



Minutes of the Parish Council AGM

Monday 15th May 7.30pm Heckfield Memorial Hall

Present: Cllr Janice Hughes (JH) (Chairman) Cllr Adam Knight (AK) Cllr Keith Alderman
Cllr David Sexton (DS) Cllr Alan Woolford (AW) Clerk Susan Turner

- 17.46 ELECTION OF CHAIRMAN** Janice Hughes agreed to accept the office of Chairman for the coming 12 months. Proposed Keith Alderman, seconded Alan Woolford, agreed unanimously. Declaration of office, signed by Chairman, witnessed by Clerk.

The Chairman welcomed everyone to the meeting.

- 17.47 APOLOGIES** County and Ward Cllrs, PCSO Nick Greenwood, Bob Aylmer.

- 17.48 DECLARATIONS OF INTEREST** None

- 17.49 MINUTES OF PREVIOUS MEETING** 20th March agreed and signed by Chair.

- 17.50 REVIEW OF PARISH ASSEMBLY** The Parish Assembly was well-publicised including on Facebook. In the event only two electors were present, plus County & Ward Councillors and County Conservative candidate.

AGREED Councillors were generally happy with the format of the meeting.

FUTURE ACTION For next year, improve public engagement and publicise two months ahead.

- 17.51 REVIEW COUNCILLOR AREAS OF RESPONSIBILITY**

AGREED	Janice Hughes	Chairman
	Keith Alderman	Hound Green, Glebe Wood, Insurance
	Robert Aylmer	Highways & Footpaths, Hampshire District Association of Parish & Town Councils (HDAPTC)
	Adam Knight	Planning
	David Sexton	Hazeley Heath and Hazeley Bottom.
	Alan Woolford	Finance, Phone box.

- 17.52 TRAFFIC & HIGHWAYS**

- i. **B3349 closures for SE Water
Red Hill to Vicarage Lane August to October 2017**

A meeting for representatives of all interested Parishes was co-ordinated by Ian Ackerman (Street Works Manager, Hampshire County Council) and Jessica Bave (Campaign and Media Officer, Communications, South East Water). It was attended by Ian and Jessica, representatives of SEW's contractor Clancy Docwra, County Cllrs David Simpson and Jonathan Glen, plus Mattingley, Rotherwick, Heckfield and Newnham Parish Councils.

A main theme of the meeting was to address the potential for 'rat running' via Bottle and Vicarage Lanes – as experience by Rotherwick (particularly Cowfold Lane) during the previous closure. The meeting proposed the closure should include Bottle and Vicarage Lanes, and also Red Hill, with passes for residents. **(See Appendix I Notes of the meeting)**

For signature

ACTION	Clerk. Public meeting to be arranged with SE Water.	
ii.	'Children at Play' traffic warning signs Hound Green There are more families with children in the area and more children using the Green – and so increasing concerns regarding traffic speeds particularly on the Reading Road. The Parish Council has been asked for 'hazard' signs on the roads around the Green - 'Warning, children at play' – to that effect.	ST
ACTION	Clerk to request from Highways / seek advice from Cllr Simpson.	
iii.	Lengthsman tasks 1. AW reported residents' appreciation for the cleaning / tidying Hazeley Heath B3011 bus shelter surrounds. 2. Same to be undertaken for bus shelter other side B3011.	ST AW
ACTION	Clerk / AW.	ST BA
ACTION	3. Strimming West End Footpaths 12 and 16 Clerk / BA 4. Further discussion deferred as BA not present.	
17.53	HOUND GREEN	
i	Moles KA reported the Green to be presently mole-free with thanks to Robert Mandry.	
ii	Harrowing KA reported improvement from harrowing by Jason Ebury (PGGM), but the drag harrows too light to be fully effective. Keith White from Thackhams Farm has offered to bring his harrows and roller (though presently ground too hard). Mr White has requested someone to oversee while working (to be included in risk assessment).	AK KA BA
ACTION	AK to liaise with Mr White re harrowing and rolling when ground conditions allow.	
ACTION	KA, BA. Include appreciation in <i>Whitewater Magazine</i> and on Mattingley Matters.	
iii	Ditches Note – Confirmed by AK at Parish Assembly that a culvert used to run from vicinity of bus shelter under the B3349 and alongside the garage (now planted with Leylandi). The culvert is thought to be crushed beyond function. This may explain why the ditch is not defined to sufficient depth from this point to Vicarage Lane.	
iv	Litter bin John Elson, Head of Technical & Environmental Services, Hart – together with Phil Mundy – have agreed to empty the one bin on Hound Green provided by Hart via S106 funding – weekly from Thursday 20th April. Hart also currently empties the one open-topped blue bin by the War Memorial (little used). John advised that Hart presently does not have the capacity (manpower) to empty additional bins. Also that dog-waste-only bins are not supported by Hart as this classed as clinical waste and so expensive to dispose of. Previous investigation by Clerk Joanna Waland-Hadley indicated the cost of paying for bins to be emptied – even by a Hart employee or contractor – is prohibitive.	
AGREED	Proposals to purchase several new bins for around the Parish will be put on hold for the foreseeable future.	
v	Litter Wardens Hart has arranged a Litter Warden service with East Hants for council-owned land and public open space. (SEE APPENDIX II)	ST

For signature

AGREED	To request Litter Warden patrol for Hound Green. The Parish Council noted with thanks that residents undertake voluntary litter picks.	
vi Trees and power lines	KA reported ongoing efforts to engage SSE (Scottish Southern Electric) to commit to a date for urgent tree works, including sleeving wires adjacent to the trees.	KA
ONGOING ACTION	KA Quotation received for reinspection of trees by Stefan Rose of Arbosphere (see APPENDIX III) – pending tree works by SSE as above. Works recommended by the initial Arbosphere report were undertaken by Classic Tree Services in October 2015.	
vii Lanterns track	Residents have raised concerns regarding the condition of the track – resurfacing also awaiting SSE works and large machinery using the track.	
ACTION	Request residents to chase SSE re the tree works. It was noted the dragons teeth are made, creosoted and ready to be installed subject to above.	KA
viii Goal posts	Replacing the goal posts was suggested.	
ACTION	Monitor their use, consider finding a sponsor for nets.	
vix Playground discussion	<ul style="list-style-type: none">- Hound Green used for informal recreation/'kickabout' rather than formal play area- Formal play area requires fencing, safe surface, supervision- Formal play area not compatible with Green status as a SINC- Formal play area not compatible with site bordered by three roads and no parking- Permanent fixtures not compatible with status as Common Land (not registered as Village Green).	
17.54 GLEBE WOOD	Proposal for works at APPENDIX IV . KA suggested possible collaboration with Hortus Loci.	KA
17.55 HAZELEY HEATH / HAZELEY BOTTOM		
i Heath project	David Sexton said that among the many proposals to benefit wildlife – there was no mention of what could be done for people and particularly those who live around Hazeley Heath. (It was noted that parking bays had been marked out in the layby, and information boards supplied.)	
AGREED	The Parish Council should champion people's sustainable use and enjoyment of the Heath particularly the interests of local residents.	
ii Fly tipping	DS reported two instances of fly tipping within a month on land at the junction of B3011 with the Hazeley Bottom road. Hart won't take responsibility if on private land and the landowner has to pay to have the rubbish removed.	DS
ACTION	DS, Clerk. To investigate via Hart etc for any suggested solutions.	ST
iii Lowdefest	Some residents' questions received regarding Lowdefest, following complaints last year. Councillors' comments included: <ul style="list-style-type: none">- this is a charitable event- in the previous year nearby residents had been offered hotel accommodation- the venue may not be available for the future.	

For signature

17/56 PLANNING

i Hart Local Plan Draft Plan Consultation until 9th June.

ii Parish Planning Applications

No objections from the Parish Council. **SEE APPENDIX V.**

iii Bramshill House

Planning applications for residential development to date have been refused by Hart.

17/57 FURTHER REPORTS

i Phone box Awaiting removal.

17.58 FINANCE**i. Cheques****Signed in between meetings (at Parish Assembly)**

348 PGGM April maintenance contract £270.00

For signature at meeting

349 HALC & NALC subs 17/18 £246.00

350 Village Hall hire April 2017 £33.00

351 CANCELLED

352 Clerk's salary April & May £577.24

ii. 2016/17 Internal Audit To be undertaken by Stephen Alexander end May.

iii. 2016/17 External Audit

1. Annual Governance Statements agreed, signed by Chairman and Clerk.

2. Accounting statements signed by Chairman and Clerk.

vi End of Year Accounts & bank reconciliation SEE APPENDIX VI

v Budget update AW reported that current income and expenditure indicates a shortfall of c£4,000 per annum. Parish Council finances were presently bolstered by the Hound Green land sale plus £15,000 released from fixed term savings bonds. Recommendation to increase the Precept by 10% over the next five years to redress this imbalance (particularly given intention to take on 'projects', and grants often require match-funding).

FUTURE ACTION: To be considered when reviewing Budget and Precept for 2018/19.

The Parish Council records its thanks to Alan and Kate for time spent on the budget.

vi Insurance Clerk requested a review of items insured based on 2017 Asset Register.

ACTION: KA to discuss directly with Came and Co.

AGREED: (Subject to above) to accept Came & Co's recommendation for Inspire policy with a three-year tie-in.

17.59 NEXT MEETINGS AND CLOSE

Next Parish Council Meeting Monday 19th June

Meeting closed at 9.15pm with thanks to all present.

AW

ST
KA

For signature Date

APPENDIX I – SE WATER MEETING NOTES*Produced and circulated by Jessica Bave, SE Water.***Reading Road meeting minutes (13/04/20170****Attendees:**

Matthew Cooper (Project Manager, South East Water)
 Jessica Bave (Communications, South East Water)
 Matthew Parsons (District Manager, Clancy Docwra)
 Liam Coyle (Streetworks Co-ordinator, Clancy Docwra)
 Ian Ackerman (Highways, Hampshire County Council)

Minutes:

South East Water and Clancy Docwra provided an introduction to the progress made so far and the plans for the final phase.

***Question** – There was no weekend working for the first phase. Is there any plan for weekend working during the final phase?

Response – SEW and CD always plan for Saturday working when they carry out a scheme but it isn't always productive. If they are drilling, they have to set the drilling rig up and by Friday all the work is done for the week and there isn't too much to do on the Saturday until the rig comes back on Monday. It is always an option to look at this but SEW/CD need to see how productive it is but this won't necessarily reduce the programme of work. It was also noted that because of the directional drilling technique, to the public it may not look like a lot of work is taking place.

***Question** – You are planning to be in the area until October which means you will be pushing traffic past the school. Is it possible to start the final phase early and finish by the end of school holidays or as soon as possible after? It is an option to work between 10am and 4pm and re-open the road? We need to think outside the box to avoid the same problem as Rotherwick.

Response – SEW/ CD explained this would prolong the programme. It was explained that they beat the previous timescale by six weeks during the first phase so October is a worst-case scenario. The current programme has been drafted with a full closure in mind and Mr Ackerman reiterated that peak extended hours and weekend working is always considered. It was mentioned that during the first phase the gang would work extra if they had work to do and SEW/CD do push for this however they don't want the expectation that if they work on Saturdays it would significantly improve the programme. Mr Ackerman said that lessons were learnt from the experience of Rotherwick and it was noted the main diversion would be the same as the first phase. It was acknowledged that traffic will take other routes.

***Question** – How will this be enforced?

Response – It was acknowledged that this is a public highway and this route is open to all traffic so all traffic can use it. Legally traffic doesn't have to follow the diversion and it was noted there were several options on the table at the meeting to avoid rat-running.

***Question** – When there is the horse show at Blue House Farm we end up with horse boxes in ditches as people don't follow diversions. It is great to do the work during the holidays but we have mothers and they go up and down the road. Could we close Vicarage Lane, Bottle Lane and Red Hill?

Response – It was acknowledged that no matter which option SEW/CD propose, they will still have this problem. What they can do is have cards delivered to residents and have gatesmen and they will be allowed in with the card and anyone without will be assumed as a rat-runner. The decision was taken to choose the option to close Vicarage Lane, Bottle Lane and Red Hill. It was noted that during the first phase it took at most a week for people to work out the rat run. Mr Ackerman noted that SEW/CD increased signage on approach to Rotherwick to make it clear that it was local traffic only. It was also noted the traffic lights made a difference and once people realise it is a slower route they are

less likely to use it. SEW and CD can't have a hard closure at the top and bottom of the final phase as residents won't be able to get through.

*Question – We know Cowfold Lane and Hook Road became a nightmare and it was noted that you struggle to get two cars down Bottle Lane, Vicarage Lane and Red Hill.

Response – It was noted that these roads are more restrictive than Cowfold Lane and that is part of the reason to consult with local parish councils. It was noted at this point that a full closure was the preferred option.

*Question – Bottle Lane is used during term time by a number of mothers and there are a number of bigger cars. This is going to be worse than Cowfold Lane ever was.

Response – Mr Ackerman said we could have a full road closure along Vicarage Lane and Bottle Lane and have a gatesman who would keep a close eye on traffic.

*Point – If you put gatemen you will need to put them at the top of Vicarage Lane and top of Bottle Lane and have the triangular area for cars to turn around. It was noted that arctic lorries also use the area and it was noted that companies they deliver to need to be made aware of the work.

Response – It was noted that the plan is not to push vehicles anywhere and they should be following the diversion. It was noted that lorries were generally pretty good and the problems encountered in Rotherwick were with white vans and buses. It was noted that SEW/CD can use cards in windows as a sign people are from the area.

*Point – There are delivery drivers in the area that will be delivering to residents. It was also noted about weddings at the local churches. It was also raised if SEW/CD could re-open roads at night.

Response – Mr Ackerman noted that he has a close relationship with the HGV traders association and he regular passes information across but cannot guarantee that gets passed down. It was said that if the driver explains they are delivering in the area then SEW/CD can help to let them through. SEW will be in touch with organisations such as local churches and businesses to make them aware of work. SEW/CD wouldn't open the roads at night.

*Point – To clarify, Bottle Lane and Red Hill will be part of road closure. It was also noted that a nearby road takes people to Hartley Wintney.

Response – SEW and CD said the road closure can be agreed with the parish councils and as far as they think is suitable and they can have a gateman also. It was said that it makes no sense for people from Hook to use this road to get to Hartley Wintney.

*Point – Reading Road and Rotherwick is used as cut through between the M3 and M4.

Response – It was noted that SEW/CD and highways can't stop this. Legally motorists are allowed to do this and most of Rotherwick also probably does this.

*Point – You have done some work between SEW Cowfold Lane and Hook Road previously.

Response – It was noted that this is a SEW thing controlled by Assets and they have decided the areas being done currently need to be reinforced.

*Point – The main thing that is needed is PR and you need to make sure everyone knows about the work. You need to inform all shops, churches etc school fetes.

Response – SEW and CD agreed and Jessica Bave and Helen Tucker (CD Customer Liaison) will work together for this. It was noted that most school fetes would have taken place by this point but SEW/CD will be in touch for Odiham Fire Show and are co-ordinating with the organisers of the Hook Fun Run.

*Question – Is there a chance of incentivising people to finish earlier?

Response – This will be looked into. It was noted that what SEW/CD are trying to propose pushes this work out of the peak season for businesses and they are pushing to get this scheme well ahead of Christmas.

*Point – There was traffic management counts put in when the problems were encountered. Is there a chance of it here?

Response – Mr Ackerman said yes to see if the traffic management is working and this will tell highways, SEW and CD if they need to make amendments.

*Point – You need to tell surroundings areas about this work as it will have an impact. Will there be any information you can send to us so we can put this on our webpages?

Response – Absolutely. SEW can send this to you and you will also be sent regular project updates.

*Point – It was noted that closing Bottle Lane and Red Hill would be the best option, especially as Bottle Lane has limited passing spaces (gateways to fields). It was also reiterated that people use Rotherwick from the A33 and through Newnham. The school mum issue was reiterated.

Response – Agreed. It was noted that people are entitled to use the road but work needs to take place to ensure bigger vehicles aren't using the roads as it will be more chaos for the roads at the final phase.

*Point – What about emergency services? It was noted the A33 is heavily congested in the mornings, especially in the Heckfield area and it is one of the most dangerous roads in the area. It was also noted that school children may be delayed as the area is more congested during the work. A traffic count was also requested for Frog Lane. Are SEW/CD allowed to put up temporary no go through area signs?

Response – Mr Ackerman said this is not enforceable and lorry drivers soon got the message once they couldn't get through. He said that passenger transport people at HCC inform the schools and it was noted they are already working on letting them know about the final phase of this scheme.

*Question – Are there any other plans to dig up the road by other companies?

Response – Mr Ackerman said SSE has carried out work under our road closure and as far as he is aware, no-one else has anything planned. Noted the issue with Openreach and they have been informed of the current TM and given the window of opportunity.

*Question – If people are given the cards does that mean they can travel all the way up the B3349?

Response – No as there is the risk of driving into the holes used for drilling. Road plates will be used to allow people to access their properties. This is the same for the emergency services.

*Question – What is SEW doing about the damaged verges?

Response – It was noted that the verge by the tall trees has been repaired and SEW/CD have a future meeting to discuss repair work with HCC. There is already an idea of how much the work will cost and SEW and HCC are managing this.

*Question – Your current phase is along a stretch of footpath between Hook and the allotments. Can something be arranged i.e. payment to make this into a proper footpath?

Response – SEW can't legally do it so more than likely a contribution will be made towards this and this will be passed onto James Holt's team.

*Point – Where damage has been done in Rotherwick, please can this not be tarmacked? A vehicle also hit a wall. It was also noted that a response is expected on Tuesday for the Rotherwick 30mph limit.

Response – This will be top soiled and seeded and SEW/CD are in discussions with HCC over the wall. Mr Ackerman said the 30mph work would be coordinated to avoid disruption.

*Question – Could leaflets be made to help get the word out? Could Mattingley Parish Council have something to present at annual assembly on 24 April?

Response – Yes this can be arranged if you think it will help. It was noted that residents will be getting letters and SEW will get in touch with organisations and businesses. SEW will try and get something for the April meeting. It was also noted that Rotherwick, Mattingley, Heckfield, Hook, Newnham, Hartley Wintney, Hartley Wespall and Bramshill parish councils need to be informed and updated on work as all areas will see an effect.

APPENDIX II – LITTER WARDENS

On 27 Apr 2017, at 11:26, Leigh Wallace wrote:

Hello,

On the 8th of May Litter Enforcement Officers will start working within Hart District. Officers will patrol the streets and open spaces within our area and issue fines for anyone caught dropping litter or not cleaning up after their dog. It will be a £75 fine for littering (which includes cigarette butts and chewing gum) and £50 fine for dog fouling.

The service is being provided by East Hampshire District Council and is self funding. Please see a link below to Hart's dedicated 'stop it don't drop it' page.

<https://www.hart.gov.uk/stop-it-dont-drop-it>

If you have any suggestions of particular areas within your parish which you feel need attention please do let me know. The Enforcement Officers are also keen to pop into the parish offices or town councils and introduce themselves whilst out on patrol. Please let me know if you would like them to visit and introduce themselves.

In addition I am sending the attached posters out to every parish and town council to display where possible in local notice boards or anywhere that you feel is suitable. We would like to warn members of the public that Enforcement Officers may be active in their area. A press release went out 2 days ago (please see attached) and we are also advertising it on social media. Please feel free to do so on your own webpages and social media sites.

If you have any questions please do not hesitate to contact me.

Kind regards,

Leigh

Mrs Leigh Wallace
Senior Ranger for Visitor Service
Hart District Council
Civic Offices, Harlington Way,
Fleet, Hampshire, GU51 4AE.

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APPENDIX III – HOUND GREEN TREES RE-INSPECTION QUOTATION



11 Cedar Avenue
Shirley
Southampton
Hampshire
SO15 5GX

Quotation

REF:QUSR.176.APRIL.2017

SUSAN TURNER
Mattingley Parish Clerk

Re: Hound Green off Vicarage Lane, Mattingley

Survey

To attend site and carry out a ground level Health and Safety tree survey of the 113 previously identified trees located on Hound Green, Mattingley from the survey of July 2014 including all travel and disbursements.

To replace lost/removed tags as required (with a unique numbered metal disc) on the trees with a stem diameter of approximately 200mm or greater (where access and ground conditions allow) identified within the survey schedule that may require work for ease of on site reference and identification.

Providing an updated tree survey schedule and an updated brief summary of the survey data collected for ease of reference of any recommended works or actions that may require immediate and/or for future management of the trees provided in electronic PDF format.

To provide an updated indicatively plotted tree location plan of the trees identified within the tree survey schedule for ease of reference on or off site, provided in electronic PDF format.

For the sum of: £475.00 + VAT

We hope you find the above quotation to your satisfaction and ask that if you are accepting of the quotation please confirm this in written instruction

APPENDIX IV – PROJECT PLAN FOR GLEBE WOOD

As discussed and agreed on site with Sandy Williamson (Site Manager, South East) of the Woodland Trust (confirmed in emails dated 11 August 2015).

WORKS

- Undertake a minimum of 2 path cuts a year to ensure the footpaths are easily accessible
- Selective coppicing/felling of trees along the ride edges to create structural diversity and allow remaining trees room to grow to their full potential.
- Pruning of trees to 'lift crowns' and develop improved form
- Thinning trees in selected areas (particularly felling ash) to improve species diversity
- Cut back blackthorn & encroaching scrub in selected areas

NEW PROJECTS (NICE TO HAVES)

- Plant a small number of fruit trees
- Layer some of the hazel to form a hedge
- Also create a glade in the centre of the woodland.

All the other tasks are best undertaken in Autumn/Winter when the trees are dormant.

APPENDIX V – PARISH PLANNING APPLICATIONS

New applications (since last meeting)

17/01138/HOU (11th May) Bartletts Farm, Reading Road, Mattingley. Single Storey Side extension and internal works. *Parish Council response: no objection.*

17/01090/HOU (10th May) 18 Hound Green Close. Single storey side extension to form family room. *Parish Council response: no objection.*

17/00890/HOU (3rd May) Glenavon Hazeley Heath Hartley Wintney. Proposed change of use of existing garage into family room plus first floor extension. *Parish Council response: no objection.*

17/00910/LBC (18th April) Priors Farm, Reading Road, Mattingley. Rebuilding of collapsed Barn. *Parish Council response: no objection.*

Applications pending

17/00226/HOU & 17/00227/LBC (21 Feb 2017) (Revised drawings 10th March) Old School House, Hound Green. Front roof to be repaired due to age, leaks, lack of insulation and provide additional light to hallway; To remove existing tiles and ridges from roof area shown on the plan/sketch attached. To fix new breathable membrane and tile battens to rafters. Re-use existing tiles and ridges in good condition. Short fall replace with tiles to match existing. Fit three new roof windows to provide necessary light. Conservation officer objection to proposed rooflights, and insufficient information regarding roofing materials.

Heckfield application

7/01037/FUL Whitewater Nursery Hound Green. Erection of a timber clad office and staff amenities building, installation of an additional irrigation water tank and amended lorry access, turning and loading arrangement within the site.

Parish Council response: no objection. Note in Heckfield but the Parish Council was consulted directly by Hortus Loci.

APPENDIX VI.I – ACCOUNTS YEAR END 16/17

MATTINGLEY PARISH COUNCIL - INCOME 2016/17									
Balance brought forward 1st April 2016									£5,677.39
Date	Item	Paid via	Precept	Grants	S106	Land sale	VAT	Interest	Total Receipts
05/04/2016	Parish Precept		£8,100.00						£8,100.00
16/05/2016	VAT refund						£580.66		£580.66
14/07/2016	Fixed term deposit interest							£194.47	£194.47
01/08/2016	Land sale to Lanterns					£15,000.00			£15,000.00
2016/17	Bank interest 2016/17							£0.12	£0.12
2016/17	TOTALS		£8,100.00	£0.00	£0.00	£15,000.00	£580.66	£194.59	£23,875.25

£23,875.25

NOTE: Duplicate cheque of £15,000 for HG land sale was received and banked in error 16/11/2016, subsequently returned.

NOTE 2: £6,134 - worth of street furniture supplied by Hart to fulfil S106 allocation

RECEIPTS & PAYMENTS SUMMARY	
Bal brought forward 1st April 2016	£5,677.39
Plus income	£23,875.25
Plus bond matured from long term assets	£15,000.00
Minus expenditure	£14,218.98
Balance	£30,333.66
BANK RECONCILIATION	
Treasurers Account	£31,810.48
Bus 30-day notice at 9th November 2016	£101.22
plus income outstanding	£0.00
minus cheques not cleared	£1,578.04
Balance	£30,333.66

APPENDIX VI.II – ACCOUNTS YEAR END 16/17

MATTINGLEY PARISH COUNCIL - EXPENDURE 2016/17

Date	Chq Number	Supplier	Description	Salary	Expenses	Office Admin	Insurance	Audit	Subscriptions	Hall Hire	WW mag	Grants Donations	Footpaths	Bus shelters	Capital	VAT	TOTALS
18/04/2016	280	Y Heckfield MH	Hall hire 21/03/2016														
18/04/2016	281	Y R Darley	Salary/allowexp/April/														
			One Litter bin														
18/04/2016	282	Y HMRC	PAYE: April 2016														
18/04/2016	283	Y HALC	HALC NALC 2016/17														
18/04/2016	284	Y WhitewaterB Mag	Magazine insertion: April 2016														
18/04/2016	285	Y GreenFlints	Install 3 gates, 3 sllies & 6 springs														
16/05/2016	286	Y R Darley	Salary & allowances: May 2016														
16/05/2016	287	Y HMRC	PAYE: May 2016														
16/05/2016	288	Y R Darley	Expenses (mileage) May + stamps														
16/05/2016	289	Y Heckfield MH	Hall hire 18/04/2016														
16/05/2016	290	Y POGM	H Green Maint Feb/March/April														
16/05/2016	276	Y R Darley	CO cancelled (lost in transit)														
16/05/2016	291	Y R Darley	Replacement for CO 275														
16/05/2016	292	Y Bourtonstone (via DS)	3 Laseamax notices for bus shelters														
20/06/2016	270	Y Error Alstment	Bank error CO270														
20/06/2016	293	Y Heckfield MH	Hall hire 16/05/2016														
20/06/2016	294	Y R Darley	Salary & Allowance June 2016														
20/06/2016	295	Y HMRC	PAYE: June 2016														
20/06/2016	296	Y R Darley	Expenses June/2016														
	*	*	Binding minutes (4yrs) + stamps														
	*	*	Staples (RD)														
20/06/2016	297	Y Sainsburys (RD)	Parish Assembly expenses														
20/06/2016	298	Y Carney & Company	Insurance premium 2016/17														
20/06/2016	299	Y Charterlith (via BA)	Photocopy A2 maps														
20/06/2016	298	Y Longdown Gdn S	Strim footpaths/clear HoundGn ditch														
18/07/2016	300	Y Whitewater PTA	Grant towards Library Project														
18/07/2016	301	Y Heckfield MH	Hall Hire 20/06/2016														
18/07/2016	302	Y POGM	HoundG Maint May/ June														
18/07/2016	303	Y R Darley	Salary/allowances: July 2016														
18/07/2016	304	Y HMRC	PAYE: July 2016														
18/07/2016	305	Y Whitewater BM	July Insertion														
15/08/2016	306	Y Heckfield MH	Hall Hire 18/07/2016														
15/08/2016	307	Y POGM	Hound G Maint: July														
15/08/2016	308	Y R Darley	Salary/allowances August 2016														
15/08/2016	309	Y HMRC	PAYE: August 2016														
15/08/2016	310	Y R Darley	Expenses Jul/Aug (mileage)														
	*	*	Majestic Wine(RD)														
	*	*	Wiz Ink (RD)														
15/08/2016	311	Y CPRE	Printer ink														
15/08/2016	312	Y Viataprint (RD)	Annual subscription														
15/08/2016	313	Y Heckfield MH	Printing new business cards														
15/08/2016	314	Y POGM	Hall hire 15/8/2016														
15/08/2016	314	Y POGM	HoundG Maint August														
15/08/2016	315	Y BOO LLP	Audit Fee 2016														
28/09/2016	316	Y IFCO	Data Protection Renewal Fee														
28/09/2016	316	Y POGM	Salary/Allowances September														
30/09/2016	317	Y HMRC	PAYE: September														
17/10/2016	318	Y Heckfield MH	Hall Hire 19/09/2016														
17/10/2016	319	Y POGM	HoundG Maint September														
17/10/2016	320	Y Longdown Gdn S	HG Footbridge/Cut footpaths W End														
17/10/2016	321	Y R Darley	Admin Expenses: August/September														
31/10/2016	322	Y R Darley	October Net Salary/Allowances														
31/10/2016	323	Y HMRC	October PAYE														
31/10/2016	323	Y HMRC	Expenses October/November														
31/11/2016	324	Y Heckfield MH	Hall Hire 30/10/2016														
21/11/2016	326	Y POGM	Hound Green Maint October														
30/11/2016	327	Y R Darley	November Net Salary/Allowances														
30/11/2016	328	Y HMRC	November PAYE														
19/12/2016	329	Y Heckfield MH	Hall Hire Nov 2016														
19/12/2016	330	Y MacAfee (RD)	Ref MacAfee Virus Cover Charge														
19/12/2016	331	Y POGM	Hound Green Maint November														
19/12/2016	332	Y HCC	Refund/duplicated credit: HG Land Sale														
31/12/2016	333	Y R Darley	December Net Salary/Allowances														
31/12/2016	334	Y HMRC	December PAYE														
31/01/2017	335	Y R Darley	Admin expenses Nov-Jan														
16/01/2017	336	Y POGM	HoundG Maint December														
31/01/2017	337	Y R Darley	January Net Salary/Allowance														
31/01/2017	338	Y HMRC	January PAYE														
16/01/2017	339	Y HCC	Five Mapboards														
20/02/2017	340	Y Heckfield MH	Hall Hire Jan 2017														
20/02/2017	341	Y POGM	Hound Green Maint Jan 2017														
20/02/2017	342	Y Susan Turner	Salary Feb 2017														
20/03/2017	343	Y Heckfield MH	Hall Hire Feb/Mar 2017														
20/03/2017	344	Y POGM	Hound Green Maint Feb/Mar 2017														
20/03/2017	345	Y Susan Turner	Salary Mar 2017														
20/03/2017	346	Y Simon Mandry	Mole control 14 x mole/£10 each														
20/03/2017	347	Y Simon Wells	Mapboard staining														
TOTAL at 31st March 2016																	

APPENDIX VI.III – ACCOUNTS YEAR END 16/17

Mattingley Parish Council

2016 - 2017 Bank Reconciliation – AUDIT SHEET

Receipts and payments summary			
1	Balance Brought Forward from 1st April 2016	£5,677.39	
2	Plus Income 2016/17 to date	£23,875.25	
3	Plus bond maturing from long term assets	£15,000.00	
4	Less Expenditure 2016/17 to date	£14,218.98	
5	Balance to take over at 31st March 2017	£30,333.66	
Reconciliation			
6	Treasurers Account	£31,810.48	
7	Bus 30-day notice	£101.22	
8	TOTAL BANK ACCOUNTS	£31,911.70	
9	Plus Income outstanding	£0.00	
10	Less cheques to clear	£1,578.04	
11	Balance to take over at 31st March 2017	£30,333.66	
Notes			
Cheques to clear at Box 10 =			
	338 HMRC	£63.80	
	340 Heckfiled Village Hall Jan 2017	£33.00	
	342 Susan Turner - clerk salary Feb 2017	£315.62	
	343 Herckfiled Village Hall Feb/Mar	£66.00	
	344 PGGM Hound Green maintenance Feb 2017	£424.00	
	345 Susan Turner - clerk salary Mar 2017	£315.62	
	346 Robert Mandry Moles - 14 moles at £10 per mole	£140.00	
	347 Simon Wells - mapboard staining	£220.00	
		£1,578.04	

Signed:

Janice Hughes, Chairman 15th May 2017

Susan Turner, RFO 15th May 2017

APPENDIX VI.IV – ASSET REGISTER YEAR END 16/17

MATTINGLEY PARISH COUNCIL ASSET REGISTER 2016/17									
Acquisition date	Asset	Location	Purchase / build cost	Renovation cost	Audit Value March 2016	Acquisitions		Audit Value March 17	Sum Insured 17/18
						2014/18 capital	2016/17 capital		
LAND									
1990	Village Green	Hound Green	£8,000.00		£8,000.00			£8,000.00	
WAR MEMORIAL									
1950	Bus shelter memorial	Mattingley Green	NIK	2014 £0.00	£1.00			£1.00	£10,000.00
STREET FURNITURE									
January 2017	Mapboards x 6	HQ, HH	£1,948.00				£1,948.00	£1,948.00	£40,000.00
June 2010	Gate way Notice board	Hound Green	£2,000.00					£823.00	
June 2010	Picnic tables x 2	Hound Green	£1,200.00					£011.00	
June 2010	Benches x 2	Hound Green	£1,000.00					£210.00	
June 2010	Interpretation panel	HQ Gate way board	£823.00						£4,700.00
June 2010	Litter Bin (large black)	Hound Green	£011.00						£823.00
March 2017	Bin hex 0 hind hex 0	Hound Green	£210.00						£011.00
April 2010	Litter Bin (plastic)	Ref Alan	£135.00				£135.00	£135.00	£210.00
2013	Phone Box	Hound Green	£1.00		£1.00			£1.00	
1999/2000	Notice Board	Hound Green	£598.00		£251.25			£251.25	
1999/2000	Notice Board	Mattingley Green	£598.00		£251.25			£251.25	
1999/2000	Notice Board	Hazeley Heath	£598.00		£251.25			£251.25	
1999/2000	Notice Board	Hazeley Bottom	£598.00		£251.25			£251.25	
NAK	Bench	Church	NIK		£1.00			£1.00	
NAK	Bus Shelter	Hound Green	NIK		£1.00			£1.00	
NIK	Bus Shelter x2	Hazeley H x 2	NIK	2013 £020.00	£1.00			£1.00	
NIK	Bus Shelter	Hazeley Bottom	NIK		£1.00			£1.00	
GATES & FENCES									
March 2010	Stiles x3	FPs th	£750.00			£750.00		£750.00	
February 2010	Gates x9	FPs th	£2,231.00			£2,231.00		£2,231.00	
OUTDOOR EQUIPMENT									£728.14
2007/2008	Goal Posts	Hound Green	£280.00		£280.00			£280.00	
OFFICE EQUIPMENT									
Dec 2014	Laptop, printer	Clark's house	6430.45			6430.45		6430.45	
TOTALS					£9,291.00	£3,411.45	£2,083.00	£8,360.00	£21,130.11
					value as 16/10 audit				£21,130.11