

SHERFIELD PARK PARISH COUNCIL

YOU ARE HEREBY SUMMONED to attend **A GENERAL MEETING OF THE PARISH COUNCIL** to be held at the Parish Office 30 Sunwood Drive, RG27 0FP at **7.30pm on Wednesday 13th September 2023** 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 or phone.

Signed: Jane Stewart - 6th September 2023

Jane Stewart – Clerk & RFO

clerk@sherfieldparkparishcouncil.gov.uk

Agenda No	Item
	Public Participation Session – 15 minutes. This section (at the Chairman’s discretion may last up to 15 minutes) is not part of the formal meeting of the Council and minutes may not be produced. Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.
092301	To receive and accept apologies of absence. Schedule 12 of the Local Government Act 1972
092302	To receive any declarations of interest relevant to items on this agenda. Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464)
092303	To sign as a correct record, the minutes of the meeting of the Full Council held on 14th June 2023 LGA 1972 Sch 12 para 41(1)
092304	To receive any Chairman’s announcements.
092305	Council is asked to hear reports from: <ul style="list-style-type: none"> • County Councillor • Borough Councillors • SPCA • PPG
092306	Council is asked to note the current financial situation including year to date spend
092307	Council is asked to consider a grant application from Sherfield Park Community Centre for £6,926.40 towards the annual cost of the Youth Club
092308	Council is asked to authorise requests for September payments
092309	Council is asked to agree the budget code changes and amendments to Ear Marked Reserves and running costs. Council is asked to consider moving of monies to Unity Bank from HSBC reserves.
092310	Council is asked to consider a 3-year contract with Mulberry & Co for internal audit services
092311	Council is asked to consider S106 money reserves and potential projects
092312	Council is asked to hear an update from Open Spaces Committee to include Sherfield Park 20
092313	Council is asked to hear an update on Speed Indicator Devices
092314	Council is asked to consider and agree the recommended updates to the

	Councils Policies
092315	Councillors are asked to inform the Clerk which items it wishes her to highlight in the Loddon Valley Link
092316	Council is asked to confirm the date of the next Parish Council meeting – 11th October 2023

If any members of the public wish to attend and make a statement or raise a question at the meeting, they should contact the Clerk before the meeting email clerk@sherfieldparkparishcouncil.gov.uk or phone 07770655302. The Clerk will then guide you with the process the meeting will take and assist you with any GDPR requirements you might have.

Before the meeting there will be a public session to enable the people of Sherfield Park Parish Council to ask questions of, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes.

Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is permitted under the openness of local Government Regulations 2014 (England Only). A person may not orally report or comment about a meeting as it takes place if he is present during the meeting of a parish council or its committees but otherwise may:

- Film, photograph or make an audio recording of a meeting.
- Use any other means for enabling persons not present to see or hear proceedings at a meeting of a parish council as it takes place or later.
- Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

However, anyone wishing to do so must speak to the Clerk prior to the meeting as there is policy and General Data Protection Regulations 2018 which must be followed. Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk (07770655302) or email address clerk@sherfieldparkparishcouncil.gov.uk at least 24 hours before the meeting so that every effort may be made to provide access.

SHERFIELD PARK PARISH COUNCIL

Sherfield Park Parish Council (SPPC)
Minutes of an Ordinary Meeting at The Parish Office
at 7.30pm on Wednesday 14th June 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 Miller, two members of the public and Elena Stebbings

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 had e mailed a question regarding parking on drop paving on a corner, prior to the meeting. They stated it was a regular occurrence and it often occurs in front of their property. They believe that as ticketing for this traffic offence is unlikely there is no deterrent. They recognised the Parish Council had asked, via a newsletter, for residents to be considerate when parking and asked what else the Parish Council could do regarding this matter. The Chair committed to the following Action Plan</p> <ol style="list-style-type: none"> 1. Leaflet the residents reminding them of the Highway Code and the dangers of parking on drop curbs on corners. If improvements are not made, the Council to seek enforcement. 2. Illustrate the communication with examples of poor parking. 3. Meet with PCSO's and BDBC Traffic Enforcers 	

Signed Chair of Council

	<p>Cllr Circuit – Yes Cllr Gordon – Yes Cllr Palmer – Yes Elena Stebbings was unanimously co-opted onto the Parish Council</p>	
062312	<p>Council is asked to hear an update from Open Spaces Committee to include Sherfield Park 20. Cllr Circuit updated the Council on the In Bloom entry and the narrative around the submission which included the bio-diversity of the area and conservation. Councillors agreed to a budget of £150 for plants and items for the parish office. Clerk to source</p>	Clerk
062313	<p>Council is asked to hear an update on Speed Indicator Devices The position of the current SID's will be moved later in June. It was noted there had been comments on social media regarding speeding on Ampport Road. The historical data from 2022 showed that the majority of vehicles travelled at less than 30mph. Commentators were referred to the Parish website for information.</p>	
062314	<p>Councillors are asked to inform the Clerk which items it wishes her to highlight in the Loddon Valley Link next issue. Copy agreed and sent to magazine</p>	
062315	<p>Council is asked to confirm the date of the next Parish Council meeting –12th July 2023 Meeting date confirmed</p>	

Meeting ended 2030

Appendix A

Hampshire County Councillor report June 2023

1. Cost of living support

Hampshire County Council has announced plans for how £14.2million of additional funding will be used to help local households struggling with the cost of food and energy prices. The funding is an extension of Government's Household Support Fund (HSF) until the end of March 2024. They will continue to work closely with other local organisations including district and borough councils, education settings, charities and neighbourhood groups to ensure that eligible households receive support with food, energy and water bills and assistance with essential household items. This includes up to £200,000 of funding to provide locally-based food and energy advice services, alongside practical help with costs.

The funding allocation includes:

- £800,000 to support the community pantry network and £361,000 for organisations supporting unpaid carers
- £800,000 in community grants for locally based organisations to support local residents
- £4,442,870 to district and borough councils to provide food vouchers and support with exceptional housing costs
- £2,845,622 to schools and other educational establishments to offer support at their own discretion to families most in need
- £460,000 in direct fuel support to vulnerable adults
- £715,000 in food vouchers to foster carers and connected carers

Details of how to seek support can be found at the connect4communities website
<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/connectforcommunities>

2. Greening campaigns

Signed Chair of Council

More communities across Hampshire can be empowered to take positive action on climate change over the next three years, thanks to almost £0.5million of National Lottery funding awarded to the Greening Campaign, with support from Hampshire County Council. This could include improving the energy efficiency of people's homes, reducing CO2, reducing waste, reusing and repairing, being more sustainable through locally grown produce, and providing green spaces for wildlife to thrive.

The Greening Campaign is a structured process, guiding communities to act on climate change and biodiversity locally. Guidance, based on experience gained from working with over 200 other groups across the UK, provides a blueprint for success for each step of the way, starting with motivating people in the community to get involved, through to making it fun and rewarding.

Two events are being held for those wanting to know more - on 12th and 15th June. Information or booking at <https://greening-campaign.org/events/>

3. Fostering campaign

A new campaign has been launched by Hampshire County Council to encourage residents to consider fostering an unaccompanied asylum-seeking child, whose numbers are increasing locally and nationally. Fostering one of these children can be extremely rewarding – by being a positive and enabling presence to support them to access education, stability in everyday life and to become settled into a new culture and country. More information can be found at <https://www.hants.gov.uk/uasc>.

As an alternative to fostering, residents can join the Council's Innovation Volunteers service, which supports local children, young people and families overcome challenges - details can be found at <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/innovationvolunteers>

4. New support for buses

Operators of nine bus routes have secured funding totalling £3.5m from Hampshire County Council, protecting their services for the next four years. Buses locally are under pressure with bus passenger numbers locally and nationally still below pre-pandemic levels. This is making it more challenging for the operators to deliver viable services, especially when coupled with increased operating costs and driver shortages. However, the Government has extended the £2 bus fare cap to the end of October 2023, rising to just £2.50 until November 2024, so this is very much an affordable way to travel when services are available.

5. Rural verge cutting

Hampshire Highways have now begun their seasonal grass cutting programme. This can be an emotive subject to many, especially in the nesting season. The department work closely with the conservation charity, Plantlife UK, to ensure that their work promotes biodiversity; in particular, they try to avoid cutting grass at ecologically important times, and particularly at sensitive sites. For safety reasons however, there are some locations where roadside grass still needs to be mown in order to maintain adequate visibility and sight lines, for example on the approaches

to roundabouts or at junctions. More information can be found at <https://www.hants.gov.uk/transport/roadmaintenance/grasscutting>

6. Hampshire Minerals and Waste Plan consultation

The consultation on the update to the Hampshire Minerals and Waste Plan closed at the end of January this year. The summary report on the responses can be seen at <https://www.hants.gov.uk/landplanningandenvironment/strategic-planning/hampshire-minerals-waste-plan/minerals-waste-plan-partial-update-consultation>. These responses are being considered and the next stage is for the Minerals and Waste Authority to publish a response.

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
SPPC Lloyds	31/05/2023		31,811.00
			<u>31,811.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			31,811.00
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	<u>0.00</u>
			31,811.00
		Balance per Cash Book is :-	31,811.00
		Difference is :-	0.00

Signed Chair of Council

**Bank Reconciliation Statement as at 31/05/2023
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
SPPC Lloyds	31/05/2023		31,811.00
			<u>31,811.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			31,811.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			31,811.00
		Balance per Cash Book is :-	31,811.00
		Difference is :-	0.00



062307 June 2023 Request for Payments						
Company	Detail	Inv/Quote No	Method	Amount	Code	Notes
BT	Office Broadband	MO514F	DD	£ 60.17	4155	
HMRC	NI and Pension contribution month 2		BACS	£ 196.05	4000	
Clerk	Mobile Phone Allowance		BACS	£ 6.50	4160	
Mulberry & Co	Final internal audit	21252	BACS	£ 241.56	4110	For AGAR
Nest	Pensions 24 May to 23 June 2023		DD	£ 88.94	4000	
Zurich	Insurances	523199351	BACS	£ 591.98	4085	Annual fee
Victim Support	Grant approved		BACS	£ 100.00	4090	Agreed 052316
Staff salaries	Salary and pension Clerk and litter warden		BACS	£ 1,365.20	4000	
ICO	Annual payment via DD		DD	£ 35.00	4115	Agreed 052311
Greenhouse Graphics	2.8m feather flag	27566	BACS	£ 270.00	4170	Agreed 052314
Greenhouse Graphics	Pull up banner	27567	BACS	£ 138.00	4170	Agreed 052314
Total				£ 3,093.40		

**Bank Reconciliation Statement as at 31/08/2023
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
SPPC Lloyds	31/08/2023		24,214.78
			<hr/> 24,214.78
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			24,214.78
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			24,214.78
		Balance per Cash Book is :-	24,214.78
		Difference is :-	0.00

Time: 12:26

Bank Reconciliation up to 31/08/2023 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>
01/08/2023	DD	60.17		60.17		R <input type="checkbox"/>	BT
11/08/2023	DD	88.94		88.94		R <input type="checkbox"/>	Nest
18/08/2023	BACS	299.70		299.70		R <input type="checkbox"/>	Royal British Legion
21/08/2023	BACS	117.60		117.60		R <input type="checkbox"/>	HALC
21/08/2023	BACS	130.68		130.68		R <input type="checkbox"/>	Flagpole Express
21/08/2023	BACS	36.00		36.00		R <input type="checkbox"/>	HALC
22/08/2023	BACS	197.05		197.05		R <input type="checkbox"/>	HMRC
22/08/2023	BACS	-197.05		-197.05		R <input type="checkbox"/>	HMRC
22/08/2023	BACS	196.05		196.05		R <input type="checkbox"/>	HMRC
23/08/2023	BACS	216.72		216.72		R <input type="checkbox"/>	Richard Oats
23/08/2023	BACS	1,148.68		1,148.68		R <input type="checkbox"/>	Jane Stewart
23/08/2023	BACS	6.50		6.50		R <input type="checkbox"/>	Jane Stewart
		<u>2,301.04</u>	<u>0.00</u>				

**Bank Reconciliation Statement as at 31/08/2023
for Cashbook 2 - HSBC**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
SPPC HSBC	31/08/2023	75	77,271.74
			<u>77,271.74</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			77,271.74
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			77,271.74
		Balance per Cash Book is :-	77,271.74
		Difference is :-	0.00

Time: 12:10

Bank Reconciliation up to 31/08/2023 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>
20/08/2023			115.97	115.97		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>115.97</u>				

Detailed Receipts & Payments by Budget Heading 31/08/2023

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1000 Litter Warden Grant	0	2,709	2,709			0.0%	
1076 Precept	22,319	39,220	16,901			56.9%	
1090 Bank Interest	484	75	(409)			645.2%	
Income :- Receipts	22,803	42,004	19,201			54.3%	0
Net Receipts	22,803	42,004	19,201				
200 Expenditure							
4000 Salaries & Allowances	8,114	21,000	12,886		12,886	38.6%	
4025 Clerks Expenses	0	400	400		400	0.0%	
4060 Stationery	263	700	437		437	37.6%	
4070 Administration	132	500	368		368	26.4%	
4075 Chairman's Allowance	0	100	100		100	0.0%	
4080 Repairs & Maintenance	0	12,000	12,000		12,000	0.0%	
4085 Insurance	592	600	8		8	98.7%	
4090 Grants & Donations	3,800	12,000	8,200		8,200	31.7%	
4100 Training	128	1,500	1,372		1,372	8.5%	
4105 Hall Hire	17	200	183		183	8.5%	
4110 Audit Fees	201	500	299		299	40.3%	
4115 Subscriptions	812	1,000	188		188	81.2%	
4120 Publications	185	700	515		515	26.4%	
4130 Office Equipment	0	200	200		200	0.0%	
4135 Miscellaneous	0	4,500	4,500		4,500	0.0%	
4140 Emergency Plan supplies	0	800	800		800	0.0%	
4145 IT-inc Website	716	530	(186)		(186)	135.1%	
4150 Electricity	0	560	560		560	0.0%	
4155 Broadband	244	560	317		317	43.5%	
4160 Office Mobile Phone	33	80	48		48	40.6%	
4170 Queens Platinum Jubilee	1,218	0	(1,218)		(1,218)	0.0%	
Expenditure :- Indirect Payments	16,454	58,430	41,976	0	41,976	28.2%	0
Net Payments	(16,454)	(58,430)	(41,976)				
999 VAT Data							
115 VAT on Receipts	738	1,000	262			73.8%	
VAT Data :- Receipts	738	1,000	262			73.8%	0
515 VAT on Payments	507	600	93		93	84.5%	
VAT Data :- Indirect Payments	507	600	93	0	93	84.5%	0
Net Receipts over Payments	230	400	170				

Detailed Receipts & Payments by Budget Heading 31/08/2023

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	23,541	43,004	19,463			54.7%	
Payments	16,961	59,030	42,069	0	42,069	28.7%	
Net Receipts over Payments	<u>6,580</u>	<u>(16,026)</u>	<u>(22,606)</u>				
Movement to/(from) Gen Reserve	<u>6,580</u>						

SHERFIELD PARK PARISH COUNCIL

FUNDING APPLICATION FORM

Please read the attached guidelines before completing this form. You may continue on a blank sheet if necessary, but the name of your organisation must be on any additional sheets.

A. Your organisation

Please give us the following information about your organisation:

Name of Organisation: SHERFIELD PARK COMMUNITY ASSOCIATION

Address: ...SUNWOOD DRIVE, SHERFIELD ON LODDON, HAMPSHIRE

Post Code: RG27 0FP

Description of your organisation's activities. Please list your aims and objectives.

SHERFIELD PARK COMMUNITY ASSOCIATION'S PURPOSE IS TO DEVELOP OUR COMMUNITY. WE WILL DELIVER THIS BY PROVIDING ENJOYABLE AND INCLUSIVE ACTIVITIES AND SERVICES FOR THE BENEFIT OF ALL RESIDENTS.

How long has your organisation been in existence? 14 YEARS+

B. Contact Details

Name of contact: Louise Grainger

Position: CENTRE MANAGER

Address for correspondence (if different from above):

Post Code:

Tel: (day time) 01256 883967 (mobile) : 07472 725608

Email address:: manager@sherfieldparkcommunity.co.uk

C. Your Application

a) Brief description of project or scheme for which grant is intended

1 X YOUTH CLUB LEADER FOR 4.5 HOURS PER WEEK x 52 PER YEAR TO MANAGE AND SUPPORT THE HUB YOUTH CLUB AT SHERFIELD PARK
 3 X SESSIONAL SUPPORT WORKER FOR 3.5 HOURS PER WEEK X 52 WEEKS PER YEAR TO SUPPORT THE HUB LEADER. THIS INCLUDES ON COSTS AND ANNUAL LEAVE ENTITLEMENT ETC.
 RETAINING ADDITIONAL HOURS & RESOURCE DUE TO INCREASED CAPACITY AND TO ALLOW GROUPS RUN ACROSS TWO ROOMS AND OR OUTSIDE ON THE FIELD.

b) Who will benefit from the proposed project or scheme and how many of these are Sherfield Park Parish residents?
 YOUNG PEOPLE AGED 8-16 WILL BENEFIT WITH APPROXIMATELY 60% SHERFIELD PARK RESIDENTS AND 40% FROM SURROUNDING NEIGHBOURHOODS. ON AVERAGE 25-30 YOUNG PEOPLE PER WEEK INCREASING TO 40 AT TIMES. NUMBERS ARE EXPECTED TO INCREASE WHEN THE HUB FROM SEPTEMBER WHEN NEW SESSION TIME WILL START FOLLOWING MARKETING AND PUBLICITY STRATEGIES.

c) Total cost of project or scheme: £12,605.27 (includes hall hire) d) How much are you applying for? £6,926.40

Please give an itemised breakdown of the expenditure for which this money which is being applied for. Please include evidence of the likely cost of all items of expenditure where possible.

ITEM	COST £
YOUTH CLUB LEADER	3,534.96
SESSIONAL SUPPORT x 3 (additional due increased capacity/across two rooms/field)	6,879.60
Session materials/items - for craft & cooking activities etc.	300.00
TOTAL	10,689.60

d) Have you made any grant application to any other body for grant aid for this project? Yes/No-
If yes please give details:

Name of organisation applied to	Amount applied for	Date of Application	Amount Received
Chineham Parish Council	£3,463.20	04.09.23	

If you have received any other sources of funding in the past year, not specified above, please give details:

SHERFIELD PARK PARISH COUNCIL FOR CENTRE EVENTS CORONATION, SHERFEST, PLANTERS & BENCH REFURBISHMENT, THE OVER 55s COACH TRIP 2023

D. Previous Applications

Has your organisation previously applied for a grant from this Parish Council? If YES, please give details of the project and the date and amount of grant received if any. Was the project as described completed?

FUNDING RECEIVED FOR SHERFEST, THE CORONATION AND THE PERIOD 2022/3 FOR SHERFIELD PARK YOUTH GROUP. THE YOUTH CLUB IS AN ONGOING PROJECT

E. Additional Information

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

THE YOUTH CLUB IS AN ESSENTIAL PART OF THE COMMUNITY FOR OUR YOUNG PEOPLE. FRIENDSHIPS HAVE BEEN MADE AND THE YOUNG PEOPLE ARE SUPPORTING COMMUNITY ACTIVITIES AND EVENTS. THE FOCUS WITH THE HUB IS TO PROVIDE A SAFE PLACE FOR YOUNG PEOPLE TO MEET AND MAKE NEW FRIENDS WHILST ENJOYING FUN AND INCLUSIVE ACTIVITIES.

THE CLUB WILL BE RELAUNCHED WITH MORE APPROPRIATE AGE GROUPS. WE CONTINUE TO BUILD ON THE MINI HUB (SCHOOL YEARS 4-6) WHICH WILL ENSURE A STEADY CARRY OVER INTO THE JUNIOR/YOUTH GROUPS. THE GRANT ENSURES CONTINUITY OF SUPPORT FOR THE CLUB.

F. Your Financial Situation

All applications must be accompanied by the following financial information: **If you do not supply this information your application will not be considered unless previously agreed in writing by the Council.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position, or
- A statement of your capital assets, if any

If you are unable to supply this information, please contact the Parish Council for advice before submitting this application

Signed:.....*Louise Grainger*..... Date: **4th September 2023**

Please return to The Parish Clerk, Sherfield Park Parish Council.

If you have any queries, please contact the Parish Clerk on email clerk@sherfieldparkparishcouncil.gov.uk

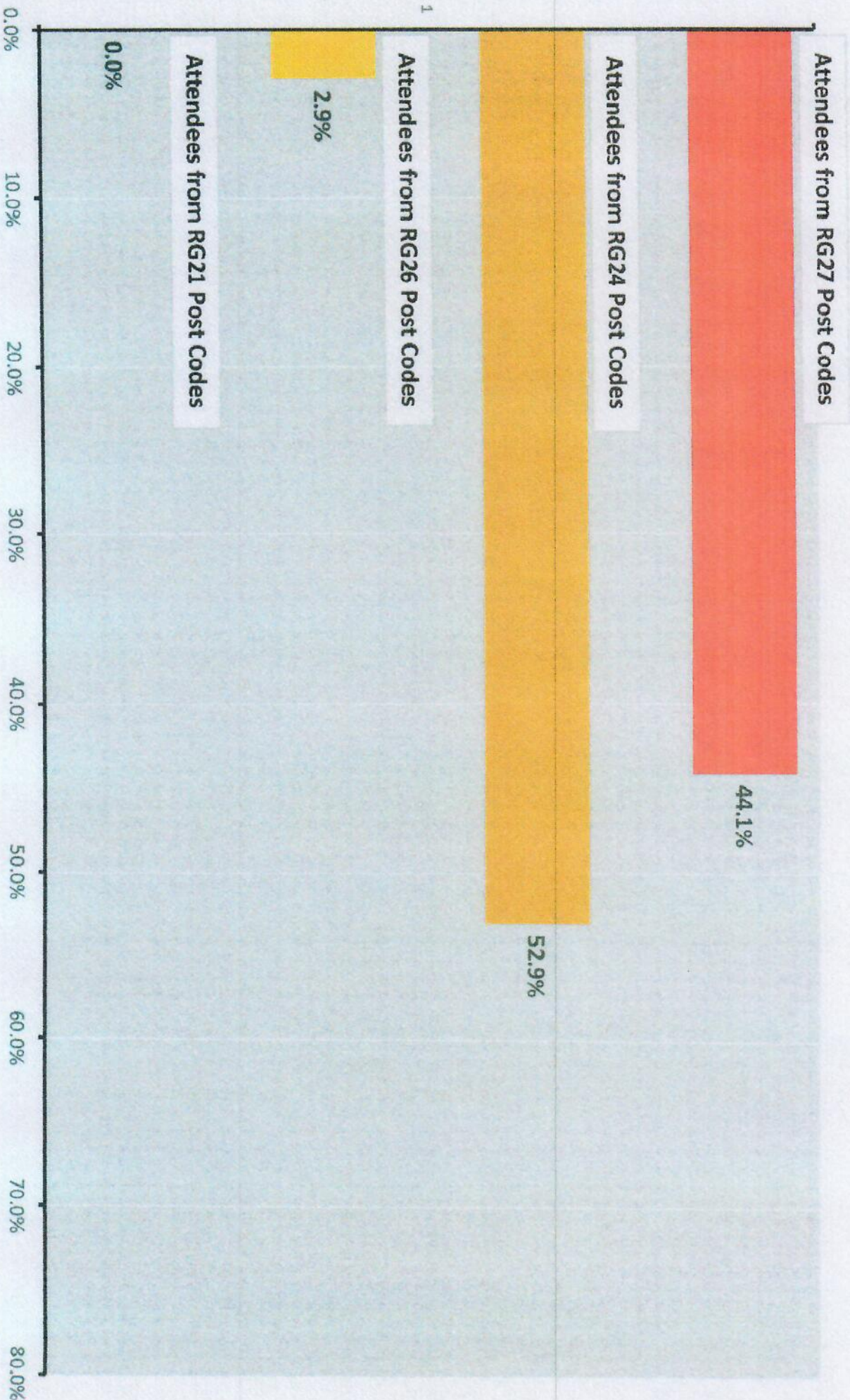
FOR OFFICE USE ONLY

Date received:..... Amount:.....

Grant awarded: Yes/No..... Under section.....

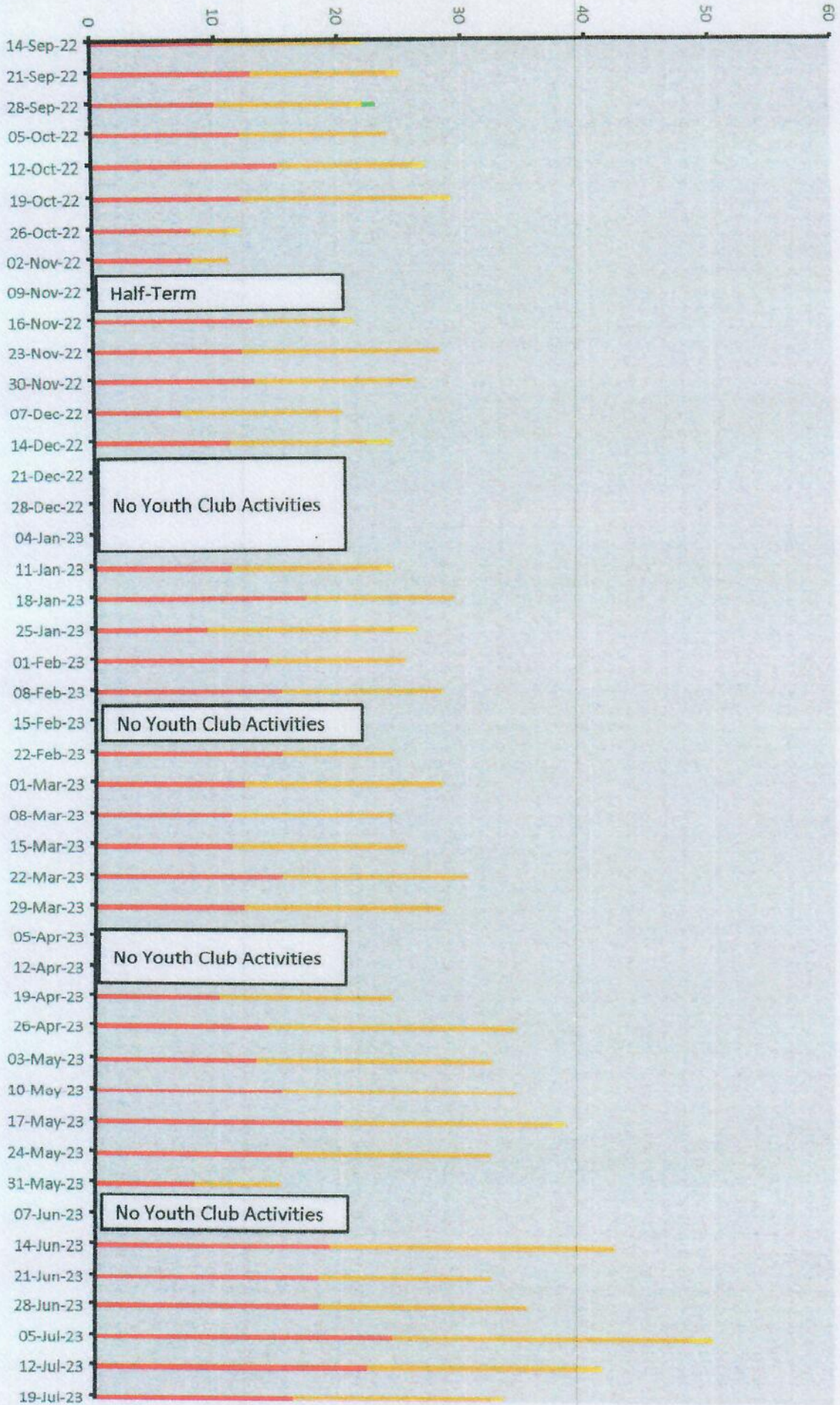
Conditions applied to Grant Yes/No.....
.....

Catchment Area Graph for 99 Active Members



Active Member Catchment Area Graph

■ RG27 ■ RG24 ■ RG26 ■ RG21




SHERFIELD PARK PARISH COUNCIL

		September 2023 Request for Payments					Agenda item O92308		
Company	Detail	Inv/Quote No	Method	Amount	Code	Notes			
BT	Office Broadband	MO54GA	DD	£ 60.17	4155				
HMRC	NI and Pension contribution month 5		BACS	£ 196.05	4000				
Clerk	Mobile Phone Allowance		BACS	£ 6.50	4160				
Nest	Pensions 24 August to 23 September 2023		DD	£ 88.94	4000	Due 13th October			
Staff salaries	Salary and pension Clerk and litter warden		BACS	£ 1,365.20	4000				
A-OK	Office PAT tests and fire extinguisher service	Quotation		£ 213.60	4080				
Mulberry & Co	Interim Audit 25 October	Estimate	BACS	£ 360.00	4110				
SPCA	Grant for Youth Club			£ 6,926.40	4090				
Viking Direct	Box A4 paper including delivery			£ 36.53	4060				
Total				£ 9,253.39					

PAT Testing and Fire Extinguisher Quotations

Basingstoke Fire Protection Ltd	Extinguishers	£13.20 for 2
	Call out	£42.00
Three-year contract		
	PAT £1.75 per item	
	Minimum invoice	£102

Three-year contract

Total **£276.00**

Elite - Hampshire	Extinguishers	£12.00 for 2
	PAT	£104.40

Total **£116.40**

A-OK Eversley	Extinguishers	£106.80
	PAT	£106.80

Total **£213.60**

Sherfield Park Parish Council Budget Amends – Agenda Item 072308

Earmarked Reserves 2022/23

Community Orchard	£30,000
Open Spaces	£12,000
Capital Projects	£9,500
6 months running costs	£25,000
Election Costs	£4,000
Total	£80,500

Earmarked Budget Changes 2023/24

Community Orchard	£10,000
Community Other Projects	£10,000
Notice board/office rebuild	£2,000
Petty's Copse Path	£12,000
Entrance sign	£6,000
Election costs	£4,000
Hand held SID	£600
Total	£44,600

Move 6 months running costs £25,000 to general reserves as per internal audit report 24th May 2023

Code Changes

Change 4170 Queens Jubilee to Sherfield 20 and put in £4,000 allocated in Miscellaneous 4135

Amend code 4000 from Salaries and Allowances to 4000 Salaries, Pensions and NI

Subject: Internal Audit Update
From: Anna Beams <anna@mulberryandco.co.uk>
Date: 06/07/2023, 16:48
CC: Councils <Councils@mulberryandco.co.uk>

Dear Clerk/RFO

Thank you for using Mulberry & Co as your internal auditor. This email outlines our amended pricing structure for 2023-24 onwards and includes a reminder of the benefits of continuing to receive your internal audit provision through us.

Our internal audit charges have not increased since 2010, however for the 2023/24 financial year, we are increasing our hourly rate to £65 per hour. This is due to the increased costs incurred by the business and is reflective of other comparative companies offering internal audit provision across the sector.

As with other service providers to local authorities, we are now able to offer a long-term 3-year agreement for the provision of internal audit services. For those councils choosing to take up this option, the £65 rate will be fixed for the three-year period of your updated engagement letter.

Please contact anna@mulberryandco.co.uk to let us know if you would like to take advantage of this offer if you haven't already.

The other benefits of being an internal audit client of Mulberry & Co include:

- Year-round internal audit support and advice from your assigned internal auditor
- Updates throughout the year of key changes to proper practices
- Ongoing financial and governance support from our dedicated Local Authority team members
- Discounted rates on the range of councillor and officer training courses (more information available via this [link](#))
- Provision of locum support *
- Provision of dedicated reviews of councils policies and procedures *

** Additional costs apply*

Mulberry & Co has been at the leading edge of internal audit provision across the southeast for the last fifteen years and we have now expanded our portfolio to include Town and Parish Councils in 16 counties across the country as well as continuing to support London's only Parish Council.

Last year, we were instrumental in the establishment of the Internal Audit Forum, a group recognised by NALC as 'a pivotal partner in promoting the growth, development and understanding of internal audits to local councils' and we play a key role in developing the forum and continuing to improve the standards of internal audit.

Our expanding team of dedicated local authority specialists have wide-ranging sector experience and can support councils in a variety of ways. We also have some exciting developments planned over the coming year, including a new website dedicated to the local authority sector, as we aim to ensure we continue to provide the level of expert support and advice you have become accustomed to. We look forward to continuing to work with you and will be issuing your engagement letter very soon.

Mulberry & Co Local Authority Team

Anna Beams, Local Authority Officer



Mulberry & Co
DD 03303 450597
Office 01483 423 054

Below are the details relating to S106 contributions from housing developments within the Sherfield Park parish boundary.

Information as at 24/07/2023

The table is a breakdown of S106 contributions by their individual agreements, to allow analysis of any specific spending requirements within the agreement such as locality of required spend, or whether there is a specific use for the contribution. The spending officer is listed within this table to point you to the best officer contact for information on spending these S106 contributions.

S106 Funding - Sherfield Park by Agreement

Section 106 Reference	Purpose	Specific use per section 106 agreement	Geographic restriction on where contribution must be spent	Capital Programme Scheme Title	Budget Manager	Amount Allocated to be expended in Capital Programme 2023/24 - 2026/27 i.e. allocated to a project	S106 Contributions received from Developer but not yet allocated to the Capital Programme	Future contributions due - Not yet received from developer
14/00699/FLL	Open Space	Not specified	Foxes Furlong	Open Space Improvements (S106)	C Daly	24,922.95	0.00	0.00
14/00699/FLL	Play Areas	Not specified	Foxes Furlong	Play Area Improvements	C Daly	3,820.35	0.00	0.00
14/00699/FLL	Sport and Playing Fields	Not specified	Not Specified	Sport & Rec Improvements (S106)	P Martin	0.00	5,218.61	0.00
14/03404/FLL	Open Space	Not specified	Within adopted distance thresholds - Adopted	Open Space Improvements (S106)	C Daly	21,984.00	0.00	0.00
BDB/55761	Open Space	Not specified	Green Space Sds 2013	Open Space Improvements (S106)	C Daly	9,483.00	0.00	0.00
BDB/55761	Play Areas	Not specified	Adolfino land known as Tavors Farm	Play Area Improvements	C Daly	30,406.00	0.00	0.00
BDB/55333	Play Areas/Recreation	Not specified	Adolfino land known as Tavors Farm Within Borough	Play Area Improvements	C Daly	75,264.00	0.00	0.00
BDB/56850	Play Areas	Not specified	Adolfino land known as Tavors Farm	Play Area Improvements	C Daly	74,002.06	0.00	0.00
BDB/56850	Sport and Playing Fields	Not specified	Adolfino land known as Tavors Farm	Sport & Rec Improvements (S106)	P Martin	23,286.68	0.00	0.00
BDB/69458	Play Areas	Not specified	In the vicinity of the site	Play Area Improvements	C Daly	54,383.00	0.00	0.00
BDB/69458	Sport and Playing Fields	Not specified	Not Specified	Sport & Rec Improvements (S106)	P Martin	28,083.00	0.00	0.00
BDB/73768	Open Space Kickabout Areas Parks	Not specified	In the vicinity of the site	Open Space Improvements (S106)	C Daly	11,156.00	0.00	0.00
BDB/73768	Open Space Kickabout Areas Parks	Not specified	In the vicinity of the site	Play Area Improvements	C Daly	7,485.00	0.00	0.00
BDB/73768	Sport and Playing Fields	Not specified	Not Specified	Sport & Rec Improvements (S106)	P Martin	16,678.00	0.00	0.00
Totals						381,438.04	5,218.61	0.00



INFORMATION FOR RESIDENTS ON THE MODEL PUBLICATION SCHEME

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.



What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.



Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

SHERFIELD PARK



PARISH COUNCIL

Information available from Sherfield Park Parish Council under the model publication scheme (Freedom of Information Act 2000 revised January 2009)

Information to be published		
	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p>		
<p>This will be current information only</p>		
<p>Who's who on the Council and its Committees</p>	<p>(hard copy and/or website) Contact Clerk</p>	<p>Y</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>(hard copy and/or website) Contact Clerk</p>	<p>Y</p>
<p>Location of main Council office and accessibility details</p>	<p>(hard copy and/or website) Contact Clerk</p>	<p>Y</p>
<p>Staffing structure</p>	<p>(hard copy)Contact Clerk</p>	<p>Y</p>
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p>	How the information can be obtained	Cost
<p>Current and previous financial year as a minimum</p>		



Annual return form and report by auditor	((hard copy and/or website) Contact Clerk	Y
Finalised budget	((hard copy and/or website) Contact Clerk	Y
Precept	(hard copy)Contact Clerk	Y
VAT Records	(hard copy)Contact Clerk	Y
Receipts and Payments book (including bank statements)	(hard copy)Contact Clerk	Y
Borrowing Approvals	(hard copy)Contact Clerk	Y
Financial Standing Orders and Regulations	(hard copy and/or website) Contact Clerk	Y
Grants given and received	(hard copy)Contact Clerk	Y
List of current contracts awarded and value of contract only – information will be treated as confidential if negotiations are ongoing and contract has not yet been awarded	(hard copy)Contact Clerk	Y
Members' allowances and expenses	(hard copy)Contact Clerk	Y
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	How the information can be obtained	Cost
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	(hard copy or website) Contact Clerk	Y
Local charters drawn up in accordance with DCLG guidelines	N/A	Y
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	How the information can be obtained	Cost
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	(hard copy)Contact Clerk	Y
Agendas of meetings (as above)	((hard copy and/or website)	Y

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Contact Clerk (hard copy or website) Contact Clerk	Y
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	(hard copy)Contact Clerk	Y
Responses to consultation papers	(hard copy)Contact Clerk	Y
Responses to planning applications	(hard copy) Contact Clerk- decisions as recorded in minutes. Plans & submissions to be obtained from Basingstoke & Deane BC.	Y
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	How the information can be obtained	Cost
Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	(hard copy)Contact Clerk	Y
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Risk Assessment	(hard copy)Contact Clerk	Y

<p>Contracts of Employment Job descriptions Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	
<p>Information security policy</p>	<p>Not available</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>(hard copy) Contact Clerk</p>
<p>Data protection policies</p>	<p>Information Commissioner</p>
<p>Schedule of charges (for the publication of information)</p>	<p>(hard copy or website) Contact Clerk</p>
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>	<p>How the information can be obtained (some items only available by inspection)</p>
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>Held by Basingstoke & Deane BC</p>
<p>Asset Register</p>	<p>(hard copy) Contact Clerk</p>
<p>Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)</p>	<p>Not available</p>
<p>Register of Members' Interests</p>	<p>Held by Basingstoke & Deane BC</p>
<p>Members' Declaration of Acceptance of Office</p>	<p>Held by Basingstoke & Deane BC</p>
<p>Register of gifts and hospitality</p>	<p>Held by Basingstoke & Deane BC</p>
<p>Information relating to the last Election</p>	<p>Held by Basingstoke & Deane BC</p>

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	How the information can be obtained	Cost
Allotments (to include plan and standard tenancy agreement)	N/A	
Burial grounds and closed churchyards(to include regulations, and ground plan)	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	(hard copy)Contact Clerk	Y
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees and allotment)	N/A	
Flood plan	(hard copy or website) Contact Clerk	Y

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Recovery of costs
	Photocopying @ 20p per sheet (colour)	Recovery of costs
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	£25.00 per hour up to a total of 18 hours may be charged for the work	In accordance with current legislation.

Contact details:
Parish Clerk – Jane Stewart Email – clerk@sherfieldparkparishcouncil.gov.uk
 Revised September 2023



SPPC Data Protection Policy

INTRODUCTION

The rules that govern the storage and use of personal and special category data are set out in the Data Protection Act 2018 and the UK GDPR that came into force under the Withdrawal Act 2020. These rules are intended to protect individuals personal and special category data ensuring that it is handled, processed and stored safely and securely.

COMPLIANCE

The council complies with the rules governing the storage and use of personal and special category data by ensuring:

- Individuals are aware of the uses that will be made of the information they supply, and, where necessary, give their consent to that specific use. Where there is a legitimate interest or legal requirement then consent need not be explicitly obtained.
- Data is never given (or sold) to anyone unless the data subject has given their consent or there is, by law, a duty to do so.
- The bare minimum amount of information necessary for its purposes is maintained.
- All data recorded is accurate, kept up-to-date and deleted when it is no longer required.
- Information is always kept safe and secure.

MANAGEMENT PROCEDURES

Manual Records

- The council keeps its filing systems locked outside of normal working hours and keys are kept securely by the Parish Clerk.
- All papers are securely locked away when not in use to prevent other people from inadvertently gaining access.

Computerised Records

- Access to personal and special category data is controlled by unique passwords. These are changed on a regular basis and are not obvious.
- Passwords and access controls are kept secure when not in use.
- Personal information is not left displayed on a screen when not in use.
- Removable devices such as USB sticks are stored securely when not in use.
- The Parish Office is locked when not in use.

For approval and adoption: September 2023

Review due:



SPPC Social Media Policy

INTRODUCTION

The purpose of this policy is to set out the process by which the council manages its' social media through Facebook and the SPCC website. Social media is a term used for websites and applications that enable users to create and participate in social networking. The policy is intended to assist councillors and staff to make appropriate decisions about the use of social media, and help the council utilise social media platforms to promote the work of the council whilst managing comments made by members of the public.

SCOPE

The policy applies to all staff and councillors, including where councillors have set up their own social media accounts in their public role as councillor. The council's code of conduct applies to all online activity carried out by councillors in the same manner as it applies to any other written or verbal communication.

COUNCILLORS' SOCIAL MEDIA PAGES

Councillors can set up their own individual social media pages but must remember that the code of conduct still applies to everything they post online.

Councillors are not permitted to use council logos or other council identification on personal social media pages, including those pages owned by them using their councillor name. Only council owned social media pages may contain council identification.

Councillor social media pages must include a disclaimer making it clear that any views expressed are personal views and not the views of the council.

COUNCIL SOCIAL MEDIA PAGES

The Clerk is primarily responsible for posting on all council owned/run social media pages as instructed by the council. If a Councillor wishes to post on the council's social media pages, they should contact the Clerk with their proposed text. The Clerk will liaise with Councillors if their post is inappropriate or needs revision.

The Clerk should ensure that the information they are posting is accurate, objective, balanced and informative. Posts should adhere to the council's existing policies and, if sharing a third party's content or link, should ensure the work is credited to the third party concerned.

Corporate council content should not contain party political material, nor promote individual councillors.

The council will promote community projects/events on their social media pages.

The Clerk will moderate all social media posts, including comments made by members of the public. The council will also grant access rights to one of its councillors as backup and to act as an additional moderator as required. Anyone posting on social media must not:

- Use false names or pseudonyms to hide identities
- Present personal opinions or comments as those of the council
- Present individuals in a way that may cause embarrassment to the council
- Post content that is contrary to the decisions of the council
- Post controversial or potentially inflammatory remarks
- Engage in personal attacks, online arguments, and hostile communications
- Identify a third person without their express permission
- Publish photographs or videos of minors without parental or guardian permission
- Post any information that infringes the copyright of others
- Post any content that may be deemed libel
- Post any content that constitutes bullying or harassment
- Bring the council into disrepute
- Post offensive language relating to race, sexuality, disability, gender, age, religion or belief
- Conduct any online activity that violates laws, regulations or that constitutes a criminal offence

The council will allow members of the public to comment on their social media pages. Where comments are allowed, offensive comments or personal attacks will be removed. However, the council will always strive to encourage democratic debate.

The council has the right to disable comments should online activity become hostile or constitute bullying or harassment. The use of offensive language relating to race, sexuality, disability, gender, age, religion or beliefs will not be tolerated and any activity that breaches any laws or regulations will be reported to the relevant authorities.

The council has the right to remove any posts that are in breach of this policy.

GENERAL ADVICE ON ALL SOCIAL MEDIA PAGES

Anyone posting on social media must be aware of legislation particularly the [Data Protection Act 2018](#) and the [Equality Act 2010](#).

No information can be published that has been received in confidence.

At all times, treat others with respect, avoiding personal attacks and disrespectful, rude or offensive comments.

Ensure that any posts do not bring the council into disrepute.

COMPLAINTS

If a member of the public wishes to complain about anything the council or a councillor has posted on social media, they should refer to the council's complaints policy which can be accessed by contacting the Clerk at clerk@sherfieldparkparishcouncil.gov.uk

For approval and adoption: September 2023

Review due:



SPPC ICT, Email, Internet & Phone Policy

INTRODUCTION

The purpose of this policy is to set out the process by which the council manages its' use of ICT, email, internet and phone. The policy applies to all staff and councillors who engage with these communication tools to perform the duties of their role.

ICT

The council uses computer hardware and software to carry out the functions of its office.

- Information collated to perform council activities is subject to the Data Protection Act 2018 and the UK GDPR that came into force under the Withdrawal Act 2020, and the council's compliance of these are laid out in its Data Protection Policy.
- Information held electronically is backed up regularly and stored securely externally to mitigate loss through equipment failure, loss or damage.
- Council equipment is used for council business only.

Email, Internet and Phone

- Information sought online using council equipment is limited to council-related business only.
- Information posted on the council's owned/run social media pages complies with the council's Social Media Policy.
- Staff and councillors are provided a SPPC email account upon appointment. This is used for council-related business only and is not permitted for personal use.
- Staff or councillors no longer in post have their access permissions to data withdrawn and associated email account terminated.
- The council provides the Clerk with a monthly allowance towards their mobile phone.

For approval and adoption: September 2023

Review due: