



Agenda item 041909

SHERFIELD PARK PARISH COUNCIL					
Payment Requests -April 2019					
Southern Electric	Office power supply 30/12/18 - 20/03/19	24054 18415	EP	£39.73	
Southern Electric	Xmas lights Unmetered supply	N/A	EP	£32.85	Paid at end March to avoid red letter
Paul Washer	Bus Shelter cleaning		EP	£280.00	Indicated this is an introductory rate only
BT	Activation fee & Line charges	GP00546968	DD	£160.48	
PlusNet	Monthly office phone charge		DD	£6.50	
Fitzpatrick Woolmer	Purchase of Office notice board		EP	£2,510.40	
Minuteman Press	Dog Fouling Leaflets x 1500		EP	£95.00	
DM Payroll Services	Annual Payroll Service charge 2019-20	394	EP	£102.00	No increase from 2018-19
Steve Vaux	Clerk's Expenses	N/A	EP	£12.70	HCC meeting refreshments/Mobile Phone deposit
HMRC	Staff Tax & NI	N/A	EP	£145.20	
Staff Salary	Parish Clerk	N/A	EP	£433.60	
Staff Salary	Litter Warden	N/A	EP	£147.37	
			PAYMENT TOTALS	£3,965.83	
AUTHORISED BY:			AUTHORISED BY:		



Agenda Item 041911

Office Supplies

After having finally moved into the Parish office, it is proposed to buy the following items for the office, as these have previously been provided by the clerk at home using his own equipment, which I will now keep at home:

2 x 3 tray set of filing trays £19.99 x 2

A simple calculator - £3.99

A small pair of scissors – £1.59

A Clip board – £4.79

A stapler - £3.99 + 26/6 Staples – £0.49 x 2

A desk tidy for holding paper clips etc - £12.99

10 Additional leaver arch files - @ £2.29 each, total £22.90

5 x Monthly File dividers – @ £ 2.99 each

5 x 10 tab file dividers - @ £0.99 each

TOTAL COST (from Viking) = £111.11 plus vat and delivery costs.

Authority to order these items from Viking, and to process payment of the invoice is requested.

AGENDA ITEM 041912

UPDATE ON OFFICE CONSTRUCTION PROGRAMME

Below is what is hopefully the final 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. A new supplier is now being sought to fit the relevant flashing once weather conditions become drier.
2. The BT service is now working satisfactory for simple issues such as e-mail and basic internet searches. A request has however had to be made to the provider and the Openreach, to upgrade the service to superfast broadband. Payment of initial activation charges and the first regular line rental has been paid in early April by Direct Debit.
3. The mobile phone service with Plusnet costing £6.50 per month is working satisfactorily after making the initial payment by credit card this will also be paid monthly by Direct Debit.
4. After meeting Croudace on 28th March we have been requested to effect a sympathetic land raise around the inspection chamber next to the office, and the rotavate and reseed the entire line of the cable to the office. This work is beyond the scope of the Clerk, and Councillors are requested to agree that either the lengthsman or a local landscape contractor (if cheaper) should carry out this work as soon as possible.
5. The issue of security and IT systems has been address separately by the Office Task & Finish Group.
6. The Office Task and Finish Group is also to resolve the provision of further electric heating.
7. It is proposed to shortly advertise on Facebook and via Gumtree 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
4th April 2019



Agenda Item 041913

Notes from Office Task & Finish Group

The office task & finish group met on Monday March 25th to discuss a variety of outstanding issues relating to the office.

Their recommendations were as follows:

1. The present furniture configuration should continue to be trialed and no further purchases or disposals should be considered until mid-year 2019-20;
2. Subject to confirmation by the full council, the Clerk should arrange to go ahead with purchase of the notice board from Fitzpatrick Woolmer. A final price of £2,092.00 plus VAT including delivery has been received and authority to purchase is requested. This will be sited to the left of the disabled access pathway at an angle to the path. The Clerk should also seek the most competitive quote for installation;
3. Cllr Rouse agreed to arrange to obtain quotes for branded privacy film incorporating the SPPC logo to be fitted to the office doors and windows. The cost of this to be approved by the full council before purchasing, as an alternative to a simpler external signboard;
4. The Office group strongly recommend purchase of an appropriate ceiling mounted screen (estimated cost £100) and projector (estimated cost £350) for use at planning and similar meetings. Proposed that the Clerk should obtain quotes in consultation (for technical advice) with Cllr Alvares;
5. Cllr Alvares should present in writing, a costed summary of his recommendations for office CCTV as soon as possible. It is understood that the security system quoted by Tim Laws should be secured. This quotation was the cheapest of 4 quotes supplied and is seen as a "belt and braces approach" to our security requirements. Preferably for consideration at the April Council meeting.

The Council is therefore requested to agree what actions they require taken regarding the above suggestions.



ITEM 041914

PURCHASE OF AUTUMN/WINTER FLOWERING BULBS

At the last Full Council meeting it was resolved to purchase of a mix of wild flower seeds and bulbs to plant as a trial in appropriate adopted areas within the parish, subject to our gaining BDBC and Croudace permission, and securing alternative quotes from Bulbs Direct. It is anticipated that by the time of the meeting, BDBC permission will have been given, after verbal permission was granted by Mr Sumners of Croudace on 28th March.

The Council is therefore requested to approve buying the following, after better quotes were received from Bulbs direct, but only for the supply of crocuses:

250 Snowdrop “in the green” bulbs for £38.95 from “Woodland Bulbs”
100 x Mixed Crocus bulbs for £13.00/100 = £13.00 in total “Bulbs direct”
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 now be £150.94 plus postage.

These would then be planted by Sherfield Gardeners and/or the cubs after more detailed consultation with BDBC staff about suitable areas if necessary.

In addition it is now suggested that after completing this trial a budget of up to £1500 is considered to undertake a much larger planning programme of autumn planted bulbs. The details of this budgeted programme would be finalised in the next 2 – 3 months.

S Vaux
4th April 2019



Agenda Item 041917

Quotes for repair of the Gaiger Avenue Bus Shelter and supply of Litter bins

BUS SHELTER REPAIRS

Quotes were sought from four companies to replace the missing panel on the “inward” bus shelter on Gaiger Avenue from four local glazing companies identified via the internet.

Quotes were received from two companies, whilst one declined to quote as the job was probably too small, and the other has recently ceased trading.

The prices received were as follows:

Glass Centre Basingstoke Ltd - £357.43 inc VAT

Hayward Glazing - £537.69 in VAT

The Council is requested to advise if they wish to proceed with the lower bid, or whether they would like me to seek more quotes from further afield.

LITTER BINS

Litter bins are required for two shelters owned by the council, on Rockbourne Rd, opposite the Water-meadow area, and on Sunwood drive.

As requested by the councillors, a quote was sought from Glasdon UK Ltd, the suppliers of the original litter bins installed at the two bus stops on Gaiger Avenue and the first two stops adjacent to the Electricity Sub-station on Rockbourne Road.

The price for the same type of bin, delivered Sherfield Park, but not installed, is £282.89 each = £565.78 total. The Councillors are therefore requested to confirm whether they would like to place an order with Glasdon, or seek alternative suppliers after checking whether BDBC can supply at a lower cost.

In addition permission is requested to seek the most competitive quote from a local builder to mount the litter bins at appropriate points on the pavement at both sites.