

MINUTES OF THE PARISH COUNCIL MEETING

THURSDAY 10 APRIL 2025, Village Hall, 7pm

PRESENT: Parish Councillors Charles Holroyd (Chairman), Alison Barker, Paul Barnes, Nigel Long, Nick Ralls; Guests Parish Lengthsman Gordon Hunt; Ward Cllr Onnalee Cubitt; Clerk Susan Turner; Members of the public 1

1 WELCOME & APOLOGIES

Apologies from County Cllr Juliet Henderson.

2 PUBLIC SESSION No issues raised during the Public Session.

3 MINUTES OF PREVIOUS MEETINGS of 20 March agreed and signed.

4 DECLARATIONS OF INTEREST in items on the Agenda: Paul Barnes re item 9.1A Planning: Tree application [T/00181/25/TCA](#).

5 REPORTS TO MEETING

.1 Ward Councillor update from Cllr Onnalee Cubitt

- i Mayoral elections to be held May 2026. The mayor of the Combined County Authority will have a phenomenal amount of power; the unitary councils will be the service providers under them. BDBC proposes that the Mayoral Combined County Authority (MCCA) has two constituent members from each of the proposed Unitaries to make more democratically accountable. [Government's proposal at the moment is for two constituent members from HCC, and one each from the other three higher tier constituent councils – Portsmouth City Council, Southampton City Council, and the Isle of Wight Council.]
- ii [BDBC favours four mainland unitaries to include a 'Northern Hampshire' unitary](#) comprising BDBC, Hart and Rushmoor. Onnalee pointing out the strong combination of Basingstoke's economic base and the high tech companies in Farnborough. It's evident there is not general agreement. Studies have been commissioned from KPMG. Hampshire County Council have a preference for three mainland unitaries based around the existing three higher-tier councils.
- iii [Local Government Reorganisation \(LGR\)](#) has and will be taking out a lot of officer time.
- iv [Major projects](#) There is so much else going on... Regeneration of Basingstoke centre including proposals for the culverted River Loddon to be brought back to the surface; a lot of action at Basing View. Sovereign Housing's plans for South Ham and Buckskin are causing local concern, but this only at draft stage. Re a question regarding the leisure park, discussions ongoing with a lot of companies.
- v [Moto](#) has submitted a new planning application for the proposed MSA at J6, this time not including the hotel. The case officer had been minded to refuse the current application due to concerns from National Highways and the Environment Agency. The two applications are now concurrent.
- vi [Government's new housing calculations](#) require an additional £6K houses in the borough for this Local Plan period; all sites potentially back on the table.
- vii Re a question on measures to require developers to build out land with existing permissions – Onnalee said there are c7K outstanding permissions, which are included in the housing figures. BDBC has said it would like to see developers pay council tax after three years from approval but this is with Government.
- viii The biggest problem is sewage disposal. Thames Water continuing to have long periods of pumping raw sewage into the river – including when the weather is dry.
For the current Local Plan which was approved in April 2016 a Statement of Common Ground (2007) stated Thames Water would overcome foul water disposal issues by updating infrastructure. This hasn't happened. Yet these measure were deemed essential for approval of the current Local Plan housing numbers; have not been implemented and are now being ignored.
- ix A pilot study at Chineham – a temporary plant installation to remove phosphates from water pumped into the river – was successful but deemed to expensive and so removed. (Installed on River Teme.)
- x EA (Environment Agency) data for certain water quality measurements was 'Poor' for the Loddon in 2009; the EA has not published data since then. Putting heads in sand not a solution.
- xi Public comment regarding Ofwat: 'They are supposed to oversee financial good practice by the water companies. They've not done this but what repercussion is there? How can they get bonuses when foul water is running down our rivers?'
- xii 'Upton Grey knows problems with foul water, and these were before the Holme Hill development.'

The discussion ending, Cllr Cubitt left the meeting with thanks from all.

For signature (p1 of 5)

.2 Police update – emailed report from PCSO Andy Jones

- i On the 4th of April a vehicle was seen heading down a byway which is currently closed with four occupants within, this was believed to be involved in hare coursing (Operation Galileo). No registration was captured of the vehicle being used.

This sort of crime is often being reported in the area and has a significant impact on the land / crops, causing damage in the process. Please continue to report to the Police. If in progress, call 999 and refer to Op Galileo. This allows an action plan to be activated.

- ii Hants Alert of 9th April – Unattended rural properties being targeted for metal theft.

Rural housing undergoing renovation is currently being targeted for metal both from outside the property and inside. So far reports have been mainly from the eastern half of Hampshire.

Offenders are identifying remote empty properties and then returning in the early hours and breaking in to remove copper piping and boilers. As well as the theft this is causing thousands of pounds worth of damage. The only link so far is that each property had metal fittings left outside and were clearly not being lived in at the time.

If you have an empty property or have one undergoing renovations then please consider where fittings that have been removed, or are waiting to be fitted, are left. Ensure that they are not obvious to passers-by or to persons calling at the address.

If you see anything suspicious please report it. If it is a crime in progress please call 999 and if not report it on 101 / online.

- iii Community Speedwatch – see item 10.1 below.

.3 County Councillor emailed report from Cllr Juliet Henderson **APPENDIX I.**

Reminder of two County consultations

- i Devolution – Government consultation to 11:59pm on 13 April 2025 on proposals for the Mayoral Combined County Authority for Hampshire, Portsmouth, Southampton and the Isle of Wight.
- ii A further Future Services Consultation – Spring 2025 – Consultation to 7th May. 'The service change proposals outlined within this consultation would contribute around £9.9M towards closing HCC's budget gap, while ensuring that the council can continue to meet the statutory duties which it is required by law to carry out.' Proposals relate to:
- Older Adults' Day Services
 - Planned Highway Maintenance
 - Proposed changes to the School Transport and Post-16 Transport services.

.4 Parish Lengthsman report

- All parish council assets are in good order.
- I have reported potholes along the South Warnborough road more than once. (I have noticed they have now been marked.)
- I have walked FP numbers 7-6-8-9; all in good walking condition.
- As usual I have litter picked along the way.
- The Holme Hill property owners – where the hedge is part of their garden at the top – furthest from the road and just before the right turn of FP8 – have cut the top of the hedge back and it has really opened up the path.
- Work has started at the cemetery for the parking space for the funeral vehicles.

6 ACCOUNTS AND AUDIT FORMS 2024/25**.1 Payments to year end** (incl VAT where applicable)

67	Lloyds – Service Charge	£4.25
68	Tethys Energy – Deposit VH solar	£3,594.46
69	Clearway Sport – chemical cleaning tennis court	£276.00
70	Saunders – Maintenance Contract MAR	£286.00
71	Lengthsman – Salary MAR	£65.42
72	Clerk – Salary MAR	£557.00
73	HMRC – PAYE J-F-M	£468.40
74	Clerk – Allowance 2024/25	£240.00

Notes on payments

- 67 Lloyds service charge newly introduced, appears to apply to all Community accounts.
68 BDBC Community Infrastructure Levy grant for solar due 2025/26.

For signature (p2 of 5)

.2 Year End Accounts with Audit sheets.

AGREED – signed by Chairman and Clerk **APPENDIX II.I.**

Bank reconciliation at 31 March = £38,652.36.

.3 AGAR (S1) – Annual Governance Statements

AGREED – signed by Chairman and Clerk **APPENDIX II.III**

.4 AGAR (S2) – Accounting Statements

AGREED – signed by Chairman and Clerk **APPENDIX II.IIIi**

.5 BDO LLP (external auditor) form to confirm no conflict of interest.

AGREED no conflict – signed by Chairman and Clerk.

7 FINANCE 2025/26**.1 Payments** to date (incl VAT where applicable)

1 Simone Surveys – SLR deployment x 6 £360.00

Note – Simone Surveys' invoice for period Dec to 31 March (budgeted 2024/25).

Payments pending for this month:

2	Anscombe Builders – Electricity connection for dishwasher	£216.00
3A	Terraquest Requestaplan-226 – VH plans for solar application	£9.60
3B	Terraquest Requestaplan-256 – VH plans for solar application	£31.20
4	HALC – HALC & NALC subscription 2025/26	£362.00
5	Signrite Digital – Dog signs 2x 8x6"; 2x A5	£114.00
6	Live4Soccer – 16ft x 7ft goal net(s)	£60.95
7	Lloyds – Service Charge	£4.25
8	Saunders – Maintenance contract APRIL	£286.00
9	BDBC – Playground Insp 2025/26	£327.18
10	Lengthsman – Salary APRIL	£68.70
11	Clerk – Salary APRIL	£734.58
12	Clearway Sport – Playground cleaning	£648.00

Notes re

2. Payment to Anscombe Builders (£180+VAT) is from Village Hall allowance 2025/26 (the £300 per annum increase agreed in January).

8. Maintenance contract is from May to April – so annual increase as from next month.

10. LM Salary (@7hrs/m) 2024/25 = £979.44 (agreed 5% increase for 25/26)
2025/26 = £1,028.41 = £85.7 per month (net £68.56)

11. Clerk Salary (@40hrs/m) 2024/25 = £8,395.20 (agreed 5% increase for 25/26)
2025/26 = £8,814.96 = £734.58 per month.

Income expected – Precept six months @ £12K, Grass cutting grant £1,292.47.

.2 Budget 2025/26 APPENDIX III**.3 Grant application** received from Village Hall Committee for £1,266 for new shop awning.

Notes and discussion

- The grant request is the total cost of the awning as per quote.
- The shop is an important village asset
- Agree to request, but think there needs to be transparency about how much the Village Hall (and Parish Council) is paying to support provision for the shop.
- Village Hall will be considering this, a lot pending bills for building maintenance.
- The shop should be making some contribution.
- Question re specification for the awing – confirmed is same size/make as previous – provided by a small company out of Basingstoke.
- To check fixings and re Health & Safety. Previous awning was falling away at the side. Was it the fixings or the awing that gave way? To ensure fixings to wall are fit for purpose; needs to be solid.
- Support the grant application, but to overcome issues with the previous one. Important to have awning that can easily be pulled out and in again – so not left out and broken.

AGREED unanimously to grant request.

.4 Tennis club funds at Year End 2024/25

Total	£38,652.36
Parish Council (other)	£20,948.88 – of which £20K in the 95 day account
TENNIS	£17,703.48

Confirmed to move £10K of Tennis funds to the 95-day account.

For signature (p3 of 5)

8 LITTLE HODDINGTON PARK

- .1 Playground cleaning** – Play surfaces and equipment to be pressure washed (avoiding the wood) by Clearwaysport (who maintain the tennis courts). Rescheduled for after Easter, pencilled in for 22 April. A nearby water source required; neighbour who backs onto the recreation ground has kindly agreed to provide.
- .2 Dog signs** – Two replacement 'no dogs in playground' signs for the playground gates **APPENDIX IV.I**, plus two additional signs: 'Please clean up after your dog'.
- .3 New football nets** – **APPENDIX IV.II**; added to asset register, recording one spare.

TO RECORD thanks to Parish Lengthman Gordon Hunt for fixing the dogs signs and goal net.

9 PLANNING

- .1 Planning and tree applications** – Planning update at **APPENDIX V**

.1A For discussion

[T/00181/25/TCA](#) (Validated 07 April) Pond House, Weston Road. Repollard 7 Sycamore trees. Repollard 4 Lime trees. PC response – no objection, no comment.

[25/00698/HSE](#) (Validated 27 March) Bidden Grange Cottage, Bidden Road. Erection of two storey extension to garage/annex to include works to roof. Noted adding 50% to garage/annex, but tucked behind house; not affecting anyone, not visible from road. No objection, no comment.

For discussion deferred from last meeting

[T/00145/25/TCA](#) (Pending, Validated 18 March) Keepers Way, Basingstoke Road. T1 Copper beech – fell; T2 False cypress – fell; T3 Silver birch – fell; T4 Sentinel pine – fell; G5 5x False cypress – fell. Noted – many are conifers, not trees of note, the property has a lot of trees, no objection, no comment.

[T/00140/25/TCA](#) (Pending, Validated 17 March) West Of Cleves Lane. Remove 10 trees Barn/Hanger field behind Cleves Lane. PC considered proximity of trees to the barn. Noting the application states 'ideally removing the trees, if not, pollarding'. PC content to leave to discretion of tree officer, but to request, if the trees removed, for 10 native saplings to be planted elsewhere on the property.

- .1B Of note** – Dog paddock application pending. Latest document on website = objection from Landscape officer. If case officer minded to approve, will go to Development Control committee for decision. Cllr Cubitt advised that following Landscape objection the case officer minded to refuse.

.2 Appeals in progress

APP/H1705/W/24/3354332 in progress, pending, for Thursden House new house.

APP/H1705/W/25/3362942 APPEAL IN PROGRESS Land At Manor Farm Yard. Erection of 1 no building with four no commercial units. (Interested party comments due 30 April.)

Discussion

- It's said that the large delivery lorries aren't being used any more; but the size of supply vehicles for any of the units can't be guaranteed.
- Local residents complain of the level of noise from the workshop buildings due to machinery, radios, and shouting above the noise of both. In summer this is exacerbated when the big shutters are rolled up.
- The windows/openings as approved by Planning on the outward-facing sides of the units were small – there was no planning for enlargement to roll doors on the north side.
- Adding a further commercial building onto the front field is an overdevelopment of the site.
- Applauded the re-use the old farm building to support the local rural economy. But now it doesn't feel like that... we have people from outside of the village importing supplies from Eastern Europe.
- Question as to what if anything to be done about changes without planning to existing buildings?
- Do feel frustration – so much council time given to organising Unitaries – but things like this are making a difference now.
- The paddock at the front makes a buffer between the commercial use and the road.
- Parish Council comments – with all previous responses to the application – will be forwarded to the Inspector. For BDBC to defend their refusal decision.

- .3 Estate golf course** BDBC enforcement officer has advised (as noted last meeting) that a retrospective planning application is anticipated. As such Planning officers will await the planning application – though they have said they'll monitor to ensure it's submitted. The Estate has subsequently accelerated its tree planting in the parkland around the golf

holes. By the time any planning / enforcement visits take place, the golf course will be more obscured, but also more of the parkland (open area of townscape significance as per Conservation Area Appraisal) and setting of the Grade II* house, will be destroyed. Along with views of the parkland from within the village.' Action to update enforcement officer (ST).

.4 Cemetery Lane barns application As noted in the Parish Lengthsman' Report at 5.4: 'Work has started at the cemetery for the parking space for the funeral vehicles.'

Noted that planning consent for the barns conversion hasn't yet been granted. However, also that this turning/parking space is needed for the cemetery in any case.

10 HIGHWAYS AND TRAFFIC

.1 Weston Road – Community Speedwatch Advice from PCSO Andy Jones...

'Speedwatch group is always something for the community to get involved in and make a difference. I can put you in touch with the relevant person if this is a serious consideration or happy to explain what is needed in the way of volunteers and equipment to be purchased. What I have found is that there is a real struggle to get three volunteers available at the same time for an hour or so. Police would welcome your suggestions as to where you think areas might be suitable to have locations to safely monitor traffic, but this is likely to come down to me to complete a risk assessment. This would mean no parked vehicles causing a hindrance and that the main part of the road was straight and the volunteers had somewhere to be completely off of the road for their safety.'

Weston Road appears to meet risk assessment criteria. To confirm detail of what is required, particularly regarding training and cost of equipment (action ST). Then a brief survey – villagemail – to see how many might be interested. Noting both South Warnborough and Long Sutton have Community Speedwatch groups.

.2 Speed Limit Reminder Sign recent activation data

09 Dec-02 Jan	Location 3 - Weston Road – activations	4518
02 Jan-23 Jan	Location 1 - Bidden Road – activations	6237
27 Jan-17 Feb	Location 3 - Weston Road – activations	4601
17 Feb-11 Mar	Location 2 - Church Street North – activations	2692
10 Mar-31 Mar	Location 3 - Weston Road – activations	[4989]

.3 FP8 by Holme Hill – re Parish Lengthsman report – See photos **APPENDIX Vi**.

Discussion

- 'The hedge alongside the top of the path (furthest from the road and just before the right turn of FP8) has been cut back and cut from the top.' The section nearest the road hasn't been done and continues to encroach on the path.
- Concerns raised about requesting people to cut hedges in nesting season.
- To proceed with care and the hedges not yet in leaf.
- Requests and advice letters circulated to all relevant properties by the Management Company.

Further actions (CH). To forward the advice letter supplied by HCC (ST) **APPENDIX VII**.

11 FURTHER UPDATES / REPORTS

.1 Village Hall

TO NOTE – The Village Hall was build 100 years ago in November; the foundation stone reads 1925.

- i Solar Panels scheduled for installation w/c 12th May; scaffolding going up preceding week.'
- ii General maintenance – Work required this summer to demoss the roof and address damp.

.2 Holme Hill Thames Water connection The Management Company has been in contact with Thames Water to understand the scale of what is required to prepare the sewer pipe for adoption. This includes supplying the original plans of the pipe network and connections – or having new plans drawn up. Action: to continue to liaise with the Management Company (CH and NL).

12 NEXT PARISH COUNCIL MEETINGS

7pm in the Village Hall, third Thursday of the month:

15 May AGM, 19 June, 17 July, 18 Sept, 16 Oct, 20 Nov.

Meeting closed at 8.30pm with thanks to all

For signature (p5 of 5) Date

APPENDIX I – COUNTY UPDATE – Cllr Juliet Henderson April 2025

Dear Friends

We need to hear your views.**DEVOLUTION**

A reminder of the Government's public consultation on the proposal to form a Mayoral Combined County Authority for Hampshire, Portsmouth, the Isle of Wight, and Southampton.

The consultation, which launched on 17 February runs to 11:59pm on 13 April 2025.

About the consultation

The consultation follows the announcement by the Deputy Prime Minister that Hampshire and the Solent region is on Government's Devolution Priority Programme.

The consultation specifically asks about:

- o The Proposed Geography
- o Governance Arrangements
- o Supporting the Economy
- o Improving Social Outcomes
- o Local Government Services
- o Improving the local natural environment
- o Supporting the needs of local communities and reflect local identity

The public consultation is being undertaken directly by Government. However, Hampshire County Council is encouraging residents to participate in this once-in-a-generation opportunity to help shape Hampshire's future.

Devolution in Hampshire webpages

Further dedicated information about devolution in Hampshire, including Q&As, videos, details of the public consultation and how to have your say can be found on the County Council's webpages

www.hants.gov.uk/devolution

HAMPSHIRE COUNTY COUNCIL FUTURE SERVICES CONSULTATION – SPRING 2025

Consulation to 7th May

The service change proposals outlined within this consultation would contribute around £9.9 million in total towards closing Hampshire County Council's budget gap, while ensuring that the council can continue to meet the statutory duties which it is required by law to carry out.

Proposals re:

- Older Adults' Day Services
- Planned Highway Maintenance
- Proposed changes to the School Transport and Post-16 Transport services

APPENDIX II.ii – YEAR END ACCOUNTS

EXPENDITURE UGPC 2024/25 - 31 MAR - YEAR END				Salaries	Clerk Allowance	Governance Admin	Community / Grants	Maintenance			SLR	Pond	VH Project	Village Hall	Tennis	VAT	TOTAL
Invoice date	Paid date	Payee	Description					Contact	General	Programme							
1 22/02/24	25/02/24	Chambers & Tice	Payroll & Admin Services									E325.16				E365.84	E365.84
2 20/02/24	24/02/24	Clerk	Payroll & Admin Services		E240.00												E240.00
3 09/02/24	25/02/24	Andy Lawton & Thomas	Parish Church Fees				E60.00									E60.00	E218.00
4 09/02/24	24/02/24	HALL HALL C&A	Subs (incl HALL) 2024/25			E265.00											E265.00
5 09/02/24	24/02/24	Sanitizers 23/24	Maintenance Contracts April					E278.00									E278.00
6 22/02/24	24/02/24	Frank Farning	2 x 450ml, 4 x 4000 Gals									E14.77				E14.77	E292.77
7 09/02/24	24/02/24	Sanitizers 23/24	Flanking 180ml/200ml									E25.00					E25.00
8 09/02/24	24/02/24	Hi Tech Heating	V Hall boiler											E314.11		E72.92	E387.03
9 27/02/24	24/02/24	Ammonia 23/24	Green unit VH										E4,482.18	E1,332.02		E1,654.84	E6,309.04
10 APRIL	24/02/24	Longman	Salary APRIL	E31.90													E31.90
10a APRIL	24/02/24	Longman	Salary APRIL	E31.92													E31.92
11 APRIL	24/02/24	Clerk	Salary APRIL	E250.00													E250.00
11a APRIL	24/02/24	Clerk	Salary APRIL	E31.90													E31.90
12 20/02/24	4 06/24	Holding Hand	Longman 180ml/200ml						E25.15								E25.15
13 20/02/24	4 06/24	Smith & Sons	VH Land Registry			E365.00										E365.00	E1,019.00
14 09/02/24	24/02/24	Sanitizers 23/24	Maintenance Contracts May					E283.00									E283.00
15 MAY	24/02/24	Longman	Salary MAY	E31.92													E31.92
16 MAY	24/02/24	Clerk	Salary MAY	E250.00													E250.00
17 02/02/24	10/02/24	Simon Systems Ltd	SID x 3							E300.00						E300.00	E300.00
18 09/02/24	15/02/24	Clear Councils	Insurance from 01 June			E305.46											E305.46
19 09/02/24	15/02/24	Bottle Menders	Internal Audit			E250.00											E250.00
20 09/02/24	10/02/24	Covers	Fair table and chairs				E345.00									E345.00	E479.00
21 09/02/24	24/02/24	Sanitizers 23/24	Maintenance Contracts June					E283.00									E283.00
22 JULIE	24/02/24	Longman	Salary June	E31.92													E31.92
23 JULIE	24/02/24	Clerk	Salary June	E250.00													E250.00
24 JULIE	24/02/24	HIFC JULIE	Payroll & Admin Services	E300.00													E300.00
25 10/02/24	24/02/24	BOBC-John 18/24	Playshop 2024/25						E221.02							E221.02	E221.02
26 07/02/24	24/02/24	Sanitizers	Maintenance Contracts July					E283.00									E283.00
27 JULY	24/02/24	Longman	Salary July	E31.92													E31.92
28 JULY	24/02/24	Clerk	Salary July	E250.00													E250.00
29 08/02/24	04/02/24	CH-Pond Services	Care for PPS						E11.91							E11.91	E13.91
30 09/02/24	24/02/24	Sanitizers	Maintenance Contracts Aug					E283.00									E283.00
31 AUG	24/02/24	Longman	Salary Aug	E31.92													E31.92
32 AUG	24/02/24	Clerk	Salary Aug	E250.00													E250.00
33 22/02/24	24/02/24	Shire Tree Care	Prune Alder Tree								E290.00						E290.00
34 09/02/24	24/02/24	Sanitizers 23/24	Maintenance Contracts Sept					E283.00									E283.00
35 SEPT	24/02/24	Longman	Salary Sept	E31.92													E31.92
36 SEPT	24/02/24	Clerk	Salary Sept	E250.00													E250.00
37 JULIE	30/02/24	HIFC-JULIE	Payroll & Admin Services	E300.00													E300.00
38 09/02/24	30/02/24	BOC LLP	Edwards & Sons			E210.00										E210.00	E210.00

EXPENDITURE UGPC 2024/25				Salaries	Clerk Allowance	Governance Admin	Community / Grants	Maintenance			SLR	Pond	VH Project	Village Hall	Tennis	VAT	TOTAL
Invoice date	Paid date	Payee	Description					Contact	General	Programme							
SUB TOTAL APRIL TO SEPTEMBER				E4,882.62	E240.00	E2,446.46	E283.00	E1,708.00	E50.46	E221.02	E300.00	E710.33	E4,482.18	E1,696.12		E1,738.82	E18,817.36

EXPENDITURE UGPC 2024/25 - 31 MAR - YEAR END				Salaries	Clerk Allowance	Governance Admin	Community / Grants	Maintenance			SLR	Pond	VH Project	Village Hall	Tennis	VAT	TOTAL
Invoice date	Paid date	Payee	Description					Contact	General	Programme							
SUB TOTAL APRIL TO SEPTEMBER				E4,882.62	E240.00	E2,446.46	E283.00	E1,708.00	E50.46	E221.02	E300.00	E710.33	E4,482.18	E1,696.12		E1,738.82	E18,817.36
39 24/02/24	04/02/24	BOBC-John 18/24	Playshop 2024/25						E221.02							E221.02	E221.02
40 09/02/24	04/02/24	Simon Systems Ltd	SID - JULIE (2024/25)							E300.00							E300.00
41 24/02/24	04/02/24	CH for AVS	2 x 4m Green boards						E17.52							E17.52	E45.16
42 15/02/24	30/02/24	Sanitizers	Maintenance Contracts OCT					E283.00									E283.00
43 OCT	30/02/24	Longman	Salary OCT	E31.92													E31.92
44 OCT	30/02/24	Clerk	Salary OCT	E250.00													E250.00
45 04/02/24	20/02/24	Sanitizers	Maintenance Contracts NOV					E283.00									E283.00
46 NOV	20/02/24	Longman	Salary NOV	E31.92													E31.92
47 NOV	20/02/24	Clerk	Salary NOV	E250.00													E250.00
48 20/02/24	04/02/24	Clearway Sport WARR	Demolishing old tennis court												E195.00	E390.00	E1,190.00
49 04/02/24	04/02/24	Veron ICT 18/24	Domain, email hosting			E150.00										E150.00	E1,190.00
50 02/02/24	02/02/24	ICO	Data protection register			E50.00										E50.00	E1,190.00
51 17/02/24	17/02/24	Cumtina Clerk Co	Maintenance Church Clerk				E195.00									E195.00	E2,220.00
52 20/02/24	20/02/24	J Smith & Son	Repairs coffee pot and									E30.00				E30.00	E2,250.00
53 19/02/24	30/02/24	Sanitizers	Maintenance Contracts DEC					E283.00									E283.00
54 DEC	30/02/24	Longman	Salary DEC	E31.92													E31.92
55 DEC	30/02/24	Clerk	Salary DEC	E250.00													E250.00
56 06/02/24	31/02/24	Itigo Fox	Website Hosting				E115.28									E115.28	E1,365.28
57 04/02/24	02/02/24	HIFC-JULIE	Payroll & Admin Services	E300.00													E300.00
58 19/02/24	20/02/24	Sanitizers	Maintenance Contracts JAN					E283.00									E283.00
59 JAN	20/02/24	Longman	Salary JAN	E31.92													E31.92
60 JAN	20/02/24	Clerk	Salary JAN	E250.00													E250.00
61 17/02/24	20/02/24	Andy Law	Parish Church Fees 2025				E180.00									E180.00	E2,680.00
62 19/02/24	20/02/24	Sanitizers	Maintenance Contracts FEB					E283.00									E283.00
63 JAN	20/02/24	Longman	Salary FEB	E31.92													E31.92
64 JAN	20/02/24	Clerk	Salary FEB	E250.00													E250.00
65 17/02/24	05/02/24	Caroline Smith & Son	1200 Hallow Hill gate				E350.00									E350.00	E420.00
66 17/02/24	05/02/24	Caroline Smith & Son	1200 Hallow Hill gate				E350.00									E350.00	E420.00
67 18/02/24	18/02/24	Wayde	Service Charge			E425.00										E425.00	E845.00
68 17/02/24	20/02/24	Reliance Energy	Electricity										E3,584.48				E3,584.48
69 20/02/24	27/02/24	Clearway Sport WARR	Demolishing old tennis court												E290.00	E480.00	E3,874.48
70 19/02/24	20/02/24	Sanitizers	Maintenance Contracts MAR					E283.00									E283.00
71 MAR	20/02/24	Longman	Salary MAR	E31.92													E31.92
72 MAR	31/03/24	Clerk	Salary MAR	E250.00													E250.00
73 JUNE	31/03/24	HIFC-JULIE	Payroll & Admin Services	E300.00													E300.00
74 20/02/24	31/03/24	Clerk	Salary 2025			E240.00											E240.00
TOTALS				E8,374.64	E480.00	E2,755.55	E1,696.00	E3,425.00	E39.27	E265.22	E300.00	E740.33	E8,086.64	E1,696.12		E2,162.32	E31,663.73
Invoice date	Paid date	Payee	Description	Salary	Clerk Allowance	Finance / Governance	Community / Grants	Maintenance - Contact	Maintenance - General	Maintenance - Programme	SLR	Pond	VH Project	Village Hall	Tennis	VAT	TOTAL

APPENDIX II.III – YEAR END ACCOUNTS SHEETS FOR AUDIT**Upton Grey Parish Council - AUDIT SHEET**

2024/25 BANK RECONCILIATION		
Receipts and payments summary		
1	Balance Brought Forward from 2023/24	£ 25,135.47
2	Plus Income	£ 45,180.62
3	Less Expenditure	£ 31,663.73
4	Balance to take over at year end	£ 38,652.36
Reconciliation		
5	Lloyds Parish Treasurers - 31/03/2025	£207.01
6	Lloyds Business Account - 31/03/2025	£18,445.35
7	Lloyds 95-day Account	£ 20,000.00
8	TOTAL BANK ACCOUNTS	£ 38,652.36
9	Balance to take over at year end	£ 38,652.36

Charles Holroyd, Chairman Date 10 April 2025

Susan Turner, RFO Date 10 April 2025

APPENDIX II.IIIii – YEAR END ACCOUNTS SHEETS FOR AUDIT

UPTON GREY PARISH COUNCIL					
2024/2025 Audit Year – Significant Variations - AUDIT SHEET					
Difference between current and previous year greater than both 10% and £100 in Section 1, boxes 2, 3, 4, 5, 6, 9 and 10					
SECTION 1		Previous Year 2023/24	Current Year 2024/25	Difference	Diff %
1	Balance Brought Forward	£34,801.15	£25,135.47	£9,755.68	-27.96%
2	Annual Precept	£18,805.00	£22,326.00	£3,721.00	20.00%
3	Total Other Receipts	£11,403.37	£22,854.82	£11,391.25	99.37%
4	Staff Costs	£8,844.00	£0,374.84	£530.84	6.00%
5	Loan Interest/capital repayments	£0.00	£0.00	£0.00	N/A
6	Total other payments (excl salaries)	£30,880.05	£22,289.09	£8,690.96	-28.05%
7	Balance carried forward	£25,135.47	£38,652.36	£13,516.89	53.78%
8	Total cash and short term investments	£25,135.47	£38,652.36	£13,516.89	53.78%
9	Total fixed assets and long term assets	£122,879.52	£123,208.68	£329.16	0.27%
10	Total borrowings	£0.00	£0.00	£0.00	N/A
11	Trust funds	N/A	N/A	N/A	N/A
Box 2 Precept				Difference	
Explanation for variation				£3,721.00	
AN AGREED reduction in the 2022/23 Precept (of some 50% compared to previous year - to compensate for a previously agreed increase for specific expenditure) resulted in a step of increases of 22% for 2023/24 and 20% for 2024/25 to bring the 2024/25 Precept back up again to a sustainable level.					
Box 3 Total receipts (excl precept)		2023/24	2024/25	Difference	
Explanation for variation					
Grass cutting grant		£1,202.47	£1,202.47	£0.00	
Grants / County Cllr grant for footway		£0.00	£500.00	£500.00	
Coronation event grants		£2,000.00	£0.00	£2,000.00	
Veni Cllr grant 2022/23 - Queens Green & Garry trees		£450.85		£450.85	
Veni Cllr grant 2023/24 - Village Hall carbery		£399.75		£399.75	
HCC PTIF fuel - Village Hall Energy efficiency audit		£1,495.00		£1,495.00	
BDBC Cllr Funding - Village Hall kitchen			£9,500.00	£9,500.00	
Tennis courts fuel		£1,710.00	£7,300.00	£5,590.00	
Vat reclaim		£3,743.33	£3,062.44	£219.11	
Bank interest - Note: For 2024, £20 Kiwami to 55-day notice account - Interest not yet paid to account		£372.17	£200.71	£171.46	
		£11,403.37	£22,854.82	£11,391.25	
Box 6 Total payments (excl salaries)		2023/24	2024/25	Difference	
Explanation for variation					
Admin/Governance (incl audit, insurance, subs)		£1,454.34	£1,000.50	£446.25	
Legal costs for replacement VH deeds & Land Registry			£855.00	£855.00	
Clerk's allowance (two years' paid in 2024/25)		£0.00	£480.00	£480.00	
Grants / Donations (to Community groups)		£2,865.00	£1,594.00	£1,271.00	
Maintenance contract		£3,313.00	£3,425.00	£112.00	
Maintenance - general - Village upkeep		298.45	£88.27	£210.18	
Playground Inspections & maintenance		£422.81	£265.22	£157.60	
Assets - QGC trees and plaque		£260.83	£320.16	£58.33	
Tree planting		£160.00	£101.77	£58.23	
Pond maintenance		£2,840.00	£310.00	£2,530.00	
Deployment - Speed Limit Reminder sign		£300.00	£800.00	£500.00	
Village Hall		£8,809.59	£1,898.12	£6,911.47	
Village Hall (grant funded)		£7,252.57	£8,086.64	£834.07	
Tennis - court maintenance		£405.00	£305.00	£100.00	
VAT paid		£4,278.36	£2,162.32	£2,116.04	
		£30,880.05	£22,289.09	£8,690.96	

Charles Holroyd, Chairman Date: 10 April 2025

Susan Threlk, RFO Date: 10 April 2025

APPENDIX II.IIIi – AGAR FORMS 2024/25

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

UPTON GREY PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		Yes means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable, in our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

10/04/2025

and recorded as minute reference:

6.3

Signed by the Chair and Clerk of the meeting where approval was given:

Chair 
Clerk 

<https://www.uptongreyparishcouncil.co.uk>

APPENDIX II.IIIii – AGAR FORMS 2024/25

Section 2 – Accounting Statements 2024/25 for

UPTON GREY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	34,891	25,135	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	18,605	22,326	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	11,463	22,855	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	8,844	9,375	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	30,980	22,289	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	25,135	38,652	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	25,135	38,652	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	122,880	123,209	The value of all the property the authority owns – It is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

09/04/2025

I confirm that these Accounting Statements were approved by this authority on this date:

10/04/2025

as recorded in minute reference:

6.4

Signed by Chair of the meeting where the Accounting Statements were approved



APPENDIX III.I – YEAR END COMPARISON AND BUDGET 2025/26

UGPC Y/E COMPARISON @ 31 MARCH YEAR END				BUDGET Y EXPEND	BUDGET 24/25 BUDGET MAR 2024	20 25/26 BUDGET - MAR 2025	20 26/27 BUDGET - DRAFT	20 27/28 BUDGET - DRAFT	EXPENDITURE
2022/23 YEAR END	2023/24 YEAR END	EXPENDITURE	2024/25 YEAR END						
£8,042.78	£8,844.00	Salaries	£9,374.84	£49.44	£9,325.20	£9,843.37	£10,335.54	£10,852.32	Salaries
£240.00		Clerk's allowance	£480.00	£240.00	£240.00	£240.00	£240.00	£240.00	Clerk's allowance
		Expenses		£70.00	£70.00	£70.00	£70.00	£70.00	Expenses
£340.00		Training		£300.00	£300.00	£300.00	£300.00	£300.00	Training
£1,801.89	£1,454.34	Finance/Governance	£1,900.59	£100.59	£1,800.00	£1,950.00	£2,000.00	£2,050.00	Finance/Governance
		Legal costs (VH)	£855.00	£855.00					Legal costs (VH)
£4,244.20	£885.00	Grants to Community	£1,594.00	£1,639.88	£3,253.88	£3,200.00	£3,200.00	£3,200.00	Grants to Community
	£2,000.00	Grant VH (see VH below)		£246.12	£246.12				
£750.00	£8,909.59	VH-shop grant	£1,096.12	£1,096.12		£300.00	£1,500.00	£1,500.00	VH-shop grant
		VH Hire - meetings					£250.00	£250.00	VH Hire - meetings
	£300.00	SID management	£800.00	£300.00	£900.00	£925.00	£950.00	£975.00	SID management
		MAINTENANCE							MAINTENANCE
£2,911.00	£3,313.00	Maintenance contract	£3,425.00	£12.50	£3,412.50	£3,598.25	£3,704.14	£3,815.23	Maintenance contract
£875.00		Pond fence	£30.00						Pond fence
		Pond tree (Pear & Alder)	£710.93	£1,239.07	£2,000.00	£2,000.00	£2,000.00	£2,000.00	Pond tree (Pear & Alder)
	£1,190.00	Pond clearing							Pond clearing
	£1,750.00	Liner & bank repair							Liner & bank repair
	£422.91	Playground Inspection	£285.22	£484.78	£750.00	£750.00	£750.00	£750.00	Playground Inspection
		Play equip maint							Play equip repair
£135.45	£298.45	Maintenance general	£88.27	£911.73	£1,000.00	£1,000.00	£1,000.00	£1,000.00	Maintenance general
		Assets / capital expend							Assets / capital expend
£2,000.00	£495.00	Tennis	£395.00						Tennis
	PROJECTS	PROJECTS							PROJECTS
	£450.83	Jubilee trees							Jubilee trees
	£399.75	VH cutlery							VH cutlery
	£1,495.00	VH energy efficiency							VH energy efficiency
	£5,357.82	VH-BDBC-CIF-kitchen	£4,492.18		£4,492.18				VH-BDBC-CIF-kitchen
		Village Hall Solar	£3,594.48	£3,594.46		£10,783.39			Village Hall Solar
£1,217.09	£4,278.38	VAT - expend	£2,182.32						VAT - expend
£22,157.39	£39,824.05	TOTAL EXPEND	£31,083.73						TOTAL EXPEND
£20,157.39	£39,329.05	Expend - less tennis	£31,288.73	£1,316.53	£27,789.88	£34,958.01	£28,299.88	£27,002.58	Expend less tennis

APPENDIX III.II – YEAR END COMPARISON AND BUDGET 2025/26

UGPC Y/E COMPARISON @ 31 MARCH YEAR END				24/25 BUDGET FULL - MAR	2025/26 BUDGET - MAR 2025	2025/26 BUDGET - DRAFT	2025/26 BUDGET - DRAFT	INCOME
2022/23 YEAR END	2023/24 YEAR END	INCOME	2024/25 YEAR END					
£15,250.00	£18,805.00	Precept	£22,328.00	£22,326.00	£24,000.00	£24,720.00	£25,481.00	Precept
£1,279.87	£1,292.47	Grass Cutting Grant	£1,292.47	£1,305.39	£1,292.47	£1,292.47	£1,292.47	Grass Cutting Grant
	£2,000.00	County Cllr Grant	£500.00					County Cllr Grant
£589.40	£850.40	Ward Cllr grants						Ward Cllr grants
	£1,485.00	HCC PTA grant						HCC PTA grant
		VH-BDBC-CIL-Kitchen	£9,500.00	£9,850.00				VH-BDBC-CIL-Kitchen
		CIF-Village Hall Solar			£14,300.00			Village Hall Solar
£1,700.00	£1,710.00	Tennis	£7,300.00					Tennis subs
£29.34	£372.17	Bank Interest	£299.71	£400.00	£400.00	£400.00	£400.00	Bank Interest
	£3,743.33	VAT reclaim	£3,882.44					VAT reclaim
£18,828.41	£30,088.37	TOTAL INCOME	£45,180.82					TOTAL INCOME
£17,128.41	£28,358.37	Income less tennis	£37,880.82	£3,999.23	£33,881.39	£38,882.47	£28,412.47	Income less tennis
UGPC Y/E COMPARISON @ 31 MARCH YEAR END				24/25 BUDGET FULL - MAR	2025/26 BUDGET - DRAFT	2026/27 BUDGET - DRAFT	2027/28 BUDGET - DRAFT	
2022/23	2023/24	BALANCE	2024/25 YEAR END					
£3,328.88	£9,755.88	SURPLUS / DEFICIT	£13,518.89					
£34,891.15	£25,135.47	Balance - Total	£38,052.38					
£300.00	£1,215.00	SURPLUS/DEFICIT-TENNIS	£3,905.00					SURPLUS/DEFICIT-TENNIS
£3,028.88	£10,970.88	SURPLUS/DEFICIT-PC	£8,811.89	£8,091.51	£5,034.43	£112.79	£151.48	SURPLUS/DEFICIT-PC
£9,883.48	£10,798.48	BALANCE - TENNIS	£17,703.48					BALANCE-TENNIS
£25,307.87	£14,338.99	BALANCE - PC	£20,948.88	£20,418.50	£25,983.34	£26,096.13	£26,247.62	BALANCE - PC

APPENDIX IV – RECREATION GROUND



APPENDIX V

NEW APPLICATIONS SINCE LAST MEETING OF 20 MARCH

T/00181/25/TCA (Validated 07 April) Pond House, Weston Road. Repollard 7 Sycamore trees. Repollard 4 Lime trees.

25/00698/HSE (Validated 27 March) Bidden Grange Cottage, Bidden Road. Erection of two storey extension to garage/annex to include works to roof.

PROGRESS OF RECENT APPLICATIONS

T/00145/25/TCA (**Pending**, Validated 18 March) Keepers Way, Basingstoke Road. Copper beech: fell. T2 False cypress: fell. T3 Silver birch: fell. T4 Sentinel pine: fell. G5 5x False cypress: fell.

T/00140/25/TCA (**Pending**, Validated 17 March) West Of Cleves Lane. Remove 10 trees Barn/Hanger field behind Cleves Lane.

T/00137/25/TCA (**Pending**, Validated 17 March) Sherborne Cottage, Church Stree. T1 - Multi stem Sycamore Tree has been previously managed as a hedge and pollarded but now been left for several years. which has caused excessive stress on the root plate and foundations of nearby shed. Works - pollard each stem to height of shed roof finished height approx 6-8ft to prevent rootplate failure and manage as a hedge. T2 - Silver Birch tree is very slim and tall and x2 horse chestnuts have had to be reduce nearby which has left birch stand alone and open to elements. Due to the trees form it is not suitable to reduce as would leave a very flat crown and a lack of target pruning points Works - dismantle tree and replace with a more suitable specimen to the tree's location

25/00629/HSE (**Pending**, Validated 14 March) 7 Holme Hill. Erection of a single storey side extension and installation of 1no side facing velux window.

T/00134/25/TCA (**Pending**, Validated 13 March) The Hawthorns 1 South Hill. T1 - Sycamore crown reduce to old points and crown lift to 5.3m over highway.

T/00135/25/TCA (**Pending**, Validated 13 March) The Old Post House, Bidden Road. T1 - Norway Maple fell.

25/00421/HSE (**Pending**, Validated 24 Feb) Dormers, Powntley Copse. Conversion of existing garage, alteration of hipped roof to gables, new porch, first floor rear dormer and first floor rear extension.

T/00105/25/TCA (**Approve 07 April**, Validated 25 Feb) Balestrand, 5 Weston Close. Pine tree located at the rear of the property right on the boundary and directly underneath overhead power lines. Tree has been previously topped and is now growing up too close to the power lines again. Remainder of the tree underneath the power line is getting too big for the garden and fear of a rot pocket developing from continuous topping. Works proposed are to remove the tree and grind out the stump.

T/00101/25/TCA (**Approve 18 March**, Validated 20 Feb) Portland House Cleves Lane. T1 Yew tree: removal of up to 3.5 inches only to keep shape.

25/00132/RET (**Grant 21 March**, Validated 29 Jan) 15 Holme Hill. Erection of timber frame outhouse (retrospective).

25/00067/HSE (**Pending**, Validated 27 Jan) Campion House, Cleves Lane. Construction of vehicle access and driveway with erection of piers, gates and a carport

25/00046/FUL (**Pending**, Validated 17 Jan) Land South West Of Weston Road. Dog exercise paddock with access and parking, including the erection of fencing. Presently showing agreed expiry 09 May

24/02958/FUL (**Pending**, Validated 19 Dec) Barns at Upton Grey Cemetery. Change of use of barns to dwelling and associated alterations, extension, parking, landscaping and diversion of footpath. No objections on BDBC website - 3 neighbour comments in support. T/00620/24/TCA (Approve 21 Jan, Validated 09 Dec 2024) Redwing House. T1 Maple: remove large lowest branch. Thin canopy up to 20%.

24/02633/FUL (**To be withdrawn?** Validated 13 Nov) Campion House, Cleves Lane. Construction of vehicle access and driveway with erection of piers, gates and a carport

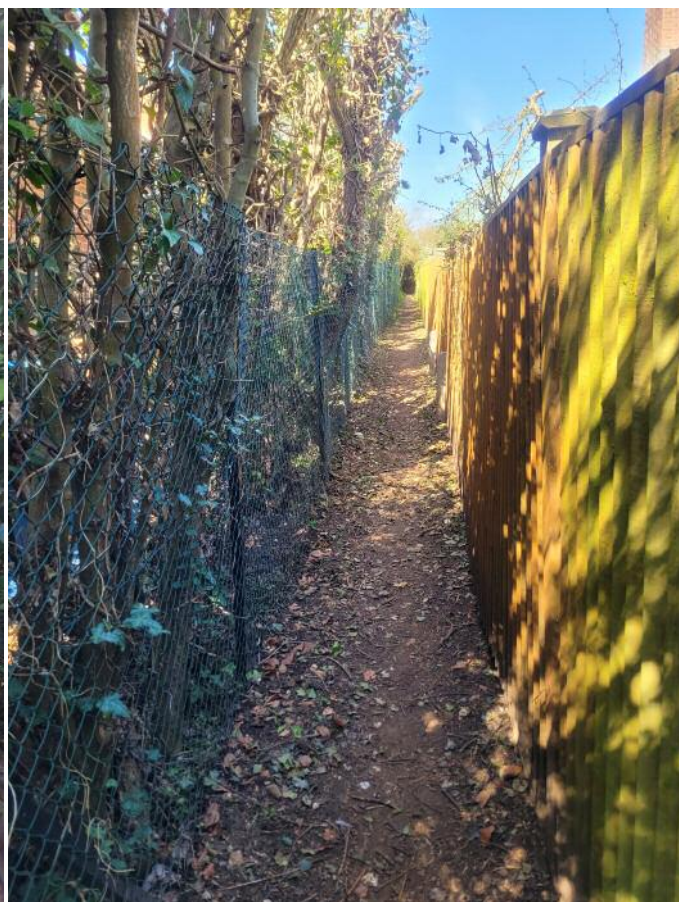
24/02229/ROC (**Grant 18 March**, Validated 25 Oct) Hoddington Arms. Variation of condition 19 of 20/02048/FUL to change the approved air source heat pump.

APPEALS

APP/H1705/W/25/3362942 **APPEAL IN PROGRESS** Land At Manor Farm Yard. Erection of 1 no building with 4 no commercial units

APP/H1705/W/24/3354332 **APPEAL IN PROGRESS** Thursden House, Basingstoke Road. Erection of a single dwellinghouse, with garage and associated access, car parking, landscaping.

APPENDIX VI – FP8 ADJACENT TO HOLME HILL – TO OF PATH HEDGES CUT BACK



APPENDIX VII

HAMPSHIRE COUNTY COUNCIL LETTER FOR PARISH & TOWN COUNCILS**LETTER SUPPLIED BY HCC FOR OVERGROWN VEGETATION – DEC 2023**

Not to be amended

Dear Owner/Occupier

Overgrown vegetation at your property encroaching onto the public highway

I would like to advise you that we have recently (observed/been contacted about) vegetation that appears to be on your property, is overgrown and is causing an obstruction.

Overgrown trees and hedges next to footpaths and roads pose a real hazard to people who are disabled or who are visually impaired, and young children or other pedestrians who risk injury or damage to their faces or clothing from thorns and branches.

If the pavement (footway) is narrow or the obstruction is excessive, they may be forced into the road. This is particularly dangerous for wheelchair users or for people pushing a pram or buggy.

On junctions and bends overgrown hedges may obstruct sight lines and the clear view of motorists. They may also obscure traffic signs or streetlights, increasing the risk of accidents. The Highway Authority has a duty under the Highways Act 1980 to ensure that the highway is not obstructed.

Even small overgrowth can be hazardous particularly to blind and visually impaired people who often use property boundaries as a guide, or when a footpath is narrow. It is also a requirement that anything overhanging a footway must be at least 2.1m above the footway or verge, 2.4m above a cycleway and 5.2m above the road surface.

It may be the case that you are not aware of vegetation overhanging from your property. If you would like to discuss this matter further, or if you are not clear as to the extent of cutting back required, please contact the Parish Council.

In the meantime, I would therefore be grateful, if you are in a position to do so, to cut back your vegetation to within your boundary or above the heights previously specified. You may also want to consider regularly maintaining your vegetation, so it does not become an obstruction.

Please note that if you don't take action, this issue will be reported to Hampshire County Council, and they may be in contact to request action be taken.

Thank you for your understanding and co-operation.

Yours sincerely