



DOGMERSFIELD PARISH COUNCIL

Minutes of the Meeting Held at Dogmersfield Primary School 9th March 2020

Councillors present:

Cllr Graham Chisnall (GC)
Cllr Alastair Clark (AC)
Cllr Brian White (BW)
Cllr Anne Fillis (AF)

Clerk: David Skellern

Members of the public present:

There were 4 members of the public present

Also present:

Cllr K Crookes (HDC)
Cllr D Simpson (HDC)

029/20	Apologies for Absence Apologies from Cllrs Kennett and Dorn (HDC).	
030/20	Declarations of Interest – Current Agenda None	
031/20	Public Participation A member of the public enquired whether a request for sponsorship of the Craft Tent at the Dogmersfield, Winchfield and Crookham Village Horticultural Society Flower Show had been received. Owing to transitional issues between clerks, this had been missed. It was resolved to increase the sponsorship for this year's event to £200. Proposed GC, seconded AF, all in favour.	
032/20	Approval of the Minutes of the Meeting held on 10th February 2020 The Clerk informed the meeting that a member of the public had requested a change to the minutes in respect of the detail of planning application 19/02766/HOU, stating that the new garage would not include accommodation. As the summary of the application on the HDC website includes 'detached garage with accommodation in the loft space' the request was noted but not actioned. It was resolved that the minutes of the meeting held on 10th February 2020 (0013/20 to 028/20) be accepted as a true record and they were signed by the Vice-Chairman. Proposed BW, seconded AF, all in favour.	
033/20	Action List With reference to the action list, the following points were noted: 57/19 regarding external lighting at Pilcot Cottage. Completed. GC to explain the dark village policy to the property owner and to advise HDC Planning Officer of this policy. 72/19 to update Lloyds and HTB mandates - carry forward until after May election 99/19 to review NHP ear-marked reserve - carry forward to end of year 112/19 to review asset register re Xmas lights – obtain estimate of work and add to budget for 2020-21 TBC pension auto-enrolment – seek advice from previous clerk	- GC Clerk Clerk Clerk Clerk



DOGMERSFIELD PARISH COUNCIL

	<p>98/19 insurance query – renewal is imminent.</p> <p>98/19 GDPR email addresses – AC to complete very soon. Councillors to use official email accounts for parish business</p> <p>98/19 meeting with PCSOs – GC to invite to APA and future meetings</p> <p>98/19 training to be booked - Clerk attended, AF to be booked</p> <p>5/20 Proposed project costings – rough estimates complete – to be presented to APA</p> <p>7/20 Shapley Heath HDC forum representation – carry forward</p> <p>10/20 update website pages – almost complete</p> <p>20/20 issue newsletter prior to APA – deleted</p> <p>21/20 purchase filing cabinet – complete</p> <p>22/20 analyse future communication methods — to be presented to the APA</p> <p>22/20 select a shortlist of village gateways –to be presented to APA</p> <p>22/20 consult with Four Seasons re closure of unofficial layby – carry forward</p> <p>22/20 consult with School re parking problems – carry forward</p> <p>26/20 report to HCC pothole near Pilcot Bridge - completed</p>	<p>GC &Clerk</p> <p>AC</p> <p>GC</p> <p>All</p> <p>All</p> <p>Clerk</p> <p>Clerk</p> <p>-</p> <p>-</p> <p>All</p> <p>All</p> <p>AC</p> <p>AC</p> <p>-</p>
034/20	<p>Finance & Regulatory Matters</p> <ul style="list-style-type: none"> <p>To receive and approve the financial statement of accounts to 29th February</p> <p>The Clerk reported that the total payments made in February included payments to: the Clerk and temporary Clerk and HMRC, Church Crookham PC, and Premier Grounds. He added that the Lloyds bank balance for February was £21,176.12 (excluding Hampshire Trust bank which holds the Community Benefit Fund). Two cheques to HMRC totalling £124.20 had not cleared the bank by end of February. These balances were agreed by the council and the statements signed accordingly.</p> <p>Confirmation of payments made in February</p> <p>Cheque 1130 Claire Inglis £252.36 Locum Clerk net pay re Dec meeting</p> <p>Cheque 1131 HMRC £63.00 tax deducted due re Clerk payment above</p> <p>Cheque 1132 Premier Grounds and Garden Maintenance £62.50</p> <p>Cheque 1133 Church Crookham Parish Council £18.00 Meeting room hire</p> <p>Cheque 1134 David Skellern £245.05 clerk net pay February</p> <p>Cheque 1135 HMRC £61.20 tax deducted due re clerk payment above</p> <p>It was resolved to accept the February Finance Report as a true and correct record and the payments listed therein be confirmed.</p> <p>Proposed GC, seconded AF and all were in favour</p> <p>To approve an expenses regime for the Clerk</p> <p>GC introduced the Clerk’s paper proposing a regime for paying his expenses.</p> <p>It was resolved to pay to the Clerk actual expenses only on an ad hoc basis as submitted on an expenses form, with no standard monthly estimated expenses being paid. Proposed AC, seconded GC and all were in favour</p> <p>To authorise any payments now due</p> <p>Cheque 1136 David Skellern £142.80 purchase of filing cabinet</p> <p>Cheque 1137 David Skellern £40.42 expenses for office supplies, travel and mileage</p> <p>Cheque 1138 David Skellern £326.73 Clerk net pay March</p> <p>Cheque 1139 HMRC £81.60 tax due re Clerk payment above</p> <p>Cheque 1140 DWCVHS £200 sponsorship for flower festival craft tent</p> 	



DOGMERSFIELD PARISH COUNCIL

	<p>It was resolved to authorise payments 1136 – 1140 as listed above as due for payment Proposed GC, seconded AC and all were in favour</p> <p>It was noted that a £550 grant in respect of the defibrillator had been received from HCC but this was too late to be included in the February report. The Clerk reported that the School had not invoiced DPC for hire of the hall since November 2018 but this was now being pursued.</p> <ul style="list-style-type: none"> • To agree an approval process for transfer of funds from Hampshire Trust Bank for projects under CBF <p>The Clerk advised the meeting that the HTB account requires 90 days' notice in writing for any withdrawal. There is no limit on the frequency of withdrawals. It was agreed that, as CBF projects progress, written withdrawal notices will be submitted to HTB, the first being for the costs incurred to purchase and fit the defibrillator.</p> <ul style="list-style-type: none"> • To discuss the process surrounding forthcoming Parish Council election in May 2020 <p>The Clerk confirmed that his only role is to display the notice of election on the parish noticeboards on receipt. He had issued guidance to Councillors regarding the timescale and means for them to submit their nominations. Cllr Simpson added that nomination papers must be completed with total accuracy and that any one member of the public may only nominate up to the total number of councillor positions, i.e. five.</p>	
035/20	<p>Planning</p> <ul style="list-style-type: none"> • To report on current planning applications and confirmation of DPC responses <p>20/00232/FUL – erection of two 4-bed houses at Schoolfield Corner. GC advised that objections had been submitted due to the proposal contravening several NHP stipulations – back-field development, outside the development boundary, dispute regarding classification as 'brown-field'.</p> <p>20/00275/FUL – erection of three dwellings adjacent to Rectory Cottage, Church Lane GC reported that objections had been raised as the reduction from four to three dwellings had made no material difference.</p> <p>GC made reference to another four applications regarding removal or reduction of trees but there was no discussion.</p> <p>An appeal in respect of another application had been received following the issue of the agenda.</p> <p>With regard to the Shapley Heath development, GC said that he will invite Winchfield Parish Councillor Williams to the APA.</p>	
036/20	<p>Dogmersfield Parish Council Plan</p> <ul style="list-style-type: none"> • To finalise detailed project proposals, including specification, costing, source of funding and responsibility for projects. <p>GC outlined the set of proposed projects that will be presented to the APA with estimated costs. He emphasised that the scope of work being so wide, it was likely that it will extend beyond the next 12 months. He added that several proposals involve other parties, such as</p>	



DOGMERSFIELD PARISH COUNCIL

	<p>HCC Highways Dept, so we do not have full control over the rate of progress, but there were positive signs of support from an HCC representative at a recent site meeting.</p> <p>AC felt that it was important that parishioners have a chance to contribute their views as the cost of items such as village gateways is not inconsiderable while AF emphasised the likely benefits such as reduced traffic speed. GC said that parishioners' written and spoken views will be encouraged at the APA.</p>	
037/20	<p>Community Benefit Fund</p> <p>AF reported that the defibrillator has been delivered and that plans to install it on the external wall of the Queen's Head are underway. AC advised that the Queens Head landlord should be asked to commission and pay for the electrical installation, testing and certification work, to avoid any liability for DPC, and that DPC would then reimburse these costs.</p> <p>AF said that the defibrillator is the first of seven proposed projects that had been discussed further by an earlier meeting of the CBF Working Party. She will present detailed proposals to the APA.</p> <p>Following input from a member of the public regarding the appearance of the Parish, there was debate regarding early purchase of two waste bins. Following discussion about significant capital and running costs, GC proposed to raise both the purchase of bins and the idea of a Parish Litter Pick at the APA.</p>	<p>DS</p> <p>GC</p>
038/20	<p>Environment and Rights of Way</p> <p>To report on concerns regarding quality of work performed by the Lengthsman</p> <p>AC reminded the meeting that DPC had used the Lengthsman service in January to clear Chatter Alley ditches but the problems had quickly returned. It was agreed that clear specification of work, supervision and quality checking were required in future.</p> <p>There was discussion about numerous ditches and drains throughout the village. A number of different and irreconcilable views were raised concerning the priority of drainage problems and the solutions required.</p> <p>It was resolved to action the Clerk to: consult with all councillors regarding the problem locations and priorities; compile a prioritised plan of action (with clear requirement specifications) and to circulate it to all councillors for approval; engage the Lengthsman service to use our remaining allocation of 25 hours; let a contract for the remainder of the work to a maximum of £2000; with the aim of achieving results within two months. Proposed GC, seconded AC, all in favour.</p> <p>Councillor Simpson warned that it would be advisable to give relevant residents written notice that, by clearing any particular ditch or drain, DPC was not accepting any obligation or liability to repeat such action in future and that residents should review and meet their own riparian obligations.</p> <p>It was also noted that some problems are being caused by water flowing onto the road from new developments. It was agreed that these issues should be documented with the aim of checking if developers had complied with planning requirements and to ensure that HDC consider such potential problems when considering future developments.</p>	<p>Clerk</p> <p>Clerk</p> <p>GC</p>



DOGMERSFIELD PARISH COUNCIL

039/20	<p>Highways</p> <ul style="list-style-type: none"> To report any updates on Highways matters, including outcomes from the meeting with HCC representative on 28 February <p>AC reported that the walkabout conducted by all councillors and the Clerk with Ian Janes of HCC on 28th February had discussed numerous issues and options for making improvements regarding safety, visual appearance and amenity around the roads within the Parish. The next step is to document the problems and raise them with the relevant departments within HCC. The meeting actioned the Clerk to consult with all councillors to produce a list of issues.</p> <p>A member of the public was concerned about HDC's ineffective approach to clearing leaves from Chatter Alley. The work is done during the school term, so parked vehicles make it impossible to achieve effective results. Cllr Crookes offered to check HDC's schedule for this work.</p>	Clerk
040/20	<p>Other Matters to Report</p> <p>There was a brief discussion regarding preparation for the APA.</p>	
041/20	<p>Next meeting date</p> <p>Annual Parish Assembly - Thursday 2nd April 2020 Annual Council Meeting - Monday 11th May 2020</p> <p>The meeting closed at 21:20</p>	

Signed
Chairperson

Date

Abbreviations	In place of
DPC	Dogmersfield Parish Council
HDC	Hart District Council
HCC	Hampshire County Council
NHP	Neighbourhood Plan
APA	Annual Parish Assembly
CBF	Community Benefit Fund
HTB	Hampshire Trust Bank