



DOGMERSFIELD PARISH COUNCIL

NOTICE OF MEETING

To be held on
Monday 11th June 2018
7.30 pm
Dogmersfield Primary School

AGENDA

55/18	Welcome & Apologies for Absence 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.	
56/18	Declaration of Interests – current agenda	
57/18	Public Participation	
58/18	Approval of the minutes of the Annual General Meeting held on 14 th May 2018	Appendix 1
59/18	Matters arising from the minutes of the Annual General Meeting held on 14 th May 2018 <ul style="list-style-type: none"> • To include consideration of outstanding action list 	
60/18	Finance & Regulatory Matters <ul style="list-style-type: none"> • To receive and approve the financial statement of accounts from 1st – 31st May, confirming payments made in May and to authorise any payments now due • To approve to update the bank mandate at Lloyds with the addition of Councillor Graham Chisnall as a signatory • To approve purchase of replacement laptop 	RFO Appendix 2
61/18	Planning <ul style="list-style-type: none"> • To report on current planning applications and confirmation of Parish Council responses • Neighbourhood Plan update 	
62/18	Environment and Rights of Way <ul style="list-style-type: none"> • To approve programme of works under Lengthsman scheme 	
63/18	Highways <ul style="list-style-type: none"> • To report any updates on Highways matters 	
64/18	Other matters to report <ul style="list-style-type: none"> (i) Community Liaison (ii) Training (iii) Website update (iv) Newsletter 	



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65/18	Crime and Disorder Act, section 17	
66/18	Next meeting date – July 9 th	
67/18	Information sharing	

Notes and Appendices

Appendix 1 - Proposed resolution subject to discussion

It was resolved that the minutes of the Annual General Meeting held on 14th May (42/18 to 54/18) 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:

- (i) 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 be authorised for payment:

- a) Cheque number 1069 £80.29 Clerk expenses
b) Cheque number 1070 £395.00 Clerk salary June 2018

Proposed	Seconded	Against	Abstain	All in favour
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Minutes of the Annual General Meeting Held at Dogmersfield Primary School 14th May 2018

Councillors present:

Cllr Geoff Beaven (GB) (CHAIRPERSON)
Cllr Alastair Clark (AC)
Cllr Jo Thomas (JT)
Cllr Brian White (BW)

CLERK: Helen Wright (HW)

Members of the public present:

There were 3 members of the public present including
Cllr John Kennett

42/18	<p>Welcome & Apologies for Absence</p> <p>GB stated that there had been a meeting of the Dogmersfield Neighbourhood Plan Steering Group that evening and he would provide a progress report under agenda item 50/18. The next Steering Group meeting has been provisionally scheduled for 6.30pm on 9th July 2018 however it was advised to check the noticeboards nearer the time.</p> <p>Apologies were received from Cllr Ken Crookes, Cllr Stephen Gorys, Cllr David Simpson and two members of the public.</p>	
43/18	<p>Elections</p> <p><u>a) Election of Chairman and Vice-Chairman and signing of Acceptance of Office</u></p> <p>AC proposed that GB be elected Chairman for the coming year, and GB stated that he was happy to stand.</p> <p>It was resolved that GB be appointed as Chair of Dogmersfield Parish Council for 2018/19 with immediate effect.</p> <p>(AC proposed, JT seconded and all were in favour)</p> <p>GB signed the Acceptance of Office form, which was then countersigned by the Clerk.</p> <p>GB proposed that AC be elected Vice-Chair for the coming year, and AC confirmed that he was happy to stand.</p> <p>It was resolved that AC be appointed as Vice-Chair of Dogmersfield Parish Council for 2018/19 with immediate effect.</p> <p>(GB proposed, JT seconded and all were in favour)</p> <p><u>b) Election of Other Posts</u></p> <p>Following consideration it was resolved that the portfolios/responsibilities for 2018/19 be allocated as follows:</p>	



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- RFO – HW
- Planning – GB
- Environment – BW
- Footpaths & Rights of Way – JT
- Highways – AC
- Liaison with Other Councils and Related Bodies – AC
- Newsletter & Communication – TBC
- Website – AC/HW
- Neighbourhood Plan Liaison – AC
- Community Benefit Fund Liaison – JT
- Community Liaison – ALL

(GB proposed, AC seconded and all were in favour)

c) To consider and vote upon application for Co-option to fill Casual Vacancy

GB reminded the meeting that on receipt of authority to co-opt a replacement Councillor a vacancy notice had been displayed with a closing date of 5:00pm on Friday 9th March 2018. He was pleased to report that an application had been received from Graham Chisnall (GC). Graham has extensive experience at a senior level in the private, public and not-for-profit sectors, is now semi-retired and GB believes he has the potential to be an excellent Parish Councillor.

It was resolved that Graham Chisnall be co-opted to fill the vacancy on the Dogmersfield Parish Council.

(GB proposed, JT seconded and all were in favour)

GC signed the Acceptance of Office form which was countersigned by the Clerk, and GC then joined the meeting as a Councillor.

44/18	<p>Declaration of Interests – Current Agenda</p> <p>It was noted that BW has declared an interest in the Pond House planning application which will be mentioned in the planning report.</p> <p>AC declared an interest in the payments to the Basingstoke Canal Authority, CPRE and HALC scheduled to be authorised under agenda item 48/18 as he on the Board/Governing Body of those organisations, therefore he will refrain from voting on those payments.</p>	
45/18	<p>Public Participation</p> <p>GB stated that work is still underway on the new gas main down Church Lane, which is now closed to traffic. The work will then extend in front of the Queens Head and once more up Pilcot</p>	



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	<p>Hill. GB understands that the arrangements for the river crossing are still to be decided.</p> <p>In answer to concerns expressed by residents, AC was pleased to report that following discussions with Hampshire Highways and assistance from Cllr Simpson the scheduled closure of Crondall Lane will not now take place until the works on Church Lane have been completed, as Crondall Lane is currently the main diversion route for the Church Lane works. AC will inform HDC of this development so that they can amend the signage which currently indicates that Crondall Lane will be closed from tomorrow.</p> <p>GB reported that since the last meeting he has been made aware of several further incidents of the sewage odour problem, and in all cases he has asked those immediately affected to submit a formal complaint to Thames Water. His own attempts to raise the issue with the local Thames Water Liaison Officer have not even received the courtesy of any reply. Luckily HDC have now revived their Flood Forum although in a different format, so that a larger number of parishes will benefit from the opportunity to raise issues directly with the relevant agencies with often overlapping responsibilities. This meeting will be held on 22nd May and GB has booked a session with Thames Water to discuss the aroma problem, and also a session with Hampshire Highways to discuss the continuing problems with road drainage both in front of and behind the Queens Head.</p>	
46/18	<p>Approval of Minutes of Previous Meetings</p> <p>a) Approval of the Minutes of the Meeting held on 12th March 2018</p> <p>It was resolved that the minutes of the meeting held on 12th March 2018 (28/18 to 41/18) be accepted as a true record and they were signed by the Chairperson.</p> <p>(GB proposed, JT seconded, and all were in favour - GC abstained as he was not a Councillor at that meeting)</p> <p>b) To accept the Notes and Reports of the Annual Parish Assembly held on 16th April 2018</p> <p>It was resolved that the notes and reports of the Annual Parish Assembly held on 16th April 2018 be accepted as a correct reflection of the meeting and they were signed by the Chairperson.</p> <p>(GB proposed, BW seconded and all were in favour – GC abstained as he was not a Councillor at that meeting)</p>	
47/18	<p>Matters Arising from the Minutes of the Meeting held on 12th March 2018</p> <p><u>To include consideration of outstanding action list</u></p> <p>With consideration to the action list from 12th March, the following points were noted:</p>	



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	<ul style="list-style-type: none"> • 30/18 GB to copy KC in on correspondence regarding sewage odour problem – done and ongoing • 33/18 ALL to progress application for Councillor vacancy – complete • 34/18 GB to instigate formal appraisal process for Clerk – ongoing • 34/18 APA preparations – complete • 34/18 GB to amend risk assessment for Parish Council meetings – complete and to be covered under agenda item 49/18 • 35/18 GB to send note to KC regarding the inconsistency of HDC with the publication of details of their opinions on applications – complete and to be covered under agenda item 50/18 • 35/18 GB to seek ex-Committee decision regarding support of Winchfield Parish Council’s initiative to submit joint response to consultation on draft Hart Local Plan, and to draft letter to residents – complete and to be covered under agenda item 50/18 • 37/18 AC to pursue gritting issues with HCC – AC to progress • 37/18 BW to email AC regarding BW’s experiences of the lack of gritting – BW to progress • 18/18 CBF Management Group to confirm whether or not they would like to position a defibrillator in the telephone kiosk – JT stated that no funding is available currently and she will progress as appropriate • 18/18 AC/HW to review Communications Protocol – AC/HW will be progressing in line with GDPR developments • VAT Return – to be covered under agenda item 48/18 • 21/18 HW to complete End of Grant Report – complete and to be covered under agenda item 50/18 • 34/18 GB to request confirmation of fulfilment of ‘viability’ criteria of flower show in line with Worthy Causes Policy – complete. GB reported that the response he has received from the secretary of the Horticultural Society satisfactorily confirms that the Show comes within category (b) of the Worthy Causes Policy, in that it is well-established but no longer financially viable requiring support to enable it to continue. This fulfils the condition attached to the Council’s decision to sponsor the craft tent. GB has therefore confirmed to the Horticultural Society that DPC will sponsor the craft tent with a payment of £180. 	<p style="text-align: right;">GB</p> <p style="text-align: right;">AC BW</p> <p style="text-align: right;">AC/HW</p>
48/18	<p>Finance & Regulatory Matters</p> <p><u>To receive and approve the year-end financial statement of accounts, confirming payments made prior to year end</u></p> <p>HW reported that in summary the transactions in March were:</p>	



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Payments: Cheque nos. 1053 (clerk salary £370), 1054 (RCOH Ltd invoice Neighbourhood Plan consultancy £3,600 inc VAT), 1055 and 1056 (Premier Grounds & Maintenance ditch clearance works £432 and £120 respectively), 1057 (clerk expenses £50.56)

Receipts: Nil

It was noted that the financial position at the end of March was as follows:

Total cashbook: £13,933.92 of which £4,566.48 is ring fenced for the Neighbourhood Plan.

It was resolved that the year end financial statement of accounts be accepted as a true and correct record and the payments listed therein be confirmed.

(JT proposed, BW seconded and all were in favour)

To agree the Asset Register

It was noted that there had been no changes to the Asset Register.

It was resolved that the Asset Register was correct as at 1st April 2018.

(AC proposed, JT seconded and all were in favour)

To agree Insurance Cover

It was noted that HW had previously circulated details of 3 insurance quotes and comparisons provided by independent Local Council insurance broker Came and Company, together with a further quote she had sought herself. Came and Company had recommended an insurance policy with Inspire at an annual premium of £350, which would reduce to £335 if DPC entered into a 3 year binding Long Term Agreement (LTA) as they had done previously. It was agreed to accept Came and Company's recommendation, and to enter into a 3 year binding LTA.

HW

It was resolved to accept the insurance quotation from Came and Company/Inspire, at an annual premium cost of £335.00 including tax and administration fees for a 3 year binding Long Term Agreement.

(AC proposed, GB seconded and all were in favour)

To receive and note the Annual Internal Audit Report 2017/18

HW had previously circulated the Annual Internal Audit Report 2017/18 to Councillors. GB stated that the report provided reassurance that the running of DPC is in very good order, and Councillors were satisfied with the outcome. The only action requested by the internal auditor was to reallocate the £28,000 CBF into a different box on the Accounting Statements which has been done.

It was resolved that the Annual Internal Audit Report for 2017/18 be noted.

(GB proposed, AC seconded and all were in favour)



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To approve the Annual Governance Statement 2017/18

HW had previously circulated the Annual Governance Statement 2017/18 to Councillors and had met with GB to discuss.

It was resolved that the Annual Governance Statement 2017/18 be approved.

(JT proposed, BW seconded and all were in favour)

To approve the Accounting Statements 2017/18

HW had previously circulated the Accounting Statements 2017/18 to Councillors and had met with GB to discuss.

It was resolved that the Accounting Statements 2017/18 be approved.

(AC proposed, JT seconded and all were in favour)

HW stated that the period for the Exercise of Public Rights is intended to be Monday 11th June – Friday 20th July 2018. GB stated that as DPC's gross income or gross expenditure did not exceed £25,000 in the year ended 31st March 2018, then DPC may certify itself as exempt from the requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor.

It was resolved that the Parish Council certifies that it is exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

(AC proposed, JT seconded and all were in favour)

To approve the Annual VAT Return for submission

It was noted that AC had checked the submission figures provided by HW and found them to be correct.

It was resolved that the Annual VAT Return totalling £1,146.06 be accepted as correct as per review by Councillor Clark and be submitted to HMRC for reclaim.

(GB proposed, JT seconded and all were in favour)

To agree and authorise payment of subscription renewals for 2018/19

DPC's subscriptions were considered. GB noted that CPRE consultations had been beneficial regarding Pilcot Green North historically and that the subscription was still worthwhile.

It was resolved to renew the subscriptions/fees as listed below for payment as the subscription falls due:

- 1. Moneysoft Software Licence £78 (budget £85)**
- 2. Parish Online TBC (budget £30)**
- 3. CPRE Membership £36 (budget £40)**
- 4. Hampshire & IOW Wildlife Trust TBC (budget £56)**
- 5. Data Protection TBC (budget £35)**
- 6. Basingstoke Canal Authority £240 (budget £250)**

(GB proposed, JT seconded and all were in favour – AC abstained due to declaration of interest)



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as aforementioned)

It was resolved to note the ex-Committee approval of the following fees paid in April 2018

- 1. HALC Affiliation Fee and NALC Levy 2018/19 £161**
- 2. HALC HR Consultancy Service Fee 2018/19 £180**

(GB proposed, JT seconded and all were in favour – AC abstained due to declaration of interest as aforementioned)

To receive and approve the financial statement of accounts from 1st-30th April, confirming payments made in April and to authorise any payments now due

HW reported that in summary the transactions in April were:

Payments: Cheque nos. 1058 (clerk salary £395), 1059 (HALC Affiliation Fees and NALC Levy 2018/19 £161), 1060 (HALC HR Consultancy £180),

Receipts: Precept (£11,481)

It was noted that as the above cheques had not cleared as at 30th April the financial position at the end of April was as follows:

Total cashbook: £25,414.92 of which £4,566.48 is ring fenced for the Neighbourhood Plan.

Once the cheques have cleared the position will be as follows:

Total cashbook: £24,678.92 of which £4,566.48 is ring fenced for the Neighbourhood Plan.

It was resolved that the statement of accounts to 30th April be accepted as true and correct and the payments listed therein be confirmed.

(GB proposed, BW seconded and all were in favour)

It was resolved to authorise the payments listed below:

- **Cheque no. 1062 £78.00 Moneysoft Limited (payroll software licence 2018/19)**
- **Cheque no. 1063 £180.00 IAC Audit and Consultancy Ltd (Internal Audit 2017/18 fee)**
- **Cheque no. 1064 £240.00 HCC (partner contribution for Basingstoke Canal 2018/19)**
- **Cheque no. 1065 £36.00 CPRE (membership 2018/19)**
- **Cheque no. 1066 £395.00 Helen Wright (clerk salary May 2018)**
- **£180.00 Sponsorship of the craft tent at the Dogmersfield, Winchfield and Crookham Village Horticultural Society Annual Flower Show and Fete**
- **£335.00 Insurance premium for 2018/19 Came and Company/Inspire**

(GB proposed, JT seconded and all were in favour)



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49/18	<p>Parish Council Documents</p> <p>It was noted that it is the intention to revisit the Standing Orders once they have been amended to take account of ongoing changes in data protection legislation and NALC recommendations. The Council Communication Protocol may also need revising in light of GDPR. AC and HW are progressing these items and a review of data protection is ongoing although it was noted that DPC are operating in line with legislation.</p> <p>It was also noted that the Risk Register had been reviewed in November 2017 and since then some actions have been completed, and it is the intention to review the register again in November 2018.</p> <p>GB stated that the Community Benefit Fund Group Terms of Reference are currently marked 'draft', although they were adopted in May 2017 subject to an amendment which was subsequently incorporated, therefore the 'draft' notation needs to be removed from the document.</p> <p>The amended Risk Assessment for public Council Meetings had been circulated to Councillors previously for review and there were no further comments.</p> <p>It was resolved to adopt the documents listed below:</p> <ul style="list-style-type: none">• Standing Orders• Financial Regulations• Planning Protocol• Risk Register• Council Communications Protocol• Neighbourhood Plan Steering Group Terms of Reference• Community Benefit Fund Group Terms of Reference• Terms and Conditions of Contract• Employee Grievance Policy• Risk Assessment for Parish Council Meetings <p>(GB proposed, AC seconded and all were in favour)</p>	ALL AC/HW ALL HW
50/18	<p>Other Urgent Matters</p> <p><u>Planning</u></p> <p><u>To report on current planning applications and confirmation of Parish Council responses</u></p> <p>16/03129/OUT Pale Lane – This application seeks outline approval for 700 new houses and</p>	



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some local infrastructure including a primary school and a community centre. At the last meeting GB explained the reasons given by HDC's planning officials for refusing the application. Although there is nothing further to add GB has retained the application within the report as he suspects that there will be a response from the developers.

17/02557/PREAPP Rushy House – This is a pre-application for a single new house in the paddock adjacent to Rushy House. At the last meeting GB reported that HDC have issued an opinion although this had not been made available on their website. As a result of help from Cllr Crookes this opinion was made available and as expected it indicated that providing the design was appropriate for the Conservation Area permission was likely to be granted.

17/02664/FUL Emilys Farm – This application seeks to renew the permission granted in 2012 for a temporary mobile home to house a stockman close to the animals under his/her care. The previous permission expired in 2015. The Parish Council has not objected through a nil response. No further information is available and HDC may be awaiting the outcome of 18/00157/FUL.

17/02887/LDC and 17/02888/LDC Farnham Lodge – These two applications seek Lawful Development Certificates firstly for the bungalow called Farnham Lodge which has been occupied for a number of years without fulfilling the applicable agricultural tie, and secondly for a building on the same site called The Paddock which has been occupied as a dwelling for more than 10 years without planning permission. HDC have issued a certificate for The Paddock but have refused a certificate for Farnham Lodge.

18/00049/FUL Pond House – This is the application to install a gas tank and sewage digester on non-residential land adjacent to the converted garage which was withdrawn, but the same scheme has now been resubmitted as a new application.

17/01678/CON Four Seasons – This application seeks to clear a condition associated with the granting of permission for the children's swimming pool which has been discharged.

18/00195/FUL Grace Gardens – Work to demolish Floods Farm Cottages is well underway. Nevertheless this is a new application for a number of changes to the approved design of the replacement building. The Parish Council has submitted no objections. The Assistant Conservation Officer recommended refusal as the increase in footprint has become out of scale with the neighbouring listed properties. Revised plans were submitted that reduce the size of the garage and permission has been granted.

18/00157/FUL Emilys Farm – This is a recent application to build a slaughter and butchery unit which follows the recent pre-application for the same facility. The Parish Council has objected because no adequate justification was provided, as the business case which was required to



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demonstrate the viability of the facility was not made publically available. There have been several other refusal recommendations including Environmental Health which has identified numerous shortcomings with the proposed facility. There is nothing further to report.

13/01938/NMMA Ormersfield Lodge – This is a recent application to regularise where the rebuilding of the stables to form a three bedroom dwelling has deviated from the approved scheme. The Parish Council has submitted no objections. Planning permission has now been granted.

18/00299/HOU Forge Cottage – This application deletes an unsatisfactory design feature which the Parish Council has supported. Planning permission has been granted.

18/00358/CA Old Stables – This is an application to fell a fir tree in front of the unoccupied house next to Red Cottages. HDC has no objections and the work has been carried out.

18/00664/CA Pilcot Meadow – This application seeks permission to fell 3 willow trees adjacent to the Hart River near to the Old Mill. The Parish Council did not respond and HDC has no objections. The work has been carried out.

18/00802/FUL Pond House – As reported the earlier application to install a gas tank and sewage digester on non-residential land adjacent to the converted garage was withdrawn. GB understands that this work went ahead without permission and was investigated by the HDC Enforcement Officer following a complaint. The same scheme has now been resubmitted as a change of use. The Parish Council is considering how it should respond.

18/00877/FUL Chatter Alley – This is a full application to build 5 new houses in the area of land known as the Fiske field. The scheme includes a public parking area for 20 cars but the status of the facility is still unclear. The proposing architect did meet with the Primary School but although recommended to do so by HCC they did not talk to the Parish Council. On Friday they asked to address this meeting which GB declined.

18/00886/PREAPP Schoolfield Corner – This application seeks pre-application guidance on a proposal to replace one of the approved new houses at the front of the area with a pair of smaller new houses making three new houses in total. The Parish Council has asked to attend the anticipated pre-application meeting which is scheduled for Tuesday 15th May.

Hart Local Plan

GB stated that at the last meeting he had reported that the Proposed Submission Version of the Hart Local Plan had been published and the consultation of the plan was due to close at 4pm on Monday 26th March 2018, and also that if comments were to be taken into consideration they must be made on the 'legal compliance' and 'soundness' of the Plan. He had further explained



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that Winchfield Parish Council had engaged a respected planning expert to compile a detailed and comprehensive set of comments that respond to the assessment criteria, and also to represent the Council's views at the Inspector's public hearings. Together with the other local parishes Dogmersfield Parish Council had been invited to participate in drawing up a joint submission to the consultation, and following a meeting with Winchfield Parish Councillors we had concluded that this option should be investigated fully.

GB reported that on Wednesday 14th March Alastair, Jo and he had reviewed the set of draft comments prepared by planning consultants John Boyd Associates. DPC identified a few places where the inclusion of additional information would make it clearer that the comments covered the implication of the Plan for Dogmersfield Parish, and suggested some other improvements. All of DPC's points were taken into consideration for the preparation of the finalised version of the comments. The three Councillors directly involved concluded that the finalised comments would reflect our local concerns and that associating ourselves with the professionally prepared Winchfield submission would be more influential than preparing and submitting our own set of comments.

GB stated that on 15th March he sought ex-Committee agreement that Dogmersfield Parish Council should support the comments on the proposed submission version of the Hart Local Plan prepared by John Boyd Associates, and authorise Winchfield Parish Council to submit these comments on our behalf as well as their own. Three Councillors supported this proposal immediately with the fourth Councillor doing so after returning from holiday. GB then delivered a letter to all households in the parish. That letter explained that Dogmersfield Parish Council had been invited to join the Winchfield Parish Council initiative and had been involved in fine tuning the final version of the comments, and that the Parish Council had decided that the resulting document fully reflected our concerns and that supporting a joint submission of professionally produced comments would be much more influential than developing our own.

GB reported that on 16th March our Parish Clerk sent a letter to the Clerk of Winchfield Parish Council, confirming that Dogmersfield Parish Council fully supported the comments drawn up by John Boyd Planning Associates and authorised the submission of those comments on its behalf by Winchfield Parish Council.

On the closing day of the consultation Winchfield Parish Council submitted the 700 page set of comments on behalf of themselves, Dogmersfield Parish Council, Crondall Parish Council, Hartley Wintney Parish Council, The Odiham Society, and the Whitewater Valley Society.

A resolution is required to fully regularise this position.

It was resolved that Dogmersfield Parish Council authorises the submission of the comments on the Regulation 19 version of the Hart Local Plan drawn up by John Boyd



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Planning Associates on its behalf by Winchfield Parish Council.

(GB proposed, AC seconded and all were in favour – GC abstained from voting as he was not a Councillor at that time)

To report on Neighbourhood Plan progress

GB reminded the meeting that at the last meeting he had reported that a draft Dogmersfield Neighbourhood Plan had been received from ONEILLHOMER, and that the Neighbourhood Plan Working Group was working up a version of this draft plan that they considered to be suitable to submit for a screening opinion from HDC and suitable for the local informal consultation planned by the Steering Group. GB reported that at this evening's earlier meeting of the Steering Group he was able to confirm that good progress has been achieved.

On 3rd April the Steering Committee submitted version V9 of the draft Dogmersfield Neighbourhood Plan to HDC with a request for a screening opinion. This was put in hand immediately by HDC who engaged a consultancy to carry out the detailed assessment work. On 11th April the Steering Committee received some informal HDC comments on the draft plan which were constructive in that they highlighted a small number of areas where clarification could be improved. No serious shortcomings were identified. On 16th April the Steering Committee received a copy of the draft screening opinion prepared by HDC's consultants. This concluded that no further assessment is required under either a Strategic Environmental Assessment or a Habitats Regulation Assessment. The only slightly negative issue was associated with the declining state of the Basingstoke Canal SSSI. However, DPC believe that this implied criticism is misplaced and can easily be discounted.

HDC have now referred the draft screening opinion to the formal consultees (Natural England, Historic England and the Environment Agency) with a request for them to respond by 25th May. Based on the reactions to date the Steering Group's intention of avoiding the need for an SEA and HRA is still on track, which means that hopefully there will be no need to use the money that has been set aside for a potential SEA.

Starting on 20th April letters were delivered to all households in the parish advising that the V9 of the draft Neighbourhood Plan was available to view on the Parish Council website, and also that hard copies would be provided for those without internet access. A short pro-forma was included that requested residents' views and comments by 31st May. Approximately a dozen replies have already been received and so far the reaction to the draft plan is very positive.

GB explained that in early June it should be possible to collate all of the comments and create a further version of the draft plan which will then be the subject of a formal consultation managed by the Steering Group, known as Regulation 14. GB anticipates that this next important step could be initiated in July.



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GB stated that following the previously approved payment of RCOH invoice no 528, and as reported in detail at the last meeting, due to slightly slower than expected progress £785 of the government grant would remain unspent at the end of the grant period. The End of Grant Report was submitted by the Parish Council as required on 12th April to Groundwork UK, which is the agency that manages the government grant. This repayment had already been approved at our last meeting and is now due for payment.

It was resolved that the payment of £785 to Groundwork UK be authorised.

(AC proposed, GB seconded and all were in favour)

GB explained that Groundwork UK have confirmed that a further grant request can be submitted to cover the £785 which is the balance of the total grant available. This step will be requested by the Steering Committee when the timescale for further payments to ONEILLHOMER is clearer.

Environment

HW stated that she had received verbal confirmation that the Lengthsman scheme for 2018/19 with funding is in place. It was agreed that HW will put together a proposal for a programme of verge clearance works for consideration at the June meeting, incorporating clearance around the entrance to Pilcot Farm and around the seat in advance of the flower show.

HW

A resident asked whether she would be permitted to chop down cow parsley at the end of Chalky Lane because it is obscuring the view of the road when coming out of that junction. Councillors responded that HCC would normally undertake that task, however there is no reason why the resident may not do so in the meantime.

Highways

GB reported that the cement is falling apart on the chicanes on Church Lane and that the pebbles are coming off, and it was noted that the Chatter Alley chicanes also look poor. AC commented that he is arranging a 'walkabout' with HCC to look at various issues and he will include an inspection of the chicanes. GB asked that the road drainage issues in front of and behind the Queens Head also be included. AC commented that in addition he will try to obtain further information regarding the forthcoming Pilcot Road closure. It was noted that the necessary verge repairs on Chatter Alley remain outstanding at present.

AC

AC

AC stated that he and JT are in the process of arranging to meet with the Rights of Way contact regarding improvements to Footpath 3; a subsequent bid for funding will probably need to be made.



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51/18	<p>Other Matters to Report</p> <p>i. <u>Community Liaison</u> GB reported that there is to be a new General Manager at the Four Seasons. It was noted that regarding the three new houses on Church Lane, one is now occupied and the other two are under offer.</p> <p>ii. <u>Training</u> It was noted that following their co-options Councillors GC and BW require training regarding the role of the Council/the role of Councillors. HW and AC will arrange. It was agreed that AC will attend the forthcoming Councillor training session on GDPR being organised by HDC.</p> <p>iii. <u>Website update</u> The website is being updated and maintained on a regular basis.</p> <p>iv. <u>Newsletter update</u> Nothing to report as the draft Local Plan is taking priority.</p>	HW/AC
52/18	<p>Crime and Disorder Act, Section 17 Nothing to report.</p>	
53/18	<p>Next meeting date The next meeting will be held on 11th June.</p>	
54/18	<p>Information sharing Nothing to report. The meeting closed at 9.12pm.</p>	

Signed
Chairman

Date

Abbreviations	In place of	Abbreviations	In place of
DPC	Dogmersfield Parish Council	NALC	National Association of Local Councils
HDC	Hart District Council	SEA	Strategic Environmental Assessment
HCC	Hampshire County Council	HRA	Habitats Regulation Assessment
NHP(SG)	Neighbourhood Plan (Steering Group)	SSSI	Site of Special Scientific Interest
CBF	Community Benefit Fund		
HALC	Hampshire Association of Local Councils		

Dogmersfield Parish Council Finance Report
as at 31st May 2018

Lloyds Bank Reconciliation									
Opening Cashbook Balance at 1st April 2018									13,933.92
Add Receipts		<i>DPC Cashbook</i>	<i>Grant Cashbook</i>	<i>Community Benefit Fund</i>					
		11,481.00	0.00	0.00					
Total Cashbook Receipts YTD 2018/19					11,481.00				
Less Payments		<i>DPC Cashbook</i>	<i>Grant Cashbook</i>	<i>Community Benefit Fund</i>					
		(2,107.00)	(785.00)	-					
Total Cashbook Payments YTD 2018/19					(2,892.00)				
VAT adjustment									
ADD VAT refunded YTD on prior year expenditure					-				
LESS VAT paid YTD on expenditure					(73.00) including Grant expenditure				
NHP Grant/Precept Money adjustment									
LESS NHP Grant funds accounted for separately					HDC Grant	(1,781.48) net of expenses			
					Groundwork Grant	0.00 net of expenses			
					Precept Earmarked	(2,000.00) net of expenses			
Dogmersfield Parish Council Cashbook Balance excluding Grant monies									18,668.44
									HDC Grant 1,781.48
									Groundwork Grant 0.00
									PRECEPT earmarked NHP 2,000.00
Credit Balance in Cashbook after VAT adjustment including Grant Monies & Community Benefit Fund									22,449.92
Actual Bank Balance as per Lloyds Bank Statement dated					31st May 2018	23,312.92			
Difference to Reconcile									863.00
Unpresented Cheques									
									Cheque no. 1061 785
									Cheque no. 1062 78
									863.00
CASHBOOK ENTRIES IN MONTH									
Cheque number	Date	Received From/ Payable to		Details	Receipts		Payments		
					Net Amount	VAT	Net Amount	VAT	
May 2018									
1061	14/05/2018	Groundwork UK		Grant underspend repayment	-	-	785.00	-	
1062	14/05/2018	Moneysoft Ltd		Payroll Software Licence	-	-	65.00	13.00	
1063	14/05/2018	IAC Audit and Consultancy Ltd		Internal Audit Fee 2017/18	-	-	150.00	30.00	
1064	14/05/2018	Hampshire County Council		Partner Contribution for Basingst	-	-	240.00	-	
1065	14/05/2018	CPRE		Annual Membership Fee 2018/19	-	-	36.00	-	
1066	20/05/2018	Helen Wright		Clerk Salary May 2018	-	-	395.00	-	
1067	00/01/1900	D,W & CV Horticultural Society		Flower Show Sponsorship	-	-	180.00	-	
1068	21/05/2018	Came & Company		Insurance Premium 2018/19	-	-	335.00	-	
Total Receipts & Payments in Month					-	-	2,186.00	43.00	
Total Receipts & Payments YTD					11,481.00	-	2,892.00	73.00	
Neighbourhood Grant & Precept Monies Cash Book									
<i>Receipts</i>									
06/06/2016 Hart District Council Grant received					2,000.00				
24/06/2016 Groundwork Grant received					3,715.00				
25/08/2017 Groundwork Grant received					5,285.00				
10/04/2017 Precept Earmarked reserve					2,000.00				
Total Grant / Precept receipts					13,000.00				
<i>Payments excluding VAT</i>									
2016/17 Net payment Prior year					(218.52)	HDC Grant			
2016/17 Net payment Prior year					(3,715.00)	Groundwork Grant			
2017/18 Net payment RCOH Ltd					(1,500.00)	Groundwork Grant			
2017/18 Net payment RCOH Ltd					(3,000.00)	Groundwork Grant			
2018/19 Grant underspend repayment					(785.00)	Groundwork Grant			
Total Grant payments ex VAT					(9,218.52)				
Net Balance of Grants/ Precept					3,781.48				
Hampshire Trust Bank - Community Benefit Fund									
<i>Receipts</i>									
10/02/2017 Fund Monies received					28,000.00	Chq 1030 transferred Money to Hampshire Trust Bank June 2017			
Dogmersfield Parish Council Lloyds Bank Account Balance represented by									
NHP Grant & Precept Balance					3,781.48				
Dogmersfield Precept Cash Book Balance					18,668.44				
Total Cashbook Balance at 31st May 2018					22,449.92				

Dogmersfield Parish Council

Expenditure Analysis 31st May 2018

Budget Area	Budget 2018/19	Expenditure May 2018	Expenditure YTD	Budget Virement in Year	Budget Balance as at 31st May 2018	Percentage Budget Spent	Analysis of Unbudgeted Expenditure	Committed Expenditure
Internal operations								
Parish Clerk	5,000.00	395.00	790.00		4,210.00	15.80%		
Subscriptions	820.00	341.00	652.00		168.00	79.51%		
Meeting costs	400.00	0.00	0.00		400.00	0.00%		
Training	300.00	0.00	0.00		300.00	0.00%		
Admin consumables	300.00	0.00	0.00		300.00	0.00%		
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	335.00	335.00		-35.00	111.67%		
Audit of accounts	200.00	150.00	150.00		50.00	75.00%		
Election contingency	1,200.00	0.00	0.00		1,200.00	0.00%		
Total Internal Operation Budget 2018/19	9,170.00	1,221.00	1,927.00	0.00	7,243.00	21.01%		
Service delivery								
Village maintenance	3,800.00	0.00	0.00		3,800.00	0.00%		
Lengthsman Costs	1,000.00	0.00	0.00		1,000.00	0.00%		
Neighbourhood Plan	0.00	0.00	0.00		0.00	0.00%		
Project work to benefit the community	0.00	0.00	0.00		0.00	0.00%		
Support of beneficial causes	300.00	180.00	180.00		120.00	60.00%		
Total Service Delivery Budget 2018/19	5,100.00	180.00	180.00	0.00	4,920.00	3.53%		
Budget Contingency 2017/18								
Contingency	500.00		0.00		500.00	0.00%		
Total Budget Expenditure 2017/18	14,770.00	1,401.00	2,107.00	0.00	12,663.00	14.27%		

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

DOGMERSFIELD PARISH COUNCIL PLANNING APPLICATIONS RECEIVED AND STATUS REPORT

Application No	Date Valid	Date Due	Description	HDC Status	DPC Status
17/02078/CON	Fri 18 May 2018	Not Available	Thatched Cottage Church Lane Dogmersfield Hook Hampshire RG27 8SZ Discharge of conditions 5- details of materials- pursuant to 17/02078/HOU and condition 2- fenestration details- pursuant to 17/02079/LBC Roof addition to accommodate enlarged first floor, internal re-configuration and alterations/additions to existing fenestration	Registered	
18/01031/CA	Fri 11 May 2018	Not Available	Towpath Cottage Chatter Alley Dogmersfield Hook Hampshire RG27 8SS Medium Ash tree to fell, signs of dying back and near a busy road (T1) 2 medium multi stem Silver Birch fell, heavy lean towards road. Shallow roots and rot at the base. (T2/T3)	Registered	No Response
18/00886/PREAPP	Thu 26 Apr 2018	Thu 24 May 2018	Schoolfield Corner Church Lane Dogmersfield Hook Hampshire Pre-application meeting to discuss alteration of one approved dwelling to two dwellings	Registered	Attended Meeting
18/00877/FUL	Tue 24 Apr 2018	Thu 24 May 2018	Land To The South Of Chatter Alley Dogmersfield Hook RG27 8SS Creation of public parking area (20no. spaces) with associated access; erection of 5no. detached dwellings with associated accesses, parking and turning space and amenity space.	Registered	Objection
18/00802/FUL	Tue 24 Apr 2018	Fri 25 May 2018	Pond House Church Lane Dogmersfield Hook Hampshire RG27 8TA Change of use, part of agricultural land to residential. New vehicular and pedestrian access from track / lane. Installation of services equipment in proposed residential and remaining agricultural land, associated with the habitation of Pond House	Registered	No Response
18/00195/FUL	Thu 01 Feb 2018	01 March 2018	Grace Gardens Chalky Lane Dogmersfield Hook Hampshire RG27 8TD Replacement dwelling including detached garage (Alteration to approved scheme 17/01740/FUL)	Grant	No Objection
18/00157/FUL	Mon 05 Feb 2018	05 March 2018	Emilys Farm Rye Common Odiham Hook RG29 1HT Erection of a unit for the small-scale slaughter and butchery of animals produced on the farm; the enclosure of a barn permitted under 11/02553/FUL and its use to support the butchery unit and process other products from the farm; the erection of a lean-to between the two structures; and the continued siting of three shipping containers for a further three-year period (previously permitted under 11/02552/FUL)	Registered	Objection
16/03129/OUT	Mon 21 Nov 2016	Wed 11 Jan 2017	Pale Lane Farm Pale Lane Hartley Wintney Hook Hampshire RG27 8BA Outline application for the development of up to 700 residential dwellings, site for primary school and local centre, together with associated vehicular, pedestrian and cycle access, drainage, landscape works and provision of general open space.	Refused	No Response