



# SHERFIELD PARK PARISH COUNCIL

**Sherfield Park Parish Council (SPPC)**  
**Ordinary Meeting held outside at The Parish Office**  
**at 7.30pm on Wednesday 8<sup>th</sup> September 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	✓		

In attendance: County Councillor Elaine Still, Tracy Hamer (Clerk) taking the minutes, two members of the public. The meeting was chaired by Cllr Rouse.

Agenda Item	Issue	Actions
<b>092101</b>	<b>To receive and accept apologies of absence</b> Borough Councillors Vaux, Miller and Edwards, Cllr Audrey Gordon.	
<b>092102</b>	<b>To receive any declarations of interest relevant to items on this agenda.</b> Nil.	
<b>092103</b>	<b>To sign as a correct record, the minutes of the Ordinary Meeting of Sherfield Park Parish Council held on 14<sup>th</sup> July 2021.</b> The Council unanimously agreed the content of the minutes. <i>Proposed by Cllr Rouse and seconded by Cllr Circuit.</i>	Clerk
<b>092104</b>	<b>To sign as a correct record, the minutes of the meetings of the Planning Committee held on 30<sup>th</sup> July 2021 and 11<sup>th</sup> August 2021.</b> The Council unanimously agreed the content of the minutes. <i>Proposed by Cllr Parfrey and seconded by Cllr Circuit.</i>	Clerk
<b>092105</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 – See Item 092113.</li> </ul>	
<b>092106</b>	<ul style="list-style-type: none"> <li><b>To receive any Chairman’s announcements.</b> <ul style="list-style-type: none"> <li>Cllr Rouse reported that the Chairs Clinic on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month is being received well, with a number of visitors each session.</li> <li>Concern has been raised regarding numbers of visitors to Sherfield Park for Halloween. It was agreed not to dissuade visitors but to encourage safe and responsible behaviour.</li> <li>The Clerk has written to the local PCSO regarding traffic</li> </ul> </li> </ul>	

Signed by Chair.....

	volumes at the event. It was agreed to keep the community informed via the Loddon Valley Link, Facebook and the website. Councillors agreed to decorate the office for Halloween; budget to be confirmed at the next meeting.	
092107	<b>Public Participation Session.</b> Nil.	Clerk
092108	<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 Elaine Still – Elaine noted she is always on the end of the phone regarding any issues of concern and is keen to work with the PC on a range of projects, especially concerns around parking and speeding. The Clerk will liaise as necessary.</li> <li>• Borough Councillor Vaux by email - I remain concerned about green space maintenance and am asking for a report to the CEP committee after the main season has concluded to pick up learning to inform planning for next year.</li> <li>- There have been problems with staffing the household and garden waste services. The collection teams are necessarily working in close proximity with each other so where there is Covid, it is easily passed between them. Being generally relatively young, most only had one vaccination for most of the summer and had to continue to isolate for 10 days when considered a close contact to someone with a positive test (the guidance change mid-August requires two vaccinations plus two weeks). This situation should ease, and garden waste collections, temporarily suspended, are now back. Subscribers will have the lost collections added to their contract period. It is also worth being aware that there remains a shortage of refuse collection workers generally, as many have returned to Europe.</li> <li>- Following multiple contacts from residents and discussions with the parish council, I have continued to explore options to improve road safety, talking to a number of borough councillors, county councillors and Maria Miller MP. I've also contacted the Police &amp; Crime Commissioner and will be writing to the local police commander shortly. One of my core questions is to understand what is required to have 20mph zones on residential estates. What I've learnt so far is that road safety is seen as an area parish councils have significant influence, that specific data and resident lobbying is crucial, and that Hampshire County Council and the police are extremely reluctant to introduce 20mph limits. It would be very helpful if Sherfield Park Parish Council wrote to Donna, the PCC, to highlight road safety as an issue on Sherfield Park to ensure she is aware of local public opinion. All of the people I have talked to so far have been supportive of taking action to improve road safety, while acknowledging the significant challenges, and I look forward</li> </ul>	

Signed by Chair.....

	<p>to working with the parish council to explore future actions we can take together.</p> <ul style="list-style-type: none"> <li>- The Local Plan Update is gathering pace with a number of workstreams underway in parallel. I am participating in many meetings to consider specific policy areas supporting the Plan, for example on the local economy, housing mix, water supplies etc. Councillors may have seen the protests outside the Civic Offices on 2<sup>nd</sup> September prior to the EPH meeting considering potential development sites to be included in the updated Plan. This includes a number of sites in areas adjacent to the Chineham Ward. Cllr Miller addressed the committee, expressing residents' concerns on the lack of an infrastructure masterplan to support all the new housing in this area, and I spoke in the meeting as a committee member about the major urban extension of Basingstoke these developments would bring about, if they were adopted into the Plan. A draft Plan will be published next year for general public engagement and comment. In the meantime, I will continue to lobby hard for a fair distribution of new housing across the borough, and improvements to our infrastructure.</li> </ul> <ul style="list-style-type: none"> <li>• SPCA – Nil</li> <li>• PPG – Nil</li> </ul>	
<b>092109</b>	<p><b>To note the current financial situation.</b> The Council noted the present financial situation is satisfactory. See Appendix 1.</p>	Clerk
<b>092110</b>	<p><b>To formally note payments made during August and authorise requests for September payments.</b> The Council resolved to approve the payments in Appendix 2. to these minutes. <i>Proposed by Cllr Rouse and seconded by Cllr Parfrey.</i></p>	Clerk
<b>092111</b>	<p><b>To formally note the completion of the Annual Governance &amp; Accountability Review for the year ended 31<sup>st</sup> March 2021.</b> The Clerk confirmed that the Notice of Conclusion of Audit has been issued by the External Auditor. No matters were raised, and all relevant items have been published on the website as required.</p>	
<b>092112</b>	<p><b>To hear an update from Open Spaces, including approval of updated costs of entrance signage.</b></p> <p>As Chair of Open Spaces, Cllr Parfrey confirmed there had been an open spaces meeting on the 18<sup>th</sup> August, attended by Cllrs Parfrey, Cllr Gordon and Cllr Wisniewski with the following actions:</p> <p>Pettys Copse - The email communication between Croudace the Clerk were discussed and noted. Cllr Wisniewski reported trees have been marked for woodland management works, so assumed</p>	Clerk

Signed by Chair.....

	<p>Croudace/Scofell had completed a survey of potentially dangerous trees. The issue of notice boards to warn of potential danger from trees debris and rubbish in the woodlands, was agreed as an action for Croudace to take responsibility for.</p> <p>Gaiger Signage – The updated cost for the signage has been circulated. The Council resolved to agree the updated cost of the signage. The Clerk will request that the estimate is split to show the cost of the signs individually. <i>Proposed by Cllr Parfrey and seconded by Cllr Rouse.</i></p> <p>Adoption Schedule - Cllr Parfrey raised the matter of an adoption schedule and will contact BDBC for further input.</p> <p>Dove House – Cllr Rouse and The Clerk will contact Dove House to progress projects if possible.</p> <p>Water provision for the office planters - Cllr Wisniewski proposed the purchase of a Water Rola-long 40 litre container that could be used to transport water to the SPPC office to water the planters as the water butt was empty. The cost will be researched and agreed at the next SPPC meeting.</p>	
092113	<p><b>To review progress and costs for resurfacing Pettys Copse Path.</b> BDBC are no longer able to contribute to the cost of resurfacing the path as it is not deemed necessary works.</p> <p>SPPC have agreed to fund the cost of the path resurfacing up to the total cost (excluding VAT) of £12,000, following the tender process as required for a project of this scope. <i>Proposed by Cllr Rouse and seconded by Cllr Parfrey.</i></p> <p>County Councillor Elaine Still will fund £1,000 of the costs and the Parish Council thank her for her continued support in the matter.</p> <p>The Clerk will liaise with BDBC and Croudace to confirm relevant permissions, licenses, liabilities and ongoing maintenance e arrangements, before progressing the project.</p>	Clerk
092114	<p><b>To consider an application from SPCA for a grant of £200 under Section 145 of LGA 1972 to contribute to the cost of coach hire for the Over 55's Community Group.</b> The Council resolved to approve the payment of the grant application. <i>Proposed by Cllr Rouse and seconded by Cllr Parfrey.</i></p>	Clerk
092115	<p><b>To add Cllr Wisniewski as a member of SPPC Planning Committee.</b> The Council unanimously resolved to update committee membership to ensure the committee is quorate. <i>Proposed by Cllr Rouse and seconded by Cllr Circuit.</i></p>	Clerk
092116	<p><b>To note and approve updates to the risk register and consider any</b></p>	

Signed by Chair.....

	<b>additional risks identified in this meeting.</b> Nil.	
<b>092117</b>	<b>To consider matters for including in the next issue of the Loddon Valley Link.</b> <ul style="list-style-type: none"> <li>• Halloween</li> <li>• Pettys Copse Path</li> <li>• Chairs Clinic</li> <li>• SID's</li> </ul>	
<b>092118</b>	<b>To confirm the date of the next Parish Council Meeting as 6<sup>th</sup> October 2021 at The Parish Office.</b>	

There being no further business, the meeting closed at 8.40 pm

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Signed by Chair.....

**Appendix 1 – Agenda Item 092109**

Date: 01/09/2021  
Time: 12:31

**Sherfield Park Parish Council**  
**Bank Reconciliation Statement as at 31/08/2021**  
**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	31/08/2021		21,370.44
			<u>21,370.44</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			21,370.44
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			21,370.44
		<b>Balance per Cash Book is :-</b>	<b>21,370.44</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 01/09/2021  
Time: 12:32

**Sherfield Park Parish Council**  
**Bank Reconciliation Statement as at 31/08/2021**  
**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	20/08/2021	51	76,401.65
			<u>76,401.65</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			76,401.65
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			76,401.65
		<b>Balance per Cash Book is :-</b>	<b>76,401.65</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signed by Chair.....

**Appendix 2 – Agenda Item 092110**

**August**

BT	Monthly office broadband charge	GP00546968	DD	£46.14	DD 02/08/2021
Clerks Expenses	Mobile Phone		EP	£6.50	PAID 11/08/2021
SSE	Electricity	2405418415	SO	£15.00	DD 20/08/2021
HALC	Training	4747 & 4749	EP	£108.00	PAID 11/08/2021
Zurich Insurance	Annual Renewal - Shortfall		DD	£3.36	PAID 11/08/2021
Staff salaries & associated costs	Staff salaries, Tax & NI	June	EP	£1,150.66	PAID 23/08/2021
				<b>PAYMENT TOTALS</b>	<b>£1,329.66</b>

**September**

BT	Monthly office broadband charge	GP00546968	DD	£46.14	DD 01/09/2021
Clerks Expenses	Mobile Phone		EP	£6.50	
SSE	Electricity	2405418415	SO	£15.00	DD 21/09/2021
Mulberry & Co	Internal Audit	17703	EP	£144.00	
Mallatite	Neoprene SID fixings	1120	EP	£45.00	
PKF Littlejohn	External Audit	SB20210787	EP	£240.00	
Staff salaries & associated costs	Staff salaries, Tax & NI	September	EP	£1,019.38	Staff salaries & associated costs
				<b>PAYMENT TOTALS</b>	<b>£1,516.02</b>

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Signed by Chair.....

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