

DOGMERSFIELD PARISH COUNCIL

Minutes of the Meeting Held at Dogmersfield Primary School 10th July 2017

Councillors present:

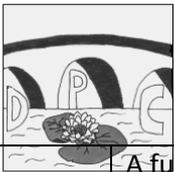
CLlr Geoff Beaven (GB)
CLlr Alastair Clark (AJC)
CLlr Graham Leach (GL)

Members of Public present:

M Morrison
E Waller
C Ward
K Crookes
C Waller
B White
D Simpson

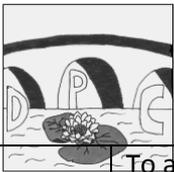
CLERK Claire Inglis (CI)

Agenda item 69/17	Welcome & Apologies for absence Apologies were received from Cllr Mike Ricketts and Cllr Jo Thomas	
Agenda item 70/17	Declaration of Interests – Current agenda None received	
Agenda item 71/17	Public Participation EW reported a dead tree on Pilcot Green South by the telephone kiosk. GB commented that he had only noticed this today and this would be monitored for H&S reasons. The most likely reason is a fungal infection much like the other trees that were removed. BW reported the road signs that had not been removed following fly tipping incident. DS requested details of location via email and he would forward this on to the relevant department to request removal.	CI
Agenda item 72/17	Approval of minutes of meeting held 12th June 2017 It was resolved that the minutes of the meeting held 12th June 2017 (55/17 to 68/17) be accepted as a true record and they were signed by GB (GB proposed, GL seconded and all were in favour). It was noted that the Chairman and Clerk Record of the minutes were accepted as a true reflection of the discussions of the meeting.	
Agenda item 73/17	Matters arising from minutes of meeting held 12th June 2017 <u>To include consideration of outstanding action list</u> HDC were contacted re giving out personal data but this was readily available on the DPC website. GB to engage CPT to replace post on Pilcot Green South on 13 th July visit. CI to complete staff appraisal form.	GB CI



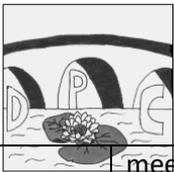
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	<p>A further resident has come forward to join the CBF management group. GB commented that there are still not enough members to make a quorum.</p>	CI																
<p>Agenda item 74/17</p>	<p>Clerk Vacancy</p> <p><u>To agree the recruitment timeline for Clerk/RFO role and to appoint a recruitment panel giving delegated authority to the panel to carry out interviews and to appoint a new Clerk</u></p> <p>The advert has been placed to recruit a replacement Clerk the deadline for submission is 31st July this will be supplemented by a letter issued to residents confirming the vacancies of Clerk and Councillor. This will not be a tight deadline depending on responses.</p> <p>Interviews could take place week commencing 3rd August to enable an appointment to be made with a September start date but the council must plan for a gap in this role. It was agreed to appoint AJC and GB to spearhead the recruitment process with the support of CI. If an appointment can be made this will be brought back to full Council to endorse any decision.</p> <p>It was resolved that AJC and GB would form the recruitment panel to run the process with the assistance of CI. The decision to appoint a new Clerk will be made by the Parish Council as a whole ex-committee and endorsed at a future meeting (AJC proposed, GB seconded and all were in favour)</p>																	
<p>Agenda item 75/17</p>	<p>Finance & Regulatory Matters</p> <p><u>To receive and approve financial statement of account from 1st – 30th June, confirm payments made in June and authorise any July payments including any requirement for budget virement</u></p> <p>Due to Dogmersfield Parish Council being a “gap” council in 2016/17 where income was greater than £25,000 the Annual audit fee will be greater than expected requiring a budget virement.</p> <p>Actual 16/17 was £155 The budget allowed for £160 The Internal Audit fee this year is £235, the External Audit Fee will be £200. Therefore a total virement is required of £275 suggested from Contingency.</p> <p>It was resolved to make a budget virement from Contingency to Audit of Accounts of £275 to cover the additional cost of Audit fees this financial year (AJC proposed, GL seconded and all others were in favour)</p> <p>It was resolved that the statement of accounts be accepted as a true and correct record and payments listed therein be confirmed (GB proposed, AJC seconded and all were in favour).</p> <p>It was resolved to authorise the payments listed below:</p> <table border="1" data-bbox="236 1832 1305 1966"> <thead> <tr> <th>Cheque no.</th> <th>Payee</th> <th>Payment for</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1032</td> <td>Claire Inglis</td> <td>July 2017 Clerk Salary</td> <td>£419.00</td> </tr> <tr> <td>1033</td> <td>Claire Inglis</td> <td>August 2017 Clerk Salary</td> <td>£419.00</td> </tr> <tr> <td>1034</td> <td>Claire Inglis</td> <td>Clerk Expenses</td> <td>£52.78</td> </tr> </tbody> </table> <p>(GB proposed, GL seconded and all others were in favour).</p>	Cheque no.	Payee	Payment for	Amount	1032	Claire Inglis	July 2017 Clerk Salary	£419.00	1033	Claire Inglis	August 2017 Clerk Salary	£419.00	1034	Claire Inglis	Clerk Expenses	£52.78	
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	<p><u>To approve to update the Bank mandate at Lloyds to remove current Clerk from administrative rights by end of August 2017</u></p> <p>The bank mandate will need to be updated to remove administrative rights of Clerk. Councillors agreed to process this following appointment of new Clerk in mid-September</p> <p>It was resolved to remove administrative rights from the DPC Lloyds bank account at a date to be confirmed following appointment of a new Clerk (GB proposed, GL seconded and all others were in favour).</p> <p><u>To receive any update on the external audit</u></p> <p>CI submitted the Annual Audit pack to BDO to arrive before 19th June. To date there is no news on progress.</p> <p>The notice to allow Exercise of Public Right to inspect the accounts was displayed as required from 15th June and will be removed on 26th July.</p> <p>CO would expect this to be completed soon but definitely before the 30th September.</p> <p><u>To consider whether any Grants should be made from the Community Benefit Fund prior to setting up of Management Group</u></p> <p>DPC require a decision to be made so that the Society can be notified in advance of this years' event.</p> <p>GB is not in favour. AJC commented he was not comfortable to set a precedent of spending the CBF in advance of the formation of a management group. GL considered that there are three groups in the village who contribute to village life and include the Horticultural Society, Friends of All Saints Church and Dogmersfield Events and therefore we would have to be even handed with all three. If we make a grant to one it would be very difficult to refuse others. These events should be self-funding. AJC also considered that there had been no consultation of residents possible at an APA but even then not all the village is represented.</p> <p>It was agreed to decline to make a contribution this year as per the reasons cited and any CBF group will determine any future grant requests.</p>	<p>CI</p> <p>CI</p>
<p>Agenda item 76/17</p>	<p>Planning</p> <p><u>To report on current planning applications and confirmation of Parish Council responses</u></p> <p>A large number of applications in the planning report are still dealing with the clearance of conditions associated with permissions already granted.</p> <p><u>Current Planning Applications</u></p> <p>16/01651/OUT Netherhouse Copse – An outline application for 423 new houses in Hitches Lane. As already reported the developer has appealed against the Council's 'non determination' of this application and the appeal will take the form of a public enquiry which commences on the 18th July 2017. DPC have declined to speak at the public hearing.</p> <p>17/00772/FUL Church Lane - This is a full application for approval of 3 new houses in Church Lane with slightly different design details. A full report was made at the last</p>	



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meeting. Although no decision is reported on the Hart website construction work has recommenced with detail finishes similar to those in this application. Revised drawings have also been submitted showing only very minor changes to the pattern of the windows. This all suggests that Hart have ignored or are about to ignore the concerns expressed by DPC.

17/01098/PREAPP Rye Common Lane – seeking guidance on a scheme to build a battery based energy storage facility on a green field site off Rye Common Lane. Exceptionally the Parish Council has submitted comments to HDC but there is nothing further to report at this time.

17/01219/FUL Chatter Alley – This is the expected application to build 6 new houses in Chatter Alley. HDC initially failed to put some of the supporting documents on their website but this has been corrected. These included the Heritage statement, drainage assessment and the traffic assessment. These supporting documents contained a number of inaccurate statements or misleading claims and they deliberately played down the problems associated with development of the site. The Parish Council objection to the application focused mainly on the damage the development would cause to the Conservation Area but also tried to highlight all of the other implications such as parking, drainage and disruption to school operation.

There are 78 objections with most from residents and parents of children attending the primary school. We understand that the landowners have now withdrawn permission to use the site for occasional parking whatever the outcome of the application. Highways are recommending that changes to the calming measures are needed to reduce parking in Chatter Alley as the current parking arrangements will reduce visibility for those exiting the site.

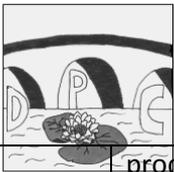
KC was asked whether a site visit was likely to take place by planning officers to assess this site for development. This would be a meaningless visit if carried out during the summer holidays when the true impact of the traffic on Chatter Alley cannot be witnessed. A resident suggested that this take place during school drop off or pick up times. KC Confirmed that a site visit would take place and that he would pass on these concerns. No date has been set for determination of this proposal.

17/01399/HOU Forge Cottage – This recent application covers extensions to the side and rear of this locally listed building. The Parish Council has submitted no objections.

17/01286/HOU Forge Cottage – This recent application proposed a double garage in the garden of this locally listed building. An earlier application for a carport in a similar but not exactly the same position was refused permission. The application lacked information about the size of the garage relative to the existing building and the level of visibility from the driveway. Both of these issues were concerns for both the Parish Council and other consultees with the earlier application. The Parish Council has objected as it was unable to fully assess the application.

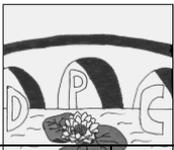
Neighbourhood Plan Update – including confirmation of Grant application

The SG held a further meeting this evening where they were told that their Working Group has met recently to kick start the work of the Sub Groups that were set up in response to recommendations in the draft Vision Note. These Sub Groups will generate information that will form part of the evidence base to support the plan. A target of



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	<p>producing first draft reports by early September has been set.</p> <p>The SG resolved that the final version of the Vision Note should be released in the public domain via the Parish Council website.</p> <p>CI has submitted a new grant application for £5,285. This being the outstanding balance of total grant available and must be expended by the end of March 2018.</p> <p>RCOH have provided an updated project plan that showed a draft plan could be submitted to HDC in early 2018.</p> <p>Currently it seems unlikely that an Environmental Assessment will be needed.</p> <p>The Steering Group resolved that the DPC should be asked to engage consultants RCOH to provide consultancy support as described in their updated project plan (dated 19/06/17) with a LOL not exceeding £7000. It is expected that the actual LOL be subject to negotiation with RCOH.</p> <p>KC asked if feedback had been obtained from any consultation on progress so far. GB responded that this is not ready for the public yet as it needs greater depth. A redrafted document will then be made available in due course.</p> <p>AJC asked if printing costs of final documents had been included in the breakdown of costs? GB confirmed at this stage they had not but that he considers savings may be made and also should there be a requirement for an SEA such costs would have to be met out of the earmarked Precept of £2,000.</p> <p>It was resolved to issue a purchase order with a Limit of Liability to RCOH Ltd subject to receipt of the additional grant for consultancy support of the Neighbourhood Plan not exceeding £7,000 (GB proposed, GL seconded and all others were in favour).</p>	<p>CI</p> <p>CI</p> <p>CI</p>
<p>Agenda item 77/17</p>	<p>Environment and Rights of Way</p> <p><u>To authorise the Lengthsman Lead/ Associate agreement and Chairman and Clerk to sign and to agree date for second Lengthsman visit works</u></p> <p>It was resolved to authorise the Chairman and Clerk to sign the Lead/ Associate Lengthsman agreement incorporating overwrite of obvious typographical errors (GB proposed, AJC seconded and all others were in favour).</p> <p><u>To discuss and confirm works for Community Payback Team on 13th July and attendance by DPC</u></p> <p>CPT team is due to visit Thursday and requires Councillor support. GB is able to attend. CI has notified the service that work will involve Balsam pulling and PGN tidy up.</p> <p><u>To report on progress of Community Benefit Fund Management Group</u> As reported above a resident has come forward to join the CBF Management group.</p>	<p>CI/GB</p>



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Agenda item 78/17	<p><u>Highways</u></p> <p>To report any updates on Highways matters</p> <p>AJC reported that patching works to the road surface closed Pilcot Bridge for a short while and other areas in the village have been addressed.</p> <p>AJC also reported that the canal towpath is likely to open in the near future as the works to the landslip are completed. The canal will then re-open to navigation.</p>	
Agenda item 79/17	<p>Other matters to report</p> <p>(i) Community Liaison</p> <p>(ii) Training – A new Clerk will have training needs</p> <p>(iii) Website update – Vision Note for NHPSG when ready</p> <p>(iv) Newsletter update – GB to draft letter to residents</p>	
80/17	Crime and Disorder Act, section 17	
81/17	Next meeting date – September 11th	
82/17	<p>Information sharing</p> <p>Meeting closed at 9.01pm</p>	

Signed.....
Chairman

Date.....

Abbreviations	In place of	Abbreviations	In place of
DPC	Dogmersfield Parish Council	HCC	Hampshire County Council
HDC	Hart District Council	NHP(SG)	Neighbourhood Plan (Steering Group)
HH	Hampshire Highways	CPT	Community Payback Team
HCC	Hampshire County Council	APA	Annual Parish Assembly
HALC	Hampshire Assoc.of Local Councils	CBF	Community Benefit Fund
PGN /PGS	Pilcot Green North / South		