

Sherfield Park Parish Council (SPPC)

Minutes of an Ordinary Meeting at The Parish Office

At 7.30pm on Wednesday March 13th 2024

Councillors:	IN ATTENDANCE	<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 Gordon, Scott, Parfrey, Vaux, Miller, Edwards and Still

In attendance 0 member of the public

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

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. No members of the public present
032401	To receive and accept apologies of absence.
032401	Schedule 12 of the Local Government Act 1972
	Apologies received and accepted from Cllr Gordon, Scott, Parfrey, Vaux, Miller, Edwards and Still
032402	To receive any declarations of interest relevant to items on this agenda.
	Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464)
	No declarations declared for items in this agenda
032403	To sign as a correct record, the minutes of the meeting of the Full
	Council held on 14 th February 2024

	LGA 1972 Sch 12 para 41(1)					
	Minutes approved					
032404	To receive any Chairman's announcements.					
	 Saturday 16th March, planting at The Larches will go ahead. The 					
	Rangers have been in today and marked the remaining area with					
	tree stakes.					
	A summary of the Local Plan response had been circulated to					
	Councillors prior to the meeting and has now been submitted. In					
	February 2022 SPPC approved the cost of planning consultants to					
	assist in the process. Along with Sherfield on Loddon this has					
	now been done and the invoice for the fees received.					
	An email from a parishioner has been received highlighting HCC					
	proposing a possible reduction in nighttime street lighting. The					
	Parishioner would like householders to be reminded to keep their					
	external lighting in good working order for personal safety,					
	particularly in communal parking areas.					
	The standing stones, part of the sales office feature have been					
	removed after 17 years. They were removed by Croudace as part					
	of the handover to BDBC, they had no planning permission. The					
	Parish council will give consideration to implementing possible					
	new features in the development once handover has been					
	·					
	completed.					
	SPPC Litter Warden has been supported by a young man					
000105	undertaking his Duke of Edinburgh Awards.					
032405	Council is asked to hear reports from:					
	County Councillor – Cllr Circuit updated the Council with a report from Councillor Vaux					
	PPG –Update from Cllr Vaux t					
032406	Council is asked to note the current financial situation. Council is asked					
	to note the Audit for AGAR is scheduled for 14 th May at 12 noon.					
	, , , , , , , , , , , , , , , , , , , ,					
	Reserve Account - £78,026.08					
	Current Account £23,528.26					
	AGAR noted					
032407	Council is asked to authorise requests for March payments.					
	Invoice received from ET Planning for Consultancy on Local Plan. This					
	takes requests for payment in March to £6,574.86. Council agreed to pay this invoice in the current financial year.					
	Proposed Cllr Skarin Seconded Cllr Palmer					
032408	Council is asked to consider and approve the following.					
	GDPR Policy					
	SPPC Privacy Notice					
	SPPC Records Retention Policy					
	Proposed Cllr Stebbings Seconded Cllr Skarin					
032409	Council is asked to hear an update from Open Spaces Committee					
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	Update on 20 th Anniversary event – invitations have gone out
	and cake ordered.
032410	Council is asked to hear an update on Speed Indicator Devices
	SID deployment is now following last year's locations so meaningful
	comparisons can be made.
032411	Council is asked to confirm copy for Loddon Valley Link May edition
	Copy agreed. Council noted the Beat Bobby was issuing car parking
	leaflets when out and about and SPPC had agreed to host Beat Surgeries
	in the Parish Office.
032412	Council is asked to confirm the date of the next Parish Council meeting
	- 10 th April 2024. Council is asked to confirm Annual Parish Meeting
	10 th April 2024 at 6.30pm and meeting dates for 2024/25
	Dates agreed

Meeting ended 20:08

Report Councillor Vaux - 13th March 2024

Issues which may be of interest as a Cllr include:

- 1. The second planting session at **The Larches** is going ahead on Saturday 16 March, as the ground is considered acceptable. 10am start.
- 2. The public engagement on the **Local Plan Update** closed on March 4th. It will take some months to process all the feedback.
- 3. **Strengthening Communities Grant** This year's allocation has opened for applications, details on the BDBC website. Organisations which are formally constituted and have a bank account can apply for up to £15k for grants to improve efficiency, increase volunteers, upskilling, expanding successful services or developing new services, and helping organisation become more resilient. Closes 5pm Friday 12 April
- 4. The borough's Green Team are offering free **Garden Surveys** to tips and advice to help their gardens to nurture wildlife and cut carbon. The assessment takes about an hour and the team provide a guide with advice such as bee-friendly flowers, hedgehog highways etc.
- 5. There has been a licence application from **McDonalds** to open 24/7 at the Chineham Shopping Centre. Licences such as these operate on a 'permissive' basis, to the presumption is that they will be granted: it is about the conditions which are attached. Personally I feel that the opening hours through the night is likely to increase anti-social behaviour and car meets, however the licencing department consider these to be factors outside of McDonald's control. Councillors are pressing the operators of the shopping centre to install CCTV, which we believe will be happening, mostly as a deterrent to shop lifting at the centre however it will deter ASB as well.

Feedback from the PPG:

The practice held an engagement event at Christ Church recently. It was very well attended, and I was pleased to see a lot of people from Sherfield Park there. The primary purpose was to provide patients of the practice information about the new Total Triage system to access services at the practice. This is an on-line process, which can be accessed by people who do not sure the internet through the receptionist either on the phone or physically at the practice. There are 5 or 6 questions which enable the GPs to triage which contacts can be handled by administrators, other professionals (such as physiotherapists or nurse practitioners), which require same day appointments, which can wait. Those being offered appointments are sent a link where they will have a choice of appointment times to choose from.

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Time: 14:46

Bank Reconciliation Statement as at 29/02/2024 for Cashbook 2 - HSBC

Bank Statement Account Name (s)	Statement Date	Page	Balances
SPPC HSBC	29/02/2024	81	78,026.08
			78,026.08
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			78,026.08
Unpresented Receipts (Plus)			
		0.00	
			0.00
			78,026.08
	Balance pe	r Cash Book is :-	78,026.08
		Difference is :-	0.00
Signatory 1:			
Name	Signed	Date	
Signatory 2:			
Name	Signed	Data	

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Time: 14:46

Bank Reconciliation up to 29/02/2024 for Cashbook No 2 - HSBC

<u>Date</u>	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference Cleared	Payee Name or Description	
20/02/2024	Interest		128.35	128.35	R 📕	Receipt(s) Banked	
	_	0.00	128.35				
Signa	atory 1:						
Name	9		Sign	ed		Date	
Signa	atory 2:						
Name	e		Sign	ed		Date	

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Page 1 User: JANE

Time: 14:43

Bank Reconciliation Statement as at 29/02/2024 for Cashbook 1 - Current Bank A/c

Bank Statement Account Name (s)	Statement Date	Page	Balances
SPPC Lloyds	29/02/2024		23,528.26
		_	23,528.26
Unpresented Payments (Minus)		Amount	
		0.00	
		_	0.00
			23,528.26
Unpresented Receipts (Plus)			
		0.00	
			0.00
			23,528.26
	Balance p	er Cash Book is :-	23,528.26
		Difference is :-	0.00
Signatory 1:			
Name	Signed	Date	
Signatory 2:			
Name	Signed	Date	

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User: JANE

Time: 14:43

Bank Reconciliation up to 29/02/2024 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
01/02/2024	DD	60.17		60.17	R 📕	ВТ
07/02/2024	BACS	144.00		144.00	R 📕	Geoxphere Ltd
19/02/2024	BACS	54.00		54.00	R 📕	Amna Hassan
22/02/2024	BACS	191.60		191.60	R 📕	HMRC
22/02/2024	DD	88.94		88.94	R 📕	Nest
23/02/2024	BACS	216.72		216.72	R 📕	Richard Oats
23/02/2024	BACS	75.65		75.65	R 📕	Blacks
23/02/2024	BACS	1,153.13		1,153.13	R 📕	Jane Stewart
23/02/2024	BACS	6.50		6.50	R 📕	Jane Stewart
26/02/2024	BACS	550.00		550.00	R 📕	London St URC
	-	2,540.71	0.00			

Signatory 1:		
Name	Signed	.Date
Signatory 2:		
Name	Signed	.Date



	March 2024 Request for Payments	Agenda item 032407				
Company	Detail	Inv/Quote No	Method	Amount	Code	Notes
ВТ	Office Broadband	MO54GA	DD	60.17	4155	
HMRC	NI and Pension contribution month 11		BACS	191.60	4000	
Clerk	Mobile Phone Allowance		BACS	6.50	4160	
Nest	Pensions 24 January 2024 - 23 February		DD	88.94	4000	collected 14 March
Staff salaries	Salary and pension Clerk and litter warden		BACS	1,369.65	4000	
Darren Leaney Magic	Magician for 12th April	0001/24	BACS	225.00	4170	Agreed February meeting
Melting Moments	Remainder of invoice for chocolate fountain	MM03	BACS	216.00	4170	Agreed February meeting
Rachael Herr	Cake 10th April		BACS	85.00	4170	Agreed February meeting
DM Payroll Services	Annual fee processing payroll		BACS	132.00	4070	Will be invoiced April
Total				2,374.86		

ET Planning Fee BACS 4,200.00 Agreed 9th Feb 2022 Minuted 022210 6,574.86