

**\*Please retain these minutes and bring them with you  
for reference to the next AGM in 2026**

\*\*\*\*\*

**Mulberry Park Management Company Ltd**

**2025 AGM – (held on Sat 29 Nov 2025)**

**Meeting Venue:- Canberra House, First Ave, Finningley**

**Start Time – 10:00am...Duration: 1hr**



## **Minutes / Directors Report**

- **Welcome & Introductions**

MP Directors:- Angie Perkins + Barry Roughley

Note Taker:- Alan Perkins

The Directors welcomed everyone to the meeting.

- **Apologies**

One written apology was received...thank you, much appreciated for letting us know.

- **Attendance**

Six Mulberry Park estate residents, plus two MP Directors attended the 2025 AGM this year.

The attendees were thanked for their turnout at the new venue and in such poor weather conditions to provide their valued thoughts, advice and wishes, and representing the interests of all residents living on the estate.

- **Proxy Votes**

24 proxy votes were officially received on behalf of absent shareholders.

---

- **Financial Accounts Report (2024)**

AP outlined the MP account details and expenditures for 2024 as prepared by our Accountants-Thimbleby and Co... the full accounts were submitted to Company's House and copies are available to shareholders upon request.

**Summary Figures:-**

- Annual income approx £26k.
- Annual standard charges approx £20k (estate management fees, insurance, cyclical grounds maintenance, energy, administration, legal, accounting, sundry expenses).
- Annual remaining budget for estate maintenance approx £6k...roads, street lighting, drainage, signage, emergency infrastructure maintenance and ancillary works, etc.
- Current bank balance (as at end-Nov 2025) approx £22k...(after OTA Phase 1 paid).
- Debtors (as at Nov 2025) outstanding maintenance fees unpaid total approx £10k...(this includes the 2<sup>nd</sup> half year payments from July-Dec 2025)...these will be chased up early in the New Year 2026 - see notes below.

**\*Please retain these minutes and bring them with you  
for reference to the next AGM in 2026**

\*\*\*\*\*

**Maintenance Fees for 2026:-**

The Annual Service Charge for 2026 will remain at **£220** for the coming year (reflective in part of the cost savings we are making in 2026), however it will most likely increase in 2027 and thereafter due to ongoing inflation and maintenance costs.

**Reminder:**

Service charges to be paid in 2no equal instalments of £110 (invoiced on 1<sup>st</sup> Jan 2026 and 1<sup>st</sup> July 2026)....bills will be hand delivered to estate resident property owners and mailed out to non-resident property owners, ie Landlords.

Payments may be accepted in various ways:

- 2no lump sum instalments in Jan and July annually (paid preferably by bank transfer or by cheque)...
- 'Standing Order' monthly payments to be paid by 31<sup>st</sup> monthly (set up with agreement via MP Directors).

**Important Note;- DO NOT make any service charge payments to Craven Wildsmith from 15<sup>th</sup> Dec 2025...your payments must be made to the following Mulberry Park Company account:**

**MP Bank Details:-**

Bank: Co-operative

A/C Name: Mulberry Park Management Co Limited

Sort Code: 08-92-99

A/C Number: 65344044

Reference: your surname and the first line of your address, eg, Smith 2 Oak Tree Ave

Please retain evidence of your payment, eg, bank statement or bank transfer payment receipt.

**Debtors & Outstanding Payments:**

As at end-Oct 2025 the annual service charge fees for around 42% of properties remained unpaid. The annual service fees are being chased up in various ways reflective of the amounts owed. Property owners are reminded that any outstanding debts, if they remain unpaid, will be subject to interest charges and also professional, administrative and possible legal charges.

A '**payment plan**' may in exceptional circumstances be agreed with the MP Company and set up to recover the overdue service fees.

**URGENT NOTE:-**

**1. Company Directors shall be calling round in person to speak with all residents who have outstanding service charges. If the resident is not at home or do not answer the door, a 'Payment Notice' shall be posted through the door stating the amount owed and the need for immediate payment, or to enter into an agreed 'Payment Plan'.**

**2. Service charge debt is quite considerable around the estate at this time and as payment reminder letters have previously been sent out by CWS, this will be the final and only contact made in this respect.**

**\*Please retain these minutes and bring them with you  
for reference to the next AGM in 2026**

\*\*\*\*\*

**3. If due payment is not received within 28 days of the 'Payment Notice' being served, the debt will be passed to the Company's legal services for claiming the debt either through the mortgage company (as applicable) or for follow up via the small claims court. All legal, professional and administrative fees associated with this will then be added to the debt sum.**

---

### **Review of last AGM 2024 Minutes (Feb 2025)**

All estate resident shareholders received a copy of the 2024 AGM Minutes and the accompanying Information Sheet...they were hand delivered (and duly registered) to all resident shareholders on the estate and also mailed out to non-resident shareholders ie, property Landlords.

The headline contents of the 2024 AGM Minutes was discussed and they were accepted as a true record of the meeting (with votes from 6 attendees+24 proxys)

---

### **AGM 2025 (29<sup>th</sup> Nov 2025)**

#### **Directors Report:-**

**Reminder:- Voting Rights:-** (for information)

The MP 'Articles of Association' ref Clause 57 states that a member (shareholder) **is not eligible** to vote at a meeting in person or by proxy unless all monies payable by them in respect of the share has been paid. The Directors have slightly relaxed this position such that voting in the AGM will be permitted providing no more than 6 months annual service fees are outstanding.

We further qualified this position in the 2023 AGM Minutes, stating that if any outstanding payments are being recovered through an agreed '**payment plan**', and providing this payment plan is being adhered to, then the shareholder will be deemed to be in 'good financial standing' and therefore able to vote at the AGM.

#### **New Highway Maintenance Contractor**

We reported last year that our appointed infrastructure maintenance contractor sadly went into administration earlier in the year which despite our attempts to contact them throughout the year went unanswered and this was the reason why some planned routine maintenance works around the estate was not undertaken in 2024. Our replacement contractor NMS Ltd, who we thought was on board with us from early 2025 also failed to communicate with us despite numerous unsuccessful contact attempts. Finally in March 2025 we appointed 'Rize Construction Ltd' as our new highway maintenance contractor who undertook the estate maintenance works this year.

**Note**...obtaining a suitable local contractor is unbelievably challenging for the relatively small scale and isolated type of works that we require, and the associated costs for mobilisation, welfare facilities and works delivery can therefore be greater reflecting the lack of economies of scale.

**\*Please retain these minutes and bring them with you  
for reference to the next AGM in 2026**

\*\*\*\*\*

**The 2025 Annual Safety and Service Inspection:-** was undertaken in September 2025 in conjunction with **Rize Construction Ltd** and the estate was found to be in reasonably good order at this time with no major works required with the exception of the OTA grass verge frontage erosion due to vehicle parking and over-ride.

During the annual estate inspection it was observed that there was some excessive erosion of the grassed areas due to local resident parking...the responsible properties owners will be contacted. In addition a resident brought to our attention a sunken area of grass verge at the junction of OTA with Walnut Ave due to regular car parking associated with the college/school, this has resulted in standing water in times of heavy rain...this will be looked into by the Directors.

### **Works undertaken in 2025**

#### **Oak Tree Ave:- Verge Maintenance Scheme:-**

Refer to full review discussion and maintenance options that were discussed and reported at the AGM 2023 & 2024.

#### **Approved Maintenance Option:**

It was agreed that a structural verge protection scheme was required, whilst retaining the existing character and aesthetics of the grassed frontage, in order to accommodate occasional two-way passing traffic along OTA and to mitigate the extensive damage and edge erosion caused by vehicles passing and parking.

The 1<sup>st</sup> Phase of the works was undertaken in October 2025 by Rize Construction Ltd reflective of cost and affordability constraints. This is now being monitored to test the viability of the maintenance solution and to check its success and for the re-establishment of the grass verge over the winter/spring grass growing period into 2026. The new verge remains protected for the moment to permit the grass to root and become established...early indicators of success are favourable at this time.



If proved successful, the maintenance solution would then be rolled out to the full length of OTA and the works phased over a period of 2-3 years reflective of available annual funding provisions. All AGM attendees agreed as to the early success of the Phase 1 scheme and were in favour of the next phase of the works being undertaken reflective of the funding provisions at that time.

**\*Please retain these minutes and bring them with you  
for reference to the next AGM in 2026**

\*\*\*\*\*

**Other Works Undertaken in 2025...**

1. Straighten lamp post & install protection barrier outside 1/3 Hazel Ave.
2. Provided an extended footpath at the junction of Lilac Gr/Hazel Ave around the corner to a point opposite the existing footway on Hazel Ave in order to accommodate safe pedestrian passage and continuity across the road to the existing footway on Hazel Ave...this was funded from the land sale to 8 Lilac Grove (not from maintenance fees).
3. Sunken gully on Hazel Ave s/o 16A Walnut - lifted & reset to level.
4. Trees at the corner of Poplar and Hazel have been pruned in order to clear the BT lines and also on Walnut Ave.
5. Routine annual grounds maintenance works.

---

**Other future outstanding works (provisional subject to funding provisions):-**

- Planting areas at the OTA junctions with Poplar and Walnut:-  
Some plants have failed/damaged...will speak with the specialist plant providers and seek other more suitable ones for these locations. We have also been offered some suitable plant cuttings from local residents. The plants need time to become established and we need to be watchful of damage from passing school children. In addition school pick-up cars have also been observed parking across the planting areas and they have been challenged and moved on.
- Two LED street lights have been reported as failing (blue light emissions)...one outside the flats on Hazel Ave and the other elsewhere on the estate. These LED's are not considered to present a safety concern therefore we shall likely wait until other units become due for replacement and Fowlers will be asked for a price to replace them reflective of cost savings related to economies of scale.
- Walnut Ave - road patching. Not dangerous at this time so we shall be monitoring over the winter period with the aim to identify the full extent of the repair following the winter degradation effects.
- Walnut Ave (provisional) – seeking price to provide a new shared footway fronting nos 7-9 (subject to further discussions with the property owners).
- Overgrown bushes and grass edges around the estate will be trimmed-back along all footways to reclaim their full width...via a staged approach and subject to funding provisions.
- Estate gullies will be checked for blockages and breakages and maintained as necessary.
- Estate - Street name plates and signs...several are missing or in need of replacement around the estate.
- Poplar Way fronting nos 1 to 4 - resurfacing of the parking areas approx 30m x 3m.

**\*Please retain these minutes and bring them with you  
for reference to the next AGM in 2026**

\*\*\*\*\*

- Oak Tree Ave Bollards: – seeking prices for the replacement of the old decayed timber bollards with composite bollards to help mitigate the school parking issues along the entire length of the road. An AGM attendee suggest using steel metal bollards and he may be able to secure a good price for these from a reliable contact...this to be considered.
  - Oak Tree Ave Parking:– we will take another look at college/school related parking in the bays fronting OTA and see what legally enforceable and pragmatic mitigation measures may be put in place to address this ongoing problem.
- 

## **Changes to MP Management & Administration Services**

The MP Company management and administration services will be taken back in-house from CWS as at 1<sup>st</sup> Jan 2026 for reasons of...

1. Cost savings to keep the annual maintenance fees at a realistic level.

CWS charged the Company £6240 last year for their services so this course of action will reduce outgoing annual charges by around £5,000 which will aid with the funding of the OTA verge protection/strengthening works over the next 2-3 years along with other estate works as they arise.

2. To promote service efficiencies in respect of billing, payment of invoices, administration and effective and timely communications.

This matter was further discussed in detail at the meeting and all attendees agreed on this necessary course of action. This will take effect from 1<sup>st</sup> Jan 2026 and we wish to take the opportunity to thank CWS and in particular Paul Wildsmith for his professional services and support over the past years.

**\*Please retain these minutes and bring them with you  
for reference to the next AGM in 2026**

\*\*\*\*\*

### **Mulberry Park Website**

We are in the process of developing a new website for the Company on which various documents, forms and information will be provided, such as:-

- AGM Notice/Agenda and Minutes
- Information Sheet
- Financial Accounts/Annual Fees
- MP new mobile phone number
- MP contact email address/Enquiries
- Proxy Voting Form
- Director Application/Nomination Form
- etc...(website development in progress)

The website address is as follows:-

[www.mulberryparkaukley.co.uk](http://www.mulberryparkaukley.co.uk)

This website is an ongoing development with additional features to be added as deemed necessary and useful.

- **Distribution of AGM Minutes – IMPORTANT NOTICE**

In future and reflective of our endeavours to secure further cost savings and efficiencies, the full set of AGM minutes should be accessed by residents/shareholders through the MP Company Website or by email upon request. This saves considerably on the administrative costs of paper, ink, time and postage. However, if this means of document access is not possible for the resident/shareholder, they should contact the MP Directors asking for a printed set of the AGM minutes to be posted out to them.

For this AGM 2025, a single sheet 'Minutes Summary' page will be sent out to residents/shareholders outlining to key points discussed and the new document distribution arrangements.

---

### **Appointment of Directors**

AP+BR stepped down at the end of their term from their current 3 year appointment as MP Company Directors and sought to be re-nominated and-appointed as MP Directors for the following 3 year period until the AGM in 2028.

**Vote:- AGM attendees were invited to approve the nominations of AP and BR as MP Company Directors for the 3 year period 2026/27/28.**

**The vote was carried unanimously in favour of the above appointments...with 6 attendee votes and 24 proxy votes.**

**Note:-** As residents are aware...the appointment of a MP Director is a voluntary position for which no direct salary payment is made, their time is given freely for the effective governance of the estate. However if suitable volunteer Directors are not appointed then the administration and management of the Mulberry Park Management Company Ltd would fall to an appointed Professional Management Company and the annual estate management fees would likely increase significantly.



**\*Please retain these minutes and bring them with you  
for reference to the next AGM in 2026**

\*\*\*\*\*

**Future Directors**

With this in mind, should anyone wish to be considered for a MP Estate Directorship, they should apply for a nomination form to be sent out to them well in advance of the next AGM in 2026.

Directors do not need to be residents or shareholders on the estate but they do need to demonstrate they have something positive to offer with regards to the management, administration and ongoing business of estate, and/or have specific skills/knowledge to support and assist in such management and administration processes. Qualifications are not required to be a Director however common sense, trust and commitment are necessary for this role.

---

• **A.O.B**

**Reported:-** Walnut Ave, some residents are still parking their vehicles over the footways on both sides. This is to be monitored and more letters will be sent out as necessary.

**Reminder:-** please report any maintenance matters in writing to the MP Directors as they arise throughout the year for our investigation and maintenance consideration...not just before or during an AGM.

**Reminder:-** please submit any discussion items by email to the MP Directors for their investigation and consideration before the date of the AGM.

**Note:-** Upon receipt of the 2025 AGM Minutes, should you have any comments with the completeness or correctness of the minutes, please contact the MP Directors asap to discuss.

**\*Note:-** Residents are politely asked to retain the meeting Minutes+Information Sheet and bring them for reference to the next AGM as copies are not normally provided in order to save on cost.

Our appreciation is shown to Debbie at Canberra House for the kind use of their conference room on this occasion.

• **Close of Meeting...11:05am**

<b>Directors:</b>	Angie Perkins + Barry Roughley (for 3 years Nov 2025 to Nov 2028)
<b>Email:</b>	<a href="mailto:mulberryparkauckley@gmail.com">mulberryparkauckley@gmail.com</a>
<b>Website:</b>	<a href="http://www.mulberryparkauckley.co.uk">www.mulberryparkauckley.co.uk</a>
<b>Phone:</b>	+44 7470978486
<b>Registered Office:</b>	2 Oak Tree Ave, Auckley, Doncaster, DN9 3HB
<b>Companies House Registration Number:</b>	03132875