

# SHERFIELD PARK PARISH COUNCIL

**YOU ARE HEREBY SUMMONED** to attend the **ANNUAL GENERAL MEETING AND MAY MEETING OF THE PARISH COUNCIL** to be held outside the Parish Office at **7.30pm on Wednesday 19<sup>th</sup> May 2021** for the purpose of considering and resolving upon the business set out in the following agenda.

To press and members of the public: You are welcome to attend the meeting 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. Please be aware of current Social Distancing Guidelines when in attendance – please email the Clerk for details.

Signed: *Tracy Hamer*

Tracy Hamer – Clerk & RFO

07778 546477

[clerk@sherfieldparkparishcouncil.gov.uk](mailto:clerk@sherfieldparkparishcouncil.gov.uk)

- 052101** To elect a Chairman for the coming municipal year.
- 052102** To elect a Vice-Chairman for the coming municipal year.
- 052103** Signing of Acceptance of Office and Members Interest Forms.
- 052104** To receive and accept apologies of absence.
- 052105** To receive any declarations of interest relevant to items on this agenda.
- 052106** To hear from and co-opt a resident to fill a casual vacancy on the Parish Council.
- 052107** To elect members and chairs for the following committees which meet in public
  - Planning
  - Finance
  - Open Spaces
  - Policy & Personnel
- 052108** To select representatives for the following:
  - Speedwatch
- 052109** To sign as a correct record, the minutes of the remote meeting of the Full Council held on 14<sup>th</sup> April 2021.
- 052110** Matters arising from previous meetings and actions as noted on the action log.
- 052111** To receive any Chairman's announcements.
- 052112** Public Participation Session – 15 minutes.
- 052113** To receive reports from:
  - County Councillor
  - Borough Councillors
  - SPCA
  - PPG

- 052114** To note the current financial situation.
- 052115** To review and note findings following the Internal Audit dated 20<sup>th</sup> April 2021.
- 052116** To review and approve the Accounts and Annual Governance and Accountability Return 2020/21.
- 052117** To authorise requests for payments.
- 052118** To review and approve cost of removal of damaged trees in woods behind the Gaiger roundabout play area.
- 052119** To review and adopt the SPPC Risk Assessment for face-to-face meetings.
- 052120** To consider any additional risks identified for the risk register in this meeting and update accordingly.
- 052121** To consider matters for including in the next issue of the Loddon Valley Link.
- 052122** To confirm the date of the next Parish Council meeting – Wednesday 23<sup>rd</sup> June at 7.30pm.



**Sherfield Park Parish Council (SPPC)**  
**Ordinary Meeting held remotely**  
**at 7.30pm on Wednesday 14<sup>th</sup> April 2021**

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

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

**Cllr Rouse offered his deepest condolences on behalf of Sherfield Park Parish Council, to Her Majesty the Queen and to all the members of the Royal Family on the death of HRH Prince Philip, the Duke of Edinburgh. Members of the public are encouraged to sign the e-condolence book via [www.royal.uk](http://www.royal.uk). A minute's silence was observed.**

Agenda Item	Issue	Actions
<b>042101</b>	<b>To receive and accept apologies of absence</b> County Councillor Still.	
<b>042102</b>	<b>To receive any declarations of interest relevant to items on this agenda.</b> Nil.	
<b>042103</b>	<b>To sign as a correct record, the minutes of the remote meeting of the Full Council held on 10<sup>th</sup> March 2021.</b> The Council unanimously agreed the content of minutes. <i>Proposed by Cllr Parfrey and seconded by Cllr Gordon.</i>	Clerk
<b>042104</b>	<b>Matters arising from items from previous meetings and actions as noted on the action log.</b> <ul style="list-style-type: none"> <li>• Pettys Copse Path – Cllr Still confirmed the path resurfacing is on the works programme, awaiting confirmation of date and funding.</li> <li>• The Clerk has contacted Savills to arrange a meeting regarding Sherfield Hill Farm who have confirmed they will make contact May/June to arrange.</li> </ul>	
<b>042105</b>	<b>Confirmation of publication of Statements of Persons Nominated.</b> The statement of person nominated was formally noted and can be	Clerk

Signed by Chair.....

	<p>reviewed in Appendix 1. The Clerk confirmed that current members remain in office until the fourth day after polling day, which is the 10<sup>th</sup> May 2021.</p> <p>The Clerk confirmed that following the 10<sup>th</sup> May 2021 there will be 3 vacancies for co-option onto SPPC and will confirm arrangements.</p> <p>The May AGM and Parish Council Meeting will be held on Wednesday 19<sup>th</sup> May in the SPCC, adhering to Covid-19 guidelines.</p>	
<b>042106</b>	<p><b>To receive any Chairman’s announcements.</b></p> <ul style="list-style-type: none"> <li>• Cllr Rouse formally thanked Cllrs Vaux and Alvares for their commitment to Sherfield Park Parish Council.</li> <li>• Cllr Rouse thanked Cllr Alvares for collating data regarding missing signage and confirmed that open spaces will discuss at the next meeting.</li> </ul>	
<b>042107</b>	<p><b>Public Participation Session.</b></p> <ul style="list-style-type: none"> <li>• Following previous questions from a member of the public (MOP), the Clerk confirms that all items have been closed but wishes to clarify, on behalf of the MOP, that there was, in fact, no double parking at the time of the bin lorry incident at Monxton Place.</li> <li>• Two MOP’s have contacted the Clerk by email and phone expressing concern over dog fouling around Sherfield Park, both on the pavements and open spaces. The Clerk has contacted BDBC for advice. The Clerk has costed for the provision of banners at strategic points which could be placed on railings as a very visual reminder – BDBC support this and the Clerk will inform the SPCA. The cost would be £45 per banner, plus a one-off art-working fee of £50.</li> </ul> <p>It was agreed to purchase 4 banners. <i>Proposed by Cllr Vaux and seconded by Cllr Circuit.</i></p>	Clerk
<b>042108</b>	<p><b>To receive reports from the County Councillor, Borough Councillors, the SPCA &amp; the PPG</b></p> <ul style="list-style-type: none"> <li>• County Councillor – See Item 042104</li> <li>• Borough Councillors – Cllr Edwards noted the fine for failure to clear away dog fouling has doubled to £100, and residents are able to report the offence to BDBC via <a href="http://www.basingstoke.gov.uk/report-dog-fouling">www.basingstoke.gov.uk/report-dog-fouling</a></li> <li>• Cllr Miller noted the upcoming elections and that the 3 local polling stations, including the SPCC at Sherfield Park, are planning for a Covid-19 safe environment.</li> <li>• SPCA – Nil</li> <li>• PPG – Cllr Vaux noted that following a meeting of the PPG on Monday 12<sup>th</sup> April, plans for a new premises are still continuing and are positive. The shortage of vaccine supplies is improving. Extra doctors have been recruited due to demand.</li> </ul>	

Signed by Chair.....

042109	<p><b>To note the current financial situation and approve Page 4 of the 2020/21 AGAR – Section 1 Annual Governance Statement.</b></p> <p>The Council noted the present financial situation is satisfactory. See Appendix 2.</p> <p>The Council formally approved the Annual Governance Statement. <i>Proposed by Cllr Rouse and seconded by Cllr Parfrey.</i></p>	Clerk
042110	<p><b>To authorise any requests for payments</b></p> <p>The Council resolved to approve the payments in Appendix 3. to these minutes. <i>Proposed by Cllr Circuit and seconded by Cllr Parfrey.</i></p>	Clerk
042111	<p><b>Planning Item - 21/00808/OUT Land at Redlands, Reading Road, Sherfield On Loddon</b></p> <p><i>Outline application for up to 57 new dwellings (all matters reserved except access and layout)</i></p> <p>The application was discussed at length and it was unanimously decided to oppose the application. <i>Proposed by Cllr Vaux and seconded by Cllr Circuit.</i></p>	Clerk
042112	<p><b>To consider and approve the purchase of two fixed speed awareness signs for use at strategic points on Gaiger Avenue and Rockbourne Road.</b></p> <p>The Council resolved to approve the above expenditure. <i>Proposed by Cllr Alvares and seconded by Cllr Parfrey.</i></p>	Clerk
042113	<p><b>To hear an update from Open Spaces.</b></p> <p>Cllr Parfrey shared thoughts and ideas for a Community Orchard to be positioned in the unused open space off the roundabout at Sunwood Drive. The idea is very much in the early stages, but all members unanimously agreed to explore the feasibility of the scheme in more detail. Cllr Parfrey volunteered to lead.</p>	Cllr Parfrey/ Clerk
042114	<p><b>To note and approve updates to the risk register and consider any additional risks identified in this meeting.</b></p> <p>The Clerk will add the return of Face-to-face meetings after the 7<sup>th</sup> May 2021.</p>	Clerk
042115	<p><b>To consider matters for including in the next issue of the Loddon Valley Link.</b></p> <ul style="list-style-type: none"> <li>• Elections</li> <li>• Dog fouling</li> <li>• Relaxation of lockdown</li> </ul>	Clerk
042116	<p><b>To confirm the date of the Annual Parish Meeting as 21<sup>st</sup> April 2021 via ZOOM and the May AGM and Parish Council Meeting as 19<sup>th</sup> May 2021, venue to be confirmed.</b></p>	

There being no further business, the meeting closed at 9.12pm

Signed by Chair.....

# NOTICE OF UNCONTESTED ELECTION

Basingstoke & Deane

## Election of Parish Councillors for Sherfield Park

on

**Thursday 6 May 2021**

I, Rebecca Emmett being the Returning Officer at the above election, report that the persons whose names appear below were duly elected Parish Councillors for Sherfield Park.

Name of Candidate	Home Address	Description (if any)
CIRCUIT Christopher Edwin Philip	61 Avington Way, Sherfield on Loddon, Hook, Hampshire, RG27 0AY	
GORDON Audrey Suzanne	4 Otterbourne Walk, Sherfield on Loddon, RG27 0SF	
PARFREY Paul Darren	11 Gaiger Avenue, Sherfield Park, Hook, RG27 0SA	
ROUSE William Damian Stuart	98 Rockbourne Road, Sherfield-on-Loddon, Hook, RG27 0SR	

DR

Signed by Chair.....

**Appendix 2 – Agenda Item 042109**

Date: 29/03/2021 Sherfield Park Parish Council Page 1  
 Time: 11:14 Bank Reconciliation Statement as at 31/03/2021 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	29/03/2021		11,962.35
			11,962.35
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			11,962.35
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			11,962.35
		<b>Balance per Cash Book is :-</b>	<b>11,962.35</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 29/03/2021 Sherfield Park Parish Council Page 1  
 Time: 11:15 Bank Reconciliation Statement as at 31/03/2021 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	20/03/2021	46	76,398.44
			76,398.44
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			76,398.44
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			76,398.44
		<b>Balance per Cash Book is :-</b>	<b>76,398.44</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signed by Chair.....

**Appendix 3 – Agenda Item 042110**

BT	Monthly office broadband charge	GP00546968	DD	£46.14	<b>DD 01/04/2021</b>
Clerks Expenses	Mobile Phone (1 month)		EP	£6.50	
SSE	Electricity	2405418415	SO	£15.00	<b>DD 21/04/2021</b>
Viking	Stationary		EP	£64.16	
HALC	Annual Fees	4371	EP	£580.47	
DM Payroll Services	Annual Fees	1499	EP	£132.00	
Staff salaries & associated costs	Staff salaries, tax & NI	March	EP	£1,019.38	Staff salaries & associated costs
				<b>PAYMENT TOTALS</b>	<b>£1,863.65</b>

DRAFT

Signed by Chair.....



DRAFT

Signed by Chair.....

**Bank Reconciliation Statement as at 30/04/2021  
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	30/04/2021		31,997.59
			<u>31,997.59</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			31,997.59
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			31,997.59
		<b>Balance per Cash Book is :-</b>	<b>31,997.59</b>
		<b>Difference is :-</b>	<b>0.00</b>

Time: 17:28

**Bank Reconciliation up to 30/04/2021 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>
01/04/2021	DD	46.14		46.14		R <input type="checkbox"/>	BT
07/04/2021			116.16	116.16		R <input type="checkbox"/>	Receipt(s) Banked
16/04/2021	BACS	132.00		132.00		R <input type="checkbox"/>	DM Payroll Services Ltd
16/04/2021	BACS	580.47		580.47		R <input type="checkbox"/>	HALC
16/04/2021	BACS	6.50		6.50		R <input type="checkbox"/>	Tracy Hamer
16/04/2021	BACS	143.88		143.88		R <input type="checkbox"/>	Tracy Hamer
16/04/2021	BACS	64.15		64.15		R <input type="checkbox"/>	Viking
20/04/2021	DD	15.00		15.00		R <input type="checkbox"/>	Southern Electric
23/04/2021	BACS	185.46		185.46		R <input type="checkbox"/>	Richard Oats
23/04/2021	BACS	79.35		79.35		R <input type="checkbox"/>	HMRC
23/04/2021	BACS	754.57		754.57		R <input type="checkbox"/>	Tracy Hamer
26/04/2021			19,610.00	19,610.00		R <input type="checkbox"/>	Receipt(s) Banked
26/04/2021			2,316.60	2,316.60		R <input type="checkbox"/>	Receipt(s) Banked
		<u>2,007.52</u>	<u>22,042.76</u>				

**Bank Reconciliation Statement as at 30/04/2021  
for Cashbook 2 - HSBC**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
SPPC HSBC	20/04/2021	47	76,399.09
			<hr/> 76,399.09
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			76,399.09
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			76,399.09
		<b>Balance per Cash Book is :-</b>	<b>76,399.09</b>
		<b>Difference is :-</b>	<b>0.00</b>

Time: 17:30

**Bank Reconciliation up to 30/04/2021 for Cashbook No 2 - HSBC**

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<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>
20/04/2021			0.65	0.65		R <span style="color: red;">■</span>	Receipt(s) Banked
		<u>0.00</u>	<u>0.65</u>				

**Agenda Item 052115**

<b>Audit Point</b>	<b>Audit Findings</b>
Insurance	I would review the level of insurance on the building at next review as this is still at the 2018 level of £27k
Reserves	I recommend the council review its earmarked reserves with a view to future spending. Reserves are high for a council of this size.
Budget reporting	I would recommend this is completed at least quarterly
Fixed Assets	I recommend the register is updated to make into a more usable working document. As this will tie in with financial regulations.

## Section 2 – Accounting Statements 2020/21 for

### SHERFIELD PARK PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	77,542	79,754	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	39,220	39,220	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	5,368	3,567	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	11,318	13,050	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	31,057	21,130	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	79,754	88,361	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	79,754	88,361	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	63,406	64,219	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.  N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.  
Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date 13/05/2021

I confirm that these Accounting Statements were approved by this authority on this date:

19/05/2021

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



### 052118 - May Payment Request

BT	Monthly office broadband charge	GP00546968	DD	£46.14	<b>DD 01/05/2021</b>
Clerks Expenses	Phone, Cloud Storage and Microsoft 365		EP	£136.49	
SSE	Electricity	2405418415	SO	£15.00	<b>DD 21/05/2021</b>
Zurich	Insurance		EP	£513.74	
HALC	Cilca	4579	EP	£408.00	
Staff salaries & associated costs	Staff salaries, Tax & NI	March	EP	£1,013.23	Staff salaries & associated costs
			<b>PAYMENT TOTALS</b>	<b>£2,132.60</b>	



# Premier Grounds & Garden Maintenance.

73 Cleveland Close, Basingstoke, RG22 5AW

Jason Ebury  
07834 474 520

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Tracy Harmer

Parish Clerk

Sherfield Park

6<sup>th</sup> May 2021.

To cut down trees as discussed on site, £350 + vat.

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All gardening work undertaken, we can arrange regular visits. Fully insured.

VAT Number 235 348 801

**SPPC Risk Assessment for resuming face-to-face meetings**

<b>Risk</b>	<b>Description of Risk</b>	<b>Mitigation Measures</b>	<b>Comments/Questions</b>
1. Room Set up and Dismantling	Transmission from setting out the chairs to hold the meeting and other facilities – office, doors, chairs.	Sanitise chairs before meeting and again at the end of the meeting before storage, sanitise other facilities after usage.  Sanitisation provided for users of ancillary areas.	The room to be fully sanitised after use, including the chairs, tables, floors, light switches, doors  Tables are not provided. Chairs to be set out in either theatre style or horseshoe shape to avoid people facing each other.  Members to sanitise their own chairs.  Designated Members to undertake the sanitisation in the areas listed above.
2. Travelling to and from meeting	Transmission through the sharing of transport whether private or public.	Attendees, wherever possible, travel to and from meetings separately.  Where this is not possible members to follow the guidelines for using shared transport (eg bus, taxi, car sharing).	

<b>Risk</b>	<b>Description of risk</b>	<b>Mitigation Measures</b>	<b>Comments/Questions</b>
3. Entering and leaving meeting	Close proximity to other members and the public entering and leaving the meeting and contact with doors.	<p>Members to enter the meeting and leave in an orderly socially distanced way.</p> <p>Hands to be sanitised on arrival.</p> <p>Controlled, socially distanced, one by one, entry by other attendees.</p> <p>Notices to be erected on entry to meeting regarding social distancing and the wearing of masks.</p> <p>Provision of sanitiser at entrance to meeting.</p>	<p>Ask members and MOP's to form an orderly queue and to be admitted in the order they arrive at the office, similar to what happens at supermarkets. Will need to mark out 2m distances.</p> <p>The chairs could be arranged to allow the public to address the meeting without walking past everyone, maybe in a horseshoe facing the door. Chair/VC and Clerk facing councillors to one side, and the public to sit on the side nearest the door. They could stand when they address the Council to help with the acoustics.</p> <p>PPE to be available.</p>
4. Meeting Environment	Transmission through air and touch.	<p>Socially distanced seating arrangement.</p> <p>Windows and doors to be left open to facilitate the free flow of air through the meeting room.</p>	<p>Capacity without social distancing is 20 with tables and chairs.</p> <p>With social distancing, assuming 50% of capacity (ACRE advice).</p> <p>Need plan of chair set up and need to mark up the floor showing where the chairs go.</p>
<b>Risk</b>	<b>Description of risk</b>	<b>Mitigation Measures</b>	<b>Comments/Questions</b>
5. Conduct of Meeting	Transfer through touch and air	<p>Members and public to remain socially distanced at all times.</p> <p>Wearing of masks except when speaking.</p> <p>Shouting to be avoided.</p> <p>The circulation of paper documents to be suspended.</p>	<p>Adjust the order of business to allow members of the public to leave, should they so wish, immediately after discussion of their item of interest.</p> <p>Clerk to complete attendance list with members checking the minutes for accuracy.</p>
6. Wider Issues	Members do not feel safe attending meetings face to face meetings.	Examine technological solutions to facilitate virtual attendance at meetings.	Unless there is a change in the law, members attending remotely will not be able to take part or vote, and their attendance will not be included in the minutes.

	Ensuring, given social distancing, that “sound systems” are available to ensure all meeting attendees can hear what is being said.		Suggest members stand when addressing the meeting so their voices will carry better.  Need to keep meeting “moving” so it does not last longer than necessary.
	Track & trace	Need to take contact details of any members of the public attending.	

The above schedule was adopted at the Council meeting on 19th May 2021 to be reviewed as required.