

UPTON GREY PARISH COUNCIL

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

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

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

	2018	2019
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 Lengthsman 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

<u>Date</u>	<u>To</u>	<u>Amount</u>
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

<u>Date</u>	<u>From</u>	<u>Amount</u>
		£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

<u>Date</u>	<u>From</u>	<u>Amount</u>
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	£25378.99

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
Totals	£19782.00	£18531.81	£100.48

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
Totals	£19708.80	£12578.80	£5502.60	£1627.40

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