

UPTON GREY PARISH COUNCIL

**Minutes of the Upton Grey Parish Council meeting
held in the village hall at 7pm on Monday 26 July 2021**

In attendance: - Cllr C Holroyd, Cllr N Ralls, and Cllr P Barnes

Also in attendance the Parish Clerk Beverley Bridgman, the Parish Lengthsman Gordon Hunt and County Cllr Juliet Henderson

Draft minutes subject to confirmation

1. Receive and accept apologies for absence

Apologies received and accepted from Cllr Barker and Cllr Harman

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 (UGCLC)

3. The Chairman to sign as a correct record the minutes of the Annual Meeting of the Parish Council held on 5 May 2021

Approved and Signed

4. PUBLIC PARTICIPATION-The meeting will recess for not more than 15 minutes so as to allow any members of public (not more than 3 minutes each) to address the meeting

3 members of the public attended the meeting

The secretary of the Upton Grey History Society provided an update on the 'Window on the Past' project;

The majority of the most important historical material is now organised, referenced and loaded onto the 'Window on the Past' database that lies behind the website. There is still some work to be done in getting all the material uploaded so that it's preserved for posterity. Once the website is available for viewing it will be publicised via the village email list and parish magazine. The project has kept within budget and there is a small balance of around £200 in the 'Upton Grey History Society' bank account to fund on-going maintenance of the website for the next year.

The History Society thanked volunteers who have helped to upload photographs and information to the data base and the Parish Council and Hampshire County Council who provided funding which enabled the project to go ahead.

On behalf of the Parish Council Cllr Holroyd thanked all those who have taken part in the project.

5. Receive reports

The Lengthsman presented his report and the Parish Clerk read out a written report from PC Andy Jones. These reports can be found in Appendix A.

6. Consider and discuss the following planning applications:

a) Construction of temporary access road to enable construction of Basingstoke Motorway Service Area

(Additional information has been provided in relation to highways, flood risk, heritage and Public Rights of Way)

Land At M3 Junction 6 From Junction 5 Off Slip

Reference 20/03130/FUL

The Parish Council discussed the application; it was resolved that Cllr Barnes would send a comment on behalf of the Parish Council reiterating the Parish Councils previous **objection** to this application

b) 2 Walnut trees: pollard leaving a finished height of 6 m with a crown spread of 5 m

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

Reference T/00349/21/TCA

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

c) Replacement of dilapidated outbuilding with new Garden room and link to main dwelling

Sycamore Cottage, Church Street, Upton Grey, RG25 2RA

Reference 21/02192/HSE

The Parish Council discussed the application; whilst it was resolved to submit a comment of **no objection**, the Parish Council would ask that an approval condition be included to state that acoustic noise coming from the proposed external air source heat pump must be at a level where it will not disturb the neighbouring properties

7. Update on previous planning applications

Since the last Parish Council meeting on 5 May 2021 the Parish Council have sent the following comments using their Planning Protocol:

• Land At Westers Cottage, Humbly Grove, South Warnborough, RG29 1RY

21/01423/FUL **No objection**

• Hoddington House, Baymans Lane, Little Hoddington, RG25 2RU,

21/01446/LBC **No objection**

• Hill Cottage, Church Street, Upton Grey, RG25 2RA

21/01643/HSE **No objection**

• Weston Mark Cottage, Weston Road, Weston Corbett, RG25 2RJ

21/01144/ROC, **No objection** to the change of use of prior planning permission 20/03101/HSE within the consented curtilage, but wish Planning to ensure that there is no encroachment on agricultural land

• Barn at Manor Farm, Upton Grey Road, Upton Grey

21/01301/FUL **No objection with additional comments noted (see BDBC website)**

• Weston House, Weston Close, Upton Grey, RG25 2RX

21/01128/HSE **Objection (see BDBC website)**

• Manor Farm Yard, Upton Grey Road, Upton Grey, RG25 2RQ

21/01181/FUL **Objection unless two changes are made (see BDBC website)**

• Upton Grey Place, Upton Grey, RG25 2RQ

21/01587/HSE **No objection**

• Alton Materials Recovery Facility, A31, Alton, GU34 4JD

33619/007 Previous **objection** reiterated (**See HCC website**)

• Green Hedges, Weston Road, Upton Grey, RG25 2RJ

T/00247/21/TCA **No objection**

• 2 Cleves Lane Cottages, Cleves Lane, Upton Grey, RG25 2RG

T/00297/21/TCA **Objection** with a request to the Tree Officer that a TPO be applied (see BDBC website). This application has now been withdrawn

Since the last Parish Council meeting Basingstoke and Deane Borough Council (BDBC) have granted the following Planning Applications:

- Barn At Manor Farm, Upton Grey, 21/01301/FUL
- Weston House, Weston Close, Upton Grey, RG25 2RX, 21/01128/HSE
- Reeds Farm Barns, Weston Corbett, RG25 2PB, 20/03327/FUL
- Upton Grey Place, Upton Grey, RG25 2RQ, 21/01587/HSE
- Hill Cottage, Church Street, Upton Grey, RG25 2RA, 21/01643/HSE
- Green Hedges, Weston Road, Upton Grey, RG25 2RJ, T/00247/21/TCA
- Fairfield House, 4 South Hill, Upton Grey, RG25 2SH, T/00158/21/TCA
- Manor Farm (Home Field), Upton Grey, RG25 2RQ, T/00193/21/TCA
- Old Manor Lodge, Basingstoke Road, Upton Grey, RG25 2RD, T/00222/21/TCA
- Hoddington Arms, Bidden Road, Upton Grey, RG25 2RL, 20/02048/FUL

Since the last Parish Council meeting the following appeal has been dismissed:

- Land At Weston Road, Upton Grey, RG25 2RJ, 20/00048/REF (see BDBC website)

8. Approve the Electronic Payment request for July

Approved-The Electronic payment request can be found below. Payments will be set up by the Clerk and authorised by a Councillor

9. Note the current financial situation and approve bank statements

Noted and approved-The current financial situation can be found in Appendix B. The current

Upton Grey Parish Council July 2021 Electronic Payment Request

To	Item	Amount	Invoice number	Type
Staff	Salary July 2021	£630.24		
	Home Office Expenses July 2021	£18.00		
	Total	£648.24	7/21	SO
Staff	Expenses July	£168.11	7/21	EP
Staff	Salary July 2021	£53.10	July 21	EP
HMRC	Tax & NI July 2021	£13.40	July 21	EP
Saunders Landscape	Maintenance July 2021	£227.00	1527	SO
BHIB Councils Insurance	Increase to insure ball wall/astro turf	£56.69	LCO02158-5 46621	EP
Lloyds Bank Commercial Finance-Sawscapes Play Ltd (to be paid once S106 funds transferred from BDBC)	Multi Purpose Ball Wall & Astro Turf	£32334.00	1494	EP

Chairmans Signature and date:

balances as at 20 July 2021 were:

Current Account: £19568.07

Tennis Maintenance Fund: £16791.60

10. Upton Grey History Society update

This was covered under agenda point 4

11. Discuss the location of a memorial bench at the pond and agree the next steps

The location of a memorial bench was discussed.

Agreed the bench will be positioned next to the existing bench and opposite 'Gables' on Church Street

The memorial bench, memorial plaque and installation are a gift to the Parish Council. The Parish Council will order and purchase the goods and funds will be reimbursed. To ensure the Parish Council can legally reclaim VAT on these items the gift will be confirmed in writing by the donator

12. Review and approve the following Parish Council Polices and Regulations:

Standing Orders

Financial Regulations

Risk Assessment

Asset Register

Code of Conduct

Complaints Policy

Councillor Privacy Notice

Document Retention and Disposal Policy, and Appendix A

Email Privacy Notice

Grant Awarding Policy

Information and Data Protection Policy

Social Media Policy

Website Privacy Statement

Reviewed and Approved

13. Consider Parish Councils response, if any, to the consultation '2023 Review of parliamentary constituencies'

Agreed no response to be sent

14. Update regarding councillors new email addresses

The Parish Councils website provider has set up new email addresses for all councillors and these are now in use:

cllr.holroyd@uptongreyparishcouncil.co.uk

cllr.ralls@uptongreyparishcouncil.co.uk

cllr.barker@uptongreyparishcouncil.co.uk

cllr.barnes@uptongreyparishcouncil.co.uk

cllr.harman@uptongreyparishcouncil.co.uk

15. Note that the spring clean and chemical treatment of the tennis court which was agreed at the Parish Council meeting on 15 April, minute ref 11, has been cancelled

Noted-in view of the re-surfacing of the tennis court which will take place in October this work has been cancelled by the Tennis Committee

16. Note decisions made in accordance with minute ref 28 of the Parish Council meeting held on 5 May 2021

Noted-the following decisions were made by the Parish Clerk in conjunction with the Chairman:

- Grant application from Victim Support declined as did not meet the Upton Grey Grant Awarding Criteria
- Parish Council insurance renewal agreed with Aviva on a 3yr Long Term Agreement (LTA), £544.21 paid. There were two contenders, AXA-£694.64 with no LTA plus admin fees for any changes, Aviva £544.21 on a 3yr LTA with no admin fees
- Tennis Club insurance renewal agreed with Hiscox £168.11 (same as last year)

- Purchase and installation of disclaimer sign at adult gym equipment. 3 quotes were obtained. Agreed with Chairman to go ahead with Sawscapes at £870 inc VAT and installation. This was the most professional quote, a mock up was provided and there was a quick turn around of responses. The VAT re-claim from the S106 funds for this equipment will be used for payment of the sign
- New padlock purchased by Lengthsman for goal posts as the old one had perished, £23.94 (inc VAT)

The following payments were made by the Parish Clerk with authorisation by the Chairman:

- Cross Court Services (invoice 3957) tennis court repairs, agreed at Parish Council meeting on 15 April 2021, minute ref 12, £1264.80 inc VAT
- In line with the end of year accounts from the Tennis Committee 82p interest has been transferred from the Tennis Court maintenance Account to the current account
- Salaries, expenses and HMRC payments as agreed at the Parish Council meeting on 5 May 2021, minute ref 28
- Dick Randall Services Ltd (invoice 10868) work on playground graphics agreed at Parish Council meeting on 21 January 2021, minute ref 12, £930 inc VAT
- Village Hall Committee payment for shop rental January 21-June 21, payment made using General Power of Competence, agreed in 2021-2022 budget calculations £600

17. Update from Upton Grey Cemetery Lane Committee

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

On behalf of the Parish Council Cllr Holroyd thanked the UGCLC for their hard work

18. Discuss the state of the roads in Upton Grey

A number of issues were brought up regarding the roads in Upton Grey:

- When will the road marking programme take place?
- Huge number of potholes and dips
- Repeated work by the same contractors-this is now the 4th time, will this work?
- When will the missing posts at the pinch point be replaced by Hampshire Highways?

County Cllr Juliet Henderson will look into the issues and report back to the Parish Council

19. Confirm the date and time of the next meeting

16 September 2021, 7pm at the village hall

There being no other business the meeting finished at 8:38 pm

Appendix A

Lengthsman Report for July

24 May

Reported the subsidence on Bidden Road opposite Lees Hill, ref no 21560756, this was quite quickly rectified

7 May

Inspected the new painting of the children's play area, it is nicely refreshed and looks good

8 May

Reported the advanced warning sign opposite Hunts depot along the Weston Road, it was cleared a couple of days later

28 May

As requested by the Parish Clerk, I purchased a new padlock to anchor the moveable goal post in the playing field.

The contractors have it ready to fit when they have completed the work on the astro turf fitting. Both the Parish Clerk and I will have a key when the job is completed

13 July

Drained excessive water and fitted a hasp and clasp to the salt bin in Meadow Side

16 July

Reported further subsidence along Bidden Road and intimated it could cause a incident

16 July

Reported the state of the road surface and the reappearance of numerous potholes along Cleves Lane. This had already been reported by a parishioner, I have checked and it's still in progress, ref no 21571503

16 July

Reported an advance information sign at the junction of Little Hoddington and Bidden Road, ref no 7080637, this has now been collected

16 July

Reported the broken finger post at the junction of Bidden Road and Lees Hill next to the phone box

19 July

I cut back the over grown vegetation between 1 Little Hoddington and Woodmanfield as it was obstructing the view down Bidden Road when exiting Little Hoddington.

Whilst I was doing this work a tractor, with a grass topper on the rear, went into one of the subsidence holes in Bidden Road and the topper fell, or broke off, the tractor. It has left a big gouge all on the road; I will try and find out who the tractor belongs to

26 July

Parish Clerk reported the broken finger post at start of footpath 12 by the Vicarage

Hampshire Countryside Team has cut some of the paths in the parish

Appendix A

PC Andy Jones July Report

Since 28 May

Police have received four Anti-Social Behaviour reports, these stem from nuisance vehicles, to a group of 30 youths engaging in alcohol and possible drug use, which is said to have occurred in Middle Copse, Cliddesden area

2 Burglaries have been reported, one of which was in Weston Corbett, where petrol powered tools were targeted. The other was an attempted burglary at a Sports Pavilion in Herriard. Offender/s were scared off when the alarm sounded. Nothing was taken but some damage was caused as a result

There is a significant trend of people purchasing electric / rechargeable tools with a view of storing them in the residential home, as opposed storing them in the shed. Removing the flammable fuel aspect and replacing it with batteries allows the items to be stored elsewhere safely and more securely. Non dwelling burglaries from sheds, barns and isolated garages etc are more common than dwelling burglaries, thus reducing the risk of theft

A male was intercepted walking down the A339 near Hackwood Lane in a concerning state with visible injuries and drinking an alcoholic beverage in the process. An excuse was given to his injuries which required no Police involvement. Male was given a lift to Alton after being checked out to prevent any issues from occurring

On three separate occasions between the 17-21 June a wood yard off of the A339 was entered and a significant amount of wood stolen. Wood prices have increased over the last few months due to various factors and this could be a new crime trend forming but it's early days to say for sure

On the 30 June Police received a report of two suspicious vehicles which were parked at the entrance of a large stately house on Hackwood Lane. Security approached the vehicles after a short time and persons within made an attempt to cover their faces before driving off at speed in different directions. Police have the index of both vehicles and checks were completed, no follow up action is required at this time

Police received a report of a concern of potential drug dealing at the pond in Upton Grey. No further reports received and Police monitor the area when the opportunities arise.

Private land in Hoddington has been targeted and six restraints have been stolen, other items have been also been damaged. Local Police and Country Watch Officers continue to patrol the area during the peak times instances are said to have occurred.

Your local Policing team is always happy to meet with residents or businesses.

Please ensure that all non-urgent reports are made through 101 or online

<https://www.hampshire.police.uk/ro/report/ocr/af/how-to-report-a-crime/>

If you are witnessing a crime happening at the time and an immediate deployment is necessary always call 999.

PCSO 13301 ANDREW JONES- andrew.jones.13301@hampshire.pnn.police.uk

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

Lloyds Current Account

Balance as at 28 April 2021

£34311.85 (agrees statement dated 30 April 2021)

Payments

Date	To	Amount
30 April 2021	Saunders Landscape Invoice 1490	£222.00
30 April 2021	HALC & NALC Annual payment Invoice 3839	£281.65
30 April 2021	Do The Numbers Ltd Invoice 12/1063	£200.00
30 April 2021	Alexanders Invoice 0000116797	£8529.42
30 April 2021	PlaySafety Ltd Invoice 54205	£474.00
30 April 2021	Staff Salary April	£53.30
30 April 2021	HMRC Tax & NI April	£13.20
30 April 2021	Staff Salary and Home Office Allowance April	£648.24
6 May 2021	B Thrussell (repair of glass in phone box)	£10.00
6 May 2021	Dick Randall Ltd (Invoice 10858)	£690.00
28 May 2021	BHIB Ltd (Invoice LCO02158-528566)	£544.21
1 June 2021	Staff Salary & Expenses May	£55.60
1 June 2021	HMRC Tax & NI May	£13.40
1 June 2021	Staff Salary and Home Office Allowance May	£648.24
1 June 2021	Staff Expenses May	£3.85
1 June 2021	Cross Court Services Invoice 3957	£1264.80
1 June 2021	Saunders Landscape Invoice 1502	£227.00
13 June 2021	HMRC Tax & NI June	£13.20
30 June 2021	Staff Salary & Expenses June	£53.30
30 June 2021	Staff Salary and Home Office Allowance June	£648.24
30 June 2021	Staff Expenses June	£6.85
30 June 2021	Saunders Landscape Invoice 1516	£227.00
30 June 2021	Village Hall Committee (shop rental Jan-June 2021)	£600.00
30 June 2021	Dick Randall Ltd Invoice 10868	£930.00
1 July 2021	Staff expenses July	£23.94
9 July 2021	Staff (Lloyds Bank error)	£75.00

Receipts

Date	From	Amount
17 May 2021	Lloyds Tennis Maintenance Account	£0.82
26 May 2021	VAT Reclaim	£1636.84
5 July 2021	Lloyds Bank (error)	£75.00

Balance as at 20 July 2021

£19568.07 (agrees on line statement dated 20 July 2021)

Lloyds Tennis Maintenance Account

Balance as at 28 April 2021

£16792.00 (agrees statement dated 30 April 2021)

Payments

17 May 2021

Lloyds Current Account (transfer of interest)

£0.82

Receipts

Date

From

Amount

10 May 2021

Bank interest

£0.14

9 June 2021

Bank interest

£0.14

9 July 2021

Bank interest

£0.14

Balance as at 20 July 2021

£16791.60 (agrees on-line statement dated 20 July 2021)

Total Balance as at 20 July 2021

Lloyds Current Account

£19568.07

Tennis Maintenance Account

£16791.60

Unpresented cheques

Nil

Cancelled cheques

Nil

Net Bank Balance

£36359.67

Chairmans Signature and date:

Appendix C

Upton Grey Cemetery Lane Committee: Update to Upton Grey Parish Council: 26 July 2021

Summary: in the context of the previous planning application having been withdrawn prior to determination:

- The Trust has re-engaged with UGCLC and the Parish Council's lawyers on Legals and we met with them a week ago.
- The application has, as far as we know not yet been resubmitted/or at least has not been validated.
- We have not seen what is to be submitted or resubmitted, and so cannot advise if it is in any way different to the last scheme or not, but we believe it is the same
- It is likely that the proposal site will be sold rather than being developed by Cherrington. We know that it is being marketed discretely by Agents given it does not have planning
- There remain very serious issues with the legal aspects of the proposal, summarised as follows:
- The Trust has **not** agreed to placing controls (in the form of a suitable restrictive covenant) on the land to prevent a future 'Holme Hill' style development from being attempted by the future owners. They know that this is likely to be a cause for major objection from the village, as we highlighted to the Trust's lawyers at a meeting a week ago. During our discussions through the last year this principle has been offered/promised by Cherrington, with the consistent promise of, "What gets consent is what will be built", to allay villagers' concerns over this and the omission of the North Field-however it looks doubtful that the Trust itself will allow such assurances to be included, and they are seemingly looking for flexibility within the agreement to facilitate a sale at the highest price once planning has been achieved. The Trust's lawyers have said it is very unlikely that the Trust will bend on this point
- The proposed contract also, crucially, seeks to obligate the Parish Council to approve any amendment the Trust might seek to make, to increase the size or number of dwellings (even following a planning approval). The PC would not be able 'unreasonably' withhold its consent
- This has conflicts with the role of the PC and its Councillors, and also would itself rely on legal interpretation of what is 'reasonable' in the legal context of the application at that time
- It is hard to see that parish Councillors as individuals would (or could lawfully?) sign up to such a clause as it would make it impossible to reflect the PC's own concerns or the views of villagers on future schemes
- What is also very clear from this, is that the development scheme people might be asked to support, won't necessarily be what a developer attempts to build. The Trust's lawyers have said it is very unlikely that the Trust will bend on this point
- The 'Termination' clause in the contract, together with the 'Trigger' for making the proposed gift of land (dependent upon starting building work on a Planning Permission that is satisfactory to the Trust, or sale of the land to a developer), still
- contain major flaws. Currently it is set up in such a way that the contract could be terminated by the Trust even if the village had given its support for a scheme, within a relatively short timeframe. The Trust's lawyers appear to understand our concerns that this would be a very risky requirement for the village to sign up to
- There are other valid points to iron out, but there would be no point in refining those whilst the above fundamental issues remain. It is probably about a week until we are likely to hear any formal feedback on these points above

Upton Grey Parish Council September 21 Electronic Payment Request

To	Item	Amount	Invoice	Type
Staff	Salary September 2021	£630.24		
	Home Office Expenses September 2021	£18.00		
	Total	£648.24	9/21	SO
Staff	Expenses September 2021	£7.92	9/21	EP
Staff	Salary September 2021	£53.10	9/21	EP
HMRC	Tax & NI September 2021	£13.40	9/21	EP
Saunders Landscape	Maintenance September 2021	£227.00	TBC	SO
Aqulia Accounting	Payroll Annual Moneysoft Licence	£86.40	INV 21040	EP
PKF Littlejohn LLP	Limited Assurance Review 2020-21	£240.00	SB20211112	EP
Hampshire County Council	Speed Survey	£200.00	3611388426	EP
J Smith & Son	Installation and assembling of new bench	£216.00	516	EP
Chairmans Signature and date:				

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

Lloyds Current Account

Balance as at 20 July 2021

£19568.07 (agrees statement dated 30 July 2021)

Payments

<u>Date</u>	<u>To</u>	<u>Amount</u>
30 July 2021	HMRC Tax & NI July	£13.40
30 July 2021	Staff Expenses July	£168.11
30 July 2021	Staff Salary July	£53.10
30 July 2021	Staff Salary & Home Office Allowance	£648.24
30 July 2021	Saunders Landscape Invoice 1527	£227.00
30 July 2021	BHIB Ltd Invoice LCO02158-5 46621	£56.69
2 August 2021	Lloyds Bank Commerce Invoice 1494	£32334.00
3 August 2021	Sawscapes Play Invoice 1494	£870.00
5 August 2021	Reformation Ltd (bench & plaque)	£349.00
31 August 2021	HMRC Tax & NI August	£13.20
31 August 2021	Staff Salary August	£53.30
31 August 2021	Staff Salary & Home Office Allowance August	£648.24
31 August 2021	Saunders Landscape Invoice 1546	£227.00

Receipts

<u>Date</u>	<u>From</u>	<u>Amount</u>
2 August 2021	BDBC (S106 payment)	£32484.53
24 August 2021	VAT re-claim	£5537.99
9 September 2021	VAT re-claim	£368.20
9 September 2021	Cheque (Trevors Seat)	£470.84

Balance as at 10 September 2021

£22768.35 (agrees on line statement dated 10 Sept 2021)

Lloyds Tennis Maintenance Account

Balance as at 20 July 2021

£16791.60 (agrees statement dated 30 July 2021)

Receipts

<u>Date</u>	<u>From</u>	<u>Amount</u>
9 August 2021	Bank interest	£0.14
9 September 2021	Bank interest	£0.14

Balance as at 10 September 2021

£16791.88 (agrees on line statement dated 10 Sept 2021)

Lloyds Current Account	£22768.35
Tennis Maintenance Account	£16791.88
Unpresented cheques	Nil
Cancelled cheques	Nil
Net Bank Balance	£39560.23

Chairmans Signature and date:



HALC Guidance Note – Role of a Parish or Town Councillor

A parish or town councillor plays a key role in their local community, fostering and representing the views and interests of the electorate. They are collectively responsible, with their fellow councillors, for making council policy and are accountable to the electorate in their parish or town.

Councillors will often be asked by electors to pursue matters on their behalf, and they should work with council staff to bring these matters to the attention of the council as they do not have executive authority as an individual councillor. The key purpose of a councillor is to represent the views of their electorate.

It therefore follows that there are no circumstances where an individual councillor can issue an instruction to their clerk or a contractor. Likewise, a councillor must never act *on behalf of the council* in the organisation of any function or service and must ensure they make it clear, when speaking to individuals, that they speak as a *councillor* and not on behalf of the council as a whole.

Main Duties and Responsibilities

- To participate constructively in the government of the parish/town council.
- To participate fully in the formation and scrutiny of the parish or town council's policies, budgets, strategies, and service delivery.
- To influence and shape the long-term development policy of the council and, as part of the planning process, comment on planning applications in the parish.
- To ensure, with other councillors, that the parish or town council is properly managed, always remembering that the clerk is accountable to the council as a whole and not to individual councillors.
- To keep up to date with significant developments affecting the parish or town council at local, regional and national levels.
- To promote the economic, social and environmental well-being of the parish, taking account of the strategic effects on other communities and the parish or town council as a whole.

- To work to bring about improvements through local projects, lobbying other service providers and work.
- To effectively represent the interests of the ward for which the councillor is elected.
- To represent the whole electorate; listen, and then represent the views of the whole community when discussing council business and working with outside bodies.
- To take an active part in the parish or town council's arrangements to build community capacity and promote measures that contribute to the parish or town council's vision and strategy.
- To attend parish or town council meetings.
- To prepare for meetings and be properly informed about the issues to be discussed.
- To take part in meetings and form sound judgements based on what is best for the community and then abide by majority decisions.
- To represent the parish or town council on outside bodies to which the councillor is appointed, such as village hall committees.
- To maintain proper standards of behaviour as an elected representative and abide by the Code of Conduct adopted by the council, maintaining high ethical standards at all times.
- To participate effectively as a member of any committee or working party to which the councillor is appointed.
- To contribute constructively to the democratic process and to actively encourage the parish or town council to participate generally in the government of the area and provide access to information where appropriate.
- To uphold the parish or town council's standing orders and ethical standards (ensuring that the impartiality of council staff is not compromised).
- To produce an annual report to enhance their accountability to the public by providing details of official activities and the contribution made to the effective operation of the parish or town council.

Essential Resources

NALC LTN 1: Councils Powers to Discharge their Functions

NALC LTN 5: Parish and Community Council Meetings

NALC LTN 31: Local Council General Powers

NALC LTN 80: Members' Conduct and the Registration and Disclosure of their Interests

The Good Councillor's Guide

This paper is not intended or constitutes legal advice. Should you require a formal legal opinion, please contact our Member Services Officer, who will contact our legal helpdesk.

This document is owned by Hampshire ALC and may be provided to other County Associations

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **UPTON GREY PARISH COUNCIL – HA0266**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the prior year, the smaller authority was exempt from our review, thus we have not reviewed any evidence to support the prior year comparatives on the AGAR.

The authority has received £733 in respect of insurance claims against expenditure during the year and has accounted for it as a receipt in Section 2, Box 3 rather than netting it against the relevant expense. Whilst the Practitioners' Guide is silent on the matter, it is our view that the true cost to the authority should be shown on a net basis. Accounting on a gross basis inflates the gross income and gross expenditure of the authority and can push the authority into a higher fee band than it would otherwise be in.

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

31/08/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

UPTON GREY PARISH COUNCIL REGISTER OF ASSETS 2021-2022

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	£83,584	<p>£12,755 additional equipment purchased in 2016/2017</p> <p>£8884 additional equipment purchased in February/ March 2021 (adult gym equipment)</p> <p>£26,945 additional equipment purchased in July 2021 (multi purpose ball wall and astro turf (12m x24m and 2m x8m) with base works)</p>	<p>£10,000 disposed of in 2016/2017. Climbing net and frame disposed of in 2018/2019 (unsafe and broken so no value)</p>
Disclaimer Sign for adult gym equipment	Little Hoddington Close, Upton Grey, RG25 2SA	2021	£725		
Tennis Court	Little Hoddington Close, Upton Grey, RG25 2SA	2000 est	£20,234		

UPTON GREY PARISH COUNCIL REGISTER OF ASSETS 2021-2022

Description	Location	Date Acquired	Value	Additions	Disposals
Benches (5)	Little Hoddington Close Playarea x 2. Pond x 2, Village land at Cleves Lane x1	2010 est	£1532	£291 Additional bench and plaque installed at the pond September 21	
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		
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		

UPTON GREY PARISH COUNCIL REGISTER OF ASSETS 2021-2022

Description	Location	Date Acquired	Value	Additions	Disposals
Village Land at the top of Cleves Lane (strip) Community Asset	Cleves Lane, Upton Grey, RG25 2RG	pre-Parish	£1		

Asset Register Total £115,480

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

Updated September 2021

Signed by Chairman

Date

Signed by Parish Clerk

Date

Review date July 2022