



SHERFIELD PARK PARISH COUNCIL

Sherfield Park Parish Council (SPPC)
Ordinary Meeting held outside at The Parish Office
at 7.30pm on Wednesday 23rd June 2021

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

In attendance: Borough Councillor Miller. Tracy Hamer (Clerk) taking the minutes.
 The meeting was chaired by Cllr Rouse.

Agenda Item	Issue	Actions
062101	To receive and accept apologies of absence County Councillor Still, Borough Councillors Vaux and Edwards and Cllr Parfrey.	
062102	To receive any declarations of interest relevant to items on this agenda. Cllr Gordon declared an interest in Item 062112 as a trustee of SPCA.	
062103	To sign as a correct record, the minutes of the Annual Meeting of Sherfield Park Parish Council held on 19th May 2021. The Council unanimously agreed the content of the minutes. <i>Proposed by Cllr Circuit and seconded by Cllr Wisniewski.</i>	Clerk
062104	Matters arising from items from previous meetings and actions as noted on the action log. <ul style="list-style-type: none"> • Pettys Copse Path – Awaiting clarification from BDBC regarding quote. • Damaged trees in woods off Gaiger Roundabout – following quote to remove the trees, the Clerk has attempted to establish land ownership via BDBC but has received no response. • Entrance signage – meeting with Croudace established verbal agreement to use the verge area. Awaiting email from BDBC to confirm agreement, HCC have already done so. Croudace also verbally confirmed that tree management plan is in place for the trees in Pettys Copse. 	
062105	To receive any Chairman’s announcements. Cllr Rouse noted that Borough Cllr Vaux has followed up noise	

Signed by Chair.....

	complaints following a private event at Sherfield Hall. According to the Borough Officer, the organiser had thought they had taken sufficient steps to avoid disturbing others, and that they wrote to the 20 houses that they thought might be affected by the events, however the noise clearly went further than anticipated, and those contacted remained unhappy with the level of noise. The organiser was very apologetic and has asked for people who were affected by the noise pollution to provide their contact details, so they can write to them to apologise, and to provide a telephone number they can use to contact the organiser should they have noise disturbance at future events, so they can do something about it quickly.	
062106	Public Participation Session. Nil.	Clerk
062107	To receive reports from the County Councillor, Borough Councillors, the SPCA & the PPG <ul style="list-style-type: none"> • County Councillor – Nil. • Borough Councillors – Cllr Miller noted the backlog in grass cutting was due to the wet weather and a shortage of staff. The problem has been rectified. • SPCA – See Appendix 1. • PPG – Latest newsletter is on the SPPC website. 	
062108	To note the current financial situation. The Council noted the present financial situation is satisfactory. See Appendix 2.	Clerk
062109	To authorise requests for payments. The Council resolved to approve the payments in Appendix 3. to these minutes. <i>Proposed by Cllr Gordon and seconded by Cllr Circuit.</i>	Clerk
062110	To review and agree responses to S106 statement from BDBC. The Council agreed that the S106 statement is correct and until further adoption of green spaces is complete no further progress can be made. <i>Proposed by Cllr Rouse and seconded by Cllr Circuit.</i>	Clerk
062111	To consider an application from Victim Support for a grant of £50. The Council unanimously agreed to pay the above grant. <i>Proposed by Cllr Wisniewski and seconded by Cllr Circuit.</i>	Clerk
062112	To consider an application from SPCA for a grant of £1910 under Section 133 of LGA 1972 to contribute to the cost of parking bollards. The Council unanimously agreed to pay the above grant. <i>Proposed by Cllr Wisniewski and seconded by Cllr Circuit.</i>	Cllr Parfrey/ Clerk
062113	To review and updated costs of SID's following specification related changes. The Council resolved to pay the updated cost.	Clerk

Signed by Chair.....

	<i>Proposed by Cllr Circuit and seconded by Cllr Rouse.</i>	
062114	To consider work required to fix the security cameras at the Parish Office. The Council resolved to pay the above cost and fix the camera. <i>Proposed by Cllr Circuit and seconded by Cllr Wisniewski.</i>	Clerk
062115	To hear an update from Open Spaces. <ul style="list-style-type: none"> • The maintenance contract with Roots has been terminated and new contractors are being sought. • It was agreed to budget a sum of £150 to buy compost and plants for the planters at the office – Cllr Wisniewski to action. 	
062116	To note and approve updates to the risk register and consider any additional risks identified in this meeting. Nil.	
062117	To consider matters for including in the next issue of the Loddon Valley Link (supplied 15th June to meet deadline). <ul style="list-style-type: none"> • Casual Vacancies • SPPC Grants • Chairs Clinic • Fly tipping 	
062118	To confirm the date of the next Parish Council Meeting as 14th July 2021, venue to be confirmed. There is no meeting in August.	

There being no further business, the meeting closed at 8.32 pm

Signed by Chair.....

Appendix 1 – Agenda Item 062107

Centre Report/Update 23rd June 2021

Reopening & hirers update

Since Monday 17th May when Step 3 of roadmap out of lockdown got the go-ahead more groups and classes, as of June we have approximately 70% of regular groups returned. This also includes a new class, Broadway Boogie.

We have lost SP Boxing Club, who had returned to training outside twice a week, we are unable to accommodate inside and they have secured venue from June.

Following BDBC CAM Training had a review of the timetable & availability resulting in Friday evenings being allocated to Community groups, Centre events, parties & one-off bookings.

Pending enquiries/bookings: Yoga & U3A

The Hub - Youth Club

Finally resumed on Wednesday 7th June! Following loss of sessional worker, LG to cover until recruit. Without external promoting attendance has been great 30+ children for the last two weeks! Word of mouth and newsletter expecting numbers to increase.

As the weather has been good, managing to hold sessions outdoors, with craft activities, table tennis, football, cricket and badminton etc.

Charity Commission Open Online Query

Due to receive reply by 19th May contacted CC for update, huge backlog due to COVID further 4/5 weeks before likely response by end of June?

BandD Community Lottery update:

29 draws since launched 28th November 2020:

10 supporters winning 3 free tickets

4 supporters winning £25

1 lucky resident has won £250

£527.50 funds raised to date (including winner who donated her £25 winnings back to Centre!) from only 18 supporters, big push in this month's newsletter/FB.

Events

Pencilled in & confirmed dates:

- **Wednesday 30th June** – SPCA AGM @8pm
- **Saturday 4th September** - Community Picnic/belated birthday celebration, confirmed stalls/entertainment: secured a band, ice cream van, Bramley Bakery for Hog Roast, Ro's On The Go (coffee van) Waffle Wagon & Routine Riots - Face Painting & Balloon Modelling, COVID dependant.
- **Fridays 25th June & 23rd July – Pop Up Pub & Pizza Night**
- *Friday 15th or Saturday 16th October – Quiz Night Steve run? Live or Zoom.*
- *Saturday 20th November – Christmas Shopping Event*
- *Saturday 4th or 11th December (depends on which Sunday Christingle Service is on) to make weekend of 'activities.'*

Health & Safety

- No accidents or incidents to report

Signed by Chair.....

- COVID-19 policies and procedures still in place following Step 3, revised Covid capacity in line with guidance for indoor sporting/fitness activities.

Maintenance / Security

- Several sections of playing fields boundary fence damaged, caretaker secured reported to BDBC await repair/chasing for contractor details to repair section damaged last July NISA carpark.
- Quote for Bollards updated £2910, grant funding applications submitted to Cllr Still & SPPC. Confirmation from HCC £1000 to be awarded.
- Notice received from Roots last maintenance end of April – New contractor commenced 2nd June
- Moveable Wall Service due July 2021 - Pro Servicing 3 contract approved
- Main Hall Floor - maintenance due provisionally holiday half term in October - £2,980 +VAT hall out of action for week – to be discussed at next meeting
- Fire Skills quote £450+VAT for updated fire risk assessment & training to be discussed at next meeting
- ABC plant and machinery works to approve inc. decommission commercial boiler, association pipe work an installation of hot water heaters (see quotes) as changing room showers etc never used:
 - Shower Insolation Works £1452.95
 - Installation of hot water heaters & electric shower, associated pipework £4229.87
- Decorating of lower section to uplighters in the Main Hall - Caretaker will undertake work after discussion ref prep work with decorated and purchase of paint
- Boot Cleaners - to be installed prior to winter of next football season 2021/22

Kitchen appliances replacement

- Cooker - struggling with oven last service didn't improve 1 oven not working cheapest like for like replacement £620 Currys plus fitting & disposal cost – Trustees approved.
- Dishwasher - contacted repair Centre due to age not worth callout/repair bill, replacement approx. cost £200 - approved

Signed by Chair.....

Appendix 2 – Agenda Item 062108

Date: 14/06/2021
Time: 11:28

Sherfield Park Parish Council
Bank Reconciliation Statement as at 31/05/2021
for Cashbook 1 - Current Bank A/c

Page 1
User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
SPPC Lloyds	31/05/2021		29,759.90
			<hr/> 29,759.90
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			29,759.90
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			29,759.90
		Balance per Cash Book is :-	29,759.90
		Difference is :-	0.00

Date: 14/06/2021
Time: 11:30

Sherfield Park Parish Council
Bank Reconciliation Statement as at 31/05/2021
for Cashbook 2 - HSBC

Page 1
User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
SPPC HSBC	20/05/2021	48	76,399.72
			<hr/> 76,399.72
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			76,399.72
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			76,399.72
		Balance per Cash Book is :-	76,399.72
		Difference is :-	0.00

Signed by Chair.....

Appendix 2 – Agenda Item 062109

BT	Monthly office broadband charge	GP00546968	DD	£46.14	DD 01/06/2021
Clerks Expenses	Mobile Phone		EP	£6.50	
SSE	Electricity	2405418415	SO	£15.00	DD 21/06/2021
Greenhouse Graphics	Banners	24061	EP	£410.40	
Viking	Office Supplies	613829	EP	£36.52	
Viking	Office Supplies	495187	EP	£79.88	
Roots	April and May Grass Cut	2063	EP	£48.00	
ICO	Annual Renewal		DD	£35.00	DD 16/06/2021
Staff salaries & associated costs	Staff salaries, Tax & NI	June	EP	£1,019.38	Staff salaries & associated costs
			PAYMENT TOTALS	£1,696.82	

Signed by Chair.....

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