



Sherfield Park Parish Council (SPPC)
Ordinary Meeting held remotely
at 7.30pm on Wednesday 11th November 2020

	<u>IN ATTENDANCE</u>	<u>APOLOGIES</u>	<u>ABSENT</u>
Councillors:			
Cllr. Bowyer	✓		
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
112001	To receive and accept apologies of absence Apologies were received from Borough Councillors Miller and Still, who is also our County Councillor.	
112002	To receive any declarations of interest relevant to items on this agenda. Nil.	
112003	To sign as a correct record, the minutes of the remote meeting of the Full Council held on 14th October 2020. The Council unanimously agreed the minutes. <i>Proposed by Cllr Vaux and seconded by Cllr Bowyer.</i>	
112004	Matters arising from items from previous meetings and actions as noted on the action log. <ul style="list-style-type: none"> • Work at the office is still ongoing as we wait for dry weather to paint the concrete plinth under the building. • Submissions for the Government Planning Reforms White Paper and the BDBC Climate Change Consultation are complete and have been submitted. 	
112005	To receive any Chairman's announcements. <ul style="list-style-type: none"> • Dove House are unable to undertake any volunteer activities during the current national restrictions but are hopeful they will return in December. • Gaiger Avenue has now been formally adopted by HCC. This completes the adoption of all of the on-site roads, and these 	

Signed by Chair.....

	<p>are now maintainable at public expense. The off-site road (Cufaude Lane) to the west of the development is yet to be adopted.</p> <ul style="list-style-type: none"> • Croudace have confirmed that the faulty lights on Cufaude Lane have now been fixed. • The SPPC Christmas Tree will be replaced next week. • All licences are in place for the Christmas Tree lights on the Gaiger Roundabout to be decorated from 28th November. 	
112006	<p>Public Participation Session.</p> <p>It was confirmed that the previous lease rejected by the Land Registry for the SPCA land and associated buildings has been corrected and agreed.</p>	
112007	<p>To receive reports from the County Councillor, Borough Councillors, the SPCA & the PPG</p> <ul style="list-style-type: none"> • County Councillor - Nil • Borough Councillors - Nil • SPCA – Nil • PPG – met 18th October <p>- Chineham Shopping Centre - the practice is working with Tellon on drawings for the building layout etc., although no formal agreement is in place.</p> <p>- There are more flu vaccine supplies, with more expected next month for care homes.</p> <p>- NHS England are asking the practice to move back to an appointment system (even if not F2F) however the practice like the triage system where they phone first within a 1 hour.</p> <p>- They only have 4 consulting rooms in use for F2F consultations when needed. They primarily see patients who need to see a doctor in the car park.</p> <p>- A Covid Hub is being created at the Old Basing Surgery, drawing on staff from all GP practices. Chineham will provide a GP and an HCA one day a week. The purpose of the Covid Hub is that all patients who phone in with Covid symptoms in the Basingstoke area will be seen by the Hub at Old Basing to try and keep the other GP practices Covid free.</p>	
112008	<p>To note the current financial situation.</p> <p>The Council noted the present financial situation is satisfactory. See Appendix 1.</p> <p>The Clerk asked to Councillors to formally note the Completion of the limited assurance review for the year ended 31 March 2020. Apart from an incorrect date, there were no items for consideration. The Notice of Conclusion of Audit has been prepared and published here - https://sherfieldparkparishcouncil.gov.uk/wp-content/uploads/2020/10/Conclusion-of-Audit-and-AGAR-sections-12-3.pdf</p>	

Signed by Chair.....

112009	To authorise any requests for payments The Council resolved to approve the payments in Appendix 2. to these minutes. The Clerk will investigate an improved cost for broadband at the SPPC office. <i>Proposed by Cllr Bowyer and seconded by Cllr Alvares.</i>	Clerk
112010	Covid-19 updates. <ul style="list-style-type: none"> • Mailer is complete and sent to print. • BVA are sending regular updates including graphics to use on the website and social media. • No requests for assistance so far. 	Clerk
112011	To consider an application from Basingstoke Spotlight for a grant of £1,755 under Section 19 of LGA 1976 to support youth activities. Following lengthy discussion, the Council resolved to defer the above grant application decision to December following further communication with the applicant.	Clerk
112012	To receive an update from Open Spaces. See items 4 and 5.	Clerk
112013	To approve the cost of repainting the staggered barriers around Sherfield Park. The Council resolved to approve the above cost following a written guarantee that the labour cost will not increase. <i>Proposed by Cllr Parfrey and seconded by Cllr Alvares.</i>	Clerk
112014	To approve the cost of materials and machine hire for the Lengthsman to complete work along Taylors Farm Path. The Council resolved to approve the above cost. It was agreed to assess the path in 12 months before committing to further work. <i>Proposed by Cllr Vaux and seconded by Cllr Parfrey.</i>	Clerk
112015	To approve and adopt the following SPPC policies: <ul style="list-style-type: none"> • Training for staff and councillors • Workstation safety • Internal Control Policy and Checklist • General Reserves <i>Proposed by Cllr Vaux and seconded by Cllr Circuit.</i>	Clerk
112016	To review progress on the Consultation from BDBC regarding Local Plan updates - www.basingstoke.gov.uk/Issues-and-Options Cllr Parfrey will update members on progress.	Cllr Parfrey
112017	To discuss creation and implementation of directional signage around flats. Councillors will note areas requiring extra signage when delivering the next mailer to residents. Cllr Alvares will collate and liaise with the Clerk, who will discuss options with BDBC.	Cllr Alvares/Clerk
112018	To note and approve updates to the risk register and consider any additional risks identified in this meeting.	

Signed by Chair.....

	Nil.	
112019	<p>To consider matters for including in the next issue of the Loddon Valley Link – due to lockdown this will be delivered a week later from December 3rd and will be a double issue for December and January.</p> <ul style="list-style-type: none"> • Christmas greetings • Barriers • Path resurfacing • Gaiger adoption 	Clerk
112020	To confirm the date of the next Parish Council meeting as 9th December 2020.	

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

Signed by Chair.....

Appendix 1 – Agenda Item 112008

Date: 05/11/2020 Sherfield Park Parish Council Page 1
 Time: 14:31 Bank Reconciliation Statement as at 31/10/2020 User: TRACY
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	30/09/2020		27,387.76
			27,387.76
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			27,387.76
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	
			0.00
			27,387.76
		Balance per Cash Book is :-	27,387.76
		Difference is :-	0.00

Date: 05/11/2020 Sherfield Park Parish Council Page 1
 Time: 14:40 Bank Reconciliation Statement as at 31/10/2020 User: TRACY
for Cashbook 2 - HSBC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
SPPC HSBC	20/09/2020	41	76,395.27
			76,395.27
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			76,395.27
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	
			0.00
			76,395.27
		Balance per Cash Book is :-	76,395.27
		Difference is :-	0.00

Appendix 2 – Agenda Item 112009

BT	Monthly office broadband charge	GP00546968	DD	£61.55	DD 01/11/2020
Clerks Expenses	Mobile Phone (1 month) and office cleaning products		EP	£10.25	
SSE	Electricity	2405418415	SO	£15.00	DD 21/11/2020
Staff salaries & associated costs	Staff <u>salaries, Tax & NI</u>	November	EP	£1,008.29	Staff salaries & associated costs
Viking	Stationary	217290	EP	£37.94	
PKF Fee	External Audit	SB20201750	EP	£240.00	
Roots	Grass cutting	1883	EP	£48.00	
Set Marketing	High vis tops	5503	EP	£126.00	
Greenhouse Graphics	Office signage	23072	EP	£276.00	
HALC	Training	4181	EP	£48.00	
			PAYMENT	£1,871.03	
			TOTALS		

Signed by Chair.....

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