

## Minutes of the Parish Council Meeting

Wednesday 18th July 2018 8pm Village Hall Committee Room

Present: Parish Councillors Lorna Cuthill (Chairman), Robin Best, David Ellison,  
Alan Hutton, Tom Horsey Clerk Susan Turner; Guest PC Andy Reid

**1. WELCOME**

**2. PC REID UPDATE**

**2.1 Reported incidents since last meeting**

PC Reid commented on a recent spate of road incidents.

- 22.05 Two-car incident – damage road collision – Greywell Road
- 09.06 One-car incident – damage road collision – Tunworth Road
- 16.06 Traffic lights out of sync – A30 / Greywell Road
- 30.06 Car abandoned – A30 Mapledurwell – facing wrong direction
- 12.07 Tree branch hanging over Greywell Road
- 14.07 Concern for welfare at the Hollies – all in order  
Small fire lit on the recreation ground – Mapledurwell.

**2.2 Reported crime since last meeting**

Mapledurwell

- 14.06 Shoplifting – Conkers garden centre
- 09.07 Burglary – Conkers garden centre

PC Reid has supplied the Garden Centre with alarms for staff and by the tills.

(Crimes Mapledurwell 2018 – 10; 2017 – 4)

Up Nately

- 29.05 Attempted burglary garage x 1
- 02.07 Burglary sheds x 3
- 02.07 Blaegrove House x 1

(Crimes Up Nately 2018 – 5; 2017 – 2)

PC Reid noted the outbuilding thefts being (as usual) power tools, quad bikes; those stolen here often being re-sold in north of the country and vice versa.

**2.3 Dog walkers**

Alan Hutton reported dog walkers – with six dogs off the lead – walking away from the public footpath through the centre of an Oilseed Rape field. Professional dog walkers walking off the footpaths are becoming a nuisance – neighbouring farms suffer similar problems.

Also people stray onto farmland with cigarettes careless of the dry conditions.

**2.4 Travellers**

BDBC have posted signs warning of legal action against Travellers in Basingstoke.

*PC Reid left the meeting with the thanks of the Parish Council*

**3. MINUTES OF MEETINGS** of 16th May AGM agreed and signed.

**4. DECLARATIONS OF INTEREST** None

**5 FINANCE AND AUDIT****5.1 Donation**

Donation of £1,000 received with thanks from the Friends of St Mary's.

**5.2 Payments**Cheques signed between meetings

791	The Villager	£871.49
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Cheques signed at meetings

792	John Murray – Internal Auditor	£95.00
793	RB for Steve electrician – re Gamekeeper defib electrics	£20.00
794	Dick Randall Services Ltd – Village Hall gate posts	467.40
795	Clerks salary June & July 2018	£520.00
796	Well Medical Ltd – new defibrillator	£2,341.50

**5.3 Accounts to date 2018/19** signed by Clerk and Robin Best (**APPENDIX I**)**5.4 Internal audit 2017/18** conducted by John Murray (**APPENDIX II**).**5.5 External audit 2017/18** submitted to PKF Littlejohn.**5.6 Notice of electors' rights** published from 2nd July 2018.**5.7 Chineham Tigers**

Ground and pavilion hire 2018/19.

AGREED Clerk to contact suggesting 2% increase on 2017/18 (£612) plus water bill.

**6 M3 AND BUND UPDATE****6.1 M3 quiet surface**

One carriageway completed, marginal improvement

**6.2 Bund update****BDBC Planning response (APPENDIX III)**

There are good arguments to counter the concerns put forward by BDBC but a recommendation for refusal looks most likely at present.

Robin Best has responded to BDBC Planning's comments (of May & July)

- Noting existing bunds;
- Confirming that the height of the proposed bund is as specified in the professional noise study / bund modeling consultation.
- the Village Hall and nearby homes are the worst affected by noise as evidenced by the noise study.
- A football pitch (albeit slightly smaller) could be retained with a bund
- Trees would be replanted on the bund.
- The tennis courts, playing fields and Village Hall would be used much more if the noise levels were reduced by the proposed Bund.

Discussion

- If the Parish Council did proceed with an application, would need to prepare for it being called to Development Control, and seek advice from Ward Councillors.
- Re suggestion that runoff from the bund onto the M3 would create a problem, problems are caused by drainage systems not being maintained.
- It remains the case, and agreed at the last meeting, the Parish Council does not have financial resources to commission evidence required for the application.
- The Parish Council – and in particular Robin Best – has undertaken and commissioned the fullest investigation possible within the Parish Council's means.

For this project to continue, landowners and / or a commercial company will need to provide this funding.

- Might a landowner/commercial company consider submitting to HCC as a minerals and waste application (inert waste only as present proposal)?
- It would be a shame to lose the football pitch

AGREED To investigate *Hansard Reports* and conditions/mitigation requirements within the original Acts of Parliament 1962-68 which enabled the M3 construction. Write formally to Maria Miller MP requesting her assistance.

## 7 PLANNING

### 7.1 Hart Local Plan

The Submission Local Plan was forwarded by Hart to the Secretary of State on 18th June. Hearings are expected to be two-to-three weeks starting late September at the Hart offices in Fleet. Any modifications may go to further consultation, but the Planning Inspector's Report by the end of this year and adoption early next is hoped for. The Gap Policy NBE2 includes land between Greywell and North Warnborough.

### 7.2 BDBC Local Plan

The 2018 BDBC SHELAA (strategic housing and economic land availability assessment) for sites submitted / resubmitted in 2017 is available on the BDBC website. **(APPENDIX IV)**

### 7.3 Community Infrastructure Levy

The Community Infrastructure Levy (CIL) was adopted by the Borough Council in March 2018 and formally came into effect for planning applications determined from 25 June 2018 onwards. Email received from BDBC on 2nd July saying they are preparing a 'short guide to CIL' to be published in the Autumn.

For 'the rest of Basingstoke' including Mapledurwell & Up Nately, CIL is charged at £200 per sq metre floorspace (gross internal floorspace). Parishes with a Neighbourhood Plan receive 25% of CIL, Parishes without 15%. **(APPENDIX V)**

The Parish Council had previously considered and decided against a Neighbourhood Plan as the Parish is within the Open Countryside with no settlement policy boundary and no housing allocation within the current Local Plan.

### 7.4 Planning applications for consideration

**i** 18/01651/FUL (20 June) Five Oaks And Heather Bungalow, Heather Lane, Up Nately. Erection of two detached dwellings following demolition of existing dwellings garages, and outbuildings. Blocking up of existing access and creation of access to serve house B.

This application has been re-submitted following withdrawal in March 2018. Tom Horsey has discussed with neighbours and the houses are to be moved further back from the road and dwellings opposite. The Parish Council had not objected to the previous application but objections were received from BDBC Conservation re impact on Basingstoke Canal / Conservation Area. The proposed development lies just outside the Conservation Area.

**ii Greywell application** 18/00765/FUL (30 April) Dairy Complex, White Lane, Greywell. Partial demolition and conversion of existing agricultural buildings to provide a day health spa facility. Creation of secondary access road, provision of car parking, landscaping and planting.

Discussion

- Objections from Greywell and Up Nately regarding additional traffic but the alternatives should be considered.
- This application is making use of redundant building along the lines of farm diversification creating local employment and leisure facilities.
- The site will be used for some commercial or residential development.

**iii Old Basing application MOTO M3 J6 17/03487/FUL** (amended 26 June, reg 2 Nov 2017) Land Adjacent To J6 M3. Construction of new Motorway Service Area etc. Additional documentation includes • Response to consultations • Lighting Impact Assessment • Ecology Mitigation Report • Technical note Committed Development • Technical note Highways Linseg Models • Drainage Information and technical details. Opposition co-ordinators suggest that Highways England remain unsatisfied by the documentation and BDBC is likely to refuse on this basis. Further objections, as many as possible, will be helpful at Appeal.

AGREED To submit a further objection on the grounds that the amendments do not address the main issues and therefore previous objections still hold.

**iv** See **APPENDIX VI** for all current planning applications relating to the Parish.

**7.5 Rural Housing Survey – Parish Questionnaire – Final Report**

Lisa Mason of Chameleon Consultancy (on behalf of Radian Housing) has collated the questionnaire responses and submitted her final Report to Radian. Radian have yet to fully consider the report and – ‘will endeavour to get it over... as soon as we can to share the information as widely as necessary’.

**8 HIGHWAYS AND LENGTHSMAN**

**Pond and ditching**

The Lengthsman is scheduled to dig out the silt traps by Mapledurwell Pond and the ditches on Frog Lane. Plus on Frog Lane to shore up the verges and erect post-and-rail fence. Guidance for works to ditches – see **APPENDIX VII**.

AGREED Given dry conditions, Lengthsman to undertake works asap.  
Request to also clean and re-paint the road sign by the pond.

**9 FURTHER REPORTS**

**9.1 Website**

AGREED Clerk to move the Parish Council website to a Hugo Fox platform, ideally transferring domain name.

**9.2 Bonfires**

Discussion re bonfires recently lit on Farleigh Hill and dangers of lighting fires in this dry weather. Notice to go in August *Villager* to this effect regarding bonfires and requesting consideration / courtesy to neighbours.

**9.3 Broadband**

Hampshire Superfast Broadband’s website shows their more recent scheme (to achieve 95% national coverage) includes much of the Parish where broadband speeds are presently low. (**APPENDIX VIII**). The work is to be completed by the end of 2019 and funding is in place.

To receive updates, register with [www.hants.gov.uk/broadband](http://www.hants.gov.uk/broadband).

**10 NEXT MEETINGS** 12th September, 14th November.

*Meeting close 9.15pm.*

**APPENDIX I.I: ACCOUNTS 2018/19 TO DATE**

<b>INCOME 2018/19 Accounts at 18th June</b>														
Balance brought forward from April 1st 2018														
Date	Description	Precept	VH Insurance	VH returned funds	Grants BDBC	Grants Other	pitch hire	Allotments	Tigers pitch hire	VH contra	Interest	VAT reclaim	TOTAL	
10/04/2016	Half precept	£4,499.50											£8,773.50	
	Grass cutting grant				£1,159.00								£5,751.50	
	Tax base grant (rebate)				£93.00								£75.00	
16/05/2018	2017/18 cheque 768 not cleared			£75.00									£951.25	
12/07/2018	Village Hall					£951.25							£8.10	
13/10/2018	SE Water MKW202281415			£8.10										
2018/19	Interest										£0.08		£0.08	
2018/19	Village Hall Hire (contra)									£5.00			£5.00	
<b>TOTALS</b>		<b>£4,499.50</b>	<b>£0.00</b>	<b>£83.10</b>	<b>£1,252.00</b>	<b>£951.25</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£5.00</b>	<b>£0.08</b>	<b>£0.00</b>	<b>£6,790.93</b>	
												<b>£6,790.93</b>		
												<b>Net Interest 2018/19</b>		
												April	£0.02	October
												May	£0.02	November
												June	£0.02	December
												July	£0.02	January
												August		February
												Sept		March
												Total		£0.08
												<b>Bank reconciliation</b>		
												Business instant access		£482.07
												Treasurers Account (cheque)		£10,545.42
												<b>TOTAL ACCOUNTS</b>		<b>£11,027.49</b>
												less cheques not cleared		<b>£3,443.90</b>
												plus income outstanding		£662.67
												<b>BALANCE</b>		<b>£8,246.26</b>
												<b>Receipts and Payments Summary</b>		
												Balance b/f 1st April 2018		£8,773.50
												Plus Income		£6,790.93
												Less Expenditure		<b>£7,318.17</b>
												<b>BALANCE</b>		<b>£8,246.26</b>

Signed: Robin Best ..... 18th July 2018 Susan Turner, RFO ..... 18th July 2018

**APPENDIX I.II: ACCOUNTS 2018/19 TO DATE**

EXPENDITURE Year Ending 31st March 2019 - 18TH JULY														
Balance brought forward from April 1st 2016														
Date	Description	786c	Salary	Finance Admin	Insurance	publish info	Maintenance Grounds	General	Alotments	Pavilion	UN pond	Defib capital	VAT	TOTAL
01/04/2018	David Bone for Up Nately Pond	786c									£137.94			£8,773.50
30/04/2018	Martin Gosling April 18	SO					£267.87				£137.94		£53.57	£321.44
16/05/2018	Came & Co Ltd - Inspire	787c												£1,053.52
16/05/2018	HALC (+NALC) subscription	788c		£247.00	£1,053.52									£247.00
16/05/2018	Clerk - salary Apr-May 2018	789c	£520.00											£520.00
16/05/2018	Harvey Simpson (replace) tennis courts	790c						£75.00						£75.00
05/06/2018	The Villager	791c				£871.49								£871.49
29/05/2018	Martin Gosling May 2018	SO					£267.87						£53.57	£321.44
29/06/2018	Martin Gosling June 2018	SO					£267.87						£53.57	£321.44
18/07/2018	JK Murray - Internal auditor	792		£95.00										£95.00
18/07/2018	RB for Electrician - ref Defib	793						£20.00						£20.00
18/07/2018	Dick Randall - GatePosts VH	794						£389.50					£77.90	£467.40
18/07/2018	Clerk - salary June / July 2018	789	£520.00											£520.00
2017/18	Village Hall meeting room hire (contra)			£5.00										£5.00
TOTAL			£1,040.00	£347.00	£1,053.52	£871.49	£803.61	£484.50			£137.94		£238.61	£4,976.67

Signed: Robin Best .....18th July 2018 Susan Turner (RFO).....18th July 2018

**APPENDIX II: INTERNAL AUDIT****Annual Internal Audit Report 2017/18**

MAPLEDURWELL AND UP NATELY PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 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	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			no petty cash
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.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
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.	✓		
<b>K. (For local councils only)</b>			
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

05/06/18

Name of person who carried out the internal audit

JOHN K MULLAY DMS FCPFA

Signature of person who carried out the internal audit

Date

05/06/18

\*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).

### APPENDIX III – BUND – BDBC RESPONSE

Email of 17th July 2018 – BDBC Planning Pre-application response

'I have now had the opportunity to view the existing bund which is located on Mr McNair Scott's land. I have also walked along some of the footpath which runs adjacent to the M3 and noted the differing perception of noise levels when travelling along the path along with the native planting that has been introduced along some of the field boundaries on Mr McNair Scott's land. I have taken a number of photographs along the route and need to have further discussions on my observations with my landscape colleague which I aim to do in the next week to see if there might be a solution which would be acceptable from a landscape perspective.

'Your comments in relation to the use of inert material are noted and from my perspective the type of planting used for the existing bund and the planting used along the field boundary adjacent to the M3 are appropriate. It is also positive that no re-direction of the existing footpaths would be required. I am still unclear why the bunding needs to be of the height proposed. Looking at the original permission for the existing bund this was a maximum height of 6.7 metres (with trees on top). The land take required to have such a high bund as that now proposed would be significantly greater and the visual and landscape impacts would also be greater than that of the existing bund.

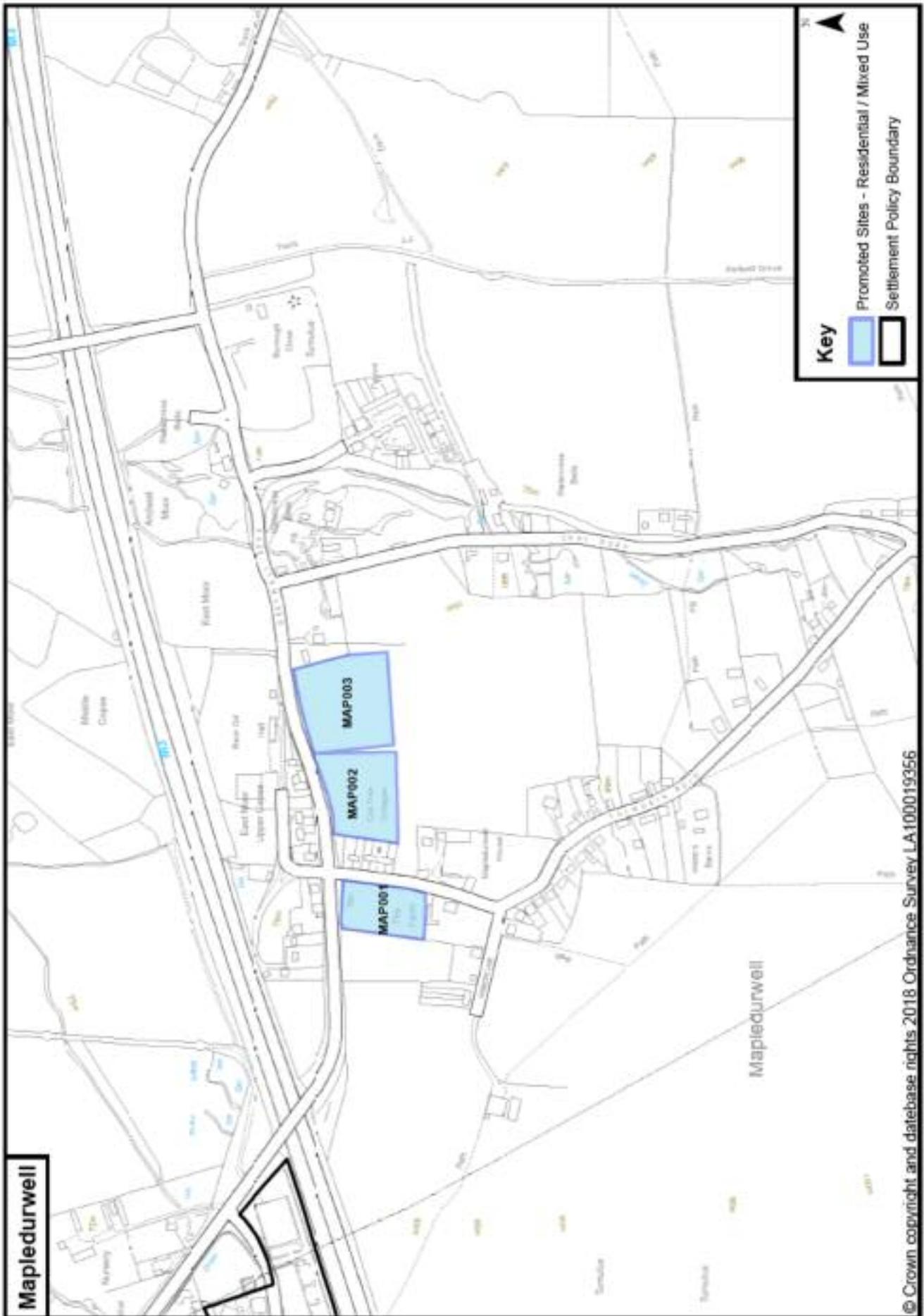
'The comments from Highways England in relation to the proximity of the bunding to the M3 were made during a face to face meeting with their representatives and therefore there are no written comments that I can forward to you however given the location of the proposed bunding they would be consulted during the application process and their concerns in relation to possible runoff from the bunding onto the carriageway would need to be considered by you prior to any submission and information provided to support the application on how this would be avoided/mitigated. I would also re-iterate the other comments made previously in my email dated May 16th 2018 in relation to the type of supporting information that would be required to accompany any planning application remain valid and would also add that cross section plans along various parts of the bund would also need to be provided to the LPA for consideration.

'In relation to the village hall the mature tree belt that surrounds the playing field and screens the M3 is a very attractive feature for the hall and I am not sure that a bund in this location would fit appropriately. The amount of land required to accommodate such a feature would also significantly reduce the amount of open space available for the hall which is also an important consideration and I am concerned that this element of the scheme may be more difficult to be achieved successfully. Should you conclude that you wish to submit an application notwithstanding my concerns then the comments in relation to supporting information and survey work that would be needed to support an application also relate to this element of the development proposal.

'In conclusion I do need to speak again to my landscape colleagues which I aim to do in the next couple of days. I am also awaiting some further feedback from Environment and Health which I will forward on. I would be keen to hear from you whether the heights of the bunds in the agricultural fields could be reduced.

'Finally, your request for a freedom of information request from Highways England would have to go them directly.'

**APPENDIX IV – BDBC SHELAA SITES 2018**



## APPENDIX V – COMMUNITY INFRASTRUCTURE LEVY

Extract from the BDBC Policy Framework budget report...

### 14.6 Community Infrastructure Levy (CIL) Allocation Policy

14.6.1 The new financial policies on CIL are set out in Annex A to Appendix 7 and in the capital strategy (Appendix 10).

14.6.2 Following the completion of the CIL examination it is expected that the Examiner's Report will be received in late March and that CIL will start to be collected from summer 2018/19 and a policy will therefore be required on how the funding is allocated to support infrastructure projects. As set out in the budget strategy report, it is proposed to allocate the funding as follows:

- 25% to parishes with a neighbourhood plan
- 15% to parishes without a plan and unparished town areas (capped at £100 per Council Tax dwelling)
- Town area allocation to be co-ordinated with the Local Infrastructure Fund (LIF) to maximise benefits of funding
- 5% allocation to cover programme management costs which will be reviewed in the future once the new system has been established.
- 70% to 80% balance for infrastructure schemes identified on Regulation 123 list to support development

14.6.3 This approach is designed to encourage and reward parishes for bringing forward neighbourhood plans in support of the local plan. The proposed 25% allocation to parishes with a neighbourhood plan and 15% to those without a plan (capped at £100 per dwelling) reflects government regulation. The proposal maximises the amount of funding available for infrastructure schemes appearing on the Regulation 123 list which is produced by the council and can be prioritised and controlled to target support for future delivery of homes as well as supporting the objectives of the Council Plan.

14.6.4 It is proposed that in un-parished town areas, the 15% of CIL receipts are used alongside money associated with the Local Infrastructure Fund (LIF) for projects in the town. This would need to be ring-fenced to ensure that it is not spent outside of the town area. CIL receipts would be broken down by ward to provide clear accountability of how generated, but will be available for projects within the wider town area. This approach would utilise the existing processes in place for considering LIF applications in order to avoid creating duplication and would be subject to sign-off from the Portfolio Holder for Finance, Service Delivery and Improvement.

## APPENDIX VI PLANNING APPLICATIONS RELATING TO THE PARISH

### Parish Planning applications

18/01651/FUL (20 June) Five Oaks And Heather Bungalow, Heather Lane, Up Nately. Erection of two detached dwellings following demolition of existing dwellings garages, and outbuildings. Blocking up of existing access and creation of access to serve house B.

18/00830/FUL (26 March) Nunnery House, Tunworth Road, Mapledurwell. Erection of two storey garage/office with storage space on first floor, following demolition of existing. Change of use of agricultural land to residential land.

The earlier application of Autumn 2017 was withdrawn in March (17/03502/HSE Erection of two storey garage/office with storage space on first floor, following demolition of existing.)

The case officer required the application to include change of use for the area of additional footprint sought for the extended garage / office. The existing garage has permission from 1998 ref BDB/24093.

*Response submitted: 'The Parish Council is pleased to see the revised area of change of use for this application but is still concerned that the size of the proposed office suggests it is open to become a business premise with staff or a house in the future.'*

T/00156/18/TCA (**Granted** 14th May, reg 12 Apr) Kolkinnon, Blaegrove Lane, Up Nately. T1 Liquid amber: crown reduce to leave a height and spread of approx 6m x 4m. T2 Ash: remove hung up and broken branches.

### Greywell application

18/00765/FUL (30 April) Dairy Complex, White Lane, Greywell RG29 1TL. Partial demolition and conversion of existing agricultural buildings to provide a day health spa facility. Creation of secondary access road, provision of car parking, landscaping and planting. Case officer Peter Lee, consultation to 31st May. A Greywell application but Mapledurwell & Up Nately Parish Council consulted as neighbouring parish. *Response submitted:*

*'The Parish Council is concerned about the increase in traffic but does not feel justified in objecting to a farm building being converted into another business when the original use is redundant.'*

### Old Basing application – MOTO Motorway Service Area M3 J6

17/03487/FUL (**amended** 26 June, reg 2nd November 2017) Land Adjacent To Junction 6 M3. Construction of a new Motorway Service Area to comprise an amenity building, lodge, drive thru coffee unit, associated car, coach, motorcycle, caravan, HGV and abnormal load parking, and a fuel filling station with retail shop, together with alterations to the adjoining roundabout on the M3 and slip roads to form an access point and works to the highway. Provision of landscaping, infrastructure and ancillary works.

Additional information provided including:

- Response to consultations
- Lighting Impact Assessment
- Ecology Mitigation Report
- Technical note Committed Development
- Technical note Highways Linseg Models
- Drainage Information and technical details

<http://planning.basingstoke.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OXXAITCR0H600>

## APPENDIX VII GUIDANCE ON MAINTAINING DITCHES AND WATERCOURSES

'Undertake the majority of your clearance works after the vegetation has begun to die back in late September/October. At this time of year, there should also be no wildlife nesting or breeding in or near ditches.

'Mowing of banks around ditches should be minimised during the animal spawning season of March to mid-July.

'You should try and carry out the works when the water level is at its lowest... or when there has been little rainfall.'

'Plan your maintenance to ensure that stretches of habitat are left intact, for example by trimming alternate banks or lengths of ditch each year.'

## APPENDIX VIII HAMPSHIRE SUPERFAST BROADBAND

[www.hants.gov.uk/broadband](http://www.hants.gov.uk/broadband)

- Registrations of Interest
- Commercially funded coverage
- Hampshire Wave 1: to end 2015
- Hampshire Wave 2: 2016-2019
- DCMS Additional funding
- DCMS Innovation Fund Pilot

