



**Sherfield Park Parish Council (SPPC)**  
**Full Council Meeting held at Sherfield Park Community Centre**  
**at 7.30pm on Wednesday 12<sup>th</sup> September 2018**

	<u>IN ATTENDANCE</u>	<u>APOLOGIES</u>	<u>ABSENT</u>
<b>Councillors:</b>			
Cllr. Bowyer	✓		
Cllr. Gordon	✓		
Cllr. Vaux	✓		
Cllr. Goodenough	✓		
Cllr. Alvares	✓		
Cllr. Rouse	✓		
Cllr Christmas		✓	

In attendance: S. Vaux (Clerk) taking the minutes, and 3 members of the public.

Agenda Item	Issue	Actions
091801	<b>To receive and accept apologies of absence from Parish councillors</b> Cllr Christmas sent her apologies as she was on holiday.	
091802	<b>To receive any declarations of interest relevant to items on this agenda</b> No declarations of interest relevant to items on this agenda were received.	
091803	<b>To sign as a correct record, the minutes of the full council meeting held on 8<sup>th</sup> August 2018</b> The Council resolved to sign the minutes as a correct record, of the full council meeting held on 8 <sup>th</sup> August 2018	Chairman
091804	<b>Matters Arising from the Full Council meeting of 8th August 2018.</b> The Chairman noted that refuse collection was largely back to normal, following the fire at the Waste to Energy/Recycling sorting plant, although collection of recycleable items is still slow.  Matters arising carried forward (not on the agenda): <ul style="list-style-type: none"> <li>• Amended Standing Orders to be distributed to</li> </ul>	

Signed by Chair.....

	<p>councillors</p> <ul style="list-style-type: none"> <li>Amended Standing Orders, Appropriate Use of Recorded Information, and Complaints Code of Conduct to be posted on the parish website (council documents)</li> <li>Signage to reduce traffic speed on the estate</li> <li>Action Log to be created</li> </ul>	<p>Clerk</p> <p>Clerk Cllrs Alvares &amp; Rouse Clerk</p>
091805	<p><b>To Receive Chairman’s announcements.</b></p> <p>The chairman advised that she will be absent on holiday for the next meeting, and is planning to move to Canada, once she has sold her house.</p> <p>She also advised that she has investigated the availability of temporary “speed warning” equipment from HCC. The Clerk was requested to cost this service before the next meeting.</p>	<p>Clerk</p>
081806	<p><b>Public Participation session:</b></p> <p>There were no matters raised by the public.</p>	
091807	<p><b>To receive reports from Outside bodies:</b></p> <p>Apologies were received from Cllr Miller of BDBC, and Cllr Still HCC/BDBC.</p> <p>Cllr Bowyer, reporting as a Borough Councillor, advised that she continues to pursue Section 106 funding for the upgrade of the Petty’s Copse Path and other Parish improvements. She is anticipating receiving feedback from the relevant officer, Paul Johnson shortly and will advise the Parish Council accordingly. She intends to visit Mr Johnson again shortly with the Clerk and any Open Spaces working Group members who can attend.</p> <p>Mr Lesh, the vice chair of the Community Association provided a comprehensive report on SPCA activities which is attached as Appendix 1.</p>	<p>Cllr Bowyer</p>
091808	<p><b>To report on progress in the development of the Parish Office.</b></p> <p>The report was and the presented by the Clerk with the following updates:</p> <ul style="list-style-type: none"> <li>BT did not find the fibre cable where they expected it to be. It was suggested that the cable is run from the path from Rockbourne Road to the community centre, which will require permission from Croudace</li> </ul>	<p>Clerk</p>

Signed by Chair.....

	<p>The following actions were agreed:</p> <ol style="list-style-type: none"> <li>1. It was resolved that building modifications to improve access to the building will be contracted to 4Ds Construction on the basis of the quotes provided, and 4Ds would be requested to complete removal of the unwanted bushes and making good the site. The Clerk was instructed to negotiate the best possible price for the additional work of removing the bushes up to a total of £3000 plus VAT.</li> <li>2. It was resolved that a reduced list of office items should be ordered from MCD and Viking, based on the quotes tabled. These will wait until the office modifications and flooring have been completed. The Clerk will finalise the two purchase lists and advise the Office Working Party as soon as possible.</li> <li>3. The decision on the sourcing of the floor covering would be delegated to the Office Working Group, with authority to spend up to a maximum of £1100, based on quotes provided, for floor tiles and plywood underflooring to enhance the quality of the floor. Southern Flooring will be visiting to give a final quotation on 26<sup>th</sup> September at 5.00pm.</li> <li>4. It was resolved that we would be paying additional costs for the safety fencing because of the delays relating to access. This is likely to be in the region of £400 plus VAT.</li> <li>5. It was resolved not to be ahead with the noticeboards unless we can access S106 funds.</li> </ol> <p>Proposed by Cllr Bowyer Seconded Cllr Alvares.</p>	<p>Clerk &amp; Working Party</p> <p>Clerk &amp; Working Party</p> <p>Clerk &amp; Working Party</p> <p>Clerk</p> <p>Clerk</p>
091809	<p><b>To note the current financial situation &amp; sign the bank Statements</b></p> <p>The current financial situation was noted. Bank Statements were reconciled and signed by the Finance Committee Chair and Chairman. Details are attached as Appendix 2 below.</p>	Cllrs Gordon & Bowyer
091810	<p><b>Requests for Payments:</b></p> <p>The Chairman of Finance Committee were asked to advise the Council on the issue of authorisation of hiring consultants when required in urgent situations, after checking Council Financial Regulations.</p>	Cllr Gordon

Signed by Chair.....



	<ul style="list-style-type: none"> <li>The Council's insurers have recommended that the Parish should not undertake such activities as it implies that the council would in consequence be taking on a long term liability.</li> </ul> <p>It was agreed that HALC's legal department should be consulted for guidance on this and similar matters relating to the Parish's Powers; and that the clerk should also seek a quote from our solicitors to advise how much it would cost to receive advice on this issue, and the development of an indemnity agreement.</p> <p>The Chairman expressed the view that every effort should be taken to resolve this issue at the next meeting.</p>	<p>Clerk</p> <p>Clerk</p>
091815	<p><b>To consider and approve establishment of a Policies and Personnel Committee.</b></p> <p>The Council unanimously resolved to set up a Policies and Procedures working group, rather than a formal committee. The clerk will draft terms of reference.</p> <p>Proposed - Cllr Vaux, Seconded – Cllr Gordon.</p>	<p>Clerk</p>
091816	<p><b>To approve expenditure for the Clerk to attend HALC training courses.</b></p> <p>The Council unanimously approved that the Clerk attend two training courses.</p> <p>Proposed - Cllr Alvares, Seconded – Cllr Gordon</p>	
091817	<p><b>To review and approval proposal that the Open Spaces Working Party and the Clerk investigate applying to Hampshire County Council for a grant(s) to enhance footpaths.</b></p> <p>The Council unanimously approved that the Clerk and the Open Spaces Working Party should investigate the sourcing of further HCC grants.</p> <p>Proposed - Cllr Goodenough, Seconded – Cllr Rouse</p>	<p>Clerk &amp; Open Spaces Group</p>
091818	<p><b>To review and approve proposed Lengthsman activities</b></p> <p>The Council unanimously resolved to proceed with the following work using the lengthsman's team:</p> <p>Project 1 – Spraying and clean-up of roadside gutters and pavements throughout Sherfield Park</p> <p>Project 2 – Clean-up of brambles etc, and the painting/staining of metal and wooden railings on the access path from Gaiger Ave roundabout onto the Taylors Farm Drive right of way</p> <p>Project 3/4 – Desilting of ditches to improve water flow from the playing field side of Taylors Farm Drive alongside the bridle path plus the erection of appropriate rustic rails over the culvert close to the site of the old Taylors Farm farmhouse</p>	

Signed by Chair.....

	<p>The overall labour and equipment costs of these projects will be approximately £870, leaving £130 for further Lengthsman activities during this financial year. In addition the Parish will purchase the following, up to a limit of £300</p> <p>Glyphosate herbicide  Wood Preservative and metal paint  Rustic Rails to build safety rails over the Taylors Fam Culvert  Concrete slabs to build wing walls to the culvert  Proposed - Cllr Bowyer, Seconded - Cllr Goodenough</p>	Clerk
091819	<p><b>To consider and approve two grant requests to help fund the establishment of Cub and Beaver groups in Sherfield Park</b>  The Council agreed unanimously to support the new Cub and Beaver Groups with two grant payments of £250 each.  Proposed – Cllr Bowyer, Seconded – Cllr Vaux</p>	
091820	<p><b>To confirm that the next Parish Council meeting will be held on Wednesday 10th October 2018.</b>  The next meeting will be held on 10<sup>th</sup> October at 7.30pm. Cllr Vaux will chair in Cllr Bowyer’s absence.</p>	

There being no further business, the meeting closed at 9.05pm

Signed by Chair.....

## Appendix 1

### SPCA Monthly Report

#### **September 2018 Sherfield Park Community Association Report to the Sherfield Park Parish Council**

---

##### **Centre manager**

We have finally appointed a new Centre manager. The new manager brings lots of the qualities that we looked for to fill the role and a wealth of valuable additional expertise that we can draw on. We hope the manager will start around the end of the month. An offer letter has been send and we await acceptance. The offer is Subject to references and DBS checks and a 6 month trial period. The manager will be taking on the role on a 30 hour week part time basis

---

##### **Scouting**

Scouting meetings started this week, and will continue on Mondays and Wednesdays for the rest of the term. For the rest of 2018, the scout meetings that conflict with Parish Council meetings, the scouts will make other plans.

---

##### **Party Incident**

- The recent incident which is only the second in 7 years has prompted a number of changes and reviews to take place. The party attendees were not the cause of the incident. The police are more than happy with our procedures both before the incident and the new ones we are introducing and the actions taken on the evening by the room hirer
  - Further information will be reported once the police have finished the investigation. As it's still an active investigation we can't pass further comment
  - The SPCA are in the process of organizing a meeting for all the stakeholders, SPCA, Parish council, Shop and the police so that we can promulgate all the newly implemented procedures. This will then be shared to the residents via web and our social media channels
  - We have an 18<sup>th</sup> party in October and a 16<sup>th</sup> in November. Both these parties will have SPCA attendance
- 

##### **Centre changing room conversion**

The SPCA met with Mursell & Co and looked into various options of converting changing rooms 3&4 into usual room hire space. We are still waiting for drawing and the costs of the various options to look through for us to be able to try and procede

Signed by Chair.....

---

### **Community centre lease**

- This is still ongoing. The borough have now raised concerns about the exclusive use of areas of the centre (D&D, Farron, nursery)
- We are pressing the borough to move on all outstanding issues

---

### **SPCA Administration**

- Health and safety procedures have been updated and reviewed
- SPCA policies are currently being updated and will then be reviewed and published
- General Hall hire agreement updated and reviewed
- Under 11's party hire booking form and agreement created
- Over 11'S party hire booking form and agreement created. This has a lot of new terms and a new security deposit of £250
- All new hire agreements have been reviewed and are ready to be published and sent out to current booking. These will be updated as and when required
- Risk assessments will be written for all parties
- Our schedule of events from October to New Year is currently being organised

---

### **Centre maintenance**

- Main hall floor maintenance will take place this month for a week starting the 24<sup>th</sup> September
- We are looking into the costs of cctv around the outside of the community centre. We would like to discuss with the Parish council like us to look at extending the cameras around the centre and possibly including the new parish council office and grounds too
- Quotes have been reviewed and approved for the fire door maintenance that is required
- We are currently looking into all the centre maintenance and drawing up schedules and suppliers with costs. Where possible alternative suppliers will be source if costs can be reduced

Carl Lesh  
Vice Chairman  
Sherfield Park Community Association

## Appendix 2

### Financial Situation for August 2018 – Receipts and expenditure

<u>Monthly sheet August 2018</u>			
		Balance Bought Forward	79,161.76
		Interest (May - August)	15.40
		HMRC VAT refund received 3/8	1,469.65
			<b>80,646.81</b>
CHQ	BDBC Planning Dept	Non-material amendment fee for office	117.00
CHQ	CIr A Gordon	Annual Parish meeting & Sherfest costs	267.10
EP	4Ds Construction	Final Payment Parish Office foundations	635.40
EP	4Ds Construction	Excavator hire to dig power cable trench	456.00
EP	4Ds Construction	Installing Electrical & Phone conduit	390.00
EP	HALC	CILCA Intro Course for Clerk	48.00
EP	HALC	Chairing skills training Cllrs QA & JV	144.00
EP	Came & Co	Ins Premium increase for Parish Office	64.03
EP	Staff	Salary (Litter Warden)	164.63
EP	Staff	Salary (Clerk)	849.10
EP	HMRC	Staff Tax & NI	214.44
EP	S Vaux	Expenses (Travel and condolence card)	21.39
Credit	S Vaux	Correction of overpayment error in July	-3.00
EP	Joyce Bowyer	Expenses for Sherfest	96.44
EP	Viking	Printer Ink	25.07
EP	DRC Electrical	Connect power/certification office circuits	218.40
EP	Post Office	Renewal of P O Box for 6 months	177.00
EP	BDBC Building Control	Building control visit Fee	401.00
		Total Payments	4,286.00
		Balance as at 31st August 2018	76,360.81
		Current Account Balance	10,552.01
		Deposit	65,808.80

Signed by Chair.....

**Bank Reconciliation Year to date**

<b>SHERFIELD PARK PARISH COUNCIL</b>									
<b>RECEIPTS LEDGER 2018 - 2019</b>									
Date	Receipts Precept	Receipts Bank Int	Other	Details	Current A/C	Deposit Account	Other Account	TOTAL	
				Balance brought forward	13,442.17	65,789.49			79,231.66
Apr-18		3.91				3.91			3.91
Apr-18	19,610.00				19,610.00				19,610.00
Apr-18									-
May-18			12,820.77	S106 Payment (P/Office)	12,820.77				12,820.77
Jun-18			2,035.80	Litter Warden Grant BDBC	2,035.80				2,035.80
Jun-18			298.41	VAT refund	298.41				298.41
May-18		3.79				3.79			3.79
Jun-18		3.91				3.91			3.91
Jul-18		3.79				3.79			3.79
Aug-18		3.91				3.91			3.91
Aug-18			1,469.65	VAT refund	1,469.65				
									-
									-
	19,610.00	19.31	16,624.63		49,676.80	65,808.80	-		115,485.60
				Less Yr to date Payments	39,124.79				
				Current Account balance	10,552.01				
	Total Receipts:		36,253.94			Less Yr to date Payments			39,124.79
						Balance at 30 June 2018			76,360.81
				Current Account (per bank statement)	10,552.01				
				Deposit Account (per bank statement)	65,808.80				
				Other Account (per bank statement)					
				Less: Cheques o/s					
				Balance as at 31st August 2018	76,360.81				

Signed by Chair.....

**Appendix 3 – Payment requests**

<b>Payment Requests - September 2018</b>					
<b>FROM</b>	<b>ITEM</b>	<b>INVOICE NO</b>	<b>PAYMENT METHOD</b>	<b>AMOUNT</b>	<b>Comments</b>
SPCA	Hall Hire	AUG208/18	EP	£25.20	For Full Council meeting 8/8
SPCA	Hall Hire	AUG218/18	EP	£12.60	For Planning Committee 14/18
S Vaux	August Travel		EP	£4.14	Travel to Civic Offices, Bank etc
Viking	Laminating Pouches	739428	EP	£45.58	SV advised Chair & Finance chair before purchase
Viking	Printer supplies & hole punch	785286	EP	£50.35	SV advised Chair & Finance chair before purchase
HMRC	Staff Tax & Insurance		EP	£54.00	
S Vaux	Salary		EP	£416.14	
R Oats	Salary		EP	£147.37	
K Ross	Consultancy payment		EP	£75.00	For 5 hrs @£15/hr assisting Chairman to liaise with planning, Croudace & Insurance Co and Solicitor when Clerk unavailable.
BDBC	Planning Fee		Chq	£117.00	Required for Non-material change to office building
Coach Miles	SPCA over 55s excursion Grant		EP	£250.00	Relates to Grant awarded under minute 061815
			<b>PAYMENT TOTALS</b>	<b>£1,197.38</b>	

Signed by Chair.....