DOGMERSFIELD PARISH COUNCIL

Minutes of the Meeting
Held at Dogmersfield Primary School
10th February 2020

Councillors present:

Cllr Alastair Clark (AC)
Cllr Brian White (BW)
Cllr Anne Fillis (AF)

Clerk: David Skellern (DS)

Members of the public present:

There were 2 members of the public present

Also present:
Cllr K Crookes (HDC)

014/20	**Apologies for Absence** Apologies from Cllr Chisnall (DPC), Cllr Simpson (HCC), Cllrs Kennett and Dorn (HDC). In the absence of Cllr Chisnall and with the agreement of Cllrs White and Fillis, Cllr Clark took the Chair.	
015/20	**Declarations of Interest – Current Agenda** Cllr AF – re planning item 20/00275/FUL (see item 024/20) Cllr BW – re planning item 19/02766/HOU (see item 024/20)	
016/20	**Public Participation** A member of the public raised concerns regarding the effective clearance of ditches and a pothole on Chatter Alley near Pilcot Bridge.	
017/20	**Approval of the Minutes of the Meeting held on 13th January 2020** DS raised the following errors found in the draft minutes as circulated: • Item 112/19 to be renumbered 006/20. • At item 006/20, cheque 1127 amount to change from £50.80 to £49.00. • There were two items identified as 009/20 – renumber the second (Other Matters to Report) as 010/20. • At item 010/20 (i), change 'footpath styles' to 'footpath stiles'. It was suggested to add a clarification at 006/20, further to the minute approving the expenditure budget of £14,770, as follows: It was clarified that the Council expects to spend more than budget and has agreed to utilise reserves brought forward to cover any shortfall.' **It was resolved to accept all the above corrections and the addition. Proposed AF, seconded AC, all in favour.** **It was resolved that the corrected minutes of the meeting held on 13th January 2020 (001/20 to 012/20) be accepted as a true record and they were signed by the Chairperson. Proposed AC, seconded BW, all in favour.**	

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018/20	**Proper Officer** **It was resolved to approve the appointment of David Skellern as Proper Officer of DPC, including his conditions of employment. Proposed AC, seconded BW, all in favour.**	
019/20	**Action List** With reference to the action list, the following points were noted: 57/19 to update the HTB bank mandate – delete – covered by 72/19 57/19 regarding external lighting at Pilcot Cottage – carry forward 72/19 to update Lloyds and HTB mandates - carry forward 99/19 to review NHP ear-marked reserve - carry forward 112/19 to review asset register re Xmas lights - carry forward TBC pension auto-enrolment - carry forward 98/19 insurance query - carry forward 98/19 GDPR email addresses - carry forward 98/19 meeting with PCSOs - carry forward 98/19 training to be booked - DS booked, AF to be booked 99/19 CPRE subscription - completed – remove 5/20 Proposed project costings - next meeting 6/20 Submit precept form – completed – remove 6/20 Casual vacancy – see item 020/20 - remove 7/20 Shapley Heath HDC forum representation – carry forward 8/20 allocate Lengthsman tasks – completed – new tasks needed? 10/20 update website pages – some progress – carry forward	- GC DS & AC DS DS AC GC AC GC AC - ALL - - DS - DS & AC
020/20	**Parish Councillor Vacancy** The following points were agreed: • There is no obvious candidate to fill the vacancy. • A co-opted councillor would be unlikely to take up the position before the March meeting. • All councillors have to stand down prior to the May election. • There is no regulatory requirement to fill the vacancy immediately. **It was resolved that efforts should be made to recruit a new Councillor as soon as possible, accepting that it may not be possible to formally adopt any new Councillor until the May election. Proposed BW, seconded AC, all in favour.** Action: It was agreed to issue a newsletter prior to the APA, explaining the forthcoming election process and the vacancy for a councillor.	DS
021/20	**GDPR Office Security** While it was agreed that archiving and technology solutions should be explored to avoid the need for the Clerk to store excessive quantities of documents, in the short term, suitable storage is required. **It was resolved to approve expenditure up to £119 + VAT to purchase a 3-drawer, steel, lockable filing cabinet. Proposed AC, seconded AF, all in favour.**	DS

022/20	**Projects** The following project proposals were briefly discussed as follows: 1. Analysis of future communication methods with residents – to be progressed prior to April Assembly and May election in the hope that DPC will have a full complement of councillors. 2. Communications, including newsletters, website and social media – as above. 3. Village gateways – DPC to select a shortlist of three costed designs to present at the APA. 4. Possible closure of unofficial layby in Chalky Lane – The Four Seasons Hotel should be consulted. 5. Parking problems in Chatter Alley – the School should be consulted. 6. Planting and maintenance of traffic calming islands – costings are required. 7. Possible preparation and planting of wildflower areas - costings are required. 8. Traffic calming / priority at Pilcot Bridge – see below. 9. Purchase or loan of speed indicating/recording equipment – see below. A meeting has been arranged for 28 February with an HCC representative, which will hopefully include discussions regarding items 4, 5, 8 and 9.	ALL ALL ALL AC AC
023/20	**Finance & Regulatory Matters** • **To receive and approve the financial statement of accounts to 31st January** Total payments made in January included payroll payments to the temporary Clerk and HMRC for the December meeting, meeting room and recruitment costs totalling £357.78. The Lloyds bank balance for January was £21,754.03 (excluding HTB, which holds the CBF). All cheques had cleared the bank by the end of January. These balances were agreed by the council and the statements signed accordingly. • **Confirmation of payments made in January** Cheque 1125 VOID Cheque due to incorrect payee Cheque 1126 Claire Inglis £196.28 Cheque 1127 HMRC PAYE £49.00 Cheque 1128 Graham Chisnall £81.00 Expenses for Meeting room hire Cheque 1129 Anne Fillis £48.04 Expenses for Clerk recruitment costs **It was resolved to accept the January Finance Report as a true and correct record and the payments listed therein be confirmed. Proposed AC, seconded AF and all were in favour.** • **To authorise any payments now due** Cheque 1130 Claire Inglis £252.36 Locum Clerk net pay re January meeting Cheque 1131 HMRC £63.00 Tax deducted due re Clerk payment above Cheque 1132 Premier Grounds and Garden Maintenance £62.50 Cheque 1133 Church Crookham Parish Council £18.00 Meeting room hire David Skellern February pay, to be calculated as 75% of one month's salary **It was resolved to authorise payments as listed above as due for payment Proposed AC, seconded AF and all were in favour.**	

	It was resolved to authorise payments of up to £140 each for training for DS and AF. Proposed AC, seconded BW and all were in favour.	
024/20	**Planning** • **To report on current planning applications and confirmation of DPC responses** 19/02766/HOU – demolition of existing garage, erection of new garage with accommodation. In view of BW's declared interest, there was no quorum. 20/00232/FUL – erection of two 4-bed houses at Schoolfield Corner. No decision. 20/00275/FUL – erection of three dwellings adjacent to Rectory Cottage, Church Lane In view of AF's declared interest, there was no quorum. The Planning Working Party will respond to HDC in respect of all the above and the decisions will be ratified at the next meeting. AF reported that she and GC had attended the meeting of parish council representatives, hosted by Hartley Wintney Parish Council, to discuss Shapley Heath Garden Community. AF reported that all Councils attending this meeting had agreed to collaborate and raise public awareness. It was felt that the public needed to understand the size of the development and that local Councils would henceforth refer to it as Shapley Heath New Town so that the public had a better understanding of what is being proposed It is expected that HDC will hold a meeting of its Shapley Heath Forum in a month or so. It was agreed that DPC would advise Hart of our representation.	DS & AC
025/20	**Environment and Rights of Way** • **To consider scope of Lengthsman tasks to be completed prior to financial year end** There was concern regarding the quality of recent work done by the Lengthsman and work required to unblock drains may fall under the remit of HCC. It was agreed that all current issues should be reported to AC and that the problems must be clearly defined with photographic evidence. Relevant issues will be discussed with HCC at the meeting on 28 February. In future, councillors must check the quality of work before payment is made. It was suggested that trees in Chalky Lane and Chatter Alley need pruning and that grass verges would benefit from regular or occasional strimming.	
026/20	**Highways** • **To report any updates on highways matters** Action: It was agreed that the pothole reported at 016/20 will be logged with HCC and potholes will be discussed at the meeting with HCC on 28 February.	AC
027/20	**Other Matters to Report** • **Community Benefit Fund** AF reported that she has two quotes for a defibrillator, the cheaper being £1250 to include the cost of a cabinet. The landlord of the Queen's Head has agreed to it being fitted on the pub wall and will supply power free of charge. AC, in the absence of County Cllr David Simpson, reported that a grant from Hampshire County Council of £550 has been proposed in principle towards the cost of the defibrillator.	

	DS confirmed that he had received from HCC a request for the Parish Council to provide details of our Clerk's address and the Councils bank account so as to progress payment. **It was resolved to approve expenditure not exceeding £1250 + VAT for purchase of the equipment and up to £250 + VAT for installation and also to include £100 in the budget going forward, from 2020-21, to cover replacement of consumables.** **Proposed AC, seconded BW, all in favour.** Action: DPC needs to order the equipment, pay for installation, register with the ambulance service, and organise training. • **Approval process for transferring funds from HTB for projects** Action: DS and AC will check HTB terms and conditions to work out a sensible schedule. • **Community Liaison including local Police** On-going discussions to arrange a meeting are taking place. Action: It was reported that travellers have moved into the area and that landowners should be advised. • **Training for Parish Clerk and Councillors** Discussed at 023/20. • **Website Update** Some documents have been loaded while more remain to be done.	DS DS DS & AC AC DS & AC
028/20	**Next meeting date** Monday 9th March 2020 Annual Parish Assembly - Thursday 2nd April 2020	

Signed .....
Chairperson

Date ....09/03/2020.....

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