



SHERFIELD PARK PARISH COUNCIL

Sherfield Park Parish Council (SPPC)
Annual General Meeting held outside The Parish Office
at 7.30pm on Wednesday 19th May 2021

	<u>IN ATTENDANCE</u>	<u>APOLOGIES</u>	<u>ABSENT</u>
Councillors:			
Cllr. Gordon	✓		
Cllr. Rouse (Chair)	✓		
Cllr. Circuit	✓		
Cllr. Parfrey	✓		
Cllr. Wisniewski (co-opted)	✓		

In attendance: Borough Councillors Edwards, Vaux and Miller. 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
052101	To elect a Chairman for the coming municipal year <i>Cllr Rouse was nominated by Cllr Gordon, seconded by Cllr Parfrey and elected unopposed as Chairman for the municipal year.</i>	
052102	To elect a vice-chairman for the coming municipal year <i>Cllr Gordon was nominated by Cllr Rouse, seconded by Cllr Circuit and elected unopposed as Vice-Chair for the municipal year.</i>	
052103	Signing of Acceptance of Office and Members Interests Forms Forms were signed in the presence of the Clerk.	Clerk
052104	To receive and accept apologies of absence County Councillor Still.	
052105	To receive any declarations of interest relevant to items on this agenda. Nil.	
052106	To formally co-opt Mr Rod Wisniewski onto the Parish Council The Council resolved unanimously to co-opt Mr Wisniewski onto the Council. Mr Wisniewski signed his declaration of Acceptance of Office and will return his Members Interest Form in due course. <i>Nominated by Cllr Parfrey and seconded by Cllr Circuit.</i>	Clerk/Cllr Wise
052107	To elect the members and chairs for the for the following committees (which meet in public): <ul style="list-style-type: none"> • Planning • Finance • Open Spaces 	

Signed by Chair.....

	<ul style="list-style-type: none"> • Policy & Personnel <p>It was resolved that the following councillors be elected to the various committees & subcommittees:</p> <p><u>Planning</u>- Cllrs Circuit, Parfrey, Gordon and Rouse. Cllr Parfrey was elected Chair of this committee. <i>Nominated by Cllr Rouse & Seconded by Cllr Circuit.</i></p> <p><u>Finance</u> – Cllrs Gordon, Parfrey, Circuit and Wisniewski. Cllr Gordon was re-elected as Chair. <i>Nominated by Cllr Rouse & seconded by Cllr Circuit.</i></p> <p><u>Open Spaces</u> – Cllrs Parfrey, Rouse, Gordon and Wisniewski. Cllr Parfrey was elected as Chair of this committee. <i>Nominated by Cllr Rouse & seconded by Cllr Circuit.</i></p> <p><u>Policy & Personnel</u> – Cllrs Circuit, Rouse and Wisniewski. Cllr Circuit was elected Chair of this committee. <i>Nominated by Cllr Rouse & seconded by Cllr Parfrey.</i></p>	
052108	<p>To select a Speedwatch representative.</p> <p>Cllr Circuit will act as the Council’s Speedwatch Representative and will be assisted by Cllrs Parfrey, Rouse and Wisniewski.</p>	
052109	<p>To sign as a correct record, the minutes of the remote meeting of the Full Council held on 14th April 2021.</p> <p>The Council unanimously agreed the content of minutes which were signed by the Chairman. <i>Proposed by Cllr Circuit and seconded by Cllr Parfrey.</i></p>	Clerk
052110	<p>Matters arising from items from previous meetings and actions as noted on the action log.</p> <ul style="list-style-type: none"> • Pettys Copse Path – A new quote is being obtained from BDBC and then the cost of resurfacing will be shared between BDBC, Sherfield Park Parish Council and HCC. • Dog fouling banners – The previously approved banners to encourage responsible dog ownership are being adapted to coincide with the borough wide comms for the Public Space Protection Order – more details can be found at www.basingstoke.gov.uk/PSPO-dog-fouling • Community Orchard – This initiative is currently on hold until the area is adopted by BDBC. The Clerk suggested community engagement in the meantime. • Purchase of Speed Indicator Devices – The Clerk confirmed that Hampshire Highways have granted the licence. Permission to mount the cameras is currently underway with SSE. 	
052111	<p>To receive any Chairman’s announcements.</p> <ul style="list-style-type: none"> • The Chair Congratulated our 3 Borough Councillors in attendance on their recent election result. • BDBC have updated that any red bins on land on the playing fields will be replaced in due course to the mixed waste black bins. Any bins on Croudace owned land remain the responsibility of Croudace. The Clerk has questioned whether red bins that are located on adopted BDBC areas 	Clerk

Signed by Chair.....

	<p>will be replaced but has not received an answer.</p> <ul style="list-style-type: none"> • Cllr Rouse noted the following update received from Sherfield on Loddon Parish Council, that with immediate effect any-one living in Sherfield Park wishing to have a loved one buried in the Sherfield on Loddon Parish Council Burial ground will be considered as living out of Parish and will be charged the out of parish rate. • Cllr Rouse announced the introduction of a 'Chairs Clinic' where any parishioner is welcome to enjoy a cup of tea and a biscuit and a chat with the Chair on any Parish related subject deemed appropriate. The sessions will be held from 9am to 11am on the 1st and 3rd Mondays of the month, beginning 5th July, as long as Covid-19 restrictions allow. 	
052112	<p>Public Participation Session.</p> <ul style="list-style-type: none"> • A member of the public (MOP) asked how 2 further councillors will be recruited to join SPPC. Cllr Rouse explained the positions will be advertised via the website, noticeboards, Facebook, the SPCA and the Loddon Valley Link. He also encouraged anyone who wants to know more to get in touch via email to Cllr.Rouse@sherfieldparkparishcouncil.gov.uk • A MOP raised the issue concerning the proposed new play area at Amport Road which has been under discussion for a while. Following a consultation conducted by Croudace regarding the appearance of the new play area, Croudace have offered the borough two options as follows: Upgrading of existing play areas <u>or</u> Enhancement of wildlife areas. If neither option is selected, then the original planned play area will go ahead following planning protocols. The matter is currently with BDBC and no updates are available currently. The MOP requested that our Borough Councillors remain mindful of the situation. • A MOP asked Borough Councillors how the area can be protected from the risk from overdevelopment – land for potentially development includes Cufaude farm, East of Basingstoke, Dixon Road and Sherfield Hill Farm yet Manydown is still progressing slowly. Cllrs Miller and Vaux explained that all local development is subject to our current Local Plan and the NPPF and that any proposed developments are subject to intense discussion and scrutiny. The key statement from the NPPF which is relevant, states 'further development should not impact existing communities'. 	
052113	<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 – Cllr Edwards noted the recent High Court judgment in relation to unauthorised encampment injunctions which modifies the council's injunction by removing 'persons unknown'. The council's injunction still 	

Signed by Chair.....

	<p>applies to the 115 named individuals who are prohibited from setting up unauthorised encampments in the injunction area. However, when individuals who are not named on the injunction or cannot be identified set up an unauthorised encampment, BDBC will instead use alternative legal powers to regain possession of council owned land, which unfortunately takes longer.</p> <ul style="list-style-type: none"> • SPCA – Following Step 3 of the roadmap out of lockdown being confirmed from Monday 17th May we were able to welcome back more of our groups and classes and yesterday celebrated the Centre's 10th Birthday with the Over 55s group! A number of our adult exercise classes have resumed this week, with more to follow in June, hopefully all will have returned before the end of the Summer. Youth Club will be resuming in June too, weather permitting with as much outside as much as possible. We are busy planning for first event post COVID, save the date, Saturday 4th September 12pm-4pm for a 'Picnic in the Park' more details to follow on Facebook, in the LVL and our next newsletter. We also hope to be able to announce some new classes commencing next month too! • PPG – Cllr Vaux noted that she will continue to represent the PPG as a patient and will continue to feedback to the Parish Council. Post Covid, the surgery will continue to offer a triage system to ensure the correct patient care is in place. The PPG also wish to engage with a greater demographic and will begin to liaise with community groups and local organisations. 	
052114	<p>To note the current financial situation. The Council noted the present financial situation is satisfactory. See Appendix 1.</p>	
052115	<p>To review and formally note findings following the Internal Audit dated 20th April 2021. The Council formally approved the findings plus implementing the recommended changes as follows:</p> <ul style="list-style-type: none"> • Insurance of building - to be updated at next Insurance renewal due April 2022 • Reserves - make sure all future projects are shown in reserves, such as orchard plans. • Budget reporting - quarterly updates for Q1 reported July, Q2 reported October, Q3 January and Q4 End of year • Fixed assets - The format of the asset register will be updated to show extra detail <p><i>Proposed by Cllr Gordon and seconded by Cllr Rouse.</i></p>	Clerk
052116	<p>To review and approve the end of year accounts and the Annual Governance and Accountability Return 2020/21 The Council resolved to approve the end of year accounts and AGAR 2020/21. <i>Proposed by Cllr Gordon and seconded by Cllr Parfrey.</i></p>	Clerk

Signed by Chair.....

052117	<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 Circuit.</i></p>	Clerk
052118	<p>To review and approve the cost of removal of damaged trees in woods behind the Gaiger roundabout. The Council unanimously agreed to defer the work prior to seeking further confirmation regarding land ownership.</p>	Clerk
052119	<p>To review and adopt the SPPC Risk Assessment for face-to-face meetings. The Council resolved to approve the above Risk Assessment. <i>Proposed by Cllr Parfrey and seconded by Cllr Circuit.</i></p>	Clerk
052114	<p>To note and approve updates to the risk register and consider any additional risks identified in this meeting. Nil.</p>	Clerk
052115	<p>To consider matters for including in the next issue of the Loddon Valley Link.</p> <ul style="list-style-type: none"> • Dog fouling and the PSPO • Welcome Cllr Wisniewski • Casual Vacancies 	Clerk
052116	<p>To confirm the date of the next Parish Council Meeting as 23rd June 2021, venue to be confirmed.</p>	

There being no further business, the meeting closed at 8.30pm

Signed by Chair.....

Appendix 1 – Agenda Item 052114

Date: 05/05/2021

Sherfield Park Parish Council

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Time: 17:28

**Bank Reconciliation Statement as at 30/04/2021
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	30/04/2021		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
		Balance per Cash Book is :-	31,997.59
		Difference is :-	0.00

Date: 05/05/2021

Sherfield Park Parish Council

Page 1

Time: 17:30

**Bank Reconciliation Statement as at 30/04/2021
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	20/04/2021	47	76,399.09
			<u>76,399.09</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			76,399.09
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			76,399.09
		Balance per Cash Book is :-	76,399.09
		Difference is :-	0.00

Signed by Chair.....

Appendix 2 – Agenda Item 052117

BT	Monthly office broadband charge	GP00546968	DD	£46.14	DD 01/05/2021
Clerks Expenses	Phone, Cloud Storage and Microsoft 365		EP	£136.49	
SSE	Electricity	2405418415	SO	£15.00	DD 21/05/2021
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
			PAYMENT TOTALS	£2,132.60	

Signed by Chair.....

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