

## Minutes of the Parish Council AGM

Monday 20th May 2019, 6.45pm, Tap Room, New Inn

Parish Councillors Janice Hughes (Chairman), Keith Alderman, Frazer Hamilton  
Adam Knight, David Sexton; Clerk Susan Turner; Guests Ward Cllr Anne Crampton

### 19.43 WELCOME

Outgoing Chairman opened the meeting.

### 19.44 NEW COUNCILLOR DECLARATIONS OF OFFICE

*The Declaration of Office includes agreement to be bound by the Code of Conduct as adopted by the Parish Council.*

Signed by newly elected Councillors, witnessed by Clerk.

### 19.45 ELECTION NEW CHAIRMAN

Janice Hughes agreed to nomination.

Proposed Keith Alderman, seconded Adam Knight.

AGREED Unanimously. Declaration of Office signed and witnessed.

### 19.46 MINUTES OF PREVIOUS MEETING of 15th April agreed and signed.

### 19.47 DECLARATIONS OF INTEREST in items on the Agenda: None

### 19.48 NEW COUNCILLOR CO-OPTION

The Parish Council now has one Vacancy.

AGREED Preference for applicant to represent Hazeley, and ideally someone interested in environmental issues to engage with Hazeley Heath management.

AGREED To advertise in the Whitewater Benefice Magazine (next edition July) juxtaposed with an update on the Heath.

### 19.49 FORMS

i **Election Expenses** nil-return forms completed and submitted to Hart.

ii **Declaration of Pecuniary Interest** forms. Clerk to hold signed copies, to be emailed to Hart, signatures redacted.

### 19.50 REVIEW OF PARISH COUNCIL AREAS OF RESPONSIBILITY

AGREED Janice Hughes– Chairman, Finance

Keith Alderman – Hound Green, Glebe Wood, Insurance

Frazer Hamilton – Highways & Footpaths, Hampshire District Association  
of Parish & Town Councils.

Adam Knight – Planning, Hound Green, Phone Box.

David Sexton – Hazeley Bottom, Hazeley Heath Consultative Group. (Cllr Sexton commented that he engaged with the group to champion the interests of people.)

### 19.51 REVIEW OF PARISH COUNCIL INSURANCE

Parish Council in tie-in to 1st June 2020. Increase in premium due to Speed Indicator Devices added to sums insured.

AGREED Proposed Keith Alderman, agreed unanimously, to maintain current level of insurance for War Memorial, Street Furniture, and Outdoor Equipment (goal posts).

**SEE APPENDIX I**

For signature .....

**19.52 HIGHWAYS****i B3011 Plough Lane**

Pedestrian crossing signs installed. Road markings 'SLOW' sign not yet done.

ACTION Apply for licence to use data recorders at this location.

**ii Lengthsman**

ACTION 1 - To contact Chairman re site meeting – ditch restoration Bottle Lane.

2 - To mow Glebe Wood paths asap.

**19.53 FINANCE****i Payments 2019/20**

April regular payments made

28/04/2019	PGGM Maintenance Contract April	£274.00
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28/04/2019	New Inn – meeting room April	£20.00
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28/04/2019	Clerk Salary - April	£319.50
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BACS payments approved

Came & Company Insurance	£749.80.
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PGGM – Goal post reseeding, move nets, re-set dragons tooth	£72.00
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Cheques signed

New Inn – Parish Assembly expenses – cheque 363	£148.60
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**ii Year End accounts See Appendix II.**

Signed by Chairman and Clerk.

**iii Audit / AGAR – Annual Governance and Accountability Return**

**See Appendix III.**

1. Exemption certificate certifying exemption from external audit as annual turnover 2018/19 under £25K. Signed by Chairman and Clerk.

2. Annual Governance Statement agreed. Signed by Chairman and Clerk.

3. Accounting statements agreed. Signed by Chairman and Clerk.

4. Internal audit – To be conducted by John K Murray, DMS., FCPFA, Taxation & Accountancy Services. Rescheduled for Monday 24th June, 2.30pm.

**19.54 PLANNING****i Parish Planning applications**

No new applications for consideration. See **APPENDIX IV** for current applications and enforcement cases relating to the Parish.

**ii Blue House Farm**

Notes: scaffolding – some work in progress, security guard (problem with break-ins), large gates (possible planning enforcement issue). Sufficient space to access FP 11.

**19.55 NEXT MEETINGS**

Parish Assembly to follow AGM

Parish Council meetings 15th July, 19th Aug, 16th Sept, 21st Oct, 18th Nov.

*Meeting closed 7.30pm with thanks to all present*

For signature ..... Date .....

## APPENDIX I – SUMS INSURED – ASSET REGISTER REVISED 1ST JUNE 2019

MATTINGLEY PARISH COUNCIL		Replacement value 1ST JUNE 2019
ASSET REGISTER 1ST JUNE 2019		
Asset	Location	
LAND		
Village Green	Hound Green	NA
WAR MEMORIAL		
Bus shelter memorial	Mattingley Green	£10,000.00
STREET FURNITURE		
Speed indicator devise, incl data recorder, brackets	Highway	£3,100.00
Speed Limit Reninder sign, incl data recorder, brackets	Highway	£2,925.00
Mapboards x 5 (£800 each)	Parish	£4,000.00
Gateway Notice board	Hound Green	£2,300.00
Picnic tables	Hound Green	£1,200.00
Benches x 2 (£600 each)	Hound Green	£1,200.00
Interpretation panel	Hound Green	£850.00
Litter Bin (large black)	Hound Green	£600.00
Phone Box	Hound Green	£2,500.00
Notice Board	Hound Green	£900.00
Notice Board	Mattingley Green	£900.00
Notice Board	Hazeley Bottom	£900.00
Notice Board	Plough Lane	£900.00
Bench	Church	£800.00
Bus Shelter	Hound Green	£4,500.00
Bus Shelter x2	B3011 (nr Plough Ln)	£9,000.00
Bus Shelter	B3011-nrHazeley Bottom	£4,500.00
OUTDOOR EQUIPMENT		
Goal Posts x 2	Hound Green	£1,500.00
	TOTAL	£52,575.00

**APPENDIX II.I – YEAR END ACCOUNTS 2018/19**

<b>MATTINGLEY PARISH COUNCIL - INCOME 2018/19 – YE</b>					
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
<b>TOTALS</b>		<b>£63.71</b>	<b>£8,870.00</b>	<b>£119.20</b>	<b>£9,052.91</b>

£9,052.91

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

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		
<b>TOTAL</b>	<b>£119.20</b>		

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
	<b>£32,896.53</b>

Remaining Hart S106	£1,901.89
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**APPENDIX III.I – AUDIT 2018/19****Mattingley Parish Council****2018 - 2019 Bank Reconciliation – AUDIT SHEET****Receipts and payments summary**

1	<b>Balance Brought Forward from 1st April 2017</b>	<b>£35,412.40</b>	
2	<b>Plus Income 2017/18 to date</b>	<b>£9,052.91</b>	
4	<b>Less Expenditure 2016/17 to date</b>	<b>£19,783.51</b>	
5	<b>Balance to take over</b>	<b>£24,681.80</b>	

**Reconciliation**

6	<b>Treasurers Account</b>	<b>£335.69</b>	
7	<b>Bus 30-day notice</b>	<b>£23,797.20</b>	
8	<b>TOTAL BANK ACCOUNTS</b>	<b>£24,132.89</b>	
9	<b>Plus Income outstanding (VAT reclaim 2016/17)</b>	<b>£1,058.88</b>	
10	<b>Less expenditure not cleared</b>	<b>£509.97</b>	
	Robert Mandry – Moles Hound Green	£50.00	
	Clerk allowance 2018/19	£324.00	
	New Cllr training	£60.00	
	SID equip – padlock and Hi VIS jackets	£36.98	
	Footpath maps	£38.99	
		<b>£509.97</b>	

11	<b>Balance to take over</b>	<b>£24,681.80</b>	
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Janice Hughes, Chairman ..... 20th May 2019

Susan Turner, RFO ..... 20th May 2019

## APPENDIX III.II – – AUDIT 2018/19

# Mattingley Parish Council

## 2018 - 2019 Significant Variations: AUDIT SHEET

Difference between current and previous year greater than both 10% and £100  
in Section 2, boxes 2, 3, 4, 5, 6, 9 and 10

	Item	Previous Year 2016/2017	Current Year 2017/2018	Difference	Diff %
1	Balance Brought Forward	£30,333.66	£35,412.40	£5,078.74	16.74%
2	Annual Precept	£8,100.00	£8,870.00	£770.00	9.51%
3	Total Other Receipts	£8,341.75	£182.91	£8,158.84	-97.81%
4	Staff Costs	£3,463.44	£3,834.00	£370.56	10.70%
5	Loan interest/capital repayments	£0.00	£0.00	£0.00	NA
6	Total other payments (excl salaries)	£7,899.57	£15,949.51	£8,049.94	101.90%
7	Balance carried forward	£35,412.40	£24,681.80	£10,730.60	-30.30%
8	Total cash and short term investments	£35,412.40	£24,681.80	£10,730.60	-30.30%
9	Total fixed assets and long term assets	£21,183.05	£27,668.92	£6,485.87	30.62%
10	Total borrowings	0	0	0	0
11	Trust funds	NA	NA	NA	NA

### Box 3 Total other receipts

Explanation for variation of £8158.84 = -97.81%

	2017/18	2018/19	Difference
Hart S106 Countryside Access Allocation 17/18	£6,288.00	£0.00	£6,288.00
County Cllr devolved budget grant to SIDs 17/18	£700.00	£0.00	£700.00
Refund (17/18=doublepayment) (18/19writtenoff)	£288.00	£63.71	£224.29
VAT refund	£1,058.88	£0.00	£1,058.88
Bank interest	£6.87	£119.20	£112.33
<b>TOTAL</b>	<b>£8,341.75</b>	<b>£182.91</b>	<b>£8,158.84</b>

### Box 4 Staff Costs

Explanation for variation of £370.56 = 10.7%%

	2017/18	2018/19	Difference
Salary increase of 2 Spinal column points agreed	£3,463.44	£3,834.00	£370.56

### Box 6 Total other payments (excl salaries)

Explanation for variation of £8,049.94 = 101.90%

	2017/18	2018/19	Difference
Clerk's allowance	£324.00	£324.00	£0.00
Finance / admin	£1,471.20	£1,357.73	£113.47
Whitewater Mag		£180.00	£180.00
Training		£60.00	£60.00
Community / donations	£196.00	£198.33	£2.33
Hound Green	£3,287.96	£2,739.96	£548.00
Other Maintenance		£660.00	£660.00
Projects			
Hound Green track	£1,575.00	£0.00	£1,575.00
Dragons teeth	£0.00	£1,395.56	£1,395.56
Hound green ditch crossing	£0.00	£369.00	£369.00
Capital (17/18 noticeboard keys, loud hailer)(18-19 children signs, heath signs, SIDx2)	£46.94	£6,485.87	£6,438.93
VAT	£998.47	£2,179.06	£1,180.59
<b>TOTAL</b>	<b>£7,899.57</b>	<b>£15,949.51</b>	<b>£8,049.94</b>

### Box 9 Fixed assets and long term assets

Explanation for variation of ££6,485.87 = 30.62%%

	2017/18	2018/19	Difference
Purchased 'Children Warning' signs		£70.00	£70.00
Purchased 'The Heath' signs		£110.00	£110.00
Purchased 1 x SID & 1 x SLR pluse related equip		£6,305.87	£6,305.87
<b>TOTAL increase</b>		<b>£6,485.87</b>	<b>£6,485.87</b>

Signed:

Janice Hughes, Chairman..... Date ..... 20th May 2019

Susan Turner, RFO ..... Date ..... 20th May 2019



**APPENDIX III.III – AUDIT 2018/19****Certificate of Exemption – AGAR 2018/19 Part 2**

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2019, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2019 and a completed Certificate of Exemption is submitted notifying the external auditor.

**MATTINGLEY PARISH COUNCIL**  
ENTER NAME OF AUTHORITY

certifies that during the financial year 2018/19, the higher of the authority's gross income for the year **or** gross annual expenditure, for the year did not exceed **£25,000**

Annual gross income for the authority 2018/19:

**£9,053**

ENTER AMOUNT £00,000

Annual gross expenditure for the authority 2018/19:

**£19,784**

ENTER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority has been in existence since before 1st April 2015
- In relation to the preceding financial year (2017/18), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website\* before 1 July 2019. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

SIGNATURE REQUIRED

Date

**20/05/2019**

Signed by Chairman

SIGNATURE REQUIRED

Date

**20/05/2019**

Email

**clerk.mattingley@parish.hants.gov.uk**

Telephone number

**07515 777060**

\*Published web address

**www.mattingley-pc.org.uk**

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor.**



## APPENDIX III.IV – AUDIT 2018/19

### Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

**MATTINGLEY PARISH COUNCIL**  
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			<i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>

\*For any statement to which the response is ‘no’, an explanation should be published

This Annual Governance Statement was approved at a meeting of the authority on:

20/05/2019

and recorded as minute reference:

19.53.iii

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

## APPENDIX III.V – AUDIT 2018/19

## Section 2 – Accounting Statements 2018/19 for

MATTINGLEY PARISH COUNCIL  
ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	30,334	35,412	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	8,100	8,870	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	£8,342	183	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	3,463	3,834	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	7,900	15,950	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	35,412	24,682	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	35,412	24,682	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	21,183	27,669	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i> <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
		✓	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority. Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

20/05/2019

I confirm that these Accounting Statements were approved by this authority on this date:

20/05/2019

as recorded in minute reference:

19.53.3iii

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

**APPENDIX IV** PARISH PLANNING APPLICATIONS**Current applications**

19/00575/LBC (**Granted** 14th May, validated: Thu 21 Mar) Bartletts Farm, Reading Road, Mattingley. Replace window with folding doors. Remove glazed screen.

19/00525/FUL and 19/00552/LBC (**Granted** 16th May Validated 21 Mar) Moneys Farm, Bottle Lane, Mattingley. Retrospective application for change of use of agricultural land to light industrial and erection of two extensions to the existing workshop/offices/light industrial buildings.

19/00536/PRIOR (**Prior approval not required** 18th April 2019, Validated: Fri 15 Mar) Littlebrook, Vicarage Lane, Mattingley. Notification of a proposed larger home extension for a replacement conservatory.

**Enforcement**

19/00138/COND3 (**Not a breach of planning control** 30 May 2019) Public complaint received 22nd May) Glencoe Vicarage Lane Hound Green. Alleged breach of condition 9 (working hours/days) of planning permission 18/01748/ Officer Sharon Whittaker

18/00268/OPERT1 (**Planning Application Approved** 22 May 2019) Moneys Farm Bottle Lane Mattingley. Alleged commencement of development after expiration of planning permission 15/02031/FUL and 15/02033/LBC and without discharge of related conditions precedent. Officer Sharon Whittaker

19/00066/LIST2 (27/03/2019 Complainant: STAFF) Moneys Farm Bottle Lane Mattingley. Alleged unauthorised installation of Flu in Listed Building (Officer Sharon Whittaker)