

SHERFIELD PARK PARISH COUNCIL

YOU ARE HEREBY SUMMONED to attend **A MEETING OF THE PARISH COUNCIL** to be held at the Parish Office 30 Sunwood Drive, RG27 0FP at **7.30pm on Wednesday 10th January 2024** 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 - 3rd January 2024*

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.
012401	To receive and accept apologies of absence. Schedule 12 of the Local Government Act 1972
012402	To receive any declarations of interest relevant to items on this agenda. Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464)
012403	To sign as a correct record, the minutes of the meeting of the Full Council held on 13th December 2023 LGA 1972 Sch 12 para 41(1)
012404	To receive any Chairman’s announcements.
012405	Council is asked to hear reports from: <ul style="list-style-type: none"> • County Councillor • Borough Councillors • SPCA • PPG
012406	Council is asked to note an update from BDBC Lead Ranger on woodlands
012407	Council is asked to note the current financial situation
012408	Council is asked to authorise requests for January payments
012409	Council is asked to discuss and consider moving Council reserves from HSBC to an alternative bank.
012410	Council is asked to hear an update from Open Spaces Committee
012411	Council is asked to note Precept application – deadline for submission 31st January
012412	Council is asked to hear an update on Speed Indicator Devices
012413	Council is asked to confirm copy for Loddon Valley Link February edition
012414	Council is asked to confirm the date of the next Parish Council meeting –14th February 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.

SHERFIELD PARK PARISH COUNCIL

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

at 7.30pm on Wednesday 13th December 2023

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

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

Apologies Cllr Miller, Cllr Still, Cllr Edwards, Cllr Stebbings

In attendance Cllr Vaux and 4 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. 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>There were no comments from Members of the Public</p>	
122301	<p>To receive and accept apologies of absence. Schedule 12 of the Local Government Act 1972 Apologies received from Cllr Miller, Cllr Still, Cllr Edwards, Cllr Stebbings</p>	
122302	<p>To receive any declarations of interest relevant to items on this agenda. Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) No declarations were made</p>	
122303	<p>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) Minutes for the full Council meeting on 8th November 2023 approved.</p>	

	Proposed Cllr Gordon Seconded Cllr Palmer	
122304	<p>To receive any Chairman’s announcements.</p> <p>The opportunity for members of the public to discuss the issue with the Larches tree felling was held at 6pm that evening. The Chair has spoken to the Lead Ranger for BDBC and confirmed that when the Petty’s Copse works are undertaken a new informative approach regarding communications will be made. The opportunity will arise early next year to inform more of the community. The work in Petty’s Copse is dependent on adoption by BDBC . The Larches work has been overseen by BDBC. The planned tree planting will restore the wood to its original ancient woodland format.</p> <p>The Chair will invite the Lead Ranger to the next meeting of the Council in January. .</p>	Chair
122305	<p>Council is asked to hear reports from:</p> <ul style="list-style-type: none"> ● County Councillor – Cllr Still provided a written report which went out with the Agenda papers and is on the Council website. ● Borough Councillors – Cllr Vaux reiterated the message from Cllr Still regarding members of the public using the grit and salt in the grit bins on the footpaths and roads in icy weather. Cllr Vaux has met with the Letting Agent and Management Company for Chineham Shopping Centre. She thanked Parishioners for commenting on the proposed tree removal at the centre which will now not occur. Discussion took place on the application for a McDonalds’ . The store will operate 6am to midnight in line with the adjacent Pizza outlet With regard to anti-social behaviour and more litter, if the Parish observes and increase in litter, they are to apply for an increase in the Litter Grant. The sculptures affected by the new store will be relocated. Changes to the bin collection over the Christmas period are now available. ● SPCA – Has engaged with the energy efficiency survey and received a grant to upgrade the lighting to LED. And received a Councillor Grant for implementing CCTV. The centre is closed between Christmas and New Year. ● PPG – Chineham Medical Practice is no longer moving to Dame Mary Fagan House and the Practice is back to looking at options. 	
122306	<p>Council is asked to co-opt Peter Scott onto the Council</p> <p>Proposed Cllr Parfrey Seconded Cllr Palmer</p> <p>Approved and Peter Scott Co-opted.</p>	
122307	<p>Council is asked to note the current financial situation.</p> <p>Current account currently holds £30,404.56.</p> <p>The Reserve Account holds £77,645.78</p>	

	The spend in November was £2,076.99	
122308	<p>Council is asked to authorise requests for December payments. Council approved and agreed going forward any expenditure outside of the norm requires a fuller explanation. Signage to be installed regarding use of CCTV.</p> <p>Proposed Cllr Gordon Seconded Cllr Parfrey</p>	Clerk
122309	<p>Council is asked to hear an update from Open Spaces Committee to include current works for land transfer to BDBC. Meeting held in October and there are a number of actions ongoing. The Christmas lights and baubles were successfully installed on Gaiger Avenue roundabout.</p>	
122310	<p>Council is asked to hear an update on Speed Indicator Devices The SIDs were recently re-deployed. The deployment of the SID's needs looking at so the deployment plan mirrors the previous year. This will enable meaningful comparisons to be made on a like for like basis.</p>	Cllr Parfrey
122311	<p>Council is asked to confirm the date of the next Parish Council meeting –10th January 2024. Confirmed. The Chair wished everyone a merry Christmas and a Happy New Year.</p>	

Meeting ended at 20.22

Date: 03/01/2024

Sherfield Park Parish Council

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Time: 10:45

**Bank Reconciliation Statement as at 31/12/2023
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	31/12/2023	79	77,769.59
			<u>77,769.59</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			77,769.59
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			77,769.59
		Balance per Cash Book is :-	77,769.59
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 03/01/2024

Sherfield Park Parish Council

Page 1

Time: 10:45

User: JANE

Bank Reconciliation up to 31/12/2023 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>
19/12/2023	Interest		123.81	123.81		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>123.81</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 03/01/2024

Sherfield Park Parish Council

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Time: 10:49

User: JANE

Bank Reconciliation up to 31/12/2023 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>
04/12/2023	DD	60.17		60.17		R <input type="checkbox"/>	BT
13/12/2023	DD	88.94		88.94		R <input type="checkbox"/>	Nest
18/12/2023	BACS	9.66		9.66		R <input type="checkbox"/>	Value Products Ltd
18/12/2023	BACS	600.00		600.00		R <input type="checkbox"/>	Washer's
18/12/2023	BACS	84.00		84.00		R <input type="checkbox"/>	Sleeptight Security
22/12/2023	BACS	196.05		196.05		R <input type="checkbox"/>	HMRC
23/12/2023	BACS	216.72		216.72		R <input type="checkbox"/>	Richard Oats
23/12/2023	BACS	1,148.48		1,148.48		R <input type="checkbox"/>	Jane Stewart
23/12/2023	BACS	6.50		6.50		R <input type="checkbox"/>	Jane Stewart
		2,410.52	0.00				

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 03/01/2024

Sherfield Park Parish Council

Page 1

Time: 10:49

**Bank Reconciliation Statement as at 31/12/2023
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	31/12/2023		27,994.04
			<u>27,994.04</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			27,994.04
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			27,994.04
		Balance per Cash Book is :-	27,994.04
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

03/01/2024

Sherfield Park Parish Council

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Detailed Receipts & Payments by Budget Heading 31/12/2023

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	41,929	39,220	(2,709)			106.9%	
1090 Bank Interest	982	75	(907)			1309.0%	
Income :- Receipts	42,911	42,004	(907)			102.2%	0
Net Receipts	42,911	42,004	(907)				
200 Expenditure							
4000 Salaries, Pensions and NI	14,707	21,000	6,293		6,293	70.0%	
4025 Clerks Expenses	0	400	400		400	0.0%	
4060 Stationery	450	700	250		250	64.3%	
4070 Administration	132	500	368		368	26.4%	
4075 Chairman's Allowance	0	100	100		100	0.0%	
4080 Repairs & Maintenance	1,187	12,000	10,813		10,813	9.9%	
4085 Insurance	592	600	8		8	98.7%	
4090 Grants & Donations	10,726	12,000	1,274		1,274	89.4%	
4100 Training	158	1,500	1,342		1,342	10.5%	
4105 Hall Hire	17	200	183		183	8.5%	
4110 Audit Fees	575	500	(75)		(75)	114.9%	
4115 Subscriptions	812	1,000	188		188	81.2%	
4120 Publications	377	700	323		323	53.9%	
4130 Office Equipment	0	200	200		200	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	444	560	116		116	79.3%	
4160 Office Mobile Phone	59	80	22		22	73.1%	
4170 Sherfield 20	1,336	4,500	3,164		3,164	29.7%	
Expenditure :- Indirect Payments	32,287	58,430	26,143	0	26,143	55.3%	0
Net Payments	(32,287)	(58,430)	(26,143)				
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	505	600	95		95	84.2%	
VAT Data :- Indirect Payments	505	600	95	0	95	84.2%	0
Net Receipts over Payments	233	400	167				

Continued over page

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Sherfield Park Parish Council

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Detailed Receipts & Payments by Budget Heading 31/12/2023

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	43,649	43,004	(645)			101.5%	
Payments	32,792	59,030	26,238	0	26,238	55.6%	
Net Receipts over Payments	<u>10,857</u>	<u>(16,026)</u>	<u>(26,883)</u>				
Movement to/(from) Gen Reserve	<u>10,857</u>						



January 2024 Request for Payments		Agenda item 012408				
Company	Detail	Inv/Quote No	Method	Amount	Code	Notes
BT	Office Broadband	MO54GA	DD	60.17	4155	
HMRC	NI and Pension contribution month 9		BACS	196.05	4000	
Clerk	Mobile Phone Allowance		BACS	6.50	4160	
Nest	Pensions 24 November - 23 December 2023		DD	88.94	4000	Due 13 January
Staff salaries	Salary and pension Clerk and litter warden		BACS	1,365.20	4000	
HALC	2 x Knowledge Training March		BACS	235.20	4100	Cllr Skarin and Scott
OVO Energy	Useage to 13th December		BACS	95.26	4150	There is an opportunity to enter into a fixed contractr
TBC	Office Hoover replacement		BACS	100.00	4130	See notes below
Total				2,147.32		

The current office vacuum is unable to clean the floor and remove dust and debris from the corners of the office or deal with leaves and mud. The Clerk is requesting a new hoover with improved suction and tools to clean the office to a better standard.

Company	Type	Current Price
Argos	Henry	130.00
Amazon	Russell Hobbs RHCV3601 ATLAS2	50.99
Curry's	Hoover energy 300	99.99

2024/25 PRECEPT REQUEST

PARISH OF SITERFIELD PARK PARISH COUNCIL
To Basingstoke & Deane Borough Council

You are hereby directed to pay the sum of: (in whole pounds only)

£

	4	1	1	8	1	0	0
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Forty one thousand, one hundred and eighty one (amount in words)

In two equal instalments by 30th April 2024 (50%) and 30th September 2024 (50%) to meet expenses of the Parish.
This being the precept amount determined in accordance with the Local Government Finance Act 1992.

Authorised at a meeting of the Parish Council held on 10th JANUARY 2024

Signatures:

_____ Presiding Chairman

_____ Member of the Council

_____ Member of the Council

_____ Clerk

Payment Details

Name of Bank:

LLOYDS BANK.

Name on Account:

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Bank Account No:

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Sort Code:

		-			-		
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email address for payment advice: clerk@sherfieldparkparishcouncil.gov.uk

Sherfield Park Parish Council

2024/25 Budget

		2021-22		2022-23		2023-24		2024-25		
		Budget	Forecast	Budget	Forecast of Actual	Budget	Forecast	Budget	Forecast	
RECEIPTS										
Precept	1076	39,220	39,220	39,220	39,220	39,220	39,220	41,181		£1961.00 5% increase
Interest	1090	75	5	5	138	75	968	900		
Litter Warden Grant	1000	2,267	2,317	2,317	2,470	2,709	3,709	3,709		
S 106 grant		-				-		-		
CC Grant		-				-		-		
One off bank compensation payment	1091				25					
Total income		£41,562	41,542	41,542	41,853	42,004	43,897	45,790		
PAYMENTS										
Salaries, Pensions & NI	4000	13,000	13,000	15,000	20,882	21,000		22,000		
Clerks Expenses	4025	400	-	400	400.00	400		200		
Administration	4070	1,200	400	1,200	2,252.37	500		300		
Stationery	4060					700		500		
Chairman's Allowance	4075	100	50	100	100.00	100		100		
Repairs & Maintenance	4080	10,000	14,116	10,000	10,000.00	12,000		8,000		
Insurance	4085	520	514	1,000	560.04	600		900		
Grants & Donations	4090	15,000	7,000	15,000	9,661.00	12,000		15,000		
Section 137 payments		-	-	-		-		-		
Training	4100	1,500	800	1,500	565.20	1,500		1,500		
Hall Hire	4105	150	50	200	200.00	200		200		
Audit Fees	4110	500	320	600	284.00	500		750		
Subscriptions	4115	1,000	800	1,000	706.00	1,000		1,000		
Publications	4120	600	500	700	510.00	700		1,000		
Traffic control equipment	4125	3,500	6,816	3,500	65.00	-		-		
Office Equipment	4130	1,000	1,000	1,000	150.00	200		200		
Miscellaneous	4135	500	100	500	900.00			-		Code removed do not use
IT inc Website	4145	400	490	500	160.00	530		1,000		
Emergency Plan supplies	4140	850	-	850	850.00	800		400		
Sherfield 20	4170			3,000	-	4,500		3,000		
Electricity	4150					560		560		
Broadband	4155					560		800		
Telephone	4160	1,200	1,000	1,200	682.20	80		80		
Total out going		£51,420	£46,956	£57,250	48,928.26	£58,430	£0.00	£57,490	£0.00	
Balance		-£9,858	-£5,414	-£15,708	-£7,075	-£16,426	£43,897	-£11,700	£0	
Reserves										
Provision for Election Costs		4,000		4,000		4,000		322	10,000	Community Orchard
Provision for Playground refurbishment		7,500		0		600		323	5,000	Open Spaces wild meadow
Office rebuild costs		5,000		7,500		6,000		324	5,000	Notice board/office replacement
Provision for open spaces projects		13,000		12,000		12,000		325	0	6 months running costs gone to g
Provision for other Capital projects		2,000		2,000		2,000		326	0	Election costs
Provision for community orchard		25,000		30,000		10,000		327	10,000	Community other projects
Community other projects						10,000		328	0	Petty's Copse Path
6 mth running cost reserve		20,000		25,000		25,000		329	6,000	Entrance sign
TOTAL		£76,500	£0	£80,500	£0	£69,600	£0	£40,000	£0	330 SID