

DOGMERSFIELD PARISH COUNCIL

Minutes of the Annual General Meeting Held at Dogmersfield Primary School 21st May 2019

Councillors present:

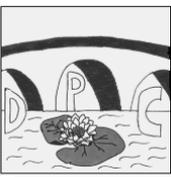
Cllr Alastair Clark (AC)
Cllr Graham Chisnall (GC)
Cllr Brian White (BW)

CLERK: Helen Wright (HW)

Members of the public present:

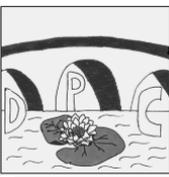
There were 12 members of the public present including
Cllr David Simpson (DS) and Cllr Ken Crookes (KC)

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| 40/19 | <p>Welcome & Apologies for Absence</p> <p>AC welcomed everybody to the meeting and explained that following the departure of the previous Chairman (Geoff Beaven), then as Vice-Chair he would chair the meeting until the election of the Chair which is the next item on the agenda.</p> <p>AC introduced Liz Wallace who explained that she is the Police Community Support Officer (PCSO) for Hart Rural South, and that she can be contacted on 101 or by email, or via the Parish Councillors should her help be needed. Liz then left the meeting due to another commitment.</p> <p>Apologies were received from Cllr Jane Houston, Cllr Chris Dorn and Geoff Beaven.</p> | |
| 41/19 | <p>Elections</p> <p><u>a) Election of Chairman and Vice-Chairman and signing of Acceptance of Office</u></p> <p>BW proposed that GC be elected Chairman for the coming year, and GC stated that he was happy to stand. There were no other nominations.</p> <p>It was resolved that GC be appointed as Chair of Dogmersfield Parish Council for 2019/20 with immediate effect.</p> <p>(BW proposed and AC seconded)</p> <p>GC signed the Acceptance of Office form, which was then countersigned by the Clerk.</p> <p>GC commented that with the Neighbourhood Plan reaching its final stages he hopes for greater stability regarding planning issues for the Parish. Councillors expressed profound gratitude for the work undertaken by Geoff Beaven and wished him well for his retirement.</p> <p>GC proposed that AC be elected Vice-Chair for the coming year, and AC confirmed that he was happy to stand.</p> <p>It was resolved that AC be appointed as Vice-Chair of Dogmersfield Parish Council for</p> | |



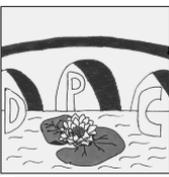
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| | <p>2019/20 with immediate effect. (GC proposed and BW seconded)</p> <p><u>b) Election of Other Posts</u></p> <p>It was noted that the proposed allocation of portfolios/responsibilities for 2019/20 is based on the allocation for 2018/19, and that it will be adopted on a temporary basis until a fifth Councillor joins the Council following completion of the current recruitment process, whereupon the portfolios/responsibilities for 2019/20 can be reallocated as appropriate. It was agreed that it would be useful if another Councillor can attend NHP meetings if AC is unable to do so.</p> <p>It was resolved that the portfolios/responsibilities for 2019/20 be allocated as follows:</p> <ul style="list-style-type: none"> • RFO – Parish Clerk • Community Liaison – ALL • Planning – GC • Footpaths & Rights of Way – JH • Environment – BW • Highways – AC • Liaison with Other Councils and Related Bodies – AC • Newsletter & Communication – GC • Website – AC/Parish Clerk • Neighbourhood Plan Liaison – AC • Community Benefit Fund Liaison – JH <p>(AC proposed, GC seconded and all were in favour)</p> | |
| 42/19 | <p>Declaration of Interests – Current Agenda</p> <p>There were no declarations of interests.</p> | |
| 43/19 | <p>Public Participation</p> <p>KC reported that Cllr Chris Dorn has been elected to the District Council, joining himself and Cllr John Kennett. Cllr Dorn is currently staying on as Chair of Crondall Parish Council, and he is very knowledgeable and able to help as needed. It was noted that Crondall Parish Council is recruiting for a Parish Clerk.</p> | |
| 44/19 | <p>Approval of Minutes of Previous Meetings</p> <p><u>a) Approval of the Minutes of the Meeting held on 11th March 2019</u></p> <p>It was resolved that the minutes of the meeting held on 11th March 2019 (27/19 to 39/19) be accepted as a true record and they were signed by the Chairperson.</p> <p>(AC proposed, BW seconded and all were in favour)</p> | |



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| | <p>b) <u>To accept the Notes and Reports of the Annual Parish Assembly held on 8th April 2019</u></p> <p>It was resolved that the notes and reports of the Annual Parish Assembly held on 8th April 2019 be accepted as a correct reflection of the meeting and they were signed by the Chairperson.</p> <p>(GC proposed and AC seconded – BW abstained as he was not present at that meeting)</p> | |
| 45/19 | <p>Matters Arising from the Minutes of the Meeting held on 11th March 2019</p> <p><u>To include consideration of outstanding action list</u></p> <p>With consideration to the action list from 11th March, the following points were noted:</p> <ul style="list-style-type: none"> • 31/19 To identify/formulate procedures in line with the Data Protection and Privacy Policy/GDPR for approval – ongoing, GC will discuss with JH. • 31/19 To arrange site visit with Philip Sheppard – complete. AC reported that DS had organised a joint meeting for Dogmersfield and Winchfield Parish Councils with Philip Sheppard and James Holt which was held on 10th May. The PCSOs are to be invited in future. Issues discussed included parking, damage to chicanes and traffic speeds. The next meeting was scheduled for September, although in the near future there will be a more localised walkabout. DS stated that by the September meeting he expects progress to have been made on actions arising from the May meeting. It was noted that a vehicle has crashed into a chicane on Church Lane as currently the chicane has no reflector – the missing reflector has been reported to HCC. DS stated that if AC emails him about it he will chase it up, as something reflective is needed there until it is fixed properly. • 31/19 AC to liaise with the owner of the cricket field regarding the muddy footpath – ongoing • 31/19 To approach John Self regarding plant recommendations for the chicanes on Chatter Alley – GC is meeting with John on Thursday to discuss. • 32/19 HW to provide information to GC regarding the Internal Audit – complete • 34/19 JH/AC to progress improvements to Footpath No. 3 – AC stated that he and JH need to write the specification and contracts, obtain the agreement of the landowner and go out to tender. • 39/19 GC to circulate details of Schoolfield Corner pre-application – complete | <p>GC/JH</p> <p>AC</p> <p>AC</p> <p>GC</p> <p>JH/AC</p> |
| 46/19 | <p>Finance & Regulatory Matters</p> <p><u>To receive and approve the year-end financial statement of accounts, confirming payments made prior to year end</u></p> <p>HW reported that in summary the transactions in March were:</p> <p><i>Payments:</i></p> <p>Cheque nos.</p> <p>1098 Premier Grounds & Garden Maintenance (works to chicanes) £2,628 inc VAT</p> | |



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1099 Elvetham Heath Parish Council (Councillor training) £60

1101 Helen Wright, Clerk salary March 2019 £395

1103 Alastair Clark, web expenses £245.64

Receipts: Nil

It was noted that the financial position at the end of March was as follows:

Total cashbook: £12,414.59 of which £1,366.48 is ring fenced for the Neighbourhood Plan.

HW explained that as the Parish Council only receives an annual statement in June from the Hampshire Trust Bank (which holds the Community Benefit Fund money), the internal auditor had observed that an up-to-date statement would be required in order to properly reconcile the accounts to the end of March 2019. Accordingly HW had obtained a statement from Hampshire Trust Bank dated 8th May 2019, which confirmed the balance of that account to be £28,317.97 as reported. AC confirmed that he has seen the statement and this is correct.

It was resolved that the year end financial statement of accounts be accepted as a true and correct record and the payments listed therein be confirmed.

(AC proposed, GC seconded and all were in favour)

To receive and note the Analysis of Variances for Section 2 of the Annual Governance and Accountability Return 2018/19 and Analysis of Receipts and Payments Actual to Budget for 2018/19

HW had circulated these documents to Councillors in advance of the meeting. HW outlined the main points to the meeting, and no questions were raised.

It was resolved to note the Analysis of Variances for Section 2 of the Annual Governance and Accountability Return 2018/19 and Analysis of Receipts and Payments Actual to Budget for 2018/19

(GC proposed, BW seconded and all were in favour)

To agree the Asset Register

It was noted that the new laptop has been added to the Asset Register.

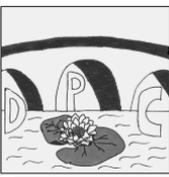
It was resolved that the Asset Register as updated in August 2018 is correct.

(BW proposed, GC seconded and all were in favour)

To agree Insurance Cover

It was noted that HW had previously circulated details of the insurance quotation/schedule from Came and Company/Inspire for the period from 1/6/19 – 31/5/20, which is the second year of a 3 year binding Long Term Agreement (LTA).

It was resolved to accept the insurance quotation from Came and Company/Inspire, at an



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annual premium cost of £343.55 including tax and administration fees.

(AC proposed, GC seconded and all were in favour)

To receive and note the Annual Internal Audit Report 2018/19

HW had previously circulated the Annual Internal Audit Report 2018/19 to Councillors. It was noted that the Internal Auditor had found everything to be in order, the only recommendation being to procure an up-to-date statement of account from Hampshire Trust Bank as they normally provide only an annual statement in June and therefore the most recent statement was dated June 2018. An up-to-date statement has been obtained (dated 8th May 2019) and the balance was the same as that in the statement from June 2018 as expected.

It was resolved that the Annual Internal Audit Report for 2018/19 be noted.

(AC proposed, GC seconded and all were in favour)

To approve the Annual Governance Statement 2018/19

HW had previously circulated the Annual Governance Statement 2018/19 to Councillors.

It was resolved that the Annual Governance Statement 2018/19 be approved.

(AC proposed, GC seconded and all were in favour)

To approve the Accounting Statements 2018/19

HW had previously circulated the Accounting Statements 2018/19 to Councillors. No questions were raised.

It was resolved that the Accounting Statements 2018/19 be approved.

(AC proposed, BW seconded and all were in favour)

To certify that the Parish Council is exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

It was resolved that the Parish Council certifies that it is exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

(GC proposed, AC seconded and all were in favour)

To approve the Annual VAT Return for submission

It was noted that AC had checked the submission figures provided by HW and found them to be correct.

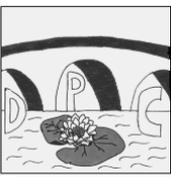
It was resolved that the Annual VAT Return totalling £1,287.31 be accepted as correct as per review by Councillor Clark and be submitted to HMRC for reclaim.

(AC proposed, GC seconded and all were in favour)

To agree and authorise payment of subscription renewals for 2019/20

DPC's subscriptions were considered.

It was resolved to renew the subscriptions/fees as listed below for payment as the



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subscription falls due:

1. Moneysoft Software Licence £81.60 (£68+VAT) (budget £70)
2. CPRE membership £36 (budget £40)
3. Basingstoke Canal Authority £240 (budget £250)
4. HALC HR Consultancy Service Fee £180 (£150+VAT) (budget £160)
5. Hampshire & IOW Wildlife Trust TBC (budget £60)
6. Parish Online TBC (budget £30)
7. Data Protection TBC (budget £45)

And to note ex-Committee approval of the following fees paid in May:

1. HALC Affiliation Fees 2019/20 (£160) and NALC Levy 2019/20 (£16) £176

(GC proposed and BW seconded – AC abstained due to declaration of interest in the payments to the Basingstoke Canal Authority, CPRE and HALC as he is on the Board/Governing Body of those organisations although he receives no payment from them)

To receive and approve the financial statement of accounts from 1st-30th April 2019, confirming payments made in April and to authorise any payments now due

HW reported that in summary the transactions in April were:

Payments:

Cheque nos.

- 1097 Dogmersfield, Winchfield and Crookham Village Horticultural Society, annual flower show sponsorship £180
- 1102 Helen Wright, Clerk salary April 2019 £416

Receipts: Precept (£11,800)

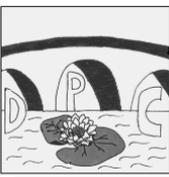
Total cashbook: £23,618.59 of which £1,366.48 is ring fenced for the Neighbourhood Plan.

It was resolved that the statement of accounts to 30th April be accepted as true and correct and the payments listed therein be confirmed.

(GC proposed, AC seconded and all were in favour)

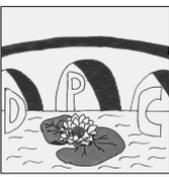
It was resolved to authorise the payments listed below:

1. Helen Wright, Clerk salary May 2019 £416
2. Came & Company Insurance Premium for 2019/20 £343.55
3. IAC Audit and Consultancy Ltd, internal audit fee 2018/19 £180
4. Elvetham Heath Parish Council, meeting room hire 1/5/19 £23.62
5. Moneysoft Software Licence £81.60
6. CPRE membership £36
7. HCC, Basingstoke Canal Authority £240
8. HALC HR Consultancy Service fee £180



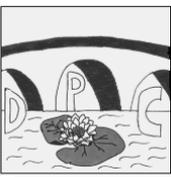
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| | <p>And to note ex-Committee approval of the following payment made in May:</p> <p>1. The Church on the Heath, meeting room hire £18 (AC proposed, GC seconded and all were in favour)</p> <p><u>To update the bank mandate with Hampshire Trust Bank</u> HW explained that following the departure of Geoff Beaven it was necessary to update the bank mandate with Hampshire Trust Bank, and as such it was agreed to add Cllr Jane Houston to the list of signatories for the account.</p> <p>It was resolved to update the bank mandate with the Hampshire Trust Bank, adding Councillor Jane Houston to the list of signatories. (GC proposed, AC seconded and all were in favour)</p> | |
| 47/19 | <p>Parish Council Documents</p> <p>HW had circulated the currently adopted documents in advance of the meeting. It was noted that there had been no significant changes to the documents since the last time they had been adopted.</p> <p>It was resolved to adopt the documents listed below:</p> <ul style="list-style-type: none">• Standing Orders• Financial Regulations• Planning Protocol• Risk Register• Council Communication Protocol• Neighbourhood Plan Steering Group Terms of Reference• Community Benefit Fund Group Terms of Reference• Employee Grievance Policy• Data Protection Policy <p>(AC proposed, BW seconded and all were in favour)</p> | |
| 48/19 | <p>Other Urgent Matters</p> <p><u>Planning</u> <u>To report on current planning applications and confirmation of Parish Council responses</u> GC explained that the Parish Council are trying to insist on the inclusion of management plans to resolve any traffic issues being a condition of approval of planning applications, and that the Council is also trying to be vigilant regarding the 'dark skies' policy.</p> <p>GC reported that the Parish Council has met with potential applicants for two proposed</p> | |



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| | <p><u>Environment</u></p> <p>The continuation of the Lengthsman scheme for 2019/20 was noted. HW had previously circulated a suggested schedule of works for 2019/20 including maps, based on the schedule for 2018/19. A resident asked when the verge near the entrance to Lords and Ladies will be cut, and it was noted that the first verge clearance outlined in the proposed schedule is to be completed before the end of June. Councillors wished to consider the maps in more detail and possibly make some amendments.</p> <p>It was noted that the Community Payback Team may be used (at a fee) for works in addition to those undertaken by the Lengthsman. It was also noted that previously the Lengthsman had undertaken additional ditch clearance work for the Parish Council at a fee, outside of his works under the Lengthsman scheme which comprises an allowance of 50 hours at £20 per hour for the year.</p> <p>GC commented that ditch clearance works will be considered at a later date.</p> <p><u>Highways</u></p> <p>A resident stated that there is a large pothole near the pub car park. KC commented that he had formally reported it to Highways some months ago. AC is to investigate.</p> <p><u>Staffing</u></p> <p>GC reported that the Parish Council is looking to recruit a Clerk following the resignation of HW, whose notice period finishes at the end of June.</p> <p>Regarding the current vacancy for a Parish Councillor, it was noted that interviews will be held shortly. A resident queried whether an election should be held if there is more than one applicant, and Councillors explained that the proper process has been followed whereby if insufficient electors notify HDC that they wish to hold a by-election (within the time period specified on the published notice) then the Parish Council is allowed to co-opt a Councillor. On this occasion there had been no requests for a by-election.</p> | <p>ALL</p> <p>AC</p> |
| 49/19 | <p>Other Matters to Report</p> <p>i. <u>Community Liaison</u> Nothing to report.</p> <p>ii. <u>Training</u> JH is booked onto a GDPR training course scheduled for 3rd June, being run by HDC.</p> <p>iii. <u>Website update</u> The website is being updated and maintained on a regular basis. AC asked if HW</p> | <p>HW</p> |



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| | <p>would upload the latest version of the Neighbourhood Plan and the Parish Council's response to the Chatter Alley appeal.</p> <p>iv. <u>Newsletter update</u></p> <p>GC commented that hopefully the next issue will be published in midsummer following the recruitment of a new Councillor.</p> | |
| 50/19 | <p>Crime and Disorder Act, Section 17</p> <p>It was noted that there have been some problems with the electric fence having been turned off surrounding a field containing sheep opposite Floods Farm. BW commented that Mattingley have been having problems with poaching. GC suggested that a police report for each Parish Council meeting would be welcome, and AC agreed to investigate if this would be possible.</p> | AC |
| 51/19 | <p>Next meeting date</p> <p>The next meeting will be held on 10th June.</p> | |
| 52/19 | <p>Information sharing</p> <p>Nothing to report.</p> <p>The meeting closed at 9 pm.</p> | |

Signed
Chairman

Date