



Sherfield Park Parish Council (SPPC)
Minutes of an Ordinary Meeting at The Parish Office
at 7.30pm on Wednesday 8th December 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 Councillors Miller and Vaux, Tracy Hamer (Clerk) taking the minutes, 1 member of the public. The meeting was chaired by Cllr Rouse.

Agenda Item	Issue	Actions
122101	To receive and accept apologies of absence County Councillor Still.	
122102	To receive any declarations of interest relevant to items on this agenda. Nil.	
122103	To sign as a correct record, the minutes of the Ordinary Meeting of Sherfield Park Parish Council held on 10th November 2021. The Council unanimously agreed the content of the minutes. <i>Proposed by Cllr Rouse and seconded by Cllr Parfrey.</i>	Clerk
122104	Matters arising from items from previous meetings and actions as noted on the action log. <ul style="list-style-type: none"> • Pettys Copse Path Update – see item 122112 • Christmas Lights on Gaiger Roundabout – They have been replaced; situation was reported to the police. No further action will be taken. • Bus Shelter incident – This has been reported to the police who have made contact with the Clerk. The footage recorded by a resident has been shared with the police. The Clerk is liaising with the insurance company to repair the damage. 	Clerk
122105	To receive any Chairman’s announcements. <ul style="list-style-type: none"> • Cllr Rouse thanked Cllrs Parfrey and Wisniewski for clearing the bus shelter debris and re-hanging the Christmas tree lights. • Cllr Rouse wishes residents a very Merry Christmas and 	

Signed by Chair.....

	<p>thanks everyone who has engaged with the PC during 2021, whether during the Chair's clinic or parish council meetings.</p> <ul style="list-style-type: none"> • Cllr Rouse noted concern regarding the ever-changing Covid-19 pandemic. It was agreed to delegate authority to the Clerk to organise monthly payment of standard invoices if we are unable to meet at the start of 2022. • Cllr Rouse noted the Clerk is CiLCA qualified as of November 2021. 	
112106	Public Participation Session. Nil.	
122107	<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 Councillor – Cllr Vaux reported that garden waste collection is underway again, although some homes have been missed. Where this is the case, bins should be left out. A motion is being made to BDBC Full Council to ensure developers on course during the adoption process. • SPCA – Nil • PPG – Cllr Vaux confirmed that Hampshire Court will once again operate as a vaccination centre. 	
122108	<p>To note the current financial situation. The Council noted the present financial situation is satisfactory. See Appendix 1.</p>	
122109	<p>To authorise requests for December payments and note incremental pay increase of one spine point following the Clerks completion of CiLCA. The Council resolved to approve the payments in Appendix 2 to these minutes and implement the appropriate salary changes to the Clerk backdated to 1st December 2021. <i>Proposed by Cllr Parfrey and seconded by Cllr Wisniewski.</i></p>	Clerk
122110	<p>To formally review and approve the SPPC 2022/23 budget and precept requirement. The Council resolved to approve the draft budget for 2022/23 (Appendix 3). The precept requirement for 2022/23 will remain unchanged at £39,220. <i>Proposed by Cllr Parfrey and seconded by Cllr Circuit.</i></p>	Clerk
122111	<p>To review and make comment, if required, on the BDBC 2022/23 Budget Consultation (closing date 2nd January) – www.basingstoke.gov.uk/budget2021 The Clerk will organise a remote meeting between Councillors to discuss any required action.</p>	Clerk

Signed by Chair.....

122112	<p>To hear an update from Open Spaces.</p> <ul style="list-style-type: none"> • Pettys Copse Path – following a meeting with a representative from Croudace and SPPC, Croudace in principle wish to support the PC with the resurfacing initiative, but it will require escalation to senior board members at Croudace. • Cllr Parfrey is currently working on the planning permission application for the entrance signage. • Cllrs Parfrey, Rouse, the Clerk and Cllr Vaux will be meeting with BDBC on the 14th December to discuss the current situation with adopted land at Sherfield Park. 	Clerk
122113	<p>To approve costs for Lengthsman tasks for year ending March 2022.</p> <p>The Council resolved to approve the cost of resurfacing the middle section of Taylors Farm path and clear the ditch sections at the of the path where flooding occurs.</p> <p><i>Proposed by Cllr Parfrey and seconded by Cllr Circuit.</i></p>	Clerk
122114	<p>To update members following the Miller Homes meeting on Thursday 2nd December.</p> <p>Cllr Rouse noted that Cllrs Rouse and Gordon and the Clerk attended the meeting along with ward councillors and SoL Parish Council. The public exhibition will be on the 14th December, and all are encouraged to attend. Concern was noted by all parties in attendance regarding access, capacity of the A33, over development, lack of infrastructure, allocation of CIL, lack of masterplan, and the negative affect this will have on Sherfield Park who are the affected parish.</p>	Clerk
122115	<p>To consider planning application: 21/02775/RET at 119 Rockbourne Road RG27 0AF Conversion of garage to living accommodation.</p> <p>Following lengthy discussion, the Parish Council do not object to this application but note the loss of one parking space.</p> <p><i>Proposed by Cllr Circuit and seconded by Cllr Rouse.</i></p>	Clerk
122116	<p>To review and adopt the following SPPC policies:</p> <ul style="list-style-type: none"> • Standing Orders • Financial Regulations • Parish Council Action Plan 2022/23 <p>The Council resolved to adopt the above policies.</p> <p><i>Proposed by Cllr Gordon and seconded by Cllr Circuit.</i></p>	Clerk
122117	<p>To hear an update regarding the Speed Indicator Device.</p> <p>Cllr Circuit reported that all during the 3.5 weeks the SID was deployed on Amport Road, it recorded 4,943 vehicles with an average speed of 23mph. The fasted speed recorded was 49mph – including this one, only 4 vehicles exceeded 40 mph in the timeframe.</p> <p>Data will be published on the Parish Council from January 2022.</p>	Clerk/Cllr Circuit

Signed by Chair.....

	<p>The cost to purchase a second SID is £1,800 and Cllr Circuit proposed we purchase this ASAP to further encourage traffic calming at Sherfield Park. This was unanimously agreed, and the Clerk will apply for licences for other areas.</p> <p><i>Proposed by Cllr Circuit and seconded by Cllr Rouse.</i></p> <p>It was also agreed to explore the potential purchase of a handheld speedwatch unit which Cllr Circuit will action.</p>	
122118	<p>To consider any additional risks identified in this meeting and update as required.</p> <p>Nil.</p>	
122119	<p>To consider matters for including in the next issue of the Loddon Valley Link.</p> <p>Deferred to January for the February edition.</p>	
122120	<p>To confirm the date of the next Parish Council Meeting as Wednesday 12th January 2021 at 7.30pm at The Parish Office.</p>	

There being no further business, the meeting closed at 8.50pm

Signed by Chair.....

Appendix 1 – Agenda Item 122108

Date: 01/12/2021
Time: 11:55

Sherfield Park Parish Council
Bank Reconciliation Statement as at 30/11/2021
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	30/11/2021		32,759.70
			<u>32,759.70</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			32,759.70
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			32,759.70
		Balance per Cash Book is :-	32,759.70
		Difference is :-	0.00

Date: 01/12/2021
Time: 11:56

Sherfield Park Parish Council
Bank Reconciliation Statement as at 30/11/2021
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	20/11/2021	54	76,403.58
			<u>76,403.58</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			76,403.58
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			76,403.58
		Balance per Cash Book is :-	76,403.58
		Difference is :-	0.00

Signed by Chair.....

Appendix 2 – Agenda Item 122109

BT	Monthly office broadband charge	GP00546968	DD	£46.14	DD 01/12/2021
Clerks Expenses	Mobile Phone		EP	£60.06	Mobile phone, Christmas lights
SSE	Electricity	2405418415	SO	£15.00	DD 21/11/2021
Litter Warden Boots			EP	£106.25	
HALC	Planning training	4860	EP	£54.00	
Staff salaries & associated costs	Staff salaries, Tax & NI	December	EP	1150.66	Staff salaries & associated costs
				PAYMENT TOTALS	£1432.11

Appendix 3 – Agenda Item

Sherfield Park Parish Council 2022/23 Budget

	2020-21		2021-22		2022-23	
	Budget	Actual	Budget	Forecast	Budget	Forecast
RECEIPTS						
Precept	39,220	39,220	39,220	39,220	39,220	
Interest	75	32	75	5	5	
Litter Warden Grant	2,100	2,267	2,267	2,317	2,317	
S 106 grant	-	-	-	-	-	
CC Grant	-	500	-	-	-	
One off bank compensation payment	-	-	-	-	-	
Total income	£41,395	£42,019	£41,562	41,542	41,542	£0
PAYMENTS						
Salaries & Allowances	12,000	13,050	13,000	13,000	15,000	
Clerks Expenses	400	-	400	-	400	
Administration & Stationery	1,200	260	1,200	400	1,200	
Chairman's Allowance	100	70	100	50	100	
Repairs & Maintenance	7,500	7,595	10,000	14,116	10,000	
Insurance	520	510	520	514	1,000	
Grants & Donations	15,000	5,941	15,000	7,000	15,000	
Section 137 payments	-	-	-	-	-	
Training	1,500	260	1,500	800	1,500	
Hall Hire	150	-	150	50	200	
Audit Fees	900	440	500	320	600	
Subscriptions	800	601	1,000	800	1,000	
Publications	500	610	600	500	700	
Traffic control equipment	3,500	-	3,500	6,816	3,500	
Office Equipment	1,500	1,115	1,000	1,000	1,000	
Miscellaneous	500	1,392	500	100	500	
Website	400	947	400	490	500	
Emergency Plan supplies	850	-	850	-	850	
Electricity, Broadband & Telephone	1,000	889	1,200	1,000	1,200	
Queens Platinum Jubilee	-	-	-	-	3,000	
Total out going	£48,320	£33,680	£51,420	£46,956	£57,250	£0
Balance	-£6,925	£8,339	-£9,858	-£5,414	-£15,708	£0
Reserves						
Provision for Election Costs	4,000		4,000		4,000	
Provision for Playground refurbishment	7,500		7,500		0	
Provision for purchase of land for allotments	5,000		5,000		7,500	
Provision for open spaces projects	23,000		13,000		12,000	
Provision for other Capital projects	2,000		2,000		2,000	
Provision for community orchard			25,000		30,000	
6 mth running cost reserve	20,000		20,000		25,000	
TOTAL	£61,500	£0	£76,500	£0	£80,500	£0

Signed by Chair.....

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