

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 15th June 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.

Signed: *Tracy Hamer*

Tracy Hamer – Clerk & RFO

clerk@sherfieldparkparishcouncil.gov.uk

- 062201** To receive and accept apologies of absence.
- 062202** To receive any declarations of interest relevant to items on this agenda.
- 062203** To sign as a correct record, the minutes of the Annual General Meeting held on 11th May 2022.
- 062204** Matters arising from previous meetings and actions as noted on the action log.
- 062205** To receive any Chairman's announcements.
- 062206** To hear an introductory presentation from Loddon Community Energy.
- 062207** Public Participation Session – 15 minutes.
- 062208** To receive reports from:
 - County Councillor
 - Borough Councillors
 - SPCA
 - PPG
- 062209** To note the current financial situation.
- 062210** To authorise requests for June payments.
- 062211** To consider and approve a request to purchase a 2-metre telescopic ladder for accessing the SID's safely.
- 062212** To consider and approve cost of Rialtas Alpha Training for the Clerk at a cost of £200 plus VAT for a 3.5 hour session.
- 062213** To consider planning applications:
22/01379/RET – 7 Stanswood Grange, Sherfield-On-Loddon RG27 0BF
Retrospective application for conversion of garage and single storey rear extension with link joining rear of dwelling.
[Full details here](#)

- 062214** To consider the following grant applications:
- Request from Sherfield Park Community Association for £1,200 under Section 145 of LGA 1976 towards the cost of The Big Jubilee Lunch at Sherfield Park.
 - Request from Sherfield Park Community Association for £2,000 under Section 145 of LGA 1976 towards the cost of Sherfest 2022.
 - Request from Sherfield Park Community Association for £200 under Section 145 of LGA 1976 towards the cost of transport for the Over 55's group outing.
- 062215** To hear an update from Open Spaces.
- 062216** To hear an update regarding the Speed Indicator Device.
- 062217** To hear an update regarding Pettys Copse Path.
- 062218** To consider any additional risks identified in this meeting and update as required.
- 062219** To consider matters for including in the next issue of the Loddon Valley Link.
- 062220** To confirm the date of the next Parish Council meeting – Wednesday 13th July at 7.30pm.



Sherfield Park Parish Council (SPPC)
Minutes of the Annual General Meeting at The Parish Office
at 7.30pm on Wednesday 11th May 2022

	<u>IN ATTENDANCE</u>	<u>APOLOGIES</u>	<u>ABSENT</u>
Councillors:			
Cllr. Gordon	✓		
Cllr. Circuit (Chair)	✓		
Cllr. Parfrey	✓		
Cllr. Wisniewski	✓		

In attendance: Borough Councillors Vaux and Miller, 2 members of the public.
 Tracy Hamer (Clerk) taking the minutes. The meeting was chaired by Cllr Circuit.

Agenda Item	Issue	Actions
052201	To elect a Chairman for the coming municipal year <i>Cllr Circuit was nominated by Cllr Gordon, seconded by Cllr Parfrey and elected unopposed as Chairman for the municipal year.</i>	
052202	To elect a Vice-chairman for the coming municipal year <i>Cllr Gordon was nominated by Cllr Circuit, seconded by Cllr Parfrey and elected unopposed as Vice-Chair for the municipal year.</i>	
052203	Signing Members Interests Forms Forms were signed in the presence of the Clerk.	Clerk
052204	To receive and accept apologies of absence County Councillor Elaine Still.	Clerk
052205	To receive any declarations of interest relevant to items on this agenda. Nil.	
052206	To sign as a correct record, the minutes of the meeting of the Full Council held on 13th April 2022. The Council unanimously agreed the content of minutes which were signed by the Chairman. <i>Proposed by Cllr Circuit and seconded by Cllr Wisniewski.</i>	
052207	To elect the members and chairs for the for the following committees (which meet in public): <ul style="list-style-type: none"> • Planning • Finance • Open Spaces • Policy & Personnel 	

Signed by Chair.....

	<p>It was resolved that the following councillors be elected to the various committees & subcommittees:</p> <p><u>Planning</u>- Cllrs Circuit, Parfrey and Gordon. Cllr Circuit was re-elected Chair of this committee. <i>Nominated by Cllr Parfrey & Seconded by Cllr Gordon.</i></p> <p><u>Finance</u> – Cllrs Gordon, Parfrey and Wisniewski. Cllr Gordon was re-elected as Chair. <i>Nominated by Cllr Circuit & seconded by Cllr Wisniewski.</i></p> <p><u>Open Spaces</u> – Cllrs Parfrey, Gordon and Wisniewski. Cllr Parfrey was elected as Chair of this committee. <i>Nominated by Cllr Circuit & seconded by Cllr Wisniewski.</i></p> <p><u>Policy & Personnel</u> – Cllrs Circuit, Parfrey and Wisniewski. Cllr Circuit was elected Chair of this committee. <i>Nominated by Cllr Parfrey & seconded by Cllr Gordon.</i></p>	
052208	<p>To select a Speedwatch representative. Cllr Parfrey will act as the Council’s Speedwatch Representative and will be assisted by Cllrs Circuit and Wisniewski.</p>	
052209	<p>Matters arising from items from previous meetings and actions as noted on the action log.</p> <ul style="list-style-type: none"> • The Clerk noted that the application to Unity Bank will be progressed once a new clerk is in role. 	
052210	<p>To receive any Chairman’s announcements.</p> <ul style="list-style-type: none"> • Cllr Circuit formally noted the resignation of Cllr Will Rouse on Friday 29th April. Cllr Rouse was thanked for his hard work and commitment to the Parish Council and members wished him well. • Cllr Circuit noted the resignation of the Clerk on Friday 29th April and thanked her for hard work and commitment to the Parish Council. It was confirmed that recruitment arrangements are in process. • Cllr Circuit congratulated Cllr Vaux on her re-election as a Borough Councillor. 	
052211	<p>Public Participation Session.</p> <ul style="list-style-type: none"> • A member of the public commented on the condition of the tree that has been purchased and planted for the Queens Green Canopy. Cllr Parfrey and the Clerk commented that they had both been in touch with the supplier to express concern regarding its suitability. The Clerk will continue to liaise with the supplier. • A member of the public noted fly posting on the lampposts near to the play group. Cllr Parfrey will collect the lamppost numbers so the issue can be reported to SSE. 	
052212	<p>To receive reports: County Councillor - I have explored the potential for the Loddon Valley catchment area to become part of a Local Nature Recovery Network and have requested this now be the case. The Environment Act introduced a requirement for Local Nature Recovery Strategies</p>	

Signed by Chair.....

(LNRs) for England to be prepared and published by “Responsible Authorities.” The Strategies will provide the foundation of a national Nature Recovery Network, identify the opportunities and priorities for enhancing biodiversity, and support wider objectives such as mitigating or adapting to climate change in an area. The strategies will have a key role in the land use planning system and be an important source of evidence for local planning authorities to use in the preparation of their Local Plans. They are also intended to support the delivery of wider environmental objectives and each Strategy will map specific opportunities for taking priority action for nature recovery and the use of “nature-based solutions.”

The County Council is already committed to this way of working. For example, we are a member of the Hampshire and Isle of Wight Local Nature Partnership (LNP) whose aims include creating bigger, better and more joined up places for nature in line with the vision and recommendations of Sir John Lawton’s Making Space for Nature and meet regularly with ecologists from the local planning authorities. Indeed, officers from the County Council and the Hampshire Biodiversity Information Centre (HBIC), which is hosted by the County Council, recently met with members of the Natural Environment Team at Basingstoke and Deane Borough Council to explore areas of common interest including climate change, biodiversity and the Environment Act. The officers will be meeting again to continue these discussions and it’s expected that the preparation of the Local Nature Recovery Strategy, and building on existing successful initiatives, will be an important part of future conversations. One of those successes, and a significant advantage in developing the Strategy, will be the detailed Ecological Network Map for Hampshire prepared by HBIC on behalf of the LNP.

Protecting and enhancing the natural environment is of the highest importance to the County Council. Our commitment can be traced back over a number of years and through numerous initiatives. It is also a fundamental part of our work to tackle climate change in Hampshire.

Facts and Figures Hampshire’s population is **1,389,200**(2020) the third most populous county in England (85% is rural and 15% urban). Hampshire CC maintains **5400** miles of roads, **4300** miles pavements, **150,000**streetlights, **474** maintained schools for 138,000 pupils, **52** academy schools for **38,000** pupils, **10** residential homes for children and young people, **18** Older Persons Care Homes, **24** Cllr Jan Warwick Household Waste Centres and **5** Country Parks. **4.8 million** books, e-books and magazines are loaned each year. The proportion of household waste sent to landfill has decreased since 2011/12 (from 8% to 4%). **96%** of all Hampshire waste is either recycled, reused, composted or sent for energy recovery. The waste sent to energy recovery produces sufficient energy to power **50,000** homes.

Budget HCC approves £2.4 billion spending on local services in

Signed by Chair.....

2022/2023

Plans for the next financial year focus on the county's ongoing work following the pandemic, support for vulnerable children and adults, investment in Hampshire's roads and infrastructure to support economic recovery, as well as climate change mitigation.

The annual council tax charge for a Band D property will be £1,390.86 – an increase of £0.78 per week, equating to 2.99%, of which 1% is for adults' social care. The budget includes £556.2 million of capital expenditure over the next three years to boost jobs, the quality of the environment and to tackle climate change.

The proposed capital programme includes: · £109 million in new and extended school buildings to ensure there is a school place for every child in Hampshire · £136 million for structural maintenance and improvement of roads and bridges in Hampshire over the next three years · £109 million for integrated transport schemes including over £50 million specifically focused on walking and cycling improvements · £95 million for major improvement of school and other County Council buildings and land holdings over the next three years following the £33 million for decarbonisation schemes covering solar PV, single to double glazing window replacements, transition from oil to gas and the implementation of heating controls that took place in 2021-2022

Climate Change Hampshire County Council has been taking active steps to ensure Hampshire is resilient to the impacts of a 2% rise in average temperature and in mitigating further changes through carbon reduction measures. HCC's own emissions have reduced by more than 43%, with more than a 50% reduction by 2025 and carbon neutrality by 2050.

<https://www.hants.gov.uk/landplanningandenvironment/environment/climatechange>

Councillor Grants This year I have supported a wide range of local causes across the Division with grants amounting to £8000.

Borough Councillors

Cllr Jenny Vaux noted that the current activity at Dixon Road has been reported to Planning Enforcement and the Tree Officer and that at present, none of the activity is unlawful. The Council will continue to monitor the situation.

SPCA – Nil

PPG – A new and very experienced practice manager has been employed. Plans for the move to Jameson House have been delayed for legislative reasons. If patients experience waiting time for an appointment totalling more than 3 weeks, they should complain to the practice.

052213	<p>To note the current financial situation. The Council noted the present financial situation is satisfactory. See Appendix 1.</p>	
052214	<p>To review and formally note findings following the Internal Audit dated 11th May 2022. The Internal Audit was reviewed, and it was noted that no changes are required. See Appendix 4.</p>	
052215	<p>To review and approve the end of year accounts and the Annual Governance and Accountability Return 2021/22. The Council resolved to approve the end of year accounts and AGAR 2021/22. See Appendix 3. <i>Proposed by Cllr Circuit and seconded by Cllr Gordon.</i></p>	
052216	<p>To authorise any requests for May 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>	
052217	<p>To consider planning applications: 22/01278/HSE – 77 Chilworth Way, Sherfield-On-Loddon RG27 0FD <i>Proposed single storey rear extension.</i></p> <p>It was unanimously resolved that the Parish Council support this planning application. <i>Proposed by Cllr Circuit and seconded by Cllr Parfrey.</i></p>	
052218	<p>To hear an update from Open Spaces. It was unanimously agreed to budget a sum of up to £500 to replant the boxes at the parish office. <i>Proposed by Cllr Gordon and seconded by Cllr Wisniewski.</i></p>	
052219	<p>To hear an update regarding the Speed Indicator Device. Cllr Circuit noted that all data is on the PC website. The results will help to inform future community speedwatch initiatives.</p>	
052220	<p>To hear an update regarding Pettys Copse Path. Cllr Circuit confirmed the SPPC do not wish to acquire Pettys Copse Path as an asset and had agreed to pay for the cost to resurface the path as a measure to expedite the situation. Cllr Vaux is liaising with BDBC to establish next steps.</p>	
052221	<p>To hear an update regarding the Queens Platinum Jubilee at Sherfield Park. Cllr Gordon will liaise with the SPCA to confirm arrangements for the mayor to open the event on Sunday 5th June.</p>	
052222	<p>To note and approve updates to the risk register and consider any additional risks identified in this meeting. Nil.</p>	

Signed by Chair.....

052223	<p>To consider matters for including in the next issue of the Loddon Valley Link.</p> <ul style="list-style-type: none"> • Casual vacancies for councillors • Clerk vacancy 	
052214	<p>To confirm the date of the next Parish Council meeting – Wednesday 15th June at 7.30pm.</p>	
	<p>There being no further business, the meeting closed at 8.35pm</p>	

Signed by Chair.....

Appendix 1 – Agenda Item 052213

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
SPPC Lloyds	30/04/2022		17,848.22
			17,848.22
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			17,848.22
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			17,848.22
		Balance per Cash Book is :-	17,848.22
		Difference is :-	0.00

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
SPPC HSBC	20/04/2022	59	76,410.76
			76,410.76
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			76,410.76
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			76,410.76
		Balance per Cash Book is :-	76,410.76
		Difference is :-	0.00

Signed by Chair.....

Appendix 2 – Agenda Item 052216

BT	Monthly office broadband charge	GP00546968	DD	£46.14	DD 01/05/2022
Clerks Expenses	Mobile Phone and Microsoft 365		EP	£85.49	Mobile Phone and Microsoft 365
DM Payroll Services	Payroll fees	2137	EP	£132.00	
Zurich	Insurance 22-23	514815050	EP	£560.04	
Mulberry & Co	Internal Audit	19334	EP	£154.80	
Paul Parfrey	Expenses		EP	£449.65	Materials for office storage
Staff salaries & associated costs	Staff salaries, Tax & NI		May	£1,680.80	Staff salaries & associated costs
				PAYMENT TOTALS	£3,109.92

Appendix 3 – Agenda Item 052215

Section 2 – Accounting Statements 2021/22 for

Sherfield Park Parish Council				
	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	79,754	88,361	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	
2. (+) Precept or Rates and Levies	39,220	39,220	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
3. (+) Total other receipts	3,567	3,701	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
4. (-) Staff costs	13,050	13,898	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
6. (-) All other payments	21,130	21,538	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
7. (=) Balances carried forward	88,361	95,846	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
8. Total value of cash and short term investments	88,361	95,846	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
9. Total fixed assets plus long term investments and assets	64,219	69,069	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
10. Total borrowings	0	0	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
			✓	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
				N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.
Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

11/05/2022

I confirm that these Accounting Statements were approved by this authority on this date:

11/05/2022

as recorded in minute reference:

052215

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Signed by Chair.....

**Bank Reconciliation Statement as at 31/05/2022
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	31/05/2022		36,803.30
			<hr/> 36,803.30
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			36,803.30
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			36,803.30
		Balance per Cash Book is :-	36,803.30
		Difference is :-	0.00

Time: 15:57

Bank Reconciliation up to 31/05/2022 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>
03/05/2022	DD	46.14		46.14		R <input type="checkbox"/>	BT
03/05/2022			22,080.00	22,080.00		R <input type="checkbox"/>	Receipt(s) Banked
12/05/2022	BACS	132.00		132.00		R <input type="checkbox"/>	DM Payroll Services Ltd
12/05/2022	BACS	154.80		154.80		R <input type="checkbox"/>	Mulberry & Co
12/05/2022	BACS	449.65		449.65		R <input type="checkbox"/>	Paul Parfrey
12/05/2022	BACS	86.49		86.49		R <input type="checkbox"/>	Tracy Hamer
12/05/2022	BACS	560.04		560.04		R <input type="checkbox"/>	Zurich Municipal
20/05/2022	SO	15.00		15.00		R <input type="checkbox"/>	Southern Electric
23/05/2022	BACS	197.60		197.60		R <input type="checkbox"/>	Richard Oats
23/05/2022	BACS	372.94		372.94		R <input type="checkbox"/>	HMRC
23/05/2022	BACS	1,110.26		1,110.26		R <input type="checkbox"/>	Tracy Hamer
		<u>3,124.92</u>	<u>22,080.00</u>				

**Bank Reconciliation Statement as at 31/05/2022
for Cashbook 2 - HSBC**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
SPPC HSBC	20/05/2022	60	76,413.90
			<u>76,413.90</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			76,413.90
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			76,413.90
		Balance per Cash Book is :-	76,413.90
		Difference is :-	0.00

Time: 15:57

Bank Reconciliation up to 31/05/2022 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>
20/05/2022			3.14	3.14		R ■	Receipt(s) Banked
		<u>0.00</u>	<u>3.14</u>				



062210 - June Payment Request

BT	Monthly office broadband charge	GP00546968	DD	£46.14	DD 01/06/2022
Clerks Expenses	Mobile Phone		EP	£6.50	Mobile Phone
Rod Wise	Planters		EP	£167.76	Expenses
Richard Oats	Boots		EP	£82.88	New Boots
SLCC	Membership	MEM239969-1	EP	£198.00	Clerk Membership
Viking	Office items	7045803	EP	£109.61	Stationery
Staff salaries & associated costs	Staff salaries, Tax & NI	May	EP	£2,094.45	Staff salaries & associated costs
			PAYMENT TOTALS	£2,705.34	

062211 – Telescopic Ladder

Purchase 2 metre telescopic ladder at a cost of £44.95 to be kept at the parish office, for use when installing and moving the Speed Indicator Devices.



Sherfield Park Parish Council
The Parish Office
30 Sunwood Drive
Sherfield On Loddon
Hook
RG27 0FP

Our Ref: 22/01379/RET

17 May 2022

Dear Sir/Madam,

Location: 7 Stanswood Grange Sherfield-On-Loddon Hampshire RG27 0BF
Proposal: RETROSPECTIVE APPLICATION FOR CONVERSION OF GARAGE AND SINGLE STOREY REAR EXTENSION WITH LINK JOINING TO THE REAR OF DWELLING.

PLANNING PERMISSION 21/00620/HSE - PLEASE REFER TO STATEMENT

Grid Ref: 466212, 156260

Please be advised that the above application for Retention of Development (Section 73A) was registered on 16 May 2022. I would be grateful to receive any observations which you may have.

Copies of any plans or documents are on line:

<http://planning.basingstoke.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RBZD4JCRJL100>

Please respond to this consultation **by 7 June 2022**. If a response is not received within this time period it will be assumed that you do not wish to raise objection or have any comments to make on the proposal.

Please note that your comments on the planning application will be available to view on line. You are therefore reminded to omit any sensitive or confidential information; remove any personal information (such as signatures); and do not use personal email addresses when submitting your response.