



# DOGMERSFIELD PARISH COUNCIL

## NOTICE OF MEETING

To be held on  
**Monday 13<sup>th</sup> June 2016**  
**7.30 pm**  
**Dogmersfield Primary School**

### AGENDA

1	<p><b>Welcome &amp; Apologies for absence</b></p> <p>Please note that a member of the public or person attending the Council meeting may record the meeting. Please make the Chairman and the Clerk aware of any intention to record the meeting before it commences.</p>	
2	Declaration of Interests – Current agenda	
3	Public Participation	
4	Approval of minutes of Annual General meeting held 9 <sup>th</sup> May 2016	Appendix 1
5	<p>Matters arising from AGM minutes of 9<sup>th</sup> May 2016</p> <ul style="list-style-type: none"> <li>To include consideration of outstanding action list</li> </ul>	
6	<p>Policy Review &amp; Agree timetable for Employee Appraisal Process</p> <ul style="list-style-type: none"> <li>To confirm review of DPC Grievance Policy and Disciplinary Procedure and acceptance of documents as the agreed working policy.</li> <li>To agree timetable and members to carry our Performance Review of employee.</li> </ul>	Appendix 2
7	<p>Finance &amp; Regulatory Matters</p> <ul style="list-style-type: none"> <li>To receive and approve financial statement of account from 1<sup>st</sup> – 31<sup>st</sup> May, confirm payments made in May and authorise any payments now due.</li> <li>To receive and approve Internal Audit report</li> <li>To receive the Annual Return and approve for submission to external auditor</li> </ul>	RFO Appendix 3
8	<p>Document Adoption</p> <ul style="list-style-type: none"> <li>Standing Orders</li> <li>Financial Regulations</li> <li>Data Protection Protocol – July Agenda</li> <li>Neighbourhood Plan Steering Group (NHPSG) TORs – July Agenda</li> </ul>	
9	<p>Planning</p> <ul style="list-style-type: none"> <li>To report on current planning applications and confirmation of Parish Council responses</li> <li>Neighbourhood Plan Update</li> </ul> <p>To report on progress of Grant applications and receipt of HDC NHP grant</p> <p>To confirm engagement of consultants to support the drawing up of the NHP</p> <ul style="list-style-type: none"> <li>To agree how to proceed in discussions with Anesco re Community Benefit Agreement</li> </ul>	
10	<p>Environment and Rights of Way</p> <ul style="list-style-type: none"> <li>To report on progress from current month visit by Community Payback Team and confirm dates for future visits 24<sup>th</sup> June &amp; 8<sup>th</sup> July and work to be carried out</li> </ul>	



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	<ul style="list-style-type: none"> <li>To confirm project work timeline for footpaths in village</li> <li>To agree a future Volunteer Day</li> </ul>	
11	Highways <ul style="list-style-type: none"> <li>To report any updates on Highways matters</li> </ul>	
12	Other matters to report <ul style="list-style-type: none"> <li>(i) Community Liaison</li> <li>(ii) Training – Confirm enforcement training expenditure</li> <li>(iii) Website update</li> <li>(iv) Newsletter update</li> </ul>	
13	Crime and Disorder Act, section 17	
14	Next meeting date – July 11 <sup>th</sup>	
15	Information sharing	

## Notes and Appendices

### Appendix 1 - Proposed resolution subject to discussion

It was resolved that the minutes of the AGM held 9<sup>th</sup> May 2016 (50/16 to 62/16) be accepted as a true record and they were signed by the Chairperson.

Proposed	Seconded	Against	Abstain	All in favour
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### Appendix 2 – Proposed resolution subject to discussion

It was resolved that the DPC Grievance Policy and Disciplinary Policy be re-adopted as the agreed working policies.

Proposed	Seconded	Against	Abstain	All in favour
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### Appendix 3 – Proposed resolution subject to discussion

- (i) It was resolved that the statement of accounts be accepted as true and correct and payments therein listed be confirmed.

Proposed	Seconded	Against	Abstain	All in favour
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- (ii) The payments listed below are due/or will fall due for payment or for consideration for payment as required:

- a) June 2016 Clerk Salary payment £409 due 20<sup>th</sup> of month
- b) Getmapping Plc - Parish Online Subscription £33.60 (Net as per budget £28)
- c) Church Crookham Parish Council meeting room hire £9 Vortal
- d) Goslings – Verge Clearance visit one £408
- e) Community Payback Team £75 for 20<sup>th</sup> May visit
- f) Do The Numbers Internal audit fee £155
- g) Expenses incurred for CPT general costs £TBC

Proposed	Seconded	Against	Abstain	All in favour
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(iii) It was resolved that the Internal Audit report be accepted and approved and matters raised set in place with immediate effect.

Proposed	Seconded	Against	Abstain	All in favour
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(iv) It was resolved that the Annual Return 15/16 be approved and submitted to external auditor BDO

Proposed	Seconded	Against	Abstain	All in favour
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**Dogmersfield Parish Council Finance Report  
as at 31st May 2016**

<b>Bank Reconciliation</b>	
<b>Opening Cashbook Balance at 1st April 2016</b>	<b>6,588.10</b>
<b>Add</b>	
Total Cashbook Receipts YTD 2016/17	9,481.00
<b>Less</b>	
Total Cashbook Payments YTD 2016/17	(2,578.59)
<b>VAT adjustment</b>	
<b>ADD</b> VAT refunded YTD on prior year expenditure	-
<b>LESS</b> VAT paid YTD on expenditure	(235.08)
<b>Credit Balance in Cashbook after VAT adjustment</b>	<b><u>13,255.43</u></b>
<b>Actual Bank Balance as per Bank Statement dated 31st May 2016</b>	<b><u>13,740.86</u></b>
<b>Difference to Reconcile</b>	<b><u>485.43</u></b>
<b>Unpresented Cheques</b>	
Chq 968	332.00
Chq 970	63.43
Chq 975	36.00
Chq 976	54.00
	<b><u>485.43</u></b>

<b>CASHBOOK ENTRIES IN MONTH</b>							
Cheque number	Date	Received From/ Payable to	Details	Receipts		Payments	
				Net Amount	VAT	Net Amount	VAT
<b>May 2016</b>							
968	13/05/2016	HALC	HR Consultancy Fee 16/17	-	-	150.00	30.00
968	13/05/2016	HALC	HALC Affiliation Fee 16/17	-	-	137.00	-
968	13/05/2016	HALC	NALC Levy 16/17	-	-	15.00	-
969	13/05/2016	Claire Inglis	Expenses	-	-	39.93	1.42
969	13/05/2016	Claire Inglis	Expenses	-	-	5.00	1.00
969	13/05/2016	Claire Inglis	Expenses	-	-	42.30	1.70
970	13/05/2016	Auriol Wines	APA Refreshments	-	-	52.87	10.56
971	13/05/2016	Lotus Landscapes	Tree Work PGS	-	-	892.00	178.40
972	13/05/2016	Came & Company	Insurance 16/17	-	-	276.49	-
973	13/05/2016	Moneysoft Ltd	Payroll Licence 16/17	-	-	60.00	12.00
974	20/05/2016	Claire Inglis	Clerk Salary May 2016	-	-	409.00	-
975	13/05/2016	CPRE	Subscription 16/17	-	-	36.00	-
976	13/05/2016	HIWWT	Subscription 16/17	-	-	54.00	-
<b>Total Receipts &amp; Payments in Month</b>				-	-	<b>2,169.59</b>	<b>235.08</b>
<b>Total Receipts &amp; Payments YTD</b>				<b>9,481.00</b>	-	<b>2,578.59</b>	<b>235.08</b>

## Dogmersfield Parish Council

### Expenditure Analysis at 31st May 2016

Budget Area	Budget 2016/17	Expenditure May 2016	Expenditure YTD	Budget Virement in Year	Budget Balance as at 31st May 2016	Percentage Budget Spent	Analysis of Unbudgeted Expenditure	Committed Expenditure
<b>Internal operations</b>								
Parish Clerk	4,908.00	409.00	818.00		4,090.00	16.67%		
Subscriptions	700.00	452.00	452.00		248.00	64.57%		
Meeting costs	442.00	52.87	52.87		389.13	11.96%		
Training	250.00	39.93	39.93		210.07	15.97%		
Admin consumables	300.00	5.00	5.00		295.00	1.67%		
IT Upgrade	500.00	0.00	0.00		500.00	0.00%		
Website	150.00	0.00	0.00		150.00	0.00%		
Parish insurance	300.00	276.49	276.49		23.51	92.16%		
Audit of accounts	150.00	0.00	0.00		150.00	0.00%		
Election contingency	1,200.00	0.00	0.00		1,200.00	0.00%		
<b>Total Internal Operation Budget 2016/17</b>	<b>8,900.00</b>	<b>1,235.29</b>	<b>1,644.29</b>	<b>0.00</b>	<b>7,255.71</b>	<b>18.48%</b>		
<b>Service delivery</b>								
Village maintenance	2,845.00	934.30	934.30		1,910.70	32.84%		£ 800.00
Lengthsman Costs	1,000.00	0.00	0.00		1,000.00	0.00%		
Neighbourhood Plan	500.00	0.00	0.00		500.00	0.00%		
Project work to benefit the community	500.00	0.00	0.00		500.00	0.00%		
<b>Total Service Delivery Budget 2016/17</b>	<b>4,845.00</b>	<b>934.30</b>	<b>934.30</b>	<b>0.00</b>	<b>3,910.70</b>	<b>19.28%</b>		
<b>Budget Contingency 2016/17</b>								
Contingency	500.00		0.00		500.00	0.00%		
<b>Total Budget Expenditure 2016/17</b>	<b>14,245.00</b>	<b>2,169.59</b>	<b>2,578.59</b>	<b>0.00</b>	<b>11,666.41</b>	<b>18.10%</b>		

Please note that committed expenditure relates to items of expenditure resolved at council and/or contract placed

£650 Chicane work and repair to fence

£150 CPT visits 2 to date

## DOGMERSFIELD PARISH COUNCIL PLANNING APPLICATIONS RECEIVED AND STATUS REPORT

Application No	Date Valid	Date Due	Description	HDC Status	DPC Status
16/01317/FUL	Tue 24 May 2016	Thu 23 Jun 2016	<b>Ormersfield Lodge Church Lane Dogmersfield Hook Hampshire RG27 8TA</b> Replacement domestic stables on Land at Ormersfield Lodge	Registered	
16/00857/EIA	Tue 05 Apr 2016	Mon 09 May 2016	<b>Pale Lane Farm Pale Lane Hartley Wintney Hook Hampshire RG27 8BA</b> Environmental Impact Assessment Scoping Report under Regulation 13 the 2011 EIA Regulations (as amended 2015) for a development of approximately 700 dwellings, a 2 form entry primary school, a local community centre, approximately 15ha of Suitable Alternative Natural Greenspace (SANG) along with associated infrastructure such as roads, footpaths and cycle ways, public open space, drainage etc to serve the development.	Registered	Commented
16/00756/PREAPP	Wed 23 Mar 2016	Not Available	<b>Peasmoor House Church Lane Dogmersfield Hook Hampshire RG27 8TA</b> Hard surfaced tennis court with surround fencing with the garden of Peasmoor House. Is a Planning Application required.	Opinion Issued	No Response
16/00708/PREAPP	Wed 23 Mar 2016	Mon 09 May 2016	<b>Schoolfield Corner Church Lane Dogmersfield Hook Hampshire</b> Meeting to discuss proposed 4no. new dwellings.	Opinion Issued	Attended
16/00648/FUL	Mon 21 Mar 2016	Tue 03 May 2016	<b>Pilcot Hill Pilcot Road Crookham Village Fleet GU51 5SP</b> Creation of a new field access	Grant	Objection
16/00670/PREAPP	Mon 21 Mar 2016	Not Available	<b>Ormersfield Lodge Church Lane Dogmersfield Hook Hampshire RG27 8TA</b> Replacement domestic stables on Land at Ormersfield Lodge	Opinion Issued	No Response
16/00606/REM	Wed 16 Mar 2016	Thu 19 May 2016	<b>Hatchwood Cottage Farnham Road Odiham Hook RG29 1AB SITE LOCATION: Land South of Farnham Road, Odiham, Hampshire, RG29 1AQ.</b> Reserved matters relating to appearance, landscaping, layout and scale pertaining to 15/00829/OUT: Development of up to 35 dwellings (including affordable units), new access from Farnham Road and other ancillary works.	Registered	No response
16/00629/LBC	Wed 09 Mar 2016	Tue 12 Apr 2016	<b>Old Parsonage Church Lane Dogmersfield Hook Hampshire RG27 8TB</b> Erection of a single storey side extension	Registered	No Objection
16/00628/HOU	Wed 09 Mar 2016	Tue 12 Apr 2016	<b>Old Parsonage Church Lane Dogmersfield Hook Hampshire RG27 8TB</b> Erection of a single storey side extension	Registered	No Objection
16/00179/FUL	Thu 11 Feb 2016	Tue 22 Mar 2016	<b>Penarth Stud Farnham Road Odiham Hook RG29 1HR</b> Erection of 4 bedroom detached dwelling following demolition of existing dwelling	Grant	No Response
16/00121/HOU	Tue 19 Jan 2016	Fri 26 Feb 2016	<b>Old Parsonage Church Lane Dogmersfield Hook Hampshire RG27 8TB</b> Erection of a side and rear extension to existing garage.	Registered	Objection