

UPTON GREY PARISH COUNCIL

Minutes of the Upton Grey Parish Council meeting
held in the Village Hall on 20 February 2020 at 7.00pm

In attendance: - Cllr C Holroyd, Cllr N Ralls, Cllr A Barker, and Cllr P Barnes
Also in attendance-Beverley Bridgman (Parish Clerk), George Hillier (Parish Lengths man) and PC Andy Reid.

Draft minutes subject to confirmation

- 001/FC/02/20-21 Receive and accept apologies for absence**
Apologies had been received from Cllr Harman
- 002/FC/02/20-21 Receive and note any declarations of interest relevant to the Agenda**
Cllr Barnes declared an interest in agenda points 006.1/FC/02/20-21 and 006.5/FC/02/20-21
Cllr Holroyd declared an interest in agenda point 018/FC/02/20-21
- 003/FC/02/20-21 The Chairman to sign as a correct record the minutes of the Parish Council meeting held on 16 January 2020**
The Chairman signed as a correct record the minutes of the Parish Council meeting held on 16 January 2020
- 004/FC/02/20-21 Open the meeting to members of the public**
One member of the public
- 005/FC/02/20-21 Receive reports**
PC Andy Reid, and the Lengthsman presented their reports which can be found in Appendix A
- 006/FC/02/20-21 Consider and discuss the following planning applications:**
- 006.1/FC/02/20-21**
Installation of Inverter Heat pump (air sourced heat pump) to heat existing swimming pool. (Replaces existing boiler)
Pond House, Weston Road, Upton Grey, RG25 2RH
Reference 20/00138/HSE
The Parish Council (excluding Cllr Barnes) discussed the application. It was agreed to submit the comment of **no objection**
- 006.2/FC/02/20-21**
Erection of single storey rear extension
8 Woodmanfield, Upton Grey, RG25 2RZ
Reference 20/00037/HSE
The Parish Council discussed the application. It was agreed to submit the comment of **no objection**

006.3/FC/02/20-21

T1 Hawthorn: fell

T2 Elder: fell

Spindlewood, Weston Road, Upton Grey, RG25 2RJ

Reference T/00059/20/TCA

The Parish Council discussed the application. It was agreed to submit the comment of **no objection**

006.4/FC/02/20-21

T1 Beech (multi stemmed) remove 2 lower stems and reduce crown by approx 10 m to suitable growth points leaving a finished height of approx 20 m and a spread of approx 18 m

Spindlewood, Weston Road, Upton Grey, RG25 2RJ

Reference T/00058/20/TCA

The Parish Council discussed the application. It was agreed to submit the comment of **no objection**

006.5/FC/02/20-21

A, B, C, D, E, and F. Sycamore: re-pollard as per specification on schedule of work

Pond House, Weston Road, Upton Grey, RG25 2RH

Reference T/00076/20/TCA

The Parish Council (excluding Cllr Barnes) discussed the application. It was agreed to submit the comment of **no objection**

007/FC/02/20-21 Update on previous planning applications

Since the last Parish Council meeting in January Basingstoke and Deane Borough Council (BDBC) have approved the following Tree Works applications:

T/00539/19/TCA Roseland House

T/00007/20/TCA 2 Little Hoddington Close

T/00553/19/TCA Sun Cottage

T/00008/20/TCA Pond House

T/00004/20/TCA Mead Cottage

Since the last Parish Council meeting in January BDBC have approved the following Planning application:

19/02219/HSE Green Hedges, Weston Road

Since the last Parish Council meeting in January the following applications have been withdrawn:

19/03369/LBC and 19/03368/HSE The Pond House, Weston Road

008/FC/02/20-21 Approve the Electronic Payment request for February

The Electronic Payment request as shown below was approved for February. Payments to be set up by the Clerk and authorised by Cllr

Upton Grey Parish Council February 2020 Electronic Payment Request

To	Item	Amount	Invoice number	Type
Staff	Salary February 2020	£576.00		
	Home Office Allowance February 2020	£18.00		
	Total	£594.00	02/20	SO
Staff	Expenses	£7.32	02/20	EP
Staff	Salary February 2020	£44.40	Feb 20	EP
HMRC	Tax & NI February 2020	£11.00	Feb 20	EP
Saunders Landscape	Maintenance February 2020	£215.00	1337	SO
Dick Randall Services Ltd	Playground Maintenance	£1164.00	10780	EP
Hampshire County Council	Speed Survey	£294.00	3611197579	EP
Chairmans Signature and date:				

Barker on Friday 21 February

009/FC/02/20-21 Note the current financial situation and sign bank statements

The current financial situation was noted and can be found in Appendix B. The bank statements were signed and reconciled, with the balances being:

Current Account: £8393.46

Savings Account: £15295.38

010/FC/02/20-21 Approve and sign the revised Grant Policy & Application Form

The revised Grant Policy and Application Form were approved and signed by the Chairman and Parish Clerk. It was agreed that previous grant applicants would be sent a copy of the new application form and policy

011/FC/02/20-21 To confirm appointment of an Internal Auditor

It was agreed to re-appoint Do The Numbers to complete the annual internal audit of the Parish Council at a cost of £190

012/FC/02/20-21 Discuss responses to attend a refresher defibrillator training course

27 villagers had responded to say they would like to attend a course. It was agreed to proceed with refresher defibrillator training at 7pm on Thursday 16 April. The Parish Council meeting would begin at 7:15 pm

on this day. It was agreed the Parish Council would cover mileage costs for Heartstart at a cost of £35. A collection would also be held at the training course for further donations to Heartstart from course attendees

013/FC/02/20-21 Update on a Speed Indicator Device for the village

Confirmation had been received from Hampshire County Council (HCC) that the criteria for Speed Indicator Devices had not changed. It was agreed that Councillor Ralls and Barnes would contact Westcotec, who are recommended by HCC, to arrange a free site survey in the village

014/FC/02/20-21 Discuss the ground maintenance contract which expires 30 April 2020

The current price for the ground maintenance contract is £2580 per year (£215 a month). It was discussed and agreed that councillors are very happy with the work from the current contractor. It was agreed the Clerk will ask the contractor for a new annual quote for the period 1 May 2020-30 April 2021. The quote will then be discussed at a future meeting

015/FC/02/20-21 Agree jobs for the County Council Lengthsman visit in March 2020

The next visit from the County Council Lengthsman would be on 10 March 2020, it was agreed to ask for the following work to be completed:

- Finish maintenance work on the bench at shop
- Finish maintenance work on the tennis court noticeboard
- Stain/varnish Parish Council owned bench on the land at Cleves Lane
- Stain/varnish Parish Council owned bench at the pond
- Stain/varnish Parish Council owned benches at the Playground
- Clear the playground of moss and leaves
- Clear weeds around the tennis court
- Clear litter from Bidden Road area

016/FC/02/20-21 Discuss and agree a plan for S 106 funds available for playground equipment

The clerk advised BDBC have confirmed the following S 106 funds are now available from the Holme Hill development:

Project	Funds available
Installation of multi-use ball wall	£32,484.53
Providing, running and maintaining outdoor gym equipment	£11,442.47

The specified projects were stated by a previous Parish Council and cannot be changed. However BDBC have confirmed the gym equipment project could be extended to include a leap frog trail

previously specified as a future S 106 project by the Parish Council. The next steps are for the Parish Council to obtain at least 3 quotations for the work and submit a proposal to BDBC for approval. It was discussed and agreed that Cllr Holroyd and Cllr Barker would contact 3 companies to arrange for quotations. These would then be discussed at a future meeting

017/FC/02/20-21 Discuss the Holme Hill development

Borough Cllr Mark Ruffell had arranged a meeting at BDBC to discuss issues with the development. The meeting was attended by Cllr Ruffell, 2 villagers, 2 members of the Planning Department and 2 members of the Enforcement Team. Cllr Ruffell's notes from the meeting can be found in Appendix C. Councillors discussed the notes and agreed they would communicate with Cllr Ruffell for clarification of a few points

018/FC/02/20-21 Discuss quote received for annual maintenance of the tennis court

Cllr Holroyd did not take part in this discussion. A quote had been received from Cross Court Services for annual maintenance of the tennis court, a spring and autumn chemical clean and one high pressure clean at a total cost of £907.20 inc VAT. This price reflected an increase of £43.20 since 2018.

It was agreed to accept the quote of £907.20; the clerk would inform Cross Court Services

019/FC/02/20-21 Confirm the date and time of the next meeting

It was agreed the next meeting of the Parish Council would be at 7pm on Thursday 19 March 2020

There being no other business the meeting closed at 8pm

Appendix A

Upton Grey Lengthsman Report February 2020

Litter

Normal clean ups undertaken

No fly-tipping

Highways

Potholes reported at junction of Church Street and Greywell Road and on Church Street up to Cleves Lane. These are in the process of being repaired

Pot holes in Cleves Lane are still outstanding

Pond area

The duckhouse has been repaired and re-moored

Footpaths

Fallen tree on footpath 7 (alongside Hoddington Estate) was reported to Hampshire County Council and has now been cleared away

The hedges on footpath 8 (alongside Holme Hill) have been cut back by Hampshire County Council

PC Andy Reid Report February 2020

8.2.2020 Noisy motorcycle stopped

To date there has been 5 reported crimes in 2020:

2 Non dwelling burglaries on the Basingstoke Road

1 Criminal damage to a garden ornament

1 malicious crime in the village

1 theft of a cement mixer and copper piping on Weston Road

Upton Grey Parish Council Monthly Sheet for February 2020 (Appendix B)

Lloyds Current Account

Balance as at 10 January 2020

£10084.28 (agrees statement dated 31 January 2020)

Payments

Date	To	Amount
17 January 2020	Upton Grey Village Hall	£631.50
17 January 2020	Vision ICT	£240.00
17 January 2020	Staff salary December 2019 & January 2020	£88.60
17 January 2020	HMRC Tax & NI December 2019 & January 2020	£22.20
20 January 2020	Staff salary & Home Office Allowance January 2020	£594.00
20 January 2020	Saunders Landscapes Invoice 1330	£215.00

Receipts

Date	From	Amount
15 January 2020	VAT reclaim	£100.48

Balance as at 14 February 2020

£8393.46 (agrees on line statement dated 14 February 2020)

Lloyds Savings Account

Balance as at 10 January 2020

£15294.71 (agrees statement dated 31 January 2020)

Receipts

Date	From	Amount
10 February 2020	Bank interest	£0.67

Balance as at 14 February 2020

£15295.38 (agrees on line statement dated 14 February 2020)

Total Balance as at 14 February 2020

Lloyds Current Account	£8393.46
Lloyds Savings Account	£15295.38
Unpresented cheques	Nil
Cancelled cheques	Nil
Net Bank Balance	£23688.84

Chairmans Signature and date:

Appendix C

No connection to mains drainage yet

The developer does not have planning permission to construct any alternative to mains drainage. If the developer wishes to use an alternative to mains drainage then it will need to apply for planning permission. It is not thought that an alternative has already been put in, but efforts will be made by the planning enforcement team to ascertain that this is correct. Any alternative solution if already implemented would trigger enforcement action which could only be stopped by a planning application being lodged and planning permission then being granted. The grant of planning permission for an alternative solution would have to overcome the difficulties of regulations relating to the proximity of buildings and the problems on the site concerning flooding. Clearly mains drainage is the preferred option. If the developers leave the site without connecting to mains drainage, then there is no breach of conditions and no enforcement action that can be undertaken to make them connect the site to the mains drainage system. Such a situation is unlikely, as the homes would have such a low value if unconnected, but we are dealing with an unusual situation where drainage seems to be the last rather than the first part of the build (as far as we can tell). The planning officer will attempt to make contact with the building inspector to ascertain what has been signed off under building regulations.

Tarmac road is not a permeable surface

The developer had already been contacted concerning the tarmac road and its being non permeable. The developer had stated that the road was put in to reduce the mud in the road and that it would have been made permeable had it not rained so much last week. The developer had agreed to make the tarmac permeable by 1 March. Whilst these explanations from the developer were met with a degree of scepticism, we were told that there are no agreed standards on the design of a permeable road. It was acceptable for the developer to puncture the road regularly and make it permeable and apparently this was the approach that would be adopted by the developer. There was a degree of blunt talking that made it clear to the enforcement team that the reasons for the condition relating to a permeable road was to prevent surface water run off, and since the road's construction there had been surface water run off that had contributed to the flooding in Weston Road. Hence, the developer by failing to put down a surface that was permeable had breached the planning condition with the consequence of contributing to the inundation. Following the discussion, the enforcement team agreed to write a firmly worded letter to the developer reminding them of the planning condition and seeking confirmation that the surface would be made permeable by 1 March.

Enforcement notice concerning planning breaches

There was further forceful conversation explaining that the complaints of local residents concerning the actions of the developer on site (times, noise, parking, deliveries etc) had not been taken into account by the enforcement team. Villagers agreed to resubmit the complaints and the enforcement team agreed to consider them afresh. It was made clear

that the residents would prefer to see the developer fined a small sum in the Magistrates' Court rather than to be continuously let off and it would appear that the enforcement team heard our point loud and clear.

Blocked culvert outside of April Cottage

I shall contact the County Councillor separately about this, as this may lead to a reduction in the quantity of water collecting in the road if it is thoroughly cleaned out.

Upton Grey Parish Council March 2020 Electronic Payment Request

To	Item	Amount	Invoice	Type
Staff	Salary March 2020	£576.00		
	Home Office Allowance March 2020	£18.00		
	Total	£594.00	03/20	SO
Staff	Expenses	£28.58	03/20	EP
Staff	Salary March 2020	£44.40	March 2020	EP
HMRC	Tax & NI March 2020	£11.00	March 2020	EP
Saunders Landscape	Maintenance March 2020	£215.00	tbc	SO
Chairmans Signature and date:				

Upton Grey Parish Council Monthly Sheet for March 2020 (Appendix B)

Lloyds Current Account

Balance as at 14 February 2020

£8393.46 (agrees statement dated 28 February 2020)

Payments

Date	To	Amount
20 February 2020	Staff Salary & Home Office Allowance February 2020	£594.00
20 February 2020	Saunders Landscapes Invoice 1337	£215.00
24 February 2020	Staff Salary February 2020	£44.40
24 February 2020	HMRC Tax & NI February 2020	£11.00
24 February 2020	Dick Randall Ltd (Playground repairs)	£1164.00
24 February 2020	Hampshire County Council (Speed Survey)	£294.00
24 February 2020	Staff expenses February	£7.32

Receipts

Date	From	Amount
18 February 2020	VAT reclaim	£243.00

Balance as at 13 March 2020

£6306.74 (agrees on line statement dated 13 March 2020)

Lloyds Savings Account

Balance as at 14 February 2020

£15295.38 (agrees statement dated 28 February 2020)

Receipts

Date	From	Amount
9 Mar 20	Bank interest	£0.59

Balance as at 13 March 2020

£15295.97 (agrees on line statement dated 13 March 2020)

Total Balance as at 13 March 2020

Lloyds Current Account	£6306.74
Lloyds Savings Account	£15295.97
Unpresented cheques	Nil
Cancelled cheques	Nil
Net Bank Balance	£21602.71

Chairmans Signature and date:



Church and Public Clock Specialists. Castle Workshops, Dacre, Penrith, Cumbria.
CA11 0HL.

Telephone: 017684 86933

Email: info@clockmaker.co.uk.

Website: www.clockmaker.co.uk

11th March 2020

FAO – Mr Hugh Chevallier

Dear Hugh

Upton Grey, St. Mary's Church – Tower Clock

Further to our site meeting & my inspection of the above clock, we are pleased to provide the following information & suitable quotations.

The clock was manufactured by John Davis of Windsor in 1761 & takes the form of a cage frame movement with hour strike, driving the single dial with an anchor escapement with pendulum action. The clock strikes the hours on a dedicated bell located in one of the tower louvre recesses.

We understand you have recently been experiencing problems with the strike getting out of sequence, I feel this is due to several problems. The weight pulleys are excessively worn with the pulleys wheels dragging against the hangers, this reduces the weight drive to the movement, there are also several worn bearings in the movement & the main wheels teeth are worn.

The movement & pulleys would benefit from a workshop overhaul, the overhaul would involve removing the complete movement & pulleys back to our workshop, where they would be dismantled, cleaned, all bearings checked for wear, relined as required or new pivots made for the pulleys & all working surfaces polished. We would also look at turning the main wheels around.

The bell fixings are in a rusty condition due to their exposed position behind a louvre in the tower & need to be replaced with new stainless steel fixings, the strike hammer would also benefit from a workshop overhaul.

The cost to carry out this work is shown 1.

Following this work we would recommend the clock is serviced on an annual basis the cost is shown in quotation 2.

We are pleased to provide the following quotations.

Quotation 1 – Overhaul of the clock movement, pulleys, strike hammer & new bell fixings

Attend on site; lower the weights to a safe position dismantle the clock movement & carry to ground level, along with the weight pulleys. Bring all parts back to our workshop.

In our workshop to wash, clean, the complete movement, check all bearings for wear, reline as required, if possible & required, to turn around the main wheels & polish all working surfaces.

Freshly oil, re-assemble the movement & set on test.

Dismantle the pulleys, drill & ream out the pulley bearings & manufacture new pivots.

Dismantle the strike hammer, de-grease, & check the bearings for wear, polish the pivot & paint with two coats of protective paint.

Manufacture new bell stainless steel bell fixings.

To return to site, lift the movement back into position, rehang the weight on new ropes, brush out & service the dial motion works, synchronise the hands with the movement, rewire the strike hammer back to the clock movement with stainless steel wire, adjust so it works on the bell correctly.

Instruct on site personnel in the winding, setting & regulation procedures.

Set up & leave all in good order.

For the sum of ... £5,580 [Five Thousand, Five Hundred & Eighty Pounds] net plus VAT

Quotation 2 – Annual Service

Our annual maintenance visit consists of attending onsite once a year, inspecting the clock installation and checking that it is safe, and that there are no apparent signs of wear or areas of concern that may cause problems in the following twelve months.

We will then clean and lubricated the clock movement and all other accessible parts within the building including the dial motion works, bevel gearing and the universal joints. We will also check the bell hammers and bell cranks lubricating and cleaning where necessary. Any adjustments to the hammer wires or hammer check springs will be undertaken.

Once new steel weight lines and hammer wires have been fitted by us, they will be

replaced free of charge should they break whilst the clock is under our care.

We will attend as soon as possible once notified of a breakdown and correct the fault free of charge. However, if the fault is caused by normal wear and tear, vandalism or misuse it may be necessary for us to charge for the visit.

If we have any areas of concern regarding your clock installation we will supply a report and necessary quotations for the work free of charge and without obligation.

The agreement does not include provision for making the Summer/Winter time alterations, or for the regulation and correct timekeeping of the clock, which should be the responsibility of a local person. We will, however, if asked give instruction on how to look after the clock on a week-to-week basis, again free of charge when we are in the area.

The cost for the above service would be ... £185 [One Hundred & Eighty Five Pounds] net plus VAT.

If you would like us to look after your clock please get in contact, no official form of contract is exchanged and this quotation, together with your letter of acceptance, is considered sufficiently binding.

The Annual Maintenance Service Agreement will remain in force until terminated by either party.

Price Maintenance

These prices are firm for a period of six months from the date of this letter and thereafter, subject to price increase to accord with increased costs of labour, materials and travelling costs if necessary.

Guarantees

All new parts made by us carry our ten-year guarantee against failure through faulty workmanship or materials. Repair work is similarly guaranteed for a period of twelve months. Suspension springs and electrical or electronic components of units not of our manufacture, are specifically excluded from our guarantees, but carry the manufacturers own warranty.

Terms Payment

30% with orders over £ 1,000.00, the balance within 14 days of the date of invoice following completion of the work.

In some cases progress payments may be asked for.

All goods remain the property of the vendor until full payment has been made and any relevant cheques cleared. Risk passes on delivery.

The above quotation is exclusive of Value Added Tax at 20%.

The Cumbria Clock Company Ltd complies with the “Code of Practice for Turret Clock Work” produced by the Clocks Advisers Forum of DAC Clock Advisers in collaboration with Turret Clock Companies and the Church Buildings Council.

Trusting the above information is helpful to you, but in the event you should have any questions to ask, please do not hesitate to contact us.

We assure you of our best care and attention at all times and look forward to hearing from you in the near future.

Yours sincerely

Keith Cotton.

Technical Sales Manager

Church and Public Clock Specialists.
Castle Workshops.
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29th February 2020

Upton Grey Parish Council
c/o Bev Bridgman
Clerk

TENDER FOR GROUND MAINTENANCE IN UPTON GREY

Further to your recent enquiry, I now have pleasure in submitting the following quotation for your consideration.

To carry out ground maintenance to the areas listed below from the 1st May 2020 to the 30th April 2021.

Cut the grass in the cemetery.

Cut the hedge (top and inside) and the grass along Cemetery Lane.

Cut the grass around the pond.

Cut the grass inside the children's play area.

Removal of weeds around the fence to the children's play area.

Strim the church bank.

Upkeep and maintenance of grass and hedges at Cleves Lane Green.

Cut the grass around the refurbished telephone box.

For the sum of: £2,664.00

Should you require any further information please do not hesitate to contact the undersigned.

Yours sincerely



K.M.SAUNDERS