



DOGMERSFIELD PARISH COUNCIL

NOTICE OF COUNCIL MEETING

To: All Parish Councillors

5th August 2020

Dear Councillors,

You are required to attend a Meeting of the Parish Council which will be held on
Monday 10th August 2020 at 7.30 pm
via electronic communication.

Yours sincerely

David Skellern 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 10th August 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>Topic: Dogmersfield Parish Council Meeting Time: Aug 10, 2020 07:30 PM London Join Zoom Meeting https://us02web.zoom.us/j/85877220894?pwd=azlwRU13c3JJUzR2S3dRd0YvQUdyZz09 Meeting ID: 858 7722 0894 Passcode: 975003</p>	
95/20	Welcome & Acceptance of Apologies for Absence Including opening comments from the Chairman	
96/20	Declarations of Interests – Current agenda 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.	
97/20	To Approve and Adopt the Minutes of 13th July 2020 Council Meeting, including in camera	Paper
98/20	Matters arising from the previous Minutes not otherwise on the Agenda for this meeting	
99/20	Announcements from the Chairman, Clerk and Members' Questions Received in Advance.	
100/20	County & District Councillor's Reports	
101/20	Representations by the public <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>	
102/20	To Consider the Council's Response to Current Planning Applications Individual planning applications – supported by Planning Report	Papers



DOGMERSFIELD PARISH COUNCIL

	Reference	Location	Description	Submission Date	
	20/01394/LBC	Catherine Of Aragon Pilcot Hill RG27 8SX	Internal alterations and alterations to first floor rear window and ground floor side door		
	20/01472/PIP	Rose Court Rye Common Lane Crandall GU10 5RR	Erection of 4no. 4 bedroom and 2no. 5 bedroom dwellings and associated, access and garaging	03/08/20	
	<ul style="list-style-type: none"> To ratify the decision to amend the comment on Pilcot Farm's menage application. To discuss the presence of a mobile caravan on agricultural land at Janes Cottage To update Council on any new planning consultations, appeals and enforcements. Verbal update on Street Record Rye Common 				
103/20	Finance & Regulatory Matters <ul style="list-style-type: none"> To receive and note the Annual Internal Audit Report 2019/20 To approve the Annual Governance Statement 2019/20 To approve the Accounting Statements 2019/20 To certify that the Parish Council is exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 To note that AF signed the reconciliations for June 2020. To appoint a councillor, other than the Chairman, to verify the bank reconciliation for July. To receive and approve the financial statement of accounts from 1st – 31st July 2020, confirming payments made in July and authorising payments due To note the situation regarding S106 funds held by HDC for DPC To authorise the Clerk to purchase 50m 500 traditional warm light LED string lights black cable pro series costing £185 plus pro series black plug costing £6. To note the further reduction of interest rate on HTB account from 0.90% to 0.25% from 26th November 2020 				Papers
104/20	Community Benefit Fund <ul style="list-style-type: none"> To note the installation of the defibrillator and work remaining to complete the project. To agree the seven recommendations within the paper. To note progress on recruitment of footpath warden(s) 				Paper
105/20	Website <ul style="list-style-type: none"> To receive the paper regarding procurement of a new website and to approve the selection of a supplier. 				Paper



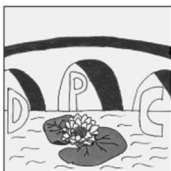
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106/20	Environment <ul style="list-style-type: none">• To note progress on the tender for chicane planting and offer views• To review work done by lengthsman and revise the schedule of outstanding work• To authorise the Clerk to procure repair to posts and rails on Pilcot Hill• To authorise the Clerk to procure painting of posts on Pilcot Green	Paper
107/20	Highways <ul style="list-style-type: none">• To note progress on issues reported to Hampshire Highways	Paper
108/20	Correspondence Received	
109/20	Information sharing	
110/20	Future meetings <ul style="list-style-type: none">• To agree the format for future meetings – physical or virtual• To decide when the Annual Parish Assembly will be held	
111/20	Staffing issue <ul style="list-style-type: none">• To receive an update on discussions with HALC and agree a change to the Clerk's contract	Paper
112/20	Date of next meeting Monday 14th September 2020 at 7:30pm	

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.



DOGMERSFIELD PARISH COUNCIL

DRAFT

Minutes of the Virtual Council Meeting Held on the Zoom meeting platform 13th July 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

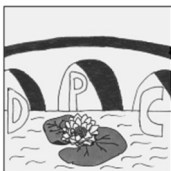
Members of the public present:

There were seven members of the public present

Also present:

Cllr K Crookes (HDC)
Cllr D Simpson (HCC)

	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.		
076/20	Welcome and Acceptance of Apologies for Absence Cllr Crookes offered apologies on behalf of Cllrs Dorn and Kennett.		
077/20	Declarations of Interest – Current Agenda Re item 084/20: AC declared an interest regarding planning application 20/01408/HOU.		
078/20	To Approve and Adopt the Minutes of 27th May 2020 Annual Council Meeting It was resolved that the minutes of the meeting held on 27th May 2020 be accepted as a true record. Proposed GC, seconded AF. All in favour.		
079/20	Matters arising GC advised a new focussed approach, whereby the Clerk and councillors will monitor outstanding actions outside the meeting and report to the meeting only actions arising from the previous minutes. The Clerk gave updates on the new actions.		
	Agenda Item No	Action Detail	
	059/20	Clerk to recommend training for all councillors and clerk	
	059/20	Create a register of local businesses	
	068/20	Councillors to collaborate to produce a plan for clearing footpaths by 13 July	
	068/20	Develop a plan to specify maintenance work to be done outside the village centre, including indicative costs.	
	070/20	Make enquiries regarding the regulatory requirements for maintaining the defibrillator, including the possible role of the ambulance service in this.	
	071/20	Produce a proposal for a new website with an intention of obtaining	



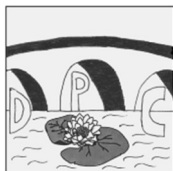
DOGMERSFIELD PARISH COUNCIL

	agreement to commit expenditure by 13 July													
080/20	Announcements from the Chairman, Clerk and Members’ Questions Received in Advance. The Clerk announced his decision to withdraw his notice and remain in post, which was welcomed by GC.													
081/20	County & District Councillor’s Reports Cllr Simpson reported on a number of issues, including: <ul style="list-style-type: none">• HWRCs are open but only by appointment to registered householders• HCC has held 25 seminars for head teachers regarding re-opening of schools• Two or more Covid19 cases in one setting (e.g. home) constitutes an outbreak• HCC finance is very tight due to Covid19• Hampshire GDP fell faster and further than the average for the UK Cllr Crookes reported on a number of issues, including: <ul style="list-style-type: none">• HDC’s finances are being stretched by Covid19• Payments of Covid19 business grants is almost complete• Planning meetings have restarted on-line• Car park charges will resume on 1st August at March 2020 rates• There is a possibility that Fleet Road may be pedestrianised on a trial basis													
082/20	Representations by the public The Clerk read an email submitted by Brian White on 18 June regarding outstanding village maintenance issues, some of which have since been resolved. Carol Leversha raised her concerns about parking close to the south side of the bridge in Chalky Lane, saying it created a safety hazard. It was agreed to add this to the problems reported to HCC.	Clerk												
083/20	Casual Vacancy GC welcomed the two applicants, Sarah Miles and Dennis Wilkins and invited them to address the meeting in turn, after which councillors asked questions. Councillors then voted by a majority of 3 – 1 to invite Sarah Miles to join the Council. GC thanked Dennis Wilkins for his application and councillors agreed that he was a strong candidate and that they hoped he would look for opportunities to give his services to the parish.													
084/20	To Consider the Council’s Response to Current Planning Applications <table><tr><th>Reference</th><th>Location</th><th>Description</th><th>Outcome</th></tr><tr><td>20/01169/ CA</td><td>Karibu, Chatter Alley, RG27 8SS</td><td>Eucalyptus – fell because of excessive size</td><td>N/A – the tree had already been felled</td></tr><tr><td>20/01228/ PREAPP</td><td>The Paddock, Farnham Road, Odiham, RG29 1HS</td><td>Erection of replacement 2 storey dwelling following demolition of existing single storey dwelling and ALL outbuildings on site</td><td>Maintain a neutral stance at this stage but raise concerns regarding the application contravening several NHP principles. Proposed GC Seconded RM All in favour</td></tr></table>	Reference	Location	Description	Outcome	20/01169/ CA	Karibu, Chatter Alley, RG27 8SS	Eucalyptus – fell because of excessive size	N/A – the tree had already been felled	20/01228/ PREAPP	The Paddock, Farnham Road, Odiham, RG29 1HS	Erection of replacement 2 storey dwelling following demolition of existing single storey dwelling and ALL outbuildings on site	Maintain a neutral stance at this stage but raise concerns regarding the application contravening several NHP principles. Proposed GC Seconded RM All in favour	
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	20/01299/ PREAPP	Ormersfield House, Church Lane, RG27 8TA	Revised sketch scheme drawing to show existing garage being extended and adapted to better serve the house	No objection Proposed GC Seconded AF All in favour	GC
	20/01408/ HOU	Meadows, Chatter Alley, RG27 8SR	Erection of a detached garage	AC withdrew. No objection Proposed GC Seconded AF All in favour	
	20/01288/ FUL	Harewarren Farm, Chalky Lane, RG27 8TG	Creation of a new vehicle access	No objection but submit concerns that the change could lead to a later application for change of use. Proposed GC Seconded AC All in favour	
	20/01180/ FUL	STREET RECORD Rye Common Lane Crondall Farnham	Proposed energy storage facility to provide energy balancing services to the National Grid	Councillors decided to collaborate with Crondall Parish Council. Objection Proposed GC Seconded AF All in favour	
085/20	Finance & Regulatory Matters <p>The Clerk explained that the required submission had been made to the auditor, who had replied with 13 questions, in respect of some of which the Clerk had requested advice from GC and AC. AC agreed to reply to those questions on the following day.</p> <p>The Clerk had circulated the financial reports for May 2020 and requested that Councillors approve the statement of accounts for May 2020 and confirm payments made.</p> <p>It was resolved to approve the financial statement of accounts from 1st – 31st May 2020, confirming payments made in May. Proposed GC, Seconded AC. All in favour.</p> <p>The Clerk had circulated the financial reports for June 2020. He noted receipt of £358.04 interest on the CBF account and highlighted and apologised for an error that he had made in his expenses claim. He proposed to repay the overpayment and requested that Councillors approve the statement of accounts for June 2020 and confirm payments made.</p> <p>It was resolved to ratify the payments made in June, noting the reported error and proposed corrective action; to approve the financial statement of accounts from 1st – 30th June 2020, confirming payments made in June; and to authorise payments due. Proposed GC, Seconded AF. All in favour.</p> <p>AC advised that, when publishing bank statements outside the Council, it is wise to redact the account identifiers.</p> <p>The Clerk introduced a revised budget for 2020-21, taking into account known expenditure to date. He said that this is only a start with plans to make further changes in the light of feedback from the auditor and also when the costs of emerging projects are known.</p>				AC
					Clerk

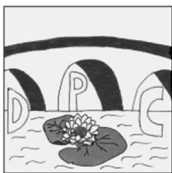


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	<p>Councillors noted the revised budget as ‘a step in the right direction’ and requested that, when added, the costs for individual projects be separately identifiable.</p> <p>The Clerk reported the up to date situation regarding DPC’s S106 funding held by HDC. The balance is unchanged at £6,257 but conditions apply to being able to access the funds, namely:</p> <ol style="list-style-type: none"> 1. The funds can only be spent on new capital projects related to the provision of parish leisure or open space 2. The funds cannot be used for general maintenance or renewal 3. The need to spend the funds has to be supported by some form of evidence to demonstrate that the use of the funds is needed to enhance the open space or leisure infrastructure as a result of the development that has taken place. <p>It was agreed that AF should devise a submission to HDC regarding capital expenditure on parish footpaths and the Clerk should determine whether there is any time limit on the availability of the funds.</p> <p>It was resolved to assign the role of Data Controller to the Clerk. Proposed GC, seconded AF, all in favour.</p>	AF Clerk
086/20	<p>Parish Council Documents</p> <p>GC explained that the review schedule agreed at the previous meeting required six documents to be adopted at this meeting. All the documents had been circulated for review over the previous weeks and final versions were ready for adoption.</p> <p>GC noted that NALC plan to issue updated advice on Code of Conduct in the autumn, at which point DPC will revisit its own Standing Orders.</p> <p>It was resolved to adopt the Council’s revised Standing Orders. Proposed GC, seconded RM, all in favour.</p> <p>It was resolved to adopt the Council’s revised Financial Regulations. Proposed GC, seconded RM, all in favour.</p> <p>It was resolved to adopt the Council’s revised Code of Conduct. Proposed GC, seconded AF, all in favour.</p> <p>It was resolved to adopt the Council’s new Information Retention and Disposal Policy. Proposed GC, seconded AF, all in favour.</p> <p>It was resolved to adopt the revised NHP Steering Group Terms of Reference. Proposed GC, seconded AC, all in favour.</p> <p>It was resolved to adopt the revised CBF Group Terms of Reference. Proposed AF, seconded RM, all in favour.</p> <p>The Chairman thanked councillors for their hard work to develop so many new documents in a short time.</p>	
087/20	<p>Community Benefit Fund</p> <p>The Clerk announced that the defibrillator is to be installed in the phone kiosk on 22nd July by Community Heartbeat Trust (CHT). At the previous meeting, he had accepted an action to make further enquires regarding the regulatory requirements for maintaining the defibrillator. He had revisited material originally supplied by CHT and liaised with CHT, after which he recorded his recommendation in paper 087/20, namely to opt for both the Managed Solution (£100 capital cost) and Annual Support Package (£135 annual cost) as provided by CHT.</p>	Clerk



<p>Councillors advised that they require to see the formal contract document(s) prior to signature. Cllr Simpson cautioned that the Clerk should check for any conditions on the HCC grant towards the defibrillator that would disallow this action.</p> <p>Subject to these conditions, it was resolved to adopt both the Managed Solution and Annual Support Package provided by CHT. Proposed GC, seconded AF, all in favour.</p> <p>Councillors noted both the CBF Annual Report and CBF Footpaths Report. GC invited Ian Taylor, who is leading the work to improve parish footpaths, to give an overview of the aims of the project. Ian reported that there are already key people involved with the project and an appetite to make early progress. It is hoped to receive funding from HCC and a good potential supplier of equipment has been identified. There was also good liaison with Winchfield PC and an intention to adopt consistent standards. It was agreed that the survey work should focus on the elimination of danger spots and improvements to the footpath from the school to the church in order to deliver early, visible benefit.</p> <p>It was resolved that the CBF Working Group should start work to survey the parish footpaths. Proposed GC, seconded AF, all in favour.</p> <p>It was resolved that the CBF Working Group should consider options for recruitment of a/some footpath warden(s). Proposed RM, seconded GC, all in favour.</p> <p>It was agreed that AF should locate existing terms of reference for footpath wardens as used by other parishes and the Clerk should ensure their role is covered by the forthcoming H&S policy.</p> <p>AF introduced her paper regarding the tree planting programme and, following a supportive discussion, asked the Council to agree to the five decisions therein.</p> <p>It was resolved that:</p> <ol style="list-style-type: none"> 1. DPC commits to sign the Tree Charter and authorise the Clerk to complete the application form on its behalf; 2. DPC commits to support an ambitious tree planting project over the next 5 years with an aspiration to plant at least one tree each year for each residence; 3. DPC approves expenditure of up to £650 in 2020 from the Community Benefit Fund to start the first phase of planting if required; 4. DPC approves the CBF working group to work with the Woodland Trust and local landowners to develop a plan for the first phase of planting; and 5. DPC authorises Councillor Fillis to apply to the Woodland Trust for a Community Pack of trees. <p>Proposed GC, seconded AC, all in favour.</p>	<p>Clerk</p>
<p>Cllr Simpson invited the Clerk to apply to HCC for a grant of £650 to support the project.</p> <p>AF raised the proposal she had made for a path across Pilcot Green to alleviate pedestrian safety concerns. She said that the idea was at an early stage with a number of issues identified, not least ownership of the Green. GC proposed that he and AF work to understand the process for taking control of Pilcot Green. The Council agreed that AF should do further work to produce a solution to the problem. It was too early to approve the tender for the work.</p>	<p>AF Clerk</p>
<p>GC & AF</p>	<p>Clerk</p> <p>GC & AF</p>

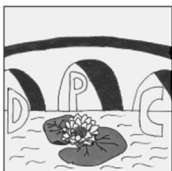


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088/20	Website RM gave a verbal update on progress in defining requirements, including on-going maintenance and email support, and identifying possible suppliers. A full tendering exercise is not required. RM will present an analysis of vendor solutions and costs at the next meeting and will seek approval to proceed to place the order. The report was noted.	
089/20	Environment AF introduced her paper proposing planting for the chicanes in the Parish. It was agreed that councillors should feed in comments by 17 th July. It was resolved to issue the tender, subject to comments submitted by councillors. Proposed GC, seconded AF, all in favour.	
090/20	Communications RM introduced the draft questionnaire designed to illicit parishioners' choices regarding the Council's communications methods. He wished to avoid issuing multiple questionnaires, as there is a further need to communicate with parishioners regarding future projects. It was agreed that RM and GC should work to produce a composite questionnaire covering both communications and projects in preparation for the next meeting. It was agreed that any questionnaire should be delivered to every residence, but with the option to respond on-line. AC felt that any questionnaire regarding potential projects should include costs so that parishioners can give informed answers, but GC rejected this approach as it would require too much work and delay at this early stage, and AC concurred.	RM & GC
091/20	Dates for future council meetings for 2020-21 It was resolved that the schedule of meetings for the remainder of the year shall be as follows: Monday 10th August 2020 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 Proposed GC, seconded AF, all in favour.	
092/20	Correspondence Received None to report.	
093/20	Information sharing No further discussion.	
094/20	Staffing IN CONFIDENCE (Members of the public to withdraw) Councillors considered a request from the Clerk regarding his contract. This is recorded in a separate minute. The Chairman closed the meeting at 22:50.	

Signed
Chairperson

Date



DOGMERSFIELD PARISH COUNCIL

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



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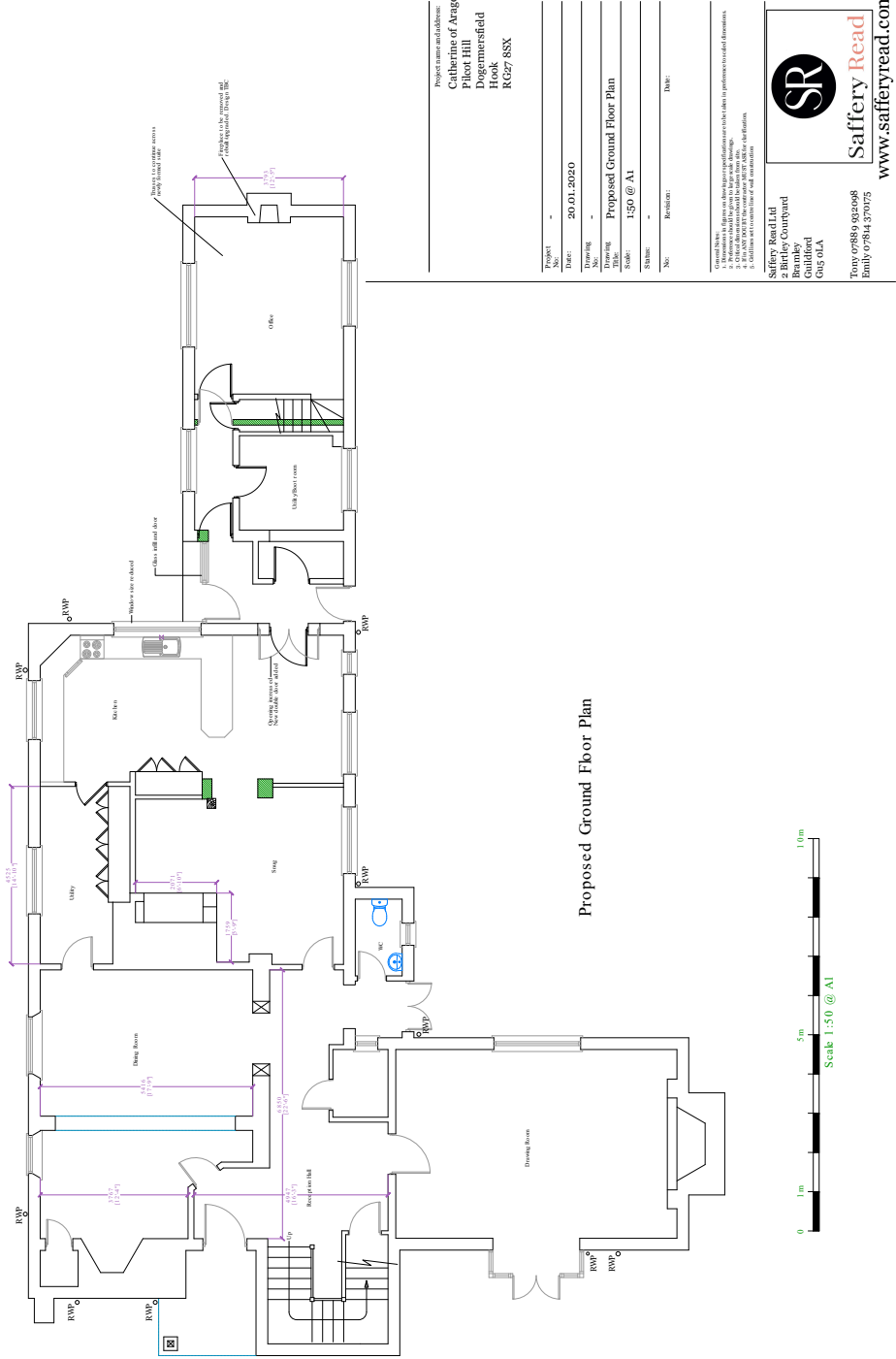
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Please find below my comments
on the following planning application

Planning Application No	20/01394/LBC
Location	Catherine Of Aragon Pilcot Hill Dogmersfield Hook RG27 8SX
Description	Internal alterations and alterations to first floor rear window and ground floor side door
Date valid	15/07/2020
Date circulated by DPC PO	27/07/2020
Respond to DPC PO by	
Date for submission	
Name of Councillor	GC
<p><u>Summary</u></p> <p>This Listed Buildings Consent application covers internal modifications and ground floor door modifications to the Grade 2 listed building.</p> <p><u>Comments</u></p> <p>A comprehensive application has been submitted that identifies the numerous aspects to the work. Most of these are internal and a full heritage impact statement has been included with the application.</p> <p>The external impact of the modifications appear from the submitted plans to be minimal.</p>	
Date submitted to DPC PO	

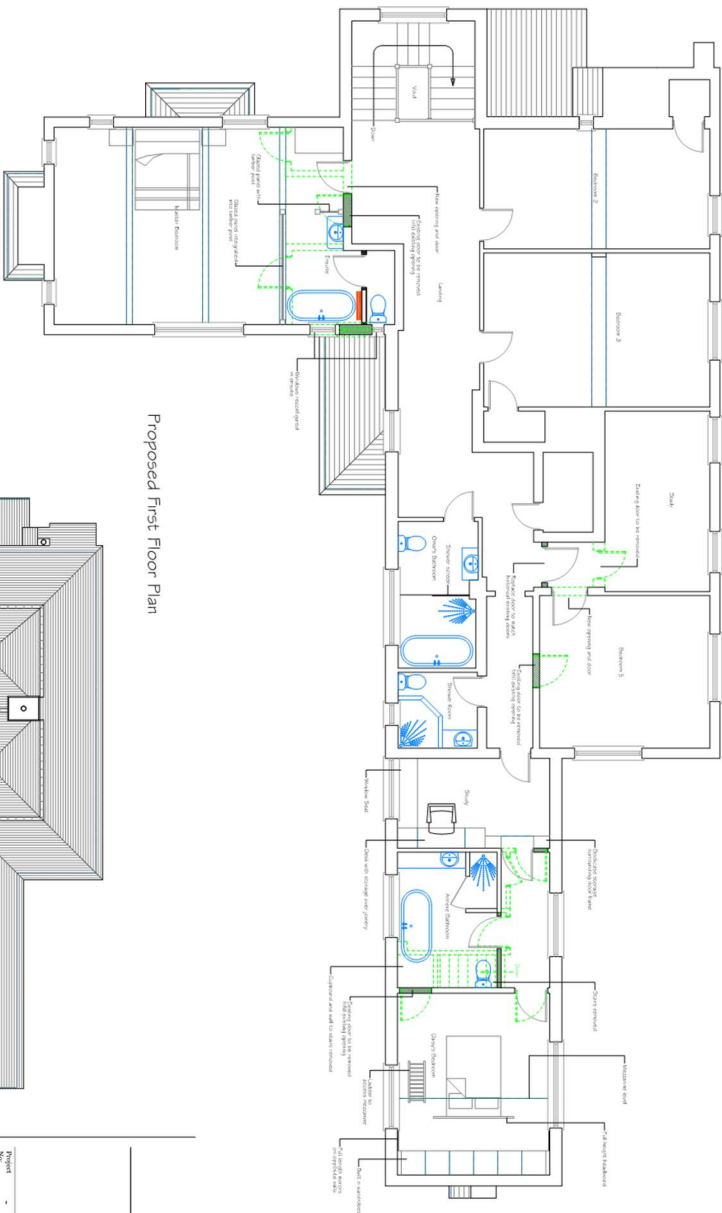


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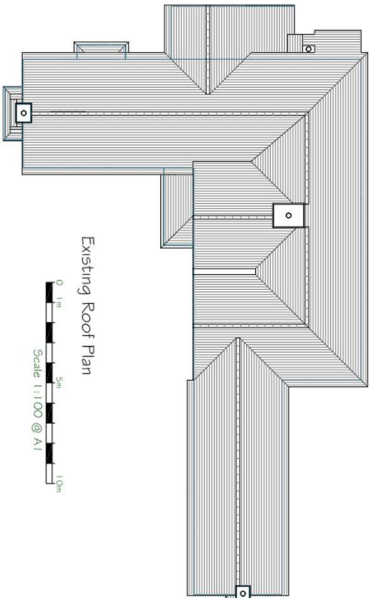




DOGMERSFIELD PARISH COUNCIL



Proposed First Floor Plan



Existing Roof Plan



Project name and address:
Catherine of Aragon
Pilot Hill
Dogmersfield
Hook
RG27 8SX

Project No:	-
Date:	20.01.2020
Drawn by:	-
Checked by:	-
Title:	Proposed First Floor & Roof Plan
Scale:	1:50 & 1:100 @ A1
Source:	-
Revised:	-
No:	-
Date:	-

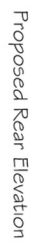
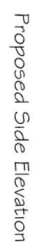
General Notes:
1. The drawings are to be used as a guide only and are not to be used for construction.
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Saffery Read Ltd
Bridges Court
Barnes
London
W8 5AL



Tony 07880 952098
Email 0784 370725

Saffery Read
www.safferyread.com



RG27 8SX

Date: 20.01.2020

Drawing
Title
Proposed Elevations

Scale:
1:100 @ A1

No.	Residence
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Date _____

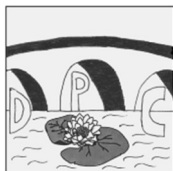
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4. If an ANY POLYOT the reader writes POLYOT ASK for clarification.
5. OTIS lines will be created line of word construction.

Gus 01A

Emily 07814 370175

www.satteryread.com





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Please find below my comments
on the following planning application

Planning Application No	20/01472/PIP
Location	Rose Court Rye Common Lane Crondall Farnham GU10 5RR
Description	Erection of 4no. 4 bedroom and 2no. 5 bedroom dwellings and associated, access and garaging
Date valid	26/06/2020
Date circulated by DPC PO	27/07/2020
Date for submission	03/08/2020
Name of Councillor	GC
<u>Comments</u>	
<u>Summary</u>	
<p>This is a permission in principle (PIP) application under the Town and Country Planning Act 1990 (as amended in 2017) to erect 6 new homes and a new access road off Rye Common Lane.</p>	
<p>The proposed development lies predominantly in the Parish of Crondall (5 of the 6 new houses) but it has been brought to my attention that one of the houses and a new access lane would reside in our Parish.</p>	
<p>The houses are built around land close to the A287 with access off Rye Common lane close to the junction of this lane with the A287.</p>	
<p>Concerns include the increase in traffic onto and off the A287 at an already poor location, the houses would be built in an area offering no local amenities and no public transport, contrary to Hart development policy, and access to the houses will require the traffic to travel</p>	



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through Itchel Court, where residents pay upkeep fees for their road and access.

Interestingly, the Pre app makes no reference to neither the Crondall NP nor the DNP.

Because of the late alert on this application I have requested an extension to the comment deadline until the end of the week of our August meeting. I would also propose to coordinate our response with CPC.

Date submitted by DPC PO	
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Location



Site Plan



DOGMERSFIELD PARISH COUNCIL



01 SCHEME PLAN
1:250

SCALE 1:250
SCALE 1:1

PROJECT ARCHITECT TO BE NOTIFIED OF
CONTRACTOR'S WORKING HOURS
CONTRACTOR TO ADVISE ALL WORKS
ON SITE THIS DRAWING IS CONTINGENT

Orientation



Orientation of Area

PL1: Scheme amended	10.08.20
PL2: Red line and scheme amended	10.08.20
PL3: Red line amended	10.08.20
PL4: Red line amended	10.08.20
PL5: Red line amended	10.08.20
PL6: Red line amended	10.08.20
PL7: Red line amended	10.08.20
PL8: Red line amended	10.08.20
PL9: Red line amended	10.08.20
PL10: Red line amended	10.08.20
PL11: Red line amended	10.08.20
PL12: Red line amended	10.08.20
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PL99: Red line amended	10.08.20
PL100: Red line amended	10.08.20



Project
NATTA HOMES, RYE COMMON LANE
ORCHARD, FARNHAM, GU10 0DD

Drawing Title
PROPOSED RESIDENTIAL SCHEME

Project No.	2004	Design No.	INC-000001	Revision	001
Author	J. Duggan	Date	10.08.20	Drawn By	J. Duggan
SCHEME					



DOGMERSFIELD PARISH COUNCIL

Ref: 103/20
Subject: Finance & Regulatory Matters report August 2020

Internal Audit 2019-20

See Annual Governance and Accountability Return 2019/20 Part 2 separately supplied:

- **To receive and note the Annual Internal Audit Report 2019/20** – this is Page 4 of AGAR Part2, as completed by the internal auditor
- **To approve the Annual Governance Statement 2019/20** – this is Page 5 of AGAR Part2 – to be signed by GC and Clerk tomorrow
- **To approve the Accounting Statements 2019/20** – this is Page 6 of AGAR Part 2 – to be signed by GC tomorrow
- **To certify that the Parish Council is exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015** – this is Page 3 of AGAR Part2 – to be signed by GC and Clerk tomorrow

Publication:

- The Notice of Public Rights will be announced on Thursday 13th August via the noticeboards and website.
- The period for inspection will run from 14th August 2020 to 12th September 2020

The Auditor made the following recommendations:

- The Council to review and update its Standing Orders
- The Council to review and update its financial regulations
- The Council should consider whether the Clerk should be CiLCA qualified.
- The Council must ensure that it obtains quotations as set out in its Financial Regulations. Should the Council decide to use two quotes then reasons for not considering 3 quotes should be recorded in the Council meeting minutes.
- Council to ensure that, in future, the power under which grants are made are clearly stated.

June 2020

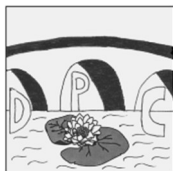
The Council is invited to note that AF signed the reconciliations for June 2020 on a corrected version, as the original excluded the June 2020 interest of £358.04 from the HTB balance.

This action is required by the newly adopted DPC Finance Regulation section 2.2.

2.2. On a regular basis, usually before each council meeting, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the Clerk. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

The Finance Report issued to the meeting on 13 July included a statement of June 2020 interest received in the HTB CBF account, but the spreadsheet was inadvertently not updated to add this to the account balance. The Clerk produced an updated version of the Report, annotated regarding the error, and AF signed to confirm that this updated report reconciled correctly to both the Lloyds and HTB statements for June 2020.

The Council is invited to appoint a councillor, other than the Chairman, to verify the bank reconciliation for July.



DOGMERSFIELD PARISH COUNCIL

July 2020

Finance Statement

Please see separate documents for Lloyds Bank Statement issued 31st July 2020 and the Expenditure Analysis and Monthly Finance Report for July 2020.

Expenditure Analysis

In accordance with informal feedback from the internal auditor, the payroll costs of the Parish Clerk have been separated from additional costs such as mileage expenses. Consultancy support is still to be separated.

Finance Report as at 31st July 2020

Two cheques totalling £246 were unpresented as at 31st July 2020.

The cashbook balance is £25,710.24, which, taking unpresented cheques into account, reconciles with the bank statement balance of £25,956.24.

Total for payments made in July is £1,281 (including VAT), as itemised on the report. These payments were agreed at the meeting held on 13th July and now require ratification by the Council.

The Clerk has repaid £28.80 to DPC to by bank transfer.

The Council is requested to receive and approve the financial statement of accounts from 1st – 31st July 2020, confirming payments made in July.

The following payments are now due:

Cheque	Payable To	Details	Gross Amount
1170	M C Harris	Consultancy	£107.00
1171	D Skellern	Expenses	£36.67
1172	D Skellern	Clerk salary August 20	£878.14
1173	HMRC	Clerk PAYE & NI to HMRC	£273.56

The Council is requested to authorise the payments due.

Section 101 funds

The council is invited to note the situation regarding S106 funds held by HDC for DPC based on following advice received from HDC:

There does not appear to be a limit on the time you have to spend this. To confirm you may need to check the S106's but I did check last year and this did not bring anything up as being pertinent and nothing is flagged on the spreadsheet.

To apply I will need to do an Executive Decision paper to the member who has delegated authority for this. I will need a project proposal from you with all the costings and any other supporting information you feel is appropriate. For instance, does this help people with alternative needs, which you look as if you are proposing. I also note your proposal and this would look suitable but you need to be confident that this is for an upgrade rather than general maintenance.

The funding is released on completion of the works, subject to inspection from our officers.

Christmas lights

On advice from the organiser of the Switching On Ceremony, I have received a request to purchase 50m 500 traditional warm light LED string lights black cable pro series costing £185 plus pro series black plug costing £6.

The council is requested to authorise the Clerk to purchase 50m 500 traditional warm light LED string lights black cable pro series costing £185 plus pro series black plug costing £6

HTB Interest Rate

The Council is invited to note the further reduction of interest rate on HTB account from 0.9% to 0.25% from 26th November 2020.

David Skellern

Clerk

August 2020



DOGMERSFIELD PARISH COUNCIL



David Skellern
Parish Clerk
Dogmersfield Parish Council

23/07/2020

Dear David,

Further to our Internal Audit of your Council for the financial year 2019/20 I am pleased to submit the signed Internal Report for your Annual Return. We have completed our work and I can confirm that we have not given a Negative response for any of the Internal Control Objectives.

You will note that we have given 'Not Covered' responses in respect of the Control Objectives F, L and M and we are required to explain why we have done this.

We have responded 'Not Covered' in response to Objective F as we understand that the Council does not maintain a Petty Cash.

For Objective L we have given a 'Not Covered' response to this as, although we have seen the completed Notice document, there is no formal documentary evidence that the required Notice was posted as required. You will be aware that there is, in fact, no requirement for this documentary evidence to be maintained by you and therefore it is impossible for an auditor to independently verify this. We are aware that this issue has been discussed with the External Auditors and we expect most, if not all, Councils to also have 'Not Covered' as a response to Objective L from their Internal Auditors.

We have responded 'Not Applicable' in respect of Objective M as it is our understanding that the Council does not act as Trustee.

I have also emailed you an Internal Audit summary of our audit testing which you may find useful. This sets out the number of tests that we have carried out and the number of positive and negative responses. Care should be taken when using this Summary as these tests are not given a weighting to reflect their relative importance and the Summary must therefore be considered in conjunction with our Internal Audit Observations.

I have made some Observations in respect of the year end audit which I would be grateful if you could draw to the Council's attention in due course. If the Council should have any queries regarding any points raised please do not hesitate to contact me.

I would like to express our thanks for the assistance you provided to us during the course of the audit.

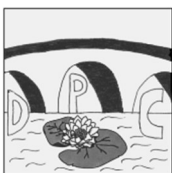
IAC Audit & Consultancy Ltd.
Registered in England No 09753929 VAT Reg No 220 6715 38
23 Westbury Road, Yarnbrook, Wiltshire, BA14 6AG
Email: admin@audit-iac.com Tel: 01225 775511



DOGMERSFIELD PARISH COUNCIL

Yours sincerely,

Kevin Rose ACMA
Director



DOGMERSFIELD PARISH COUNCIL

Annual Governance and Accountability Return 2019/20 Part 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to certify themselves as exempt from a limited assurance review

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, following the end of each financial year, complete Part 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email or by post (not both) **no later than 30 June 2020**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The **Annual Governance and Accountability Return (Part 2)** which is made up of:
 - **Annual Internal Audit Report (page 4)** to be completed by the authority's internal auditor.
 - **Section 1 – Annual Governance Statement (page 5)** to be completed and approved by the authority.
 - **Section 2 – Accounting Statements (page 6)** to be completed and approved by the authority.**NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on a website **before 1 July 2020**.

Publication Requirements

Smaller authorities **must** publish various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2019/20**, page 4
- **Section 1 – Annual Governance Statement 2019/20**, page 5
- **Section 2 – Accounting Statements 2019/20**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

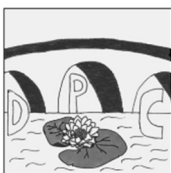
Providing the authority certifies itself as exempt, and completes and publishes the Annual Governance and Accountability Return, there is **no** requirement for the authority to have a limited assurance review.

Any smaller authority may, however, request a limited assurance review. In these circumstances the authority should **not certify itself as exempt, and not complete the** Certificate of Exemption, but complete Part 3 of the Annual Governance and Accountability Return 2019/20 and return it to the external auditor for review together with the supporting documentation requested by the external auditor.

The cost to the smaller authority for the review will be **£200 +VAT**.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.



DOGMERSFIELD PARISH COUNCIL

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2019/20, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2020. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than 30 June 2020. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness at the meeting at which it is signed off.
- **You should inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?	✓	
	Have the dates set for the period for the exercise of public rights been published?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation available for publication?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk*



DOGMERSFIELD PARISH COUNCIL

Certificate of Exemption – AGAR 2019/20 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2020, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2020 and a completed Certificate of Exemption is submitted no later than 30 June 2020 notifying the external auditor.

DOGMERSFIELD PARISH COUNCIL

certifies that during the financial year 2019/20, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2019/20: **£13,991** PER AMOUNT £00,000

Total annual gross expenditure for the authority 2019/20: **£7,227** PER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2016
- In relation to the preceding financial year (2018/19), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website* before 1 July 2020. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

I confirm that this Certificate of Exemption was approved by this authority on this date:

10/08/2020

Signed by Chairman

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Email of Authority

Telephone number

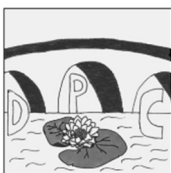
clerk@dogmersfieldparish.co.uk ADDRESS REQUIRED

07747 016050 NUMBER

*Published web address

www.dogmersfieldparish.co.uk WEBSITE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2020. Reminder letters incur a charge of £40 +VAT



DOGMERSFIELD PARISH COUNCIL

Annual Internal Audit Report 2019/20

Dogmersfield Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>	✓		
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

29/04/2019

Name of person who carried out the internal audit

Paula Sakalla AAT - IAC Audit & Consultancy Ltd

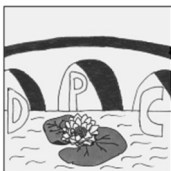
Signature of person who carried out the internal audit

Date

23/07/2020

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



DOGMERSFIELD PARISH COUNCIL

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

DOGMERSFIELD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

10/08/2020

and recorded as minute reference:

MINUTE REFERENCE

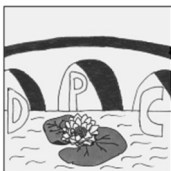
Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED



DOGMERSFIELD PARISH COUNCIL

Section 2 – Accounting Statements 2019/20 for

DOGMERSFIELD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	41,933	40,732	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	11,481	11,800	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	2,249	2,191	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	4,740	3,060	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	10,191	4,167	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	40,732	47,496	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	40,732	47,497	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	4,173	4,726	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority. Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

16/07/2020

I confirm that these Accounting Statements were approved by this authority on this date:

10/08/2020

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



DOGMERSFIELD PARISH COUNCIL

LLOYDS BANK



J31A81017GNMBA0000069213001002 398 000
DOGMERSFIELD PARISH COUNCIL
MR DAVID SKELLERN
6 GREEN LANE
HARTLEY WINTNEY
HOOK
HAMPSHIRE
RG27 8DL



Your account statement
Statement sheet number: 32
Issue date: 31 July 2020
Page: 1 of 3

Write to us at:
PO Box 1000
Andover
BX1 1LT

Call us on: **0345 072 5555** (from UK)
+44 1733 347338 (from Overseas)
Visit us online: **www.lloydsbank.com**

Your branch: **FLEET (308042)**
Sort code: **30-93-32**
Account number: **00074331**
BIC: **LOYDGB21227**
IBAN: **GB82 LOYD 3093 3200 0743 31**



TREASURERS ACCOUNT
DOGMERSFIELD PARISH COUNCIL

Account Summary

Balance On 30 June 2020	£27,214.44
Total Paid In	£28.80
Total Paid Out	£1,287.00
Balance On 28 July 2020	£25,956.24

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
30 Jun 20		BALANCE BROUGHT FORWARD			27,214.44
15 Jul 20	Faster Payment	SKELLERN D&S EXPENSES ERROR 021950143431517001 400926 10 15JUL20 13:43		28.80	27,243.24
20 Jul 20	Cheque	001167	40.67		27,202.57
21 Jul 20	Cheque	001158	60.00		27,142.57
22 Jul 20	Cheque	001168	326.73		26,815.84
22 Jul 20	Cheque	001166	450.00		26,365.84
22 Jul 20	Cheque	001169	81.60		26,284.24
28 Jul 20	Cheque	001163	36.00		26,248.24
28 Jul 20	Cheque	001165	292.00		25,956.24
28 Jul 20		BALANCE CARRIED FORWARD			25,956.24

Transaction Details

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Messages

For our data privacy notice, please see: <http://www.lloydsbank.com/business/privacy.asp>

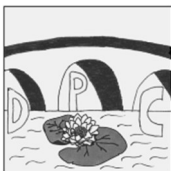


DOGMERSFIELD PARISH COUNCIL

Dogmersfield Parish Council Expenditure Analysis 31st July 2020

Budget Area	Budget 2020/21	Expenditure July 2020	Expenditure YTD	Budget Virement in Year	Budget Balance as at 31st July 2020	Percentage Budget Spent	Analysis of Unbudgeted Expenditure	Committed Expenditure
Internal operations								
Parish Clerk	8,600.00	620.33	3,611.61		4,988.39	42.00%	Shortfall expected owing to extra hours and consultancy	
Subscriptions	840.00	55.20	739.60		100.40	88.05%		
Meeting costs	200.00	0.00	36.69		163.31	18.35%	Reduced cost due to Covid19	
Training	420.00	80.00	80.00		340.00	19.05%		MH training £40
Admin consumables	100.00	22.60	29.92		70.08	29.92%	Reduced cost due to use of email	
Travel	160.00	6.75	28.35		131.65	17.72%	On target	
IT Upgrade	140.00	0.00	140.00		0.00	100.00%		
Website	150.00	6.95	6.95		143.05	4.63%		
Parish insurance	352.00	0.00	352.36		-0.36	100.10%	On target - no further expenditure	IAC £180
Audit of accounts	180.00	0.00	0.00		180.00	0.00%		
Election contingency	1,200.00	0.00	0.00		1,200.00	0.00%		
Total Internal Operations	11,142.00	791.83	5,025.48	0.00	6,116.52	45.10%		
Service delivery								
Village maintenance	3,015.00	0.00	0.00		3,015.00	0.00%		
Lengthsman Costs	1,000.00	0.00	0.00		1,000.00	0.00%		
Neighbourhood Plan	1,000.00	0.00	0.00		1,000.00	0.00%	Underspend expected	
Project work to benefit the community	0.00	375.00	375.00		-375.00	0.00%		
Support of beneficial causes	300.00	0.00	-200.00		500.00	-66.67%	Cheque returned	
Total Service Delivery	5,315.00	375.00	175.00	0.00	5,140.00	3.29%		
Budget Contingency								
Contingency	500.00		0.00	0.00	500.00	0.00%		
Total Budget Expenditure	16,957.00	1,166.83	5,200.48	0.00	11,756.52	30.67%		

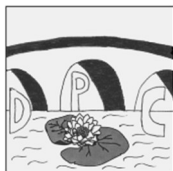
Please note that committed expenditure relates to items of expenditure resolved at council and/or contract placed



DOGMERSFIELD PARISH COUNCIL

Dogmersfield Parish Council Finance Report as at 31st July 2020

Bank Reconciliation									
Opening Cashbook Balance at 1st April 2020								18,825.06	
Add Receipts		<u>DPC Cashbook</u>	<u>Grant Cashbook</u>	<u>Community Benefit Fund</u>					
		12,028.80	0.00	0.00					
					Total Cashbook Receipts YTD 2020/21		12,028.80		
Less Payments		<u>DPC Cashbook</u>	<u>Grant Cashbook</u>	<u>Community Benefit Fund</u>					
		(5,429.28)	-	-					
					Total Cashbook Payments YTD 2020/21		(5,429.28)		
VAT adjustment									
					ADD VAT refunded YTD on prior year expenditure		417.43		
					LESS VAT paid YTD on expenditure		(131.77)		
NHP Grant/Precept/CBF Money adjustment									
LESS NHP Grant/earmarked/CBF funds accounted for separately									
Dogmersfield Parish Council Cashbook Balance excluding CBF monies								25,710.24	
Credit Balance in Cashbook after VAT adjustment								25,710.24	
Actual Bank Balance as per Lloyds Bank Statement end of July 2020								25,956.24	
Difference to Reconcile								246.00	
Unpresented Cheques								192.00	
								54.00	
								246.00	
CASHBOOK ENTRIES IN MONTH									
Cheque number	Date	Received From/ Payable to			Details	Receipts		Payments	
						Net Amount	VAT	Net Amount	VAT
July 2020						-	-	-	-
1163	03/07/2020	GeoXsphere Ltd			Parish Online	-	-	30.00	6.00
1164	03/07/2020	Hampshire IOW Wildlife Trust			Group membership subscription	-	-	54.00	-
1165	03/07/2020	M C Harris			Consultancy	-	-	292.00	-
1166	03/07/2020	Community Heartbeat Trust			Defibrillator installation and training	-	-	375.00	75.00
1167	07/07/2020	D Skellern			Expenses	-	-	36.30	4.37
1168	20/07/2020	D Skellern			Clerk salary July 20	-	-	326.73	-
1169	15/07/2020	HMRC			Clerk PAYE to HMRC	-	-	81.60	-
BGC	05/07/2020	D Skellern			Repayment of expenses error	28.80	-	-	-
Total Receipts & Payments in Month						28.80	-	1,195.63	85.37
Total Receipts & Payments YTD						12,028.80	417.43	5,429.28	131.77
Hampshire Trust Bank - Community Benefit Fund									
Receipts									
10/02/2017 Fund Monies received						28,000.00			
20/06/2018 Interest received						317.97			
20/06/2019 Interest received						353.98			
20/06/2020 Interest received						358.04			
						29,029.99			
Dogmersfield Parish Council Lloyds Bank Account Balance represented by									
Dogmersfield Precept Cash Book Balance						25,710.24			
Total Cashbook Balance at 30th April 2020						25,710.24			



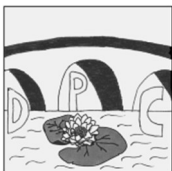
DOGMERSFIELD PARISH COUNCIL

Ref: 104/20

Subject: Defibrillator Report August 2020

The defibrillator is now fitted and weekly checks have started. The table below shows outstanding actions.

Issue	Proposal	Action	Status
Weekly checks	<p>Check kiosk for damage or debris</p> <p>Check defib, see Page 41 of instructions.</p> <p>View defib status LCD via spy-hole. Expect :</p> <p>Device operation shows O (not X)</p> <p>Battery level indicator shows three black segments</p> <p>Pads status shows two black segments</p> <p>View cabinet temp control LED. Expect:</p> <p>Flashing green light</p> <p>Does cabinet door open OK?</p> <p>Any sign of water in cabinet or bag?</p> <p>Is light working?</p> <p>Thermostat 7+ degrees?</p> <p>Ready indicator status OK?</p> <p>Pads connected and in date?</p> <p>Is rescue kit present?</p> <p>Update Webnos.</p> <p>I propose that I take responsibility for ensuring this is done and that I update the WebNos system. I have to visit the parish at least twice a month (three times post Covid) so propose to do the checks myself most weeks. Are councillors happy to join a rota whereby I ask an individual to perform the checks on my behalf for a week when I am not due to visit the parish?</p>	DS	Waiting councillors
Signage	The phone box still has the signage to say it is a 'TELEPHONE'. I propose to request replacements that say it is a 'DEFIBRILLATOR'	DS	
Grant conditions	I emailed councillors on 16 July with full details of the grant conditions. Only AF replied. Do you wish me to contact HCC to advise them of the transfer of the defibrillator to CHT?	Councillors	
Managed Solution & Annual Support	I emailed councillors on 16 July. RM is happy for GC or me to sign. GC submitted a query (answered today by CHT). Please let me know when I (or GC) may sign the agreements.	Councillors	
Check for other usage	Check with CHT whether it is OK to keep the lending library (or anything else) in the kiosk	DS	
Paint	I requested free red paint three weeks ago and reminded the supplier today. You will see from the image below, that the royal crest should be painted gold. I suggest that we apply this finishing touch. The leaflet re painting the box says the undercoat and gold paint are provided.	DS	Waiting PPG
Painting	AF is in contact with Men In Sheds	AF	
Communications	I propose to announce the arrival of the defibrillator via the Residents email group. This would include inviting residents to join the	DS	



DOGMERSFIELD PARISH COUNCIL

	waiting list for awareness training when available. Does anyone disagree?		
Awareness training	We have paid for awareness training. I shall ask CHT to let us know when they are restarting awareness sessions.	DS	
Money	Council agreed (subject to caveats) to spend £100 to join the Managed Solution and £135 p.a. for the Annual Support. Assuming we go ahead with both, I propose that £100 capital cost comes out of the CBF and £135 p.a. is met by the general budget and that I transfer the capital costs of purchase, installation, training and managed solution from HTB to Lloyds.	DS	
HTB transfer	The capital costs relating to the defibrillator are: purchase £1250 ex VAT, installation and training £375 ex VAT, and £100. We can subtract the £550 grant, making a new capital cost of £1175 ex VAT. I propose to put a resolution to the August meeting to transfer this amount from HTB to Lloyds Bank account.	DS	
VETS	Proposal to start a VETS team. Re-state proposal to councillors. See separate CHT publication.	DS	

Conclusions

Councillors are requested to agree the following recommendations:

- That councillors should perform checks in weeks when the Clerk is not due to visit the Parish.
- That the 'Telephone' sign be replaced by a 'Defibrillator' sign.
- That the Clerk should advise HCC of the transfer of the defibrillator to CHT.
- That the Clerk should sign the 'contract' for a managed solution.
- That the Clerk should advise residents (for whom an email address is held) of the installation of the defibrillator and plans for training when possible.
- That the Clerk should transfer capital costs of the defibrillator from the HTB account to Lloyds.
- That DPC should instigate a VETS group for the Parish.



DOGMERSFIELD PARISH COUNCIL

8/3/2020

DPC - New Website Proposal - Google Docs

Dogmersfield Parish Council New Website Proposal August 2020

The Situation

Dogmersfield Parish Council (DPC) currently has a legacy website which is long overdue a refresh.

Issues with the current site are:

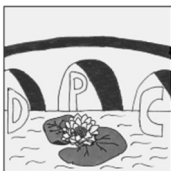
- Current site is not compliant with [government Public Sector Bodies \(Websites and Mobile Applications\) \(No. 2\) Accessibility Regulations 2018](#). These state any public sector website must be '*perceivable, operable, understandable and robust*'
- It is aesthetically and functionally out of date.
- It is not secure (risk of hacking, amending documents, uploading new documents, serving ads on the site and more).
- The current site requires some technical knowledge of how to post content onto a website using an FTP system, or of a software package such as Dreamweaver. Any new site will be built on a Content Management System backbone, such as WordPress, with user-friendly interfaces to easily update and amend them.
- The difficulty of updating the existing site causes a bottleneck, resulting in the site being non-compliant in its display of key information.
- Residents and visitors expect information on the PC and the village to be more easily available online.
- In comparison with all other neighbouring Parish Council websites, Dogmersfield's is clearly outdated and unattractive..

In addition to the above with regards to the website, the email system also needs attention because:

- It is built on a notoriously unreliable platform (UK2.net - 3.4/ 5 Trustpilot, 2/ 5 [whoishostingthis.co.uk](#)).
- It is not easy to set up on different email software.
- There have been difficulties setting up this email client on the devices of PC members, leading to additional costs through external IT support

Considerations

- A new site will require upfront financial investment, plus ongoing increased hosting and maintenance costs, although these will cover email hosting and management as well.
- There is ~220MB (not a lot) of current data on the site which will need to be migrated over. This is made up of (as of 15 July) 398 pages or documents.
- The new site will need new content created for it.
- The collation of assets, content and management of delivery of the new site will require time to support it.
- Current website hosting, email hosting and administration and domain registration costs £120/year.



DOGMERSFIELD PARISH COUNCIL

8/3/2020

DPC - New Website Proposal - Google Docs

Potential Vendors and Initial Indicative Quotes

Vendor	Notes	Price
Parish Council Websites UK/Netwise UK	Experienced web design company who have produced sites for 20+ PCs nationwide. 5* reviews. Other PCs used them in order to be compliant with new government requirements	£699 +VAT + £300 pa
Orange Pixel	Locally based design agency. Keen to work on the project and are well recommended.	£1200 + VAT + £40/month
Create Design Studio	Have produced PC website before. Have been very responsive in communications thus far.	£1200 + £120/year ongoing

Notes:

1. Prices above are indicative for now and are subject to agreeing on a definitive sitemap.
2. Maintenance costs where indicated include management of email addresses as well.

Examples of Websites Produced Previously

Parish Council Websites UK:

Middleton On Sea <https://middleton-on-sea-pc.gov.uk/>

Create Design Studio

Beech <https://www.beechpc.com/>

Orange Pixel

Elvetham Heath <https://www.elvethamheath.org.uk/>

Justifications for New Website

- Current site is not secure.
- Current site is archaic in its design and usability. It is entirely out of step with what is expected by Parishioners, and anyone externally wanting to source information on our village.
- Current site does not meet government accessibility requirements.
- Having a strong (aesthetically and technically) website is an opportunity to promote our parish to potential visitors or residents, which in turn is beneficial for existing residents and businesses.



DOGMERSFIELD PARISH COUNCIL

8/3/2020

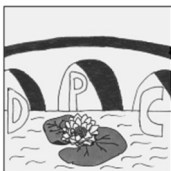
DPC - New Website Proposal - Google Docs

- A website needs to be an easy to use source of useful information for Parishioners. The current site is not.
- Current site is not in keeping with all other surrounding parishes.
- Anecdotal feedback from Parishioners is that current website is an embarrassment, particularly when compared with other local sites
- We need an easier way for information and documents to be added to the site. Wordpress as a framework for any new site provides this solution
- We need a more efficient method of receiving enquiries, and for people to subscribe to/unsubscribe from electronic communications. Currently we rely entirely on physical documentation for the sharing of information with the parishioners which does not meet the preferred requirements of some.
- An updated site allows us to bring data in from and send out to other platforms such as social media and mailing sites such as MailChimp or Campaign Monitor (for the streamlined sending of electronic communications, if and when we want them).
- Using a plug-in such as MailChimp or Campaign Monitor allows simple distribution of electronic communications, while remaining 100% GDPR compliant.
- Any new solution will include monthly maintenance that covers frequent security updates as well as email set-up, management and hosting (not reliant on PC members to manage). This would also save on some of the ad-hoc third party support costs we are current incurring
- We need search functionality to help visitors find information, policies etc.

Key Factors of Solutions Offered

All offer the following:

- Wordpress-based solutions
- Can pull in feeds from third parties and any social platforms
- Compliant with new government accessibility requirements
- Allow easy updates to content by us
- Responsive (optimised for any device)
- Take over domain registration if needed
- Include email management
- Automatically backed up daily
- Email mailbox management (we can upgrade to Office365 for approx £4 per user per month)
- All plug-ins updated for Wordpress monthly



DOGMERSFIELD PARISH COUNCIL

8/3/2020

DPC - New Website Proposal - Google Docs

Vendor	Positives	Negatives
Orange Pixel	<ul style="list-style-type: none">• Worked with a lot of other local PCs• Potential for varied designs	<ul style="list-style-type: none">• Not the cheapest solution• Need all content by mid-August• No support in evenings or at weekends
Create Design	<ul style="list-style-type: none">• Only need 2 weeks to produce site once given content• Cheapest maintenance costs	<ul style="list-style-type: none">• Limited experience with PC websites• Uses off the shelf design
Parish Council Websites UK/ Netwise UK	<ul style="list-style-type: none">• Cheapest up-front cost by far• Very experienced with local authority websites• Video tutorials available for every aspect of site build and maintenance• Unlimited support included with annual fee	<ul style="list-style-type: none">• Only one design option• No manuals - all via video tutorials

My Recommendation

Dogmersfield is a very small parish, and a small Parish Council. Although design options with this solution are limited, I believe PCW UK/Netwise makes the most sense for us. They are very experienced in producing these sites so any issues we might have, they will have encountered previously. It is 42% cheaper than the alternative options and the solution will be absolutely sufficient for our needs.

I propose we also switch management of email boxes and domain registration to them as well so that everything is taken care of under one provider.

I would also recommend that we switch our email to Office365. The cost for this will be £288 per year for the 6 mailboxes we use. Benefits of Office365 include - but are not limited to - the following:

- Emails can be accessed anywhere
- Emails can easily be accessed via desktop using the Outlook apps for Windows or Mac, and the same for Android or iOS on tablets or phones.
- Improved security.



DOGMERSFIELD PARISH COUNCIL

8/3/2020

DPC - New Website Proposal - Google Docs

- Everyone gets a 50GB mailbox.
- Everyone gets a 1TB online storage facility using OneDrive
- Access to MS Teams for easier digital collaboration on projects in the future if we want it.

Cost Summary

Design and build - £699 + VAT

Annual hosting and maintenance - £300 + VAT

Email - £288 per year (assumes 6 mailboxes)

Web domain registration ~£10/year

Year 1 - £1297

Year 2 onwards - £598



DOGMERSFIELD PARISH COUNCIL

8/3/2020

DPC - New Website Proposal - Google Docs

Proposed Schematic/Sitemap of New Site

(may vary slightly but content will all be included)

Home (Twitter feed, intro text, parish map, next meetings, pictures)

↳ **Council** (Parish Councillors/Employees; What we do; Newsletters; Policy & Finance documents; Vacancies; Contacts; FAQs)

↳ **Meetings** (Calendar and Agendas for future meetings; Minutes and Agendas of previous;

↳ **Planning** (Information, details of current/recent applications, links to HDC; Useful info)

↳ **Dogmersfield Neighbourhood Plan** (Background; downloadable document)

↳ **News and Events** (Flower Show; Duck Race; Christmas etc)

↳ **Community** (Neighbourhood Plan; Community Benefit Fund; Details of which Councils are responsible for what (HCC - roads, Hart DC - waste collection etc.) and links)

↳ **Enjoy Dogmersfield** (History; Walking information and maps; Local businesses)

↳ **Contact Us** (Contact form; email addresses)

↳ **Useful Links & Resources** (Neighbourhood Plan; Local Plan; Church; FOASD; Hart DC; Hants CC; COVID-19; Planning; Train/bus timetables; Local businesses)

Footer on all pages (Accessibility Statement, Privacy Statement, Contact, News, Meetings)

NOTES ON ABOVE:

1. Any duplication of content is intentional. Assets and information can exist in more than one place.

OVERALL DESIGN NOTES

1. Must highlight the rural setting of the village.
2. Pictures on every page.
3. Use plain language. Sentences should be short and acronyms kept to a minimum and always explained.
4. Easily navigable to reflect varied IT skills of Parishioners.
5. Welcoming

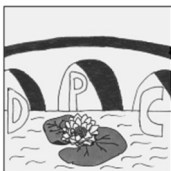


DOGMERSFIELD PARISH COUNCIL

8/3/2020

DPC - New Website Proposal - Google Docs

6. Must adhere to government accessibility requirements (NOTE: government website makes reference to Accessibility Audits but these can cost thousands of pounds and it would be overkill for us to have one done.



DOGMERSFIELD PARISH COUNCIL

Ref: 106/20

Title: Environment Report August 2020

Chicane Planting

The tender for digging out concrete from some chicanes and planting all chicanes in the village, included the requirement: 'Contractors are also requested to provide details of any permissions they would expect to need to complete this work.'

I sought advice from Mary Harris, local clerks, Hampshire Highways and Rotherwick PC. Advice from Hampshire Highways Principal Engineer (North) was:

Having reviewed the detailed document you've sent me I think the process I've previously mentioned will need to be followed.

Your chosen contractor will need to apply for a S171 Road Opening licence to enable them to carry out the works. I am happy in this instance to grant one licence to cover the 6 locations. They will be required to follow the Code of Practice for street works, which as I mentioned will require a road closure to allow the alterations and initial planting to be carried out safely. You would need to contact Hart District Council to discuss this as they process third party application. There will be substantial costs with this as you will need to close three different locations to cover the 6 buildouts.

The Parish council can apply for a cultivation licence which will give the Parish council the responsibility for maintaining the planted areas. I believe these last for 5 years but there are terms and conditions which must be met and followed.

Assuming the above is followed and the correct licences applied for I don't see any reasons why you would not be allowed to go ahead with this work.

In view of the above, the tender document has not been issued and councillors are invited to offer views on the way forward.

Lengthsman

The requirement sent to the Lengthsman on 8 June was as below. I have updated with a progress report on each.

DATE REQUIRED	ITEM	DESCRIPTION OF WORKS	PROGRESS
PRIORITY ITEM – by end of June	Pilcot Green	To clear verge to ground level by strimming to roadside around bench on corner and at base of hedge along Pilcot Green to the bridge, as per maps entitled Pilcot Green North Seat and Pilcot Green North Hedge . Also trim back any part of the hedge that is obstructing the highway.	Completed
By end of June	First cut Chatter Alley and Church Lane	To clear verge to ground level by strimming full depth of verge on North side of Chatter Alley as shown in red on map entitled Chatter Alley Verge Cutting , and similar on the South side of Chatter Alley as shown in blue but only the area immediately in front of the school buildings. To clear verge to ground level by strimming full depth of verge along Church Lane as per map entitled Church Lane Verge Cutting , excluding the three new crossovers to the new properties.	Completed as specified. The restriction re 'only the main area immediately in front of the school buildings' has since been questioned.



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By end of July	Chicanes	To clear chicane islands of weeds throughout village as per 2 Traffic Calming Islands maps , trimming and cutting back as necessary all shrubs so that they do not obstruct the safety reflectors on the posts or overhang the carriageway or cycle routes - exclude the chicanes in Pilcot Hill and outside The Thatched Cottage in Church Lane as these have been infilled with cobbles.	Completed as specified.
Date TBC	Second cut Chatter Alley and Church Lane	To clear verge to ground level by strimming full depth of verge on North side of Chatter Alley as shown in red on map entitled Chatter Alley Verge Cutting , and similar on the South side of Chatter Alley as shown in blue but only the area immediately in front of the school buildings. To clear verge to ground level by strimming full depth of verge along Church Lane as per map entitled Church Lane Verge Cutting , excluding the three new crossovers to the new properties.	Who will determine the date and when? Update to remove the restriction re 'only the main area immediately in front of the school buildings'
During September	Pilcot Green Hedge	To cut back the front face and top of the predominantly Holly hedge along Pilcot Green, as shown on map entitled Pilcot Green North Hedge .	

I await an update on the number of hours used to date and the number of hours remaining under the Lengthsman scheme.

Councillors are asked to note the progress, advise a date for the fourth item and agree to remove the restriction from the second and fourth items.

Pilcot Hill Rails



The Risk Register requires the Clerk to check the state of the posts and rails on Pilcot Hill. Inspection on 30 July revealed that the two outer posts are no longer holding firm – probably rotted at the base. **It is proposed that the Council authorise the Clerk to investigate options for repair and re-painting.**

Pilcot Green Posts

The Risk Register requires the Clerk to check the state of the posts on Pilcot Green. Inspection on 30 July revealed that, while the posts are all firm, the white paint is in a poor condition. I understand that the landlord of the Queen's Head has formerly offered to have the posts painted, but this has not happened. It seems clear that applying a coat of white paint to the posts and chains will massively improve the appearance of the Green, especially as the telephone box is due for renovation soon.

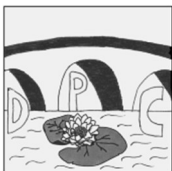
The Council is invited to choose from the following options:

1. Authorise the Clerk to let a contract to repaint the posts and chains.
2. Authorise the Clerk to ask the Queen's Head landlord to deliver on last year's offer.
3. Authorise the Clerk to negotiate with the Queens Head landlord to share the costs of repainting the posts and chains.



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David Skellern
Clerk



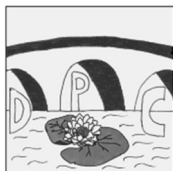
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Ref: 107/20

Subject: Highways Report August 2020

Following a site visit around the parish with Ian Janes of HCC, a list of issues was submitted. Following advice from Ian, some of those issues were subsequently forwarded to Dan Beasant. The table below report gives an update on those issues, including the recently added issue regarding road-side parking to the south of the Chalky Lane canal bridge.

Councillors are invited to note progress.



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Item	Location & Description	Comments	Action by (?)
3	Chalky Lane footway Surface, overhanging hedge and general condition	Assistant Highway Engineer has inspected and raised a flailing order to have this cut back.	Hampshire Highways
4	Chalky Lane 'Layby' General condition and possibility of closure with dragon's teeth, top soiling and tree planting Will need to consult with Four Seasons or Landowner.	This is not actually a layby but rather an old entrance which has become used as a layby. Ideally would like to replant as verge and remove. We need to check the Highway boundary here as this may not be part of the highway. If it is, at present it would not be considered a safety issue for us and with budget pressures during the Covid situation this is unlikely to be something we can warrant doing at present.	Hampshire Highways
5	Chalky Lane / Floods Farm Surface lamination.	Repair? Heavy patching order raised as part of additional DfT money allocated to Local Government. Repairs should be completed before October.	Hampshire Highways
6	Chalky Lane Four Seasons main entrance / Double Bridge Surface condition generally	Repair? Heavy patching order raised as part of additional DfT money allocated to Local Government. Repairs should be completed before October.	Hampshire Highways
9	Church Lane / front of Pub Road drainage in road dip	We have previously carried out work here and aren't aware of an outstanding issue with the drainage system here. The dip is not considered to be a safety issue so we have no plans at present to carry out any work here.	Hampshire Highways
12	Pilcot Hill Gateway Surface treatment, signage, fencing, visibility and the gateway replaced with new white timber structure	Repairs to road surface? Heavy patching order raised as part of additional DfT money allocated to Local Government. Repairs should be completed before October.	Hampshire Highways
18	Chalky Lane Parking south of canal bridge	The narrow verge immediately to the south of the canal bridge in Chalky Lane is frequently used for parking by canal users, with vehicles encroaching onto the road, resulting in northbound traffic approaching a blind bend in the middle of the road. Without installing posts we have no powers to prevent people from parking here. Rebuilding of the bank is unlikely to solve the problem as people are now used to parking here. Suggest Ian James looks at the advance warning sign here to see if safety improvements can be made	.



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Ref: 111/20

Subject: Staffing Issue August 2020

At the July meeting, the Clerk submitted a request that his contract be changed in respect of his holiday pay entitlement.

This issue was referred to HALC HR for advice. The key points of their advice are:

- HALC recommends calculating part time employees' annual leave in hours as this is far easier to manage.
- $9.75 \text{ (average hours per week)} / 37 \text{ (full time hours)} * 28 \text{ (20 days annual leave + 8 bank holidays)} = 7.37 \text{ days for a full leave year}$
- $7.37 \text{ (days)} * 7.4 \text{ (standard day)} = 54.6 \text{ hours leave for the full year.}$
- Working time and health and safety regulations require employers to encourage employees to take their annual leave.
- Payment in lieu is not permitted.
- Untaken leave cannot be carried forward.

The current contract of employment includes:

The Organisation leave year runs from 1st April to 31st March. You are entitled to ten working days holiday per year, plus public holidays, in any one leave year. In any incomplete year of employment you will be granted 1 day leave for every completed month of employment up to a maximum of ten.

It is proposed to change this to:

The Organisation leave year runs from 1st April to 31st March. You are entitled to 54.6 hours leave per year, plus public holidays, in any one leave year. In any incomplete year of employment you will be granted 4.55 hours leave for every completed month of employment up to a maximum of ten.