

## Minutes of NGRA AGM

Thursday 5<sup>th</sup> June 2025

Kineton Sports and Social Club

Directors Present: Haydn Dunnant, Jane Mander, Jim Barrell

Chairman: Greg Molan

- Apologies: Sally and Stuart Andrews, James and Claire Atteck, Ken Priddis, Penny Hopkins, Steve Bruce, Michael and Fiona Rolls, Carol Muldoon, Lee Bott, David Bott, Martin and Heather Sparks

### Agenda Item 1: Proxy Votes

Greg Molan appointed proxy for Carol Muldoon

### Agenda Item 2: Minutes of AGM 14<sup>th</sup> March 2024

The minutes were accepted as a true and accurate record.

### Agenda Item 3: Matters arising from the minutes

Progress with fibre to the premises – Greg Molan confirmed that fibre is now available to the cabinet just outside the estate, and cables have been installed to properties on the estate. Openreach are yet to approve the installation, but it is anticipated in the next couple of months. Residents will receive notification letter when the installation is complete, so that they will be able to set up FTP with their own choice of broadband provider.

### Agenda Item 4: Accounts 2023/2024

The Treasurer – Jane Mander presented the accounts for 2023/24, an overview of the accounts for 2024/25 (yet to be finalised) and a forecast for 2025/26. The treasurer's report is attached to these minutes.

The accounts for 2023/24 were approved.

Proposed: Mel Codd, Seconded: Alan Hillsdon

### Agenda Item 5: Appointment of Accountant

The meeting was asked to approve the re appointment of Tom Stanley at Cooke Watts as NGRA accountant. This was agreed.

Proposed: Ginny Noble, Seconded: Tony Watkinson

### Agenda Item 6: Chairperson's Report 205/25

- This year we have welcomed a fair number of new residents. Welcome to you all and I hope that you enjoy your time at Norton Grange.
- The directors decided that the social events that had been a part of life at Norton Grange, should be relaunched. The first evidence of this was the carol singing held at the Mansion House last Christmas. This was very well attended, in spite of a chill breeze, and we all enjoyed a good sing. Santa's appearance is still being talked about!
- This was followed up by the social event on 26<sup>th</sup> April, held at KSSC. The directors had started out thinking that an event on the amenity field was the way to go, but the challenge

of the logistics and the vagaries of the weather made us reconsider. Eventually, we plumped for an indoor event at KSSC. We wondered if the sports hall would have the right atmosphere, but, in the event, it all worked swimmingly. The turnout was impressive and it was clear that the opportunity to meet other residents was valued by those attending. All round, a very enjoyable experience.

- The talk at the event naturally turned to the subject of the kind of social events we might hold in the future. The carol singing should, ideally, be inked in as a fixture, but what other events would residents like? It might be helpful to have a social committee to oversee the organising of a programme.
- Maintenance of the estate grounds has continued as per the usual programme. I have walked around with Andrew on a couple of occasions to check on what needs doing and to respond to requests from individual residents. Andrew has been with us for a number of years and has proved very diligent and responsive. We are fortunate to have him.
- A sweep of the roads was undertaken early this year ahead of remedial work that was needed in a number of areas. The very wet period in early 2024 was one of the factors that led to the road subsiding in one or two places. There was also tree root damage near The Pines. This is the second time we have had to deal with tree root damage caused by trees on residents' properties. The directors took the view that the repairs should be funded by the association on each occasion, while noting that should further damage occur in these cases, the association reserves the right to seek redress from owners' insurance. A sunken manhole between Cornerways and Cherry Tree House was raised and the broken plastic boxing on the corner of The Copse replaced with more durable concrete grass blocks. A number of other small repairs were undertaken and the white lining on road tables, etc repainted.
- We are fortunate to have a very good relationship with Sutherpark who have undertaken our road maintenance and repairs for many years. The company was first chosen by tender to undertake a major repair programme about ten years ago and has been retained since to undertake regular maintenance. It is not easy to interest resurfacing companies in the sorts of small jobs that we need doing, so this is a very useful relationship for us.
- After much delay, the planter in the roadway near the Courtyard car park has been replanted. A hornbeam has been placed there along with stout protective fencing. I don't think any vehicle has hit it so far!
- A large number of applications for permission to make changes to properties has been processed this year. Each application has to be shared with affected neighbours as a matter of course and, once their responses are received, the directors are asked to make a decision. The process is not usually too drawn out, but residents should allow two or three weeks at a minimum to pass before any start date is considered. Too often, we are under pressure to express the approval process because a resident has already committed to a start date which does not allow enough time for the consultation and decision process. Please help us by allowing sufficient time.
- The requirement to seek approval for changes to properties, as set out in the covenants, is something it is helpful to repeat from time to time, so I have republished the summary issued last year as a reminder.

- It's also worth reminding residents that if your property is within the conservation area, that you will need to check that changes to your property are permitted even if they would not normally require planning approval.
- We need of more residents to serve as directors in order to manage the retirement of directors who have served for many years. I will be standing down from the committee this year after twelve years as chairman. This is my third stint as a director and my second as chairman. I set out in a recent newsletter the importance of having a strong and active group of directors. It is an important part of ensuring that our pleasant community is maintained and avoiding the substantially higher costs that would be incurred if we had to contract the committee's work to a third party provider. There are two specialised committee roles, those of treasurer and secretary. These have been very ably performed by Jane and Sally respectively for many years, but at some point, these roles will need to be handed on. Jane and Sally have given great service to the association and I hope they will feel happy to carry on for a while longer. The rest of the work of the committee is of a more general kind and I have outlined this in a document which a refreshed committee should consider and establish an appropriate division of labour so that the burdens are distributed equitably.
- A number of residents have expressed an interest in serving as directors and I hope we might hear from some more this evening. If you would like to get a feel for the role, you can sit in on a few meetings to see if it is for you.
- I've lived on Norton Grange for going on thirty seven years and in each era, the NGRA committee has had a different style and approach. That's entirely natural and I hope the new committee that evolves over the next few years will feel free to develop its own way of doing things and not be afraid to innovate where appropriate.
- Can I thank my fellow directors for their help and support this year. They are a great bunch and meeting them is always enjoyable.

#### Agenda Item 7: Appointment of Directors

Greg Molan announced that he would be standing down as Chair, and from the committee and thanked the other directors for their work over the years.

Greg advised that 4 people had expressed an interest and willingness to join the NGRA Director Team:

Ginny Noble (Little Oak): Proposed by Ffion McPherson, Seconded by Jackie Arkell

Liz King (The Beech House): Proposed by Ginny Noble, Seconded by Ffion McPherson

Asaad Qureshi (2 Gatehouse Cottages): Proposed by Gill Codd, Seconded by David Tickle

Antika McCance (The Tall Trees): Proposed by Haydn Dunant, Seconded by Tony Watkinson

Greg invited the meeting attendees to put themselves forward, and John McDonnell (The Pines) agreed to attend a meeting to see if it was a role he would be interested in pursuing.

#### Agenda Item 8: Meeting Closed

The Chair offered his thanks to residents who had attended the meeting. The meeting was closed at 8.14pm, and attendees were invited to join the Directors for a drink at the KSSC Bar.

Issues raised, but not forming part of the agenda.

The use of Direct Debits and involving a third party in fee collection was discussed. JLM advised that the issue of late payment of fees, while annoying is only a small percentage of households. The directors agreed to monitor the situation

Sheila Shrimpton raised the issue of the planters on the road up to the amenity field and the fact that these had not been touched for two years. It was agreed that we would look into this issue. (Update – Jane has scoped the work with ACM the gardener and he is preparing a quote to create a low maintenance area with appropriate planting, and then support with ongoing upkeep. Jane will bring a quote / scheme to the next director's meeting).

It was suggested that we put reflectors on the woodwork surrounding the new tree.

2023-24

- Fees levied at £50 per household. Fees Income £3110 including late payment penalties for 4 properties.
- Fees of £50 per property levied to cover the basic costs of running NGRA.
  - NGRA company running costs per household 2023-24 were £48
  - With significant repairs completed to roads in 2022-23, and no significant repairs required, so a fee reduction was considered to be appropriate and fair, given the current cost of living.
- 2 properties were sold and completed share transfers, bringing additional income of £700.
- Target for all BACS payments missed, still 7 payments with cheque.
- Bank interest providing reasonable income £1505.
- Year end financial position – cash in bank £67,894
  - £25,394 in current account
  - £42,455 in savings
  - Expenditure £2414 more than expenditure, due to fee reduction

2024-25

- 7 Properties completed share transfers – £2450 additional income
- 7 Properties paid late
- Road repairs completed Nov 2024 - £10,470
- Tree planted and protected Nov 2024 - £1,164
- Year end financial position – cash in bank £60,518
  - £16,340 in current account
  - £44,177 in savings
  - Expenditure £6,978 more than expenditure due to road repair

2025-26 To date / plans

- Fees were set at £200 per property, with £60 for Kineton Cottages – which will allow a surplus of £4000 to add to the fund for future major repairs (excluding interest and share transfers). Fees income predicted at £11,930.
- 1 share transfer completed, 3 more anticipated
- 8 Properties paid late, 2 payments still awaited – this is a pain to manage, for volunteer directors!
- Unplanned spending on social events
- No major expenditure planned for the remainder of the year
- Funds available for the next major road repair
- Year end financial forecast- cash in bank £62,854
  - £17,161 in current account
  - £45,694 in savings
  - Surplus income vs expenditure £3,696
- Agreement sought on the re-appointment of Tom Stanley at Cooke Watts as NGRA accountant.

A detailed summary of income and expenditure for 2023/24, 2024/25 and a forecast for 2025/26 is shown overleaf. Please note that this table reflects cash flows rather than those represented in the statutory reporting of accounts. Statutory Accounts are available on the website.

Jane Mander, NGRA Treasurer

June 5<sup>th</sup> 2025

	<b>Total 2023-24</b>	<b>Total 2024-25</b>	<b>Plan 2025-26</b>
<b>Income</b>			
-Services	3110	11800	11930
-Share Transfers	700	2450	1400
- Transfer from savings	0	7	
-Bank Interest	1505	1723	1516
<b>Total Income</b>	<b>5315</b>	<b>15980</b>	
Gardening & Estate Maint.	1509	2771	2838
Manual Road Sweep	2564	2872	2255
Document Storage	416	454	454
Road Repairs	0	12690	300
Lighting	233	34	100
Tree Maintenance	240	1164	
Room Hire/BBQ/Christmas	0	103	1483
Stationary/computer/misc	256	731	288
Courtyard Car Park	-154		
Insurance	617	637	637
Secretarial Work	600	600	600
Accountancy Fees	1080	1140	1200
Bank Charges	103	105	105
Companies House	13	13	34
<b>Total Expenses</b>	<b>7476</b>	<b>23312</b>	<b>10293</b>
<b>Net Cash Flow</b>	<b>-2161</b>	<b>-6978</b>	<b>3696</b>
<b>Bank Accounts</b>			
Current Account	25394	16340	17161
Short Term Money Market	7		
Fixed Int. Money Market	42455	44177	45694
<b>Totals</b>	<b>68109</b>	<b>60518</b>	<b>62854</b>