



# DOGMERSFIELD PARISH COUNCIL

## Minutes of the Meeting Held at Dogmersfield Primary School 13<sup>th</sup> October 2014

### Councillors present:

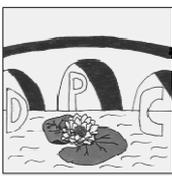
Cllr Geoff Beaven (GB)  
Cllr Alastair Clark (AJC)  
Cllr Mike Ricketts (MR)  
Cllr Graham Leach (GL)  
CLERK Claire Inglis (CI)

### Members of Public present:

Jo Thomas (JT)                      Steph Thomas (ST)                      Mary Morrison (MM)  
Chris Ward (CWa)                      Elizabeth Waller (EW)                      Chris Waller (CW)  
Christine Smith (CS)

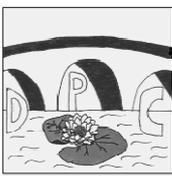
107/14	Agenda item 1	<p><b><u>Welcome &amp; Apologies</u></b></p> <p><b>Apologies were received from Cllr Martin Hannah</b></p> <p>The meeting was opened at 7.30pm by the Chairman who explained that Cllr Leach has been delayed by traffic and will join the meeting in due course and welcomed everyone.</p> <p>In addition apologies were received from District Councillors Kenneth Crookes &amp; Stephen Gorys.</p>	
108/14	Agenda item 2	<p><b><u>Declaration of interests – current agenda</u></b></p> <p>GB declared an interest under planning application number 14/01692 relating to tree work at his property. The application has now been approved by HDC and the work carried out.</p> <p>AJC declared an interest in relation Basingstoke Canal Authority relating to additional authorisation for payment.</p> <p>[GL joined the meeting]</p>	
109/14	Agenda item 3	<p><b><u>Public Participation</u></b></p> <p>GB opened Public participation with a few updates on items of interest to the public.</p> <p><b><u>Development in Dogmersfield</u></b></p> <p>GB updated those present on the status of potential development in the village. DPC were informed that sales have been agreed for both the Fisk field and the Church Lane sites and the invitation was accepted by DPC to meet with Vortal and the purchasers to hear more. The first meeting took place on 6<sup>th</sup> October and was attended by Vortal and representatives from Hazeley Developments (HD) who is the prospective purchaser of the Fisk field site. As anticipated the final sale is dependent on the granting of planning permission.</p> <p>At the meeting with HD the council were shown their first ideas about the layout of the development which is not dissimilar to the schematic put forward by Vortal and circulated to residents earlier in the year. As before a wide strip is being retained by the Fisk trust adjacent to the school to allow access to the land beyond and it was stated</p>	





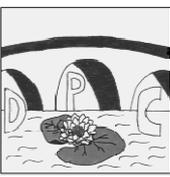
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109/14	Agenda item 3 cont'd	<p><u>Newsletter</u></p> <p>GB commented on the delivery of the new look format of the newsletter distributed after the last meeting which covered much wider aspects of village matters and any feedback on this new approach would be appreciated.</p> <p>Comments from residents received were that it had been read and the new look was very welcome.</p> <p>GB asked for any additional items or for questions relating to the topics updated at this time.</p> <p>EW asked for clarification on what Neighbourhood Plans achieve as she is aware that Crookham Village Parish Council and Winchfield are looking into creating one. GB replied to this by saying that in principle a NP gives local people control over where houses go. However, it cannot prevent development only implement the housing allocation being placed upon an area by the district council but decisions can be made locally as to where they would be allowed. NP can include a larger number of houses than the allocation but not less. They take an inordinate amount of effort to put together and can be expensive to create as there is a need for the use of Consultants to complete various assessments. One of the benefits is that the Parish would receive 25% of the CIL compared to only 15% without an NP.</p> <p>CW asked whether there was any further news from Southern Gas Networks on investigative works to the gas main supply and the water ingress. They have been seen to be working in pockets along Hitches Lane and it was confirmed that they had been seen along Pilcot Hill. The works appear to be in progress albeit intermittently.</p> <p>CW further commented on the gridlocked traffic that was suffered as a result of an accident on the A287. There was also general comment that there does seem to be an increased constant flow of traffic throughout the day and evening which it was concluded may be as a result of the SSE works carried out on the A323 Fleet Road alerting drivers to the rat run route via the village. The school run also has been very fraught recently too.</p> <p>GB commented that it shows the flaws in the traffic assessment made in support of the proposed Netherhouse Copse development. Good news has come out of any potential development of Knights Close in so much as it has been confirmed that the sewage will now be directed away from Dogmersfield.</p> <p>CW welcomed all of the tree work along Chatter Alley and suggested it was a great improvement.</p> <p>CS thanked the Council for all the information on the options consultation that was provided at the last meeting which was most useful and was happy to see that the pot hole outside The Four Seasons was repaired the day following the last meeting.</p>	
110/14	Agenda item 4	<p><b><u>To approve the minutes of the meeting held on 8<sup>th</sup> September 2014</u></b></p> <p><b>It was resolved that the minutes (93/14 to 106/14) be accepted as a true record and they were signed by GB.</b> (AJC proposed, MR seconded and all were in favour).</p>	



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111/14	Agenda item 5	<p><b><u>Matters arising from the minutes of the meeting held on 8<sup>th</sup> September 2014</u></b></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"> <li>• Verge restoration by the Canal Authority has again been requested by CI in advance of the canal repair works. Large machinery was seen at the Dower House which had caused some damage and CWa commented that vans were still parking on the verge even though he has offered his driveway as a place to park. These comments were noted by CI and a response would be chased.</li> <li>• Noticeboard repair still o/s</li> <li>• GB reported that there has been considerable communication with Thames Water and funding has been authorised for the repair work to brickwork of the manhole cover behind the Queens Head and watertight replacements for a number of manhole covers in the Church Lane and at the Chatter Alley junction.</li> <li>• Possibility of grant for footpath is work in progress and AJC is awaiting a response.</li> <li>• Highways partnership meeting is on 23<sup>rd</sup> October where issues will be brought up.</li> <li>• Repair to sign at A287 to be carried out after Community Payback team have finished work immediately around it.</li> <li>• AJC waiting for a response relating to query on footpath maintenance.</li> <li>• AJC confirmed that the electrical safety certificate for the Christmas lights will be charged at the same price as last year.</li> <li>• HALC fees to be reported as a follow up.</li> </ul>	<p>CI</p> <p>GB/AJC</p> <p>AJC</p> <p>AJC</p> <p>AJC</p> <p>AJC</p> <p>AJC</p>
112/14	Agenda Item 6	<p><b><u>Finance and Regulatory Matters</u></b></p> <p><u>To receive and approve the financial statement of account and payments in period from 1<sup>st</sup> to 30<sup>th</sup> September</u></p> <p>CI reported the Bank balance at end of September stands at £10,155.45 and this has been agreed by AJC and signed.</p> <p>September payments made were confirmed as follows:          Chq no: 885 £822 Goslings re Annual verge maintenance          Chq no:886 £387 Clerk Salary</p> <p>As at the end of September the half year point in the budget year; the Parish Council expenditure categories are in line with budget expectation e.g. whilst the Village Maintenance budget line shows 63% spent YTD this is because the bulk of this work is carried out in the Summer period.</p> <p><b>It was resolved that the statement of accounts be accepted as a true record and payments listed therein be confirmed</b> (GB proposed, GL seconded and all were in favour).</p> <p>Please note that in September it was resolved to make payment upon receipt of invoice for The Basingstoke Canal Contribution. The invoice has arrived and is for a value of £250 therefore in addition to the below listed invoices CI requested authorisation for the additional £10.</p>	



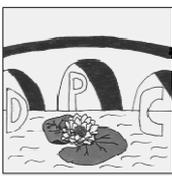
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<p>112/14</p>	<p>Agenda Item 6 cont'd</p>	<p><b>It was resolved to authorise an additional £10 to be paid for the Basingstoke Canal Contribution 2014/15 a total payment of £250 as per budget</b> (GB proposed, MR seconded, AJC abstained and GL was in favour).</p> <p>Payments requested for authorisation were:</p> <ul style="list-style-type: none"><li>• October 2014 Clerk Salary payment £387.00 due 20<sup>th</sup> of the month</li><li>• Information Commissioner £35.00 for Data Protection Renewal</li><li>• 1<sup>st</sup> Call Trees Limited £648.00</li><li>• Community Payback Team October visit £75.00</li><li>• HALC £36.00 for Clerks Update seminar.</li></ul> <p>Further an expense claim has been received for the Telephone Kiosk which is for a net figure of £387.18. This is within the limit set of net figure £400 and GB asked if all were happy for this payment to be made subject to validation of VAT receipts.</p> <ul style="list-style-type: none"><li>• Telephone Kiosk expenses payable to Mr D Everett £464.62 upon receipt of claim to include valid VAT receipts.</li></ul> <p><b>The above payments were authorised for payment upon satisfaction of valid VAT receipts/invoices and all were in agreement.</b></p> <p><u>To authorise a 'letter of authority' for RFO to obtain bank statements for the next quarter Oct/Nov/Dec 14</u></p> <p>CI explained that the timing of receipt of the bank statement is not always such that the RFO report can be produced in time. CI requested a letter of authority to cover the next three months to take to Lloyds branch in Fleet enabling this to be obtained with less trouble than has been incurred in the past. GB inquired whether online access was a possible route and CI agreed to investigate.</p> <p><b>It was agreed to provide the RFO with a letter of authority to obtain bank statements in a timely manner from Lloyds branch in Fleet to cover the period from 1<sup>st</sup> October to 31<sup>st</sup> December 2014 and to investigate the option for online access to obtain bank balance information and all were in agreement.</b></p> <p>The letter was duly signed by two authorising signatures.</p> <p><u>To report on the conclusion of external audit by BDO and resolve to accept the Annual Return 2013/14</u></p> <p>CI confirmed that she was in receipt of confirmation of conclusion of the audit for 2013/14 with no matters arising. The requisite notice of conclusion of the audit was displayed on the noticeboards from 19<sup>th</sup> September for a period exceeding two weeks. CI requested that the Annual return be approved and accepted.</p> <p><b>It was resolved to accept and approve the Annual Return for the year ended 31<sup>st</sup> March 2014 and to confirm that the requisite notice of Conclusion of Audit was displayed from 19<sup>th</sup> September until 3<sup>rd</sup> October</b> (GB proposed, MR seconded and all were in favour).</p> <p><u>To review the Risk Register</u></p> <p>GB led a review of this document stating that it is a living document and that risks should be reviewed as part of the Council diary to ensure that it is fulfilling its risk management.</p> <p>Chalky Lane Bus Shelter maintenance – The Community payback team have offered to</p>	<p>CI</p> <p>GB/ AJC</p>
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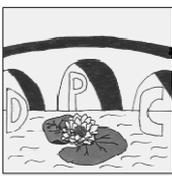
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<p><b>112/14</b></p>	<p><b>Agenda Item 6 cont'd</b></p>	<p>re-coat the shed with preservative as part of their work visits. Equipment will be supplied by GB and AJC.</p> <p>Noticeboards and posts and rails on Pilcot Green have been maintained this year.</p> <p>Telephone Kiosk – Upon completion of the restoration works a discussion will follow as to its future use and risk assessment of its use.</p> <p>Laptop – It was suggested that a proposal be put forward to provide for a replacement laptop as part of the budget review process.</p> <p>Printer – CI suggests disposal of printer and will bring this for discussion at the November meeting.</p> <p>Financial management issues – On the basis that a clean audit was achieved this area has been covered at this time.</p> <p>Data Protection – GB commented that a concerted effort be made to further expand the residents email address.</p> <p>Council Activities – As working parties are carrying out tasks in the village this has been given consideration by GB who will record those present. Currently they are Parish Council led but stem from a group of residents getting together and offering to carry out tasks around the village.</p> <p>Council Contracts – is an area where further discussion should take place at a future meeting.</p> <p>Common Land management - To consider risk assessment of activities on Common Land and GB would take the lead on reviewing the risk assessment for the Christmas lights on the Green.</p> <p><u>To consider Standing Order amendment and action to be taken</u></p> <p>CI reported that as part of the Clerks update recently attended we were advised as to the changes required to allow members of the public to make recordings of council meetings. The advice that surrounds this is to alert members of the public in attendance that they have the right to do so. Further that if they wish to record the meeting DPC should provide for the requirement to alert the Clerk or Chairman in advance of the meeting in order that other members of the public can be informed that recording may take place. Members of the public may want to maintain their privacy etc. and hence decline to remain in the meeting or decline to speak.</p> <p>The current standing order 3L needs to be put aside and reworded as appropriate until such time that the Standing order is replaced. AJC commented that this had only happened once in the past whereupon it was stopped. AJC suggested that the existing Standing order should be relaxed in order to comply and to consider a protocol for notification of such an event. CI suggested that it could be included on the agenda to request advance notification. Wording for the replacement Standing Order was suggested but this will be moved to the November meeting for a final decision.</p> <p><u>To timetable Budget process for 2014/15</u></p> <p>CI reminded Councillors that a budget proposal was worked up following the November meeting and approved at the December meeting in the prior year.</p> <p>CI agreed to circulate the current year budget for reference and GB and CI would lead with an outline 2015/16 budget to bring to the November meeting and potential strategy meeting to discuss in detail. Final agreement of the budget would be obtained at the December meeting. Any quotes being actively sought for village works should be received by 31<sup>st</sup> October to enable feed into the budget proposal.</p>	<p><b>Budget</b></p> <p><b>Nov agenda</b></p> <p><b>GB</b></p> <p><b>CI</b></p> <p><b>CI/GB</b></p>
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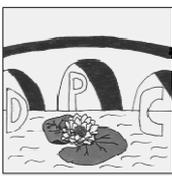
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<p>113/14</p>	<p>Agenda item 7</p>	<p><b><u>Planning</u></b></p> <p><u>Report on current planning applications and confirmation of Parish Council responses</u></p> <p>The following applications were discussed and decisions noted where applicable:          Watery Lane – This application was refused. This decision was made at the same HDC Planning Committee meeting which approved the large development at Hook. DPC had voiced concerns about water run-off. The outcome of any appeal will be interesting.</p> <p>Knights Close – Not yet gone to planning committee for a decision. At the meeting with Vortal they suggested they feel that too many conditions were being placed on this application.</p> <p>Netherhouse Copse – No information on the date for the planning decision on this application.</p> <p>Ormersfield Lodge – Planning condition variation was granted permission.</p> <p>Church Rise tree works – Permission granted and work carried out.</p> <p>Gypsy Site at junction of A287 – Decision has not been made on this application. DPC objected to this application.</p> <p>Ye Olde Boat House – New application which is not controversial seeking pre-application advice on a 2 storey extension. No comment can be made at this stage.</p> <p>Rye Common Lane – Outline application for 4 new, 2 storey properties. This is a new submission for which GB will circulate a protocol to be commented upon. There have been numerous submissions on this site which is now likely to be a much smaller scale proposal than previously submitted.</p> <p><u>To confirm Hart Local Plan Consultation submission</u>          Please see Public Participation</p> <p><u>To report on meeting with Vortal and potential developers of Chatter Alley site</u>          Please see Public Participation</p> <p><u>To report on meeting held by Planning Minister</u>          Please see Public Participation</p>	
<p>114/14</p>	<p>Agenda item 8</p>	<p><b><u>Environment</u></b></p> <p><u>To report on conclusion of tree works in village</u></p> <p>GL confirmed that the final element of works along Chatter Alley has now been concluded. This work has involved a substantial cutback of dead/dying and diseased wood to the trees along the road and complimented the free work provided by Hampshire CC. It is considered that there will be little requirement for work to trees along this stretch for a good time.</p> <p>GB reported that a resident is covering the cost of work to be carried out to the Willow tree on Pilcot Green after it suffered storm damage.</p> <p>EW asked whether there is a problem with the Fir tree on Pilcot Green South as there is quite a bit of browning. The leaning tree and the recently pruned Cherry tree also look a little unwell and these trees would be reviewed and considered for future works if</p>	



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114/14	<b>Agenda item 8 cont'd</b>	<p>required.</p> <p><u>To report on progress made by working party working party activities on tidy up projects around the village and upcoming dates</u>            GB reported that working parties have been organised by residents (Dads of Dogmersfield) who have been keen to contribute to the community. So far effort had concentrated on clearing out the ditches in Chatter Alley. The next date is this upcoming Saturday 18<sup>th</sup> October for anyone that can join in and will commence from Rushy House. GB agreed with AJC to set sometime aside to continue work unblocking culverts.</p> <p><u>To report on the first visit by Community Payback Team to perform village tidy up work</u>            The payback team visited on the 3<sup>rd</sup> October, the first of three visits and the potential of a free visit in addition. Work began on Chalky Lane to clear the footpath of overhanging debris and the 8 hardworking lads made a great start. They were under good management on the day. Fly tipping has been noticed since the visit.</p> <p><u>To consider costing options for long term low cost maintenance of traffic chicane islands in village and verge cutting programme for 2015.</u>            CI reported that obtaining quotes to bring proposals for this are very much work in progress. Two contractors have been lined up to quote for work to the traffic islands and Goslings need to be chased for a response to the cutting program for 2015. GL expanded by saying that the council are looking for a costing on a long term solution to initially two islands to be in-filled with decorative pebbles. Residents will then be consulted on this proposal if the cost is reasonable. The traffic islands in question have so little soil depth or are located under trees and are therefore not sustaining plant life in the long term.            AJC is also seeking advice at the Highways meeting the following week and will feedback on any outcome.            Comment was passed that repairs have been carried out to the chicane at the entrance to the village in Pilcot Road following a road traffic accident.</p> <p><u>To report on progress of scoping out a plan to improve the wildlife habitat on Pilcot Green North</u>            GL confirmed that this is outstanding and any potential works will be scoped out in the first instance.</p>	<p>GB/AJC</p> <p>CI</p> <p>GL</p>
115/14	<b>Agenda item 9</b>	<p><b><u>Highways</u></b></p> <p><u>To report any updates on Highways matters</u>            AJC provided a brief update report that any outstanding matters were being raised again at the Traffic Partnership meeting due to be held the following week. AJC will be raising the offer of Dragons Teeth from CWa a resident along the stretch of Chatter Alley near his property at this meeting as wooden posts would be preferred to the plastic posts currently proposed.</p>	
116/14	<b>Agenda item 10</b>	<p><b><u>Other matters to report</u></b></p> <p><b>Community Liaison</b> - Nothing additional to discuss</p> <p><b>Training</b> – CI reported on her attendance at the Clerks Update where the discussion topics were the new Openess Regulations as mentioned under agenda item 6 and on External Funding which CI felt was not relevant to DPC. The subject related to Crowd Funding. AJC commented that Hart Voluntary Action offer sources of funding and this</p>	



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116/14	<b>Agenda item 10 cont'd</b>	<p>may be looked into.</p> <p><b>Website</b> – An archive session has been booked by AJC and CI</p> <p><b>Newsletter</b> – The timing of the next issue was discussed and a Spring/Easter edition was thought appropriate with any updates provided in the interim as required. MR and CI would pencil in a timeline for publishing the next newsletter</p> <p>GB commented that DPC have not suggested any 1<sup>st</sup> World War Commemorative project and this should be given some consideration. It was noticed that in the Church there is mention of 9 casualties in the 1<sup>st</sup> World War from the village. A memorial stone placed somewhere was one suggestion and it was decided to give further thought to such a project. A resident is carrying out some research on behalf of Odiham and is happy to provide a similar article for a future newsletter on the fallen soldiers from Dogmersfield.</p>	<b>MR/CI</b>						
117/14	<b>Agenda item 11</b>	<p><b><u>Crime and Disorder Act, section 17</u></b></p> <p>No matters to discuss.</p>							
118/14	<b>Agenda item 12</b>	<p><b><u>Dates of future meetings</u></b></p> <p><b><u>2014/15</u></b> Meetings are scheduled as follows:</p> <table border="1" data-bbox="320 1077 1158 1155"> <tr> <td>November 10<sup>th</sup></td> <td>December 8<sup>th</sup></td> <td>January 12<sup>th</sup></td> </tr> <tr> <td>February 9<sup>th</sup></td> <td>March 9<sup>th</sup></td> <td>2015/16 to be scheduled</td> </tr> </table>	November 10 <sup>th</sup>	December 8 <sup>th</sup>	January 12 <sup>th</sup>	February 9 <sup>th</sup>	March 9 <sup>th</sup>	2015/16 to be scheduled	
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119/14	<b>Agenda item 13</b>	<p><b><u>Information Sharing</u></b></p> <p>Nothing to report and meeting closed at 9.05pm</p>							

Signed.....  
Chairman

Date.....