



Sherfield Park Parish Council (SPPC)
Full Council Meeting held at Sherfield Park Community Centre
at 7.30pm on Wednesday 13th March 2019

	<u>IN ATTENDANCE</u>	<u>APOLOGIES</u>	<u>ABSENT</u>
Councillors:			
Cllr. Bowyer (Chairman)	✓		
Cllr. Gordon	✓		
Cllr. Vaux	✓		
Cllr. Goodenough		✓	
Cllr. Alvares	✓	Arrived at 8.00pm	
Cllr. Rouse	✓		

In attendance: S. Vaux (Clerk) taking the minutes, and 7 members of the public.

Agenda Item	Issue	Actions
031901	To receive and accept apologies of absence An apology for absence was received from Cllr Goodenough (Unavailable as on holiday), and from Cllr Alvares, who arrived late.	
031902	To receive any declarations of interest relevant to items on this agenda. Cllr Vaux declared a potential conflict of interest might exist regarding 031909 which includes authorisation of salaries, including paying her husband (the clerk).	
031903	To sign as a correct record, the minutes of the full council meeting held on 13th February 2019. The Council unanimously confirmed that the minutes represented an accurate record of the last meeting, and the Chairman duly signed them to confirm this.	
031904	To consider matters arising from items detailed at the previous meeting and the latest action log. 1. Re Bus Services - The chairman advised that a meeting with Stagecoach's manager, regarding the Route 14 service has been arranged for 7.00pm on Monday 25 th March at Liddell Hall, Sherfield on Loddon. Residents are encouraged to attend along with the Chairman and the Clerk.	Cllr Bowyer & Clerk

Signed by Chair.....

	<p>2. The Parish Office land transfer has been completed.</p> <p>3. The Parish Office should have broadband from 20th March, such that the office will normally be manned during the following periods from 25th March onwards:</p> <ol style="list-style-type: none"> a. MONDAY EVENINGS 18.00 – 20.00 b. TUESDAY MORNINGS 10.00 - 12.00 c. THURSDAYS AFTERNOONS 14.00 – 16.00 <p>4. Both the Litter Warden Grant (from BDBC) and the Lengthsman Grant (from HCC) should be available again in 2019-20</p>	Clerk
031905	<p>To receive Chairman’s announcements.</p> <ol style="list-style-type: none"> 1. Discussions are ongoing at Borough level about bus services to the Razor’s Farm and Aurum Green developments. These might be integrated with the No 14 service to Sherfield Park. This will also be raised at the meeting at Sherfield on Loddon on 25th March. 2. Work on the Thornhill Way Junction, Chineham layout changes, will take place over the 2 weeks from 18th March. Some night time closures may be involved, but without major disruption to the A33. 3. A fallen tree has been cleared from Taylor’s Farm Drive for Health and Safety reasons, by a contractor employed by the Parish Council. 	Cllr Bowyer & Clerk
031906	<p>General Public Participation session – 15 minutes</p> <p>An update was requested from a resident about the double yellow lines on Cufaude Lane. The Chairman advised that a decision is expected from the Borough about revising the double yellow lines around the Cufaude Lane/Rockbourne Road junction on or about 15th March.</p>	Cllr Bowyer
031907	<p>To receive reports from outside bodies Borough Councillors, SPCA & Chineham Medical Practice PPG</p> <p>The SPCA’s monthly report is attached as Appendix 1.</p> <p>There were no reports from the PPG or our Borough or County Councillors, beyond those in Cllr Bowyer’s comments above.</p>	
031908	<p>To note the current financial situation and sign the bank statements.</p> <p>Parish’s finances remain healthy and are shown in Appendix 2. The Parish’s cash position by year should total over £65,000 on deposit and around £10,000 in our current account</p>	
031909	<p>To authorise any requests for payments.</p> <p>5 payments were approved totalling £1,151.52. Details are included in Appendix 3.</p>	

Signed by Chair.....

031910	<p>To consider and adopt a voting procedure for the co-option of candidates to fill councillor vacancies.</p> <p>It was agreed that this matter would be deferred and presented at the next full meeting of the council.</p>	Cllr Rouse & Clerk
031911	<p>To hear from candidates and co-opt a resident to fill the vacancy on the parish council.</p> <p>Statements were presented by the three candidates Mrs Oana Beattie, Mr Chris Circuit and Mr Rod Wise.</p> <p>The Council then agreed to discuss and vote on who to choose to co-opt at the end of the meeting, as exempt business.</p> <p>The decision of the councillors following a secret ballot was to co-opt Mrs Oana Beattie onto the Parish council as she offers skills particularly useful to the Council at this time.</p> <p>The Clerk was then instructed write to Mrs Beattie and invite her to take up the role at the April meeting, and to write to Mr Circuit and Mr Wise thanking them for their interest, and encouraging them to consider standing at the full Parish Council election, due in May 2020.</p>	Clerk
031912	<p>To consider a proposal to undertake bulb and wild flower sowing activities during 2019-20.</p> <p>The council resolved to go ahead with purchase of the bulbs and seed as recommended, subject to:</p> <ol style="list-style-type: none"> 1. Agreement with the Borough's Open Spaces officer about the locations proposed; and 2. Confirmation of the competitive level of the pricing by asking "Direct Bulbs" to present their best offer. <p>Proposed Cllr Vaux Seconded: Cllr Rouse</p>	Cllr Gordon & Clerk
031913	<p>To receive an update on the Parish Office development.</p> <p>After receiving the latest update on the office development the council resolved to ask the Office Task & Finish group to review the recommendations for security systems secured from four different companies, by Cllr Alvares. It was estimated that the capital cost of the systems might be between £1500 and £2000, plus possibly a monthly charge for monitoring and storage of data.</p> <p>It was confirmed that all the systems offered are GDPR compliant.</p> <p>It is hoped that once a recommendation is accepted Section 106 funding may be sought to pay for this.</p>	Office T & F Group

Signed by Chair.....

031914	<p>To receive a report from the litter warden. The Council were generally satisfied with the report from the Litter Warden and instructed the Clerk to urgently seek installation of litter bins at the bus stops where they are lacking. This should be done initially through the Borough.</p>	Clerk
031915	<p>To consider a proposal from Councillor Alvares to purchase automatic speed warning and traffic monitoring equipment. A written report was requested from Cllr Alvares and the Speedwatch group before consideration will be given to the purchase of further equipment. It was also suggested that quotations should be sought to convert the Parish's existing equipment to make it more versatile, and to look into the possible resale value of the existing unit if other technology is preferred.</p>	Cllr Alvares
031916	<p>To approve a proposal to purchase a PA system for a cost of £139.99 (inc VAT) for use by the Parish Council and other community organisations. The Councillors resolved to purchase an 80W RMS unit mains/battery PA system for priority use by the Over 55s group, and available to other social groups and societies in Sherfield at no cost. The councillors explained that as the unit, a parish asset would normally be kept in the Parish Office, with loans recorded in a log book kept by the clerk.</p> <p>Following extensive discussions of the proposal, residents representing the Over 55s group indicated that they would prefer that the unit was under their control, and not kept in the Parish office. Purchase will now be subject to resolution of the over 55s groups concerns about access to the unit, and indications of demand from other organisations. Proposed: Cllr Rouse Seconded: Cllr Alvares</p>	Clerk
031917	<p>Councillors to review the Bramley & Sherfield Ad-magazine for February and agree whether to contribute articles quarterly in the future. Not all councillors had seen the February edition of this magazine, it had however prompted contact with the council from residents, about important live issues, and those who had seen it were impressed with its quality. As a result it was resolved to continue to contribute to it each quarter. Proposed: Cllr Vaux Seconded: Cllr Alvares</p>	Clerk (every quarter)

Signed by Chair.....

031918	<p>Councillors to consider funding the printing and distribution of leaflets about Dog fouling on the sports pitches.</p> <p>After all councillors had a chance to see a copy of the leaflet issued by the Borough, it was resolved to request that the borough provide enough copies, which the Parish might need to pay to print, to distribute a copy to every household in the parish with the next edition of the Loddon Link.</p> <p>Proposed: Cllr Bowyer Seconded: Cllr Gordon</p>	Cllr Bowyer
031919	<p>To consider quotations to supply office noticeboard and name plate.</p> <p>The councillors accepted the quote from the Parish's previous supplier (Fitzpatrick Woolmer), for an additional free standing notice board, to be erected outside the Parish office. The Office signboard from the same supplier will however be considered against an alternative proposal, to fit vinyl stickers incorporating the Parish logo on the office entrance.</p> <p>Once this has been obtained through a local supplier, and costs compared, it is suggested that this, and the notice board should be included with the security systems in an application to the Borough for Section 106 funding.</p>	Cllr Rouse & Clerk
031920	<p>To consider quotations for the cleaning of the Parish's six bus shelters and environs.</p> <p>The Council resolved to accept the offer to wash and clean the bus shelters and environs from Paul Washer, for the sum of £260.</p> <p>The Clerk was separately instructed to arrange the replacement of the missing plexiglass panel on the shelter on Gaiger Avenue.</p> <p>Proposed: Cllr Gordon Seconded: Cllr Bowyer</p>	Clerk Clerk
031921	<p>To agree the topics for the Parish Article in the next Loddon Valley Link.</p> <p>The Clerk was instructed to include all relevant points from the meeting, plus details of the increase in Fibre Broadband being installed to Cabinet 15 on Gaiger Avenue; the date of the Borough Elections. and the fact that there will be a new councillor to choose for the ward; and proposed initial office opening hours.</p>	Clerk
031922	<p>To Confirm the date and time of the next Full Council Meeting.</p> <p>The council confirmed 10th April as the date of the next council meeting.</p>	

There being no further business, the meeting closed at 9.20pm

Signed by Chair.....

Appendix 1

March 2019 Sherfield Park Community Association Report to the Sherfield Park Parish Council

New business

- Community café – Very busy. Well attended by the community and surrounding areas. Organized and run by Sarah and her many volunteers. Promoted on our Facebook pages and local Facebook groups as well as our website. Some great positive feedback from the people who have attended so far.
- Smokin Street Food – Started 3 weeks ago. This has been extremely busy. Queue times in excess of 1.5 hours at times. This has been well promoted across all social media channels and website as well as Smokin street food themselves. Feedback on the product has been outstanding
- Cupper Joe & Indigo Bakes popup – First popup last Saturday. Extremely busy due to being heavily promoted and the tasty products themselves. People came from far and wide. We are trying to organize this on a regular basis now. They are booked for Sherfest
- Pop Up Play Village – Every 3rd Monday. A new child daytime activity. Also booked for Sherfest
- Caterpillar Music – Weekly class for young children

Other News

From next week we will be taking card payments once our machine arrives. This will be available to take payments for anything from tickets to café and bar purchases. This could give bar sales a great boost at Sherfest.

Online Hall booking coming soon

Centre Lease & Changing room conversion

The trustees have selected DSB Construction of Reading to perform the construction in the changing rooms and the borough has approved our bidding process. Once we have the formal lease and LIF Grant papers (we have already signed), we will formalise our agreement with DSB. Construction is planned to start 22 April and take approximately 10 weeks.

The borough's finalisation of the lease is scheduled for 13 March. We will have two months to register the lease with HM Land Registry. We are required to have formal sub-leases with Willowdene Nursery and D&D Beauty, we will start discussions with them concerning the sub-leases later this month. Those subleases will have to be registered too.

Events

- A pamper/beauty event is happening this Sunday March 17th.
- Easter Facebook competition, Scavenger hunt, 2 cafes and pop up play village to be announced after pamper event.

Signed by Chair.....

- Sherfest planning is well under way. A comprehensive update will be given next month on what people can expect this year.
- Various other events are under discussion throughout the year

Trustees

We are just about to launch a new campaign to recruit new trustees across our social media. Current trustees have been chatting to members of the community when attending our various new food offerings to gather their thoughts and opinions of what they value as a community.

These have been an amazing opportunity to raise the profile of the SPCA and also raise awareness to our facilities and classes/groups we offer at the community centre. We also get to meet new people too in an informal setting

This has brought about increase in people attending classes and enquiries for room hire

We have attended events, courses and meetings at other local community centres, halls and BMBC

The trustees have also been working on building relationships with other centre managers and are having regular catch up meetings and idea swapping.

We hope this will start to create some great working together relationships

Carl Lesh
Chairman Sherfield Park Community Association

Signed by Chair.....

Appendix 2

<u>Monthly sheet February 2019</u>			
		Balance Bought Forward	80,989.65
		Interest	10.11
		VAT refund	810.70
			81,810.46
EP	Neale Turk	Legal expenses (Office transfer)	£649.00
EP	S Vaux	Expenses (Travel, Batteries, L/Bulbs)	£29.41
EP	SPCA	Room hire (13 February meeting)	£25.20
EP	SPCA	Youth Leader Grant Qtr 3	£1,392.30
EP	HALC	Clerk Training (VAT)	£72.00
EP	Viking	Printer Ink	£59.83
EP	HMRC	Staff Tax & NI	£108.80
EP	Staff Salary	Parish Clerk	£633.30
EP	Staff Salary	Litter Warden	£147.37
		Total Expenditure	£3,117.21
		Balance as at 28th February 2019	78,693.25
		Current Account Balance	12,815.63
		Deposit	65,877.62

Signed by Chair.....

Appendix 3

SHERFIELD PARK PARISH COUNCIL					
Payment Requests - March 2019					
Dickinsons	Removal of dangerous fallen tree	18_000336	EP	£60.00	Undertaken after damage from gales
HMRC	Staff Tax & NI	N/A	EP	£148.84	Amounts pending as payroll on holiday
HMRC	Employers NI backlog	N/A	EP	£66.51	Outstanding from Aug, Oct, Dec, Feb 2018-19
Staff Salary	Parish Clerk	N/A	EP	£728.80	1 day P/H in normal month + 27 .2 hrs overtime.
Staff Salary	Litter Warden	N/A	EP	£147.37	1 day P/H plus in normal month
			PAYMENT TOTALS	£1,151.52	
AUTHORISED BY:			AUTHORISED BY:		

Signed by Chair.....