



# DOGMERSFIELD PARISH COUNCIL

## Minutes of the Virtual Council Meeting Held on the Zoom meeting platform 13<sup>th</sup> July 2020 at 7:30pm

### Councillors present:

Cllr Graham Chisnall (GC) Chair  
Cllr Anne Fillis (AF) Vice-chair  
Cllr Alastair Clark (AC)  
Cllr Rob Molloy (RM)  
Clerk: David Skellern

### Members of the public present:

There were seven members of the public present

### Also present:

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

	<b>This meeting took place on the Zoom virtual meeting platform, as permitted under legislation that came into force on 4<sup>th</sup> 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.</b>		
076/20	<b>Welcome and Acceptance of Apologies for Absence</b> Cllr Crookes offered apologies on behalf of Cllrs Dorn and Kennett.		
077/20	<b>Declarations of Interest – Current Agenda</b> Re item 084/20: AC declared an interest regarding planning application 20/01408/HOU.		
078/20	<b>To Approve and Adopt the Minutes of 27<sup>th</sup> May 2020 Annual Council Meeting</b> <b>It was resolved that the minutes of the meeting held on 27<sup>th</sup> May 2020 be accepted as a true record. Proposed GC, seconded AF. All in favour.</b>		
079/20	<b>Matters arising</b> GC advised a new focussed approach, whereby the Clerk and councillors will monitor outstanding actions outside the meeting and report to the meeting only actions arising from the previous minutes. The Clerk gave updates on the new actions.		
	Agenda Item No	Action Detail	Update
	059/20	Clerk to recommend training for all councillors and clerk	Training for all councillors and Clerk held on 15 June. Further training courses to be identified when available from HALC.
	059/20	Create a register of local businesses	On-going
	068/20	Councillors to collaborate to produce a plan for clearing footpaths by 13 July	Agenda item 87/20
	068/20	Develop a plan to specify maintenance work to be done outside the village centre, including indicative costs.	To be tackled after new website is completed
	070/20	Make enquiries regarding the regulatory requirements for maintaining the defibrillator, including	Agenda item 87/20



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		the possible role of the ambulance service in this.										
	071/20	Produce a proposal for a new website with an intention of obtaining agreement to commit expenditure by 13 July	Agenda item 88/20									
080/20	<b>Announcements from the Chairman, Clerk and Members' Questions Received in Advance.</b> The Clerk announced his decision to withdraw his notice and remain in post, which was welcomed by GC.											
081/20	<b>County &amp; District Councillor's Reports</b> Cllr Simpson reported on a number of issues, including: <ul style="list-style-type: none"> <li>• HWRCs are open but only by appointment to registered householders</li> <li>• HCC has held 25 seminars for head teachers regarding re-opening of schools</li> <li>• Two or more Covid19 cases in one setting (e.g. home) constitutes an outbreak</li> <li>• HCC finance is very tight due to Covid19</li> <li>• Hampshire GDP fell faster and further than the average for the UK</li> </ul> Cllr Crookes reported on a number of issues, including: <ul style="list-style-type: none"> <li>• HDC's finances are being stretched by Covid19</li> <li>• Payments of Covid19 business grants is almost complete</li> <li>• Planning meetings have restarted on-line</li> <li>• Car park charges will resume on 1<sup>st</sup> August at March 2020 rates</li> <li>• There is a possibility that Fleet Road may be pedestrianised on a trial basis</li> </ul>											
082/20	<b>Representations by the public</b> The Clerk read an email submitted by Brian White on 18 June regarding outstanding village maintenance issues, some of which have since been resolved. Carol Leversha raised her concerns about parking close to the south side of the bridge in Chalky Lane, saying it created a safety hazard. It was agreed to add this to the problems reported to HCC.			Clerk								
083/20	<b>Casual Vacancy</b> GC welcomed the two applicants, Sarah Miles and Dennis Wilkins and invited them to address the meeting in turn, after which councillors asked questions. Councillors then voted by a majority of 3 – 1 to invite Sarah Miles to join the Council. GC thanked Dennis Wilkins for his application and councillors agreed that he was a strong candidate and that they hoped he would look for opportunities to give his services to the parish.											
084/20	<b>To Consider the Council's Response to Current Planning Applications</b> <table border="1" data-bbox="260 1832 1366 1989"> <thead> <tr> <th>Reference</th> <th>Location</th> <th>Description</th> <th>Outcome</th> </tr> </thead> <tbody> <tr> <td>20/01169/CA</td> <td>Karibu, Chatter Alley, RG27 8SS</td> <td>Eucalyptus – fell because of excessive size</td> <td>N/A – the tree had already been felled</td> </tr> </tbody> </table>			Reference	Location	Description	Outcome	20/01169/CA	Karibu, Chatter Alley, RG27 8SS	Eucalyptus – fell because of excessive size	N/A – the tree had already been felled	
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	20/01228/ PREAPP	The Paddock, Farnham Road, Odiham, RG29 1HS	Erection of replacement 2 storey dwelling following demolition of existing single storey dwelling and ALL outbuildings on site	<b>Maintain a neutral stance at this stage but raise concerns regarding the application contravening several NHP principles. Proposed GC Seconded RM All in favour</b>	
	20/01299/ PREAPP	Ormersfield House, Church Lane, RG27 8TA	Revised sketch scheme drawing to show existing garage being extended and adapted to better serve the house	<b>No objection Proposed GC Seconded AF All in favour</b>	
	20/01408/ HOU	Meadows, Chatter Alley, RG27 8SR	Erection of a detached garage	AC withdrew. <b>No objection Proposed GC Seconded AF All in favour</b>	
	20/01288/ FUL	Harewarren Farm, Chalky Lane, RG27 8TG	Creation of a new vehicle access	<b>No objection but submit concerns that the change could lead to a later application for change of use. Proposed GC Seconded AC All in favour</b>	
	20/01180/ FUL	STREET RECORD Rye Common Lane Crandall Farnham	Proposed energy storage facility to provide energy balancing services to the National Grid	Councillors decided to collaborate with Crondall Parish Council. <b>Objection Proposed GC Seconded AF All in favour</b>	GC
085/20	<b>Finance &amp; Regulatory Matters</b>				
	<p>The Clerk explained that the required submission had been made to the auditor, who had replied with 13 questions, in respect of some of which the Clerk had requested advice from GC and AC. AC agreed to reply to those questions on the following day.</p> <p>The Clerk had circulated the financial reports for May 2020 and requested that Councillors approve the statement of accounts for May 2020 and confirm payments made.</p> <p><b>It was resolved to approve the financial statement of accounts from 1st – 31st May 2020, confirming payments made in May. Proposed GC, Seconded AC. All in favour.</b></p>				AC





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	<p><b>It was resolved to adopt the Council's new Information Retention and Disposal Policy. Proposed GC, seconded AF, all in favour.</b></p> <p><b>It was resolved to adopt the revised NHP Steering Group Terms of Reference. Proposed GC, seconded AC, all in favour.</b></p> <p><b>It was resolved to adopt the revised CBF Group Terms of Reference. Proposed AF, seconded RM, all in favour.</b></p> <p>The Chairman thanked councillors for their hard work to develop so many new documents in a short time.</p>	
087/20	<p><b>Community Benefit Fund</b></p> <p>The Clerk announced that the defibrillator is to be installed in the phone kiosk on 22<sup>nd</sup> July by Community Heartbeat Trust (CHT). At the previous meeting, he had accepted an action to make further enquires regarding the regulatory requirements for maintaining the defibrillator. He had revisited material originally supplied by CHT and liaised with CHT, after which he recorded his recommendation in paper 087/20, namely to opt for both the Managed Solution (£100 capital cost) and Annual Support Package (£135 annual cost) as provided by CHT.</p> <p>Councillors advised that they require to see the formal contract document(s) prior to signature. Cllr Simpson cautioned that the Clerk should check for any conditions on the HCC grant towards the defibrillator that would disallow this action.</p> <p><b>Subject to these conditions, it was resolved to adopt both the Managed Solution and Annual Support Package provided by CHT. Proposed GC, seconded AF, all in favour.</b></p> <p>Councillors noted both the CBF Annual Report and CBF Footpaths Report. GC invited Ian Taylor, who is leading the work to improve parish footpaths, to give an overview of the aims of the project. Ian reported that there are already key people involved with the project and an appetite to make early progress. It is hoped to receive funding from HCC and a good potential supplier of equipment has been identified. There was also good liaison with Winchfield PC and an intention to adopt consistent standards. It was agreed that the survey work should focus on the elimination of danger spots and improvements to the footpath from the school to the church in order to deliver early, visible benefit.</p> <p><b>It was resolved that the CBF Working Group should start work to survey the parish footpaths. Proposed GC, seconded AF, all in favour.</b></p> <p><b>It was resolved that the CBF Working Group should consider options for recruitment of a/some footpath warden(s). Proposed RM, seconded GC, all in favour.</b></p> <p>It was agreed that AF should locate existing terms of reference for footpath wardens as used by other parishes and the Clerk should ensure their role is covered by the forthcoming H&amp;S policy.</p> <p>AF introduced her paper regarding the tree planting programme and, following a supportive discussion, asked the Council to agree to the five decisions therein.</p> <p><b>It was resolved that:</b></p> <ol style="list-style-type: none"> <li><b>1. DPC commits to sign the Tree Charter and authorise the Clerk to complete the application form on its behalf;</b></li> </ol>	<p>Clerk Clerk</p> <p>AF Clerk</p>



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	<p>2. DPC commits to support an ambitious tree planting project over the next 5 years with an aspiration to plant at least one tree each year for each residence;</p> <p>3. DPC approves expenditure of up to £650 in 2020 from the Community Benefit Fund to start the first phase of planting if required;</p> <p>4. DPC approves the CBF working group to work with the Woodland Trust and local landowners to develop a plan for the first phase of planting; and</p> <p>5. DPC authorises Councillor Fillis to apply to the Woodland Trust for a Community Pack of trees.</p> <p><b>Proposed GC, seconded AC, all in favour.</b></p> <p>Cllr Simpson invited the Clerk to apply to HCC for a grant of £650 to support the project.</p> <p>AF raised the proposal she had made for a path across Pilcot Green to alleviate pedestrian safety concerns. She said that the idea was at an early stage with a number of issues identified, not least ownership of the Green. GC proposed that he and AF work to understand the process for taking control of Pilcot Green. The Council agreed that AF should do further work to produce a solution to the problem. It was too early to approve the tender for the work.</p>	<p>Clerk</p> <p>GC &amp; AF</p>
088/20	<p><b>Website</b></p> <p>RM gave a verbal update on progress in defining requirements, including on-going maintenance and email support, and identifying possible suppliers. A full tendering exercise is not required. RM will present an analysis of vendor solutions and costs at the next meeting and will seek approval to proceed to place the order. The report was noted.</p>	
089/20	<p><b>Environment</b></p> <p>AF introduced her paper proposing planting for the chicanes in the Parish. It was agreed that councillors should feed in comments by 17<sup>th</sup> July.</p> <p><b>It was resolved to issue the tender, subject to comments submitted by councillors.</b></p> <p><b>Proposed GC, seconded AF, all in favour.</b></p>	
090/20	<p><b>Communications</b></p> <p>RM introduced the draft questionnaire designed to illicit parishioners' choices regarding the Council's communications methods. He wished to avoid issuing multiple questionnaires, as there is a further need to communicate with parishioners regarding future projects. It was agreed that RM and GC should work to produce a composite questionnaire covering both communications and projects in preparation for the next meeting. It was agreed that any questionnaire should be delivered to every residence, but with the option to respond on-line. AC felt that any questionnaire regarding potential projects should include costs so that parishioners can give informed answers, but GC rejected this approach as it would require too much work and delay at this early stage, and AC concurred.</p>	RM & GC
091/20	<p><b>Dates for future council meetings for 2020-21</b></p>	



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	<p>It was resolved that the schedule of meetings for the remainder of the year shall be as follows:</p> <p><b>Monday 10th August 2020      Monday 14th September 2020,</b>  <b>Monday 12th October 2020,    Monday 9th November 2020,</b>  <b>Monday 14th December 2020, Monday 11th January 2021,</b>  <b>Monday 8th February 2021,    Monday 8th March 2021</b>  <b>Proposed GC, seconded AF, all in favour.</b></p>	
092/20	<p><b>Correspondence Received</b></p> <p>None to report.</p>	
093/20	<p><b>Information sharing</b></p> <p>No further discussion.</p>	
094/20	<p><b>Staffing IN CONFIDENCE</b> (Members of the public to withdraw)</p> <p>Councillors considered a request from the Clerk regarding his contract. This is recorded in a separate minute.</p> <p>The Chairman closed the meeting at 22:50.</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