

SHERFIELD PARK PARISH COUNCIL

YOU ARE HEREBY SUMMONED to attend a **MEETING OF THE PARISH COUNCIL** at the Parish Office at **7.30pm on Wednesday 9th February 2022** 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. Please wear a mask and adhere to the latest Covid-19 guidelines.

Signed: *Tracy Hamer*

Tracy Hamer – Clerk & RFO

clerk@sherfieldparkparishcouncil.gov.uk

- 022201** To receive and accept apologies of absence.
- 022202** To receive any declarations of interest relevant to items on this agenda.
- 022203** To sign as a correct record, the minutes of the meeting of the Full Council held on 12th January 2022.
- 022204** Matters arising from previous meetings and actions as noted on the action log.
- 022205** To receive any Chairman's announcements.
- 022206** Public Participation Session – 15 minutes.
- 022207** To receive reports from:
 - County Councillor
 - Borough Councillors
 - SPCA
 - PPG
- 022208** To note the current financial situation.
- 022209** To authorise requests for February payments.
- 022210** To review and adopt the following SPPC policies:
 - Asset Register
 - Risk Register
- 022211** To consider the employment of a planning expert regarding the BDBC Local Plan submission and its impact on Sherfield Park.
- 022212** To hear an update from Open Spaces.
- 022213** To update members following the Miller Homes meeting on Thursday 27th January.
- 022214** To hear an update regarding the Speed Indicator Device and consider the purchase of a second mobile unit.

- 022215** To hear an update regarding the Queens Platinum Jubilee at Sherfield Park including costs associated with The Queens Green Canopy.
- 022216** To consider any additional risks identified in this meeting and update as required.
- 022217** To consider matters for including in the next issue of the Loddon Valley Link.
- 022218** To confirm the date of the next Parish Council meeting – Wednesday 9th March at 7.30pm.
- 022219** Admission to meeting to pass a resolution in accordance with the public bodies (Admission to meetings) act 1960 to exclude the public and press from the remainder of this meeting as publicity will be prejudicial to the confidential nature of the business.
- 022220** To consider confidential staffing matters.



Sherfield Park Parish Council (SPPC)
Draft Minutes of an Ordinary Meeting at The Parish Office
at 7.30pm on Wednesday 12th January 2022

	<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, 3 members of the public. The meeting was chaired by Cllr Rouse.

Agenda Item	Issue	Actions
012201	To receive and accept apologies of absence County Councillor Still and Borough Councillor Edwards.	
012202	To receive any declarations of interest relevant to items on this agenda. Nil.	
012203	To sign as a correct record, the minutes of the Ordinary Meeting of Sherfield Park Parish Council held on 8th December 2021. The Council unanimously agreed the content of the minutes. <i>Proposed by Cllr Parfrey and seconded by Cllr Gordon.</i>	Clerk
012204	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 012210 • Bus Shelter incident – The Clerk is liaising with the insurance company. 	Clerk
012205	To receive any Chairman’s announcements. <ul style="list-style-type: none"> • Cllr Rouse wished everyone a Happy and healthy New Year. 	
012206	Public Participation Session. Nil.	
012207	To receive reports from the County Councillor, Borough Councillors, the SPCA & the PPG <ul style="list-style-type: none"> • County Councillor – As you are aware the work being undertaken on Taylors Farm Roundabout are promoted, 	

Signed by Chair.....

	<p>being funded and are the responsibility of the developer Bellway. The process of construction has been delayed significantly by several unforeseen factors including boundary positions, underground services (utility plant) adjustments and the relevant design changes required in both instances, and also a requirement for a temporary traffic regulation order to be able to complete a major element of the works. We have insisted that the roads remain unrestricted during the time that these issues have taken to be resolved and accordingly traffic has not been delayed in any way. We currently expect the work to restart 17th January 2022 when a section of Gaiger Avenue will be under traffic control to enable a foul sewer to be installed. Further, we believe the boundaries are close to being agreed which will lead to the design being finalised and enable us to review the final proposals. Given that approval is possible the remaining construction work can be completed. Whilst it is true that there is a lot of work still to be completed Hampshire County Council, as a Highways Authority, and the developer are keen to complete this work as soon as possible and are working together to finalise the work in a timely manner.</p> <ul style="list-style-type: none"> • Borough Councillor – Cllr Vaux explained that as part of the Councillor Community Grant Scheme, each of our Borough Councillors has an allocation of £2,000 per year to put towards individual grants of between £250 and £1,000 for small-scale, local initiatives that will make a difference to people's lives and bring communities together. Individual councillors may combine their allocations. Any not-for-profit that represents or works with a specific community or group of people within a BDBC ward can apply. Borough Councillors have until 28th January to submit any applications so please ensure any applications are received before this date. More details are available at www.basingstoke.gov.uk/cllr-community-grants. It was confirmed that garden waste removal has been suspended due to staff shortages. Cllr Vaux noted that a planning application for Dixon Road is forthcoming. Once more detail is known it will be publicly available. • SPCA – Nil • PPG – Cllr Vaux noted a meeting is planned for next week when the potential new location for the surgery will be discussed further. 	
012208	<p>To note the current financial situation including Q3 update. The Council noted the present financial situation is satisfactory. See Appendix 1.</p>	Clerk/Cllr Gordon

Signed by Chair.....

012209	<p>To authorise requests for January payments. The Council resolved to approve the payments in Appendix 2 to these minutes. <i>Proposed by Cllr Gordon and seconded by Cllr Parfrey.</i></p>	Clerk/Cllr Gordon
012210	<p>To hear an update from Open Spaces.</p> <ul style="list-style-type: none"> • Pettys Copse Path – following a meeting with Croudace, the Clerk sent a formal request on 13/12/2021 to progress the permissions required from Croudace to resurface the path. The following response has been received: <p><i>I can confirm that I have put the following forward to my directors for their consideration. In doing so I have asked them to be mindful of the fact that this is intended to be a woodland walk, that we do not collect any contributions from the community for maintaining, and that we currently allow unrestricted use by the public.</i></p> <ul style="list-style-type: none"> - <i>To indemnify SPPC to carry out their own repairs to the surface of the footway. This will be conditional in respect of workmanship, materials, insurances and H&S.</i> - <i>To possibly make a financial contribution for the future repair and upkeep of the footway.</i> - <i>To transfer the land to SPPC, so that they have total control of when and how the footway should be maintained.</i> <ul style="list-style-type: none"> • Cllr Parfrey has completed the planning application for the entrance signage, payment pending. • Following a meeting with Cllr Vaux and BDBC officers, it was agreed that a full ‘audit’ of SP will be undertaken by the Parish Council. The walk-round flagged various maintenance issues which will be explored further. The Clerk has asked residents to report any local issues. Cllr Parfrey will lead on the initiative and has delegated areas for inspection to be collated and discussed on the 26th January. 	Clerk/Cllr Parfrey
012211	<p>To update members following the Miller Homes virtual meeting on Tuesday 11th January. Cllr Rouse and the Clerk attended the remote meeting on the 11th January and noted that a meeting will be organised between SPPC, the SPCA and Ward Councillors, with Miller Homes in attendance to discuss the impact on Sherfield Park and ways to improve infrastructure.</p>	Clerk/SPPC/SPCA/ Ward Councillors
012212	<p>To consider planning application: 21/03649/HSE at 80 Allington Rise, RG27 0SU <i>Proposed first floor side extension over existing garage.</i> It was resolved that the Parish Council have no objection to this planning application. <i>Proposed by Cllr Circuit and seconded by Cllr Wisniewski</i></p>	Clerk/Cllr Circuit

Signed by Chair.....

012213	<p>To hear an update regarding the Speed Indicator Device. Cllr Circuit reported that between the 2nd and 14th December the SID was positioned on Gaiger Avenue and recorded 12,500 vehicles in total. The average speed was 24mph. The fasted speed recorded was 43mph.</p> <p>January data will be published on the Parish Council at the end of the month. A second unit has been ordered to further encourage traffic calming at Sherfield Park.</p> <p>It was also agreed to explore the potential purchase of a handheld speedwatch unit which Cllr Circuit will action.</p>	Cllr Circuit
012214	<p>To discuss ideas to celebrate the Queen’s Platinum Jubilee at Sherfield Park. The SPCC have reserved the 5th June 2022 to host ‘The Big Lunch’ on the sports field. Further details will be discussed in due course and the Parish Council thanked John Morley for his contributions and enthusiasm for the event.</p>	Clerk
012215	<p>To consider any additional risks identified in this meeting and update as required. Nil.</p>	Clerk
012216	<p>To consider matters for including in the next issue of the Loddon Valley Link.</p> <ul style="list-style-type: none"> • SP grounds audit • Queens Jubilee • Lengthsman work • New SID • Miller Homes • Casual Vacancies 	Clerk
012217	<p>To confirm the date of the next Parish Council Meeting as Wednesday 9th February 2022 at 7.30pm at The Parish Office.</p>	
	<p>There being no further business, the meeting closed at 8.40pm</p>	
012218	<p>Admission to meeting to pass a resolution in accordance with the public bodies (Admission to meetings) act 1960 to exclude the public and press from the remainder of this meeting as publicity will be prejudicial to the confidential nature of the business. It was resolved that in accordance with the public bodies (Admission to meetings) act 1960 to exclude the public and press from the remainder of this meeting as publicity will be prejudicial to the confidential nature of the business. <i>Proposed by Cllr Parfrey and seconded by Cllr Circuit.</i></p>	
012219	<p>To consider confidential staffing matters. It was resolved to increase the Clerk & RFO’s weekly hours to 18. <i>Proposed by Cllr Circuit and seconded by Cllr Rouse.</i></p>	

Signed by Chair.....

Appendix 1 – Agenda Item 012208

Date: 05/01/2022

Sherfield Park Parish Council

Page 1

Time: 09:59

**Bank Reconciliation Statement as at 31/12/2021
for Cashbook 1 - Current Bank A/c**

User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
SPPC Lloyds	31/12/2021		31,217.27
			<hr/> 31,217.27
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			31,217.27
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			31,217.27
		Balance per Cash Book is :-	31,217.27
		Difference is :-	0.00

Date: 05/01/2022

Sherfield Park Parish Council

Page 1

Time: 10:00

**Bank Reconciliation Statement as at 31/12/2021
for Cashbook 2 - HSBC**

User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
SPPC HSBC	20/12/2021	55	76,404.21
			<hr/> 76,404.21
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			76,404.21
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			76,404.21
		Balance per Cash Book is :-	76,404.21
		Difference is :-	0.00

Signed by Chair.....

Appendix 2 – Agenda Item 0122089

BT	Monthly office broadband charge	GP00546968	DD	£46.14	DD 01/01/2022
Clerks Expenses	Mobile Phone and Avast Security		EP	£25.58	
OVO Energy	Electricity	2405418415	SO	£15.00	DD 21/01/2022
Lengthsman	Work to path and ditches	1321	EP	£1,944.00	
Lengthsman	Work to path and ditches	1325	EP	£1,113.60	
Chairmans allowance	Christmas sundries		EP	£18.75	
Sleeptight Security	Annual service	1837	EP	£258.00	
BDBC Planning	Permission for signage		EP	£259.00	
Staff salaries & associated costs	Staff salaries, Tax & NI	January	EP	£1,081.83	Staff salaries & associated costs
PAYMENT TOTALS				£4,761.90	

Signed by Chair.....

Signed by Chair.....

**Bank Reconciliation Statement as at 31/01/2022
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
SPPC Lloyds	31/01/2022		26,636.59
			<u>26,636.59</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			26,636.59
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			26,636.59
		Balance per Cash Book is :-	26,636.59
		Difference is :-	0.00

Time: 20:24

Bank Reconciliation up to 31/01/2022 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>
04/01/2022	DD	46.14		46.14		R <input type="checkbox"/>	BT
11/01/2022			181.22	181.22		R <input type="checkbox"/>	Receipt(s) Banked
14/01/2022	BACS	3,057.60		3,057.60		R <input type="checkbox"/>	Premier Gardens (Lengthsman)
14/01/2022	BACS	18.75		18.75		R <input type="checkbox"/>	William Rouse
14/01/2022	BACS	258.00		258.00		R <input type="checkbox"/>	Sleeptight Security
14/01/2022	BACS	25.58		25.58		R <input type="checkbox"/>	Tracy Hamer
14/01/2022	BACS	259.00		259.00		R <input type="checkbox"/>	Portal Plan Quest Ltd
20/01/2022	DD	15.00		15.00		R <input type="checkbox"/>	Southern Electric
21/01/2022	BACS	185.26		185.26		R <input type="checkbox"/>	Richard Oats
21/01/2022	BACS	105.45		105.45		R <input type="checkbox"/>	HMRC
21/01/2022	BACS	791.12		791.12		R <input type="checkbox"/>	Tracy Hamer
		<u>4,761.90</u>	<u>181.22</u>				

**Bank Reconciliation Statement as at 31/01/2022
for Cashbook 2 - HSBC**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
SPPC HSBC	20/01/2022	56	76,404.86
			<u>76,404.86</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			76,404.86
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			76,404.86
		Balance per Cash Book is :-	76,404.86
		Difference is :-	0.00

Time: 20:25

Bank Reconciliation up to 31/01/2022 for Cashbook No 2 - HSBC

<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>
20/01/2022			0.65	0.65		R ■	Receipt(s) Banked
		<u>0.00</u>	<u>0.65</u>				



022209 - February Payment Request

BT	Monthly office broadband charge	GP00546968	DD	£46.14	DD 01/02/2022
Clerks Expenses	Mobile Phone		EP	£6.50	
OVO Energy	Electricity	2405418415	SO	£15.00	DD 21/02/2022
ElanCity	SID	SO-UK02021	EP	£1,866.34	
Parish Online	Annual subscription		EP	£144.00	
Staff salaries & associated costs	Staff salaries, Tax & NI	February TBC	EP	£0.00	Staff salaries & associated costs
			PAYMENT TOTALS	£2,077.98	



Date of Acquisition	Asset Description	Cost (ex-VAT)	Insurance Value	Replacement Value	Location of Asset	Condition of Asset	Estimated Lifespan	Custodian	Replacement Date
2020	HP 14s-dq1504sa Laptop	£499	*	£500	With the Clerk	Good	5	Clerk	2025
2016	HP Envy 4520 Printer	£35	*	£50	The Parish Office	Good	5	SPPC	2021 or when required
2018	Samsung 22" Monitor	£88	*	£100	The Parish Office	Good	10	SPPC	2028
2016	Paper Shredder	£38	*	£38	The Parish Office	Good	5	SPPC	2021 or when required
2016	A4 Laminator	£25	*	£25	The Parish Office	Good	5	SPPC	2021 or when required
2016	Noticeboards x3	£7,400	**	£8,000	Sherfield Park	Good	20	SPPC	2036
2017	Bus Shelters x6	£21,000	**	£21,000	Sherfield Park	Good	20	SPPC	2038
2018	Parish Office Building	£27,000	£27,810	£30,000 TBC April 2022	Sunwood Drive	Good	20	SPPC	2028
2018	Desks x2	£330	*	£330	The Parish Office	Good	10	SPPC	2028
2018	Drawer Stacks x2	£189	*	£190	The Parish Office	Good	10	SPPC	2028
2018	Board Table x1	£200	*	£200	The Parish Office	Good	10	SPPC	2028
2018	Desk Chairs x2	£157	*	£157	The Parish Office	Good	10	SPPC	2028
2018	Conference Chairs x16	£436	*	£436	The Parish Office	Good	10	SPPC	2028
2018	Office Cupboards x2	£298	*	£298	The Parish Office	Good	10	SPPC	2028
2017	Speed Monitor unit with stand	£2,760	£2,842.80	£2,760	The Parish Office	Good	10	SPPC	2027
2017	Display Stand x2	£300	*	£300	The Parish Office	Good	5	SPPC	2022 or when required
2019	Projector and screen	£250	*	£250	The Parish Office	Good	5	SPPC	2024

2019	Office Security System x1	£2,000	£2,060	£2,000	The Parish Office	Good	10	SPPC	2024
2019	Bus stop bins x2	£500	**	£500	Rockbourne Road	Good	10	SPPC	2029
2020	Planters at PC Office x5	£714	*	£750	The Parish Office	Good	10	SPPC	2030
2021	SID camera and fittings x2	£6,588	£7,000	£6,600	The Parish Office/In Use	Good	10	SPPC	2031
2021	SPPC Entrance Signage	£TBC					20	SPPC	2041
TOTAL VALUE		£70,807	£71,793						

Note: Insurers recommend counting full cost price (not discounted price) for insurance purposes, plus delivery and installation, but exclude costs of uplifting, site containers or welfare facilities.

Note: Government audit regulations require that as from 2010/11, items which were donated or are of an unknown purchase cost, be shown at current value.

* Office Equipment Total Value - £2,828.38

** Street Furniture Total Value - £29,252

To be reviewed and approved February 2022, for review March 2023 (at Insurance Renewal)



Sherfield Park Parish Council - Risk Management Policy and Risk Register

What is Risk Management?

Risk is a threat that an event or action will adversely affect the council's ability to achieve its objectives, implement its strategies and provide its services. Risk management is the process by which risks are identified, evaluated, addressed and reviewed. Sherfield Park Parish Council recognises that it has a responsibility to take all reasonable and practical measures to safeguard its employees and assets, the people it works with and provides services for; and to protect the natural and built environments for which it is responsible.

The council is aware that some risks cannot be eliminated fully and has in place a strategy that provides a structured, systematic and focused approach to managing risk and including where necessary, the introduction of internal controls and/or appropriate use of insurance cover.

Objectives

The objectives of the risk management policy are to:

- Integrate risk management into the culture of the council
- Manage risk in accordance with best practice and legislative requirements
- Minimise loss, disruption, injury and damages
- Inform policy and operational decisions by identifying risks and their likely impact
- Raise awareness of the need for risk management

These objectives will be achieved by:

- Identification of risk
- Undertaking risk assessments
- Managing the risk and recording actions
- Incorporating risk management considerations into council processes
- Providing appropriate training
- Establishing clear roles, responsibilities and reporting lines
- Effective communication with, and active involvement of employees

Risk Register

The risk register enables the parish council to assess the risks that it faces and confirm that it has taken appropriate steps to manage those risks. The council has broken the risks into the following categories:

Section 1. Areas where there may be scope to use insurance to help manage risk

Sherfield Park Parish Council - Risk Register

Section 2. Working with others to help manage risk

Section 3. Self-managed risk

Section 4. Coronavirus/Covid-19

The risks are identified and evaluated as a raw risk (risk level prior to application of internal controls) and the controls in place which present a residual risk level (after internal controls have been applied) and actions that are required, and when and/or how regularly this should be reviewed.

Reviewed and adopted: February 2022

Review Date: February 2023 or before as required

Sherfield Park Parish Council - Risk Register

Risk Area	Risk Identified	Raw risk (H/M/L)	Controls in place	Residual Risk	Action required	Review date
Section One : Areas where there may be scope to use insurance to help manage risk						
Property	Loss or damage to property and contents owned by the council	H	<ul style="list-style-type: none"> Register of assets and investments reviewed annually Assets all covered by insurance renewed annually Security cameras and alarms installed at parish office 	M	<ul style="list-style-type: none"> Bi-monthly inspection of bus shelters for damage Ensure asset register reviewed annually prior to audit Renew insurance in June 2022, including details of assets included. Security system used to secure office at all times Check security system is being recorded on a monthly basis Annual health check by accredited security company 	Bi-monthly Annual December 2021 Continual Monthly Annually
Public liability	Damage to third party property or individuals by parish employees; damage sustained by others by or in parish owned assets.	H	<ul style="list-style-type: none"> Parish office checked for health & safety issues Insurance cover for public liability £12m 	L	<ul style="list-style-type: none"> Renew insurance in June 2021 with sufficient public liability cover Annual review of health & safety of parish office and bus shelters 	June 2021 Annual
Exposure to Third Party actions	Consequential loss of income or the need to provide essential services following critical damage, loss or non - performance by a third party	L	Parish has no sources of income other than precept, and no 'essential' services. Litter picking the only service provided by parish.	L	If required a rota of volunteers/councilors to litter pick.	As required.
Theft	Loss of cash or assets through theft or dishonesty.	M	<ul style="list-style-type: none"> Financial Regulations reviewed and audited annually Financial managements systems audited annually Parish office alarmed and has security cameras Bus shelters, bins and noticeboards of robust construction 	L	<ul style="list-style-type: none"> Annual review of Financial Regulations Annual audit of financial systems Annual review of alarm and security systems Annual review of security of bus shelters, bins and noticeboards. 	Annual

Sherfield Park Parish Council - Risk Register

Risk Area	Risk Identified	Raw risk (H/M/L)	Controls in place	Residual Risk	Action required	Review date
			<ul style="list-style-type: none">Insurance cover in place (fidelity guarantee)			

Sherfield Park Parish Council - Risk Register

Risk Area	Risk Identified	Raw risk (H/M/L)	Controls in place	Residual Risk	Action required	Review date
Section Two - Working with others to help to manage Risk						
Employment – paying employees correctly	Errors in paying employees.	M	<ul style="list-style-type: none"> Parish contracts with payroll provider Financial regulations sets out system for paying employees 	L	<ul style="list-style-type: none"> Review payroll provider annually Annual audit of payroll system 	Annual May 2021
Banking	Fraud and corruption by inappropriate borrowing or lending.	M	<ul style="list-style-type: none"> Parish bank accounts managed in accordance with standing orders and financial regulations Bank balances noted monthly at council Bank signatories and electronic banking authorisers approved by council Annual audit 	L	<ul style="list-style-type: none"> Annual review of Financial Regulations Annual review of Standing Orders Annual review of signatories and e-banking authorisers Annual audit 	Annual May 2021
Value for Money requirement	Fraud or corruption in the awarding of contracts for hiring or purchase of equipment or services (including professional services such as lawyers, accountancy, etc)	L	<ul style="list-style-type: none"> Award of contracts follow standing orders and financial regulations 	L	<ul style="list-style-type: none"> All contracts for hiring or purchasing of equipment or services require 3 quotes and decision at council Annual review of all contracts held by council (including website, cloud, security etc) Annual audit 	As required Annual May 2021

Sherfield Park Parish Council - Risk Register

Risk Area	Risk Identified	Raw risk (H/M/L)	Controls in place	Residual Risk	Action required	Review date
Section Three - Self Managed Risk						
Financial records	Loss of control of finances; loss of records	H	<ul style="list-style-type: none"> In compliance with Standing Orders and Financial Regulations, Finance Reports are produced monthly, and actual v budget figures produced quarterly Files backed up on the Cloud. 	L	<ul style="list-style-type: none"> Monthly finance reports reviewed at council Quarterly review of budget v actual at Finance Committee Annual audit of systems Annual review of the contract for our back-up systems 	Monthly Quarterly May 2021
Business activities	Breach of legal powers of councils	L	Parish has no current business activities.	L	If considering business activities to source advice from HALC and other councils who have experience of similar activities.	Ongoing
Employment law and Inland Revenue regulations	Breach of legal requirements regarding payment of employer's tax and National Insurance	M	<ul style="list-style-type: none"> Use of Payroll contractor Clerk and appropriate councilors trained in council finance Annual audit 	L	<ul style="list-style-type: none"> Advice sought from HALC if required Bi-annual review of Clerk and councilor training needs Annual audit 	As required 6-monthly May 2021
VAT	Not meeting HMRC regulations	M	<ul style="list-style-type: none"> Clerk trained in VAT regulations for councils Payments/reconciled on monthly basis Annual audit 	L	<ul style="list-style-type: none"> Advice sought as required from HMRC Annual audit 	As required May 2021
Annual precept/ Budgets	Failure to set and manage precept income as regulated; spending not as budgeted.	M	<ul style="list-style-type: none"> Compliance with Standing Orders and Financial Regulations Budget reviewed and agreed in January annually, informed by previous years' spending Clerk and appropriate councilors trained in council finance Budget published on parish website Annual accounts published on parish website by the end of June annually 	L	<ul style="list-style-type: none"> Standing Orders and Financial Regulations reviewed with reference to national recommended templates annually Budget agreed December and published on website Annual audit Annual accounts and governance statement published on website Annual review of Clerk and 	Dec 2021 Dec 2021 May 2021 June 2021 Annual

Sherfield Park Parish Council - Risk Register

Risk Area	Risk Identified	Raw risk (H/M/L)	Controls in place	Residual Risk	Action required	Review date
			<ul style="list-style-type: none"> Annual audit 		councilor training requirements	
Grants	Failure to comply with powers when funds granted to local community bodies	M	<ul style="list-style-type: none"> All grants based on approved form with supporting information All grants considered and approved/denied by council, specifying which power the parish is applying Annual audit 	L	<ul style="list-style-type: none"> Annual review of the Grant forms Review Clerk and councilor training to ensure powers are well understood Access advice from HALC when needed Annual audit 	<p>Annual</p> <p>As required</p> <p>May 2021</p>
Policies	Failure to meet employment and statutory regulations including GDPR, FOI, Equality, Employment Laws	M	<ul style="list-style-type: none"> Full set of policies reviewed by Policies & Personnel Group, adopted by council Clerk leads on FOI Policies published on website Clerk and appropriate councilors attended recent training in key areas Annual audit 	M	<ul style="list-style-type: none"> All policies to be reviewed annually by P&P Annual review of Clerk and councilor training to ensure sufficient knowledge and expertise in these areas within the council Advice sought from HALC as required Annual audit 	<p>Annually</p> <p>Annually</p> <p>As required</p> <p>May 2021</p>
Transparency Code	Failure to meet regulations to be open and transparent	M	<ul style="list-style-type: none"> Council and Committee agendas, papers and minutes are published in accordance with Standing Orders Each councilor has completed and published a Register of Interests All councilors receive at least basic councilor training, including when to declare pecuniary and non-pecuniary interests All required document are published annually by end of June as set out in Standing Orders Register of Members' Interests, Gifts and Hospitality maintained by Clerk Annual audit 	L	<ul style="list-style-type: none"> Ensure up to date with legislation through training Review and update councilor's register of interests annually in May Publish all documents as listed in Standing Orders by end of June Continue to publish agendas & papers 5 working days before meetings Continue to publish minutes with a month of meeting Annual audit 	<p>Annual</p> <p>May 2021</p> <p>June 2021</p> <p>On-going</p> <p>On-going</p> <p>May 2021</p>

Sherfield Park Parish Council - Risk Register

Risk Area	Risk Identified	Raw risk (H/M/L)	Controls in place	Residual Risk	Action required	Review date
Electronic data security	Data being stolen or hacked	H	<ul style="list-style-type: none"> • Firewalls on office equipment • Firewall on Clerk's laptop to block attacks • Anti-virus and malware protection installed (MacAfee) • Laptop is password protected • Data is backed up securely in the Cloud • Registered with ICO • Website meets current GDPR legislation 	L	<ul style="list-style-type: none"> • Laptop passwords should be changed every December and June, with sufficient password strength • Password is not documented (consider an accredited Password Management application) 	Annual
IT equipment	Clerk's laptop fails	H	<ul style="list-style-type: none"> • Back-up of data is secure in Cloud offsite (Team KnowHow) • Laptop hardware and software lifecycle monitored to ensure replacement in timely manner (3-5 years) 	L	<ul style="list-style-type: none"> • Ensure all valuable data is being backed up (Dec & June) • Perform monthly health checks on laptop • Laptop hardware to be replaced within 5 years • Ensure laptop software is updated in a timely way (office suite, any packages relied on) 	Monthly Monthly June 2025
Electronic data Storage	Loss of data	H	<ul style="list-style-type: none"> • Persistent (continuous) back-up into the Cloud (data storage in 2 places to mitigate loss of 1) 	L	<ul style="list-style-type: none"> • Annual subscription • December and June validation of back-ups being successfully applied 	May Dec & June
Reputation	Parish is subject of negative publicity due to poor decisions; poor transparency of actions; or negative social media/press.	M	<ul style="list-style-type: none"> • Decision making and transparency compliant with Standing Orders, Financial Regulations and statutory requirements • Meetings held in public and topical public meetings held to engage with residents and hear views • Communications and social media 	L	<ul style="list-style-type: none"> • Annual review of communications and social media policies • Annual review of Standing Orders and Financial Regulations and our compliance 	Feb 2021

Sherfield Park Parish Council - Risk Register

Risk Area	Risk Identified	Raw risk (H/M/L)	Controls in place	Residual Risk	Action required	Review date
			<p>policies in place to ensure appropriate interaction with social media and press</p> <ul style="list-style-type: none"> • Hold an Annual Parish Meeting where all residents can come and ask questions/have their say on topics or issues. 			

Sherfield Park Parish Council - Risk Register

Risk Area	Risk Identified	Raw risk (H/M/L)	Controls in place	Residual Risk	Action required	Review date
Section Four – Coronavirus/COVID-19						
Ongoing projects and business activities	Remaining an effective Council, making payments to contractors and payroll. Holding meetings. Website and social media updates.	M	<ul style="list-style-type: none"> Email login for Clerk shared with Chair, should the Clerk be taken unwell. Website and FB login shared with Chair/Vice Chair. Rialtus login shared with Finance Chair. 	L	<ul style="list-style-type: none"> SPPC to react to NALC guidance. Extra card reader and login details require for Chair to Lloyds account. Residents to be informed of ongoing guidance and changes through social media channels and noticeboards/office window. Email and phone number shared through social media and noticeboards/office window to ensure MOP's can contact SPPC easily. 	Ongoing
Personnel	Safety & Health of Councillors, Contractors, Staff, Volunteers and MOP	M	The Parish office will be open, following the most up-to-date government guidance e.g. windows open for increased ventilation, good hygiene such as hand washing and masks, provision of hand gel and good cleaning practices.	L	<ul style="list-style-type: none"> SPPC to react to NALC guidance. Residents to be informed of ongoing guidance and changes through social media channels and noticeboards/office window. Email and phone number shared through social media and noticeboards/office window to ensure MOP's are able to contact SPPC easily. 	Ongoing



022211 – Employment of Planning Expert regarding BDBC Local Plan

Sherfield Park Parish Council were approached by Sherfield on Loddon Parish Council to work collaboratively with an independent planning expert to formulate a response to the Regulation 18 consultation and critique the evidence put forward regarding the following sites:

Land At Wildmoor Lane	110 Dwellings
Land At Sherfield Hill Farm	400 Dwellings
Land To The North Of Redlands Farm	57 Dwellings
Redlands Lodge	20 Dwellings
Land At Redlands	140 Dwellings
Dixon Road	150 Dwellings
Sherfield On Loddon Garden Centre	100 Dwellings

The Advanced version of the response would look at:

1	The Sustainability Appraisal
2	The previous Local Plan and Inspectors Report
3	The Settlement Study
4	The Borough-wide Housing Requirement.

Working with Sherfield on Loddon Parish Council but still submitting separate representations, the two parish councils could share the cost of 3 and 4, but not 1 and 2. The cost is illustrated below.

	Advanced Version	Advanced Version (Total each, if fee split between two Parish Councils).
Stage 1: Initial research and review of evidence base (to inform Stage 3)	£1,500 excl VAT	£1,150 excl VAT As not all factors can be shared, this assumes the cost of the following is split 50/50 - 3) The Settlement Study; and 4) the Borough-wide Housing Requirement.
Stage 2: Site Visits (Assumes visits to the 7 shortlisted sites in the September 2021 Local Plan Paper)	£1,500 excl VAT	£750 excl VAT Total cost can be shared 50/50.
Stage 3: Draft Local Plan Regulation 18 Written Response	£4,500 excl VAT	£3,500 excl VAT As not all factors can be shared, this assumes the cost of the following is split 50/50 - 3) The Settlement Study; and 4) the Borough-wide Housing Requirement It is assumed that the following will not be shared - 1) The Sustainability Appraisal; and 2) the previous Local Plan and Inspectors Report.
Attend Meetings	£140 excl VAT/hour	£140 excl VAT/hour
Deposit excl VAT	£1,000	£1,000
Deposit incl VAT	£1,200	£1,200

022215 – Queens Green Canopy

The required permissions are in place from Croudace, BDBC and HCC to plant a tree at the seating area on Sunwood Drive. The suggestion is a dwarf weeping cherry which will not present root growth that will disturb the path (max height 4m).

The optimum planting time is before the end of March. Hortus Loci are able to supply and plant the tree at cost to the Parish Council of £550.

We are also able to order a commemorative plaque at a cost to the Parish Council of £134.99.

