

DOGMERSFIELD PARISH COUNCIL

Minutes of the Meeting Held at Dogmersfield Primary School 14th January 2019

Councillors present:

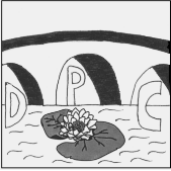
Cllr Geoff Beaven (GB) (CHAIRPERSON)
Cllr Alastair Clark (AC)
Cllr Brian White (BW)
Cllr Graham Chisnall (GC)
Cllr Jane Houston (JH)

CLERK: Helen Wright (HW)

Members of the public present:

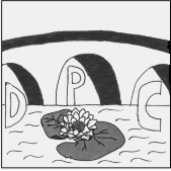
There were 3 members of the public present
including Cllr Ken Crookes (KC)

1/19	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 7/19. Apologies were received from Councillors Stephen Gorys and John Kennett, and from four residents.	
2/19	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.	
3/19	Public Participation <u>Southern Gas Networks (SGN)</u> GB explained that residents in Church Lane have recently received a letter from SGN informing them about the road closure at a point near to the Parish Church, which is to allow the new high pressure gas main to be connected to an existing main supply. GB reported that he had spoken to the Project Manager who confirmed that a suitable replacement for the removed section of hedge along Pilcot Green would be planted, which has been done. GB stated that he also raised again the desire for safety checks on the newly installed pipework, and was told that the newly installed pipework had been pressure tested and that no further checks were necessary as the installers were fully qualified to carry out such work. GB was also informed that checks for gas leaks along the route are not required as the pipe is new	



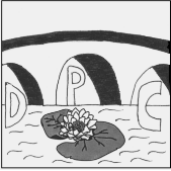
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	<p>and plastic; leaks usually occur with old iron pipes and there should be no safety concerns with the new installation. In answer to a query from a resident GB stated that he doesn't believe that SGN are planning on undertaking similar works on Chatter Alley.</p> <p>It was noted that communal refuse bins have been provided at both ends of the road closure, as the usual refuse collection service has been suspended.</p> <p><u>Kerb/street cleaning</u></p> <p>A resident asked whether HDC would be able to clean the kerbs/street along Chatter Alley as this has not been done for some time. KC commented that he will raise the matter with HDC.</p>	
4/19	<p>Approval of the Minutes of the Meeting held on 10th December 2018</p> <p>It was resolved that the minutes of the meeting held on 10th December 2018 (123/18 to 135/18) be accepted as a true record and they were signed by the Chairperson. (GC proposed, AC seconded and all were in favour, except JH who abstained as she was not present at that meeting)</p>	
5/19	<p>Matters Arising from the Minutes of the Meeting held on 10th December 2018</p> <p><u>To include consideration of the outstanding action list</u></p> <p>With consideration to the action list from 10th December, the following points were noted:</p> <ul style="list-style-type: none"> • 127/18 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 believes that the source may be located on the cricket field, and that he will check again when it rains. • 127/18 To repair the post on the noticeboard near the school – AC stated that he has undertaken a temporary repair and that the noticeboard is safe, however it requires 2 new posts – further discussion to take place under agenda item 8/19. • 127/18 To sign off the Clerk appraisal report – completed • 127/18 To progress the preparation of the replacement laptop – AC reported that the laptop should be ready by the end of the week. • 127/18 To identify/formulate procedures in line with the Data Protection and Privacy Policy – in progress. JH reported that she has begun working on a draft and it was agreed that proposals will be brought to the next meeting. • 128/18 To update the bank mandates with Lloyds Bank and Hampshire Trust Bank – it was noted that the bank mandate with Lloyds Bank will be processed following tonight's meeting after the necessary form has been signed, and that the 	<p>AC</p> <p>AC</p> <p>JH/GC/HW</p>



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	<p>changes to the Hampshire Trust Bank mandate have been put on hold until after the next resignation.</p> <ul style="list-style-type: none"> • 128/18 To conclude the annual review of the Clerk’s salary – to be covered under agenda item 6/19. • 128/18 To analyse the impact of the new tax base with regard to the precept – to be covered under agenda item 6/19. • 130/18 To progress the repairs to the wooden posts on Pilcot Green – to be covered under agenda item 8/19. • 130/18 To investigate planting options and create a new specification for replacing the soil and replanting the chicanes on Chatter Alley – to be covered under agenda item 8/19. • 130/18 To investigate whether Councillors can undertake the work to reposition the noticeboard at the Queens Head themselves – to be covered under agenda item 8/19. • 130/18 To liaise with HDC to determine their planned street cleaning cycles – previously covered under agenda item 3/19. • 135/18 To circulate details of HCC’s Highways and Transport themed Town and Parish Council event scheduled for 13th March – completed 													
6/19	<p>Finance & Regulatory Matters</p> <p><u>To receive and approve the financial statement of accounts from 1st – 31st December, confirming payments made in December and to authorise any payments now due</u></p> <p>HW reported that in summary the transactions in December were as follows:</p> <p><i>Payments:</i></p> <table border="0"> <thead> <tr> <th style="text-align: left;">Cheque nos.</th> <th></th> </tr> </thead> <tbody> <tr> <td>1088</td> <td>HALC Ltd, training courses £216</td> </tr> <tr> <td>1089</td> <td>Helen Wright, Clerk expenses £72.06</td> </tr> <tr> <td>1090</td> <td>Helen Wright, Clerk salary Dec 2018 £395</td> </tr> <tr> <td>1091</td> <td>HCC, school hall hire 2018/19 £231</td> </tr> <tr> <td>1092</td> <td>Peter Barton, electrical testing of Christmas lights £35</td> </tr> </tbody> </table> <p><i>Receipts:</i> Nil</p> <p>It was noted that the financial position at the end of December was as follows: <i>Total cashbook:</i> £19,210.82 of which £3,566.48 is ring fenced for the Neighbourhood Plan.</p> <p>It was resolved that the December Finance Report be accepted as a true and correct record and the payments listed therein be confirmed.</p> <p>(GB proposed, AC seconded and all were in favour)</p>	Cheque nos.		1088	HALC Ltd, training courses £216	1089	Helen Wright, Clerk expenses £72.06	1090	Helen Wright, Clerk salary Dec 2018 £395	1091	HCC, school hall hire 2018/19 £231	1092	Peter Barton, electrical testing of Christmas lights £35	
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It was resolved to authorise the following payments due in January:

Cheque no.

1093 £395 Helen Wright, Clerk salary Jan 2019

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

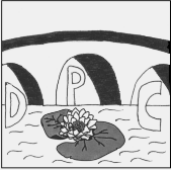
To agree the Precept for 2019/20

GB stated that at the last meeting DPC had resolved that the expenditure budget for 2019/20 would be set at £14,770 including £500 Contingency, targeting the same level of precept as the previous year. It was noted that HW has provided a forecast of outturn for 2018/2019 of £8,522 which confirms that none of the assumptions have changed since the last meeting, and GB stated that he anticipated that the final outturn figure could be several thousand pounds higher which is still the case unless a large expenditure item is agreed this evening. However he stated that assuming (1) an outturn figure of £8,522 at end of March 2019 and (2) that exceptionally the full budget is expended in the year to end of March 2020, then the end of year outturn figure at end of March 2020 would be £5,233 which is a comfortable figure in its own right but which for the usual reasons is likely to be much higher.

GB therefore proposed that the precept should remain unchanged from last year and be set at £11,481, however he explained that because the tax base given to DPC by HDC has been reduced DPC have alternatives of either keeping the total income the same resulting in a higher charge per household, or keeping the level of charge per household the same leading to a slightly lower level of income.

The tax base analysis circulated by AC in advance of the meeting was considered. It was noted that the tax base is affected by factors such as the number of people living in a property and benefits received. AC commented that he has asked HDC for a breakdown of figures to show, for example, the number of single occupancies, which may explain the lower tax base. AC stated that it is his belief that if the precept is kept the same for a number of years then at some point it would need to be increased significantly, and small annual increases may be preferable. BW agreed. AC expressed concern that he believes DPC's reserves are decreasing each year, and that the end of year balance at the end of March 2020 would be less than the Council's liabilities if the precept for 2019/20 remains the same as that set for the current year.

GB reminded the Council that the precept had been increased in 2016/17 in order to begin to build up reserves, and that the reserves have been increasing. He reiterated that the deliberately pessimistic predicted outturn figure at the end of March 2019 of £8,522 will probably be much higher so the reserves will be ramped up, and stated that DPC have not



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spent the full precept amount in recent years and therefore he believes residents should not be asked for more money if it is unlikely to be spent.

GC queried whether there are any guidance rules as to what would constitute a reasonable closing end of year figure, and GB explained that although he is not aware of any specific rules the aim should be to cover liabilities; if the Council were to break down because a precept has not been raised then bills and employee payments would need to be paid.

It was noted that the budget had been agreed at the last meeting and therefore cannot now be changed, and that the reserves are not intended to cover budgeted items unless the budget is wrong or the Council becomes broken.

GB suggested a precept of £11,800 for 2019/20, stating that such a figure would represent an increase in the region of 4% or 5% which would be preferable to requesting a sudden 10% or 15% increase. He commented that to request a precept in 2019/20 of £13,000 would be an increase of 15% which it was felt was unjustifiable.

GC commented that the figure of £11,800 would seem sensible and acknowledges some inflationary pressure, and stated that he believes residents wish to see the appearance of the village improving. JH agreed and commented that residents would probably like to see money being spent on such improvements.

It was resolved that the precept for 2019/20 be set at £11,800.

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

To agree meeting dates for 2019/20

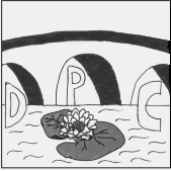
The schedule of proposed meeting dates for April 2019 – March 2020 circulated by HW in advance of the meeting was considered, and the proposed dates were agreed.

It was resolved that DPC will meet as usual on the second Monday of each month, every month from April 2019 - March 2020 except in August.

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

To agree the outcome of the annual review of the Clerk's salary

GB stated that at the last meeting he had confirmed that the Clerk's annual salary review was underway as is normal at this time of the year, with any award payable from April 2019, however there had not been sufficient debate regarding the outcome to agree an award at that meeting. He explained that following further consultation he had issued a new proposal which received unanimous support, and that all Councillors felt that an increase of 5.6% provided a



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significant recognition of good performance and a major step towards the right level of remuneration for the post of Parish Clerk and Responsible Finance Officer. GB stated that a full review of allowances had been undertaken last year in light of HMRC guidance, and it was concluded that as allowances are only adjusted to reflect long term trends then no changes should be proposed as part of this year's salary review.

GB stated that the proposed outcome of the 2019 salary review is that HW's basic salary should be increased by 5.6% to become £10.55 per hour, and the allowance should remain at £180 per year. Consequently the new salary payable from April 2019 becomes £4,812 or £401 per month, plus an allowance of £180 per year towards expenses incurred in carrying out Clerk's duties, making a total take home figure of £4,992 per year or £416 per month. It was noted that GB will write formally to HW to this effect.

GB

It was resolved that the Parish Clerk's salary payable from April 2019 becomes £4,812 or £401 per month, plus an allowance of £180 per year towards expenses incurred in carrying out Clerk's duties, making a total take home figure of £4,992 per year or £416 per month.

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

To consider the request for sponsorship of the craft tent at the Dogmersfield, Winchfield and Crookham Village Horticultural Society Annual Flower Show and Fete

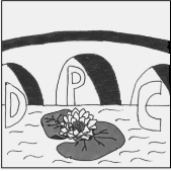
GB reminded the meeting that last year DPC had resolved that requests for support for a worthy cause would be considered in line with the Parish Council's Worthy Cause Support Policy (covering Worthiness, Viability and Limitations) which was adopted in March 2018, and that last year the request for sponsorship of the craft tent at the Dogmersfield, Winchfield and Crookham Village Horticultural Society Annual Flower Show and Fete had been assessed against that policy with findings as follows:

Worthiness - the event is open to all residents and brings direct benefit to the Parish in that it is an easily accessible environment for social interaction, providing entertainment and an opportunity for other locally important worthy causes to raise funding for themselves. Many residents support the event through volunteer participation and attendance.

Viability – the event is likely to come within category (b) - a well-established event that is not or is no longer financially viable, requiring support to enable it to continue. Confirmation of this situation had been sought, and it was noted that it is necessary to seek similar confirmation in relation to this year's sponsorship request.

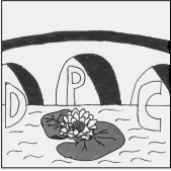
HW

Limitations – recognising the level of need and benefit accruing the proposed level of support



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	<p>was £1.50 per household which equates to £180, which it was felt was the maximum amount that households could be expected to contribute.</p> <p>It was resolved that £180 be provided as sponsorship of the craft tent at the Dogmersfield, Winchfield and Crookham Village Horticultural Society Annual Flower Show and Fete, subject to updated confirmation of the reasons for requesting financial support.</p> <p>(GB proposed, AC seconded and all were in favour)</p>	
7/19	<p>Planning</p> <p><u>To report on current planning applications and confirmation of Parish Council responses</u></p> <p>It was noted that GC is taking over responsibility for planning and that he has progressed all of the new applications, although GB is continuing to provide the planning report for the timebeing.</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 is 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 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. HDC have issued their opinion but this has not been placed in the public domain.</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. GB understands from the owners that the application will be refused.</p> <p>18/02511/PDTEL BT OPENREACH – This is a notification that BT intend to erect a cabinet on</p>	



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the Church Lane verge outside Daegmarsfield Farm. HDC have no objections.

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 have cleared the condition.

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 have no objections.

18/02734/OUT Fermoy – This is an outline application to build 22 new houses on what is currently a small industrial estate just off the A287 towards Odiham. The scheme includes 8 affordable units. The site is located in the countryside and the Dogmersfield Historic Park, although it is brownfield. The Parish Council is considering its response.

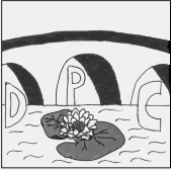
18/02755/AMCON Rushy House – This application seeks to clear a condition by substituting a new site layout plan. The only difference appears to be a more accurate identification of existing trees and the Council will not be responding.

18/02765/CON Rushy House – This application seeks to clear a condition associated with drainage. The submitted drainage plan includes a surface water harvesting tank which is laudable, however the overflow is routed directly to the roadside ditch without explanation as to why a soakaway will not be used for this purpose. As the ditch is already prone to flooding in periods of high rainfall the Parish Council has objected to this plan, although it has been approved by drainage officers at HDC who believed it to be satisfactory.

18/02741/FUL Wychford Carp Farm – although submitted under the innocuous description of 'Erection of Class B development and associated works', this application is proposing the construction of an industrial estate on what most will recognise to be the container park on the other side of the A287 towards Odiham. This is the latest move in the creeping industrialisation of this countryside-located site. Despite reservations the Parish Council has concluded that it will not get involved as the site is brownfield and in Odiham Parish.

19/00015/PREAPP Schoolfield Corner – This new pre-application seeks advice on a revised scheme whereby two smaller houses are situated on the left hand side at the front of the site. A previous pre-application for two slightly larger houses was not favoured by HDC planners.

AC and HW reported that no response has yet been received from the consultant who initially requested a meeting with the Parish Council, regarding the possible development of land at the



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top end of Church Lane opposite Thatched Cottage.

Neighbourhood Plan Update

GB reminded the meeting that as previously reported the formal Regulation 14 Consultation on the Pre-Submission Version had been launched on 9th November with a closing date of 21st December. He reported that 16 responses have been received, comprising 5 from residents, 4 from Councils (Hartley Wintney Parish Council, HDC and 2 from HCC), 1 from a utility (Thames Water), 3 from national organisations (Highways England, Natural England, Historic England) and 3 from developers or landowner representatives.

GB stated that HDC had expressed extensive comments which was a surprise as this followed their pre-screening stage, and he commented that it would have been helpful to have received those comments during the pre-screening. Nonetheless GB believes that most of their comments can be addressed. It was noted that comments received from developers/landowners expressed belief that the Neighbourhood Plan should include the allocation of plots of land for development, however the Neighbourhood Plan is not intended to allocate housing. There had been no adverse comments from the utility and the national organisations who had responded, and residents' comments had been generally supportive and are being addressed.

GB explained that the members of the Steering Group and the consultants are working hard to take these comments into account in preparing a Submission Version of the plan in time for the submission deadline of 24th January. A Steering Group meeting to sign off the Submission Version is scheduled for Tuesday 22nd January at 10:30, and ex-Committee agreement from the Council will be sought at the same time. Councillors may attend the Steering Group meeting should they wish to do so.

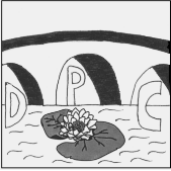
8/19 **Environment and Rights of Way**

To consider/provide an update on maintenance requirements

Chicanes

GB stated that at DPC's last meeting the option of refreshing the soil in the chicanes and replanting with more suitable plants had been discussed, and that AC had been tasked with investigating planting options and creating a new specification for replacing the soil and replanting. It had been noted that Highways would need to be informed of any works to be undertaken.

GB reported that AC has produced a specification, but that in the meantime the Lengthsman



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has provided a quotation for the 6 chicanes on Chatter Alley with regard to either pebbling or digging out and replacing the soil. In summary the cost of pebbling the 6 chicanes in Chatter Alley would be £4,471 inc VAT (assuming all are done at the same time) and the cost of digging out and replacing the soil would be £2,340 inc VAT plus plants (subject to confirmation against the specification). These figures do not include the Church Lane chicane for which re-pebbling is quoted as £1,122 inc VAT, and no work is proposed for either the chicane in Pilcot Hill or the chicane in Chatter Alley next to the Olde Boat House.

It was noted that the available 2018/19 budget provision is approximately £3,500, therefore the resoiling option for the 6 chicanes on Chatter Alley and the pebbling of the Church Lane chicane could all be done within budget. It was noted that the CBF could not be used for these works as they constitute village maintenance.

Councillors agreed that it would be desirable to undertake the works to the chicanes on Chatter Alley within the current financial year, delaying consideration of works to Church Lane until the next financial year.

GC stated that he believes planting to be more appropriate than pebbling for the 6 chicanes on Chatter Alley, as it would be more in keeping with the village environment. Councillors agreed. It was noted that there would be an ongoing maintenance cost for this option.

AC agreed to revise his specification to include drainage as soon as possible, upon receipt of which HW will contact the Lengthsman to ensure that the specification is acceptable before booking in the works.

AC
HW

It was resolved to contract the Lengthsman to dig out and replace the soil on the 6 chicanes on Chatter Alley with a maximum expenditure of up to £2,500.

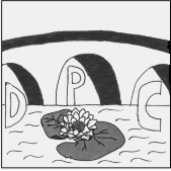
(GB proposed, GC seconded and all were in favour)

Noticeboards

AC and GC reported that they have looked into the matter of repositioning the Parish Council noticeboard at the Queens Head further away from the roadside, and concluded that they will be able to move it approximately 2 feet backwards, facing the roadside. They will also remove the chain between the 2 posts directly in front of the noticeboard, to prevent anybody who is reading the notices from stepping backwards and tripping over the chain. AC and GC are hoping to undertake this work, together with the repairs to the broken post on Pilcot Green, before the next meeting weather permitting.

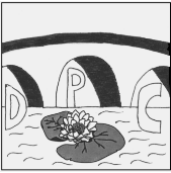
AC/GC

AC stated that 2 new posts are required in order to complete the repairs to the noticeboard



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	<p>outside the school, which should cost no more than £32.</p> <p>It was resolved to authorise AC to purchase two new posts for the noticeboard outside the school at a maximum expenditure of £32. (GB proposed, GC seconded and all were in favour)</p> <p><u>Priority Cutting List for 2019</u></p> <p>It was noted that DPC are required to provide to HCC details of the footpaths that they would like to be cut during 2019. Although DPC are allowed to request a maximum of 5 footpaths, it was agreed that the 4 footpaths currently on the list i.e. footpaths 1, 6, 8 and 9, are sufficient especially as HCC have limited resources at present.</p>	AC
9/19	<p>Highways</p> <p><u>To report any updates on Highways matters</u></p> <p>GB reported that the drains behind the Queens Head are to be investigated by a contractor working for Hampshire Highways on 28th January (this was originally scheduled for 24th January). HCC have asked for DPC's help to prevent parking in the area on that date, and GB has offered to place cones accordingly.</p> <p>BW stated that work vehicles are being parked in the layby on Chalky Lane, however it was noted that provided the vehicles are properly taxed and legally parked then there is no action that can be taken.</p> <p>AC stated that he is awaiting the replacement of the posts on the chicanes on Chatter Alley, and that he has located and reinstated the sign at the Winchfield entry to Dogmersfield.</p>	
10/19	<p>Other Matters to Report</p> <p>i. <u>Community Liaison</u> In relation to the correspondence from HDC regarding the potential development of a District-wide PSPO for the Control of Dogs, it was felt that a blanket District-wide PSPO is unnecessary and inappropriate for Dogmersfield Parish, and it was agreed to respond as such. It was noted that Crondall Parish Council have objected strongly to such a PSPO.</p> <p>ii. <u>Training</u> It was noted that JH will be attending the Knowledge & Core Skills course (Parts 1 and 2) on 19th February and 6th March at Elvetham Heath.</p>	HW



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	<p>It was resolved to approve expenditure of up to £70 for the Knowledge & Core Skills training course (Parts 1 and 2) for JH.</p> <p>(GB proposed, AC seconded and all were in favour, except JH who abstained due to conflict of interest)</p> <p>iii. <u>Website Update</u></p> <p>HW stated that the website is being maintained and updated on a regular basis.</p> <p>iv. <u>Newsletter Update</u></p> <p>Following GC's suggestion it was agreed that the next issue of the newsletter be scheduled for May/June. It was noted that JH wishes to include a piece about the CBF.</p>	
11/19	<p>Crime and Disorder Act, Section 17</p> <p>Nothing to report.</p>	
12/19	<p>Next meeting date</p> <p>The next meeting is to be held on 11th February.</p>	
13/19	<p>Information sharing</p> <p>Nothing to report.</p> <p>The meeting closed at 9.40 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