

## Minutes of the Parish Council Meeting

Monday 20th April 2020, 7.30pm – remote meeting via Zoom

Participating: Parish Councillors Janice Hughes (Chairman), Keith Alderman,  
Guy Chessell, Jenny Roberts. Clerk Susan Turner.

**20.40 WELCOME & APOLOGIES** Apologies – Adam Knight, Douglas Wheeler

TO RECORD Thanks to Guy Chessell for hosting the meeting.

TO NOTE Legislation up to 3rd April 2020 has allowed only for meetings in person (as from the re-forming Local Government Act of 1894 when Parish Councils were created in England). This situation has been updated (temporarily) by regulation under the Coronavirus Act 2020 to allow for remote meetings – see **APPENDIX I.**

**20.41 MINUTES OF PREVIOUS MEETING** of 16th March, agreed.

**20.42 DECLARATIONS OF INTEREST** in items on the Agenda – none.

**20.43 UPDATE ON NEIGHBOURHOOD WATCH / CORONAVIRUS COMMUNICATION**

- i **Parish Council Notice** offering help and contact details for those isolating due to Coronavirus were distributed via Neighbourhood Watch mailings, on Mattingley Matters, noticeboards, website etc. **APPENDIX II.**

TO RECORD Appreciation and thanks to Leonard Crane for co-ordinating via his Neighbourhood Watch network.

- ii **Neighbourhood Watch / Police liaison** The Chairman reported that she is to take up a post as advertised via Neighbourhood Watch to work as liaison contact (once restrictions lifted) with the local Police, and noting and circulating all reported crime and incidents within our area.

**20.44 SID management proposal**

Reference last month's meeting of 16th March – Agenda item 20.36.ii. Proposal from Frazer Hamilton that he continues to manage the SIDs but requests from the Parish Council a £50 per month donation to local charity.

AGREED Unanimously to make the £50 per month donation to Hart Foodbank.

**20.45 PLOUGH LANE**

Reference last month's meeting of 16th March – Public session and Agenda item 20.31.ii. To consider:

- i **Local consultation** re road closure  
Councillor comments -  
- road closure unlikely to be possible unless Bramshill development goes ahead  
- consultation all local residents needed before Parish Council can consider road closure.
- ii **Road markings and signage .**

AGREED To liaise with Frazer Hamilton and apply to HCC for approval for SID locations in the 30mph section of Plough Lane. This would mostly be for data collection – before and after Covid 19 restrictions lifted – to help inform further measures.

Jenny Roberts will clear back vegetation obscuring 30mph signs. **APPENDIX III.I.**  
Email circulated re Community-funded initiative **APPENDIX III.II.**

For signature .....

**20.46 LENGTHSMAN TASKS**

- AGREED
- i Rights of Way – first cut for Glebe Wood & West End Farm – to schedule asap
  - ii Hound Green furniture - clean, treat and oil, as weather permits
  - iii Notice boards – as above.
  - iv To assess and report on steps to FP32 leading south from Hazeley Bottom road. Reference last month's meeting of 16th March, Agenda item 20.31.iv.

TO RECORD Thanks to Frazer Hamilton for cleaning and clearing vegetation from road signs.

ACTION All Councillors to report any further signs that could be cleared by Lengthsman.

ACTION Clerk to approach Merronbrook for maintenance work on bus shelters B3011 as they have previously undertaken.

**20.47 HOUND GREEN**

- i First cut – of all Green done on 3rd April
- ii. Some mole activity reported, Clerk has contacted contractor.
- iii Tree inspection – Peter Elliott will make an inspection of the trees w/c 20th April and provide quotation.

**20.48 INSURANCE**

ACTION To review. Present three-year tie-in (via Came & Co) with Inspire (AXA policy) ends 31st May 2020. Current premium £798.80 (including IPT).

**20.49 FINANCE**

- i. Payments for approval – none
- ii. Year end accounts circulated **APPENDIX IV.**
- iii. Internal Audit previously scheduled for May postponed, new date tba.

**20.50 FURTHER REPORTS / UPDATES**

- i Car parked at the top of Bottle Lane was reported to Police who noted that Hart now deal with abandoned vehicles. Hart say their vehicle recovery department is otherwise engaged and the vehicle will be recovered in due course. Noted that the car isn't generally in the way but will be obstruction for tractors.

- ii **Hazeley Heath** – Fire on Heath of 5th April.

Jenny Roberts reported (email) on 6th April that: 'It has covered about 25 hectares between Wedgewood and Crabtree Lodge. Sadly the main area for Dartford Warblers and the rare blue studded butterfly. There were nine engines in attendance. I was in my garden and ash was raining down on me.'

Clerk posted a note from RSPB on Mattingley Matters that:

'The RSPB would like to say how brilliant the fire service were in dealing with the blaze on Hazeley Heath and staying on site for 24 hours to keep it safe. But runners, walkers and cyclists are still trying to cross the burnt part of the Heath. RSPB are asking the public to avoid the fire-affected areas and also to be particularly mindful of sites where there still may be ground nesting birds. There remains a fire risk. If people do go to the Heath please keep to the main paths, keep dogs on a lead, and please to not smoke or light barbeques.'

Update Jenny Roberts noted that it is amazing how quickly the Heath is growing back. The cause of the fire isn't known. There are so many people from Hartley Wintney out on the Heath, runners, walkers, riders, someone with BBQ! But there are glass bottle on the Heath - which was used as a tip - has been know for fire to catch spontaneously. 'I walk around the Heath every day now - and can help keep an eye on.' The incidence of fly tipping was dealt with very quickly by Hart.

**iii Shoulder of Mutton**

Residents have reported concern that the car park is vulnerable to unwanted activity (young men in cars meeting at various times of the day or night for various lengths of time... they park up at the bottom of the car park (behind the silver Mercedes)).

Noted that the Police responded quickly to a 101 call but the cars had gone. The Police have agreed to drive past and keep an eye on the pub when they can and local residents doing the same.

Resident has contact pub owners Tavern Propco for more information regarding the future of the pub and to request a barrier across the car park driveway.

**iv Phone box** – Email report received from volunteers that a lot of work done but on hold during present lock-down.**20.51 NEXT MEETINGS**

Ref **Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020** – (as **APPENDIX I**).

TO NOTE that the Regulations do not cover the Annual Parish Assembly (normally held between 1st March and 1st of June inclusive) as it's not a Parish Council meeting. The Assembly cannot be held remotely so guidance pending as and when gatherings can take place again.

**Next Parish Council meetings** scheduled for Mondays 7.30pm on:

18th May (AGM), 15th June, 20th July 17th August, 21st September, 19th October, 16th November.

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

## APPENDIX I.I

*Annex A to letter to local councils from Paul Rowsell CBE, Head of the Governance Reform and Democracy Unit, Ministry of Housing, Communities and Local Government.*

6th April 2020

### **The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020**

**These regulations enable all local authority meetings to be held remotely, including allowing remote access by members of the public, and they remove the requirement for the annual meeting this year.**

The regulations are drafted very broadly, applying to different types of local authorities, and to different categories of meetings including annual meetings, cabinet and committee meetings.

Local authorities can decide not to hold the legally prescribed annual meeting.

**Where meetings are held, local authorities have the flexibility to hold them at any time of day and on any day, to alter how frequently they are held and to move or cancel them without further notice. Where a local authority does not hold an annual meeting, current appointments will continue until the next annual meeting of the authority or when the local authority determines.**

Meetings may be held remotely including via telephone conferencing, video conferencing, live webchat and live streaming. Remote attendance by members counts for other purposes such as the six month rule on attendance, and for allowances. Members of the public and press may also access meetings remotely rather than in person.

The regulations are not prescriptive about how local authorities may facilitate remote meetings or related matters such as voting and access to documents by members and the public. Different solutions will be appropriate in different localities and local authorities may make appropriate standing orders.

The regulations also enable Police and Crime Panels in England and Wales to take place remotely, allowing Police and Crime Panels to continue undertaking their statutory duties.

**The regulations came into force on 4 April 2020 and apply to meetings taking place before 7 May 2021.** We are able to legislate to bring forward this date if medical and scientific advice leads to the relaxation of social distancing rules.

You can find the regulations and supporting documents here on the legislation.gov website <http://www.legislation.gov.uk/uksi/2020/392/contents/made>

**APPENDIX I.II***ANNEX B***The Local Government and Police and Crime Commissioner (Coronavirus) (Postponement of Elections and Referendums) (England and Wales) Regulations 2020**

The Coronavirus Act 2020 postponed the scheduled local and mayoral elections and Police and Crime Commissioner elections due to take place on 7 May 2020 until 6 May 2021.

The regulations postpone to 6 May 2021 other polls, either scheduled or which would otherwise arise before that date, including local authority, mayoral and Greater London Authority by-elections, polls and referendums in England and by-elections for Police and Crime Commissioners in England and Wales.

Local and mayoral by-elections include to any county, district or London Borough Council, parish council, for a local authority directly elected mayor, a combined authority mayor, and for the Greater London Authority the Mayor of London or constituency member of the Greater London Assembly.

Other polls include local advisory polls, referendums on a local authority change of governance and neighbourhood planning referendums.

The regulations make other changes as a consequence of the postponement of polls. For example, to extend the period for collation of signatures on a governance referendum petition and to preserve the transitional election cycles set out in legislation following a local government electoral review or reorganisation of local government, such as in Buckinghamshire and Northamptonshire. Further regulations are to be made relating to the governance arrangements of the new Buckinghamshire Council and the shadow Northamptonshire authorities.

The regulations provide legal certainty for Returning Officers and ensure that they cannot be held criminally liable for any actions or omissions in relation to a poll that is scheduled to be held but not held. The regulations act retrospectively to cover polls that were required to be held, but were not held, in the period after 15 March 2020.

The regulations come into force on 7 April 2020 and apply to polls than would otherwise be scheduled between 15 March 2020 and 5 May 2021. We are able to legislate to bring forward this later date if medical and scientific advice leads to the relaxation of social distancing rules.

A further set of regulations on election-related matters will be made by the Cabinet Office.

You can find the regulations and supporting documents here on the legislation.gov website: <http://www.legislation.gov.uk/uksi/2020/395/contents/made>



**APPENDIX II**

## Help for those affected by Coronavirus

*Dear all*

This to confirm that the Parish Council is here to help anyone who is affected by the Coronavirus or is self isolating. We know that neighbours and friends are looking out for each other.

**But please let us know if you require assistance, be it shopping, a delivery or just a phone call.**

**And please shout if you know of anyone who needs help.**

We will all act within the government's recommended guidelines.

### **Please contact anyone from the Parish Council listed below**

Keith Alderman	07770 631 186	<a href="mailto:mattingley.councilloralderman@gmail.com">mattingley.councilloralderman@gmail.com</a>
Adam Knight	07500 863 866	<a href="mailto:mattingley.councillorknight@gmail.com">mattingley.councillorknight@gmail.com</a>
Guy Chessell	07802 882 038	<a href="mailto:mattingley.councillorchessell@gmail.com">mattingley.councillorchessell@gmail.com</a>
Susan Turner	07515 777 060	<a href="mailto:clerk.mattingley@parish.hants.gov.uk">clerk.mattingley@parish.hants.gov.uk</a>

### **APPENDIX III.I** Cleared 30pmh signs Plough Lane



## APPENDIX III.II COMMUNITY-FUNDED INITIATIVE

### COMMUNITY FUNDED TRAFFIC MEASURES

The County Council has introduced an initiative to provide an opportunity for Town and Parish Councils, along with local community groups, to be able to fund a range of traffic measures that fall outside the scope of County Council funding.

Ongoing reductions in highway funding have resulted in the County Council having to scale back some of the work previously delivered as part of the annual traffic management programmes. Limited budgets now mean Highway Authority funded traffic measures can only generally be considered at locations where accidents resulting in personal injury have occurred.

The County Council receives regular communication from Parish and Town Councils for measures that are not directly linked to safety. These may include measures aimed at lessening the impact of motorised traffic or changes intended to improve quality of place.

Measures such as village entry 'gates' or more decorative village place name signs can help visually enhance an entrance to a village. Informal 'courtesy crossings' for pedestrians can highlight the most suitable place at which to cross the road whilst traditional timber finger post signs can provide a more sympathetic choice to standard highway signage within rural villages. Works to de-clutter traffic signage or the installation of cast iron style decorative bollards are further examples of the changes that may be suitable. More complex schemes such as alterations to speed limits, the implementation of lorry controls and other vehicle movement restrictions are not to be included within the scope of the Community Funded Initiative. Such measures can have wider implications on surrounding areas and would require the making of legal Traffic Orders, a lengthy process that is relatively costly, with current County Council policy limiting such changes to those that address a proven safety problem. Traffic calming schemes would also fall outside the scope of the initiative for similar reasons.

Community groups, including Town and Parish Councils, who are interested in funding traffic measures for their local area should make initial contact with the Traffic Management team via [traffic.management@hants.gov.uk](mailto:traffic.management@hants.gov.uk). Engineers will be able to provide advice on the suitability of measures along with an estimate of costs. The suitability of any measures requested through this initiative will be considered in line with the Traffic Management Policy - <http://www3.hants.gov.uk/2014-traffic-management-policy.pdf>

The following are examples of the measures that could be considered as part of this initiative:

- Village entry 'Gateway' features
- Enhanced speed limit 'Gateway' signs
- Traffic signs and road markings
- Informal pedestrian crossing points
- Enhanced village nameplates
- Sign rationalisation and de-clutter
- School advisory 20mph speed limit signs
- Bollards/posts to prevent footway/verge overrun
- Electronic Speed Limit Reminder (SLR) signs
- Traditional finger-post signs
- Safety slogan wheelie bin stickers

**APPENDIX IV.I – YEAR END ACCOUNTS****MATTINGLEY PARISH COUNCIL - INCOME 2019/20 - YE**Balance brought forward 1st April 2019 £24,681.80

Date	Item	Precept	Grants	VAT	Interest	Total Receipts
15/04/19	Parish Precept	£9,740.00				£9,740.00
09/05/19	VAT reclaim 2017/Mar19			£3,177.53		£3,177.53
20/12/19	Grant Cllr Simpson		£545.00			£545.00
2019/20	Bank interest 2019/20				£304.33	£304.33
<b>TOTALS</b>		<b>£9,740.00</b>	<b>£545.00</b>	<b>£3,177.53</b>	<b>£304.33</b>	<b>£13,766.86</b>

£13,766.86**RECEIPTS & PAYMENTS SUMMARY**

Bal brought forward 1st April 2019	£24,681.80
Plus income	£13,766.86
Minus expenditure	£11,699.98
<b>Balance</b>	<b>£26,748.68</b>

april	£20.12	Oct	£25.61
May	£24.82	Nov	£25.72
June	£29.00	Dec	£24.59
July	£27.67	Jan	£24.97
Aug	£28.27	Feb	£24.06
Sept	£27.61	Mar	£21.89
		<b>Total</b>	<b>£304.33</b>

**BANK RECONCILIATION**

Club, charity, trust	£462.15
Bus instant access	£26,286.53
<b>TOTAL ACCOUNTS</b>	<b>£26,748.68</b>
<b>Balance</b>	<b>£26,748.68</b>

VAT owing 2019/20 £842.42**Club, Charity And Trust Account**Available funds: **£462.15**[Make a payment](#)[Make a transfer](#)

30-96-29, 00778969

[Close a mini statement](#)[Set up standing order](#)

Date	Description	In (£)	Out (£)
30 Mar 2020	The New Inn Heckfield MATTINGLEY PC		20.00

**Business Instant Access**[Make a payment](#)[Make a transfer](#)

30-96-29, 07266599

[Show IBAN / BIC](#)[Rename account](#)

Date	Description	Type	In (£)	Out (£)	Balance (£)
17 Mar 2020	TO Club, Charity And Trust Account 309629-00778969	TFR		500.00	<b>26,286.53</b>



## APPENDIX IV.II – YEAR END ACCOUNTS

### MATTINGLEY PARISH COUNCIL - EXPENDURE 2019/20 - YE

Date	Supplier	Description	Salary	Finance Admin	Expenses	Community/Donations	Info publication	Maintn Contract	Maintn General	Project	VAT	TOTALS
29/04/19	1 SO PGGM	Maint Contract April 2019						£228.33			£45.67	£274.00
29/04/19	2 SO New Inn	Meeting room April 2019		£20.00								£20.00
30/04/19	3 BACs Susan Turner	Salary April 2019	£319.50									£319.50
20/05/19	4 363 New Inn	Parish Assembly expenses			£123.83						£24.77	£148.60
29/05/19	5 SO PGGM	Maint Contract May 2019						£228.33			£45.67	£274.00
29/05/19	6 SO New Inn	Meeting room May 2019		£20.00								£20.00
29/05/19	7 BACs Susan Turner	Salary May 2019	£319.50									£319.50
30/05/19	8 BACs HALC	HALC /NALC 2019/20		£278.00								£278.00
30/05/19	9 BACs ST for Came & Co	PC Insurance 2019/20		£749.80								£749.80
30/05/19	10 BACs PGGM	Hound Green goal seeding							£60.00		£12.00	£72.00
28/06/19	11 SO PGGM	Maint Contract June 2019						£228.33			£45.67	£274.00
28/06/19	12 SO New Inn	Meeting room June 2019		£20.00								£20.00
28/06/19	13 BACs Susan Turner	Salary June 2019	£319.50									£319.50
28/06/19	14 BACs FH for FinePrint	FP maps/brochures - print					£391.00					£391.00
08/07/19	15 BACs WhiteWaterMag	July-HazeleyH & Vacancy					£45.00					£45.00
28/07/19	16 SO PGGM	Maint Contract July 2019						£228.33			£45.67	£274.00
28/07/19	17 SO New Inn	Meeting room July 2019		£20.00								£20.00
28/07/19	18 BACs Susan Turner	Salary July 2019	£319.50									£319.50
19/08/19	19 364c WVPS	Subs donation				£25.00						
19/08/19	20 365c WVPS	Subs donation				£150.00						£175.00
29/08/19	21 SO PGGM	Maint Contract Aug 2019						£228.33			£45.67	£274.00
29/08/19	22 SO New Inn	Meeting room Aug 2019		£20.00								£20.00
29/08/19	23 BACs Susan Turner	Salary Aug 2019	£319.50									£319.50
29/08/19	24 BACs ST for Live4Soccer	Goalposts and nets x 2 delivery								£458.33	£91.67	
		BACs ST for Live4Soccer								£59.95		£609.95
16/09/19	25 BACs WhiteWaterMag	Aug-SID-Fpmaps-HartLP					£45.00					£45.00
16/09/19	26 BACs WhiteWaterMag	FP leaflet insert					£50.00					£50.00
16/09/19	27 BACs FH for Office Outlet	Printing A3 FP maps					£10.00				£2.00	£12.00
16/09/19	28 BACs FH for ColourInk Ltd	Printing A3 FP maps					£10.00				£2.00	£12.00
27/09/19	29 DD ICO	Data protection register		£35.00								£35.00
22/01/00	30 BACs John K Murray	Internal audit		£95.00								£95.00
29/09/19	31 BACs Susan Turner	Salary Sept 2019	£319.50									£319.50
30/09/19	32 SO PGGM	Maint Contract Sept 2019						£228.33			£45.67	£274.00
30/09/19	33 SO New Inn	Meeting room Sept 2019		£20.00								£20.00
21/10/19	34 366c BR Poppy Appeal	Wreath				£25.00						£25.00
22/10/19	35 BACs Hart District Council	Uncontested election costs		£50.94							£5.39	£56.33
22/10/19	36 BACs ST for Mountan	Flowers for Mr Turner				£35.00						£35.00
28/10/19	37 BACs CD-Unicorn Restorations	Paint for phone box								£181.75	£35.15	£216.90
28/10/19	38 BACs Susan Turner	Salary Oct 2019	£319.50									£319.50
28/10/19	39 SO PGGM	Maint Contract Oct 2019						£228.33			£45.67	£274.00
28/10/19	40 SO New Inn	Meeting room Oct 2019		£20.00								£20.00
28/11/19	41 BACs Susan Turner	Salary Nov 2019	£319.50									£319.50
28/11/19	42 SO PGGM	Maint Contract Nov 2019						£228.33			£45.67	£274.00
28/11/19	43 SO New Inn	Meeting room Nov 2019		£20.00								£20.00
28/12/19	44 BACs Susan Turner	Salary Dec 2019	£319.50									£319.50
28/12/19	45 SO PGGM	Maint Contract Dec 2019						£228.33			£45.67	£274.00
28/12/19	46 SO New Inn	Meeting room Dec 2019		£20.00								£20.00
16/01/20	47 BACs PGGM	Goal Posts Hound Green								£545.00	£109.00	£654.00
28/01/20	48 BACs Susan Turner	Salary Jan 2020	£319.50									£319.50
28/01/20	49 SO PGGM	Maint Contract Jan 2020						£228.33			£45.67	£274.00
28/01/20	50 SO New Inn	Meeting roomJan 2020		£20.00								£20.00
24/02/20	51 BACs PGGM	Bus shelter - felt & batons							£62.00		£12.40	£74.40
28/02/20	52 BACs Susan Turner	Salary Feb 2020	£319.50									£319.50
28/02/20	53 SO PGGM	Maint Contract Feb 2020						£228.33			£45.67	£274.00
28/02/20	54 SO New Inn	Meeting room Feb 2020		£20.00								£20.00
15/03/220	55 BACs WhiteWaterMag	Dec-phonebox-vacancy					£45.00					£45.00
17/03/20	56 BACs Susan Turner	Salary Mar 2020	£319.50									£319.50
17/03/20	57 BACs Susan Turner	Salary Increase 2020	£189.00									£189.00
17/03/20	57 BACs Susan Turner	Allowable expenses			£324.00							£324.00
30/03/20	58 SO PGGM	Maint Contract Mar 2020						£228.33			£45.67	£274.00
30/03/20	59 SO New Inn	Meeting room Mar 2020		£20.00								£20.00
TOTALS			£4,023.00	£1,448.74	£447.83	£235.00	£596.00	£2,739.96	£122.00	£1,245.03	£842.42	£11,699.98