

# 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 23<sup>rd</sup> June 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)

- 062101** To receive and accept apologies of absence.
- 062102** To receive any declarations of interest relevant to items on this agenda.
- 062103** To sign as a correct record, the minutes of the remote meeting of the Full Council held on 19<sup>th</sup> May 2021.
- 062104** Matters arising from previous meetings and actions as noted on the action log.
- 062105** To receive any Chairman's announcements.
- 062106** Public Participation Session – 15 minutes.
- 062107** To receive reports from:
  - County Councillor
  - Borough Councillors
  - SPCA
  - PPG
- 062108** To note the current financial situation.
- 062109** To authorise requests for payments.
- 062110** To review and agree responses to S106 statement from BDBC.
- 062111** To consider an application from Victim Support for a grant of £50.
- 062112** To consider an application from SPCA for a grant of £2910 under Section 133 of LGA 1972 to contribute to the cost of parking bollards.
- 062113** To review updated costs of SID's following specification related changes.
- 062114** To consider work required to fix the security cameras at the Parish office.
- 062115** To hear an update from Open Spaces

- 062116** To note and approve updates to the risk register and consider any additional risks identified in this meeting and update as required.
- 062117** To consider matters for including in the next issue of the Loddon Valley Link.
- 062118** To confirm the date of the next Parish Council meeting – Wednesday 14<sup>th</sup> July at 7.30pm.



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

	<u>IN ATTENDANCE</u>	<u>APOLOGIES</u>	<u>ABSENT</u>
<b>Councillors:</b>			
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
<b>052101</b>	<b>To elect a Chairman for the coming municipal year</b> <i>Cllr Rouse was nominated by Cllr Gordon, seconded by Cllr Parfrey and elected unopposed as Chairman for the municipal year.</i>	
<b>052102</b>	<b>To elect a vice-chairman for the coming municipal year</b> <i>Cllr Gordon was nominated by Cllr Rouse, seconded by Cllr Circuit and elected unopposed as Vice-Chair for the municipal year.</i>	
<b>052103</b>	<b>Signing of Acceptance of Office and Members Interests Forms</b> Forms were signed in the presence of the Clerk.	Clerk
<b>052104</b>	<b>To receive and accept apologies of absence</b> County Councillor Still.	
<b>052105</b>	<b>To receive any declarations of interest relevant to items on this agenda.</b> Nil.	
<b>052106</b>	<b>To formally co-opt Mr Rod Wisniewski onto the Parish Council</b> 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
<b>052107</b>	<b>To elect the members and chairs for the for the following committees (which meet in public):</b> <ul style="list-style-type: none"> <li>• <b>Planning</b></li> <li>• <b>Finance</b></li> <li>• <b>Open Spaces</b></li> </ul>	

Signed by Chair.....

	<ul style="list-style-type: none"> <li>• <b>Policy &amp; Personnel</b></li> </ul> <p>It was resolved that the following councillors be elected to the various committees &amp; 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 &amp; 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 &amp; 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 &amp; seconded by Cllr Circuit.</i></p> <p><u>Policy &amp; Personnel</u> – Cllrs Circuit, Rouse and Wisniewski. Cllr Circuit was elected Chair of this committee. <i>Nominated by Cllr Rouse &amp; seconded by Cllr Parfrey.</i></p>	
<b>052108</b>	<p><b>To select a Speedwatch representative.</b></p> <p>Cllr Circuit will act as the Council's Speedwatch Representative and will be assisted by Cllrs Parfrey, Rouse and Wisniewski.</p>	
<b>052109</b>	<p><b>To sign as a correct record, the minutes of the remote meeting of the Full Council held on 14<sup>th</sup> April 2021.</b></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
<b>052110</b>	<p><b>Matters arising from items from previous meetings and actions as noted on the action log.</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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 <a href="http://www.basingstoke.gov.uk/PSPO-dog-fouling">www.basingstoke.gov.uk/PSPO-dog-fouling</a></li> <li>• Community Orchard – This initiative is currently on hold until the area is adopted by BDBC. The Clerk suggested community engagement in the meantime.</li> <li>• 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.</li> </ul>	
<b>052111</b>	<p><b>To receive any Chairman's announcements.</b></p> <ul style="list-style-type: none"> <li>• The Chair Congratulated our 3 Borough Councillors in attendance on their recent election result.</li> <li>• 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</li> </ul>	Clerk

Signed by Chair.....

	<p>will be replaced but has not received an answer.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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 1<sup>st</sup> and 3<sup>rd</sup> Mondays of the month, beginning 5<sup>th</sup> July, as long as Covid-19 restrictions allow.</li> </ul>	
052112	<p><b>Public Participation Session.</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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.</li> <li>• 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 at a snail's pace. 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'.</li> </ul>	
052113	<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 – Nil</li> <li>• 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</li> </ul>	

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"> <li>• 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!</li> <li>• 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.</li> </ul>	
052114	<p><b>To note the current financial situation.</b> The Council noted the present financial situation is satisfactory. See Appendix 1.</p>	
052115	<p><b>To review and formally note findings following the Internal Audit dated 20<sup>th</sup> April 2021.</b> The Council formally approved the findings plus implementing the recommended changes as follows:</p> <ul style="list-style-type: none"> <li>• Insurance of building - to be updated at next Insurance renewal due April 2022</li> <li>• Reserves - make sure all future projects are shown in reserves, such as orchard plans.</li> <li>• Budget reporting - quarterly updates for Q1 reported July, Q2 reported October, Q3 January and Q4 End of year</li> <li>• Fixed assets - The format of the asset register will be updated to show extra detail</li> </ul> <p><i>Proposed by Cllr Gordon and seconded by Cllr Rouse.</i></p>	Clerk
052116	<p><b>To review and approve the end of year accounts and the Annual Governance and Accountability Return 2020/21</b> 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><b>To authorise any requests for payments</b>  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><b>To review and approve the cost of removal of damaged trees in woods behind the Gaiger roundabout.</b>  The Council unanimously agreed to defer the work prior to seeking further confirmation regarding land ownership.</p>	Clerk
052119	<p><b>To review and adopt the SPPC Risk Assessment for face-to-face meetings.</b>  The Council resolved to approve the above Risk Assessment.  <i>Proposed by Cllr Parfrey and seconded by Cllr Circuit.</i></p>	Clerk
052114	<p><b>To note and approve updates to the risk register and consider any additional risks identified in this meeting.</b>  Nil.</p>	Clerk
052115	<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>• Dog fouling and the PSPO</li> <li>• Welcome Cllr Wisniewski</li> <li>• Casual Vacancies</li> </ul>	Clerk
052116	<p><b>To confirm the date of the next Parish Council Meeting as 23<sup>rd</sup> June 2021, venue to be confirmed.</b></p>	

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

Signed by Chair.....

**Appendix 1 – Agenda Item 052114**

<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
			31,997.59
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
		0.00	
			0.00
			31,997.59
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			0.00
			31,997.59
		<b>Balance per Cash Book is :-</b>	<b>31,997.59</b>
		<b>Difference is :-</b>	<b>0.00</b>

<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
			76,399.09
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
		0.00	
			0.00
			76,399.09
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			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>

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	Citica	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>	

DRAFT

Signed by Chair.....

DRAFT

Signed by Chair.....

**Bank Reconciliation Statement as at 31/05/2021  
for Cashbook 1 - Current Bank A/c**

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<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
		<b>Balance per Cash Book is :-</b>	<b>29,759.90</b>
		<b>Difference is :-</b>	<b>0.00</b>

Time: 11:29

**Bank Reconciliation up to 31/05/2021 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>
04/05/2021	DD	46.14		46.14		R <input type="checkbox"/>	BT
20/05/2021	SO	15.00		15.00		R <input type="checkbox"/>	Southern Electric
20/05/2021	BACS	408.00		408.00		R <input type="checkbox"/>	HALC
20/05/2021	BACS	410.00		410.00		R <input type="checkbox"/>	Society of Local Council Clerk
20/05/2021	BACS	136.49		136.49		R <input type="checkbox"/>	Tracy Hamer
20/05/2021	BACS	510.38		510.38		R <input type="checkbox"/>	Zurich Municipal
21/05/2021	BACS	185.26		185.26		R <input type="checkbox"/>	Richard Oats
21/05/2021	BACS	79.75		79.75		R <input type="checkbox"/>	HMRC
21/05/2021	BACS	754.37		754.37		R <input type="checkbox"/>	Tracy Hamer
28/05/2021			307.70	307.70		R <input type="checkbox"/>	Receipt(s) Banked
		<u>2,545.39</u>	<u>307.70</u>				

**Bank Reconciliation Statement as at 31/05/2021  
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	20/05/2021	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
		<b>Balance per Cash Book is :-</b>	<b>76,399.72</b>
		<b>Difference is :-</b>	<b>0.00</b>

Time: 11:30

**Bank Reconciliation up to 31/05/2021 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>
20/05/2021			0.63	0.63		R <span style="color: red;">■</span>	Receipt(s) Banked
		<u>0.00</u>	<u>0.63</u>				



### 062109 - June Payment Request

BT	Monthly office broadband charge	GP00546968	DD	£46.14	<b>DD 01/06/2021</b>
Clerks Expenses	Mobile Phone		EP	£6.50	
SSE	Electricity	2405418415	SO	£15.00	<b>DD 21/06/2021</b>
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	<b>DD 16/06/2021</b>
Staff salaries & associated costs	Staff salaries, Tax & NI	June	EP	£1,019.38	Staff salaries & associated costs
			<b>PAYMENT TOTALS</b>	<b>£1,696.82</b>	



**Agenda Item 062110 – Review S106 Statement from BDBC**

FROM BDBC:

Further to the statements you should have recently received from our Finance Team, I am following up to make initial contact this financial year, because we are holding contributions for play and/or public open space improvements within your Parish. As such, the purpose of this email is to ask whether you have any plans to spend them this year, and if so, to submit details in order that they can be checked against the requirements of the relevant S106 Agreement, and then approved for release to you.

The basic process for the expenditure of S106 contributions is as follows:

1. Work up scheme / project, in line with any requirements that are set out in the S106 Agreement relating to the application concerned (please contact me if you don't have this information).
2. Seek confirmation from myself that the scheme you are proposing is acceptable for delivery, and compliant with the S106 Agreement. I'm more than happy to discuss ideas or options you are considering at this stage, should this be useful.
3. Seek quotes for the work (ideally 3) in order to demonstrate that the contribution is being spent competitively.
4. Provide details of final scheme, project location and chosen contractor/supplier and quote to me via email. This information will be submitted to the council's Capital Programme Board, who meet on a 6-week basis to consider and approve expenditure proposals.
5. Following confirmation of approval, order works and arrange on site.
6. Payment will be made of contribution sums approved **on completion** of the works. Should suppliers ask for payment up front before materials have been ordered or works carried out, please advise them that this is not possible. I am more than happy to speak to any supplier with regards to this, to confirm that the funds are approved to be spent and can be paid immediately upon satisfactory completion of the work.

For schemes of work that are being planned for delivery this financial year, I would be grateful to receive your final proposals including quotations before the **end of September 2021**, in order to allow time for the approval process and then delivery on site.

With regards to what the money can be spent on –

**Play Contributions**

For the extension and/or upgrade of equipped play areas.

**Public Open Space Contributions**

For the provision of additional and/or upgraded facilities within open spaces, for the use of the community. This can include, but is not limited to seating, footpaths, gates, signage, planting, and recreational equipment.



There are a number of relatively historic contributions which we are still holding, and I would urge you to try and plan to spend these as a matter of priority, particularly those with a spend deadline of 2021 or 2022, as I am afraid that once the deadline is reached, the contribution will need to be paid back to the developer as unspent and therefore not required. If no spend deadline is listed, please prioritise the expenditure of contributions from older applications, starting with 'BDB'. Please don't worry what year the various contributions are shown within on your statement, this can be amended should you have plans to spend this year.

# SHERFIELD PARK PARISH COUNCIL FUNDING APPLICATION FORM

Please read the attached guidelines before completing this form. You may continue on a blank sheet if necessary, but the name of your organisation must be on any additional sheets.

**A. Your organisation**

Please give us the following information about your organisation:

Name of Organisation: VICTIM SUPPORT.....

Address: 21A HULLSLEY ROAD  
CHANDLER'S FOLD HANTS.....

Post Code: SO53 2FS.....

Description of your organisation's activities. Please list your aims and objectives. ....

PLEASE SEE ATTACHED SHEET  
.....  
.....

How long has your organisation been in existence? SINCE 1974.....

**B. Contact Details**

Name of contact: LISA JONES.....

Position: SERVICE DELIVERY ASSISTANT

Address for correspondence (if different from above):

AS ABOVE  
.....

Post Code: .....

Tel: (day time) 0800 175 1641..... (mobile) : N/A.....

Email address: HOW.AREOFFICE@VICTIMSUPPORT.ORG.UK

**C. Your Application**

a) Brief description of project or scheme for which grant is intended

PLEASE SEE ATTACHED SHEET

b) Who will benefit from the proposed project or scheme and how many of these are Sherfield Park Parish residents?

PLEASE SEE ATTACHED SHEET  
.....

c) Total cost of project or scheme: £ ONGOING      d) How much are you applying for? £ 50.....

Please give an itemised breakdown of the expenditure for which this money which is being applied for. Please include evidence of the likely cost of all items of expenditure where possible.

ITEM	COST £
<u>ES0 COULD PURCHASE 10 HOME CCTV CAMERAS, 31 WINDOW ALARMS &amp; 31 PERSONAL ALARMS TO AID VICTIM'S CONFIDENCE TO FEEL SAFER AND FIND THE STRENGTH TO MOVE FORWARD AFTER CRIME</u>	
<b>TOTAL</b>	

d) Have you made any grant application to any other body for grant aid for this project?  Yes/No.  
 If yes please give details:

Name of organisation applied to	Amount applied for	Date of Application	Amount Received
WE APPLY ANNUALLY TO TOWN AND PARISH COUNCILS IN THE AREA WE COVER WITH VARYING LEVELS OF SUCCESS			

If you have received any other sources of funding in the past year, not specified above, please give details:  
 .....  
 .....  
 .....

**D. Previous Applications**

Has your organisation previously applied for a grant from this Parish Council? If YES, please give details of the project and the date and amount of grant received if any. Was the project as described completed?

SHERFIELD PARK PARISH COUNCIL VERY KINDLY AWARDED VICTIM SPREY A GRANT OF £50 IN THE FINANCIAL YEARS 2019/20 AND 2020/21. THESE WERE USED TO PURCHASE SECURITY ITEMS WHICH IS AN ONGOING PROJECT

**E. Additional Information**

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

.....  
 .....  
 .....  
 .....

**F. Your Financial Situation**

All applications must be accompanied by the following financial information: **If you do not supply this information your application will not be considered unless previously agreed in writing by the Council.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position, or
- A statement of your capital assets, if any

**If you are unable to supply this information, please contact the Parish Council for advice before submitting this application**

Signed: 

Date: 21.5.21

Please return to The Parish Clerk, Sherfield Park Parish Council.  
 If you have any queries, please contact the Parish Clerk on email clerk@sherfieldparkparishcouncil.gov.uk

**FOR OFFICE USE ONLY**

Date received:..... Amount:.....  
 Grant awarded: Yes/No..... Under section.....  
 Conditions applied to Grant Yes/No.....  
 .....

# SHERFIELD PARK PARISH COUNCIL

## FUNDING APPLICATION FORM

Please read the attached guidelines before completing this form. You may continue on a blank sheet if necessary, but the name of your organisation must be on any additional sheets.

### A. Your organisation

Please give us the following information about your organisation:

Name of Organisation: SHERFIELD PARK COMMUNITY ASSOCIATION

Address: SHERFIELD PARK COMMUNITY CENTRE, SUNWOOD DRIVE, SHERFIELD  
ON LONDON, HAMPSHIRE

Post Code: RG27 0FP

Description of your organisation's activities. Please list your aims and objectives. ....

SPCA PURPOSE IS TO DEVELOP THE COMMUNITY, WE WILL DELIVER THIS BY PROVIDING ENJOYABLE AND INCLUSIVE ACTIVITIES AND SERVICES FOR THE BENEFIT OF ALL RESIDENTS ALSO TO MANAGE AND MAINTAIN THE COMMUNITY CENTRE

How long has your organisation been in existence? 10 YEARS CENTRE / 14 YEARS ASSOCIATION

### B. Contact Details

Name of contact: LOUISE GRAYNAGE

Position: CENTRE MANAGER

Address for correspondence (if different from above):

Post Code: .....

Tel: (day time) 01256 883967 (mobile): 07472 725608

Email address: manager@sherfieldparkcommunity.co.uk

### C. Your Application

a) Brief description of project or scheme for which grant is intended

PURCHASE AND INSTALLATION OF PARKING BOLLARDS TO THE FRONT MAIN CAR PARK AREA

b) Who will benefit from the proposed project or scheme and how many of these are Sherfield Park Parish residents?

ALL LOCAL RESIDENTS AS THIS WILL DETEC ANTI SOCIAL AND UNWANTED VISITORS TO THE AREA AT WEEKENDS AND EVENING WHEN CENTRE CLOSED

c) Total cost of project or scheme: £ 2910.00

d) How much are you applying for? £ 1910.00

Please give an itemised breakdown of the expenditure for which this money which is being applied for. Please include evidence of the likely cost of all items of expenditure where possible.

ITEM	COST £
CALL OUT STANDARD CHARGE	180.00
(SEE ATTACHED QUOTATION FROM)	
RHINO SECURITY	
5 x BOLLARDS @ 425 each	2125.00
KIPPO WASTE BAG X 1	120.00
TOTAL (INC. VAT.)	£2910.00

£485

d) Have you made any grant application to any other body for grant aid for this project? Yes/No.  
If yes please give details:

Name of organisation applied to	Amount applied for	Date of Application	Amount Received
H.C.C. COUNCILLOR GRANT (ELANE STILL)	£1000	03/06/2021	t.b.c.

If you have received any other sources of funding in the past year, not specified above, please give details:

.....  
 CHINEHAM PARISH COUNCIL CONTRIBUTION TO YOUTH CLUB.  
 .....

**D. Previous Applications**

Has your organisation previously applied for a grant from this Parish Council? If YES, please give details of the project and the date and amount of grant received if any. Was the project as described completed?

.....  
 SHERFIELD PARK YOUTH CLUB  
 .....

**E. Additional Information**

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

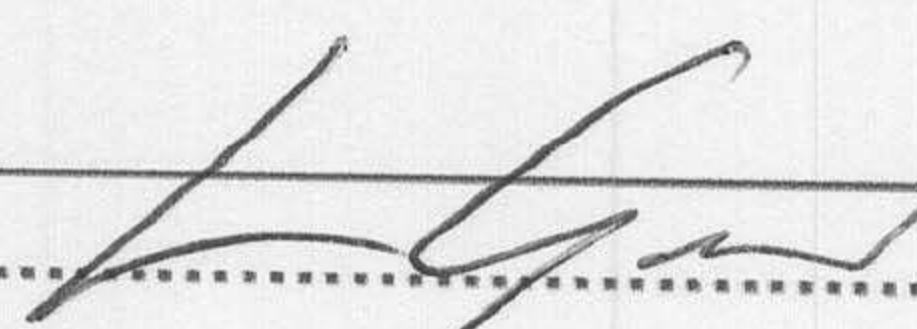
.....  
 IT IS HOPED THAT THE INSTALLATION OF PARKING BOLLARDS AT  
 THE FRONT/MAIN CAR PARK WILL ELIMINATE THE ANTI-SOCIAL  
 BEHAVIOUR AND MIS USE OF THE AREA. THE BOLLARDS AT THE  
 REAR CAR PARK ARE WORKING WELL.  
 .....

**F. Your Financial Situation**

All applications must be accompanied by the following financial information: **If you do not supply this information your application will not be considered unless previously agreed in writing by the Council.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position, or
- A statement of your capital assets, if any

If you are unable to supply this information, please contact the Parish Council for advice before submitting this application

Signed:  Date: 14/06/2021

Please return to The Parish Clerk, Sherfield Park Parish Council.  
 If you have any queries, please contact the Parish Clerk on email [clerk@sherfieldparkparishcouncil.gov.uk](mailto:clerk@sherfieldparkparishcouncil.gov.uk)

**FOR OFFICE USE ONLY**

Date received:..... Amount:.....  
 Grant awarded: Yes/No..... Under section.....  
 Conditions applied to Grant Yes/No.....



Unit 5, Page Road  
Sweet Briar Industrial Estate  
Norwich, Norfolk, NR3 2BX  
Tel: 01603 484999  
Fax: 01603 484599  
[www.rhinosecurity.co.uk](http://www.rhinosecurity.co.uk)

3<sup>rd</sup> June 2021

Hello Louise,

Thank you for your email. We are pleased to quote you the following for the supply & install of Rhino bollards for a gap of 7.5 mtrs.

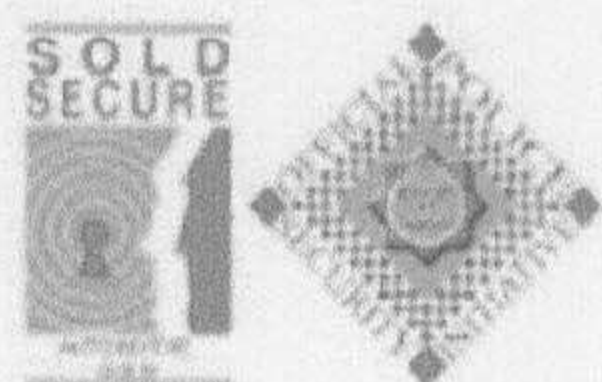
1 x Standard call out charge £ 180.00

5 x Supply & Install RT/R8 Galvanised bollards, keyed to T23717 @ £ 425.00 = £ 2,125.00  
(The gap in between will be 1.25 mtrs)

1 x Use of Hippo Waste bag to dispose of rubble caused by the dig @ £ 120.00

**Total cost £ 2,425.00 + VAT**

Sabine Darter  
Rhino Security Ltd.  
01603 - 484 999



*All Rhino Heavy Duty Telescopic Posts have been awarded the Home Office approved 'SOLD SECURE' Automotive Gold Standard and have achieved 'SECURED BY DESIGN' accreditation.*

- ◆ Closed circuit television
- ◆ Security posts & bollards
- ◆ Road blockers & barriers
- ◆ Access control

Rhino Security is a trading name of Rhino Perimeter Security Ltd. Company Registration No. 5108291



### **Agenda Item 062113**

#### ***Update on Item: April 2021 SPPC Meeting Item 042112***

*To consider and approve the purchase of two fixed speed awareness signs for use at strategic points on Gaiger Avenue and Rockbourne Road. The Council resolved to approve the above expenditure. Proposed by Cllr Alvares and seconded by Cllr Parfrey.*

In line with the above paper, permission was sought from Hampshire Highways to locate the devices at 4 appropriate approved street lights in Gaiger Avenue and Rockbourne Road. Four locations are approved, to facilitate the appropriate rotation of the speed device.

In line with the above paper, discussions have been held with SSE, about locating the speed devices on the nominated streetlamp posts. SSE have confirmed that the maximum weight allowed is 20kg.

Discussions have been held with Evolis on achieving a solution which meets the 20kg maximum weight tolerance. Unfortunately, the solar option is simply not possible - all of the following are uniquely battery powered options

1. Operate a classic Battery/Mobile unit with only 1 Lead Acid battery in (and 1 'out', in the shed with a trickle charger). Total weight would be around 15kgs BUT with only the one battery the autonomy would be halved as opposed to the '2 in, 2 out' system. (you'd be charging & changing batteries quite frequently). Approx cost for 1 device that moved between 4 posts £1850 (inc carriage, excl VAT)

2. Operate a Battery/Mobile unit with 20AH LITHIUM batteries ('2 in, 2 out'). Total weight of the device would be around 15 kgs. The attached quotation is for one such unit. The Lithium batteries are very costly. Do note that this includes 4 such batteries; it is not inconceivable as an idea to work with just the 2 BUT you would require to charge the batteries between each changeover. This would unfortunately add a fair degree of 'faff'.

3. As per option 2. But with 30AH Lithium batteries. Total weight around 17kgs. The plus is that your autonomy, as opposed to option 2, would be lengthened by approx. 40%. The downside is that they are even more pricey than the 20Ah version. The end price of the attached quotation SO-UK01670 is £2754 plus VAT (£3305). The 30Ah option would take you up to approx. £3300 plus VAT (£3960).

At present there are 4 Parish Councils who operate Lithium systems with a 5th on order from Evolis. Four of these Parish Councils, not perhaps surprisingly, are to be found in Hampshire & 3 of them have opted for 30Ah Lithium packs.

Updated proposal:

Select Item 3. The unit can be moved around the four chosen sites and following a year of proven experience, a decision can be made on purchasing another unit next year.

There was Budget Provision of £ 3,500 in the 2020/21 Approved Budget and there is £ 3,500 in the 2021/2022 Approved Budget.

The proposed solution is slightly over this year's budget allocation.



ELANCITY-UK

Wilberforce House, Station Road  
LONDON

NW4 4QE - United Kingdom

Phone: +442039360920

Email: sales@elancity.co.uk

**Delivery address :**

SHERFIELD PARK PARISH COUNCIL  
21 CUFAUDE LANE  
BASINGSTOKE  
HOOK  
Hampshire  
RG27 0FL - United Kingdom

**Billing address :**

SHERFIELD PARK PARISH COUNCIL  
21 CUFAUDE LANE  
BASINGSTOKE  
HOOK  
Hampshire  
RG27 0FL - United Kingdom

**SHERFIELD PARK PARISH  
COUNCIL  
21 CUFAUDE LANE  
BASINGSTOKE  
HOOK  
Hampshire  
RG27 0FL - United Kingdom**

## Quotation N° SO-UK01670

Your Reference	Quotation Date	Contact	Payment Terms
CHRIS CIRCUIT	08/06/2021	Alan MACKIE	30 Net Days

Description	Qty	Unit Price	Disc.(%)	Price
[02011] GB[EP-BT] Evolis Radar Speed Sign - AC version Ready for installation & consists of : • SPEED DISPLAY SCREEN 34 x 43cm Green, Amber, Red display with Warning Triangle (anti Race-effect) • TEXT MESSAGE DISPLAY 16 x 64cm • USB & BLUETOOTH connectivity • ROAD TRAFFIC DATA recorded in BOTH DIRECTIONS • INSTALLATION KIT (does not include fixing straps/jubilee clips) • Full 2 YEAR WARRANTY ; Parts, labour, factory return (all transport costs included)	1,00 Unit(s)	1488,97	0,00	£ 1488,97
[02404] EXTERNAL BATTERY CHARGER	1,00 Unit(s)	108,58	0,00	£ 108,58
[051] TELEPHONE ASSISTANCE	1,00 Unit(s)	95,00	100,00	£ 0,00
[061] TRANSPORT & PACKAGING	1,00 Unit(s)	90,00	0,00	£ 90,00
[080271/C] Additional mounting bar - SOLUTION /C	3,00 Unit(s)	22,25	0,00	£ 66,75
[99937] Plug cap Plug cap	1,00 Unit(s)	8,01	100,00	£ 0,00
[04774] Locking rod for padlocks Locking rod for padlocks	1,00 Unit(s)	6,67	100,00	£ 0,00
[0281] 12V20Ah LITHIUM Battery	4,00 Unit(s)	249,99	0,00	£ 999,96
[08102] Battery cable	4,00 Unit(s)	4,45	100,00	£ 0,00
			Total excl.	£ 2754,26
			VAT:	

ELANCITY-UK

Wilberforce House, Station Road  
 LONDON

NW4 4QE - United Kingdom

Phone: +442039360920

Email: sales@elancity.co.uk

Description	Qty	Unit Price	Disc.(%)	Price
			Taxes (20%):	£ 550,85
			<b>Total :</b>	<b>£ 3305,11</b>

Quotation valid until 30th April 2021

\*

Quotation is for 1 x Battery/Mobile Evolis Radar Speed Sign. The standard Lead-Acid batteries have been removed and replaced with 20Ah Lithium models. Total weight of radar + batteries drops from circa 22.4kgs to circa 15kgs.

\*

I have added 3 Additional Mounting Bars (making 4 in total). This allows you to pre-equip 4 posts and move the device between both/all 4 posts.

\*

Note : You'd be required to source a total of 12 Jubilee Clip/Hose Clamp ; 16mm bandwidth & with a diameter adapted to that of your support pole(s). Typically, these articles cost between £3 & £5 per clip/clamp

\*

THIS DEVICE IS EQUIPPED (RETRACTABLE CABLE AND MALE/FEMALE PLUG SYSTEM) FOR EVENTUAL MAINS OR STREET LIGHTING OPERATION SHOULD THIS EVENTUALITY BECOME POSSIBLE AT A LATER DATE. THIS DEVICE IS NOT COMPATIBLE WITH A SOLAR PANEL.

\*

WARNING : IT IS THE CUSTOMER'S RESPONSIBILITY TO ENSURE THAT THE RELEVANT HIGHWAYS AUTHORITY HAS ACCORDED IT'S CONSENT AS REGARDS THE INSTALLATION OF THE DEVICE(S) QUOTED FOR ABOVE. TYPICALLY, THIS WILL INVOLVE AGREEMENT AS TO THE POST(S) TO BE USED, THE ORIENTATION OF THE DEVICE(S) AS WELL AS THE MANNER IN WHICH THE DEVICE(S) SHALL BE OPERATED.

30 Net Days

**Valid for agreement**

(Stamp, Signature and Date)

Date / Signature / Name

# SleeptightSecurity

CCTV • Fire Alarm • Intruder Alarm

## SleepTight Security

Fern Drive  
Church Crookham  
Hampshire  
GU51 5NW  
01252901970  
office@sleeptightsecurity.co.uk  
www.sleeptightsecurity.co.uk  
VAT Reg N: 266 4518 83  
01252901970  
07967138959  
Office@sleeptightsecurity.co.uk  
www.sleeptightsecurity.co.uk

## Estimate

Estimate No: 1762  
Date: 29/04/2021

**For:** Sherfield Park Parish Council  
Cllr.alvares@sherfieldparkparishcouncil.gov.uk

Description	Quantity	Rate	Amount
Looked at cameras, system firmware update and look at fault with camera	1	£70.00	£70.00
		<b>Parts Subtotal</b>	£70.00
		Subtotal	£70.00
		VAT 20% (£70.00)	£14.00
		Total	£84.00
		<b>Total</b>	<b>£84.00</b>

### Notes

If you require a service agreement that will give you 24 hour technical support we require payment for the year ahead.

Being a small company, we require payment of parts upfront as a deposit, before works are carried out.

Lloyds Bank  
Sort Code: 30-80-42,  
Account number: 37653160

VAT Registration No. 266 4518 83

If on further inspection we find that any additional work is required or equipment is needed due to corrosion or disfunction we will make who ever is responsible informed of work and cost before work will take place in fixing/replacing fault.

All estimates are valid for 14 days from receipt.

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SleepTight Security

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Client's signature