

UPTON GREY PARISH COUNCIL

Minutes of the Upton Grey Parish Council meeting held remotely on 15 October 2020 at 7.00pm

In attendance: - Cllr C Holroyd, Cllr N Ralls, Cllr A Barker, and Cllr T Harman
Also in attendance-Beverley Bridgman (Parish Clerk)

Draft minutes subject to confirmation

1. Receive and accept apologies for absence

Apologies had been received from Cllr Barnes

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

Cllr Ralls spoke under agenda point 19 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 15 September 2020

The Chairman approved as a correct record the minutes of the Parish Council meeting held on 15 September 2020. This will be signed at the next available opportunity

4. Open the meeting to members of the public

6 members of the public attended the meeting

5. Receive reports

A verbal report was received from the Parish Clerk and a written report received from PC Andy Reid, these reports can be found in Appendix A

6. Consider and discuss the following planning applications:

- a) Oak tree 1 heavy reduction from approximately 22 meters to approximately 17 meters removing approximately 5 meters to encourage new growth**
- Oak tree 2 heavy reduction from approximately 22 meters to approximately 17 meters removing approximately 5 meters to encourage new growth**
- Majestic House, Cleves Lane, Upton Grey, RG25 2RG**
- Reference T/00519/20/TCA**

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

- b) Erection of grain store to replace open side barn**

Land At Manor Farm OS Grid Ref 468509 149149 Upton Grey
Reference 20/02755/AGPD

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

7. Update on previous planning applications

Since the last Parish Council meeting on 15 September a comment of **objection** (using the Upton Grey Planning Protocol) has been sent to Basingstoke and Deane Borough Council (BDBC) for the following revised Planning Application:

20/00543/HSE 1 St Martins Row (Cllr Ralls was not part of these discussions)
 Since the last Parish Council meeting a comment of **no objection** (using the Upton Grey Planning Protocol) has been sent to BDBC for the following Planning Applications:
 20/02265/LBC and 20/02264/HSE Gables House and Wayside Cottage (Cllr Holroyd was not part of these discussions)

Since the last Parish Council meeting BDBC have **approved** the following Tree Works Application:

T/00385/20/TCA The Old Butts

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

20/00721/LBC and 20/00720/HSE Spinners

20/02066/HSE Cornfield House

20/01976/LBC and 20/01975/HSE Pond House

20/00543/HSE 1 St Martins Row

20/02265/LBC and 20/02264/HSE Gables House and Wayside Cottage

20/00907/FUL Reynard House

8. Approve the Electronic Payment request for October

The Electronic payment request as shown below was approved for October. 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 October 2020 Electronic Payment Request

To	Item	Amount	Invoice number	Type
Staff	Salary October 2020	£600.00		
	Home office expenses October 2020	£18.00		
	Total	£618.00	10/20	SO
Staff	Expenses and agreed October overtime for FOI request 16hrs	£214.39	10/20	EP
Saunders Landscape	Maintenance October 2020	£222.00	tbc	SO
Aquila Accounting	Payroll services	£86.40	21/4	EP
Cross Court Services	Autumn Chemical Treatment for Tennis Court (minute ref 018/FC/02/20-21)	£164.40	3537	EP
Hampshire Association of Local Councils	Basic Planning for Local Councils Training Course for the Parish Clerk	£54.00	INV-4157	EP
Chairmans Signature and date:				

9. Note the current financial situation and approve Monthly Schedule & 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 9 October 2020 were:

Current Account £17762.58

Savings Account: £15299.20

10. Q2 accounts

The Q2 accounts were presented and can be found in Appendix C

11. Discuss grant request from Upton Grey Community Fibre Partnership

The request was discussed and it was unanimously agreed to issue a grant using the power of the General Power of Competence under the Localism Act 2011. The grant will be for the sum of £195; this represents the printing and circulating of 5 lots of flyers. It was agreed to make payments of £39 on a flyer by flyer basis. It was agreed the Parish Clerk can make these payments on an ad hoc basis up to a maximum of £195

12. Discuss grant request from the Upton Grey Parochial Church Council for repairs to the church clock

The request was discussed and it was unanimously agreed to issue a grant using the Power to Provide Public Clocks under the Parish Councils Act 1957 s2. The grant will be for the sum of £1000 and is towards repairs of the church clock. It was agreed the parish clerk will process this payment as soon as possible

13. Discuss quotes received for replacement of the rotten fence on Parish Council owned land at Cleves Lane

Two quotes had been received for replacement of the rotten fences at Cleves Lane:

Contractor A £468 inc VAT

Contractor B £1118.85 inc VAT

It was discussed and agreed to proceed with Contractor A, J. Smith and Son at a cost of £468 inc VAT

14. Discuss £500 annual charge for playground inspections from April 2021 (£9.62 a week plus we get an annual inspection)

It was discussed and unanimously agreed to accept the £500 annual charge from Basingstoke and Deane for weekly playground inspections from April 2021

15. Discuss repair of the football net in Upton Grey playground

The football net is beyond repair. The Parish Clerk and Councillor Barker will obtain quotations for a replacement. This will be discussed further at the next Parish Council meeting

16. Update from Cllr Barker regarding S106 monies for the playground

Cllr Barker provided the following updates:

- 64 responses were received from the recent village survey regarding adult gym equipment
- 4 Quotes have been requested for the top 6 pieces of equipment, so far only 2 responses have been received
- These quotes are slightly under budget which could allow the area of artificial grass around the site to be increased

- To apply for the S106 money Basingstoke and Deane will require 3 quotes
- VAT can be re-claimed for the equipment and its installation, this can be kept back to cover maintenance costs
- The survey indicated residents are concerned about noise from a multi use ball wall
- To correct this problem suppliers have suggested installing a 2nd ball wall like the one already at the playground. This doesn't have solid sides and so is more user friendly
- A quote of £25,000 has been received to install a cricket net in conjunction with the multi purpose ball wall. This would take the project above the S106 provided by BDBC and so is not an option at this time

Cllr Barker will chase outstanding quotes and investigate what solution for the multi purpose ball wall would be the least noisy for residents

17. Update from Cllr Harman regarding a Speed Indicator Device for the village

Speed Indicator Devices (SID) can be rented from BDBC at a cost of £90 for 2 weeks or £160 for 4 weeks. These costs include set up, weekly battery change and removal by a contractor experienced in such work.

It was discussed and agreed to proceed with the rental of equipment from BDBC for 3 periods of 2 weeks. This will allow the SID to be placed in the 3 main areas of speeding within the village:

Weston Road

Bidden Road

Tunworth Road through to Church Street

It was also agreed to try and tie in the rental with a speed survey on Weston Road which would be conducted by Hampshire County Council

Cllr Harman will check the following with BDBC:

- Are the Parish Council limited on the rental period of an SID?
- If the Parish Council wanted to rent an SID for 6 weeks and move it to three locations would the price of £90 per two weeks be negotiable?
- Do the devices record data e.g. average speed etc?

18. Update from Cllr Holroyd regarding the installation of Kissing Gates on footpath 12

The Parish Council submitted an on line grant request to Hampshire County Council in September and are awaiting a reply

19. Update from Cllr Ralls in his position as Chairman of the Upton Grey Cemetery Lane Committee

The update from Upton Grey Cemetery Lane Committee can be found in Appendix D Questions from PC:

- **Do you feel the generous offer mentioned during the July presentation by Cherrington Planning is being watered down?**

As outlined there are some concerns the process suggested may be unimplementable but we need to wait and see what comes forward from Cherrington Planning and check on the legal certainty of some points

- **The removal of the northern field in the proposed offer is quite a big change from the original presentation**

Yes, it is a big change and this information will be circulated to the village. We are trying to arrange a meeting with the Trust to discuss this

• **Do we understand why the Trust is looking to use the S106 process?**

No, we don't understand the reasoning behind this

• **Do we have any evidence, apart from their word, that Cherrington Planning have been authorised by the Trust to speak on their behalf?**

We don't have written evidence, but from conversations with the Trust earlier in the summer it is clear they are aware Cherrington Planning are dealing with this.

• **The Parish Council will not be consulted as part of a S106 agreement as this is between the developer and BDBC, what happens if BDBC are not interested in the terms proposed by the developer and want something different? Is the committee in contact with the planning officer at BDBC regarding what the village would expect from the S106 agreement?**

A S106 agreement is set up between BDBC and the applicant only. Neither the village or Parish Council have a say in this process

• **Will there be more changes to the offer proposed and are these changes coming from Cherrington Planning or the Trustees?**

Cherrington Planning hold the decision making role in what the planning application constitutes, clearly whenever it comes to elements of land ownership and related things this clearly rests with the Trust who are the landowner

• **The Trust has said they will maintain the land for 5 years, what exactly does this mean?**

We think their intention is to help with maintenance of the land for the potential future owners of the site, whether that is the village or Parish Council. This could be for repair of fences and maintenance of the land. It could be that an agricultural agreement whether formal or informal will take care of that. We need to wait and see what comes forward

• **Will there be a covenant on the land to state what it can/can't be used for?**

We are not yet at that point in discussions

• **Will the land be given as freehold?**

Yes, we have been told the land will be freehold.

• **In terms of structuring a deal such as through S106, this is going to involve another party (BDBC) which will further complicate things. Instead, in line with the planning application being put forward, could there be either a Heads of Terms Agreement or a Conditional Sale Agreement that lists all the information upfront?**

We have been trying to engage with Cherrington Planning and the Trust on this point and asked for a draft Heads of Terms a long while ago but this hasn't materialised

20. To note the attendance of the Parish Clerk on a HALC training course for basic planning

The Parish Clerk attended an on-line planning course regarding 'Basic Planning for Parish Councils' on 8 October. This training was agreed and budgeted for in the 2020-2021 budget

21. To approve job vacancy advert for the Lengthsman role

The advert for the vacancy of a Lengthsman was approved. The advert will be circulated on the village noticeboard, village email and parish magazine

22. Discuss Website Accessibility Regulations in respect of the Parish Council website

The Parish Clerk had not yet received a reply to the request for help from an IT qualified villager

23. Discuss the Basingstoke and Deane Issues and Options Consultation

The Issues and Options Consultation was discussed. It was agreed Cllr Holroyd will draft a summary to circulate to villagers via the village email. Cllrs Holroyd, Barnes and Barker have a remote meeting with the BDBC Planning Policy Team on 29 October and will discuss further at this time. An update will be provided at the next Parish Council meeting

24. Confirm the date and time of the next meeting

The next meeting will be held at 7pm on Thursday 19 November 2020, this is likely to be held remotely

25. To agree that under the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from the meeting whilst confidential business is discussed

It was resolved to close the meeting to the press and public under the Public Bodies (Admission to meetings) Act 1960. The Parish Clerk left the meeting for this discussion

26. To discuss confidential business regarding salary reviews

Councillors reviewed and agreed salary budgets for the financial year 2021-2022. In line with the Upton Grey Financial Regulations the Parish Clerk and Chairman will sign a hard copy of the agreed salaries at the next available opportunity

There being no other business the meeting finished at 9.20pm

Email clerk@uptongreyparishcouncil.co.uk

Appendix A

Parish Clerk Report October 2020

Playground and tennis court

There has been a few vandalism problems within the playground and surrounding area in the past month.

- Fire damage in the playground
- Villagers have reported the football net being dragged around by children; this is now beyond repair
- Villagers have reported children using the bin by the shelter as a football
- The tennis court lock has been stolen
- The tennis court net has been damaged

The fire damage has been reported to PC Andy Reid and a playground contractor will prepare a quote to repair the damage. I will check with the Parish Council insurance company whether the fire damage is covered and if so what the excess, if any, will be.

The Street Cleansing Team has been reminded to lock the bin back into place after emptying; they will also check that the lock isn't broken

Weston Road hedges/Ditches

The land agent has confirmed their contractor is currently completing their Risk Assessment Method Statements. Once these have been signed off the ditch work can start, subject to Hampshire Highways agreeing traffic control. The Land Agent is pressing for a start date from Hampshire Highways

Freedom of Information Request

All documentation relating to the Freedom of Information Request was sent to ME Developments on 24 September with a request for their solicitor to confirm receipt. No response had been received by 5 October and so I chased for a reply and received a one word answer stating 'confirmed'

The Parish Council spent a total of 63 hours actioning this request, 35 of which were paid overtime to the Parish Clerk

PC Andy Reid Report October 2020

Items since the last Parish Council meeting

- 20 September-Suspicious vehicles x 3 seen in one day at Manor Farm, Upton Grey
- 22 September-Abandoned 999 call from a mobile in the village — pocket dial
- 24 September-Concern for welfare of a resident in the Powntley Copse area
- 05 October-Sudden death of a resident reported
- 09 October-Poaching at Tile Barn Farm
- 12 October-Poaching reported at Bidden Road
- 12 October-Damage to playground equipment reported

Crime 2020

14 to date

13 in the same period in 2019

Appendix A

Non dwelling burglary x 4 in the village

Criminal damage x 3-In the village to garden ornament, outside village to crops and to village playground equipment

Other crime x 1-In parish, Malicious Communications

Theft x 4-In the village, copper pipe & cement mixer, garden ornament, wood, paving stones

Possession of Drugs x 1 (People not from the village)

Theft of Vehicle x 1-Road sweeper from building site, recovered at the scene

The damage to the playground is local, someone locally knows who is responsible, I again appeal for any information and reiterate all calls are treated in the strictest confidence

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

Lloyds Current Account

Balance as at 9 September 2020

£10199.60 (agrees statement dated 30 September 2020)

Payments

Date	To	Amount
16 September 2020	Renewal of CPRE membership (Invoice 187082)	£36.00
16 September 2020	Brian Thrussell (Repair of phone box)	£14.00
16 September 2020	UGVH Committee (Shop GPC)	£600.00
16 September 2020	UGHV Committee (Hall rent x2)	£25.50
16 September 2020	Staff (Agreed overtime & Expenses September)	£255.02
30 September 2020	Staff Salary & Home Office Expenses (September)	£618.00
30 September 2020	Saunders Landscape (Invoice 1422)	£222.00

Receipts

Date	From	Amount
14 September 2020	BDBC (Balance of Precept)	£9333.50

Balance as at 9 October 2020

£17762.58 (agrees on line statement dated 9 October 2020)

Lloyds Savings Account

Balance as at 9 September 2020

£15299.07 (agrees statement dated 1 October 2020)

Receipts

Date	From	Amount
9 September 2020	Bank Interest	£0.13

Balance as at 9 October 2020

£15299.20 (agrees on line statement dated 9 October 2020)

Total Balance as at 9 October 2020

Lloyds Current Account	£17762.58
Lloyds Savings Account	£15299.20
Unpresented cheques	Nil
Cancelled cheques	Nil
Net Bank Balance	£33061.78

Chairmans Signature and date:

Upton Grey Parish Council Second Quarter Accounts 30 September 2020

Incoming Payments

	Predicted 2020-2021	Already received	Payments due
Precept	£18667.00	£18667.00	£0.00
Bank Interest	£5.00	£3.23	
VAT refund	£0.00	£243.96	
Other B & D payments	£1254.00	£1254.00	£0.00
Grants & Donations	£0.00	£0.00	£0.00
S106 money	£0.00	£0.00	£0.00
Tennis subs	£800.00	£1200.00	
Totals	£20726.00	£21368.19	£0.00

Outgoing Payments

	Budget 2020-2021	Already paid	Agreed but not yet paid	What's left in the budget
Salaries inc Office Allowance	£8002.00	£4189.70	£3600.00	£212.30
Clerk's Expenses	£100.00	£0.00	£0.00	£100.00
HMRC	£143.00	£61.00	£0.00	£82.00
Pension	£0.00	£0.00	£0.00	£0.00
Administration	£500.00	£253.78	£0.00	£246.22
Insurance	£650.00	£640.16	£0.00	£9.84
Training	£270.00	£0.00	£0.00	£270.00
S137	£0.00	£0.00	£0.00	£0.00
Subscriptions	£625.00	£314.75	£0.00	£310.25
Chairmans Allowance	£20.00	£0.00	£0.00	£20.00
Repairs and Maintenance	£6000.00	£2152.51	£1469.00	£2378.49
Publications	£0.00	£0.00	£0.00	£0.00
Grants and Donations	£3000.00	£0.00	£0.00	£3000.00
Shop	£1200.00	£600.00	£600.00	£0.00
Misc	£250.00	£65.33	£0.00	£184.67
Contingency	£0.00	£0.00	£0.00	£0.00
VAT		£160.51		
Totals	£20760.00	£8437.74	£5669.00	£6813.77

Balance Carried forward 01/04/20 £20131.33

ADD Total Receipts (as above) £21,368.19

LESS Total payments (as above) £8,437.74

Balance Carried forward 30/9/2020 £33,061.78

Maintenance due includes Autumn chemical clean for tennis court plus Saunders until end of financial year
Salaries due does not include Lengthsman salary

Current Account as at 30 Sept 2020 17762.58

Savings Account as at 30 Sept 2020 15299.2

Total £33061.78

Upton Grey Cemetery Lane Committee:

Report to Upton Grey Parish Council: re. Potential development on Cemetery Lane: 15th October 2020

The Upton Grey Cemetery Lane Committee has undertaken further discussions with Mark Cherrington of Cherrington Planning.

- We have sought to obtain a direct meeting with the Trust but the Trustees would prefer not to meet; therefore at this stage discussions have only been with Cherrington Planning Ltd.
- The Trust states via Cherrington Planning that it understands the need to secure the lands outside the development area, for the long term benefit of the village.
- The Trust have stated that they would wish the full application to be presented to the wider community of Upton Grey during the LPA statutory consultation period to ensure that as many of the residents as possible will be given an opportunity to make comments. CPL will undertake this presentation.
- TO BE CLEAR, THIS MEANS THAT SUCH CONSULTATION WOULD TAKE PLACE AFTER AN APPLICATION HAS BEEN SUBMITTED AND IS ALREADY BEING PROCESSED BY BDBC.
- We are continuing to try to gain some certainty over a process that can provide some real guarantees to villagers on the basis of a proposal, i.e some form of legal agreement.
- Currently the Trust only wishes to do this via a Section 106 Agreement. We have some concerns over this. Our chief concern is that this would be negotiated with BDBC as part of the planning application process- so there are a series of clarifications required to ensure that it does indeed provide the right vehicle for a transfer of land to the Village. We are not yet assured that it would be sufficient to avoid future 'hiccups' where alternative developers might become involved.
- Cherrington Planning is preparing designs for the 3 residential units. We have not yet seen these but we are keen to.
- The Trust is NOT currently proposing to include the land to the Northwest of the track in its proposals- it intends to hold this back until a Planning Permission is secured.



Upton Grey Parish Council November 2020 Electronic Payment Request

To	Item	Amount	Invoice	Type
Staff	Salary November 2020	£600.00		
	Home office allowance November 2020	£18.00		
	Total	£618.00	11/20	SO
Staff	Expenses November	£42.34	11/20	EP
Saunders Landscape	Maintenance November 2020	£222.00	tbc	SO
Society of Local Council Clerks	Annual Renewal	£126.00	MEM232194	EP
ICO	Annual Renewal	£35.00	Z3458962	DD
Chairmans Signature and date:				

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

Lloyds Current Account

Balance as at 9 October 2020

£17762.58 (agrees statement dated 30 October 2020)

Payments

Date	To	Amount
16 October 2020	Hampshire Association of Local Councils Invoice 4157	£54.00
16 October 2020	Aquila WJS Ltd (Payroll)	£86.40
16 October 2020	Cross Court Services Invoice 3537	£164.40
16 October 2020	Staff (agreed overtime and expenses October)	£214.39
19 October 2020	RJ Clark (Payment 1, minute ref 11, 15 October 2020)	£39.00
26 October 2020	UGPCC (minute ref 12, 15 October 2020)	£1000.00
30 October 2020	Staff Salary and Home Office Expenses October	£618.00
30 October 2020	Saunders Landscape Invoice 1436	£222.00
4 November 2020	Jacksons Fencing Invoice 2042800	£939.54
6 November 2020	RJ Clark (Payment 2, minute ref 11, 15 October 2020)	£32.39

Receipts

Date	From	Amount
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Balance as at 13 November 2020

£ 14392.46 (agrees on line statement dated 13 November 2020)

Lloyds Savings Account

Balance as at 9 October 2020

£15299.20 (agrees statement dated 30 October 2020)

Receipts

Date	From	Amount
9 October 2020	Bank Interest	£0.13
9 November 2020	Bank Interest	£0.13

Balance as at 13 November 2020

£15299.46 (agrees on line statement dated 13 November 2020)

Total Balance as at 13 November 2020

Lloyds Current Account	£14392.46
Lloyds Savings Account	£15299.46
Unpresented cheques	Nil
Cancelled cheques	Nil
Net Bank Balance	£29691.92

Chairmans Signature and date: