

## MINUTES OF THE PARISH COUNCIL MEETING

Wednesday 17th March 2021, 7pm remote meeting via Zoom

Present: Parish Councillors Hugo Cubitt (Chairman), Tom Horsey, Kevin Rafferty, Alison Stent;  
Guests, Footpaths Warden Martin Carfrae, PC Reid, Colin Robertson. Clerk Susan Turner

1. **WELCOME** Thanks to Pauline Hedges for hosting.  
No members of the public present.
2. **POLICE REPORT**
  - 2.1 **Reported incidents since last meeting**

Several reports of scams and attempted scams received from residents, Neighbourhood Watch co-ordinators updated and circulating more in-depth information.

Mapledurwell

03.01.21 Drones (really drones) seen chasing sheep causing distress to the animals  
06.02.21 Concern for welfare resident at The Hollies  
08.02.21 Resident of The Hollies receiving silent phone calls  
10.02.21 Further silent calls received by the same resident  
27.02.21 Youths congregating at the Village Hall in breach of COVID regulations reports of smell of cannabis being noticed  
28.02.21 As above.  
07.03.21 As above. I have called on the owner of the vehicle, spoken to his parents he was again visited despite my warning last weekend – I have put a marker on his vehicle to be stopped and checked and will target him.

Up Nately – No reported incidents.
  - 2.2 **Reported Crime since last meeting**

Mapledurwell – Criminal damage x 1; Non Dwelling Burglary x 2.  
Crime so far 2021 x 3; Crime 2020 x 4.  
Up Nately – No reported crime this year to date. Crime 2020 x 6.
- 3 **MINUTES OF PREVIOUS MEETING** of 20th January agreed and to be signed.
- 4 **DECLARATIONS OF INTEREST** in items on the Agenda.  
Hugo Cubitt, Tom Horsey re Up Nately Lands, item 11.2.
- 5 **ELECTIONS** Thurs 6th May – Parish, Borough, County, PCC. (Notice in Mar *Villager*.)
  - 5.1 **Borough** This year, as postponed from last year, the new ward boundaries come into effect – each with three Ward Councillors and all seats for election. Basing Ward will become Basing & Upton Grey and incorporate seven Parishes from the present Upton Grey and Candovers. **APPENDIX I**
  - 5.2 **Parish**

NOTED All Parish Council seats for election. The Notice of Election will be published on Monday 22 March. **Deadline to submit form, 4pm Thursday 8th April.**

NOMINATION FORMS can be completed, signed and dated after 8th March.

Sections 1a, 1b part 1, and 1c only need completing. Sections 1b part 2 is to be completed if candidate wishes to withhold home address. Two registered electors (may be members of same household) need to nominate and second in Section 1a.

The person named in Section 1b can be anyone, elector of parish or otherwise, can be but need not be the same person who nominated or seconded in Section 1a. But the person named in Section 1b **MUST** sign Section 1c.

Completed Sections 1a, 1b part 1, and 1c – plus the pages of legislation accompanying 1c – must be printed, wet signed and delivered by hand to BDBC.
  - 5.3 **Parish Councillors** Four of five Parish Councillors will be standing again for election. The Chairman has regretfully accepted the resignation of Paul French, noting with thanks on behalf of the Parish Council his very positive contribution and to wish him well for the future.

**6 VILLAGE HALL GROUNDS**

**6.1 Maintenance and trees**

i Work completed

- 1 Tree pruning – remove lower branches in the play area.
- 2 Tree pruning – raise crown and reduce width of trees in car park.
- 3 Tree pruning – cut back small lower branches (eye level) from boundary trees.
- 4 Tidy trees and scrub between the hall and pavilion.
- 5 Cut back scrub / hedging and strim sightlines at hall entrance.
6. Repair fence near the hall entrance gate bordering the road.
- 7 Clear Old Road from entrance gate to play area of debris and strim weeds. Redefine edges of the road.

ii Work pending

- 1 Clear leaves by hall?

iii Work to be assigned to Community Pay-back team later this spring

1. Level and make good along the bank and verge the spoil pile of soil and leaves left by tractor road clearing.
2. Rake and level car park 'pot holes'.
3. Improve pedestrian access to unlock the car park barrier.

**6.2 Front gate and bin shed (wish list)**

Estimates received for

1. Replacing the present Village Hall front gate with a (softwood) five-bar gate.
  2. Building a softwood 'bin shed' to house / screen the bins.
- Deferred due to present lack of funds. The Village Hall many consider contributing.

**6.3 Playground and litter bin**

i Inspections – further update circulated from BDAPTC **APPENDIX II** advising that BDBC has reduced its quoted figure for ongoing BDBC inspections to £250 per year.

AGREED Confirmed decision to continue with agreed plan – Kevin Rafferty will continue with Parish Council Inspections **APPENDIX III** noting annual ROSPA inspection required.

NOTED 1. Point highlighted by BDAPTC that BDBC paying c£.5M for central Basingstoke play area but wish to charge parishes for inspections.  
2. A paragraph was included in the March *Villager* requesting local people 'keep an eye on' the playground when visiting the grounds.

ii Bins – Playground bin quite full this month – despite notice requesting people take their litter home. Some litter also around in the playground mostly crisp packets. From email response and previous experience, BDBC are not going to empty this bin. Kevin Rafferty content to empty for time being, key needed for Village Hall bins.

**6.4 Tennis**

AGREED Proposal from tennis coach to hire courts for lessons, place advert in *Villager*, notice boards. Also to set up a booking app for the courts.

NOTED Other court users in agreement.

**7 ALLOTMENTS**

**7.1 Tree works completed as per TCA application**

1. Coppice large Goat Willow with broken limbs for safety, encourage rejuvenation.
2. Coppice the three trees on western edge of central group to reduce shading, plus encourage rejuvenation, habitat improvement.

All wood cut and left in selected piles – some brash piles for river work, some for wildlife habitat, the larger wood for logs or verge protection. Work done with minimum carbon footprint. Picture report included in the *Villager* **APPENDIX IV**.  
NOTED Quite large brash piles left for wildlife, noticeable how much birdlife, could be a positive effect showing already.

**7.2 Community Payback team** – Awaiting guidance as to when they can start work. Too late now for any more clearing work this year.

AGREED To request they make the compost bays, then move to Village Hall.

ACTION To provide six pallets for compost bays.

**7.3 Water** – Rod Warner made inspection of above-ground pipes. Will confirm when water turned back on.

AGREED Clerk to arrange for new water butt for Plot 7, present one reported leaking. (It seems water butts were originally provided for the plots.)

**8 HIGHWAYS, MAINTENANCE & RIGHTS OF WAY**

**8.1 Frog Lane flooding** on lane by allotment car park. PGGM (Parish Lengthsman) put rods through and found culvert under gate entrance blocked near field side, at the time under water. They scraped out a temporary channel to allow water to escape from the road back into the ditch. To liaise with Alan Hutton once dries out.

**8.2 Rights of way**

i Mapledurwell Footpath 11

AGREED Gate from Frog Lane to allotments with rope tie, is fit for purpose. **APPENDIX V.**  
THANKS to Martin Carfrae and Charlotte Hutton for repairing stile from Hurdles into field.

ii Byways Five Lanes End reported to be in a very bad state due to off-roading. Anecdotal report of five motorbikes from Hungry Lodge to Five Lanes End.

Two metal barriers have been installed to close the old Harrow Way to vehicles. Noted that Countryside Services did same two to three years ago in order to repair and recover, filled in with chalk.

iii Fly tipping on Five Lanes End, reported Friday, BDBC cleared on the Monday.

**8.3 Old road and 'Highway'**

i Map extract provided by Highways Engineer showing 'extent of Highway' **APPENDIX VI.** Confirms majority of Old Greywell Road remains Highway. Exception being through the Village Hall grounds then through the Housing Association land.

ii Greywell Old Road-to-motorway. Suggestion to request to HCC for a 'prohibition of driving order'. Clerk to follow up.

**8.4 Gullies and grips** A map of all gullies in the Parish, including cleaning schedule, provided by Highways Engineer **APPENDIX VII.**

THANKS to Alison Stent and Kevin Rafferty for walking Mapledurwell roads to map the grips. Hugo Cubitt and Tom Horsey same for Up Nately. To be marked on one map, forwarded to Clerk to forward to Highways.

'A description of the grip cutting service' provided by HCC Highways (Winchester):

'Grips - A channel cut through a grass verge (specifically for the purpose of draining water away from the highway).

'I have not heard anything regarding part responsibility of the grip or first metre etc.

'If there is a requirement to clear water off the highway and there is no positive drainage to do so, Highways would maintain a grip over 6/7 feet to a ditch. Or depending on the site create a grip over this length.

'If part of the grip clearance project grips were cut 3 feet and the ditch was 7 feet a way, I would under most circumstances request the contractor re-visit to cut the grips the full 7 feet which they should have done in the first place.

'There are times where a grip has no where to outfall water e.g. higher ground next to highway, and so there is no other option but to create a grip dish that allows water to be held off the highway and dissipate naturally.

'There are always sites that are out of the ordinary that require managing differently but the above applies in most cases.'

**8.5 Basingstoke Canal – the last five miles** BDBC retained rights of way through Canal Reach, noting need to respect residents' amenity and privacy.

**8.6 Mapledurwell pond signs** – Fingerpost on the to do list.

THANKS to Alison Stent for arranging the small 'request to not park' signs **APPENDIX VIII.**

**8.7 Up Nately Pond** – The 'Extent of Highways' map shows all the pond area up to the fence to be subject to Highways Rights.

AGREED with Highways Engineer that to renew the cultivation licence not required unless further planting intended (particularly non-native planting).

AGREED Present frequency of cuts at x 20 per year is more than needed. Reduce to same number of cuts as the football pitch and play area (presently seven)??

**9 PLANNING & TREES****9.1 Parish planning applications for discussion**

- i 21/00427/FUL (Validated 22 Feb) Nunnery House, Tunworth Road. Erection of 1 no. 4 bed dwelling, detached garage, vehicular and pedestrian access etc.

AGREED Response as draft circulated, focussing on the nature of the Conservation Area and whether the proposed dwelling is respectful of historic interest and local character as per EM11. Clerk to submit to BDBC following the meeting.

See **APPENDIX IX** for all current applications relating to the Parish.

- ii Gamekeepers

1. Newbuilds: 'As of 3rd March 2021, Knightsgate (UK) Limited are the new owners of the land adjacent to the Gamekeepers – and will be building the homes as permitted.' Notice published in March *Villager*.

2. Enforcement visit / action pending re works to the agricultural plot.

**9.2 BDBC Local Plan Update**

Issues and Options Summary Report as considered by BDBC Economic, Planning and Housing Committee on Thursday, 4th March. Councillor views expressed that the summary was not an accurate reflection of views submitted with comments being misreported and taken out of context. The Committee agreed to return the Report to Officers for further work.

Request submitted by Parish Council:

'1. To question consistency of approach when recording comments, and in the criteria for attributing comments.

- i. In many cases where Parish Councillors have made comments these are attributed, but in some cases they are not.

'For eg there are instances in responses to Q4b where Parish Councils made these specific points, but the Parish Councils are not referred to.

- ii. Whether increased weight is given by attributing comments?

iii. In many instances responses are quantified, but in some cases not.

- iv. Can the summary be shown to be consistent and unbiased in the way comments are recorded?

'2. Separate issue – that three Parishes certainly requested Chalk Streams be included as Environmental Assets in Q4b and this is not mentioned.'

**10 FINANCE****10.1 Payments since last meeting**

40	Martin Gosling contract (SO) January (to update)	£327.87
41	Clerk Salary January	£315.60
42	ICO Data protection register	£35.00
43	PGGM – Village Hall trees	£567.00
44	PGGM – Village Hall fencing	£270.00
45	PGGM – Allotment trees	£844.80
46	CPRE – Subscription	£36.00
47	PGGM – remove old fencing to skip	£120.00
48	PGGM – Frog Lane flooding – rodding culvert, create channel	52.80
49	Martin Gosling contract (SO) February (to update)	£327.87
50	Clerk Salary Feb	£315.60
51	PGGM - clearing old road	£216.00
52	AS for The Screeners – 2 x no parking signs	£20.97

**10.2 Accounts to date APPENDIX X****10.3 Clerks salary reviewed**

AGREED 24 hours per cal month @ £14.25 per hour = £342 per month = £4,104 per annum.

**11 FURTHER UPDATES & REPORTS****11.1 Watercress beds** – To review CC College's proposed terms for lease.**11.2 Up Nately Lands APPENDIX XI**

Owners' meeting of 16th March 2021 agreed to offer the Eastern half of the 'Land' to the Parish Council on a £25 year lease, peppercorn rent, to manage on behalf of

the Village with open access – for local amenity and for benefit of wildlife, biodiversity (in agreement with Hampshire Wildlife Trust).

AGREED Unanimously to accept this offer from the Up Nately Lands owners.

AGREED To request services of the Community Payback team, Clerk to apply for S106 funding. CIL funding also to be used, noting this was allocated from an Up Nately development.

**11.3 Village Hall** The Village Hall Committee has a new Chairman, Tim Lewis. Alison Stent attended the most recent Committee meeting and has advised on the defibrillator maintenance and registration with South Central Ambulance Service.

AGREED Alison will be the lead PC representative on the VH Committee.

**11.4 Villager**

AGREED To continue with the *Villager* as usual for next few months. Confirmed as last meeting its value and value of paper delivery, importance of distributors. Financing needs to be reviewed, particularly re Greywell Parish Council's decision to withdraw.

NOTED Su Turner has taken on the role again as Editor.

**11.5 Councilor / clerk roles** The NALC *Good Councillor Guide* (2018) says:

'The clerk provides advice and administrative support, and takes action to implement council decisions. The clerk may have to act as a project manager, personnel director, public relations officer or finance administrator. The clerk is not a secretary and is not at the beck and call of the chairman or other councillors; the clerk is answerable only to the council as a whole. The clerk is the proper officer of the council in law. Legally councils can delegate decisions to clerks because they are trusted professional officers whose objectivity allows them to act for the council.

'The best councils will have a clerk and councillors who work as a team to provide a service for the community.'

**11.6 Oak Tree Cottages** Noted that the first house by the Greywell Road has cut back, cleared and chipped all boundary trees, removed lattice fence – and as such appears to be encroaching on the verge. Chairman to consider, discuss with owners.

## 12 NEXT MEETINGS

**12.1 Parish Assembly** **APPENDIX XII**

AGREED To hold remote Parish Assembly (as per HALC guidance), on Wednesday 5th May 7pm. Notice to go in April *Villager*.

NOTED Legal requirement is to hold the Parish Assembly by 1st June.

'Local Government Act 1972 c. 70 SCHEDULE 12 Part III Parish Meetings  
14(1) The parish meeting of a parish shall assemble annually on some day between 1st March and 1st June, both inclusive, in every year.'

Remote meetings (at present) can't be legally held after election day.

'The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020  
enable all local authority meetings to be held remotely, including allowing remote access by members of the public. The Regulations came into force on 4 April 2020 and **apply to meetings taking place before 7 May 2021.**'

HALC guidance is (at present) to hold a remote 'Assembly' before 7th May.

**12.2 Parish Council AGM**

'Local Government Act 1972 c. 70 SCHEDULE 12 Part II (Parish Councils)  
7(2) In a year which is a year of ordinary elections of parish councillors, the annual meeting of a parish council shall be held on, or within fourteen days after, the day on which the councillors elected at that election take office.'

NOTED The scheduled AGM date complies but according to Local Authority (Covid) Meeting Regs (as they presently stand), must be held in person.

**12.3 Next meeting dates**

5th May (Parish Assembly) 19th May (AGM), 21st July, 15th Sept, 17th Nov.

*Meeting closed 9pm with thanks to all present*



## APPENDIX II.II

FW: PLAY AREA INSPECTIONS \*\*\* Update \*\*\*

To: chair@bdaptc.org.uk



Hi all

Hope you're well?

Martin & I have concluded a series of meetings with Cllr Mark Ruffell who is the Basingstoke & Deane Borough Council Cabinet Member responsible for Play areas ... so we just wanted to update you with progress.

Our interventions have resulted in:

- *Reduced inspection fee of £250 plus VAT for play areas managed by the 12 councils with less than 300 households.*
- *Delayed start date of charging until your Council has had the opportunity to consider alternate means of inspection.*
- *BDBC will train your contractors, clerks and volunteers on your play equipment at a time to suit you. The current visual inspections are very simple .*
- *BDBC will delay charging until June for those who decide to use their simple visual inspections.*
- *BDBC will not alter the current reporting or provide professional interpretation of results.*
- *Future meetings will investigate ways that BDBC professional services and framework contracts can be used by our councils to save taxpayers money.*

Several member Councils have used local companies to provide quarterly reports with professional interpretation and advice:

- *These save time and provide clear professional reports to guide informed decisions*
- **Annual costs of less than £235 plus VAT are reported.**
- *Costs include an independent annual RoSPA inspection to check equipment against the latest changes in legislation.*
- *Council insurers usually require regular, recorded inspections of play areas. The frequency depends on the type of equipment. Your insurance brokers can advise.*
- *Regular visual checks by those who clear litter and trained by BDBC will satisfy most insurers.*
- **GROUP COST SAVINGS** are possible *If we combine the requirements of up to 31 councils with 50 play areas.*

Some useful contacts:

**Operational Inspection companies:**

[Vita Play](#) Kings Worthy 01962 620874  
[Ava Recreation](#) South Wonston 08450 944 993  
[Playsafe Playgrounds](#) Midhurst 01730 815 472

**Annual Inspection Company:**

[The Play Inspection Company](#) Poole 01202 590 675

**APPENDIX III**

Playground Routine Inspection - Mapledurwell Village Hall/Recreation Area

Date: 06/02/2021      Time: 12.10

**Fencing:** Wooden fencing in good condition, nothing loose.  
Wire fencing, furthest from the village hall, has a number of loose posts, but I am unsure whether this is the responsibility of the parish council.

**Litter Bins:** The area is clear of rubbish. The bin inside the fenced area has some items of rubbish in it which I was unable to empty, as the bins at the Village Hall are locked.

**Signage:** Legible and clean (No Dogs, and Coronavirus advice)

**Swings (1):** In good condition, surfacing in good condition, yellow safety barriers all firmly grounded and in good condition.

**Swings (2):** In good condition, surfacing in good condition, yellow safety barriers all firmly grounded and in good condition.

**Rotating Item:** In good condition, surfacing in good condition

**Rocking Items (2):** In good condition, surfacing in good condition

**Slide:** In good condition, some leaves in standing areas at top of slide and climbing slope, so perhaps not much used at the moment

**Climbing & Agility Items:** In good condition,

**Balance Beams & Stepping Logs:** In good condition

**Seating:** the bench and the pic-nic table are in good condition

The guard rails between the swings are clean, firmly seated and in good condition

The vegetation in the area beyond the playground items, furthest from the village hall, has now died back and should not be a problem.



Signature:

Name of Inspector: K M Rafferty

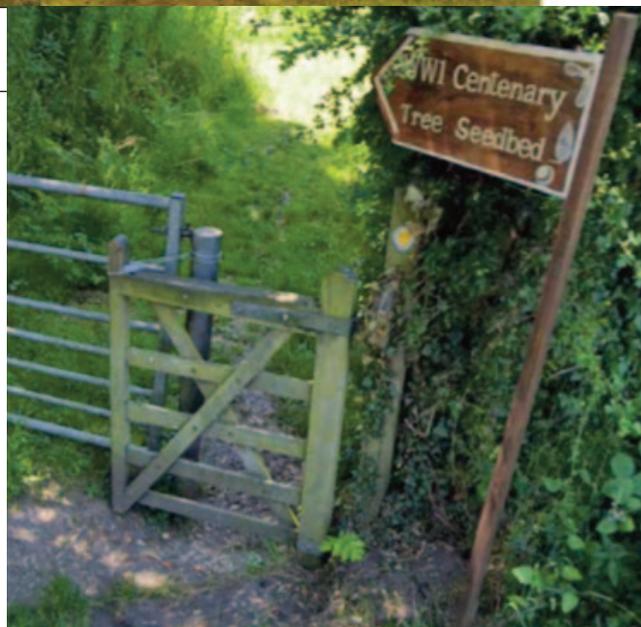
## ALLOTMENT TREES

Selected areas of trees have been coppiced as a first phase of tree and habitat management. This to encourage regeneration and let in more light, importantly to the allotments. Log and brash piles have been left, for wildlife – and for further work on the river.

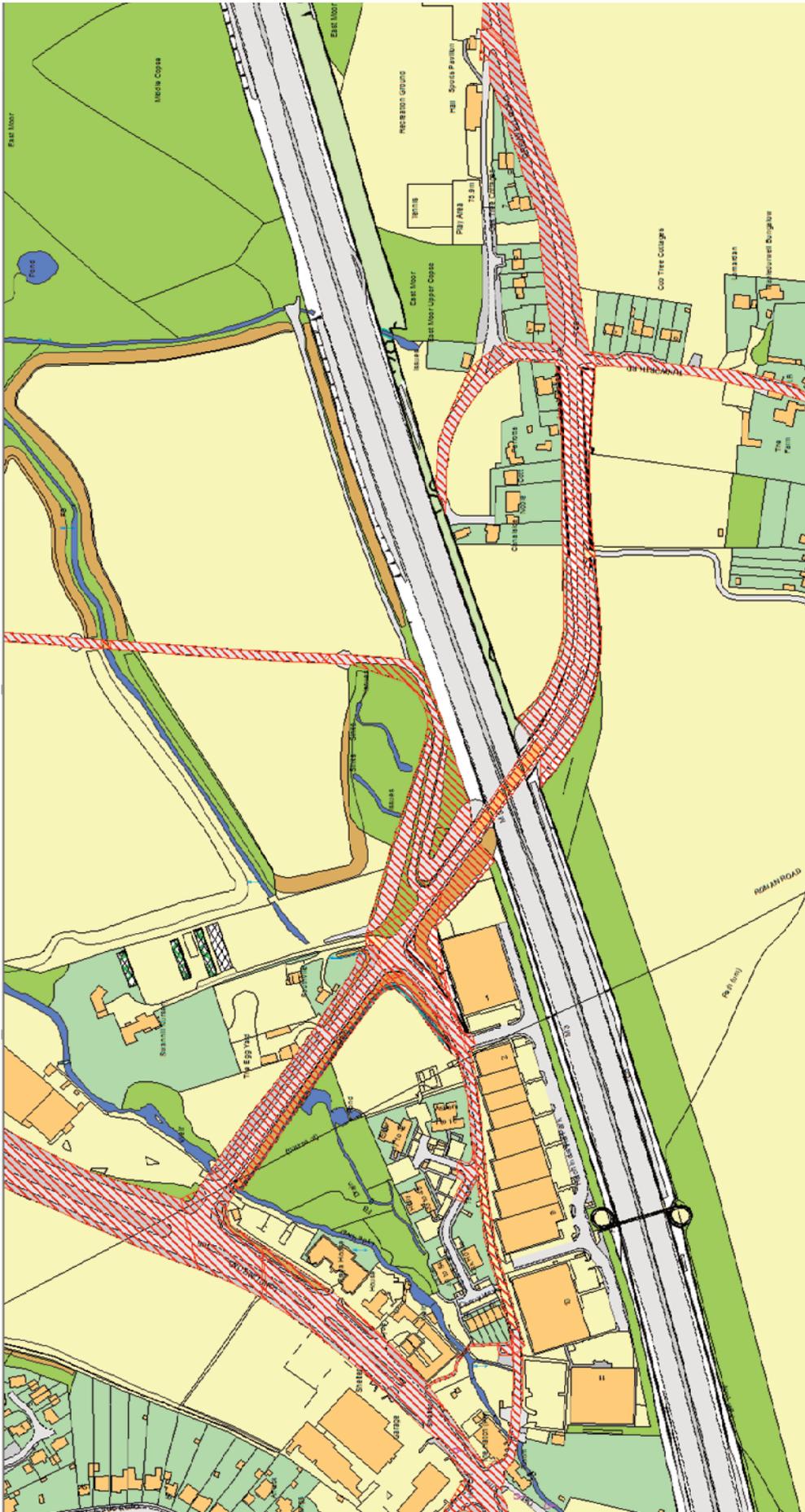
## APPENDIX IV



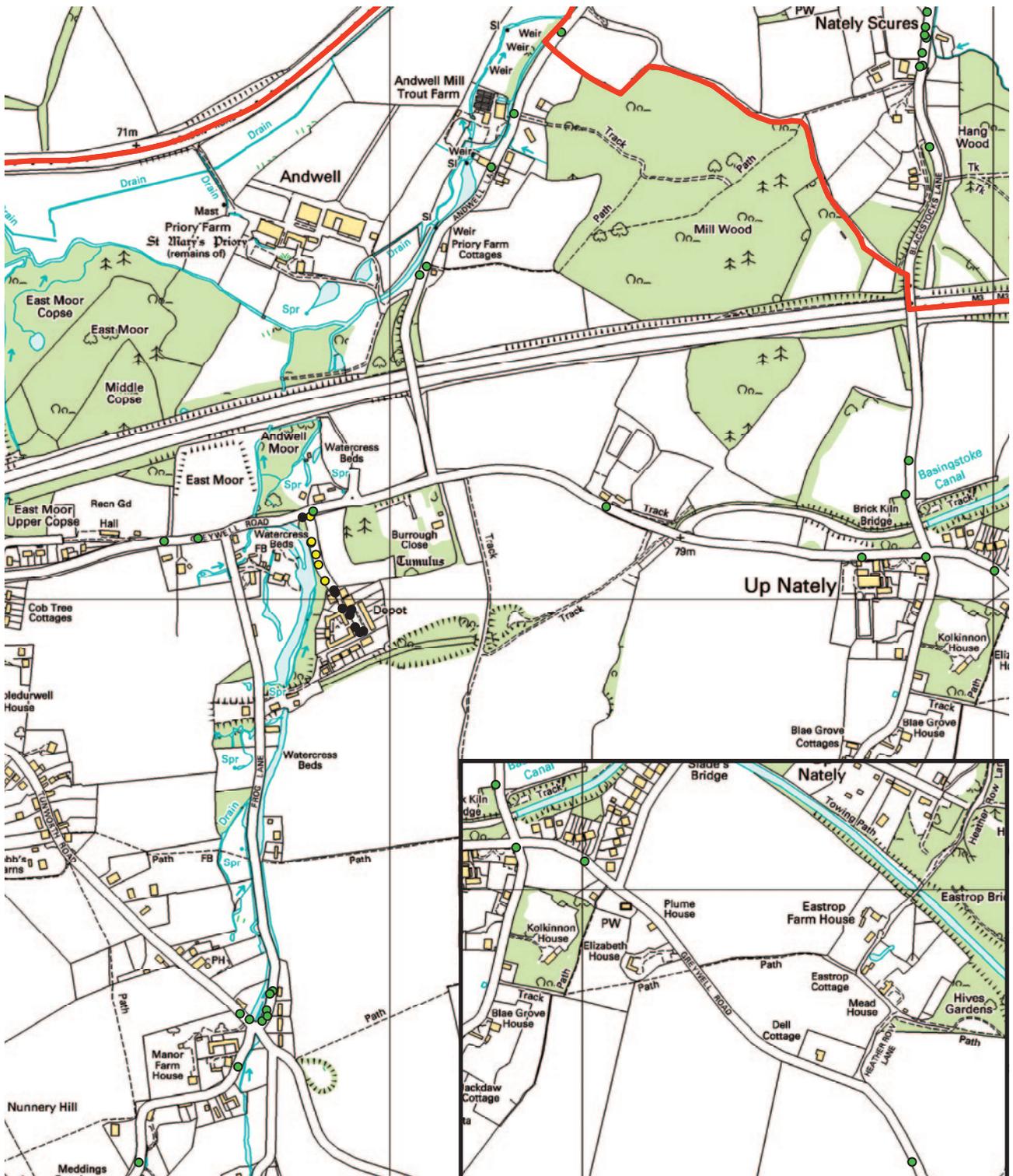
## APPENDIX V



**APPENDIX VI: GREYWELL OLD ROAD – EXTENT OF HIGHWAY**

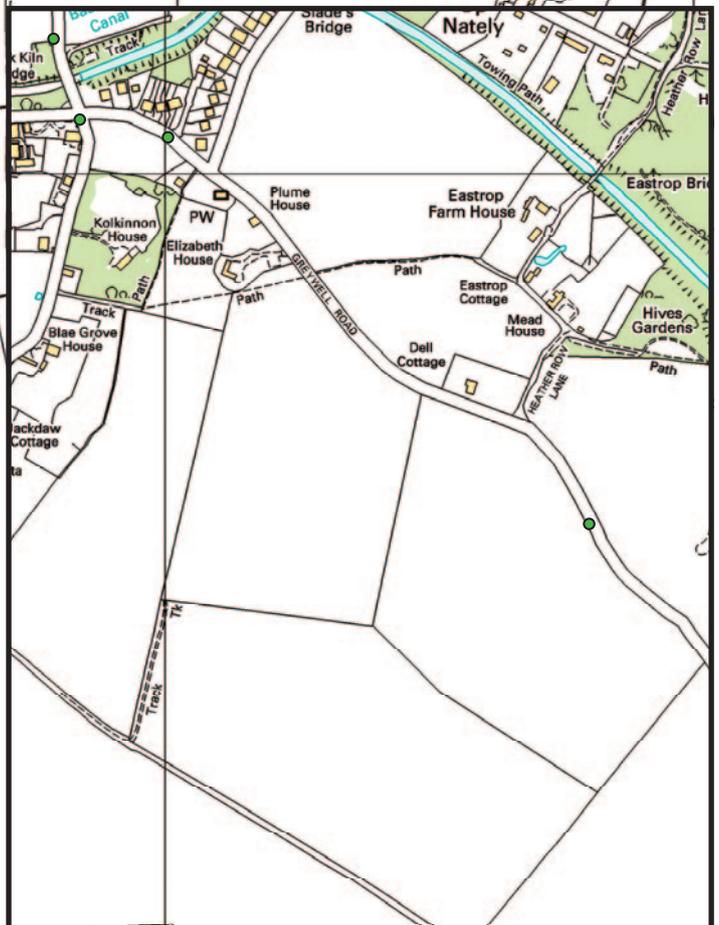


**APPENDIX VII**



**KEY**

- Gully Cleaning Schedule
- Yellow not Highways;
- Grey/Black cleansed once every two years;
- Green cleansed once/year;
- Blue cleansed twice/year.
- Red cleansed three x per year



## APPENDIX VIII

### APPENDIX IX: PLANNING UPDATE – 16TH MARCH 2021

[T/00107/21/TCA](#) (Validated 8 Mar) Ambrunnen, Tunworth Road. Removal of conifer hedge.

[21/00718/HSE](#) (Validated 25 Feb) The Farm, Tunworth Road. Erection of single storey orangery extension.

[21/00552/HSE](#) and [21/00553/LBC](#) (Validated 16 Feb) Rose Cottage, Tunworth Road. Demolition of existing kitchen extension (1978) and the erection of a single storey oak framed side/rear extension.

[21/00427/FUL](#) (Validated 22 Feb) Nunnery House, Tunworth Road. Erection of 1 no. 4 bed dwelling, detached garage, vehicular and pedestrian access, servicing and landscaping on land to north of Nunnery House.

[T/00050/21/TCA](#) (Approved 8th Feb) Mapledurwell Allotments, Frog Lane. RG25 2LJ. T1 Goat Willow: coppice. G1 Central line of trees (Willow): coppice.

[21/00107/PIP](#) (Validated 25 Jan 2021) The Farm, Tunworth Road, Mapledurwell. Application for Permission in Principle for the residential development for a maximum of 9 dwellings.

[T/00014/21/TCA](#) (Approved 11th Feb) The Willows, Greywell Road Mapledurwell. T1 Ash: pollard to leave finished height of 4.5m with a crown spread (radius) of 1.75m.

[20/03328/FUL](#) (Pending, validated Fri 27 Nov) Waterside Frog Lane. Proposed redevelopment of redundant offices (& light industrial unit) to create 2no. family dwellings

[20/03338/HSE](#) (Granted 22nd January) Hillside, Heather Lane. Erection of single storey oak framed sun room on side elevation.

[20/02124/FUL](#) [20/02124/FUL](#) (Pending, Validated 5 Aug) The Egg Yard, Greywell Road, Mapledurwell. Construction of 2no. three bedroom chalet bungalows. PC response - no objection to the houses as such, but concerns re Mapledurwell Fen and loss of provision for small business. Natural England concerns still to be addressed - hydrology study needed.

[20/02087/GPDOFF.](#) (Pending, Validated 3 Aug) Riverview House, London Road. (Validated 3 Aug 2020). Notification of proposed change of use from Class B1(a) office to Class C3 residential, consisting of 8 x one-bed flats. PC response: - request for mixed size dwellings, 1,2,3-bed, plus concern re Lyde. EA raised concerns re Lyde - 'main river' and part of site within flood zone 3. *Recent concern posted from Freya House, re construction noise and on same septic tank.*

[20/01723/FUL](#) (Pending Validated 29 Jun 2020) Brockwell (Paddock and Stable) Andwell Lane. Erection of 8 no. dwellings with new service road and improved access from the highway. *PC response: environment, ecology, biodiversity concerns - in particular re ancient woodland, wildlife corridors and Lyde.*

[20/00060/HSE](#) (Granted 22nd February) The Farm, Tunworth Road. Proposed single storey rear extension.

[20/00009/PIP](#) (Pending, Validated 03 Jan) Nunnery House, Tunworth Road. Permission in Principle for conversion of an agricultural building to 1 no. dwelling.



**APPENDIX X.I – ACCOUNTS TO DATE**

INCOME 2020/21 16 Mar													
Date	Description	Precept	VH Insurance	UN POND	Rec / grass cutting	Friends	CIL 5 Oaks & Heather L	Refund	Allot-ments	VH contra	Bank interest	VAT reclaim	TOTAL
Balance brought forward from April 1st 2020												£9,147.03	
27/04/20	Half precept	£4,866.00											
	BDBC - Grass cutting grant				£1,183.00								£6,049.00
16/07/20	Friends donation					£480.00							£480.00
04/09/20	HIWWT-cheque not cashed							£116.00					£116.00
04/09/20	Friends donation					£1,200.00							£1,200.00
14/09/20	Half precept	£4,866.00											£4,866.00
15/09/20	Chineham Tigers				£636.00								£636.00
16/09/20	VAT RECLAIM											£1,638.72	£1,638.72
15/09/20	Elaine Grant								£500.00				£500.00
19/09/20	Village Hall insurance		£511.91										£511.91
02/10/20	CIL 5 Oaks & Heather L						£7,085.70						£7,085.70
09/12/20	Rod Warner								32.98				£32.98
11/12/20	Claire French								32.98				£32.98
23/12/20	David Elison								32.98				£32.98
26/12/20	Joy Newman								£20.00				£20.00
19/09/20	Village Hall insurance		£741.23										£741.23
01/03/21	Natasha Lewington								£20.00				£20.00
11/03/21	Kate Mills								£65.96				£65.96
2020/21	Bank Interest										£0.97		£0.97
2020/21	Village Hall Hire (contra)									£5.00			£5.00
<b>TOTALS</b>		<b>£9,732.00</b>	<b>£1,253.14</b>	<b>£0.00</b>	<b>£1,819.00</b>	<b>£1,680.00</b>	<b>£7,085.70</b>	<b>£116.00</b>	<b>£704.90</b>	<b>£5.00</b>	<b>£0.97</b>	<b>£1,638.72</b>	<b>£24,035.43</b>

Receipts and Payments Summary		Bank reconciliation		Net Interest 2019/20			
Start balance	£9,147.03	Business bank access	£14,755.44	April	£0.04	Oct	£0.09
Plus Income	£24,035.43	Treasurer's (cheque)	£637.49	May	£0.04	Nov	£0.10
Less Expend	£17,789.53	<b>TOTAL ACCOUNTS</b>	<b>£15,392.93</b>	June	£0.04	Dec	£0.13
<b>End balance</b>	<b>£15,392.93</b>	<b>BALANCE</b>	<b>£15,392.93</b>	July	£0.04	Jan	£0.16
				August	£0.03	Feb	£0.14
				Sept	£0.04	March	£0.12
						<b>Total</b>	<b>£0.97</b>

VAT reclaimed to August 2020 - to claim 774.93  
 On the Village Hall 2511.04

The screenshot shows a business banking interface for the Parish Council of Mapledurwell/Up Nately. It features a navigation menu on the left with categories like 'OUR PRODUCTS AND SERVICES', 'SAVINGS & DEPOSITS', 'CURRENT ACCOUNTS', 'OVERDRAFT', 'LOANS', 'ASSET FINANCE', 'INVOICE FINANCE', 'CARDS', 'MORTGAGES', 'BUSINESS INSURANCE', 'INTERNATIONAL SERVICES', 'OTHER SERVICES', and 'TOOLS AND SUPPORT'. The main content area displays the 'TREASURERS ACCOUNT' with a current balance of £637.49 and available funds of £637.49. Below this, there is a 'Business savings' section with a balance of £14,755.44. The interface includes promotional banners and a 'Make a quick transfer' button.

## APPENDIX X.II – ACCOUNTS TO DATE

EXPENDITURE 2020/21 - 16 Mar																													
Date	Description	Payments		Salary	Finance Admin	Expenses	publish information	Maintenance					Allotments	Pavilion WATER	UpNately Pond	Projects	VAT	TOTAL											
		method	No					Contrac	VH	Tennis	Footpaths	defib																	
28/04/20	Martin GoslingApr 2020	SO	1					£273.23									£54.64	£327.87											
28/05/20	Martin GoslingMay 2020	SO	2					£273.23									£54.64	£327.87											
28/05/20	The Villager 2019/20	838c	3				£766.80											£766.80											
12/06/20	CastleWater TW55 206 770 93 ???	DD	4										£80.07					£80.07											
21/06/20	Came& Co - Insurance	839c	5	£1,138.84														£1,138.84											
21/06/20	PGGM cleaning play equip etc	840c	6a						£88.00								£17.60	£105.60											
	PGGM replacing posts-picket fence		6b						£377.00								£75.40	£452.40											
	PGGM allotment CP - digger+materials		6c									£1,130.00					£228.00	£1,358.00											
29/06/20	Martin GoslingJune 2020	SO	7					£273.23									£54.64	£327.87											
29/07/20	Martin GoslingJuly 2020	SO	8					£273.23									£54.64	£327.87											
31/07/20	ICO - Data Protection	DD	9		£35.00													£35.00											
14/08/20	CR for Naturescape Ltd - FrogLn-Stream	BACS	10												£612.46	£121.76		£734.22											
14/08/20	HALC (+NALC) subs(online-rate)	BACS	11		£273.59													£273.59											
14/08/20	HC for A1 Lawn (moss killer)	BACS	12a						£41.62								£8.33	£49.95											
	HC for Screwfix - tennis - padlock		12b.i						19.16								£3.83												
	HC for Screwfix - tennis - yard brush		12b.ii						5.83								£1.17												
	HC for Screwfix - brush stale x 1		12b.iii						1.66								£0.33	£31.98											
	H for B&Q - allotment padlock & chain		12c									£22.36					£4.48	£26.84											
14/08/20	Clerk - allowable expenses 2019/20	BACS	13			£216.00												£216.00											
14/08/20	Clerk - salary Apr-May 2020	BACS	14a	£631.20														£631.20											
14/08/20	Clerk - salary June-July 2020	BACS	14b	£631.20														£631.20											
14/08/20	PGGM spraying picket fence	BACS	15						£88.00								£17.60	£105.60											
14/08/20	ST for Natural Gardener - LWT- trial	BACS	16a						£18.90																				
14/08/20	ST for Natural Gardener - LWT- 5 gall	BACS	16b						£61.93									£60.83											
29/08/20	Martin GoslingAUG 2020	SO	17					£273.23									£54.64	£327.87											
03/09/20	Alton Pumps - electrical Maple Pond	BACS	18											£480.00			£96.00	£576.00											
03/09/20	Martin Gosling 2020 contract increase	BACS	19					£65.60									£13.12	£78.72											
03/09/20	Alton Pumps - new pump & installation	BACS	20											£1,170.00	£234.00		£1,404.00												
03/09/20	HantsWildlifeTrust for FrogLane survey	BACS	21											£116.00			£116.00												
17/09/00	PF for Moles re allotment gate bolt	BACS	22									£14.37					£2.87	£17.24											
28/09/20	Martin Goslingsept 2020	SO	23					£273.23									£54.64	£327.87											
02/10/20	Clerk - salary Aug-Sept 2020	BACS	24	£631.20														£631.20											
02/10/20	ST for land registry	BACS	25		£24.00													£24.00											
20/10/20	Bidwells for Corpus Christi - Allot rent	BACS	26									£2.00						£2.00											
20/10/20	JK Murray – Internal Audit	BACS	27		£100.00													£100.00											
20/10/20	Clerk - salary October 2020	BACS	28	£315.60														£315.60											
28/10/20	Martin Gosling Oct 2020	SO	29					£273.23									£54.64	£327.87											
17/11/20	CastleWater SE00 302 391 74-ALLOT	DD	30									£58.28					£11.65	£69.93											
18/11/20	JMcI for Ruby Fencing -5-Lanes		31														£8.69	£52.16											
30/11/20	Clerk - salary November 2020	BACS	32	£315.60														£315.60											
30/11/20	Martin Gosling Oct 2020	SO	33					£273.23									£54.64	£327.87											
30/11/20	CastleWater TW5520677093-PAVILION	DD	34									£98.34						£98.34											
10/12/20	David Bone - for lights	BACS	35a											£31.60			£6.32	£37.92											
10/12/20	DB - for WEL Medical Cabinet circuit b		35b									£174.85					£34.97	£209.82											
16/12/20	HantsWildlifeTrust for allotments	BACS	36									£100.00						£100.00											
21/12/20	DB - for WEL Medical -defib-battery	BACS	37									£169.95					£33.99	£203.94											
21/12/20	Clerk - salary December 2020	BACS	38	£315.60														£315.60											
29/12/20	Martin Gosling Dec 2020	SO	39					£273.23									£54.64	£327.87											
21/01/21	Clerk - salary Jan 2020	BACS	40	£315.60														£315.60											
26/01/21	Martin Gosling Jan 2021	SO	41					£273.23									£54.64	£327.87											
29/01/21	ICO - data protection register	DD	42		£35.00													£35.00											
12/02/21	PGGM Village Hall trees - 859	BACS	43						£472.50								£94.50	£567.00											
20/02/21	PGGM - VH fence -862	BACS	44						£225.00								£45.00	£270.00											
20/02/21	PGGM - Allot trees -862	BACS	45									£704.00					£140.80	£844.80											
21/02/20	CPRE	DD	46		£36.00													£36.00											
22/02/21	PGGM - Take fencing to skip	BACS	47									£100.00					£20.00	£120.00											
22/02/21	PGGM - Allotwater on roads -870	BACS	48									£44.00					£8.80	£52.80											
26/01/21	Martin Gosling Feb 2021	SO	49					£273.23									£54.64	£327.87											
28/02/21	Clerk - salary Feb 2021	BACS	50	£315.60														£315.60											
06/03/21	PGGM - Clearin Old Road VH-896	BACS	51						£180.00								£36.00	£216.00											
16/03/21	AS for The Screeners Ltd	BACS	52												£17.47		£3.50	£20.97											
	Village Hall meeting room hire (contra)				£5.00													£5.00											
<b>TOTAL</b>				<b>£3,471.60</b>	<b>£1,647.43</b>	<b>£216.00</b>	<b>£766.80</b>	<b>£3,071.13</b>	<b>£1,511.33</b>	<b>£68.27</b>	<b>£43.47</b>	<b>£344.80</b>	<b>£2,175.01</b>	<b>£178.41</b>	<b>£31.60</b>	<b>£2,395.93</b>	<b>£1,867.75</b>	<b>£17,789.53</b>											

## APPENDIX XIII.I

### **Hampshire ALC Advice (July 2004): Annual Parish Assembly of Parish and Town Councils**

The **Annual Parish Assembly** of a Parish or Town Council is often referred to as the Parish or Town Meeting. It is a feature **unique** to Parish and Town Councils as it must be held **by law** each year.

**Local Government Act (LGA) 1972 Schedule (Sch.) 12 section 14 (1)**

It should **not be confused** with the **Annual General Meeting** (AGM) of a Parish or Town Council. The AGM is a **Council Meeting** and the occasion when the Parish or Town Council and **only the members** of the Parish or Town Council, elect their Chairman, Vice-Chairman, and representatives to Sub-Committees and outside bodies (such as School Governors, Village Hall Committees) for the year ahead.

Using the term **Annual Parish or Town Assembly** does help to avoid confusion.

#### **When must the Annual Parish Assembly be held?**

It **must** be held between **1<sup>st</sup> March and 1<sup>st</sup> June** (both dates inclusive) every year. It **must not start before 18.00 hours** to allow people to attend after work.  
**LGA 1972 Sch. 12 section 14 (1), (4).**

#### **Who may convene the Annual Parish Assembly?**

The meeting is usually called by the Parish or Town Council, but it does not have to be. If the Council does not call the Assembly, then any two councillors may. In addition, any six electors may call the annual Parish Assembly whether there is a Council or not.

**LGA 1972 Sch. 12 section 15 (1) (a-d).**

#### **Who is entitled to attend?**

Anyone is entitled to attend, but only the voters on the Electoral Register for the Parish or Town are **entitled to speak and vote**. It is **NOT** a Parish or Town Council meeting, although it may well be that the Parish or Town Council has organised it.

Normally, the quorum for an Annual Parish Assembly is **two**.

It is the custom for all the Parish or Town Councillors and the Clerk to attend giving the public accountability for all the actions of the Council over the past twelve months. The Clerk does not have to take the minutes but normally does as someone must be appointed to keep a record.

**LGA 1972 Sch. 12 section 19 (1).**

If the Chairman or Vice-Chairman of the Parish or Town Council is present at the

## APPENDIX XIII.II

Annual Parish Assembly, then s/he **must** take the Chair.  
**LGA 1972 Sch. 12 section 16 (3).**

### **What notice must be given?**

At least **seven clear days** must be given and a Notice and Agenda prominently displayed. If the meeting is also to discuss the grouping of the Parish or Town Council with another, then **fourteen days** notice is required.  
**LGA 1972 Sch. 12 section 15 (2), (3).**

### **What power does the Annual Parish Assembly have?**

The meeting acts as a sounding board for the Parish or Town Council. It gives the electors an opportunity to speak and discuss matters of importance or concern to the community. Generally, Resolutions passed at this meeting are **not** binding upon the Council, but clearly if there is a large majority of those attending in favour of some action, it would be wrong for the Council to ignore the views of the electorate.

**LGA 1972 Sch. 12 section 18 (2).**

The following Resolutions **must be acted upon by the Council:**

One requiring the Council to provide allotments;

One requiring the action of the Council as Trustee (e.g. for the Village Hall)

### **What can be discussed at the Annual Parish Assembly?**

Anything that concerns the Parish or Town may be discussed at the meeting. Obviously, notice must be given to enable preparation of the agenda and to make relevant information available at the meeting. It is usual for the Parish or Town Council to give a summary of its work during the year and it is good practice to invite County and District Councillors to do the same.

One of the main objectives is to achieve a large turnout for the meeting. It is an opportunity to hear from representatives of the community and there is a chance to promote new ideas. In order to achieve a high attendance, a speaker on a topic of interest can be organised and the event publicised. A speaker's expenses can be met by the Parish or Town Council under the Chairman's Allowance.

Village organisations (e.g. WI, sports clubs) may be invited to send a representative to speak and give an account of their activities during the preceding year. This is often the only opportunity some people have to hear this information. Some Parish and Town Councils regularly invite displays from village organisations such as the cricket club, the tennis club, the WI and the Mothers Union. This is a social occasion and cheese and wine can be served in the interval. The Chairman's Allowance may be used to offset the costs of

## APPENDIX XIII.III

refreshments at the Annual Parish Assembly.

The meeting can be used to find out residents' views on such issues as traffic calming, preparation of a Parish Map, crime, the production of a Village Design Statement or a Village Appraisal. It is also an opportunity to support local facilities of the Village such as the Post Office, the school, the pub or the garage. If people can see that they are in danger of losing these services it could make all the difference to their survival.

### **How can we ensure the views of the Village are known?**

There is no set procedure for **voting at the meeting** so any convenient method may be used. However, if there is a particularly contentious matter then a poll of the whole village can be claimed and this must be done before the end of the meeting. Such occurrences are rare and are very costly for the parish and town council.

**LGA 1972 Sch. 12 section 18 (4).**

### **How can we encourage people to attend the Annual Parish Assembly?**

The meetings should be given as much publicity as possible by advertising in the Village Newsletter, putting up posters in the local shops/post office and sending a special invitation to village organisations. Invite the press and provide facilities for them. Good publicity will encourage people to attend.

Any contentious item featured in the local press a few weeks beforehand will guarantee a good attendance. It can be made into a social occasion by organising tea and biscuits or wine and cheese (see advice about the use of Chairman's Allowance). Refreshments may be served at the start or midway through the meeting as this encourages people to stay.

The Chairman of the Annual Parish Assembly should make a point of welcoming any special groups, visitors or guests by name. A display could be organised showing the village history or plans of any major scheme that are about to happen in the area. Arrange the seating in a large horseshoe or rectangular shape so that a least some of the audience can see each other.

Hampshire ALC Advice (July 2004): Annual Parish Assembly of Parish and Town Councils