



Sherfield Park Parish Council (SPPC)
Ordinary Meeting held remotely
at 7.30pm on Wednesday 8th July 2020

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

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

Agenda Item	Issue	Actions
072001	To receive and accept apologies of absence Nil.	
072002	To receive any declarations of interest relevant to items on this agenda. Nil.	
072003	To sign as a correct record, the minutes of the remote meeting of the Full Council held on 10th June 2020. The Council unanimously agreed the minutes. <i>Proposed by Cllr Circuit and seconded by Cllr Gordon.</i>	
072004	Matters arising from items from previous meetings and actions as noted on the action log. <ul style="list-style-type: none"> Cllr Circuit noted he is in contact with several parishioners who have been in touch with concerns and ideas following the leaflet drop. Speedwatch awareness sessions have been actioned on Rockbourne Road and Avington Way. More are planned for Gaiger Avenue in the coming weeks. Cllr Rouse confirmed the office is now painted and this project is complete. 	
072005	To receive any Chairman's announcements. <ul style="list-style-type: none"> Cllr Rouse formally noted Cllr Goodenough's resignation on Saturday 4th July 2020 and confirmed the Clerk will begin the co-option procedure next week. Cllr Rouse noted that Cllr Alvares will join the Open Spaces Working Group and that Cllr Circuit will join the Planning 	

Signed by Chair.....

	<p>Committee, following the above resignation.</p> <ul style="list-style-type: none"> • Cllr Rouse asked those in attendance to volunteer to fill the gaps in the Spotlight office rota. <p>Amport Road play area – Cllr Rouse shared the following update from BDBC:</p> <p><i>Croudace have confirmed that they hadn't started organising the community consultation event in relation to the play area before lockdown then occurred. Obviously now face to face consultation on such proposals is now discouraged and the government is providing advice on how such consultation may be carried out virtually given the current situation. As a result, Croudace now plan to carry out the community engagement electronically with a website set up to show the proposals and seek feedback. They anticipate the website will be live by the end of the month. They will also be carrying out a mailshot to the local residents.</i></p> <ul style="list-style-type: none"> • The agreed new refuse bin for the green space at the end of Chilworth Way is still on order. • Replacements for the red bins have been ordered by BDBC for the football field, installation date to be confirmed. BDBC are currently looking at land ownership and existing contracts prior to coordinating and installing the rest of the new replacement bins. 	
072006	Public Participation Session. Nil.	
072007	<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 – See Appendix 1 • PPG – See Appendix 1 	
072008	<p>To note the current financial situation including Quarter 1 spend against budget.</p> <p>The Council noted the present financial situation is satisfactory. See Appendix 2.</p>	
072009	<p>To authorise any requests for payments</p> <p>The Council resolved to approve the payments in Appendix 3 to these minutes.</p> <p><i>Proposed by Cllr Gordon and seconded by Cllr Alvares.</i></p>	Clerk
072010	<p>To approved and adopt the SPPC Vexatious Policy.</p> <p>The Council resolved to adopt the above policy.</p> <p><i>Proposed by Cllr Circuit and seconded by Cllr Gordon.</i></p>	Clerk
072011	<p>To approved and adopt the SPPC HR Policy.</p> <p>The Council resolved to adopt the above policy with the addition of a 'Gender' bullet point.</p> <p><i>Proposed by Cllr Circuit and seconded by Cllr Gordon.</i></p>	Clerk

Signed by Chair.....

072012	To receive an update from Open Spaces. Cllr Rouse noted that a meeting is organised for Open Spaces on Wednesday 15 th July to discuss future projects. S106 spend for play areas and outdoor gyms to be confirmed with BDBC.	Clerk
072013	To consider and approve the annual service cost and panic button installation at The Parish Office. The Council resolved to approve the above cost minus the interior camera which was not felt necessary at this time. <i>Proposed by Cllr Alvares and seconded by Cllr Gordon.</i>	Clerk
072014	Covid-19 updates including volunteer status and NISA update Cllr Gordon updated the group to confirm that Spotlight donations are still required. Cllr Alvares has spoken to NISA who are happy to provide a basket for donations in store.	Cllr Gordon
072015	To consider an application from Victim Support for a grant of £50. The Council unanimously agreed the above request. <i>Proposed by Cllr Rouse and seconded by Cllr Bowyer.</i>	
072016	To note and approve updates to the risk register and consider any additional risks identified in this meeting. The Council unanimously agreed the changes to the risk register. <i>Proposed by Cllr Rouse and seconded by Cllr Bowyer.</i>	
072017	To consider matters for including in the next issue of the Loddon Valley Link <ul style="list-style-type: none"> • Amport Road Play Area Update • Spotlight Donations • Casual vacancy for the Parish Council • Covid-19 	Clerk
072018	To confirm the date of the next Parish Council meeting as 9th September 2020.	Clerk

There being no further business, the meeting closed at 8.25pm

Signed by Chair.....

Appendix 1 – Agenda Item 072007

SPCA UPDATE

The centre is currently closed until 31st August. This is being reviewed as guidelines change. Management and trustees are working on implementing procedures to ensure the safety of customers and staff once we are in a position to open again.

Bollards have been fitted this week so we can close the carpark overnight

Centre redecoration is nearly complete

CHINEHAM MEDICAL PRACTICE PATIENT PARTICIPATION GROUP

Dr Tim Cooper discussed current arrangements and planning for the autumn. He also talked about the proposed move to Chineham Shopping Centre.

Practice update - GP workload has returned to pre-coronavirus levels. However this workload is more manageable for the practice because 95% of patient consultations at the practice are held remotely. There are no pre-bookable appointments. Requests for GP contact are triaged and on duty GPs work through the list on a daily basis. Specialist GPs are offering their specialities on specific days.

Use of e-consult has risen by 30% with people submitting medical information, for example blood pressure checks or photos of skin lesions, by text or email.

Although coronavirus levels are low, a large number of people with the virus are asymptomatic, so GPs must avoid face to face contact where possible. The practice building has been split into Red and Green zones, with the Red zone deep cleaned daily. The waiting room is not in use.

GPs are not allowed home visits unless for palliative care. They are planning, as a GP system, to re-start home visits for acute care cases. People with suspected coronavirus are checked at a “coronavirus site” at the practice in Hartley Whitney. Chineham GPs are part of the rota there. Working in GP clusters is continuing with 3 pilots underway to share services across the 3 practices.

Planning for the autumn - Dr Cooper said that the challenge is to address all the things which have been left behind during the Coronavirus lockdown, while planning for the autumn. The NHS system is working on the strong assumption there will be a second covid-19 peak in the autumn, following the path of previous similar pandemics.

New practice premises - The planning application for the proposed redeveloped Chineham Shopping Centre was considered at the borough’s Development Committee last week. The application was delayed for up to two months to enable more detail to be provided on climate emergency measures and some issues around disabled access/parking.

The local health system commissioners are concerned about the cost of the medical centre at the proposed development, however all stakeholders remain positive that the funding will be found. The coronavirus pandemic has shown that larger premises will enable to practice to work much more effectively, delivering safer and a wider range of services in the extra space.

The best timeline possible, should it go ahead, would be ‘breaking ground’ in March 2021, a 12 month build and 6 month ‘fit out’. That means October 2022 is the earliest the practice is likely to move. The practice will put out a statement when/if it is formally agreed to go ahead with the move to the shopping centre.

Signed by Chair.....

Appendix 2 – Agenda Item 072008

Bank Reconciliation Statement as at 30/06/2020 for Cashbook 1 - Lloyds

Bank Statement Account Name (s)	SPPC Lloyds
Balances	28,404.23
Unpresented Cheques (Minus) Amount	0.00
Receipts not Banked/Cleared (Plus)	0.00
Balance per Cash Book is :-	28,404.23
Difference is:	0.00

Bank Reconciliation Statement as at 30/06/2020 for Cashbook 2 - HSBC

Bank Statement Account Name	SPPC HSBC
Balances	66,393.00
Unpresented Cheques Amount	0.00
Receipts not Banked/Cleared (Plus)	0.00
Balance per Cash Book is:	66,393.00
Difference is:	0.00

Date: 02/07/2020

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Bank Reconciliation up to 30/06/2020 for Cashbook No 1 - Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/06/2020	DD	61.55		61.55		R <input checked="" type="checkbox"/>	BT
05/06/2020	DD	6.50		6.50		R <input checked="" type="checkbox"/>	Plusnet
15/06/2020	BACS	240.00		240.00		R <input checked="" type="checkbox"/>	Do The Numbers
15/06/2020	BACS	166.00		166.00		R <input checked="" type="checkbox"/>	HMRC
15/06/2020	BACS	241.68		241.68		R <input checked="" type="checkbox"/>	Richard Oats
15/06/2020	BACS	27.00		27.00		R <input checked="" type="checkbox"/>	Steve Vaux
15/06/2020	BACS	40.00		40.00		R <input checked="" type="checkbox"/>	Tracy Hamer
15/06/2020	BACS	360.00		360.00		R <input checked="" type="checkbox"/>	Netwise UK
15/06/2020	BACS	48.00		48.00		R <input checked="" type="checkbox"/>	Roots Basingstoke
16/06/2020	DD	35.00		35.00		R <input checked="" type="checkbox"/>	ICO
16/06/2020	BACS	11.39		11.39		R <input checked="" type="checkbox"/>	Viking
18/06/2020	BACS	500.00		500.00		R <input checked="" type="checkbox"/>	Sherfield Park Community Assoc
22/06/2020	DD	15.00		15.00		R <input checked="" type="checkbox"/>	Southern Electric
23/06/2020	BACS	655.03		655.03		R <input checked="" type="checkbox"/>	Tracy Hamer
29/06/2020	BACS	590.99		590.99		R <input checked="" type="checkbox"/>	Any Job Big Or Small Services
29/06/2020	BACS	529.00		529.00		R <input checked="" type="checkbox"/>	Tracy Hamer
		<u>3,527.14</u>	<u>0.00</u>				

Date: 02/07/2020

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Time: 13:06

Bank Reconciliation up to 30/06/2020 for Cashbook No 2 - HSBC

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
20/06/2020			4.02	4.02		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>4.02</u>				

Signed by Chair.....

Detailed Receipts & Payments by Budget Heading 30/06/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from DMR
100 Income							
1000 Libr Warden Grant	2,267	2,100	(167)			100.0%	
1076 Precept	19,610	39,220	19,610			50.0%	
1090 Bank Interest	26	75	49			34.9%	
Income - Receipts	21,903	41,395	19,492			52.9%	0
Net Receipts	21,903	41,395	19,492				
200 Expenditure							
4000 Salaries & Allowances	3,093	12,000	8,907		8,907	25.8%	
4025 Clerks Expenses	0	400	400		400	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	782	7,500	6,718		6,718	10.4%	
4085 Insurance	510	520	10		10	98.2%	
4090 Grants & Donations	500	15,000	14,500		14,500	3.3%	
4100 Training	0	1,500	1,500		1,500	0.0%	
4105 Hall Hire	0	150	150		150	0.0%	
4110 Audit Fees	240	900	660		660	26.7%	
4115 Subscriptions	601	800	199		199	75.1%	
4120 Publications	0	500	500		500	0.0%	
4125 Traffic control equipment	0	3,500	3,500		3,500	0.0%	
4130 Office Equipment	153	1,500	1,347		1,347	10.2%	
4135 Miscellaneous	0	500	500		500	0.0%	
4140 Emergency Plan supplies	0	850	850		850	0.0%	
4145 IT-inc Website	921	400	(521)		(521)	230.2%	
4150 Electricity	45	314	269		269	14.3%	
4155 Broadband	153	600	447		447	25.4%	
4160 Office Mobile Phone	16	86	70		70	18.9%	
Expenditure - Indirect Payments	7,664	48,320	41,236	0	41,236	94.7%	0
Net Payments	(7,664)	(48,320)	(41,236)				
999 VAT Data							
515 VAT on Payments	(224)	0	224		224	0.0%	
VAT Data - Indirect Payments	(224)	0	224	0	224		0
Net Payments	224	0	(224)				
Grand Totals:- Receipts	21,903	41,395	19,492			52.9%	
Payments	6,860	48,320	41,460	0	41,460	14.2%	
Net Receipts over Payments	15,043	(6,925)	(21,968)				
Movement to/(from) Gen Reserve	15,043						

Signed by Chair.....

Appendix 3 – Agenda Item 072009

BT	Monthly office broadband charge	GP00546968	DD	£61.55	DD 01/07/2020
PlusNet	Monthly office phone charge	13355810	DD	£6.50	DD 06/07/2020
SSE	Electricity	2405418415	SO	£15.00	DD 21/07/2020
SSE	Electricity	2405418415		£0.46	Underpayment now due
Any Job Big Or Small	Office Painting	1296	EP	£590.99	PAID 24/06/2020
Staff salaries & associated costs	Staff salaries, Tax & NI	July	EP	£987.15	Staff salaries & associated costs
Greenhouse Design	Leaflet Printing		EP	£178.00	
Viking	Stationary	456226	EP	£76.03	
HALC	New councillor training	4096	EP	£114.00	
Roots	Grass Cutting	1683	EP	£48.00	
			EP	£0.00	
			PAYMENT TOTALS	£2,009.63	

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BT	Monthly office broadband charge	GP00546968	DD	£61.55	DD 01/08/2020
PlusNet	Monthly office phone charge	13355810	DD	£6.50	DD 06/08/2020
SSE	Electricity	2405418415	SO	£15.00	DD 21/08/2020
Staff salaries & associated costs	Staff salaries, Tax & NI	August	EP	£987.15	Staff salaries & associated costs
Roots	Grass Cutting		EP	£48.00	
			EP	£0.00	
			PAYMENT TOTALS	£1,050.15	

Signed by Chair.....

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