



DOGMERSFIELD PARISH COUNCIL

Minutes of the Virtual Extraordinary Meeting Held on the Zoom meeting platform 21st April 2020

Councillors present:

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

Clerk: David Skellern

Members of the public present:

There were four members of the public present

Also present:

Cllr K Crookes (HDC)

	<p>This meeting took place on the Zoom virtual meeting platform, as permitted under legislation that came into force on 4th April 2020 - The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.</p> <p>The Chairman advised attendees that the meeting was being recorded.</p>	
042/20	<p>Apologies for Absence None</p>	
043/20	<p>Declarations of Interest – Current Agenda GC declared an interest regarding planning application 20/00817/LDC at item 050/20</p>	
044/20	<p>Public Participation</p> <p>None of the members of the public present at the meeting wished to raise any issues. GC and AC reported that they had received submissions from members of the public not present at the meeting.</p> <p>GC read a submission from two residents in which they: thanked DPC for its 'continued work on behalf of all residents and for delivering a letter offering help to those self-isolating during the pandemic; expressed sadness at Brian White's resignation; and regretted the absence of a newsletter to announce the vacancy and inform residents of other developments.</p> <p>GC clarified that DPC had assisted with the creation of the community support group. He added that, in relation to the current co-option process, the normal approach had been planned but, due to the introduction of the Covid19 lockdown and the fact that the single candidate is well-known to all councillors, an informal interview was not required. He agreed that, regarding the co-option process to replace Brian White, the normal process will be followed.</p> <p>AC disagreed, saying that fliers have been used for many years to advertise vacancies in accordance with the DPC Communications Protocol and that failure to use a flier in this instance had denied residents the opportunity to choose a candidate.</p> <p>GC responded that AC had not raised this concern before and that councillors had agreed that co-option was a priority issue for several reasons and it made sense to proceed quickly.</p>	



DOGMERSFIELD PARISH COUNCIL

	<p>AF advised that a leaflet had been planned, but subsequently withdrawn with the postponement of the APA. She felt that an expedited approach had been appropriate and that it would be right to adopt the normal co-option process for the remaining vacancy.</p> <p>AC reported that he had received an email from a 'long-standing family' expressing regret at the resignation of Brian White and stating that the whole village profile has changed to 'pompous people interested in money and status'. The writer applauded the work of AC but felt that the council as a whole is not representing the residents. AF and GC echoed their regret at Brian White's resignation and hoped to attract a replacement who would provide diversity on the Council.</p>	
045/20	<p>Approval of the Minutes of the Meeting held on 9th March 2020</p> <p>AC expressed concern over three entries from the action list at 033/20, namely:</p> <p>5/20 proposed project costings – complete – to be presented to APA 22/20 analyse future communication methods – complete – to be presented to the APA 22/20 select a shortlist of village gateways – complete - to be presented to APA</p> <p>He opined that none of these actions had been completed. After discussion, it was agreed to update the three actions as follows:</p> <p>5/20 Proposed project costings – rough estimates complete – to be presented to APA 22/20 analyse future communication methods — to be presented to the APA 22/20 select a shortlist of village gateways –to be presented to APA</p> <p>The Clerk stated that, in his opinion, the draft minutes reflected what was actually said at the meeting: that no councillor had disagreed with the statements made at the time; and that he was irritated that AC had not raised any concern earlier, despite having had them for approval for some considerable time. [Clerk's note: The draft minutes were issued to all councillors for comment on 23 March. On 24 March, AC replied asking for a change only to item 037/20]</p> <p>It was resolved that the minutes of the meeting held on 9th March 2020 (0029/20 to 041/20), subject to the amendments above, be accepted as a true record. Proposed AF, seconded AC, all in favour. (To be signed by the Chairman outside the meeting.)</p>	
046/20	<p>To consider co-option application to replace Cllr Jane Houston</p> <p>GC introduced Rob Molloy, who was present at the meeting, as the only candidate to apply to fill the vacancy created by the resignation of Jane Houston, and invited him to address the meeting. Rob said that he has a life-long association with the village and wants to contribute to the community. He wants to help move forward improvements and recognises the changes within the village as part of life.</p> <p>It was resolved that Robert Molloy be co-opted as Councillor to Dogmersfield Parish Council and he was invited to sign the Declaration of Office. Proposed GC, Seconded AF, all in favour.</p>	



DOGMERSFIELD PARISH COUNCIL

047/20	<p>Outline of COVID-19 measures and implications for the Parish</p> <p>GC said that item 044/20 had covered the excellent work being done by the community support group.</p> <p>AF noted that DPC are in receipt of numerous Covid19-related emails and perhaps a newsletter could be created to convey this information to residents. GC agreed adding that a single newsletter could cover several relevant topics.</p> <p>Cllr Crookes requested that DPC remind local businesses to submit claims to HDC. The first phase closes on 24 April 2020. GC agreed that DPC will pursue this.</p>	All GC
048/20	<p>Action List</p> <p>With reference to the action list, the following selected urgent points were noted:</p> <p>72/19 to update Lloyds and HTB mandates – the Clerk reported that the HTB mandate had been posted and AC confirmed that he had the Lloyds mandate and would hand it on the next day.</p> <p>99/19 to review NHP ear-marked reserve - carry forward to end of year – the Clerk reported that this action is now due and accepted AF's offer of assistance.</p> <p>98/19 insurance query – the Clerk reported that he had passed Legal Topic Notice 54 to GC to assist with this.</p> <p>98/19 GDPR email addresses – AC to complete very soon. Councillors must use official email accounts for parish business. GC's parish email has been set up. AF's is to be done following relaxation of Covid19 distancing rules. AC will set up a parish email address for Rob Molloy.</p> <p>7/20 Shapley Heath HDC forum representation – completed by AC.</p> <p>10/20 update website pages – AC reported that this is 95% complete.</p> <p>A member of the public asked if the Clerk is aware of the requirement to make websites compliant with accessibility standards by September 2020. The Clerk reported that he is aware of the requirement and has had sight of software designed to analyse websites in this respect. AC confirmed his belief that the website is close to compliance and work will be done to achieve compliance.</p> <p>GC added that AC needs to hand over the maintenance of the website to the Clerk.</p> <p>AF referred to action 039/20 (Clerk to consult with councillors to produce a list of issues relating to highways) and asked for a progress report. The Clerk reported that he had made no progress owing to other priorities. GC proposed that all councillors should make submissions to the Clerk and he and the Clerk would collaborate outside the meeting to convert these into a letter for HCC Highways.</p>	Clerk Clerk GC & Clerk AF AC - Clerk AC & Clerk AC & Clerk ALL
049/20	<p>Finance & Regulatory Matters</p> <ul style="list-style-type: none"> To receive and approve the financial statement of accounts from 1st to 31st March <p>The Clerk reported that payments made in March totalled £2,776.86. This included cheques 1136 – 1140 authorised at the last meeting for: a filing cabinet, clerk's salary, PAYE and expenses, and sponsorship for the Flower Show. It also included cheques 1141 – 1145 authorised after the last meeting unanimously by all councillors. These cheques for training courses, the defibrillator, meeting room hire and clerk's expenses were authorised because</p>	



DOGMERSFIELD PARISH COUNCIL

no meeting was planned until May. They require formal ratification now. A grant for £550 in respect of the defibrillator was received from HCC.

The Lloyds Bank balance for March was £20,742.72. £28,671.95 remains in the HTB CBF. The net costs of the defibrillator will be transferred from HTB to Lloyds when all expenses have been met. Unpresented cheques total £1,917.66.

- To ratify cheques signed since the meeting held on 9 March 2020
- To confirm payments made and receipts in March, as follows:

BGC	Hampshire County Council	Grant for Defibrillator Ref: 1267026	550.00
1136	David Skellern	Purchase of Filing Cabinet	142.80
1137	David Skellern	Clerk expenses February 2020	40.42
1138	David Skellern	Clerk March salary	326.73
1139	HMRC	Clerk PAYE to HMRC	81.60
1140	DWCVHS	Flower Show sponsorship	200.00
1141	HALC Ltd	Clerk training - What You Need To Know Pt1 & 2	102.00
1142	Wel Medical Ltd	Defibrillator Package	1,500.00
1143	Hampshire County Council	Hire of school for meetings Dec 18 - Dec 19 inc	231.00
1145	David Skellern	Clerk expenses March 2020	36.65

It was resolved to ratify cheques signed since the meeting held on 9th March and to accept the payments made and grant received in March.

Proposed GC, seconded AC, and all were in favour.

It was resolved to accept the March Finance Report as a true and correct record.

Proposed AC, seconded GC, and all were in favour

The Clerk noted that cheque 1144 in favour of AC awaits signature following amendment of the Lloyds Bank mandate.

- To ratify payments already authorised in April

The Clerk reported that the following cheques 1146 – 1148 were authorised since the beginning of April unanimously by all councillors. These cheques for clerk's salary and PAYE and IT support were authorised because of the difficulties caused by COVID-19 restrictions. They require formal ratification now. In addition, he had recently received an invoice for £240 from HCC in respect of DPC's partner contribution to the Basingstoke Canal. As AC was currently in possession of the cheque book, it was agreed that he should make out and sign a cheque as payment.

1146	M C Jameson	Computafix IT Support	80.00
1147	David Skellern	Clerk April salary	326.73
1148	HMRC	Clerk PAYE to HMRC	81.60
1149	HCC	Partner contribution for Basingstoke Canal	240.00



DOGMERSFIELD PARISH COUNCIL

It was resolved to ratify cheques signed in April. Proposed GC, seconded AF, and all were in favour.

- To delegate to the Clerk the necessary authority to manage day-to-day matters during the period of the coronavirus pandemic

After a brief discussion, it was unanimously agreed that circumstances had changed and there is no need to devolve extra authority to the Clerk

- To consider the approach for co-option to replace Cllr Brian White
GC repeated the intention to advertise the vacancy widely, following normal protocols, as discussed at 044/20. AC repeated his concerns that residents were unaware of the vacancy and other important events due to the means of advertising it. He felt that lack of communication was disadvantaging residents. GC stated that he totally disagreed with AC's view. Brian White, in attendance as a member of the public, was of the view that many people did not know that he had resigned. GC repeated his intention to advertise the vacancy widely. AC accused GC of: not listening to his councillors; not respecting them; and treating them like children. GC advised AC's disapproval would be recorded. AF concluded the discussion by saying that she supported the planned approach to filling the vacancy.

- To adopt the updated Risk Management Plan
The Clerk highlighted additions to the previous version of the plan, namely the need for a business continuity plan in the event of a pandemic and the risks associated with the defibrillator once it is installed in a public place. He said that he had updated it as a required input to the insurance renewal. GC felt that it was fit for purpose and that the Council should refer to it in its regular business.

It was resolved to adopt the Risk Management Plan dated April 2020. Proposed GC, Seconded AF, all in favour.

- To adopt the updated Asset Register

The Clerk reported that he had added two items to the Asset Register, namely the recently purchased defibrillator and the filing cabinet, saying that he had updated it as a required input to the insurance renewal.

It was resolved to adopt the Asset Register dated April 2020. Proposed GC, Seconded AF, all in favour.

- To agree the submission regarding DPC's insurance requirements

GC confirmed that he agreed with the content of the submission, subject to an update to the contact details. AF suggested the levels of cover were high, but this was as on the current policy.

It was resolved to adopt the submission regarding Dogmersfield Parish Council's insurance requirements for 2020-21. Proposed GC, Seconded AC, all in favour.



DOGMERSFIELD PARISH COUNCIL

	<ul style="list-style-type: none"> To agree the VAT return for 2019-20 <p>The Clerk had supplied the draft VAT return and supporting documents to AC for review. AC advised that he was close to signing off the claim and expected to complete it on the following day. It was agreed to delay adoption until the next meeting.</p> <ul style="list-style-type: none"> To agree the appointment of the Internal Auditor for the year ending 31st March 2020 <p>The Clerk advised Councillors that last year's internal auditor, IAC, had offered to complete the internal audit for 2019-20 for a fee of £150 + VAT (same as last year). It was agreed that next year the Clerk should research how many audits IAC had performed for DPC, with a view to selecting a different supplier if relevant.</p> <p>It was resolved that IAC Audit & Consultancy Ltd be appointed as the Internal Auditor for the year ending 31st March 2020. Proposed AC, Seconded GC, all in favour.</p>	Clerk
050/20	<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 since the last meeting this application had been refused.</p> <p>20/00275/FUL – erection of three dwellings adjacent to Rectory Cottage, Church Lane. GC reported that since the last meeting this application had been refused.</p> <p>19/02153/CA – erection of four dwellings on land at Church Lane. GC reported that he had no information on the appeal relating to this application.</p> <p>20/00651/FUL – proposed energy storage facility at Rye Common – GC described this as a massive industrial site near to dwellings with likely noise and ground pollution issues – a strong objection has been posted.</p> <p>20/00683/HOU – erection of a pool house at Ormersfield House – posted 'no objection'.</p> <p>20/00817/LDC – application for lawful development certificate for the provision of a mobile home – GC recused himself for this item. AF described the application and proposed to update the next meeting with a planned submission.</p> <p>AC returned to 19/02153/CA, asking if DPC had ratified the appeal objection that had been submitted. It was determined that it had not, so GC proposed a resolution.</p> <p>It was resolved to ratify DPC's response to the appeal in respect of 19/02153/CA. Proposed GC, Seconded AC. AF abstained. (See further at 051/20 below)</p>	
051/20	<p>Other Matters to Report</p> <p>AF gave an update regarding progress on installing the defibrillator. The Covid19 pandemic emergency had resulted in the closure of the Queen's Head and has brought about an unforeseen circumstance – the possible temporary or permanent closure of the pub with the resultant risk of there being no electricity supply to the defibrillator. AF proposed that the only</p>	



DOGMERSFIELD PARISH COUNCIL

	<p>other option, namely installation in the decommissioned public phone box, be re-investigated by the Clerk. This was agreed.</p> <p>In response to GC's request for any final matters to be raised, Brian White pointed out that, at item 050/20 above, AF had voted to ratify DPC's response to planning appeal 19/02153/CA despite having previously declared an interest. GC and AF agreed that her vote should be stuck from the record. [Clerk's note: The resolution at 050/20 reflects this decision. It was later noticed that the absence of AF's vote made the decision inquorate and GC has since contacted HDC to withdraw the submission.]</p> <p>AC raised a further issue regarding planning appeal 19/02153/CA, saying that GC had emailed a request for input to all councillors, including AF, who had provided input that was subsequently included in the submission to HDC. He stated that this was a clear breach of the Code of Conduct and possibly a criminal offence.</p> <p>GC immediately put on record his apology for the error he had made in requesting AF's input. He went on to say that he was hampered in making his response due to AC's lack of responsiveness. AC replied that he held back his response because he did not want to become involved in something that he could see becoming 'ugly'.</p> <p>GC asked AC why he had not raised his concerns at the time so the mistake could be corrected. AC replied that it was because he 'was so furious about it' and referred to a 'thread of antagonism between yourself and myself and between yourself and Brian White'.</p>	Clerk
052/20	<p>Next meeting date</p> <p>GC thanked attendees for their involvement and said that the platform would suffice for future meetings. It was agreed that dates of future meetings will be circulated.</p> <p>The meeting closed at 21:12</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