

SHERFIELD PARK PARISH COUNCIL

Sherfield Park Parish Council (SPPC)
Minutes of an Ordinary Meeting at The Parish Office
at 7.30pm on Wednesday 13th September 2023

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

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

Apologies Cllr Vaux, Cllr Still and Cllr Edwards

In attendance Cllr Miller and 3 members 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 raised a query on Ear Marked Reserves which was subsequently answered under 092309.</p> <p>A member of the public asked for an update on the issue of parking on a drop kerb at the end of Chilworth Road. Cllr Circuit thanked the member of the public for bringing the issue to the attention of the Council. The Chair had reached out to PCSO's and was referred to BDBC Parking Enforcement Officers. PCSO's have committed to the following action - if they are passing through the Park and see dangerous/illegal parking they will take appropriate action as possible. Cllr Circuit also attended a Beat Officer Clinic and was given a leaflet regarding inconsiderate parking. PCSO's will be issuing these, and they requested that the information contained within the leaflet was highlighted in the next Parish Newsletter. The leaflet lists the offense, and a record is kept of where, when and to who they are issued so repeat offenders can be highlighted.</p>	

Signed Chair



	<p>A member of the public raised an issue over a grass area to the rear of Gaiger Avenue and Compton Way which has not been cut this year. When they brought this to the attention of BDBC they were informed it did not belong to them. Cllr Parfrey confirmed the location and confirmed it was still with the Developer Croudace. The Clerk will make them aware.</p>	Clerk
092301	<p>To receive and accept apologies of absence. Schedule 12 of the Local Government Act 1972 Apologies received from Cllr Vaux, Still and Edwards</p>	
092302	<p>To receive any declarations of interest relevant to items on this agenda. Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) Cllr Gordon and Palmer disclosed they are Trustees of SPCA and cannot participate in a vote on item 092307</p>	
092303	<p>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) Approved</p>	
	<p>To receive any Chairman's announcements. The Chair hoped everyone had had a restful summer break. Sherfest went very well and was once again a success, thank you to everyone involved in the planning and organisation. Chair attended a reception at RAF Odiham, who were appreciative for the support they receive from Parishioners.</p>	
092305	<p>Council is asked to hear reports from: Councillor Miller reported that Chineham Parish Council now has a full compliment of Councillors. Borough Council Business – the new Administration has been focusing on updating the local plan. Every plan has to be updated every 5 years – BDBC had paused the plan over whilst discussion took place on the numbers of houses each Council had to build. There are a number of developments to the East of Basingstoke and the new Administration want to slow the progress down to enable the infrastructure required, to catch up. Cllr Millers view is that this is not realistic as the Planning Inspector could take the decision out of the Boroughs hands and agree to the developments. Current proposed sites need to go out to public consultation and Cllr Miller requested that any view expressed by SPPC were aligned with other parish councils views.</p> <p>SPCA – confirmed they have appointed a social media person. The two pub nights were very successful and new Saturday classes have been added.</p>	
092306	<p>Council is asked to note the current financial situation including year to date spend. £24,214 in the current account and £77,271 in the deposit account.</p>	

Signed Chair



	Year to date spend is slightly under where it would normally be for the half year mark, but grants have not yet been paid out.	
092307	<p>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.</p> <p>The Manager of SPCA stated that the Youth Club was a valuable resource for the area, welcomed by parents and children alike. 50% of those attending came from Sherfield Park. A Councillor asked if there were any vacancies. The answer was – yes there were vacancies, but this has arisen as the age groups have been split into three rather than two groups. A Councillor asked if they got adult volunteers. The answer was yes, but more volunteers were always welcome as sometimes they struggle to get enough. A Councillor asked if volunteers needed to be DBS checked. The answer was only if they were one to one with children. Cllr Miller offered to take back the call for volunteers to Chineham PC. Cllr Circuit commented that one of Sherfield Park Parish Councils commitments was to support safe, entertaining places for children in the area to go. Cllr Parfrey requested that SPPC support was acknowledged in communication materials in some way.</p> <p>Proposed Cllr Parfrey Seconded Cllr Stebbings Grant awarded</p>	Cllr Miller
092308	<p>Council is asked to authorise requests for September payments.</p> <p>Proposed Cllr Gordon Seconded Cllr Stebbings</p>	Clerk
092309	<p>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.</p> <p>Chair thanked the Clerk for the work undertaken on the AGAR which has been passed by the Auditors BDO LLP. Council noted the Notice of the Conclusion of Audit</p> <p>A discussion took place on the Reserves and what projects they were earmarked for in light of land still with Developers.</p> <p>Recommendations agreed. Agreed to move reserves to Unity Bank</p> <p>Proposed Cllr Parfrey Seconded Cllr Palmer</p>	Clerk
092310	<p>Council is asked to consider a 3-year contract with Mulberry & Co for internal audit services.</p> <p>Agreed.</p> <p>Proposed Cllr Palmer Seconded Cllr Gordon</p>	Clerk
092311	<p>Council is asked to consider \$106 money reserves and potential projects</p> <p>Chair asked Open Spaces Committee to take it as a discussion item for their next meeting and bring recommendations to Full Council. Cllr Miller advised that any proposals go to Ward Councillors who would promote the plans with the Portfolio Holder. The critical</p>	Open Spaces

Signed Chair



	criteria being the spend being for the good of the community.	
092312	<p>Council is asked to hear an update from Open Spaces Committee to include Sherfield Park 20</p> <p>Chair of Open Spaces will be setting up a committee meeting with a view of reporting back to Full Council on</p> <ul style="list-style-type: none"> • 3 – 5 year plan • Adoption areas • S106 monies • Autumn flyer • Sherfield Park 20 <p>Clerk to seek approval to print picture of Sunflower Competition winner</p>	<p>Chair Open Spaces</p> <p>Clerk</p>
092313	<p>Council is asked to hear an update on Speed Indicator Devices</p> <p>Cllr Parfrey presented data to the Council and highlighted the high % compliance with the 30mph speed limit. The information is available on the SPPC Website.</p>	
092314	<p>Council is asked to consider and agree the recommended updates to the Councils Policies</p> <p>A discussion took place on the approach taken to update and refresh the Council Policies in order to ensure they were grouped in subject matter, made easier to find, more transparent and fit for purpose.</p> <p>Communication policies were approved.</p> <p>Proposed Cllr Parfrey Seconded Cllr Gordon</p>	
092315	<p>Councillors are asked to inform the Clerk which items it wishes her to highlight in the Loddon Valley Link</p> <p>Sunflower competition winner and grant application to SPCA</p>	
092316	<p>Council is asked to confirm the date of the next Parish Council meeting – 11th October 2023</p> <p>Confirmed</p>	

Meeting concluded at 2046

Signed Chair



**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
			<u>24,214.78</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			24,214.78
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			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

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
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 <i>Agreed July</i>
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>				

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**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%	
4030 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

September 2023 Request for Payments		Agenda item 092308				
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	Due Dec. - CONTRACTS
SPCA	Grant for Youth Club			£ 6,926.40	4090	
Viking Direct	Box A4 paper including delivery			£ 36.53	4060	To be DOWNLOADED
BDO LLP	Limited Assurance Review y/e 31 March '23	422417	BACS	£ 252.00	4110	
Total				£ 9,505.39		