

MINUTES OF THE PARISH COUNCIL MEETING

Thursday 20 JUNE 2024, Village Hall, 7pm

Present Parish Councillors: Charles Holroyd (Chairman), Alison Barker, Paul Barnes
Nigel Long, Nick Ralls; Clerk Susan Turner; Members of the public 2

1 WELCOME & APOLOGIES

Apologies PCSO Andy Jones; County and Ward Councillors.

2 PUBLIC SESSION

.1 No issues raised by members of the public.

.2 Issues raised in Public Session last meeting

Speeding traffic along Bidden Road. Confirmed that the Speed Limit Reminder sign records the number of 'activations' but does not have a data recorder to record vehicle speeds.

Two Sycamore trees in the bank on property boundary with the road. Resident's concern that the trees growing very large, and through large power line. Suggestion then to contact SSE to request they clear the tree from power lines; clerk to follow up with resident.

Development at the Hodd, noting building work due to start this weekend ref: 20/02048/FUL (Granted 23 July 2021, Validated 29 Jul 2020) Hoddington Arms . Erection of a single storey detached annexe to the pub to provide five guest bedrooms, increase existing number of car spaces to provide a total of 27 car spaces including disabled spaces and removal of one tree (T1).

3 MINUTES OF PREVIOUS MEETING AGM of 16 May, agreed and signed.

4 DECLARATIONS OF INTEREST in items on the Agenda, none

5 REPORTS TO MEETING

.1 County Councillor written report APPENDIX I

Council Leader Cllr Nick Adams-King was confirmed as new Council Leader at AGM of Thurs 23 May, the report covers new Leaders' opening speech, and notes newly elected Cabinet.

Future Services Consultation Due to General Election and 'conventions around making significant decisions during an election period' decisions on 'Future Services Provision' proposals have been postponed until later in the year.

.2 Ward Councillor written report APPENDIX II

MSA – Re application for Motorway Service Area at M3J6, Moto have been required by case officer to submit a full Environmental Impact Assessment. This relating to response from Natural England and designation of Crabtree Plantation as a Local Nature Reserve.

Local Plan Update Reg 18 consultation responses are being evaluated by officers at present. Reg 19 needs to be launched at the end of December for to the requirement for only four years housing supply to continue; BDBC can presently show a 4.2 year supply.

.3 PCSO Andy Jones email update of 20 June

Theft from vehicles has taken off again now the sun has finally arrived. Cars left in beauty spots or areas popular for walking etc are being targeted. Police are following up on lines of enquiry. But general advice is do not leave anything in your car even if it is an empty bag. If you have a parcel shelf it is worth considering removing this while parked. Boot windows in the past have been smashed in order to look under the parcel shelf in case anything was hidden in there.

Any index numbers of suspicious cars would be very useful to Police.

.4 Parish Lengthsman June report

- All council assets in good order.
- I have walked the public footpaths Tunworth side of the village.
The gate latch at the Cemetery Lane end of FP No 8 has been removed so the gate is only kept closed by its weight.
- I trimmed some of the vegetation around the kissing gates on FP no 12.
- Litter picking along Tunworth road as far as Five Lanes junction past the Dower House entrance.
- I previously reported that FP 14 was only passable wearing long trousers. I believe it has been arranged for the County Lengthsmen to tackle this on 20 June. Having inspected the Cemetery

For signature (p1 of 3)

Lane end of FP14, I am pleased to say that it has been cut. I'm not certain when it was done but it is now comfortable to walk.

- A parishioner contacted me [Wed 19 June] to say there is a large drum of oil in the verge-side along Bidden road. I contacted BDBC who told to contact Hampshire highways who told me to contact the police. At 8pm, waiting to see if I am to meet them at the location. Fortunately the drum although full is not leaking.

Further report to meeting

- The oil drum is a 45 gallon drum thought to be red diesel and presumably lost from a truck. Many phone calls last night seeking relevant people to deal with it. Received update that it will be moved but awaiting an order giving permission to transport.
- Re missing latch from gate at top of FP8, will purchase new and weld in place.
- Confirmed the playing field at the Recreation Ground has now been cut.

6 FINANCE & GOVERNANCE

.1 Internal audit report 2023/24 APPENDIX III

Point to note

- General comment that good to see the Parish Council is working proactively.
- The issues around BOATs and requests for winter closure of byways noted.
- Not all signed hard copies of minutes in the file at time of audit – action, to find and refile.
- Link required from PC website to BDBC website for Members Interests – ensure up-to-date.

.2 For external audit Confirmed the Parish Council has no conflicts of interest with BDO LLP.

.3 Insurance renewal from 03 June total premium £805.46 re three-year tie-in.

.4 Accounts to date APPENDIX IV – Reconciliation at 20 June = £33,748.71.

Payments since last meeting AGM 16 May

14	Simone Systems – six x moving SID (outstanding from last month)	£360.00
15	Saunders-2047 – Maintenance May (incl contract increase)	£286.00
16	Lengthsman – Salary MAY	£65.42
17	Clerk – Salary MAY	£559.80
18	Insurance renewal	£805.46
19	Do the Numbers – Internal Audit	£250.00
20	Carters – Fete tables & chairs hire (Church)	£418.80

Income of note since last meeting CIF (Community Infrastructure Fund) £9,500.

NOTE grant application was for £9,850?, to follow up

Income pending VAT reclaim £1311.09 from last financial year.

Payments due for coming month

Saunders-2069 – Maintenance JUNE	£286.00
Lengthsman – Salary JUNE	£65.42
Clerk – Salary JUNE	£559.80
HMRC – PAYE April-May-June	£468.00
Employers National Insurance payment 2023/24	£??

.5 Budget update and latest estimate APPENDIX V

.6 Grants available 2024/25

- County Councillor devolved budget open for applications.
- Ward Councillor Community Grants budget open for applications.
- Hants' PTI (Parish & Town Council Investment) fund reopened till August (re Village Hall)
- BDBC CIF (Community Infrastructure Fund) (Village Hall)
- ACRE (Action with Communities in Rural England) – Potential for 20% top up grant for Community Buildings.

7 HIGHWAYS AND MAINTENANCE

.1 Pond and pond trees

Alder – Retaining some leaves but concern it is supporting Honey Fungus to spread.

AGREED To be felled asap. To consult tree surgeon whether to fell to ground level only, or also remove stump / main roots? Action Chair/Clerk.

New Pear tree – Thanks to councillors / neighbours for watering.

Pond duck house – Noted moorhens have moved in, photo APPENDIX VI. Also noting moorhens are aggressive and will chase away ducks, attack and drown ducklings.

For signature (p2 of 3)

.2 Weston Road footway

Proposal to install a durable (scalpings / bound gravel) footway beside the Weston Road pinch point behind the bollards. Options to progress the work:

- i. To seek grant funding for the path to be installed by contractor (County Lengthsman);
- ii. Potential for work to be undertaken with local expertise and volunteers;
- iii. Combination of i & ii above.

AGREED To submitted grant funding applications to support the project; outcome to inform decision on options above.

.3 Public Footpaths update

FP 14 scheduled to be cut by County Lengthsman; found to be already cut with thanks to landowner(s) (?) Action Chairman to contact landowner.

FP 8 from Weston Road by Holme Hill. Cut back by County Lengthsman on 20 June visit – undergrowth, and hedging to a minimum to make passible.

FP 8 new latch need to gatepost Cemetery Lane end, see Parish LM report at 5.4.

FP 12 – sawdust to be laid to alleviate muddy areas – postponed to LM visit September .

Hoddington FP7 from Lees Hill, the double row hedge is beginning to overgrow the path.

Appreciating landowner won't be cutting this time of year, to keep an eye on.

.4 County LM next visit – previously scheduled for end Sept – now Wed 04 Sept, earliest available date at the moment.

8 PLANNING

.1 Planning and tree applications Update at APPENDIX VII

Recent tree applications – no objection, no comment.

[24/01021/HSE \(Validated 24 May 2024\)](#) 17 Little Hoddington. Erection of a part single/part two storey wrap around extension, first floor extension and new front porch to include internal alterations and moving of front door. Installation of air source heat pump. (Alternative scheme to that approved under 21/03603/HSE to include additional obscured W/C window on side elevation ground floor and garage roof ridge to be raised by 212mm and to be centralised)

No objection but to raise question re Environmental Heath re the noise level expected from the heat pump; is quite close to neighbours.

.2 Local Plan Update – To note call for sites for Gypsy and Traveller sites – see also Ward Councillor report at Appendix II.I.

9 FURTHER UPDATES / REPORTS

.1 Church fete

TO RECORD on behalf of the Parish Council – appreciation for all the work by volunteers in making this a success; congratulations on raising just over £7.5K.

Thanks received from Church (PCC) for Parish Council support in providing for the table and chair hire and portaloos hire.

.2 Village Hall

i Annual report for 2023/24 is in preparation.

ii Looking to new grant funding for this year. To progress with data for energy audit report, particularly given short window of reopening for Hants PTI fund.

.3 BDBC Playground lease – no further update.

.4 Byways and seasonal closures – no further update

.3 Holme Hill update The last house has been sold; thus a Management Company is being put together to take over responsibility for the site. This means that BDBC can go ahead with tree planting this Autumn. Noting Parish Council had offered to take on temporary responsibility for the site, but this an option Legal Services did not agree to.

10 NEXT PARISH COUNCIL MEETINGS

Agreed scheduled meeting for 18 July to be moved to following Thursday 25 July, 7pm.

No August meeting. Subsequent meetings, third Thursdays, 7pm, 19 Sept, 17 Oct, 21 Nov.

Meeting closed at 8pm with thanks to all

For signature (p3 of 3)

APPENDIX I CLLR JULIET HENDERSON – HCC REPORT – JUNE 2024

New Council Leader Thursday 23 May was Hampshire County Council's Annual General Meeting, where Cllr Nick Adams-King was voted by colleagues to be the new Leader of the Council.

Cllr Adams King said 'I am deeply honoured that they have given me their trust. I will work tirelessly to repay that trust, and will not let them, or you the people whom we serve, down.

Incoming Leader's speech:

Hampshire is a wonderful County and I am deeply honoured and humbled to have been selected by my absolutely brilliant colleagues as the Leader of the Conservative Group and, by all of you, as the Leader of the Council.

I am fortunate to have an incredible group who have a wealth of experience, knowledge and enthusiasm. Amongst these individuals there is no one more talented than Cllr Jan Warwick, whom I am delighted was chosen by my colleagues as our Group Deputy Leader and, whom I today appoint Deputy Leader of the Council.

I am fully aware of the immense challenges we face, and I commit to working tirelessly to overcome them. However, we must not let these challenges deter us from promoting the fantastic work the County Council does. We must continue to innovate and find new ways of working, to better serve Hampshire's 1.4 million residents -making their lives better, their journeys safer, and ensuring they receive the help they need when they need it.

Hampshire County Council, in common with most other local authorities, faces an unprecedented financial challenge.

Let me say this very clearly though. Hampshire County Council is not 'going bust'.

We have a legal responsibility to provide essential services, and we cannot refuse support when it's requested. This includes social care for older people, support for those with disabilities, the care of vulnerable children and school transport for those who qualify. These services are rightfully provided free of charge to those who need them, but they do come at a significant cost.

We face a recurring budget shortfall of £132million by next financial year. To address this we conducted the 'Future Services' public consultation from January to March this year, asking people from across Hampshire for their views on proposed changes and reductions to some local services.

I want to extend my heartfelt thanks the 14,400 residents who responded.

We have read all your views. Your feedback, has been invaluable, offering fantastic insights, ideas and challenges.

Before decisions are made, we must follow a thorough democratic process. Member task-and-finish groups will review the consultation documents and high-level findings, reporting to the County Council's select committees.

These committees will then review the results and make recommendations to Cabinet, who will collectively decide the way forward for each proposal.

Let me say clearly to our residents. We have heard you, and we are working hard to ensure your views are reflected in the decisions we make.

To our dedicated employees, I want to say how much we value your commitment and professionalism. You have shown incredible dedication in challenging times, and I am grateful for your continued and excellent service.

I am an optimist, and I am optimistic about the future of Hampshire County Council.

Under my leadership, we will strive to be an efficient, caring, innovative, business friendly council. We will care for our environment, tackle climate change and promote the work we do to protect our most vulnerable residents.

To our residents I promise that we will always remember it is YOUR money we spend.

To our businesses I promise we will support you, recognising you are the backbone of our county.

To our most vulnerable residents accessing our social care services, and to those young people in our care, we will continue to protect and support you.

We can, and will, change this Council for the better. We can and will make it work more effectively for the people of Hampshire. We will find innovative solutions, work efficiently and maximise the contribution from our assets.

Together we will deliver a positive future for Hampshire.'

APPENDIX I.II CLLR JULIET HENDERSON – HCC REPORT – JUNE 2024 *continued***New County Council Cabinet Portfolios**

Cllr Nick Adams-King	– Leader; Executive Member for Hampshire 2050 & Corporate Services
Cllr Jan Warwick	– Deputy Leader; Executive Member for Younger Adults; Health & Wellbeing
Cllr Lulu Bowerman	– Executive Member for Highways and Waste
Cllr Roz Chadd	– Executive Lead Member for Children’s Services
Cllr Liz Fairhurst	– Executive Lead Member for Adult Social Care and Public Health
Cllr Steve Forster	– Executive Member for Education
Councillor Zoe Huggins	– Executive Member for Hampshire 2050 (Climate Change, Culture and Partnerships) and HR, Communications and Performance
Councillor Kirsty North	– Executive Lead Member for Universal Services

Future Services Consultation – delay to decision making

As a result of the General Election and conventions around making significant decisions during an election period, the democratic scrutiny and Cabinet decisions on the County Council’s SP25 savings proposals have been postponed until later in the year.

We know that the retention of HWRCs and School Crossing Patrols, maintenance of vital community transport routes and the continued provision of homelessness grants to the end of their planned contract term are important to both the public and our partners.

While we will of course consider all the detailed proposals included in the SP25 package, we will also consider what other options may be available so that, should we be minded, we can choose different solutions and timescales at the point of our decision making in the autumn.

If agreed, the proposed changes to services would not commence until April 2025, so there is time for full democratic scrutiny to be undertaken this autumn. The County Council’s excellent officer team have been diligent in preparing detailed proposals for the Select Committees to scrutinize and for Cabinet to then consider in due course.

These will only be proposals, while they will be recommended by our officers as part of the package of measures to meet the budget gap faced by the County Council we must, and will, fully take into account their profound impact and the huge public response to the consultation on the proposals that ended on 31st March.

Road Surface Dressing Programme

Hampshire roads will be given a new lease of life this summer as Hampshire County Council’s annual programme of road surface strengthening gets underway at 400 locations.

Reporting problems

Potholes: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/potholes>

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/treehedge>

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/flooding>

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/paving>

<https://www.hants.gov.uk/landplanningandenvironment/rightsofway/reportaproblem>

When reporting an issue, you’ll be sent an email confirming a reference number for the report. If you would like me to follow this up for you then do please forward that message to me and I will chase for you

APPENDIX II.I CLLR ONNALEE CUBITT – WARD CLLR REPORT – JUNE 2024

MOTO were finally required to submit an EIA as a result of our lobbying officers. They have submitted it but we have got to go through the details once we have a paper copy which we have requested and are awaiting.

Reg 18 consultation responses are being evaluated by officers at present. Reg 19 needs to be launched at the end of December for us to retain a protection of 4 years housing supply versus the standard 5 years housing supply. Due to the failure to build Manydown as per our last Local Plan we are currently at 4.2 months housing supply so this is key to us retaining control of planning applications.

Civic Pride is extremely important to us and we are really focussed on ensuring our Town and Borough looks loved and cared for. Please contact us if you have any concerns of things untended. We are working really hard to make sure the Council is working well for the residents and businesses alike.

Basingstoke Festival

Three weekends of performances in Basingstoke town centre and around the borough will kick-off summer as Basingstoke Festival returns for its thirteenth year.

Starting on Friday 21 June and spanning three weekends until Sunday 7 July, this year's festival celebrates everything that makes our borough special including heritage, arts, culture, community and not forgetting the audiences that watch and get involved.

This year's festival goers can experience an array of street theatre, outdoor arts, circus, dance, music and film. Residents and visitors of all ages will be able to find acts that appeal to them.

The festival is aiming to reach all corners of the borough this year by taking the outdoor programme into different parts of the borough on Sundays. The Saturday programme will continue to take place in the town centre.

For more information on Basingstoke Festival and how to take part, visit the Basingstoke Festival website or follow @BasingstokeFestival on Facebook and @BstokeFestival on X and Instagram. The website will be regularly updated as acts, locations and timings are confirmed.

Call for sites for Gypsy and Traveller sites – Monday 10 June to Monday 8 July

Following the Local Plan Update Regulation 18 consultation that took place earlier this year, the borough council is issuing a 'call for sites' for developers, landowners or other interested parties to identify any sites suitable for Gypsy and Traveller pitches. The call for sites runs from Monday 10 June to Monday 8 July 2024.

Why is the council calling for sites?

The council has a duty to meet the housing needs of Gypsies and Travellers, including through the identification of suitable land for pitches. This call for sites will enable the council to have an up-to-date understanding of whether there is any available land in the borough suitable for this purpose. Any promoted site should be able to accommodate at least one pitch of 320sqm. Submitted information will be used to inform the evolving Local Plan Update and/or future neighbourhood plans. The Local Plan Update sets out the spatial strategy for meeting the borough's needs over the plan period (at least to 2040). The relative merits of promoted sites will be assessed as part of the update process.

How to respond

Those people with suitable sites that they would like to be considered can find out more information and provide their details online (from Monday 10 June) using the site submission form at www.basingstoke.gov.uk/CfS-2024

Forms can also be emailed to local.plan@basingstoke.gov.uk or posted to Planning Policy Team, Civic Offices, London Road, Basingstoke, Hampshire, RG21 4AH.

People with any queries should contact local.plan@basingstoke.gov.uk

Councillor Community Grants Scheme re-opens for 2024/25

Now in its fourth year, the Councillor Community Grants scheme has re-opened for applications. Community groups and organisations can once again apply for funding of between £250 and £3,000 for items and initiatives that will help them make a difference to people's lives and bring communities together.

APPENDIX II.II CLLR ONNALEE CUBITT – WARD CLLR REPORT – JUNE 2024 continued

A guidance document and communications pack has been sent to all councillors by email providing information on the scheme criteria and application process.

In summary, each ward councillor has a total allocation of £2,000 which can be used to support organisations providing services or facilities that benefit the residents in your ward. You can choose how you want to spend your allocation and can individually support applications for grants of between £250 and £2,000. You also have the option to pool all or some of your allocation with one or two other councillors within Basingstoke and Deane up to a maximum total grant of £3,000.

Information about the scheme criteria, eligibility and application process is available on our Councillor Community Grants Scheme webpage.

If you have a question about the scheme, please email grants@basingstoke.gov.uk.

Borough news and updatesFlag-raising service set to launch Armed Forces Week

A flag-raising ceremony will mark the start of Armed Forces Week later this month.

The Mayor Cllr Dan Putty is inviting members of the armed forces community including cadets, serving personnel and veterans, and residents to attend the service that will take place on Monday 24 June 2024 at 10am at the Civic Offices. The event will include a one-minute silence and an address from the Mayor's Chaplain, Bishop of Basingstoke David Williams. The Armed Forces Day flag will then be raised by the Mayor and will fly all week leading up to Armed Forces Day on Saturday 29 June.

Each day of Armed Forces Week will highlight different parts of the British military, including service personnel, their equipment and their roles. Reserves Day is being celebrated on Wednesday 26 June 2024. More information is on the Armed Forces Day webpage.

Our steps to a greener Basingstoke and Deane

Borough-wide festivities to celebrate local climate action begin this weekend

A week of events and activities for people of all ages to enjoy begins tomorrow (Saturday 8 June) as Basingstoke Green Week returns to the borough again this summer. Organised by communities with the council's support, the festivities will run until next Sunday (16 June) as part of the annual week-long celebration of local action to tackle climate change and protect nature.

To get people thinking about how they could make a bigger difference for the planet, a variety of events have been organised for this Saturday (8 June) to entertain and inspire visitors to Basingstoke town centre. Interactive performances by artist and storyteller Junk Jodie, an eco fashion show by students at Basingstoke College of Technology, book readings by authors Kerry McIntosh and Lucy Jones and performance poetry by students at Queen Mary's College are just four of the acts taking to the stage in Festival Place's Porchester Square to kick off the week.

Outside, zero-emission electric cars will be on show on Lower Wote Street at the Top of the Town for drivers to discover their next vehicle and The Malls will host a green market so people can shop for organic produce, learn about the borough's native wildlife and get inspired to take planet-friendly action. And as they browse these stalls, people will also be able to get free advice to cut carbon, save money and help their garden flourish by visiting a pop-up eco home, where the council's Green Team will be offering free home and garden surveys.

Beyond this, activities will also take place throughout the borough during the rest of the week. These include guided tours at Northdown Orchard on Sunday 9 June, visits to an award-winning garden on Friday 14 June and the Overton Green Weekend on Saturday 15 and Sunday 16 June, complete with events including bug hunts, a slow fashion show and a repair café. Like previous years, people will also be able to stock up on free woodchips for their gardens while stocks last and bring broken items to repair experts taking up residence in Basingstoke town centre to see if they can be fixed for free.

The full programme of events and activities is on the Basingstoke Green Week webpage.

Kind regards, Cllr Onnalee Cubitt

APPENDIX III.I INTERNAL AUDITOR REPORT – AGAR

Annual Internal Audit Report 2023/24

UPTON GREY PARISH COUNCIL

www.uptongreyparishcouncil.co.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			NOT USED
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>		
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>		
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")	<input checked="" type="checkbox"/>		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input checked="" type="checkbox"/>		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

13/6/24

Name of person who carried out the internal audit

ELEANOR S. GREEN ICMA

Signature of person who carried out the internal audit



Date

13/6/24

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

13th June 2024

Su Turner, Clerk
Upton Grey Parish Council

Dear Su,

Subject: Review of matters arising from Internal Audit for 31 March 2023

Following my visit with you today, please find below the list of matters arising.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2024](#)

Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
	The records of the council comply	with this test
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Minute Authorisation	Several of the sets of signed minutes were not available at the time of audit.	Please ensure that every set of minutes is properly initialled, signed and dated and filed securely in advance of approval of the AGAR
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
BOAT closures	The council is working with the other authorities to restrict access to the BOATs at some times of year.	This is a practice that could be rolled out to many parishes, so clear minuting may benefit more than just UGPC.
D	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
	The records of the council comply	with this test
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
	The records of the council comply	with this test
F	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>	
	Not applicable to this council	
G	<i>Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
	The records of the council comply	with this test
H	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
	The records of the council comply	with this test
I	<i>Periodic Bank reconciliations were carried out during the year</i>	
	The records of the council comply	with this test
J	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	
Leased land	The peppercorn lease with BDBC has expired but they have	This should be chased quarterly until it is resolved.

APPENDIX IV – ACCOUNTS TO DATE

INCOME UPTON GREY 2024/25 – 19 June 2024									
Balance brought forward from April 1st 2024									£25,135.47
Date	Description	Precept	Grass cutting grant	Grants (other)	Tennis subs	Bank interest	VAT reclaim 22/23	VAT reclaim 23/24	TOTAL
24/04/24	Precept six months	£11,163.00							£11,163.00
24/04/24	BDBC Grass cutting grant		£1,292.47						£1,292.47
10/06/24	BDBC CIF grant (VH)			£9,500.00					£9,500.00
	Tennis subscriptions								
2024/25	Bank Interest					£82.53			£82.53
TOTALS		£11,163.00	£1,292.47	£9,500.00	£0.00	£82.53	£0.00	£0.00	£22,038.00

£22,038.00

Receipts and Payments Summary	
Start balance	£25,135.47
Plus Income	£22,038.00
Less Expend	£13,424.76
Balance	£33,748.71

Bank reconciliation	
Lloyds-Treasurers	£130.54
Lloyds-Business	£33,618.17
Balance	£33,748.71

TENNIS ACCOUNT		
Bal t/o from	2023/24	£10,798.48
Income	2024/25	
Expend	2024/25	
Balance		£10,798.48

TREASURERS ACCOUNT
UPTON GREY PARISH CC
£ 130.54 Current
£130.54 Available funds
[View your business over](#)

 **Could you**
 You can't pre-
 unforeseen e
 access funds

BUS BANK INSTANT 30
UPTON GREY PARISH CC
£ 33,618.17

EXPENDITURE UG 2024/25 – 19 JUNE				Salaries	Clerk allowance	Finance/ Governance	Community / Grants	Maintenance			SLR	Pond	Project VH	Village Hall	Tennis	VAT	TOTAL
Invoice date	Paid date	Payee	Description					Contract	General	Playground							
1	22/03/24	29/04/24	OrnamentalTrees	Pyrus salicifolia Pendula								£329.16				£65.84	£395.00
2	2023/24	29/04/24	Clerk	Allowance 2023/24	£240.00												£240.00
3	09/01/24	29/04/24	AndyLoos-STH/875354	Portaloos Church Fete			£180.00									£36.00	£216.00
4	08/04/24	29/04/24	HALC / NALC-6473	Subs (incl NALC) 2024/25		£326.00											£326.00
5	17/04/24	29/04/24	Saunders-2323	Maintenance Contract-April				£279.00									£279.00
6	22/04/24	29/04/24	Hook Fencing	2 x 6'stakes, 4 x tree ties								£16.77				£3.35	£20.12
7	16/04/24	29/04/24	Saunders-2327	Planting Willow tree								£85.00					£85.00
8	16/04/24	29/04/24	Hi Tech Heating	V Hall boiler										£364.10		£72.82	£436.92
9	27/04/24	29/04/24	Anscombe&Sons	Kitchen unit VH									£4,492.18	£1,332.02		£1,164.84	£6,988.04
10	APRIL	29/04/24	Lengthsman	Salary APRIL	£61.60												£61.60
10a	APRIL	29/04/24	Lengthsman	Salary APRIL	£3.82												£3.82
11	APRIL	29/04/24	Clerk	Salary APRIL	£528.00												£528.00
11a	APRIL	29/04/24	Clerk	Salary APRIL	£31.80												£31.80
12	29/04/24	01/05/24	Helping Hand	Litter Picker					£39.15							£7.83	£46.98
13	29/04/24	01/05/24	SurryHillsSolicitors	VH Land Registry			£855.00									£165.00	£1,020.00
14	17/05/24	28/05/24	Saunders-2323	Maintenance Contract-May				£286.00									£286.00
15	MAY	28/05/24	Lengthsman	Salary MAY	£65.42												£65.42
16	MAY	28/05/24	Clerk	Salary MAY	£559.80												£559.80
17	02/04/24	19/06/24	Simone Systems Ltd	SID x 6							£300.00					£60.00	£360.00
18	17/04/24	19/06/24	Clear Councils	Insurance from 03 June			805.46										£805.46
19	13/06/24	19/06/24	DotheNumbers	Internal Audit			250.00										£250.00
20	17/06/24	19/06/24	Carters	Fete table and chairs			£349.00									£69.80	£418.80

TOTALS				£1,250.44	£240.00	£2,236.46	£529.00	£565.00	£39.15		£300.00	£430.93	£4,492.18	£1,696.12		£1,645.48	£13,424.76
				Salary	Clerk Allowance	Finance / Governance	Community / grants	Maintenance contract	Maintenance general	Maintenance playground	SLR	Pond	Project	Village Hall	Tennis	VAT	TOTAL

APPENDIX V.I – BUDGET UPDATE – EXPENDITURE

UG Y/E COMPARISON / LATEST ESTIMATE @ 19 JUNE					
2022/23 YEAR END	2023/24 YEAR END		EXPENDITURE	2024/25 TO DATE	2024/25 LATEST EST
£8,042.76	£8,844.00		Salaries	£1,250.44	£9,374.64
£240.00			Clerk's allowance	£240.00	£480.00
			Expenses		£70.00
£340.00			Training		£300.00
£1,601.89	£1,454.34		Finance/Governance	£1,381.46	£1,800.00
			Legal costs (VH)	£855.00	£855.00
£4,244.20	£2,865.00		Grants to Community	£529.00	£3,500.00
	£2,000.00				
£750.00	£6,909.59		Village Hall	£1,696.12	£1,696.12
	£300.00		SID management	£300.00	£900.00
			MAINTENANCE		
£2,911.00	£3,313.00		Maintenance contract	£565.00	£3,425.00
£675.00			Pond fence		
			Pond tree	£430.93	£2,000.00
	£1,190.00		Pond clearing		
	£1,750.00		Liner & bank repair		
	£422.91		Playground Inspection		£750.00
			Play equip repair		
£135.45	£298.45		Maintenance general	£39.15	£1,000.00
			Assets / captial expend		
£2,000.00	£495.00		Tennis		£500.00
	PROJECTS		PROJECTS		
	£2,000.00		Coronation events		
	£450.83		Jubilee trees		
	£399.75		VH cutlery		
	£1,495.00		VH energy audit		
	£5,357.82		VH-BDBC-CIL-kitchen	£4,492.18	£4,492.18
£1,217.09	£4,278.36		VAT - expend	£1,645.48	£1,645.48
£22,157.39	£39,824.05		TOTAL EXPEND	£13,424.76	£32,788.42
£20,157.39	£39,329.05		Expend less tennis	£13,424.76	£32,288.42
£18,940.30	£25,347.29		Budget expenditure		

APPENDIX V.II – BUDGET UPDATE – INCOME AND TOTALS

UG Y/E COMPARISON / LATEST ESTIMATE @ 19 JUNE					
2022/23 YEAR END	2023/24 YEAR END		INCOME	2024/25 TO DATE	2024/25 LATEST EST
£15,250.00	£18,605.00		Precept	£11,163.00	£22,326.00
£1,279.67	£1,292.47		Grass Cutting Grant	£1,292.47	£1,292.47
	£2,000.00		Coronation grant		
£569.40	£850.40		Ward Cllr grants		
	£1,495.00		HCC PTA grant		
			VH-BDBC-CIL-kitchen	£9,500.00	£9,850.00
£1,700.00	£1,710.00		Tennis subs		£1,700.00
£29.34	£372.17		Bank Interest	£82.53	£300.00
	£3,743.33		VAT reclaim		£2,956.57
£18,828.41	£30,068.37		TOTAL INCOME	£22,038.00	£38,425.04
£17,128.41	£28,358.37		Income less tennis	£22,038.00	£36,725.04
2022/23	2023/24		YEAR END TOTALS	2024/25 TO DATE	2024/25 LATEST EST
£3,328.98	£9,755.68		SURPLUS / DEFICIT	£8,613.24	£5,636.62
£34,891.15	£25,135.47		Balance	£33,748.71	£30,772.09
£300.00	£1,215.00		SURPLUS / DEFICIT - TENNIS	£0.00	£1,200.00
£3,028.98	£10,970.68		SURPLUS / DEFICIT - PC	£8,613.24	£4,436.62
£9,583.48	£10,798.48		BAL - tennis	£10,798.48	£11,998.48
£25,307.67	£14,336.99		BAL - PC	£22,950.23	£18,773.61

APPENDIX VI - POND AT 14 JUNE 2024



APPLICATIONS NEW SINCE LAST MEETING

T/00292/24/TCA (Validated 14 Jun 2024) 5 Hoddington Farm Cottages, Baymans Lane. T1 - Mature Dead Sycamore, dismantle. Tree has declined completely and has had signs of Honey fungus in its roots the end of last year. The tree has no leaves on it this year and being propped up on a high bank is at serious risk of falling/uprooting towards house very dangerous

T/00260/24/TCA (Validated 31 May 2024) Foxes Meadow 2 South Hill. Pruning / reduction of height of 7 Leylandii/Conifer trees by 2-4m due to excessive shading to leave a finished height of 5.5m. Removal of old stumps and dead sections around trunks. Removal of one hazel tree which sits on boundary line to make way for new boundary fence. Roots from the Hazel are also beginning to grow close to the South Hill shared soakaway system.

24/01021/HSE (Validated 24 May 2024) 17 Little Hoddington. Erection of a part single/part two storey wrap around extension, first floor extension and new front porch to include internal alterations and moving of front door. Installation of air source heat pump. (Alternative scheme to that approved under 21/03603/HSE to include additional obscured W/C window on side elevation ground floor and garage roof ridge to be raised by 212mm and to be centralised)

PROGRESS OF RECENT APPLICATIONS

T/00229/24/TCA ((Approve 14 June, Validated 08 May 2024) Blackberry House Cleves Lane. T1,T2,T3 Cherry trees: fell T4 Field maple: fell. To be replaced by eight Beech trees.

T/00208/24/TCA (Approve 03 June, Validated 22 April) Upton Grey House. G1 Birch: reduce by to 2 to 3m leaving a finishing height of 3.5m, crown thin by 10%. T2 Poplar: crown lift to 6m T3 Poplar: removal of two branches overhanging polytunnel T4 Holm Oak: Crown lift to 5m, clear building by 2m and thin by 10% T5 Walnut: reduce canopy by 1.5m leaving a finishing height of 4m. T6 Dead tree: fell. T7 Holm oak: crown lift 3m and thin by 30%. T8 Indian bean tree: repollard to a finishing height of 3.5m. T9 Lime: reduce by 6m leaving tree at 10m. T10 Lime: reduce to a 8m monolith. T11 Lime: reduce western side by 2 to 3m leaving a finishing height of 10m. T12 Lime: remove southern side at bifurcation at approx 3m to a finishing height of 8m.

T/00209/24/TCA ((Approve 20 May, Validated 22 Apr 2024) Village Pond, Weston Road. 1 Alder: fell to ground level in decline due to Honey fungus.

T/00192/24/TCA (Approve 20 May, Validated 10 Apr 2024) Cleves Farm, Cleves Lane

1. Overgrown Leylandii hedge (Ref H1 on plan) Removal and replacement of overgrown Leylandii hedge consisting of around 27 individual hedge trees... To be replaced with new hedge in same location. Evergreen species to grow to around 3m high against new fence/ trellis. Possible additional line of trained screening trees (eg lime) to be planted on the Blackberry House side of the boundary
2. Dying Leylandii hedge (Ref H2 on plan) Removal and replacement of dying Leylandii hedge. Length approx 4m inside Cleves Lane gate entrance from Cleves Lane. To be replaced with new hedge in same location. Evergreen species to grow to c3m high against new fence/ trellis.
3. Ash tree - removal of dangerous and dying limbs (Ref T1 on plan) Old Ash tree.

23/02704/FUL (Granted 03 June) and 23/02705/LBC (Withdrawn 24 May, Reconsultation new design & materials 28 March 2024, Validated 27 Oct 2023) Hoddington House, Baymans Lane. Erection of two new main entrance gate lodges and gates, construction of formal ponds and new landscaping. New proposal for gatehouses in brick with stone band (as opposed to rendered finish) and slate roof. Parish Council comment submitted that concur with new materials but would prefer lower height. (Conservation support for LBC.)

24/00604/FUL (Withdrawn 24 May, Validated 15 Mar) Land South West of Upton Grey, Weston Road. Proposed siting for three dog exercise paddocks with access and parking, including the erection of fencing. Parish Council response submitted; 96 neighbour objection comments on BDBC website @ 16 May. Strong objection from Landscape, EH object re noise on basis insufficient info, request noise survey. Heritage Statement on website 12 April, Conservation response opposed.

24/00334/HSE (Pending 16 Feb 2024) Foxgloves, Powntley Copse. Demolition of the rear conservatory, detached single storey garage and lean-to and shed structure. Erection of a two storey replacement garage with accommodation incidental to the enjoyment of the dwelling house. Erection of an outdoor structure to cover existing outdoor kitchen, and extension of existing wall around two sides.

Plus corresponding application to East Hants District - land crosses District border to the South

Objections raised by East Hants

23/03050/FUL (Pending, Validated 19 Dec 2023) Land At Manor Farm Yard. Erection of 1 no building with 4 no commercial units. PC objection comment submitted. 27 public objections, none supporting. Objections from Landscape and Conservation, most recent, rebuttal of these objections from applicant.

SOLAR FARM, ODIHAM PARISH

24/00914/AMCON (Withdrawn 22 May, Validated 09 May 2024) Chosley Farm, Bidden Road, North Warnborough. Variation of Condition 1 attached to Planning Permission 20/03185/FUL dated 11/11/2021 to extend the time allowed for the implementation of the permission by an additional year from 3 years to 4 years. Out of District consultation from Hart.

20/03185/FUL (Grant 11 Nov 2021, Validated 21 Jan 2021) Chosley Farm, Bidden Road, North Warnborough. Construction of a Solar Photovoltaic Farm with an output capacity not to exceed 49.9MW of energy, with associated battery storage and supporting infrastructure including inverters and a transformer, fencing, CCTV installation and landscaping works