



**Sherfield Park Parish Council (SPPC)**  
**Annual Meeting held at Sherfield Park Parish Office**  
**at 7.30pm on Wednesday 8<sup>th</sup> May 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	✓		
Cllr. Beattie	✓		

In attendance: S. Vaux (Clerk) taking the minutes, 6 members of the public, Borough Councillor Laura Edwards.

Agenda Item	Issue	Actions
<b>051901</b>	<b>To elect a Chairman for the coming municipal year</b> Two Candidates were nominated: Cllr Bowyer nominated by Cllr Gordon and seconded by Cllr Beattie, and Cllr Vaux nominated by Cllr Alvares and seconded by Cllr Goodenough. Cllr Vaux was duly elected as Chair for the coming municipal year by a majority show of hands.	
<b>051902</b>	<b>To elect a vice-chairman for the coming municipal year</b> Cllr Rouse was nominated by Cllr Vaux, seconded by Cllr Alvares and elected unopposed as Vice-Chair for the municipal year.	
<b>051903</b>	<b>To confirm meeting dates for the year 2019-2020 for the full council, Finance Committee and Planning Committee</b> It was resolved to continue to hold Full Council meetings every month on the 2 <sup>nd</sup> Wednesday of the month. A decision as to whether a meeting will be held in August will be made at the July meeting, with a preference that it was only held if absolutely necessary.	Clerk (to update and circulate meeting calendar)

Signed by Chair.....

	<p>Finance committee meetings will continue to be held on the third Wednesday of the month following the end of each quarter (i.e. July, October, January &amp; April).</p> <p>Planning committee meetings will be held as required, with planning applications incorporated into Full Council meetings whenever possible.</p>	
051904	<p><b>To elect the members for the for the following committees (which meet in public):</b>  <b>Planning, &amp; Finance;</b>  <b>Plus the council's two standing sub-committees (which meet in private and present reports to the full council):</b>  <b>Open Spaces &amp; Policy &amp; Personnel</b></p> <p>It was resolved that the following councillors be elected to the various committees &amp; subcommittees:</p> <p><u>Planning</u>- Cllrs Rouse, Goodenough, Alvares, with Cllr Vaux as an alternate. Cllr Alvares was elected Chair of this committee; Resolution nominated by Cllr Rouse &amp; Seconded by Cllr Vaux</p> <p><u>Finance</u> – Cllrs Bowyer, Beattie, Vaux, Alvares, Goodenough &amp; Gordon. Cllr Gordon was re-elected as Chair  Resolution nominated by Cllr Bowyer &amp; seconded by Cllr Alvares.</p> <p><u>Open Spaces</u> – Cllrs Alvares, Rouse, Goodenough, Gordon &amp; Bowyer. The Chairman will be agreed by the sub-committee at their first meeting.</p> <p><u>Policy &amp; Personnel</u> – Cllrs Vaux, Rouse, Bowyer, Beattie, Gordon &amp; Alvares. The Chairman will be agreed by the sub-committee at their first meeting.</p>	<p>Clerk (to update and circulate committee membership table)</p>
051905	<p><b>To consider any updating of the Council's Standing orders &amp; Financial Regulations.</b></p> <p>It was resolved that the Policy and Personnel should meet as soon as possible to review both the Standing Orders &amp; Financial Regulations. Particular issues requiring alterations are:</p> <ul style="list-style-type: none"> <li>• Inconsistencies between Standing orders and the Terms of Reference of the Council's two committees (Planning &amp; Finance); and</li> <li>• Matters regarding the hiring and payment of temporary staff/contractors, for which Cllr Gordon has drafted changes.</li> </ul> <p>Additional procedural formalities identified as requiring attention were:</p> <ul style="list-style-type: none"> <li>• Finalisation of the Council's asset register and depreciation policy (to be considered by members of the Finance Committee and presented to the Full Council for adoption);</li> </ul>	<p>Clerk (To include in P&amp;P agenda)</p> <p>Cllrs Gordon &amp; Beattie/Clerk</p>

Signed by Chair.....

	<ul style="list-style-type: none"> <li>• The Council’s Insurance cover, due for renewal mid-June requires reviewing (by Finance Committee members), with a recommendation distributed to all Councillors before the next full meeting on June 12<sup>th</sup>, at which authority to pay the premium will be resolved.</li> <li>• Subscriptions – no changes were envisaged;</li> <li>• Complaints Procedure – Cllr Beattie raised questions about the council’s complaints procedure. It was agreed that Cllrs Beattie and Vaux, who reviewed the procedure in June 2018, would meet to consider any recommendations for changes to the procedure;</li> <li>• The Council’s Data/GDPR policy needs to be made simpler. The Policies and Personnel subcommittee, assisted by the clerk, were requested to draft a more appropriate policy for adoption by the Full Council;</li> <li>• Staff policies are scheduled for review by the P &amp; P subcommittee for recommendations to be presented for consideration by the Full Council.</li> <li>• The Council’s media guidance was agreed without changes</li> <li>• The Council’s S137 spend during 2018/19 was confirmed as being £613, spent on support to Sherfest refreshments &amp; the Over 55s Club’s Summer outing.</li> <li>• As this is an election year, the Council considered whether to pursue General Powers of Competency. It was agreed that the Parish would not benefit from these powers in the foreseeable future and would therefore not be pursuing them.</li> </ul>	<p>Cllr Gordon &amp; Beattie/Clerk</p> <p>Cllrs Beattie &amp; Vaux</p> <p>Clerk</p> <p>Clerk (P&amp;P agenda)</p>
051906	<p><b>To select representatives to represent the council and liaise with:</b>  <b>BADPTCA, HALC, Speedwatch, Neighbourhood Watch</b>  It was unanimously agreed that the following approach should be adopted:  <u>BADPTCA</u> meetings – representation would be on an “as required” basis, depending on which councillors can make themselves available to attend any meetings;  <u>HALC</u> - representation at meetings would be depend on which councillors can make themselves available to attend any meetings;  <u>Speedwatch</u> – Cllr Alvares will continue as the Council’s Speedwatch Representative;  <u>Neighbourhood Watch</u> - Cllr Alvares will continue as the Council’s Neighbourhood Watch Representative;  <u>Chineham Medical Practice Patient Participation Group</u> – Cllr Vaux will continue to represent the Council, assisted by the Clerk in a personal capacity when Cllr Vaux in unable to attend.</p>	<p>All</p> <p>All</p> <p>Cllr Alvares</p> <p>Cllr Alvares</p> <p>Cllr Vaux</p>

Signed by Chair.....

051907	<p><b>To receive and accept apologies of absence</b>  All Parish Councillors attended the meeting, however apologies were received from Borough Councillors Still &amp; Miller</p>	
051908	<p><b>To receive any declarations of interest relevant to items on this agenda</b>  No declarations of interest were made by the Councillors present.</p>	
051909	<p><b>To sign as a correct record, the minutes of the full council meeting held on 10th April 2019</b>  The minutes of the last meeting were signed by the outgoing Chairman, after the following was noted:  Minute 041916 should have included an additional sentence stating that the Clerk, on behalf of the council should seek the price of an additional camera, as well as a second door sensor. This item is covered under minute 051918 below.  The Clerk was also requested to follow up with BDBC about the litter bins for two of our bus stops, and with HCC about the unpopularity on the basis of increased crime risk, of the dimming of street lights overnight.</p>	<p>Clerk</p> <p>Clerk</p>
051910	<p><b>Matters arising from items from previous meetings</b></p> <ul style="list-style-type: none"> <li>• Further to the previous meeting, and after investigations by the Clerk, Cllr Alvares will make contact with the new distributor of our current Speedwatch unit to ascertain the value of our current equipment if sold to another council, and if they can supply a unit able to better meet our needs.</li> <li>• Three Section 106 proposals have been submitted to the Borough for consideration.</li> <li>• It is proposed to leaflet all homes in September about dogs fouling the sports field, ahead of the football season, in cooperation with the distributors of the Loddon Link.</li> <li>• All Councillors (except Cllr Beattie) were reminded of the need to complete the new format Declaration of Interests as soon as possible. The Clerk to resend this to all relevant councillors</li> <li>• Cllr Alvares was asked to also send his councillor profile to the clerk for posting on our website as soon as possible.</li> </ul>	<p>Cllr Alvares</p> <p>Clerk</p> <p>Clerk/ All except Cllr Beattie</p> <p>Cllr Alvares</p>
051911	<p><b>To receive any Chairman's announcements</b>  Cllr Laura Edwards was congratulated on her election to the Borough Council representing Chineham &amp; Sherfield Park.  Cllr Bowyer was thanked, by the incoming Chairman, for her service as the first Chair of Sherfield Park Parish Council.</p>	

Signed by Chair.....

051912	<p><b>Public Participation session – 15 minutes</b> There were no issues raised by the public</p>	
051913	<p><b>To receive reports from the County Councillor, Borough Councillors, the SPCA &amp; the PPG</b> Cllrs Miller and Edwards have both advised that they plan to attend the annual parish meeting, to discuss the Dixon Road site and other issues likely to be raised. Cllr Edwards, who was only elected on 3<sup>rd</sup> May, stated that she was in “listening mode” and hoped to attend Parish Council meetings regularly in the future. Cllr Still sent a message saying that after standing down as Chairman of HCC in June she plans to attend more Parish Council meetings. A short e-mail message from the Chairman of the SPCA was received prior to the meeting stating that “It has been a quiet month . The only thing to report is the start of the conversion of the changing rooms (to create an additional meeting room). This is now in its second week and progressing well”. No PPG report was available as Cllr Vaux has been unable to attend the last two meetings. It was agreed that the clerk, on behalf of the Council should seek more regular participation by the local police at Parish Council meetings in light of the growing concerns about car thefts and garage break-ins on Sherfield Park.</p>	Clerk
051914	<p><b>To note the current financial situation, including presentation of the year end returns as revised following the Finance Committee meeting.</b> Details of the Council’s financial situation at the end of the last financial year (to 31<sup>st</sup> March) and for April are attached as Appendix 1. The April report shows that both the Litter Warden Grant and the first Precept payment for 2019-20 have been received. The clerk was requested to make minor presentational changes to the year-end and monthly returns tabled in the agenda, and to correct figures relating to the March and April monthly sheets, after noting errors in crediting the timing of receipt of bank interest payments at end March/start April. Appendix 1 shows these corrections, which can now be presented to the Parish’s Internal Auditor.</p>	Clerk
051915	<p><b>To authorise any requests for payments</b> In addition to the schedule of requested payments submitted in the agenda, it was resolved that the following additional payments should be made:</p> <ul style="list-style-type: none"> <li>• A down-payment to Basingstoke Glass Centre to repair the</li> </ul>	

Signed by Chair.....



051920	<p><b>To consider any urgent matters coming to the Council's attention since the agenda was published</b></p> <p>The council resolved to approve the request from Cllr Beattie to attend the following HALC training courses, the first of which takes place on 12<sup>th</sup> June 2019:</p> <ul style="list-style-type: none"> <li>• The Knowledge &amp; Core Skills (Part 1 &amp; 2) on 12 June;</li> <li>• Local Council Finance for Councillors on 27 June;</li> <li>• Budgeting and Finance (Clerk Training module) on 19 September;</li> <li>• Charing Skills on 10 July;</li> </ul> <p>The total cost of these courses amounts to £260 inc VAT. Proposed: Cllr Rouse, Seconded Cllr Vaux.</p>	Clerk/Cllr Beattie
051921	<p><b>To discuss and agree the issues that the council wish to be highlighted in the Council's section of the next Loddon Link</b></p> <p>The Clerk was instructed that the next Loddon link article, due to go to print on 16<sup>th</sup> May should include comments on the following:</p> <ul style="list-style-type: none"> <li>• A vote of thanks to the outgoing Parish Chairman and Borough Councillor, Cllr Bowyer</li> <li>• Election of the Parish Council Chairman and Vice-Chairman.</li> <li>• Details of the Annual Parish Meeting held on 10<sup>th</sup> May</li> <li>• A comment welcoming Cllr Edwards as our new Borough Councillor</li> <li>• An update on the expanded fibre broadband capacity of Cabinet 15 on Gaiger Avenue</li> </ul>	Clerk
051922	<p><b>To confirm the date of the next Parish Council meeting as 12th June 2019</b></p> <p>12<sup>th</sup> June 2019 was confirmed as the date of the next Parish Council meeting</p>	

There being no further business, the meeting closed at 9.00pm

Signed by Chair.....

**Appendix 1**

<u>Monthly sheet April 2019</u>			
		Balance Bought Forward	77,541.73
		Interest (received 1/4/19)	11.19
		Litter Grant (received 15/4/19)	2,134.60
		Precept (Received 24/4/19)	19,610.00
			<b>99,297.52</b>
1-Apr-19	SSE	Electricity Bill (Christmas lighting)	32.85
2-Apr-19	BT	Broadband	160.48
5-Apr-19	Plusnet	Office Phone	6.50
15-Apr-19	DM Payroll services	Annual fee for payroll preparation 2019-20	102.00
15-Apr-19	Minuteman Press	Printing (Dog Fouling Leaflets)	95.00
15-Apr-19	S Vaux	Clerk's expenses	12.70
15-Apr-19	Sherfield Parl CA	Youth Club Grant	1,392.30
15-Apr-19	SSE	Office Electricity bill	39.73
17-Apr-19	P D Washer	Maintenance of Bus Shelters	280.00
24-Apr-19	Richard Oats	Litter Warden Salary	147.37
24-Apr-19	Stephen Vaux	Clerk Salary	433.60
25-Apr-19	HMRC	Staff Salaries Tax & NI	145.20
30-Apr-19	HALC/NALC	Annual Membership fee	556.00
		Total Payments	<b>3,403.73</b>
		Balance as at 30th April 2019	95,893.79
		Current Account Balance	30,004.98
		Deposit	65,888.81

Signed by Chair.....





**Appendix 2**

<b>SHERFIELD PARK PARISH COUNCIL</b>					
<b>Amended Payment Requests - May 2019</b>					
BT	Monthly office phone charge	GP00546968	DD	£56.71	
PlusNet	Monthly office phone charge		DD	£8.27	
Fitzpatrick Woolmer	Purchase of Office notice board	CW9375/4	EP	£2,510.40	To confirm after payment in advance requested
Viking	Office supplies & equipment	658614	EP	£168.40	
Victim Support	Grant Payment			£50.00	
Steve Vaux	Clerk's Expenses	N/A	EP	£51.99	McAfee & Bin Liners
Glass Centre BSK	Repair to Bus Shelter	30762	EP	£357.43	Approved April
Steve Vaux	Clerk's Expenses	N/A	EP	£209.96	Projector & Screen (Approved 08/05/19 Item 051919)
Sleeptight Security	Downpayment for security systems	1428	EP	£850.80	Approved at May meeting (Item 051918)
HMRC	Staff Tax & NI	N/A	EP	£175.60	
Staff Salary	Parish Clerk	N/A	EP	£555.20	
Staff Salary	Litter Warden	N/A	EP	£147.37	
			<b>PAYMENT TOTALS</b>	<b>£5,142.13</b>	
<b>AUTHORISED BY:</b>			<b>AUTHORISED BY:</b>		

Signed by Chair.....

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