



DOGMERSFIELD PARISH COUNCIL

NOTICE OF COUNCIL MEETING

To: All Parish Councillors

05 March 2021

Dear Councillors,

You are summoned to attend a Meeting of the Parish Council which will be held on
Thursday 11th March 2021 at 8.00 pm
via electronic communication.

T J Predeth

Clerk to the Council clerk@dogmersfieldparish.co.uk

AGENDA

	<p>This meeting will take place using electronic communications, as permitted by emergency 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. Members of the public may join the meeting using the details below. Alternatively, if you have any issues or representations you wish to be raised at the meeting, please notify the Clerk or a councillor by noon on Monday 8th October 2020.</p> <p>Note that the meeting will be recorded by the Clerk and the recording will be available on request. Please note that a member of the public or person attending the Council meeting may record the meeting. Please make the Chairman and the Clerk aware of any intention to record the meeting before it commences.</p>	
	<p>The Parish Clerk is inviting you to a scheduled Zoom meeting on Thursday 11th March 2021 at 8.00 pm</p> <p>Topic: Dogmersfield Parish Council Meeting https://us02web.zoom.us/j/86064091379?pwd=a2ZlLzFXUjBMcnFZSFU2dUFXemJ5dz09</p> <p>Meeting ID: 860 6409 1379 Passcode: 399110</p>	
	<p>Welcome & Acceptance of Apologies for Absence</p> <p>Including opening comments from the Chairman</p>	
	<p>Declarations of Interests</p> <p>Members are asked to declare any Interest or Disclosable Pecuniary Interest which they may have in any of the items under consideration at this meeting. See notes at the end of the Agenda.</p>	
	<p>To Approve and Adopt the Minutes of 8 February 2021 Council Meeting</p>	Paper
	<p>Announcements from the Chairman, Clerk and Members' Questions Received in Advance</p>	
	<p>County & District Councillor's Reports</p>	
	<p>Representations by the public</p> <p><i>NB Please notify the Clerk by noon on the day of the meeting, if you wish to participate. (See note above) Thank you</i></p>	
	<p>To Consider the Council's Response to Current Planning Applications</p>	Papers



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Reference	Location	Description	Submission Date
20/03190/FUL	Silo Distillery Fermoy Farnham Road Odiham Hook Hampshire	Retrospective change of use of ground floor from B1a/B1c and B8 to B1a/B2 and B8	
21/00157/CA	St Martins Church Lane Dogmersfield Hook Hampshire RG27 8SZ	T1 - Fir - Reduce height by a maximum of 4m and splay by a maximum of 1m T2 - Oak - Reduce height and splay by a maximum of 6m	
21/00223/HOU	Beech House Chatter Alley Dogmersfield Hook Hampshire RG27 8SS	Erection of a low fence dividing front and back garden and shed at back of house	
21/00599/CA	Well Waters Chatter Alley Dogmersfield Hook RG27 8SS	Goat Willow (T5) - fell to 100mm above ground level. Hybrid poplar (T7) - fell to 100mm above ground level. Apple (T2) - fell to 100mm above ground level.	
16/03245/NMMA	Well Waters Chatter Alley Dogmersfield Hook RG27 8SS	Window Fenestration alterations pursuant to 16/03245/HOU Demolition of existing stair, carport and porch; Replacement porch and detached garage; Extension to rear ground floor; internal alterations and to exterior fenestration in non-designated building; New drive to west side of house and closing up of old drive and entrance; associated works to Highway; Consent for material works affecting a Conservation Area	
21/00335/CA	Meadows Chatter Alley Dogmersfield Hook RG27 8SR	Replacing a fence and gate, planting hedges and removing damaged trees.	
21/00481/CA	Sayang Church Lane Dogmersfield	Non indigneous single Fir/Spruce tree - Remove	



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	Hook Hampshire RG27 8SZ		
	<ul style="list-style-type: none"> To update Council on any new planning consultations, appeals and enforcements 		
	Finance & Regulatory Matters <ul style="list-style-type: none"> To note the bank reconciliation for January 2021 To receive and approve the financial statement of accounts to date To authorise the payments due To consider and agree moving to online banking. 		Papers
	Staffing Issue <ul style="list-style-type: none"> To ratify the appointment of the Locum Clerk/Proper Officer of the Council from 25 January 2021. 		
	Environment <ul style="list-style-type: none"> To receive a verbal update 		
	Communications <ul style="list-style-type: none"> To adopt Campaign Monitor for the production of newsletters, etc. and communication with residents 		Paper
	Community Benefit Fund <ul style="list-style-type: none"> Verbal update on progress regarding footpaths 		
	Highways <ul style="list-style-type: none"> To receive a verbal update 		
	Correspondence Received		
	Information sharing		
	Exclusion of Press and Public In view of the fact that Publicity would prejudice the public interest by reason of the confidential nature arising out of the business to be transacted in accordance with LGA 1972, Sch 12, para 10(2) (b) and 26 (2) (b). Members of the Public and Press are asked to withdraw.		
	Quotation To consider a quotation for an Internal Audit for the 2020/21 financial year		
	Notes of Informal Meeting To receive notes from a confidential informal meeting.		
	Date of next Meeting		



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	To agree the date of the next meeting due to Easter bank holidays.	
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Notes on Declaration of Interest

Members are requested to declare any personal Pecuniary and Non-Pecuniary interest in relation to any items included on the agenda for this meeting in accordance with The Localism Act 2011 s29 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Clerk that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members' Interests, the Monitoring Officer must be notified of the interest within 28 days.

It is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should be regarded as a Disclosable Pecuniary Interest. Members are advised to seek the advice of the Clerk well before the meeting as it may be necessary to refer the matter to the Monitoring Officer for a decision.



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Ref: March 2021

Subject: Finance Report

Schedule of cheques made in February 2021

Cheque	Payable To	Details	Gross Amount
226	HCC	Room Bookings	£63.00
227	R Molloy	Expenses	£48.05
228	R Harris	Consultant Clerk	£110.00
229	HALC	Members training	£228.00
230	D Skellern	Expenses – Zoom/Travel	£16.28
231	Premier Grounds Maint	Mixed Waste	£228.00
232	T Predeth	Expenses – Ink	£44.95
233	HMRC	PAYE	£58.60
234	D Skellern	Salary	XXX
235	T J P Consultancy	Locum Clerk	£350

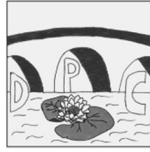
The following payments are now due:

Cheque	Payable To	Details	Gross Amount
236	Premier Grounds Maint	Mixed Waste	£662.20
237	D Skellern	Expenses (Zoom, UK2)	£9.59
238	T Predeth	Expenses – Travel, Postage	£122.97
239	T Predeth	Locum Clerk Fee	£945.00

The Council is requested to authorise the payments due.



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REF 032/21

SUBJECT: Using Campaign Monitor for Email Address Storage and Sending Out of Electronic Communications

BACKGROUND:

We currently have a manual system for the storage of email addresses of parishioners and any others who request electronic communication from us. This involves the storage of details on either an Excel document, or within an individual Councillors own email system, such as using the distribution list on previous emails sent.

Emails that we send to 'opting-in' recipients, are done from a traditional standard email system (exactly what depends on the user's own email system used).

The current system has three issues:

- Risk of non-compliance with GDPR regulation at multiple points in the current process.
 - Email addresses are held on to locally by Councillors with no mechanism for the tracking of where personal data is held.
 - There is a risk of human error leading to a GDPR breach. This could occur both when storing or sharing the data, or when emails are sent.
- It is a manual process to compile together recipient email addresses and input them into an email, ensuring addresses go into the bcc field, to protect each recipient from seeing the email addresses of others on the distribution list.
- The aesthetic appearance of current emails is limited by the system being used.

Benefits of Using an Automated System for Email

- It's an automated process – any 'sign up' on our website goes directly to the email system.
- All data is stored remotely and securely. There is no risk of compromising this data by any individual on the Council due to storage or sharing methods.
- Email communications can be tracked for open and click-through rates, giving us a better understanding of how we refine our electronic communications as we go forwards.
- Recipients have the option to 'Unsubscribe' using a fully automated process. They will have a link option via which this can be done on every email they receive from us.
- If an individual requests the removal of their personal data from our systems, this then only needs to be done from one place.
- We can create templates for our different types of communications – meeting notifications, newsletters etc. This maintains the improved appearance while saving time.
- Both of the automated systems looked at provide existing templates that can be used.
- Automated email systems optimise for both desktop and mobile devices (over 80% of emails are currently read on mobile devices¹)

¹ Superoffice.com



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Options:

1. Continue with the current system.
2. Use an automated third-party system for the storage of email addresses and sending of group communications. In this case, we should consider Campaign Monitor or Mail Chimp.

Potential Costs

	Current System	Campaign Monitor	Mail Chimp
Storing of email address	£0	£0	£0
Email to 50 Recipients	£0	£4.50	£1.40
Email to 100 Recipients	£0	£5.00	£2.80
Email to 250 recipients	£0	£6.50	£7

All prices above are on a 'Pay Per Email' basis.

Mail Chimp requires you to purchase 5000 'credits' (1 per email recipient per email sent) in advance at a cost of £140. Credits expire after 12 months. This means the minimum initial spend is £140, and the minimum annual spend is £140.

Campaign Monitor is truly 'pay as you go' at £4 per email sent, + £0.01p per recipient.

In the event we use an automated system more regularly, the following subscription options are available:

Campaign Monitor £9/month. Send emails to up to 2500 recipients per month. Storage of up to 2000 email addresses. Full flexibility on email design.

Mail Chimp £8.60 per month. Send emails to up to 5000 recipients per month. Storage of up to 500 emails. Limited flexibility away from provided email templates.

If we were to send meeting notifications out 11 times per year and send a newsletter out 4 times per year, to 130 recipients, the annual costs would be:

Campaign Monitor: £79.50

Mail Chimp: £140

Proposed Solution

For the reasons covered already, I would like support to move to an automated system and to use Campaign Monitor with an agreed spend of up to £100 per annum. I agree to take on responsibility for sending out email communications as required and as instructed by the Clerk or Chairman (notification of meetings, newsletters and any ad-hoc communication as required).