



DOGMERSFIELD PARISH COUNCIL

NOTICE OF MEETING

To be held on
Monday 14th November 2016
7.30 pm
Dogmersfield Primary School

AGENDA

1	<p>Welcome & Apologies for absence</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 the meeting held 10 th October 2016	Appendix 1
5	<p>Matters arising from meeting minutes of 10th October 2016</p> <ul style="list-style-type: none"> To include consideration of outstanding action list 	
6	<p>Finance & Regulatory Matters</p> <ul style="list-style-type: none"> To receive and approve financial statement of account from 1st – 31st October confirm payments made in October and authorise any payments now due. To discuss the Draft Budget for 2017/18 To discuss and confirm any actions resulting from review of Risk Register To report on Lengthsman scheme progress 	RFO Appendix 2
7	<p>Consultations</p> <p>To discuss and confirm response to:</p> <ul style="list-style-type: none"> Rye Common Village proposal 	
8	<p>Planning</p> <ul style="list-style-type: none"> To report on current planning applications and confirmation of Parish Council responses To report on Neighbourhood Plan progress and confirm payment to Planet of £864 from earmarked reserve NHP Grant funds To consider a request from the Neighbourhood Plan Steering Group to change the Neighbourhood Plan consultant support arrangements. 	
9	<p>Environment and Rights of Way</p> <ul style="list-style-type: none"> To confirm January date and works of Community Payback Team visit. To consider Tree work on PGN and agree contractor / scope of works and authorise expenditure as required To report on Chicane work package To confirm Dogmersfield Dads volunteer dates 	
10	<p>Highways</p> <ul style="list-style-type: none"> To report any updates on Highways matters including Speedwatch 	



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11	Community Benefit Fund <ul style="list-style-type: none"> To report on progress of discussions with Anesco and actions since October closed meeting session 	
12	Other matters to report <ul style="list-style-type: none"> (i) Community Liaison (ii) Training – CI report on Procurement training (iii) Website update (iv) Newsletter 	
13	Crime and Disorder Act, section 17	
14	Next meeting date – December 12 th	
15	Information sharing	

Notes and Appendices

Appendix 1 - Proposed resolution subject to discussion

It was resolved that the minutes of the meeting held 10th October (109/16 to 123/16) 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

- 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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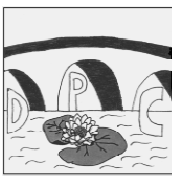
- ii. It was resolved to approve expenditure up to £x for electrical safety inspection of Christmas lights

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

- a) November 2016 Clerk Salary payment £409 due 20th of month
- b) Goslings Chicane work and repair to fence £535 plus VAT
- c) Planet Consultancy £864 – EARMARKED RESERVE GRANT FUND

Proposed	Seconded	Against	Abstain	All in favour
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Minutes of the Meeting Held at Dogmersfield Primary School 10th October 2016

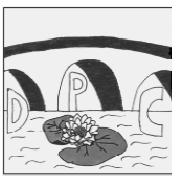
Councillors present:

Cllr Geoff Beaven (GB)
 Cllr Alastair Clark (AJC)
 Cllr Graham Leach (GL)
 Cllr Joanna Thomas (JT)
 Cllr Mike Ricketts (MR)
 CLERK Claire Inglis (CI)

Members of Public present:

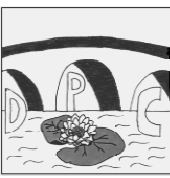
Mary Morrison Carol Leversha Brian Leversha
 Tim Davies Roddy Lister Felix Lister
 S Thomas Liz Waller Chris Waller
 C Ward

109/16	Agenda item 1	<p><u>Welcome & Apologies</u></p> <p>All DPC councillors were present.</p> <p>Apologies were received from District Councillors Gorys and Kennett & Crookes.</p> <p>GB welcomed everyone and commented that there will be no meeting of the Dogmersfield Neighbourhood Plan Steering Group this evening. The next meeting is anticipated to follow the Parish Council meeting on the 14th November.</p> <p>GB informed those present that agenda item 11 will cover the Community Benefit Fund associated with the recently completed solar farm at Hungerford Farm. The public and press will be excluded from our consideration of the outcome of the negotiations between Dogmersfield and Winchfield Parish Councils and Anesco because these negotiations are not yet finalised, they involve commercially sensitive matters and any premature release of information could prejudice their outcome to the detriment of the community. However, any decision regarding the acceptance of a one off payment will need to be made in public and hence the meeting will be reopened for this to be considered.</p> <p>To avoid too much disruption this item will be taken at the very end of the meeting and the legal aspects of having a closed session will be discharged at that time. You are of course all welcome to come back into the meeting after the closed session but a statement will be made about the outcome of the negotiations at the next Council meeting in November and the decision agreed tonight will form part of the minutes of this meeting.</p>	
110/16	Agenda item 2	<p><u>Declaration of interests – current agenda</u></p> <p>None received</p>	
111/16	Agenda item 3	<p><u>Public Participation</u></p> <p>The following opening statement made by GB updates the status on items of local interest that are normally raised during this session.</p> <p>At the last meeting GB provided a full explanation of what had been achieved on remedying the flooding opposite the Queens Head and the capacity problem at the Chatter Alley pumping station.</p>	



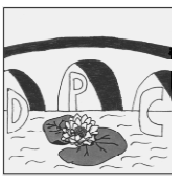
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111/16	Agenda item 3	<p>GB had nothing further to add and on these subjects. This is largely because HDC's Flood Forum due to be held this afternoon was cancelled. In its place we are due to receive written reports but these have not arrived. GB has expressed his disappointment at the loss of this opportunity to investigate what is being done to resolve these long standing problems.</p> <p>A resident inquired if there was any date for the closure of the footpath on the canal. AJC confirmed he was due to attend a Joint Management committee meeting of the canal on 2nd November but would find out and request CI to issue an email with any news.</p> <p>A question was raised about the reason for the temporary closure of the canal car park near the Barley Mow. AJC replied that this was due to incidences of anti-social behaviour in the car park. This was an attempt to move an individual on from residing in a vehicle in the car park for which the police and other authorities were involved.</p>	AJC/CI
112/16	Agenda item 4	<p><u>To approve the minutes of the meeting held on 12th September 2016</u></p> <p>It was resolved that the minutes (93 /16 to 108/16) be accepted as a true record and they were signed by GB (AJC proposed, JT seconded and all were in favour).</p>	
113/16	Agenda item 5	<p><u>Matters arising from the minutes of the meeting held on 12th September 2016</u></p> <p>The outstanding action list was considered at this time with many items due for consideration as an agenda item below.</p> <p>Other actions outstanding or completed are as follows:</p> <ul style="list-style-type: none"> • Await confirmation of date for works to drain system by Queens Head re flooding issue • Schedule discussions following outcome of agenda item 11 • NCCZ has now been agreed and packs for delivery to households are now available and arrangements will be made. CI to investigate cost of signs. • Annual Audit outcome now updated on website • Amended Financial Regulations were circulated to councillors • Response to Odiham and Nth Warnborough NHP was submitted • HDC tree department provided advice on large willow tree to PGN • Lotus Landscapes PO was issued for works to PGN trees – sight lines and investigative works. • Licence for chicane works received and Goslings PO issued for week commencing 24th October. • NHPSG web page under construction and ready for uplift to website 	All CI CI
114/16	Agenda item 6	<p><u>Finance and Regulatory Matters</u></p> <p><u>To receive and approve financial statement of account from 1st– 30th September, confirm payments made in September and authorise any payments now due; and to confirm budget virement of £35 from Admin Consumables to Subscription for Data Protection subscription</u></p> <p>CI reported the bank balance at end of September stands at £15,918.21 and this has been agreed with the bank statement by a councillor and signed.</p> <p>Of this balance £5,715 exactly is an earmarked reserve for the funding of the NHP. No payments to date have been made from the grant money although consultancy work has been committed but not yet invoiced.</p>	



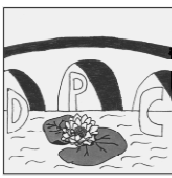
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114/16	Agenda item 6	<p>Therefore Parish Council precept funds balance at end of September was £9,947.21. The following payments were made during September and are confirmed below:</p> <p>Chq no: 986 £409 Claire Inglis Clerk Sept 16 salary Chq no: 987 £49.51 Claire Inglis Expenses payment Chq no: 988 £240 Hampshire County Council Basingstoke Canal Contribution Chq no: 989 £56.10 Hart District Council Election admin costs Chq no: 990 £590.40 Lotus Landscapes Tree works Chq no: 991 £256 Hampshire County Council s171 Licence application</p> <p>Authorised & committed expenditure detailed on the expenditure analysis totals £1,963 and relates to:</p> <p>£535 Chicane work and fence repair £225 CPT visits not invoiced at time of report April, July & August £308 Tree work to willow to improve sight lines to bridge £270 Investigative tree work to large willow (now reduced to £200) £625 Second verge clearance works</p> <p>It was resolved that the statement of accounts be accepted as a true record and payments listed therein be confirmed (GB proposed, JT seconded and all were in favour).</p> <p>CI confirmed that in paying the Information Commissioner Data Protection subscription of £35 today there is no budget amount remaining in Subscriptions and therefore a virement of £35 is required and suggested from Admin Consumables budget line to the Subscriptions budget line.</p> <p>It was resolved to approve the budget virement of £35 from Admin Consumables to Subscriptions (GB proposed, AJC seconded and all were in favour).</p> <p>CI requested authorisation of the following payments which will fall due before the next meeting:</p> <ul style="list-style-type: none">• £409.00 October 2016 Clerk Salary payment due 20th of the month• £609.60 Lotus Landscapes (Prune to willow and investigate willow)• £35.00 Information Commissioner Data Protection renewal• £27.00 Church Crookham Parish Council room hire x 2 <p>It was resolved to authorise the payments to be settled as listed upon receipt of relevant paperwork (invoice or expense claim) (GB proposed, GL seconded and all were in favour).</p> <p><u>To schedule review of Risk Register</u> The risk register is due for review at this time of year and it is suggested that the condition of DPC assets be reviewed and assessed. It was agreed: JT to review bus shelter CI Noticeboards GL posts to green CI will provide a review of council processes and summarise any issues in a report to circulate to councillors for comment and to then discuss and agree additions/ amendments to mitigate against any new or changing risks for the parish council at the November meeting.</p>	ALL
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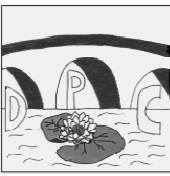
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114/16	<p>Agenda item 6</p>	<p><u>To discuss and agree support of Dogmersfield Events Christmas event.</u> <u>Options include providing:</u></p> <ol style="list-style-type: none"> i. <u>Tree to value of £x</u> ii. <u>Electrical safety certificate for Tree lights at an approximate cost of £40 and confirm insurance cover for lights</u> <p>GB confirmed that DPC's conclusions on this topic were passed on following the last meeting to Dogmersfield Events who were also concerned that an affordable Christmas tree would be relatively small and lack impact. GB reported that the Events committee have decided that the purchase, erection and stabilisation of a large Christmas tree would not be feasible and illumination of an existing tree would be the most sensible alternative. They have formally requested the following from the DPC:</p> <ol style="list-style-type: none"> 1 Agreement to the use of Pilcot Green for the Christmas Event on Saturday 3rd December 2016. 2 Agreement for Dogmersfield Events to place the Christmas lighting on the existing large cherry tree nearest to the centre of Pilcot Green. 3 Agreement to use existing DPC public liability insurance for the duration of the tree illumination from 3rd December 2016 to 6th January 2017. 4 Agreement that the DPC would arrange and fund an electrical safety check on the low voltage tree lights after their placement on Sunday 27th November and before the Christmas Event. <p>This proposal reflects what has been provided in previous years and GB was happy to recommend this to DPC.</p> <p>AJC confirmed he would seek a quote for the electrical safety certificate to bring to the November meeting.</p> <p>GB would revisit the risk assessment for the event due to the change in length of wiring to the tree and impact of any other changes.</p> <p>It was resolved to agree to support Dogmersfield Events Christmas event as per 1 – 4 above (GB proposed, MR seconded and all were in favour).</p> <p><u>To timetable the Budget Setting process for 2017/18 to include strategy for verge cutting programme 2017/18</u></p> <p>The budget setting process is due to commence at this time of year. For the budget last year a blank document was issued for GB and CI to populate with a first draft budget to be reviewed at the November meeting. The timeline needs to also include setting a date for completion of the annual review of salary. It was agreed that GB & CI would work on an initial draft budget to deliver at the November meeting. The expenditure budget and the annual review of salary should be agreed at the December meeting and the Precept level at the January meeting.</p> <p><u>To report on Lengthsman scheme progress</u></p> <p>CI has issued a first draft email to AJC and will follow up to get this issued so that payment of the funding can be requested. AJC requested a copy of the original Lengthsman contract.</p>	<p>AJC</p> <p>GB</p> <p>CI/GB</p> <p>CI/AJC</p>
115/16	<p>Agenda item 7</p>	<p><u>Consultations</u></p> <p><u>To Discuss / Confirm responses to:</u></p> <p><u>Odiham & North Warnborough NHP</u></p> <p>This draft NHP has no adverse implications for our parish and a response which supported its proposals and conclusions has already been submitted.</p>	



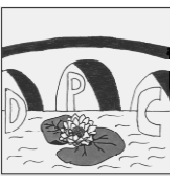
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<p>115/16</p>	<p>Agenda item 7</p>	<p><u>Devolution Hampshire</u></p> <p>This consultation sought views on proposals by Hampshire County Council to restructure local government in our area that could mean a Unitary Authority replacing the District Councils. After much discussion we felt unable to form a view on what was best for the parish and GB was asked to draft a letter to the Chief Executive of HCC expressing our views of the process.</p> <p>This has been done and a letter was sent a few days before the closing date. In this letter GB pointed out that the Parish Council Despite had a good track of responding to consultations and when appropriate advising residents of its views. However in this case despite DPCs efforts to understand the issues we found ourselves to be confused and bewildered due to the inadequacy of the consultation. Of particular concern was the absence of explanations of the impact of the options and also the opposing views being expressed by the organisations affected in what appears to be a turf war. The consultation was described as being about how much council tax you pay, the influence you have over how public money is spent, what council services you would like to receive in the future, and the way they are delivered.</p> <p>However the alternatives appear to be driven simply by economic outcomes and organisational structures with little or no concern for local democracy. The implications for small parishes like our own has not been explained which gives us the impression that such issues have not even been considered let alone thought through.</p> <p>In these circumstances we felt unable to reach any conclusions or even express a view about the options being put forward for consultation.</p> <p>Only 0.25% of the population responded to the HCC consultation.</p> <p>The Solent achieved a slightly higher proportion in their consultation of 1%.</p> <p>DPC has received an acknowledgement of receipt of the letter.</p> <p><u>LAIS 1393 – Precept consultation</u></p> <p>As part of wider changes to the way in which the government funds local authorities it is proposing to cap the amount by which parish councils can levy the precept in a similar way to which district council tax is already controlled. The thresholds at which these measures would apply is well above the Dogmersfield precept but they will have significant implications for local democracy.</p> <p>AJC commented that there is deep concern amongst county associations and parishes. Whilst currently Fleet Town Council is the only one potentially affected there is concern that it may creep with a greater devolution of services moved to parishes.</p> <p>GB had a different view in that this measure was intended to stop the practice of getting around the current cap on incomes at county and district level by passing unfunded responsibilities down to parishes forcing them to put their precepts up. AJC confirmed that this was a discussion point at the HDAPTC meeting due to be held 11th September. GB determined that DPC could formulate a response based on this discussion. Closing date is 5pm October 28th.</p>	<p>AJC/GB</p>
<p>116/16</p>	<p>Agenda item 8</p>	<p><u>Planning</u></p> <p><u>Report on current planning applications and confirmation of Parish Council responses</u></p> <p>The current situation on the following applications were discussed and decisions noted where applicable:</p> <p>15/02401/CON, 16/01859/CON, 16/01858/CON, 16/01861/CON, 16/01860/CON, 16/01857/CON, 16/02532/CON, 16/02530/CON and 16/02537/CON Church Lane –</p> <p>These applications seek to satisfy the conditions attached to the approval to build 3 houses on this site. There has been no response from DPC on any as the matters are technical in nature. HDC website indicates that the applications are still in various stages of consideration. Development on the site has commenced despite the timely</p>	



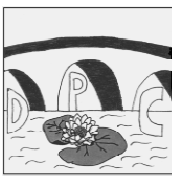
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<p>116/16</p>	<p>Agenda item 8</p>	<p>lack of clearance of some of the conditions.</p> <p>16/01651/OUT Netherhouse Copse - This is a virtually unchanged resubmission of the earlier outline application for the major new development of 423 new dwellings to the East of Hitches Lane on roughly the same site that was in the past called Grove Farm. Nothing further to report as HDC appear to be still considering how to respond. A recent appeal decision (Urnfield, Yateley) which went against HDC where the inspector concluded that new housing could be built within a strategic gap will have implications.</p> <p>16/01688/FUL Blue Bell Lodge – This application seeks to replace the mobile home which is now deemed to be lawful with a 4 bedroom house. Nothing further to report as HDC appear to be still considering how to respond.</p> <p>16/01974/CON Ormersfield Lodge – This application discharges a condition associated with the granting of permission for the new stabling block. DPC did not respond and HDC have now responded.</p> <p>16/01997/PREAPP Floods Farm Cottage – This pre-application sought guidance on a very large extension that would have created a substantial countryside dwelling out of the earlier pair of modest cottages. HDC's opinion was that the extensions should be scaled back and they also made negative comments about one or two other features. We understand that the prospective buyer of the property subsequently withdrew. Please refer to a further pre-application below.</p> <p>16/02048/PREAPP and 16/02062/PREAPP Four Seasons Hotel - These two pre-applications seek guidance on proposals to vary the recently approved Pergola and childrens' Swimming Pool. Still no formal conclusion from HDC although as indicated at the last meeting the Hart Conservation officer does not support some aspects of the proposals.</p> <p>16/00628/CON Old Parsonage – This application seeks to clear conditions associated with the recent approval to build an extension to the existing property. No response was submitted by DPC as the matters are technical in nature. HDC are still considering.</p> <p>15/01083/CON and 16/02588/CON Rose Court – These two applications seek to discharge the conditions associated with the granting of permission to demolish the existing office block and create a new building providing 14 apartments (NATTA building site). The issues are technical or a matter of detail and DPC has not responded. HDC are still considering.</p> <p>16/02651/PREAPP Floods Farm Cottage – This further pre-application seeks guidance on various extensions to the earlier pair of modest cottages. The proposals are less extensive than the earlier application although still substantial. Very little detail is provided. DPC has not yet formally concluded whether it should respond at this stage, however it is unlikely that DPC will.</p> <p>16/02649/AMCON Church Lane – This application seeks to remove condition 3 of the approval to build 3 new houses in Church Lane. The condition sought an S106 like contribution to transport infrastructure and Hampshire Highways had identified two local schemes that could benefit Dogmersfield (improving junction sightlines and feasibility of a further footway across PGS). The application cites recent legal judgements that seem to prove that in the absence of CIL HDC can no longer levy such charges on schemes of less than 5 houses. This is an unfortunate development and DPC has yet to conclude how it should respond.</p> <p>GB pointed out that building work has started on the new development in Church Lane. It soon became apparent that the contractor Newland was constructing an entrance onto the site that did not comply with the approved construction methods statement. The contractor had been issued with a drawing that showed the construction two entrances to the field each about 3m wide but this had been ignored and a single entrance about 10m wide had been built instead. GB spoke to the contractor and also spoke to Oakford Homes. GB and GL had a very unsatisfactory site meeting with</p>	
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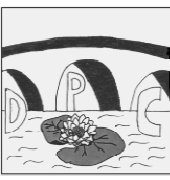
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<p>116/16</p>	<p>Agenda item 8</p>	<p>Oakford Homes and the contractor on the 5th October. As a parallel and unrelated action one of the local residents complained to HDC about what they considered to be a breach of the planning permission. HDC enforcement team consulted me about the circumstances and were due to visit site in the 7th October. DPC awaits their conclusions. HDC were also concerned to learn that construction has started before several of the conditions had been cleared. The Hart enforcement team outcome is yet to be confirmed.</p> <p>GL also voiced his concerns and disappointment on how this project had commenced on site. DPC had facilitated good communication with the developer throughout the planning process including facilitating a public display of the project. The approved construction method statement produced by the developer has been ignored in relation to the access to the site and also the joint request to remove clause 3 by the landowner and developer was cynical given the potential local benefits discussed at previous meetings. GL was not confident that Hart enforcement will have any powers to act and felt this was a disappointing outcome. A resident disagreed with this viewpoint explaining that the lorries cannot safely access the site via a 3m entrance. GL confirmed his point that the construction method statement was not being followed.</p> <p>16/02683/CA Forge Cottage - This application seeks permission to fell two conifer trees. Although details of the exact locations have not been provided the trees appear to be garden cypresses that have become quite tall.</p> <p><u>To agree notes from meeting with Earlsgate</u> The notes were from the meeting held between DPC and Earlsgate on Friday 16th September and have been circulated and agreed by councillors. It was agreed that these will now be made available on the DPC website.</p> <p><u>To report on Neighbourhood Plan progress</u> The NHPSG last met on the 12th September immediately following the meeting of DPC. There had also been a meeting of the vision and objectives (v&o) working group earlier in the same day.</p> <p>GB reported at the last meeting that as a result of a session with the consultant three draft versions of a v & o statement were available for consideration. The working group reviewed all of these draft statements and concluded that although the two versions produced by the working group were not perfect the changes suggested by the consultants were not considered to have added much value and the time waiting for their response had also introduced an unwelcomed delay. The working group therefore examined v&o statements from a range of other neighbourhood plans. Taking all of this information a further version had been drafted which used much of the working group's original material but aimed for a more snappy format. This new version was at that time not yet in a final form but only a small amount of work was needed to complete a version suitable for consultation. A final draft statement has now been produced which has been circulated to Councillors. At this stage the statement is not set in concrete and can evolve as work on the plan progresses. Equally its consultation is not part of the mandated consultation steps but will provide evidence that residents have been given an opportunity to influence the direction of the plan as it evolves. I expect the consultation to be launched in the next few days under a covering letter from the NHPSG which will also seek more help with their work from residents. GB invited DPC to take note of progress and this version of the statement.</p>	<p>CI</p>
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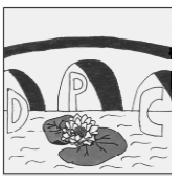
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117/16	Agenda item 9	<p>GL would contact HH to seek assistance in covering the cost of pollarding/removal as required. CI would obtain 3 quotes for the tree work CI would review the budget to establish what funds are available.</p> <p>The budget for 2017/18 should also reflect the increasing cost of managing trees in the parish.</p> <p><u>To report on verge cutting programme</u> The second verge clearance took place during September and this was to a high standard. In view of the upcoming budget planning CI asked for guidance on how DPC want to proceed with this task next year. Obtain new quotes for work package? Review number of cuts? Review when cuts take place? GB requested CI to obtain comparison quotes for a similar pattern of work to this years.</p> <p><u>To report on the Chicane work package</u> CI submitted the application for a licence to operate on a highway and this has now been received. The work is set for week commencing 24th October on the two chicanes with a purchase order issued to Goslings for the work. It has been agreed to approve the materials to be used prior to the work taking place and CI will arrange this for week commencing 17th October with GL.</p> <p><u>To report on possible Dogmersfield Dads volunteer activities</u> The Dogmersfield Dads have again kindly volunteered to give up their time to undertake tasks which will benefit the community. In discussing options GB was mindful that Autumn leaves clogging up ditches is an annual problem which has not been systematically addressed in previous years. I have therefore proposed that raking out fallen leaves particularly in Chatter Alley would be a valuable activity but to be successful this would need to be done later in the year. We are consequently firming up on the Sunday mornings of 27th November and 22nd January, 10am – 12pm for this volunteer effort.</p>	<p>GL</p> <p>CI</p> <p>CI</p> <p>CI</p> <p>CI/GL</p>
118/16	Agenda item 10	<p><u>Highways</u></p> <p><u>To report any updates on Highways matters</u> AJC reported that pot holes that had been marked have now been filled.</p> <p>AJC updated progress on speedwatch in the village. He is due to meet with the police on Wednesday 12th with a volunteer and a member of the Fleet team for a training session. AJC understood that volunteers are required to be DBS checked (Disclosure & Barring Service). The police are likely only to be present for the training sessions and then it will be down to how many volunteers there are to carry out a survey of the traffic. Ideally 3 people are advised to man the speedwatch point. It will also be reliant upon how often DPC can borrow or potentially hire the equipment.</p>	
119/16	Agenda item 11	<p><u>Community Benefit Fund</u></p> <p><u>To receive a report on negotiations with Anesco and discuss and agree the method of receipt of payment(s) from Anesco, either one-off payment or annual payments over 25 years</u></p> <p><i>Exclusion of Press and Public</i> In accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act</p>	



DOGMERSFIELD PARISH COUNCIL

<p>119/16</p>	<p>Agenda item 11</p>	<p>1960, the Parish Council is able to resolve that the press and public be excluded from the meeting during consideration of an item when the confidential nature of the business to be transacted and the public interest would not be served in disclosing that information.</p> <p>During this item we are due to consider the outcome of the negotiations between the Dogmersfield and Winchfield Parish Councils and Anesco affecting the Community Benefit Fund. We will then consider the method of payment receipts in particular whether to agree to a one off payment.</p> <p>The reason for the exclusion is that these negotiations are not yet finalised, they involve commercially sensitive matters and any premature release of information could prejudice their outcome to the detriment of the community. However, any decision regarding the acceptance of a one off payment will need to be made in public and hence the meeting will be reopened for this to be considered.</p> <p>You are therefore invited to resolve that the press and public be excluded for the period when we discuss the negotiations with Anesco.</p> <p>It was resolved to exclude the press and public from the meeting for the duration of the discussion (AJC proposed, MR seconded and all were in favour).</p> <p>The meeting was reopened to the public with no public present.</p> <p>Following discussions and careful consideration DPC had concluded that accepting a negotiated one-off Community Benefit fund payment in lieu of the 25 annual payments included in the current agreement with rewording of the appropriate agreement clauses would be a good deal for the community. Although justified on pure financial terms the major reason for accepting the current offer from Anesco would be to eliminate the long term risks of securing a full pay out of the current agreement.</p> <p>It was resolved to accept a one off payment (as discussed during negotiations and the closed item of this meeting) for the Community Benefit fund from Hungerford Solar Farm Limited in lieu of 25 years annual payments and to accept reworded clause 4 of the agreement subject to Anesco confirming in writing the site is a 4.2MW site and is generating power (GB proposed, MR seconded and all were in favour).</p> <p>The exact agreed amount to be disclosed once final agreement has been reached, contracts signed and payment received.</p>	
<p>120/16</p>	<p>Agenda item 12</p>	<p><u>Other matters to report</u></p> <p>Community Liaison – GB confirmed his attendance at the HDAPTC meeting on October 11th. GB also requested CI to confirm his attendance on behalf of DPC at the HALC AGM Saturday 22nd October. It was also agreed that AJC would have the DPC vote if GB cannot remain for the whole event.</p> <p>Training – To recommend CI attend Procurement training course on November 8th at a cost of £40 plus expenses.</p> <p>It was resolved to approve expenditure of £40 ex VAT plus expenses for CI to attend Procurement training (GB proposed, GL seconded, AJC abstained and all others were in favour).</p>	



DOGMERSFIELD PARISH COUNCIL

120/16	Agenda item 12	<p>Website – NHPSG page has been created and is ready for uplift to website.</p> <p>Newsletter – CI will organise delivery of the NCCZ packages with a covering letter.</p>							
121/16	Agenda item 13	<p><u>Crime and Disorder Act, section 17</u></p> <p>None to report</p>							
122/16	Agenda item 14	<p><u>Dates of future meetings</u></p> <p><u>2016/17</u> Meetings scheduled as follows:</p> <table border="1"> <tr> <td>November 14th</td> <td>December 12th</td> <td></td> </tr> <tr> <td>January 9th</td> <td>February 13th</td> <td>March 13th</td> </tr> </table>	November 14 th	December 12 th		January 9 th	February 13 th	March 13 th	
November 14 th	December 12 th								
January 9 th	February 13 th	March 13 th							
123/16	Agenda item 15	<p><u>Information Sharing</u></p> <p>AJC spoke on the recent consultation re Electoral Boundary and a new one on Parliamentary boundary. Hart has historically been covered by two constituencies - Aldershot and North East Hampshire. This looks set to continue, however, the areas of Blackwater and Hawley under this consultation transfer to the North East Hampshire constituency, whilst parts of Church Crookham, Ewshot, Crookham Village and Dogmersfield move into the Aldershot constituency. The Consultation is still ongoing so do please put your views forward before the 5th December.</p> <p>Meeting closed at 9.35pm.</p>							

Signed.....
Chairman

Date.....

Abbreviations used	In place of
DPC	Dogmersfield Parish Council
HDC	Hart District Council
HH	Hampshire Highways
HCC	Hampshire County Council
NHP	Neighbourhood Plan
CPT	Community Payback Team

**Dogmersfield Parish Council Finance Report
as at 31st October 2016**

Bank Reconciliation							
Opening Cashbook Balance at 1st April 2016						6,588.10	
Add							
Total Cashbook Receipts YTD 2016/17						15,196.00	
Less							
Total Cashbook Payments YTD 2016/17						(7,754.52)	
VAT adjustment							
ADD VAT refunded YTD on prior year expenditure						395.39	
LESS VAT paid YTD on expenditure						(668.36)	
NHP Grant Money adjustment							
Less NHP Grant funds accounted for separately						HDC Grant (2,000.00)	
						Groundwork Grant (3,715.00)	
Dogmersfield Parish Council Cashbook Balance excluding Grant monies						8,041.61	
Credit Balance in Cashbook including Grant funds						HDC Grant 2,000.00	
						Groundwork Grant 3,715.00	
Credit Balance in Cashbook after VAT adjustment including Grant Monies						<u>13,756.61</u>	
Actual Bank Balance as per Bank Statement dated 31st October 2016						<u>14,581.61</u>	
Difference to Reconcile						<u>825.00</u>	
Unpresented Cheques							
Chq 997						750.00	
Chq 995						75.00	
						<u>825.00</u>	
CASHBOOK ENTRIES IN MONTH							
Cheque number	Date	Received From/ Payable to	Details	Receipts		Payments	
				Net Amount	VAT	Net Amount	VAT
October 2016				-	-	-	-
992	20/10/2016	Claire Inglis	Clerk Salay Oct 2016	-	-	409.00	-
993	10/10/2016	Information Commissioner	Date Protection 16/17	-	-	35.00	-
994	10/10/2016	Church Crookham Parish Council	Room Hire *2	-	-	22.50	4.50
995	10/10/2016	HLOW CRC Ltd	CPT visit August 16	-	-	75.00	-
996	10/10/2016	Lotus Landscapes	Tree works Willows	-	-	508.00	101.60
997	19/10/2016	Goslings	Verge Maintenance	-	-	625.00	125.00
Total Receipts & Payments in Month				-	-	1,674.50	231.10
Total Receipts & Payments YTD				15,196.00	395.39	7,754.52	668.36
Neighbourhood Grant Monies							
Hart District Council Grant received				2,000.00			
Groundwork Grant received				3,715.00			
Total Grant receipts				<u>5,715.00</u>			
Grant Expenditure to date				<u>-</u>			
Grant Balance				5,715.00			
Dogmersfield Cash Book Balance				8,041.61			
Cash Book Balance at 31st October 2016				<u>13,756.61</u>			

Dogmersfield Parish Council

Expenditure Analysis at 31st October 2016

Budget Area	Budget 2016/17	Expenditure Oct 2016	Expenditure YTD	Budget Virement in Year	Budget Balance as at 31st October 2016	Percentage Budget Spent	Analysis of Unbudgeted Expenditure	Committed Expenditure
Internal operations								
Parish Clerk	4,908.00	409.00	2,863.00		2,045.00	58.33%		
Subscriptions	700.00	35.00	755.00	55.00	0.00	107.86%		
Meeting costs	442.00	22.50	82.87		359.13	18.75%		
Training	250.00	0.00	139.93		110.07	55.97%		
Admin consumables	300.00	0.00	51.18	(55.00)	193.82	17.06%		
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	0.00	276.49	(5.00)	18.51	92.16%		
Audit of accounts	150.00	0.00	155.00	5.00	0.00	103.33%		
Election contingency	1,200.00	0.00	50.75		1,149.25	4.23%		
Total Internal Operation Budget 2016/17	8,900.00	466.50	4,374.22	0.00	4,525.78	49.15%		
Service delivery								
Village maintenance	2,845.00	583.00	2,415.30	500.00	929.70	84.90%		£ 685.00
Lengthsman Costs	1,000.00	625.00	965.00		35.00	96.50%		
Neighbourhood Plan	500.00	0.00	0.00	(500.00)	0.00	0.00%		
Project work to benefit the community	500.00	0.00	0.00		500.00	0.00%		
Total Service Delivery Budget 2016/17	4,845.00	1,208.00	3,380.30	0.00	1,464.70	69.77%		
Budget Contingency 2016/17								
Contingency	500.00		0.00		500.00	0.00%		
Total Budget Expenditure 2016/17	14,245.00	1,674.50	7,754.52	0.00	6,490.48	54.44%		

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

£535 Chicane work and repair to fence

£150 CPT visits 2 uninvoiced visit (Apr, July)

DOGMERSFIELD PARISH COUNCIL PLANNING APPLICATIONS RECEIVED AND STATUS REPORT

Application No	Date Valid	Date Due	Description	HDC Status	DPC Status
16/02941/LBC	Sat 29 Oct 2016	Tue 29 Nov 2016	Dogmersfield Park Chalky Lane Dogmersfield Hook Hampshire RG27 8TD Internal alterations to North Block (entrance lobby/reception area; lounge bar; drawing/meeting room) as part of the general refurbishment of the listed building. Installation of 2 no. external security light bollards at entrance.	Registered	
16/02877/PREAPP	Tue 25 Oct 2016	Wed 30 Nov 2016	Dogmersfield School Field Chatter Alley Dogmersfield Hook Hampshire Proposed 8 dwelling on Land at School Corner, Chatter Alley	Registered	
16/02821/CA	Mon 17 Oct 2016		Rectory Cottage Church Lane Dogmersfield Hook Hampshire RG27 8SZ T1, Sycamore - located near building. Crown lift to 3m and clear roof by 2m. T2, Ash - remove two lowest limbs over boundary line to clear away from building. T3, Oak - crown lift to 2.5m removing low medium size branch to improve grounds management. T4, Elm - dead tree. Fell to ground level. T5, Elm - local reduction by removing small branch over grasses area for improved management. T6, Field Maple - local reduction by removing small branch over grasses area for improved management.	No Objection	No Response
16/02802/PREAPP	Tue 18 Oct 2016		Well Waters Chatter Alley Dogmersfield Hook Hampshire RG27 8SS Removal of a car port and the erection of a new two-and-a-half bay oak framed garage; closing of the existing access and create separate pedestrian gate centrally and with a new entrance and drive to the north-west; single storey rear extension and some minor internal alterations and elevational alterations subsequent to some re-ordering of the interior of the house.	Registered	No Response
16/02825/CA	Mon 17 Oct 2016		Karibu Chatter Alley Dogmersfield Hook Hampshire RG27 8SS Monolith dead English Oak, and coronet cut the finishing height at 20 ft , to keep within the surrounding woodland, and promote habitat. Work is required as the tree is dead and in close proximity to the house if it was to fall. In addition, 15% reduction of over extending lateral limbs and 10-15% crown thin on Beech tree on SE corner of house (outside boundary); 15-20% reduction of over extending lateral limbs on Beech tree over property and rear garage on SW corner of the house (outside boundary).	Registered	No Response
16/02745/LDC	Wed 12 Oct 2016	Fri 11 Nov 2016	Floods Farm Cottage Chalky Lane Dogmersfield Hook RG27 8TD The continued use of land to east of Floods Farm Cottage as residential garden land	Registered	No Response
16/02683/CA	Thu 06 Oct 2016		Forge Cottage Church Lane Dogmersfield Hook RG27 8SZ Conifer T1- Fell to ground level because of excessive shading and low amenity value and restricts new planting scheme. Conifer T2- Fell to ground level because of excessive shading and low amenity value and restricts new planting scheme.	Registered	No Response
16/02649/AMCON	Fri 30 Sep 2016	Tue 01 Nov 2016	Land At Church Lane Dogmersfield Hook Hampshire Removal of condition 3 of Application Reference Number: 15/02401/FUL relating to sustainable transport initiatives (Date of Decision: 26/02/2016)	Registered	No Response
16/02651/PREAPP	Fri 30 Sep		Various extensions Floods Farm Cottage Chalky Lane Dogmersfield Hook	Opinion Issued	No Response

DOGMERSFIELD PARISH COUNCIL PLANNING APPLICATIONS RECEIVED AND STATUS REPORT

Application No	Date Valid	Date Due	Description	HDC Status	DPC Status
	2016		Hampshire RG27 8TD		
16/02588/CON	Mon 26 Sep 2016	Mon 24 Oct 2016	Rose Court Rye Common Lane Crondall Farnham GU10 5DD Discharge of conditions- 3- materials- 4- noise details of windows-6- construction method statement- 7- land contamination- 9- culverts-10- contamination risks-14- tree protection plan- 15- landscape details- 15/01083/FUL Demolition of office building, car parking and hard standing and erection of new building to create 14 x 2 bed apartments with car parking and amenity areas	Registered	No Response
16/02537/CON	Tue 20 Sep 2016	Thu 20 Oct 2016	Land At Church Lane Dogmersfield Hook Hampshire Discharge of condition 5- window and door details- pursuant to 15/02401/FUL Erection of three dwellings	Registered	No Response
16/02530/CON	Tue 20 Sep 2016	Thu 20 Oct 2016	Land At Church Lane Dogmersfield Hook Hampshire Discharge of condition 7 - Roof details - Pursuant to 15/02401/FUL Erection of three dwellings	Registered	No Response
16/02532/CON	Tue 20 Sep 2016	Thu 20 Oct 2016	Land At Church Lane Dogmersfield Hook Hampshire Discharge of Condition 6 - Roof Light and Dormer Window Details - Pursuant to 15/02401/FUL Erection of three dwellings	Registered	No Response
16/02515/HOU	Mon 19 Sep 2016	Tue 18 Oct 2016	Old Parsonage Church Lane Dogmersfield Hook Hampshire RG27 8TB Erection of a rear extension to existing garage	Grant	Neutral Response
15/01083/CON	Fri 23 Sep 2016		Rose Court Rye Common Lane Crondall Farnham GU10 5DD Discharge of Condition 2- SANG Mitigation- Pursuant to 15/01083/FUL Demolition of office building, car parking and hard standing and erection of new building to create 14 x 2 bed apartments with car parking and amenity areas.	Registered	No Response
16/00628/CON	Thu 08 Sep 2016		Old Parsonage Church Lane Dogmersfield Hook Hampshire RG27 8TB Discharge of condition 2- details of materials- 3- details of ridges, eaves and verges- and 4- large scale drawings windows, door and glazing units- pursuant to 16/00628/HOU and 16/00629/LBC Erection of a single storey side extension.	Grant	No Response
16/02062/PREAPP	Thu 04 Aug 2016	Wed 07 Sep 2016	Four Seasons Hotel Dogmersfield Park Chalky Lane Dogmersfield Hook Hampshire RG27 8TD Revised pergola structure.	Awaiting Decision	No Response
16/02048/PREAPP	Thu 04 Aug 2016	Wed 07 Sep 2016	Four Seasons Hotel Dogmersfield Park Chalky Lane Dogmersfield Hook Hampshire RG27 8TD Revised location of children's swimming pool.	Registered	No Response
16/01857/CON	Fri 15 Jul 2016	Mon 22 Aug 2016	Land At Church Lane Dogmersfield Hook Hampshire Discharge of condition 4- agreement of materials- pursuant to 15/02401/FUL Erection of three dwellings	Condition Discharged	No Response
16/01860/CON	Fri 15 Jul 2016	Mon 22 Aug 2016	Land At Church Lane Dogmersfield Hook Hampshire Discharge of condition 11- Geotechnical Investigation- pursuant to 15/02401/FUL Erection of three dwellings	Condition Discharged	No Response
16/01858/CON	Fri 15 Jul 2016	Mon 22 Aug 2016	Land At Church Lane Dogmersfield Hook Hampshire Discharge of condition 8- site levels- pursuant to 15/02401/FUL Erection of three dwellings	Condition Discharged	No Response

DOGMERSFIELD PARISH COUNCIL PLANNING APPLICATIONS RECEIVED AND STATUS REPORT

Application No	Date Valid	Date Due	Description	HDC Status	DPC Status
16/01688/FUL	Fri 01 Jul 2016	Wed 03 Aug 2016	Blue Bell Lodge Rye Common Lane Crondall Farnham FARNHAM Surrey GU10 5DE To replace an existing lawful mobile home with a four-bedroom dwellinghouse.	Grant	Objection
16/01651/OUT	Fri 24 Jun 2016	Wed 03 Aug 2016	Land North Of Netherhouse Copse Hitches Lane Fleet Hampshire Outline application for up to 423 residential dwellings and a community facility. Associated vehicular, pedestrian and cycle access, drainage and landscape works, including provision of public open space and sports pitches. Provision of country park/SANG as an extension to Edenbrook Country Park.	Registered	Objection

DOGMERSFIELD PARISH COUNCIL

RISK REGISTER 2016

Risk Identification	Risk Description	Risk Management Policy	November 2016 Summary review
Chalky Lane bus shelter	Damage to this Council owned asset due to vandalism or other wear and tear incurs repair or replacement cost or write off with potential for third party claims.	The shelter serves a re-established bus service and so maintenance / repair should be preferred over a write off. Parish Council to inspect and repair on an annual basis. Ensure adequate third party insurance cover, The shelter was last maintained during Autumn 2014.	JT to confirm
Notice Boards	Damage to this Council owned asset due to vandalism or other wear and tear incurs repair or replacement cost or write off with potential for third party claims.	Repair or replace as required. Ensure adequate third party insurance cover. Two notice boards were replaced in June 2005. All notice boards were maintained in 2014 and remain in good condition in 2016	CI to confirm / Clean
Posts and rails on Pilcot Green/Hill	Damage to this Council owned asset due to vandalism or other wear and tear incurs repair or replacement cost or write off with potential for third party claims.	Monitor and repair as required. Ensure adequate third party insurance cover. Damaged posts replaced in 2014 and one in 2015. Asset register review to reflect replacement cost 2015.	GL to confirm
Telephone Kiosk on Pilcot Green	Damage to this Council owned asset due to vandalism or other wear and tear incurs repair or replacement cost or write off with potential for third party claims.	Monitor and repair as required. Ensure adequate third party insurance cover. Kiosk restored in 2014	GL to confirm
Laptop Computer	Loss, theft or damage to this council owned asset incurs repair or replacement costs and loss of information with disruption to Clerk's duties	Repair or replace as needed. Computer stored securely by the Clerk. Ensure adequate insurance cover.	Evidence of laptop ageing. Advise replacement 2017/18
Laptop Software	Through oversight or fraud software on the Council laptop may not be correctly licensed with potential for claims from the software supplier.	Aim to be fully licensed. Use directly purchased software or seek assurance of legality from any person installing software	If laptop replaced ensure s/w transfer on new laptop effectively carried out to ensure continuity

DOGMERSFIELD PARISH COUNCIL

Risk Identification	Risk Description	Risk Management Policy	November 2016 Summary review
Other software	Through oversight or fraud software used by Councillors on behalf of the Council may not be correctly licensed with potential for claims on the Council from the software supplier.	Aim to be fully licensed. Use software directly purchased by the Council or seek assurance of legality from any Councillor using software purchased through another route.	Current position good ensure effective transfer to any new laptop
Printer	Council to ensure access to means of printing capability as asset disposed of in 2014.	Replace as needed. Ensure access to alternative printing methods and adequate insurance cover. A3 printer disposed of in 2014.	Currently use of Clerk personal computer with ink charged to DPC. Cllrs have capacity to print also which reduces risk
Projector	Loss, theft or damage to this Council owned asset incurs repair or replacement costs and loss of capability to make presentations.	Repair or replace as needed. Projector is stored securely by a Councillor. Ensure adequate insurance cover.	DPC owned – able to use facilities at school when at meeting venue but use of DPC owned asset otherwise.
Financial Transactions	Fraud or theft causes a loss of Council funds.	Minimise through prudent administration. All Council funds are banked. Chequebooks are stored by RFO in a secure place, All cheques require two signatories, with cheque stubs now initialled also. They are also prepared against an invoice, or other agreed document or receipt. No signatory is allowed to sign a cheque made out in their favour.	Internal & External audit verified prudent administration
Financial Records	Fire, theft or data corruption causes a loss of financial information resulting in the inability to produce statutory records and financial returns.	Minimise through prudent administration. Copies of the statement of account showing all transactions are given by RFO to all Councillors during each Parish meeting. Computer records are backed up on a regular basis and stored securely.	A backup is currently required. Clerk time needs to be set aside for this activity
Other Records	Fire, theft or data corruption results in the loss of other Council information resulting in an inability to produce records and other documents.	Minimise through prudent administration. Copies of most council documents are held by or circulated to Councillors and the Clerk. Computer records are backed up on a regular basis.	Paper records held would enable reinstatement (minutes/ RFO reports/ correspondence) also files available via the website
Hard Copy Documents	Fire or theft causes the loss of important hard copy documents	Hard copy documents are stored securely with most being scanned and circulated to	As above

DOGMERSFIELD PARISH COUNCIL

Risk Identification	Risk Description	Risk Management Policy	November 2016 Summary review
	resulting incomplete records and poor administration.	Councillors. Copies of many important paper documents can be replaced by reference to the source or other Parish Councils.	
Data Protection Act 1998	Through oversight or negligence Council actions may not ensure compliance with its obligations as a data controller with potential for prosecution.	Aim to be fully compliant. Take appropriate remedial action to address any identified shortfall.	Currently compliant but monitor use of data going forward
Council Employees	The Council is the employer of a part time Parish Clerk and any failure to follow statutory employment regulations could result in claims against the Council.	Aim to abide by all statutory employment regulations including new legislation and to include procedures to implement workplace pension as required and seek specialist advice before acting from HALC for all formal matters associated with the employment of the Clerk. Ensure adequate insurance cover.	Currently up to date training and insurance
Council Activities	Councillors and the Clerk perform a number of duties on behalf of the Council such as working parties that could result in assault, injury or disease.	Keep health and safety risks As Low As Reasonably Practicable (ALARP) through normal pragmatic precautions covering routine working practices. Record all activities and details of any incidents.	Volunteer activities are recorded and risk assessed. No incidents reported. Contractors used where appropriate e.g. trees
Council Communications	Councillors express personal opinions or pass on other information that can be construed to be Council view or Council communication resulting in confusion with potential for reputational damage.	Aim to avoid confusion and ensure that all formal communications particularly with other organisations have majority Council backing. Recognise that it is impractical to clear all communications through the Council.	Currently well managed by Chair, Clerk & Vice Chair. Communications are well considered by all councillors before issue.
Council Decisions	Councillors make recommendation and decisions on local issues and any failure to follow statutory procedures could result in illegal decisions and malpractice claims against the Council	Aim to ensure that all of Council decisions are legally constituted. Chairman ensures that all meetings are correctly arranged and recorded and that the proceedings follow established good practice. All potential Council decisions must be correctly proposed at the meeting and any resulting decision formally recorded in the Minutes.	Meetings ensure legal decisions are recorded accurately

DOGMERSFIELD PARISH COUNCIL

Risk Identification	Risk Description	Risk Management Policy	November 2016 Summary review
		Code of Practice adopted that is binding on all Councillors. Ensure adequate insurance cover.	
Council Contracts	Council employs unsuitable Contractors resulting in poor value for money and claims against the Council	Obtain quotations for all contracted work that include acceptance of the Council's approved Terms and Conditions of Contract with evidence of the Contractor's Liability Insurance. Written authorisation to be given before work commences with Council supervision of work when necessary.	Procurement training recently attended by Clerk gives guidance on management of procurement process
Financial Transactions	Due to oversight or fraud Council funds are paid out illegally	Minimise through sound administration procedures. Engagement of bona fide organisations and suppliers. Written quotations provided for all work and services to be performed. Formal authorisation before commencement. Payment against invoices after completion	Internal and external audit considers DPC procedures secure against fraudulent loss of funds
Council Meetings and Functions	Council public meetings and other public attended functions could cause injury or offence resulting in third party claims against the Council	Minimise through operation of established good practices. Use registered premises. Complete a separate risk assessment for any out of the ordinary functions. Ensure adequate insurance cover.	Meetings well prepared by Chair and Clerk to reduce risk
Council Jurisdiction	The council has shared responsibility for a number of areas of common land in conjunction with Hampshire County and Hart District Councils and land for which there is no known registered owner. Use of this land by members of the public could result in claims against the Council	Aim to minimise potential hazards. Inspect regularly taking appropriate remedial action when needed. Ensure adequate insurance cover. Complete a separate risk assessment for any out of the ordinary activities.	Issues reported to relevant agencies in a timely manner to reduce risk

This document will be reviewed on an annual basis or sooner should facts or circumstances require this.

Last reviewed: November 2016