



**Sherfield Park Parish Council (SPPC)**  
**Draft Minutes of an Ordinary Meeting at The Parish Office**  
**at 7.30pm on Wednesday 13<sup>th</sup> October 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: Borough Councillors Vaux and Miller, Tracy Hamer (Clerk) taking the minutes, 1 member of the public. The meeting was chaired by Cllr Gordon.

Agenda Item	Issue	Actions
<b>102101</b>	<b>To receive and accept apologies of absence</b> Cllr Rouse, County Councillor Elaine Still and Borough Councillor Edwards.	
<b>102102</b>	<b>To receive any declarations of interest relevant to items on this agenda.</b> Nil.	
<b>102103</b>	<b>To sign as a correct record, the minutes of the Ordinary Meeting of Sherfield Park Parish Council held on 8<sup>th</sup> September 2021.</b> The Council unanimously agreed the content of the minutes. <i>Proposed by Cllr Circuit and seconded by Cllr Parfrey.</i>	Clerk
<b>102104</b>	<b>To sign as a correct record, the minutes of the meeting of the Planning Committee held on 29<sup>th</sup> September 2021.</b> The Council unanimously agreed the content of the minutes. <i>Proposed by Cllr Circuit and seconded by Cllr Parfrey.</i>	Clerk
<b>102105</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 Update – awaiting advice from Hampshire Legal</li> <li>• Entrance signage – spec to be sent to Croudace for approval</li> <li>• SHELAA response draft has been approved by members. Cllr Vaux to provide submission details.</li> </ul>	
<b>102106</b>	<ul style="list-style-type: none"> <li>• <b>To receive any Chairman’s announcements.</b> - Cllr Gordon reported that the Chairs Clinic on the 18<sup>th</sup> September will be attended by Laura Yeates, the BDBC Dog</li> </ul>	

Signed by Chair.....

	<p>warden, and our local CSPO. Cllr Circuit suggested adding some evening meetings to ensure opportunities for all residents to attend.</p> <p>- Halloween – SPPC have been in touch with our PCSO for advice and to request a presence. They have agreed with our approach using signage and social media during half term week. The car park will be open at the community centre.</p>	
102107	<p><b>Public Participation Session.</b> A resident asked for advice regarding ward boundaries and was advised to email BDBC democratic services for further detail.</p>	Clerk
102108	<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 – No updates</li> <li>• Borough Councillor Vaux – It was noted that speeding issues within the area are still being investigated, with special regard to ‘20 is plenty’. The Chineham Chat will not continue, and the distribution area is too large for the LVL to pick up. Garden waste has been collected locally over the last 2 days, but the service is now suspended indefinitely. Cllr Vaux noted the importance of responding to the Local Plan and that Sherfield Park Parish Council are in the process of drafting a response in regard to shortlisted sites. Borough Councillor Miller – The same thoughts were echoed regarding the Local Plan with the key message being that any potential local development should not have impact on existing communities. Cllr Miller is also liaising with BDBC and HCC to establish communication channels regarding land ownership and responsibilities.</li> <li>• SPCA – No updates</li> <li>• PPG – Cllr Vaux confirmed the Fire Station is no longer acting as a vaccination centre and has been replaced by Jameson House. Chineham Medical Centre has recruited more staff including a link nurse, diabetic nurse and another nurse practitioner. A new website will launch soon.</li> </ul>	
102109	<p><b>To note the current financial situation and half year update.</b> The Council noted the present financial situation is satisfactory. See Appendix 1.</p>	Clerk
102110	<p><b>To authorise requests for October payments.</b> The Council resolved to approve the payments in Appendix 2. to these minutes. <i>Proposed by Cllr Circuit and seconded by Cllr Parfrey.</i></p>	Clerk
102111	<p><b>To consider closing the HSBC SPPC Savings Account and moving to Unity Trust Bank.</b> The Council resolved to approve the move to Unity Trust Bank and</p>	

Signed by Chair.....

	the Clerk will progress the application. <i>Proposed by Cllr Parfrey and seconded by Cllr Gordon.</i>	
102112	<b>To hear an update from Open Spaces.</b> Cllr Parfrey noted that B&M Fencing will be visiting at the end of the month to assess the potential of a walkway in the proposed orchard area. An Open Spaces meeting will take place on Wednesday 20 <sup>th</sup> October.	Clerk
102113	<b>To consider changes to the Planning Committee – Cllr Circuit to take on role of Chair.</b> The Council resolved to make the proposed changes to the Planning Committee. See Appendix 3. <i>Proposed by Cllr Parfrey and seconded by Cllr Wisniewski.</i>	Clerk
102114	<b>To consider and decide on a sum to spend for Halloween at the Parish Office.</b> The Council resolved to spend £100 on Halloween decorations. <i>Proposed by Cllr Circuit and seconded by Cllr Gordon.</i>	Clerk
102115	<b>To consider and decide on a sum to spend for a water-roller at the Parish Office.</b> The Council unanimously agreed to defer this item until Spring.	Clerk
102116	<b>To consider and decide on Lengthsman tasks for year ending March 2022.</b> The Council unanimously agreed to defer this item until November, following the next Open Spaces meeting on the 20 <sup>th</sup> October.	
102117	<b>To agree cost of remedial electrical works as required by SSE at the Gaiger roundabout.</b> The Council resolved to pay the aforementioned cost. <i>Proposed by Cllr Circuit and seconded by Cllr Parfrey.</i>	
102118	<b>To consider a response to the DRAFT Basingstoke and Dean Code of Conduct and a decision whether SPPC would be willing to adopt.</b> The Council resolved to respond to BDBC with no changes to the draft and unanimously agreed to adopt it in principle. <i>Proposed by Cllr Circuit and seconded by Cllr Gordon.</i>	
102119	<b>To consider any additional risks identified in this meeting and update as required.</b> Nil. Although the requirement for a risk assessment for SID was agreed and the Clerk and Cllr Parfrey will action.	
102120	<b>To consider matters for including in the next issue of the Loddon Valley Link.</b> <ul style="list-style-type: none"> <li>• SID</li> <li>• Upcoming tree work by Croudace</li> <li>• Local Plan Response</li> </ul>	
102121	<b>To confirm the date of the next Parish Council Meeting as</b>	

Signed by Chair.....

	<b>Wednesday 10<sup>th</sup> November 2021 at 7.30pm at The Parish Office.</b>	
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There being no further business, the meeting closed at 8.34pm

Signed by Chair.....

**Appendix 1 – Agenda Item 102109**

Date: 06/10/2021  
Time: 17:34

**Sherfield Park Parish Council**  
**Bank Reconciliation Statement as at 30/09/2021**  
**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	30/09/2021		39,264.42
			<u>39,264.42</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			39,264.42
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			39,264.42
		<b>Balance per Cash Book is :-</b>	<b>39,264.42</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 06/10/2021  
Time: 17:35

**Sherfield Park Parish Council**  
**Bank Reconciliation Statement as at 30/09/2021**  
**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	20/09/2021	52	76,402.30
			<u>76,402.30</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			76,402.30
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			76,402.30
		<b>Balance per Cash Book is :-</b>	<b>76,402.30</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signed by Chair.....

**Appendix 2 – Agenda Item 102110**

BT	Monthly office broadband charge	GP00546968	DD	£46.14	<b>DD 01/10/2021</b>
Clerks Expenses	Mobile Phone		EP	£6.50	
Cllr Parfrey Expenses	Expenses		EP	£75.98	Sundries for SID
SSE	Electricity	2405418415	SO	£15.00	<b>DD 21/10/2021</b>
Sleeptight Security	Parish Office CCTV	1837	EP	£100.00	
Rialtas	Annual Support and Maintenance	SM24336	EP	£148.80	
Viking	Stationery	7671738	EP	£59.82	
Evolis	SID		EP	£3,953.16	
Staff salaries & associated costs	Staff salaries, Tax & NI	September	EP	£1,019.38	Staff salaries & associated costs
			<b>PAYMENT TOTALS</b>	<b>£5,424.78</b>	

**Appendix 3 – Agenda Item 102113**

<b>Committee Title</b>	<b>Membership</b>	<b>Chairman or Leader</b>	<b>Summary T.O.R.</b>	<b>Clerk involvement</b>
Full Council	Cllrs Rouse, Gordon, Circuit, Parfrey & Wisniewski	Cllr Rouse, with Cllr Gordon as Vice Chair	Full responsibility for all Parish business	Full clerical responsibility
Finance Committee	Cllrs Gordon, Circuit, Parfrey & Wisniewski	Cllr Gordon	Budget preparation & financial governance	Full clerical responsibility
Planning Committee	Cllrs Circuit, Parfrey, Gordon & Rouse	Cllr Circuit	Planning applications & related issues	Full clerical responsibility
Open Spaces Working Group	Cllrs Rouse, Gordon, Wisniewski & Parfrey	Cllr Parfrey	Formulation of 'Open Spaces' recommendations for full council including and utilising S106 funds	Meeting support
Policies & Personnel Working Group	Cllrs Circuit, Wisniewski & Rouse	Cllr Circuit	Review policies & procedures, recruitment, appraisals, staff pay rates and training.	Meeting support

Signed by Chair.....

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