

# UPTON GREY PARISH COUNCIL

## Minutes of the Upton Grey Parish Council meeting held remotely on 21 January 2021 at 7.00pm

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**In attendance: - Cllr C Holroyd, Cllr N Ralls, Cllr A Barker, Cllr P Barnes and Cllr T Harman**

Also in attendance-Beverley Bridgman (Parish Clerk), Gordon Hunt (Lengthsman) and PC Andy Reid

### Draft minutes subject to confirmation

#### **1. Receive and accept apologies for absence**

All Parish Councillors present

#### **2. Receive and note any declarations of interest relevant to the Agenda**

Cllr Ralls spoke under agenda point 17 in his capacity as Chairman of the Upton Grey Cemetery Lane Committee

#### **3. The Chairman to approve as a correct record the minutes of the Parish Council meeting held on 19 November 2020**

The Chairman **approved** as a correct record the minutes of the Parish Council meeting held on 19 November 2020. These will be signed at the next available opportunity

#### **4. Open the meeting to members of the public**

10 members of the public attended the meeting remotely

#### **5. Note the appointment of a new Lengthsman**

It was **noted** that Gordon Hunt was appointed as the new Village Lengthsman on 1 December 2020

#### **6. Receive reports**

Reports were received from the Parish Clerk, Lengthsman and PC Andy Reid, these reports can be found in Appendix A

#### **7. Consider and discuss the following planning applications:**

##### **a) 1 Pine tree: fell**

**Exbury House, 2 The Arboretum, Upton Grey, RG25 2SG**

**Reference T/00006/21/TCA**

The Parish Council discussed the application; it was resolved to submit a comment of **no objection**

##### **b) Tree removal to prevent structural damage due to proximity to building. Tree is of low amenity value**

**Village Farm House, Bidden Road, Upton Grey, RG25 2RL**

**Reference T/00002/21/TCA**

The Parish Council discussed the application; it was resolved to submit a comment of **no objection**

##### **c) Yew tree: prune back overhang to boundary fence of Hill Cottage**

**Waverley Cottage, Church Street, Upton Grey, RG25 2RA**

**Reference T/00016/21/TCA**

The Parish Council discussed the application; it was resolved to submit a comment of **objection**. This is a feature tree in Church Street and, rather than pruning back harshly to the fence, the Parish Council would like to see the yew tree pruned sympathetically and symmetrically.

**d) Ash (G1) - Group of x3 Ash trees multi-stemmed in close proximity to each other and all in decline with Ash dieback. Pollard to a 3.5 m height. In all probability part of the original hedge line and historically regularly pruned at 3.5 m but that has lapsed for over 20 +years**

**Cleves House, Cleves Lane, Upton Grey, RG25 2RG**

**Reference T/00019/21/TCA**

The Parish Council discussed the application; it was resolved to submit a comment of **no objection**

**e) Part demolition and replacement of Infill link combined with erection of two storey extension and single storey loggia to rear and single storey extension and dormer window to front**

**Old Barn House, Weston Road, Upton Grey, RG25 2RH**

**Reference 20/03504/HSE**

The Parish Council discussed the application; it was resolved to submit a comment of **no objection**

**f) Development of an Energy Recovery Facility and Associated Infrastructure Alton Materials Recovery Facility, A31, Alton GU34 4JD**

**Additional information provided by the applicant**

**Hampshire County Council Reference 33619/007**

The Parish Council sent an objection to this application in July 2020. It was discussed and agreed that this **objection** still stands and no further comments are to be sent

**8. Update on previous planning applications**

Since the last Parish Council meeting on 19 November 2020 comments (using the Upton Grey Planning Protocol) have been sent to Basingstoke and Deane Borough Council (BDBC) for the following applications:

- Blackberry House, T/00613/20/TCA (Tree Works) **No objection**
- Cedar House, 3 The Arboretum, T/00612/20/TCA (Tree Works) **Objection:** This is a large and magnificent cedar tree, after which the house is named, and is visible when arriving into the village. The Parish Council would like the Tree Officer to inspect the tree and confirm whether it is a danger to the house, and if so whether it could be reduced in size to make it safe rather than taking it down. Should permission to cut it down be granted, the Parish Council requests that there be a condition where a new cedar tree must be planted in the garden *prior* to this one being taken down
- Reynard House, 20/02996 /ROC (Planning Application) **No objection** to variation of Condition 9, but **objection** to the removal of conditions 6 and 7 which are the Scheme of Landscaping and the Arboricultural Method Statement. The Parish Council considers

suitable landscaping and the protection of existing trees of high importance at this entrance to the village. It is required to soften the visual effect of the Yard and the Holme Hill development behind

- Manor Farm 20/02946/FUL (Planning application) **Objection** full information on the BDBC website
- Weston Mark Cottage 20/03101/HSE (Planning application) **No objection**
- Reeds Farm House 20/03327/FUL (Planning application) **Objection:** full information on the BDBC website
- M.E. Developments 20/00048/REF (Appeal) Installation of an on site foul water drainage strategy to serve the residential development approved under 16/03058/FUL  
Comments sent upholding previous **objections**. Full information on the BDBC website

Since the last Parish Council meeting BDBC have approved the following Tree Work Applications:

Manor Cottage T/00533/20/TCA  
 Glebe Cottage T/00535/20/TCA  
 Westfield Cottage T/00588/20/TCA  
 Cedar House T/00612/20/TCA  
 Blackberry House T/00613/20/TCA

Since the last Parish Council meeting BDBC have granted the following Planning Application:

20/03101/HSE Weston Mark Cottage

### 9. Approve the Electronic Payment request for January

The Electronic payment request as shown below was **approved** for January. This will be physically signed at the next available opportunity. Payments will be set up by the Clerk and authorised by a Councillor

#### Upton Grey Parish Council January 2021 Electronic Payment Request

To	Item	Amount	Invoice number	Type
<b>Staff</b>	Salary January 2021	£600.00		
	Home office expenses January 2021	£18.00		
	Total	<b>£618.00</b>	01/21	SO
<b>Staff</b>	Expenses	<b>£59.37</b>	01/21	EP
<b>Staff</b>	Salary January 2021	<b>£48.84</b>	January 2021	EP
<b>HMRC</b>	Tax & NI January 2021	<b>£12.20</b>	January 2021	EP
<b>Saunders Landscape</b>	Maintenance January 2021	<b>£222.00</b>	1466	SO
<b>Vision ICT</b>	Annual renewal	<b>£240.00</b>	12227	EP
<b>J Smith &amp; Son</b>	Erect three kissing gates	<b>£720.00</b>	0266	EP
<b>J Smith &amp; Son</b>	Supply & erect Cleves Lane fencing	<b>£552.00</b>	0272	EP
<b>Upton Grey Village Hall Committee</b>	Shop rent (GPC) July-Dec 2020	<b>£600.00</b>	14 Jan 21	EP

## **10. Note the current financial situation and approve bank statements**

The current financial situation was **noted** and can be found in Appendix B. The bank statements will be physically signed at the next opportunity

The current balances as at 15 January 2021 were:

Current Account: £21618.07

Tennis Maintenance Fund: £16791.60

## **11. Update from Cllr Barker regarding S106 playground equipment**

Cllr Barker confirmed the adult gym equipment will be installed at the end of February/early March 2021.

The installation will need to be 'signed off' once fully completed and Cllr Barker is in communication with the installers regarding this point.

Residents in the vicinity of the playground have been sent a letter informing of the work and an email circulated to the wider village. Concerns regarding additional cars parking in the area have been raised by 2 residents; the parking area can become very busy when the tennis courts and playground are in use.

**Agreed** to discuss the issue of parking at the next Parish Council meeting

## **12. Discuss re-painting of the graphics at Upton Grey playground**

As per agenda point 15 in the minutes dated 19 November 2020 the playground inspector has advised the graphics and lines in the playground need re-painting. Cllr Barker and the Lengthsman have now viewed these graphics and lines and strongly recommended that the work be completed.

**Agreed** to proceed with the quote of £775 plus VAT received from Dick Randall Services Ltd

## **13. Discuss repair work to the posts around the pond**

Councillors feel that all posts around the pond need attention. Most posts are rotten and some were damaged by HGVs in two separate incidents:

2/3 December 2020

11 January 2021

M.E. Developments have agreed to replace the posts damaged on 2/3 December.

Photographic evidence of the damage caused on 11 January has been passed to PC Andy Reid who has provided information regarding the haulage company. The Parish Clerk is in communication with the haulage company regarding compensation for this damage.

**Agreed** Cllr Barnes/Cllr Holroyd will obtain a quote for replacement of the whole fence with a view to apportioning costs for damaged areas to ME Developments and the haulage company

## **14. Agree the next step regarding Accessibility requirements for website**

As confirmed in agenda point 20 in the minutes dated 16 July 2020 the Parish Council website must now comply with The Public Sector Bodies (Websites & Mobile Applications) (No. 2) Accessibility Regulations 2018 ("Regulations").

Having researched thoroughly and spoken to other Parish Councils the Parish Clerk advised there are 3 options available to the Parish Council:

- Pay for a completely new up to date website which meets all accessibility requirements.

The current website was built in 2013 and is therefore very basic compared to today's

standards. Cost from current provider = £1245 plus VAT (there maybe cheaper options available from other providers)

- Take up the offer of a new website which is very basic but meets accessibility requirements. Cost from current provider= £650 plus VAT
- Ask current provider to complete an accessibility statement for Upton Grey. Cost £85 plus VAT. Whilst this is the cheapest option it must be noted this is a temporary fix and the website will need to be updated at some point.

Due to the high anticipated costs to the Parish Council in the next financial year it was **agreed** to proceed with an accessibility statement written by the current website provider. It is understood that this will need to be reviewed at a later date

### 15. Agree Budget and precept 21-22

The Parish Clerk had prepared a draft budget which had been discussed with Cllr Harman.

**Agreed** to accept the budget as shown below for the financial year 1 April 2021 to 31 March 2022. This budget allows a contingency of £10,000 for anticipated legal costs in respect of Church Meadow. Based on current information the expected amount left in the current bank account at 31 March 2021 will be around £6670 which will potentially allow a total of £16660 for legal costs.

**Agreed** to request a precept of £30500 for 21/22. This amount represents an increase of just over 64% which is unfortunately necessary if legal costs are to be covered. The Parish Clerk would complete the precept request form ready for signature by the Chairman and 2 other Councillors.

Expenditure	Amount	
Salaries and Allowance	£8,576.88	Included in salaries & allowance
Clerks Expenses	£100.00	
HMRC	£0.00	
Pension	£0.00	
Administration	£761.00	
Insurance	£780.00	
Training	£120.00	
S137	£0.00	
Subscriptions	£690.00	
Chairman Allowance	£20.00	
Repairs and Maintenance	£7,000.00	
Publications	£0.00	
Grants and Donations	£3,000.00	
Shop	£1,200.00	
Misc	£126.00	
Contingency	£10,000.00	
<b>TOTAL</b>	<b>£32,373.88</b>	

### 16. Discuss and agree open space and equipped play projects for future S106 money

**Agreed** to request the following projects as suggested by Councillors:

- Cricket net for the recreation ground
- Additional parking facilities at the recreation ground
- Wild flower planting at entrances to the village

**17. Update from Upton Grey Cemetery Lane Committee**

An update from the Upton Grey Cemetery Lane Committee (UGCLC) and statement from the Fitzpatrick Trust were read out by Cllr Ralls in his capacity as Chairman of the UGCLC. There were no questions from Councillors. Both the update and statement can be found in Appendix D.

**18. Set and agree an initial spending limit for legal costs in respect of Church Meadow**

**Agreed** to set an initial spending limit of £5000 for legal costs.

**19. Discuss wild flowers along Weston Road**

Since the recent roadworks in the village signs have appeared on the verges of Weston Road advising this is a Hampshire County Council (HCC) wild flower verge. These signs do not appear to be new as they inform of an old telephone number. The Parish Clerk has asked for confirmation from Hampshire Highways that the area will be re-planted with wild flowers and, if not, would there be a need for permits if the Parish Council or members of the public wish to plant wild flowers. HCC reference number 21536745.

**20. Confirm the date and time of the next meeting**

**Agreed** the next meeting will be on 18 February 2021 at 7pm

**There being no other business the meeting ended at 9.10pm**

## **Appendix A**

### **Parish Lengthsman Report January 2021**

Thank you for the opportunity to take on this role and I will do my utmost to fulfil it to the councils satisfaction

I have walked all the roads to the Upton Grey boundaries and the path from Greywell Road to Cleves Lane; the kissing gates are a great improvement

The stile on footpath 7 has been reported to Hampshire County Council as the large step down and the fact that the ground is very muddy and slippery makes this dangerous for those using the stile. Ref: PROW610872

I am yet to walk the rest of the footpaths as part of my role and will do so as soon as restrictions are relaxed

All salt bins in Upton Grey have been checked to ensure they are full and not damaged

I have cable tied the goal net in the playing field to the frame but it still needs better fixings and I will do this when I can get some stronger cable ties

I have reported the broken street sign at the entrance to Woodmanfield. The report no. from Basingstoke dated 14 December 2020 is 2323036

Residents from Cleves Lane reported the state of the lane to Hampshire Highways on 29 December 2020. The report no. is 21534576, I have thanked residents for their input

I reported blocked drains from the pond along Bidden Road as far as the entrance to Meadow Side to Hampshire Highways on 11 January 2021. Ticket ID 103420521

I am considering mapping all of the drains in the village and putting their location onto the what3words app (I don't know if Highways use this maybe it will be useful in the future)

The Parish Council owned benches were all in good repair people were sitting on them

I am unable to do litter picking due to Covid restrictions and advice from the Parish Council

NB. A group of villagers have been actively litter picking in the parish of their own accord and the Parish Council would like to thank them for this work

### **Parish Clerk Report January 2021**

#### **Playground**

Arson Damage: AXA has agreed to accept the higher quote provided by Dick Randall, £565 plus VAT. This quote replaces the damaged part of the Toddler Unit. There is a £250 excess in respect of the claim. AXA will not pay the VAT amount as we can claim this back. I have instructed the contractor to proceed as soon as is possible, due to current restrictions and the colder weather the work isn't likely to start until the Spring

## **Appendix A**

### **Broken Sign on Church Street/Greywell Road junction**

This has been reported to Hampshire County Council (HCC) reference 21528037. HCC has confirmed a works order has been raised with their contractors for the signs to be replaced

### **Weston Road hedges/ditches**

Clearance of the ditches has now been put on hold until such time as the roadworks are finished

### **HGV on Church Street**

The Road Safety Team has agreed to put signs on Church Street to advise the road is not suitable for HGV. A sign will be placed at the junction of Church Street and Weston Road. This will alert drivers turning into Church Street that the route is unsuitable and would appear to be locally acceptable. At this stage there is no proposal to place another similar sign the other end of Church Street as this could see vehicles diverting towards Greywell where there is a difficult junction to negotiate. Unfortunately the County Council has no authority over GPS directions

## **PC Andy Reid Report January 2021**

Since the last Parish Council meeting the following have been reported:

- 8 December 2020: Suspicious people by Hunts Yard, apparently looking for work
- 10 December 2020: Men seen walking about with torches in the early hours (this was the electricity board)
- 2 January 2021: Sudden death in Bidden Road
- 2 January 2021: Suspicious vehicle in Bidden Road
- 6-7 January 2021: Damage to crops
- January 2021: loud motorbike

A total of 16 crimes were reported in 2020:

- 4 non dwelling
- 4 criminal damage
- 1 other offence
- 4 theft
- 1 possession of drugs (not village residents)
- 2 vehicle crime

This is a reduction on the 23 reported in 2019



**Upton Grey Parish Council Monthly Sheet for January 2021 (Appendix B)**

<b><u>Lloyds Current Account</u></b>		
Balance as at 13 November 2020		£14392.46 (agrees statement dated 30 November 2020)
<b><u>Payments</u></b>		
<b>Date</b>	<b>To</b>	<b>Amount</b>
20 November 2020	Lloyds Tennis Maintenance Fund	£1491.86
20 November 2020	Staff Expenses November	£42.34
20 November 2020	RJ Clark Grant payment 3	£43.00
20 November 2020	SLCC Annual Renewal Invoice MEM232194	£126.00
30 November 2020	Saunders Landscape Invoice 1449	£222.00
30 November 2020	Staff Salary & Home Office Allowance November	£618.00
30 November 2020	RJ Clark Grant payment 4	£29.85
30 December 2020	Saunders Landscape Invoice 1449	£222.00
30 December 2020	Staff Salary & Home Office Allowance December	£618.00
30 December 2020	Staff Salary December	£48.84
30 December 2020	HMRC December	£12.20
5 January 2021	Alexanders Invoice (20% deposit for adult gym equipment)	£2132.35
6 January 2021	ICO renewal	£35.00
<b><u>Receipts</u></b>		
<b>Date</b>	<b>From</b>	<b>Amount</b>
17 November 2020	Grant from HCC (Kissing Gates)	£691.47
20 November 2020	Credit of Tennis Club Insurance (competition win)	£168.11
24 December 2020	BDBC S106 Play Area Payment	£11442.47
14 January 2021	AXA Insurance (claim for arson damage)	£565.00
<b>Balance as at 15 January 2021</b>		<b>£21618.07 (agrees on line statement dated 15 January 2021)</b>
<b><u>Lloyds Tennis Maintenance Fund</u></b>		
Balance as at 13 November 2020		£15299.46 (agrees statement dated 1 December 2020)
<b><u>Receipts</u></b>		
<b>Date</b>	<b>From</b>	<b>Amount</b>
20 November 2020	Lloyds Current Account	£1491.86
9 December 2020	Bank Interest	£0.13
11 January 2021	Bank Interest	£0.15
<b>Balance as at 15 January 2021</b>		<b>£ 16791.60 (agrees on line statement dated 15 January 2021)</b>
<b>Total Balance as at 15 January 2021</b>		
Lloyds Current Account		£21618.07
Tennis Maintenance Account		£16791.60
Unpresented cheques		Nil
Cancelled cheques		Nil
Net Bank Balance		<b>£38409.67</b>
<b>Chairmans Signature and date:</b>		

## **Upton Grey Cemetery Lane Committee:**

Update for the Village- UGPC meeting  
January 2021

### **Proposed Development of farmyard and land adjacent to Cemetery Lane, Upton Grey:**

Provided as an ongoing update on discussions on the proposal above.

#### **The Proposed Development and what we have been doing:**

Since our update at the November meeting:

The Committee on behalf of UGPC, has appointed Solicitors to act for it to receive the Trust's draft legal documents for handling the mechanism for transfer of the land to the village. These were received shortly before the Christmas break.

Those documents are now under review and discussion. Lawyers for the Trust and UGPC are in contact on the matter and we hope the remainder of this month will result in clarity over the proposed details of transfer of the land, triggers/ mechanisms to do so, and the definition of the proposed scheme.

#### **What stage have things reached?**

##### **Design:**

In terms of designs we have not discussed design matters in further detail with Cherrington but our understanding is that the proposed scheme when submitted will be as discussed in the Autumn.

We don't have a defined programme but we do know that Cherrington wishes to submit its application soon.

##### **The Land:**

Further to our update in November, the Trust has issued a statement on the 'North Land' which is appended to this update.

##### **What Now?**

Discussions between lawyers have commenced and we expect will continue on some matters in the short term.

Should significant fees become expected (and some expenditure IS likely), UGPC's solicitor will provide budgets in advance for the legal work anticipated. Once budget figures are known they will need to be reviewed in accordance with the Parish Council's procedures for approval of expenditure. Depending on timing this is likely to require its own meeting.

The hope and aim for all of this remains that when viewed alongside and as part of a finalised Planning proposal, the overall package will present a demonstrably mitigating and beneficial scheme, that the Village and UGPC can support.

#### **Statement from the Trust: (following page as Appendix)**

Nick Ralls

Upton Grey Cemetery Lane Committee

Nick Ralls, Geoffrey Yeowart, Andrew Dunkley, Julian Livingston-Booth, John Frieda, James Raven

**Statement by the Trustees for the Parish Council meeting 21 January 2021**

We have seen the update included as Appendix C to the minutes of the meeting of Upton Grey Parish Council of 19 November 2020 ("**Update**"). The Update refers to the trustees having changed their intentions as regards the land referred to as the land to the northwest of the track ("**North Land**"). We believe this is a misunderstanding, but we now feel obliged to provide comment on the North Land.

As you are aware, the trust currently have an agreement with Cherrington Planning Ltd to pursue the potential development at Cemetery Lane, Upton Grey. The North Land is not and never has been included within that agreement.

However, during the process of consultation with the Parish Council, Cherrington Planning Ltd was approached by a separate party who expressed an interest in purchasing the North Land. This was relayed to the trustees and we understand that as part of 'the offer' the potential purchaser was prepared to cover the cost of maintenance of the land to the south that we are proposing to gift to the Parish Council. We have not given this any further consideration as it was not contemplated that the land would be sold.

The fact is that the trust has owned the land to the north for over 40 years and the intention is that the position should remain unchanged.

Upton Grey Parish Council February 2021 Electronic Payment Request

To	Item	Amount	Invoice
<b>Staff</b>	Salary February 2021	£600.00	
	Home office expenses February 2021	£18.00	
	Total	<b>£618.00</b>	02/21
<b>Staff</b>	Expenses February	<b>£14.39</b>	02/21
<b>Staff</b>	Salary February 2021	<b>£48.84</b>	February 2021
<b>HMRC</b>	Tax & NI February 2021	<b>£12.20</b>	February 2021
<b>Saunders Landscape</b>	Maintenance February 2021	<b>£222.00</b>	tbc
<b>Chairmans Signature and date:</b>			

## Upton Grey Parish Council Monthly Sheet for February 2021 (Appendix B)

### Lloyds Current Account

Balance as at 15 January 2021

£21618.07 (agrees statement dated 29 January 2021)

#### Payments

Date	To	Amount
22 January 2021	Staff Expenses January	£59.37
22 January 2021	J Smith & Son Invoice 0266	£720.00
22 January 2021	J Smith & Son Invoice 0272	£552.00
22 January 2021	Upton Grey Village Hall Committee (shop rent)	£600.00
22 January 2021	Vision ICT Invoice 12227	£240.00
1 February 2021	Staff Salary January	£618.00
1 February 2021	Staff Salary January	£48.84
1 February 2021	HMRC January	£12.20
1 February 2021	Saunders January Invoice 1466	£222.00

#### Receipts

Date	From	Amount
28 January 2021	VAT refund	£237.40
10 February 2021	VAT refund	£607.39

**Balance as at 12 February 2021**

**£19390.45** (agrees on line statement dated 12 February 21)

### Lloyds Tennis Maintenance Fund

Balance as at 15 January 2021

£16791.60 (agrees statement dated 1 February 2021)

#### Receipts

Date	From	Amount
9 February 2021	Bank Interest	£0.13

**Balance as at 12 February 2021**

**£16791.73** (agrees on line statement dated 12 February 2021)

### **Total Balance as at 12 February 2021**

Lloyds Current Account	£19390.45
Lloyds Tennis Maintenance Account	£16791.73
Unpresented cheques	Nil
Cancelled cheques	Nil
Net Bank Balance	<b>£36182.18</b>

**Chairmans Signature and date:**

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# J SMITH & SON

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## Garden and Property Maintenance

Vat number: 742 6760 22

Beverley Bridgeman,  
Upton Grey Parish Council,  
Upton Grey,  
Basingstoke  
Hampshire

2<sup>nd</sup> February 2021

### QUOTATION

Dear Beverley,

Thank you for your recent enquiry regarding fence repairs to Upton Grey village duck pond fence damaged by a lorry.

Supply five new made to order posts and six rails.  
Concrete in place.

PRICE	£696.00
Vat@20%	£139.20
TOTAL	£835.20

The above prices include all labour, materials where required. These posts are made to order so there will be a few weeks wait.

It does not include any unforeseen works. If these should occur, we can do these for an additional agreed charge.

### WASTE CLEARANCE

We are required by law to hold a waste carriers licence which gives us authorisation to remove waste and dispose of at a legal composting or recycling site.

**14, Little Hoddington, Upton Grey, Basingstoke, Hampshire RG25 2RN**  
**T: 01256 862860/862587 Fax 01256 862860 Mobile 07990 576440**  
**Email: [victoria@jsmithandson.com](mailto:victoria@jsmithandson.com)**  
**[www.jsmithandson.com](http://www.jsmithandson.com)**

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# J SMITH & SON

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## Garden and Property Maintenance

Vat number: 742 6760 22

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I hope the above quotation meets with your approval. If so, then please confirm as soon as possible and we will book you into our schedule.

If you have any queries or would like to alter the quotation in any way, then please do not hesitate to contact me.

Yours sincerely,

Victoria Williams-Smith  
On behalf of J Smith & Son