

SHERFIELD PARK PARISH COUNCIL

Sherfield Park Parish Council (SPPC)
Minutes of an Ordinary Meeting at The Parish Office

at 7.30pm on Wednesday 8th February 2023

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

Cllr Vaux sent her apologies.

In attendance: Cllr Edwards, Cllr Miller and 3 members of the public

The meeting was chaired by Cllr Circuit and Clerked by Jane Stewart.

Agenda Number	Item	Action
022301	To receive and accept apologies of absence. Apologies accepted from Cllr Vaux	
022302	To receive any declarations of interest relevant to items on this agenda. There were no declarations of interest relevant to items on this agenda.	
022303	To sign as a correct record, the minutes of the meeting of the Full Council held on 11th January 2023 Minutes approved, <i>Proposed by Cllr Palmer Seconded by Cllr Gordon</i>	
022304	Matters arising from previous meetings and actions as noted on the action log. Any matters arising are covered in this agenda	

Signed Chair of Council



022305	<p>To receive any Chairman's announcements.</p> <p>The Chair commented that donations were being given and collected on Sherfield Park for the Turkish Disaster appeal. This act summed up the community spirit in the Parish.</p> <p>On 2nd February work was undertaken by the Lengthsman on the balancing ponds. It was interesting to see the debris removed and the work commissioned demonstrated the need for regular maintenance to keep the ponds clear. The main issue which arose during this work was the possible collapse of the pipe between Sherfield Park and the MOD land which requires repair.</p> <p>On 3rd February the Parish was visited by Cllr Miller and Maria Miller MP who came to view the sustainable drainage system. This type of system will be used by more new build areas going forward. The Parish were pleased to host the meeting and for the parties to see the benefits of the system and the need for ongoing maintenance.</p>	
022306	<p>Public Participation Session – 15 minutes.</p> <p>A member of the public submitted questions on the following.</p> <ul style="list-style-type: none"> • The Petty's Copse path, • The availability of the plan for Sherfield Park 20, • 'Welcome to Sherfield Park" signage, and • The status of the playground on Amport Drive <p>The Chair responded that contact had been made with BDBC and discussions were underway between Croudace and BDBC regarding the remaining pockets of land yet to be transferred from Croudace to BDBC. Site visits had been undertaken. The Chair has written to the Officer at BDBC managing the process asking if Pettys Copse and the land where the welcome signage is planned to be installed can be treated as a matter of urgency. Regarding the play area at Amport Way there are ongoing discussions. . The playground formed part of the Section 106. Discussions regarding alternative options are ongoing.</p> <p>The plans for Sherfield Park 20 will be published on the website when the planned items are finalised.</p>	
022311	<p>To consider planning application at 142 Rockbourne Road Sherfield-On-Loddon Hampshire RG27 0SR</p> <p>Item moved up the Agenda. The Parish Councillors thanked the Householder for attending the meeting and outlining the proposal. The Council had reviewed the planning application. It was noted that a partial planted area would remain. The Parish Council raised concerns on the proposed movement of a boundary wall, which formed part of the planning application. There was a concern that approving this would risk setting a precedent for similar applications which could have a material effect and impact on the openness, street scenes and open space of Sherfield Park. It was</p>	

Signed Chair of Council



	<p>noted that planning permission had been granted in some cases for movement of boundary walls. The planned single storey rear extension seemed in keeping with policy. The Council would not support the application because of the concern related to the movement of the external boundary wall.</p> <p>Other Planning Item – Redlands 21/00808/OUT Reserved matters application The Parish Council will comment as per previous consultations and the reasons outlined in the letter of 15 April 2021 still apply.</p>	
022307	<p>To receive reports from: Cllr Edwards – Stated she had come to the meeting to ensure the Parish Council were aware of the Redlands planning application. Regarding the playground on Ampport Way she believed discussions were underway to see if the S106 monies could be spent to improve the play area at Gaiger Avenue and put an additional play area in another location on the Park. This would ensure the legal agreement was met and the S106 monies used as planned. She stated that on Tuesday a scrutiny meeting had taken place on the plans for the Leisure Park in Basingstoke. Any comments anyone had on should be fed back to her. Regarding housing, there were several new schemes and a new housing register for people to sign up to. There were new products to ensure everyone had a fair chance of securing housing in the borough.</p> <p>Cllr Miller – Stated regarding the various pockets of land yet to be handed over he too had spoken to the Officer managing the process at BDBC in support of Sherfield Park. Regarding the medical practice in Chineham, he confirmed the new location would be announced by the end of the month. The closure of Iceland at Chineham Shopping Centre was discussed, and Cllr Miller assured the Parish Council that the vacant units at the Chineham shopping centre were being promoted.</p>	
022308	<p>To note any matters arising from the Internal Audit held on 30th January 2023</p> <p>The Chair thanked the Clerk for the work done to ensure the Internal Audit went well. It was noted there were no matters that needed to be reviewed and the proposals from the Auditor were with regard to the application of best practice.</p>	
022309	<p>To note the current financial situation</p> <p>The balance with HSBC is £76,544.41 and with Lloyds is £25,290.46 Outgoings were £1,772.67 and monies coming in were £2,093.45 which were a grant from Cllr Still and a VAT refund.</p>	
022310	<p>To authorise requests for February payments</p> <p>Authorised</p>	

Signed Chair of Council



	<i>Proposed by Cllr Gordon</i>	<i>Seconded by Cllr Parfrey</i>	
022312	Update from Open Spaces to include update on Sherfield Park 20 The Lengthsman had carried out a good job. The best time to get them back would be in the summer when the ponds are dry. Croudace will be notified of the number of dead branches over the ponds. The fencing damaged on the edge of Pettys Copse has been brought back to the attention of Croudace. SP20 branding exercise should be complete for this week and the document will be put on the website.		
022313	Update on Speed Indicator Devices Additional brackets have been deployed on lampposts. Cllr Parfrey explained the new locations enabled 10 sites to be utilised across the park. In addition the mobile unit is being deployed on Cufaude Lane as there are no lampposts to attach the SIDs to. He has set up a central data sheet to enable comparisons to be made and data more easily integrated. The current locations on Rockbourne Road will enable data to be collected on number of vehicles travelling a part of the spine of the Park. Collection of data will enable to council review potential discussions with Hampshire County Council, regarding traffic management, calming measures and a possible 20 mph speed limit. 2022 data will be presented in the same format. It was agreed the Parish Council will continue to look at proposals to address the parking issues on the Park.		
022314	Update on Policy Review Work in progress		
022315	To consider any additional risks identified for the risk register in this meeting and update accordingly. None identified.		
022316	To consider matters for including in the next issue of the Loddon Valley Link. March and April Sherfield Park 20 initiatives		
022317	To confirm the date of the next Parish Council meeting – 8th March 2023. Confirmed		
022318	To confirm the date of the Annual Parish Meeting 12th April 6.30pm Sherfield Community Centre Confirmed		
022319	AOB		

Signed Chair of Council



Date 03.02.2023
Time 07:51

Sherfield Park Parish Council
Bank Reconciliation Statement as at 31/01/2023
for Cashbook 2 - HSBC

Page 1
User: JANE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
SPPC HSBC	31/01/2023	68	76,600.93
			<hr/> 76,600.93
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			76,600.93
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			76,600.93
		Balance per Cash Book is :-	76,600.93
		Difference is :-	0.00

Signed Chair of Council



Achievement of control assertions at interim audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives are summarised in the table below. A further review and update of this opinion will be conducted at the final audit.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	v		
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	v		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	v		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	v		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	v		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			v
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	v		
H	Asset and investments registers were complete and accurate and properly maintained.	v		
I	Periodic bank account reconciliations were properly carried out during the year.	v		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	v		
K	If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			v
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			v
M	The authority, during the previous year (2021-22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	v		
N	The authority has complied with the publication requirements for 2021/22 AGAR.	v		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			v

Signed Chair of Council



Interim Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	I recommend reviewing the way the information is published on the website of West Chiltonton Parish Council as a best practice example via this link www.wcpc.org.uk/transparency	
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	I note that the date of publication is not included on the agenda, and I recommend this is added in future for greater clarity that the statutory notice period has been met.	
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	I remind council it is required to also post any supporting documentation with the agendas as outlined by the Information Commissioner's Office (page 3 of this link) ico.org.uk/minutesandagendas.pdf	
BUDGET, PRECEPT AND RESERVES	I have no concerns with the projected reserves levels, but the accounting package needs to be updated to reflect the actual position at the year-end.	


 Signed Chair of Council