



Mapledurwell & Up Nately Parish Council

Draft Minutes of the Parish Council AGM

Wednesday 15th May 2019, 7.30pm Village Hall Committee Room

Present: Parish Councillors Lorna Cuthill (outgoing Chairman), Hugo Cubitt (incoming Chairman for 2019/20), Matt Heywood, Tom Horsey. Clerk Susan Turner

1. WELCOME

Apologies – Robin Best, Footpaths Warden Martin Carfrae

2. ELECTION NEW CHAIRMAN for 2019/20

It was noted that Lorna Cuthill does not wish to stand again as Chairman, however she will continue as Parish Councillor in the short term.

AGREED Unanimously Hugo Cubitt as Chairman for 2019/20
Declarations of Office signed and witnessed by Clerk.

Robin Best in his absence was proposed as Vice Chairman.

3. MINUTES OF MEETING of 13th March 2019 agreed and signed.

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

5. REVIEW OF PARISH COUNCIL AREAS OF RESPONSIBILITY

Hugo Cubitt: Chairman; Highways & Rights of Way, Environment (Mapledurwell); Police liaison.

Robin Best: Vice Chair (TBC); Finance & Insurance; Friends liaison.

Lorna Cuthill: Planning (Mapledurwell); Tennis, Village Hall liaison; Bonfire committee; Villager.

Matt Heywood: Village Hall grounds – football pitch, sports pavilion, playground; General maintenance; Allotments.

Tom Horsey: Planning (Up Nately); Chairman Up Nately Pond Committee; Environment, Highways and Rights of Way (Up Nately).

6. INSURANCE RENEWAL

A three-year tie-in continues until next year 2020/21 with Inspire via Came & Co. The premium 2018/19 (joint with Village Hall) was £1,053.82 including IPT. This year quoted £1086.49. No change to sums insured (other than index linked by 4%). Village Hall defibrillator added, but core cover includes defibrillators up to £5K.

7. FINANCE

7.1 Payments

i. Standing orders / Direct Debits since last meeting

18/03	DD Castle Water for allotments	£25.15
27/03	DD Castle Water for unknown account (query ongoing)	£15.83
28/03	SO Martin Gosling – Maintenance Feb 2019	£327.87

ii Cheque for approval, to be signed at meeting

811	Villager up to 31st Mar 2019	£728.75
812	ST for Shield Insurance (allotments)	£70.32
813	HALC plus NALC subs	£269.00
814	Came & C (PC & VH insurance)	£1089.49
815	Clerk Salary April, May 2019	£474.00

iii Disputed Water charge

Castle Water responded to query saying the Pavilion account (previously SE Water account 'New toilets by Village Hall') appears to be inactive (?). They will investigate, and investigate the account, and charges incorrectly attributed to the Parish Council.

7.2 Year end Accounts

Agreed, signed by Chairman and Clerk. See **APPENDIX I**.

7.3 Audit (Annual Governance and Accountability Return – AGAR) 2018/19

See **APPENDIX II**.

i. Exemption certificate certifying exemption from External Audit as annual turnover 2018/19 under £25K. Signed by Chairman and Clerk. To be submitted to external auditors PKF Littlejohn.

ii. Annual Governance Statement agreed Signed by Chairman and Clerk.

iii. Accounting Statements agreed Signed by Chairman and Clerk.

iv. Internal audit to be conducted by John K Murray, DMS, FCPFA (Taxation & Accountancy Services) on Thursday 16th May.

8 PLANNING

No new applications for discussion. See **APPENDIX III** for all current applications relating to the Parish.

9 HIGHWAYS

9.1 Frog Lane ditching / fencing Awaiting Highways decision if road closure needed.

9.2 Verge north Old Greywell Road Reported trees overgrowing the road.

ACTION: Ownership to be investigated

9.3 Potential Lengthsman tasks

- Frog Lane ditching as above
- Ditch St Mary’s Church Road
- Road-sign clearing
- Grips on Tunworth Road south of the pond? Scheduled to be dug by Highways but dates not known.

10 MAPLEDURWELL NOTICEBOARD

Ref Greenbarnes two-bay, six x A4 wooden noticeboard ref D6A4/0, cost from £1,102.31 – as agreed at last meeting.

CONFIRMED

- i. Double bay needed as one bay will contain mapboard
- ii Toughened safety glass (as standard) for both bays
- ii ‘Standard’ backing board for both bays (‘self healing’ pinboard not required)
- iii Both bays lockable – standard square insert key
- iv No header required
- v Post kit (2 posts – board fixed to front) 2400mm x 75mm x 75mm = 7’8” x 3in x 3in @ £156.74

11 VILLAGE HALL GROUNDS / PLAYGROUND

Matt Heywood reported liasing with Martin Gosling re tasks to be completed for grounds and playground maintenance.

Complaint received via website from nursery parent whose child was stung by nettles growing behind Village Hall.

12 FURTHER REPORTS

12.1 Covenant for Church Field shown at **APPENDIX IV**.

12.2 Secure cabinet for Parish Council documents suggested to be installed in Village Hall meeting room. Suggested cost up to £1,000. Lorna Cuthill to investigate.

13 NEXT MEETINGS

17th July, 11th Sept, 13th November.

Meeting closed 7.50pm with thanks to all present.

APPENDIX I – PLANNING APPLICATIONS RELATING TO THE PARISH

Parish Planning applications

T/00131/19/TCA (**granted** 1st May 2019 validated 20 March) The Old School House, Greywell Road, Up Nately. One large Oak tree – light pruning works as advised by the Local Authority Tree Officer.

T/00071/19/TCA (**granted** 28th March, validated 19 Feb) Mapledurwell Bungalow, Tunworth Road, Mapledurwell. T1 Box, fell to ground level.

19/00149/LDEU (**pending**, validated 31 January) Nunnery House Tunworth Road Mapledurwell. Certificate of Lawfulness for the continued use of land as residential in relation to garden area, garage, drive, and area around the garage. (Agreed expiry date 26th April.)

18/03675/FUL (**pending**, validated 24 January) Parrotts, Greywell Road, Mapledurwell. Change of use and extension of agricultural building to form one 2-bedroomed dwelling. To be decided by Development Control Committee.

Old Basing application – Moto Motorway Service Area M3 J6

17/03487/FUL (**pending**, registered 2nd November 2017) Land Adjacent To Junction 6 M3. Construction of a new Motorway Service Area etc. Situation remains case officer minded to refuse. Continued discussions between applicant and Highways England.

APPENDIX II.I – ACCOUNTS YEAR END – INCOME

INCOME 2018/19 YEAR END												
Balance brought forward from April 1st 2018											£8,773.50	
Date	Description	Precept	VH Insurance	returned funds	Grants BDBC	Grants Other	Tigers	Allotments	VH contra	Bank interest	VAT reclaim	TOTAL
10/04/18	Half precept	£4,499.50										
	Grass cutting grant				£1,159.00							
	Tax base grant (rebate)				£93.00							£5,751.50
16/05/18	2017/18 cheque 768 not presented			£75.00								£75.00
12/07/18	Village Hall donation					£951.25						£951.25
13/07/18	SE Water MKW202281415 Pavil			£8.10								£8.10
26/07/18	Donation - Friends					£1,000.00						£1,000.00
03/09/18	Half precept	£4,499.50										£4,499.50
22/10/18	VH insurance		£511.91									£511.91
07/11/18	Allotments - French							£30.68				£30.68
22/11/18	Allotments - Price							£30.68				£30.68
17/12/18	Village Hall 'Our Parish' edit/print					£108.00						£108.00
03/01/19	Allotments - Ellison							£30.68				£30.68
13/03/19	Friends 'Our Parish' edit/print					£108.00						£108.00
27/03/19	Chineham Tigers						£641.90					£641.90
2018/19	Bank Interest									£0.24		£0.24
2018/19	Village Hall Hire (contra)								£5.00			£5.00
TOTALS		£8,999.00	£511.91	£83.10	£1,252.00	£2,167.25	£641.90	£92.04	£5.00	£0.24	£0.00	£13,752.44
Net interest 2018/19												
	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								
Receipts and Payments Summary				Bank reconciliation								
	Balance b/f 1st April 2018	£8,773.50										
	Plus Income	£13,752.44										
	Less Expenditure	£14,065.75										
	BALANCE at 31st March 2019	£8,460.19										
				Business instant access £482.23 Treasurers Account (cheque) £6,727.22 TOTAL ACCOUNTS £7,209.45 less cheques not cleared £161.83 plus income outstanding Tigers £641.90 plus income not cleared Friends £108.00 plus income outstanding VAT 2017/18 £662.67								
NOTES:	Held for Allotments	£827.26										
	Held for Up Nately Pond	£99.06										
				BALANCE at 31st March 2019 £8,460.19								

APPENDIX II.II ACCOUNTS YEAR END EXPENDITURE

EXPENDITURE Year Ending 31st March 2019 – YEAR END

Balance brought forward from April 1st 2017											£8,773.80		
Date	Description	Salary	Finance Admin	Insurance	publish info	Maintenance Grounds	General	WATER ????	Alotments	UN pond	Defib Village H	VAT	TOTAL
01/04/18	David Bone for Up Nately Pond	786c								£137.94			£137.94
30/04/18	Martin Gosling April 18	SO				£267.87						£53.57	£321.44
16/05/18	Came & Co Ltd - Inspire	787c		£1,053.52									£1,053.52
16/05/18	HALC (*NALC) subscription	788c	£247.00										£247.00
16/05/18	Clerk - salary Apr-May 2018	789c	£520.00										£520.00
16/05/18	Harvey Simpson (replace) tennis courts	790c					£75.00						£75.00
05/06/18	The Villager	791c			£871.49								£871.49
29/05/18	Martin Gosling May 2018	SO				£267.87						£53.57	£321.44
29/06/18	Martin Gosling June 2018	SO				£267.87						£53.57	£321.44
18/07/18	JK Murray - Internal auditor	792c	£95.00										£95.00
18/07/18	RB for Electrician - ref Defib	793c					£20.00						£20.00
18/07/18	Dick Randall - GatePosts VH	794c					£389.50					£77.90	£467.40
18/07/18	Clerk - salary June / July 2018	795c	£520.00										£520.00
18/07/18	Wel Medical Ltd	796c								£1,951.25		£390.25	£2,341.50
23/07/18	InvictaWater 302-391-74 - allot	DD						£14.47					£14.47
30/07/18	Martin Gosling July 2018	SO				£267.87						£53.57	£321.44
28/08/18	Martin Gosling Aug 2018	SO				£267.87						£53.57	£321.44
12/09/18	David Bone (Expenditure 7) £86.51	797c											
	B&O - wooden hand rail - green (28)									£9.17		£1.93	£11.00
	B&O - wooden hand rail - green (29)									£7.48		£1.49	£8.97
	Moles - path edging and stakes (30)									£10.45		£2.09	£12.54
	Premier signs - Parking signs (31)									£45.00		£9.00	£54.00
12/09/18	Clerk - salaryAug /Sept 2018	798c	£520.00										£520.00
27/09/18	CastleWater SE00 302 391 74 ALLOT	DD						£25.96					£25.96
28/09/18	Martin Gosling Sept 2018	SO				£267.87						£53.57	£321.44
29/10/18	Martin Gosling Oct 2018	SO				£267.87						£53.57	£321.44
14/11/18	Gardner deposit return	799											
14/11/18	Clerk - salaryOct/Nov 2018	800c	£520.00										£520.00
14/11/18	ST for Names - domain name 20Sept	801c		£11.99								£2.40	£14.39
14/11/18	PGGM - digger hire - pond silt traps	802c					£80.00					£16.00	£96.00
14/11/18	Dick Randall - playground repairs	803c					£235.00					£47.00	£282.00
14/11/18	Allotment-Gdner-deposit return-waterbill	804c						£78.64					£78.64
16/11/18	PKF LittleJohn - External Audit	805c	£200.00									£40.00	£240.00
29/11/18	Martin Gosling Nov 2018	SO				£267.87						£53.57	£321.44
28/12/18	Martin Gosling Dec 2018	SO				£267.87						£53.57	£321.44
16/01/19	Clerk - salaryDec18, Jan19	806c	£520.00										£520.00
16/01/19	David Bone (Pond Expend 8) £161.83	807											
	Moles - stakes etc - greenole (32)									£95.60		£19.12	£114.72
	Moles - timber ?(33)									£29.70		£5.94	£35.64
	Screw Fix - Halophospher tube (34)									£5.15		£1.23	£6.38
	Screw Fix - Coach screws (35)									£3.41		£0.69	£4.00
16/01/19	LC for 'Our Parish' Leaflet £320.10	808c											
	LC for Cara Treadwell - 'OurParish leaflet'					£142.50							£142.50
	LC for Impact Design and Print Ltd	"				£148.00						£29.60	£177.60
28/01/19	Martin Gosling Jan 2019	SO				£273.23						£54.64	£327.87
30/01/19	ICO - data protection registration	DD	£35.00										£35.00
05/02/19	CastleWater TW55 206 770 93 ???	DD						£307.15					£307.15
21/02/19	CPRE subscription	DD	£36.00										£36.00
25/02/19	CastleWater TW55 206 770 933 ???	DD						£15.83					£15.83
28/02/19	Martin GoslingFeb 2019	SO				£273.23						£54.64	£327.87
13/03/19	Bidwells for CC - Land Rent	809c							£2.00				£2.00
13/03/19	Clerk - salary Feb, Mar 2019	810c	£520.00										£520.00
18/03/18	CastleWater SE00 302 391 74 ALLOT	DD						£25.15					£25.15
27/03/19	CastleWater TW55 206 770 93 ???	DD						£14.30					£14.30
28/03/19	Martin Gosling March 2019	SO				£273.23						£54.64	£327.87
2017/18	Village Hall meeting room hire (contra)		£5.00										£5.00
TOTAL			£3,120.00	£629.99	£1,053.52	£1,161.99	£3,230.52	£799.50	£337.28	£146.22	£344.90	£1,951.25	£14,065.75
	TO CLEAR		£161.83										£14,065.75

APPENDIX III AGAR – ATTACHED

APPENDIX IV.I CHURCH FIELD COVENANT

CONTINUATION SHEET.

BROOKS & GILMAN.

10th February, 1972

M.W. Bates Esq.

Mapledurwell P.C.C.

Any sale, therefore, will have to be subject to this lease unless the tenant was agreeable to surrendering her tenancy.

2. Land adjoining churchyard Mapledurwell.

This piece of land comprises 3.180 acres and is close to the churchyard at Mapledurwell. It was the subject of a gift by the Misses Thorp made in 1961. The land is subject to a restrictive covenant placed on the land for the benefit of the Misses Thorp's properties and this provides that no building or buildings shall ever be erected on the land except buildings or a building to be used in connection with the work of St. Mary Church in Mapledurwell but this restriction does not exclude the P.C.C. from using the land as an addition to the adjoining churchyard.

There is no difficulty in selling this land but it will have to be sold subject to this condition. Otherwise the trusts on which the land is held are for general ecclesiastical purposes in the parish.

There is with the Deeds a Counterpart Tenancy Agreement to a Mr. Wright at a yearly rent of £10 but it is possible that this rent has been increased since it was originally fixed in 1961.

I am enclosing a spare copy of this letter which you may wish to forward to Mr. Buchannon.

Yours sincerely,



APPENDIX IV.II CHURCH FIELD COVENANT

CHURCH MEADOW MAPLEDURWELL

1. Location

Church Meadow, Mapledurwell is a parcel of land comprising an area of 3.180 acres or thereabouts designated 140 on the Ordnance Survey Map (1910 edition). It lies immediately on the South side of St Mary's Church and its walled graveyard. It is delineated by hedgerows, stock fencing and gates. The stock fencing and additional gate on its Northern side is set at some three metres from the graveyard wall to allow the public unimpeded use of the Right of Way which would otherwise run through the field.

2. Ownership

For many hundreds of years, Church Meadow was Glebe Land, an area that the ecclesiastical benefice could use to support the incumbent parish priest of Mapledurwell if so desired. On 10 February 1961 it was donated to the Winchester Diocese by Mabel Thorp and her sister Marian in order that the Mapledurwell Parochial Church Council should have management and control of the field in support of ecclesiastical purposes for the Parish.

On 31st May 1974, it was conveyed by the PCC to Mr David Clift Hutton and his wife Mrs Hazel Hutton (The Purchasers) in fee simple (i.e freehold ownership) for the price of £8001.

As beneficiary of Mr David Hutton's will, ownership of the Field has passed to his son Mr Alan Hutton.

3. Covenants

The Purchasers jointly and severally covenanted to observe the Covenant contained in Clause 2 of the conveyance dated 10th February 1961 and to indemnify the Diocese and PCC from claims or breaches thereof. This conveyance and the clauses it contains have not yet been located within the Public Archives (as at 20 March 2019).

This conveyance was referenced by White, Brooks and Gilman Solicitors (now Blake Laphorn Tarlo Lyons' in Winchester) in a letter to the PCC on 10 Feb 1972 noting a restrictive covenant placed upon the land that provides that "no building or buildings shall ever be erected on the land except a building or buildings to be used in connection with the work of St. Mary's Church, Mapledurwell. The restriction does not exclude the PCC from using the land as an addition to the adjoining churchyard".

The Purchasers jointly and severally covenanted that the Field in respect of each and every part to benefit and protect the adjoining or neighbouring land of the PCC, whosoever hands the same may come.

The Purchasers (and binding their successors in title) agreed to continue to fence the Field and to provide a weighted gate for the public to enter the field in order to cross it (now delineated as the footpath by the church wall). As demanded, they also erected certain stock proof gates and committed to maintain the hedges in perpetuity.