

# UPTON GREY PARISH COUNCIL

## Minutes of the Upton Grey Parish Council meeting held remotely at 7pm on 15 April 2021

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**In attendance: - Cllr C Holroyd, Cllr N Ralls, Cllr A Barker, and Cllr T Harman**  
Also in attendance the Parish Clerk, Beverley Bridgman, the Lengthsman Gordon Hunt and PC Andy Reid

### Draft minutes subject to confirmation

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

Apologies received from Cllr Barnes

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

Cllr Holroyd spoke under agenda points 11 & 12 in his capacity as Chairman of the Tennis Committee but did not take part in the subsequent discussions. Cllr Ralls spoke under agenda point 20 in his capacity as Chairman of the Upton Grey Cemetery Lane Committee (UGCLC)

#### **3. The Chairman to approve as a correct record the minutes of the Parish Council meeting held on 18 March 2021**

**Approved-**The minutes will be signed by the Chairman at the next available opportunity

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

6 members of the public attended the meeting remotely

#### **5. Receive reports**

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

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

##### **a) Erection of greenhouse**

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

**Reference 21/00750/HSE**

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

**b) Ash Tree; Crown reduce by no more than 3 m overall and crown thin by no more than 15% overall. Remove deadwood, dying, rubbing and crossing branches as necessary**

**Fir Tree; removal. The tree has grown through a laurel hedge, which we want to protect. The tree causes excessive shading in the garden and to the surrounding flowers and plants. The tree is drooping at the crown**

**Fairfield House, 4 South Hill, Upton Grey, RG25 2SH**

**Reference T/00158/21/TCA**

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

**c) T1-T6 (6 dead Elm): fell. T7-T8 2 Sycamore: fell  
Manor Farm (Home Field) Upton Grey, RG25 2RQ  
Reference T/00193/21/TCA**

There was discussion regarding the rationale behind felling the sycamore trees as these are young and not dead. Comments were also raised regarding the fact that the Elms currently create a great tree line for the entrance into the village.

Whilst it was agreed to submit a comment of **no objection** the Tree Officer at Basingstoke and Deane Borough Council (BDBC) would be informed that the Parish Council would like to see the felled trees replaced with appropriately similar alternatives

**7. Update on previous planning applications**

Since the last Parish Council meeting on 18 March 2021 the Parish Council have used their planning protocol to submit a comment of no objection to tree works at Upton House T/00065/21/TCA

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

T/00080/21/TCA Portland House

T/00065/21/TCA Upton House

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

21/00367/LDEO Fiveways Cottage, Humbly Grove

21/00311/HSE Manor House

21/00527/HSE April Cottage

**8. Approve the Electronic Payment request for April**

**Approved-The** Electronic payment request can be found overleaf. This will be signed by the Chairman at the next available opportunity. Payments will be set up by the Clerk and authorised by a Councillor

Upton Grey Parish Council April 2021 Electronic Payment Request

To	Item	Amount
Staff	Salary April 2021	£630.24
	Home Office Expenses April 2021	£18.00
	Total	£648.24
Staff	Expenses	£85.31
Staff	Salary April 2021	£53.30
Staff	Tax & NI April 2021	£13.20
Saunders Landscape	Maintenance April 2021	£222.00
Alexanders Invoice Finance	Balance of invoice for gym equipment	£8529.42
Hampshire Association of Local Councils	HALC affiliation fees 21-22 plus NALC levy	£281.65
Playsafety ltd	ROSPA inspection of new gym equipment	£474.00
Do The Numbers Ltd	Internal Audit 2020-2021	£200.00
Chairmans Signature and date:		

**9. Note the current financial situation and approve bank statements**

**Noted**-The current financial situation can be found in Appendix B. The bank statements will be signed by the Chairman at the next available opportunity

The current balances as at 9 April 2021 were:

Current Account: £17880.16

Tennis Maintenance Fund: £16791.86

**10. Q4 accounts for 2020-2021**

Q4 accounts for 2020-2021 can be found in Appendix C. It was noted that payments for repairs and maintenance exceeded the allocated budget by £1290.16, however this 'overspend' was balanced by the remaining £1855.76 in the allocated budget for grants and donations

**11. Discuss quotation received for Spring maintenance work at the tennis court**

Cllr Holroyd didn't take part in this discussion.

A quote of £780 inc VAT had been received for a spring treatment and clean of the tennis court

**Agreed** to proceed with the quote from Cross Court Services at a cost of £780 inc VAT

**12. Note a change in contractor for tennis court repairs and approval of emergency repair work**

Cllr Holroyd didn't take part in this discussion.

At the last Parish Council meeting, agenda point 14 confirmed agreement to proceed with Contractor C, Peter A Housden & Sons for the tennis court repairs at a cost of £820 plus VAT. This contractor had also quoted for re-surfacing of the tennis court but was not chosen as the contractor for this work. Unfortunately, as they were not instructed to re-surface the tennis court the contractor has retracted this quote as they are not prepared to complete the repair work only.

Since the last meeting an additional line wire in the perimeter fencing of the tennis court has snapped.

Contractor D, originally quoted £944 plus VAT for the repair work, they have been asked to re-quote to include the additional repair and have provided a revised quote of £1054 plus VAT.

**Agreed** to proceed with Contractor D, Cross Court Services, at a cost of £1054 plus VAT

### **13. Note reduced fees for Basingstoke and Deane weekly playground inspections**

**Noted-**Fees have been reviewed by BDBC and the annual cost to the Parish Council will now be £250 plus VAT opposed to £500 plus VAT. This years cost will be calculated on a pro-rata basis from 1 June 2021-31 March 2021. The fee for Upton Grey will be £208 plus VAT

### **14. Approve updated asset register (for new playground equipment)**

**Approved.** The updated asset register can be found in Appendix D

### **15. Update from Cllr Barker regarding the new outdoor gym equipment & ROSPA inspection**

Cllr Barker confirmed installation of the outdoor gym equipment is now complete and the ROSPA inspection has been completed. The ROSPA inspection noted that the equipment is of very good quality and has been installed well. However a couple of issues were pointed out; the first regarding an area of faulty paintwork on the Double Health Walker and the second regarding a loose post in the parallel bars. Cllr Barker will contact Sovereign regarding the faulty paintwork and ask that this is repaired. The Parish Clerk will ask the playground contractor to provide a quote to re-fix the parallel bars.

Cllr Holroyd asked if the Parish Council should be installing a disclaimer to note that the gym equipment is suitable for older children and adults only. The Parish Clerk will discuss with the Play and Sport manager at Basingstoke and Deane and report back to Councillors

### **16. Discuss quotes received for the multi purpose ball wall and agree next steps**

The Parish Council has S106 funds of £32484.53 available which must be spent on a multi purpose ball wall. Cllr Barker has agreed with the S106 officer at BDBC that some of the funds allocated for the ball unit can be used for artificial grass in the area

Cllr Barker confirmed that 3 quotes (all including VAT and installation costs) have been obtained for the purchase and installation of a multi purpose ball wall:

Contractor A £965, including 48 square metres of artificial grass

Contractor B £16,583, including 30 square metres and 24 square metres of artificial grass for the ball wall and existing goal area

Contractor C £14,938, including a semi circle of 64 square metres of artificial grass. The artificial grass includes 2 membranes to protect against weeds

Two different quotes from one contractor have also been obtained for a cricket practice area:

Contractor D £21,410, including a bound sub base and £19,198 with an unbound sub base

The S106 officer has advised that within the terms of the S106 agreement the Parish Council cannot legitimately install a cricket net and so this quote was not part of the discussion.

Due to previous comments raised by residents all contractors were asked to comment on noise reduction for the ball wall. All contractors confirmed that if the unit is installed correctly and is solid there should be no movement and therefore less noise.

Cllr Barker confirmed that references, responsiveness, and warranties for all three contractors have been considered and information circulated to all Councillors.

Contractor C appears to be the top contractor in all the considered areas and their unit is timber framed which could be more visually appealing

**Agreed** to inform Contractor C of the budget available for the multi purpose ball wall and, to make maximum use of the funds available, ask for a further quote to include additional artificial grass. The Parish Council will also request a layout of the ball wall

### **17. Update from Cllr Harman regarding Speed Indicator Device**

In the November 2020 meeting the Parish Council agreed to rent a Speed Indicator Device (SID) from BDBC to try and reduce vehicle speeds in the village. Three locations for the SID have now been agreed with BDBC:

- Weston Road-mounted on the 'junction warning' sign post just east of the junction to Holme Hill
- Church Street-mounted on first 30mph repeater plate sign post
- Bidden Road-mounted on warning sign post adjacent to Meadowside

The plan is to deploy an SID three times during 2021, June, September and December. In accordance with advice from BDBC the SID will remain in each deployment for a period of two weeks at a cost of £90 per deployment

BDBC has provided a free trial of the SID and this has recently been installed on Weston Road. The SID will flash if vehicles go over 33mph and data of these instances will be passed to the Parish Council

### **18. Approve document to allow planting at Parish Council owned land at the pond**

**Approved-**the Parish Clerk will send the licence document to the owners of Willow Cottage for their agreement and signature

### **19. Discuss whether the Parish Council will consider becoming the founder member of a pressure group whose objective would be to change the policies of Hampshire Country Council (HCC) in respect of fulfilling their obligation under the New Roads and Street Works Act (1991)**

Whilst councillors are very sympathetic to the cause and appreciative of what the pressure group would like to achieve on behalf of so many communities, and of their hard work and analysis, there are many factors which the Parish Council must consider:

- The Parish Council has taken advice from the Hampshire Association of Local Councils (HALC). They recommend that any 'working group' set up by the Parish Council should include 2 councillors, one of whom must take the lead on the project. This work would be in addition to the time councillors already volunteer to the Parish Council. The Parish Council would therefore need to have two councillor volunteers, who have the time

available and who are willing to run and be part of the working group for an unknown but perhaps extended period of time

- The group would be subject to terms of reference and be bound by the same laws and restrictions as the Parish Council. It would need to get approval at Parish Council meetings for each expenditure from the precept which is raised from residents council tax, for actions that it proposed to take, for e-mails sent by the Parish Council, and would also need to be compliant with public authority GDPR and privacy rules

- A 'working group' could not make any decisions on behalf of the Parish Council, neither could the individual councillors involved be part of the Parish Council decision making.

Any Parish Council decision requires a quorum of three councillors at a Parish Council meeting. There are only five councillors, so the three non-working group councillors would need to be present at meetings to approve requests. There will be a number of meetings when that is not possible, so approvals could be delayed by months. That would be very inefficient

- Any emails would need to be from the designated councillors in the group

It was unanimously agreed that a pressure group of this nature would be better set up as an independent group and that the Parish Council are unable to become the founder member of Justice for Village Residents

## **20. Update from Upton Grey Cemetery Lane Committee (Questions from Councillors only)**

Cllr Ralls provided an update from the Upton Grey Cemetery Lane Committee (UGCLC), this can be found in Appendix E

As confirmed in Appendix E, BDBC have not yet verified the planning application and S106 terms for Church Meadow

- Cllr Harman asked, once verified, what time period will be permitted for residents and the Parish Council to send their comments

A 21 day standard consultation period will be allowed

- Cllr Barker expressed concern that Cherrington Planning have not sent UGCLC a copy of the paperwork submitted to BDBC

- Cllr Holroyd suggested, that if all Councillors were in agreement, the Parish Council should press Cherrington Planning to send both the Parish Council and UGCLC a copy of the planning application and S106 papers sent to BDBC. This could then be reviewed by the UGCLC and the Parish Council, and summarised and presented to the village.

- The Parish Clerk advised that the Parish Council would need to be careful to not be seen to be pre-determining an application before it has been verified. BDBC may not accept the paperwork submitted by Cherrington Planning and could also ask for changes and/or additional documents. The Parish Clerk would not recommend presenting to the village until the application has been verified by the borough

- Cllr Harman suggested that rather than the Parish Council pressing Cherrington Planning this could be actioned by UGCLC

**Agreed** that the UGCLC will press Cherrington Planning for copies of the documents sent to BDBC

## **21. Confirm the date and time of the next meeting**

The legislation allowing Parish Councils to hold remote meetings expires on 7 May 2021. Legally the Annual Meeting of the Parish Council must be held in May. Advice received from HALC is to hold the annual meeting remotely between 1-6 May 2021

**Agreed** the Annual Meeting of the Parish Council will be held at 7pm on Wednesday 5 May

There being no other business the meeting ended at 8.47pm

## Parish Clerk Report April 2021

### Audit

- The Internal Audit has now been completed and any action points will be discussed at the next Parish Council meeting. The paperwork for the external audit has been completed and approved by the internal auditor. This will be submitted for approval by councillors at the next Parish Council meeting and then submitted to PKF Littlejohn who are the designated auditors for Hampshire.

### Repairs

- The pond fence has been replaced and treated by ME Developments
- 21513825 worn white lines around Wayside Cottage. Hampshire Highways agree work needs to be done and passed this to a contractor on 17/3/21
- 21542107 pot hole on Church Street. Hampshire Highways advised '*We have completed any necessary actions relating to the initial enquiry or reported problem and the enquiry has now been closed 25/3/2021*'
- 21546269 'string' across Weston Road. Hampshire Highways advised they are not responsible for this and passed to a third party contractor on 5/3/21
- 21528037 broken road sign at junction of Church Street/Greywell Road. Hampshire Highways advised this was passed to a third party for action in 11/20

### Playground

- The previous arson damage was repaired on 14 April. The contractor noted that due to weather changes the underside of the slide has bowed and twisted. This isn't dangerous as such but should be monitored. The contractor also looked at the seesaw which was reported as damaged by the Playground inspector in November 2020. This has been classed as a 'medium risk' by the inspector and therefore needs attention. Unfortunately, due to the age of the seesaw it's very difficult to obtain parts. The current version has been modified and the new parts do not fit the old units. In the contractors opinion the item is beyond economic repair.
- On Monday 12 April a villager reported additional fire damage in the playground. This was not noted in the playground inspectors report on the same date or by the playground contractor during his visit on 14 April. The Lengthsman has taken a look and in his opinion the damage is superficial. He has also completed a litter pick in the playground
- The ROSPA report for the new outdoor gym equipment included an inspection of the parallel bars in the area. The report advised that the left post is loose in the ground and needs re-fixing. The regular playground contractor checked the parallel bars on 14 April and has confirmed this point.



- The regular playground contractor has been asked to provide a quote for re-fixing the left post of the parallel bars and to replace the seesaw. This will be included as an agenda point for further discussion at next months meeting.

### **Lengthsman Report April 2021**

- I have inspected all salt bins and all have sufficient materials in them however, the one in Elder Dell is still full of water. I intend to drain this and fit a clasp to the lid
- All benches in satisfactory state of repair
- I have reported the broken meter cover on Weston Road to South East Water again. They are coming to look and hopefully fix it in the next few days
- Reported potholes opposite Weston Close entrance and further down Weston Road towards the village, reference 7075906
- I have spoken to Hampshire Highways who have confirmed a job has been raised to clean drains along Bidden Road
- A villager has reported a dead tree trunk along the top of footpath 8. I have had a look and it is too big for me to deal with. There are also some branches near the Weston Road that over hang the footpath and are quite low, I have reported these to Hampshire Countryside Team
- Hampshire Countryside team have looked at footpath 12 which runs alongside Manor Farm. Villagers had reported a problem with an uneven surface. The Countryside Team has reported that the landowner has laid woodchip throughout the path, and it is now in a good condition so the problem is now closed
- The Parish Clerk asked me to remove the bush that was obscuring the 30 mph sign along Greywell Road, I have seen to this and the sign stands free and proud
- Potholes in Cleves Lane reported to Hampshire Highways
- All the ditches and grips along Weston Road from Weston Mark to Weston Patrick have been dug out and are clean so should help the water situation down towards the pond

### **PC Andy Reid Report April 2021**

- 25 March 2021 a white Volkswagen Golf which has been linked with criminality was seen in Upton Grey and Tunworth. The occupants were looking at Land Rovers and other vehicles parked on driveways
- 8 April 2021 a watch was stolen from a resident in Upton Grey. Excellent response received from villagers offering additional information
- Issues raised in Little Hoddington regarding bonfires and car parking

2 crimes in the parish this year, one criminal damage to crops and the other the stolen watch on 8 April. This compares to 8 in the same time period last year

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

### Lloyds Current Account

Balance as at 12 March 2021

£18809.10 (agrees statement dated 31 March 2021)

### Payments

Date	To	Amount
19 March 2021	Staff Expenses March	£14.39
30 March 2021	Staff Salary & Expenses March	£62.35
30 March 2021	HMRC Tax & NI March	£12.20
30 March 2021	Staff Salary & Home Office Allowance	£618.00
30 March 2021	Saunders Landscape March Invoice 1480	£222.00

**Balance as at 9 April 2021**

**£17880.16** (agrees on line statement dated 9 April 2021 )

### Lloyds Tennis Maintenance Account

Balance as at 12 March 2021

£16791.86 (agrees on line statement dated 1 April 2021)

**Balance as at 9 April 2021**

**£16791.86** (agrees on line statement dated 9 April 2021)

### **Total Balance as at 9 April 2021**

Lloyds Current Account	£17880.16
Tennis Maintenance Account	£16791.86
Unpresented cheques	Nil
Cancelled cheques	Nil
Net Bank Balance	<b>£34672.02</b>

**Chairmans Signature and date:**

**Upton Grey Parish Council Fourth Quarter Accounts 31 March 2021**

**Incoming Payments**

	Predicted 2020-2021	Already received
Precept	£18667.00	£18667.00
Bank Interest	£5.00	£4.03
VAT refund	£0.00	£1088.75
Other B & D payments	£1254.00	£1254.00
Grants & Donations	£0.00	£691.47
S106 money	£0.00	£11442.47
Tennis subs	£800.00	£1200.00
Other	£0.00	£1067.19
<b>Totals</b>	<b>£20726.00</b>	<b>£35414.91</b>

**Outgoing Payments**

	Budget 2020-2021	Already paid	What's left in the budget
Salaries inc Office Allowance	£8002.00	£8293.06	-£291.06
Clerk's Expenses	£100.00	£0.00	£100.00
HMRC	£143.00	£109.80	£33.20
Pension	£0.00	£0.00	£0.00
Administration	£500.00	£413.68	£86.32
Insurance	£650.00	£640.16	£9.84
Training	£270.00	£45.00	£225.00
S137	£0.00	£0.00	£0.00
Subscriptions	£625.00	£675.75	-£50.75
Chairmans Allowance	£20.00	£0.00	£20.00
Repairs and Maintenance	£6000.00	£7290.16	-£1290.16
Publications	£0.00	£0.00	£0.00
Grants and Donations	£3000.00	£1144.24	£1855.76
Shop	£1200.00	£1200.00	£0.00
Misc	£250.00	£65.33	£184.67
Contingency	£0.00	£0.00	£0.00
VAT paid		£997.04	
<b>Totals</b>	<b>£20760.00</b>	<b>£20874.22</b>	<b>£882.82</b>

Balance carried forward 1/4/2020 £20131.33

**ADD** total receipts (as above) £35,414.91  
**LESS** total payments (as above) £20,874.22  
 Balance carried forward 31/3/2021 **£34,672.02**

Current Account as at 31/3/21 £17,880.16  
 Lloyds Tennis Maintenance account as at 31/3/21 £16,791.86

**Total** **£34672.02**

**Note: The following items (inc VAT) have been agreed but not yet billed:**

Re-surfacing of tennis court **£11310**  
 Tennis court repairs **£984**  
 Balance of outdoor gym equipment **£8529.42**  
 ROSPA inspection **£474**  
 Playground graphics re-painting **£930**  
 Hire of SID for 6 weeks plus 1 speed survey **£564**  
**TOTAL £22791.42**

## UPTON GREY PARISH COUNCIL REGISTER OF ASSETS 2020-2021

Updated March 29 2021

Description	Location	Date Acquired	Value	Additions	Disposals
Children's play equipment in playground. Purchased in 2005 at a cost of £45000	Little Hoddington Close, Upton Grey, RG25 2SA	2005 est	£56,639	£12755 additional equipment purchased in 2016/2017  £8884 additional equipment purchased in February/ March 2021	£10,000 disposed of in 2016/2017. Climbing net and frame disposed of in 2018/2019 (unsafe and broken so no value)
Tennis Court	Little Hoddington Close, Upton Grey, RG25 2SA	2000 est	£20,234		
Benches (4)	Little Hoddington Close Playarea x 2. Pond x 1, Village land at Cleves Lane x1	2010 est	£1241		
Filing cabinet		2010 est	-		disposed of in 2017/2018
Shelter at Playground	Little Hoddington Close, Upton Grey, RG25 2SA	2005 est	£2995		
Fixed goal post at playground	Little Hoddington Close, Upton Grey, RG25 2SA	2000 est	£3205		
Moveable goal post and net	Little Hoddington Close, Upton Grey, RG25 2SA	2000 est	£1607		
Telephone Box by pond	Bidden Road, Upton Grey, RG25 2RZ	2005 est	£1		

## UPTON GREY PARISH COUNCIL REGISTER OF ASSETS 2020-2021

Updated March 29 2021

Description	Location	Date Acquired	Value	Additions	Disposals
Signposts by pond	Weston Road, Upton Grey, RG25	2013	£100		
Toshiba Laptop	With Clerk...Chippington Cottage, RG25 2RJ	2014	£495		
Defibrillator	Upton Grey Village Shop, Church Street, RG25 2RA	2015	£1000		
Village Land at the pond (less than 1/10 acre) Community Asset	Weston Road/Bidden Road, Upton Grey, RG25	pre-Parish	£1		
Village Land at the top of Cleves Lane (strip) Community Asset	Cleves Lane, Upton Grey, RG25 2RG	pre-Parish	£1		

**Asset Register Total £87519**

Village hall not included as run by a Charity-agreed with Internal Auditor May 2018

**Updated 29 March 2021**

**Signed by Chairman**

**Date**

**Signed by Parish Clerk**

**Date**

**Review date July 2021**

## Upton Grey Cemetery Lane Committee:

Update for the Village- UGPC meeting  
April 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 March meeting:

#### **Planning Application has been submitted:**

Cherrington stated that it submitted its application last month. Again we do not have a copy of the application submitted; we are told that BDBC's current backlog on validation means that it has not yet been registered.

We still presume that the application will be accompanied by the offer of a gift of land to the Village in the form of Church Meadow and its adjoining smaller parcel.

As reported previously the Committee had been reviewing, along with appointed solicitors, the proposal documents for the offer of a land transfer to the Village (Church Meadow).

Prior to the application being submitted, we submitted a comprehensive legal text draft to the Trust's lawyers with the aim of ensuring certainty over the process of a possible land transfer, and ensuring that if the proposal gets planning permission, that is the scheme that would get built.

That draft also seeks to remove elements of the proposal which would present legal problems to the Parish Council in its ability to review the application.

The Trust's lawyers have not provided feedback or drafted amendment to the documents in response over the last month. Therefore the Village must know that if a draft Section 106 agreement HAS been submitted with the application to demonstrate how such an offer will be delivered and guaranteed, we do not know what it currently contains.

Last month, Cherrington stated prior to the last UGPC meeting that it does not have any influence over the contents of the legal documents but made assurances this week that the proposal WILL include a guarantee on the delivery of the design, if approved. Once again, how this will be delivered will be an important factor in avoiding intensification of the scheme as happened at the 'Holme Hill' development.

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

**The application has been submitted.**

**Planning Application Programme:** The consultation period will begin following validation and there will be a BRIEF period in which the public can comment. It will be important for the Village to take notice and be involved. The overall process will take longer than that (2-3 months).

It will be important for the Village to read and understand the nature of the offer of land to the village in forming their views on whether to support the application. As far as this Committee is concerned, it is important for consultees to be confident prior to providing their consultee responses, that the offer will be delivered by the planning process and its associated legal agreement(s).

Cherrington has re-stated that it intends to set up an exhibition of the proposal, subject to current Covid advice. It seems unlikely that this will be before the application is validated, but:

**In light of the above, we would restate that parishioners should consider what safeguards the legal documentation contains regarding the offer of a gift of the land, before responding to Basingstoke and Deane with their thoughts on the planning application- the two parts should be viewed as a whole:-**

**Upton Grey Cemetery Lane Committee will endeavour to provide as appropriate, analysis and a summary of the legal documents as they stand, in order to highlight any important factors. We anticipate that because the document drafting has not been progressed over the past few weeks, there will be a short turnaround time available to do this.**

Our recommendation is that UGPC hold a specific public meeting to cover both the planning application and the legal package at which UGCLC will also present the above, to enable it to fully assess the application, but given the validation status a programme for this cannot yet be set.

Nick Ralls

Upton Grey Cemetery Lane Committee

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

Upton Grey Parish Council May 21 Electronic Payment Request

To	Item	Amount	Invoice	Type
<b>Staff</b>	Salary May 2021	£630.24		
	Home Office Expenses May 2021	£18.00		
	Total	<b>£648.24</b>	5/21	SO
<b>Staff</b>	Expenses	<b>£3.85</b>	5/21	EP
<b>Staff</b>	Salary May 2021	<b>£53.10</b>	May 21	EP
<b>HMRC</b>	Tax & NI May 2021	<b>£13.40</b>	May 21	EP
<b>Saunders Landscape</b>	Maintenance May 2021	<b>£227.00</b>	tbc	SO
<b>Dick Randall Services Ltd</b>	Repair of playground fire damage	<b>£690.00</b>	10858	EP
<b>Brian Thrussell</b>	Equipment to repair glass in phone box	<b>tbc</b>	tbc	EP
<b>Chairmans Signature and date:</b>				



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

### Lloyds Current Account

Balance as at 9 April 2021

£17880.16 (agrees online statement printed 28 April 2021)

#### Payments

Date	To	Amount
16 April 2021	Staff April Expenses	£85.31

#### Receipts

Date	From	Amount
26 April 2021	Basingstoke & Deane Borough Council	£16517.00

**Balance as at 28 April 2021**

**£34311.85** (agrees online statement printed 28 April 2021)

### Lloyds Tennis Maintenance Account

Balance as at 9 April 2021

£16791.86 (agrees online statement printed 28 April 2021)

#### Receipts

Date	From	Amount
9 April 2021	Bank interest	£0.14

**Balance as at 28 April 2021**

**£16792.00** (agrees on line statement printed 28 April 2021)

### **Total Balance as at 28 April 2021**

Lloyds Current Account	£34311.85
Tennis Maintenance Account	£16792.00
Unpresented cheques	Nil
Cancelled cheques	Nil
Net Bank Balance	<b>£51103.85</b>

**Chairmans Signature and date:**

## Do the Numbers Limited

37 Upper Brownhill Road  
Southampton, SO16 5NG

023 8077 2341

12<sup>th</sup> April 2021

Beverley Bridgman , Clerk  
Upton Grey Parish Council  
Chippington Cottage,  
Weston Road  
Upton Grey  
RG25 2RJ

Dear Beverley,

### **Subject: Review of matters arising from Internal Audit for 31 March 2021**

Please find below the list of matters arising following my visit today. The internal audit took place during the COVID lockdown and appropriate allowance has been made for such.

Overall I found the records of the council to be in extremely order and I felt that the visit went well.

<b>Control area</b>	<b>Issue</b>	<b>Recommended Action</b>
Freedom of information	The council has been subject to a freedom of information request in the year. Great care should be taken by the proper officer and by members that only council email accounts should be used for business that could be deemed pertaining to the council. Messages where the council is 'copied in' should only be retained for as long as strictly necessary.	Members should ensure that they properly segregate council and non council emails, so as to avoid the stress of an ICO ruling ( <a href="#">see here</a> )
Website accessibility	The parish council has taken a proportionate view to updating its website for the new regulations.	Clear guidance is <a href="#">here</a> regarding the use of accessibility statements rather than website rewrite.

Please find attached my bill for the agreed fee. If you or your members have any queries or require further information, please do not hesitate to contact me.

Regards



Eleanor S Greene

