

# SHERFIELD PARK PARISH COUNCIL

To Members of the Sherfield Park Parish Council

**YOU ARE HEREBY SUMMONED** to attend **A MEETING OF THE PARISH COUNCIL** commencing at **7.30pm on Wednesday 8<sup>th</sup> January 2020** to be held in the Parish Office, Sunwood Drive, for the purpose of considering and resolving upon the business set out in the following agenda.

**To press and members of the public:** You are welcome to attend the meeting and address the Parish Council only during the Public Participation agenda item on any subject relevant to the Parish. Please address the Chair to take your queries in turn. Total time allocated for this session is **15 minutes**. Please have mobile phones on silent or switched off.

Signed: *Tracy Hamer*

Tracy Hamer – Clerk & RFO

[clerk@sherfieldparkparishcouncil.gov.uk](mailto:clerk@sherfieldparkparishcouncil.gov.uk)

- 012001 To receive and accept apologies of absence.**
- 012002 To receive any declarations of interest relevant to items on this agenda.**
- 012003 To sign as a correct record, the minutes of the full council meeting held on 11<sup>th</sup> December 2019.**
- 012004 Matters arising from items from previous meetings and actions as noted on the action log.**
- 012005 To receive any Chairman's announcements**
- 012006 Public Participation session – 15 minutes**
- 012007 To receive reports from the:  
County Councillor  
Borough Councillors  
SPCA  
PPG**
- 012008 To note the current financial situation.**
- 012009 To authorise any requests for payments.**
- 012010 To discuss and decide where to spend allocated Lengthsman grant**

**before year end March 2020**

- 012011 To consider any additional risks identified for risk register in this meeting and update accordingly**
- 012012 To consider matters for including in the next issue of the Loddon Valley Link.**
- 012013 To confirm the date of the next Parish Council meeting as 12<sup>th</sup> February 2020 and the next Finance Meeting as 15<sup>th</sup> January 2020.**



**Sherfield Park Parish Council (SPPC)**  
**Full Council Meeting held at Sherfield Park Parish Office**  
**at 7.30pm on Wednesday 11<sup>th</sup> December 2019**

	<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	✓		

In attendance: Borough Councillor Edwards, Tracy Hamer (Clerk) taking the minutes, and 3 members of the public. Apologies were received from Borough Councillor Miller, County/Borough Councillor Still and Carl Lesh (SPCA). The meeting was chaired by Cllr Vaux.

Agenda Item	Issue	Actions
<b>121901</b>	<b>To receive and accept apologies of absence</b> Apologies were received from Cllr Bowyer, and Borough Councillor Miller and County/Borough Councillor Still.	
<b>121902</b>	<b>Declarations of interest relevant to items on this agenda</b> Nil.	
<b>121903</b>	<b>To sign as a correct record, the minutes of the Full Council meeting held on 11<sup>th</sup> November 2019</b> The Council unanimously agreed the minutes of the meeting. Proposed by Cllr Rouse and seconded by Cllr Goodenough. The minutes were signed by the Chair – Cllr Vaux.	
<b>121904</b>	<b>Matters arising from items from previous meetings and actions noted on the Action Log.</b> <ul style="list-style-type: none"> <li>• The Clerk confirmed that the Gaiger Roundabout Christmas Tree is decorated. The new Christmas Tree at the Parish Office has been planted.</li> <li>• Cllr Vaux noted that 2 streetlights - at the Cufaude Lane bus stop and roundabout - are not working. Cllr Goodenough to confirm the post numbers to report as necessary.</li> </ul>	Cllr Goodenough

Signed by Chair.....

121905	<p><b>To receive any Chairman’s announcements.</b></p> <ul style="list-style-type: none"> <li>• Chineham Medical Practice have produced an informative newsletter which will be shared via Facebook and the Website.</li> <li>• Cllr Vaux reviewed 2019 planning applications relating to Sherfield Park.</li> <li>• The BDBC Housing &amp; Homelessness Strategy 2020 to 2024 consultation is live for comment via <a href="http://www.basingstoke.gov.uk">www.basingstoke.gov.uk</a></li> <li>• The recent licensing application for Proper Posh Nosh was reviewed. A majority opinion from members present resolved to submit an objection to the application citing the following: there are already enough traders trading in the street from shops or otherwise in the goods in which the applicant desires to trade thus creating a negative concern for the viability of the Nisa Shop on Sunwood Drive, which is viewed as an essential resource to the community. Proposed by Cllr Vaux and seconded by Cllr Rouse.</li> </ul>	Clerk
121906	<p><b>Public Participation session – 15 minutes</b></p> <ul style="list-style-type: none"> <li>• A resident expressed concern regarding the ongoing issues with traffic using the estate as a cut through and speeding. Members are keen to work with residents and have confirmed that the new budget for 2020/21 includes resource to purchase new traffic calming equipment once the highways have been fully adopted by BDBC.</li> </ul>	
121907	<p><b>To receive reports from the County Councillor, Borough Councillors, SPCA and the PPG</b></p> <ul style="list-style-type: none"> <li>• Borough Cllr Edwards confirmed the Chineham Shopping Centre planning application will not be heard until late January 2020 earliest.</li> <li>• Carl Lesh from SPCA updated the Parish Council via email and reported a successful Christmas Event. The Parish Council were thanked by the SPCA and Youth Club for recent grant approvals.</li> <li>• PPG – No updates.</li> </ul>	
121908	<p><b>To note the current financial situation</b> The Council noted the present financial situation is satisfactory. See Appendix 1.</p>	
121909	<p><b>To authorise any requests for payments</b> The Council resolved to approve the payments in Appendix 2 to these minutes.</p>	

Signed by Chair.....

	Proposed by Cllr Gordon and seconded by Cllr Vaux.	
<b>121910</b>	<b>To formally approve the 2020/21 Budget and Precept</b> The Council resolved to approve the 2020/21 Budget and Precept in Appendix 3. The Precept will not be increased and the shortfall between income and expenditure will be met by transferring funds from reserves. Proposed by Cllr Gordon and seconded by Cllr Vaux.	
<b>121911</b>	<b>To consider planning application Ref: 19/03134/HSE – 113 Rockbourne Road – Roof space conversion to living accommodation with rooflights to front and rear elevations.</b> Following discussion of the plans, the Council resolved to support the application. Proposed by Cllr Vaux and seconded by Cllr Rouse.	Clerk
<b>121912</b>	<b>To review and approve SPPC Standing Orders, Financial Regulations and Asset Register.</b> The Council unanimously agreed to adopt the above policies with no changes. Proposed by Cllr Vaux and seconded by Cllr Rouse.	Clerk
<b>121913</b>	<b>To review and make comment, if required, on the BDBC Council Plan and Budget Consultation.</b> Borough Cllr Edwards presented the main items for consideration. The Parish Council noted the key items and have no comments to formally submit. The Parish Council thanked Borough Cllr Edwards for her time.	Clerk
<b>111914</b>	<b>To consider any additional risks identified for risk register in this meeting and update accordingly.</b> Nil.	
<b>111915</b>	<b>To consider matters for including in the next issue of the Loddon Valley Link.</b> The Council requested that the Clerk prepare an article including information on the following: <ul style="list-style-type: none"> <li>• Grant information and payments for 2019</li> <li>• Chineham Medical Practice Newsletter</li> <li>• Planning matters</li> </ul>	Clerk
<b>111916</b>	<b>To confirm the date of the next Parish Council meeting as 8<sup>th</sup> January 2020</b> The Full Council will next meet on 8 <sup>th</sup> January 2020 and the Finance Committee will meet on 15 <sup>th</sup> January 2020.	Clerk/Chair

Signed by Chair.....

There being no further public business, the meeting closed at 8.35pm

Signed by Chair.....

**Appendix 1 – Agenda Item 121908**

**Bank Reconciliation Statement as at 31/10/2019 for Cashbook 1 - Current Bank A/c**

<b>Bank Statement Account Name (s)</b>	SPPC Lloyds
<b>Statement Date</b>	30/11/2019
<b>Balances</b>	24,752.27
<b>Unpresented Cheques (Minus) Amount</b>	0.00
<b>Receipts not Banked/Cleared (Plus)</b>	0.00
<b>Balance per Cash Book is :-</b>	24,752.27
<b>Difference is:</b>	0.00

**Bank Reconciliation Statement as at 31/10/2019 for Cashbook 2 - HSBC**

<b>Bank Statement Account Name</b>	SPPC HSBC
<b>Statement Date</b>	30/11/2019
<b>Balances</b>	65,972.97
<b>Unpresented Cheques Amount</b>	0.00
<b>Receipts not Banked/Cleared (Plus)</b>	0.00
<b>Balance per Cash Book is:</b>	65,972.97
<b>Difference is:</b>	0.00

Signed by Chair.....

**Appendix 2 – Agenda Item 121909**

BT	Monthly office broadband charge	GP00546968	DD	£59.99	<b>DD 01/12/19</b>
PlusNet	Monthly office phone charge	13355810	DD	£6.50	<b>DD 06/12/19</b>
SSE	Electricity		SO	£15.00	<b>DD 21/12/19</b>
Rialtus	Accounts Software	27192	EP	£859.38	
Signway Supplies	Electrical work	45586	EP	£1,368.64	
Cllr Rouse - Expenses	Christmas decorations		EP	£276.59	
Grant for Youth Club	Next instalment		EP	£1,392.30	
Viking	Office Supplies	504728	EP	£74.69	
HMRC	Staff Tax & NI	December PAYE	EP	£115.17	PAYE
Staff Salary	Parish Clerk	December Salary	EP	£682.06	Tracy Hamer
Staff Salary	Litter Warden	December Salary	EP	£147.37	Richard Oats
				<b>PAYMENT TOTALS</b>	<b>£4,931.20</b>

**AUTHORISED BY:**

**AUTHORISED BY:**

Signed by Chair.....



### Appendix 3 – Agenda Item 121910

For year	2018-19		2019-20		2020-21	Parameters for 2020-21
	Budget	Final	Budget	Forecast	Budget	
<b>RECEIPTS</b>						
Precept	39,220	39,220	39,220	39,220	39,220	No increase - difference to be transferred out of earmarked reserves
Interest	10	88	50	90	75	
Litter Warden Grant	-	2,036	2,340	2,135	2,100	
S 106 grant	12,000	12,821	-	-	-	No grant anticipated 2020-21
CC Grant				429	-	Traffic calming signs
Transfer from reserves						Reallocation unused capital allocation - avoids precept increase
<b>Total income</b>	<b>51,230</b>	<b>54,165</b>	<b>41,610</b>	<b>41,874</b>	<b>41,395</b>	
<b>RECURRENT EXPENDITURE PAYMENTS (Net of VAT)</b>						
Salaries & Allowances	11,000	11,722	11,000	11,515	12,000	Litter warden & Clerk
Clerks Expenses	100	170	280	600	400	Primarily travel costs (training etc)
Administration	1,500	893	1,250	1,200	1,200	Includes software, office consumables etc
Chairman's Allowance	100	-	100	-	100	
Repairs & Maintenance	7,500	522	3,600	5,500	7,500	Bus Shelters, Office maintenance, Lengthsman materials etc
Insurance	1,500	623	700	507	520	Fixed for 3 years
Grants & Donations	12,000	10,307	15,000	9,000	15,000	
Section 137 payments	-	614	2,500	-		
Training	1,120	669	1,100	500	1,500	7 Councillors + clerk x 2 courses at £80 each
Hall Hire	1,200	317	250	60	150	

Signed by Chair.....

Audit Fees	1,500	480	900	620	900	Provision for marginal increase if internal auditor changes
Subscriptions	1,500	510	800	600	800	HALC & NALC + CCTV storage & Document backup etc
Publications	3,250	90	2,180	150	500	Printed mailers
Traffic control equipment			3,500	300	3,500	Purchase of Speed monitoring eqpt
Office Equipment			3,000	3,510	1,500	Including new Laptop
Miscellaneous	4,250	504	400	404	500	Contingency
Website		298	800	959	400	Hosting fee
Emergency Plan supplies			850	-	850	Provision once plan finalized
Electricity & Telephone		500	500	1,100	1,000	Broadband @£35pcm & Electricity @ £15 pcm Mobile phone £7pcm
Office construction		27,984	-	-	-	Complete
<b>TOTAL</b>	<b>46,520</b>	<b>56,203</b>	<b>48,710</b>	<b>36,525</b>	<b>48,320</b>	
<b>Reserves</b>						
Provision for Election Costs	4,000	4,000			4,000	Potential election cost 2020/21 - for invoicing 2021/22
Provision for Playground refurbishment	7,500	7,500			7,500	Not required - BDBC responsibility. Reassigned to allotment fund etc
Provision for purchase of land for allotments					5,000	Provision reallocated from Playground reserve
Provision for open spaces projects					23,000	Provision reallocated from Playground reserve
Provision for other Capital projects	5,000	2,000			2,000	Replacement of capital assets - eg office, noticeboards
6 month running cost reserve	20,000	20,000			20,000	Provision increased as annual spend increased
<b>TOTAL</b>	<b>36,500</b>	<b>33,500</b>			<b>61,500</b>	Reserves reduced after office project completed

Signed by Chair.....

**Bank Reconciliation Statement as at 31/12/2019  
for Cashbook 2 - HSBC**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
SPPC HSBC	20/12/2019	31	65,983.81
			<hr/> 65,983.81
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			65,983.81
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			65,983.81
		<b>Balance per Cash Book is :-</b>	<b>65,983.81</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/12/2019  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
SPPC Lloyds	31/12/2019		19,822.09
			<u>19,822.09</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			19,822.09
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			19,822.09
		<b>Balance per Cash Book is :-</b>	<b>19,822.09</b>
		<b>Difference is :-</b>	<b>0.00</b>

Time: 11:57

**Bank Reconciliation up to 31/12/2019 for Cashbook No 2 - HSBC**

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<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
20/12/2019			10.84	10.84		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>10.84</u>				

Time: 11:58

**Bank Reconciliation up to 31/12/2019 for Cashbook No 1 - Current Bank A/c**

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/12/2019	DD	59.99		59.99		R <input checked="" type="checkbox"/>	BT
06/12/2019	DD	6.50		6.50		R <input checked="" type="checkbox"/>	Plusnet
12/12/2019			127.50	127.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/12/2019	BACS	859.38		859.38		R <input checked="" type="checkbox"/>	Rialtus
18/12/2019	BACS	1,368.64		1,368.64		R <input checked="" type="checkbox"/>	Signway
18/12/2019	BACS	276.59		276.59		R <input checked="" type="checkbox"/>	William Rouse
18/12/2019	BACS	74.69		74.69		R <input checked="" type="checkbox"/>	Viking
18/12/2019	BACS	1,392.30		1,392.30		R <input checked="" type="checkbox"/>	Sherfield Park Community Assoc
20/12/2019	DD	15.00		15.00		R <input checked="" type="checkbox"/>	Southern Electric
23/12/2019	BACS	682.06		682.06		R <input checked="" type="checkbox"/>	Tracy Hamer
23/12/2019	BACS	147.37		147.37		R <input checked="" type="checkbox"/>	Richard Oats
23/12/2019	BACS	115.17		115.17		R <input checked="" type="checkbox"/>	HMRC
31/12/2019	BACS	59.99		59.99		R <input checked="" type="checkbox"/>	BT
		<u>5,057.68</u>	<u>127.50</u>				



**012009 – January Payment Request**

BT	Monthly office broadband charge	GP00546968	DD	£59.99	<b>DD 31/12/19</b>
PlusNet	Monthly office phone charge	13355810	DD	£6.50	<b>DD 01/01/20</b>
SSE	Electricity	2405418415	SO	£15.00	<b>DD 21/01/20</b>
SSE	Electricity	2405418415	EP	£41.98	
Cllr Rouse - Expenses	Refreshments		EP	£19.05	
Clerks Expenses	Office Supplies		EP	£8.60	
HMRC	Staff Tax & NI	January PAYE	EP	£115.17	PAYE
Staff Salary	Parish Clerk	January Salary	EP	£682.06	Clerk
Staff Salary	Litter Warden	January Salary	EP	£147.37	Litter Warden
			<b>TOTAL</b>	<b>£1,029.23</b>	

**AUTHORISED BY:**

**AUTHORISED BY:**