

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


SHERFIELD PARK **PARISH COUNCIL**

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

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

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
SPPC HSBC	31/12/2023	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

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

**Bank Reconciliation Statement as at 31/12/2023
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	31/12/2023		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

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
		<u>2,410.52</u>	<u>0.00</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

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				

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>						