



DOGMERSFIELD PARISH COUNCIL

Minutes of the Virtual Council Meeting Held on the Zoom meeting platform 10th August 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 three members of the public present

Also present:

Cllr K Crookes (HDC)

	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.	
095/20	Welcome and Acceptance of Apologies for Absence GC offered apologies for Cllr Sarah Miles (SM) and Cllr David Simpson Cllr Crookes offered apologies on behalf of Cllrs Dorn and Kennett. GC mentioned receipt of notification of the government paper regarding changes to the planning system, which may require an update to the NHP.	
096/20	Declarations of Interest – Current Agenda None	
097/20	To Approve and Adopt the Minutes of 13th July 2020 Council Meeting AC requested a change at the conclusion of 090/20, saying that he had not ‘concurred’, however, GC noted that the recording showed that AC had said ‘OK’ and ‘fine’ and refused to accept the requested change. It was resolved that the minutes of the meeting held on 13th July 2020 be accepted as a true record. Proposed GC, seconded RM. Carried by a majority. AC wished it to be recorded that he did not agree. It was resolved that the minutes of the meeting in camera held on 13th July 2020 be accepted as a true record. Proposed GC, seconded RM. Carried by a majority. AC refused to vote for acceptance, saying that a proposal that the Clerk should record his working hours had been omitted. GC refused to accept this late change as the minutes had been circulated three weeks ago, but did accept the Clerk should record his hours worked.	
098/20	Matters arising The Clerk gave a verbal update regarding progress on actions arising from the previous meeting.	



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Agenda Item No	Action Detail	Update	
082/20	Add Chalky Lane canal bridge parking to HCC list	Completed - on agenda at 107/20	
084/20	DPC to collaborate with Crondall PC regarding planning application 20/01180/FUL	Completed - on agenda at 102/20	
085/20	Reply (by 14 July) to Clerk regarding questions from the internal auditor	Completed	
085/20	Repay £28.80 to DPC in respect of error in expenses claim	Completed	
085/20	Devise a submission to HDC requesting S106 funding for capital expenditure on parish footpaths	On-going	
085/20	Determine if there is any time limit for claiming S106 funding held by HDC for DPC.	Completed – on agenda at 103/20	
087/20	Progress adoption of CHT Maintenance Solution and Annual Support Package ensuring councillors are content with the detail before finalisation.	On agenda at 104/20	
087/20	Check for conditions on defibrillator grant received from HCC	Completed - on agenda at 104/20	
087/20	Locate existing terms of reference for footpath wardens as used by other parishes	Completed – AF to circulate	AF
087/20	Ensure new H&S Policy covers footpath warden role	Delete – footpath warden will act on behalf of HCC	
087/20	Apply for £650 HCC grant for tree planting	Completed – grant agreed	
087/20	Do further work to provide a footpath across Pilcot Green, including research into taking control over the land.	On-going	
090/20	Collaborate to produce a composite questionnaire re communications and plans by 10th August	On-going	
094/20	Research the legal situation, using the services of HALC, and circulate the findings to the Council	Completed – on agenda at 111/20	
It was agreed that the Clerk should highlight long-standing actions and circulate the dashboard for updates in advance of issuing it with papers for the meeting.			Clerk
099/20	Announcements from the Chairman, Clerk and Members' Questions Received in Advance. None		



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100/20	<p>County & District Councillor's Reports</p> <p>Cllr Crookes reported on two issues:</p> <ul style="list-style-type: none"> The paper regarding changes to the planning system is a twelve-week consultation process. HDC has decided to pedestrianise the 'high street' section of Fleet Road, Fleet as a temporary reaction to Covid19, commencing 24th August. In response to AC's question, Cllr Crookes said there is currently no plan to change parking arrangements in Albert Street or to alleviate likely congestion at both ends of Albert Street. He believed that bicycles would be allowed in the pedestrian area. 													
101/20	<p>Representations by the public</p> <p>There were none.</p>													
102/20	<p>To Consider the Council's Response to Current Planning Applications</p> <table border="1" data-bbox="261 801 1362 1272"> <thead> <tr> <th>Reference</th> <th>Location</th> <th>Description</th> <th>Outcome</th> </tr> </thead> <tbody> <tr> <td>20/01394/LBC</td> <td>Catherine Of Aragon Pilcot Hill RG27 8SX</td> <td>Internal alterations and alterations to first floor rear window and ground floor side door</td> <td>No objection. Proposed GC, seconded AF, all in favour</td> </tr> <tr> <td>20/01472/PIP</td> <td>Rose Court Rye Common Lane Crondall GU10 5RR</td> <td>Erection of 4no. 4 bedroom and 2no. 5 bedroom dwellings and associated, access and garaging</td> <td>No objection, but concerns regarding access and request for developer benefits for DPC. Proposed GC, seconded AF, all in favour.</td> </tr> </tbody> </table> <p>Regarding Street Record Rye Common, GC reported that CPC has agreed to collaborate but there is no detail on approach as yet. It was agreed that GC should submit an objection, reflecting CPC's objection.</p> <p>GC withdrew from the discussion. AF reported that DPC had submitted a clarification regarding previous comments made in respect of the ménage at Pilcot Farm. It was agreed to ratify the later submission regarding use of the ménage. Proposed AF, seconded RM, all in favour.</p> <p>Regarding the presence of a caravan at Janes Cottage, GC proposed to research the legal situation and postpone discussion until the next meeting. He agreed to circulate the email on the subject.</p> <p>GC reported that the appeals in relation to the erection of three and four dwellings in Church Lane had been dismissed.</p> <p>GC agreed to find out the timescale imposed for the rethatching of The Barracks.</p>	Reference	Location	Description	Outcome	20/01394/LBC	Catherine Of Aragon Pilcot Hill RG27 8SX	Internal alterations and alterations to first floor rear window and ground floor side door	No objection. Proposed GC, seconded AF, all in favour	20/01472/PIP	Rose Court Rye Common Lane Crondall GU10 5RR	Erection of 4no. 4 bedroom and 2no. 5 bedroom dwellings and associated, access and garaging	No objection, but concerns regarding access and request for developer benefits for DPC. Proposed GC, seconded AF, all in favour.	<p>GC</p> <p>GC</p> <p>GC</p>
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103/20	<p>Finance & Regulatory Matters</p> <p>Councillors received and noted the Annual Internal Audit Report 2019-20.</p>													



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	<p>It was resolved to approve the Annual Governance Statement 2019-20. Proposed AC, seconded AF, all in favour.</p> <p>It was resolved to approve the Accounting Statements 2019-20. Proposed GC, seconded AF. All in favour.</p> <p>It was resolved to certify that the Parish Council is exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. Proposed AC, seconded RM, all in favour.</p> <p>The Clerk informed councillors that the Notice of Public Rights would be announced on Thursday 13th August and the period for inspection will run from Friday 14th August to Saturday 12th September inclusive.</p> <p>The Clerk advised councillors that all five recommendations made by the internal auditor were either resolved or in hand.</p> <p>The Council noted that AF had signed the reconciliations for June 2020 on a corrected version, as the original excluded the June 2020 interest of £358.04 from the HTB balance.</p> <p>AC volunteered to verify the bank reconciliations in advance of the next meeting.</p> <p>The Clerk had circulated the financial reports for July 2020 and requested that Councillors approve the statement of accounts for July 2020 and confirm payments made.</p> <p>It was resolved to approve the financial statement of accounts from 1st – 31st July 2020, confirming payments made in July. Proposed GC, Seconded AF. All in favour.</p> <p>It was resolved to authorise payments due. Proposed AF, Seconded RM. All in favour.</p> <p>The Clerk reported advice received that S106 funding is not time-limited.</p> <p>It was resolved to authorise the Clerk to purchase 50 metres of 500 traditional warm light LED string lights black cable pro series costing £185 plus pro series black plug costing £6. Proposed AF, seconded AC, all in favour.</p> <p>It was agreed to leave the CBF money in the HTB account despite the reduction in interest rate.</p> <p>AC's proposal to show separate reporting of the CBF was agreed and AF offered assistance in achieving this.</p>	Clerk
104/20	<p>Community Benefit Fund</p> <p>All councillors confirmed their willingness to perform defibrillator checks on request when the Clerk is unavailable.</p> <p>It was agreed to replace the 'Telephone' signs with 'Defibrillator' signs.</p> <p>It was resolved that the Clerk should inform HCC of the transfer of ownership of the defibrillator to CHT and sign contracts to enter into the Managed Solution and Annual Support agreements. Proposed GC, seconded AF, all in favour.</p> <p>It was agreed that RM should devise communications regarding the defibrillator for the noticeboard and website and a newsletter in due course.</p> <p>It was resolved that the Clerk should transfer £1,175 from the CBF HTB account to the DPC Lloyds account. Proposed GC, seconded AF, all in favour.</p>	Clerk RM Clerk



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	Regarding the introduction of a VETS scheme, it was decided to research the approach of other parishes with defibrillators but to defer any decision.	
105/20	<p>Website</p> <p>Councillors thanked RM for a very comprehensive piece of work. RM confirmed that all costs are net and the supplier will migrate selected content from the legacy website.</p> <p>It was resolved to accept the recommendations in RM's paper, including to award the contract to PCW UK/ Netwise UK incurring a year one cost of £1,297 + VAT and an annual cost of £598 + VAT. Proposed GC, seconded AF, all in favour.</p>	
106/20	<p>Environment</p> <p>Regarding the planting of chicanes, it was agreed that GC and the Clerk should work together to progress the work, separating those chicanes that require concrete to be removed from those simply requiring planting; questioning the need for expensive permissions and licences; and using the forthcoming highways meeting with HCC as a means to make progress.</p> <p>The Clerk reported that 25.5 lengthsman hours had been brought forward from 2019-20, 45.5 hours are allocated for 2020-21, 29.0 hours have been used on tasks so far, so 42.0 hours remain for 2020-21, with a request that we do not carry forward hours at the end of this year.</p> <p>It was agreed that the Clerk should request that the Lengthsman clears the section of Chatter Alley verge previously excluded by the specification and cuts back the Pilcot Green hedge in September. It was agreed to hold back on the second cut of Chatter Alley and Church Lane due to dry conditions.</p> <p>It was agreed that the Clerk should produce proposals for the clearance of ditches by the Lengthsman in late September/early October ready for the next meeting.</p> <p>It was agreed that the Clerk should request that HCC fix the Pilcot Hill posts and rails on the basis that they represent a H&S risk.</p> <p>It was resolved to authorise the Clerk to issue a tender for work to paint the Pilcot Green posts in white and to paint the chains black or replace the chains with black metal chain as appropriate. Proposed GC, seconded AF, all in favour.</p>	<p>GC & Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
107/20	<p>Highways</p> <p>The Council noted the report regarding highways issues.</p>	
108/20	<p>Correspondence Received</p> <p>Nothing to report.</p>	
109/20	<p>Information sharing</p> <p>Nothing to report.</p>	
110/20	<p>Future meetings</p>	

