

UPTON GREY PARISH COUNCIL

Minutes of the Upton Grey Parish Council Annual Meeting held in the Village Hall on 20 May 2019 at 7.00pm

In attendance: - Cllr Alison Barker, Cllr Paul Barnes, Cllr Tim Harman, Cllr Charles Holroyd, Cllr Nick Ralls, Cllr Paul Gray and Cllr J Wallinger

Also in attendance- Beverley Bridgman (Parish Clerk) the Parish Lengthsman George Hillier and 3 members of the public

Draft minutes subject to confirmation

The meeting was opened at 7.04pm by Cllr Gray. Both Cllr Gray and Cllr Wallinger retired from the Parish Council after nomination of the new Chairman and Vice Chairman

001/FC/05/19-20 To elect Chairman and receive Declaration of Acceptance of Office

Cllr Ralls nominated Cllr Holroyd, this was seconded by Cllr Barnes. All members voted unanimously to accept this resolution

002/FC/05/19-20 To consider whether a Vice Chairman is required and if so elect and receive Declaration of Acceptance of Office

It was decided that a Vice Chairman is required, Cllr Holroyd nominated Cllr Ralls, this was seconded by Cllr Harman. All members voted unanimously to accept this resolution

003/FC/05/19-20 To consider and adopt the General Power of Competence

As over 2/3 of the Parish Council have been elected and the Parish Clerk has obtained the CiLCA qualification it was resolved that Upton Grey Parish Council are able to and would adopt and exercise the General Power of Competence

004/FC/05/19-20 To receive Declarations of Acceptance of Office for all Councillors

Declarations of Acceptance of Office were received from all Councillors

005/FC/05/19-20 Receive and note any declarations of interest relevant to the Agenda

None

006/FC/05/19-20 The Chairman to sign as a correct record the minutes of the Parish Council meeting held on 18 April 2019

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

007/FC/05/19-20 Open the meeting to members of the public

Five members of the public (including the recently retired Chairman and Vice Chairman)

008/FC/05/19-20 Receive reports

The Lengthsman presented his report. PC Andy Reid wasn't present but had sent his annual report. As Chairman of the Tennis Committee, Cllr Holroyd presented the annual Tennis Club report. As retiring Chairman, Paul Gray presented the annual Parish Council report. All these reports are in Appendix A

009/FC/05/19-20 Consider and discuss the following planning applications:

**009.1/FC/05/19-20 Erection of a single storey rear extension
1 Little Hoddington, Upton Grey, RG25 2RN
Reference 19/01075/HSE**

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

**009.2/FC/05/19-20 Beech (T1) (a series of small beech trees): Fell
Hazel (T2): Fell
Hinoki Cypress (T3) (roughly 10 feet tall): Fell
4 no. Silver Birch (T4): Fell
4 no. Small hazel trees (T5): Fell
Lime Tree (T6): Fell
Leylandii hedge (T7): Fell
Taxus Baccata (T8): Fell
Dwarf Conifer (T9): Fell
The Red House, Weston Close, Upton Grey,
RG25 2 RX
Reference T/00170/19/TCA**

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

**009.3/FC/05/19-20 Yew: remove to below level of existing hedge
Mayfield Cottage, Weston Road, Upton Grey,
RG25 2RH
Reference T/00183/19/TCA**

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

**009.4/FC/05/19-20 Variation of condition 1 of 17/03210/LBC to
allow amended plans for the requirement of
further underpinning below existing ground
floor
Hoddington House, Baymans Lane,
Hoddington, Upton Grey, RG25 2RU
Reference 19/01138/LBC**

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

009.5/FC/05/19-20 T1 Maple: fell
Gatesgarth, Cleves Lane, Upton Grey,
RG25 2RG
Reference T/00205/19/TCA

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

010/FC/05/19-20 Update on previous planning applications

Since the last Parish Council meeting on 18 April 2019 Basingstoke and Deane Borough Council have approved the following planning application:

19/00766/HSE Barleycorn, Cleves Lane, Upton Grey, RG25 2RG

011/FC/05/19-20 To confirm renewal of the Parish Council Insurance Policy

The Parish Council signed up for a 3yr agreement with AXA in 2018 at an annual cost of £447.83. Due to index linking on sums insured the renewal premium for 2019 is £459.76. It was resolved to accept this renewal figure for the following year

012/FC/05/19-20 Approve the Electronic Payment request for May

The electronic payment request as shown below was approved for payment

Upton Grey Parish Council - May 2019 Electronic payments

| To | Item | Amount | Invoice number | Type |
|---------------------------|------------------------------------|----------------|----------------|------|
| Staff | Salary May 2019 | £576.00 | | |
| | Expenses May 2019 | £111.18 | | |
| | Total | £687.18 | 5/19 | EP |
| Staff | Salary May 2019 | £44.40 | | EP |
| HMRC | Tax & NI May 2019 | £11.00 | | EP |
| | Total | £55.40 | May | |
| Saunders Landscape | Maintenance May 2019 | £215.00 | 1240 | EP |
| Came & Company | Parish Council Insurance 2019-2020 | £459.76 | 6903761 | EP |
| J Smith & Son | Removal of trees at Cleves Lane | £264.00 | 6517 | EP |

013/FC/05/19-20 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 £11422.84

Savings Account £15289.57

014/FC/05/19-20 To discuss the Internal Auditors report for the last financial year

The Internal Auditors report for the year 2018-2019 can be found in Appendix C.

The report was discussed. The Parish Clerk advised the following:

- AXA had confirmed that the excess for Fidelity cover under the Parish Council Insurance Policy is £250, and not £2500.
- The playground would need to be assessed by Councillors in the coming months
- The administrator for the village Facebook page was happy for the Parish Council to publicise meetings and important information on this site. It was agreed that Cllr Barker would liaise with the administrator with a view to beginning this process in the coming months
- The Parish Clerk would begin the process of including an agenda pack on the Parish Council website in the coming months
- Information regarding training courses for new members had been circulated by the Parish Clerk and would be discussed in the next agenda point

015/FC/05/19-20 Discuss training for new Councillors and Chairman

A training course for new Councillors entitled 'The Knowledge and Core Skills parts 1 & 2' would be held in Basingstoke on 2 July. Cllr Barker confirmed that she could attend. Due to other commitments other Councillors are unable to attend. It was resolved that the Parish Clerk would book the training for Cllr Barker at a cost of £95 but also contact HALC regarding the possibility of holding a training event in the village specifically for our Councillors; she would also enquire about on-line training

016/FC/05/19-20 Update on the village shop

Cllr Holroyd reported that a new alarm system and CCTV had been installed, the cost of which had been covered by contributions from villagers. A summary of the survey for the shop was being compiled, this would be discussed with Cllr Holroyd, the Treasurer of the Village Hall Committee and the shop manager with a view to circulating the results after discussions.

017/FC/05/19-20 Discuss purchase of an up to date Local Council Administration book (11th edition) for the Parish Clerk

It was discussed and agreed that the Parish Clerk could purchase the 11th edition of Local Council administration at a reduced cost of £103.99 plus postage from the SLCC website

018/FC/05/19-20 Discuss grant request received from Upton Grey Theatre Group for an Open Air Theatre Production on 11 August 2019

The request was discussed and it was agreed to approve a grant of £400 towards the Open Air Theatre Production on 11 August 2019

019/FC/05/19-20 Discuss grant request received from Upton Grey Parochial Church Council for the Church fete on 8 June 2019

The request was discussed and it was agreed to approve a grant of £600 towards the Church fete on 8 June 2019

020/FC/05/19-20 To agree the dates and times of the Parish Council meetings until May 2020

It was discussed and agreed that all Councillors are happy to continue with Parish Council meetings at 7pm on the third Thursday of the month, with no meetings in August and December. As meetings have already been booked until January 2020 it was agreed that it's not necessary to book any further dates for now.

021/FC/05/19-20 Confirm the date and time of the next meeting

It was confirmed that the next Parish Council meeting will be at 7pm on Thursday 20 June 2019

Appendix A

Lengthsman Report May 2019

Litter

Normal clean ups undertaken

Fly tipping

Upright fridge removed from Greywell Road on May 3

Large amount of fly tipping reported at various points in the area, The Golden Pot, Long Sutton and on the byway up to Five Lanes from the Greywell Road.

District Councillor Mark Ruffell has been interviewed for South Today and issued an appeal for information

Highways

Further potholes on Church Street reported

Pothole along Greywell Road reported

Pond area

Garden wall at Willow Cottage is under reconstruction

'Ducks crossing' sign installed by the Parish Council, a further 2 signs will be installed

Footpaths

Footpath No 6 blocked by fallen branch, reported to Hampshire County Council

Footpath No 7 ,rerouted last year, is now lined with bushes and trees which are encroaching and need cutting back, reported to Hampshire County Council

References are: PROW 135978 and PROW 787084

Jobs Actioned this month by the County Council Lengthsman

Moss and weeds removed in and around the playground area

On the Tunworth Road entrance to the village the entrance signs, and speed limit signs have been cleaned and the hedge cut around these signs

The sign to the left of Cleves Lane and speed limit signs have been cleaned

The signs around the pond, the 30 speed limit sign and school signs have been cleaned

On the Weston Road entrance to the village the entrance signs and speed limit signs have been cleaned

On the Bidden Road entrance to the village the entrance signs and speed limit signs have been cleaned and the road hedge trimmed and trimmed around the bottom of the pole

The next visit will be on 9 July 2019

Appendix A

PC Andy Reid Annual Report

| | |
|---------------------|----|
| REPORTED CRIME 2016 | 19 |
| REPORTED CRIME 2017 | 19 |
| REPORTED CRIME 2018 | 11 |

Having retained the same level of reported crime for two years in succession, 2018 changed and I am pleased to report a good reduction of eight on the 2017 figures.

The reported crime consisted for four non dwelling burglaries, two were at garages where a chainsaw and garden equipment was stolen and the other had no property stolen, but damage caused to the door. The third and fourth at the village shop. We had a theft of scrap metal reported, four criminal damage offences which comprised of two to crops amounting to damage of £5,100 to the land owner, damage to a parked vehicle and to a lead garden ornament. There was one theft of a small all-terrain 4x4 vehicle from outside a Game Keepers house, literally within thirty minutes of him finish using and securing it and one harassment offence reported.

Other incidents in the parish included two damage only road traffic incidents (accidents), several reports of a lady walking to or from the village not wearing suitable winter clothing, the lady did live in the village for a short while but frequently walked back to the Warnboroughs, she has since moved away from Upton Grey.

We had a report of a missing local resident who sadly was found to have committed suicide. Three reports of poaching, a report of 'Teak Sellers' in the village whom I managed to stop and give suitable advice to in Weston Patrick. We also had four abandoned 999 calls which were deemed as 'pocket dials', three reports of suspicious people, two men and a female, reports of drugs misuse on the Recreation Field, I attended the location and parked elsewhere in the village in order of trying to apprehend offenders, I am aware who is involved within illegal drugs in the village and will continue to do all that I can to prevent its use by young people. We also had reports of trees down in the parish, a tractor and bailer on fire which was dealt with by the local Fire Brigade, a HGV causing an obstruction, four false burglar alarm activations and three damage only road traffic incidents (accidents).

I also had the pleasure of attending the village fête, spring flower show and 'Soap Box Derby'.

2019

Reports of poaching at Manor Farm, two men seen setting dogs onto a Roe deer, a damage only road traffic incident, teak sellers, stopped in W. Patrick. False burglar alarm activation, children aged about 12 placing leaflets through doors.

Appendix A

I have carried out speed enforcement and issued several warnings and taken enforcement action against a driver travelling in excess of 43 mph.

Crime

- 2 x Theft from vehicles – registration plates & attempted break into works van
- 2 x Theft – one after domestic incident the other of scaffold equipment
- 1 x Non dwelling burglary – Old Woodyard

I wish to offer my grateful thanks to George for his excellent work with the Neighbourhood Watch and to all members of the Parish Council for their continued support, likewise to the local residents.

Appendix A

UPTON GREY TENNIS COURT MANAGEMENT COMMITTEE

Report to the Upton Grey Tennis Court AGM on Wednesday 15th May 2019

Report to the Upton Grey Parish Council on Monday 20th May 2019

Introduction

The Upton Grey tennis court is owned by the Upton Grey Parish Council ("PC") which in July 2004 appointed the Upton Grey Tennis Court Management Committee ("TC") as its agent for managing the court on its behalf.

This report covers the operations of the Upton Grey Tennis Court in the tennis-playing year 1st May 2018 to 30th April 2019, the twentieth year of the court's existence, and reviews playing fees, childrens' tennis, coaching activities, fund raising and overall financial aspects.

Playing Fees

To promote tennis in the village and to encourage people to use the court, playing fees are kept at very modest levels and commensurate with meeting the financial goal. The current playing fee rates are £30 per family, £20 for individuals over 18 and £5 for individuals under 18. These have been unchanged for many years. Opportunities for occasional use of the court can also be provided although these are small relative to annual subscriptions.

29 membership fees were received in the 2018/19 season, mostly for families, compared with 28 in the preceding year. Playing fee income was £805 and was down slightly on the prior year's £830.

Tennis Coaching

With the Tennis Court on a firm financial footing through fund-raising activities by the membership and committee over many years, we continue to give emphasis to the use of the TC-generated funds to encourage increased activities for adults' and childrens' tennis in Upton Grey.

For the past four years the TC has arranged two sets of coaching for village children aged 5-12, one in the Easter and one in the Summer holidays. In the Summer there were 45 children and over the recent Easter holidays we had 41 children. The coaching represents a major level of interest from parents and children and engenders a strong feeling of local community. The tennis coaching was organised mainly by Susannah Livingston Booth, with coach Andrew Ridgers and his assistant Antonia MacPhee from Odiham Tennis Club. Andrew is a level 4 certified LTA Coach. The Upton Grey Educational Trust generously contributed £400 towards the coaching.

Tennis Mixer

We held a social tennis mixer evening on the 28th June, arranged by James Acheson-Gray. Many members joined in for a truly great evening, ending up at James' house. The Committee intends to hold another mixer this year on Thursday the 27th June.

Security & Maintenance

Maintenance of the Court is managed by Rosie Ralls. The court has been chemically cleaned and treated and remains in good order. Small areas of external wear have been repaired when necessary by John Smith. During the year, the largest cost was to repair the wall at the left-hand side of the entrance, costing £1,150 excl. VAT.

A dark green windbreak has been installed at one end of the court to improve ball visibility. When originally constructed, the builder forecast 16 years before the court would need a complete resurfacing. The TC's attention has meant that the court is now in its twentieth year and remains in good playing condition.

Fund Raising and Overall Finance

The agreed overall aim of the TC has been to generate a capital reserve by achieving a net cash surplus each year, which is accumulated by the Parish Council for what will be an expensive re-surfacing of the tennis court when this becomes necessary.

Surplus cash is held as a contingency against unexpected court problems, significant maintenance requirements, and/or to provide support for the playing of other sports in the village, particularly amongst its younger people.

The TC's funds and accounts are managed by the Treasurer, Julia Harker. Cheque payments from the TC account require two signatories. Amounts over £100 are paid through the Parish Council.

The accounts for the 2018/19 season show revenues of £2,393.00 and expenditure of £3,230.01, giving a decrease in the capital reserves of £837.01. This compares to an increase in reserves in the prior year of £790.00. The closing Balance Sheet at 30th April 2018 shows a positive position of £18,996.47, representing many years of fundraising activities by the Committee.

A copy of the profit and loss statement and balance sheet is attached.

Wimbledon 2018

The Club is a member of the LTA. As such it has been able to benefit from membership in terms of advice, lower insurance premium, and tickets to Wimbledon. Four pairs of tickets have been awarded for 2019. These get allocated in a blind draw to club members who registered for the competition.

Committee

The members of the Tennis Committee for 2018/19 have been James Acheson-Gray, Rosie Ralls (Maintenance), Claire Overton (Club Secretary), Julia Harker (Treasurer), Ant Langly-Smith (Marketing), Susannah Livingston Booth (Coaching) and Charles Holroyd. As Chairman I would like to thank all the members of the Committee for the time they give and for being such a well organised and enthusiastic team.

We would also like to thank the Parish Council and the Upton Grey Educational Trust for their continuing encouragement and support.

Upton Grey Tennis Court
Consolidated PC/TC Funds for Financial Year 1st May 2018 - 30th April 2019

PROFIT AND LOSS

| Item | Year 1st May 2018 - 30th April 2019 | | Year 1st May 2017 - 30th April 2018 | |
|---|-------------------------------------|-----------------|-------------------------------------|-----------------|
| | £ | £ | £ | £ |
| Income | | | | |
| Annual Playing Fees | 805.00 | | 830.00 | |
| Pre-payment of subs | 50.00 | | 0.00 | |
| Donation | 0.00 | | 0.00 | |
| Bank Interest from PC deposit account | 0.00 | | 0.00 | |
| TC Fundraising events (late payment Hog Limelight 1/2016 in 2017) | 0.00 | | 429.00 | |
| Junior Coaching - Subs for Summer and Easter | 1138.00 | | 1,392.00 | |
| Donations from UG Educational Trust for Junior Coaching etc | 400.00 | | 300.00 | |
| | | ----- | | ----- |
| Total Income | | 2,393.00 | | 2,951.00 |
| Expenses | | | | |
| 3rd Party Liability Insurance Premium (paid by PC) | 0.00 | | 0.00 | |
| Purchase of spare court keys / padlocks / measuring stick / broom etc | 21.98 | | 33.00 | |
| Court Maintenance & Repairs (paid by PC excl. VAT) | 845.00 | | 690.00 | |
| Court Maintenance & Repairs (new net in FY 2016/17, paid from TC a/c) | 115.00 | | 108.00 | |
| Court wall repair (paid from PC a/c) | 1150.00 | | | |
| Purchase of dark green windbreak | 184.03 | | | |
| AGM and meeting expenses | 138.00 | | | |
| Junior Coaching - Costs (Easter 2018 in 19/20 year) | 630.00 | | 1,160.00 | |
| LTA registration | 110.00 | | 110.00 | |
| Information flyers and distribution | 36.00 | | 60.00 | |
| | | ----- | | ----- |
| Total Expenses | | 3,230.01 | | 2,161.00 |
| | | ----- | | ----- |
| Net Surplus Tennis Funds | | -837.01 | | 790.00 |

BALANCE SHEET

| | | | | |
|--|-----------------|------------------|-----------------|------------------|
| Opening Cash Balances as at 1st May | 19,833.48 | | 19,043.48 | |
| Represented by: | | | | |
| PC Tennis Funds brought forward as at 1st May | 17,111.35 | | 16,191.35 | |
| TC Tennis Funds brought forward as at 1st May | 2,722.13 | | 2,852.13 | |
| | | ----- | | ----- |
| Total Tennis Funds as at 1st May | | 19,833.48 | | 19,043.48 |
| Add surplus for the year | | -837.01 | | 790.00 |
| | | ----- | | ----- |
| Total Funds as at 30th April | | 18,996.47 | | 19,833.48 |
| | | ----- | | ----- |
| Represented by: | | | | |
| PC Tennis Funds bank account as at 30th April | 15,632.32 | | 17,111.35 | |
| TC Tennis Funds bank account as at 30th April | 3364.15 | | 2,722.13 | |
| | | ----- | | ----- |
| Total Funds as at 30th April | | 18,996.47 | | 19,833.48 |
| | | ----- | | ----- |
| Note: Net funds transferred to PC (TC amount) | | | | |
| Opening | 17111.35 | | 16191.35 | |
| Payment by PC of court maintenance etc | -2179.03 | | -690.00 | |
| Additions - cheques to PC for subscriptions | 700.00 | | 1610.00 | |
| Closing funds | 15632.32 | | 17111.35 | |

Appendix A

Upton Grey Parish Council Chairman's report – May 2019

As the retiring chairman of Upton Grey Parish Council I would like to tell you about the activities of the Parish Council in the year. But first firstly I would to thank the Parish Councillors who have served in the past year for the time and effort they devote to their duties, which they do on a completely voluntary basis. I would also like to thank George, our Lengthsman, for the work he does to keep an eye on the conditions of the Parishes footpaths and roads, reporting problems and chasing up repairs on our behalf; also welcome to the new Parish Councillors and I wish them well for the future.

Our Parish Clerk, Beverley, is to be congratulated for passing all her CILCA qualifications within the year to ensure the PC is able to continue to use the General Power of Competence, which also required the formal appointment of the new Parish Councillors through the election process.

The PC has few assets that it is directly accountable for within the Parish but the Playground is one, where the PC has undertaken various works to ensure it is safe to use and has agreed a strategy for dealing with the various categories of 'risk' associated with the playground inspectors observations. The scramble net was condemned by the Playground Inspector and it was duly removed. The goal posts at the recreation area became a problem when they started wondering towards neighbouring properties and missed goals causing a nuisance to those neighbours. As a temporary solution the PC agreed to anchor the posts down; the anchors were bought and installed. The PC's intention is to upgrade the remaining equipment and provide better football enclosure once section 106 moneys have been received from development works. Also in the recreation area we had a sightscreen installed for the tennis court.

Another issue discussed at the beginning of the year was the loss of the mailbox that used to exist on the junction of Church Street and the Greywell Road. Royal Mail finally confirmed they were not going to replace this box as they considered it to be in a dangerous position.

The PC has pursued ongoing issues with flooding and road maintenance by HCC and concerns over the pinch point by the pond.

Various grants have been provided in the year to support the Flower Show and Open Air Theatre in support of the local community.

The PC has also provided funding to a project to digitise the photographs and historical documents held by Trevor Hart and others to make them accessible on-line. This project has achieved a number of its objectives but was put on hold temporarily when its project manager, Patrick Symington, became occupied with another new role. It is hoped that he

will give a report to the PC in the near future to confirm how and when this project can be rolled out.

The PC has joined a Lengthsman's scheme run by the Candovers to provide another £1,000 worth of labour to the Parish for identified needs, some work has already been undertaken but there will need to be regular reviews of the items that can be done for the Parish to make best use of this resource.

The PC has continue to provide financial support to the Village shop and listened to the concerns of the current shopkeeper. Many thanks to Hugh and Tess Chevalier who have submitted regular photos to the village Face book page to help promote what is on offer there.

On more routine matters: -

- The PC has considered a significant number of Planning applications and tree works proposals within the year.
- All key statutory and guidance documents have been reviewed and updated within the year;
- A survey of the location of fire hydrants within the village was undertaken;
- Significant efforts have been made to keep on top of fly tipping within the Parish;
- The routine Schedule of footpath maintenance was agreed for the coming year;
- The Defibrillator at the entrance to the shop has had various consumable components replaced in the year to ensure it is in working condition when needed.

And finally lets not forget the recent initiative to provide a duck's crossing sign to try and ensure motorists are sympathetic to the needs of our pond residents.

Appendix B
Upton Grey Parish Council Monthly Sheet
May 2019

Lloyds Current Account

Balance as at 18 April 2019 £4137.00 (agrees statement dated 30 April 2019)

Payments

| Date | To | Amount |
|---------------|--------------------------------------|---------------|
| 23 April 2019 | Staff salary & expenses April 2019 | £603.42 |
| 23 April 2019 | Staff salary & expenses April 2019 | £44.40 |
| 23 April 2019 | HMRC Tax & NI April 2019 | £11.00 |
| 23 April 2019 | Saunders Landscapes (Invoice 1228) | £209.00 |
| 23 April 2019 | Office Depot | £31.34 |
| 23 April 2019 | Do The Numbers Ltd | £190.00 |
| 23 April 2019 | Cross Court Services | £714.00 |
| 23 April 2019 | HALC | £273.00 |

Receipts

| Date | From | Amount |
|---------------|---------------------|---------------|
| 24 April 2019 | Basingstoke & Deane | £9362.00 |

Balance as at 20 May 2019 **£11422.84** (agrees on line statement dated 20 May 2019)

Lloyds Savings Account

Balance as at 18 April 2019 £15288.94 (agrees statement dated 1 May 2019)

Receipts

| Date | From | Amount |
|-------------|---------------|---------------|
| 9 May 2019 | Bank interest | £0.63 |

Balance as at 20 May 2019 **£15289.57** (agrees on line statement dated 20 May 2019)

Total Balance as at 20 May 2019

| | | |
|------------------------|-----|-----------|
| Lloyds Current Account | | £11422.84 |
| Lloyds Savings Account | | £15289.57 |
| Unpresented cheques | nil | |
| Cancelled cheques | nil | |
| Net Bank Balance | nil | |

£26712.41

Chairmans Signature and date:

Do the Numbers Limited

37 Upper Brownhill Road
Southampton, SO16 5NG

023 8077 2341

15th April 2019

Beverley Bridgman , Clerk
Upton Grey Parish Council
Chippington Cottage, Weston Road
Upton Grey RG25 2RJ

Dear Beverley,

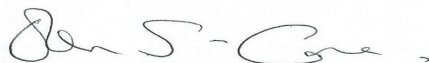
Subject: Review of matters arising from Internal Audit for 31 March 2019

Please find below the list of matters arising following my visit today. Overall I found the records of the council to be in extremely order and I felt that the visit went well.

| Control area | Issue | Recommended Action |
|---------------------|--|---|
| Fidelity Insurance | The council has an appropriate level of cover, but the insurer appears to have applied a £2500 excess – which makes the insurance effectively unclaimable for a parish as small as UGPC. | When the insurance is next reviewed, the rationale for this unusual excess should be evaluated with the insurer. |
| Play equipment | The council during the year removed some more play equipment that had reached the end of its life. | Over the coming months, an assesment of the remainder and the long term status of the play area should be assessed. |
| Social media | The council does not have social media accounts of its own, by there is an Upton Gray community page. | It may be worth the clerk asking if council meetings and important information could be publicised. |
| Transparency code | The agenda for the next meeting does not contain all of the supporting pages. | Under the transparency code, the full agenda pack should be published on the web (and retained on the site if the minutes do not contain the full pack. |
| New member training | The council has three new members from May. The clerk will need to ensure that there is continuity of information. | Training courses which comprise generally applicable CPD are available. All new members should make use of them. |

Please find attached my bill for the agreed fee. If you or your members have any queries or require further information, please do not hesitate to contact me.

Regards



Eleanor S Greene