £50 maximum. Proposed: Cllr Vaux; Seconded: Cllr Goodenough</p> | <p>Clerk</p> |
| 061916 | <p>To consider a planning application Ref: 19/01295/HSE for the erection of a single storey rear extension at 63 Avington Way.</p> <p>Following extensive discussion of the plans, the Council resolved to support the owners of 63 Avington Way’s application to build a single storey extension at the rear of their house. Proposed: Cllr Alvares Seconded: Cllr Bowyer</p> | <p>Clerk</p> |
| 061917 | <p>To consider a planning application Refs: 19/01296/HSE for the erection of a single storey rear extension at 57 Rockbourne Road.</p> | |

Signed by Chair.....

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| | <p>Following extensive discussion of the plans, the Council resolved to support the owners of 57 Rockbourne Road's application to build a single storey extension at the rear of their house.</p> <p>Proposed: Cllr Alvares Seconded: Cllr Bowyer</p> | Clerk |
| 061918 | <p>To consider whether to move payments for the office electricity supply to a £15 standing order, and to authorise the clerk to institute a standing order.</p> <p>The Council resolved to move payments for the office electricity supply to a monthly £15 standing order, and to authorise the clerk to institute said standing order.</p> <p>Proposed: Cllr Beattie Seconded: Cllr Gordon</p> | Clerk |
| 061919 | <p>To consider an application from SPCA for a grant of £5791.24 under Section 19 of LGA 1976 to support the provision of "THE HUB" Youth Club over the next year.</p> <p>The Council resolved to make a grant to the SPCA of £5791.24 under Section 19 of LGA 1976 to support the provision of "THE HUB" Youth Club over the next year. Payments will as previously be made in arrears each quarter (£1447.81 per qtr) on receipt of a satisfactory report from the Youth Leader about the activities of the group.</p> <p>Proposed: Cllr Bowyer Seconded Cllr Rouse</p> | Clerk |
| 061920 | <p>To consider a grant request from the SPCA for £624, under Section 137 of LGA 1976 for the hire of a climbing wall to attract visitors to the 2019 Sherfest Fund Raising event at Sheffield Park Community Centre.</p> <p>Following discussion it was resolved to change the grant for hire of the climbing wall to a general grant of £624 to the SPCA in support of Sherfest.</p> <p>Proposed: Cllr Beattie; Seconded: Cllr Alvares</p> | Clerk |
| 061921 | <p>To consider quotations to landscape the line of the internet cable conduit to meet the requirements of Croudace.</p> <p>After reviewing the quotations received, The Council resolved to grant the contract to landscape and make good the line of the broadband cable conduit to the Parish office to Brock Garden Services at the cost of £585, including supply of materials.</p> <p>Proposed: Cllr Vaux Seconded Cllr Rouse</p> | Clerk |
| 061922 | <p>To consider a request from Cllr Gordon to attend three HALC training courses during 2019, at a total cost of £168.</p> <p>The Council resolved to support the proposal for Cllr Gordon to attend three HALC training courses as set out in the paper.</p> <p>Proposed: Cllr Bowyer Seconded: Cllr Beattie</p> | Clerk/Cllr Gordon |

Signed by Chair.....

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| 061923 | <p>To consider and agree to investigate the cost of undertaking a variety of further traffic calming measures across the parish</p> <p>The Council resolved, as a first stage measure, until the roads are all formally adopted within Sherfield Park, to purchase a variety of advisory road signs from Archers Signs, identified by Cllrs Goodenough and Alvares as offering the best value for money. A total of 20 signs plus fixings were suggested, involving a mix of the following 60cm x 40cm metal signs:</p> <ul style="list-style-type: none"> • 20 is plenty ± 10 • Slow Down Children playing ± 7 • Unsuitable for HGVs ± 3. <p>In addition to seeking a final quotation (estimate ± £450) the Clerk was instructed to submit an application to County Councillor Still seeking financial support for this measure. Proposed: Cllr Alvares Seconded: Cllr Goodenough</p> | Clerk |
| 061924 | <p>To consider options for the supply and installation of Litter bins at the Parish's bus shelters on Sunwood Drive and Rockbourne Road (Water-meadow stop).</p> <p>The Councillors resolved to go ahead with requesting that Basingstoke & Deane Borough Council supply and installation of litter bins at the Parish's bus shelters on Sunwood Drive and Rockbourne Road (water meadow stop), at the Parish's expense. The total estimated cost being £404. Proposed: Cllr Vaux Seconded: Cllr Bowyer</p> | Clerk |
| 061925 | <p>To agree actions to be taken to replace the Parish Clerk</p> <p>The Council resolved to consider actions to replace the Parish Clerk in private session. Proposed: Cllr Vaux Seconded Cllr Beattie The Resolution from this private session is reported below.</p> | |
| 061926 | <p>To agree changes to banking arrangement following the departure of the Parish Clerk and the change in Chairmanship & Vice-chairmanship of the Parish Council</p> <p>The Council resolved to change responsibilities for banking, as follows:</p> <ul style="list-style-type: none"> • Cllr Vaux will join Cllrs Bowyer and Gordon as a signatory of the Council's HSBC savings account; • Cllrs Vaux, Beattie and Rouse will become full signatories of the Council's Lloyds Bank alongside Cllr Gordon, with Cllr Bowyer remaining a cheque signatory; • WEF 21st July The Clerk will be replaced by the incoming Interim Clerk as Administrator of both the savings and current accounts; <p>Proposed: Cllr Alvares Seconded: Cllr Goodenough</p> | Clerk |

Signed by Chair.....

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| <p>061927</p> | <p>To receive a brief report from the Open Spaces sub-committee</p> <p>Cllr Rouse reported that the Open Spaces group met on 29 May. The notes of their meeting are attached as Appendix 4. In addition it was noted that:</p> <ul style="list-style-type: none"> • Our Section 106 applications have been acknowledged by BDBC although there seemed to be a reluctance on the part of the officers to move them forward whilst parts of Sherfield Park remain unadopted; • Under agenda item 091813 it had already been resolved to start bulb and wild flower planting under Cllr Goodenough's direction. <p>It was therefore resolved that further representations should be made to the Borough to accelerate the three Section 106 applications, and that Cllr Goodenough would be authorised to go ahead with spending up to £160 on woodland wild flower seeds and bulbs.</p> <p>It was further resolved that a detailed proposal be brought forward to the Council from the Open Space Group to increase the funds to be spent on flower planting using the Parish's own resources to a total of up to £1000.</p> <p>Proposed: Cllr Rouse Seconded: Cllr Beattie</p> | <p>Cllr Goodenough</p> <p>Cllrs Bowyer & Goodenough</p> <p>Cllr Rouse/Open Spaces Group</p> |
| <p>061928</p> | <p>To consider the upgrading of the Parish Office's internet service to enable real time on line monitoring of the office's security system</p> <p>The Council resolved to approve the upgrading of the Parish Office's internet service to enable real time on-line monitoring of the office's security system and to accept the increase of £10 per month in charges from BT.</p> <p>Proposed: Cllr Beattie Seconded: Cllr Alvares</p> | <p>Clerk</p> |
| <p>061929</p> | <p>To consider matters for including in the next issue of the Loddon Valley Link.</p> <p>The Council requested that the Clerk prepare a draft article including information on the following:</p> <p>Traffic signage, flower planting, grant approvals, Wade Road tip changes, arrival of the Interim Clerk. This would then be reviewed and edited by the Chairman before submission to the Loddon Valley Link's editor.</p> | <p>Clerk/Chair</p> |
| <p>061930</p> | <p>To confirm the date of the next Parish Council meeting as 10th July 2019</p> <p>It was resolved not to call a meeting in August unless there was a matter of extreme urgency.</p> <p>The Full Council will next meet on 10th July, and the Finance Committee will meet on 17th July.</p> | |

Signed by Chair.....

There being no further public business, the meeting closed at 9.15pm

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| <p>061925</p> | <p>Replacing the Parish Clerk and RFO. In Private session the Council resolved to adopt the following actions regarding replacing the outgoing Clerk:</p> <ul style="list-style-type: none"> • Based on her CV and an interview conducted by Cllrs Vaux, Rouse & Bowyer, Ms Tracey Hamer will be employed with effect from Monday 17th June as Interim Clerk at an hourly rate of £12 for 10 – 15 hrs per week, depending on requirements; • To facilitate a smooth handover, the outgoing clerk, Steve Vaux, will continue until Friday 21st June, and then take his outstanding annual leave; • To finalise a choice for the long term replacement of Steve Vaux, interviews will be arranged with other candidates in addition to Ms Hamer, between 15 and 21st June. The council further resolved that the recommendations made by Cllrs Vaux, Rouse and Bowyer would then be distributed to all councillors by e-mail and a long term appointment recommendation agreed before the July Full Council meeting. • The Long term clerk would initially start on a 12.5 hrs per week contract, with the interview panel being authorised to offer a pay rate per hour of between £12 and £17 depending on experience and qualifications <p>Proposed: Cllr Beattie Seconded Cllr Goodenough</p> | <p>Cllrs Vaux, Rouse & Bowyer</p> |
| | <p>Parish Website Cllrs Alvares and Goodenough presented a progress report on the investigations conducted by the Communications Group (Cllrs Beattie, Gordon, Goodenough, Alvares) into alternative website providers. The entire Working Group confirmed that they recommended that www.parishcouncilwebsites.org.uk be consider the best option for updating our site. Councillors supported the Working Group’s recommendations and resolved to allow the communications group to work up a “Dummy” site in cooperation with Parish Websites for consideration at the next Full Council meeting together with a fully costed plan for formal resolution.</p> | <p>Cllr Alvares/ Comms Task & Finish Group</p> |

There being no further public business, the meeting closed at 10.00pm

Signed by Chair.....

Appendix 1

June 2019 Sherfield Park Community Association Report to the Sherfield Park Parish Council

Community Centre updates

- Sarah Bicknell has been promoted to Centre Assistant manager from 1st June and has increased weekly hours to 30
- Community café – Popular as ever
- Cupper Joe again was very popular again. Next back on 29th June & Sherfest
- We have taken lots of bookings for the new room even without any active advertising. Keep your eye on Facebook for some exciting new users
- Chineham tigers funday was very busy
- New Yoga class has now started. Potentially 11 classes a week once new room is open
- Willodene are starting a before and after school club 5 days a week during term time from September
- New additional water tank installed so both Nursery and D&D have no loss of hot water
- D&D beauty is being decorated in July
- Quotes currently being obtained for centre redecoration

Centre Lease & Changing room conversion latest:

- The changing room conversion is well on the way to completion. It is currently being painted.
- The Centre lease was logged with HM Land registry. Unfortunately, it was rejected due to some missing clauses. Lamb Brooks are currently working with BMBC to resolve the issues

Trustees

We have this month welcomed Claire Walker to the trustee team. She's looking forward to getting actively involved over the coming weeks

Carl Lesh
Chairman
Sherfield Park Community Association

Signed by Chair.....

Appendix 2

| <u>Monthly sheet May 2019</u> | | | |
|-------------------------------|---------------------------|---------------------------------------|------------------|
| | | Balance Bought Forward | 95,893.79 |
| | | Interest | 10.83 |
| | | | 95,904.62 |
| | | | |
| 01-May | BT | Broadband service | 56.71 |
| 07-May | Plusnet | Clerk's mobile phone | 8.27 |
| 14-May | Patrick Woolmer | New Notice board | 2,510.40 |
| 14-May | Basingstoke Glass Centre | Repair to bus shelter | 357.43 |
| 14-May | Sleep Tight Security | D/payment for Office Security systems | 850.80 |
| 14-May | S Vaux (Clerk's Expenses) | | 209.96 |
| 14-May | S Vaux (Clerk's Expenses) | | 51.99 |
| 14-May | Victim Support (HIOW) | Grant for victim support | 50.00 |
| 14-May | Viking | Office Supplies/equipment | 168.40 |
| 28-May | Staff Salary | Litter Warden (RO) | 147.37 |
| 28-May | Staff Salary | Clerk (SV) | 555.20 |
| 28-May | HMRC | Staff Tax/NI | 175.60 |
| | | | |
| | | | |
| | | Total Payments | 5,142.13 |
| | | | |
| | | Balance as at 31st May 2019 | 90,762.49 |
| | | | |
| | | Current Account Balance | 24,862.85 |
| | | Deposit | 65,899.64 |
| | | | 90,762.49 |

Signed by Chair.....

Appendix 3

| SHERFIELD PARK PARISH COUNCIL | | | | | |
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| Payment Requests - May 2019 | | | | | |
| BT | Monthly office phone charge | GP00546968 | DD | £48.00 | |
| PlusNet | Monthly office phone charge | | DD | £6.87 | |
| Viking | Office supplies & equipment | | EP | £102.37 | Replacement shredder, Printer ink etc |
| Steve Vaux | Clerk's Expenses | N/A | EP | £169.98 | McAfee & Office 365 renewal |
| Steve Vaux | Clerk's Expenses | N/A | EP | £25.97 | 3 x Extension cables for office |
| Roots | Grass cutting April & May & Spraying | | EP | £90.00 | |
| Vision ICT | Provision of website & IT support | 9629 | EP | £288.60 | Payment due 01/07/19 |
| Do the Numbers Ltd | Provision of internal Audit Services 2018/19 | 12/838 | EP | £320.00 | |
| SPCA | Room Hire | MAY451/19 | | £31.50 | Annual Parish Meeting room hire |
| Stephanie Fryer | Reinbursement of Expenses | | EP | £40.00 | Cloud backup for SPPC electronic files |
| Information Commissioner | Data Protection Fee | ZA187774 | DD | £35.00 | Due to be paid 14th June |
| HMRC | Staff Tax & NI | N/A | EP | TBA | Details awaited from Payroll Office |
| Staff Salary | Parish Clerk | N/A | EP | TBA | Details awaited from Payroll Office |
| Staff Salary | Litter Warden | N/A | EP | TBA | Details awaited from Payroll Office |
| | | | PAYMENT TOTALS | £1,158.29 | |
| AUTHORISED BY: | | | AUTHORISED BY: | | |

Signed by Chair.....

Open Spaces working Group

29th May 2019

Those present.Cllrs

Alvares,Bowyer,Goodenough,Rouse

Apologies Cllr Gordon

1. Cllr Rouse was elected Chairman of the Group
2. Minutes from the previous meeting in January were discussed and agreed.
3. The Clerk went through the Action Log which will be passed over to the new Clerk with outstanding issues to resolve.
4. Landscaping of the Water Meadow was discussed with 2 quotes tendered and a report will be going to Full Council in June for consideration.
5. S106 update was received from BDBC while the meeting was in place, it was disappointing that they would not process this further at the present time as all the Development has not been handed over to the Borough. The group had discussed sending out a newsletter detailing what we had asked for ie bulb planting, trim trail and picnic tables and then giving residents examples of other facilities and asking them to vote either for them or other ideas. This could be done online with consultation with the Communication group. Cllr Bowyer offered to arrange a meeting with Catherine Daly and Soo Boocock to process this further as she was at the original meeting. It was also suggested that Cllr Vaux would meet with the SPCA Chair Carl Leish to discuss options and Cllr Bowyer would meet with the Youth Club leader to find out their interested projects
6. Path through Pettys Copse was still awaiting action as agreed with Croudace and BDBC , the Clerk would contact Jon Kinge from BDBC as Croudace are keen to get this moving.
7. It had been talked about at a previous meeting that we should be looking at Gateway furniture at the 3 entrances of the Development and possibly incorporating a message. " please drive safely though our Development " or something similar. Cllr Goodenough will research this along with " 20 is plenty " signs and bring to a future meeting.

Next meeting will be Tuesday 18th June at 7 pm in the Parish Office

Signed by Chair.....