



DOGMERSFIELD PARISH COUNCIL

Minutes of the Virtual Annual Council Meeting Held on the Zoom meeting platform 27th May 2020 at 7:30pm

Councillors present:

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

Members of the public present:

There were six members of the public present

Also present:

Cllr K Crookes (HDC)

Clerk: David Skellern

	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.	
053/20	Welcome and Acceptance of Apologies for Absence Cllr Crookes offered apologies on behalf of Cllrs Dorn and Kennett. GC advised attendees that, following the difficulties at the previous meeting and the large agenda, he intended to chair the meeting in a style more closely aligned to standing orders.	
054/20	Appointment of the Chair of the Parish Council 2020-21 The Vice-Chairman (AC) requested nominations. AF nominated GC. There were no other nominations. It was resolved that GC be appointed as Chair of DPC for 2020-21 with immediate effect. Proposed AF. Seconded RM. The proposal was AGREED with one abstention. The Chairman and Clerk will complete the Declaration of Acceptance of Office outside the meeting. AC announced that he would not make himself available to stand for Vice-Chair.	
055/20	Appointment of Vice-Chairman The Chairman (GC) requested nominations. GC nominated AF. It was resolved that AF be appointed as Vice-Chair of DPC for 2020-21 with immediate effect. Proposed GC. Seconded RM. All in favour.	
056/20	Declarations of Interest – Current Agenda Regarding item 066/20: GC declared an interest regarding planning applications 20/00817/LDC and 20/00695/FUL. RM declared a pecuniary interest in planning application 19/02153/FUL.	



DOGMERSFIELD PARISH COUNCIL

	RM declared a personal interest in planning applications 20/0857/LBC and 20/01097/HOU.																																													
057/20	<p>Election of Officers and Representatives for the Municipal Year</p> <p>The Chairman requested nominations for each of the following roles in turn. The roles were allocated as follows:</p> <table border="1"> <thead> <tr> <th>Role</th> <th>Allocated to</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Community Liaison</td> <td>RM</td> <td>GC</td> <td>AF</td> </tr> <tr> <td>Planning</td> <td>GC</td> <td>AF</td> <td>RM</td> </tr> <tr> <td>Footpaths & Rights of Way</td> <td>AF</td> <td>RM</td> <td>GC</td> </tr> <tr> <td>Environment</td> <td>RM</td> <td>GC</td> <td>AF</td> </tr> <tr> <td>Highways</td> <td>GC</td> <td>AF</td> <td>RM</td> </tr> <tr> <td>Liaison with Other Councils & Related Bodies</td> <td>AF</td> <td>GC</td> <td>RM</td> </tr> <tr> <td>Newsletters & Communications</td> <td>RM</td> <td>GC</td> <td>AC</td> </tr> <tr> <td>Website</td> <td>Clerk</td> <td>GC</td> <td>AC</td> </tr> <tr> <td>Neighbourhood Plan Liaison</td> <td>GC</td> <td>AF</td> <td>RM</td> </tr> <tr> <td>Community Benefit Fund Liaison</td> <td>AF</td> <td>GC</td> <td>RM</td> </tr> </tbody> </table> <p>All nominees were elected unopposed.</p>	Role	Allocated to	Proposed	Seconded	Community Liaison	RM	GC	AF	Planning	GC	AF	RM	Footpaths & Rights of Way	AF	RM	GC	Environment	RM	GC	AF	Highways	GC	AF	RM	Liaison with Other Councils & Related Bodies	AF	GC	RM	Newsletters & Communications	RM	GC	AC	Website	Clerk	GC	AC	Neighbourhood Plan Liaison	GC	AF	RM	Community Benefit Fund Liaison	AF	GC	RM	
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058/20	<p>To Approve and Adopt the Minutes of 21st April 2020 Council Meeting</p> <p>Regarding 044/20, AC wished it to be recorded that councillors had agreed, at an APA planning meeting, to issue fliers regarding the casual vacancy, but this approach was abandoned as a result of the Covid19 pandemic.</p> <p>Regarding 050/20 and 051/20, AC felt that the minutes did not reflect the chronology of proceedings in relation to AF voting on planning appeal 19/02153/CA and also stated that there had been no formal agreement by the Council that AF's vote should be rescinded or that DPC's submission to HDC should be withdrawn due to the vote being inquorate.</p> <p>[Clerk's note: The recording of the meeting shows that: AF voted in respect of the appeal and, following a query from a member of the public, GC said that the Clerk should 'strike AF's vote from the record'. No Councillor demurred to this approach. AC is correct – there was no formal agreement to rescind AF's vote. GC's later action to withdraw DPC's submission was also done without reference to the Council.]</p> <p>GC referred back to allegations made by AC at 051/20. GC stated that he has obtained advice that they were entirely without grounds, and requested a formal apology from AC and a formal retraction of the allegations, especially as they remain unsubstantiated. GC also recalled that, prior to the previous meeting, AC had withheld information of material interest to the Council for three and a half weeks. GC stated that he would raise a formal complaint against AC if he did not make a formal apology.</p> <p>AF spoke at length about her feelings in respect of AC's allegations and maintained her belief that neither she nor GC had breached the Code of Conduct or committed any offence; that AC's actions in this matter were themselves contravening the Code of</p>																																													



DOGMERSFIELD PARISH COUNCIL

	<p>Conduct; and that AC was withholding material information that would show that his allegations are unfounded.</p> <p>AC defended his stance and said that he will only make an apology, if necessary, after receiving an opinion from his own advisors. He stated that he is ‘... as happy as can be to see this Parish Council waffle along and slowly disintegrate’.</p> <p>AF refuted AC’s claim that the Council is disintegrating and read from an email she had received from AC on 26th May: ‘My references to a breach of the Code of Conduct and a possible criminal offence were, in the circumstances, unwise, as there had been no investigation into the matter made. I apologise for making these unsubstantiated comments.’ She requested a public apology from AC.</p> <p>AF said she believed that AC had raised the matter with the CEO of HDC and asked AC to disclose the nature of that correspondence. AC replied: ‘I have not. Some many months ago I did raise a question with Daryl Phillips asking for a little bit of advice. It was prior to the last meeting and the advice I received from him was that there would be no breach on the questions I asked.’</p> <p>GC confirmed his intention to submit a formal complaint against AC and summarised that he is optimistic that the Council now has three members who are able and willing to deliver an agenda of work to benefit the Parish.</p> <p>It was resolved that the minutes of the meeting held on 21st April 2020 be accepted as a true record with the proviso that the Clerk would review the recording and reflect AC’s concerns (see above). Proposed GC, seconded AF. AGREED with one abstention.</p>																												
059/20	<p>Matters arising</p> <p>The meeting considered all outstanding actions.</p> <table border="1" data-bbox="260 1301 1366 1968"> <thead> <tr> <th data-bbox="260 1301 416 1384">Agenda Item No</th> <th data-bbox="416 1301 1002 1384">Action Detail</th> <th data-bbox="1002 1301 1366 1384">Update</th> </tr> </thead> <tbody> <tr> <td data-bbox="260 1384 416 1467">72/19</td> <td data-bbox="416 1384 1002 1467">Lloyds / Hampshire Trust Bank mandates to be updated</td> <td data-bbox="1002 1384 1366 1467">Lloyds completed. HTB submitted</td> </tr> <tr> <td data-bbox="260 1467 416 1550">99/19</td> <td data-bbox="416 1467 1002 1550">To review NHP EMR at year end for transfer to general reserves</td> <td data-bbox="1002 1467 1366 1550">Completed</td> </tr> <tr> <td data-bbox="260 1550 416 1632">112/19</td> <td data-bbox="416 1550 1002 1632">To review asset register re Xmas lights broken and replacement in budget</td> <td data-bbox="1002 1550 1366 1632">To be dealt with as part of budget review July 2020</td> </tr> <tr> <td data-bbox="260 1632 416 1715">TBC</td> <td data-bbox="416 1632 1002 1715">Pension auto-enrolment reregistration due (see email received 7th Jan 2020)</td> <td data-bbox="1002 1632 1366 1715">To be dealt with July 2020</td> </tr> <tr> <td data-bbox="260 1715 416 1798">98/19</td> <td data-bbox="416 1715 1002 1798">Insurance query to be concluded through review of policy</td> <td data-bbox="1002 1715 1366 1798">Completed during insurance renewal</td> </tr> <tr> <td data-bbox="260 1798 416 1845">98/19</td> <td data-bbox="416 1798 1002 1845">GDPR email addresses</td> <td data-bbox="1002 1798 1366 1845">Completed</td> </tr> <tr> <td data-bbox="260 1845 416 1892">98/19</td> <td data-bbox="416 1845 1002 1892">Arrange date to meet with local PCSOs</td> <td data-bbox="1002 1845 1366 1892">On-going</td> </tr> <tr> <td data-bbox="260 1892 416 1968">98/19</td> <td data-bbox="416 1892 1002 1968">Training to be booked as appropriate</td> <td data-bbox="1002 1892 1366 1968">Delete – replace with action on Clerk to recommend</td> </tr> </tbody> </table>	Agenda Item No	Action Detail	Update	72/19	Lloyds / Hampshire Trust Bank mandates to be updated	Lloyds completed. HTB submitted	99/19	To review NHP EMR at year end for transfer to general reserves	Completed	112/19	To review asset register re Xmas lights broken and replacement in budget	To be dealt with as part of budget review July 2020	TBC	Pension auto-enrolment reregistration due (see email received 7th Jan 2020)	To be dealt with July 2020	98/19	Insurance query to be concluded through review of policy	Completed during insurance renewal	98/19	GDPR email addresses	Completed	98/19	Arrange date to meet with local PCSOs	On-going	98/19	Training to be booked as appropriate	Delete – replace with action on Clerk to recommend	
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DOGMERSFIELD PARISH COUNCIL

			training for all councillors and Clerk
005/20	Costing project proposals to be brought to meeting for DPC action plan		Agenda item 072/20
010/20	Website pages to be updated		Completed
022/20	Analyse future communications methods		Agenda item 071/20
022/20	Select a shortlist of village gateways		Agenda item 072/20
022/20	Consult with Four Seasons regarding possible closure of unofficial layby in Chalky Lane		AC awaits response to letter
022/20	Consult with School regarding parking problems in Chatter Alley		AC awaits response to letter
033/20	Explain the dark village policy to the property owner and to advise HDC Planning Officer of this policy		No progress
037/20	Ensure Queen's Head landlord commissions work to fit defibrillator		Delete – defibrillator now to be fitted in phone kiosk
037/20	Raise both the purchase of bins and the idea of a Parish Litter Pick at the APA.		No progress
038/20	Gather requirements re drains and ditches, prioritise, consult, award contract.		Agenda item 68/20
038/20	Prepare notice to residents regarding obligations in respect of ditches.		Linked to above
038/20	Check that developers have complied with drainage planning requirements.		GC liaising with a parishioner who has done work on this.
038/20	Ensure HDC consider potential drainage problems when considering future developments.		As above.
039/20	Consult with all councillors to produce a list of issues relating to highways.		GC and Clerk to collaborate to produce a letter to HCC Highways.
047/20	Publish newsletter to cover: Covid19, casual vacancy, development plans, other matters of interest.		AF reported this is 80% complete.
047/20	Remind local businesses to submit claims to HDC re Covid19 assistance.		Delete – replace with an action to create a register of local businesses (GC).
048/20	Ensure website compliant with accessibility legislation.		Agenda item 071/20.
048/20	Hand over website maintenance to Clerk.		Agenda item 071/20.
049/20	Appoint IAC as internal auditor for 2019-20.		Completed.



DOGMERSFIELD PARISH COUNCIL

	051/20	Investigate installation of defibrillator in phone box.	Completed	
060/20	<p>Announcements from the Chairman, Clerk and Members' Questions Received in Advance.</p> <p>GC said that he plans to circulate a letter from a member of the public regarding drainage issues.</p>			
061/20	<p>County & District Councillor's Reports</p> <p>Cllr Crookes reported the following issues:</p> <ul style="list-style-type: none"> • HDC has co-ordinated Covid19 efforts. Business compensation claims have mostly been paid. • HDC has adopted the Local Plan. • Cllr John Kennett was elected as chairman and remains on the Planning Committee. • Cllr Warlock (Hook) has replaced Cllr Crookes as chair of Overview and Scrutiny. • The green waste collection service will restart mid-June – subscribers will be contacted. • The bulky waste collection service has restarted. 			
062/20	<p>Representations by the public</p> <p>A member of the public noted that the planning report on the website was in need of improvement. This was accepted.</p>			
063/20	<p>To Agree the Council's Planning Protocol</p> <p>GC introduced the new Planning Protocol.</p> <p>AC requested that the following words be added to the end of the penultimate paragraph on page 3: 'provided members of the public are also allowed to attend the meeting for the same purpose.' This is in order to align with 1.6 of Part 3 the DPC Code of Conduct. GC agreed to review this outside the meeting.</p> <p>AC requested that the penultimate paragraph on page 3 should begin: 'If the planning matter is such that some or all Councillors must declare either a 'personal interest' or a 'pecuniary interest', thereby resulting in an inquorate group of councillors eligible to take part, but it is considered by the Clerk to be of material importance for the Parish Council to comment on the application, then the Clerk may issue a Dispensation to allow all councillors to take a full part in the debate and to vote.'</p> <p>It was resolved that the Planning Protocol be adopted as drafted, but including AC's second amendment and including AC's first amendment subject to the Clerk checking for consistency with the Code of Conduct. Proposed GC, seconded AF. All in favour.</p>			
064/20	<p>Casual Vacancy</p> <p>GC introduced the new Councillor Recruitment Policy.</p> <p>AC requested that the first two sentences be updated to: 'Dogmersfield Parish Council (DPC) may have a maximum of five Parish Councillors. Their period of office runs until the date of the next council (ordinary) elections.' This was accepted.</p>			



DOGMERSFIELD PARISH COUNCIL

	<p>AC and GC requested that the first sentence of paragraph 5 be updated to: ‘The vacancy and process for co-option will be advertised as widely as possible; as a minimum on the DPC website and the parish noticeboards for a minimum of 21 days, this requirement only being circumvented following a formal vote in council.’ This was accepted.</p> <p>GC requested the addition of: ‘The Council will make best endeavours to deliver a leaflet regarding the vacancy to every household within the Parish.’ This was accepted.</p> <p>It was accepted to insert a missing word ‘there’ in the final paragraph.</p> <p>It was resolved that the Councillor Recruitment Policy be adopted as drafted, but including the amendments above. Proposed GC, seconded RM, all in favour.</p> <p>It was agreed that the Council will invoke the newly adopted policy in respect of co-opting to fill the current vacancy, with the precise wording and timelines being finalised outside the meeting, in the hope that there may be suitable candidate(s) in time for the next meeting.</p>																						
065/20	<p>To Approve the Schedule for Reviewing Key Council Documents</p> <p>AF requested that the Clerk give Councillors sufficient notice for providing input to future reviews.</p> <p>It was resolved that the Schedule for Reviewing Key Council Documents be adopted as drafted and would subsequently be updated as a ‘living document’. Proposed GC, seconded AC, all in favour.</p>																						
066/20	<p>To Consider the Council’s Response to Current Planning Applications</p> <table border="1" data-bbox="260 1245 1366 1962"> <thead> <tr> <th>Reference</th> <th>Address</th> <th>Outcome</th> </tr> </thead> <tbody> <tr> <td>19/02153/FUL</td> <td>Land At Church Lane Dogmersfield Hook Hampshire</td> <td>RM ‘withdrew’ GC reported that the appeal submission had been withdrawn following the previous meeting</td> </tr> <tr> <td>20/00817/LDC</td> <td>Pilcot Farm Pilcot Hill Dogmersfield Hook RG27 8ST</td> <td>GC ‘withdrew’. ‘No Objection’ to be changed to ‘Concerns Raised’</td> </tr> <tr> <td>20/0857/LBC</td> <td>The Barracks Pilcot Hill Dogmersfield Hook RG27 8SX</td> <td>RM ‘withdrew’ No Objection</td> </tr> <tr> <td>20/00695/FUL</td> <td>Pilcot Farm Pilcot Hill Dogmersfield Hook RG27 8ST</td> <td>GC ‘withdrew’. No Objection</td> </tr> <tr> <td>20/00908/FUL</td> <td>Pond House Church Lane Dogmersfield Hook RG27 8TA</td> <td>Objection in view of lack of confidence in covenants re change of use and ability to fulfil landscaping changes</td> </tr> <tr> <td>20/01020/PREAPP</td> <td>Fermoy Farnham Road Odiham Hook Hampshire RG29 1HS</td> <td>As a pre-application – register concerns regarding traffic at a dangerous junction</td> </tr> </tbody> </table>	Reference	Address	Outcome	19/02153/FUL	Land At Church Lane Dogmersfield Hook Hampshire	RM ‘withdrew’ GC reported that the appeal submission had been withdrawn following the previous meeting	20/00817/LDC	Pilcot Farm Pilcot Hill Dogmersfield Hook RG27 8ST	GC ‘withdrew’. ‘No Objection’ to be changed to ‘Concerns Raised’	20/0857/LBC	The Barracks Pilcot Hill Dogmersfield Hook RG27 8SX	RM ‘withdrew’ No Objection	20/00695/FUL	Pilcot Farm Pilcot Hill Dogmersfield Hook RG27 8ST	GC ‘withdrew’. No Objection	20/00908/FUL	Pond House Church Lane Dogmersfield Hook RG27 8TA	Objection in view of lack of confidence in covenants re change of use and ability to fulfil landscaping changes	20/01020/PREAPP	Fermoy Farnham Road Odiham Hook Hampshire RG29 1HS	As a pre-application – register concerns regarding traffic at a dangerous junction	
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DOGMERSFIELD PARISH COUNCIL

	20/01097/HOU	Lady Bower Chatter Alley Dogmersfield Hook RG27 8SS	RM 'withdrew' No objection																																			
	20/00275/FUL	Land At Church Lane Dogmersfield Hook Hampshire	NOTED Appeal submission lodged																																			
067/20	<p>Finance & Regulatory Matters</p> <p>The Clerk took Councillors through several reports:</p> <p>The Council noted Analysis of Receipts and Payments Actual to Budget 2019-20 as an unaudited report, accepting that the data was correct but the final calculation incorrect.</p> <p>It was resolved to authorise DPC's insurance cover for 2020-21 as previously circulated. Proposed GC, seconded AF, all in favour.</p> <p>It was resolved to ratify the VAT claim of £417.43. Proposed GC, seconded AC, all in favour.</p> <p>It was resolved that the statement of accounts to 30th April 2020 be accepted as true and correct and the payments made therein confirmed. Proposed GC, seconded RM. All in favour.</p> <p>The Clerk referred to payments now due as follows:</p> <table border="1"> <tr> <td>1151</td> <td>20/05/2020</td> <td>D Skellern</td> <td>Clerk salary May 20</td> <td>£326.73</td> </tr> <tr> <td>1152</td> <td>11/05/2020</td> <td>Void</td> <td>Void</td> <td></td> </tr> <tr> <td>1153</td> <td>11/05/2020</td> <td>HMRC</td> <td>Clerk PAYE to HMRC</td> <td>£81.60</td> </tr> <tr> <td>1154</td> <td>11/05/2020</td> <td>HALC</td> <td>Affiliation</td> <td>£185.50</td> </tr> <tr> <td>1155</td> <td>14/05/2020</td> <td>Came & Co</td> <td>Insurance renewal</td> <td>£352.36</td> </tr> <tr> <td>1156</td> <td>15/05/2020</td> <td>HALC</td> <td>LCPD Bronze Membership</td> <td>£192.00</td> </tr> <tr> <td>1157</td> <td>15/05/2020</td> <td>D Skellern</td> <td>Expenses (Mileage, Zoom, consumables)</td> <td>£20.33</td> </tr> </table> <p>It was resolved to authorise payments now due. Proposed GC, seconded AF. All in favour.</p> <p>[AC declared an interest regarding payments to HALC, but approved other items.]</p>			1151	20/05/2020	D Skellern	Clerk salary May 20	£326.73	1152	11/05/2020	Void	Void		1153	11/05/2020	HMRC	Clerk PAYE to HMRC	£81.60	1154	11/05/2020	HALC	Affiliation	£185.50	1155	14/05/2020	Came & Co	Insurance renewal	£352.36	1156	15/05/2020	HALC	LCPD Bronze Membership	£192.00	1157	15/05/2020	D Skellern	Expenses (Mileage, Zoom, consumables)	£20.33
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DOGMERSFIELD PARISH COUNCIL

068/20	<p>Environment</p> <p>The Council noted the continuation of the Lengthsman service.</p> <p>The Clerk introduced a schedule for summer grass cutting, recycling the plan used in 2018 and 2019. GC said it is a good start but we must, in due course, do work more widely within the Parish. AC cautioned that we must ensure the work is done to a good standard and that it delivers good value and that the Lengthsman may not give best value.</p> <p>It was resolved to authorise the Clerk to proceed to contract the Lengthsman to perform the work specified. Proposed AF, seconded AC. All in favour.</p> <p>The Clerk introduced a request from HCC that DPC takes over responsibility for clearing footpaths in 2020. AC stated that the footpath from the school to the church is seen as the main priority. He advised that land owners share responsibility. It was agreed that Councillors should collaborate to provide a solution for the next meeting.</p> <p>GC and RM agreed to develop a plan to specify maintenance work to be done outside the village centre, including indicative costs.</p>	<p>All</p> <p>GC & RM</p>
069/20	<p>Staffing</p> <p>GC advised the meeting of the Clerk's reasons for tendering his resignation and hoped that the Clerk may be persuaded to stay if circumstances can be changed, so no recruitment is planned at present.</p> <p>It was resolved to authorise the Clerk's additional hours claim for March and April. Proposed AF, seconded RM. All in favour.</p> <p>It was resolved to engage the services of Mary Harris to assist the Clerk for an indefinite period on terms previously circulated. Proposed GC, seconded RM. All in favour.</p>	
070/20	<p>Defibrillator Project</p> <p>The Clerk introduced a paper summarising options for fitting the defibrillator in the telephone kiosk. Two options were proposed: to fit the defibrillator as already purchased or to trade it in for a defibrillator recommended by Community Heartbeat Trust (CHT). There was also an option to pay for a managed service to be provided by CHT.</p> <p>It was resolved to engage the services of CHT to fit the existing defibrillator in the telephone kiosk and provide an 'awareness' session for the community at a cost of £460 + £25 delivery (+VAT) and to reject the managed solution pending further research. Proposed AC, seconded GC. All in favour.</p> <p>It was agreed that the Clerk should make enquiries regarding the regulatory requirements for maintaining the defibrillator, including the possible role of the ambulance service in this.</p>	DS
071/20	<p>Communications and Engagement</p> <p>It was resolved that control of the website and account domains will transfer wholly to the Clerk by mid-June. Proposed RM, seconded GC. All in favour.</p>	



DOGMERSFIELD PARISH COUNCIL

	It was agreed that RM would produce a proposal for a new website with an intention of obtaining informal agreement prior to the next meeting and formal agreement to commit expenditure at the next meeting.	RM
072/20	Other Projects GC said that he would like early dialogue with the Parish regarding other projects, but this would have to wait until the next meeting, at which the Council needs to produce substantive proposals for communicating plans to the Parish.	
073/20	Dates for future council meetings for 2020-21 (no meeting in June) Monday 13th July 2020, Monday 10th August 2020 (to be confirmed 13 th July), Monday 14th September 2020, Monday 12th October 2020, Monday 9th November 2020, Monday 14th December 2020, Monday 11th January 2021, Monday 8th February 2021, Monday 8th March 2021	
074/20	Correspondence Received From DWCV HS re cancellation of the 2020 show. Next year's Flower Show 17 July 2021. From HDC re Public Space Protection Order signage – replied to say signage not required. From HDC & Fleet TC re Beginning of Recovery sounding board – replied to confirm acceptance that Fleet TC will represent DPC (and other parishes) From Winchfield PC – Highways meeting rescheduled to 18 September.	
075/20	Information sharing In the view of the time, GC closed the meeting at 22:27.	

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