



Mapledurwell & Up Nately Parish Council

DRAFT MINUTES OF THE PARISH COUNCIL AGM

Wednesday 20th May 2020, 5.30pm remote meeting via MS Teams

Present: Parish Councillors Hugo Cubitt (Chairman), Paul French, Tom Horsey, Kevin Rafferty, Alison Stent; Footpaths Warden Martin Carfrae; Clerk Susan Turner.

1. WELCOME & APOLOGIES Apologies PC Andy Reid who forwarded his report.

TO RECORD Thanks to Paul French for hosting the meeting.

TO NOTE Legislation up to 3rd April 2020 has allowed only for meetings in person (as from the reforming Local Government Act of 1894 when Parish Councils were created in England). This situation has been updated (temporarily) by regulation under the Coronavirus Act 2020 to allow for remote meetings – see **APPENDIX I.I.**

TO NOTE Local elections postponed till May 2021 due to Covid-19 – see **APPENDIX I.II.** All Parish Councillors – due for re-election this year – will serve for a further 12 months.

2 ELECTION OF CHAIRMAN

AGREED Unanimously that Hugo Cubitt will continue as Chairman for 2020/21. Chairman’s Declaration of Office made and signed. Witnessed via MS Teams.

3 POLICE REPORT

3.1 Reported incidents since last meeting

Concern for male on M3 bridge in Andwell Lane

3.2 Crime 2020

Mapledurwell

Non-dwelling burglary	Conkers Garden Centre
Non-dwelling burglary	Shed in Tunworth Road
Assault	The Hollies x2 (counter allegation)
Assault	The Hollies

Up Nately

Non-dwelling burglary	Blaegrove Lane x2 (linked with some weeks in between)
Non-dwelling burglary	Heather Lane x2 (linked with some weeks in between)
Criminal damage	Blaegrove Lane (Fence)
‘Other’ crime	St Stephen’s Close
Assault	In the Parish

4 MINUTES OF PREVIOUS MEETING of Wed 11th March, agreed and to be signed.

6 DECLARATIONS OF INTEREST in items on the Agenda – None.

7 COMMUNITY SUPPORT (COVID-19)

TO RECORD Appreciation and thanks to all those helping neighbours who need to isolate.

8 FINANCE

8.1 2019/20 accounts and audit

AGREED Accounts as circulated **APPENDIX II.** Exempt from external audit as annual turnover under £25K. Form as **APPENDIX III.** Chairman to sign.

TO NOTE Pavilion water bill yet to be resolved.

8.2 Clerk’s salary – *From minutes of 12th November 2019 – item 7.3*

*Review Clerk’s salary – AGREED – To increase Clerk’s salary to £13.15 per hour (revised SPC 20 - former SPC 27) but reducing the hours from 26 to 24 per month, giving annual salary of £3,775.96. **APPENDIX IV***

AGREED Salary increase to take effect from April 2020 at £314.66 per month.

AGREED Clerk’s allowance for home working of £216 for 2019/20

‘Allowable expenses’ are up to £18 per month before taxable or receipts needed.

8.3 Payments for approval

838 Villager 2019/20	£766.80
839 Clerk allowable expenses 2019/20	£216.00
840 Clerk salary April / May 2020	£631.20
841 HALC/NALC subscription 2020/21 (online rate)	£273.59
842 HC for A1 Lawn – moss killer for tennis courts	£49.95
843 PGGM for cleaning playground equipment	£105.60

8.4 Insurance

i Sums insured – see APPENDIX V

AGREED To maintain same level of cover for the pavilion and playground equipment. To increase the 'sum insured' for the phone box to £7K given its excellent condition and high cost of purchasing and installing a 'like for like' replacement.

TO NOTE Defibrillators are covered under 'core cover' up to £5K.

ii Insurance renewal

The 3-year tie-in via Came & Co ends this year for joint insurance with the Parish Council and the Village Hall. Renewal quote is £1,123.45 if entering another 3-year tie-in (£1,179.95 if not). Last year's premium was £1,053.52 but to note that Came & Co now charge a £50 admin fee (included in the premium shown).

The Parish Council's part of the premium last year was £444.23 and so likely to be a c £500 this year. Comparison quotes have not shown a saving. The present joint insurance is not easily replicated and though with drawbacks seems still to bring a saving on the premium. Also the Parish Council has a long-standing arrangement via Came & Co re the bonfire insurance.

AGREED To renew via Came & Company – Pen policy underwritten by Axa – with 3-year tie-in. Clerk to request re-quote with increased insurance value for phone box – there is likely to be a small increase in premium, possibly in the region of £20.

9 MAINTENANCE

9.1 Playground Kevin Rafferty inspected the playground and reported that he is impressed by its overall condition and the job done by PGGM (Parish Lengthsman) who cleaned the equipment and also removed branches and brushwood. The playground remains closed pending further Government guidance.

9.2 Picket fence

AGREED Broken / rotted fence posts to be replaced (four by tennis courts side and two by road) – and fence to be wood-treated.

9.3 Tennis courts Moss at the moment reported not to be a problem. One court needs sweeping of leaves and debris.

AGREED As per new Guidelines the tennis courts are now open for use. Cable ties to be cut on the playground gate to allow access to the tennis courts although the playground itself remains closed. Chairman to purchase a combination lock. Use of the tennis courts will be restricted to the Parish for the time being and levels of use monitored.

9.4 Recreation Ground Marting Gosling advised he would be mowing w/c 11th May.

10 ALLOTMENTS

10.1 Water meter reading taken on 19th May = 62.46.

10.2 Allotment parking PGGM (Parish Lengthsman) has scheduled in work for the end of June to improve access from Fog Lane and provide a small parking area. The entrance will be widened, keeping the old gate, but with the post removed and a second 'pedestrian' gate opening onto it. Clerk to apply for a grant from Cllr Still's devolved budget.

11 HIGHWAYS / RIGHTS OF WAY

11.1 Cutting schedule 2020 HCC Countryside Services Access Group is not going ahead with this year's 'Priority Cutting List' contract due to the uncertainty surrounding Covid-19. Parish Councils have been requested to use their contractors or Lengthsman to help keep paths clear underfoot. Trees and hedgerows overgrowing the paths are landowner responsibility.

11.2 Footpaths 3 & 4 Footpaths Warden Martin Carfrae reported a broken stile on the field boundary at the junction of FPs 3 & 4. Ensuring stiles and gates are in good condition is a landowner duty, to contact Alan Hutton. **APPENDIX VI**

12 PLANNING & TREES

12.1 Current applications for discussion

20/01107/FUL (Validated 18 May) Ivy House Tunworth Road. Replacement field shelter in existing horse paddock. Parish Council response – *No objection*.

See **APPENDIX VII** for current planning applications relating to the Parish

12.2 Moto – MSA J6 (Old Basing)

17/03487/FUL Construction of a new Motorway Service Area (MSA) J6M3

This application for an MSA on land south of the M3 pending from 2017. Twelve new documents have recently been posted on the BDBC website hence further consultation. Objection documents have been circulated by Maria Miller MP and Winslade Parish Meeting who have instructed transport planning consultant David Tucker Associates. Mapledurwell & Up Nately Parish Council objected previously alongside residents and other Parishes south of the M3 – and will submit a further response this evening to the additional consultation.

Objections include that: The proposed development will bring increased traffic congestion – at J6 and Blackdam Roundabout – reduce road safety and increase air pollution; bring further negative environmental impacts (floodplain, source of Loddon, destroying potential to improve wildlife corridors); landscape impact on Crabtree Plantation and Hackwood Park Gardens (grade I listed), and will be detrimental to existing Basingstoke retail and hotel businesses. (Also perceived as a threat to local rural Parishes in opening up South of the M3 for development.)

The new documents fail to account for current and planned development in Basingstoke, and do nothing to address the problems associated with the original application – bringing overall negative impacts with no justifiable need. Neither HCC Highways nor Highways England have so far made further comment.

13 FURTHER REPORTS

13.1 Watercress beds Residents have been working to improve / restore the wildlife environment of the chalk stream at the site of the former watercress beds in Fog Lane – as per habitat management recommendations made by Hampshire & IoW Wildlife Trust. Much time and effort has gone into bolstering the banking with native brush, mostly hazel stems to restore the river channel. Colin Robertson has prepared a 'progress report' article for the June *Villager*. Next stages will be to reduce the cover of invasive 'Monkey flower' by manual clearing, and a replacement planting programme of beneficial native species to support and increase biodiversity.

TO RECORD the Parish Council's appreciation of the hard work undertaken Colin Robertson and neighbouring residents and the brilliant job they are doing.

14 NEXT PARISH COUNCIL MEETINGS

Wednesdays, 7.30pm 22 July, 16 Sept, 18 Nov

Meeting closed at 7pm with thanks to all present

APPENDIX I.I.

Annex A to letter to local councils from Paul Rowsell CBE, Head of the Governance Reform and Democracy Unit, Ministry of Housing, Communities and Local Government.

6th April 2020

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

These regulations enable all local authority meetings to be held remotely, including allowing remote access by members of the public, and they remove the requirement for the annual meeting this year.

The regulations are drafted very broadly, applying to different types of local authorities, and to different categories of meetings including annual meetings, cabinet and committee meetings.

Local authorities can decide not to hold the legally prescribed annual meeting.

Where meetings are held, local authorities have the flexibility to hold them at any time of day and on any day, to alter how frequently they are held and to move or cancel them without further notice. Where a local authority does not hold an annual meeting, current appointments will continue until the next annual meeting of the authority or when the local authority determines.

Meetings may be held remotely including via telephone conferencing, video conferencing, live webchat and live streaming. Remote attendance by members counts for other purposes such as the six month rule on attendance, and for allowances. Members of the public and press may also access meetings remotely rather than in person.

The regulations are not prescriptive about how local authorities may facilitate remote meetings or related matters such as voting and access to documents by members and the public. Different solutions will be appropriate in different localities and local authorities may make appropriate standing orders.

The regulations also enable Police and Crime Panels in England and Wales to take place remotely, allowing Police and Crime Panels to continue undertaking their statutory duties.

The regulations came into force on 4 April 2020 and apply to meetings taking place before 7 May 2021. We are able to legislate to bring forward this date if medical and scientific advice leads to the relaxation of social distancing rules.

You can find the regulations and supporting documents here on the legislation.gov website <http://www.legislation.gov.uk/uksi/2020/392/contents/made>

APPENDIX I.II*ANNEX B***The Local Government and Police and Crime Commissioner (Coronavirus) (Postponement of Elections and Referendums) (England and Wales) Regulations 2020**

The Coronavirus Act 2020 postponed the scheduled local and mayoral elections and Police and Crime Commissioner elections due to take place on 7 May 2020 until 6 May 2021.

The regulations postpone to 6 May 2021 other polls, either scheduled or which would otherwise arise before that date, including local authority, mayoral and Greater London Authority by-elections, polls and referendums in England and by-elections for Police and Crime Commissioners in England and Wales.

Local and mayoral by-elections include to any county, district or London Borough Council, parish council, for a local authority directly elected mayor, a combined authority mayor, and for the Greater London Authority the Mayor of London or constituency member of the Greater London Assembly.

Other polls include local advisory polls, referendums on a local authority change of governance and neighbourhood planning referendums.

The regulations make other changes as a consequence of the postponement of polls. For example, to extend the period for collation of signatures on a governance referendum petition and to preserve the transitional election cycles set out in legislation following a local government electoral review or reorganisation of local government, such as in Buckinghamshire and Northamptonshire. Further regulations are to be made relating to the governance arrangements of the new Buckinghamshire Council and the shadow Northamptonshire authorities.

The regulations provide legal certainty for Returning Officers and ensure that they cannot be held criminally liable for any actions or omissions in relation to a poll that is scheduled to be held but not held. The regulations act retrospectively to cover polls that were required to be held, but were not held, in the period after 15 March 2020.

The regulations come into force on 7 April 2020 and apply to polls than would otherwise be scheduled between 15 March 2020 and 5 May 2021. We are able to legislate to bring forward this later date if medical and scientific advice leads to the relaxation of social distancing rules.

A further set of regulations on election-related matters will be made by the Cabinet Office.

You can find the regulations and supporting documents here on the legislation.gov website: <http://www.legislation.gov.uk/uksi/2020/395/contents/made>

APPENDIX II.I

Date	Description	Precept	VH Insurance	UN POND - returned funds	Rec / grass cutting grant	Grants Other	Allotments	VH contra	Bank interest	VAT reclaim	TOTAL
Balance brought forward from April 1st 2019											£8,460.19
18/04/18	Half precept	£4,634.50									
	BDBC - Grass cutting grant				£1,171.00						£5,805.50
17/05/19	2018/19 cheque 807 (Bone) mislaid			£161.83							£161.83
17/07/19	Friends Donation (safe)					£579.00					£579.00
23/09/19	Half precept	£4,634.50									£4,634.50
29/10/19	Vat reclaim 18/19									£1,290.58	
29/10/19	Vat reclaim April - to July 2019									£789.23	£2,079.81
12/12/19	Village Hall insurance		£642.26								£642.26
15/01/20	Tigers 2019/20 cheque received				£636.00						£636.00
17/03/20	HCC grant Cllr Still devolved budget - watercress beds					£500.00					£500.00
2018/19	Bank Interest								£0.24		£0.24
2018/19	Village Hall Hire (contra)							£5.00			£5.00
TOTALS		£9,269.00	£642.26	£161.83	£1,807.00	£1,079.00	£0.00	£5.00	£0.24	£2,079.81	£15,044.14

£15,044.14

Receipts and Payments Summary	
Start balance	£8,460.19
Plus Income	£15,044.14
Less Expend	£14,357.30
End balance	£9,147.03

Bank reconciliation	
Business bank access	£982.47
Treasurer's (cheque)	£8,208.27
TOTAL ACCOUNTS	£9,190.74
less cheques not cleared	£679.71
plus income not cleared	£636.00
BALANCE to take over	£9,147.03

Net Interest 2019/20

April	£0.02	October	£0.02
May	£0.02	November	£0.02
June	£0.02	December	£0.02
July	£0.02	January	£0.02
August	£0.02	February	£0.02
Sept	£0.02	March	£0.02
Total		£0.24	

Vat refund outstanding 2019/20 = £559.02

TREASURERS ACCOUNT 30-90-53 00320474 [View IBAN and BIC](#)
PARISH CNCL OF MAPLEDURWELL/UP NATELY

28 Apr 20	MARTIN GOSLING GAR	SO	327.87	13,929.40
27 Apr 20	BASINGSTOKE & DEAN VENDOR 106516	BGC	6,049.00	14,257.27
30 Mar 20	CASTLE WATER LTD SE0030239174	DD	23.55	8,208.27

BUS BANK INSTANT 30-90-53 02887900
PARISH CNCL OF MAPLEDURWELL/UP NATELY

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TE ▲	DESCRIPTION	TYPE ?	IN (£)	OUT (£)	BALANCE (£)
11 May 20	INTEREST (GROSS)		0.04		982.55
09 Apr 20	INTEREST (GROSS)		0.04		982.51
17 Mar 20	HAMPSHIRE COUNTY C 1000 9705041084 K	BGC	500.00		982.47

APPENDIX II.III

Certificate of Exemption – AGAR 2019/20 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2020, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2020 and a completed Certificate of Exemption is submitted no later than 30 June 2020 notifying the external auditor.

MAPLEDURWELL & UP-NATELY PARISH COUNCIL

certifies that during the financial year 2019/20, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2019/20: **£15,044** R AMOUNT £00,000

Total annual gross expenditure for the authority 2019/20: **£14,357** R AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2016
- In relation to the preceding financial year (2018/19), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website* before 1 July 2020. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date:
SIGNATURE REQUIRED	22/06/2020	20/05/2020
Signed by Chairman	Date	as recorded in minute reference:
SIGNATURE REQUIRED	22/06/2020	MINUTE REFERENCE 8.1
Email of Authority	Telephone number	
clerk.mapledurwellupnately@parish.hants.gov.uk	07515 777060	NUMBER

*Published web address

http://www.mapledurwellupnately.co.uk/

APPENDIX IV – NALC PAY SCALES 2018-19

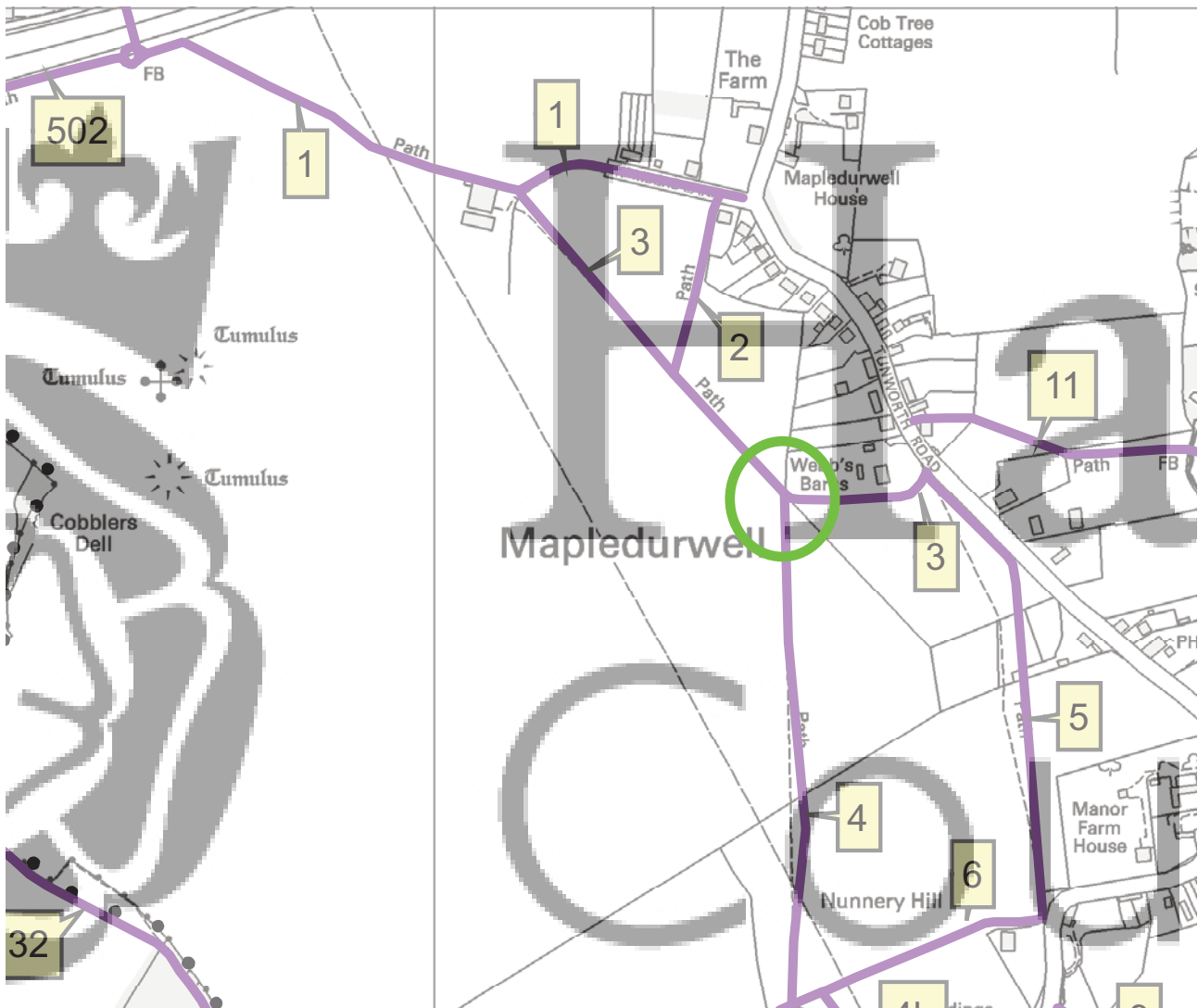
ANNEX 1

SCP	1 April 2018	1 April 2019			Old SCP[s]	Scale Ranges
	£ per annum	New SCP	£ per annum	* £ per hour		Based on New SCP
6	£16,394	1	£17,364	£9.02	6/7	Below LC Scale (for staff other than clerks)
7	£16,495					
8	£16,626	2	£17,711	£9.21	8/9	
9	£16,755					
10	£16,863	3	£18,065	£9.39	10/11	
11	£17,007					
12	£17,173	4	£18,426	£9.58	12/13	
13	£17,391					
14	£17,681	5	£18,795	£9.77	14	
15	£17,972	5	£18,795	£9.77	15	
16	£18,319	6	£19,171	£9.96	16/17	LC1 (5-6) (below substantive range)
17	£18,672					
18	£18,870	7	£19,554	£10.16	18	LC1 (7-12) (substantive benchmark range)
19	£19,446	8	£19,945	£10.37	19	
20	£19,819	9	£20,344	£10.57	20	
		10	£20,751	£10.79		
21	£20,541	11	£21,166	£11.00	21	
22	£21,074	12	£21,589	£11.22	22	
		13	£22,021	£11.45		
23	£21,693	14	£22,462	£11.67	23	LC1 (13-17) (above substantive range)
24	£22,401	15	£22,911	£11.91	24	
		16	£23,369	£12.15		
25	£23,111	17	£23,836	£12.39	25	
		18	£24,313	£12.64		
26	£23,866	19	£24,799	£12.89	26	LC2 (18-23) (below substantive range)
27	£24,657	20	£25,295	£13.15	27	
		21	£25,801	£13.41		
28	£25,463	22	£26,317	£13.68	28	
29	£26,470	23	£26,999	£14.03	29	
30	£27,358	24	£27,905	£14.50	30	LC2 (24-28) (substantive benchmark range)
31	£28,221	25	£28,785	£14.96	31	
32	£29,055	26	£29,636	£15.40	32	
33	£29,909	27	£30,507	£15.86	33	
34	£30,756	28	£31,371	£16.31	34	
35	£31,401	29	£32,029	£16.65	35	LC2 (29-32) (above substantive benchmark range)
36	£32,233	30	£32,878	£17.09	36	
37	£33,136	31	£33,799	£17.57	37	
38	£34,106	32	£34,788	£18.08	38	

APPENDIX V

MAPLEDURWELL & UP NATLEY PARISH COUNCIL INSURANCE REGISTER 2020/21			
	ASSETS INSURED 30 MAY 2020	LOCATION	SUMS INSURED
BUILDINGS	Sports hut 'Pavilion'	Village Hall	£90,000.00
OUTSIDE EQUIP	Defibrillator	Phone box	£2,100.00
	Defibrillator	Gamekeepers	£2,100.00
PLAY EQUIP	Young children's play equipment	Village hall	£24,000.00
STREET FURNIT	Phone Box	Up Natley Pond	£7,000.00
	TOTALS - Parish Council only		£125,200.00

APPENDIX VI – STILE AT JUNCTION FOOTPATHS 3 & 4



APPENDIX VII – PLANNING APPLICATIONS RELATING TO THE PARISH

Mapledurwell & Up Nately Parish Planning applications March 2020

20/01107/FUL (Validated 18 May) Ivy House Tunworth Road. Replacement field shelter in existing horse paddock.

20/00901/FUL (Pending, validated 2nd April) Erection of a detached double garage. The Gamekeepers, Tunworth Road.

20/00705/FUL (Granted 1st May, validated 11 Mar) Elder House, Holly House, and Aspen House, The Hollies, Mapledurwell. Replacement of existing two-storey and single-storey oriel bay window structures with new oriel bay window structures.

20/00060/HSE (Pending, validated 03 Mar) The Farm, Tunworth Road, Mapledurwell. Proposed single storey rear extension.

T/00100/20/TCA (Approved, validated 26 Feb) Mapledurwell Allotments Frog Lane. T1: fell

T/00099/20/TCA (Approved 26th March, validated 26 Feb) Webbs Barns, Tunworth Road. T1 Rowan: fell. T2 multi-stemmed Rowan, fell. T3 Cherry, fell. T4 Cherry, fell.

20/00153/FUL (Pending, validated 24 Jan) Elmwood, Heather Lane, Up Nately. Demolition of outbuilding and erection of 1 no. five-bed detached dwelling with associated access and landscaping.

20/00009/PIP (Pending, validated 03 Jan) Nunnery House, Tunworth Road, Mapledurwell. Application for Permission in Principle for conversion of an agricultural building to one dwelling.

Old Basing application – MOTO Motorway Service Area M3 J6

17/03487/FUL (registered 2nd November 2017) Land Adjacent To Junction 6 M3.

Construction of a new Motorway Service Area. Latest consultation ends 20th May 2020.