



DOGMERSFIELD PARISH COUNCIL

NOTICE OF MEETING

To be held on
Monday 12th October 2015
7.30 pm
Dogmersfield Primary School

AGENDA

1	<p>Welcome & Apologies for absence</p> <p>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>	
2	Declaration of Interests – Current agenda	
3	Public Participation	
4	Approval of minutes of meeting held 14 th September 2015	Appendix 1
5	<p>Matters arising from minutes of 14th September 2015</p> <ul style="list-style-type: none"> To include consideration of outstanding action list 	
6	<p>Update on Employee Appraisal Process</p> <ul style="list-style-type: none"> To confirm completion of Annual Performance Review of employee. 	
7	<p>Finance & Regulatory Matters</p> <ul style="list-style-type: none"> To receive and approve financial statement of account from 1st – 30th September, confirm payments made in September and authorise any payments now due. To report on Pension regulation obligations To schedule review of Risk Register To agree support of Dogmersfield Events Christmas event by providing electrical safety certificate for Tree lights at an approximate cost of £40 and confirm insurance cover for lights To timetable the Budget Setting process for 2016/17 to include strategy for verge cutting programme 2016/17 	RFO Appendix 2
8	<p>Planning</p> <ul style="list-style-type: none"> To report on current planning applications and confirmation of Parish Council responses Neighbourhood Plan – To report on drop in event and confirm the next steps 	
9	<p>Environment and Rights of Way</p> <ul style="list-style-type: none"> To report on progress from recent visits of the Community Payback Team and confirm work to be carried out To confirm dates for Village Volunteer day and Dogmersfield Dad's activities To discuss tree survey on Pilcot Green to assess safety/health of trees 	
10	<p>Highways</p> <ul style="list-style-type: none"> To report any updates on Highways matters 	
11	<p>Other matters to report</p> <p>(i) Community Liaison</p>	



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	(ii) Training (iii) Website (iv) Newsletter	
12	Crime and Disorder Act, section 17	
13	Next meeting date – November 9 th	
14	Information sharing	

Notes and Appendices

Appendix 1 - Proposed resolution subject to discussion

It was resolved that the minutes of the meeting held 14th September 2015 (89/15 to 102/15) be accepted as a true record and they were signed by the Chairperson.

Proposed	Seconded	Against	Abstain	All in favour
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Appendix 2 – Proposed resolution subject to discussion

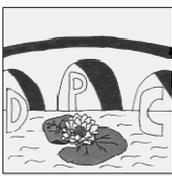
- (i) It was resolved that the statement of accounts be accepted as true and correct and payments therein listed be confirmed.

Proposed	Seconded	Against	Abstain	All in favour
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- (ii) The payments listed below are due/or will fall due for payment or for consideration for payment as required:

- a) October 2015 Clerk Salary payment £397 due 20th of month
- b) Community Payback Team £75 for October visit
- c) Information Commissioner re Data Protection £35
- d) Expenses re NHP drop in day CI £37.33
- e) ANO Expenses re NHP drop in day £TBC

Proposed	Seconded	Against	Abstain	All in favour
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Minutes of the Meeting Held at Dogmersfield Primary School 14th September 2015

Councillors present:

Cllr Alastair Clark (AJC)
 Cllr Mike Ricketts (MR)
 Cllr Graham Leach (GL)
 Cllr Joanna Thomas (JT)
 CLERK Claire Inglis (CI)

Members of Public present:

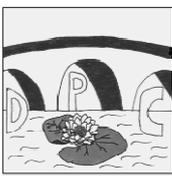
Mary Morrison (MM) Brian Leversha (BL) Giovanni Maryca (GM)
 S Thomas (ST) Elizabeth Waller (EW) Chris Waller (CW)
 Christine Smith (CS) Chris Ward (CWa) Brian White (BW)

89/15	Agenda item 1	<p><u>Welcome & Apologies</u></p> <p>Apologies were received from Cllr Beaven who has been unwell.</p> <p>The meeting was opened at 7.30pm by Vice-Chairman Alastair Clark who welcomed everyone.</p> <p>In addition apologies were received from District Cllrs Ken Crookes, John Kennett and Stephen Gorys, County Cllr Jonathan Glen and Angela and Neil Dickson.</p>	
90/15	Agenda item 2	<p><u>Declaration of interests – current agenda</u></p> <p>None received</p>	
91/15	Agenda item 3	<p><u>Public Participation</u></p> <p>AJC invited those present to raise any issues:</p> <p>BL wanted to pass on his best wishes to GB for a speedy recovery.</p> <p>CWa requested that in advance of the closure of the towpath of the canal for restoration works that a request be made for the closure to be effectively placed. Damage was sustained to fences to his property by walkers attempting a shortcut rather than returning to an appropriate exit from the canal. AJC confirmed that he would email Fiona Shipp of the Basingstoke Canal Authority to ensure that this request is submitted and put in place.</p> <p>AJC introduced GM who was in attendance representing Solstice the company responsible for submitting the planning application for a Solar Farm at Hungerford Farm. The site is located on the parish boundary within Winchfield. The public were invited to raise any questions at this time.</p> <p>AJC confirmed that DPC has made a comment on the planning application raising its concerns on some aspects of the submission. The decision now rests with HDC. AJC continued by giving some background information regarding the concerns raised by DPC as part of their planning application comments. The main concern being the route taken by the construction traffic. The application will require the lifting of the 7.5tonne road restriction through Dogmersfield whilst DPC consider that other routes should be considered further. AJC commented that he is investigating whether as an authority</p>	AJC



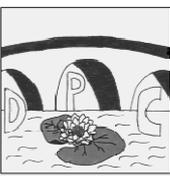
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<p>91/15</p>	<p>Agenda item 3 Cont'd</p>	<p>HDC has the legal right to lift the weight restriction but to date has not obtained an answer.</p> <p>MR further commented that his major concerns were for the parents and children of the school during the peak periods in the village and residents of Chatter Alley due to the width restriction through the chicanes and that this should not be dismissed by the developer and felt very strongly that these concerns were not being addressed.</p> <p>GM voiced his disappointment on behalf of Solstice who felt that DPC had not accepted offers to meet in advance of the planning application submission and considered it irresponsible not to take advantage of such meetings. To state in the planning application that Solstice was misleading is not true and many parties were consulted in relation to traffic management. Solstice can provide many quotes from other parishes that it has worked with in the past confirming the good communication and GM confirmed that he himself lives within four miles of the site so is aware of the traffic issues.</p> <p>(DPC could not confirm the context of the use of the word 'misleading' at the time of the discussion within the comment submitted to planning and therefore could not clarify the intended interpretation but felt sure that DPC was not inferring that Solstice is an irresponsible developer).</p> <p>GM continued that the bridges on the other routes to the site do have restrictions that limit delivery of certain aspects of the equipment that would need to be brought to the site requiring clearance in height as well as width. GM considered that Solstice would be accused of being an irresponsible developer if it brought the rail network to a standstill. GM confirmed that Solstice is still working with its consultants to mitigate the traffic concerns and is looking at hours of traffic movements and would happy for HDC to make this a condition of any planning permission granted. Consultants are looking at utilising smaller trucks and considered that the installation of a solar park should not be hindered due to these limitations and that many benefits can be derived from solar parks.</p> <p>MR reiterated that DPC is not close minded to such developments but felt the wording of the traffic assessment was not helpful. MR continued that he felt heartened that Solstice continue to look for solutions to mitigate the traffic concerns and felt this best achieved by continued dialogue. Factors that could and should be considered include use of smaller vehicles to deliver elements of the equipment to site facilitating use of routes including bridges where possible, limiting traffic through the impacted areas to off-peak periods including for example school clubs that may run later than usual school closure times.</p> <p>Some residents did confirm the difficulties that large vehicles do and would incur travelling along Chatter Alley and another mitigating factor could be to utilise a second vehicle to scout ahead of delivery trucks to ensure a clear route through the pinch points of the route. GM agreed that these options are all possible inclusions in a detailed solution and confirmed that they regularly provide maps of the route to the construction workers in such instances detailing the difficult aspects of routes.</p> <p>It was agreed to continue to liaise with Solstice and maintain a dialogue to work through the issues raised.</p>	
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92/15	Agenda item 4	<p><u>To approve the minutes of the AGM held on 13th July 2015</u></p> <p>It was resolved that the minutes (75/15 to 88/15) be accepted as a true record and they were signed by AJC. (MR proposed, GL seconded and all were in favour).</p>	
93/15	Agenda item 5	<p><u>Matters arising from the minutes of the meeting held on 13th July 2015</u></p> <p>The outstanding action list was considered at this time with many items due for consideration as an agenda item below.</p> <p>Other actions outstanding are as follows:</p> <p>GB – Culvert unblocking this may form part of the Dogmersfield Dads activities.</p> <p>AJC - To continue to press Highways dept. for outstanding actions at Odiham Partnership meetings.</p> <p>GL - To write to Highways dept. to notify of intended works to chicane islands in village.</p> <p>AJC - 'Dog Mess' signs to be installed.</p> <p>ALL – Review works to footpaths following NHP launch.</p> <p>CI – Transparency website work to be completed.</p>	
94/15	Agenda Item 6	<p><u>Update on Employee Appraisal Process</u></p> <p><u>To confirm date for Performance Review interview of employee</u></p> <p>The review meeting was due to be held 27th July but this has been postponed until October 12th. The process will be completed by the October meeting.</p>	GB/AJC /CI
95/15	Agenda Item 7	<p><u>Finance and Regulatory Matters</u></p> <p><u>To receive and approve the financial statement of account and payments in period from 1st July to 31st August 2015, confirm payments made in July and August and authorise any payments now due</u></p> <p>CI reported the Bank balance at end of August stands at 10,553.82 and this has been agreed by AJC and signed. During July and August the following payments made are confirmed below:</p> <p>July payments made were confirmed as follows:</p> <p>Chq no: 928 £75 CPT visit May 15</p> <p>Chq no: 929 £397 Clerk July Salary</p> <p>Chq no: 930 £108 HALC Training course for JT</p> <p>Chq no: 931 £45.28 Clerk expenses</p> <p>Chq no: 932 £23.98 Graham Leach expenses</p> <p>August payment made were confirmed as follows:</p> <p>Chq no: 933 £42 HALC Training course CI</p> <p>Chq no: 934 £75 CPT visit June 15</p> <p>Chq no: 935 £397 Clerk August Salary</p> <p>It was resolved that the statement of accounts be accepted as a true record and payments listed therein be confirmed (AJC proposed, JT seconded and all were in favour).</p> <p>In addition to payments requested for authorisation which are listed below the</p>	



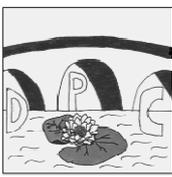
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<p>95/15</p>	<p>Agenda item 7 Cont'd</p>	<p>Goslings payment authorised in July was for a value £648 plus VAT. The actual invoice totals £685 plus VAT which includes the chicane tidy up. This was budgeted separately and the total village maintenance cost for Goslings came in under budget by £85.</p> <p>Therefore CI requests additional authorisation to cover the £37 under authorised prior month as well as the following payments:</p> <ul style="list-style-type: none"> • September 2015 Clerk Salary payment £397.00 due 20th of the month • Community Payback Team £75 for September 4th visit • HALC Training Course CI £42 21st September • Clerk Expenses £53.32 including travel and paper/stamps etc. upon completion of training course. • Basingstoke Canal Contribution £240 2015/16 <p>It was resolved to authorise the additional payment of £37 to Goslings and the 5 payments to be settled as listed upon receipt of relevant paperwork (invoice or expense claim) (GL proposed, MR seconded and all were in favour).</p> <p><u>To confirm completion of the annual audit by the external auditor BDO</u> CI reported that BDO confirmed completion of the annual audit at the end of July. The requisite notice was displayed on the noticeboards as required from 31st July for 14 days. BDO confirmed that there were no matters which came to their attention which required issuing of a separate additional issues arising report. Councillors thanked CI for the good outcome of the audit.</p> <p><u>Payment of Basingstoke Canal Contribution requiring virement in budget to Subscriptions</u> Under Subscriptions the remaining budgeted payments due to be made include £240 for the annual Basingstoke Canal Contribution and £35 to the Information Commissioner for Data Protection. Only £226 is currently available under this budget heading and this therefore requires a virement from another area of the budget. Option 1 suggests a transfer of £50 from Admin Consumables Option 2 suggests a transfer of £45 from Audit and £5 from Parish Insurance. Option 2 is preferred as these budget lines are confirmed underspends for the year.</p> <p>It was resolved to make a budget virement as per Option 2 from Audit £45 and Parish Insurance £5 to Subscriptions to cover the payment of the Canal Contribution and Data Protection registration (MR proposed, AJC seconded and all others were in favour).</p>	<p>CI</p>
<p>96/15</p>	<p>Agenda item 8</p>	<p><u>Planning</u></p> <p><u>Report on current planning applications and confirmation of Parish Council responses</u> The following applications were discussed and decisions noted where applicable: Land at Netherhouse Copse (423 residential units) – Permission was refused by HDC on the basis it would undermine the strategic gap between Fleet and Crookham Village. HDC may have been emboldened by the recent appeal decision that upheld refusal of an application in the strategic gap between Hook and Newnham. Four Season Hotel (Various to include additional facilities, entrance foyer) – Permission has been granted despite adverse comments from Hart’s Conservation officer. Rose Court, Rye Common Lane (14x2 bed apartments) – Permission has been granted with Hart officials dismissing concerns raised by DPC regarding access onto the A287.</p>	



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<p>96/15</p>	<p>Agenda item 8 Cont'd</p>	<p>Blue Bell Lodge (Erection of 4 bed house to replace demolition of existing property) – This application has been refused, the existing property was a mobile home which HDC had issued an enforcement notice against. This is subject to an appeal which if successful may see the application resubmitted.</p> <p>Forge Cottage (Erection of carport) – HDC refused permission for similar reasons to the concerns raised by DPC. Similar points were made by Highways and Conservation officers.</p> <p>Hungerford Farm (Solar Farm) – Concerns were raised as per the discussion under public participation by DPC. HDC are due to consider this application in October.</p> <p>Fermoy (5 dwellings) – This application is for Pre-application advice therefore DPC will not comment at this time.</p> <p>Equestrian Centre (Request for change of conditions) – This application is under consideration by DPC currently and comments are requested by 21st September.</p> <p><u>Neighbourhood Plan (NHP)– To report on progress and confirm the next steps</u> The NHP launch event has been organised for September 26th and will be a drop in event held in the school hall from 11am until 4.30pm. This has been advertised via the newsletter just issued.</p> <p>Plans for the event are being finalised and include: CI/ GL - Refreshments to be finalised AJC/ ALL - Pinkie to be circulated by AJC, agreed and delivered mid-week commencing 21st September. CI/AJC/GB – To meet 21st September to finalise display boards GB – To finalise NHP presentation ALL – To confirm agreement to content of questionnaire prepared by GB.</p> <p><u>To comment on attendance at Oakford Homes exhibition of Church Lane proposal on 14th July.</u> The exhibition was fairly well attended with most of the Church Lane residents represented. Since then it has gone very quiet with no communication from Oakford Homes or any further news on the Chatter Alley potential development. AJC confirmed that if DPC receive any news it will share this with its residents.</p>	<p>ALL</p> <p>As per initials</p>
<p>97/15</p>	<p>Agenda item 9</p>	<p><u>Environment & Rights of Way</u></p> <p><u>To report on progress from current month visit by Community Payback Team and confirm work to be carried out and agree future dates</u> GL reported on the two activities in the village since the last meeting. Goslings completed their second verge clearance visit which included a tidy up of the island chicanes.</p> <p>The CPTs visit on 4th September saw the wood pile moved from Chatter Alley to Pilcot Green North (PGN) and further clearance of the Himalayan Balsam.</p> <p>It was considered important for a DPC Councillor to be in attendance when CPT is carrying out works so that task focus is maintained. CI confirmed she would circulate the upcoming dates if councillors can consider being available.</p> <p>AJC reported that he had been contacted by Hampshire and IOW Wildlife Trust who asked permission to take water samples from the River Hart to further their studies on the River Loddon catchment area. AJC suggested they also look at progress made in the village with the removal of the Balsam.</p> <p>A village Volunteer day has been planned for October 17th commencing at 9.30am until 12.30pm where all are welcome. It is intended to continue to pull Balsam, dispose of</p>	<p>ALL</p>



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<p>97/15</p> <p>Agenda item 9 Cont'd</p>	<p>the piles of balsam currently rotting down on PGN and clear ditches and collect rubbish around the village.</p> <p><u>To report on quote for replacement of Oak post and rail to Pilcot Hill</u> CI reported that following the damage sustained to the Oak post and rails along Pilcot Hill quotes were obtained to replace and install new posts. Subsequent to that posts and rails that had been salvaged after the incident were discussed with a contractor and a revised quote was obtained.</p> <p>The quote received was for a total of £230 excluding VAT which is below the insurance excess and hence a claim will not be submitted to the insurance company. CI confirmed that the expenditure would come from the Project budget area which was set at £500 for the year with no expenditure incurred to date.</p> <p>It was resolved to appoint Treasure Fencing to repair/replace the oak posts and rails to Pilcot Hill at a cost of £230 ex VAT (GL proposed, MR seconded and all were in favour).</p> <p><u>Update on Lengthsman scheme for year</u> CI confirmed that the invoice for the 2015/16 funding has been submitted to Hampshire County Council. AJC reported that the department seem to be pushing for a clustering of local councils to centralise the admin in one parish who would administer the scheme on behalf of 8 – 10 parishes. HCC are also encouraging employment of one Lengthsman across all parishes but this would be very onerous for the central parish and unworkable in the view of many of the local small parishes.</p>	<p>CI</p>
<p>98/15</p> <p>Agenda item 10</p>	<p><u>Highways</u></p> <p><u>To report any updates on Highways matters</u> AJC confirmed as reported earlier in the meeting that the only item completed by Highways is the installation of the wooden posts to the corner of Chatter Alley. Highways department will continue to be pressed to carry out works.</p>	<p>AJC</p>
<p>99/15</p> <p>Agenda item 11</p>	<p><u>Other matters to report</u></p> <p>Community Liaison – CI confirmed that an update on closure dates of Basingstoke Canal footpaths has been distributed with the newsletter to all residents and will be put up on noticeboards.</p> <p>Training – CI confirmed she is due to attend a HALC hosted Pension workshop on 21st September to facilitate actions required to be carried out by Council.</p> <p>Website – Work continues by CI to update the website to comply with Transparency requirements. Pages of the website are being prepared in the background and once all are ready they will be uploaded. CI aims to complete this by the October meeting.</p> <p>Newsletter – The newsletter has now been printed and distributed to all residents.</p> <p>External Meetings – AJC reported on important external meetings which should be represented by DPC. He asked Councillors to confirm availability to attend as follows: 10th October HALC AGM at Sparsholt 13th October HDAPTC meeting which will include important updates from Darryl Philips on the Hart Local Plan. AJC confirmed that he had forwarded forms to confirm attendance at the HALC AGM to CI. CI would complete and submit.</p>	<p>CI</p> <p>CI</p> <p>ALL</p>



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99/15	Agenda item 11 Cont'd	GL added that he has been attending the informal NHP meetings where local parishes meet to discuss progress on their respective plans. The next date to be confirmed is October 14 th with another in mid-November. Wendy Makepeace-Browne will confirm the dates in due course. GL felt it was important that depending on the status of the establishment of a DPC neighbourhood plan group that DPC should be represented at these meetings.							
100/15	Agenda item 12	<u>Crime and Disorder Act, section 17</u> No matters to discuss.							
101/15	Agenda item 13	<u>Dates of future meetings</u> <u>2015/16</u> Meetings are scheduled as follows: <table border="1" data-bbox="320 826 1366 904"> <tr> <td data-bbox="320 826 668 864">October 12th</td> <td data-bbox="673 826 1015 864">November 9th</td> <td data-bbox="1019 826 1366 864">December 14th</td> </tr> <tr> <td data-bbox="320 871 668 904">January 11th</td> <td data-bbox="673 871 1015 904">February 8th</td> <td data-bbox="1019 871 1366 904">March 14th</td> </tr> </table>	October 12 th	November 9 th	December 14 th	January 11 th	February 8 th	March 14 th	
October 12 th	November 9 th	December 14 th							
January 11 th	February 8 th	March 14 th							
102/15	Agenda item 14	<u>Information Sharing</u> Meeting was closed at 8.50pm.							

Signed.....
Chairman

Date.....

**Dogmersfield Parish Council Finance Report
as at 30th September 2015**

Bank Reconciliation	
Opening Cashbook Balance at 1st April 2015	6,455.70
Add	
Total Cashbook Receipts YTD 2015/16	7,537.84
Less	
Total Cashbook Payments YTD 2015/16	(5,268.34)
VAT adjustment	
ADD VAT refunded YTD on prior year expenditure	523.64
LESS VAT paid YTD on expenditure	(313.02)
Credit Balance in Cashbook after VAT adjustment	<u>8,935.82</u>
Actual Bank Balance as per Bank Statement dated 30th September 2015	<u>9,019.82</u>
	<u>Difference to Reconcile 84.00</u>
	Unpresented Cheques
	84.00 Chq 937
	<u>84.00</u>

CASHBOOK ENTRIES IN MONTH							
Cheque number	Date	Received From/ Payable to	Details	Receipts		Payments	
				Net Amount	VAT	Net Amount	VAT
September 2015				-	-	-	-
936	14/09/2015	Hants & IOW CRC Ltd	CPT Team July 15 visit	-	-	75.00	-
937	14/09/2015	Hampshire County Council	Hall Hire Apr - July 15	-	-	84.00	-
938	20/09/2015	Claire Inglis	Sept 15 Salary	-	-	397.00	-
939	14/09/2015	Hampshire County Council	Basingstoke Canal Contbn	-	-	240.00	-
940	14/09/2015	Goslings	Verge Clearance	-	-	345.00	137.00
Total Receipts & Payments in Month				-	-	1,141.00	137.00
Total Receipts & Payments YTD				7,537.84	523.64	4,928.34	313.02

Dogmersfield Parish Council

Expenditure Analysis at 30th September 2015

Budget Area	Budget 2015/16	Expenditure Sept 2015	Expenditure YTD	Budget Virement in Year	Budget Balance as at 30th September 2015	Percentage Budget Spent	Analysis of Unbudgeted Expenditure
Internal operations							
Parish Clerk	4,765.00	397.00	2,382.00		2,383.00	49.99%	
Subscriptions	650.00	240.00	664.00	50.00	36.00	102.15%	
Meeting costs	400.00	84.00	129.60		270.40	32.40%	
Training	250.00	0.00	157.85		92.15	63.14%	
Admin consumables	465.00	0.00	35.74		429.26	7.69%	
IT Upgrade	500.00	0.00	0.00		500.00	0.00%	
Website	120.00	0.00	0.00		120.00	0.00%	
Parish insurance	300.00	0.00	265.00	(5.00)	30.00	88.33%	
Audit of accounts	200.00	0.00	155.00	(45.00)	0.00	77.50%	
Election contingency	600.00	0.00	0.00		600.00	0.00%	
Total Internal Operation Budget 2015/16	8,250.00	721.00	3,789.19	0.00	4,460.81	45.93%	
Service delivery							
Village maintenance	2,250.00	340.00	554.15		1,695.85	24.63%	
Lengthsman Costs	1,000.00	420.00	925.00		75.00	92.50%	
Neighbourhood Plan	0.00	0.00	0.00	500.00	500.00	0.00%	
Project work to benefit the community	500.00	0.00	0.00		500.00	0.00%	
Total Service Delivery Budget 2015/16	3,750.00	760.00	1479.15	500.00	2,770.85	39.44%	
Budget Contingency 2015/16							
Contingency	500.00		0.00	(500.00)	0.00	0.00%	
Total Budget Expenditure 2015/16	12,500.00	1,481.00	5,268.34	0.00	7,231.66	42.15%	

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RISK ASSESSMENT 2015

Risk Identification	Risk Description	Risk Management Policy	Probability of Occurrence	Impact on Council Activities/ Finance	Additional actions for 2015/16
Chalky Lane bus shelter	Damage to this Council owned asset due to vandalism or other wear and tear incurs repair or replacement cost or write off with potential for third party claims.	The shelter serves a re-established bus service and so maintenance / repair should be preferred over a write off. Parish Council to inspect and repair on an annual basis. Ensure adequate third party insurance cover, The shelter was last maintained during Autumn 2014	Med	Med	
Notice Boards	Damage to this Council owned asset due to vandalism or other wear and tear incurs repair or replacement cost or write off with potential for third party claims.	Repair or replace as required. Ensure adequate third party insurance cover. Two notice boards were replaced in June 2005. All notice boards were maintained in 2014.	Med	Med	Repair as necessary. Plan and budget for future replacements
Posts and rails on Pilcot Green	Damage to this Council owned asset due to vandalism or other wear and tear incurs repair or replacement cost or write off with potential for third party claims.	Monitor and repair as required. Ensure adequate third party insurance cover. Damaged posts replaced in 2014	Med	Med	Plan and budget for repair work as needed
Telephone Kiosk on Pilcot Green	Damage to this Council owned asset due to vandalism or other wear and tear incurs repair or replacement cost or write off with potential for third party claims.	Monitor and repair as required. Ensure adequate third party insurance cover. Kiosk restored in 2014	Med	Med	Repair as necessary
Laptop Computer	Loss, theft or damage to this council owned asset incurs repair or replacement costs and loss of information with disruption to Clerk's duties	Repair or replace as needed. Computer stored securely by the Clerk. Ensure adequate insurance cover.	Low	Med	Budget for timely replacement
Laptop Software	Through oversight or fraud software on the Council laptop may not be correctly licensed with potential for claims from the software supplier.	Aim to be fully licensed. Use directly purchased software or seek assurance of legality from any person installing software	Med	Low	

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Risk Identification	Risk Description	Risk Management Policy	Probability of Occurrence	Impact on Council Activities/ Finance	Additional actions for 2015/16
Other software	Through oversight or fraud software used by Councillors on behalf of the Council may not be correctly licensed with potential for claims on the Council from the software supplier.	Aim to be fully licensed. Use software directly purchased by the Council or seek assurance of legality from any Councillor using software purchased through another route.	Med	Med	
Printer	Loss, theft or damage to this Council owned asset incurs repair or replacement costs and loss of capability to produce newsletters and other similar documents.	Repair or replace as needed. Printer stored securely by the person responsible for producing the newsletter. Ensure access to alternative printing methods and adequate insurance cover. A3 printer disposed of in 2014	Low	Med	Budget for timely replacement of A4 printer
Projector	Loss, theft or damage to this Council owned asset incurs repair or replacement costs and loss of capability to make presentations.	Repair or replace as needed. Projector is stored securely by a Councillor. Ensure adequate insurance cover.	Low	Low	
Financial Transactions	Fraud or theft causes a loss of Council funds.	Minimise through prudent administration. All Council funds are banked. Chequebooks are stored by RFO in a secure place, All cheques require two signatories and they are also prepared against an invoice, or other agreed document or receipt. No signatory is allowed to sign a cheque made out in their favour.	V Low	High	
Financial Records	Fire, theft or data corruption causes a loss of financial information resulting in the inability to produce statutory records and financial returns.	Minimise through prudent administration. Copies of the statement of account showing all transactions are given by RFO to all Councillors during each Parish meeting. Computer records are backed up on a regular basis and stored securely.	Low	High	
Other Records	Fire, theft or data corruption results in the loss of other Council information resulting in an inability to produce records and other documents.	Minimise through prudent administration. Copies of most council documents are held by or circulated to Councillors and the Clerk. Computer records are backed up on a regular basis.	Low	Low	
Hard Copy Documents	Fire or theft causes the loss of important hard copy documents	Hard copy documents are stored securely with most being scanned and circulated to	Low	Low	

DOGMERSFIELD PARISH COUNCIL

Risk Identification	Risk Description	Risk Management Policy	Probability of Occurrence	Impact on Council Activities/ Finance	Additional actions for 2015/16
	resulting incomplete records and poor administration.	Councillors. Copies of many important paper documents can be replaced by reference to the source or other Parish Councils.			
Data Protection Act 1998	Through oversight or negligence Council actions may not ensure compliance with its obligations as a data controller with potential for prosecution.	Aim to be fully compliant. Take appropriate remedial action to address any identified shortfall.	Med	Med	Agree a Data Protection Protocol and expand the compliant e-mail list regaining permissions as necessary
Council Employees	The Council is the employer of a part time Parish Clerk and any failure to follow statutory employment regulations could result in claims against the Council.	Aim to abide by all statutory employment regulations and seeks specialist advice before acting from HALC for all formal matters associated with the employment of the Clerk. Ensure adequate insurance cover.	Med	Med	
Council Activities	Councillors and the Clerk perform a number of duties on behalf of the Council such as working parties that could result in assault, injury or disease.	Keep health and safety risks As Low As Reasonably Practicable (ALARP) through normal pragmatic precautions covering routine working practices. Record all activities and details of any incidents.	Med	Low	Set up and maintain log of all activities involving Councillors and Volunteers showing who attended, what work was undertaken and whether there were any incidents.
Council Communications	Councillors express personal opinions or pass on other information that can be construed to be Council view or Council communication resulting in confusion with potential for reputational damage.	Aim to avoid confusion and ensure that all formal communications particularly with other organisations have majority Council backing. Recognise that it is impractical to clear all communications through the Council.	Low	Low	Agree a Council Communications Protocol as an Annex to Code of Conduct.
Council Decisions	Councillors make recommendation and decisions on local issues and any failure to follow statutory procedures could result in illegal decisions and malpractice claims against the Council	Aim to ensure that all of Council decisions are legally constituted. Chairman ensures that all meetings are correctly arranged and recorded and that the proceedings follow established good practice. All potential Council decisions must be correctly proposed at the meeting and any resulting decision formally recorded in the Minutes.	Low	Low	

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Risk Identification	Risk Description	Risk Management Policy	Probability of Occurrence	Impact on Council Activities/ Finance	Additional actions for 2015/16
		Code of Practice adopted that is binding on all Councillors. Ensure adequate insurance cover.			
Council Contracts	Council employs unsuitable Contractors resulting in poor value for money and claims against the Council	Obtain quotations for all contracted work that include acceptance of the Council's approved Terms and Conditions of Contract with evidence of the Contractor's Liability Insurance. Written authorisation to be given before work commences with Council supervision of work when necessary.	Med	Med	Review Council's Terms and Conditions to ensure they are still fit for purpose
Financial Transactions	Due to oversight or fraud Council funds are paid out illegally	Minimise through sound administration procedures. Engagement of bona fide organisations and suppliers. Written quotations provided for all work and services to be performed. Formal authorisation before commencement. Payment against invoices after completion	Med	Low	
Council Meetings and Functions	Council public meetings and other public attended functions could cause injury or offence resulting in third party claims against the Council	Minimise through operation of established good practices. Use registered premises. Complete a separate risk assessment for any out of the ordinary functions. Ensure adequate insurance cover.	Low	Low	
Council Jurisdiction	The council has shared responsibility for a number of areas of common land in conjunction with Hampshire County and Hart District Councils and land for which there is no known registered owner. Use of this land by members of the public could result in claims against the Council	Aim to minimise potential hazards. Inspect regularly taking appropriate remedial action when needed. Ensure adequate insurance cover. Complete a separate risk assessment for any out of the ordinary activities.	Low	Low	Complete annual inspection. Carry out a risk assessment prior to lights being installed on the "Christmas Tree"

DOGMERSFIELD PARISH COUNCIL

This document will be reviewed on an annual basis or sooner should facts or circumstances require this.

Last reviewed: May 2015.

DOGMERSFIELD PARISH COUNCIL PLANNING APPLICATIONS RECEIVED AND STATUS REPORT

Application No	Date Valid	Date Due	Description	HDC Status	DPC Status
15/00373/NMMA	Mon 21 Sep 2015	Not Available	Four Seasons Hotel Dogmersfield Park Chalky Lane Dogmersfield Hook Hampshire RG27 8TD Application to vary condition 1 - Introduction of phasing to the scheme, condition 2 - hard and soft landscaping, condition 3 - details of pergola/ loggia, windows, doors and panels, condition 4 -reference to restaurant extension, condition 6 - details of entrance gates and piers, condition 7 - phasing of tree protection and method statements and condition 10 - implementation of hard and soft landscaping of Ref. 15/00374/LBC Erection of children's swimming pool, gym and restaurant extensions, formation of terrace and erection of pergola, balcony canopy, remodelling of existing vehicular access from Chalky Lane with new entrance gates and piers, remodelling of pond to west of the hotel and improvements to drop-off area to front of hotel together with associated landscape improvements	Not Available	
15/02077/HOU	Thu 17 Sep 2015	Thu 15 Oct 2015	Fieldview Chatter Alley Dogmersfield Hook RG27 8SS Erection of single storey side extension with new pitched roof with conversion of garage to habitable accommodation	Registered	
15/02191/LDC	Fri 11 Sep 2015	Tue 13 Oct 2015	Blue Bell Lodge Rye Common Lane Crondall Farnham GU10 5DE Use of land for the siting of a mobile home for residential purposes.	Registered	
15/02111/AMCON	Thu 10 Sep 2015	Thu 08 Oct 2015	Dogmersfield Park Chalky Lane Dogmersfield Hook RG27 8TD Application to remove Condition 12 (restricted use of equestrian centre) , Condition 13 (restricted occupancy of the stables) and to vary the wording of Condition 10 (restricted occupancy of accommodation) of planning permission 13/00539/MAJOR for 'Demolition of existing equestrian buildings and former dairy building, retention of existing manege and erection of replacement equestrian centre including stabling, manege, storage, ancillary office and equestrian centre and hotel staff accommodation and associated landscaping.'	Registered	
15/01873/PREAPP	Tue 11 Aug 2015	Not Applicable	Fermoy Farnham Road Odiham Hook Hampshire RG29 1HS 5 dwellings with associated services and landscaping at land at Fermoy, Farnham Road	Registered	No response
15/01777/FUL	Fri 24 Jul 2015	Thu 20 Aug 2015	Hungerford Farm Pale Lane Winchfield Hook Hampshire RG27 8SW Solar farm of approximately 5MW of generating capacity, comprising the installation of solar photovoltaic panels and associated infrastructure including electrical inverter and transformer cabins, switchgear and meter house, access tracks, fencing, CCTV, landscape planting, and grid connection.	Registered	Objection
15/01046/HOU	Wed 01 Jul 2015	Sat 25 Jul 2015	Forge Cottage Church Lane Dogmersfield Hook RG27 8SZ Erection of a proposed carport with store room over	Refuse	Objection
15/01083/FUL	Wed 27 May 2015	Fri 03 Jul 2015	Rose Court Rye Common Lane Crondall Farnham GU10 5DD Demolition of office building, car parking and hard standing and erection of new building to create 14 x 2 bed apartments with car parking and amenity areas	Grant	Access Concerns