

# UPTON GREY PARISH COUNCIL

**Minutes of the Upton Grey Parish Council meeting  
held in the Village Hall on 16 January 2020 at 7.00pm**

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

Also in attendance- Beverley Bridgman (Parish Clerk), County Councillor Anna McNair Scott, George Hillier (Parish Lengthsman), PC Andy Reid and 1 member of the public

## Draft minutes subject to confirmation

### **001/FC/01/20-21 Receive and accept apologies for absence**

Apologies had been received from Cllr Barker

### **002/FC/01/20-21 Receive and note any declarations of interest relevant to the Agenda**

Cllr Barnes declared an interest in agenda points 006.5/FC/01/20-21 and 006.6/FC/01/19-20. He would not take part in these discussions

### **003/FC/01/20-21 The Chairman to sign as a correct record the minutes of the Parish Council meeting held on 21 November 2019**

The Chairman signed as a correct record the minutes of the Parish Council meeting held on 21 November 2019

### **004/FC/01/20-21 Open the meeting to members of the public**

One member of the public present who asked how many Speed Indicator Devices (SID) are proposed by the Parish Council and in what direction would they be placed? Councillors advised that the devices are portable and if the Parish Council does proceed there would be one device moved around various points around the village. All sites would need to meet the criteria specified by Hampshire Council and have their approval. Councillor McNair Scott confirmed that she would consider offering a grant towards the purchase of an SID however she does not have funds remaining for this financial year

### **005/FC/01/20-21 Receive reports**

PC Andy Reid, the Lengthsman, and the Parish Clerk presented their reports which can be found in Appendix A

### **006/FC/01/20-21 Consider and discuss the following planning applications:**

#### **006.1/FC/01/20-21**

**T1 Ash: Crown reduce by no more than 3m overall back to previous reduction points, and crown thin by no more than 15% overall**

**T2 Ash: Coppice close to ground level**

**T3-T4 Ash: Remove deadwood, dying, rubbing and crossing branches as necessary**

**Roseland House, 2 South Hill, Upton Grey, RG25 2SH**

**Reference T/00539/19/TCA**

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

**006.2/FC/01/20-21**

**T1 Spruce: Fell**

**Sun Cottage, Cemetery Lane, Upton Grey, RG25 2RD**

**Reference T/00553/19/TCA**

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

**006.3/FC/01/20-21**

**T1 Apple: Crown reduce by c1.5m to previously reduced points leaving tree c5m high with c.2m radius. Crown thin by c.2m**

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

**Reference T/00004/20/TCA**

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

**006.4/FC/01/20-21**

**Fell 1 magnolia tree**

**2 Little Hoddington Close, Upton Grey, RG25 2SA**

**Reference T/00007/20/TCA**

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

**006.5/FC/01/20-21**

**3 Yew trees, 6 lime trees, 1 silver birch, works as per schedule of work dated 4 January 2020**

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

**Reference T/00008/20/TCA**

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

**006.6/FC/01/20-21**

**Removal of modern chimney and erection of single storey link between house and existing annex. Replacement of velux window with pitched roof dormer on annex and re-roofing of existing conservatory with tiled roof**

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

**References 19/03368/HSE & 19/03369/LBC**

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

**007/FC/01/20-21 Update on previous planning applications**

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

T/00461/19/TCA Roseland House, 5 South Hill  
 T/00460/19/TCA 5B Little Hoddington  
 T/00444/19/TCA. Cavendish House, Cleves Lane  
 T/00507/19/TCA Old Barn House, Weston Road  
 T/00522/19/TCA Redwing House, Cemetery Lane  
 Since the last Parish Council meeting in November BDBC have approved the following Planning application:

19/03076/HSE Foxes Meadow, 2 South Hill  
 Since the last Parish Council meeting in November the Parish Council have sent the comment of **no objection** for the following applications using the Upton Grey Parish Council Planning Protocol:

19/03076/HSE Foxes Meadow, 2 South Hill  
 T/00507/19/TCA Old Barn House, Weston Road  
 T/00522/19/TCA Redwing House, Cemetery Lane

Since the last Parish Council meeting in November the Parish Council have sent the comment of **objection** for the following application using the Upton Grey Parish Council Planning Protocol:  
 19/02675/FUL Hoddington Arms, Bidden Road. The objection letter can be found in Appendix B

**008/FC/01/20-21 Approve the Electronic Payment request for January**

The Electronic Payment request as shown below was approved for January:

Upton Grey Parish Council January 2020 Electronic Payment Request

To	Item	Amount	Invoice number	Type
<b>Staff</b>	Salary January 2020	£576.00		
	Home Office Expenses January 2020	£18.00		
	Total	<b>£594.00</b>	01/20	SO
<b>Staff</b>	Salary December 2019	<b>£44.40</b>	Dec 19	EP
<b>HMRC</b>	Tax & NI December 2019	<b>£11.00</b>	Dec 19	EP
<b>Staff</b>	Salary January 2020	<b>£44.20</b>	Jan 20	EP
<b>HMRC</b>	Tax & NI January 2020	<b>£11.20</b>	Jan 20	EP
<b>Saunders Landscape</b>	Maintenance January 2020	<b>£215.00</b>	Tbc	SO
<b>Vision ICT</b>	Website hosting and support Feb 2020- Jan 2021	<b>£240.00</b>	10466	EP
<b>Upton Grey Village Hall</b>	Hall Hire July-Dec 2019	<b>£31.50</b>	7 Jan 20	EP
	Village Shop	<b>£600.00</b>	7 Jan 20	EP
<b>Chairmans Signature and date:</b>				

**009/FC/01/20-21 Note the current financial situation and sign bank statements**  
The current financial situation was noted and can be found in Appendix C. The bank statements were signed and reconciled, with the balances being:  
Current Account: £10084.28  
Savings Account: £15294.71

**010/FC/01/20-21 Q3 accounts update**  
The Q3 accounts were presented by the Parish Clerk and can be found in Appendix D

**011/FC/01/20-21 Discuss and agree the Parish Council budget and precept for 2020-2021 and sign the appropriate paperwork**  
The budget and precept were discussed. It was resolved to submit a precept request for £18667 which reflects a 10% increase in the base D Council Tax rate from 2019-2020. This increase, along with other income would still leave a small shortfall which could be met by using savings. There has been no increase in the amount of precept requested from the Borough by the Parish Council for the past 3 years yet in general everything costs more and the village expect the Parish Council to spend more on the village. This increase would not allow for the purchase of an SID or any major maintenance works. It was discussed and agreed that in these instances savings could be used and grants applied for

**Upton Grey Parish Council Budget 2020-2021**

Salaries and Allowances	£8002.00
Clerks Expenses	£100.00
HMRC	£143.00
Administration	£500.00
Insurance	£650.00
Training	£270.00
Subscriptions	£625.00
Chairmans Allowance	£20.00
Repairs and Maintenance	£6000.00
Publications	£0.00
Grants and Donations	£3000.00
Shop	£1200.00
Misc	£250.00

Total predicted expenditure=£20760.00

**012/FC/01/20-21 Chairman & Parish Clerk to sign 2020-2021 salary review document**  
In line with the Upton Grey Financial Regulations the Chairman and the Parish Clerk signed the 2020-2021 salary review document. It was noted that salaries will be reviewed in October 2020

**013/FC/01/20-21 Discuss additional signatories to the Parish Council bank accounts**

The Parish Clerk confirmed that all Councillors had now been given access to the Parish Council bank accounts which would aid in the authorising of payments. Councillors Barnes and Harman confirmed that their access works. Cllr Ralls would check this in due course

**014/FC/01/20-21 Review the Upton Grey Parish Council Grant application form**

The Parish Clerk had re-written the Parish Council Grant application form to include a Grant Awarding Policy. The Policy would state that grants up to £1000 would be considered by the Parish Council but would generally not exceed £500. The Policy would also make clear the need for up to date accounts to be submitted for all grant applications and for applicants to attend the appropriate Parish Council meeting. The Policy would also ask that if possible, grant applications be submitted by October for the following year; this would aid with budget calculations. It was discussed and resolved to adopt the revised Grant Awarding Policy and application form at the next Parish Council meeting. The Parish Clerk would prepare the documentation for signing

**015/FC/01/20-21 Discuss maintenance work for the church clock**

Whilst the church clock tells the right time (or thereabouts), the chime is frequently becoming out of kilter with the clock. A quotation had been requested for this work but unfortunately this was not yet available. The Parish clerk confirmed that the Parish Council have the power to maintain or install public clocks under the Parish Council Acts 1957. A further discussion would be held at the next Parish Council meeting

**016/FC/01/20-21 Discuss results of the speed survey**

The data for the speed survey conducted between 6-13 November can be found in the Agenda pack for this meeting on the Parish Council website. A summary of the results can be found in Appendix E. The results of the speed survey were discussed. It was resolved that the Parish Clerk will check with Hampshire County Council that requirements for SID have not changed. Once this confirmation has been received Councillors will review potential sites for an SID with a view to beginning the process of purchasing an SID

**017/FC/01/20-21 Discuss safety bollards at the Lees Hill/Weston Road T junction**

Following the recent traffic accident at the Lees Hill/ Weston Road T junction which resulted in the loss of telephone lines and broadband for most of the village a resident had enquired if fixed concrete bollards could be installed in front of the exchange box. This land is not owned by the Parish Council and therefore any work would need to be authorised by Hampshire County Council. It was discussed and resolved that, due to insufficient available funds and the fact that this has been the only incident of this nature, the Parish Council would

not be taking the matter forward

**018/FC/01/20-21 Discuss and agree priority cutting list for 2020-2021**

It was discussed and resolved to ask Hampshire Countryside Service to include Upton Grey paths 7, 8, 9, 12 & 14 for the period 2020-2021

**019/FC/01/20-21 Discuss defibrillator refresher training**

Cllr Holroyd had spoken to Meon HeartStart regarding the possibility of holding defibrillator refresher training in Upton Grey. There would be no cost for the training however the Parish Council would need to give a donation towards mileage costs and any other overheads. It was discussed and agreed to provisionally book the course for Thursday 16 April at 6pm. The Parish Clerk would send an email to gauge interest from the village and report at the next Parish Council meeting. It was agreed that there would need to be a minimum of 10 attendees

**020/FC/01/20-21 Discuss and agree comments from Upton Grey Parish Council regarding the National Association of Local Councils (NALC) consultation on Strengthening Police powers to tackle unauthorised encampments**

The consultation was discussed. It was resolved that the Parish Council agree with the strengthening of Police powers to tackle unauthorised encampments. The Parish Clerk would complete and return the questionnaire on behalf of the Parish Council

**021/FC/01/20-21 Confirm the date and time of the next meeting**

The next Parish Council meeting will be held on Thursday 20 February 2020 at 7pm in the village hall

**There being no other business the meeting closed at 8.40pm**

## Appendix A

### Upton Grey Lengthsman Report January 2020

#### Litter

Normal clean ups have been undertaken  
No fly-tipping reported

#### Highways

The broken road sign at the junction of Lees Hill and Bidden Road has now been replaced

#### Salt bins

These have all been topped up with instruction leaflet inside the bins

#### Pond area

The duck house needs to be re-moored. I will action this as soon as possible

#### Footpaths

No problems reported

### PC Andy Reid Report January 2020

#### Items since 21 November 2019

5 December 2019 Road accident on Bidden Road, motorist failed to stop  
26 December 2019 Missing person reported-found ok  
January 2020 Non dwelling burglary of garden machinery etc, repeat victim  
January 2020 Sightings of active criminal at Five Lane End

#### Crime Statistics

	<b>2018</b>	<b>2019</b>
Upton Grey	10	23
Weston Patrick	5	9
Weston Corbett	2	2
Herriard	24	41
Tunworth	12	9

There was an increase in crime in 16 parishes during 2019

#### Crime in Upton Grey 2019

2 thefts from vehicles (registration plates)  
5 dwelling thefts  
5 non dwelling burglaries  
1 assault (domestic related)  
9 criminal damage, and 1 'other'

## **Parish Clerk Report January 2020**

### **Additional Salt Bin at Little Hoddington**

Following a residents request Hampshire County Council (HCC) were asked for an additional salt bin in Little Hoddington. HCC will consider requests for additional bins if the following criteria is met:

- the bin must not obstruct sight lines
- there must be sufficient space on the public highway for the bin to be located and for the bin to be refilled
- the bins will be placed in areas of significant pedestrian and traffic use
- the bins will be placed in places near to where there is a significant ice risk or slope

Following an investigation by the local Assistant Highways Engineer, HCC have determined that unfortunately the requested site does not meet HCC's criteria for placing salt bins. The resident has been advised accordingly and it has been suggested that if there are concerns regarding ice they could take some salt from the bins located in Lees Hill and by the village hall

### **Overgrown trees in Little Hoddington Close**

Following complaints regarding overgrown trees in Little Hoddington the Tree Officer has confirmed that the trees are owned by Basingstoke and Deane. The trees have now been inspected by the Tree Officer; a crown lift and any other necessary work will be completed within the next two months

### **County Council Lengthsman**

On 10 December the Lengthsmen weeded and tidied area outside of the shop. Moss was scraped from the parking area, bollards cleaned and loose debris blown away.

The bench was prepared for painting however due to heavy rain the painting could not be completed. This will be actioned at the next visit in March.

The noticeboard at the tennis court was prepared for painting and this will be completed at the next visit in March

Leaves were removed from around the tennis court and field and weeds removed from the basketball court

### **Upton Grey Playground**

Due to the amount of rain over the past couple of months the contractor had been unable to start work at the playground. Work was planned to start on 14 January however the painting part would need to be delayed until woodwork has dried out

### **Weston Road flooding**

The landowners have assured us that work on the hedges, ditches and trees will be taking place in January. There are safety issues to be addressed regarding the electricity and telephone cables that are caught up in the vegetation. Some of the hedges were cut back this week, but there is a lot more work to be done

### **Drainage at Holme Hill**

The Planning Officer has received no additional information regarding the plan for drainage at the new site. I have contacted the developers twice in the past couple of weeks for up to date information and had no response



## Appendix B

### Planning Application 19/02675/FUL Hoddington Arms

To Christina,

Using its planning protocol Upton Grey Parish Council would like to put forward the comment of **objection** to the above Planning application.

The Parish Council is aware of four objections sent from neighbours. The Parish Council **objects to the application** on the following grounds:

- **Significant reduction in parking capacity at the Hoddington Arms:**

The proposed conversion of half the field, which at peak times is often at full or near full capacity, will result in cars that normally park there having to park on the road and around the pond

The residents of the annexe will probably create further pressure on parking.

The village pond is the central defining feature of the village and will be spoilt if it becomes a regular extension to the pub car park

The road running through the village opposite the Hoddington Arms is narrow, there are no pavements to protect pedestrians. There is regular agricultural traffic and large articulated lorries going to the Hunts Yard at the end of the village, a village family haulage business that has been working for the last 123 years. Today cars do not need to park along the road outside the pub. If this changes and a line of cars appear, they will represent a major traffic obstacle and hazard

Cars parking on the road will pose a risk to property, to children and to other pedestrians, and will change the character of the village

- **Roof line:**

The roof line on the proposed annexe is considered to be too high, bulky and imposing above the data point of the road. This will impact on neighbours and be out of keeping with the character of the surrounding buildings. The Parish Council suggests that the roofline is dropped and the roof given hipped ends to lower the visual impact

- **Construction Materials:**

The elevation drawings do not indicate what materials will be used e.g. plastic or timber cladding, natural or plastic tiles. The Parish Council would ask for materials to be clearly identified on the drawings so that it can confirm that they are in keeping with the surroundings, and to limit any later misunderstanding

- **Soakaway from South Hill residents:**

## **Appendix B**

There is a soakaway from the houses in South Hill that may flow under the proposed annexe. This may be affected by a development. The Parish Council would recommend an environmental survey covering this point as part of the application review

### **• Water drainage:**

Currently, the field where the proposed development would be situated acts to absorb rain water. The road past the pub is already prone to flooding. The Parish Council encourages the Planning Department to identify the measures being taken to limit more surface water gathering on the road

The Parish Council would consider a proposal to build an annexe more favourably if it could be aligned to the following:

- A smaller footprint, perhaps 75% of the current proposal, and in a different location that has a minor impact on the current parking, such that at least 75% of the field is still available for parking
- An alternative location on the property to avoid the visual impact and loss of privacy on the neighbours, with consideration given to the principal windows facing onto the pub garden rather than onto the neighbours' properties
- A lower pitch of roof, at least 1.5m lower than currently proposed, and with hipped ends
- The field surfaced with sustainable drainage
- The annexe built using micro-piles so as to minimise any disturbance to the roots of existing trees if a different location is selected

Regards

Beverley Bridgman  
Parish Clerk for Upton Grey Parish Council

## Upton Grey Parish Council Monthly Sheet for January 2020 (Appendix C)

### Lloyds Current Account

Balance as at 15 November 2019

£12329.24 (agrees statement dated 29 November 2019)

#### Payments

Date	To	Amount
20 November 2019	Staff salary & Home Office Allowance November 2019	£594.00
22 November 2019	Staff salary & expenses November 2019	£44.20
22 November 2019	Staff expenses November 2019	£8.40
22 November 2019	HMRC Tax & NI November 2019	£11.20
20 November 2019	Saunders Landscapes Invoice 1310	£215.00
22 November 2019	Hook Parish Council	£53.00
22 November 2019	Shire Tree Care (Ian Rao)	£260.00
22 November 2019	ICO	£40.00
22 November 2019	SLCC	£43.00
22 November 2019	Cross Court Services	£150.00
22 November 2019	Charles Holroyd	£17.16
20 December 2019	Staff salary & Home Office Allowance December 2019	£594.00
20 December 2019	Saunders Landscapes Invoice 1322	£215.00

#### Receipts

Date	From	Amount
		£0.00

**Balance as at 10 January 2020**

**£10084.28** (agrees on line statement dated 10 January 2020)

### Lloyds Savings Account

Balance as at 15 November 2019

£15293.47 (agrees statement dated 29 November 2019)

#### Receipts

Date	From	Amount
11 December 2019	Bank interest	£0.59
9 January 2020	Bank interest	£0.65

**Balance as at 10 January 2020**

**£15294.71** (agrees on line statement dated 10 January 2020)

#### **Total Balance as at 10 January 2020**

Lloyds Current Account	£10084.28
Lloyds Savings Account	£15294.71
Unpresented cheques	Nil
Cancelled cheques	Nil
Net Bank Balance	<b>£25378.99</b>

**Chairmans Signature and date:**

**Upton Grey Parish Council Third Quarter Accounts 31 December 2019**

**Incoming Payments**

	Predicted 2019-2020	Already received	Payments due
Precept	£16240.00	£16240.00	£0.00
Bank Interest	£200.00	£5.73	
VAT refund	£1400.00	£204.08	£100.48
Other B & D payments	£1242.00	£1242.00	£0.00
Grants & Donations	£0.00	£0.00	£0.00
S106 money	£0.00	£0.00	£0.00
Tennis subs	£700.00	£840.00	£0.00
<b>Totals</b>	<b>£19782.00</b>	<b>£18531.81</b>	<b>£100.48</b>

**Outgoing Payments**

	Budget 2019-2020	Already paid	Agreed but not yet paid	What's left in the budget
Salaries inc Office Allowance	£7444.00	£5700.60	£1959.40	-£216.00
Clerk's Expenses (mileage)	£100.00	£31.27	£0.00	£68.73
HMRC	£132.80	£88.60	£44.20	£0.00
Pension	£0.00	£0.00	£0.00	£0.00
Administration	£400.00	£358.78	£0.00	£41.22
Insurance	£650.00	£621.76	£0.00	£28.24
Training	£100.00	£148.00	£55.00	-£103.00
S137	£0.00	£0.00	£0.00	£0.00
Subscriptions	£578.00	£392.00	£0.00	£186.00
Chairmans Allowance	£50.00	£15.96	£0.00	£34.04
Repairs and Maintenance	£4300.00	£3201.22	£2425.00	-£1326.22
Publications	£104.00	£103.99	£0.00	£0.01
Grants and Donations	£3000.00	£1000.00	£0.00	£2000.00
Shop	£1200.00	£600.00	£600.00	£0.00
Misc	£250.00	£63.00	£63.00	£124.00
Contingency	£0.00	£0.00	£0.00	£0.00
VAT on payments	£1400.00	£253.62	£356.00	£790.38
<b>Totals</b>	<b>£19708.80</b>	<b>£12578.80</b>	<b>£5502.60</b>	<b>£1627.40</b>

Balance Carried forward 01/04/19 £19425.33

**ADD** Total Receipts (as above) £18,531.81  
**LESS** Total payments (as above) £12,578.80  
**Balance Carried forward 31/12/19** £25,378.34

Current Account as at 31/12/19 £10,084.28  
Savings Account as at 31/12/19 £15,294.06

**Total** £25378.34

## Appendix E

### **Summary of Upton Grey Speed Survey 6 November 2019 to 13 November 2019**

#### **Number of Vehicles**

Average number of vehicles per day travelling southbound (towards Herriard):

Monday to Friday 524

Weekends 345

Average number of vehicles per day travelling northbound (towards pond):

Monday to Friday 606

Weekends 324

#### **Southbound**

Busiest times in the mornings are 7am/8am Monday to Friday and 10am at the weekend

Busiest times in the afternoon/evenings are 4pm Monday to Friday

Saturday 12 noon

Sunday 3pm

#### **Northbound**

Busiest times in the mornings:

8am Monday to Friday and 11am at the weekend

Busiest times in the afternoon/evenings vary:

Monday, Wednesday & Friday 4pm

Saturday 1pm

Sunday 3pm

#### **Size of Vehicles**

##### **Southbound**

In a typical 24hr period of the 473 vehicles travelling through the village, 377 were cars, 55 transit vans, 35 rigids and 6 artics

Peak times in the day:

Cars 8am and 4pm

Vans 8am and 12 noon

Rigids 9am and 12 noon

Artics 10am and 3pm

##### **Northbound**

In a typical 24hr period of the 475 vehicles travelling through the village, 385 were cars, 62 transit vans, 23 rigids and 5 artics

Peak times in the day:

Cars 8am and 4pm

Vans 8am and 4pm

Rigid 8am and 12 noon

Artics 6am and 3pm

## Appendix E

### Speed of Vehicles

#### Southbound

The times vehicles are travelling the fastest are:

7am where the average speed is 36.2

3pm where the average speed is 33.5

7pm where the average speed is 34.5mph

#### Northbound

The times vehicles are travelling the fastest are:

7am where the average speed is 36.3mph

5pm where the average speed is 34.9mph

7pm where the average speed is 36.2mph

#### Southbound

On average, in a 24 hour period 61% of vehicles are travelling over 31mph

#### Northbound

On average, in a 24 hour period 64% of vehicles are travelling over 31mph

In the 7 day monitoring period more than 60% of vehicles were travelling over the speed limit in both directions

Upton Grey Parish Council February 2020 Electronic Payment Request

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

## 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

<b>Date</b>	<b>To</b>	<b>Amount</b>
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

<b>Date</b>	<b>From</b>	<b>Amount</b>
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

<b>Date</b>	<b>From</b>	<b>Amount</b>
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	<b>£23688.84</b>

**Chairmans Signature and date:**



# **UPTON GREY PARISH COUNCIL GRANT AWARDING POLICY**

## **General Information**

Upton Grey Parish Council's aim is to ensure that our grant awarding is open, transparent and fair

The Parish Council has numerous powers granted under various Acts of Parliament that allow it to spend money

The General Power of Competence, Localism Act 2011, allows Parish Councils more flexibility in how they spend their money within the parish. In order to use this power it is necessary that the council has a qualified clerk, and that at least two-thirds of the councillors have been elected rather than co-opted. Upton Grey Parish Council does qualify for the General Power of Competence and so each year the Parish Council allow an amount within their budget for grants to voluntary organisations and community groups where:

- The benefit will be to all or part of the area of Upton Grey Parish
- The benefit will be to all or some of the residents of the Upton Grey Parish

To ensure proper and fair consideration is given to requests for funding the Parish Council require **all** of the following to be submitted to the Parish Clerk:

- A completed Upton Grey Parish Council Grant application form
- Up to date set of accounts and/or most recent bank statement
- Any further evidence that the organisation considers will support their application

## **Applications will be considered under the following criteria:**

- Applications up to a maximum of £1000 will be considered but in general will not exceed £500
- Applications will only be considered from voluntary organisations, registered charities or established community groups
- Applicants must be based in the Parish or proven to benefit the residents of the Parish
- By law the Parish Council cannot consider applications from individuals or for private business projects, charities operating overseas, or funds established to help persons outside of the UK
- Organisations will need to demonstrate that they are applying for the funds to support a specific project and not supporting day-to-day running costs

## **Further Information**

- Applications cannot be made retrospectively for projects already completed
- Applications will be considered at a Full Parish Council Meeting and will only be awarded by resolution of the Full Council. Applicants are required to attend the meeting to answer any questions councillors may have
- It is expected that grant money will be spent during the financial year of receipt
- A representative of successful organisations should submit a report at the Annual Parish meeting detailing how the funds were expended and, if appropriate, how the project went
- If the organisation dissolves or the project for which the grant was awarded does not materialise the Parish Council expect the funds to be reimbursed
- There is no restriction to the amount of times an organisation can apply for grant funding, however, the history of previous applications will be considered in the decision making process
- The giving of grant aid in one year does not set a precedent for the following year

## **When to apply**

The Parish Council prepares its budget during November therefore organisations should preferably apply by the end of October to be considered for grants for the following financial year. Any amount agreed would become available for payment after April the following year

Ad-hoc requests can be made at any point however there is no guarantee that funds will still be available

Adopted February 2020

Review Date February 2021

Signed Chairman

Signed Parish Clerk

# **Upton Grey Parish Council**

## **Grant Application Form**

Please read the Parish Council's Grant Awarding Policy before completing this form. You may continue on a separate sheet if necessary

Name of organisation:

Contact name:

Position in organisation:

Address for correspondence:

Telephone number and email address of contact:

Short description of the organisation:

Brief summary of the organisation's activities over the last year, or if a new organisation, the activities you hope to undertake:

Is the organisation a Registered Charity? If yes please provide the number:

What is the grant for and how will this benefit the parish? (give as much detail as possible):

What is the total project cost?

Amount of grant requested:

When are the funds required?

Have you applied to any other body for funds towards the project? (give details)

Do you receive funding from other sources, and if so who? Give details of subscriptions, fundraising etc

If you have previously received a grant from Upton Grey Parish Council, please give details

I have read the Upton Grey Grant Awarding Policy and agree to the terms and conditions;

Signature and title  
(Chair, President, Treasurer, etc)

**Please return this form together with an up to date set of accounts and/or most recent bank statement, to the Parish Clerk;**

Beverley Bridgman  
Chippington Cottage  
Weston Road  
Upton Grey  
RG25 2RJ

Or email [clerk@uptongreyparishcouncil.co.uk](mailto:clerk@uptongreyparishcouncil.co.uk)



Upton Grey Parish Council  
Tennis Club and Playground at Little Hoddington  
Upton Grey  
RG25 2RN  
United Kingdom

## Quotation

**Quotation Number:** 2577  
**Quotation Date:** 13/02/2020  
**Valid For:** 30 Days  
**Reference:** 2020 Maintenance

Description	Net Total	VAT
- Spring: High pressure cleaning of the tennis court and chain link fencing and gate(accessed from the inside only). - Spring: Chemical treatment. - Autumn: Chemical treatment.	756.00	151.20

Total Net Amount: £756.00  
VAT: £151.20  
**Quotation Total: £907.20**