



# SHERFIELD PARK PARISH COUNCIL

**Sherfield Park Parish Council (SPPC)**  
**Minutes of an Ordinary Meeting at The Parish Office**  
**at 7.30pm on Wednesday 9<sup>th</sup> February 2022**

	<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, 2 members of the public. The meeting was chaired by Cllr Rouse.

Cllr Rouse reminded those in attendance of Standing Orders 3a-g to ensure conduct during SPPC meetings remains cordial and in line with procedural standards.

Agenda Item	Issue	Actions
<b>022201</b>	<b>To receive and accept apologies of absence</b> Cllr Parfrey, County Councillor Still and Borough Councillor Edwards.	
<b>022202</b>	<b>To receive any declarations of interest relevant to items on this agenda.</b> Nil.	
<b>022203</b>	<b>To sign as a correct record, the minutes of the Ordinary Meeting of Sherfield Park Parish Council held on 12<sup>th</sup> January 2022.</b> The Council <b>resolved</b> to unanimously agree the content of the minutes. The Chairman signed the minutes. <i>Proposed by Cllr Rouse and seconded by Cllr Circuit.</i>	Clerk
<b>022204</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 – no further updates.</li> <li>• Unity Trust Bank – application is underway to transfer the parish council savings account from HSBC to Unity Trust Bank.</li> <li>• Queens Platinum Jubilee – see item 022215</li> </ul>	Clerk
<b>022205</b>	<b>To receive any Chairman's announcements.</b> Cllr Rouse noted that the outline planning application for 101 entry level dwellings on the land at Dixon Road has been registered, with a closing date for comments of the 1 <sup>st</sup> March 2022. The planning committee will organise a date to convene asap. It was agreed to	

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	<p>publish details of the application on Facebook to inform and encourage submissions from parishioners.</p>	
022206	<p><b>Public Participation Session.</b> A member of the public commented on the level of dangerous and inconsiderate parking present at Sherfield Park. Cllr Rouse noted that this has been an ongoing problem for many years and that any concerned residents should report incidents of dangerous parking via 101.</p>	
022207	<p><b>To receive reports from the County Councillor, Borough Councillors, the SPCA &amp; the PPG</b></p> <p>County Councillor Elaine Still (via email) – <b>Household Waste Recycling Centres update</b> - The system of booking to visit Hampshire's household waste recycling centres (HWRCs) is to be made permanent following feedback from users who overwhelmingly supported the approach. It was introduced in June 2020 in response to the pandemic but also helped smooth visits and reduce queuing. The ability to book multiple trips will remain.</p> <p><b>Platinum Jubilee Celebrations</b> - Hampshire County Council is putting plans in place to celebrate the Queen's Platinum Jubilee this year. These will provide opportunities for residents across the county to participate, including through schools, libraries, care homes, and outdoor sites. The primary focus is during the extended bank holiday weekend of Thursday 2 to Sunday 5 June 2022. The plan also have is a significant focus on complementing The Queen's Green Canopy theme, with £0.5 million is to be made available to help organisations and communities plant trees across the county.</p> <p>The celebrations will be launched on Thursday 10 February at a high-profile event in Winchester attended by HRH The Prince of Wales, who will unveil 'Licoria of Winchester', a new life-size bronze statue of a prominent medieval Jewish woman, designed by award-winning sculptor Ian Rank-Broadley.</p> <p>Borough Councillor – Cllr Vaux reported the following:</p> <ul style="list-style-type: none"> <li>- The leader of Basingstoke and Deane Borough Council, Ken Rhatigan, has resigned his position and a new leader will be decided at the February Full Council meeting of BDBC.</li> <li>- The motion that Cllr Vaux made to Full Council in relation to adoption process has been passed.</li> <li>- The BDBC Covid Economy Report show employment is buoyant in the area, apart from the 18–24-year-old age group. There is a push to match opportunities by signposting to <a href="http://www.esznorthhants.org.uk">www.esznorthhants.org.uk</a></li> <li>- Rev Mark Anderson held his welcoming service at St Leonards Church last week. He is hoping to create more of a presence at Sherfield Park.</li> </ul> <p>SPCA – Nil</p> <p>PPG – The new website for Chineham Medical Practice has</p>	

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	launched. A survey shared with local residents regarding a change of premises has been well received.	
022208	<b>To note the current financial situation.</b> The Council noted the present financial situation is satisfactory. See Appendix 1. The Clerk confirmed the Internal Audit for year ending 31 <sup>st</sup> March 2022 is arranged for Thursday 28 <sup>th</sup> April 2022	Clerk/Cllr Gordon
022209	<b>To authorise requests for February payments.</b> The Council <b>resolved</b> to approve the payments in Appendix 2 to these minutes. It was noted the payslips have not arrived yet and will need to be formally approved in the March payment requests. <i>Proposed by Cllr Gordon and seconded by Cllr Wisniewski</i>	Clerk/Cllr Gordon
022210	<b>To review and adopt the following SPPC policies:</b> <ul style="list-style-type: none"><li>• Asset Register</li><li>• Risk Register</li></ul> The Council reviewed and <b>resolved</b> to adopt both policies. <i>Proposed by Cllr Circuit and seconded by Cllr Wisniewski</i>	Clerk
022211	<b>To consider the employment of an independent planning expert regarding the BDBC Local Plan submission and its impact on Sherfield Park.</b> The Council <b>resolved</b> to proceed with the employment of the planning expert. <i>Proposed by Cllr Circuit and seconded by Cllr Wisniewski</i>	Cllr Circuit/Clerk
022212	<b>To hear an update from Open Spaces.</b> Below is an update following the audit of Sherfield Park as initiated following the Full Council meeting in January 2022, and subsequent Open Spaces meeting on 26 <sup>th</sup> January.  Sherfield Park was divided into 12 areas, each area being assigned to the members of SPPC. All areas have now been surveyed and the findings are being logged onto an Action Register, broken down into the following areas of responsibility (the ‘action owner’), identified and agreed by those who attended the meeting of 26 <sup>th</sup> January. <ul style="list-style-type: none"><li>• Private Residential Areas</li><li>• Hampshire County Council Highways</li><li>• Basingstoke &amp; Deane Borough Council</li><li>• Sherfield Park Parish Council</li><li>• Croudace</li><li>• Sovereign (Housing Association)</li><li>• Vivid (Housing Association)</li><li>• Sherfield Park Community Centre</li></ul> There were common findings throughout the surveys:	Cllr Parfrey

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	<ul style="list-style-type: none"> <li>• The lifting and misplacement of Tree Grates that in some cases have resulted in trip hazards and lifting of block paving caused by the roots</li> <li>• Painting of safety bollards</li> <li>• Cleaning of Waste Bins and the removal of obsolete red dog waste bins</li> <li>• Cleaning of fencing and lampposts</li> </ul> <p>Further discussions are required amongst members of the SPPC, to agree a solution for the repair/maintenance of Drain Trays used in areas of block paving. There was some discussion regarding boundaries, where road surfaces transition from tarmac to block paving and who is responsible for the block paved areas.</p> <p>There was a suggestion that SPPC should/could launch a Spring messaging campaign, 'Pride In Sherfield Park' ahead of and in preparation for the Queens Jubilee celebrations in June 2022.</p>	
022213	<p><b>To update members following the Miller Homes meeting on 27<sup>th</sup> January 2022.</b></p> <p>Cllrs Rouse, Circuit, Parfrey and the Clerk attended a meeting with members and trustees of the SPCA, Borough Councillor Jenny Vaux and Miller Homes representatives to discuss the forthcoming detailed application (March 2022) for 186 new homes in the first phase of development at Sherfield Hill Farm. Concerns were shared regarding the over-development of the area and the lack of facilities at the proposed new development. It was agreed that the Parish Council would liaise with SPCA to discuss areas for improvement should the application not be opposed.</p>	Clerk/SPPC/SPCA/Ward Councillors
022214	<p><b>To hear an update regarding the Speed Indicator Device.</b></p> <p>Cllr Circuit reported that a second device has been purchased and that January data has been reported via the website and Facebook.</p> <p>Cllr Circuit presented a paper regarding the purchase of an additional mobile unit – see Appendix 3.</p> <p>The Council <b>resolved</b> to proceed with the purchase of the Pocket Radar PR1000TA Traffic Advisor Speed Radar Gun.  <i>Proposed by Cllr Circuit and seconded by Cllr Wisniewski</i></p>	Clerk/Cllr Circuit
022215	<p><b>To hear an update regarding the Queen's Platinum Jubilee at Sherfield Park.</b></p> <ul style="list-style-type: none"> <li>• BDBC, Croudace and HCC have given permission for a tree and commemorative plaque to be planted at the seating area on Sunwood Drive as part of the Queens Green Canopy. Costs are attached for a dwarf weeping cherry tree, commemorative plaque, planting and sundries.</li> </ul> <p>The Council <b>resolved</b> to proceed with the purchase of and planting of the tree.  <i>Proposed by Cllr Gordon and seconded by Cllr Wisniewski</i></p>	Clerk

Signed by Chair.....

	<ul style="list-style-type: none"> <li>BDBC have declined to allow permission for a circular branch around the tree at Monxton Place as it presents a liability. A free-standing bench on a plinth not under trees would be acceptable, and the parish council requested that Open Spaces explore options regarding locations asap.</li> </ul>	
<b>022216</b>	<b>To consider any additional risks identified in this meeting and update as required.</b> Nil.	Clerk
<b>022217</b>	<b>To consider matters for including in the next issue of the Loddon Valley Link.</b> <ul style="list-style-type: none"> <li>Dixon Road planning application</li> <li>Community speedwatch</li> <li>Casual Vacancies</li> </ul>	Clerk
<b>022218</b>	<b>To confirm the date of the next Parish Council Meeting as Wednesday 9<sup>th</sup> March 2022 at 7.30pm at The Parish Office.</b>	
	There being no further business, the meeting closed at 8.35 pm	
<b>022219</b>	<b>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.</b>  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 Gordon and seconded by Cllr Circuit</i>	
<b>022220</b>	<b>To consider confidential staffing matters.</b>  It was <b>resolved</b> to agree the provision of a NEST pension with 5% employee and 3% employer contribution rates, to be calculated on the full salary. <i>Proposed by Cllr Circuit and seconded by Cllr Gordon</i>	

Signed by Chair.....

## Appendix 1 – Agenda Item 022208

Date: 03/02/2022

Sherfield Park Parish Council

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Time: 20:23

Bank Reconciliation Statement as at 31/01/2022  
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	31/01/2022		26,636.59
			<u>26,636.59</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			26,636.59
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			26,636.59
	<b>Balance per Cash Book is :-</b>		<b>26,636.59</b>
	<b>Difference is :-</b>		<b>0.00</b>

Date: 03/02/2022

Sherfield Park Parish Council

Page 1

Time: 20:25

Bank Reconciliation Statement as at 31/01/2022  
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	20/01/2022	56	76,404.86
			<u>76,404.86</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			76,404.86
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			76,404.86
	<b>Balance per Cash Book is :-</b>		<b>76,404.86</b>
	<b>Difference is :-</b>		<b>0.00</b>

Signed by Chair.....

## **Appendix 2 – Agenda Item 022209**

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	

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Signed by Chair.....

**Appendix 3 – Agenda Item 022214**

Signed by Chair.....