

SHERFIELD PARK PARISH COUNCIL

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

at 7.30pm on Wednesday 10th May 2023

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

Members present at meeting (LGA 1972, Schedule 12, para. 40)

In attendance Cllr Vaux, Cllr Edwards and a member of the public

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

Agenda No	Item	Action
	<p>Public Participation Session – 15 minutes.</p> <p>A member of the public thanked Sherfield Park Community Centre and Sherfield Parish Council for the picnic in the park on Sunday 7th May. It was a lovely event, thank you to everyone involved. The Chair added his thanks to all the staff, volunteers and Trustees for making it a huge success.</p> <p>Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.</p>	
052301	<p>To elect a Chairperson for the coming municipal year. LGA 1972 ss 15 & 34. Cllr Circuit was elected as Chair for the next municipal year. Proposed Cllr Palmer Seconded Cllr Parfrey The vote was unanimous.</p>	
052302	<p>To elect a Vice-Chairperson for the coming municipal year. LGA 1972 ss 15 & 34. Cllr Gordon was elected as Vice Chair for the next municipal year. Proposed Cllr Circuit Seconded Cllr Parfrey The vote was unanimous</p>	
052303	<p>Signing of Members Interest Forms. Cllr Gordon and Cllr Parfrey signed amended forms due to changes in employment and Cllr Gordon being appointed as Chair of Trustees at Sherfield Park Community Centre. Clerk to send forms to Democratic</p>	

Signed



Chair of Sherfield Park Parish Council

	Services	Clerk
052304	To receive and accept apologies of absence – apologies received from Cllr Miller	
052305	To receive any declarations of interest relevant to items on this agenda. (Disclosable Pecuniary Interests) Regulation 2012 (SI 2012/1464) (NB this does not preclude any later declarations) – No declarations made on this Agenda	
052306	To sign as a correct record, the minutes of the meeting of the Full Council held on 12th April 2023 LGA 1972 Sch 12 para 41(1) Proposed Cllr Parfrey Seconded Cllr Gordon	
052307	<p>Review of Delegation arrangements to Committees, Sub Committees LG & housing Act 1989 s 13 Parish & Community Councils (Committee's regulations) 1990 SI 1990/2476 LGA 1972 s 101</p> <p>Committees agreed as follows</p> <p>Planning – Chair Cllr Circuit, Proposed Cllr Palmer, Seconded Cllr Gordon Members Cllr Palmer and Cllr Gordon</p> <p>Finance – Chair Cllr Gordon Proposed Cllr Circuit, Seconded Cllr Palmer Members Cllr Parfrey and Cllr Palmer</p> <p>Open Spaces – Chair Cllr Parfrey Proposed Cllr Circuit, Seconded Cllr Gordon Members Cllr Gordon and Cllr Palmer</p> <p>Policy & Personnel – Chair Cllr Palmer Proposed Cllr Parfrey, Seconded Cllr Circuit Members Cllr Circuit and Cllr Parfrey</p>	
052308	<p>To receive any Chairperson's announcements.</p> <p>Cllr Circuit updated the meeting on the progress of the adoption of open areas of Sherfield Park and outlined some of the works that would have to be taken. The Pettys Copse path should be improved by the end of May, but this is weather dependent. This work demonstrates Croudace are making progress. It would be worthwhile for councillors to do a walk round and draw up a snagging list to see if there is anything else that needs doing that may have been missed. Chair to propose a few dates</p>	Chair
052309	<p>To receive reports from:</p> <p>Cllr Edwards – no update. There is a Council meeting on 18th May which will determine whether BDBC will be run by a coalition or a minority Council.</p> <p>Cllr Vaux – Council is launching the Strengthening Community Grant. There is £188,000 for community resilience and green projects.</p> <p>PPG – Cllr Vaux met with Dr Cooper from Chineham Practice. They are not in a position to announce where they are re-locating to. He stated funding has remained the same level whilst demand has increased from 2.1 touches per patient to 7.5 per patient with the greatest increase in demand being from the under 45-year-olds. They will make an announcement in June</p>	

Signed



Chair of Sherfield Park Parish Council

	The Over 55's club appreciated the talk given by the Chair of the Parish Council.	
052310	<p>To note the current financial situation. £34,308.09 in the current account £76,872.60 in the reserve account There was difference in what had been agreed in April's payments as follows; Room hire SPCA was £17 not £12 Printer inks from Viking were £307.98 not quoted £219.95 Greenhouse Graphics underpaid by £5 – correction to be made this month's payments</p>	
052311	<p>To authorise requests for May payments. Clerk made Councillors aware of ICO direct debit for £35 and Insurance for £591.98 due June. Clerk undertook a price comparison for Insurance and confirmed the latest Asset Register items were covered by Zurich's quote.</p> <p>Proposed Cllr Gordon Seconded Cllr Parfrey</p>	
052312	<p>Council is asked to note the Clerk and RFO has completed the documentation for year end and the AGAR. The Internal Audit will take place on 24th May and the results brought to Council at the next meeting for sign off.</p> <p>AGAR and Year end approved. Proposed Cllr Gordon Seconded Cllr Parfrey</p>	
052313	<p>General Power of Competence In order to maintain the general power of competence the Council is asked to agree to training for the Clerk and RFO to attain CiLCA.</p> <p>The next CiLCA intake dates are.</p> <ul style="list-style-type: none"> • 01 June 2023 • 02 October 2023 • 01 December 2023 <p>Cost is £450 plus £250 + VAT for the webinar training sessions. Suggestion to implement a rider on the Clerk's contract regarding staged pay back of training expense should the Clerk leave - decision referred to Policy and Personnel Committee.</p> <p>Proposed Cllr Circuit Seconded Cllr Parfrey</p>	PP Chair
052314	<p>Council is asked to hear an update from Open Spaces Committee to include Sherfield Park 20 and approval for</p> <ol style="list-style-type: none"> 1. Feather Flag 2. Pull up banner 3. 3m x 3m gazebo <p>Cllr Parfrey updated the Council on the implementation of the flag pole and the raising of the flag for the Kings Coronation. He suggested the Council</p>	

Signed



Chair of Sherfield Park Parish Council

	<p>invest in a Parish Council flag when other flags were not flying. Clerk to investigate costs. The Council is being donated a flag for Armed Services Day.</p> <p>Cllr Parfrey presented the costs and suggested designs for a Feather Flag, pull up banner and 3m x 3m gazebo. The Council agreed the following; Feather Flag 2.8M x 1 double sided print £225 + VAT</p> <p>Proposed Cllr Circuit Seconded Cllr Palmer 1 x pull up banner agreed £115 + VAT</p> <p>Proposed Cllr Circuit Seconded Cllr Gordon Gazebo 3m x 3m Compact 40 £399.00</p> <p>Proposed Cllr Parfrey Seconded Cllr Gordon</p>	Clerk
052315	<p>Council is asked to hear an update on Speed Indicator Devices</p> <p>Data from the last month has been placed on the notice boards. Usual traffic volumes for last month on Gaiger Avenue. There were 14 vehicles travelling between 46 – 65 mph. New deployment on Rockbourne Road detected no vehicles travelling above 30mph.</p> <p>Chair suggested looking at the figures over the year to detect trends</p>	
052316	<p>Council is asked to consider a grant application from Victim Support for £100 to cover the cost of window and personal alarms.</p> <p>Proposed Cllr Circuit Seconded Cllr Parfrey</p>	
052317	<p>Council is asked to consider any additional risks identified for the risk register in this meeting and update accordingly.</p> <p>None identified</p>	
052318	<p>Councillors are asked to inform the Clerk which items it wishes her to highlight in the Loddon Valley Link – deadline Sunday 14th May</p> <p>Copy agreed with some amends</p>	
052319	<p>Council is asked to confirm the date of the next Parish Council meeting – 14th June 2023</p> <p>June meeting date confirmed</p>	

Meeting ended 2033

Signed



Chair of Sherfield Park Parish Council

SHERFIELD PARK PARISH COUNCIL

052311 – May Payment Request

Company Name	Detail	Inv/Quote Number	Method	Amount	Code	Notes
BT	Monthly office broadband charge	M048 R5	DD	£60.17	4155	
HMRC	Month 01		BACS	£195.85	4000	
Clerk	May mobile phone allowance		Expenses	£6.50	4160	
SLCC	Membership annual fee		BACS	£187.00	4115	
Nest	Pension contribution to 23 May		DD	£88.94	4000	
Staff salaries	Clerk and Litter Warden		BACS	£1365.40	4000	
Rialtus	Software Support and Maintenance Agreement	SM27749	BACS	£119.28	4145	
Curry's	Cloud Backup		DD	£50	4145	
Greenhouse Graphics	Underpayment on previous invoice		BACS	£5	4120	
PAYMENT TOTALS				£2078.14		

Date: 02/05/2023

Sherfield Park Parish Council

Page 1

Time: 12:54

Bank Reconciliation up to 30/04/2023 for Cashbook No 1 - Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/04/2023	DD	51.53		51.53		R <input type="checkbox"/>	BT
13/04/2023	BACS	132.00		132.00		R <input type="checkbox"/>	DM Payroll Services Ltd
13/04/2023			455.92	455.92		R <input type="checkbox"/>	Receipt(s) Banked
14/04/2023	BACS	17.00		17.00		R <input type="checkbox"/>	Sherfield Park Community Assoc
14/04/2023	BACS	3,700.00		3,700.00		R <input type="checkbox"/>	Sherfield Park Community Assoc
22/04/2023	BACS	146.85		146.85		R <input type="checkbox"/>	HMRC
24/04/2023	BACS	6.50		6.50		R <input type="checkbox"/>	Jane Stewart
24/04/2023	BACS	589.55		589.55		R <input type="checkbox"/>	HALC
24/04/2023	DD	88.94		88.94		R <input type="checkbox"/>	Nest
24/04/2023	BACS	216.92		216.92		R <input type="checkbox"/>	Richard Oats
24/04/2023	BACS	1,148.68		1,148.68		R <input type="checkbox"/>	Jane Stewart
24/04/2023	BACS	307.98		307.98		R <input type="checkbox"/>	Viking
24/04/2023	BACS	185.00		185.00		R <input type="checkbox"/>	Greenhouse Graphics
24/04/2023			22,319.20	22,319.20		R <input type="checkbox"/>	Receipt(s) Banked
25/04/2023	BACS	-185.00		-185.00		R <input type="checkbox"/>	Greenhouse Graphics
25/04/2023	BACS	180.00		180.00		R <input type="checkbox"/>	Greenhouse Graphics
		6,585.95	22,775.12				

Date: 03/05/2023

Sherfield Park Parish Council

Page 1

Time: 08:50

Bank Reconciliation up to 30/04/2023 for Cashbook No 2 - HSBC

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
20/04/2023	Interest		84.78	84.78		R <input type="checkbox"/>	Receipt(s) Banked
		0.00	84.78				

Signed



Chair of Sherfield Park Parish Council

Date: 03/05/2023

Sherfield Park Parish Council

Page 1

Time: 08:51

Bank Reconciliation Statement as at 30/04/2023
for Cashbook 1 - Current Bank A/c

User: JANE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
SPPC Lloyds	30/04/2023		34,308.09
			34,308.09
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			34,308.09
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			34,308.09
		Balance per Cash Book is :-	34,308.09
		Difference is :-	0.00

Date: 03/05/2023

Sherfield Park Parish Council

Page 1

Time: 08:52

Bank Reconciliation Statement as at 30/04/2023
for Cashbook 2 - HSBC

User: JANE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
SPPC HSBC	30/04/2023	71	76,872.60
			76,872.60
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			76,872.60
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			76,872.60
		Balance per Cash Book is :-	76,872.60
		Difference is :-	0.00

Signed



Chair of Sherfield Park Parish Council

Section 2 – Accounting Statements 2022/23 for

Sherfield Park Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	88,361	95,846	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.
2. (+) Precept or Rates and Levies	39,220	39,220	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3,701	6,527	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	13,898	20,854	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.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	21,538	25,832	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	95,846	94,907	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	95,846	94,907	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.
9. Total fixed assets plus long term investments and assets	69,069	73,780	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.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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

Date

03/05/2023

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

10/05/2023

as recorded in minute reference:

052312

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

Signed

Chair of Sherfield Park Parish Council