



**Sherfield Park Parish Council (SPPC)**  
**Full Council Meeting held at Sherfield Park Community Centre**  
**at 7.30pm on Wednesday 13<sup>th</sup> February 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	✓		

In attendance: S. Vaux (Clerk) taking the minutes, Cllr Elaine Still our County Councillor and 18 members of the public.

Agenda Item	Issue	Actions
021901	<b>To receive and accept apologies of absence</b> An apology for absence was received from Cllr Quintin Alvares (Unavailable as overseas on business)	
021902	<b>To receive any declarations of interest relevant to items on this agenda.</b> Cllr Vaux declared a pecuniary interest in item 021919 as she is married to the clerk, and therefore disqualified herself from debating and voting on this matter.	
021903	<b>To sign as a correct record, the minutes of the full council meeting held on 16<sup>th</sup> January 2019.</b> The Councillors present agreed unanimously that the minutes of the meeting on 16 <sup>th</sup> January were an accurate record of that meeting. The minutes were then signed by the vice-chairman, who had chaired that meeting.	
021904	<b>To consider matters arising from items detailed at the previous meeting and the latest action log.</b> The following matters were noted: a. The clerk advised councillors that a meeting to discuss the poor state of the Petty's copse pathway with Croudace and BDBC, has been arranged for 20 <sup>th</sup> March at 10.30am.	Clerk

Signed by Chair.....

	b. It is anticipated that the parish office should be fully operational within the next month.	
021905	<p><b>To receive Chairman’s announcements.</b></p> <p>The chairman advised that as no petition to hold a by-election to fill the vacancy on the Parish Council had been received by the Borough’s Electoral Services officer, the Parish is therefore free to co-opt a replacement councillor.</p> <p>Two expressions of interest have been received so far and further applications are welcome. These should be submitted to the Clerk in writing by 27th February 2019 at <a href="mailto:clerk@sherfieldparkparishcouncil.gov.uk">clerk@sherfieldparkparishcouncil.gov.uk</a> or to the chairman at <a href="mailto:cllr.bowyer@sherfieldparkparishcouncil.gov.uk">cllr.bowyer@sherfieldparkparishcouncil.gov.uk</a>. Candidates will be asked to submit a short CV with their application, which will be considered by the councillors prior to the meeting. They will then be asked to explain to the councillors in person at the March Parish Council Meeting, why they feel they are an appropriate candidate for the role. Councillors may then question the candidates prior to a vote.</p>	Clerk & Chairman
021906	<p><b>To facilitate a question and answer session between Cllr Elaine Still our County Councillor and the Council plus members of the public.</b></p> <p>Cllr Still addressed the meeting about the issue of the Route 14 buses. Her statement is attached as Appendix 1.</p> <p>Following this she heard a variety of comments about this and other issues from the Parish Councillors and the residents present. In particular:</p> <ol style="list-style-type: none"> <li>1. Residents emphasised that the revise timetable made doctors visits difficult to arrange because of the reduced frequency.</li> <li>2. Residents felt that it was simply part of an overall deterioration in public services.</li> <li>3. Residents and at least one Parish Councillor requested that Cllr Still lobby the bus company and HCC to arrange for the re-routing of the No 7 bus which travels through Chineham every 15 minutes throughout the day, to travel through Sherfield Park at least once an hour to make up for the loss of the hourly service between the morning and evening rush hours.</li> <li>4. The increased flow of traffic along Gaiger Avenue, Rockbourne Road, and Cufaude lane was raised and Cllr Still advised that BDBC plan to hold a meeting with residents to review this issue once the remaining roads in Sherfield Park have been adopted.</li> </ol>	Clerk to send copy of this part of the minutes to Cllr Still

Signed by Chair.....

	<p>5. Cllr Still advised those present that she also plans to meet the Highways Officers and the borough’s executive officer responsible for highways to consider the perceived increases in traffic flows through Sherfield Park, once the redevelopment of the Thornhill Road light in Chineham has been completed.</p> <p>6. Multiple concerns were also expressed about the positioning and lack of Double Yellow lines in and around Sherfield Park. Cllr Still suggested that any concerns be channelled through her via <a href="mailto:cldr.elaine.still@basingstoke.gov.uk">cldr.elaine.still@basingstoke.gov.uk</a> to strengthen her argument with the relevant officers.</p> <p>7. When asked about poor parking habits and the flaunting of double yellow lines by some car and van owners, residents were recommended to photograph such offences and report them to the police, through our local PCSO or via the Basingstoke police’s email address: <a href="mailto:Basingstoke.town.police@hampshire.pnn.police.uk">Basingstoke.town.police@hampshire.pnn.police.uk</a>.</p> <p>8. Cllrs Still &amp; Bowyer were also both asked to look into the lack of dropped curbs and insufficient “on road” parking in the Phase 1 and Phase 2 sections of Sherfield Park.</p>	Cllr Bowyer
021907	<p><b>General Public Participation session – 15 minutes</b></p> <p>Residents expressed satisfaction with the generally improved state of Taylors Farm Drive, but asked if consideration could be given to further improvements between Dixon Road and the Gaiger Roundabout access path.</p>	Open Spaces Sub-committee
021908	<p><b>To receive reports from outside bodies</b></p> <p><b>Borough Councillors, SPCA &amp; Chineham Medical Practice PPG</b></p> <p><b>Borough Councillor Bowyer</b> advised that:</p> <ol style="list-style-type: none"> <li>1. The appeal against the refusal of planning consent on land at Dixon Road would be heard in the Civic Offices from 26<sup>th</sup> February;</li> <li>2. Borough Elections will be going ahead in May.</li> <li>3. Bin collection delays might continue for one more week as the backlog caused by poor weather is overcome.</li> <li>4. Residents should report damage to refuse bins to B &amp; D Borough Council via <a href="https://www.basingstoke.gov.uk/bins">https://www.basingstoke.gov.uk/bins</a></li> <li>5. Concerns about poor communications between BDBC and the bin collection contractor was noted. Efforts will be made to make online information more up to date.</li> </ol> <p><b>Mr Lesh Chairman</b> of the SPCA presented his monthly report that is attached as Appendix 2.</p>	

Signed by Chair.....

	<p><b>Cllr Vaux gave a brief verbal report on the Chineham PPG,</b> the main points of which were:</p> <ol style="list-style-type: none"> <li>1. It seems unlikely that the surgery will move to Chineham centre.</li> <li>2. Alternatives being considered in discussions with BDBC and HCC include new premises on the Upper Cufaude Farm or East of Basingstoke developments.</li> <li>3. Other building options are being considered on the Chineham Business Park, but Upper Cufaude or East of Basingstoke are the most likely outcomes at the moment;</li> <li>4. The practice is also attempting to have the covenant changed on the Reading Road site to allow it to be extended; and</li> <li>5. The practice plans engagement events to share with patients/the public what it now offers and aspires to offer in the future. They will also be seeking views about what patients would like to see from their GP practice, to inform their decisions about the future. As part of this the over 55s group were asked by the Parish Clerk on 12 Feb if they needed a separate engagement event but they indicated that they are happy to join in with an evening session which might be part of a parish council meeting.</li> </ol>	
021909	<p><b>To receive an update on the Parish Office development.</b> Based on the report presented and the prices quoted, it was agreed that:</p> <ol style="list-style-type: none"> <li>1. The Clerk should go ahead and arrange a sim only mobile phone contract plus a broadband contract with Plus-net to enable the Parish Office to become fully operational; The Office working group should meet to discuss and agree a variety of other outstanding minor issues on behalf of the Full Council.</li> <li>2. The Clerk has still to undertake the fire risk assessment and obtain certification from the fire service; and</li> <li>3. The quote to fit the aluminium flashing has yet to be received.</li> </ol>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
021910	<p><b>To note the current financial situation and sign the bank statements.</b> The council's finances remain healthy as per Appendix 3, with a credit balance of £15,122 in the current account and £66,856 on deposit.</p>	

Signed by Chair.....

021911	<p><b>To authorise any requests for payments.</b>  It was agreed to go ahead with all payments except the request to renew the P O Box Rental. Salary details will be added in the next few days once the payroll run has been completed after the service provider returns from holiday. Likely outgoings will then total approximately £3000 after including the Grant to the Youth Club. Payment details shown in Appendix 4 below.  Proposed: Cllr Rouse, Seconded: Cllr Gordon</p>	
021912	<p><b>To consider council meeting dates for the balance of 2019.</b>  The proposed dates were agreed and will now be posted on the website and the noticeboards.  Proposed: Cllr Bowyer, Seconded: Cllr Vaux</p>	Clerk
021913	<p><b>To consider VAT budgeting and reporting policy.</b>  It was resolved that the council will adjust its budget to show both anticipated VAT payments as a separate “cost” line as well as VAT refunds as an “income”. This would in turn be shown in the quarterly Financial reports.  Proposed: Cllr Vaux, Seconded: Cllr Gordon</p>	Clerk
021914	<p><b>To consider suggestions for improving the parish’s Winter resilience.</b>  It was resolved as follows:  1. The Clerk should request HCC to supply additional salt bins as per the map presented;  2. A formal request should be made via Cllr Elaine Still, to have Gaiger Avenue, Rockbourne Road, and Cufau de lane added to the HCC gritting routes to try to ensure that the No 14 buses can continue to run in snowy conditions; and  3. The Clerk should investigate the cost of the parish buying snow shovels and manual gritters to improve the ability of residents to improve general accessibility, especially around the Nisa shop and Community Centre.</p>	Clerk  Clerk  Clerk
021915	<p><b>To consider a proposal to purchase automatic speed warning and traffic monitoring equipment.</b>  This matter was deferred as Cllr. Alvares was unavailable to present his cost proposals.</p>	Cllr Alvares
021916	<p><b>To receive a verbal report on the Open Spaces Subcommittee held 30<sup>th</sup> January 2019.</b>  It was reported that efforts have been made to identify projects to utilise Section 106 funds including:  1. A notice board and signage for the new Parish office;  2. Enhancing the areas around the Water Meadow and Amport Road balancing ponds;</p>	Open Spaces Sub-committee

Signed by Chair.....

	<p>3. Projects that might be attractive to older teenagers such as a climbing wall, at a location to be identified;</p> <p>4. To clear and develop utilise the natural terrain next to the Road reserve and Taylors Farm Drive into a BMX or similar adventure area;</p> <p>5. Gateway projects to enhance the entrances to Sherfield Park;</p> <p>6. Picnic tables to serve the Avington Way Play Park and the Amport Road Open Space, with other areas later if these prove popular;</p> <p>7. Development of a Trim Trail and the installation of outdoor exercise equipment which could stand alone or be integrated with similar resources in Chineham;</p> <p>8. Enhance various communal areas by planting more wild flowers and bulbs. Detailed costings for an initial project, to be funded by the Parish to be brought to the next meeting, followed by a more comprehensive project to be funded using S106 grant funds.</p> <p>Some councillors were extremely anxious about the potential liabilities that might be created by a climbing wall, and suggested that potential climbing enthusiasts could use the wall at the Chineham Scout hut.</p>	
021917	<p><b>To receive a verbal report on the Policies and Personnel sub-committee held 5<sup>th</sup> February 2019.</b></p> <p>It was reported that, following the subcommittee's first meeting, a variety of policy deficiencies need to be addressed, and proposals will come forward to the Full Council in the next few months.</p>	P & P Subcommittee
021918	<p><b>To consider the payment of the 3<sup>rd</sup> quarter tranche of the grant approved in June 2018 to "The Hub" youth group run by the SPCC.</b></p> <p>Following review of the latest report from "The Hub" it was resolved to make the next payment to the SPCA of £1392.30 to cover the Youth Leaders' costs.</p> <p>Proposed: Cllr Bowyer, Seconded: Cllr Goodenough</p>	
021919	<p><b>To consider proposals to amend the Clerk's working hours.</b></p> <p>After discussion it was resolved to amend the clerks core working hours for a three month trial period from the start of March until end May to reflect his increased work load.</p> <p>Arrangements will be as follows:</p> <p>1. The Clerk's core hours will increase from 10 to 12.5hrs per week = 54.2 per month (based on the standard payroll calculation per month of 12.5 x 52/12 = 54.2 hrs), which</p>	Cllr Gordon to advise Payroll

Signed by Chair.....

	<p>can be worked flexibly each calendar month.</p> <p>2. Any additional hours beyond this, for project work (including research) must be agreed and noted in the minutes/action notes of the group/committee requesting the work, based on full council decisions, to create a shared council responsibility for any additional expenditure.</p> <p>3. The Clerk's hours will be reviewed and approved by the Full Council Chairman each month, and passed to the Chair of Finance for processing.</p> <p>4. The Policies and Personnel Group is also to be provided with details of the clerk's hours worked monthly to enable it to undertake trend analysis. This will then provide assurance to the council of the appropriate use of council funds, and inform future decisions about clerical hours.</p>	<p>All Committee chairs</p> <p>Cllr Bowyer &amp; Cllr Gordon</p> <p>Clerk</p>
021920	<p><b>To agree the topics for the Parish Article in the next Loddon Valley Link.</b></p> <p>Cllr Bowyer advised that she will be writing in the Loddon Link this month in her role as a Borough Councillor. The Clerk was therefore asked to draft an article based on activities noted in the minutes of this meeting and then liaise with Cllr Bowyer to avoid unnecessary duplication.</p>	<p>Clerk</p>
021921	<p><b>To confirm the date and time of the next Full Council meeting as 13th March 2019 at 7.30 pm</b></p> <p>The Council confirmed that the next Full Council meeting will be on 13<sup>th</sup> March at 7.30pm. The venue will be the Parish Office.</p>	

There being no further business, the meeting closed at 09.15pm

Signed by Chair.....

## Appendix 1

### Statement from Cllr Still about the changes to bus services

#### **Sherfield Park Bus Service Notes 13 February 2019**

Thank you for the opportunity to talk to you this evening about bus services and, in particular, the 14 which serves Sherfield Park,

It may be useful to provide some background:

Most bus services in Hampshire, and indeed in England generally, outside London, are provided commercially, paid for by the fares collected. They are not funded or controlled by local authorities.

Hampshire County Council works in close partnership with commercial bus operators, such as Stagecoach, to make the bus a realistic option so that services can run without subsidy wherever possible, as council budgets will always be under pressure. We have done this, for example, by investing, with operators, around £1.5 million to make Hampshire the first shire county to roll out contactless payment to make travel easier and improve air quality by reducing delays at the bus stop. 6 million journeys in Hampshire were contactless in 2018.

I should mention at this point that Department for Transport figures from January 2019 show bus use in Hampshire to be the highest on record.

Almost 90% of passenger journeys in Hampshire are made on commercial services paid for by passenger fares and not needing a subsidy

Some services, such as the 14, do not cover their costs and only operate due to funding from the County Council. £132.737 a year in the case of the 14, one of the most expensive contracts due to the two-hour round-trip time and the many smaller communities served.

The budget available is reducing from April so we are only able to afford a reduced service. In spite of this, every community will retain a bus service and wherever possible, key links have been maintained.

The 14 has some 100,000 passenger journeys a year. On average, 24 passengers a day board at stops in Sherfield Park, most come back (!), so Sherfield Park accounts for around 15% of the passengers on the 14,

The review last year was so that passenger transport could play its part in the £140 million reduction in the County Council budget needed from April 2019.

We consulted widely with responses from 4,500 individuals and over 100 organisations. We sought proposals from bus operators to make savings whilst maintaining as much service as possible. We evaluated these against our own surveys of each journey.

Signed by Chair.....



Respondents to the consultation told us that, if a choice had to be made, they would prefer a timetable with fewer journeys rather than one which ran on fewer days. This is the approach we took with the 14 for the new timetable which was due to start from 7 January.

The 14 would have maintained a Monday to Saturday timetable but reduced from hourly to every two hours. Residents contacted me and other local councillors beforehand and three journeys were reinstated from the first day of the new timetable so that use of those journeys could be looked at more closely.

The new Monday to Friday timetable on the 14 offers up to nine journeys a day with journeys from Sherfield Park to Basingstoke at 0711, 0746, 0936, 1036 then every two hours until 1836.

From Basingstoke, the first bus is at 0620, then 0910 and every two hours until 1510 then hourly until 1910

On Saturdays, there are up to seven journeys with a first bus to Basingstoke at 0746 and a last bus back at 1710.

I would encourage those here to make good use of the new timetable as use will be monitored in the coming weeks.

If the proposals for new housing in the Bramley area and elsewhere go ahead, this will produce new passengers, and possible additional funding so that an improved service could again be viable, we are watching developments with interest.

Thank you.

Signed by Chair.....

## Appendix 2

### February 2019 Sherfield Park Community Association Report to the Sherfield Park Parish Council

#### SPCA Admin

- For the last few weeks we have been creating budget spreadsheets for both departments at the centre as well as events. This will allow us to plan for planned community centre costs and compare costs on both a monthly/yearly basis. Event budgeting will enable us to cost our events more efficiently.
- Our website and social media sites have been having a long-needed makeover to make them look more modern and appealing. This has had very positive feedback from the end users who like the new look. There are still lots of updates to come over the next year.
- We are now operating with the reception counter closed to try and limit interruption and unnecessary conversation in the office. We kindly ask that if you need to have a conversation with the centre staff that an appointment is made for a convenient time
- Due to various security incidents all doors with code locks have now had the codes changed.
- Staff and some trustees are attending either a 3 day or 1 day first aid course this month
- The cubs and beavers are now both on Monday evenings

#### Centre maintenance

- We are currently obtaining & reviewing quotes for cctv at the community centre. These will be discussed at our meeting in March
- The seals on internal fire doors have now had all remedial work completed to bring them up to fire safety standards.
- Staff and trustees are currently being trained to do the weekly fire alarm test
- The lock on the front door has recently been changed and we are currently re issuing keys and refreshing all keyholders on lockup procedures

#### Events

- A pamper/beauty event is happening on March 17th.
- Easter weekend competition and activities are currently being planned and will be published shortly
- Sherfest planning is well under way now. We are looking for sponsors and will also be doing a grand raffle. We aim to start selling the raffle tickets after our Easter activities

#### Community Café

- After putting a campaign on Facebook we now have the volunteers to run our community café
- Initially running each Thursday to start with
- Launch date of February 21st
- Everyone is welcome from dog walkers, runners, mums and babies. Takeaway will available too. Menu will be announced this week

Signed by Chair.....

### Christmas review

- Feedback from the community has been fantastic. Everyone seemed to like our Extravaganza weekend. The craft section was particularly busy and the children loved all the activities. With our new budgeting spreadsheets, we will be able to plan an even more spectacular xmas.

### Centre lease & expansion

- Sue Washington has informed us this week that there is another glitch in the lease so it is further delayed. This is nothing to do with anything the SPCA have done. they are working to rectify this issue. This may affect our ability to begin construction work on the changing rooms
- We have received three bids for the changing room work, two of which are within our budget. hope to make a recommendation to the other trustees on a way forward prior to our next trustee's meeting.

Carl Lesh, Chairman, Sherfield Park Community Association

Signed by Chair.....

**Appendix 3**

<u>Monthly sheet January 2018</u>			
		Balance Bought Forward	84,708.02
		Interest	
			<b>84,708.02</b>
EP	BDBC	Hire of Speed Limit reminder signs	£320.00
Chq 102	Sherfield scouts	Grant (Cheque issued October 18)	£500.00
EP	Viking	Stationery supplies	£37.37
EP	Southern Electric	Electricity 8/8/18 - 29/12/18	£57.35
EP	S Vaux	Expenses	£143.67
EP	4Ds Construction	Office path & making good inside	£1,842.00
EP	HMRC	Staff Tax & NI	£96.40
EP	Staff Salary	Parish Clerk	£585.40
EP	Staff Salary	Litter Warden	£147.37
			£3,729.56
		Balance as at 31st January 2019	80,978.46
		Current Account Balance	15,122.14
		Deposit	66,856.32

Signed by Chair.....

**Appendix 4**

<b>SHERFIELD PARK PARISH COUNCIL</b>					
<b>Finalized Payment Requests - February 2019</b>					
<b>FROM</b>	<b>ITEM</b>	<b>INVOICE NO</b>	<b>PAYMENT METHOD</b>	<b>AMOUNT</b>	<b>Comments</b>
Neale Turk	Legal expenses (Office transfer)	110245	EP	£649.00	
Royal Mail	P O Box Rental	1802104076	EP	£0.00	Cancelled at meeting 13 Feb
S Vaux	Expenses (Travel, Batteries, L/Bulbs)	N/A	EP	£29.41	
SPCA	Room hire (13 February meeting)	FEB378/19	EP	£25.20	
HALC	Clerk Training (VAT)	INV- 2983	EP	£72.00	Attended 7/02
Viking	Printer Ink	348413	EP	£59.83	
HMRC	Staff Tax & NI	N/A	EP	£108.80	
Staff Salary	Parish Clerk	N/A	EP	£633.30	1 day P/H 5 days holiday pay + 27 .2 hrs overtime.
Staff Salary	Litter Warden	N/A	EP	£147.37	1 day P/H plus in normal month
			<b>PAYMENT TOTALS</b>	<b>£1,724.91</b>	
<b>AUTHORISED BY:</b>			<b>AUTHORISED BY:</b>		

Signed by Chair.....