

DOGMERSFIELD PARISH COUNCIL

NOTICE OF ANNUAL COUNCIL MEETING

To: All Parish Councillors

20th May 2020

Dear Councillors,

You are required to attend the Annual Meeting of the Parish Council which will be held on Wednesday 27th May 2020 at 7.30 pm via electronic communication.

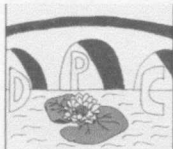
Yours sincerely

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 will be able to participate only by application by email to the Clerk by noon on Wednesday 27th May 2020. 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 Wednesday 27th May 2020.</p> <p>Note that the meeting will be recorded by the Clerk and the recording will be made publicly available via the council website. 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>	
53/20	Welcome & Acceptance of Apologies for Absence Including opening comments from the Chairman	
54/20	Appointment of the Chair of the Parish Council 2020-21 The Vice Chairman will request nominations. On appointment, the Chairman will complete the Declaration of Acceptance of Office.	
55/20	Appointment of Vice-Chairman – (New Chairman in the Chair)	
56/20	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.	
57/20	Election of Officers and Representatives for the Municipal Year The Chairman will request nominations for each of the following roles in turn (current role-holders in brackets) and each appointment will be made in turn: Community Liaison (All), Planning (GC), Footpaths & Rights of Way (-), Environment (-), Highways (AC), Liaison with Other Councils & Related Bodies (AC), Newsletters & Communications (GC), Website (AC/Clerk), Neighbourhood Plan Liaison (AC), Community Benefit Fund Liaison (AF)	
58/20	To Approve and Adopt the Minutes of 21st April 2020 Council Meeting	Paper
59/20	Matters arising from the previous Minutes not otherwise on the Agenda for this meeting. To include review of outstanding action list	Paper
60/20	Announcements from the Chairman, Clerk and Members' Questions Received in Advance.	
61/20	County & District Councillor's Reports	
62/20	Representations by the public	



DOGMERSFIELD PARISH COUNCIL

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	NB Please notify the Clerk by noon on the day of the meeting, if you wish to participate. (See note above) Thank you		
63/20	To Agree the Council's Planning Protocol		Paper
64/20	Casual Vacancy <ul style="list-style-type: none"> To Agree the Councillor Recruitment Policy To Agree the way forward on the process to fill the current Casual Vacancy 		Paper
65/20	To Approve the Schedule for Reviewing Key Council Documents		Paper
66/20	To Consider the Council's Response to Current Planning Applications Individual planning applications – supported by Planning Report (to follow)		Paper
	Reference	Address	
	19/02153/FUL	Land At Church Lane Dogmersfield Hook Hampshire	
	20/00817/LDC	Pilcot Farm Pilcot Hill Dogmersfield Hook RG27 8ST	
	20/0857/LBC	The Barracks Pilcot Hill Dogmersfield Hook RG27 8SX	
	20/00695/FUL	Pilcot Farm Pilcot Hill Dogmersfield Hook RG27 8ST	
	20/00908/FUL	Pond House Church Lane Dogmersfield Hook RG27 8TA	
	20/01020/PREAPP	Fermoy Farnham Road Odiham Hook Hampshire RG29 1HS	
	20/01097/HOU	Lady Bower Chatter Alley Dogmersfield Hook RG27 8SS	
	20/00275/FUL	Land At Church Lane Dogmersfield Hook Hampshire	
To update Council on any new planning consultations, appeals and enforcements.			

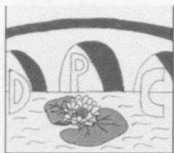


DOGMERSFIELD PARISH COUNCIL

67/20	Finance & Regulatory Matters <ul style="list-style-type: none"> To note the unaudited outcome for 2019-20 To authorise insurance cover renewal (previously circulated by email) To ratify the Annual VAT return agreed by email and submitted 4th May 2020 To receive and approve the financial statement of accounts from 1st – 30th April 2020, confirming payments made in April and to authorise any payments now due 	Paper
68/20	Environment <ul style="list-style-type: none"> To note continuation of the Lengthsman scheme for 2020-21 To agree a proposed verge cutting work schedule for the village under the Lengthsman scheme for Summer 2020 To review the Rights of Way 2020 Priority Cutting List (request emailed 15th May) To discuss work to specify maintenance work to be done for the broader Parish To discuss a work plan to fix ditches and drains 	Paper
69/20	Staffing <ul style="list-style-type: none"> To acknowledge the pending resignation of the Clerk and confirm actions To approve the Clerk's request for overtime payment for March & April 2020 	Paper
70/20	Defibrillator Project To note the Clerk's report on proposed installation of the defibrillator in the phone kiosk, adopt a way forward and authorise work to proceed as soon as possible	Paper
71/20	Communications and Engagement <ul style="list-style-type: none"> To agree to transfer sole control of the website to the Clerk To agree to transfer sole control of the email server to the Clerk To discuss and agree the outline development of a new website 	
72/20	Other Projects To discuss the communication to the Parish of the outline plan for future projects.	
73/20	To confirm dates for future council meetings for 2020-21 (no meeting in June) Monday 13th July, Monday 10th August, Monday 14th September, Monday 12th October, Monday 9th November, Monday 14th December, Monday 11th January, Monday 8th February, Monday 8th March	
74/20	Correspondence Received	
75/20	Information sharing	

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



DOGMERSFIELD PARISH COUNCIL

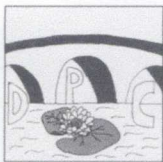
entered on the register of Members' Interests, the Monitoring Officer must be notified of the interest within 28 days.

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.

68/20	Environment	<ul style="list-style-type: none">• To receive and approve the financial statement of accounts from 1st - 30th April 2020, confirming payments made in April and to authorise any payments now due• To note continuation of the Longshman scheme for 2020-21• To agree a proposed verges cutting work schedule for the village under the Longshman scheme for Summer 2020• To review the Rights of Way 2020 Priority Cutting List (request emailed 12th May)• To discuss work to specify maintenance work to be done for the border parish• To discuss a work plan to fix ditches and drains
69/20	Staffing	<ul style="list-style-type: none">• To acknowledge the pending resignation of the Clerk and confirm actions• To approve the Clerk's request for overtime payment for March & April 2020
70/20	Defibrillator Project	<ul style="list-style-type: none">• To note the Clerk's report on proposed installation of the defibrillator in the phone kiosk• To agree a way forward and authorise work to proceed as soon as possible
71/20	Communications and Engagement	<ul style="list-style-type: none">• To agree to transfer sole control of the website to the Clerk• To agree to transfer sole control of the email server to the Clerk• To discuss and agree the outline development of a new website
72/20	Other Projects	<ul style="list-style-type: none">• To discuss the communication to the parish of the outline plan for future projects• To confirm dates for future council meetings for 2020-21
73/20	Correspondence Received	<ul style="list-style-type: none">• Monday 8th March• Monday 12th January• Monday 9th November• Monday 14th September• Monday 12th October• Monday 10th August
74/20	Information sharing	

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DOGMERSFIELD PARISH COUNCIL

Minutes of the Virtual Extraordinary Meeting Held on the Zoom meeting platform 21st April 2020

Councillors present:

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

Clerk: David Skellern

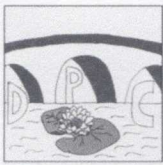
Members of the public present:

There were four members of the public present

Also present:

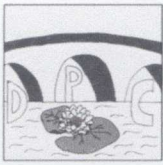
Cllr K Crookes (HDC)

	<p>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.</p> <p>The Chairman advised attendees that the meeting was being recorded.</p>	
042/20	<p>Apologies for Absence</p> <p>None</p>	
043/20	<p>Declarations of Interest – Current Agenda</p> <p>GC declared an interest regarding planning application 20/00817/LDC at item 050/20</p>	
044/20	<p>Public Participation</p> <p>None of the members of the public present at the meeting wished to raise any issues. GC and AC reported that they had received submissions from members of the public not present at the meeting.</p> <p>GC read a submission from two residents in which they: thanked DPC for its 'continued work on behalf of all residents and for delivering a letter offering help to those self-isolating during the pandemic; expressed sadness at Brian White's resignation; and regretted the absence of a newsletter to announce the vacancy and inform residents of other developments.</p> <p>GC clarified that DPC had assisted with the creation of the community support group. He added that, in relation to the current co-option process, the normal approach had been planned but, due to the introduction of the Covid19 lockdown and the fact that the single candidate is well-known to all councillors, an informal interview was not required. He agreed that, regarding the co-option process to replace Brian White, the normal process will be followed.</p> <p>AC disagreed, saying that fliers have been used for many years to advertise vacancies in accordance with the DPC Communications Protocol and that failure to use a flier in this instance had denied residents the opportunity to choose a candidate.</p> <p>GC responded that AC had not raised this concern before and that councillors had agreed that co-option was a priority issue for several reasons and it made sense to proceed quickly.</p>	



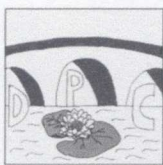
DOGMERSFIELD PARISH COUNCIL

	<p>AF advised that a leaflet had been planned, but subsequently withdrawn with the postponement of the APA. She felt that an expedited approach had been appropriate and that it would be right to adopt the normal co-option process for the remaining vacancy.</p> <p>AC reported that he had received an email from a 'long-standing family' expressing regret at the resignation of Brian White and stating that the whole village profile has changed to 'pompous people interested in money and status'. The writer applauded the work of AC but felt that the council as a whole is not representing the residents. AF and GC echoed their regret at Brian White's resignation and hoped to attract a replacement who would provide diversity on the Council.</p>	
045/20	<p>Approval of the Minutes of the Meeting held on 9th March 2020</p> <p>AC expressed concern over three entries from the action list at 033/20, namely:</p> <ul style="list-style-type: none">5/20 proposed project costings – complete – to be presented to APA22/20 analyse future communication methods – complete – to be presented to the APA22/20 select a shortlist of village gateways – complete - to be presented to APA <p>He opined that none of these actions had been completed. After discussion, it was agreed to update the three actions as follows:</p> <ul style="list-style-type: none">5/20 Proposed project costings – rough estimates complete – to be presented to APA22/20 analyse future communication methods — to be presented to the APA22/20 select a shortlist of village gateways –to be presented to APA <p>The Clerk stated that, in his opinion, the draft minutes reflected what was actually said at the meeting: that no councillor had disagreed with the statements made at the time; and that he was irritated that AC had not raised any concern earlier, despite having had them for approval for some considerable time. [Clerk's note: The draft minutes were issued to all councillors for comment on 23 March. On 24 March, AC replied asking for a change only to item 037/20]</p> <p>It was resolved that the minutes of the meeting held on 9th March 2020 (0029/20 to 041/20), subject to the amendments above, be accepted as a true record. Proposed AF, seconded AC, all in favour. (To be signed by the Chairman outside the meeting.)</p>	
046/20	<p>To consider co-option application to replace Cllr Jane Houston</p> <p>GC introduced Rob Molloy, who was present at the meeting, as the only candidate to apply to fill the vacancy created by the resignation of Jane Houston, and invited him to address the meeting. Rob said that he has a life-long association with the village and wants to contribute to the community. He wants to help move forward improvements and recognises the changes within the village as part of life.</p> <p>It was resolved that Robert Molloy be co-opted as Councillor to Dogmersfield Parish Council and he was invited to sign the Declaration of Office.</p> <p>Proposed GC, Seconded AF, all in favour.</p>	



DOGMERSFIELD PARISH COUNCIL

047/20	<p>Outline of COVID-19 measures and implications for the Parish</p> <p>GC said that item 044/20 had covered the excellent work being done by the community support group.</p> <p>AF noted that DPC are in receipt of numerous Covid19-related emails and perhaps a newsletter could be created to convey this information to residents. GC agreed adding that a single newsletter could cover several relevant topics.</p> <p>Cllr Crookes requested that DPC remind local businesses to submit claims to HDC. The first phase closes on 24 April 2020. GC agreed that DPC will pursue this.</p>	All GC
048/20	<p>Action List</p> <p>With reference to the action list, the following selected urgent points were noted:</p> <p>72/19 to update Lloyds and HTB mandates – the Clerk reported that the HTB mandate had been posted and AC confirmed that he had the Lloyds mandate and would hand it on the next day.</p> <p>99/19 to review NHP ear-marked reserve - carry forward to end of year – the Clerk reported that this action is now due and accepted AF's offer of assistance.</p> <p>98/19 insurance query – the Clerk reported that he had passed Legal Topic Notice 54 to GC to assist with this.</p> <p>98/19 GDPR email addresses – AC to complete very soon. Councillors must use official email accounts for parish business. GC's parish email has been set up. AF's is to be done following relaxation of Covid19 distancing rules. AC will set up a parish email address for Rob Molloy.</p> <p>7/20 Shapley Heath HDC forum representation – completed by AC.</p> <p>10/20 update website pages – AC reported that this is 95% complete.</p> <p>A member of the public asked if the Clerk is aware of the requirement to make websites compliant with accessibility standards by September 2020. The Clerk reported that he is aware of the requirement and has had sight of software designed to analyse websites in this respect. AC confirmed his belief that the website is close to compliance and work will be done to achieve compliance.</p> <p>GC added that AC needs to hand over the maintenance of the website to the Clerk.</p> <p>AF referred to action 039/20 (Clerk to consult with councillors to produce a list of issues relating to highways) and asked for a progress report. The Clerk reported that he had made no progress owing to other priorities. GC proposed that all councillors should make submissions to the Clerk and he and the Clerk would collaborate outside the meeting to convert these into a letter for HCC Highways.</p>	Clerk Clerk GC & Clerk AF AC - Clerk AC & Clerk AC & Clerk ALL
049/20	<p>Finance & Regulatory Matters</p> <ul style="list-style-type: none"> To receive and approve the financial statement of accounts from 1st to 31st March <p>The Clerk reported that payments made in March totalled £2,776.86. This included cheques 1136 – 1140 authorised at the last meeting for: a filing cabinet, clerk's salary, PAYE and expenses, and sponsorship for the Flower Show. It also included cheques 1141 – 1145 authorised after the last meeting unanimously by all councillors. These cheques for training courses, the defibrillator, meeting room hire and clerk's expenses were authorised because</p>	



DOGMERSFIELD PARISH COUNCIL

no meeting was planned until May. They require formal ratification now. A grant for £550 in respect of the defibrillator was received from HCC.

The Lloyds Bank balance for March was £20,742.72. £28,671.95 remains in the HTB CBF. The net costs of the defibrillator will be transferred from HTB to Lloyds when all expenses have been met. Unpresented cheques total £1,917.66.

- To ratify cheques signed since the meeting held on 9 March 2020
- To confirm payments made and receipts in March, as follows:

BGC	Hampshire County Council	Grant for Defibrillator Ref: 1267026	550.00
1136	David Skellern	Purchase of Filing Cabinet	142.80
1137	David Skellern	Clerk expenses February 2020	40.42
1138	David Skellern	Clerk March salary	326.73
1139	HMRC	Clerk PAYE to HMRC	81.60
1140	DWCVHS	Flower Show sponsorship	200.00
1141	HALC Ltd	Clerk training - What You Need To Know Pt1 & 2	102.00
1142	Wel Medical Ltd	Defibrillator Package	1,500.00
1143	Hampshire County Council	Hire of school for meetings Dec 18 - Dec 19 inc	231.00
1145	David Skellern	Clerk expenses March 2020	36.65

It was resolved to ratify cheques signed since the meeting held on 9th March and to accept the payments made and grant received in March.

Proposed GC, seconded AC, and all were in favour.

It was resolved to accept the March Finance Report as a true and correct record.

Proposed AC, seconded GC, and all were in favour

The Clerk noted that cheque 1144 in favour of AC awaits signature following amendment of the Lloyds Bank mandate.

- To ratify payments already authorised in April

The Clerk reported that the following cheques 1146 – 1148 were authorised since the beginning of April unanimously by all councillors. These cheques for clerk's salary and PAYE and IT support were authorised because of the difficulties caused by COVID-19 restrictions. They require formal ratification now. In addition, he had recently received an invoice for £240 from HCC in respect of DPC's partner contribution to the Basingstoke Canal. As AC was currently in possession of the cheque book, it was agreed that he should make out and sign a cheque as payment.

1146	M C Jameson	Computafix IT Support	80.00
1147	David Skellern	Clerk April salary	326.73
1148	HMRC	Clerk PAYE to HMRC	81.60
1149	HCC	Partner contribution for Basingstoke Canal	240.00



DOGMERSFIELD PARISH COUNCIL

It was resolved to ratify cheques signed in April. Proposed GC, seconded AF, and all were in favour.

- To delegate to the Clerk the necessary authority to manage day-to-day matters during the period of the coronavirus pandemic

After a brief discussion, it was unanimously agreed that circumstances had changed and there is no need to devolve extra authority to the Clerk

- To consider the approach for co-option to replace Cllr Brian White
GC repeated the intention to advertise the vacancy widely, following normal protocols, as discussed at 044/20. AC repeated his concerns that residents were unaware of the vacancy and other important events due to the means of advertising it. He felt that lack of communication was disadvantaging residents. GC stated that he totally disagreed with AC's view. Brian White, in attendance as a member of the public, was of the view that many people did not know that he had resigned. GC repeated his intention to advertise the vacancy widely. AC accused GC of: not listening to his councillors; not respecting them; and treating them like children. GC advised AC's disapproval would be recorded. AF concluded the discussion by saying that she supported the planned approach to filling the vacancy.

- To adopt the updated Risk Management Plan
The Clerk highlighted additions to the previous version of the plan, namely the need for a business continuity plan in the event of a pandemic and the risks associated with the defibrillator once it is installed in a public place. He said that he had updated it as a required input to the insurance renewal. GC felt that it was fit for purpose and that the Council should refer to it in its regular business.

It was resolved to adopt the Risk Management Plan dated April 2020. Proposed GC, Seconded AF, all in favour.

- To adopt the updated Asset Register

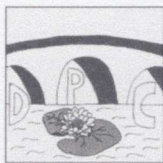
The Clerk reported that he had added two items to the Asset Register, namely the recently purchased defibrillator and the filing cabinet, saying that he had updated it as a required input to the insurance renewal.

It was resolved to adopt the Asset Register dated April 2020. Proposed GC, Seconded AF, all in favour.

- To agree the submission regarding DPC's insurance requirements

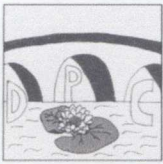
GC confirmed that he agreed with the content of the submission, subject to an update to the contact details. AF suggested the levels of cover were high, but this was as on the current policy.

It was resolved to adopt the submission regarding Dogmersfield Parish Council's insurance requirements for 2020-21. Proposed GC, Seconded AC, all in favour.



DOGMERSFIELD PARISH COUNCIL

	<ul style="list-style-type: none">To agree the VAT return for 2019-20 <p>The Clerk had supplied the draft VAT return and supporting documents to AC for review. AC advised that he was close to signing off the claim and expected to complete it on the following day. It was agreed to delay adoption until the next meeting.</p> <ul style="list-style-type: none">To agree the appointment of the Internal Auditor for the year ending 31st March 2020 <p>The Clerk advised Councillors that last year's internal auditor, IAC, had offered to complete the internal audit for 2019-20 for a fee of £150 + VAT (same as last year). It was agreed that next year the Clerk should research how many audits IAC had performed for DPC, with a view to selecting a different supplier if relevant.</p> <p>It was resolved that IAC Audit & Consultancy Ltd be appointed as the Internal Auditor for the year ending 31st March 2020. Proposed AC, Seconded GC, all in favour.</p>	Clerk
050/20	<p>Planning</p> <ul style="list-style-type: none">To report on current planning applications and confirmation of DPC responses <p>20/00232/FUL – erection of two 4-bed houses at Schoolfield Corner. GC advised that since the last meeting this application had been refused.</p> <p>20/00275/FUL – erection of three dwellings adjacent to Rectory Cottage, Church Lane. GC reported that since the last meeting this application had been refused.</p> <p>19/02153/CA – erection of four dwellings on land at Church Lane. GC reported that he had no information on the appeal relating to this application.</p> <p>20/00651/FUL – proposed energy storage facility at Rye Common – GC described this as a massive industrial site near to dwellings with likely noise and ground pollution issues – a strong objection has been posted.</p> <p>20/00683/HOU – erection of a pool house at Ormersfield House – posted 'no objection'.</p> <p>20/00817/LDC – application for lawful development certificate for the provision of a mobile home – GC recused himself for this item. AF described the application and proposed to update the next meeting with a planned submission.</p> <p>AC returned to 19/02153/CA, asking if DPC had ratified the appeal objection that had been submitted. It was determined that it had not, so GC proposed a resolution.</p> <p>It was resolved to ratify DPC's response to the appeal in respect of 19/02153/CA.</p> <p>Proposed GC, Seconded AC. AF abstained. (See further at 051/20 below)</p>	
051/20	<p>Other Matters to Report</p> <p>AF gave an update regarding progress on installing the defibrillator. The Covid19 pandemic emergency had resulted in the closure of the Queen's Head and has brought about an unforeseen circumstance – the possible temporary or permanent closure of the pub with the resultant risk of there being no electricity supply to the defibrillator. AF proposed that the only</p>	



DOGMERSFIELD PARISH COUNCIL

	<p>other option, namely installation in the decommissioned public phone box, be re-investigated by the Clerk. This was agreed.</p> <p>In response to GC's request for any final matters to be raised, Brian White pointed out that, at item 050/20 above, AF had voted to ratify DPC's response to planning appeal 19/02153/CA despite having previously declared an interest. GC and AF agreed that her vote should be stuck from the record. [Clerk's note: The resolution at 050/20 reflects this decision. It was later noticed that the absence of AF's vote made the decision inquorate and GC has since contacted HDC to withdraw the submission.]</p> <p>AC raised a further issue regarding planning appeal 19/02153/CA, saying that GC had emailed a request for input to all councillors, including AF, who had provided input that was subsequently included in the submission to HDC. He stated that this was a clear breach of the Code of Conduct and possibly a criminal offence.</p> <p>GC immediately put on record his apology for the error he had made in requesting AF's input. He went on to say that he was hampered in making his response due to AC's lack of responsiveness. AC replied that he held back his response because he did not want to become involved in something that he could see becoming 'ugly'.</p> <p>GC asked AC why he had not raised his concerns at the time so the mistake could be corrected. AC replied that it was because he 'was so furious about it' and referred to a 'thread of antagonism between yourself and myself and between yourself and Brian White'.</p>	Clerk
052/20	<p>Next meeting date</p> <p>GC thanked attendees for their involvement and said that the platform would suffice for future meetings. It was agreed that dates of future meetings will be circulated.</p> <p>The meeting closed at 21:12</p>	

Signed
Chairperson

Date

Abbreviations	In place of
DPC	Dogmersfield Parish Council
HDC	Hart District Council
HCC	Hampshire County Council
NHP	Neighbourhood Plan
APA	Annual Parish Assembly
CBF	Community Benefit Fund
HTB	Hampshire Trust Bank



DOGMERSFIELD PARISH COUNCIL

Action List for Councillors and Clerk

Ref: 059/20

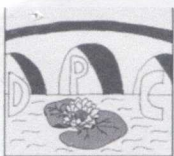
Agenda Item No	Action Detail	Responsibility
72/19	Lloyds / Hampshire Trust Bank mandates to be updated	Clerk
99/19	To review NHP EMR at year end for transfer to general reserves	Clerk
112/19	To review asset register re Xmas lights broken and replacement in budget	Clerk
TBC	Pension auto-enrolment re-registration due (see email received 7 th Jan 2020)	Clerk
98/19	Insurance query to be concluded through review of policy	GC & Clerk
98/19	GDPR email addresses	AF
98/19	Arrange date to meet with local PCSOs	GC
98/19	Training to be booked as appropriate	ALL
005/20	Costing project proposals to be brought to meeting for DPC action plan	ALL
010/20	Website pages to be updated	Clerk
022/20	Analyse future communications methods	ALL
022/20	Select a shortlist of village gateways	ALL
022/20	Consult with Four Seasons regarding possible closure of unofficial layby in Chalky Lane	AC
022/20	Consult with School regarding parking problems in Chatter Alley	AC
033/20	Explain the dark village policy to the property owner and to advise HDC Planning Officer of this policy	GC
037/20	Ensure Queen's Head landlord commissions work to fit defibrillator	Clerk
037/20	Raise both the purchase of bins and the idea of a Parish Litter Pick at the APA.	GC
038/20	Gather requirements re drains and ditches, prioritise, consult, award contract	Clerk
038/20	Prepare notice to residents regarding obligations in respect of ditches	Clerk
038/20	Check that developers have complied with drainage planning requirements	GC
038/20	Ensure HDC consider potential drainage problems when considering future developments	GC
039/20	Consult with all councillors to produce a list of issues relating to highways	ALL
047/20	Publish newsletter to cover: Covid19, casual vacancy, development plans, other matters of interest	ALL
047/20	Remind local businesses to submit claims to HDC re Covid19 assistance	GC
048/20	Ensure website compliant with accessibility legislation	AC & Clerk

Action List from 21st April 2020



DOGMERSFIELD PARISH COUNCIL

048/20	Hand over website maintenance to clerk	AC & Clerk
049/20	Appoint IAC as internal auditor for 2019-20	Clerk
051/20	Investigate installation of defibrillator in phone box	Clerk
052/20	Review the current status of the parish website	AC
053/20	Review the current status of the parish website	Clerk
054/20	Review the current status of the parish website	Clerk
055/20	Review the current status of the parish website	AC
056/20	Review the current status of the parish website	Clerk
057/20	Review the current status of the parish website	AC
058/20	Review the current status of the parish website	YC
059/20	Review the current status of the parish website	YC
060/20	Review the current status of the parish website	YC
061/20	Review the current status of the parish website	YC
062/20	Review the current status of the parish website	YC
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066/20	Review the current status of the parish website	YC
067/20	Review the current status of the parish website	YC
068/20	Review the current status of the parish website	YC
069/20	Review the current status of the parish website	YC
070/20	Review the current status of the parish website	YC
071/20	Review the current status of the parish website	YC
072/20	Review the current status of the parish website	YC
073/20	Review the current status of the parish website	YC
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078/20	Review the current status of the parish website	YC
079/20	Review the current status of the parish website	YC
080/20	Review the current status of the parish website	YC
081/20	Review the current status of the parish website	YC
082/20	Review the current status of the parish website	YC
083/20	Review the current status of the parish website	YC
084/20	Review the current status of the parish website	YC
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098/20	Review the current status of the parish website	YC
099/20	Review the current status of the parish website	YC
100/20	Review the current status of the parish website	YC



DOGMERSFIELD PARISH COUNCIL



Ref: **63/20**

Title: **Planning Protocol**

Background

Dogmersfield Parish Council (DPC) has an agreed and widely respected Neighbourhood Plan (NP) which details the Parish's vision and objectives for future development within the Parish. The NP sets out a range of 16 local policies to be followed in respect of new development, in addition to aspirations for the use of any Community Infrastructure Levy (CIL) resulting from agreed development. It is recognised that the NP has the support of a majority of Parishioners and is therefore of major significance when planning applications are reviewed by DPC. All Councillors involved in the consideration of planning applications are expected to have a knowledge and understanding of the NP and to follow its agreed policies (whether they personally agree with them or not).

Whilst not the final arbiter on Planning Matters the Parish Council has the responsibility of commenting on local Planning Applications, which comments are then forwarded to Hart District Council for inclusion in their consideration of the application. In making their decisions HDC must 'have regard to' the comments of DPC, the NP, the Hart Local Plan and the National Planning Policy Framework (NPPF). It is acknowledged that HDC may not always be in agreement with the recommendations of DPC regarding whether a particular application be given planning permission.

Dogmersfield Neighbourhood Plan

Vision

The vision for the Dogmersfield Parish Neighbourhood Plan area is "that by 2032 Dogmersfield will continue to retain the distinctive eclectic design mix of this historical rural community, whilst delivering appropriate housing requirements for the next twenty years. The essentially one-sided linear nature of the built environment will be preserved; the attractive open space gateways on all the approaches to the village will be vigorously protected; and the views across open meadow and farmland within the parish will be preserved".

Objectives

To achieve this vision, the following plan objectives have been adopted:

Housing:

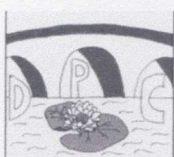
Ensure that any future development in the parish is designed to:

- Be appropriate to the size of the existing village
- Be of an appropriate type, size and quality that contributes towards meeting the needs of the community
- Be sited with particular attention to the visual character of the village, impact on local infrastructure, environmental impact, sustainability, traffic flow and quality of life
- Follow the traditional village design as outlined in the Dogmersfield Conservation Area Character Appraisal and Management Proposals 2012.

Is limited to small scale development in respect of any available sites, to a maximum of five houses.

Has separate policies for individual sites so that any new application is site specific.

Preserves the open gateway on the approaches of the village.



DOGMERSFIELD PARISH COUNCIL

Preserves the open views in the centre of the village.

Maintains one-sided linear development that retains important gaps in the Chatter Alley and Church Lane frontage which contribute to the character of the conservation Area.

Ensures that the gaps between Dogmersfield and neighbouring settlements of Winchfield and Crookham Village remain unchanged.

Environment:

To conserve and enhance the natural environment and maintain important habitats and ecological corridors by protecting countryside features such as woodlands, hedgerows, rights of way, ponds, the river and the canal.

To conserve and enhance the Basingstoke Canal, the Dogmersfield Conservation Area and the Historic Park.

To encourage landowners to create new permissive footpaths and bridleways.

To maintain "Dark Sky" within the parish with no streetlights, floodlights and other lighting, restrictions are to be incorporated in new build planning requirements.

To provide screening for unsightly utilities installations within the parish.

To explore the feasibility of creating an area for school staff parking off road.

To work with local authorities to provide solutions to speed and parking issues on Chalky Lane, Church Lane and Chatter Alley, with particular reference to the overflow parking, the commercial units, and school pick up and drop off.

To designate suitable green areas as Local Green Spaces.

Neighbourhood Plan Review

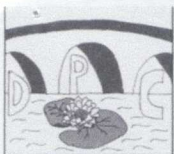
Dogmersfield Parish Council, as the NP responsible body, is responsible for maintaining and periodically revisiting the Plan to ensure relevance and to monitor delivery. The Plan will be reviewed by the DPC at least annually and revised when necessary to ensure it continues to meet the needs of Dogmersfield residents and relevant District and National planning regulations.

Consideration of Planning Applications

In line with all Council business Planning Applications must be discussed and agreed in a public forum with the opportunity for members of the public to comment on the application. To achieve this all planning applications* will be scheduled for discussion at Council meetings, being notified on the Council meeting Agenda prior to each meeting.

Members of the public wishing to speak in regard to a specific application may request an opportunity to speak at the Council meeting. Their contribution will be limited to three minutes. Where a number of people wish to comment on the same application the Clerk will encourage them to elect one spokesperson. The Chairman of the meeting may (in accordance with Standing Orders and at their discretion) allow other members of the public present at the meeting to speak to the application under discussion.

* The councillor with the role of Planning Lead will in conjunction with the Clerk agree which applications will be brought to Council for consideration. Minor matters and those in relation to



DOGMERSFIELD PARISH COUNCIL



work on trees will only be presented for discussion at Council if they have the potential to have a material effect on aspects of the NP detailed above.

Where it is apparent that HDC's deadline for planning comments is in advance of the scheduled Council meeting the Planning Lead in conjunction with the Clerk will request an extension. If the required timescale cannot be met, then full details of the application will be placed on DPC's website and the Lead Councillor will take responsibility for seeking colleague councillors opinions and agreement to the comments to be submitted to HDC. This procedure will only be used if HDC cannot for sound reasons extend their deadline for comments.

Declaration of Interests

At each Council meeting all councillors must consider whether they have 'a personal interest, or a pecuniary interest' in relation to the planning applications to be discussed and if they do so they must declare it. This decision is the responsibility of the individual councillor and not the Clerk, who is however available to provide advice on whether a particular Councillor's situation warrants a particular declaration. Councillors making a 'declaration' will be guided in regard to their behaviours at the meeting by DPC's current Code of Conduct.

Declaration of a 'Personal Interest'

The type of application that may result in a councillor declaring a 'personal interest' could for example be because the application relates to a property that is owned by their child's teacher or a member of staff at the local pub, to whom they chat regularly. They could not be construed as having any financial advantage to gain by voting for or against the proposed application but, by the nature of their personal interest, could be said to have a 'personal interest' which might be swayed by their relationship with the applicant.

A councillor declaring a 'personal interest' may at the meeting take part in the discussion regarding the application but may not vote. They are not required to leave the room whilst the vote is held but could choose to do so.

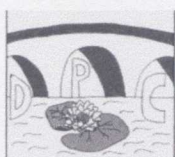
Declaration of a 'Pecuniary Interest'

The type of application that may result in a councillor declaring a 'pecuniary interest' could for example be because the application relates to a property that is next to or adjoining the councillor's own property or one of their family members, or the developer or applicant is a family member. They could in this case be construed as having a possible financial 'pecuniary' advantage to gain by voting for or against the proposed application.

A councillor declaring a 'pecuniary interest' may at the meeting make representations, answer questions or give evidence in relation to the application but must then leave the room whilst the discussion and voting takes place.

Dispensation

If the planning matter is such that all Councillors must declare either a 'personal interest' or a 'pecuniary interest' but it is considered by the Clerk to be of material importance for the Parish Council to comment on the application, then the Clerk may issue a Dispensation to allow all councillors to take a full part in the debate and to vote.



DOGMERSFIELD PARISH COUNCIL

Consideration of other Planning Matters

From time to time DPC will be notified of appeals, pre-applications, neighbouring parish planning applications, Hampshire County Council applications, Local Plan consultations etc. It is the responsibility of the Planning Lead in discussion with the Clerk to decide whether these specific items should be discussed at a Council meeting or just passed to councillors as a matter for information. The process for dealing with these matters is detailed in the role of the Planning Lead below.

All councillors may be freely involved in commenting on DPC's proposed response to such matters. Where a councillor has previously expressed a 'general interest' or 'pecuniary interest' in regard to the same planning matter this does not disbar them from commenting on the text of DPC's proposed response to an appeal, consultation etc.

Planning Lead

Each year at the Annual Meeting of DPC a councillor will be appointed as Planning Lead. The Planning Lead is the focal point for DPC regarding planning matters. The role involves identifying relevant planning applications and other planning issues affecting the Parish of Dogmersfield and the preparation of regular 'Planning Reports' (see below) for DPC's consideration. The Planning Lead may, and will normally be expected to, make recommendations to DPC, but may not make statements or express views which could be taken to be on DPC's behalf, that have not been formally approved by DPC in accordance with Standing Orders.

Specialist planning expertise is not essential for the role but the Planning Lead is encouraged to develop an understanding of national, district and local planning policies, rules and precedents as they evolve in order to enhance their contribution to the effectiveness of DPC.

Nothing in this Planning Protocol shall be taken to absolve, prevent or discourage Councillors at DPC meetings from expressing their own views on specific planning applications or on planning matters generally.

Purpose

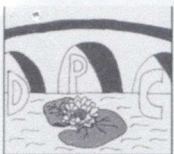
The purpose of the Planning Lead is to provide, as far as is reasonably practicable, accurate, complete and up-to-date information on planning matters to DPC so that it can make well informed decisions, with a view to maximising its influence over such matters.

Authority

The Planning Lead has no generally implied authority to represent DPC.

For the avoidance of doubt the Planning Lead is not authorised to:-

- (i) communicate with external bodies (for example, but not limited to, Hart District Council (HDC), Hampshire County Council (HCC)) on DPC's behalf other than strictly in accordance with DPC's formally agreed resolutions and/or policies; OR
- (ii) provide planning advice to Applicants, except where such advice is explicitly stated to be the Planning Lead's personal view and not the view of DPC. (Note: by offering such advice the Planning Lead is advised to declare this during any discussion as a councillor (e.g. during DPC meetings and planning discussions).



DOGMERSFIELD PARISH COUNCIL



Planning Lead Activities

On taking up the role the Planning Lead will register with HDC's planning website (which may involve taking over a previous Lead's registration, amending any contact e-mail address, etc.) as the main point of communication for DPC planning matters.

Before each relevant DPC meeting (usually monthly):-

- Prepare in consultation with the Clerk a "Planning List" to identify 'current' planning applications and pre-applications etc. in time for it to inform the Agenda for the next meeting i.e. by the Tuesday preceding for a Monday meeting. New applications received after this time up until the Friday preceding the Meeting should also be forwarded to the Clerk. The Lead will together with the Clerk seek any necessary extensions from HDC to allow planning applications to be considered at the next Council meeting.
- Prepare a "Planning Report" and submit an electronic copy to the Clerk in time for it to be distributed to Councillors via e-mail with the agenda for that meeting. The Report may be updated and re-circulated should additional Applications be received prior to the date of the meeting.
- The Planning Report will contain the following information affecting Dogmersfield Parish (normally generated from HDC's website but also any adjacent parish, district, or county matters worthy of note). This is provided to encourage Councillors to view applications prior to the meeting: -
 - (a) List of Applications, including a summary of each and the Planning Lead's initial suggestion as to how DPC might wish to respond. The use of hypertext links to refer Councillors to the relevant pages on the Hart website is encouraged.
 - (b) For each Application, details of (or where there are many, a summary of) any objections and their substance, together with details of any other inputs from (for example) HDC's Conservation Officer, HCC's highways department, etc. and
 - (c) Any other planning related matters which may be of interest to Councillors, which the Planning Lead may then choose to raise with Council through their Planning Report.

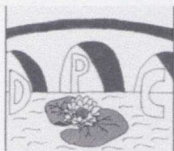
NB. The Clerk will take responsibility for circulating any relevant Enforcement Notices or decisions and any Planning Inspectorate activities relevant to the Parish

Prior to the relevant DPC meeting:-

- The Planning Lead will make a final check of HDC's website as late as reasonably practicable for any late inputs e.g. further objections, and report on them at the meeting;
- Using HDC's website identify and download relevant plans, documents and reports for use at the meeting;
- if relevant download 'Google StreetView' images and make a visit to the site to take photographs ready to provide a helpful visual context for the presentation at the meeting;

At each relevant DPC meeting:-

- Advise councillors which, if any, Applications appear to be wholly non-contentious and thus capable of being dealt with 'en bloc' *if* so resolved at the meeting;
- Present those Applications that require discussion and assist in reaching a resolution;
- *if appropriate*, recommend a separate resolution to empower the Planning Lead or other nominated Councillor to attend HDC's Planning Committee and/or any Planning Inspectorate Hearing to verbally represent DPC's position on a specific Application;
- Accurately record (or ensure that the Clerk has accurately recorded) DPC's decisions (including comments) on the Applications.



DOGMERSFIELD PARISH COUNCIL



After each relevant DPC meeting (ideally within 48 hours):-

Having agreed the text with the Clerk upload (or request the Clerk to upload) DPC's decisions and related comments to HDC's planning portal. These comments will be incorporated by the Clerk into the Minutes of the relevant meeting.

The timescales and response procedure for other more complex planning matters will be agreed within the decision to take action and may frequently be delegated to the Clerk. This may include a decision to circulate a letter or comments amongst councillors for revision / amendment prior to being sent off to the relevant authority by the Clerk.

Generally:

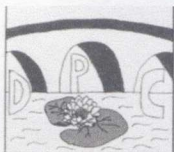
- The Planning Lead leads on the review of any planning-related matters that come to DPC for consultation, input or comment.
- Assists in the drafting of planning-related letters for sending by the Clerk if/when approved by DPC.
- Attends planning-related meetings on behalf of DPC (any policy discussions must be authorised in advance through DPC's formal resolution).
- Shares with Councillors any planning-related material from whatever source(s), highlighting any particularly relevant issues.

References

- Ref 1. Hart Planning Policy <https://www.hart.gov.uk/planning-policy>
- Ref 2. Hart Planning Portal <http://publicaccess.hart.gov.uk/online-applications/>
- Ref 3. Government Planning Portal www.planningportal.gov.uk
- Ref 4. Dogmersfield Neighbourhood Plan www.dogmersfieldparish.co.uk/NHPSG%20Master.htm

Adoption

This Protocol was adopted by Dogmersfield Parish Council at its meeting on / / 2020



DOGMERSFIELD PARISH COUNCIL

Ref: 64/20

Title: Councillor Recruitment Policy

Background

Dogmersfield Parish Council (DPC) is required to have 5 Parish Councillors. Their period of office is 4 years from the date of the parish council (ordinary) elections. Should a vacancy arise s.87(2) of the Local Government Act 1972 ("the 1972 Act") requires a local council to give public notice of the vacancy.

Casual Vacancies arising more than 6 months before an ordinary election

A casual vacancy can arise from a number of reasons including the resignation/death of a member. The Clerk will report the vacancy to the Hart District Council (HDC) Elections Officer and make Council aware. The HDC Elections Officer will provide advice regarding advertising the vacancy. As a minimum the vacancy will be advertised on the DPC website and the parish noticeboards.

If following the advertisement 10 electors request an election this will be organised by the Elections Officer at HDC. If 10 electors do not come forward to request an election, then after the end of the statutory 14-day period, DPC must co-opt to fill the vacancy as soon as is reasonably practicable to do so. The Clerk will advise Council that they will take the appropriate steps to advertise the vacancy by co-option. A member co-opted in these circumstances will serve until the date of the next ordinary parish election.

Casual Vacancies arising within 6 months before an ordinary election

For casual vacancies arising within 6 months of an ordinary election co-option is the only available option. The Clerk will inform the HDC Elections Officer advising that a vacancy has arisen and enclose a copy of the proposed Notice of Vacancy. The Elections Officer will be asked to confirm that it is in order for the Council to consider filling the vacancy by co-option. Once the Vacancy has been advised the Clerk will advertise the vacancy. A member co-opted in these circumstances will serve until the date of the next ordinary parish election.

Co-option

The vacancy and process for co-option will be advertised as widely as possible; as a minimum on the DPC website and the parish noticeboards. The public notice will invite applications from candidates who satisfy

- The eligibility criteria for being a councillor
- The competencies / skills (listed in a person specification), agreed by the council.

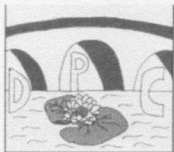
The advertisement will give a formal closing date. Candidates will be advised to download more information from the Parish Council's website or request it from the Clerk.

Applications will be returned to the Clerk. If Council members know someone that is interested in being co-opted onto the Council, they should tell the person to contact the Clerk expressing an interest. There must be no canvassing by members on behalf of individual candidates.

Eligibility to be a Councillor

Candidates must at the date of election / co-option

- be at least 18 years old



DOGMERSFIELD PARISH COUNCIL

- be a British citizen, an eligible Commonwealth citizen or a citizen of any other member state of the European Union

AND

- meet at least one of the following four qualifications:

Be, and will continue to be, registered as a local government elector for the parish/community in which they wish to stand from the day of their nomination onwards.

OR

Have occupied as owner or tenant any land or other premises in the parish/community area during the whole of the 12 months before the day of their nomination and the day of election.

OR

Their main or only place of work during the 12 months prior to the day of their nomination and the day of election has been in the parish/community area.

OR

They have lived in the parish/community area or within three miles of it during the whole of the 12 months before the day of their nomination and the day of election.

Candidates are disqualified from eligibility if

- They are employed by the parish or hold a paid office under the parish council.
- They are the subject of a bankruptcy restrictions order or interim order.
- They have been sentenced to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the five years before polling day.
- They have been disqualified under the Representation of the People Act 1983 which covers corrupt or illegal electoral practices).

Applicants must provide a written self-certification that they meet the eligibility criteria.

Selection Criteria and Person Specification

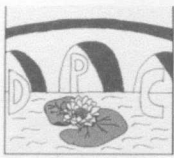
Council will set out in advance the criteria by which they intend to select their new councillor, (this may include a formal person specification) but at the very least should be based on some information about the skills and experience they are seeking. It is important when advertising to include some general information about the role and the commitment required*. A list of essential and desirable qualities may be used however this may discourage otherwise enthusiastic and capable people from applying. The majority of Parish Councillors learn on the job and for DPC an ongoing interest in the village / parish and a willingness to commit to getting things done is of most value.

The skills and knowledge that may be helpful include:

- ✓ Previous community experience, voluntary work
- ✓ Experience of Finance, HR or Publicity and Communication etc.
- ✓ Good interpersonal skills
- ✓ Willingness to work with others
- ✓ Ability to attend evening meetings
- ✓ Flexibility and enthusiasm

* NALC has a useful publication about the role which should be made available for download by those considering applying for co-option - The Good Councillor Guide 2018.

The Selection Process



DOGMERSFIELD PARISH COUNCIL

Following the closing date, the Clerk will confirm the eligibility of all applicants. Their written self-certifications will be 'taken as read' unless the Clerk has reason to believe that the information given may be untrue. The Council must demonstrate that it has fairly considered all applicants. The Clerk will circulate the application/s to Council with the Agenda for the next Council meeting and arrange for the applicant/s to attend the meeting at which the co-option will be an agenda item.

The eligible applicants will be asked to submit an 'election statement' of not more than 250 words which will be circulated to councillors in advance of the meeting. At the meeting the applicants will in turn be asked to speak to Council (for a maximum of 3 minutes), about why they wish to be a Parish Councillor and what they will bring to the role. Councillors will then have the opportunity to question them. If an applicant is unable to attend the meeting the Clerk will read out their 'election statement'.

Guided by the Chairman Council will then discuss the applications and if required move to a vote by show of hands. When filling a vacancy by co-option, a successful candidate must receive a majority of those present and voting at the meeting. If no candidate receives a majority of the votes cast, the candidate with the least number of votes will be taken off the list of candidates and the vote taken again. This procedure will be repeated until a majority is obtained for a particular candidate. If there is more than one vacancy and the number of candidates equals the number of vacancies, all the vacancies may be filled by a single resolution of the Council.

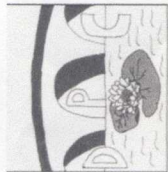
If the successful candidate is present, they will be invited to sign a Declaration of Acceptance of Office and will take up their role 4 days from the date of the meeting. A successful applicant who is absent must sign the Declaration of Office either before, or at, the next meeting, but no later.

NB. If the Chairman presiding feels it prudent to do so he may ask the candidate/s to step outside for the voting process. If there is only one candidate then the Council must have good reason not to co-opt them, however is no requirement for the Council to co-opt that person if they do not feel that they meet the selection criteria.

Welcoming a new councillor

The Clerk will write to the Monitoring Officer and Elections Officer at HDC advising them of the successful candidate. The successful candidate will be given access to copies of the Council's Standing Orders, Financial Regulations, Budget, Policies, a copy of the Good Councillors Guide and useful information such as a list of all the members' names, addresses and telephone numbers. The Clerk will arrange for the new councillor to be given a Council e-mail address and will advise the Councillor of training courses available.

This Policy was adopted by Dogmersfield Parish Council xx / xx / 2020



DOGMERSFIELD PARISH COUNCIL

Ref: 065/20

Title: Schedule for Reviewing Key Council Documents

The purpose of this paper is to:

- identify the set of mandatory and advisable documents that the Council must/should have;
- catalogue the documents that the Council currently holds, along with their location and age;
- propose a schedule for regular review of all policy documents.

The aim of the review schedule is to reflect the likely need for change along with the risk of not changing. There is nothing to prevent the review of a document before the scheduled review date if circumstances demand it.

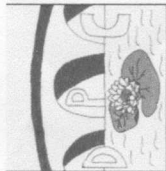
In the past, a large subset of documents has been adopted under a single resolution at the annual council meeting, thereby allowing little time for scrutiny. By spreading the reviews over the year, the load will be distributed and improved quality achieved.

Document Type	Mandatory/ Advised?	DPC document	Location	On website	Last reviewed	Review frequency	Review month
Standing Orders	Mandatory	Adopted 2019 Standing Orders	Documents Adopted at AGM > AGM 2019	Yes	May 2019	Annual	May **
Publication Scheme	Mandatory	?	?	No	?	Annual	September
Financial Regulations	Mandatory	Adopted at 2019 DPC Model Financial Regs copy	Documents Adopted at AGM > AGM 2019	Yes	May 2019	Annual	May **
Code of Conduct	Mandatory	ADOPTED 2017 Dogmersfield Code 2013	Documents Adopted at AGM > AGM 2017	Yes	May 2017	Annual	May **
Schedule for Reviewing Key Council Documents	Advised	065-20 Schedule for Reviewing Key Council Documents V1	Draft Documents Prior to Adoption	No	May 2020?	Biennial	January (2022)
Data Protection & Privacy	Advised	Adopted 2019 Data Protection and Privacy Policy	Documents Adopted at AGM > AGM 2019	Yes	May 2019	Annual	October
Employee Grievance Policy	Advised	ADOPTED 2019 Employee Grievance Policy	Documents Adopted at AGM > AGM 2019	Yes	May 2019	Biennial	July (2021)



DOGMERSFIELD PARISH COUNCIL

Document Type	Mandatory/ Advised?	DPC document	Location	On website	Last reviewed	Review frequency	Review month
Employee Disciplinary Policy	Advised	2017 Employee Disciplinary Policy	Documents Adopted other than at AGM	Yes	2017	Biennial	July (2021)
Dignity at Work Policy	Advised	N/A – to be written				Biennial	July (2021)
Risk Register	Advised	Risk Register Updated April 2020	Documents Adopted other than at AGM	No ***	April 2020	Annual	March
Communication Protocol	Advised	ADOPTED 2019 Communication Protocol	Documents Adopted at AGM> AGM 2019	Yes	May 2019	Annual	October
Planning Protocol	Advised	Planning Protocol – V1 0520	Draft Documents Prior to Adoption	Yes	May 2020?	Biennial	July (2022)
NHP Steering Group ToR	Local	APDOPTED 2019 NHPSGTOR	Documents Adopted at AGM> AGM 2019	Yes	May 2019	Annual	May
Neighbourhood Plan	Local	?	?	Yes	September 2019	Annual	February
CBF Group ToR	Local	ADOPTED 2019 CBF TORs	Documents Adopted at AGM> AGM 2019	Yes	May 2019	Annual	May
Worthy Causes Support Policy	Advised	Worthy Causes Policy Document	Documents Adopted other than at AGM	Yes	?	Biennial	October (2020)
Asset Register	Advised	Asset Register Updated April 2020	Documents Adopted other than at AGM	No ***	April 2020	Annual	March
Councillor Recruitment Policy	Advised	Councillor Recruitment Policy 0520 v1	Draft Documents Prior to Adoption	No	May 2020?	Biennial	July (2022)
Contractor Terms & Conditions	Advised	ADOPTED 2018 Terms and Conditions of contract	Documents Adopted at AGM> AGM 2018	No	May 2018	Biennial	November
Risk Assessment for PC Meetings	Advised	ADOPTED 2018 Risk Assessment Usage of Meeting Facility March 2018 amended	Documents Adopted at AGM> AGM 2018	No	May 2018	Biennial	November (2020)



DOGMERSFIELD PARISH COUNCIL

Document Type	Mandatory/ Advised?	DPC document	Location	On website	Last reviewed	Review frequency	Review month
Information Retention & Disposal Policy	Advised	N/A – to be written				Biennial	July (2020)
Health & Safety Policy	Advised	N/A – to be written				Annual	September
Child Protection Policy	Advised	N/A – to be written				Annual	September

** For those documents with a May review month, for 2020 only, it is proposed to review them in July.

*** On website, but not the latest version

Councillors are invited to:

- Note the existing document set and agree/recommend additions
- Confirm the schedule for review frequency and month
- Agree that all catalogued documents should be published on the website

Footnote: I asked HALC to provide me with a definitive list of mandatory and advised policies, etc. but they replied that none exists, however, they pointed me to <http://www.lissparishcouncil.gov.uk/Policies> and [Procedures 23190.aspx](#). If you follow this link, you will find even more policies and may wish to revisit this issue in the future to consider adding to DPC's policy set.

David Skellern

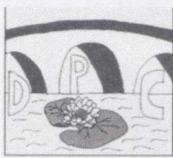
Clerk

May 2020

66/20

DCP Meeting 27th of May 2020 – Planning Report

19/02785/TPO	06/01/2020	Land On The North West Side Of Church Lane Dogmersfield	The Oak to north of the cluster homes 65 & 116 Netherhouse Moor. To provide clearance 2.5m from adjacent properties of one English Oak (Quercus robur).	Registered	No objection
20/00232/FUL	04/02/2020	Schoolfield Corner Church Lane Dogmersfield Hook Hampshire	Erection of 2no. 4-bed houses	Registered Refused	Objection
20/00275/FUL	04/02/2020	Land At Church Lane Dogmersfield Hook Hampshire	Erection of 3no. dwellings and associated works	Registered Refused	Objection
20/00300/CA	05/02/2020	Meadows Chatter Alley Dogmersfield Hook RG27 8SR	Removal of Oak tree with split trunk	Registered	No objection
20/00303/CA	05/02/2020	Meadows Chatter Alley Dogmersfield Hook RG27 8SR	Fir - Remove	Registered	No objection
20/00427/CA	18/02/2020	Copperfield Chatter Alley Dogmersfield Hook RG27 8SS	Sequoia Pendulum Tree - Reduce extending limb due large overhang and top heavy	Registered	No objection
20/00519/CA	27/02/2020	Lords And Ladies Pilcot Hill Dogmersfield Hook RG27 8ST	Tree 1 Bay - Fell	Registered	No objection
19/02153/FUL	11/02/2020	Land At Church Lane Dogmersfield Hook Hampshire	Erection of 4no. dwellings and associated works.	Appeal	Appeal submission withdrawn
20/00651/FUL	12/03/2020	STREET RECORD Rye Common Lane Crondall Farnham	Proposed energy storage facility to provide energy balancing services to the National Grid	Registered	Objection
20/00683/HOU	20/03/2020	Ormersfield House Church Lane Dogmersfield Hook RG27 8TA	Erection of a pool house following demolition of existing pool enclosure and pump room	Registered	No objection
20/00817/LDC	06/04/2020	Pilcot Farm Pilcot Hill Dogmersfield Hook RG27 8ST	Application for a Lawful Development Certificate for the provision of a mobile home for use as additional accommodation by a member of the family.	Registered	No objection
20/00857/LBC	14/04/2020	The Barracks Pilcot Hill Dogmersfield Hook RG27 8SX	Removal of clay tiling on part of roof on the north and west elevations and replacement with water reed thatch to restore roof to its original condition	Registered	
20/00695/FUL	20/04/2020	Pilcot Farm Pilcot Hill Dogmersfield Hook RG27 8ST	Formation of a Menage.	Registered	
20/00908/FUL	21/04/2020	Pond House Church Lane Dogmersfield Hook RG27 8TA	Change of use of land associated with Pond House, Church Lane, Dogmersfield, Hook, Hampshire, RG27 8TA to a residential garden extension	Registered	
20/01020/PREAPP	05/05/2020	Fermoy Farnham Road Odiham Hook Hampshire RG29 1HS	Erection of a single storey commercial building in use as a mix of Class B1 (office/ light industrial) and B8 (storage and distribution) with associated parking and access from the shared existing access off Farnham Road.	Registered	
20/01097/HOU	15/05/2020	Lady Bower Chatter Alley Dogmersfield Hook RG27 8SS	Erection of two a storey extension to front elevation, erection of single storey side extension following demolition of attached garage, erection of linked garage with storage space above. Proposed loft conversion with two dormer windows at the front and one dormer window at the rear.	Registered	
20/00275/FUL	16/04/2020	Land At Church Lane Dogmersfield Hook Hampshire	Erection of 3no. dwellings and associated works	Appeal	Appeal Submission



DOGMERSFIELD PARISH COUNCIL

Ref: 067/20

Subject: Finance & Regulatory Matters report

Unaudited Outcome for 2019-20

Please see a separate document for the budget outturn for 2019-20

Insurance

The renewal details for insurance to commence 1st June 2020 were circulated to councillors on 30th April. Agreement received from AF, RM, GC.

Councillors are requested to ratify this decision.

VAT Claim

AC reviewed the VAT claim and requested minor changes. After corrections were made, on 1st May, all councillors agreed that the VAT claim be submitted to HMRC and this was done on 4th May. The claim totalled £417.43.

Councillors are requested to ratify this decision.

Finance Statement

Please see separate documents for Bank Statement issued 30th April 2020, Expenditure Analysis and Monthly Finance Report for April 2020.

I have produced the finance spreadsheet for 2020-21 using last year's spreadsheet as the template.

Expenditure Analysis

I have split the budget category Travel out of Admin Consumables (as advised by MH) and have assigned £180 to Admin Consumables and £120 to Travel to reflect the likely cost of the Clerk's regular travel to the Parish.

I have removed the entry for the Lengthsman (as agreed by MH), as the £1000 allowance is managed entirely outside the budget.

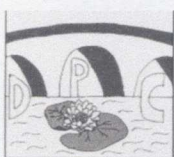
I have included the Analysis and Committed Expenditure columns in the printed report.

I recommend that the budget be reviewed at the next meeting to reflect changing circumstances and plans.

Finance Report as at 30th April 2020

The opening cashbook balance of £18,825.06 matches the balance as at 31st March 2020.

The precept of £11,800 was received on 17th April 2020.



DOGMERSFIELD PARISH COUNCIL

I have removed all references to the Neighbourhood Plan (NP) earmarked sum of £1366.48, so this is effectively now included in the general balance. When the budget is reviewed, the Council may wish to budget for a small amount to cover any revision to the NP, which should be reviewed annually.

Eight cheques totalling £1172.29 were unpresented as at 30th April 2020, generally owing to delays caused by Covid19.

The cashbook balance is £29,870.43, which, taking unpresented cheques into account, reconciles with the bank statement balance of £31,042.72.

Total for payments made in April is £754.63, as itemised on the report. These payments were agreed by email and now require ratification by the Council.

The Council is requested to ratify the payments made in April and to confirm the finance report as a true and correct record.

Following the changes made to the Lloyds Bank mandate and by the time of the meeting, cheque 1144 for £115-66 payable to AC should have been signed by AF and delivered to AC.

The following payments are now due, are in line with the Budget and now require authorisation by the Council:

1151	20/05/2020	D Skellern	Clerk salary May 20	£326.73
1152	11/05/2020	Void	Void	
1153	11/05/2020	HMRC	Clerk PAYE to HMRC	£81.60
1154	11/05/2020	HALC	Affiliation	£185.50
1155	14/05/2020	Came & Co	Insurance renewal	£352.36
1156	15/05/2020	HALC	LCPD Bronze Membership	£192.00
1157	15/05/2020	D Skellern	Expenses (Mileage, Zoom, consumables)	£20.33

The Council is requested to authorise the payments listed above as due for payment.

David Skellern

Clerk

May 2020

Dogmersfield Parish Council - Analysis of Receipts and Payment Actual to Budget 2019/20

Income	Actual	Budget	Difference	Variance %	Notes
Precept	11,800.00	11,800.00	0.00	0%	
Grant	550.00	0.00	550.00	100%	
Total Income 2019/20	12,350.00	11,800.00	550.00	5%	Grant received from HCC towards defibrillator
Expenditure					
Internal operations					
Parish Clerk	3184.28	5,000.00	1,815.72	36%	Only locum clerk from July 2019 - January 2020 inc
Subscriptions	794.00	825.00	31.00	4%	As expected
Meeting costs	355.12	400.00	44.88	11%	As expected
Training	85.00	450.00	365.00	81%	No councillor training during the year
Admin consumables	119.00	300.00	181.00	60%	Printing often done FoC
IT Upgrade	0.00	100.00	100.00	100%	Upgrade delayed
Website	96.38	150.00	53.62	36%	Website costs lower than 2018-19
Parish Insurance	343.55	350.00	6.45	2%	As expected
Audit of accounts	150.00	180.00	30.00	17%	As expected
Election contingency	0.00	1,200.00	1,200.00		No by-elections. May election postponed
Total Internal Operation Budget 2019/20	5127.33	8,955.00	3,827.67	43%	
Service delivery					
Village maintenance	52.08	3,015.00	2,962.92	98%	Minor works done via Lengthsman scheme. Larger tasks re drainage delayed
Neighbourhood Plan	0.00	1,000.00	1,000.00	100%	Nothing required
Project work to benefit the community	0.00	0.00	0.00	0%	As expected. Project planning in progress for 2020/21
Support of beneficial causes	380.00	300.00	-80.00	-27%	Grants for both 2019 and 2020 flower shows paid in 2019-20
Total Service Delivery Budget 2019/20	432.08	4,315.00	3,882.92	90%	
Total budgeted Expenditure 2019/20	5,559.41	13,270.00	7,710.59	58%	
		Budget Contingency 2019/20	500.00		Not required
VAT					
VAT on 2019/20 Budgeted payments (*)	417.43				
Less VAT refund 2018/19	(1,287.31)				Received June 2019
Net Budgeted VAT cash movement 2019/20	(869.88)				
Closing Budgeted Cash Book Balance 31st March 2020	23,861.89				

When you have printed the form, please sign and date it in the appropriate boxes.

- ☒ The tax claimed includes VAT incurred for exempt business activities which can be reclaimed under paragraph 5.5 of Notice 749 (April 2002). (Tick if appropriate)
- ☐ I am a non-departmental body or similar body and I am claiming a refund of the amount shown above which is the VAT incurred on the purchase of services listed in the existing Treasury Direction bought for my non-business activities. (Tick if appropriate)
- ☒ I am claiming a refund of the amount shown above which is the VAT charged on goods and services bought for non-business activities.
- ☐ The body named above makes no taxable supplies and is not registered for VAT, if requested I will produce tax invoices to support this claim.

Amount of refund
£ 417.43

Declaration

Date of Invoice	Supplier's VAT Registration Number	Brief description of supply	To whom addressed	VAT paid
03-05-2019	220671538	Internal audit fee 2018/19	Dogmersfield Parish Council	£ 30.00
01-05-2019	743798976	Payroll software licence 2019/20	n/a	£ 13.60
07-05-2019	989005388	HR Consultancy Service Fee 2019/20	Dogmersfield Parish Council	£ 30.00
15-12-2019	296312096	Subscriptions Fee 19/20	Dogmersfield Parish Council	£ 6.00
19-12-2019	992185876	Meeting Room Hire	Dogmersfield Parish Council	£ 13.50
02-2020	235348801	Waste Removal	Dogmersfield Parish Council	£ 10.42
20-01-2020	992185876	Meeting Room Hire	Dogmersfield Parish Council	£ 3.00
20-02-2020	335444267	Filing Cabinet	David Skellern	£ 23.80
22-02-2020	555261934	Paper and envelopes	n/a	£ 0.83
06-07-2019	974860768	Website services	Dogmersfield Parish Council	£ 14.28
30-07-2019	974860768	Website services	Dogmersfield Parish Council	£ 3.40
10-02-2020	974860768	Website services	Dogmersfield Parish Council	£ 1.60
08-04-2020	887750270	Defibrillator package	Dogmersfield Parish Council	£ 250.00
25-02-2020	989005388	Training courses	Dogmersfield Parish Council	£ 17.00



LLOYDS BANK

Your account statement
Statement sheet number: 29
Issue date: 30 April 2020
Page: 1 of 3

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J31A510126GMBAA000025579001002 398 000

DOGMERSFIELD PARISH COUNCIL

MR ALASTAIR CLARK

PIPPINS

CHATTER ALLEY

DOGMERSFIELD

HAMPSHIRE

RG27 8SR

TREASURERS ACCOUNT

DOGMERSFIELD PARISH COUNCIL

Account Summary

Balance On 31 March 2020
Total Paid In
£11,800.00
Total Paid Out
£1,500.00
Balance On 17 April 2020
£31,042.72

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
31 Mar 20		BALANCE BROUGHT FORWARD			20,742.72
7 Apr 20	Cheque	001142	1,500.00		19,242.72
17 Apr 20	Bank Giro Credit	HART D C GEN AC		11,800.00	31,042.72
17 Apr 20		PRECEPT 20/21			31,042.72
17 Apr 20		BALANCE CARRIED FORWARD			31,042.72

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.

PIE108U2100000

M32A510HGFK D32A510HBBG

Page 1 of 4 / 0025579 / 0150795

Messages

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

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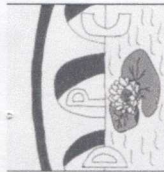
Dogmersfield Parish Council
Expenditure Analysis 30th April 2020

Budget Area	Budget 2020/21	Expenditure April 2020	Expenditure YTD	Budget Virement in Year	Budget Balance as at 30th April 2020	Percentage Budget Spent	Analysis of Unbudgeted Expenditure	Committed Expenditure
Internal operations								
Parish Clerk	5,000.00	408.33	408.33		4,591.67	8.17%	On target, but does not cover overtime	
Subscriptions	840.00	240.00	240.00		600.00	28.57%		HALC £185.50
Meeting costs	400.00	12.23	12.23		387.77	3.06%	Reduced cost due to Covid19	
Training	450.00	0.00	0.00		450.00	0.00%	No training planned	
Admin consumables	180.00	7.32	7.32		172.68	4.07%		
Travel	120.00	6.75	6.75		113.25	5.63%	On target	
IT Upgrade	100.00	80.00	80.00		20.00	66.67%	Shortfall expected	
Website	150.00	0.00	0.00		150.00	0.00%		
Parish insurance	350.00	0.00	0.00		350.00	0.00%		
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	7,770.00	754.63	754.63	0.00	7,015.37	9.71%		
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%		
Project work to benefit the community	0.00	0.00	0.00		0.00	0.00%		
Support of beneficial causes	300.00	0.00	0.00		300.00	0.00%		
Total Service Delivery	5,315.00	0.00	0.00	0.00	5,315.00	0.00%		
Budget Contingency								
Contingency	500.00		0.00	0.00	500.00	0.00%		
Total Budget Expenditure	13,585.00	754.63	754.63	0.00	12,830.37	5.55%		

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

Dogmersfield Parish Council Finance Report as at 30th April 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>					
		11,800.00	0.00	0.00					
					Total Cashbook Receipts YTD 2020/21		11,800.00		
Less Payments		<u>DPC Cashbook</u>	<u>Grant Cashbook</u>	<u>Community Benefit Fund</u>					
		(754.63)	-	-					
					Total Cashbook Payments YTD 2020/21		(754.63)		
VAT adjustment									
					ADD VAT refunded YTD on prior year expenditure		-		
					LESS VAT paid YTD on expenditure		-		
NHP Grant/Precept/CBF Money adjustment									
LESS NHP Grant/earmarked/CBF funds accounted for separately									
					Community Benefit Fund interest		-		
Dogmersfield Parish Council Cashbook Balance excluding CBF monies								29,870.43	
Credit Balance in Cashbook after VAT adjustment								29,870.43	
Actual Bank Balance as per Lloyds Bank Statement end of April 2020								31,042.72	
								Difference to Reconcile	
								1,172.29	
								Unpresented Cheques	
								200.00	
								102.00	
								115.66	
								80.00	
								326.73	
								81.60	
								26.30	
								240.00	
								1,172.29	
CASHBOOK ENTRIES IN MONTH									
Cheque number	Date	Received From/ Payable to			Details	Receipts		Payments	
						Net Amount	VAT	Net Amount	VAT
April 2020									
BGC	15/04/2020	Hart District Council			Precept	11,800.00	-	-	-
1146	10/04/2020	M C Jameson			IT Support	-	-	80.00	-
1147	20/04/2020	D Skellern			Clerk salary April 20	-	-	326.73	-
1148	10/04/2020	HMRC			Clerk PAYE to HMRC	-	-	81.60	-
1149	11/04/2020	D Skellern			Clerk expenses	-	-	26.30	-
1150	25/04/2020	Hampshire County Council			Basingstoke Canal	-	-	240.00	-
Total Receipts & Payments in Month						-	-	-	-
Total Receipts & Payments YTD						11,800.00	-	754.63	-
Hampshire Trust Bank - Community Benefit Fund									
Receipts									
10/02/2017		Fund Monies received		Chq 1030 transferred Money to Hampshire Trust Bank June 2017		28,000.00			
20/06/2018		Interest received				317.97			
20/06/2019		Interest received				353.98			
						28,671.95			
Dogmersfield Parish Council Lloyds Bank Account Balance represented by									
						Dogmersfield Precept Cash Book Balance		29,870.43	
						Total Cashbook Balance at 30th April 2020		29,870.43	



DOGMERSFIELD PARISH COUNCIL

Subject:

Finance & Regulatory Matters report

Paper reference: 068/20

Background

At this time of year, it is normal to agree a programme of work to be provided under the Lengthsman scheme. The following table is a direct copy of the content of the programme agreed by the Council in May 2019 and the minutes for 21st May 2019 show that it, in turn, was based on the 2018-19 schedule.

Proposed programme

DATE REQUIRED	ITEM	DESCRIPTION OF WORKS
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 Sea and Pilcot Green North Hedge . Also trim back any part of the hedge that is obstructing the highway.
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.
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.
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.
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 .

Councillors are invited to propose adjustments and to authorise the Clerk to submit a purchase order to the Lengthsman service.

David Skellern

Clerk

May 2020

DOGMERSFIELD PARISH COUNCIL



DOGMERSFIELD PARISH COUNCIL

ANNEX – MAPS

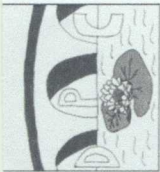




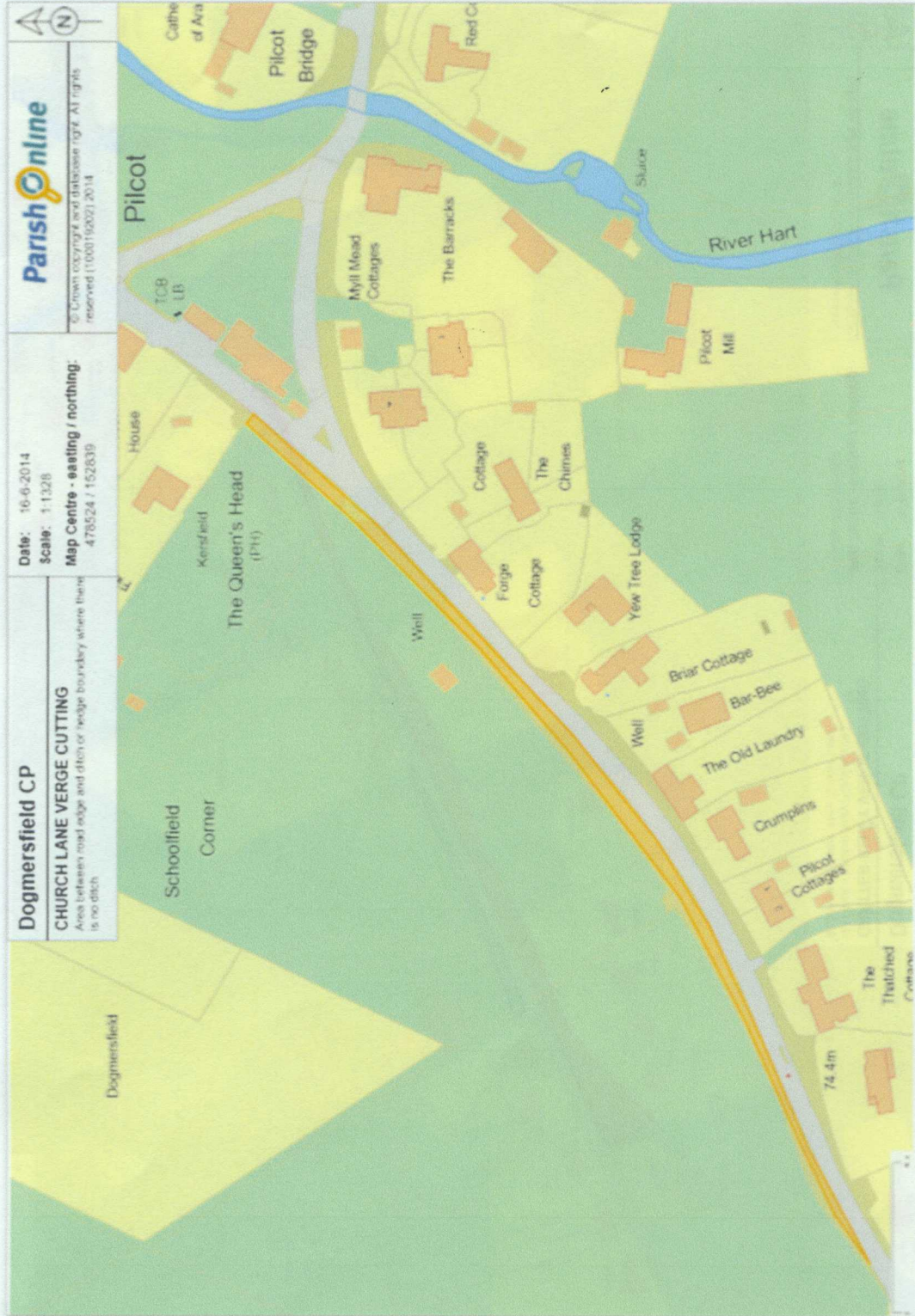
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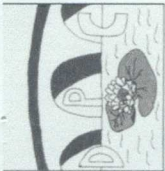
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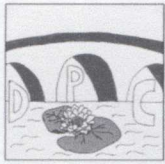


DOGMERSFIELD PARISH COUNCIL



DOGMERSFIELD PARISH COUNCIL





DOGMERSFIELD PARISH COUNCIL

Ref: 69/20

Title: Clerk's overtime request for March & April 2020

I was appointed as Clerk on 10 February 2020 on a 39 hours per month contract.

During February 2020 I kept no record of hours worked, but became aware that they were far in excess of the relevant proportion of 39 hours. On 1st March, I started to log hours worked (see attached).

During March, I logged 102 hours of work, as detailed on the spreadsheet provided. In addition to normal meeting administration, this included: seven hours on training and travel to Eastleigh; cataloguing and storing disorganised paper files; dealing with a casual vacancy; dealing with issues relating to taking over the DPC laptop; learning payroll software; issues arising from Covid19; updating the risk and asset registers; planning installation and commissioning of the defibrillator; research into and preparation for AGAR. I consider all of these tasks to have been necessary and requiring timely completion.

During April, I logged a further 94 hours of work, as detailed on the spreadsheet provided. In addition to normal meeting administration, this included: review of website documents and provision of missing documents to AC; completion of VAT claim; migration of payroll to new laptop; deletion of 14,000 emails (so far) from the 25,000 I inherited in the new laptop InBox; introducing virtual meetings; reviewing insurance requirements; defibrillator research; numerous issues relating to difficulties between councillors. I consider all of these tasks to have been necessary and requiring timely completion.

All councillors have informally either advised me to claim for extra hours worked, agreed to my suggestion that I should make a claim, or both. I therefore respectfully claim overtime payment for a total of 118 hours $[102 + 94 - (2 \times 39) = 118]$.

My gross monthly pay is £408.33 or £10.47 per hour, making a total claim of £1,235.46. If my claim is accepted, I propose to add it the June 2020 payroll.

Footnote: I cited the hours worked as one reason for my resignation and signalled my intention to work my two months' notice as 78 hours actual working time. On 18th May, I reached 78 hours. The problem is not solved yet.

David Skellern

Clerk

18th May 2020

P.S. I have not logged any time for: writing my letter of resignation; writing my post-resignation letter; or composing this claim.

Date	Start Time	End Time	Minutes	Notes
Mar-20				
01/03/2020	08:40	10:00	80	Catalogue and store final box
01/03/2020	18:35	19:05	30	Add ditches to agenda and seek advice
02/03/2020	07:50	09:05	75	AC amendment, expense forms Legal Topic Notes 1 & 5, Agendas, Meetings,
02/03/2020	09:30	11:45	135	Administration
02/03/2020	13:15	14:40	85	Prepare Feb report for March meeting
03/03/2020	07:15	07:30	15	Email & HALC
03/03/2020	08:15	09:00	45	Travel to Eastleigh
03/03/2020	10:00	12:35	155	Training WYNTK Part 2
03/03/2020	12:35	14:00	85	Travel return Prepare & print documents for DPC council meeting
03/03/2020	14:00	16:40	160	9 March 2020
03/03/2020	18:45	21:30	165	Noticeboards and APA prep meeting
05/03/2020	09:35	10:15	40	Filing, new computer, send HDC and HCC agendas
05/03/2020	11:25	11:40	15	wifi, printer
05/03/2020	13:25	14:35	70	transfer files
05/03/2020	14:35	14:55	20	check out Outlook
06/03/2020	08:00	08:55	55	Forward emails to clerk@
06/03/2020	09:15	11:45	150	Unpack defib, pay self, CI P45
06/03/2020	13:30	14:30	60	Emails & cheques & mandates
09/03/2020	08:30	10:00	90	Emails, comms q, WPC, July & August statements
09/03/2020	10:30	11:30	60	Meeting preparation
09/03/2020	14:00	15:00	60	Meeting preparation
09/03/2020	18:45	21:45	180	Council meeting & P45 to CI
10/03/2020	08:00	09:40	100	Issues emerging from meeting
10/03/2020	10:15	11:05	50	Issues emerging from meeting
10/03/2020	12:45	13:40	55	Issues emerging from meeting
10/03/2020	14:15	15:45	90	Minutes
13/03/2020	08:30	11:30	180	Email - election, COVID19, SLA, pinkie
13/03/2020	12:55	15:30	155	Minutes, COVID19
13/03/2020	18:40	20:25	105	Learn payroll & HMRC
14/03/2020	14:00	15:15	75	Internet connection, insurance
15/03/2020	08:40	09:15	35	Internet connection, printer, insurance
15/03/2020	19:10	20:00	50	What next? (vacancy, APA, special resolution)
16/03/2020	10:20	12:45	145	Meeting GC
16/03/2020	14:00	15:00	60	Vacancy
16/03/2020	17:45	18:30	45	Vacancy - post notifications
16/03/2020	19:30	20:30	60	Vacancy
17/03/2020	08:50	10:30	100	Phone GC, APA cancellation
17/03/2020	18:20	19:30	70	APA cancellation - noticeboards
18/03/2020	08:45	09:40	55	Co-option
18/03/2020	11:30	11:55	25	Invoices, emails
18/03/2020	13:20	13:45	25	Lengthsman
18/03/2020	14:15	16:00	105	Learn and update finance spreadsheet
18/03/2020	18:45	19:50	65	VAT 126

19/03/2020	08:30	10:05	95 Email, insurance renewal
19/03/2020	10:15	11:55	100 Tidy and file, read Local Council Finance Read Local Council Finance, insurance, asset
19/03/2020	13:00	14:35	95 register, backup
19/03/2020	15:35	16:40	65 Read Local Council Finance
20/03/2020	10:10	12:00	110 HMRC with Claire, agenda
20/03/2020	13:10	14:30	80 Cheques to GC and AC, key to CI
20/03/2020	19:40	20:35	55 Email, agenda, auditor
21/03/2020	11:00	12:00	60 Audit, asset register
21/03/2020	14:30	16:00	90 Pay invoices, defib plan
23/03/2020	09:30	12:10	160 Defib plan, email, Lloyds mandate, end of year
23/03/2020	13:00	14:30	90 Defib plan, mandate
23/03/2020	15:00	15:30	30 Monthly calendar, standing orders
24/03/2020	09:50	10:30	40 Clerk's action list
24/03/2020	10:40	11:40	60 Clerk's action list - recurring actions
24/03/2020	14:00	15:45	105 Email, clerk's action list, pension auto-enrol
24/03/2020	16:00	17:05	65 pension auto-enrol
25/03/2020	08:40	09:45	65 Lloyds bank mandate
25/03/2020	10:25	12:05	100 End of year/AGAR research/JPAG guide
25/03/2020	14:00	14:35	35 End of year/AGAR research/JPAG guide
26/03/2020	08:45	10:40	115 End of year/AGAR research/JPAG guide End of year/AGAR research/JPAG guide/asset
26/03/2020	11:00	12:00	60 register
26/03/2020	12:55	15:45	170 AGAR/Audit
27/03/2020	08:10	10:20	130 AGAR/Audit
27/03/2020	13:10	15:55	165 AGAR/Audit
30/03/2020	08:30	10:25	115 AGAR/Audit
30/03/2020	13:35	16:25	170 Email, defib, April agenda, AGAR/Audit, S137
31/03/2020	09:10	10:10	60 Email, risk
31/03/2020	10:55	12:10	75 Risk
31/03/2020	13:00	14:25	85 Risk
March total			6125 102
Apr-20			
01/04/2020	11:00	11:50	50 April agenda with notes
01/04/2020	12:55	14:40	105 April agenda with notes, website
02/04/2020	08:35	10:00	85 Website
02/04/2020	13:50	15:10	80 COVID and emails
02/04/2020	20:05	20:55	50 Phone GC
03/04/2020	08:25	10:40	135 Scan web docs for AC, 2020 Regulations
03/04/2020	11:00	12:10	70 Monitoring officer research
03/04/2020	13:25	14:30	65 Scan web docs redacted
06/04/2020	09:40	12:25	165 Extra meeting, VAT form
06/04/2020	16:15	18:10	115 Extra meeting - email to AC
07/04/2020	07:50	08:55	65
08/04/2020	10:00	11:45	105 Extra meeting, Zoom
08/04/2020	12:45	15:25	160 Extra meeting, Zoom
09/04/2020	10:55	12:15	80 Agenda, invoice, email, clerk action list

			Lloyds Mandate, March statement, Pay roll, phone
09/04/2020	13:15	14:50	95 Claire
			Install Payroll on new laptop, create 20-21 file, pay
09/04/2020	15:05	16:35	90 self
10/04/2020	10:00	11:30	90 Cheques, phone GC, P60s, RTI
10/04/2020	14:05	15:30	85 Agenda, co-option email, HALC advice
10/04/2020	16:00	17:40	100 Agenda
			Purchase Zoom, compile expenses, issue plans and
11/04/2020	09:15	10:15	60 agenda
11/04/2020	13:15	14:45	90 Prepare March finance report
11/04/2020	15:20	16:25	65 Prepare meeting documents
13/04/2020	13:20	15:20	120 Insurance, delivery prep, backup
13/04/2020	18:40	19:40	60 Backup and email deletion
14/04/2020	08:50	09:55	65 Print meeting docs
14/04/2020	10:45	12:25	100 Email deletion
14/04/2020	14:10	14:40	30 Deliver papers to AC, post agendas
14/04/2020	16:15	17:45	90 Issue emails re meeting, delete emails
15/04/2020	10:30	12:30	120 Email deletion
15/04/2020	14:20	14:45	25 Email deletion
15/04/2020	15:00	15:40	40 Email deletion
16/04/2020	09:20	11:00	100 Email deletion
16/04/2020	11:40	12:35	55 Email deletion
17/04/2020	09:50	11:05	75 Email and email deletion
17/04/2020	11:20	11:55	35 Email deletion
17/04/2020	14:05	15:15	70 Zoom meeting prep, website docs to AC
17/04/2020	19:00	20:10	70 Email deletion
19/04/2020	17:20	19:00	100 Email deletion, spoke Rob Molloy
20/04/2020	08:50	10:25	95 Website
20/04/2020	10:40	12:35	115 HTB mandate, Zoom meeting test & invite
20/04/2020	13:40	15:05	85 Email deletion
21/04/2020	08:55	10:15	80 Tel con GC, meeting prep
21/04/2020	13:15	15:00	105 Conf zoom, AC test zoom, invitations
21/04/2020	19:15	21:15	120 Council meeting
22/04/2020			0 Resignation
22/04/2020	08:35	10:15	100 Minutes
22/04/2020	10:30	12:15	105 Minutes, email RM
22/04/2020	13:10	15:00	110 Minutes
23/04/2020	08:15	09:30	75 Emails, concerns/Fol email
			local businesses, email replies (CL, PJ) PKFL AGAR
23/04/2020	10:00	12:10	130 email, HDC email
23/04/2020	13:35	15:45	130 Install Dropbox, planning law, co-option advice
24/04/2020	08:25	09:00	35 Emails
24/04/2020	09:15	10:10	55 Minutes, phone CI
24/04/2020	10:20	11:45	85 Planning legalities for GC
24/04/2020			0 Post res letter, audit arrangements
27/04/2020	09:00	10:10	70 email, minutes
27/04/2020	10:20	12:40	140 minutes
27/04/2020	13:25	15:05	100 matters arising, insurance
27/04/2020			0 call to AF

28/04/2020	09:10	10:40	90 email, insurance, P60s
28/04/2020	11:00	11:50	50 clerk's action list, order ink
28/04/2020	13:15	16:25	190 email deletion, defib research
29/04/2020	08:15	09:15	60 respond AC re co-option and planning protocol
29/04/2020	13:30	14:50	80 Defib research
29/04/2020	15:20	16:20	60 Defib research email and insurance
30/04/2020	09:15	09:45	30 email
30/04/2020	10:05	11:35	90 GC phonecall
30/04/2020	13:30	15:15	105 defib, insurance, CL, Monday visit

April total

5650

94

May-20

01/05/2020	09:00	10:15	75 email, VAT claim, printing problem
01/05/2020	10:45	12:00	75 task list for Mary, VAT, defib
01/05/2020	16:40	17:30	50 defib VAT claim, join nehbpc, email payphones@bt, email
04/05/2020	09:00	10:30	90 AC re silence
04/05/2020	13:35	14:00	25 Print minutes, emails
04/05/2020	15:30	16:00	30 Post minutes on noticeboards, inspect kiosk
05/05/2020	08:00	08:45	45 Email, post cheques
05/05/2020	10:40	11:40	60 May agenda
05/05/2020	13:35	14:45	70 Reinstall Zoom, set up meeting, AGAR, phone GC
05/05/2020	17:55	19:35	100 Zoom meeting Graham Mary
06/05/2020	08:50	10:45	115 Zoom meeting Mary
06/05/2020	11:00	11:50	50 Post-meeting notes/actions
06/05/2020	13:40	16:15	155 Post-meeting notes/actions. Agenda
	10:00	11:55	115 Agenda, emails
07/05/2020	13:45	15:10	85 Agenda, Defibrillator project guide etc
07/05/2020	15:20	15:55	35 Defib project guide
08/05/2020	08:35	09:45	70 Zoom meeting CHT Martin Fagan
08/05/2020			0 Prepare overtime claim
11/05/2020	08:50	10:15	85 Tel con Mary
11/05/2020	10:35	11:55	80 Finance (cheques, payroll, expenses) Update Zoom, account enquiry, set up 2020/21
11/05/2020	13:25	15:25	120 spreadsheet
12/05/2020	09:10	10:05	55 email, agenda
12/05/2020	10:30	11:45	75 defib email from CHT, defib tele con AF
12/05/2020	13:25	15:05	100 defib paper
13/05/2020	08:50	10:30	100 emails, spreadsheet
13/05/2020	13:55	15:10	75
14/05/2020	09:30	11:30	120 spreadsheet, planning protocol
14/05/2020	13:15	17:20	245 finance report, lengthsman, Zoom GC
15/05/2020	08:00	09:55	115 email (HALC, AC re website), finance report (to AF) lengthsman paper, Filezilla attempt, policy doc
15/05/2020	10:10	11:50	100 search
15/05/2020	13:35	15:05	90
18/05/2020	08:40	09:50	70 doc schedule

18/05/2020	10:05	10:45	40 doc schedule
18/05/2020	11:30	12:00	30 doc schedule
18/05/2020	14:00	15:30	90 Meeting prep
19/05/2020	08:45	09:30	45 emails, planning protocol
19/05/2020	10:20		printing

94

2020

April total

18/05/2020	08:40	09:50	70 doc schedule
18/05/2020	13:35	15:05	90
18/05/2020	10:10	11:50	100 search
18/05/2020	09:55	09:55	115 email (HARC, AC re website), finance report (to AH)
14/05/2020	15:15	17:20	145 finance report, lengthman, Zoom GC
14/05/2020	09:30	11:30	120 spreadsheet, planning protocol
13/05/2020	15:55	17:10	75
13/05/2020	08:50	10:30	100 emails, spreadsheet
13/05/2020	13:25	15:05	100 defib paper
13/05/2020	10:30	11:45	75 defib email from CHT, defib tele con AF
12/05/2020	09:10	10:05	55 email agenda
12/05/2020	13:25	15:35	120 spreadsheet
11/05/2020	10:35	11:55	Update Zoom, account enquiry, set up 2020/21
11/05/2020	08:50	10:15	85 Tel con Mary
08/05/2020	08:35	09:45	70 Zoom meeting CHT Martin Fagan
07/05/2020	15:20	15:55	35 Defib project guide
07/05/2020	12:45	15:10	85 Agenda, Defibrillator project guide etc
06/05/2020	10:00	11:55	115 Agenda, emails
06/05/2020	15:40	16:15	155 Post-meeting notes/actions, Agenda
06/05/2020	11:00	11:50	50 Post-meeting notes/actions
06/05/2020	08:50	10:45	115 Zoom meeting Mary
06/05/2020	17:55	19:35	100 Zoom meeting Graham Mary
05/05/2020	13:35	14:45	70 Reinstall Zoom, set up meeting, AGAR, phone GC
05/05/2020	10:40	11:40	60 May agenda
05/05/2020	08:00	08:45	45 Email, post cheques
04/05/2020	15:30	16:00	30 Post minutes on noticeboards, inspect kiosk
04/05/2020	15:35	16:00	25 Print minutes, emails
04/05/2020	09:00	10:30	90 AC re silence
03/05/2020	16:40	17:30	50 defib
01/05/2020	10:45	13:00	75 task list for Mary, VAT, defib
01/05/2020	09:00	10:15	75 email, VAT claim, printing problem



DOGMERSFIELD PARISH COUNCIL

Ref: 70/20

Subject: Defibrillator Project Report

Background

The Council resolved to purchase a defibrillator at its meeting held on 10th February 2020 (item 027/20) and actioned the Clerk to arrange for it to be fitted on the external wall of the Queen's Head public house. At the meeting held 21st April 2020 (item 051/20), the Council accepted that Covid19 had exposed a risk in this plan, and actioned the Clerk to re-investigate the installation of the defibrillator in the telephone kiosk adjacent to the Queen's Head.

Power Supply

In an email received 4th April 2020, BT confirmed the following key points:

1. BT Payphones will continue to be responsible for the electrical supply and any payments to the electricity companies for that supply. BT reserves the right to disconnect the electricity supply at some point, however, BT will contact the kiosk owner should this become necessary.
2. It is an unmetered supply.
3. BT will only be responsible for the supply in to the kiosk to the point of the R.E.C. fuse box. Any faults beyond this point will be the responsibility of the kiosk owner (i.e. bulb replacement)
4. The Community Heartbeat Trust can give some useful advice.
5. Once the cabinet is installed, we must advise BT, who will make the necessary adjustments to the charge code and will guarantee the power supply (at their expense) for at least 7 years.

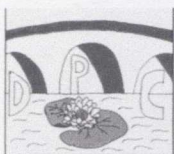
Community Heartbeat Trust (CHT) www.communityheartbeat.org.uk

Key points about CHT:

1. CHT is a charity whose aims are to help and support communities in the correct provision of defibrillators, in a sustainable, resilient and governance-led manner.
2. CHT ensures that communities obtain the correct defibrillator equipment, which is designed for the task and conforms to the various legislative requirements, such as disability laws. They ensure the storage cabinets meet the right requirements for the need. This means storage that will minimise condensation and is heated with the right type of heater and equipment that conforms to health and safety, as well as electrical safety requirements and meets disability recommendations.
3. CHT were the originators of the use of telephone kiosks for defibrillators and now have around 1000 sites using kiosks. They are the partner organisation to BT and the only BT-approved installer. All kiosk installations are pre-registered onto the WebNos Governance system so BT can monitor electricity usage, and the ambulance service is aware of the location and status.

On 8th May 2020, I spoke for about an hour to CHT's National Secretary Martin Fagan. He reassured me on two points:

- While the defibrillator we have purchased is not one that CHT would recommend for our purposes, it meets all safety requirements and the equipment can be installed in the telephone kiosk.
- CHT are able to provide the fitting service of the equipment we have purchased.



DOGMERSFIELD PARISH COUNCIL

Furthermore:

- CHT are able to provide an alternative defibrillator that is recommended by CHT, and which they believe is a better version than the one we have purchased, on a trade-in basis. The key difference is that the replacement defibrillator would have a VDU, which, CHT believe, makes the defibrillator accessible to hearing impaired people and those for whom English is not their first language. They also feel that a model incorporating a VDU makes it easier for any inexperienced person to use.
- CHT advise that any insurance provided by Came and Co (DPC's broker) is fit for purpose in respect of a defibrillator.
- CHT are able to provide an awareness (they avoid the word 'training') programme for up to 50 people.

On 12th May, Martin suggested the following options:

Option 1 - £460

Use the existing equipment as is.

- CHT to supply fitting and installation service into the K6 kiosk.
- Note that, if possible, their installers will remove the transformer and place it externally. This is not always possible and will depend upon the manufacturing of this particular cabinet.
- They will install with an RCD, and also check the electrics, and issue an installation certificate.
- CHT also to supply telephone kiosk and community signage pack (also red renovation paint if required).
- CHT to supply community awareness programme (2hrs – up to 50 attendees).
- Access to the WebNos Governance system, and registration with the ambulance services.

Option 2 - £755

CHT to trade in existing SP1 defibrillator and replace with Lifeline VIEW defibrillator. Use existing cabinet and provide all the services itemised at option 1 above.

All the above (options 1 and 2) subject to VAT (+20%) and delivery (+ £25)

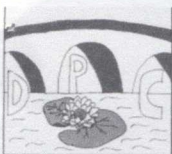
Managed solution

For either option, CHT can also provide a support agreement at £135 per annum, covering:

- Any replacement consumables when required, whether time expired or after a rescue
- Replacement batteries
- Replacement rescue kits
- Replacement safety kits (if originally provided)
- Loan equipment if/when ours goes missing (courier charges excepted)
- Software uploads
- Data down loads (Using the RescueWrist device, or SD card)
- Seek and find service
- Post-rescue counselling service

Other considerations

VETS (<https://www.communityheartbeat.org.uk/defibrillators/vets>) is a community-run system enabling up to 10 "good neighbours" to assist pending the arrival of the emergency services. A local



DOGMERSFIELD PARISH COUNCIL

number is used as a single point of contact using "Hunting-Group" technology to ring all volunteers' phone numbers simultaneously. The system can also be used for any emergency where additional help is required from neighbours, whether Cardiac Arrest or not. The availability of VETS helps gives a level of reassurance to the elderly, those living alone, and to the infirm, that there is always help on hand.

There is no requirement to create a VETS group in connection with the installation of the defibrillator, but it would seem to be a good idea to consider it and use the defibrillator awareness sessions as a springboard to its introduction.

A defibrillator has a ten-year guarantee and CHT advise that its owner should work on an assumption that it will have a ten-year life span. The Council may wish to consider its approach to ensuring that the defibrillator facility is sustainable in perpetuity.

Summary

- The Council is presented with two options for installation of a defibrillator, with CHT being the preferred installer for both options.
- Both CHT options include the awareness programme.
- The Council has an option to have known annual maintenance costs by opting for the managed solution.
- The Council's new insurance policy will adequately cover the defibrillator.
- The Council may wish to use the installation of the defibrillator as a catalyst to creating a VETS group.

David Skellern

Clerk

May 2020