

# DOGMERSFIELD PARISH COUNCIL

## Minutes of the Meeting Held at Dogmersfield Primary School 12<sup>th</sup> November 2018

### Councillors present:

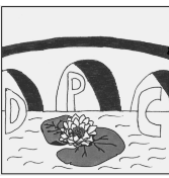
Cllr Geoff Beaven (GB) (CHAIRPERSON)  
Cllr Alastair Clark (AC)  
Cllr Brian White (BW)  
Cllr Graham Chisnall (GC)

CLERK: Helen Wright (HW)

### Members of the public present:

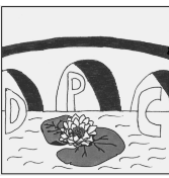
There were 5 members of the public present

109/18	<b>Welcome &amp; Apologies for Absence</b>  GB welcomed everybody to the meeting. He stated that a meeting of the Dogmersfield Neighbourhood Plan Steering Group had been held on Tuesday 6 <sup>th</sup> November and that he would provide a full report under agenda item 116/18.  Apologies were received from Cllr Ken Crookes, Chris Ward and Elizabeth Waller.	
110/18	<b>Declaration of Interests – Current Agenda</b>  GB stated that he has declared an interest in a planning matter and that he would ask AC to cover this topic, which has not been included in his planning report, under agenda item 116/18.	
111/18	<b>Public Participation</b>  A resident asked if the Church Walk signs could be removed. GB commented that he believed he had removed them all, but that he would check.  A resident requested that the muddy area near the Four Seasons which vehicles use as a parking place be covered with tarmac and made into a proper layby, perhaps using unspent S106 funds. It was noted that this would come under the highways remit and DPC agreed to consider the matter.	GB  AC
112/18	<b>Approval of the Minutes of the Meeting held on 8<sup>th</sup> October 2018</b>  <b>It was resolved that the minutes of the meeting held on 8<sup>th</sup> October 2018 (95/18 to 108/18) be accepted as a true record and they were signed by the Chairperson.</b>  (BW proposed, GB seconded and all were in favour - GC abstained as he was absent from that meeting)	



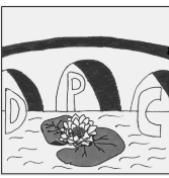
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113/18	<p><b>Matters Arising from the Minutes of the Meeting held on 8<sup>th</sup> October 2018</b></p> <p><u>To include consideration of the outstanding action list</u></p> <p>With consideration to the action list from 8<sup>th</sup> October, the following points were noted:</p> <ul style="list-style-type: none"> <li>• <b>99/18 GB to determine whether further action is required following letters sent to the relevant property owners regarding problems with plant growth/branches overhanging roadways</b> – It was noted that there has been a very good response to the letters, therefore GB is not intending to take any further action unless a specific issue is raised.</li> <li>• <b>99/18 To arrange for Councillors to inspect all of the chicanes, once the cost of the remedial work on the Church Lane chicane has been established</b> – to be covered under agenda item 117/18.</li> <li>• <b>99/18 Regarding Footpath No.3 - to discuss the necessary works with the relevant landowners asking them to either quote themselves for the work or to recommend somebody who they would be satisfied with</b> – to be covered under agenda item 117/18.</li> <li>• <b>99/18 To check who owns the land on which the source of the water is located which may be causing the footpath to the school to become muddy during wet weather</b> – AC stated that he will look at this again this week following the recent heavy rain.</li> <li>• <b>90/18 AC to repair the post on the noticeboard near the school</b> – AC stated that he will undertake the repairs shortly.</li> <li>• <b>100/18 To appoint a Councillor representative to the CBF Management Group upon completion of the Parish Councillor application process</b> – GB stated that he aims to progress this before the next DPC meeting.</li> <li>• <b>101/18 To prepare the Draft Budget 2019/20 for presentation to the November DPC meeting</b> – to be covered under agenda item 115/18.</li> <li>• <b>101/18 To circulate a copy of the Risk Register to Councillors in advance of the November DPC meeting</b> – completed.</li> <li>• <b>101/18 To sign off the Clerk appraisal report</b> – GB/HW to check that this has been signed.</li> <li>• <b>102/18 To put on agenda for November's DPC meeting: consideration of whether DPC should make a formal contribution to costs incurred by Winchfield Parish Council in appointing John Boyd Planning Associates</b> – to be covered under agenda item 116/18.</li> <li>• <b>103/18 To arrange for the Lengthsman to remove the fallen branch from Chalky Lane</b> – it was noted that BW has removed the branch.</li> <li>• <b>103/18 To put on the agenda for November's DPC meeting: the replacement of the posts on Pilcot Green</b> – to be covered under agenda item 117/18.</li> <li>• <b>103/18 To obtain a quote from the Lengthsman for undertaking the works to the chicane in Church Lane as per AC's specification</b> – to be covered under agenda item 117/18.</li> </ul>	<p>AC</p> <p>AC</p> <p>GB</p> <p>GB/HW</p>
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114/18	<p><b>Council Vacancies</b></p> <p><u>To review progress on the recruitment of a Councillor, co-option of a successful candidate and signing of the Declaration of Acceptance of Office</u></p> <p>GB reported that the two applicants had been interviewed by the full Council and they were both very credible and suitable candidates, however as there was only one vacancy the Council concluded that they should proceed to the next stage of co-option with the application from Jane Houston (JH). He explained that JH has lived in Dogmersfield for three years, she has a legal background and she is now the Director of a private law school in London, and Councillors were impressed by her infectious enthusiasm to become more involved in supporting the community and were certain that she has the potential to be an excellent Parish Councillor.</p> <p><b>It was resolved that Jane Houston be co-opted to fill the vacancy on the Dogmersfield Parish Council.</b></p> <p>(GB proposed, GC seconded and all were in favour)</p> <p>JH and HW completed and signed the Declaration of Acceptance of Office, and JH joined the meeting as a Parish Councillor.</p>											
115/18	<p><b>Finance &amp; Regulatory Matters</b></p> <p><u>To receive and approve the financial statement of accounts from 1<sup>st</sup> – 31<sup>st</sup> October, confirming payments made in October and to authorise any payments now due</u></p> <p>HW reported that in summary the transactions in October were as follows:</p> <p><i>Payments:</i></p> <table data-bbox="411 1339 1246 1559"><tr><td>Cheque nos.</td><td></td></tr><tr><td>1081</td><td>The Church on the Heath, meeting room hire £18</td></tr><tr><td>1082</td><td>Information Commissioner, data protection registration £40</td></tr><tr><td>1083</td><td>Helen Wright, Clerk salary Oct 2018 £395</td></tr><tr><td>1084</td><td>Helen Wright, Clerk expenses £50.14</td></tr></table> <p><i>Receipts:</i> Nil</p> <p>It was noted that the financial position at the end of October was as follows:</p> <p><i>Total cashbook:</i> £19,787.88 of which £2,781.48 is ring fenced for the Neighbourhood Plan.</p> <p><b>It was resolved that the October Finance Report be accepted as a true and correct record and the payments listed therein be confirmed.</b></p> <p>(GC proposed, AC seconded and all were in favour)</p>	Cheque nos.		1081	The Church on the Heath, meeting room hire £18	1082	Information Commissioner, data protection registration £40	1083	Helen Wright, Clerk salary Oct 2018 £395	1084	Helen Wright, Clerk expenses £50.14	
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It was resolved to authorise the following payments due in November:

**Cheque nos.**

**1085            The Church on the Heath, meeting room hire £18**

**1086            Helen Wright, Clerk salary £395**

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

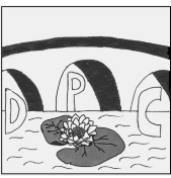
To review the Risk Register

GB brought this item forward on the agenda in advance of consideration of the Draft Budget for 2019/20.

GB explained that the Risk Register had been adopted at the AGM in May, but that it should be reviewed at midyear to ensure that it still reflects the risks being borne by the Council and that the agreed mitigations are still adequate. It was noted that it is good practice to do this now to ensure that the budget provides adequate cover for these risks.

The Risk Register circulated in advance of the meeting was reviewed, and the following points were raised:

- Chalky Lane bus shelter - It was noted that there may be a lot of rubbish in the bus shelter, although its condition poses no increased risk. BW agreed to investigate the amount of rubbish. BW
- Posts and rails on Pilcot Green – It was noted that the Manager of the Queens Head pub has not yet painted the remaining posts white, and GB stated that he will follow this up with him in the better weather. GB
- Telephone kiosk on Pilcot Green – It was noted that although the possibility of disconnection has been investigated, it would be sensible not to disconnect it at this time in case a defibrillator is to be installed in the future.
- Laptop computer – It was noted that a replacement laptop has been purchased, and AC anticipates that it will be ready to use very shortly. AC
- Other software – GC expressed concern regarding how certain DPC can be that software used by Councillors is legitimate and fully licensed. It was agreed that the wording of the Risk Register needs to be amended to reflect the need for Councillors to ensure that they are using properly licensed software and have recognised antivirus protection in place. GB/HW
- Financial/Other Records – In answer to GC's query HW confirmed that the memory stick containing the backed-up files is stored in a locked filing cabinet separate from the laptop.
- Data Protection Act 1998 – It was noted that this section of the Risk Register should be updated as appropriate once the Data Protection and Privacy Policy has been adopted (to be covered later under agenda item 115/18). The following risks were identified as needing attention:-
  - Ensuring that proper procedures are developed for the retention/disposal of data



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with regard to legal timescales;

- Security of data on Councillors' own devices. JH suggested that documents could be password protected. AC suggested that a DPC server for all Council business could perhaps be set up.

It was noted that Data Protection will be considered further under agenda item 115/18 regarding the adoption of the Data Protection and Privacy Policy.

- Council Contracts – It was noted that HW will be undertaking procurement training in the future.

It was agreed that following this review HW will update the Risk Register accordingly.

HW

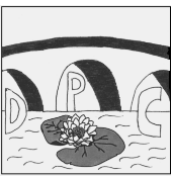
## To consider the Draft Budget for 2019/20

GB explained that DPC's task is to draw up a viable and realistic budget for 2019/20 which covers potential expenditure during the next financial year period, for which DPC needs to consider worst case situations. The expenditure will be made up of discretionary purchases that can be controlled (such as subscriptions), costs that are unavoidable (such as the Clerk's salary) and potential costs that may not occur but for which funds need to be available within the budget should they materialise (such as an election). GB explained that provisions for the latter are a matter of judgement, and the main reason why actual expenditure is often much less than the total budget.

GB stated that before considering the budget for next year it is always a good idea to look at what is likely to be spent this year. The Likely Outturn for 2018/19 is £13,125, however this figure still assumes that an election is possible, and the figure for village maintenance costs is likely to be an overestimate because in previous years a number of tree problems had to be addressed whereas there have been none so far this year. Consequently the figure of £13,125 could be pessimistic by as much as £3,000.

GB explained that the proposed budget for 2019/2020 contains more or less the same items as the budget for 2018/2019, which was agreed last year with minor variations to reflect known cost changes. Of particular note for the proposed budget for 2019/20 are the increased provision for Councillor training and the lower amount for IT. The provision for an election must be included at £1,200. The village maintenance is reduced, but again the £1,000 for the Lengthsman must be included although it is possible that this cost will be met by HCC as has been the case for a number of years. The significant new item is a further contingency provision for the Neighbourhood Plan, as although the NHP budget still includes an uncommitted contingency of £1,366.48 GB is not confident that this will be sufficient to finish the project, and therefore he believes that a further provision of £1,000 is a prudent measure. GB summarised that with these changes the total budget for 2019/2020 of £14,770 is the same as that set for 2018/2019.

GB stated that the viability of the budget also needs to be carefully considered. He outlined that



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the trend analysis shows that using the £13,125 forecast for expenditure DPC will have £8,522 in the bank at the end of the current financial year, although as he previously explained this could well be nearer to £11,000.

Regarding income, DPC have varied the precept a number of times over recent years and GB's proposal for 2019/20 is that the same income as the current year i.e. £11,481 be retained. He explained that with this level of income, and assuming that all of the budget is spent, the closing bank balance for 2019/2020 would be £5,233. He stated that he believes this to be a comfortable figure in its own right, but that it is also a considered pessimistic prediction and for aforementioned reasons the eventual outturn could be several thousand pounds higher, probably well over £8,000.

GC asked whether GB was confident that no additional expenditure on the Neighbourhood Plan would be incurred in 2018/19. GB confirmed that he is confident that this would be the case, and that the Likely Outturn for the NHP for 2018/19 would remain at £0. He explained that DPC has funds available for 4 further days of consultancy work, plus an additional £1,300, before any extra money would be required. He stated that following submission of the Plan HDC would cover most of the costs thereafter, but that DPC do need sufficient funds to deal with the responses to the Consultation. In answer to a further query from GC, GB explained that the NHP funding may be rolled over into the next financial year, except for the grant from Groundwork UK which is time-limited.

It was noted that with the proposed budget for 2019/20, the closing bank balance figure of £5,233 is a significant improvement on the figure of £3,828 upon which last year's budget was agreed.

AC commented that the banding of the new properties may also have positive implications.

No further points were raised. It was noted that the Draft Budget for 2019/20 would be brought back to the December meeting of DPC for approval, with a view to agreeing the level of the precept at the January meeting.

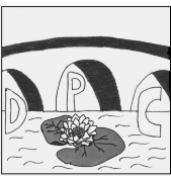
## To adopt the Data Protection and Privacy Policy

It was noted that it would be good practice for DPC to formally adopt a Data Protection and Privacy Policy to solidify their approach to data protection, and as such the draft policy circulated by HW to Councillors in advance of the meeting was considered.

It was found to be a sensible and reader-friendly document, which HW stated was similar to that used by other local Parish Councils. GB asked that the date of the document be inserted as a footer on each page, as opposed to being only on the final page of the document. It was agreed that the policy is a good starting point, and that consideration now needs to be given to putting proper procedures in place to ensure that DPC complies with the policy. It was agreed that HW

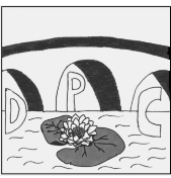
HW

HW



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	<p>will look into the identification/formulation of such procedures, with input from GC and JH.</p> <p><b>It was resolved to adopt the Data Protection and Privacy Policy.</b> (GC proposed, GB seconded and all were in favour)</p> <p><u>To discuss and agree support of the Friends of All Saints Dogmersfield Christmas Event</u> GB explained that for many years the Parish Council has supported a Christmas Event on Pilcot Green, and that DPC have now received a request from the Friends of All Saints' Dogmersfield (FOASD) for a similar level of support for their planned Christmas celebrations for this year. It was noted that they have asked for consideration to be given for the following:</p> <ol style="list-style-type: none"> <li>1) the use of Pilcot Green for the Christmas Event as proposed by FOASD which is planned to take place on Sunday 9<sup>th</sup> December 2018;</li> <li>2) that FOASD can make use of the Council's Christmas lighting installed by FOASD on an existing tree;</li> <li>3) the use of the Council's public liability insurance to cover the lighting installation on the existing tree;</li> <li>4) the Council to arrange and cover the cost of providing an electrical safety check and certificate for the electrical installation.</li> <li>5) It was also noted that GB will undertake the necessary risk assessment. GC enquired whether the risk assessment ought to be undertaken by somebody external to DPC. GB stated that when he last checked that was not necessary, and as a Chartered Engineer he is able to complete the risk assessment himself, but that since it is some time since he last checked on the requirements he would check again to be sure.</li> </ol> <p><b>It was resolved to provide support to the Friends of All Saints Dogmersfield Christmas Event as described in points 1-5 above at a cost of £40.</b> (GB proposed, BW seconded and all were in favour)</p>	<p>HW/ GC/JH</p> <p>AC</p> <p>GB</p>
<p>116/18</p>	<p><b>Planning</b></p> <p><u>To report on current planning applications and confirmation of Parish Council responses</u></p> <p><b>16/03129/OUT Pale Lane</b> – This application seeks outline approval for 700 new houses and some local infrastructure including a primary school and a community centre. As reported at the last meeting the developer has appealed against the refusal to grant outline permission and there will be a public hearing from 8<sup>th</sup> to 16<sup>th</sup> January 2019.</p> <p><b>17/02664/FUL Emilys Farm</b> – This application seeks to renew the permission granted in 2012 for a temporary mobile home to house a stockman close to the animals under their care. The previous permission expired in 2015. No further information is available.</p>	



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**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. There is nothing further to report.

**18/00877/FUL Chatter Alley** – As reported at earlier meetings the application to build 5 new houses in the area of land known as the Fisk Field was refused, however a new scheme to build 4 houses has been drawn up. There was a public exhibition of the proposed development in the school hall on 19<sup>th</sup> September. The Parish Council met the developers at their request on 22<sup>nd</sup> October. The main topics discussed were the feedback from the public exhibition and the options for management of the proposed parking area. A table capturing the written comments from the exhibition was provided. The developers have taken note of all of the comments received and are considering their next step. Notes of the meeting are available on the Council's website.

**18/01503/FUL Pilcot Farm House** - This application covers a rear extension and new double garage for the private house located behind Pilcot Farm. The new works will not be visible from the highway and the Parish Council has submitted no objections. Permission has been granted.

**18/01555/HOU and 18/01556/HOU 1 Pilcot Cottage** – These two applications cover a number of changes to the already approved and commenced major extension. In the past GB failed to report correctly on these two applications. The first is a resubmission for roughly the same extension that already had permission, but with changes to the side porch. HDC have granted permission for these changes. The second application included a further single storey extension to the rear. This application has been refused as it was over-development of a small property.

**18/01572/FUL Rushy House** – This full application seeks permission to build a new 5 bedroom house in the paddock to the side of Rushy House. After careful consideration the Parish Council submitted no objections and HDC have granted permission.

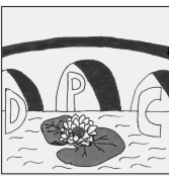
**18/01959/TPO Karibu** - This application covers tree work at Karibu on trees overhanging from the common land. HDC has granted permission.

**18/01862/HOU St John's** – This full application seeks permission to erect a garden shed at the end of the garden of one of the new houses in Church Lane. The Parish Council has no concerns and did not respond. HDC has granted permission.

**18/02041/PREAPP The Barracks** - This application seeks advice regarding the conversion of the existing stable block into a dwelling, or alternatively the building of a new dwelling on an adjacent site. The Parish Council will not be responding at this stage. The Hart Assistant Conservation Officer has highlighted problems with the status of the existing stable block.

**18/02217/HOU 1 Pilcot Cottage** – This is a further application covering the single storey extension to the rear of the building, but of a smaller area than that of the refused application. One





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neighbour has objected but has referred to a feature which is not the subject of this application.  
The Parish Council has not objected.

**18/02511/PDTEL BT OPENREACH** – this is a notification that BT intend to erect a cabinet on the Church Lane verge outside Daegmarsfield Farm.

**18/01572/CON Rushy House** – This application seeks to clear a condition associated with the recent granting of permission to erect a new 5 bedroom house adjacent to Rushy House.

Regarding the possible development of land at the top end of Church Lane opposite Thatched Cottage, AC reported that HW has contacted the consultant who initially requested a meeting with the Parish Council and asked them to suggest dates for a meeting, however as yet DPC have received no response.

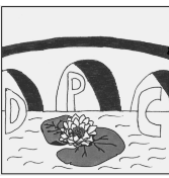
## Neighbourhood Plan Update

GB reminded the meeting that following HDC's declaration that the screening process had been completed DPC's consultants, O'Neill Homer, had been asked to draw up a draft Pre-Submission version of the plan which took into account all of the comments and feedback both from the screening and from the informal consultation. Unfortunately this version of the plan was only received by DPC on 9<sup>th</sup> October, and a number of the sections still required significant contributions from NHPSG members. This work was put in hand and, after much effort and refinement by a small team, a version of the Pre-Submission Plan suitable for the Regulation 14 Consultation was completed.

The arrangements for the Consultation were also investigated with help from HDC. These comprise publicising details of the Consultation, including where the Plan can be viewed and the timescale for comments. To meet this requirement the Consultation documents have been placed on the Parish Council website. These documents include the Plan and a Consultation letter which sets out all the details.

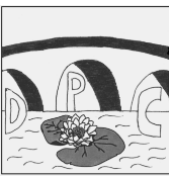
GB reported that the letter has been delivered to all households and businesses in the parish, and has been sent by email and post to nearly 100 statutory consultees. It was noted that hard copies of the Plan will be made available to residents without internet access, and public copies have been placed in the porch at All Saint's Parish Church and in the Queens Head. A drop-in event will be held on Saturday 1<sup>st</sup> December from 2.00pm to 5.00pm at All Saints' Parish Church.

GB explained that the Neighbourhood Plan Steering Group met on 6<sup>th</sup> November, when it was agreed that the Regulation 14 Consultation should be launched on 9<sup>th</sup> November with a closing date of 21<sup>st</sup> December. He confirmed that all of the preparatory actions have been completed and that the Consultation is now underway. He stated that he would like to publically thank the small number of Steering Group members who have worked very hard to achieve this important



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	<p>milestone.</p> <p><u>Consideration of whether to contribute to the financial costs incurred by Winchfield Parish Council for the work undertaken by John Boyd Planning Associates on the Hart Local Plan</u></p> <p>GB explained that at their last meeting the Council briefly considered whether DPC should contribute to the costs of using John Boyd Planning Associates to represent our interests at the Examination in Public (EIP) of the Hart draft Local Plan by the government appointed Examiner. It was noted that the matter has not been raised and consequently DPC do not need to consider it further at this time.</p>	
117/18	<p><b>Environment and Rights of Way</b></p> <p><u>To consider maintenance requirements e.g. repair of broken posts on Pilcot Green, refurbishment of chicanes and Footpath No. 3</u></p> <p>GB stated that at the last DPC meeting it was noted that the costs for replacing two posts on Pilcot Green with hard wood, and repairing the crooked post, would be approximately £300 based on two quotes, and it had been agreed to defer a decision to allow AC to investigate a lower cost approach. AC stated that it would cost £8.50 inc VAT to purchase a 6' hard wood post, and that he would be prepared to undertake the repairs himself. GC offered to assist, and it was agreed that AC and GC would progress the repairs.</p> <p>Regarding the chicane on Church Lane, HW reported that the Lengthsman has quoted £1,122 inc VAT to undertake the repairs according to the specification provided by AC. It was agreed that as that is a lot of money then GB will arrange to look at the chicane again with Councillors to discuss possible alternatives.</p> <p>Regarding Footpath No.3, AC commented that he is investigating the S106 money as that may be a source of funds for the footpath works. GB stated that HDC are currently advertising for grant applications which may be another possibility. AC commented that he is considering approaching the Four Seasons for a contribution as their guests use the footpath to a considerable extent.</p>	<p>AC/GC</p> <p>GB</p>
118/18	<p><b>Highways</b></p> <p><u>To report any updates on Highways matters</u></p> <p>BW reported that a white line has been sprayed around the crack in the road on Chalky Lane, which implies that it has been earmarked for repair.</p>	
119/18	<p><b>Other Matters to Report</b></p> <p>i. <u>Community Liaison</u> Nothing to report.</p>	



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	<p>ii. <u>Training</u> It was noted that training will be arranged for JH in a month or so once she has settled in to her role and has gained some experience of being a Parish Councillor. AC stated that he will provide JH with a DPC email address.</p> <p>iii. <u>Website Update</u> HW stated that the website is being maintained on a regular basis.</p> <p>iv. <u>Newsletter Update</u> HW confirmed that once all Councillors have agreed that they are happy with the draft newsletter then it can be printed. GC requested that Councillors pass on any comments to HW by the end of the week, as the aim is for distribution the following week. GB offered to provide a previous distribution list to aid delivery planning.</p>	<p>AC</p> <p>ALL</p> <p>GB</p>
120/18	<p><b>Crime and Disorder Act, Section 17</b> Nothing to report.</p>	
121/18	<p><b>Next meeting date</b> The next meeting is to be held on 10<sup>th</sup> December.</p>	
122/18	<p><b>Information sharing</b> There was nothing to report.  The meeting closed at 9.25 pm.</p>	

Signed .....  
Chairman

Date .....

Abbreviations	In place of
DPC	Dogmersfield Parish Council
HDC	Hart District Council
HCC	Hampshire County Council
NHP(SG)	Neighbourhood Plan (Steering Group)
CBF	Community Benefit Fund
HALC	Hampshire Association of Local Councils
NALC	National Association of Local Councils
HDAPTC	Hart District Association of Parish & Town Councils
APA	Annual Parish Assembly
SIDs	Speed Indicator Devices