

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 December 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 - 5th December 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.
122301	To receive and accept apologies of absence. Schedule 12 of the Local Government Act 1972
122302	To receive any declarations of interest relevant to items on this agenda. Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464)
122303	To sign as a correct record, the minutes of the meeting of the Full Council held on 8th November 2023 LGA 1972 Sch 12 para 41(1)
122304	To receive any Chairman's announcements.
122305	Council is asked to hear reports from: <ul style="list-style-type: none"> • County Councillor • Borough Councillors • SPCA • PPG
122306	Council is asked to co-opt Peter Scott onto the Council
122307	Council is asked to note the current financial
122308	Council is asked to authorise requests for December payments
122309	Council is asked to hear an update from Open Spaces Committee to include current works for land transfer to BDBC.
122310	Council is asked to hear an update on Speed Indicator Devices
122311	Council is asked to confirm the date of the next Parish Council meeting – 10th January 2024

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.

I hope your councillors will find the report below helpful and interesting.

There is a lot of information regarding contact details and how to report issues.



Also, a question-and-answer piece.

I hope you all have a lovely Christmas with your families.


CLlr Elaine Still

Highways Information

Wintry Weather Ahead

 Hampshire County Council's highways service is geared up for the cold weather! With overnight frosts and potential snow on the horizon, our dedicated teams are ready day and night. 

Our gritter fleet is on standby with 15,500 tonnes of salt, and our blue and yellow community salt bins are stocked up too.

We are prepared for any winter challenges, from freezing conditions to heavy rainfall. 

Remember, just one tablespoon of salt can treat up to one square meter of road or pavement, making a huge difference, especially for less mobile individuals.

With high groundwater levels after recent wet weather, we're taking extra measures, cleaning roadside gullies, and urging landowners to clear watercourses. Our winter vehicles are equipped with the latest tech, ensuring accurate and efficient salting with full satellite navigation guidance.

Priority one routes, covering major roads and emergency hubs, are treated first, taking about 3-4 hours. Priority two routes, including remaining B roads and village access roads, may be treated during prolonged severe weather.

For more info:

 Salting routes and community salt bin locations:
<https://www.hants.gov.uk/.../roadmaintenance/severeweather>

 Clearing snow and ice advice: <https://www.gov.uk/clear-snow-road-path-cycleway>

 Follow @hantshighways on X (formerly Twitter) for real-time updates on salting lorries throughout winter.

And remember, your input is crucial! Report surface water flooding on the highway: www.hants.gov.uk/transport/roadmaintenance/roadproblems. For flooding from a main river, contact the Environment Agency: www.gov.uk/government/organisations/environment-agency or call 0800 80 70 60.

Where to Use Salt:

Community bins are stocked for public paths, pavements, and roads – keeping our shared spaces safe! ❄️🌟 No private driveways or garden paths, please.

Who Can Use the Salt:

It's a community effort! Anyone can sprinkle salt on roads and pavements, connecting main road salting to smaller access routes or school pathways. Let's join forces! 💪🚶🚗

How Much Salt to Use:

One tablespoon (20 grams) covers a square meter of road or pavement. Use it wisely – too much too soon won't last! 🧻

Clearing Snow and Ice:


Take charge of your pavements! Be your own snow warrior with some helpful advice. ❄️🌍

How Bins Get Refilled:

We'll top up bins ASAP, especially during bad weather. In severe conditions, main roads get priority. Please be patient – we're doing our best! 🗃️🚛

Note:

Bins won't be refilled if folks are scooping up salt for personal use. Let's keep it community-focused! ❌

 Everything you need to know about Hampshire's salt bins is here: <https://www.hants.gov.uk/.../roadma.../severeweather/salting>

Utility works on the highway

In my conversations with many of you I've identified that utility companies undertaking work on the highway is often a significant frustration. The notice they give, the disruption they cause and the seeming inability to influence the length, scope and extent of works are, I know, of great concern to many people. I therefore asked the HCC Highways Streetworks team to provide a briefing to explain how utility works are planned, what influence we have

over them and what to do if they are causing significant disruption in your parish. This is in the form of an FAQ section copied below.

I hope you find this useful, do please share it with anyone you think may find it of interest.

Streetworks Team FAQ

Q: What is the Hampshire Highways Streetworks Team's role ?

A: The Streetworks team is responsible for the coordination of all works and events on the public highway in order to minimise traffic disruption. The Streetworks team also monitors utility Co's activities on the public highway and checks active work sites and reinstatements for compliance with National specifications. The legal basis for these responsibilities comes from the New Roads and Street Works Act 1991 (NRSWA) and the Traffic Management Act 2004 (TMA). The StreetWorks team is not responsible for works off the public highway and enquiries about County Council works, S278 or S38 works should be directed to your county councillor.

Q: Can utility companies legally work on the public highway ?

A: Yes, they have legal duties and rights to install and maintain apparatus in the public highway from NRSWA. However, they have to comply with National Specifications and obtain a permit from the County Council for planned works. NRSWA and other legislation gives them legal rights to install cabinets and masts (up to 15m high) on the public highway without planning permission.

Q: Can HCC stop a utility company working on the public highway ?

A: No, except under very specific circumstances, for example: were a utility company wants to install new apparatus on a highly important and strategic road that has been specifically designated, by law, as a protected street.

Q: What conditions can be placed on works on the public highway ?

A: The County Council can place conditions on any permit application. Conditions are used to try to minimise traffic disruption. The conditions available as part of the permit scheme are not 'free form' and are restricted to controls over works timing, works area, traffic management type and stakeholder engagement. Conditions have to be reasonable and be able to be met by the works promoter.

Q: Who decides what type of traffic management (TM) to use ?

A: The works promoter is entirely responsible for selecting the most appropriate type of TM. They are the experts in the works they are undertaking and what the risks are. In selecting the TM type they must consider the risks to the workforce, passing traffic (including pedestrians) and relevant legislation and Codes or Practice.

Q: Who decides what diversion routes to use when road closures are needed ?

A: The works promoter is entirely responsible for selecting an appropriate diversion route. Best practice is to ensure that the diversion route uses similar roads to those closed. Unfortunately, the existing networks doesn't always permit this. Diversion routes are not enforceable.

Q: Who is responsible for the information provided on the permit ?

A: The works promoter is ALWAYS responsible for the information they supply. The County Council must assume that it is correct when assessing the permit and determining what conditions to apply.

Q: Does granting a permit mean that the County Council approves of the works/installation ?

A: No, the permit relates ONLY to the works and its impact on traffic. Approval for installing apparatus is given either by a utility Co's legal rights, or via the local Planning Authority.

Q: I've seen a utility leave a blacktop reinstatement in a flagstone surface. Is this allowed ?

A: Yes, NRSWA allows utility Co's to use a temporary reinstatement in order to re-open a road quickly or to give them time to source specialist materials. Normally temporary reinstatements are allowed for up to 6 months, but this duration can be extended if needed for engineering purposes.

Q: How long is a utility company responsible for its reinstatement?

A: Legislation states that a utility company is liable for any 'reasonable' repairs for two years.

Q: How much notice does the County get for works ?

A: NRSWA requires all works promoters to submit permit applications between 3 working days and 3 months ahead of works starting. As follows;

- Minor works (works lasting up to 3 days) = 3 working days advance notice
- Standard works (works lasting between 4 and 10 days) = 10 working days advance notice
- Major works (works lasting over 10 days OR requiring a road closure) = 3 months
- Immediate works (relating to safety or loss of service) = No advance warning. Works are started and the County Council is alerted within 2 working hours.

Reduced advance warning periods can be agreed on a site by site basis.

Q: What penalties are applied for non-compliances ?

A: The penalties are prescribed by legislation and can broadly fit into one of the following categories:

- Failing to comply with permit conditions = Fixed Penalty Notice
- Failing to comply with works specifications = Correct the non-compliance
- Overrunning agreed works durations without a valid reason = Significant daily charge
- Damaging the public highway = County Council effects repairs and recharges utility co.

Ultimately a works promoter can be taken to court for any non-compliance. But such measures are reserved for extremely serious situations.

Q: How well do utility companies comply with specifications and permit conditions ?

A: Very well. In 2022 Over 95% of sites signage and 96% of reinstatements complied with the National specifications. 97% of utility sites comply with permit conditions. 99% of utility sites were completed on time, or early.

Q: How can I see what works are planned in the County ?

A: The County Council handles all permits via a National IT system. This system automatically publishes all permits on the <https://one.network> website

Q: How can I contact the Streetworks team about problems with utility works ?

A: The best way to report site specific problems is via the 'report a road problem' page on the County Council's website. For more complex issues we would recommend asking your county councillor to raise the concern with the Streetworks Team.

Q: How many utility works are undertaken on the County's network ?

A: in the 2021/2022 financial year we processed 52,000 permit applications / changes from utility co's which resulted in 36,000 works being undertaken.

Reporting Highway Problems

Links to report road issues are here:

Potholes: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/potholes>

Tree/hedge problems:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/treehedge>

Flooding/drainage issues:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/flooding>

Pavement problems:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/paving>

Problems with rights of way

<https://www.hants.gov.uk/landplanningandenvironment/rightsofway/reportaproblem>

When reporting an issue, you'll be sent an email confirming a reference number for the report. If you would like me to follow this up for you then do please forward that message to me and I will chase for you

SHERFIELD PARK PARISH COUNCIL

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

at 7.30pm on Wednesday 8th November 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 Miller, Cllr Vaux, Cllr Still

In attendance Cllr Edwards and 3 members of the public

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

Agenda No	Item
	<p>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.</p> <p>A member of the public raised the issue of parking in Sherfield Park stating the flyers recently distributed did not seem to be making a difference. He asked what are the next steps? The Chair replied that the next steps are to encourage the PCSO’s to issue tickets. Changing behaviours takes a while. The Chair will once again ask the PCSO’s to visit the estate with view to issuing parking tickets. If the approach is taken to yellow line the roads, people will still need to park somewhere. It will take the collation of more data to get relevant authorities to listen. The Council have published the ‘Is this Fine’ newsletter as a first step. More data needs to be collected where there are dangerous spots. In order to get any form of traffic calming measures a case has to be built. The Chair will redouble the effort with the PCSO’s and report back to Council.</p>

Signed

Chair

112301	<p>To receive and accept apologies of absence. Schedule 12 of the Local Government Act 1972 Apologies received from Cllr Parfrey, Stebbings, Miller, Vaux and Still</p>
112302	<p>To receive any declarations of interest relevant to items on this agenda. Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) None declared</p>
112303	<p>To sign as a correct record, the minutes of the meeting of the Full Council held on 11th October 2023 LGA 1972 Sch 12 para 41(1) Proposed Cllr Palmer Seconded Cllr Gordon</p>
112304	<p>To receive any Chairman's announcements.</p> <ul style="list-style-type: none"> • The planning application for Miller Homes has been received by BDBC. • The planning application for the two warehouses has been approved. • Work is continuing on the adoption of the land on Sherfield Park by BDBC which includes the restoration work on the woodland areas. The Chair offered to host a public meeting to explain the process required to expedite the land adoption to concerned Parishioners.
112305	<p>Council is asked to hear reports from: Cllr Edwards – stated that the planning for East of Basingstoke was being looked at. Nothing has been heard regarding Dixon Road. Cllr Circuit commented that Sherfield Park Parish Council had submitted comments to the appeal which will be held at the beginning of January. SPPC have asked to speak. Cllr Edwards stated the appeal is for the original 101 proposed dwellings and the planning application received is for 82. Cllr Edwards is concerned by what she is seeing on the land, however, they are meeting their planning requirements. Manydown is progressing with BDBC and HCC buying the freehold. The proposed new houses there will not stop the development East of Basingstoke. Remembrance will be observed at Deanes Building on Saturday and there will be a parade on Sunday at 11am on both days. There will be a Chinnock fly by. SPCA – Have been given a grant for £22,000 to upgrade the centre's lighting to LED. 18th November is Quiz Night and Café 4 U every Thursday.</p>
112306	<p>Council is asked to co-opt John Skarin and Peter Scott onto the Council The Council Co-opted John Skarin by a unanimous vote. The Chair formerly welcomed Cllr Skarin to the Council. The Co-option of Peter Scott was deferred to December's meeting.</p>
112307	<p>Council is asked to note the current financial situation including mid-year spend verses budget year to date. Current account stands at £32,481.55</p>

Signed

Chair

	Confirmed
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Meeting ended 20.30.

Signed

Chair

SHERFIELD PARK  PARISH COUNCIL

December 2023 Request for Payments		Agenda item 122308				
Company	Detail	Inv/Quote No	Method	Amount	Code	Notes
BT	Office Broadband	MO54GA	DD	£ 60.17	4155	
HIMRC	NI and Pension contribution month 8		BACS	£ 196.05	4000	
Clerk	Mobile Phone Allowance		BACS	£ 6.50	4160	
Nest	Pensions 24 October - 23 November 2023		DD	£ 88.94	4000	Due 13 December
Staff salaries	Salary and pension Clerk and litter warden		BACS	£ 1,365.20	4000	
Washers	Bus Shelter cleaning		BACS	£ 600.00	4080	Agreed 102308
Total				£ 2,316.86		

Bank Reconciliation Statement as at 30/11/2023
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	30/11/2023		30,404.56
			<u>30,404.56</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			30,404.56
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			30,404.56
		Balance per Cash Book is :-	30,404.56
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation up to 30/11/2023 for Cashbook No 1 - Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/11/2023	DD	60.17		60.17		R <input checked="" type="checkbox"/>	BT
09/11/2023	DDR	29.12		29.12		R <input checked="" type="checkbox"/>	Nisa
13/11/2023	BACS	196.02		196.02		R <input checked="" type="checkbox"/>	Mulberry & Co
17/11/2023	BACS	36.00		36.00		R <input checked="" type="checkbox"/>	SLCC Enterprises Ltd
20/11/2023	BACS	187.73		187.73		R <input checked="" type="checkbox"/>	Viking
22/11/2023	BACS	196.05		196.05		R <input checked="" type="checkbox"/>	HMRC
23/11/2023	BACS	216.72		216.72		R <input checked="" type="checkbox"/>	Richard Oats
23/11/2023	BACS	1,148.68		1,148.68		R <input checked="" type="checkbox"/>	Jane Stewart
23/11/2023	BACS	6.50		6.50		R <input checked="" type="checkbox"/>	Jane Stewart
		<u>2,076.99</u>	<u>0.00</u>				

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 30/11/2023
for Cashbook 2 - HSBC**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
SPPC HSBC	30/11/2023	78	77,645.78
			<u>77,645.78</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			77,645.78
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			77,645.78
		Balance per Cash Book is :-	77,645.78
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 05/12/2023

Sherfield Park Parish Council

Page 1

Time: 10:40

User: JANE

Bank Reconciliation up to 30/11/2023 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>
20/11/2023	Interest		127.72	127.72		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>127.72</u>				

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Replacement Vacuum Cleaner Office

Permission to purchase new vacuum cleaner in January sales budget £150 max



Home

Pro



SALE



Henry - Bagged Corded Cylinde...

£120.00 ~~£160~~

Argos

★★★★★ (5k+)

By Google

Black Friday Event

Hoover Upright Vacuum Cleaner - Upright 300

★★★★★ (195)

Save £50.00

£99.00 ~~£149.00~~

Add to basket

Amazon's Choice



Vax Air Stretch Upright Vacuum Cleaner | Over 17m Reach | Powerful, Multi-cyclonic, with No Loss of Suction | Lightweight - U85-AS-Be, Silver and Orange, 820W

★★★★★ ~ 7,400

1K+ bought in past month

£89⁰⁰ RRP: £99.99

Energy Efficiency Class: A

Or £17.80/month for 5 months (no fees or interest)

✓prime FREE One-Day

Get it tomorrow, 24 Nov

More buying choices

£88.11 (12 used & new offers)



Vax Mach Air Upright Vacuum Cleaner | Powerful, Multi-cyclonic, with No Loss of Suction | Lightweight - UCA1GEV1, 1.5 Litre, 820W, Purple

★★★★★ ~ 8,973

1K+ bought in past month

£78⁰⁰ RRP: £89.99

Energy Efficiency Class: A

✓prime FREE One-Day

Get it tomorrow, 24 Nov

More buying choices

£77.22 (1 used offer)



Hoover Upright Vacuum Cleaner - Breeze Evo

★★★★★ ~ 6,623

1K+ bought in past month

£77⁰⁰ RRP: £89.99

Energy Efficiency Class: A+

✓prime FREE One-Day

Get it tomorrow, 24 Nov

More buying choices

£76.23 (9 used & new offers)