



DOGMERSFIELD PARISH COUNCIL

Minutes of the Annual General Meeting Held at Dogmersfield Primary School 11th May 2015, 7.30pm

Councillors present:

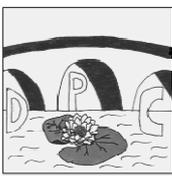
CLlr Geoff Beaven (GB)
CLlr Alastair Clark (AJC)
CLlr Mike Ricketts (MR)
CLlr Graham Leach (GL)

Members of Public present:

Mary Morrison Joanna Thomas Steph Thomas
Jo Thomas Christine Smith Richard Lambert
Elizabeth Waller Chris Waller

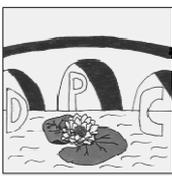
CLERK Claire Inglis (CI)

46/15	Agenda Item 1	<p><u>Welcome & Apologies</u></p> <p>The meeting was opened at 7.30pm by Chairman who welcomed everyone.</p> <p>In addition apologies were received from Chris Ward, Cllr S Gorys, Cllr K Crookes and Keith Harrison.</p>	
47/15	Agenda Item 2	<p><u>Elections</u></p> <p>GB opened by recognising that District Councillor Stephen Gorys was re-elected to the Odiham Ward.</p> <p>GB informed those present that the Parish Council had certain statutory duties to carry out this evening including re-establishing the DPC for the coming year.</p> <p><u>Election of Chairman & signing of acceptance of office</u></p> <p>GB indicated that he was prepared to stand as Chairman for the coming year leading into the elections in 2016.</p> <p>It was resolved that Geoff Beaven be appointed as Chairman of Dogmersfield Parish Council for 2015/16 with immediate effect (AJC proposed, MR seconded and all were in favour)</p> <p>GB signed the Acceptance of office form and this was countersigned by the Clerk.</p> <p><u>Election of other posts</u></p> <p>GB then requested nominations for post of Vice-Chair. AJC confirmed he was happy to stand again.</p> <p>It was resolved that Alastair Clark be appointed as Vice-Chairman of Dogmersfield Parish Council for 2015/16 with immediate effect (GB proposed, GL seconded and all were in favour)</p> <p>AJC signed the Acceptance of office form and this was countersigned by the Clerk.</p> <p>GB confirmed that other responsibilities would be allocated as per the previous year as Councillors build familiarity with their portfolio and with election for the Parish Council due in 2016. All Councillors were asked for affirmation of acceptance of these roles. All were in agreement.</p> <p>It was resolved that the portfolios of the Councillors and responsibilities of the Clerk/RFO were to be as follows:</p> <p>RFO – Claire Inglis Planning – Geoff Beaven</p>	



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47/15	Agenda Item 2 Cont'd	<p>Community Liaison – All Environment, Rights of Way & Commons – Graham Leach Highways & Liaison with Other Councils and related bodies – Alastair Clark Newsletter & Communication – Mike Ricketts & Claire Inglis Website – Mike Ricketts & Claire Inglis (GB proposed, MR seconded and all were in favour).</p>	
48/15	Agenda item 3	<p><u>Declaration of interests – current agenda</u></p> <p>None received – All Councillors have reviewed their Register of Member’s Interest forms and updated where applicable, AJC will forward his once complete to the Clerk.</p>	AJC
49/15	Agenda item 4	<p><u>To Consider and vote upon applications for Co-Option to fill Casual Vacancy</u></p> <p>GB explained that after the death of Martin Hannah DPC have followed the prescribed procedures which firstly resulted in Hart DC confirming that the casual vacancy could be filled through co-option.</p> <p>The vacancy was advertised and GB reported that he was pleased to confirm that DPC received one application by the closing date of the end of March.</p> <p>The applicant is Mrs Joanna Thomas who is reasonably well known in the parish as she stood as a candidate in the Parish Council election held in October 2013. She made a favourable impression when she introduced herself to most if not all residents and although she was not successful the margin was only a few votes. Mrs Thomas has maintained her interest in the Council since then attending Council meetings on a regular basis. She is also a partner with a local firm of solicitors dealing mainly with residential and commercial property transactions which is very relevant to the challenges that we face. I am certain that Mrs Thomas can bring a fresh perspective and significant expertise to all of our work and I have no hesitation in proposing that we co-opt Mrs Thomas to fill the vacancy. AJC confirmed he was very happy to second the proposal.</p> <p>It was resolved to co-opt Mrs Joanna Thomas to fill the casual vacancy on Dogmersfield Parish Council (GB proposed, AJC seconded and all were in favour).</p> <p>The Acceptance of Office form was duly signed in the presence of the Clerk and Mrs Thomas was invited to join the Councillors for the duration of the meeting. All present welcomed her appointment.</p>	
50/15	Agenda item 5	<p><u>Public Participation</u></p> <p>GB opened public participation with a brief update.</p> <p>He confirmed that DPC have recently received another email offer from Vortal. This provides further information to support Vortal’s claim that Hart does not have a 5 year land supply and proposes that we should meet with them to discuss what is called a Community Right To Build Order (CRtBO). This provision within the NPPF would allow the residents to approve planning permission for the Chatter Alley and Church Lane schemes effectively bypassing Hart DC. The offer put forward by Vortal if they are successful in obtaining planning permission for these sites, is that they will finance a DPC neighbourhood plan.</p> <p>The DPC response to this latest communication whilst not on the agenda will be</p>	



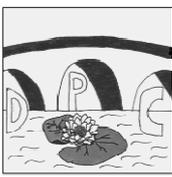
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50/15	Agenda item 5 Cont'd	<p>discussed later in the meeting under agenda item 10.</p> <p>CW asked for information relating to the opening of the Canal towpath in Dogmersfield. AJC confirmed that it had been opened and whilst the embankment looks raw after the works it is beginning to green up. The soil shifting exercise is mostly complete. It is anticipated that the Canal will close again in October or November to complete the culvert and canal bank stabilisation works. Dredging of the canal bed will then complete the project and it is hoped that it will be open for early 2016.</p> <p>AJC also informed that a large Regatta is due to take place on the canal towards Odiham celebrating the Magna Carta.</p> <p>EW asked if there was any information confirming whether the small car sales business has closed next to Foster & Heanes as the lot was empty at the end of last week. No-one was able to confirm the status of the business.</p>	
51/15	Agenda item 6	<p><u>To approve the minutes of the meeting held on 9th March 2015</u></p> <p>GB requested any additional comments on the minutes before accepting them as a true record.</p> <p>It was resolved that the minutes (27/15 to 39/15) be accepted as a true record and they were signed by GB. (GB proposed, GL seconded and all were in favour).</p> <p>GB also confirmed that the Reports and commentary from the APA had been circulated to all Councillors and any amendments had been accepted by all.</p> <p>It was agreed that the APA reports and commentary (40/15 to 45/15) were accurate and were now available on the DPC website along with the presentation slides.</p>	
52/15	Agenda item 7	<p><u>Matters arising from the minutes of the meeting held on 9th March 2015</u></p> <p>The outstanding action list was considered at this time with some items due for consideration as an agenda item below.</p> <p>Other actions outstanding or completed are as follows:</p> <ul style="list-style-type: none"> • AJC reported that work to Dragons teeth on corner of Chatter Alley is with the contractor to schedule. • AJC was aware that Victory Cottage road markings were redone and some work has been carried out but there is still more to do. <p>CW wanted to ensure that the wooden chicane posts were not replaced by metal ones as can be seen in Fleet. AJC agreed that this would not be considered in keeping with the rural nature of Dogmersfield.</p> <ul style="list-style-type: none"> • Casual Vacancy was advertised. • Bank mandate is up to date. • Internal auditor is booked. • Planning department have been notified to update contact CI awaits response. • CI to confirm whether response to CVPC neighbourhood plan has been uploaded to website. • CPT dates to be confirmed at June meeting. • GL confirmed that the holly hedges were installed on volunteer day. • The newsletter was delivered. 	<p>CI</p> <p>CI</p> <p>CI</p>



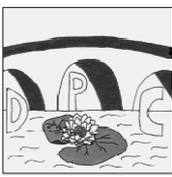
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<p>53/15</p>	<p>Agenda Item 8</p>	<p><u>Finance and Regulatory Matters</u></p> <p><u>To receive and approve the year-end financial statement of account and confirm payments made prior to year end</u></p> <p>CI reported that the year-end position of DPC accounts resulted in a bank balance of £6,455.70. Expenditure in the year of £9,206 was greater than income of £8,514 (which included Lengthsman funding of £1,000). Expenditure was less than budgeted mainly in budget lines Election (as none held) Website (contingency not spent) and lower subscriptions and consumables in the year totalling approx. £1,600.</p> <p>CI confirmed that the bank mandate has been confirmed as amended removing Martin Hannah from the mandate. CI will process the bank mandate form to include Cllr Joanna Thomas onto the mandate and will process this is due course.</p> <p>CI also confirmed that the year-end payroll was completed as per HMRC deadlines and the EOY submission was completed and a P60 issued to the employee.</p> <p>It was resolved that the year-end statement of accounts 2014/15 be accepted as true and correct and payments therein listed be confirmed (GB proposed, AJC seconded and all were in favour).</p> <p><u>To agree the Asset register and Insurance renewal quote</u></p> <p>The Asset register was reviewed and has been updated this year for the sale of the HP Deskjet Printer. Some items listed however were queried as listed below and these would be actioned to bring to the June meeting.</p> <ul style="list-style-type: none"> • Wooden railings to confirm if these should be included as a DPC asset as they were replaced at no cost to DPC. Clarification would be sought. • Three sets of Christmas lights are listed on the asset register but it is considered that one set has been disposed of. AJC confirmed that he no longer holds any sets of lights, one set remains in the tree and Dogmersfield Events would be asked to confirm that they hold the other remaining set. <p>Insurance quotes were received from Came & Co and Aviva is the recommended insurer with a quote the same as last year £278.95. CI also reported that Aon also provided a quote but the options for cover were limited to either include Street furniture £353 (over- insured amount) or not £193 providing no cover for the few items owned by DPC. Consideration was given to not covering the few assets held as the excess for the insurance policy is £250 but this was not considered an option.</p> <p>CI also confirmed that there was an offer to enter a 3-year agreement with Aviva at a rate of £265 inclusive of IPT. GB has queried the cancellation policy for the insurance cover but CI had confirmed that once the 3-year agreement was entered (apart from the initial 30 day cooling off period) the contract would be for 3 years. It was agreed that Came & Co provided a complete service in the situation of a claim.</p> <p>It was resolved to renew the annual insurance policy with Came & Co/ Aviva entering into the three year agreement effective start date 1st June 2015 (GB proposed, MR seconded and all were in favour).</p> <p><u>To confirm the Annual Audit timeline</u></p> <p>CI Confirmed that the internal audit is due to take place on Monday May 18th. Preparations are well under way for this with the appropriate documents and analysis produced to satisfy not only the internal audit but the external audit by BDO. The Annual Return will be submitted to the June Parish Council meeting having received the internal audit report and accompanying comments. Members must approve the AR by 30th June</p>	<p>CI</p> <p>CI</p> <p>CI</p>
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<p>53/15</p>	<p>Agenda Item 8 Cont'd</p>	<p>for submission to BDO by 6th July 2015. Records will need to be made available to the public from 8th June to 3rd July and notice of this will be given between 27th May and 7th June.</p> <p><u>To approve the Annual VAT return for submission</u> The Annual VAT return has been completed and each transaction verified by Alastair Clark. The total claim is for £523.64 and compares to prior year submission £419.38. I request approval for its submission and reclaim.</p> <p>It was resolved that the Annual VAT return totalling £523.64 be accepted as correct as per review by AJC and be submitted to HMRC for reclaim (GB proposed, GL seconded and all were in favour).</p> <p><u>To discuss and authorise payment of Subscription renewals as listed below</u> CI listed the subscriptions that were due at the commencement of the financial year to confirm DPC renewal. CI still awaits confirmation of the subscription fee for Hampshire & IOW Wildlife Trust (HIWWT) and this will be confirmed at the June meeting.</p> <ol style="list-style-type: none">1) HALC Affiliation Fees 15/16 Fee £148 [Budget £149]2) Moneysoft Software Licence £69.60 (£58 ex VAT) [Budget £56]3) Parish Online £33.60 (£28 ex VAT) [Budget £10]4) CPRE Membership £36 [Budget £39]5) HALC HR Service Subscription £120 (£100 ex VAT) [Budget £75] <p>CI alerted Councillors to the point that whilst the Subscription budget to date is not overspent the total overspend compared to budget for the above subscriptions is £41.</p> <p>It was resolved to renew subscription 1-5 as listed and at the costs indicated (GB proposed, GL seconded and all were in favour).</p> <p><u>To receive and approve the April month financial position, confirm and authorise any payments</u> CI reported that the April month end shows a current balance in the bank account of £13,521.54 and the bank reconciliation has been verified to the statement. During the month of April the Annual Precept income was received totalling £7,537.84 (£7,481 precept, £56.84 Supplementary grant).</p> <p>It was resolved that the statement of accounts to 30th April 2015 be accepted as true and correct and payments therein listed be confirmed (GB proposed, GL seconded and all were in favour).</p> <p>It was resolved to authorise the April payments made as listed Chq 911 Hants & IOW CRC March visit £75 Chq 912 Claire Inglis April Clerk Salary reflecting Annual pay review uplift total £397 (GB proposed, MR seconded and all were in favour).</p> <p>Payments due in the month for approval in addition to the subscriptions just approved but excluding GL expenses include the following: May Clerk Salary £397.00 Auriol Wines from APA £54.72 Broker Network £265.00 for Annual insurance renewal</p> <p>It was resolved to authorise the above listed 3 payments (GB proposed, MR seconded and all were in favour).</p>	<p>CI</p> <p>CI</p>
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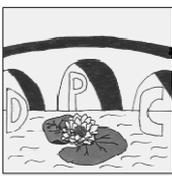
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53/15	Agenda Item 8 Cont'd	<p>CI also requested approval for payment of GL expense claim in relation to the Hedge replacement on Pilcot Green North. An amount of expenditure was approved at the March meeting up to £150 (minute ref 34/15) for this project. The total expenditure was £153.17 net of VAT. However the expenditure is within the budget set for the project of £250.</p> <p>It was resolved to authorise for payment expense claim of Graham Leach total £183.82 [£153.17 ex VAT] and agree the additional expenditure of £3.17 for the project (GB proposed, MR seconded, GL abstained due to declaration of interest and all others were in favour).</p>	CI
54/15	Agenda Item 9	<p><u>Parish Council Documents</u></p> <p>To agree and adopt the following:</p> <p>Standing Orders – GB Confirmed that the document had been circulated and reviewed prior to the meeting. CI confirmed the only update was the amendment to the standing orders allowing meetings to be recorded (page 85) as per minute 125/14 November 2014. AJC requested that this update be shown in red in the document. Subject to this change all agreed to adopt the Standing Order 2015.</p> <p>It was resolved to adopt Standing Orders 2015 subject to administrative update in red (GB proposed, MR seconded and all were in favour).</p> <p>Financial Regulations – GB confirmed that the document had been circulated and reviewed prior to the meeting and concluded that it correctly reflects the Parish Council financial management.</p> <p>It was resolved to adopt the Financial Regulation 2015 (GB proposed, GL seconded and all were in favour).</p> <p>Planning Protocol – GB had updated the planning protocol to reflect current practice. HDC cannot be relied upon for circulation of planning notifications. Planning decisions are normally made ex-committee and confirmed at meetings due to the deadlines for submission not always aligned with meeting dates.</p> <p>It was resolved to adopt Planning Protocol 2015 (GB proposed, GL seconded and all were in favour).</p> <p>Risk Assessment – GB confirmed that the Risk Assessment as circulated is a document which confirms the risks to be assessed in the Parish. A good review of these has taken place in the year. To be fully compliant with the financial regulations the third column will be referenced Risk Management Policy as these record and categorise the actions taken by DPC.</p> <p>It was resolved to adopt the Risk Assessment 2015 (GB proposed, AJC seconded and all were in favour).</p> <p>The documents would be circulated once updated as requested.</p>	CI
55/15	Agenda item 10	<p><u>Planning</u></p> <p><u>Report on current planning applications and confirmation of Parish Council responses -</u></p> <p>GB reported on the status of current planning applications:</p>	



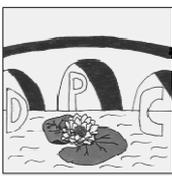
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<p>55/15</p>	<p>Agenda item 10 Cont'd</p>	<p>Watery Lane – This large development proposal went to appeal which recently concluded. The appeal decision is awaited.</p> <p>Land North of Netherhouse Copse – HDC website shows this as ‘Registered’. No further news on this site.</p> <p>Acorns – Clearance of conditions were approved.</p> <p>Highfield House – This is no longer visible on the website.</p> <p>Four Seasons – DPC submitted a No objection response to this after consideration which included a request for comments from residents that would be immediately impacted by any potential changes. GB thanked those that responded.</p> <p>Tree Works to Myll Mead Cottages - The Parish Council do not normally comment on tree applications but the extent of the work described as crowning of 13 pine trees was not clear. DPC considered that the tree work should be restricted to ‘reasonable’ maintenance as these trees are a feature of this part of the village and will not grow back as a result of crowning. A submission had been made to this effect.</p> <p>GB also commented that a new SHLAA register has been issued which lists land that its owners have made available for development. One change affects Dogmersfield, Fermoy has been added. There is also a mistake on one of the smaller plots listed which states that 300 houses could be built on it. This would be pointed out to HDC.</p> <p>GB commented further that on looking at the map provided as part of the SHLAA if all the housing proposed was accepted there would be a solid block of housing across the centre of the Hart district joining together Fleet, Hartley Wintney, Hook and Odiham which he found a to be a frightening vision.</p> <p>GB spoke further on the communication received from Vortal which provided evidence collated by a consultant hired by Vortal explaining why HDC do not have a 5 year land supply. The evidence base was the SHMAA and looked at the three districts Hart, Rushmoor and Surrey Heath and stated that HDC’s numbers were flawed. HDC claim that 359 houses per year would need to be built but the report stated it should be 500 or possibly up to 1000 per annum for HDC.</p> <p>Vortal have offered to finance a Community Right to Build Order (CRtBO) and a DPC neighbourhood plan as “evidence that they are working with the community”. A DPC response has been drafted which in essence confirms that to date the Parish Council have considered all the development proposals and assertions seeking guidance where necessary. The response makes reference to an appeal decision in Cowfold Lane, Rotherwick which carries similarities to the Chatter Alley scheme and requests a comment upon this from Vortal. Further that DPC has not yet decided to proceed with a NP but would not find it appropriate to accept donations from individuals or organisations with vested interests. DPC still anticipates the next step will be for Vortal to be presenting plans to the residents under public consultation. The response would be sent to Vortal.</p> <p>CS commented that the same approach is taken by Vortal with all the villages for which it is proposing development and all parishes are responding in the same manner as DPC.</p> <p><u>Environment & Rights of Way</u></p> <p>GB reported that today 11th May Scottish & Southern Energy notified him that works will be carried out to trees that may pose a threat to the electric network across the Common Land in Dogmersfield. On behalf of DPC GB provided permission to SSE and the completed confirmation paperwork was given to the Clerk.</p>	<p>GB</p> <p>CI</p>
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<p>55/15</p>	<p>Agenda item 10 Cont'd</p>	<p><u>To confirm dates for Goslings to carry out first of two verge clearance works</u> A discussion about a tidy up of the holly hedge to PGN took place. It was confirmed that this was not work that could be carried out by the CPT as they are not insured to work on the roadway. It was agreed that this could be carried out by a volunteer effort prior to the Dogmersfield Event Summer event on 21st June.</p> <p>It was agreed to book Goslings to carry out the first part of the quoted works for verge clearance through the village by the end of the first week of June and is to include Chatter Alley (not full depth of the common land, school side has already been partially completed by HCC); at base of holly hedge to PGN and Church Lane.</p> <p><u>To discuss and decide action to be taken in maintenance of footpath behind school</u> AJC had confirmed that he had met with the landowner to discuss repair of the footpath behind the school. The landowner would make the cricket field accessible after contacting the lessee of the cricket field for a temporary deposit of wood chippings which could then be wheel barrowed by the CPT. BW a resident offered a trailer load of chippings for the job to be carried out which he was due to collect this week. AJC agreed to coordinate with BW to ensure that the access gates were open for delivery in the next few days and DPC gave their thanks for the offer of help with this task.</p> <p><u>To agree dates for Community Payback Team visits and tasks to be carried out</u> The CPT is due on Friday 15th May and 5th June. It was agreed that they would be met at the Queens Head from 9.30am by Councillor GB or GL. On 15th May the team would be asked to carry out the footpath works. GB would provide a roll of membrane to be laid under the chippings. If this work was completed the team would continue on PGN to continue tidy up of this area. It was agreed that a notional amount of money for materials to assist in these tasks should be approved.</p> <p>It was resolved to purchase materials as required to support village maintenance work up to the value of £50 (GB proposed, AJC seconded and all were in favour).</p> <p><u>To discuss and decide action to be taken on Chicane islands to village entrance from Picot Road and Church Lane</u> GL confirmed that the matter of the chicane islands had been raised as a topic at the APA and was included in the newsletter. There have been no comments received from residents on this matter and therefore GL recommended that they accept the quotation received from Goslings to infill the two chicanes in question. It was believed that any raised road islands should be removable at short notice for access for larger vehicles. The works to Crondall Road in Crookham Village thought to be traffic calming was sighted as an example as concern was raised by the farming community in getting the larger vehicles through any narrowing. It was agreed that Highways should be notified of the intention to carry out these works within a time period giving the department to raise any objections. GL agreed to draft a letter. The bulbs that exist in the islands would be relocated.</p> <p>EW asked if there what the situation with the telephone kiosk was. It was agreed that the restoration work was very well carried out but that suggestions for its use are still awaited from the residents steering group. It was confirmed that DPC would not take the lead on its use.</p> <p><u>Update on any environmental issues to include PGN management</u> As per CPT to continue tidy up and access works.</p>	<p>CI</p> <p>AJC</p> <p>GL/GB</p> <p>GL</p>
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55/15	Agenda item 10 Cont'd	<p>Highways</p> <p>AJC reported that he had attended a Highways meeting with the Dogmersfield list of issues circulated prior to the meet. No further updates were available at the moment. It appears that yet again there have been staff changes and James Holt is available again and Roly Skelton but it is thought that they are stretched at the present time due to increase in the areas that they have to cover.</p> <p>Dissatisfaction was voiced at the recent HDAPTC meeting about the department's performance.</p> <p>CI asked if AJC could report the overhanging branches to the highways department after receiving a request from a resident about difficulty driving large vehicles down Church Lane. Highways might consider it the responsibility of the landowner but AJC would seek guidance and suggest that they send a letter to the residents if required.</p>	AJC									
56/15	Agenda item 11	<p>Other matters to report</p> <p>Community Liaison -</p> <p>Training – CI would liaise with JT to organise induction training. CI requested authorisation to attend Transparency Code Seminar on 1st June at a cost of £35. This would provide RFO updates.</p> <p>It was resolved to authorise training expenditure of £35 plus travelling expenses for CI to attend the Transparency Code Seminar run by HALC (GB proposed, AJC seconded and all were in favour).</p> <p>Website – Nothing to report</p> <p>Newsletter – The next newsletter was agreed to be issued September or October. MR and CI to liaise on proposal for target dates. Item for inclusion DPC election year in 2016.</p>	CI CI MR/CI									
57/15	Agenda Item 12	<p>Crime and Disorder Act, section 17</p> <p>No matters to discuss.</p>										
58/15	Agenda item 13	<p>Dates of future meetings</p> <p>Informal Strategy meeting to be held Monday 18th May</p> <table border="1" data-bbox="316 1588 1390 1700"> <tr> <td>June 8th</td> <td>July 13th</td> <td>September 14th</td> </tr> <tr> <td>October 12th</td> <td>November 9th</td> <td>December 14th</td> </tr> <tr> <td>January 11th</td> <td>February 8th</td> <td>March 14th</td> </tr> </table>	June 8 th	July 13 th	September 14 th	October 12 th	November 9 th	December 14 th	January 11 th	February 8 th	March 14 th	
June 8 th	July 13 th	September 14 th										
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59/15	Agenda item 14	<p>Information Sharing</p> <p>CI received a request about retirement bungalows in the village addressed to DPC – Housing department. CI would forward this to HDC.</p>	CI									

Signed.....
Chairman

Date.....