



SHERFIELD PARK PARISH COUNCIL

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.</p> <p>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.</p> <p><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.</p> <p>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.</p> <p>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.</p> <p><i>Proposed by Cllr Alvares and seconded by Cllr Gordon.</i></p>	Clerk
122013	<p>To receive an update from Open Spaces.</p> <p>See Item 122005.</p>	
122014	<p>To approve the cost of cleaning the black metal fencing around Sherfield Park.</p> <p>The Council resolved to approve the above cost.</p> <p><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</p> <p>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

Signed by Chair.....

Appendix 1 – Agenda Item 122008

Date: 01/12/2020

Sherfield Park Parish Council

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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

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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.....

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