

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

at 7.30pm on Wednesday 10th January 2024

Councillors:	IN ATTENDANCE	APOLOGIES	<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
	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.	
	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.	
	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.	

To receive and accept analogies of absence	
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the Full Council held on 13 th December 2023	
LGA 1972 Sch 12 para 41(1)	
Proposed Cllr Parfrey Seconded Cllr Skarin	
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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.	
Council is asked to hear reports from:	
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installed to become viable.	
The HCC Consultation is important, and the Councillor urged	
Parishioners to have their say. There are a number of	
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still available.	
There is a survey being undertaken for on street electric	
charging. If it is determined there is a requirement, HCC will	
	Proposed Cllr Parfrey Seconded Cllr Skarin 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. 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

012406	Council is asked to note an update from BDBC Lead Ranger	
	on woodlands.	
	The Lead Ranger is unable to attend tonight's meeting. The	
	Chair will get a report at a separate meeting and report back	
	to Council. The target for handover of land was year end.	
012407	Council is asked to note the current financial situation.	
	Current Account £27,994.04	
	Reserve Account £77,769.59	
	Spend December 2023 £2,410.52	
012408	Council is asked to authorise requests for January payments. There is a small change to HMRC and salary to Clerk due to changes in NI contributions which came in 6 th January. Council agreed to purchase of a Henry Hoover to replace the current office hoover. Proposed Cllr Circuit Seconded Cllr Parfrey	
012409	Council is asked to discuss and consider moving Council	
	reserves from HSBC to an alternative bank.	
	Council discussed changing banks. Requested Clerk to	Clerk
	determine process for opening accounts and possible interest	
	to be paid on those recommended by SLCC.	
012410	Council is asked to hear an update from Open Spaces	
	Committee	
	Chair of Open Spaces, Cllr Parfrey consulted fellow Councillors	Open Spaces
	on a date for meeting. Cllr Parfrey asked Cllr Scott to join the	
	Committee. The Grant deadline for HCC was too soon for an	
	application to be made. The deadline for Parish in Bloom is	
	28 th February - Open Spaces Committee will discuss whether	
	to enter this year and the context of any entry and bring it to	
	the next meeting for Council to consider.	
012411	Council is asked to note Precept application – deadline for	
	submission 31 st January.	
	It was agreed the Precept Application would be £41,181 as	
	per the budget approval in November. The Chair, Cllrs Gordon	
	and Stebbings and the Clerk duly signed the form. It was	
	agreed a narrative explaining the 5% increase would be put	
	on the website and Council Facebook page.	
	Proposed Cllr Gordon Seconded Cllr Stebbings	
012412	Council is asked to hear an update on Speed Indicator	
	Devices	

	Comparison data year on year has not been possible due to	
	the deployment pattern of the SIDs. The deployment in 2024	
	will mirror 2023 and enable meaningful data comparisons.	
	Evolis have developed a new unit. The quotation received is	
	£2,266.79 inc VAT. Cllr Parfrey is recommending the purchase	
	of this unit from Ear Marked Reserves as per the budget.	
	The decision to use Evolis was previously made under due	
	diligence, and it makes sense to remain with the same	Clerk
	software and battery unit.	
	Proposed Cllr Parfrey Seconded Cllr Circuit	
	Clerk to transfer the money from the Reserve Account	
012413	Council is asked to confirm copy for Loddon Valley Link	
	February edition.	
	Agreed to list the Councillors, add in the importance of the	
	HCC Consultation, include Warm Spaces and a request to join	
	the Wildlife Group to take part in the regeneration of the	
	woodland.	
012414	Council is asked to confirm the date of the next Parish	
	Council meeting -14 th February 2024	
	Meeting date confirmed	

Meeting ended 2030.



	January 2024 Request for Payments	Agenda item 012408	1			
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		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	Туре	Current Price
Argos	Henry	130.00
Amazon	Russell Hobbs RHCV3601 ATLAS2	50.99
Curry's	Hoover energy 300	99.99

Sherfield Park Parish Council

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Time: 10:45

Bank Reconciliation Statement as at 31/12/2023 for Cashbook 2 - HSBC

Bank Statement Account Name (s)	Statement Date	_ Page	Balances
SPPC HSBC	31/12/2023	79	77,769.59
		_	77,769.59
Unpresented Payments (Minus)		Amount	
		0.00	
		_	0.00
			77,769.59
Unpresented Receipts (Plus)			
		0.00	
		_	0.00
			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	

Sherfield Park Parish Council

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Time: 10:45

User: JANE

Bank Reconciliation up to 31/12/2023 for Cashbook No 2 - HSBC

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	<u>Difference</u> <u>Cleared</u>	Payee Name or Description	
19/12/2023	Interest		123.81	123.81	R 📕	Receipt(s) Banked	
	-	0.00	123.81				
Signa	atory 1:						
Name	э		Sign	ed		Date	
Signa	atory 2:						
Name	ə		Sign	ed		Date	

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Time: 10:49

Bank Reconciliation Statement as at 31/12/2023 for Cashbook 1 - Current Bank A/c

Bank Statement Account Name (s)	Statement Date	Page	Balances
SPPC Lloyds	31/12/2023		27,994.04
			27,994.04
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			27,994.04
Unpresented Receipts (Plus)			
		0.00	
			0.00
			27,994.04
	Balance pe	er Cash Book is :-	27,994.04
		Difference is :-	0.00
Signatory 1:			
Name	Signed	Date	
Signatory 2:			

Signatory 1:

Sherfield Park Parish Council

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User: JANE

Time: 10:49

Bank Reconciliation up to 31/12/2023 for Cashbook No 1 - Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	<u>Difference</u> <u>Cleared</u>	Payee Name or Description
04/12/2023	DD	60.17		60.17	R 📕	вт
13/12/2023	DD	88.94		88.94	R 📕	Nest
18/12/2023	BACS	9.66		9.66	R 📕	Value Products Ltd
18/12/2023	BACS	600.00		600.00	R 📕	Washer's
18/12/2023	BACS	84.00		84.00	R 📕	Sleeptight Security
22/12/2023	BACS	196.05		196.05	R 📕	HMRC
23/12/2023	BACS	216.72		216.72	R 📕	Richard Oats
23/12/2023	BACS	1,148.48		1,148.48	R 📕	Jane Stewart
23/12/2023	BACS	6.50		6.50	R 📕	Jane Stewart
	_					
	_	2,410.52	0.00			

Name	.Signed	.Date
Signatory 2:		
Name	.Signed	.Date

11:35

Sherfield Park Parish Council

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							
	Litter Warden Grant	0	2,709	2,709			0.0%	
	Precept	41,929	39,220	(2,709)			106.9%	
	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	Expanditura							
	Expenditure	44.707	04.000	0.000		0.000	70.00/	
	Salaries, Pensions and NI	14,707 0	21,000 400	6,293 400		6,293 400	70.0% 0.0%	
	Clerks Expenses							
	Stationery	450	700	250		250	64.3%	
	Administration Chairman's Allowance	132 0	500 100	368 100		368 100	26.4% 0.0%	
	Repairs & Maintenance	1,187	12,000	10,813		10,813	9.9%	
	Insurance	592	600	10,613		10,013	98.7%	
	Grants & Donations	10,726	12,000			1,274	89.4%	
		158	•	1,274		•	10.5%	
	Training Hall Hire	17	1,500 200	1,342 183		1,342 183	8.5%	
	Audit Fees	575	500	(75)		(75)	114.9%	
		812						
	Subscriptions Publications	377	1,000 700	188 323		188 323	81.2% 53.9%	
			200	200		200	0.0%	
	Office Equipment	0						
	Emergency Plan supplies IT-inc Website	0	800	800		800	0.0%	
	Electricity	716 0	530 560	(186) 560		(186) 560	135.1% 0.0%	
	Broadband	444	560	116		116	79.3%	
	Office Mobile Phone Sherfield 20	59 1,336	80 4,500	22 3,164		22 3,164	73.1% 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%	
515	VAT on Payments	505	600	95		95	84.2%	
	VAT Data :- Indirect Payments	505	600	95		95	84.2%	0
	Net Receipts over Payments	233	400	167				
	- ·							

03/01/2024

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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	10,857	(16,026)	(26,883)			
Movement to/(from) Gen Reserve	10,857					