

# SHERFIELD PARK PARISH COUNCIL

To Members of the Sherfield Park Parish Council

**YOU ARE HEREBY SUMMONED** to attend **A MEETING OF THE PARISH COUNCIL** commencing at **7.30pm on Wednesday 13<sup>th</sup> March 2019** to be held in the large Garden Room of Sherfield Park Community Centre, for the purpose of considering and resolving upon the business set out in the following agenda.

**To press and members of the public:** You are welcome to attend the meeting and address the Parish Council during the Public Participation agenda item on any subject relevant to the Parish. Please address the Chair to take your queries in turn. Total time allocated for this session is **15 minutes**. Please have mobile phones on silent or switched off.

Signed: *Steve Vaux*

Steve Vaux

Parish Clerk,

[clerk@sherfieldparkparishcouncil.gov.uk](mailto:clerk@sherfieldparkparishcouncil.gov.uk)

- 031901 To receive and accept apologies of absence.
- 031902 To receive any declarations of interest relevant to items on this agenda.
- 031903 To sign as a correct record, the minutes of the full council meeting held on 13<sup>th</sup> February 2019.
- 031904 To consider matters arising from items detailed at the previous meeting and the latest action log.
- 031905 To receive Chairman's announcements.
- 031906 General Public Participation session – 15 minutes
- 031907 To receive reports from outside bodies  
Borough Councillors, SPCA & Chineham Medical Practice  
PPG
- 031908 To note the current financial situation and sign the bank statements.
- 031909 To authorise any requests for payments.

- 031910 To consider and adopt a voting procedure for the co-option of candidates to fill councillor vacancies.
- 031911 To hear from candidates and co-opt a resident to fill the vacancy on the parish council. (Three candidates have shown interest which will likely involve a formal selection process).
- 031912 To consider a proposal to undertake further bulb and wild flower sowing activities during 2019-20.
- 031913 To receive an update on the Parish Office development.
- 031914 To receive a report from the litter warden.
- 031915 To consider a proposal from Councillor Alvares to purchase automatic speed warning and traffic monitoring equipment.
- 031916 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.
- 031917 Councillors to review the Bramley & Sherfield Ad-magazine for February and agree whether to contribute articles quarterly in the future.
- 031918 Councillors to consider funding the printing and distribution of leaflets about Dog fouling on the sports pitches.
- 031919 To consider quotations to supply office noticeboard and name plate.
- 031920 To consider quotations for the cleaning of the Parish's six bus shelters and environs.
- 031921 To agree the topics for the Parish Article in the next Loddon Valley Link.
- 031922 To confirm the date and time of the next Full Council meeting as 10<sup>th</sup> April 2019 at 7.30 pm

ITEM 031908

<u>Monthly sheet February 2019</u>			
		Balance Bought Forward	80,989.65
		Interest	10.11
		VAT refund	810.70
			<b>81,810.46</b>
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	£147.37
EP	Staff Salary	Litter Warden	£633.30
		Total Expenditure	£3,117.21
		Balance as at 28th February 2019	78,693.25
		Current Account Balance	12,815.63
		Deposit	65,877.62



**ITEM 031912**

**PURCHASE OF AUTUMN/WINTER FLOWERING BULBS**

At the last meeting of the Open Spaces subcommittee on 20<sup>th</sup> January a proposal was brought up to request the Full Council to approve the purchase of a mix of wild flower seeds for shaded and open areas, as well as autumn flowering bulbs such as cyclamen, crocuses, and snowdrops to plant as a trial in appropriate already adopted areas within the parish, subject to our gaining BDBC permission.

This is in line with the resolution approved at the September Council meeting to purchase approximately £160 worth of bulbs and wild flower seeds. As bulb planting did not take place at the appropriate (autumn) season for the likes of daffodils, slightly more expensive spring planting of autumn and winter flowering plants are now proposed.

More general planting of spring flowering bulbs might then be arranged later after approval of further funding and agreement of areas to be planted by BDBC, in areas that they own and maintain.

The Council is therefore requested to approve that the clerk goes ahead with buying the following:

250 Snowdrop "in the green" bulbs for £38.95 from "Woodland Bulbs"  
100 x Mixed Crocus bulbs for £39.99 from "Wolds Collection"  
200 x cyclamen seeds for £29.99 from "Crazy for Bulbs"  
500gms of wildflower seed for shady areas costing £69.00 from "The Grass People"

Total expenditure would be £177.93 plus postage.

These would then be planted by Sherfield Gardeners and/or the cubs after consultation with BDBC staff about suitable areas on 20<sup>th</sup> March.

S Vaux  
8<sup>th</sup> March 2019

**AGENDA ITEM 031913**

**UPDATE ON OFFICE CONSTRUCTION PROGRAMME**

Please see below the up to date situation report on the development of the office:

1. We have still not received a quotation from ATOZ Glazing solutions to fit aluminium flashing to prevent ingress of water around the base of the office, even after they measured up the office on 4<sup>th</sup> February. If no estimate is provided within the next week it is proposed to seek another supplier. Once work this has been done full signoff should be given by Building Control.
2. After installation of the broadband cable in mid-January we attempted to enter into a “broadband only” service contract with Plusnet as the apparent lowest cost option. When this was attempted it was discovered that Plusnet are unable to “activate” the connection and that our only option was to seek activation and an initial contract with BT. By the time of the meeting on 13<sup>th</sup> March this should have been completed, with activation due to take place on 11<sup>th</sup> March. This will cost £28 per month plus connection fee. This will be paid monthly by Direct Debit.
3. A “SIM only” mobile phone service with Plusnet costing £6.50 per month has been arranged using the council’s relatively new mobile phone handset. This will be paid monthly by Direct Debit. The new number is 07421704209, which will be carried by the clerk during working hours, and will be used for all outgoing calls and texts.
4. The areas reseeded around office have germinated well, however Croudace have indicated that they, as expected require further landscaping to be undertaken. The Clerk will meet with Croudace on 20<sup>th</sup> March to ascertain exactly how much work will be required, and then implement the relevant improvements, subject to securing permission for any additional significant expenditure from the Council
6. The issue of security and IT systems still needs to be addressed by the Office Task & Finish Group.
7. The Office Task and Finish Group is also asked to advise what further electric heating they would like to be procured for future use in the winter.
8. The Council is asked to confirm whether they wish to dispose of one of the two desks to increase the space available for meetings. This would be done at the best possible price. The aim would also be to then procure an extension to the conference table to improve the space available to councillors at meetings. The cost/income implications of what is decided would then be presented to the council at the April meeting.
9. Permission is also sought to dispose of the 600mm x 2m double glazed unit and the rainwater butt that are surplus to requirements, to the highest bidder following on-line advertising.

Steve Vaux  
8<sup>th</sup> March 2019

**AGENDA ITEM 031914**

**Litter Wardens Quarterly Report - February 2019**

During this period The Litter Warden, Richard Oats reported as follows:

I have found the estate is a pretty clean place to live on the whole, and a nice place to walk around. The only issues of note are:

1. Dog poo bags (Empty) and tissues that have fallen out of people's pockets in and around where dogs are being walked are common.
2. On recycling days it can be a bit of a nightmare. Depending on which crew is on duty will dictate how much rubbish goes into the trucks and how much over the roads!!
3. The entrance to Gaiger Ave is an issue at times as drivers are pulling off the A33 to eat/drink what they have purchased and then discard the rubbish on the side of the road. I will keep monitoring this, and collecting what they dump.
4. I am also aware whilst walking round that some of the waterways ditches have rubbish in and will address this problem when it's a bit dryer and not so wet and slippery.

Other related issues I have seen in and around the estate are:

1. Grit Bins - All the Grit Bins I have checked recently are empty and will need filling in the event of another winter blast like last March (MATTER REMEDIED BY HCC AFTER REQUESTS FROM PARISH CLERK & RESIDENTS). There is no telephone number but a Web page [www.hants.gov.uk/roads](http://www.hants.gov.uk/roads). The bins have numbers with the one at the Gaiger Avenue/Rockbourne Rd roundabout being 1112, however, on some bins I found the numbers were missing.
2. Litter Bins - When I first started I was asked to see where bins needed to be located and I did suggest that bins be located at the bus stops on Rockbourne and Sunwood drive. The clerk has been advised of this need. It's notable that the Grit bin by the bus stop on Rockbourne is sometimes used as a rubbish bin and I have found tins/sandwiches etc which do not help when the grit is needed. (COUNCILLORS TO ADVISE WHAST ACTION THEY WOULD LIKE TAKEN)
3. Bus Shelters - I have noticed that the bus shelters around the estate are looking a bit grubby after the winter period. Not sure if the Bus Company clean them or do the council need to look at a window cleaner? (ACTION WILL BE TAKEN INDER ITEM 031919)
4. Hours - At the moment the 5 hours I do a week is working well and I try and go out Wednesdays, Fridays and Sundays. I walk very fast and can get round most of the estate on these days. All my clothing and equipment are still fit for purpose, so no issues there.

Richard Oats  
Litter Warden



**ITEM 031915**

**PORTABLE PA SYSTEM**

At the January 2019 Council Meeting a proposal was brought forward asking the Council to fund (as a grant) the purchase of a portable PA system to be used by the SPCA Over 55s group. Rather than simply funding it as a grant it was proposed that the Parish Council should purchase a suitable unit with two wireless microphones for more general use within the Parish, including the council itself when holding larger meetings, rather than the Over 55s exclusively.

Quotes were therefore sought on-line from two suppliers, QTX (through Amazon) and Gear4Music. Three suitable units, similar to those used by street performers were identified as follows:

1. The "Subzero" SZPA-P15 with a 15 inch speaker, 80 watts RMS power and a 140W peak output, weighing 17 kg at a cost of £139.99 inc VAT
2. The smaller "Subzero" SZPA-P12 with a 12 inch speaker, 60 watts RMS power and a 100W peak output, weighing 13 kg at a cost of £129.99 inc VAT; and
3. The QTX 10 inch 150W peak output unit weighing 10kg which has two neckband VHF microphones, rather than conventional hand held microphones

All would be delivered without extra delivery costs.

It is however suggested that the third unit is excluded as it does not appear to provide microphones best suited to its proposed application.

All three units have integrated wheels to move them around and have the ability to be used to play recorded music through USB and other sources. The first unit would be the most powerful, and would likely be more robust and durable thanks to its large speaker and greater weight.

The councillors are asked to agree which of the three should be purchased.

Once purchased the council is asked to consider where the unit should be stored, who should have priority for its use, and how it might be loaned out to groups, including the Over 55s, youth groups etc, within the parish.

S Vaux  
8<sup>th</sup> March 2019



**ITEM 031919**

**OFFICE SIGNAGE AND NOTICE BOARD**

Following construction of the office building, at the request of the councillors, quotes were sought from the supplier previously used by SPPC, Fitzpatrick Woolmer, to supply:

1. An additional notice board, identical to the two located at Gaiger Avenue and Cufaude Lane, to be installed outside the Parish Office, facing the Community Centre; and
2. An office sign (approximately 4 ft long) comprising the Parish Logo over the words "Parish Office" to be mounted on the wall of the office building.

The quote's obtained were as follows were:

1. £1703 + VAT for the free standing notice board, plus £229 + VAT for the Parish Council "Header Board"; and
2. £136 + VAT for a wall mounted "Parish Office" Name board, which would also incorporate the Parish Logo; plus
3. £165 + VAT for delivery

The total cost, if the Council wish to go ahead would be £2233 + £446 VAT plus the cost of installation.

Installation was previously carried out satisfactorily through "Roots Garden Maintenance". I have contacted Mr Love at Roots, who quoted that the cost of putting up the notice board would be approximately £120 +VAT.

The Office signage could be erected by myself, using my own equipment, taking approximately two hours at my standard hourly rate if required.

The council is hereby requested to advise whether they wish me to go ahead with both purchasing and erecting both the notice board and office signage.

S Vaux  
8<sup>th</sup> March 2019



**ITEM 031920**

**QUOTES TO CLEAN THE PARISH'S BUS SHELTERS**

The opportunity to wash and generally maintain the parish's six bus shelters was advertised on the Sherfield Park Facebook page, to allow local window cleaning operators to quote to do the work. Responses were received from the following people:

Proclean Direct (Christopher Cloke) who is based in Chineham  
Paul Washer  
Stewart Bicknell  
Mags Palamino, on behalf of her (unnamed) window cleaner

Eventually quotes were received from Christopher Cloke and Paul Washer whilst Stewart Bicknell withdrew and nothing further was heard from Mags Palamino.

Christopher Cloke, who also met with me on site, quoted in writing, in late February to do an initial heavy (3 stage) clean-up, including treating the shelters with Algae suppressant as some have been untouched for about 10 years since construction. His quote which also included removing moss and algae from the pavement around the shelters and cleaning the litter bins, was for **£600**, excluding any repairs to broken Plexiglas panels, which he would arrange separately. He also indicated that if asked to do an annual clean-up this would be less after this initial clean-up

Paul Washer's quotation was received verbally on 8<sup>th</sup> March, offering to do the same, but without the Algae suppressant for the cost of **£260**.

The Councillors are therefore asked to advise which offer they would like me to take on behalf of the parish.

S Vaux  
8<sup>th</sup> March 2019