

UPTON GREY PARISH COUNCIL

Minutes of the Upton Grey Parish Council meeting
held in the Village Hall on 18 April 2019 at 7.00pm

**In attendance: - Cllr Paul Gray, Cllr Charles Holroyd, Cllr David Janaway,
Cllr Nick Ralls and Cllr John Wallinger**

Also in attendance-Beverley Bridgman (Parish Clerk), George Hillier (Parish Lengthsman),
PC Andy Reid and Borough Councillor Mark Ruffell

Draft minutes subject to confirmation

001/FC/04/19-20 Receive and accept apologies for absence

None

**002/FC/04/19-20 Receive and note any declarations of interest relevant to the
Agenda**

None

**003/FC/04/19-20 The Chairman to sign as a correct record the minutes of the
Parish Council meeting held on 21 March 2019**

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

004/FC/04/19-20 Open the meeting to members of the public

None

005/FC/04/19-20 Receive reports

PC Andy Reid and the Lengthsman presented their reports which are
in Appendix A. Cllr M. Ruffell reported that local elections will be
taking place on 2 May 2019 and therefore at the current time the
Borough Council cannot discuss anything contentious. However he
can report that a transport strategy is being developed which will look
into different aspects of traffic management within the borough

006/FC/04/19-20 Consider and discuss the following planning application:

**006.1/FC/04/19-20 Erection of two storey rear extension and
works to bay window at the front of the property
Barleycorn, Cleves Lane, Upton Grey, RG25 2RG
Reference 19/00766/HSE**

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

007/FC/04/19-20 Update on previous planning applications

Since the last Parish Council meeting on 21 March 2019 Basingstoke
and Deane Borough Council have approved the following planning
application:

19/00021/HSE 18 Little Hoddington, Upton Grey, RG25 2RN

Since the last Parish Council meeting on 21 March 2019 Basingstoke and Deane Borough Council have approved the following tree works applications:

T/00062/19/TCA Hilltop Cottage, Upton Grey, RG25 2RE

T/00114/19/TCA Barleycorn, Cleves Lane, Upton Grey, RG25 2RG

T/00061/19/TCA Lodge Farm Cottage, Cleves Lane, Upton Grey, RG25 2RG

T/00074/19/TCA Cleves Farm, Cleves Lane, Upton Grey, RG25 2RG

T/00091/TCA The Manor House, Upton Grey, RG25 2RD

008/FC/04/19-20 Approve the Electronic Payment request for April

The electronic payment request as shown below was approved for payment

Upton Grey Parish Council - April 2019 Electronic Payment Request - payments

To	Item	Amount	Invoice number
Staff	Salary April 2019	£576.00	
	Expenses April 2019	£27.42	
	Total	£603.42	4/19
Staff	Salary April 2019	£44.40	
HMRC	Tax & NI April 2019	£11.00	
	Total	£55.40	March
Saunders Landscape	Maintenance April 2019	£209.00	1228
Hampshire Association of Local Councils	HALC Affiliation fees 2019/20	£238.00	INV-3111
Hampshire Association of Local Councils	NALC Levy 2019/20	£35.00	INV-3111
Cross Court Services	High Pressure Cleaning of the tennis court	£564.00	2712
Cross Court Services	Spring Chemical Treatment	£150.00	2722
Do the Numbers Ltd	Internal Audit	£190.00	12/791
Office Depot	Stationary	£31.34	975292590

009/FC/04/19-20 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 **£4137.00**

Savings Account **£15288.94**

010/FC/04/19-20 Presentation of the fourth quarter accounts

The fourth quarter accounts were presented by the Parish Clerk and can be found in Appendix C

011/FC/04/19-20 To confirm the Parish Council wish to exempt themselves from a limited assurance review

It was discussed and **resolved** that as both the income and expenditure of the Parish Council is under £25000 the Parish Council would exempt themselves from a limited assurance review

012/FC/04/19-20 To sign the Certificate of Exemption (Part 2 of the AGAR 2018/19)

Both the Responsible Financial Officer (Parish Clerk) and the Chairman signed and dated the Certificate of Exemption. The Parish Clerk will return this to the external auditor, PKF Littlejohn

013/FC/04/19-20 To approve and sign Section 1 of the Annual Governance Statement 2018/19

Both the Chairman and Parish Clerk signed Section 1 of the Annual Governance Statement 2018/19

014/FC/04/19-20 To approve and sign Section 2 of the Annual Governance Statement, Accounting Statements 2018/19

The Parish Clerk presented Section 2 of the Annual Governance Statement, Accounting Statements 2018/19. In accordance with regulations this had been signed by the Parish Clerk prior to presentation. The Bank Reconciliation for the end of the financial year was also presented. The Chairman signed both the Bank Reconciliation and Section 2 of the Annual Governance Statement to confirm that the accounting statements were approved

015/FC/04/19-20 To discuss work for the County Council Lengthsman

It was discussed and **resolved** to add the following jobs to the April worksheet for the County Council Lengthsman:

- Remove moss/grass/weeds from the playground surface and equipment
- Remove foliage from speed limit signs and clean the signs
- Clean street name plates

It was discussed and **agreed** that during his usual walk about, the village Lengthsman will take note of any work that could be included within future worksheets and bring this information to future meetings.

016/FC/04/19-20 To discuss the village shop

Cllr C. Holroyd advised that a new alarm and CCTV will shortly be installed in the shop. This cost will be covered by donations already received. A survey regarding the shop and post office will be sent out with the May edition of the Parish magazine. The survey will also be circulated by email and paper copies will be available in the village shop. It was **agreed** that an update on the shop will be included in next months agenda.

017/FC/04/19-20 To discuss road safety in the village

The Parish Clerk advised that following communication sent after the Parish Council meeting in March a response had not yet been received from the Road Safety Engineering Team at Hampshire County Council. It was discussed and **agreed** that the Parish Clerk will investigate the current position regarding this communication.

018/FC/04/19-20 Update on the trees on the green at Cleves Lane

Saunders Landscape Services had advised they were unable to quote for the work on the trees. The Parish Clerk had obtained a quote from J. Smith & Son at a cost of £264 including VAT. As the trees were now becoming dangerous the Parish Clerk had authorised this work in line with the Upton Grey Financial Regulations 4.4. This had been discussed with and reported to the Chairman at the time.

019/FC/04/19-20 To discuss the Annual Playground Inspection

The Annual Playground Inspection was discussed; the inspector had classed all points raised as either a low, or very low risk. As a starting point, it was **resolved** to ask the County Council Lengthsman to remove all moss, weeds and grass from the playground surface and equipment. The Parish Clerk reported that the lease on the playground land is due to expire in the next few years. It was **resolved** to review the terms of the lease at a future meeting.

020/FC/04/19-20 To confirm the date and time of the next meeting

To ensure attendance of all Councillors the date of the next Parish Council meeting would need to be changed from 16 May. The Parish Clerk would communicate with the new Parish Councillors and arrange a date in accordance with regulations. This would be the first meeting of the newly elected Parish Council.

There being no other business the meeting closed at 8.20pm

Appendix A

Upton Grey Lengthsman Report April 2019

Litter

The normal clean ups have been undertaken

No fly tipping has been observed

Basingstoke and Deane Borough Council has sent a working party and litter picked on Bidden Road. Unsolicited

Play Area

Various outstanding items to be discussed later in the meeting

Drainage

We are told work is in progress

Highways

Cleves Lane potholes have finally been mended

Further potholes on Church Street reported

Pothole along Greywell Road reported

Damaged flint wall at Rose Cottage has been repaired by the owner

Footpaths

No problems have been observed or reported to the Lengthsman

P.C Andy Reid Report April 2019

Incidents since 11.02.2019

13.03.19 Road incident, HGV hit wall and drove off

2019 Crime

Theft of vehicle registration plates

Attempt to break into works van

Theft-domestic related

Theft of scaffold equipment

Non-dwelling burglary-office broken into

Appendix B
Upton Grey Parish Council Monthly Sheet
April 2019

Lloyds Current Account

Balance as at 21 March 2019 £4997.09 (agrees statement dated 29 March 2019)

Payments

Date	To	Amount
22 March 2019	Staff salary & expenses March 2019	£595.69
22 March 2019	Staff salary & expenses March 2019	£44.40
22 March 2019	HMRC Tax & NI March 2019	£11.00
22 March 2019	Saunders Landscapes (Invoice 1215)	£209.00

Receipts

Date	From
nil	

Balance as at 18 April 2019 **£4137.00** (agrees on line statement dated 18 April 2019)

Lloyds Savings Account

Balance as at 21 March 2019 £15288.33 (agrees statement dated 1 April 2019)

Receipts

Date	From
9/4/19	Bank interest

Balance as at 18 April 2019 **£15288.94** (agrees on line statement dated 18 April 2019)

Total Balance as at 18 April 2019

Lloyds Current Account		£4137.00
Lloyds Savings Account		£15288.94
Unpresented cheques	nil	
Cancelled cheques	nil	
Net Bank Balance	nil	
		£19425.94

Chairmans Signature and date:

Appendix C
Upton Grey Parish Council
Summary Receipts & Payment Account
4th quarter ended 31 March 2019

<u>Incoming Receipts</u>	<u>Budget</u>	<u>Received</u>	<u>Due</u>	
Precept	£16,240.00	£16,240.00	£0.00	
Bank Interest	£5.00	£7.49	£0.00	
Other (tennis subs)	£800.00	£1,515.00	£0.00	
Grants	£1,355.00	£1,355.00	£0.00	
VAT refund	£1,280.00	£1,339.64	£10.34	
TOTAL RECEIPTS	£19,680.00	£20,457.13	£10.34	

<u>Outgoing Payments</u>	<u>Budget</u>	<u>Already paid</u>	<u>Agreed but not yet paid</u>	<u>Remainder of allocated budget</u>
Salaries including Tax and Office Allowance	£4,500.00	£6,757.80	£0.00	-£2,257.80
Clerk's Expenses including Mileage	£100.00	£202.69	£0.00	-£102.69
Administration	£1,100.00	£766.05	£0.00	£333.95
Chairman's Allowance	£100.00	£5.40	£0.00	£94.60
Repairs & Maintenance including Tennis Court	£4,500.00	£6,135.23	£0.00	-£1,635.23
Insurance Premium	£650.00	£609.83	£0.00	£40.17
Grants & Donations	£3,000.00	£2,405.67	£0.00	£594.33
Training	£700.00	£720.00	£0.00	-£20.00
Subscriptions	£550.00	£368.00	£0.00	£182.00
Publications	£50.00	£0.00	£0.00	£50.00
Shop	£1,200.00	£1,200.00	£0.00	£0.00
Miscellaneous	£500.00	£115.50	£0.00	£384.50
VAT on payments	£1,280.00	£1,273.27	£0.00	£6.73
TOTAL PAYMENTS	£18,230.00	£20,559.44		-£2,329.44

Explanation

Repair of the tennis court wall was agreed in the 17-18 budget £1380
Hourly rate and number of working hours for the clerk were increased. This wasn't budgeted for.
Mileage and carparking for training courses that were attended took the clerks expenses over the budgeted amount
Training for a new Councillor couldn't have been budgeted for and so took the training budget slightly over.

Balance brought forward on 01/04/18	£19,527.64
ADD Total Receipts (as above)	£20,457.13
LESS Total payments (as above)	£20,559.44
Balance Carried forward 31/03/19	£19,425.33

31/3/2019	Current Account	£4,137.00
31/3/2019	Savings Account	£15,288.33
		£19,425.33
	Income to be received	£10.34
	Outgoings agreed to be paid	£0.00
	Real balance carried forward	£19,435.67

£2329.44 over budget for 2018-2019