

# SHERFIELD PARK PARISH COUNCIL

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

at 7.30pm on Wednesday 12<sup>th</sup> April 2023

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

In attendance 2 members of the public and Councillors Edwards, Vaux and Miller

Meeting Chaired by Cllr Circuit and Minuted by Clerk and RFO Jane Stewart

<b>Agenda Number</b>	<b>Item</b>
<b>Public Participation</b>	<p>A member of the public asked if references to 'a member of the public' in minutes will continue to be referred as 'a member of the public'. The Chair explained the adoption of a new format of meetings as recommended by the Association of Local Councils.</p> <p>A member of the public asked about the installation of the new flagpole and when it would be ready to fly flags. Armed Forces Day which celebrates veterans, the military, families of the military and cadets is Saturday 24<sup>th</sup> June, and a flag is usually flown from the Monday before. The member of the public offered to donate a flag to the Council and wondered if a flag raising ceremony could be undertaken on the 18<sup>th</sup> June. The Chair thanked the member of the public on behalf of the Parish and stated the Council would take him up on the offer.</p>
<b>042301</b>	<p><b>To receive and accept apologies of absence.</b></p> <p>No apologies received and no absences</p>
<b>042302</b>	<p><b>To receive any declarations of interest relevant to items on this agenda.</b></p> <p>Cllr Gordon declared she has been appointed as the Chair of Trustees for the Sherfield Park Community Association. Due to this role she will</p>

Signed   
Chair of Sherfield Park Parish Council





	Proposed Cllr Palmer	Seconded Cllr Parfrey
042307	<p><b>Council is asked to note the current financial situation. - Noted</b></p> <p><b>Council is asked to note the increases in Electricity charges from 1<sup>st</sup> April and BT increase in charges by 14.4% (10.9% CPI + 3.9% service improvements) - Noted</b></p>	
042308	<p><b>Council is asked to authorise requests for April payments.</b> To also include grants awarded in Agenda item 042306 and Microsoft License £79.99.</p> <p>Proposed Cllr Gordon</p> <p>Seconded Cllr Parfrey</p>	
042309	<p><b>Council to note changes to the response to Accounting Question 11 and Internal Control Objective L of the AGAR - Noted</b></p> <p><b>Council is asked to approve Section 1 of the Annual Governance Statement 2022/23 – Approved.</b></p> <p>No conflict of interest with External Auditors BDO LLP</p> <p>Proposed Cllr Circuit</p> <p>Seconded Cllr Parfrey</p>	
042310	<p><b>Council is asked to note the hourly increase in pay for the Litter Warden to £10.42 per hour as per the new National Minimum Wage from 1<sup>st</sup> April - Noted</b></p>	
042311	<p><b>Council is asked to consider and approve the following. Changes to the Transparency Code page on the council website recommended in the Interim Audit report January 2023. Approved.</b></p> <p>Proposed Cllr Circuit</p> <p>Seconded Cllr Parfrey</p>	
042312	<p><b>Council is asked to consider and agree the annual contract with Newnham Council lead parish in the Parish Lengthsman scheme.</b></p> <p>Approved</p> <p>Proposed Cllr Circuit</p> <p>Seconded Cllr Palmer</p>	
042313	<p><b>Council is asked to hear an update from Open Spaces Committee to include Sherfield Park 20 - Update delivered at Annual Parish Meeting</b></p>	
042314	<p><b>Council is asked to hear an update on Speed Indicator Devices – Update delivered at Annual Parish Meeting</b></p>	
042315	<p><b>Council is asked to consider any additional risks identified for the risk register in this meeting and update accordingly. None identified</b></p>	
042316	<p><b>Councillors are asked to inform the Clerk which items it wishes her to highlight in the Loddon Valley Link – Grants awarded, recruitment of councillors, photography winner</b></p>	
042317	<p><b>Council is asked to confirm the date of the next Parish Council meeting – 10<sup>th</sup> May 2023 - confirmed</b></p>	

Meeting ended 20.40

Signed   
Chair of Sherfield Park Parish Council

# SHERFIELD PARK PARISH COUNCIL

## 042308 – April Payment Request

Company Name	Detail	Inv/Quote Number	Method	Amount	Code	Notes
BT	Monthly office broadband charge	M048 R5	DD	£51.53	4155	
HMRC	Month 12		BACS	£146.85	4000	
Clerk	April mobile phone allowance		Expenses	£6.50	4160	
HALC	Affiliation fees and levy	5654	BACS	£589.55	4115	
Nest	Pension contribution to 23 April		DD	£88.94	4000	
Staff salaries	Clerk and Litter Warden		BACS	£1365.60	4000	
Viking Stationery Order	4 x Inks, stamps, file dividers		BACS	£219.95	4060	
SPCA	Room Hire 12 <sup>th</sup> April		BACS	£12.00	4105	
DM Payroll	Process payroll 23/24	2794	BACS	£132.00	4070	
<b>PAYMENT TOTALS</b>				<b>£2,612.92</b>		

Plus £79.99 Microsoft license renewal

Grant payments Sherfield Community Centre £3,700 Agenda item 042306

Greenhouse Graphics £185 plus VAT agreed 18<sup>th</sup> April 2023

Date: 03/04/2023

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### Bank Reconciliation up to 31/03/2023 for Cashbook No 1 - Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
06/03/2023	DD	51.53		51.53		R <input type="checkbox"/>	BT
09/03/2023	BACS	552.00		552.00		R <input type="checkbox"/>	Black Cat Creative
09/03/2023	BACS	28.80		28.80		R <input type="checkbox"/>	Paul Parfrey
09/03/2023	BACS	38.93		38.93		R <input type="checkbox"/>	Jane Stewart
09/03/2023	BACS	50.00		50.00		R <input type="checkbox"/>	South & South East In Bloom
10/03/2023	BACS	780.00		780.00		R <input type="checkbox"/>	Wedding in a Teacup
10/03/2023	BACS	500.00		500.00		R <input type="checkbox"/>	First Chineham Scouts
14/03/2023	DD	88.94		88.94		R <input type="checkbox"/>	Nest
15/03/2023	BACS	290.40		290.40		R <input type="checkbox"/>	Flagpole Express
21/03/2023	BACS	144.00		144.00		R <input type="checkbox"/>	Rialtus
21/03/2023	BACS	13.72		13.72		R <input type="checkbox"/>	Safety Gloves
22/03/2023	BACS	12.00		12.00		R <input type="checkbox"/>	HALC
22/03/2023	BACS	146.85		146.85		R <input type="checkbox"/>	HMRC
23/03/2023	BACS	197.80		197.80		R <input type="checkbox"/>	Richard Oats
23/03/2023	BACS	1,193.08		1,193.08		R <input type="checkbox"/>	Jane Stewart
27/03/2023	BACS	35.30		35.30		R <input type="checkbox"/>	Jane Stewart
28/03/2023	BACS	38.30		38.30		R <input type="checkbox"/>	Jane Stewart
29/03/2023	BACS	31.48		31.48		R <input type="checkbox"/>	Prestige Flowers
		<u>4,192.93</u>	<u>0.00</u>				

Signed  
Chair of Sherfield Park Parish Council

Date: 03/04/2023

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Bank Reconciliation up to 31/03/2023 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>
20/02/2023	Interest		68.31	68.31		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/03/2023	Interest		68.58	68.58		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/03/2023	21175902		50.00	50.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>186.89</u>				

Signed  
Chair of Sherfield Park Parish Council