

DOGMERSFIELD PARISH COUNCIL

Minutes of the Meeting Held at Dogmersfield Primary School 10th December 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 2 members of the public present

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| 123/18 | Welcome & Apologies for Absence GB welcomed everybody to the meeting. He stated that there had not been a meeting of the Dogmersfield Neighbourhood Plan Steering Group that evening but that he would provide a full progress report under agenda item 129/18. Apologies were received from Cllr Ken Crookes, Cllr Stephen Gorys and Cllr David Simpson. | |
| 124/18 | Declaration of Interests – Current Agenda GB stated that he has declared an interest in a planning matter and that he will ask AC to cover this topic which has not been included in his planning report. | |
| 125/18 | Public Participation GB was pleased to announce that Jane Houston (JH) has agreed to take on the role of Footpath Officer and also to become the Chair of the Community Benefit Fund Management Group - both of these roles have been vacant since Joanna Thomas left the Council. | |
| 126/18 | Approval of the Minutes of the Meeting held on 12th November 2018 It was resolved that the minutes of the meeting held on 12th November 2018 (109/18 to 122/18) be accepted as a true record and they were signed by the Chairperson. (BW proposed, AC seconded and all were in favour) | |



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| 127/18 | <p>Matters Arising from the Minutes of the Meeting held on 12th November 2018</p> <p><u>To include consideration of the outstanding action list</u></p> <p>With consideration to the action list from 12th November, the following points were noted:</p> <ul style="list-style-type: none"> • 111/18 To check all Church Walk signs have been removed – two identified and removed • 111/18 To look into the possibility of converting the muddy parking place near the Four Seasons into a proper layby – GB suggested that grassing over the area may be an option, and AC is considering the matter • 113/18 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 – AC will be inspecting the situation this week • 113/18 To repair the post on the noticeboard near the school – AC to progress • 113/18 To appoint a Councillor representative to the CBF Management Group - completed • 113/18 To sign off the Clerk appraisal report – to be signed off shortly • 115/18 To look into the amount of rubbish in the bus shelter on Chalky Lane – BW reported that this is now clean and tidy • 115/18 To progress the preparation of the replacement laptop – AC progressing • 115/18 To amend the wording of the Risk Register regarding Councillors’ use of properly licensed software/antivirus protection - completed • 115/18 To update the Risk Register - completed • 115/18 To add the draft Budget for 2019/20 to the agenda for December’s DPC meeting - completed • 115/18 To amend and upload to the website the Data Protection and Privacy Policy - completed • 115/18 To identify/formulate procedures in line with the Data Protection and Privacy Policy – in progress • 115/18 To arrange the electrical safety check/electrical installation certificate for the FOASD Christmas Event – completed • 115/18 To check the requirements for the risk assessment for the FOASD Christmas Event, and undertake the risk assessment if appropriate – completed and issued to FOASD • 117/18 To progress the repairs to the wooden posts on Pilcot Green – to be covered under agenda item 130/18 • 117/18 To arrange for Councillors to look at the chicanes – this took place on 5th December and will be covered under agenda item 130/18 • 119/18 To set up a DPC email address for JH - completed | <p>AC</p> <p>AC</p> <p>GB/HW</p> <p>AC</p> <p>JH/GC/HW</p> |
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- 119/18 To feed back comments on the draft newsletter by the end of week commencing 12th November – completed
- 119/18 To provide a previous newsletter distribution list to aid delivery planning – completed

128/18

Finance & Regulatory Matters

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

HW reported that in summary the transactions in November were as follows:

Payments: Cheque nos.

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

1086 Helen Wright, Clerk salary Nov 2018 £395

Receipts: Groundwork UK NHP Grant £785

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

Total cashbook: £20,159.88 of which £3,566.48 is ring fenced for the Neighbourhood Plan.

It was resolved that the November Finance Report be accepted as a true and correct record and the payments listed therein be confirmed.

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

It was resolved to authorise the following payments due in December:

Cheque nos.

1088 £216 HALC Ltd, Councillor Training

1089 £72.06 Helen Wright, Clerk expenses

1090 £395 Clerk Salary Dec 2018

1091 £231 HCC, school hall hire 2018/19

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

Cheque no.

1092 £35 Peter Barton, electrical testing of the Christmas lights

(GB proposed, GC seconded and all were in favour, except AC who abstained due to a minor conflict of interest)



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| | <p><u>To update the bank mandate with Lloyds Bank to add Councillor as a signatory following co-option</u></p> <p>HW requested that DPC approve that the bank mandate with Lloyds Bank be amended to add JH as a signatory to the account following her co-option to the Council, removing Joanna Thomas.</p> <p>It was resolved that the bank mandate with Lloyds Bank be amended to add Jane Houston as a signatory to the account, removing Joanna Thomas.</p> <p>(GB proposed, AC seconded and all were in favour)</p> <p><u>To update the bank mandate with Hampshire Trust Bank</u></p> <p>HW stated that following the departure of Joanna Thomas, the bank mandate with Hampshire Trust Bank needs to be amended to add a fourth signatory to the account. As a maximum of 4 signatories are allowed, then based on the order in which Councillors joined DPC it follows that the mandate should be amended to add GC as the fourth signatory to the account.</p> <p>It was resolved that the bank mandate with Hampshire Trust Bank be amended to add Graham Chisnall as a signatory to the account, removing Joanna Thomas.</p> <p>(GB proposed, AC seconded and all were in favour, except GC who abstained due to conflict of interest)</p> <p><u>To agree the outcome of the annual review of the Clerk's salary</u></p> <p>GB stated that it is sensible to consider this item in advance of DPC's consideration of the draft Budget for 2019/20. He explained that it is timely to review HW's annual salary at this time of year as, although any award will only be payable from April 2019, it is necessary to ensure that budget provisions are adequate. He stated that the salary review is underway but there have not been sufficient contributions regarding the outcome to agree an award this evening, however he will endeavour to bring the matter to a conclusion before Christmas which will mean that the outcome can be formally agreed at DPC's January meeting. He commented that he will not be proposing any changes to the draft budget.</p> <p><u>To agree the Budget for 2019/20</u></p> <p>GB reminded the meeting that at November's meeting he had presented a draft Budget for 2019/2020, but that final agreement was delayed until this evening to provide a period for further reflection and the inclusion, if needed, of more up-to-date figures. He stated that the Budget which he is putting forward for agreement is unchanged from that which was discussed at November's meeting, and that the overall proposed budget for 2019/2020 of £14,770 is the same as that which was set for 2018/2019. He highlighted that the only significant change from last year is the identification of £1,000 for the Neighbourhood Plan, which has been offset largely by reducing the amount set aside for village maintenance.</p> | <p>HW</p> <p>HW</p> <p>GB</p> |
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| | <p>GB explained that assuming an unchanged precept which will be addressed at DPC's January meeting, and pessimistic assumptions for expenditure during the remainder of 2018/2019 and throughout 2019/2020, the closing balance in March 2020 will be £5,233. He stated that this is a comfortable figure in its own right but that the eventual outturn is likely to be several thousand pounds higher, probably well over £8,000.</p> <p>He asked whether there were any further questions or proposed changes.</p> <p>It was noted that regarding the precept calculations the tax base figures from HDC are showing a lower figure than last year, and that DPC's budget decision is based on the total income remaining the same. It was agreed that the basis for calculating and the exact level of precept will be agreed at the next meeting. AC was asked to analyse the impact of the new tax base.</p> <p>It was resolved that the proposed expenditure Budget for 2019/20 be approved as per the summarised details below:</p> <ul style="list-style-type: none">• Income budget set targeting the same level of the precept with the final precept to be agreed in January 2019;• Expenditure budget set at £14,770 comprising £8,955 Internal Operations, £5,315 Service Delivery and £500 Contingency. <p>(GB proposed, GC seconded and all were in favour)</p> | AC |
| 129/18 | <p>Planning</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 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 8th to 16th January 2019.</p> <p>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 their care. The previous permission expired in 2015. No further information is available.</p> <p>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.</p> <p>18/02041/PREAPP The Barracks - This application seeks advice regarding the conversion of</p> | |



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| | <p>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. There is nothing further to report.</p> <p>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 neighbour has objected but has referred to a feature which is not the subject of this application. The Parish Council has not objected.</p> <p>18/02511/PDTEL BT OPENREACH – This is a notification that BT intend to erect a cabinet on the Church Lane verge outside Daegmarsfield Farm. HDC have no objections.</p> <p>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. The Parish Council has not objected. HDC are still deliberating.</p> <p>18/02661/HOU 7 Chalky Lane – This is a full application to build a family room at the rear of this property which is one of the pair that front onto Chalky Lane. The Parish Council are considering their response.</p> <p>AC reported that no response has been received from the consultant who initially requested a meeting with the Parish Council, regarding the possible development of land at the top end of Church Lane opposite Thatched Cottage.</p> <p><u>Neighbourhood Plan Update</u></p> <p>GB stated that as he reported at the last meeting the formal Regulation 14 consultation on the Pre-Submission Version was launched on 9th November, with a closing date of 21st December. He reported that the published drop-in event was held on Saturday 1st December at All Saints' Parish Church, which a small number of residents attended leaving written comments. Other than acknowledgements, one response has been received so far which is from Highways England giving no comments.</p> | |
| 130/18 | <p>Environment and Rights of Way</p> <p><u>To consider/provide update on maintenance requirements e.g. repair of broken posts on Pilcot Green, refurbishment of chicanes and Footpath No. 3</u></p> <p>GB suggested that regarding the broken post on Pilcot Green, one of the redundant posts on</p> | |



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the opposite side of the road on Chatter Alley could be removed and used as a replacement. AC and GC agreed to progress.

AC/GC

GB stated that at DPC's last meeting HW had reported that the Lengthsman had quoted £1,122 inc VAT for repairing the Church Lane chicane to AC's specification, and that a decision had been deferred pending further consideration of the options. GB reported that the agreed walkabout to inspect the chicanes took place on 5th December when a small number of DPC inspected all but one of the chicanes. The chicane in Church Lane was not included in the walkabout as it had been examined previously, and it is known that its pebbled surface is breaking up and is in need of repair. Findings were as follows:

- The chicane in Pilcot Road (which was also pebbled at the same time as the same treatment was carried out in Church Lane) is in much better condition. The cement is also weak but not currently breaking up, probably as the tree cover is preventing frost damage. No further action is needed at this time.
- The seven chicanes in Chatter Alley are all soil-filled, and their condition ranges from grass and weeds with no plants to reasonably healthy plants with few weeds. The chicanes around the school are particularly poor, and doing nothing about this eyesore was felt to be no longer acceptable.

Two options were identified which are (1) to dig out and replant or (2) to pebble over.

It was believed that replanting would only be successful if the depth of the soil could be increased.

It was felt that although the cost of repairing the Church Lane chicane with pebbling is high, the cost per chicane might be much lower if all the chicanes were repaired at the same time. HW is awaiting a quotation from the Lengthsman for pebbling all of the Chatter Alley chicanes in addition to the one in Church Lane, to AC's specification. This is still likely to be a large single item of expenditure. A resident suggested using slate stones, however it was noted that the pebbling specification would be a lower maintenance option.

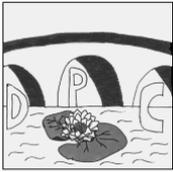
It was noted that in order to increase the soil depth the chicanes would need to be dug out at least a foot below their current level, and it would be necessary for permissions to be sought and gas/water pipe enquiries to be made. As such a pragmatic option would be to retain the current soil level but to refresh the soil and replant with more suitable plants. GB commented that historically £400 per year was spent on maintaining planted chicanes. It was agreed that AC will investigate planting options and create a new specification for replacing the soil and replanting. It was noted that Highways would need to be informed of any works to be

AC



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| | <p>undertaken.</p> <p>GB reported that during the 'walkabout' it was agreed that the Parish Council noticeboard at the Queens Head should be repositioned further away from the roadside. Replacing notices and reading them on the board in its current position requires standing in the road, which is an avoidable road safety risk. It was agreed that this should be done, and AC and GC agreed to investigate whether they are able to undertake the work themselves.</p> <p><u>Litter along Chalky Lane</u></p> <p>BW stated that littering is a problem along Chalky Lane. AC commented that Winchfield hold 'community litter picking days' and that perhaps DPC could organise something similar, and it was noted that the Four Seasons have assisted with clearing litter in the past. The use of contractors to clear litter was considered, however it was agreed that other options should be explored first and that hiring and paying contractors should be a last resort. It was agreed that AC will liaise with HDC to determine their planned cleaning cycles, and then further decisions can be made depending on his findings.</p> | <p>AC/GC</p> <p>AC</p> |
| <p>131/18</p> | <p>Highways</p> <p><u>To report any updates on Highways matters</u></p> <p>AC reported that the cracks in the road on Chalky Lane have yet to be repaired, and that he is still waiting for the sign to be replaced at the Winchfield entry to Dogmersfield.</p> <p>GB commented that he has notified HCC of the broken posts on the chicanes, and that consequently cones have been put out.</p> | |
| <p>132/18</p> | <p>Other Matters to Report</p> <ul style="list-style-type: none"> i. <u>Community Liaison</u> Nothing to report. ii. <u>Training</u> GC reported that he and BW had found their recent training course to be very useful and the day was well constructed. AC commented that some courses are being run nearby in the New Year which JH may wish to attend. iii. <u>Website Update</u> HW stated that the website is being maintained and updated on a regular basis. | |



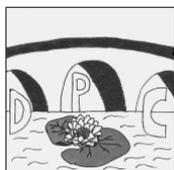
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| | <p>iv. <u>Newsletter Update</u></p> <p>It was noted that the newsletter had been distributed in November. Residents commented that it was excellent and the right length, and feedback has been positive.</p> | |
| 133/18 | <p>Crime and Disorder Act, Section 17</p> <p>BW commented that crime is becoming a problem with some properties having been repeatedly targeted a number of times during the last few weeks, probably by the same perpetrators, and that vigilance is required.</p> | |
| 134/18 | <p>Next meeting date</p> <p>The next meeting is to be held on 14th January.</p> | |
| 135/18 | <p>Information sharing</p> <p>It was noted that HCC are to hold a Highways and Transport themed Town and Parish Council event on 13th March. AC is planning to attend and it was agreed that HW will circulate details so that Councillors can decide whether or not they wish to participate.</p> <p>The meeting closed at 8.50 pm.</p> | HW |

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 |



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Expenditure Budget for 2019/20 approved at meeting of Dogmersfield Parish Council on 10th December 2018

| | 2018/19 Budget | 2019/20 Approved Budget | Notes | 2018/19 Likely Outturn |
|---------------------------------------|-------------------|-------------------------------|---|---------------------------|
| Internal operations | | | | |
| Parish Clerk | £5,000 | £5,000 | Salary subject to review | £4,740 |
| Subscriptions | £820 | £825 | Allow for some increases in 2019/20 | £774 |
| Meeting costs | £400 | £400 | | £396 |
| Training | £300 | £450 | Likely Outturn for 2018/19 is £450 which is over budget, and is due to the number of new Councillors requiring training. This figure is retained in the Draft Budget for 2019/20 to cover further anticipated training costs. | £450 |
| Admin consumables | £300 | £300 | | £266 |
| IT upgrade | £500 | £100 | Laptop has been upgraded in 2018/19 therefore budget is significantly reduced for 2019/20 | £264 |
| Website | £150 | £150 | | £100 |
| Parish insurance | £300 | £350 | | £335 |
| Audit of accounts | £200 | £180 | Predicted no requirement for external audit in 2019/20, as was the case in 2018/19. | £150 |
| Election contingency | £1,200 | £1,200 | | £1,200 |
| Total Internal Operations | £9,170 | £8,955 | | £8,675 |
| Service Delivery | | | | |
| Village maintenance | £3,800 | £3,015 | | £3,650 |
| Lengthsman costs | £1,000 | £1,000 | Assume no Lengthsman funding from HCC for 2019/20. | £0 |
| Neighbourhood Plan | £0 | £1,000 | Although it is intended that grants and earmarked monies will fund the Neighbourhood Plan, the Draft Budget for 2019/20 includes £1,000 to cover unforeseen additional costs. | £0 |
| Project work to benefit the community | £0 | £0 | Project work to benefit the community should be funded from CBF. | £0 |
| Support of beneficial causes | £300 | £300 | This is for beneficial causes not to be funded from CBF. | £300 |
| Total Service Delivery | £5,100 | £5,315 | | £3,950 |
| Contingency | £500 | £500 | | £500 |
| Total Budget | £14,770 | £14,770 | | £13,125 |