

Minutes of Parish Council Meeting

Monday 18th March 2019, 7.30pm, Tap Room, New Inn

Parish Councillors Janice Hughes (Chairman), Keith Alderman, Frazer Hamilton
Adam Knight, David Sexton. Clerk Susan Turner

19.20 WELCOME & APOLOGIES

Apologies – Alan Woolford, Ward Cllr Anne Crampton, County Cllr David Simpson

19.21 MINUTES OF PREVIOUS MEETING of 18th February agreed and signed.

19.22 DECLARATIONS OF INTEREST in items on the Agenda – none.

19.23 NOMINATION PAPERS

Completed and signed by all Councillors present.

ACTION Clerk to delivery to Returning Officer Hart Civic offices – closing date 4pm on Wed 3rd April. (Checking appointment booked for Monday 1st April.)

19.24 HOUND GREEN

i Maintenance 2019

AGREED Premier Grounds and Garden Maintenance are doing a good job – continue the contract for 2019/20. Contract price to remain the same, but reducing by one cut. Noted: The six man-hours lost due to interruption of the Brook works *in lieu* of one missed cut 2018/19.

ii Picnic & games

Decision taken by the Social Committee this will not go ahead for 2019/20 due to other commitments of committee members and shortage of volunteers / helpers. Greatful thanks to Leonard and Norma Crane and the committee members for their inspiration and hard work in the past two years.

iii Brook culvert

Partially collapsed culvert under B3349 reported on Hantsweb. HCC have inspected (though during time of low rainfall).

'Inspected the point at which water enters the culvert at the rear of The Lanterns on the 12th February 2019, but did not note any significant volumes of water backing up at the rear of The Lanterns which would indicate an obstruction. The photographs taken at the time show that approximately half of the culvert is visible... a subsequent inspection on the 14th March 2019 observed low volumes of water entering the pipe and no evidence of water being held in the garden of The Lanterns ... regrettably unable to inspect the outfall from the culvert at The Meet.'

Adam Knight advised HCC should contact him for access to the culvert at the Meet (East) side of the road.

iv Wayleave – Advised Ferguson Broadbent that, as they suggested, the SSE offer is significantly below expected.

19.25 Village Spring Clean

AGREED To change the suggested date from Easter Saturday to Saturday 27th April. Suggested support / sponsorship from pubs including New Inn. The Leather Bottle providing lunch for volunteers – the week following Easter will work better for them. (Can't be scheduled too late in Spring as vegetation growing up.)

ACTION Advertise on Mattingley Matters. Clerk to confirm with Hartley Wintney for Saturday 27th re loan of equipment.

19.26 HIGHWAYS**i Speed Indicator Devises / Speed Limit Reminder sign**

All preparation work (posts and signage) for the SID / SLR has been approved by HCC – see **APPENDIX I**. Works for B3011 should be completed next month. Frazer Hamilton purchased / provided safety equipment for installing / moving the devises, plus padlocks. With thanks to Frazer, all sets of post brackets are now attached. Method statement and risk assessment for installing / moving the devises provided with thanks by Bob Aylmer – see **APPENDIX II**.

ii Width of footpaths

Ref minutes of February 2019 ` to establish exact route and width of Footpath ` . See www.gov.uk/guidance/public-rights-of-way, see **APPENDIX III**. Needs to be 1.5 metres allowed for field edge footpath and minimum 1 m for cross field FP.

iii Rights of way definitive map

HCC will provide A2 copies of the Definitive Map, that is two x A2 maps to cover Mattingley. The first print is free of charge, additional copies will incur a printing charge of £7.50 per map at A2, making £15.00 for one full copy. Thanks to Frazer Hamilton for providing copies, plus one laminated copy.

19.27 PLANNING**i Parish Planning applications** No new applications for discussion.

See **APPENDIX IV** for current applications relating to the Parish.

19/00255/HOU Thistledown, Hazeley Heath. Proposed detached garage.

Re Thistledown application, clerk raised concerns with the Case Officer, particularly with regards to impact on neighbours. Awaiting response.

ii Hart Local Plan

Letter to Hart from Local Plan Inspector of 28th February confirming support of Hart housing figures, not supporting Policy SS3 but remaining positive regarding principle of new settlement.

Appeal Inquiry for 700 houses etc at Owens Farm, Newnham Road, Hook, begins Tuesday 19th March, Hart Civic offices.

19.28 FINANCE**i Payments**

March regular payments

28/03/2019	PGGM Maintenance Contract March	£274.00
28/03/2019	New Inn – meeting room March	£20.00
28/03/2019	Clerk Salary - March	£285.70
28/03/2019	HMRC – Jan, Feb, March	£101.40

For signature

BACS payments

Clerk allowance 2018/19	£324.00
New councillor training (HALC) ref Elvethem PC	£60.00
SID equip – 1x padlock, 3 x hi-viz jackets (FH for Screwfix)	£36.98
FP map printing / laminating (FH for Office Outlet)	£38.99

ii Accounts to Year End – see APPENDIX V

<i>Balance to take over</i>		£24,681.80
	Plus Vat reclaim	£3,177.53
	Plus Hart S106 claim – access	£479.00
	Plus Hart S106 claim – SID / SLR	£6,305.87
	Less grant County Cllr devolved budget	£700.00
	Less Hart S106 overpayment 2016/17	£1,047.67
		£32,896.53

iii Internal audit

AGREED To be conducted by John K Murray, DMS., FCPFA, Taxation & Accountancy Services. Scheduled for Thursday 16th May.

Grateful thanks to Stephan Alexander, now retiring as Mattingley's internal auditor.

iv External audit – Exemption form to be submitted as annual turnover under £25k.**19.29 FURTHER REPORTS**

i Councillor training - Frazer Hamilton attended 'The Knowledge and Core Skills Parts 1 & 2' – HALC course hosted by Elvethem Heath (ref 19.28.i above). Useful for contacts / networking with other councils.

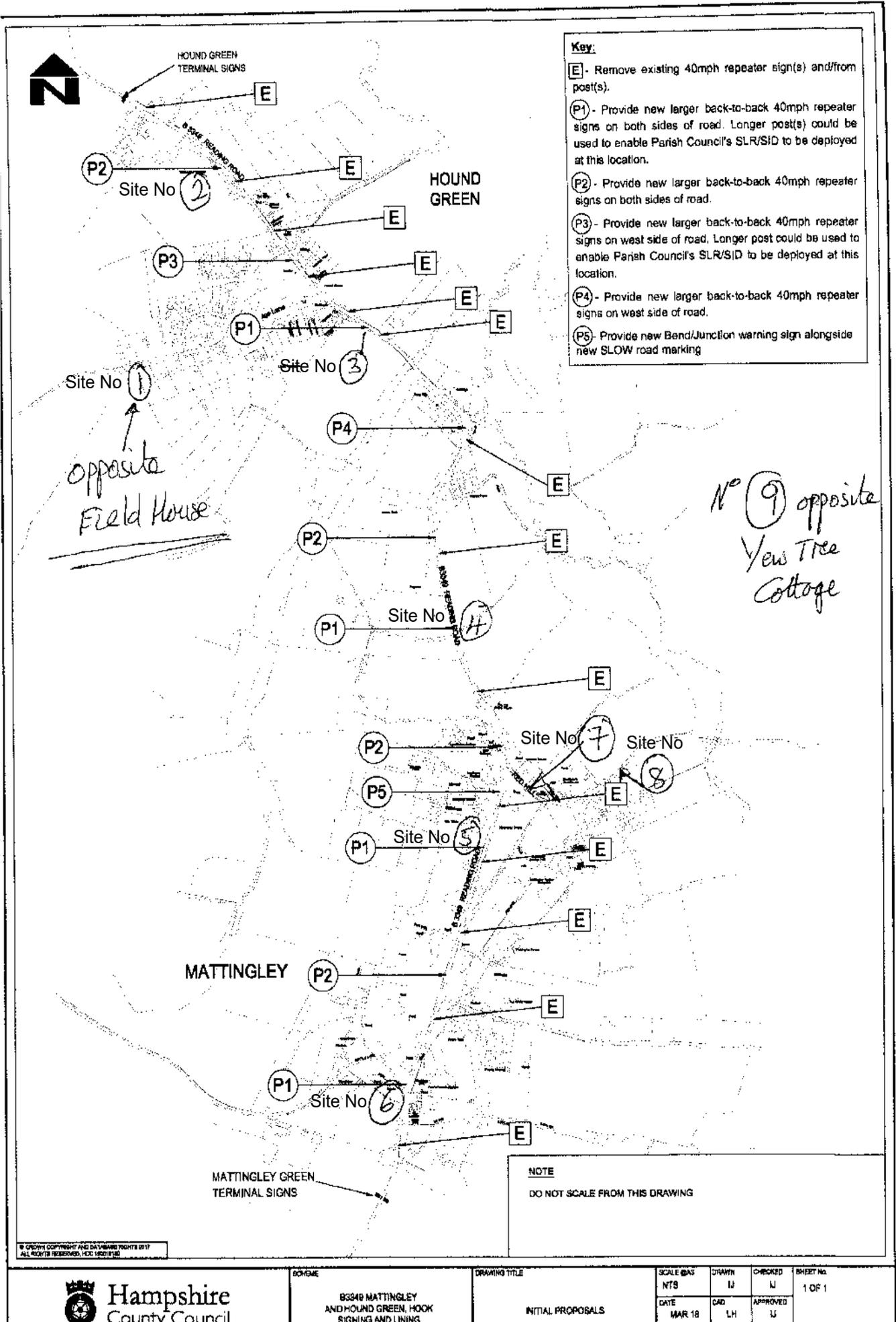
19.30 NEXT MEETINGS

20th May **Parish Assembly** preceded by short AGM;
17th June, 15th July, 19th Aug, 16th Sept, 21st Oct, 18th Nov.

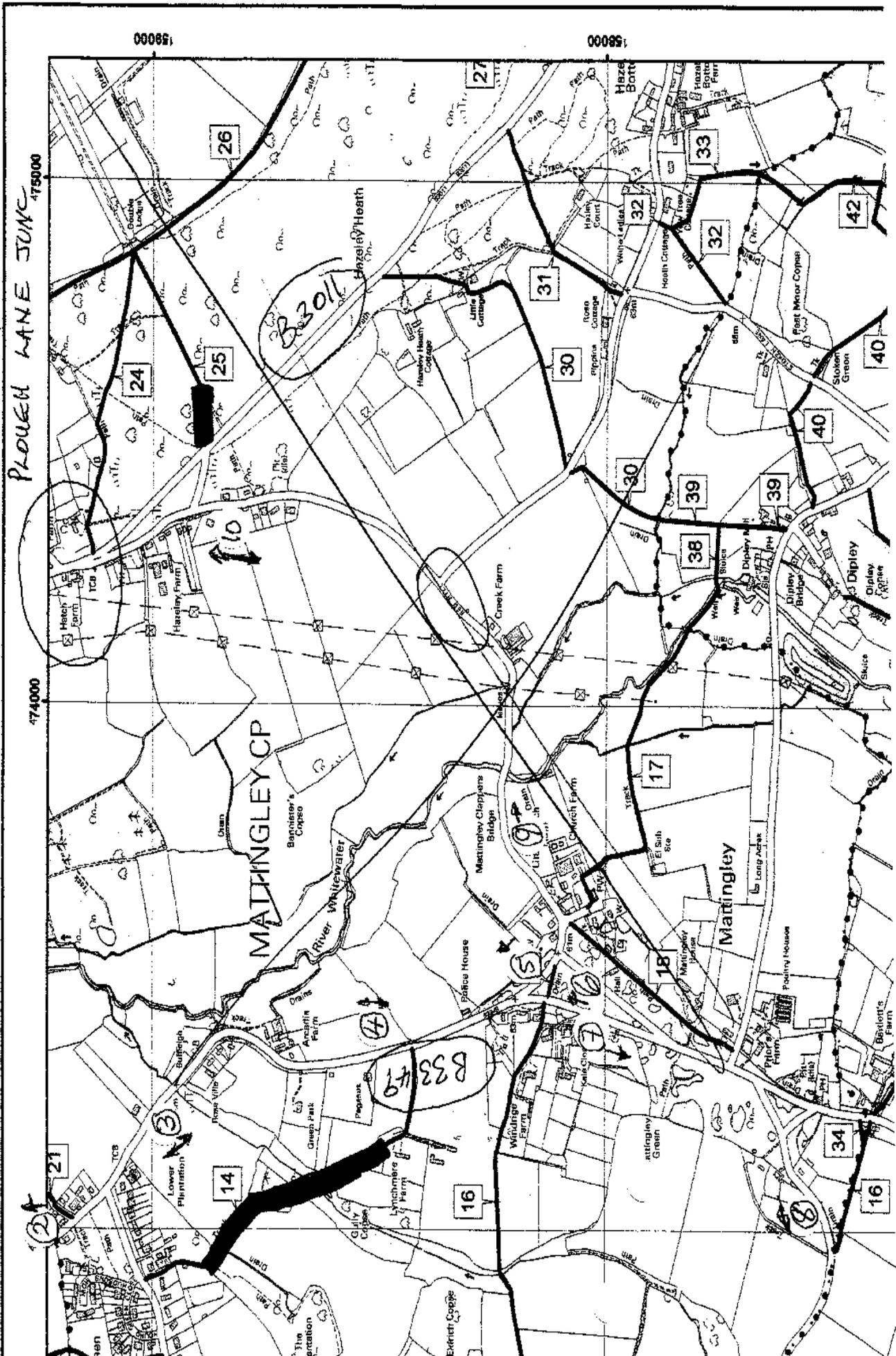
Meeting closed 9.15 with thanks to all present.

For signature Date

APPENDIX I.I SID / SLR LOCATION WORKS



APPENDIX I.II SID / SLR LOCATION WORKS



APPENDIX II.I SID / SLR – METHOD STATEMENT

Mattingley Parish Council

Installation and Relocations of Speed Indicator Devices

Method Statement and Risk Assessment

Scope

This method statement and associated risk assessment considers the works involved in installing, removing/replacing batteries and relocating the traffic speed indication signs within the parish of Mattingley, Hampshire.

References

- Hampshire CC guidance notes, in particular Appendix 8
- The installation guide from the supplier (Westcotec)

General

The signs will be installed on existing speed limiter posts, previously installed by the Highway Authority. The existing speed limit roundel must remain in place, in addition to the speed indicator devices

There are no pedestrian pavements within Mattingley, meaning that all works will be carried out on live carriageways.

All persons undertaking these works need to read and understand this method statement, and the documents referenced above.

The following minimum safety equipment must be worn when undertaking these works:

- High visibility jackets
- Sturdy footwear/boots

Method

- All works must be carried out in daylight, and at times of good visibility
- Any vehicle involved in the works, which is parked on the public highway must display flashing amber lights
- Warning 'Men at Work' signs must be placed in advance of the work site – on both sides of the road, at a reasonably distance – about 120m for a 40mph regulated road
- At least six traffic cones must be deployed about the work site.
- Installation, dismantling etc should proceed in accordance with the supplier's instructions
- All batteries must be checked before installation for any obvious damage or leakage.
- The time spent working on live carriageways should be kept to a minimum
- Upon completion of the works, all temporary traffic management signs and cones are to be removed from site.

APPENDIX II.II SID / SLR – RISK ASSESSMENT**Risk Assessment**

		Before Controls				After Controls	
Risk	Severity	Like'hd	Score	Controls	Severity	Like'hd	Score
Struck by vehicle, causing serious injury/death	5	4	15	High Viz jackets to be worn. Warning signs and cones to be erected. Clear lines of sight. Daylight working only	5	2	10
Falling on uneven ground – risk of being struck by vehicle	3	3	9	Sturdy footwear, boots to be worn	3	1	3
Manual handling causing back strain	3	2	6	Batteries to be installed after erection of signs	3	1	3
Leaking batteries causing corrosive burns to skin	3	3	9	Gloves to be worn. Batteries to be inspected prior to moving. Batteries to be handled and stored carefully	3	1	3

APPENDIX IV PARISH PLANNING APPLICATIONS**Current applications**

19/00255/HOU (**Pending**, validated 08 Feb 2019) Thistledown, Hazeley Heath. Proposed detached garage. (*Parish Council – concerns raised with Case Officer*)

19/00014/AMCON (**Granted** 6th March, validated 09 Jan 2019) Glencoe, Vicarage Lane, Hound Green. Variation of Condition 2 attached to Planning Permission 18/01748/FUL dated 10.12.18 to allow substitution of drawings relating to Design Amendments to Plot 2, front and side elevations. Note; Footprint, siting, height and rear elevation of the consented design does not change. (*Parish Council response: no further comment required*)

18/02604/HOU (**Granted** 25th February, updated consultation to 19th February, validated 03 Dec 2018) Lone Fir Hazeley Lea Hartley Wintney. Creation of a full depth first floor and raising of ridge and chimney height. Single storey link extension to existing detached garage structure and part-conversion of garage to habitable use. Extension of utility room and reconfiguration of roof. Extension of porch and reconfiguration of roof. Changes to fenestration. *Parish Council response: no objection.*

APPENDIX III RIGHTS OF WAY

As the owner or occupier of land with a public right of way across it, you must:

- avoid putting obstructions on or across the route, such as permanent or temporary fences, walls, hedgerows, padlocked gates or barbed wire
- make sure vegetation does not encroach onto the route from the sides or above, bearing in mind the different clearances needed for users of different types of route, for example by horse riders

Obstructing a public right of way is a criminal offence. The highway authority has the right to demand you remove any obstruction you cause. If you don't, the highway authority can remove the obstruction and recover the cost from you.

You must not disturb the surface of byways, restricted byways and unsurfaced public roads, eg by cultivating.

Field-edge and cross-field public rights of way

You must not cultivate (eg plough) footpaths or bridleways that follow a field edge. The minimum width you need to keep undisturbed is:

- 1.5 metres for a field edge footpath
- 3 metres for a field edge bridleway

You should avoid cultivating a cross-field footpath or bridleway. If you have to cultivate make sure the footpath or bridleway:

- remains apparent on the ground to at least the minimum width of 1 metre for a footpath or 2 metres for a bridleway, and is not obstructed by crops
- is restored to at least the minimum width so that it's reasonably convenient to use within:
 - 14 days of first being cultivated for that crop
 - 24 hours of any subsequent cultivation, unless a longer period has been agreed in advance in writing by the highway authority

APPENDIX V.I 2018/19 YEAR END ACCOUNTS

MATTINGLEY PARISH COUNCIL - INCOME 2018/19 – YE						
Balance brought forward 1st April 2018						£35,412.40
Date	Item	written off	Precept	Interest	Total Receipts	
09/04/2018	Parish Precept		£8,870.00		£8,870.00	
2018/19	Payment written off 16/17	£63.80			£63.80	
2018/19	interest written off 16/17	£0.09			£0.09	
2018/19	Bank interest 2018/19			£119.20	£119.20	
TOTALS		£63.71	£8,870.00	£119.20	£9,052.91	

£9,052.91

RECEIPTS & PAYMENTS SUMMARY	
Bal brought forward 1st April 2018	£35,412.40
Plus income	£9,052.91
Minus expenditure	£19,783.51
Balance	£24,681.80
BANK RECONCILIATION	
Club, charity, trust	£335.69
Bus instant access	£23,797.20
TOTAL ACCOUNTS	£24,132.89
minus items not cleared	£509.97
Plus income outstanding - VAT refund 2016/17	£1,058.88
Balance to take over 31st March 2019	£24,681.80

april	£1.36	Dec	£25.94
May	£1.68	Jan	£26.83
June	£1.65	Feb	£21.51
July	£1.55	Mar	£18.68
Aug	£1.60		
Sept	£2.53		
Oct	£4.65		
Nov	£11.22		
TOTAL	£119.20		

Plus Vat reclaim	£3,177.53
Plus Hart S106 claim – access	£479.00
Plus Hart S106 claim – SID / SLR	£6,305.87
Less grant County Cllr devolved budget	£700.00
Less Hart S106 overpayment 2016/17	£1,047.67
	£32,896.53

Remaining Hart S106 £1,901.89

APPENDIX V.II 2018/19 YEAR END ACCOUNTS

MATTINGLEY PARISH COUNCIL - EXPENDURE 2018/19 - YE

Date	Supplier	Description	Salary	Finance Admin	Expenses	Training	WWMAG	Comm-unity	Maintn ContrHG	Maintn General	Projects	VAT	TOTALS
30/04/2018	SO PGGM	Maint Contract April 2018							£228.33			£45.67	£274.00
30/04/2018	SO Susan Turner	Salary April 2018	£288.62										£288.62
20/05/2018	BACs Susan Turner	Salary April 2018 increase	£30.88										£30.88
29/05/2018	SO PGGM	Maint Contract May 2018							£228.33			£45.67	£274.00
29/05/2018	SO Susan Turner	Salary May 2018	£319.50										£319.50
02/06/2018	BACs ST for Came & Co	PC Insurance 2018/19		£665.07									£665.07
19/06/2018	BACs New Inn	Venue Nov 17-June 2018		£160.00									£160.00
19/06/2018	BACs HMR PCC	WhiteWater Mag Mar 2018					£45.00						£45.00
19/06/2018	BACs HALC	HALC /NALC 2018/19		£256.00									£256.00
28/06/2018	SO PGGM	Maint Contract June 2018							£228.33			£45.67	£274.00
30/06/2018	BACs DRAFT	Salary June 2018	£218.30										£218.30
30/06/2018	BACs HMRC	Tax April, May, June	£101.20										£101.20
05/07/2018	BACs LC for Ready2Print	Picnic&Games Posters						£48.33				£9.67	£58.00
05/07/2018	BACs Loos for Dos	Picnic&Games Toilets						£125.00				£25.00	£150.00
28/07/2018	BACs Susan Turner	Salary July 2018	£285.70										£285.70
28/07/2018	SO PGGM	Maint Contract July 2018							£228.33			£45.67	£274.00
28/07/2018	SO New Inn	Meeting room hire July 2018		£20.00									£20.00
28/08/2018	BACs Susan Turner	Salary August 2018	£285.90										£285.90
28/08/2018	SO PGGM	Maint Contract August 2018							£228.33			£45.67	£274.00
28/08/2018	SO New Inn	Meeting room hire Aug 2018		£20.00									£20.00
17/09/2018	362c Poppy Appeal	Mattingley Wreath						£25.00					£25.00
28/09/2018	BACs Susan Turner	Salary Sept 2018	£285.70										£285.70
30/09/2018	BACs HMRC	Tax July, Aug, Sept	£101.20										£101.20
28/09/2018	SO PGGM	Maint Contract Sept 2018							£228.33			£45.67	£274.00
28/09/2018	SO New Inn	Meeting room hire Sept 2018		£20.00									£20.00
01/10/2018	DD ICO	Data Protection Register		£35.00									£35.00
01/10/2018	BACs HMR PCC	WhiteWater Mag Aug 2018					£90.00						£90.00
01/10/2018	BACs HMR PCC	WhiteWater Mag Sept 2018					£45.00						£45.00
01/10/2018	BACs SignRite	Children Signs						£70.00				£14.00	£84.00
01/10/2018	BACs Simon Wells	Noticeboards								£380.00			£380.00
28/10/2018	SO PGGM	Maint Contract Oct 2018							£228.33			£45.67	£274.00
28/10/2018	SO New Inn	Meeting room hire Oct 2018		£20.00									£20.00
28/10/2018	BACs Susan Turner	Salary Oct 2018	£285.70										£285.70
08/11/2018	BACs PGGM	Hound Green Bridge									£369.00	£73.80	£442.80
28/11/2018	SO PGGM	Maint Contract Nov 2018							£228.33			£45.67	£274.00
28/11/2018	SO New Inn	Meeting room hire Nov 2018		£20.00									£20.00
28/11/2018	BACs Susan Turner	Salary Nov 2018	£285.70										£285.70
11/12/2018	BACs PGGM	Dragons teeth installation									£835.56	£167.11	£1,002.67
11/12/2018	BACs Signrite Digital	The Heath signs									£110.00	£22.00	£132.00
28/12/2018	SO PGGM	Maint Contract Dec 2018							£228.33			£45.67	£274.00
28/12/2018	SO New Inn	Meeting room hire Dec 2018		£20.00									£20.00
28/12/2018	BACs Susan Turner	Salary Dec 2018	£285.90										£285.90
28/12/2018	BACs HMRC	Tax Oct, Nov, Dec	£101.20										£101.20
13/01/2019	BACs Winson Woodcraft	Supply dragons teeth									£560.00		£560.00
13/01/2019	BACs Westoctec	SID / SLR etc									£6,275.00	£1,255.00	£7,530.00
21/01/1900	BACs ST for Auriol Wines	Audit fee		£29.17								£5.83	£35.00
28/01/2019	SO PGGM	Maint Contract Jan 2019							£228.33			£45.67	£274.00
28/01/2019	SO New Inn	Meeting room hire Jan 2019		£20.00									£20.00
28/01/2019	BACs Susan Turner	Salary Jan 2019	£285.70										£285.70
02/02/2019	BACs PGGM	Brook Clearing + digger								£230.00		£46.00	£276.00
28/02/2019	SO PGGM	Maint Contract Feb 2019							£228.33			£45.67	£274.00
28/02/2019	SO New Inn	Meeting room hire Feb 2019		£20.00									£20.00
28/02/2019	BACs Susan Turner	Salary Feb 2019	£285.70										£285.70
28/03/2019	SO PGGM	Maint Contract Mar 2019							£228.33			£45.67	£274.00
28/03/2019	SO New Inn	Meeting room hire Mar 2019		£20.00									£20.00
28/03/2019	BACs Susan Turner	Salary Mar 2019	£285.70										£285.70
28/03/2019	BACs HMRC	Tax Jan, Feb, Mar 2019	£101.40										£101.40
31/03/2019	BACs Robert Mandry	Moles Hound Green								£50.00			£50.00
31/03/2019	BACs Susan Turner	Clerk expenses 2018/19			£324.00								£324.00
31/03/2019	BACs Eleventh Heath PC	Clr training				£60.00							£60.00
31/03/2019	BACs FH - for Screwfix	SID equip - padlock									£21.65	£4.33	£25.98
31/03/2019	BACs FH - for Screwfix	SID equip - 3 x Hi-viz jackets									£9.22	£1.78	£11.00
31/03/2019	BACs FH - for Office Outlet	FP maps - ink cartridges		£7.49								£1.50	£8.99
31/03/2019	BACs FH - for Office Outlet	FP maps - printing laminating		£25.00								£5.00	£30.00
TOTALS			£3,834.00	£1,357.73	£324.00	£60.00	£180.00	£268.33	£2,739.96	£660.00	£8,180.43	£2,179.06	£19,783.51
													£19,783.51

NOT CLEARED £ 509.97