

# UPTON GREY PARISH COUNCIL

Minutes of the Upton Grey Parish Council meeting  
held in the Village Hall on 19 September 2019 at 7.00pm

---

In attendance: - Cllr C Holroyd, Cllr P Barnes and Cllr T Harman  
Also in attendance-Beverley Bridgman (Parish Clerk), George Hillier (Parish Lengthsman) and 3 members of the public

## Draft minutes subject to confirmation

### **001/FC/09/19-20 Receive and accept apologies for absence**

Apologies had been received from Cllr Ralls and Cllr Barker

### **002/FC/09/19-20 Receive and note any declarations of interest relevant to the Agenda**

Cllr Holroyd declared an interest in agenda point 006.1/FC/09/19-20

### **003/FC/09/19-20 The Chairman to sign as a correct record the minutes of the Parish Council meeting held on 18 July 2019**

The Chairman signed as a correct record the minutes of the Parish Council meeting held on 18 July 2019

### **004/FC/09/19-20 Open the meeting to members of the public**

Three residents attended the meeting; the following questions were raised:

**Question:** When will the hedges and ditches be cleared along Weston Road? (From Weston Close to Hunts)

**Answer:** The Clerk advised the Landowner had previously indicated this would be actioned after the nesting season. As the nesting season has now finished the Clerk had chased this up but had not yet received a response. A resident attending the meeting advised as they know the agent for the landowner they would find out the position and inform the Clerk

**Question:** When drainage for the new development is connected along Weston Road can break points be installed so that existing properties can be connected to the mains drainage at some time in the future?

**Answer:** The Clerk advised the developers are in communication with Thames Water regarding drainage for the new development. Thames Water will have to approve all work relating to the drainage. The Clerk has been told the Parish Council aren't permitted to be part of this discussion

**Question:** Will there be a pump system at the new development for connection to the mains drainage

**Answer:** Basingstoke and Deane have confirmed that the approved plans for the development do not include a pumping station. As before, the developers are in communication with Thames Water regarding connection to the mains drainage

**Question:** Although work has been completed on the verge at the pinch point in Weston Road there are questions as to whether the work will have a permanent effect. Something more substantial such as railway sleepers would be more appropriate

**Answer:** The verge will be monitored and if necessary Hampshire Highways approached again

**005/FC/09/19-20 Receive reports**

The Lengthsman presented his report which can be found in Appendix A

**006/FC/09/19-20 Consider and discuss the following planning applications:**

**006.1/FC/09/19-20 Erection of a replacement part to an existing wall**

**Wayside Cottage/Gables House, Church Street, Upton Grey, RG25 2RA**

**Reference 19/01971/HSE**

Due to his interest in this application Cllr Holroyd was unable to take part in the discussion. In view of this there were not enough Councillors present to make the discussion quorate and so the Parish Council were unable to discuss this application. The Clerk would inform the Planning Officer accordingly

**006.2/FC/09/19-20 Yew: reduce height to approx 2m (same height as adjacent Leyland cypress). Purple Plum: reduce to a height of 4m with a radial spread of approx 5m. Suppressed Yew: fell to ground level**

**Harewood, Weston Road, Upton Grey, RG25 2RH**

**Reference T/00350/19/TCA**

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

**006.3/FC/09/19-20 T1 Silver Birch: crown reduce to no less than 6m in height**

**Land at the pond, Weston Road, Upton Grey, RG25 2RA**

**Reference T/00354/19/TCA**

This item was not discussed as the tree is owned by the Parish Council. There were **no objections** from members of the public at the meeting

**006.4/FC/09/19-20 Erection of part single/part two storey front extension, single storey rear extension, single storey side extension and erection of porch**

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

**Reference 19/02219/HSE**

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

**006.5/FC/09/19-20 Erection of boundary wall**

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

**Reference 19/02353/HSE**

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

**007/FC/09/19-20 Update on previous planning applications**

Since the Parish Council meeting in July Basingstoke and Deane Borough Council have approved the following tree works applications:

T/00291/19/TCA Sycamore Cottage

T/00335/19/TCA Gables House (In line with the Upton Grey Planning Protocol the Clerk had sent the comment of no objection to this application; due to his interest Councillor Holroyd had not been part of this discussion)

Since the Parish Council meeting in July Basingstoke and Deane Borough Council have approved the following planning applications:

19/01287/HSE 18 Little Hoddington

19/01658/HSE Gatesgarth, Cleves Lane

Since the Parish Council meeting in July Basingstoke and Deane Borough Council have refused the following change of use application:

19/01654/GPDADW Land At 469915 149002 Upton Grey

**008/FC/09/19-20 Approve the Electronic Payment request for September**

The Electronic Payment request as shown below was approved for September

Upton Grey Parish Council September 2019 Electronic Payment Request

To	Item	Amount	Invoice number	Type
Staff	Salary September 2019	£576.00		
	Home Office Expenses September 2019	£18.00		
	Total	<b>£594.00</b>	9/19	SO
Staff	Expenses	<b>£26.15</b>	9/19	EP
Staff	Salary September 2019	<b>£44.40</b>		EP
HMRC	Tax & NI September 2019	<b>£11.00</b>		EP
Saunders Landscape	Maintenance September 2019	<b>£215.00</b>	1288	SO
Aquila WJS Ltd	Payroll	<b>£86.40</b>	2020/06	EP
<b>Chairmans Signature and date:</b>				

**009/FC/09/19-20 Note the current financial situation and sign bank statements**

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

**Current Account: £6050.59**

**Savings Account: £15292.15**

**010/FC/09/19-20 Review and sign Bank Standing Order payments until March 2020**

Bank Standing Order payments until March 2020 were reviewed and signed by Cllr Holroyd and Cllr Harman. A copy can be found in Appendix C

**011/FC/09/19-20 Review and sign Upton Grey Parish Council Financial Regulations**

The Financial Regulations had been amended in line with guidance from the National Association of Local Councils (NALC), these were reviewed by the Parish Council and signed and dated by the Chairman and Clerk. The next review date will be July 2020

**012/FC/09/19-20 Review and sign Upton Grey Parish Council Standing Orders**

The Standing Orders had been amended in line with guidance from NALC, these were reviewed by the Parish Council and signed and dated by the Chairman and Clerk. The next review date will be July 2020

**013/FC/09/19-20 Discuss marketing for the village shop**

It was agreed to postpone this agenda point until a future date

**014/FC/09/19-20 Discuss jobs for the County Council Lengthsman visit in October**

It was discussed and agreed to ask the County Council Lengthsmen to complete the following jobs at their next visit on 14 October 2019:

- Complete repair of the 'road narrows' sign on Church Street
- Re dig grips on Weston Road from Weston Close to Hunts ( this is dependant on the timing of hedge and ditch cutting in Weston Road )
- Remove moss from the paths in Weston Close
- Remove leaves from around the tennis courts

**015/FC/09/19-20 Review and discuss quote received for maintenance at the playground**

The Clerk and Cllr Barker met with a contractor at the playground in July 2019 and discussed maintenance issues noted by the Playground Inspector. The contractor is used by Basingstoke and Deane for all Borough maintained playgrounds and has completed the most recent maintenance work at Upton Grey Playground.

An assessment of the whole playground was undertaken and the long term status assessed. In the contractors opinion the following maintenance work is necessary for safety reasons and to maintain the longevity of equipment:

- Repair the shrunken surface edges of the multi-unit, slide unit, flat swing bay and cradle swing bay
- Replace damaged and worn 'shop shelf' on the slide unit

- Concrete and anchor the bin to the playground surface
- Paint the slide unit
- Replace bolt protection cap on the MUGA
- Adjust self closure mechanism and put buffers on the gate

The quotation from the contractor, Dick Randall services, was discussed. (A copy of the quotation can be found in Appendix D) It was noted that the contractor has agreed to replace a bolt protection cap on the MUGA and to repair the gate free of charge. The Clerk advised that the amount remaining in the budget for repairs and maintenance was not enough to cover this work however there was £2000 remaining in the budget allocation for Grants and Donations. It was discussed and agreed that this work is necessary for the safety of users of the playground and the longevity of the Parish Councils assets, and so the Clerk would ask Dick Randall to proceed with the work at a total cost of £1535 plus VAT

**016/FC/09/19-20 Review and discuss quote received for pruning of the Parish Council owned silver birch tree at the pond**

The quotation from Shire Tree Care for the pruning of the silver birch tree at the pond was discussed. (A copy of the quotation can be found in Appendix E.) The Clerk confirmed that taking into account already agreed payments there was £252 remaining in the current budget for Repairs and Maintenance. As the tree needs to be pruned for safety purposes it was agreed to ask Shire Tree Care to proceed with the work at a cost of £260, subject to approval from Basingstoke and Deane Borough Council. The payment would be met within the repairs and maintenance budget

**017/FC/09/19-20 Discuss road safety in Upton Grey**

The Clerk reported that the average cost for an SID (Speed Indicator Device) including posts, clamps, data collection unit and a padlock would be £3823 plus VAT

Cllr Barnes confirmed that Preston Candover Parish Council are happy to lend us their SID for one month free of charge.

The Clerk advised that whether the Parish Council rent/borrow or buy an SID, an S72 Licence is required. This licence is issued by Hampshire County Council once they have approved both sites and a deployment schedule for an SID. The installation of an SID (permanent or temporary) is very likely to require the installation of suitable posts which would be at a cost to the Parish Council.

In view of the limited funds remaining in this years budget it was agreed that before committing to an SID the best way forward would be to obtain data regarding speed of vehicles in the village.

The Clerk advised the Traffic and Safety Team at Hampshire County Council have a traffic monitoring team who will complete a single week long survey using a data recorder for £245 plus VAT.

It was resolved that the Parish Council will ask for this survey to be completed before making further decisions regarding the purchase or hire of an SID.

**018/FC/09/19-20 Update on Weston Road development**

The Clerk has spoken to the Compliance and Enforcement Team at Basingstoke and Deane Borough Council who have confirmed that work at the development is in line with the approved Planning application. Foul water drainage at the site is also in accordance with plans which were agreed in January 2017 which involves connection to the existing foul water network. This information was provided at a previous Parish Council meeting in July 2017. The developers have submitted an application form to Thames Water who will need to review and approve plans before connection to the existing network can take place. Thames Water have informed the Clerk that this discussion is not open to third parties. The Clerk has asked the Planning Officer if the Parish Council could be kept informed if Basingstoke and Deane receive any details regarding this work. The Compliance and Enforcement Team have also confirmed that the affordable housing at the development has not been sold to a different developer.

**019/FC/09/19-20 Confirm date and time of the next meeting**

The next Parish Council meeting would be held in the village hall at 7pm on Thursday 17 October 2019

**There being no other business the meeting closed at 8.09pm**

## **Appendix A**

### **Upton Grey Lengthsman Report September 2019**

#### **Litter**

Normal clean ups undertaken

No flytipping

#### **Highways**

Potholes on upper Church Street and Greywell Road have been repaired

Extensive resurfacing in Cleves Lane

Pond drains cleared by council

Weston Road pinchpoint restored and new reflective posts installed

#### **Salt bins**

Lees Hill OK

Village hall, Tunworth Hill, and Weston Close need refills

Damaged bin at Cleves Lane needs replacement and refill.

All reported to Hampshire County Council

#### **Pond area**

Small area remains uncut in order to accommodate ducks and moorhens

#### **Footpaths**

Fallen tree branch and overgrowth on footpath 6 has been actioned

## Appendix C

### Upton Grey Standing Orders 20 September 2019-31 March 2020 Payments from Treasurers Account

<b><u>Payment Date</u></b>	<b><u>To</u></b>	<b><u>Item</u></b>	<b><u>Amount</u></b>
20 September 2019	Staff	Salary & Home Office Expenses	£594.00
20 September 2019	Saunders Landscape	Maintenance Contract	£215.00
20 October 2019	Staff	Salary & Home Office Expenses	£594.00
20 October 2019	Saunders Landscape	Maintenance Contract	£215.00
20 November 2019	Staff	Salary & Home Office Expenses	£594.00
20 November 2019	Saunders Landscape	Maintenance Contract	£215.00
20 December 2019	Staff	Salary & Home Office Expenses	£594.00
20 December 2019	Saunders Landscape	Maintenance Contract	£215.00
20 January 2020	Staff	Salary & Home Office Expenses	£594.00
20 January 2020	Saunders Landscape	Maintenance Contract	£215.00
20 February 2020	Staff	Salary & Home Office Expenses	£594.00
20 February 2020	Saunders Landscape	Maintenance Contract	£215.00
20 March 2020	Staff	Salary & Home Office Expenses	£594.00
20 March 2020	Saunders Landscape	Maintenance Contract	£215.00

Signed:

Signed:

Date:





**Dick Randall Services Ltd.**

12, Newtown Road  
Liphook  
Hants  
GU30 7DT

Phone: 01428 724942  
Mobile: 07766 240161.  
E-Mail:  
[dickrandall@hotmail.co.uk](mailto:dickrandall@hotmail.co.uk)

To: **Estimate.**

Beverly Bridgman  
Clerk to..  
Upton Grey Parish Council  
Upton Grey  
Hants.

01256 861371

Ref No: RR/BB/Upton Grey

Date: 06/08/2019

Your Ref: Play Area Repairs

Reg VAT Number. 257240118

**To Undertake The Following...**

..

**PLAY AREA REPAIRS..**

**MULTI-UNIT..**

Cut out a damaged area of wet pour rubber 2 m X 500mm X 60mm deep under the rope net.  
Supply and install new wet pour rubber to seal the area to the existing surface.

**FLAT SWING BAY..**

Cut back 4.5 Linear Metres X 100mm wide X 60mm deep of damaged and shrunken wet pour rubber.  
Supply and install new wet pour rubber and seal the edges to the existing surface.

**CRADLE SWING BAY..**

Cut back 6 Linear metres X 100mm X 60mm deep of damaged and shrunken wet pour rubber.  
Supply and install new wet pour rubber and seal the edges to the existing surface.

**SLIDE UNIT..**

Remove damaged and worn "Shop Shelf" from the main unit.  
Manufacture from Buffalo Board and install a new "Shop Shelf" to the main unit.

**WASTE BIN..**

Excavate an area inside the gate of the play area. Fit a new round slab base to the bin.  
Supply and install "Earth Anchors" and concrete into the ground to secure the bin.

MUGA.. Supply and install a new Bolt Protection Cap. FOC...

**£970.00 Plus VAT**

**SLIDE UNIT.**

To... Prepare, undercoat and gloss paint the unit in various colours. **£565.00 Plus Vat.**

We hope you find these estimates acceptable, but should you have any queries, please do not hesitate to contact us.

Yours Sincerely

*Richard Randall*

For: Dick Randall Services Ltd.

*All works are guaranteed for 12 months from the time of undertaking. This guarantee does not apply to the following..... Acts of vandalism. Acts of God, including, Fire, Flood and Earthquake. Damage by machinery, includes, Mowers & Strimmers. Damage or mis-repair arising from persons other than those employed by "Dick Randall Services Ltd". We must receive written acceptance of this estimate before works can take place. (E-Mail accepted) Estimate is valid for 30 days from Estimate date: Any "Extras" must be priced and agreed upon before works commence. Payment for works undertaken is strictly 14 days of invoice date.*

Charles Holroyd  
Gables House  
Uptown Grey  
RG25 2RA

## Quote

**Quote Number** E00467  
**Quote Date** 30 Jul 2019

Description	Amount
Reduce and shape whole crown of Silver Birch by pond	260.00
Clear all rubbish and timber from site	

---

**Total Quote (GBP) £260.00**

*Non VAT registered*

Proud members of  
**Checkatrade.com**  
Where reputation matters

**Upton Grey Parish Council Monthly Sheet for September 2019 (Appendix B)**

**Lloyds Current Account**

Balance as at 12 July 2019

£8446.31 (agrees statement dated 31 July 2019)

**Payments**

<b>Date</b>	<b>To</b>	<b>Amount</b>
23 July 2019	Staff salary & expenses July 2019	£652.00
23 July 2019	Staff salary & expenses July 2019	£44.40
23 July 2019	HMRC Tax & NI July 2019	£11.00
23 July 2019	Saunders Landscapes Invoice 1265	£215.00
22 July 2019	HALC (training for Cllr Barker)	£114.00
22 July 2019	CPRE (renewal of membership)	£36.00
22 July 2019	Upton Grey Village Hall (rent of hall and shop payment)	£663.00
16 August 2019	Staff salary & expenses August 2019	£594.00
16 August 2019	Staff salary & expenses August 2019	£44.20
16 August 2019	HMRC Tax & NI August 2019	£11.20
16 August 2019	Saunders Landscapes Invoice 1275	£215.00
<b><u>Receipts</u></b>		
<b>Date</b>	<b>From</b>	<b>Amount</b>
19 July 2019	VAT re-claim	£204.08

**Balance as at 13 September 2019**

**£6050.59**(agrees on line statement dated 13 September 2019)

**Lloyds Savings Account**

Balance as at 12 July 2019

£15290.85 (agrees statement dated 1 August 2019)

**Receipts**

<b>Date</b>	<b>From</b>	<b>Amount</b>
9 August 2019	Bank interest	£0.65
9 September 2019	Bank interest	£0.65

**Balance as at 13 September 2019**

**£15292.15** (agrees on line statement dated 13 September 2019)

**Total Balance as at 13 September 2019**

Lloyds Current Account	£6050.59
Lloyds Savings Account	£15292.15
Unpresented cheques	Nil
Cancelled cheques	Nil
Net Bank Balance	<b>£21342.74</b>

**Chairmans Signature and date:**

Upton Grey Parish Council October 2019 Electronic Payment Request

To	Item	Amount	Invoice	Type
<b>Staff</b>	Salary October 2019	£576.00		
	Home Office Expenses October 2019	£18.00		
	Total	<b>£594.00</b>	10/19	SO
<b>Staff</b>	Salary October 2019	<b>£44.40</b>		EP
<b>HMRC</b>	Tax & NI October 2019	<b>£11.00</b>		EP
<b>Saunders Landscape</b>	Maintenance October 2019	<b>£215.00</b>	tbc	SO
<b>Cross Court Services</b>	Autumn Chemical Treatment	<b>£150.00</b>	2971	EP
<b>Chairmans Signature and date:</b>				

## Upton Grey Parish Council Monthly Sheet for October 2019 (Appendix B)

### Lloyds Current Account

Balance as at 13 September 2019

£6050.59 (agrees statement dated 30 September 2019)

#### Payments

Date	To	Amount
20 September 2019	Staff salary & expenses September 2019	£620.15
20 September 2019	Staff salary & expenses September 2019	£44.40
20 September 2019	HMRC Tax & NI September 2019	£11.00
20 September 2019	Saunders Landscapes Invoice 1288	£215.00
20 September 2019	Aquila WJS Ltd (payroll) Invoice 2020/06	£86.40

#### Receipts

Date	From	Amount
23 September 2019	Balance of Precept	£8120.00

**Balance as at 11 October 2019**

**£13193.64** (agrees on line statement dated 11 October 2019)

### Lloyds Savings Account

Balance as at 13 September 2019

£15292.15 (statement not yet received)

#### Receipts

Date	From	Amount
9 Oct 19	Bank interest	£0.63

**Balance as at 11 October 2019**

**£15292.78** (agrees on line statement dated 11 October 2019)

#### **Total Balance as at 11 October 2019**

Lloyds Current Account	£13193.64
Lloyds Savings Account	£15292.78
Unpresented cheques	Nil
Cancelled cheques	Nil
Net Bank Balance	<b>£28486.42</b>

**Chairmans Signature and date:**

Upton Grey Parish Council Second Quarter Accounts 30 September 2019

**Incoming Payments**

	Predicted 2019-2020	Already received	Payments due
Precept	£16240.00	£16240.00	£0.00
Bank Interest	£200.00	£3.82	
VAT refund	£1400.00	£204.08	£414.68
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>£18529.90</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	£3830.00	£3830.00	-£216.00
Clerk's Expenses (mileage)	£100.00	£31.27	£0.00	£68.73
HMRC	£132.80	£66.40	£66.40	£0.00
Pension	£0.00	£0.00	£0.00	£0.00
Administration	£400.00	£350.38	£0.00	£49.62
Insurance	£650.00	£621.76	£0.00	£28.24
Training	£100.00	£95.00	£55.00	-£50.00
S137	£0.00	£0.00	£0.00	£0.00
Subscriptions	£578.00	£309.00	£0.00	£269.00
Chairmans Allowance	£50.00	£0.00	£0.00	£50.00
Repairs and Maintenance	£4300.00	£2171.22	£3455.00	-£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	£227.42	£381.00	£791.58
<b>Totals</b>	<b>£19708.80</b>	<b>£9469.44</b>	<b>£8450.40</b>	<b>£1788.96</b>

Balance Carried forward 01/04/19 £19425.33

**ADD** Total Receipts (as above) £18,529.90

**LESS** Total payments (as above) £9,469.44

**Balance Carried forward 30/09/19** £28,485.79

Current Account as at 30/9/19 £13,193.64

Savings Account as at 30/9/19 £15,292.15

**Total** £28485.79