

SHERFIELD PARK PARISH COUNCIL

YOU ARE HEREBY SUMMONED to attend a **GENERAL MEETING OF THE PARISH COUNCIL** to be held online at <http://zoom.us> commencing at **7.30pm on Wednesday 13th January 2020** for the purpose of considering and resolving upon the business set out in the following agenda. The meeting ID is 844 6136 9914 and the passcode is 497972.

To press and members of the public: You are welcome to attend the meeting remotely and address the Parish Council during Public Participation only. Total time allocated for this session is 15 minutes. Questions should be sent in advance to the Clerk by email or phone.

Signed: *Tracy Hamer*

Tracy Hamer – Clerk & RFO

07778 546477

clerk@sherfieldparkparishcouncil.gov.uk

- 012101** To receive and accept apologies of absence.
- 012102** To receive any declarations of interest relevant to items on this agenda.
- 012103** To sign as a correct record, the minutes of the remote meeting of the Full Council held on 9th December 2020 and the Planning Meeting held on Friday 18th December.
- 012104** Matters arising from previous meetings and actions as noted on the action log.
- 012105** To receive any Chairman's announcements.
- 012106** Public Participation Session – 15 minutes.
- 012107** To receive reports from:
 - County Councillor
 - Borough Councillors
 - SPCA
 - PPG
- 012108** To hear from and co-opt a resident to fill the current casual vacancy on the Parish Council.
- 012109** To note the current financial situation including the current YTD spend against budget.
- 012110** To authorise requests for payments.
- 012111** To consider a grant request from Bramley C of E Primary School for £1,000 under Section 19 of LGA 1976 towards the cost of Oliver's Memorial Garden.

- 012112** To review and discuss costs associated with signage for Sherfield Park.
- 012113** To review and consider the purchase of Parish Online.
- 012114** Covid-19 update.
- 012115** To consider any additional risks identified for the risk register in this meeting and update accordingly.
- 012116** To consider matters for including in the next issue of the Loddon Valley Link.
- 012117** To confirm the date of the next Parish Council meeting – 10th February 2020.



Sherfield Park Parish Council (SPPC)
Ordinary Meeting held remotely
at 7.30pm on Wednesday 9th December 2020

| | <u>IN ATTENDANCE</u> | <u>APOLOGIES</u> | <u>ABSENT</u> |
|---------------------|----------------------|------------------|---------------|
| Councillors: | | | |
| Cllr. Gordon | ✓ | | |
| Cllr. Vaux | ✓ | | |
| Cllr. Alvares | ✓ | | |
| Cllr. Rouse (Chair) | ✓ | | |
| Cllr. Circuit | ✓ | | |
| Cllr. Parfrey | ✓ | | |

In attendance: Tracy Hamer (Clerk) taking the minutes. The meeting was chaired by Cllr Rouse.
 1 member of the public was in attendance.

| Agenda Item | Issue | Actions |
|---------------|---|---------|
| 122001 | To receive and accept apologies of absence Nil. | |
| 122002 | To receive any declarations of interest relevant to items on this agenda. Nil. | |
| 122003 | To sign as a correct record, the minutes of the remote meeting of the Full Council held on 11th November 2020. The Council unanimously agreed the minutes. <i>Proposed by Cllr Rouse and seconded by Cllr Gordon.</i> | |
| 122004 | Matters arising from items from previous meetings and actions as noted on the action log. <ul style="list-style-type: none"> • Work to complete painting the staggered barriers is complete and has been well received. • The mailer agreed during the November meeting has been delayed and will be distributed after the 16th December when any changes to national restrictions have been announced. There will be a further mailer in the New Year. These have been funded by a grant from the Hampshire Police and Crime Commissioner Covid-19 Keeping Communities Safer Fund. | |
| 122005 | To receive any Chairman's announcements. <ul style="list-style-type: none"> • Dove House have returned to continue work at Sherfield Park now that the lockdown is over. • Cllr Rouse reported that following a meeting with County | |

Signed by Chair.....

| | | |
|---------------|---|-------|
| | <p>Councillor Elaine Still and the Clerk, this will become a regular monthly occurrence, to discuss ongoing and future Sherfield Park initiatives. At this time, County Councillor Elaine Still is liaising with BDBC to confirm the overdue resurfacing work along Pettys Copse path, as well as understanding long term maintenance plans now that adoption is largely complete. The relevant contact with HCC to progress signage and planters on Gaiger Avenue is also in progress.</p> <ul style="list-style-type: none"> • The Christmas tree replacement at The Parish Office will be planted on Friday 11th December. • The Lengthsman will be completing the work along Taylors Farm Path on the 14/15 December. • Cllr Rouse wished Councillors and all residents a very safe and Merry Christmas. | |
| 122006 | <p>Public Participation Session. Nil.</p> | |
| 122007 | <p>To receive reports from the County Councillor, Borough Councillors, the SPCA & the PPG</p> <ul style="list-style-type: none"> • County Councillor – See Item 122005 • Borough Councillors - Nil • SPCA – Nil • PPG – Cllr Vaux noted that a meeting had taken place on Monday 7th December and reported that talks are still in place regarding the location change of the surgery. There will be a public consultation in the New Year and the following questions have been shared from the practice who would like us to feed back on, as patients of the practice: <ol style="list-style-type: none"> 1. As a patient what is important when you attend the practice? 2. If you could have something that would be an improvement, what would it be? 3. What is the practice likely to miss or forget in planning the new premises? Responses can be emailed to cllr.vaux@sherfieldparkparishcouncil.gov.uk before the 18/12/2020. <p>It was also noted that Covid-19 vaccinations will start locally from w/c 14th December with more details to be announced.</p> | |
| 122008 | <p>To note the current financial situation. The Council noted the present financial situation is satisfactory. See Appendix 1.</p> | |
| 122009 | <p>To authorise any requests for payments The Council resolved to approve the payments in Appendix 2. to these minutes. <i>Proposed by Cllr Gordon and seconded by Cllr Vaux.</i></p> | Clerk |

Signed by Chair.....

| | | |
|--------|---|-------|
| 112010 | <p>To formally review and approve the 2021/22 Budget and Precept Requirement. The Council resolved to approve the draft budget for 2021/22 (Appendix 3). The precept requirement for 2021/22 will remain unchanged at £39,220. <i>Proposed by Cllr Parfrey and seconded by Cllr Gordon.</i></p> | Clerk |
| 122011 | <p>To formally note the resignation of Cllr Bowyer on 30th November 2020 and appoint replacement Chair of Planning Committee. Cllr Vaux was nominated by Cllr Circuit and seconded by Cllr Rouse to stand as Chair of the Planning Committee and it was unanimously agreed.</p> <p>Cllr Parfrey was nominated by Cllr Vaux and seconded by Cllr Circuit to join the Planning Committee and it was unanimously agreed.</p> <p>Cllr Parfrey was nominated by Cllr Gordon and seconded by Cllr Circuit to join the Finance Committee and it was unanimously agreed. Cllr Alvares stated he wishes to remain on the Finance Committee.</p> | Clerk |
| 122012 | <p>To consider an application from Basingstoke Spotlight for a grant of £1,755 under Section 19 of LGA 1976 to support youth activities. The Council resolved to approve the above grant application which will be paid quarterly, beginning with Jan/Feb/March 2021. A new application will be required year starting April 2021. <i>Proposed by Cllr Alvares and seconded by Cllr Gordon.</i></p> | Clerk |
| 122013 | <p>To receive an update from Open Spaces. See Item 122005.</p> | |
| 122014 | <p>To approve the cost of cleaning the black metal fencing around Sherfield Park. The Council resolved to approve the above cost. <i>Proposed by Cllr Parfrey and seconded by Cllr Alvares.</i></p> | Clerk |
| 122015 | <p>To review and make comment, if required, on the BDBC 2021/22 Budget Consultation (closing date 3rd January) – www.basingstoke.gov.uk/budget2020 The Clerk will organise an agreed Zoom meeting between Councillors to discuss any required action.</p> | Clerk |
| 122016 | <p>To review and approve the following SPPC policies:</p> <ul style="list-style-type: none"> • SPPC Standing Orders • SPPC Financial Regulations • SPPC Asset Register – updated with laptop and planter purchases • SPPC Risk Register – updated with laptop purchase, completion of policies and dates for review <p><i>Proposed by Cllr Vaux and seconded by Cllr Circuit.</i></p> | |
| 122017 | <p>To note and approve updates to the risk register and consider any</p> | |

Signed by Chair.....

| | | |
|---------------|--|--|
| | additional risks identified in this meeting. As noted in Item 122016. | |
| 122018 | To consider matters for including in the next issue of the Loddon Valley Link Next issue will be February so no copy due until the New Year. | |
| 122019 | To confirm the date of the next Parish Council meeting as 13th January 2020. | |

There being no further business, the meeting closed at 8.36pm

DRAFT

Signed by Chair.....

Appendix 1 – Agenda Item 122008

Date: 01/12/2020

Sherfield Park Parish Council

Page 1

Time: 11:33

**Bank Reconciliation Statement as at 30/11/2020
for Cashbook 1 - Current Bank A/c**

User: TRACY

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|---|-----------------------|------------------------------------|------------------|
| SPPC Lloyds | 30/11/2020 | | 25,216.57 |
| | | | <u>25,216.57</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 25,216.57 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 25,216.57 |
| | | Balance per Cash Book is :- | 25,216.57 |
| | | Difference is :- | 0.00 |

Date: 01/12/2020

Sherfield Park Parish Council

Page 1

Time: 11:35

**Bank Reconciliation Statement as at 30/11/2020
for Cashbook 2 - HSBC**

User: TRACY

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|---|-----------------------|------------------------------------|------------------|
| SPPC HSBC | 20/11/2020 | 42 | 76,395.92 |
| | | | <u>76,395.92</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 76,395.92 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 76,395.92 |
| | | Balance per Cash Book is :- | 76,395.92 |
| | | Difference is :- | 0.00 |

Signed by Chair.....

Appendix 2 – Agenda Item 122009

| | | | | | |
|-----------------------------------|---------------------------------|------------|----|-----------------------|-----------------------------------|
| BT | Monthly office broadband charge | GP00546968 | DD | £61.55 | DD 01/12/2020 |
| Clerks Expenses | Mobile Phone (1 month) | | EP | £6.50 | |
| SSE | Electricity | 2405418415 | SO | £15.00 | DD 21/12/2020 |
| Staff salaries & associated costs | Staff salaries, Tax & NI | December | EP | £1,008.29 | Staff salaries & associated costs |
| Viking | Stationary | 462470 | EP | £34.30 | |
| AJBOS | Staggered Barriers | | EP | £2,200.00 | |
| HALC | Training | 4207 | EP | £36.00 | |
| | | | | PAYMENT TOTALS | £3,361.64 |

Appendix 3 – Agenda Item 122010

Sherfield Park Parish Council 2021/22 Budget

| | 2018-19 | | 2019-20 | | 2020-21 | | 2021-22 | |
|-----------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------|
| | Budget | Final | Budget | Final | Budget | Forecast | Budget | Forecast |
| RECEIPTS | | | | | | | | |
| Precept | 39,220 | 39,220 | 39,220 | 39,220 | 39,220 | 39,220 | 39,220 | |
| Interest | 10 | 88 | 50 | 139 | 75 | 55 | 75 | |
| Litter Warden Grant | - | 2,036 | 2,340 | 2,135 | 2,100 | 2,267 | 2,267 | |
| S 106 grant | 12,000 | 12,821 | - | - | - | - | | |
| CC Grant | | | | 429 | | | | |
| One off bank compensation payment | | | | 350 | | | | |
| Total income | £51,230 | £54,165 | £41,610 | £42,273 | £41,395 | 41,542 | 41,562 | £0 |
| Salaries & Allowances | 11,000 | 11,722 | 11,000 | 11,318 | 12,000 | 12,000 | 13,000 | |
| Clerks Expenses | 100 | 170 | 280 | 656 | 400 | 50 | 400 | |
| Administration | 1,500 | 893 | 1,250 | 814 | 1,200 | 750 | 1,200 | |
| Chairman's Allowance | 100 | - | 100 | - | 100 | 100 | 100 | |
| Repairs & Maintenance | 7,500 | 522 | 3,600 | 7,909 | 7,500 | 6,000 | 10,000 | |
| Insurance | 1,500 | 623 | 700 | 507 | 520 | 510 | 520 | |
| Grants & Donations | 12,000 | 10,307 | 15,000 | 8,791 | 15,000 | 15,000 | 15,000 | |
| Section 137 payments | - | 614 | 2,500 | - | | | | |
| Training | 1,120 | 669 | 1,100 | 417 | 1,500 | 250 | 1,500 | |
| Hall Hire | 1,200 | 317 | 250 | 57 | 150 | 50 | 150 | |
| Audit Fees | 1,500 | 480 | 900 | 620 | 900 | 450 | 500 | |
| Subscriptions | 1,500 | 510 | 800 | 507 | 800 | 800 | 1,000 | |
| Publications | 3,250 | 90 | 2,180 | 95 | 500 | 500 | 600 | |
| Traffic control equipment | | | 3,500 | 278 | 3,500 | - | 3,500 | |
| Office Equipment | | | 3,000 | 3,510 | 1,500 | 500 | 1,000 | |
| Miscellaneous | 4,250 | 504 | 400 | 1,641 | 500 | 1,000 | 500 | |
| Website | | 298 | 800 | 1,675 | 400 | 946 | 400 | |
| Emergency Plan supplies | | | 850 | - | 850 | - | | |
| Electricity & Telephone | | 500 | 500 | 1,330 | 1,000 | 1,000 | 1,200 | |
| Office construction | | 27,984 | - | - | - | - | | |
| Total out going | £46,520 | £56,203 | £48,710 | £40,125 | £48,320 | £39,906 | £50,570 | £0 |
| Balance | £4,710 | -£2,038 | -£7,100 | £2,148 | -£6,925 | £1,636 | -£9,008 | £0 |

Signed by Chair.....

Sherfield Park Parish Council (SPPC) Planning Committee Meeting
held remotely at Midday on Friday 18th December 2020

| | <u>IN ATTENDANCE</u> | <u>APOLOGIES</u> | <u>ABSENT</u> |
|--------------------|----------------------|------------------|---------------|
| Cllr. Vaux (Chair) | ✓ | | |
| Cllr. Parfrey | ✓ | | |
| Cllr. Circuit | ✓ | | |
| Cllr. Alvares | ✓ | | |

011220 **To receive and accept apologies of absence**
 Nil.

021220 **To receive any declarations of interest relevant to items on this agenda**
 Nil.

031220 **To sign as a correct record, the minutes of the remote meeting of the Planning Committee held on 12th November 2020.**
 The Planning Committee unanimously agreed the minutes.
Proposed by Cllr Circuit and seconded by Cllr Vaux.

041220 **For Councillors and Attending Public to be updated on any recent planning applications.**
 Nil.

051220 **20/03200/HSE at 72 Rockbourne Road**
Erection of single storey rear extension

Following discussion of the plans, no objection to the application will be raised. However, two minor areas of concern were noted as follows:

The area to the rear and side of the property is common access for several properties, and due to the requirements of the construction of a cavity wall, a construction methods statement should be formulated to ensure work is carried out safely and presenting no risk or undue impact on neighbouring properties with access to the common area.

Secondly, the plans show a gas/extractor flu from the kitchen into the common access area. Is the design and position of this appropriate and safe for both pedestrian and vehicle users.

061220 **To note the date of next planning meeting will be in response to any further Planning Applications received from BDBC.**

There being no further business the meeting closed at 12.25pm



Agenda Item 122009 – Financial Update

Lloyds Bank Reconciliation
Lloyds Receipts and Payments
HSBC Bank Reconciliation
HSBC Receipts and Payments
Spend Against Budget
Quarter 3 VAT Claim

**Bank Reconciliation Statement as at 31/12/2020
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 | 31/12/2020 | | 20,020.18 |
| | | | <u>20,020.18</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 20,020.18 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 20,020.18 |
| | | Balance per Cash Book is :- | 20,020.18 |
| | | Difference is :- | 0.00 |

Time: 15:12

Bank Reconciliation up to 31/12/2020 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> |
|-------------|-------------------|------------------|--------------------|------------------|-------------------|----------------------------|----------------------------------|
| 02/12/2020 | DD | 61.55 | | 61.55 | | R <input type="checkbox"/> | BT |
| 11/12/2020 | BACS | 2,200.00 | | 2,200.00 | | R <input type="checkbox"/> | Any Job Big Or Small Services |
| 11/12/2020 | BACS | 36.00 | | 36.00 | | R <input type="checkbox"/> | HALC |
| 11/12/2020 | BACS | 48.00 | | 48.00 | | R <input type="checkbox"/> | Roots Basingstoke |
| 11/12/2020 | BACS | 6.50 | | 6.50 | | R <input type="checkbox"/> | Tracy Hamer |
| 11/12/2020 | BACS | 34.30 | | 34.30 | | R <input type="checkbox"/> | Viking |
| 11/12/2020 | BACS | 438.75 | | 438.75 | | R <input type="checkbox"/> | Spotlight UK |
| 11/12/2020 | BACS | 1,848.00 | | 1,848.00 | | R <input type="checkbox"/> | Premier Gardens (Lengthsman) |
| 21/12/2020 | DD | 15.00 | | 15.00 | | R <input type="checkbox"/> | Southern Electric |
| 21/12/2020 | | | 500.00 | 500.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 23/12/2020 | BACS | 181.32 | | 181.32 | | R <input type="checkbox"/> | Richard Oats |
| 23/12/2020 | BACS | 72.60 | | 72.60 | | R <input type="checkbox"/> | HMRC |
| 23/12/2020 | BACS | 754.37 | | 754.37 | | R <input type="checkbox"/> | Tracy Hamer |
| | | <u>5,696.39</u> | <u>500.00</u> | | | | |

**Bank Reconciliation Statement as at 31/12/2020
for Cashbook 2 - HSBC**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|---|-----------------------|------------------------------------|------------------|
| SPPC HSBC | 20/12/2020 | 43 | 76,396.55 |
| | | | <u>76,396.55</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 76,396.55 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 76,396.55 |
| | | Balance per Cash Book is :- | 76,396.55 |
| | | Difference is :- | 0.00 |

Bank Reconciliation up to 31/12/2020 for Cashbook No 2 - HSBC

| <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> |
|-------------|-------------------|------------------|--------------------|------------------|-------------------|--------------------------------------|----------------------------------|
| 20/12/2020 | | | 0.63 | 0.63 | | R ■ | Receipt(s) Banked |
| | | <u>0.00</u> | <u>0.63</u> | | | | |

Detailed Receipts & Payments by Budget Heading 31/12/2020

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|-----------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 100 Income | | | | | | | |
| 1000 Litter Warden Grant | 2,267 | 2,100 | (167) | | | 108.0% | |
| 1020 Police & Crime Commissioner | 500 | 0 | (500) | | | 0.0% | |
| 1076 Precept | 39,220 | 39,220 | 0 | | | 100.0% | |
| 1090 Bank Interest | 30 | 75 | 45 | | | 39.7% | |
| Income :- Receipts | 42,017 | 41,395 | (622) | | | 101.5% | 0 |
| Net Receipts | 42,017 | 41,395 | (622) | | | | |
| 200 Expenditure | | | | | | | |
| 4000 Salaries & Allowances | 10,025 | 12,000 | 1,975 | | 1,975 | 83.5% | |
| 4025 Clerks Expenses | 0 | 400 | 400 | | 400 | 0.0% | |
| 4060 Stationery | 209 | 0 | (209) | | (209) | 0.0% | |
| 4070 Administration | 0 | 1,200 | 1,200 | | 1,200 | 0.0% | |
| 4075 Chairman's Allowance | 70 | 100 | 30 | | 30 | 70.0% | |
| 4080 Repairs & Maintenance | 5,990 | 7,500 | 1,510 | | 1,510 | 79.9% | |
| 4085 Insurance | 510 | 520 | 10 | | 10 | 98.2% | |
| 4090 Grants & Donations | 3,261 | 15,000 | 11,739 | | 11,739 | 21.7% | |
| 4100 Training | 165 | 1,500 | 1,335 | | 1,335 | 11.0% | |
| 4105 Hall Hire | 0 | 150 | 150 | | 150 | 0.0% | |
| 4110 Audit Fees | 440 | 900 | 460 | | 460 | 48.9% | |
| 4115 Subscriptions | 601 | 800 | 199 | | 199 | 75.2% | |
| 4120 Publications | 178 | 500 | 322 | | 322 | 35.6% | |
| 4125 Traffic control equipment | 0 | 3,500 | 3,500 | | 3,500 | 0.0% | |
| 4130 Office Equipment | 674 | 1,500 | 826 | | 826 | 44.9% | |
| 4135 Miscellaneous | 1,300 | 500 | (800) | | (800) | 259.9% | |
| 4140 Emergency Plan supplies | 0 | 850 | 850 | | 850 | 0.0% | |
| 4145 IT-inc Website | 1,069 | 400 | (669) | | (669) | 267.3% | |
| 4150 Electricity | 171 | 314 | 143 | | 143 | 54.5% | |
| 4155 Broadband | 459 | 600 | 141 | | 141 | 76.6% | |
| 4160 Office Mobile Phone | 51 | 86 | 35 | | 35 | 59.7% | |
| Expenditure :- Indirect Payments | 25,174 | 48,320 | 23,146 | 0 | 23,146 | 52.1% | 0 |
| Net Payments | (25,174) | (48,320) | (23,146) | | | | |
| 999 VAT Data | | | | | | | |
| 115 VAT on Receipts | 204 | 0 | (204) | | | 0.0% | |
| VAT Data :- Receipts | 204 | 0 | (204) | | | | 0 |
| 515 VAT on Payments | 383 | 0 | (383) | | (383) | 0.0% | |
| VAT Data :- Indirect Payments | 383 | 0 | (383) | 0 | (383) | | 0 |
| Net Receipts over Payments | (180) | 0 | 180 | | | | |

Detailed Receipts & Payments by Budget Heading 31/12/2020

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| Grand Totals:- Receipts | 42,220 | 41,395 | (825) | | | 102.0% | |
| Payments | 25,558 | 48,320 | 22,762 | 0 | 22,762 | 52.9% | |
| Net Receipts over Payments | <u>16,663</u> | <u>(6,925)</u> | <u>(23,588)</u> | | | | |
| Movement to/(from) Gen Reserve | <u>16,663</u> | | | | | | |

| Date of Invoice | Suppliers VAT Reg No | Description of Supply | To whom addressed | VAT Paid |
|---------------------------------------|----------------------|-------------------------|-------------------------------|---------------|
| Cashbook | | | | |
| 02/10/2020 | 245719348 | BT | Sherfield Park Parish Council | 10.26 |
| 19/10/2020 | 614945725 | Greenhouse Graphics | Sherfield Park Parish Council | 39.60 |
| 19/10/2020 | 245431520 | Roots Basingstoke | Sherfield Park Parish Council | 12.00 |
| 19/10/2020 | 920950827 | Rialtus | Sherfield Park Parish Council | 24.80 |
| 02/11/2020 | 245719348 | BT | Sherfield Park Parish Council | 10.26 |
| 23/11/2020 | 614945725 | Greenhouse Graphics | Sherfield Park Parish Council | 46.00 |
| 23/11/2020 | 245431520 | Roots Basingstoke | Sherfield Park Parish Council | 8.00 |
| 23/11/2020 | 65349447 | HALC | Sherfield Park Parish Council | 8.00 |
| 23/11/2020 | 440498250 | PKF Littlejohn | Sherfield Park Parish Council | 40.00 |
| 23/11/2020 | 536153357 | Viking | Sherfield Park Parish Council | 6.32 |
| 23/11/2020 | 689007113 | Set Marketing | Sherfield Park Parish Council | 21.00 |
| 02/12/2020 | 245719348 | BT | Sherfield Park Parish Council | 10.26 |
| 11/12/2020 | 989005388 | HALC | Sherfield Park Parish Council | 6.00 |
| 11/12/2020 | 245431520 | Roots Basingstoke | Sherfield Park Parish Council | 8.00 |
| 11/12/2020 | 536153357 | Viking | Sherfield Park Parish Council | 5.72 |
| 11/12/2020 | 235348801 | Premier Gardens INV 806 | Sherfield Park Parish Council | 308.00 |
| Total VAT Detail from Cashbook | | | | 564.22 |

I
 (Full name in BLOCK LETTERS)

am claiming a refund of five hundred and sixty four pounds and 22 pence
 (Pounds in words pence in figures)

| |
|-----------------|
| £ 564.22 |
|-----------------|

which is the VAT charged on goods and services bought for non-business activities. *The tax claimed includes VAT incurred for exempt business activities which can be reclaimed under paragraph 5.5 of Notice 749 (April 2002).

The body named above makes no taxable supplies and is not registered for VAT, if requested I will produce tax invoices to support this claim.

Signature Date
 (Designated responsible officer)

*Delete as appropriate

Data Protection Act 1998

HM Revenue & Customs collects information in order to administer the taxes for which it is responsible (such as VAT, insurance premium tax, excise duties, air passenger duty, landfill tax), and for detecting and preventing crime.

Where the law permits we may also get information about you from third parties, or give information to them, for example in order to check its accuracy, prevent or detect crime or protect public funds in other ways. These third parties may include the police, other government departments and agencies.



012110 – January Payment Request

| | | | | | |
|-----------------------------------|---------------------------------|------------|-----------------------|------------------|-----------------------------------|
| BT | Monthly office broadband charge | GP00546968 | DD | £61.55 | DD 01/01/2021 |
| Clerks Expenses | Mobile Phone (1 month) | | EP | £6.50 | |
| SSE | Electricity | 2405418415 | SO | £15.00 | DD 21/01/2021 |
| Staff salaries & associated costs | Staff salaries, Tax & NI | January | EP | £1,008.29 | Staff salaries & associated costs |
| Greenhouse Graphics | Mailer Printing | 23410 | EP | £179.00 | |
| SSE | Electricity | | EP | £15.10 | |
| AJBOS | Fence Cleaning | 1366 | EP | £1,604.98 | |
| | | | PAYMENT TOTALS | £2,890.42 | |

SHERFIELD PARK PARISH COUNCIL FUNDING APPLICATION FORM

Please read the attached guidelines before completing this form. You may continue on a blank sheet if necessary, but the name of your organisation must be on any additional sheets.

A. Your organisation

Please give us the following information about your organisation:

Name of Organisation: Bramley Church of England Primary School Association
 Address: Bramley C of E Primary School,
Bramley Lane, Bramley
 Post Code: RG26 5AH

Description of your organisation's activities. Please list your aims and objectives. To raise funds for the educational enhancement of the children at Bramley C of E Primary School. To improve links between the school staff, parents, carers and the community.

How long has your organisation been in existence? Registered charity since 2015

B. Contact Details

Name of contact: Christine Delve
 Position: Co-chair
 Address for correspondence (if different from above):

 Post Code:
 Tel: (day time) (mobile): 07739 763618
 Email address: B.S.A.link@outlook.com

C. Your Application

a) Brief description of project or scheme for which grant is intended
Olver's Garden - a memorial garden at Bramley Primary School for the children to learn and play, reflect and remember Oliver Warner.

b) Who will benefit from the proposed project or scheme and how many of these are Sherfield Park Parish residents?
All children who attend the school, 53 of whom are residents of Sherfield Park

c) Total cost of project or scheme: £ 30,000 d) How much are you applying for? £ 1000

Please give an itemised breakdown of the expenditure for which this money which is being applied for. Please include evidence of the likely cost of all items of expenditure where possible.

| ITEM | COST £ |
|--------------|--------|
| | |
| | |
| | |
| | |
| | |
| TOTAL | |

d) Have you made any grant application to any other body for grant aid for this project? Yes/No.
If yes please give details:

| Name of organisation applied to | Amount applied for | Date of Application | Amount Received |
|--|--------------------|---------------------|-----------------|
| Rhydian Persimmon Community Champions | £1000 | Sept. 2020 | £1000 |
| Rudon Vaughan HCC | £1000 | Nov 2020 | In progress |
| | | | |

If you have received any other sources of funding in the past year, not specified above, please give details:

Just giving page set up for donations from public and for fundraising.

D. Previous Applications

Has your organisation previously applied for a grant from this Parish Council? If YES, please give details of the project and the date and amount of grant received if any. Was the project as described completed?

No

E. Additional Information

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

Local fundraising by Rod Wise and Kate Mitchell has raised over £3000, with wide support for the project in Sherfield Park, Chicheam and Bramley. Their target was £5000 so ~~that~~ a grant would help achieve this

F. Your Financial Situation

All applications must be accompanied by the following financial information: **If you do not supply this information your application will not be considered unless previously agreed in writing by the Council.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position, or
- A statement of your capital assets, if any

If you are unable to supply this information, please contact the Parish Council for advice before submitting this application

Signed: U. Mitchell Date: 6.1.20

Please return to The Parish Clerk, Sherfield Park Parish Council.
If you have any queries, please contact the Parish Clerk on email clerk@sherfieldparkparishcouncil.gov.uk

FOR OFFICE USE ONLY

Date received: Amount:
Grant awarded: Yes/No..... Under section.....
Conditions applied to Grant Yes/No.....



Agenda Item 012112 – Gaiger Avenue Signage Costs

Cost of one sign excluding VAT - £2,517

See attached quote from Fitzpatrick Woolmer

Legal costs – these are estimates only.

All structures on the public highway need to be covered by a licence. This covers the ongoing ownership and maintenance liability of the signs (which in this case would remain with the Parish Council). Unfortunately, there is not a standard licence for installing permanent structures on the public highway. There are two options the Parish Council could consider progressing this work, both of which may have long timescales.

1. The Parish Council apply through the community initiative fund and pay HCC to carry out the works via the Traffic Management Team. The Traffic Management team is fully committed for schemes and workloads so this may not be progressed until late in the year. The approximate cost is £600.
2. HCC will draw up a legal agreement for the signs to be erected on the public highway. The Parish Council would also need to apply for a S171 Road Opening Licence which currently costs £439 once this agreement is in place to cover the actual installation of the signs. To have the legal agreement drawn up and all other items/consultation that go with it, it is likely to be in the region of £1000 to £2000.

There is a consultation period of 1 month plus the local planning authority have to be informed and not object.

This was provided pre lockdown so the above may be subject to change.

Tracy Hamer
 Sherfield Park Parish Council
 21 Cufaude Lane
 Sherfield on Loddon
 Hook
 Hampshire
 RG27 0FL

ESTIMATE

Ref No. CW14865/1
 Dated 02/12/2020
 Contact Tracy Hamer
 Tel 01256 881 739
 Fax

Further to your recent enquiry I have pleasure in submitting our estimate as follows:-

Re : Sherfield Park Entrance Signs 2020

| Item | Qty | Pack | Description | Unit Price | Total |
|------|-----|---------|---|------------------|-----------|
| A | 2 | Unit(s) | Cavalier Style Main Welcome Sign Graphic Panel Size: 1200mm x 850mm with profiled top Material: Cast Aluminium Graphics: Powdercoated to standard RAL with painted highlights *FWDP to type, set and proof Posts: Cavalier style posts Length: 2300mm Finials: Musket finials Finish: Powdercoated to a standard RAL | £2,362.00 | £4,724.00 |
| B | 1 | Unit(s) | Dedicated Delivery Charge to: Sherfield Park Parish Council, 30 Sunwood Drive, Sherfield on Loddon, Hook, Hampshire RG27 0FP | £155.00 | £155.00 |
| | | | | Sub Total | £4,879.00 |
| | | | | VAT | £975.80 |
| | | | | TOTAL | £5,854.80 |

Proforma payment will be required.

Payment can be made by cheque, BACs or credit card, payable to Fitzpatrick Woolmer Design & Publishing Ltd

Cheques should be sent to the Head Office address below

Bank transfers - Sort code: 20-54-25 - Account no: 13568490

Credit card payments - contact our accounts department on 01634 711 771

Please note all estimates are valid for 30 days

All estimates are supplied subject to Fitzpatrick Woolmer's terms and conditions

I look forward to hearing from you in due course...

Yours sincerely,

Craig Whitehead