



# Minutes of the Parish Council Meeting

Monday 18th June 2018, 7.30pm Conference Room, New Inn

Present: Cllr Keith Alderman (Chairman), Cllrs Bob Aylmer, Adam Knight, David Sexton, Alan Woolford. Guests Ward Cllr Anne Crampton, Glenn Pacey (HCC), Shaun Dale (OpenReach), Frazer Hamilton. Clerk Susan Turner; Public 3

## 18.58 CHAIRMAN FOR THE MEETING

Agreed Keith Alderman to chair the meeting.

## 18.59 WELCOME & APOLOGIES Apologies Janice Hughes.

## 18.60 PUBLIC SESSION

### i Presentation Hampshire Superfast Broadband and BT Openreach

Glenn Pacey, Hampshire Superfast Broadband, Culture, Communities and Business Services; Shaun Dale, Programme Director, Openreach.

HEADLINE – All areas of Mattingley Parish to receive Superfast Broadband by end 2019 via Fibre to the Cabinet (FTTC) or Fibre to the Premises (FTTP) **SEE MAP AT APPENDIX I**. Provision to Hazeley (FTTC) live from 31st March 2018.

To receive updates on provision REGISTER ONLINE AT [www.hants.gov.uk/broadband](http://www.hants.gov.uk/broadband)

### 1 Background

Commercial provision of Superfast Broadband (SFBB) in Hampshire was 80% in 2012. This was comparable with national average of 66% due to population densities, SE relative affluence. Superfast is defined as over 24Mbps.

Government initiatives to extend SFBB coverage in Hampshire

Scheme 1 2013-2015 to achieve further 10% provision – total 90% households. Cost £11M and reached 64,500 people. Partnership Hampshire County Council with service provider OpenReach.

Scheme 2 To achieve further five per cent, reaching 95% by 2018. Procurement £16.5M (half funded by HCC – £9.2M). Achieved just over the five percent target.

Scheme 2 extension (2018-19) Savings from 2013-2015 scheme, plus funds from OpenReach from additional customer take-up, contributed to present scheme to fund further 2.4% by end 2019 – so total 97.4% coverage.

### 2 Present scheme in Mattingley

All Mattingley Parish to receive SFBB by end 2019 using a mixture of Fibre to Cabinet (FTTC) and fibre to premises (FTTP). Provision to Hazeley (FTTC) is already live as from 31st March 2018.

### 3 Remaining 2.6% without planned SFBB provision

For the remaining 2.6% there is no planned provision at present. Government thinking is that fibre is a productivity driver so further schemes are possible. In the meantime there is Government match-funding available up to £1,600 per property. Plus FTTP take-up by a small-to-medium-sized businesses will facilitate provision to so many households in the locality.

For signature .....

#### 4 FTTP/FTTC

FTTP is increasingly viable as costs of the technology reduce – and where cost of provision via cabinet is comparatively high. For properties fed directly from a BT exchange – likely to be rural, or originally rural communities – then FTTP is likely to be the most cost effective; this is also the case for more isolated households. FTTP BB speeds remain constant regardless of distance.

Where BT green cabinets are in place, fibre is fed to replacement larger cabinets with electricity provision (also housing back-up battery supply for approx two days). Broadband speeds then depend on distance from the cabinet – potentially 'superfast' within 1km (maybe 1,200 to 1,500m if lucky). Examples given – within 50-100m may get 80Mbps. Up to 2k, possibly get 10 and will depend on old wiring in place.

#### ii Questions

##### 1. Will fibre become obsolete?

**A.** Fibre potential use is 'limitless'. The technologies at either end will change. Satellite provision may be suitable for remote areas but the transmitters and receivers are expensive and then has to get to the internet. Can use 4G with extended aerial and amplifier – and 5G will be up to 1,000 x faster. But will still require fibre to download large amounts of data.

2. Power and back-up batteries are needed in new cabinets? Will premises with FTTP need back-up? Will internet alarm systems fail if there is a power cut?

**A.** FTTP has copper wiring within the cable for phone connection. If the phone is put onto fibre, yes, if there is a power cut will lose the phone, and so will need back-up. Re alarms, check with provider.

2. Is it best to register with HCC or Openreach and what can be achieved by this?

**A.** HCC ask people to register so we can inform them when new provisions go live. Service providers not likely to inform customers (as don't make so much money via upgrades). Parish Council can communicate... [www.hants.gov.uk/broadband](http://www.hants.gov.uk/broadband)  
For the 2.6% still without planned SFBB provision, provision is not demand-led as such, but registering enables people then be informed of any new development – and demonstrate levels of interest in any future scheme.

*Glenn and Shaun left the meeting with the thanks of the Parish Council.*

**18.61 MINUTES OF PREVIOUS MEETING** of 21st May 2018 agreed and signed.

**18.62 DECLARATIONS OF INTEREST** None

**18.63 HOUND GREEN**

**i Picnic and Games** Saturday 14th July 12.30 to 3.30pm.

PGGM will make extra cut in July as needed / weather etc.

AGREED To reimburse Leonard Crane for printing costs of posters and leaflets:

20 A4 posters printed onto 160gsm - £14.00 inc VAT

250 A5 flyers printed onto 160gsm - £44.00 inc VAT

Thanks to Leonard Crane and Committee for organising.

**ii Hound Green Close ditch crossing**

Awaiting estimate from PGGM.

**iii Glebe Wood**

PGGM to strim paths, estimated three hours (£60).

**iv Dragons teeth**

Supplier to wood-treat posts as stored outside.

AGREED Clerk to discuss with PGGM re taking delivery from Hurst, Wokingham.

For signature .....

**vi The Brook, Lanterns**

Conditions of the Land Registry Title transfer require the Brook to be kept clear.

**ACTION** Clerk to write to Lanterns requesting they clear the ditch citing environmental impact of the blocked ditch upstream.

**18.64 TRAFFIC & HIGHWAYS****i. Vicarage and Bottle Lane highway repairs**

Awaiting dates for road closure, previous estimate May. Update has been requested.

**ii. Children warning sign for Hound Green**

1. Planning enquiry submitted to Hart (advertisement consent).

2. Costs - TO AGREE

Reflective signs 610mm square, with graphics as per option 1 or 2, with radius corners, with channel

£85 + vat (each)

Fixings and back to back fixings for the above

£14 + vat (per set)

Posts with caps, and base plates

£60 + vat (each)

Total - SINGLE

£159 each

Total - DOUBLE – back to back

£244 each

2. Locations TO AGREE Potentially two signs on Reading Road, one on Vicarage Lane.

**ACTION** Clerk to circulate report re above.

**iii. SLR and SID**

**ACTION** Bob Aylmer and Frazer Hamilton to prepare paperwork to be signed at next meeting.

**iv. Footpaths**

Bob Aylmer has requested HCCCS (16th June) to investigate reported issues:

FP 21 through Aldermoor connecting B3349 with B3011 'It would appear a landowner is seeking to move the footpath and is in the process of putting up new fencing.'

FP 10 Also reported issue with rights of way for FP10 through Blue House farm, and

FP 8 (in Heckfield) which follows on from the FP through the nursery, but on the other side of the B3349.

FP 13 (north from Vicarage Lane Hound Green) A new boundary fence is reportedly not correctly positioned on the boundary and encroaching onto the footpath. (See *Further reports, Gencoe*).

**18.65 WAR MEMORIAL****i. Statutory power** The War Memorials (Local Authorities' Powers) Act 1923 c18

provides for a Parish Council to maintain, repair, protect – but not to move – a war memorial. (**SEE APPENDIX II**)

**ii. Planning** The Bus Shelter War Memorial is not listed but is in a Conservation Area. (The scheduled monument tag in that location on the Mattingley Green Conservation Area map refers to the milestone.)**iii. Funding – War Memorials Trust**

<http://www.warmemorials.org/funding/>

The War Memorials Trust provides funding for multiple aspects of War Memorial care but according to the website will only consider funding relocation if the memorial is at risk or inaccessible to the public. (**SEE APPENDIX II**)

**iv. Landowner consent** will be needed for any moved or replacement structure.**v. Consultation**

**ACTION** Bob Aylmer and Clerk to draft short article for Whitewater Benefic Magazine.

For signature .....

**18.66 FINANCE APPENDIX III****i Certificate of Exemption from External Audit 2017/18**

Form submitted to External Auditors PKF Littlejohn 11th June 2018.

**ii Internal audit 2017/18 – accounts with internal auditor.****iii Year End Accounts 2017/18 signed by Chairman and Clerk.****iv AGAR 2017/18 (Annual Governance and Accountability Return) Part 2 Section 1**  
Annual Governance Statements agreed. Signed by Chairman and Clerk.**v AGAR 2017/18 Part 2 Section 2 Accounting Statements confirmed. Signed by**  
Chairman and Clerk.**vi Payments 2018/19 agreed to date APPENDIX IV**Monthly standing orders

|            |                                 |         |
|------------|---------------------------------|---------|
| 30/04/2018 | PGGM Maintenance Contract April | £274.00 |
| 30/04/2018 | Clerk salary April              | £288.62 |
| 29/05/2018 | PGGM Maintenance Contract May   | £274.00 |
| 29/05/2018 | Clerk salary May 2018           | £319.50 |

BACs Payments

|  |                                   |         |
|--|-----------------------------------|---------|
| 20/05/2018   | Salary April increase to April SO | £30.88  |
| (Clerk's salary review Agreed 2017/18 increase to NALC payscale (SPC) 27 |                                   |         |
| (April 2018 award = £12.78 per hour x 25 hours per cal month = £319.50)  |                                   |         |
| 02/06/2018   | ST for Came & Co – insurance      | £665.07 |
| 19/06/2018   | New Inn venue x 6 Nov 17-June 18  | £160.00 |
| 19/06/2018   | Whitewater Mag March 2018 (HH)    | £45.00  |
| 19/06/2018   | HALC / NALC subs                  | £256.00 |

**18.67 PLANNING****i. Application for consideration**

18/01248/HOU (and 18/01249/LBC) 2-Shoulder Of Mutton Cottages, Hazeley Heath. Erection of a part single storey, part two storey rear extension, plus a new boundary fence and internal alterations, following the demolition of part of the building, a boundary wall & railings and an outbuilding. Case officer Aimee Harris, consultation to 15th July. *Parish Council response: no objection*

**ii. See APPENDIX V for all applications relating to the Parish.****18.68 HAZELEY HEATH**

David Sexton was unable to attend last meeting, Mike Coates will forward minutes.

**18.69 FURTHER REPORTS****i. Glencoe**

The grounds of Glencoe in Vicarage Lane have been cleared of mature trees and bushes, despite being breeding season for birds, and green waste burnt. Questions have been raised regarding the positioning of new boundary fencing.

Glencoe is not in a Conservation Area and none of the trees had preservation orders. The Wildlife & Countryside Act 1981 provides that... 'All birds, their nests and eggs are protected by law and it is thus an offence, with certain exceptions, to:

"Intentionally kill, injure or take any wild bird. Intentionally take, damage or destroy the nest of any wild bird while it is in use or being built." Enquires have revealed this offence to be difficult to prosecute (particularly after the event) as 'deliberate intent' has to be proved.

**18.70 NEXT MEETINGS**

16th July, 20th Aug, 17th Sept, 15th Oct, 19th Nov, 17th Dec  
(third Mondays in month)

*Meeting closed ..... 9pm*

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

## APPENDIX I – BROADBAND PRESENTATION

openreach

**Mattingley Parish Council**

Shaun Dale

[shaun.dale@openreach.co.uk](mailto:shaun.dale@openreach.co.uk)

June 2018

Glenn Pacey

[Glenn.pacey@hants.gov.uk](mailto:Glenn.pacey@hants.gov.uk)



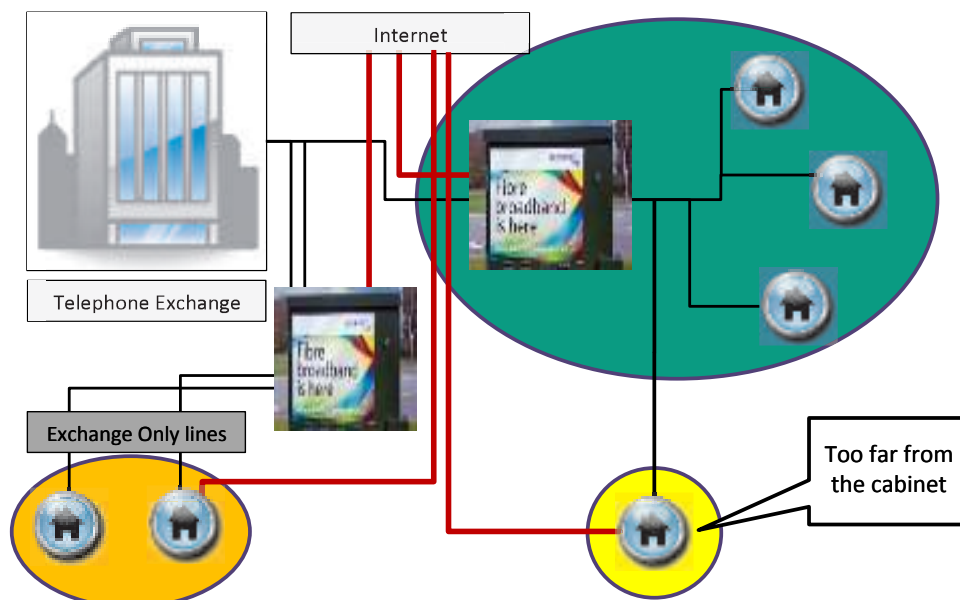
### Context Hampshire, DCMS and BDUK

- 90% Superfast by the end of 2016 (>24Mbps)
- 97.4% coverage by the end of 2019 (>24Mbps)
- Universal Service Commitment of 2Mbps
  - Better Basic Broadband Scheme
- Universal Service Obligation 10Mbps from 2020?
- £1m Community Match Funding Scheme
- Gap funding model

**APPENDIX I – BROADBAND PRESENTATION**

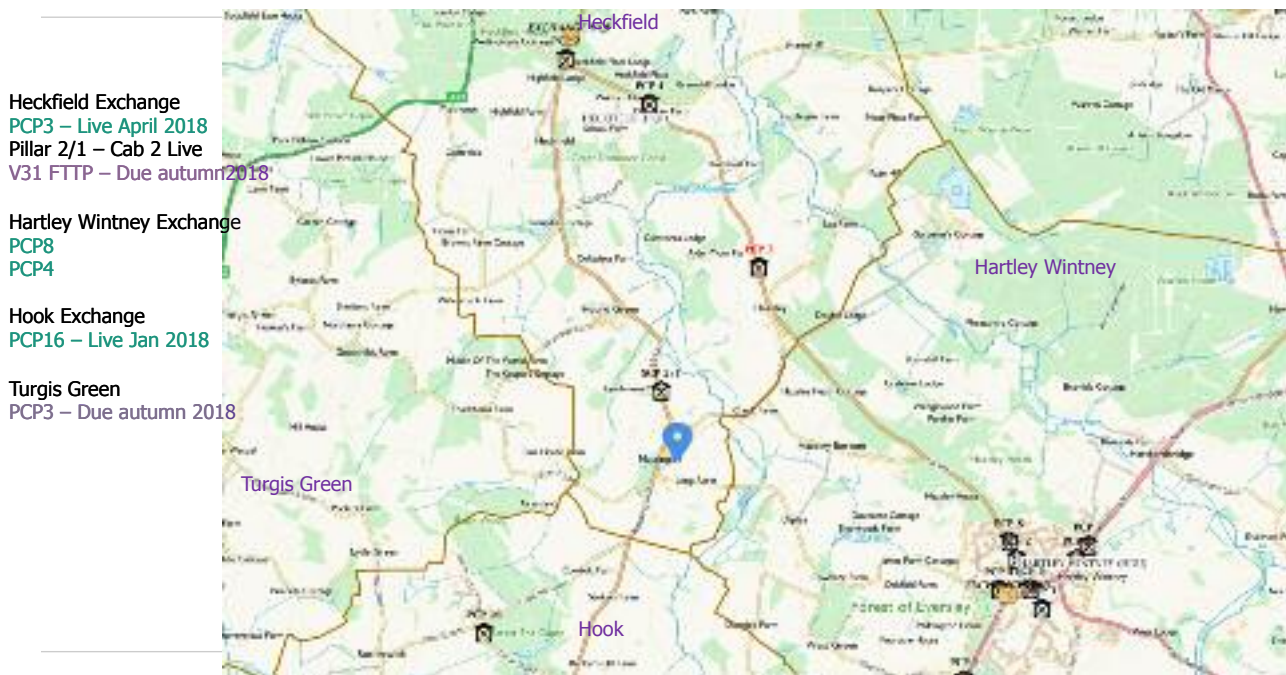
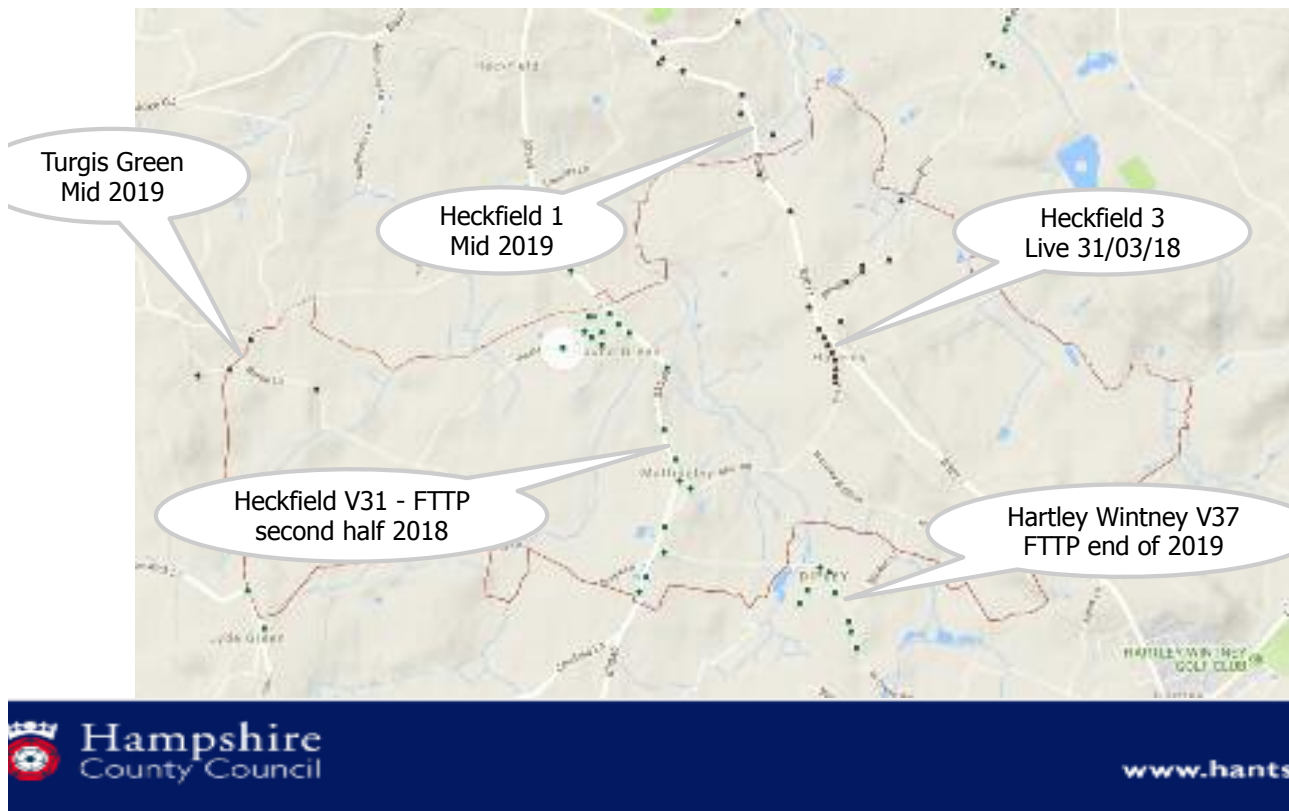
## Hampshire Programme

- Wave 1 - £11m
  - 64,500 premises upgraded 2013 - 2015
- Wave 2 - £18m (£9.2m from HCC)
  - 34,500 premises 2016 - 2018
- Wave 2 extension - £6.8m
  - 8,500 premises 2018 - 2019
- Community Match Funding Scheme
  - £1m match funding scheme





## APPENDIX I – BROADBAND PRESENTATION



APPENDIX I – BROADBAND PRESENTATION



FTTP Network Heckfield V31 covers around 140 premises

They are in the post codes shown  
(may not be every premise in each post code)

Network should be live by Autumn 2018

- RG27 0LB
- RG27 8LW
- RG27 8LQ
- RG27 8LG
- RG27 8LF
- RG27 8LE
- RG27 8LB
- RG27 8LA
- RG27 8JZ
- RG27 8JY
- RG27 8JU
- RG27 8JJ
- RG27 8TE

BT BROADBAND AVAILABILITY  
CHECKER

Address: CHURCH COTTAGE, MATTHEW GREEN, WITTINGTON, HORS, RG27 8LA on Coaches HECKFIELD is served by Coaches 3

| Available Premises | Downstream Line Rate (Mbps) | Upstream Line Rate (Mbps) | Downstream Range (Mbps) | Max FTTP Available Date |
|--------------------|-----------------------------|---------------------------|-------------------------|-------------------------|
| FTTP on Coaches    | 100                         | 50                        | —                       | Available               |
| ADSL Products      | Downstream Line Rate (Mbps) | Upstream Line Rate (Mbps) | Downstream Range (Mbps) | Availability Date       |
| ADSL 2+ 24         | Up to 24                    | —                         | 1 to 4                  | Available               |
| ADSL 2+ 24 24      | Up to 24                    | Up to 8                   | 1 to 4                  | Available               |
| ADSL Max           | Up to 24                    | —                         | 1 to 8                  | Available               |
| Other Offerings    | —                           | —                         | —                       | Availability Date       |
| VDSL Medium        | —                           | —                         | —                       | Available               |
| ADSL Fullcast      | —                           | —                         | —                       | Available               |

openreach

Enter your full landline or postcode

Address Check

RG27 8LA

Check on Coaches, Matthew Green, Wittington

Find out how your line is connected

These are the steps we take to get you online:

WE ARE EXPERTS IN SOLUTIONS

IN SCOPE

PLANNING

FIELD SURVEY

BUILD

CONNECT

REFRAME

SUPPLY AND INSTALL

For advice that can't wait, please call 0800 800 800. You can also contact us online at [www.openreach.co.uk](#). We'll get you online as fast as possible.

Get help with your broadband connection. Call 0800 800 800. We'll get you online as fast as possible.

[www.dslchecker.bt.com](http://www.dslchecker.bt.com)

[www.homeandbusiness.openreach.co.uk](http://www.homeandbusiness.openreach.co.uk)

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APPENDIX I – BROADBAND PRESENTATION

### Enter your full landline or postcode

Search

Please note that it can take two weeks after a cabinet goes live to appear as accepting orders on our map.

### Address Check

1, Ovington Down Cottages, Ovington

Go

Please select your address from the dropdown above.

#### Fibre Journey

WE ARE EXPLORING SOLUTIONS

IN SCOPE

DESIGN

FIELD SURVEY

BUILD

CONNECT

ACTIVATE

SUPERFAST ACCEPTING ORDERS

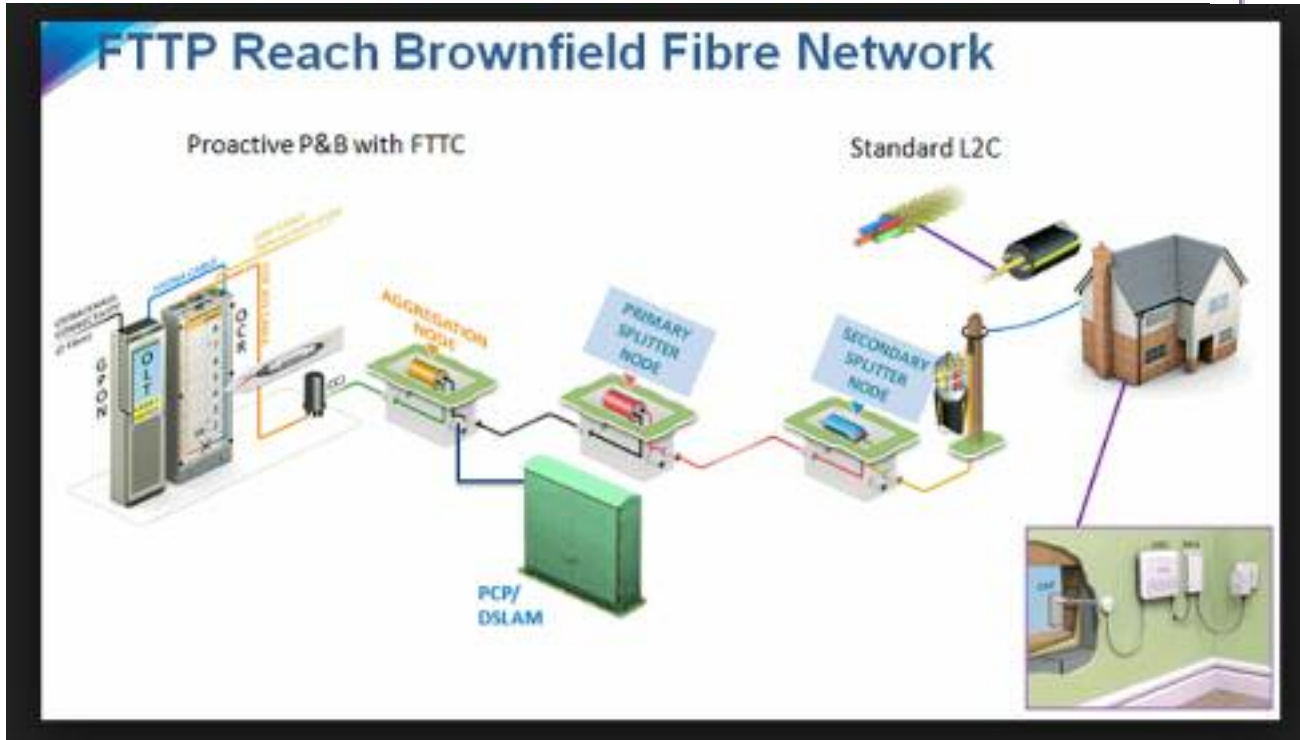
Your cabinet is enabled for Superfast fibre however you're not able to order fibre just yet.

This might be because the length of the line is too long to get Superfast speeds. We're actively looking at other options.

Exchange name: Alresford  
Exchange status: Fibre enabled  
Cabinet number: 2  
Technology: -

[www.homeandbusiness.openreach.co.uk](http://www.homeandbusiness.openreach.co.uk) 9

open



## APPENDIX II WAR MEMORIAL BUS SHELTER

WAR MEMORIALS (LOCAL AUTHORITIES' POWERS) ACT 1923 c18 provides:

S1. 'A local authority may incur reasonable expenditure in the maintenance, repair and protection of any war memorial within their district...'

S4. Definition: 'In this Act the expression "local authority" means the council of a county, borough, district or parish, and the parish meeting of a rural parish with no parish council.'

WAR MEMORIALS TRUST – WHAT WE CAN AND CANNOT FUND

3. What we can fund.

- 3.1 Best conservation practice
- 3.2 Professional assessments
- 3.3 Professional advice
- 3.4 Repairs
- 3.5 Cleaning
- 3.6 Replacements/reinstatement
- 3.7 Access
- 3.8 Physical additions

### **3.9 Relocation**

3.10 Works to, or additions/alterations to, names and inscriptions

### 3.9 RELOCATION

3.9.1 Relocation of war memorials should be a last resort as it is potentially damaging to the memorial and also removes the historic association of the memorial with its original location. Therefore, there are strict eligibility criteria for funding the relocation of war memorials. Only memorials that are at risk or completely inaccessible to the public can be considered for funding.

3.9.2 The relocation must be supported by evidence that the local community has been consulted and/or notified e.g. local newspaper article, public notices etc. At risk memorials are considered to be those threatened by confirmed redevelopment of land or buildings or in locations where they are being consistently vandalised or damaged.

Inaccessible memorials are considered to be those in storage or which cannot, under any circumstances, be visited rather than those in private companies or other buildings where an appointment is needed to access the memorial. It is unlikely War Memorials Trust would support relocation from a building before a decision is made about the long-term future of a building as it is generally safer to leave a memorial in situ than run the potential risks associated with relocation.

**APPENDIX III SIGNED AUDIT FORMS**

## Mattingley Parish Council

### 2017 - 2018 Bank Reconciliation – AUDIT SHEET

| Receipts and payments summary                                       |   |            |  |
|---|---|------------|--|
| 1   | Balance Brought Forward from 1st April 2017 | £30,333.66 |  |
| 2   | Plus Income 2017/18 to date                 | £16,441.75 |  |
| 4   | Less Expenditure 2016/17 to date            | £11,363.01 |  |
| 5   | Balance to take over                        | £35,412.40 |  |
| Reconciliation  |   |            |  |
| 6   | Treasurers Account                          | £2,609.23  |  |
| 7   | Bus 30-day notice                           | £31,808.00 |  |
| 8   | TOTAL BANK ACCOUNTS                         | £34,417.23 |  |
| 9   | Plus Income outstanding                     | £1,058.88  |  |
| 10  | plus 9p interest missing Dec16-Aug17        | £0.09      |  |
| 11  | Less expenditure not cleared                | £63.80     |  |
| 12  | Balance to take over                        | £35,412.40 |  |
| Notes   |   |            |  |
| At box 10 - 9p interest lost from TSB account statement - TSB error |   |            |  |
| Cheques to clear at Box 11 = 338 PAYE Jan17previousclerk            |   |            |  |
| Income outstanding box 12 = VAT reclaim 2017/18                     |   |            |  |

Signed:

Chairman ...

18th June 2018

Susan Turner, RFO .....

18th June 2018



## APPENDIX III SIGNED AUDIT FORMS

## Mattingley Parish Council

## 2017 - 2018 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<br>2016/2017 | Current Year<br>2017/2018 | Difference | Diff %  |
|----|---|----------------------------|---------------------------|------------|---------|
| 1  | Balance Brought Forward                 | £5,677.39                  | £30,333.66                | £24,656.27 | 434.29% |
| 2  | Annual Precept                          | £8,100.00                  | £8,100.00                 | £0.00      | 0.00%   |
| 3  | Total Other Receipts                    | £30,775.25                 | £8,341.75                 | £22,433.50 | 72.89%  |
| 4  | Staff Costs                             | £3,491.70                  | £3,463.44                 | £28.26     | 0.81%   |
| 5  | Loan interest/capital repayments        | £0.00                      | £0.00                     | £0.00      | 0.00%   |
| 6  | Total other payments (excl salaries)    | £10,727.28                 | £7,899.57                 | £2,827.71  | 26.36%  |
| 7  | Balance carried forward                 | £30,333.66                 | £35,412.40                | £5,078.74  | 16.74%  |
| 8  | Total cash and short term investments   | £30,333.66                 | £35,412.40                | £5,078.74  | 16.74%  |
| 9  | Total fixed assets and long term assets | £21,136.11                 | £21,183.05                | £46.94     | 0.22%   |
| 10 | Total borrowings                        | 0                          | 0                         | 0          | 0       |
| 11 | Trust funds                             | NA                         | NA                        | NA         | NA      |

## Box 3 Total other receipts

Explanation for variation of £22,433.50 = 72.89%

|   | 2016/17           | 2017/18          | Difference        |
|---|-------------------|------------------|-------------------|
| Land sale (small parcel of land from Hound Green) | £15,000.00        | £0.00            | £15,000.00        |
| Bond matured 2016/17                              | £15,194.47        | £0.00            | £15,194.47        |
| Hart S106 Countryside Access Allocation 17/18     | £0.00             | £6,288.00        | £6,288.00         |
| County Cllr devolved budget grant to SIDs 17/18   | £0.00             | £700.00          | £700.00           |
| PGGM refund - double payment - dragging HG        | £0.00             | £288.00          | £288.00           |
| VAT refund  | £580.66           | £1,058.66        | £478.22           |
| Bank interest                                     | £0.12             | £6.87            | £6.75             |
| <b>TOTAL</b>                                      | <b>£30,775.25</b> | <b>£8,341.75</b> | <b>£22,433.50</b> |

## Box 6 Total other payments (excl salaries)

Explanation for variation of £2,827.71 = 26.36%

|  | 2016/17           | 2017/18          | Difference       |
|--|-------------------|------------------|------------------|
| Clerk's allowance  | £324.00           | £324.00          | £0.00            |
| Expenses   | £194.70           | £0.00            | £194.70          |
| Finance / admin  | £1,847.12         | £1,471.20        | £375.92          |
| Community / donations  | £163.00           | £196.00          | £33.00           |
| Hound Green  | £3,426.58         | £3,287.96        | £138.62          |
| Other Maintenance  | £210.00           | £0.00            | £210.00          |
| Projects   |                   |                  |                  |
| Mapboards  | £220.00           | £0.00            | £220.00          |
| Hound Green track  | £0.00             | £1,575.00        | £1,575.00        |
| Countryside Access   | £1,200.00         | £0.00            | £1,200.00        |
| Capital (16/17 mapboards & bin; 17/18 noticeboard keys, loud hailer) | £2,083.00         | £46.94           | £2,036.06        |
| VAT  | £1,058.88         | £998.47          | £60.41           |
| <b>TOTAL</b>   | <b>£10,727.28</b> | <b>£7,899.57</b> | <b>£2,827.71</b> |

Signed:

Chairman.....

Date 18/6/2018 18th June 2018

Susan Turner, RFO

Date 18/06/18 18th June 2018

## APPENDIX III SIGNED AUDIT FORMS

### Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

MATTINGLEY PARISH COUNCIL

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 2018, 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.  | ✓      |    | prepared its accounting statements in accordance with the Accounts and Audit Regulations.   |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.  | ✓      |    | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.   |
| 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. | ✓      |    | has only done what it has the legal power to do and has complied with Proper Practices in doing so.   |
| 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.   | ✓      |    | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.   |
| 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.  | ✓      |    | considered and documented the financial and other risks it faces and dealt with them properly.  |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.  | ✓      |    | 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. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.  | ✓      |    | responded to matters brought to its attention by internal and external audit.   |
| 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.                                  | ✓      |    | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.   |
| 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   |
|   |        |    | has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.   |

This Annual Governance Statement is approved by this authority and recorded as minute reference:

18-66iv

dated

18/06/2018

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

Chairman

Clerk



# APPENDIX III SIGNED AUDIT FORMS

## Section 2 – Accounting Statements 2017/18 for

MATTINGLEY PARISH COUNCIL

|   | Year ending           |                       | Notes and guidance  |
|---|-----------------------|-----------------------|---|
|   | 31 March<br>2017<br>£ | 31 March<br>2018<br>£ |   |
| 1. Balances brought forward   | 5677                  | 30334                 | 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.  |
| 2. (+) Precept or Rates and Levies  | 8100                  | 8100                  | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.   |
| 3. (+) Total other receipts   | 30775                 | 8342                  | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.   |
| 4. (-) Staff costs  | 3492                  | 3463                  | 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. |
| 5. (-) Loan interest/capital repayments   | 0                     | 0                     | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).  |
| 6. (-) All other payments   | 10727                 | 7900                  | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).  |
| 7. (=) Balances carried forward   | 30334                 | 35412                 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).   |
| 8. Total value of cash and short term investments                                   | 30334                 | 35412                 | 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.                                     |
| 9. Total fixed assets plus long term investments and assets                         | 21126                 | 21183                 | 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.  |
| 10. Total borrowings  | 0                     | 0                     | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).  |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes                   | No                    | The Council acts as sole trustee for and is responsible for managing Trust funds or assets.   |
|   |                       | ✓                     | N.B. The figures in the accounting statements above do not include any Trust transactions.  |

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or property present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

18/06/2018

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

18/06/2018

and recorded as minute reference:

18.66 v

Signed by Chairman of the meeting where approval of the Accounting Statements is given

## APPENDIX IV – ACCOUNTS TO DATE 2018-19

### MATTINGLEY PARISH COUNCIL - INCOME 2018/19 - June 2018

Balance brought forward 1st April 2018

£35,412.40

| Date           | Item                  | Paid via | Precept          | Grants       | S106         | VAT          | Interest     | Total Receipts   |
|----------------|-----------------------|----------|------------------|--------------|--------------|--------------|--------------|------------------|
| 09/04/2018     | Parish Precept        |          | £8,870.00        |              |              |              |              | £8,870.00        |
| 2017/18        | Bank interest 2017/18 |          |                  |              |              |              | £4.69        | £4.69            |
| <b>2017/18</b> | <b>TOTALS</b>         |          | <b>£8,870.00</b> | <b>£0.00</b> | <b>£0.00</b> | <b>£0.00</b> | <b>£4.69</b> | <b>£8,874.69</b> |

£8,874.69

#### RECEIPTS & PAYMENTS SUMMARY

Bal brought forward 1st April 2018 £35,412.40  
 Plus income £8,874.69  
 Minus expenditure **£2,313.07**

*Balance*

£41,974.02

#### BANK RECONCILIATION

Club, charity, trust £3,296.16  
 Bus instant access £37,682.69  
 TOTAL ACCOUNTS £40,978.85

minus items not cleared **£63.80**  
 plus 9p interest missing Dec16-Aug17 £0.09  
 Plus income outstanding - VAT refund 2016/17 £1,058.88

*Balance*

£41,974.02

april £1.36 Dec  
 May £1.68 Jan  
 June £1.65 Feb  
 July  
 Aug  
 Sept  
 Oct  
 Nov

**TOTAL** £4.69

APPENDIX IV – ACCOUNTS TO DATE 2018-19

MATTINGLEY PARISH COUNCIL - EXPENDURE 2018/19 - June 2018

| Date       | Supplier              | Description                | Salary  | Finance Admin | Expenses | Comm-unity | Maintn HG | Maintn General | Projects | Capital | VAT    | TOTALS    |
|------------|-----------------------|----------------------------|---------|---------------|----------|------------|-----------|----------------|----------|---------|--------|-----------|
| 30/04/2018 | SO PGGM               | Maint Contract April 2018  |         |               |          |            |           |                |          |         |        |           |
| 30/04/2018 | SO Susan Turner       | Salary April 2018          | £288.62 |               |          |            | £228.33   |                |          |         | £45.67 | £274.00   |
| 20/05/2018 | BACs Susan Turner     | Salary April 2018 increase | £30.88  |               |          |            |           |                |          |         |        | £288.62   |
| 29/05/2018 | SO PGGM               | Maint Contract May 2018    |         |               |          |            |           |                |          |         |        | £30.88    |
| 20/05/2018 | SO Susan Turner       | Salary May 2018            | £319.50 |               |          |            | £228.33   |                |          |         | £45.67 | £274.00   |
| 02/06/2018 | BACs ST for Came & Co | PC Insurance 2018/19       |         | £665.07       |          |            |           |                |          |         |        | £319.50   |
| 19/06/2018 | BACs New Inn          | Venue Nov 17-June 2018     |         | £160.00       |          |            |           |                |          |         |        | £665.07   |
| 19/06/2018 | BACs HMR PCC          | WhiteWater Mag Mar 2018    |         |               |          | £45.00     |           |                |          |         |        | £160.00   |
| 19/06/2018 | BACs HALC             | HALC /NALC 2018/19         |         | £256.00       |          |            |           |                |          |         |        | £45.00    |
| TOTALS     |                       |                            | £639.00 | £1,081.07     | £0.00    | £45.00     | £456.66   | £0.00          | £0.00    | £0.00   | £91.34 | £2,313.07 |
|            |                       |                            |         |               |          |            |           |                |          |         |        | £2,313.07 |

Your accounts

Last login: 22 June '18 (2:50 PM)

Make a quick transfer

Mattingley Parish Council 0



Club,Charity  
And Trust  
Account

£3,296.16

30-96-29, 00778969

View a mini statement

Set up standing order



Business  
Instant  
Access

£37,682.69  
View full statement

30-96-29, 07266599

## APPENDIX V – PARISH PLANNING

### Applications for consideration

18/01248/HOU (and 18/01249/LBC) 2-Shoulder Of Mutton Cottages, Hazeley Heath. Erection of a part single storey, part two storey rear extension, plus a new boundary fence and internal alterations, following the demolition of part of the building, a boundary wall & railings and an outbuilding. Case officer Aimee Harris, consultation to 15th July

### Applications pending

18/00941/FUL (11 May) The Barns, Aldermoor Farm, Reading Road, Heckfield. Change of use from agricultural to residential (retrospective). *Parish Council response: No objection.*

18/00946/HOU (4 May) The Barns, Aldermoor Farm, Reading Road, Heckfield. Retrospective approval for single storey side extension. Single storey rear extension & front porch. *Parish Council response: No objection.*

### Applications decided since last meeting

18/00979/PRIOR (**Granted** 12th June, reg 04 May 2018) Lynchmere Cottage, Reading Road, Mattingley RG27 8JZ. Change of use of a building from agriculture use to a dwellinghouse (falling within use class C3) under Class Q(a), Part 3, Schedule 2 of the Town and County Planning (General Permitted Development) Order 2015 as amended in 2018 and Class Q(b) building operations necessary to convert the building.

18/00612/HOU and 18/00613/LBC (**Refuse** 22nd May, reg 28 March 2018) Bartletts Farm, Reading Road Mattingley. Single storey rear extension. Case officer Julia Taylor, consultation to 1st May

18/00426/HOU & 18/00427/LBC (**Granted** 15th June, reg 28 Feb) Yew Tree Cottage, Hazeley Heath, Hartley Wintney. Two storey rear extension, alterations to fenestration and new vehicular gate following demolition of modern single storey rear extension. *Parish Council response: no objection.*