

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 14th February 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 - 7th February 2024*

Jane Stewart – Clerk & RFO

clerk@sherfieldparishcouncil.gov.uk

Agenda No	Item
	Presentation/Update on Land East of Basingstoke - Tibbalds Planning and Urban Design Ltd
	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.
022401	To receive and accept apologies of absence. Schedule 12 of the Local Government Act 1972
022402	To receive any declarations of interest relevant to items on this agenda. Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464)
022403	To sign as a correct record, the minutes of the meeting of the Full Council held on 10th January 2024 LGA 1972 Sch 12 para 41(1)
022404	To receive any Chairman’s announcements.
022405	Council is asked to hear reports from: <ul style="list-style-type: none"> • County Councillor • Borough Councillors • SPCA • PPG
022406	Council is asked to note an update from BDBC Lead Ranger on woodlands. Council is asked to confirm attendance at tree planting at the Larches on the following dates: Saturday 17th February at 10am and Saturday 16th March at 10am. Council is asked to consider funding pastries for attendees to the value of £30 per day.
022407	Council is asked to note the current financial situation
022408	Council is asked to note the annual pay award advice from HALC and agree increase from 1st April
022409	Council is asked to consider a grant application from St Leonards Church for £600 and London St United Reformed Church social group Millers Ark visit £402.80
022410	Council is asked to authorise requests for February payments

022411	Council is asked to note situation with HSBC Bank and agree a way forward
022412	Council is asked to consider and approve the following. <ul style="list-style-type: none"> • Annual review of Standing Orders • Annual review of Finance Regulations • Annual review of Asset Register • Annual review Financial Risk Management
022413	Council is asked to note forthcoming elections and the process for submitting required documentation
022414	Council is asked to hear an update from Open Spaces Committee <ul style="list-style-type: none"> • Update on 20th Anniversary event
022415	Council is asked to hear an update on Speed Indicator Devices
022416	Council is asked to confirm copy for Loddon Valley Link April edition
022417	Council is asked to confirm the date of the next Parish Council meeting – 13th March 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.

Questions submitted by a Parishioner.

1/ McDonalds Chineham - Will there be any improvement to the A33 roundabout prior to McDonalds opening, to manage the obvious increase in traffic attempting to enter/leave Chineham Shopping Centre?

2/ Upper Cufaude Farm - What assessment has been undertaken to assess the rain impact on Sherfield Park when rain water that is currently soaked up by the fields, has to run off somewhere else?

3/ Chineham Train Station - Understood Berkshire and Hampshire councils were assessing transport options to improve transport links across the two counties. Now that Green Park station is open, is there any timeline to state whether Chineham is in scope or out of scope for a Train Station?

4/ To prevent parking on dropped curbs on corners, would HCC install small sphere type bollards?

5/ HCC are refusing to clean the dirty brick council owned pavements at Rockbourne Square. They also refuse permission for residents to do this themselves. The dirt is now a blight on SP. What can be done?

Responses

Q1. There are no planned changes to the roundabout. Traffic projections have been assessed as being within acceptable tolerances for the access road infrastructure.

Q2. HCC are responsible for assessing the flood risk. Their document can be accessed here:

https://planning.basingstoke.gov.uk/online-applications/files/1C0254E4E69CD2B74547C6518595B5EA/pdf/19_00018_OUT-HCC_Lead_Local_Flood_Authority-4740629.pdf

Q3. There are no plans for a railway station at Chineham anymore. It is being removed from future planning documents. This is also being checked with the County Council's Strategic Transport team.

Q4. Hampshire County Council as the highway authority will only install items of street furniture on junctions and in other locations where there is an overriding highway benefit in doing so. Spheres are not an item of street furniture recognised by the authority. In the first instance it is the driver's responsibility to ensure that they park in such a way that they do not obstruct the highway. The Highway Code is quite clear under Rule 243 that vehicles should not stop or park opposite or within 10 metres (32 feet) of a junction, except in an authorised parking space.

Q5. Hampshire County Council did enter into correspondence with a resident of Rockbourne Road last calendar year who wanted the County Council to cleanse the block paving. The resident then wanted consent to cleanse the block work themselves. This correspondence ended in a Stage 3 complaint with the County Council as part of our Corporate Complaints process.

SHERFIELD PARK PARISH COUNCIL

Sherfield Park Parish Council (SPPC)
Minutes of an Ordinary Meeting at The Parish Office
at 7.30pm on Wednesday 10th January 2024

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

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

Apologies Cllr Miller, Cllr Edwards, and Cllr Still

In attendance Cllr Vaux and 7 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>The Chair welcomed the members of the public and wished them a happy new year. At the start of the year the Council has a full complement of Councillors.</p> <p>A member of the public raised the issue of a grass area being churned up by vehicles parking on the verge. They questioned whether it would be possible to install small wooden posts similar to ones in other areas of the park, to deter the area being parked on.</p>	

Signed
Chair

012401	<p>To receive and accept apologies of absence. Schedule 12 of the Local Government Act 1972 Apologies received from Councillors Miller, Edwards and Still</p>	
012402	<p>To receive any declarations of interest relevant to items on this agenda. Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) There were no declarations of interest for this agenda.</p>	
012403	<p>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)</p> <p>Proposed Cllr Parfrey Seconded Cllr Skarin</p>	
012404	<p>To receive any Chairman’s announcements. The Chair is arranging for an update on the development to the East of Basingstoke for the next Council meeting in February. The Head Ranger was unable to attend this meeting. The Chair will arrange a separate meeting with her and report back to Council. Hampshire County Council have launched a public consultation on proposed reduction of services in order to meet a deficit. The Clerk has put a link on the parish Council website for parishioners to state their views.</p>	
012405	<p>Council is asked to hear reports from: Cllr Vaux – Eight EV charging stations are being installed in Chineham Shopping Centre. They require a substation to be installed to become viable. The HCC Consultation is important, and the Councillor urged Parishioners to have their say. There are a number of consultation events in addition to the online questionnaire. At last night’s Cabinet meeting it was agreed the Local Plan will go to consultation, the current plan is out of date and this consultation will support which developments are in the plan and it is very pertinent to Sherfield Park. Lodge Farm has been removed from the plan as well as an additional site by Caufaude Lane. Councillors are lobbying to have more removed from East of Basingstoke. Councillor Vaux reminded people that Councillor grants were still available. There is a survey being undertaken for on street electric charging. If it is determined there is a requirement, HCC will undertake a trial. The Green Team at the Council are happy to come out and see residents in their houses to advise on how to reduce bills and apply for grants. SPCA – Warm Space is being used during the wintry weather. Free tea and coffee is available. Plans for Sherfest are in hand. Saturday 27th January there is a Burns Night Bingo and Buffet evening – tickets £6.</p>	

Signed
Chair

Detailed Receipts & Payments by Budget Heading 31/01/2024

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	1,110	75	(1,035)			1479.9%	
Income :- Receipts	43,039	42,004	(1,035)			102.5%	0
Net Receipts	43,039	42,004	(1,035)				
200 Expenditure							
4000 Salaries, Pensions and NI	16,362	21,000	4,638		4,638	77.9%	
4025 Clerks Expenses	25	400	375		375	6.3%	
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	1,347	12,000	10,653		10,653	11.2%	
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	829	530	(299)		(299)	156.5%	
4150 Electricity	79	560	481		481	14.2%	
4155 Broadband	494	560	66		66	88.3%	
4160 Office Mobile Phone	65	80	15		15	81.3%	
4170 Sherfield 20	1,336	4,500	3,164		3,164	29.7%	
Expenditure :- Indirect Payments	34,377	58,430	24,053	0	24,053	58.8%	0
Net Payments	(34,377)	(58,430)	(24,053)				
999 VAT Data							
115 VAT on Receipts	961	1,000	39			96.1%	
VAT Data :- Receipts	961	1,000	39			96.1%	0
515 VAT on Payments	563	600	37		37	93.8%	
VAT Data :- Indirect Payments	563	600	37	0	37	93.8%	0
Net Receipts over Payments	398	400	2				

Detailed Receipts & Payments by Budget Heading 31/01/2024

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	44,000	43,004	(996)			102.3%	
Payments	34,940	59,030	24,090	0	24,090	59.2%	
Net Receipts over Payments	<u>9,060</u>	<u>(16,026)</u>	<u>(25,086)</u>				
Movement to/(from) Gen Reserve	<u>9,060</u>						

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 2 - HSBC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
SPPC HSBC	31/01/2024	80	77,897.73
			<u>77,897.73</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			77,897.73
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			77,897.73
		Balance per Cash Book is :-	77,897.73
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation up to 31/01/2024 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>
20/01/2024	Interest		128.14	128.14		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>128.14</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/01/2024
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	31/01/2024		26,068.97
			<u>26,068.97</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			26,068.97
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			26,068.97
		Balance per Cash Book is :-	26,068.97
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation up to 31/01/2024 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>
02/01/2024	BACS	60.17		60.17		R <input type="checkbox"/>	BT
05/01/2024	BACS	113.27		113.27		R <input type="checkbox"/>	Qoppa Software
10/01/2024	VAT Refund		223.33	223.33		R <input type="checkbox"/>	Receipt(s) Banked
16/01/2024	BACS	129.00		129.00		R <input type="checkbox"/>	Currys Online
22/01/2024	BACS	25.20		25.20		R <input type="checkbox"/>	Jane Stewart
22/01/2024	BACS	95.26		95.26		R <input type="checkbox"/>	OVO Energy
22/01/2024	BACS	196.25		196.25		R <input type="checkbox"/>	HMRC
22/01/2024	BACS	63.96		63.96		R <input type="checkbox"/>	Paul Parfrey
23/01/2024	BACS	216.72		216.72		R <input type="checkbox"/>	Richard Oats
23/01/2024	BACS	1,153.13		1,153.13		R <input type="checkbox"/>	Jane Stewart
23/01/2024	BACS	6.50		6.50		R <input type="checkbox"/>	Jane Stewart
25/01/2024	DD	88.94		88.94		R <input type="checkbox"/>	Nest
		<u>2,148.40</u>	<u>223.33</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate


 SHERFIELD PARK PARISH COUNCIL

February 2024 Request for Payments		Agenda item 022410				
Company	Detail	Inv/Quote No	Method	Amount	Code	Notes
BT	Office Broadband	MO54GA	DD	£ 60.17	4155	
HMRC	NI and Pension contribution month 10		BACS	£ 196.60	4000	
Clerk	Mobile Phone Allowance		BACS	£ 6.50	4160	
Nest	Pensions 23 December - 24 January 2024		DD	£ 88.94	4000	Due 13 February
Staff salaries	Salary and pension Clerk and litter warden		BACS	£ 1,369.85	4000	
Geosphere	Parish Online	Invoice	BACS	£ 150.00	4115	Annual subscription. Paid as agreed via WhatsApp
R Oats	New winter boots	Expenses	BACS	£ 75.65	4080	Replace worn out foot wear
SPCA	Contribution to pastries wood replanting		BACS	£ 60.00	4090	For volunteers 17 Feb, 16 March
South & South East In Bloom	Entry fee to Parish in bloom		BACS	£ 55.00	4080	
St Leonards Church	Lenny's Café Grant Application		BACS	£ 600.00	4090	
London St United Reformed Church	Dementia social group Miller's Ark visit		BACS	£ 402.80	4090	
Total				£ 3,065.51		