



**Sherfield Park Parish Council (SPPC)**  
**Full Council Meeting held at Sherfield Park Community Centre**  
**at 7.30pm on Wednesday 16<sup>th</sup> January 2019**

	<u>IN ATTENDANCE</u>	<u>APOLOGIES</u>	<u>ABSENT</u>
<b>Councillors:</b>			
Cllr. Bowyer		✓	
Cllr. Gordon	✓		
Cllr. Vaux (Acting Chair)	✓		
Cllr. Goodenough	✓		
Cllr. Alvares	✓		
Cllr. Rouse	✓		
Cllr Christmas			✓

In attendance: S. Vaux (Clerk) taking the minutes, and 5 members of the public.

Agenda Item	Issue	Actions
011901	<b>To receive and accept apologies of absence</b> An apology for absence was received from Cllr Bowyer (Unwell)	
011902	<b>To receive any declarations of interest relevant to items on this agenda.</b> There were no declarations of interest relevant to items on this agenda.	
011903	<b>To sign as a correct record, the minutes of the full council meeting held on 12<sup>th</sup> December 2018.</b> The Councillors present agreed unanimously that the minutes of the meeting on 12 <sup>th</sup> December were an accurate record of that meeting. The minutes were then signed by the chairman.	
011904	<b>To consider matters arising from items detailed at the previous meeting and the latest action log.</b> The following matters were noted: a. Further to item 121805.4, The Clerk reported that the "Reminder notices" posted to encourage dog owners to pick up after their pets had all been destroyed or vandalised in the last few weeks. The Chairman advised that Sherfield on Loddon Parish has recently requested	

Signed by Chair.....

	<p>patrols by the borough's Community Safety Patrolling officers to attempt to identify owners unwilling to adhere to the anti-fouling laws. The Clerk was asked to contact his Sheffield on Loddon counterpart about potential cooperation with patrols between the two parishes, as prosecution may be the best deterrent. Dog walkers will also be reminded to use the road reserve, north of the sports field and other non-sporting areas whenever possible via a message on the parish website, in the Loddon Valley Link and via the Sheffield Park Facebook pages.</p> <p>b. Route 14 bus - as a follow-up to Items 121806.1 and 121815.a, County Councillor Elaine Still has been invited to the next Parish Council meeting to speak with residents regarding concerns about the No 14 bus timetable changes. Once this visit is confirmed her attendance will be publicised through normal channels.</p> <p>c. Wheelie bins - Ref item 121806.2. Advice from Basingstoke and Deane BC is that residents seeing wheelie bins being left in public areas should notify the Borough by e-mailing them at <a href="mailto:customer.services@basingstoke.gov.uk">customer.services@basingstoke.gov.uk</a>, or calling the general number 01256 844844 to report the issue. The borough has no formal enforcement powers, but can formally request residents to remove their bins promptly following each collection visit.</p> <p>d. Parking - Ref Items 121906 &amp; 121815.c. The clerk reported that Cllr Still will be sending the Parish Council the borough's approach to parking issues of the nature described, which will then be posted through the usual channels (Notice boards, Facebook pages and Parish Website)</p> <p>e. PDF manipulation software (ref item 121805). It was agreed by the Council that it to minimise costs the council will use the registered version of "I ♥ PDF", a free online service for creating, merging and manipulating PDF documents, providing the documents involved do not contain any confidential data/information.</p> <p>f. Mud from the football fields (Ref Item 121816) seems to have become less of a problem. The SPCA will now lead on this issue in future as the formal booking agents for the pitches;</p> <p>g. The new policies and Personnel sub-Committee will meet shortly (Ref 121818). Cllr Rouse to finalize date ASAP;</p> <p>h. The Council's Open Spaces subcommittee will next meet on 30<sup>th</sup> January at 7.30pm (Ref 121819);</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>All</p> <p>Cllr Rouse Open Spaces committee</p>
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011905	<p><b>To receive Chairman’s announcements.</b>  The following announcements were made:</p> <p>a. Cllr Paula Christmas submitted her resignation from the Parish Council on 16<sup>th</sup> January. The Clerk will follow national guidelines and advise the Borough Returning Officer and arrangements will be made for an election or co-option to take place in line with the 1972 Act. The Policies &amp; Personnel sub-committee will include this on their agenda.</p> <p>b. Planning updates:</p> <ul style="list-style-type: none"> <li>• 15 Woolston Place – 2 storey extension application refused</li> <li>• Chineham Centre redevelopment – matter ongoing</li> <li>• 3 Fernhill Place – single storey extension approved</li> </ul>	<p>Clerk</p> <p>P &amp; P sub-committee</p>
011906	<p><b>Public Participation session – 15 minutes</b>  A councillor, speaking as a member of the public asked that the Council investigate what powers it has to restrict/remove casual notices from public areas within the parish. The clerk was requested to investigate and advise at the next meeting or before.</p>	<p>Clerk</p>
011907	<p><b>To receive reports from outside bodies</b>  <b>Borough Councillors</b>  <b>County Councillors</b>  <b>SPCA</b>  <b>Chineham Medical Practice PPG</b></p> <p>a. There were no formal reports from our County or Borough Councillors.</p> <p>b. An SPCA monthly report, presented by their vice-chairman, Mr Levin is attached as appendix 1.</p> <p>c. Cllr Vaux gave a short verbal report from the Chineham Medical Practice PPG meeting:</p> <ul style="list-style-type: none"> <li>• The practice may be able to access capital funds to support their move to larger premises through NHS England;</li> <li>• They plan to resurrect their practice newsletter; and</li> <li>• Whilst Dr Thomas takes maternity leave she will be replaced by Dr Rachel Chander.</li> </ul>	
011908	<p><b>To receive and update on the Parish Office development.</b>  The office development is nearing completion but requires the following further actions:</p> <p>a. Fire Checks and Certification;</p> <p>b. Installation of Broadband;</p> <p>c. Issue by BDBC of a postal address;</p> <p>d. Installation of appropriate security measures;</p>	<p>Clerk &amp; Office Development Work Group</p>

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011909	<p><b>To note the current financial situation and sign the bank statements.</b> The Parish's financial situation is healthy. Details are shown in Appendix 2 below.</p>	
011910	<p><b>To authorise any requests for payments.</b> Payments for January are shown as Appendix 3 below. These were approved. Proposed: Cllr Vaux, Seconded: Cllr Goodenough</p>	
011911	<p><b>To receive, discuss and adopt a Parish Budget for 2019-20.</b> The council resolved unanimously to adopt the draft Parish budget presented to the meeting (refer appendix 4 below), which will require no increase in precept for the Parish to operate. The Clerk was requested to seek advice from the internal auditor about the status/expression of VAT payments and refunds in the budget. Proposed: Cllr Gordon, Seconded: Cllr Alvares</p>	Clerk
011912	<p><b>To agree the parish Precept for 2019-20, and sign the Parish Precept application.</b> The Council resolved unanimously to adopt a precept of £39,220 in 2019-20, as per the draft budget with no increase on last year. Proposed: Cllr Gordon, Seconded: Cllr Alvares</p>	
011913	<p><b>To receive, consider and confirm membership of the Parish Council's committee and work groups.</b> Following consideration of the Council's summary of Committees, Sub-committees and Working Groups the Clerk was requested to update the details of the council's committee and Work Group memberships, as follows:</p> <ol style="list-style-type: none"> <li>a. Cllr Christmas' name to be removed from all positions;</li> <li>b. Cllr Rouse advised that he wished to withdraw from the Finance Committee due to other commitments;</li> <li>c. Cllr Gordon advised that that she wished to withdraw from the planning committee due to other commitments. It was agreed that she would be replaced by Cllr Goodenough, with Cllr Gordon remaining as an alternate to the other members;</li> <li>d. It was confirmed, as set out in the terms of reference for these sub-committees, that the Clerk should be utilised to prepare agendas, record meetings and keep the relevant Action Logs up to date for the Open Spaces and Policy &amp; Personnel groups;</li> <li>e. Once the vacancy on the Council has been filled, the new councillor will be encouraged to become a member of the Policy and Personnel Group as soon as possible;</li> </ol>	Clerk

Signed by Chair.....

	<p>f. It was also confirmed that the clerk will only be involved in the Communication, Office Development and Emergency Plan work groups when requested by the group members. Initially he will be required to assist the Emergency plan group as an information collector as the plan's editor, with this work moving to the Policies and Personnel agenda;</p> <p>g. The Clerk also was asked to publish the updated committee lists on the website after the annual meeting in May, as a regular annual task.</p> <p>A resolution to adopt all the actions noted above was proposed by Cllr Goodenough &amp; Seconded by Cllr Rouse, and agreed by the council.</p>	<p>Clerk</p> <p>Clerk</p>
011914	<p><b>To consider whether the Parish Council wishes to submit a trial article to the Bramley and Sherfield Community Ad-Magazine due to be published at end January 2019.</b></p> <p>The Council resolved to ask the clerk to submit a trial article, identical to the one submitted earlier to the Loddon Valley Link, for inclusion in the next edition of the Bramley &amp; Sherfield Community Ad-Magazine.</p> <p>It was also proposed that the Communications Work Group will then review the Magazine and prepare a recommendation for the Full Council to consider. This was approved by a majority of the councillors, with one Councillor being against the idea, as they felt it risks damaging the Loddon Valley Link, an established locally based publication.</p> <p>Proposed: Cllr Goodenough, Seconded; Cllr Alvares</p>	<p>Clerk</p> <p>Communications Work Group/ Cllr Alvares</p>
011915	<p><b>To consider and agree the proposed Parish Office opening hours w.e.f. 1<sup>st</sup> February 2019.</b></p> <p>It was resolved that once a broadband service has been arranged, the Clerk will normally be available for residents in the parish office during the following hours:</p> <p style="padding-left: 40px;">Monday – 18.00 until 20.00</p> <p style="padding-left: 40px;">Tuesday – 10.00 until 12.00</p> <p style="padding-left: 40px;">Thursday – 14.00 until 16.00</p> <p>To ensure the Parish Office is open at these times on a regular basis, councillors will be asked to be present at any times the Clerk is not available.</p> <p>The office opening hours will be reviewed by the Policy &amp; Personnel Group which will also consider holding any regular councillor surgeries.</p>	<p>Clerk</p> <p>All</p> <p>Clerk/Cllr Rouse</p>

Signed by Chair.....

	<p>The Clerk will also be present for at least 30 minutes before meetings are arranged by the council requiring his attendance. The Clerk was requested to record footfall by residents, and to publicise the office opening hours, and office phone number once this becomes active.</p> <p>Proposed: Cllr Rouse, Seconded: Cllr Alvares</p>	Clerk
011916	<p><b>To consider a grant application from the Sherfield Park over 55s Group for £99.99 to purchase a small portable public address (PA) system.</b></p> <p>It was resolved after considerable discussion, that the Parish Council should purchase a simple but robust portable Public Address system for general community use, with priority for its use being given to the Over 55s group, who would be its normal custodian. An estimated cost of approximately £150 for this unit was suggested.</p> <p>Proposed: Cllr Goodenough, Seconded: Cllr Alvares</p>	Clerk
011917	<p><b>To consider a short report on the “Light Up Sherfield Park” event.</b></p> <p>The Councillors requested that the Clerk publicise the report about LUSP 2018 on the website and the Sherfield Park Facebook pages.</p>	Clerk
011918	<p><b>To agree the topics for the Parish Article in the next Loddon Valley Link.</b></p> <p>The Clerk was asked to ensure that the next article should include information about the councillor vacancy and the ongoing issue of dog fouling on the sports pitches.</p>	Clerk
011919	<p><b>To confirm the date of the next Full Council meeting as 13th February 2019 at 7.30 pm.</b></p> <p>It was confirmed that the next full meeting of the Parish Council will be held at 7.30pm on 13<sup>th</sup> February.</p>	

There being no further business, the meeting closed at 09.30pm

Signed by Chair.....

## Appendix 1

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### **January 2019 Sherfield Park Community Association Report to the Sherfield Park Parish Council**

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#### **Centre Lease**

In November 2018, the SPCA received a final fair copy of the lease for the Centre from the borough. We signed that lease and returned it to the borough for their signature, again in November.

We are still waiting for the borough to sign their copy.

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#### **LIF Grant**

We have been told that the "approved" grant for the reconfiguration of the centre will not be opened until the lease has been fully executed. We have received verbal assurances that valid costs that may be incurred before the grant has been opened, will be honoured.

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#### **Centre Re-configuration**

Mursell & Company, on our behalf, has prepared specifications and a bid package for the effort to reconfigure half of the changing room area. They have selected four potential bidders and have given them the specifications and asked for bids by the end of this month.

Should we NOT have the lease signed by the end of this month and the LIF Grant opened, then the trustees will have to decide whether and how to proceed.

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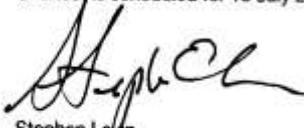
#### **Smokin Street Food**

Smoking Street Food has applied to the borough for a license to sell pizza from the Centre parking lot Friday evenings. The SPCA has supported that application. If the application is approved, they expect to start during the month of February.

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#### **Sherfest**

Sherfest is scheduled for 13 July 2019.



Stephen Levin  
Vice Chairman  
Sherfield Park Community Association

Signed by Chair.....

**Appendix 2**

**Current Financial position – December 2018**

<u>Monthly sheet December 2018</u>			
		Balance Bought Forward	84,724.19
		Rebate from SSE	1,342.69
		Interest	11.18
			<b>86,078.06</b>
EP	Viking	Stationery/Office supplies	£48.30
EP	Viking	Flip Chart Easel	£47.99
EP	Minuteman Press	LUSP Leaflet Printing	£108.00
EP	S Vaux	Expenses	£106.58
EP	HALC	Clerk Training (Finance)	£90.00
Cheque	Mr Roy Taylor	Provision of casual labour	£25.00
EP	HMRC	Staff Tax & NI	£126.36
EP	Staff Salary	Parish Clerk	£670.64
EP	Staff Salary	Litter Warden	£147.17
			<b>1,370.04</b>
		Balance as at 31st December 2018	84,708.02
		Current Account Balance	18,851.70
		Deposit	65,856.32

Signed by Chair.....

**Appendix 3**

<b>SHERFIELD PARK PARISH COUNCIL</b>					
<b>Payment Requests - January 2019</b>					
<b>FROM</b>	<b>ITEM</b>	<b>INVOICE NO</b>	<b>PAYMENT METHOD</b>	<b>AMOUNT</b>	<b>Comments</b>
BDBC	Hire of Speed Limit reminder signs	CS184165	EP	£320.00	
Viking	Stationery supplies	259940	EP	£37.37	
Southern Electric	Electricity 8/8/18 - 29/12/18	24054 18415	EP	£57.35	FYI Smart meter installed
S Vaux	Expenses	Various	EP	£143.67	Admin costs £58,03, Office setup £85.64
4Ds Construction	Office path & making good inside	1038	EP	£1,842.00	Desnagging completed
HMRC	Staff Tax & NI	N/A	EP	£96.40	
Staff Salary	Parish Clerk	N/A	EP	£585.40	
Staff Salary	Litter Warden	N/A	EP	£147.37	
			<b>PAYMENT TOTALS</b>	<b>£3,229.56</b>	
<b>AUTHORISED BY:</b>			<b>AUTHORISED BY:</b>		

Signed by Chair.....

## Appendix 4

Sherfield Park Parish Council				
2019-20 Draft Budget (prepared 19/12/18)				
2018-19				
For year	Budget	Latest Est	Parameters for 2019-20	Totals 2019-20
<b>RECEIPTS</b>				
Precept	39,220	39,220	No increase requested as expenditure well controlled 2018-19	39,220
Interest	10	70	No significant changes	50
Litter Warden Grant	-	2,036	Assumes 3% inflation increase as per BDBC guidance	2,340
S 106 grant	12,000	12,821	2018-19 grant for parish office - no grant anticipated 2019-20	-
VAT refunds	3,300	7,500	Refunds reduced in 2019-20 as no major capital projects	3,000
Transfer from reserves			Reallocation unused capital allocation - avoids precept increase	7,100
<b>Total income</b>	<b>54,530</b>	<b>61,647</b>		<b>51,710</b>
<b>RECURRENT EXPENDITURE PAYMENTS</b>				
Salaries & Allowances	11,000	11,500	Litter warden & Clerk + possible adjustments/locums	11,000
Clerks Expenses	100	250	Primarily travel costs (training etc)	280
Administration	1,500	1,500	Includes software, office consumables etc	1,500
Chairman's Allowance	100	100		100
Repairs & Maintenance	7,500	4,000	Bus Shelters, Office maintenance, Lengthsman materials etc	4,000
Insurance	1,500	1,000	Provision for marginal increase	800
Grants & Donations	12,000	12,000	Proposed increase to encourage more organizations to seek grants	15,000
Section 137 payments	-	2,000	Tentative projection/contingency	2,500
Training	1,120	1,500	7 Councillors + clerk x 2 courses at £80 each	1,280
Hall Hire	1,200	500	Hire of Garden Room x 10 hrs	250
Audit Fees	1,500	700	Provision for marginal increase if internal auditor changes	1,000
Subscriptions	1,500	1,000	HALC & NALC + CCTV storage & Document backup etc	900
Publications	3,250	2,000	Newsletters x 4 & publication of Parish calendar	2,500
Traffic control equipment			Purchase of Speed monitoring eqpt	4,000
Office Equipment			Purchase of A3 Printer, Projector, CCTV & Alarm for office	3,500
Miscellaneous	4,250	2,000	Contingency	500
IT - inc Website refresh, Domain charge & backup			Ongoing costs plus refresh project provision	1,000
Emergency Plan supplies			Provision once plan finalized	1,000
Electricity & Telephone		500	Broadband @£35pcm & Electricity @ £15 pcm estimated	600
<b>TOTAL</b>	<b>46,520</b>	<b>40,550</b>		<b>51,710</b>
<b>CAPITAL WORKS</b>				
Office Development (including utilities)	21,500	28,000	Office due to be completed February 2019	-
<b>Reserves</b>				
Provision for Election Costs	4,000	4,000	Confirmed 20/11 BDBC responsibility so reserve not required	-
Provision for Playground refurbishment	7,500	7,500	Not required - BDBC responsibility. Reassigned to allotment fund etc	-
Provision for purchase of land for allotments			Provision reallocated from Playground reserve	5,000
Provision for wilderness areas			Provision reallocated from Playground reserve	2,500
Provision for other Capital projects	5,000	2,000	Noticeboard & Gateway Projects	9,000
Construction of Office	20,000	15,179	Project part offset by S106 grant	-
6 mth running cost reserve	20,000	20,000	Provision increased as annual spend increased	25,000
<b>TOTAL</b>	<b>56,500</b>	<b>48,679</b>	Reserves reduced after office project completed	<b>41,500</b>

Signed by Chair.....

**Appendix 5**



**SHERFIELD PARK PARISH COUNCIL – COMMITTEE MEMBERSHIP & SUMMARY T.O.Rs**

**Updated 24<sup>th</sup> January 2018 (following resolution points agreed 16<sup>th</sup> January)**

<b>Committee Title</b>	<b>Membership</b>	<b>Chairman or Leader</b>	<b>Summary T.O.R.</b>	<b>Clerical involvement</b>
Full Council	Cllrs Bowyer, Vaux, Gordon, Goodenough, Rouse, Alvares.	Cllr Bowyer. Cllr Vaux as Vice Chair	Full responsibility for all Parish business	Full clerical responsibility
Finance Committee	Cllrs. Gordon, Bowyer, Goodenough, and Vaux.	Cllr Gordon	Budget preparation &, financial governance	Full clerical responsibility
Planning Committee	Cllrs. Vaux, Bowyer, Goodenough and Alvares plus Cllr Gordon as alternate.	Cllr Vaux	Planning applications & related issues	Full clerical responsibility
Open Spaces Sub-committee	Cllrs. Vaux, Alvares Goodenough & Rouse	Cllr Vaux	Formulation of “Open Spaces” recommendations for full council including developing S106 fund utilisation plans.	Meeting Support

Signed by Chair.....

Policies & Personnel Sub-committee	Cllrs Rouse, Vaux, Gordon, Bowyer & ANO (Cllr Christmas' replacement)	Cllr Rouse	Annual review of all Policies and Procedures. Staff recruitment, Ts & Cs and discipline. Setting of staff objectives, staff reviews, and staff & councillor training. Recommendations for staff pay rates. Ant other related matters.	Meeting Support
Communications Task & Finish Group	Cllrs Alvares Goodenough, Gordon	Cllr Alvares	Formulation of recommendations for full council Parish regarding: Website. Social media. Signage/noticeboards Non-digital profile of Council	Fact Finding when requested
Office Development Task & Finish Group	Cllrs Gordon, Bowyer, Alvares & Rouse	Cllr Alvares technical advisor on IT & Security systems	Formulating requirements for completion and maintenance of the Parish Office to an appropriate standard.	Fact Finding and purchasing when requested
Emergency Plan Task & Finish Group	Cllrs Rouse, Alvares, Bowyer	Cllr Rouse	Development of a comprehensive Parish Emergency Plan	Editorial and research support

Signed by Chair.....