

UPTON GREY PARISH COUNCIL

Minutes of the Upton Grey Parish Council meeting
held in the Village Hall on 21 November 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)
PC Andy Reid, Borough Cllr M Ruffell and 7 members of the public

Draft minutes subject to confirmation

001/FC/11/19-20 Receive and accept apologies for absence

Apologies had been received from Cllr Barker and Cllr Ralls

002/FC/11/19-20 Receive and note any declarations of interest relevant to the Agenda

None

003/FC/11/19-20 The Chairman to sign as a correct record the minutes of the Parish Council meeting held on 19 September 2019

The Chairman signed as a correct record the minutes of the Parish Council meeting held on 19 September 2019

004/FC/11/19-20 Open the meeting to members of the public;

To include a presentation from the Hoddington Arms regarding a potential planning application to let rooms

The Hoddington Arms provided plans and a presentation in respect of a planning application for the erection of a single storey detached annexe to provide 6 guest bedrooms, formalisation of the existing car park to provide 29 spaces, removal of 1 tree, 2 hedgerows and landscaping works

Concerns and points raised by members of the public included:

- Loss of privacy for neighbouring properties **(Hoddington Arms advised they will be landscaping and planting hedgerows)**

- Noise from the heat pumps at the annexe **(Hoddington Arms are finding out information regarding the expected noise level)**

- Sufficiency of the number of car parking spaces that will be available **(Hoddington Arms advised proper bays will be marked in the new carpark to maximise the amount of spaces available, staff could park elsewhere)**

- Could the annexe be built on the other side of the field? **(Hoddington Arms advised that they have looked at this in great detail but it isn't feasible, the building would also encroach onto the root ball of protected trees)**

- Could there be bat roosts in the proposed planning area? **(Hoddington Arms advised they have had two full bat surveys & there are no bats)**
- Roof pitch levels on the annexe **(Hoddington Arms advise the roof pitch levels are at the lowest possible heights)**
- Is there a need for the annexe to have their own garden areas **(Hoddington Arms advised the garden area will improve screening for the annexe and neighbouring properties and can also be used as a smoking area for guests)**
- Councillors asked if the passageway through to the recreation ground at the end of the car park would remain? **(Hoddington Arms confirmed that, as was previously the case, this will be shut, firstly for security reasons and secondly, there is currently a large amount of dog mess left in the area from dog walkers)**
- Councillors queried paperwork which states the pub employs the equivalent of 11 full time members of staff, where would they be parking? **(Hoddington Arms advised that on a usual day there is a maximum of 7 members of staff working at any one time. They have maximised the number of spaces available in the car park and could potentially use another piece of land which lies beyond the cabana as a staff carpark. This is something they are looking into)**

Due to the recent road accident in the village which wiped out broadband and landlines for a large proportion of the village a villager asked if concrete bollards could be installed in front of the green exchange box. This will be considered for a future agenda

A villager advised they have contacted a house owner in Old Basing where there are wooden sleepers installed on the bank of a pinch point similar to the one on Weston Road. They have asked who installed the wooden sleepers with a view to requesting that Hampshire Highways install the same in Upton Grey. To date no response has been received

005/FC/11/19-20 Receive reports

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

006/FC/11/19-20 Consider and discuss the following planning applications:

006.1/FC/11/19-20 Small area of woodland/scrubland (350 sqm approx.) at the bottom small garden (250 sqm approx). The woodland/scrubland area is dense comprising of hazels, three small and one larger ash tree. Two of the younger ash only have growth at the very top of the trees. The larger ash have definite

signs of grow back. There is a mixed hedge running along the rear of the garden which has been cut in the past. Plant a new hedgerow, grass the cleared area and plant some ornamental replacement trees

**Cavendish House, Cleves Lane, Upton Grey, RG25 2RG
T/00444/19/TCA**

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

006.2/FC/11/19-20 Tree 1, Common Ash-Crown reduce back to previous reduction points, remove basal sucker, remove Hawthorn and Sycamore growing at base of tree. Sever and remove 1.8m of ivy from base of trunk (exempt works)

Tree 2, Common Ash-Remove tree to improve visual aspect of T1 and reduce dominance of tree group as a whole on the garden space

Tree 3, Common Ash-Crown reduce by approximately 4m back to previous reduction points. Remove major deadwood (exempt works)

Tree 4, Common Ash-Remove basal suckers, remove northern and southern most stems to effectively crown lifting tree, crown reduce back to previous reduction points

**Roseland House, 5 South Hill, Upton Grey, RG25 2SH
T/00461/19/TCA**

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

006.3/FC/11/19-20 1 Cherry: fell

**5B Little Hoddington, Upton Grey, RG25 2RN
T/00460/19/TCA**

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

007/FC/11/19-20 Update on previous planning applications

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

T/00350/19/TCA Harewood

T/00354/19/TCA Land at the pond, Weston Road

T/00419/19/TCA The Manor House

T/00401/19/TCA Upton Grey Lodge

Since the last Parish Council meeting in September BDBC have approved the following Planning applications:

19/02353/HSE Willow Cottage

19/02482/HSE Ashley House, Powntley Copse

Since the last Parish Council meeting in September the following Planning application has been withdrawn by the applicants:

19/01971/HSE Wayside Cottage & Gables House

Since the last Parish Council meeting in September the Parish Council have sent the comment of no objection for the following applications using the Upton Grey Parish Council Planning Protocol:

19/02482/HSE Ashley House, Powntley Copse

19/02588/FUL Fiveways Cottage, Humbly Grove

19/01673/FUL Manor Farm

19/02219/HSE Green Hedges (revised application)

008/FC/11/19-20 Approve the Electronic Payment request for November

The Electronic Payment request as shown below was approved for November. It was noted that, whilst the October Parish Council meeting was cancelled, the payment of salaries and standing orders

Upton Grey Parish Council November 2019 Electronic Payment Request

To	Item	Amount	Invoice number	Type
Staff	Salary November 2019	£576.00		
	Home Office Expenses November 2019	£18.00		
	Total	£594.00	11/19	SO
Staff	Expenses	£8.40	11/19	EP
Staff	Salary November 2019	£44.20		EP
HMRC	Tax & NI November 2019	£11.20		EP
Charles Holroyd	Chairmans expenses	£17.16	Oct/Nov	EP
Saunders Landscape	Maintenance November 2019	£215.00	1310	SO
Cross Court Services	Autumn Chemical Treatment	£150.00	2971	EP
SLCC	Membership Renewal	£43.00	Beverley Bridgman 226269	EP
ICO	Membership Renewal	£40.00	Z3458962 Upton Grey Parish Council	EP
Shire Tree Care	Silver Birch Reduction	£260.00	INV00482	EP
Hook Parish Council	New Councillor Training sessions x 2	£53.00	2019/09	EP
Chairmans Signature and date:				

for that month had been processed by the Parish Clerk and authorised by the Chairman.

009/FC/11/19-20 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: £12329.24

Savings Account: £15293.47

010/FC/11/19-20 Discuss the Parish Council budget for 2020-2021

A rough guide to the 2020-2021 budget had been prepared by the Parish Clerk. It was not possible for a full budget proposal due to additional information being required such as the salary budget which was being discussed later in the meeting.

The Parish Clerk advised that the BDBC proposed budget for 2020-2021 removed the free weekly playground checks by the Borough and instead proposed an annual charge of £500. This amount would be for a weekly maintenance check and 1 annual check. This charge would not be confirmed until after the full Council meeting at BDBC which would be in February. The Parish Council would therefore need to include the £500 charge within their budget calculation. The council tax base figures will be provided by BDBC on 9 January 2020.

It was agreed that the budget will be finalised and agreed at the January Parish Council meeting

011/FC/11/19-20 Discuss the village shop

Cllr Holroyd met with the shop manager recently. There are potential plans to move the till and Post Office to a different area within the shop. Discussions are taking place regarding the installation of a coffee machine and the sale of hot food.

In the future an additional sign may be purchased to show the shop is OPEN and special offers circulated via George

012/FC/11/19-20 Discuss jobs for the County Council Lengthsman visit in December 2019

It was discussed and agreed that the following jobs would be on the job sheet for the next visit on 10 December 2019:

- Weed and tidy area around the shop
- Stain/varnish bench by the shop
- Apply preservation treatment to the noticeboard at the tennis court

013/FC/11/19-20 Discuss the Weston Road pinch point

The damaged bank at the pinch point had been reported to Hampshire Highways who replied that '*the area has been inspected but as it does not present a hazard to highway users it does not require action at this time*' As the land is not owned by the Parish Council they are not

permitted to action or authorise any work to the bank. Councillors feel that a restriction on the speed of vehicles through the village would help prevent any further damage occurring. This will be discussed in January in conjunction with results of the speed survey.

014/FC/11/19-20 Discuss and agree responses to Basingstoke and Deane Parish questionnaire

In line with work they are undertaking for an update to the Local Plan for the borough BDBC had prepared a questionnaire for Parish Councils. This would help the borough to fully understand local issues including the current provision of, and access to services and facilities, local needs, past and future levels of growth and other key characteristics, opportunities and constraints. The Parish Clerk had partly completed the questionnaire with answers to the factual questions. Slight adjustments were made by Councillors after which it was agreed to send the completed questionnaire back to BDBC.

015/FC/11/19-20 Discuss and agree future play and open space projects for S106 agreements

It was discussed and agreed to add the following future play and open space projects for S106 agreements:

- Additional bench at the village pond
- Further tree planting on the land at Cleves Lane
- Notice board at the village pond to show walks in the area
- Leap Frog Trail at the village recreation ground

016/FC/11/19-20 Update from Chairman regarding his meeting about the Holme Hill development at Basingstoke and Deane Borough Council

Cllr Holroyd, Cllr Ruffell and a representative from the village attended a meeting at BDBC in November to discuss the Holme Hill development. The meeting was with the Planning Officer and a member of the Compliance and Enforcement Team.

Questions were raised regarding:

- The height of the new properties. **The Enforcement Team will be visiting the site to check this**
- Have the correct windows been installed? **The Enforcement Team will be visiting the site to check this**
- Foul water drainage. **As far as BDBC are aware the foul water drainage will be as per the agreed Planning Application which is for connection to the existing sewage network. The developers may be in contact with Thames Water regarding an alternative solution but BDBC cannot be included in this conversation. New planning approval would be required for an alternative sewage method**

017/FC/11/19-20 Discuss and agree Parish Council meeting dates for 2020

It was discussed and agreed that the Parish Council meetings will continue to be held in the village hall on the third Thursday of the

month at 7pm. The following dates would be booked:

Thursday 20 February 2020

Thursday 19 March 2020

Thursday 16 April 2020

Thursday 21 May 2020

Thursday 18 June 2020

Thursday 16 July 2020

018/FC/11/19-20 Confirm the date and time of the next meeting

The next Parish Council meeting will be held on Thursday 16 January 2020 in the village hall. The meeting will begin at 7pm

019/FC/11/19-20 To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of the salary budget for 2020-2021 where publicity might be prejudicial to the special nature of the business

A resolution was passed in accordance with the Public Bodies (Admission to Meetings) Act 1960 excluding the public and press for discussion of the salary budget for 2020-2021. The Lengthsman and Parish Clerk left the meeting for this discussion

020/FC/11/19-20 Discuss and agree salary budget for the financial year 2020-2021

Councillors reviewed and agreed salary budgets for the financial year 2020-2021. In line with the Upton Grey Financial Regulations the Parish Clerk and Lengthsman will sign a hard copy of the agreed salaries at the January meeting.

Appendix A

Upton Grey Lengthsman Report November 2019

Litter

Normal clean ups undertaken
No fly tipping

Highways

Numerous white markings around Church Street and Bidden Road by Hampshire Highways to reflect planned resurfacing and Operation Resilience
Further Hackwood Road closures noted and distributed

Salt bins

Lees Hill OK
Village Hall, Tunworth Hill, and Weston Close need refills
Damaged bin at Cleves Lane which needs replacement and refill
All reported to Hampshire County Council but no action to date. A reminder has been sent

Pond area

All seems well. Silver Birch tree has been pollarded

Footpaths

No problems reported

PC Andy Reid Report November 2019

Crime 2019

Theft from vehicles	3
Thefts	5-Pedal cycle, heating oil, sundial and from a domestic dwelling
Non dwelling burglary	5-Woodyard, sheds x2, garages x2
Assault/injury	1
Criminal damage	6 windows

Road traffic incident in the village on 17 November

Cllr Mark Ruffell Report November 2019

The Borough Council are currently conducting a review of the Local Plan.
The Annual Authority Monitoring Report which details the housing land supply will be produced in December. The report will also publish sites that were put forward in the 'Call

Appendix A

For Sites consultation' earlier in the year. These sites that have been put forward for development by landowners, developers or other interested parties. The Borough Council will review these sites to see which are possible and which are sustainable. Site allocation will not occur until after Borough Council elections next year.

Unfortunately the Borough currently doesn't have a 5 year housing land supply. This means that if a planning application does come forward for a site which cannot be objected to for perhaps landscape, biodiversity, group transport, or flood plains, the simple fact that it's not an allocated site in a local plan will not stop it from having planning permission granted.

Parish Clerk Report November 2019

Upton Grey Playground

The Contractor has sent his apologies for the delay in starting the maintenance work at the playground. Due to the large amount of rain in the past month or so he has been delayed finishing previous projects. He hopes to begin work in Upton Grey the week beginning 25 November 2019

Weston Road Flooding

I have communicated with Sir Stockdale and his managing agent. They had a long meeting earlier in November regarding work on the hedges/ditches in the Weston Road area. They are engaging with the Electricity Board and BT regarding some cables which are stitched into the hedge/trees so that they can understand what works need to take to remove the interfering branches.

The project is very significant in terms of work to be undertaken. In terms of operation, they are concerned about a road closure, so the contractor is suggesting that the hedge (which has doubled up) is first felled into the field and from that they may be able to fell the remaining sections, also into the field, once they understand what is there and how the hedge is stitched in with the cables. The contractor has advised that he can start work in early December

Speed Survey on Weston Road

Results of the speed survey on Weston Road which was completed between Wednesday 6 November to Tuesday 12 November have now been received

The information will be collated into a document for the January meeting. However, on a quick glance, the overall picture shows that, at the point of the speed survey, over 60% of cars were travelling above the speed limit

Boundary wall at Willow Cottage

Work is due to start shortly. The PC have given permission for the contractor to put their skip on PC land at the pond. I have checked the contractors have Public Liability insurance and received a copy of their certificate confirming cover of £2,000,000

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

Lloyds Current Account

Balance as at 13 September 2019

£6050.59 (agrees statement dated 30 September 2019)

Payments

<u>Date</u>	<u>To</u>	<u>Amount</u>
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
21 October 2019	Staff salary & expenses October 2019	£594.00
21 October 2019	Staff salary & expenses October 2019	£44.40
21 October 2019	HMRC Tax & NI October 2019	£11.00
21 October 2019	Saunders Landscapes Invoice 1300	£215.00

Receipts

<u>Date</u>	<u>From</u>	<u>Amount</u>
23 September 2019	Balance of Precept	£8120.00

Balance as at 15 November 2019

£12329.24 (agrees on line statement dated 15 November 2019)

Lloyds Savings Account

Balance as at 13 September 2019

£15292.15 (agrees statement dated 1 October 2019)

Receipts

<u>Date</u>	<u>From</u>	<u>Amount</u>
9 Oct 19	Bank interest	£0.63
11 Nov 2019	Bank interest	£0.69

Balance as at 15 November 2019

£15293.47 (agrees on line statement dated 15 November 2019)

Total Balance as at 15 November 2019

Lloyds Current Account	£12329.24
Lloyds Savings Account	£15293.47
Unpresented cheques	Nil
Cancelled cheques	Nil
Net Bank Balance	£27622.71

Chairmans Signature and date: