



# DOGMERSFIELD PARISH COUNCIL

## Minutes of the Virtual Council Meeting Held on the Zoom meeting platform 11<sup>th</sup> January 2021 at 7:30pm

### Councillors present:

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

### Members of the public present:

There were four members of the public present

### Also present:

Cllr K Crookes (HDC), Cllr David Simpson (HCC)

### Apologies:

Cllr John Kennet(HDC), Cllr Chris Dorn (HDC)

	<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>																							
001/21	<b>Welcome and Acceptance of Apologies for Absence</b> Apologies had been received from Cllrs Dorn (HDC) and Kennett (HDC)																							
002/21	<b>Declarations of Interest – Current Agenda</b> SM – pecuniary interest re Ormersfield House and Pond House and interest re Janes Cottage – all at 008/21																							
003/21	<b>To Approve and Adopt the Minutes of 14<sup>th</sup> December 2020 Council Meeting</b> No amendments had been requested to the published draft. <b>It was resolved that the minutes of the meeting held on 14<sup>th</sup> December 2020 be accepted as a true record. Proposed GC, seconded AF. All in favour.</b>																							
004/21	<b>Matters arising</b> The Clerk referred to actions resulting from the December meeting <table border="1" data-bbox="256 1469 1305 1960"> <thead> <tr> <th>Issue description</th> <th>Minute</th> <th>Owner</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>GC agreed to seek clarification from HDC regarding whether the caravan is to be removed completely or simply moved to within the curtilage of the property.</td> <td>179/20</td> <td>GC</td> <td>GC to report at 8/21</td> </tr> <tr> <td>Drainage: HDC confirmed compliance to plans but HDC has referred the matter to HCC as a flood prevention matter. GC will pursue this with HCC.</td> <td>179/20</td> <td>GC</td> <td>Completed GC to report at 8/21</td> </tr> <tr> <td>Drainage: AC asked if GC still has plans for the houses in question. GC will search his records.</td> <td>179/20</td> <td>GC</td> <td>Completed GC to report at 8/21</td> </tr> <tr> <td>It was agreed that RM will draft the newsletter, which will be distributed in hardcopy but with a transition to digital media by choice</td> <td>185/20</td> <td>RM</td> <td>Completed. Agenda item 12/21</td> </tr> </tbody> </table>			Issue description	Minute	Owner	Update	GC agreed to seek clarification from HDC regarding whether the caravan is to be removed completely or simply moved to within the curtilage of the property.	179/20	GC	GC to report at 8/21	Drainage: HDC confirmed compliance to plans but HDC has referred the matter to HCC as a flood prevention matter. GC will pursue this with HCC.	179/20	GC	Completed GC to report at 8/21	Drainage: AC asked if GC still has plans for the houses in question. GC will search his records.	179/20	GC	Completed GC to report at 8/21	It was agreed that RM will draft the newsletter, which will be distributed in hardcopy but with a transition to digital media by choice	185/20	RM	Completed. Agenda item 12/21	
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	RM recommended the use of a GDPR-compliant commercial email service to perform bulk email distribution and agreed to produce a paper for the next meeting.	185/20	RM	Completed. Agenda item 12/21								
	Councillors accepted AF's offer to produce a layman's guide to the budget for the January newsletter.	180/20	AF	Completed. Agenda item 12/21								
	It was resolved to submit a precept request for £12,100. Proposed AC, seconded GC, all in favour.	180/20	Clerk	Completed								
	Logo: Revision of prizes to be offered; shortlisting by the Council and voting by the public; and a timeline running from launch in the January newsletter with the public being asked to vote in the April newsletter.	184/20	RM	Completed. Agenda item 14/21								
	Document Review schedule: It was agreed that responsibilities for future reviews should be allocated to roles.	186/20	Clerk & GC	Completed. Agenda item 15/21								
005/21	<p><b>Announcements from the Chairman, Clerk and Members' Questions Received in Advance.</b></p> <p>GC announced that this would be the Clerk's final meeting and he expressed the thanks of the Council for his efforts.</p>											
006/21	<p><b>County &amp; District Councillor's Reports</b></p> <p>Cllr Crookes reported that HDC will soon be administering a new round of business grants. He advised that HDC has no role in delivering Covid19 vaccinations, but the plan is now becoming clearer, with some GP practices using a centre at Chineham, for which invitations are now underway. With Dogmersfield residents split across four surgeries, the situation is evolving and complicated, and for those registered with Fleet practices Princes Hall in Aldershot is being used, but also local practices and pharmacies are planning to provide a more convenient service. GC suggested using the residents' Whatsapp group to provide information. Councillor Crookes said that HDC services are generally operating well.</p> <p>It came to notice that there is a to be a meeting regarding Shapley Heath on Thursday 14<sup>th</sup> January. It was agreed that DPC should be represented.</p> <p>Cllr Simpson reported on the joint highways meeting held with HCC, DPC and Winchfield Parish Council representatives on 8<sup>th</sup> January. He focussed on the school drop-off/pick-up problems and offered a number of solutions for consideration: road closure, alternative parking, and phased start/end times.</p>											
007/21	<p><b>Representations by the public</b></p> <p>The Clerk had received no requests.</p>											
008/21	<p><b>To Consider the Council's Response to Current Planning Applications</b></p> <p>SM withdrew from discussion and voting for the first three applications</p> <table border="1" data-bbox="258 1883 1366 1993"> <thead> <tr> <th>Reference</th> <th>Location</th> <th>Description</th> <th>Decision</th> </tr> </thead> <tbody> <tr> <td>20/02944/FUL</td> <td>Jane's Cottage , Church</td> <td>Replacement storage barn at Jane's Cottage</td> <td><b>No objection</b></td> </tr> </tbody> </table>				Reference	Location	Description	Decision	20/02944/FUL	Jane's Cottage , Church	Replacement storage barn at Jane's Cottage	<b>No objection</b>
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		Lane, Dogmersfield, Hook, RG27 8TA		conditional on the new hedgerow being of native species local to the area and that the dark parish requirements of the DNP are respected <b>Proposed GC, seconded RM, all in favour</b>	
	20/03030/HOU	Ormersfield House, Church Lane, Dogmersfield, RG27 8TA	Extension and alteration to existing garage to include new ancillary room above, and new driveway/parking area	<b>No objection</b> , but conditions regarding construction traffic and hours of work. <b>Proposed GC, seconded AC, all in favour</b>	
	20/03099/LDC	Pond House, Church Lane, Dogmersfield, RG27 8TA	Use of land as a garden	<b>No position</b> <b>Proposed GC, seconded RM, all in favour</b>	
	20/01288/CON	Harewarren Farm Chalky Lane Dogmersfield Hook RG27 8TG	Approval of condition 3-replacement hedgerow-pursuant to 20/01288/FUL Creation of a new vehicle access	<b>No response</b> <b>Proposed GC, seconded AC, all in favour</b>	
	<p>It was agreed that outcomes regarding earlier applications should be fed back to councillors.</p> <p>RM reported that he will soon update the website functionality on the planning page.</p> <p>GC reported that he awaits a reply from HDC regarding the relocation of the caravan at Janes Cottage.</p> <p>GC reported that he will once again pursue HDC Planning Enforcement regarding the drainage issues related to the new properties in Church Lane, based on the content of the drainage reports contained in the original applications. Cllr Crookes offered his assistance.</p>				GC & Clerk  RM  GC
009/21	<p><b>Finance &amp; Regulatory Matters</b></p> <p>The Clerk reported that he had not yet received the bank statement for December 2020, so only limited resolutions could be passed, with others being postponed until the February meeting.</p> <p>It was agreed that AC will check the bank reconciliations for February and March.</p> <p><b>It was resolved to authorise payments due. Proposed RM, Seconded GC. All in favour.</b></p> <p><b>Councillors noted the revised budget for 2021-22</b></p>				



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010/21	<p><b>Staffing Issue</b></p> <p><b>It was resolved to offer a formal contract of employment for the post of Clerk, RFO and Proper Officer to Tracy Hamer. Proposed GC, seconded SM, all in favour.</b></p> <p>GC reported that the handover process will commence on Thursday. He will keep councillors up to date on the progress.</p>	
011/21	<p><b>Environment</b></p> <p>The Clerk reported that the lengthsmen is due to tackle the first phase of ditch work on 19<sup>th</sup> January. He agreed to copy the paperwork to Councillors.</p> <p>SM advised that she hopes to have proposals regarding later ditch work phases ready for the next meeting.</p> <p>SM reported that she has made enquiries with potential suppliers regarding the maintenance of the Pilcot Green posts and may propose changes to the tender at the next meeting.</p> <p>She said she would await further input from Council regarding planting of chicanes and creation of wild flower areas.</p>	Clerk
012/21	<p><b>Communications</b></p> <p>RM reported that he received no feedback in response to his proposal to adopt a commercial email server. With the exception of AC, councillors were generally supportive of the benefits offered. It was agreed that RM should use Campaign Monitor as a pilot for designing the forthcoming newsletter and report back to the next meeting regarding all the potential benefits. It was noted that the new Clerk has expertise in newsletter production that may prove beneficial.</p> <p>RM had issued the draft content of newsletter and all comments had been adopted. It was agreed that he should proceed to finalise the design and issue it to all households in hardcopy and digitally to those able to receive it.</p>	RM  RM
013/21	<p><b>Community Benefit Fund</b></p> <p>In relation to the upgrade works for footpath 6, AF reported that the landowner had offered to commission work at his own expense. The precise solution is not known but the work is imminent. It was noted that the priority communicated by residents via the questionnaire had been key to achieving this outcome. GC wished to thank the landowner on behalf of the Parish.</p> <p>AF advised that RM has stepped down as a member of the CBF Working Group in order to reduce Council representation. His replacement has been approved by the Group.</p> <p>AC passed on a resident's report of thick mud on Footpath 3 while AF said that safety issues regarding Footpaths 8 and 9 had been reported to HCC by the Warden.</p>	
014/21	<p><b>Logo</b></p> <p>RM's updated proposal regarding the design competition for the new logo was accepted. He advised that he will make arrangements for entries in the event that 'lockdown' still applies and for the creation of a digital version.</p>	



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	<p><b>It was resolved to launch the logo competition as proposed. Proposed GC, seconded AF, all in favour.</b></p>	
015/21	<p><b>Document Review</b></p> <p><b>It was resolved to accept the Clerk's updated paper regarding the schedule and responsibilities for conducting the document review going forward. Proposed GC, seconded RM, all in favour.</b></p> <p>GC introduced the updated Standing Orders, incorporating new paragraphs 1u and 3y, with the aim of streamlining decision-making. AC alone was against this proposal, saying that it watered-down democracy.</p> <p><b>It was resolved to adopt the updated Standing Orders. Proposed GC, seconded RM, SM and AF in favour. AC voted against.</b></p> <p>RM introduced the updated Communications Protocol. While AF felt that it was an unnecessary document, SM felt that it held the Council accountable for communicating effectively with parishioners.</p> <p><b>It was resolved to adopt the updated Communications Protocol. Proposed GC, seconded RM, all in favour.</b></p>	
016/21	<p><b>Highways</b></p> <p>GC reported that the joint highways meeting on 8th January had been useful and a briefing would be created for councillors.</p> <p>The Clerk introduced the issue regarding the future of the bus shelter sited on the north side of the A287 near Chalky Lane. HCC had pointed out that the shelter is actually within the Odiham Parish boundary but they are asking Dogmersfield to comment on its future. After input from Cllr Simpson and a general feeling that DPC should relinquish any rights to the shelter, it was agreed that the Clerk should write to HCC to say that DPC holds no interest in the shelter and, in the event of removal, would wish the site to be made good.</p>	<p>GC/SM</p> <p>Clerk</p>
017/21	<p><b>Parish Online access</b></p> <p>GC explained that the purpose of this agenda item is ensure that all councillors have equal access to Parish Online and that all layers should be made visible to all Councillors and the Clerk. Access control should reside with the Clerk. AC defended the use of separate usernames to enable individuals to protect their work from accidental deletion by another user. AF felt strongly that all content should be available to all users. In the absence of agreement, AF said that she would ask for advice from the software supplier. It was also agreed to seek advice from the new Clerk and to make a decision at the next meeting.</p>	AF
018/21	<p><b>Correspondence Received</b></p> <p>The Clerk reported that he had received an email from Cllr Simpson regarding HCC's Local Transport Plan Consultation. SM said that she would draft a DPC response to the questionnaire for adoption at the next meeting.</p>	SM



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019/21	<p><b>Information sharing</b></p> <p>RM advised that the website would receive a makeover soon in the form of a new design template being applied free of charge.</p> <p>AC reported that he could not find declarations of interest, councillor addresses and a FoI statement on the website. RM agreed to investigate.</p>	RM
020/21	<p><b>Date of next meeting</b></p> <p><b>Monday 8<sup>th</sup> February 2021 at 7:30pm</b></p> <p><b>The Chairman closed the meeting at 9:32pm</b></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
CHT	Community Heartbeat Trust