

DOGMERSFIELD PARISH COUNCIL

Minutes of the Meeting of Dogmersfield Parish Council
Held at Dogmersfield Primary School on 17th June 2013

Councillors present:

Cllr David Everett, Chairman (DE)
Cllr Steve Bramwell, Vice-Chairman (SB)
Cllr Martin Hannah (MH)
Cllr Alastair Clark (AJC)
Cllr Geoff Beaven (GB)

Members of Public present:

Carol Leversha (CL) Mrs Elizabeth Waller (EW)
Cllr Stephen Gorys (SG) Dr Philip Whitehead(PW)
Fiona Everett (FE) Darren Moakes (DM)
Chris Ward (CWa) Chris Waller (CW)

67/13	Welcome	Meeting opened by David Everett at 7.32pm.	
68/13	Agenda item 1	<u>Apologies for absence</u> Apologies were received from Cllr Ken Crookes and it was noted that Councillor SB was running late and hoping to join the meeting at some point in the proceedings.	
69/13	Agenda item 2	<u>Declaration of interests</u> None were declared.	
70/13	Agenda item 3	<u>Public Participation</u> FE wished to initiate a discussion about the Telephone kiosk but requested to do so when SB arrived as he is the Councillor responsible for Community Liaison. It was decided to discuss this item later in the meeting. CWa inquired about any progress relating to parking along Chatter Alley near Highway Cottage as he was involved in a near collision. Cars are driving too fast on this stretch of the road and with the number of cars currently being parked along this stretch causing obstruction to sight lines an accident is considered imminent. AJC reported that he is due to attend a Highways meeting in July and this item is on the agenda for discussion. AJC will endeavour to push for some kind of resolution. AJC will also aim to take photographs of the situation prior to meeting. MH inquired about the possibility of an increased police presence in the village to deter speeding and other issues. Further the possibility of parking restrictions through installation of lines. It was believed that enforcement would be difficult and it may result in complaints of restrictions to access to the work place. DE considered that the transport forum AJC is due to attend is the correct place for this issue to be discussed initially.	AJC
71/13	Agenda item 4	<u>To approve the minutes of the Annual General Meeting held on 13th May 2013</u> It was resolved that the minutes (46/13 to 59/13 and attachments) be accepted as a true record and they were signed by the Chairman DE (GB proposed, AJC seconded and all were in favour).	
72/13	Agenda item 5	<u>Matters arising from the minutes of 13th May 2013</u> <u>Page 2</u> DE confirmed Gas issue remains outstanding.	DE

	<p>Agenda item 5 Cont'd</p>	<p>Parking issue along Chatter Alley is in hand.</p> <p><u>Page 3</u> AJC commented that due to insignificant rain of late there is no issue with land drain outside Brooks but that both he and SB intend to continue to monitor the matter. DE confirmed that the issue of signs on the verge and potential development at JJ's remains outstanding GB confirmed Greener Dogmersfield remains outstanding. CI confirmed that email permission slips had been collected at the APA and retained by her.</p> <p><u>Page 4</u> DE confirmed to investigate availability of potential grants to assist in future verge clearance remains outstanding.</p> <p><u>Page 5</u> DE confirmed payment of subscriptions and internal audit invoice had been raised and that the Parish Insurance was now renewed.</p> <p><u>Page 6</u> DE confirmed purchase of PAYE software was now complete and that the software was running in the name of Dogmersfield Parish Council (DPC). Registration was complete with assistance provided by CI. The only item remaining outstanding is an activation code to enable access via the government gateway to file the information with HMRC, as required by their RTI process.</p> <p>MH confirmed that he had submitted a request to Hart District Council (HDC) for works to be carried out on the tree on Pilcot Green. He is in receipt of acknowledgement of this letter which stated that HDC would respond in due course. It was confirmed that if 6 weeks expires before any further communication is received then permission is assumed. GB noted that this was logged as a planning permission as per his report.</p> <p>AJC confirmed that NALC are due to issue new financial regulations but are awaiting the Government to authorise Parish Councils to make electronic payments. In the meantime DPC will continue with the existing financial orders as agreed at the AGM.</p> <p><u>Page 7</u> CI confirmed that the risk assessment for usage of school premises had been forwarded to the school. GB confirmed that the Community Infrastructure Levy (CIL) response had been submitted before the deadline.</p> <p><u>Page 8</u> GB stated than on further reflection he decided not to write to Andrew Ratcliffe at Hampshire County Council regarding alternative surfaces for Pilcot Hill pathway.</p>	<p>AJC</p> <p>AJC/SB</p> <p>DE</p> <p>GB</p> <p>DE</p>
73/13	<p>Agenda item 6</p>	<p><u>To approve the minutes of the Annual Parish Assembly held on 20th May 2013</u></p> <p>It was resolved that the minutes (60/13 to 66/13) be accepted as a true record and they were signed by the Chairman DE (MH proposed, GB seconded and all were in favour).</p>	
74/13	<p>Agenda item 7</p>	<p><u>Matters arising from the minutes of 13th May 2013</u></p> <p><u>Page 3</u></p>	

	<p>Agenda item 7 Cont'd</p>	<p>average of 45 adults and children came over the bridge during school time not considered high usage.</p> <p>CL commented that Crookham Village Parish Council (CVPC) has never wanted to impose a pathway on DPC. The desire for a pathway only originated from CVPC wanting to improve safety in their parish from a genuine demand for such a measure.</p> <p>In relation to the calling of an Extraordinary meeting the timing of such a meeting should be considered, for example should this be sooner rather than later? GB commented that it should be considered after Pilcot Hill pathway is in situ and to assess its impact as there is no point in rushing at this stage. AJC agreed it was premature and that representatives from both sides of the boundary should put together a proper written consultation and canvas residents of Dogmersfield accordingly.</p> <p>DE commented he was content to wait for installation of Pilcot Hill pathway as this would provide a reference point for residents; who should be allowed to have their say especially in the face of potential for increased traffic volumes in the future. The nature of any scheme should be driven by the residents.</p> <p>CL added that expectations for any such pathway should not be raised as it has taken CVPC 10 years to put Pilcot Hill pathway in place.</p> <p>DE welcomed DM representing The Four Seasons Hotel who had joined the meeting and inquired if there were any updates to report relating to the sewage smell issue. DM stated that monitoring is continuing on a daily basis and Four Seasons are liaising with Thames Water (TW) over the process of TW adopting the system. AJC asked whether in any communication with TW if they had referred to the Pilcot Green ventilation. DM confirmed they had not mentioned this in any discussions with him.</p>	
75/13	<p>Agenda item 8</p>	<p><u>To consider any other matters on the Action list for Councillors</u></p> <p>After a brief review of the action list CI will update for actions executed and new actions to be added.</p>	<p>CI</p>
76/13	<p>Agenda item 9</p>	<p><u>To note a report of the Parish Clerk Working Party and if appropriate, commence the process of offering employment to one of the applicants</u></p> <p>DE asked for confirmation from all councillors that they had seen and reviewed confidential Proposal A and confidential Proposal B following the two meetings of the Parish Clerk working party. GB asked for it to be noted that the original working party was to include all councillors but that it was in fact made up of DE, GB and AJC.</p> <p>It was resolved that Proposal A and Proposal B be accepted (MH proposed, AJC seconded and all were in favour).</p> <p>DE commented that the successful candidate would be congratulated outside the meeting with the appropriate paperwork processed.</p>	<p>DE</p>
77/13	<p>Emergency Agenda Item</p>	<p><u>Telephone Kiosk</u></p> <p>DE referred to FE for introduction to the item under Public Participation mentioned earlier in the meeting as SB was now present.</p> <p>FE reported that on the previous Saturday a group of residents met at the phone box to open up a discussion about the future of the kiosk and move forward with the renovation. FE wanted to present DPC with a proposal and a request for funding and handed a paper to each councillor.</p>	

	<p>Emergency Agenda Item Cont'd</p>	<p>FE explained that the document set out in three sections as follows:</p> <ul style="list-style-type: none"> • Preparatory work • Restoration and repainting • Decision on Community use of kiosk <p>The working party are keen to commence work whilst still benefitting from daylight hours and better weather. The proposal includes a less time consuming strip back of old paintwork (as carried out by CVPC which proved very time consuming) and should be sufficient. The costs are reasonable for the initial stages of preparation and restoration/repainting in the region of £400 which predominantly consists of material costs. FE wanted DPC at this stage to commit to stage 1.</p> <p>GB commented that it would be better to agree to the whole process as he would not agree to stage 1 if there was no commitment to stage 2. It was felt that the process of stripping back should go straight into restoration/ repainting for a thorough complete result.</p> <p>AJC commented that DPC were powerless to take a decision tonight as this was not an agenda item. It was at this stage where it was determined the matter could be considered as an Emergency Agenda Item. CL further commented that it would be wise to seize the day whilst village support is available.</p> <p>GB stated that the significant element of the cost will be the paint as this has to be sourced from a preferred supplier, namely Unicorn. FE commented that 5 litres is considered an appropriate amount to coat outside on all sides and the internal elements too.</p> <p>MH suggested that the idea of a book exchange in the kiosk was an excellent one and having canvassed a few residents this was unanimously the favoured use and had been successfully implemented elsewhere.</p> <p>FE commented that whilst in favour of this idea a wider canvas of opinion for its use would be sought after the renovation was complete.</p> <p>It was resolved that DPC accept the report from the Telephone Kiosk Working Party and agree to fund the renovation by no more than the amounts as itemised, Item 1 £172 before VAT and Item 2 £175 before VAT (MH proposed, GB seconded, AJC abstained all others were in favour).</p>	
<p>78/13</p>	<p>Agenda item 10a</p> <p>10b</p>	<p><u>Finance Officer's report</u></p> <p><u>To receive and approve statement of account and to confirm or authorise any payments</u></p> <p>DE drew attention to the finance report outlining the payments in the month totalling £941.21 net of VAT. Cheque numbers 778 to 788 inclusive were issued in the month.</p> <p>It was resolved that the statement of accounts be accepted and that the expenditures be confirmed (AJC proposed, SB seconded and all were in favour).</p> <p><u>To sign the Annual Return and agree the submission to BDO</u></p> <p>DE asked if there were any comments or issues arising from AJC's review of the Annual return. AJC confirmed that whilst there were no issues he would be cautious and would welcome further review by another Councillor but realises the time pressure for submission. Under one question where a positive response has been given to "maintenance and detection of fraud and review of effectiveness" AJC was not sure whether DPC had carried out a review of its effectiveness. DE commented that operation of financial controls is in line with those agreed by DPC and had responded</p>	

	<p>Agenda item 10b Cont'd</p> <p>10c</p>	<p>recently to a request for agreeing the bank balance from the bank statement.</p> <p>It was resolved to accept the Annual Return (DE proposed, AJC seconded and all were in favour).</p> <p>The Annual Return was duly signed by DE and this process will be completed when signed by the Clerk and notification of the agenda item reference.</p> <p><u>Any other matters</u> DE asked whether any Councillors had requested a copy of the new Arnold Baker 9th Edition and if not could an order be placed.</p> <p>DE requested that CI place an order via HALC to obtain a discount (AJC requested a personal copy for which he would reimburse DPC).</p>	<p>DE/CI</p> <p>CI</p>
<p>79/13</p>	<p>Agenda item 11</p>	<p><u>Parish Council documents</u></p> <p><u>To approve the Risk Assessment</u> GB commented that he had completed work on the risk register and that DE and AJC should work to resolve any outstanding issues relating to the document. AJC commented he was in receipt of a letter from the DPC insurance company which he would pass on to DE to take away and read. It was agreed to defer adoption until the next meeting.</p>	<p>DE/AJC</p>
<p>80/13</p>	<p>Agenda item 12a</p> <p>12b</p>	<p><u>Planning Officer's Report</u></p> <p><u>To receive the report on applications received and their status and discuss any matters arising</u></p> <p>GB summarised the status of current planning applications stating that two new applications had been received and a number of decisions had been made. Kersfield – Permission has been granted</p> <p>Four Seasons – Permission has been approved but with conditions formalised relating to restriction of use of buildings to agricultural type purpose only.</p> <p>Highway Cottage – Permission has been granted with no conditions.</p> <p>Towpath Cottage – Permission has been granted with conditions applied. AJC commented that he was in receipt of complaint from a resident and there was concern over lack of consultation. The concern relates to the site becoming light industrial and semi-commercial. GB commented that individuals were entitled to submit an objection on their own behalf but this was not done.</p> <p>Land East of Taplins Farm Lane, Winchfield – New application for solar farm on different piece of land. SG commented that residents much happier with location than previous application. It is believed that HDC will not require an Environmental Impact Assessment.</p> <p>Notification of proposed works to tree on Pilcot Green – application submitted by MH to maintain Blossom tree.</p> <p><u>To discuss any planning consultations</u></p> <p>GB confirmed submission of response to Community Infrastructure Levy consultation.</p>	

81/13	<p>Agenda item 13a</p>	<p><u>Environment, Rights of Way and Commons report</u></p> <p>SB reported on the towpath work that had been carried out to backfill uneven parts of the towpath but it did not appear to have been carried out satisfactorily. Some parts still remain uneven and SB queried whether there is any comeback on the contractor to put right. AJC considered that within a certain time limit (unknown) say 'x' months there may be. In the interim period though as there may be a lot of traffic along this stretch to rectify the land slippage issue it may be premature as making good will be part of the works to complete the repair. SB agreed that this was a point worth making.</p> <p>SB commented that some areas of Pilcot Green need looking at with the Queens Head hedge looking untidy and ineffective grass cutting which is the responsibility of the pub. It had been noticed that a more effective cut had been achieved more recently with the use of better equipment. Other items for consideration are the trees on Pilcot Green with the tree above the phone box needing some work done and whitening on the bridge.</p> <p>With large areas now having been cleared a discussion needs to be had on how to move this forward and when the next cut should be booked in with each area costing about £150. If a larger area of works was requested for maintenance would this enable a cost saving?</p> <p>There was some discussion as to which areas to prioritise for immediate maintenance and to book the work with a contractor before time slips.</p> <p>It was resolved to obtain quotes for works to brush cut along Chatter Alley from Acorns to The Lords and Ladies and adjacent to the field outside the school with a maximum budget of £400 plus VAT (SB proposed, DE seconded and all were in favour).</p> <p>AJC considered it worthwhile monitoring rates of growth to aid budgeting to provide against the potential requirement e.g. additional brush cut in the year compared to budgeted amount.</p> <p>DE sought to obtain a quote for cutting of verges along Church Lane to bring for discussion at the next meeting.</p> <p>GB felt that now is the time as some issues should not be put off until the next meeting at the end of July. In some situations this will be too late. Some of the islands look scruffy, grass is getting very long along the verges, some trees down Chatter Alley need urgent review and the balsam needs removing before it flowers. Flowering of the balsam will make the problem of removal much worse next season and it may already require a significant timescale to get rid of anyway.</p> <p>FE reported that she had taken a telephone call from Colin Horwood where he stated that the Willow tree is extremely dangerous and if we incur high winds like last week it is liable to come down. Its location causes a danger because of its proximity to the school and the telephone wires and this matter should not wait to be dealt with.</p> <p>SB admitted that he needed to progress this matter and would take it in hand. The intention was to obtain a day rate for work to be done to dead/dying/diseased trees along Chatter Alley and have works to Willow tree done at the same time as the quote for the Willow alone was £450. For emergency work a 5 day order can be sought to tackle such issues and that this matter should be expedited.</p> <p>It was resolved to seek a 5 day order for the Willow tree and other specific trees with dead/dying diseased branches along Chatter Alley including any other diseased</p>	<p>SB</p> <p>DE</p> <p>SB</p>
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	<p>Agenda item 13a Cont'd</p> <p>13b</p>	<p>branches with a budget approved up to £600 plus VAT (DE proposed, MH seconded and all were in favour).</p> <p>It was determined a requirement to put forward a policy for the removal of the Balsam as this would be a major project. Potential solutions put forward including burning of Balsam or chemical treatment. GB felt certain that this was more suited to a specialised contractor.</p> <p>SB and MH are to seek a scheme suitable for the removal of the Balsam and bring a proposal to the next meeting to include all areas affected by invasion of Balsam.</p> <p><u>Any other matters</u></p> <p>SB queried whether the continued reclaim of ditches along Chatter Alley should be progressed with the Community payback team. GB mentioned that village maintenance funding may be achievable through CIL funding and have the work carried out by a contractor.</p> <p>SB raised maintenance of noticeboards. CI commented that footing to one of the posts of board outside school is unstable.</p> <p>DE reported on bus service now in operation along the A287 the route including Fleet – Odiham – Basingstoke.</p>	<p>SB/MH</p> <p>SB</p>
<p>82/13</p>	<p>Agenda item 14</p>	<p><u>Highways liaison</u></p> <p>AJC reported he is to attend a Highway partnership meeting on 17th July. AJC reported that the ability to obtain Finger sign posts is progressing positively. Some gulley work has been carried out at the junction by Highway Cottage but the problem remains that the drain is not at the lowest point of the road.</p> <p>AJC hopes to have a meeting with Hampshire Highways partnering with CVPC in relation to the Lengthmans scheme and he will report back on all these matters at the next meeting.</p>	<p>AJC</p>
<p>83/13</p>	<p>Agenda item 15</p>	<p><u>Community liaison</u></p> <p>Nothing to report under this heading.</p> <p><u>Website</u></p> <p>Nothing to report under this heading.</p> <p><u>Newsletter</u></p> <p>GB confirmed that he had held back on generating a newsletter until matter regarding potential of calling for Extraordinary meeting was determined. Now that this was not imminent GB would release a newsletter.</p> <p><u>Training</u></p> <p>AJC spoke to the need for keeping a record of all training undertaken by Councillors which has never been done previously. AJC commented that this is a requirement of the Standing orders. This forms a mechanism to encourage Councillors to receive training and provide evidence if requested for example by a resident.</p> <p>DE suggested that CI provide a blank schedule and each councillor can populate the schedule with any such training received. DE did query the value in such a document and asked for AJC to highlight where this requirement is laid out in the Standing orders or Code of Conduct currently adopted; but further commented it did no harm to set up recording of this information.</p>	<p>GB</p> <p>CI</p>

84/13	Agenda item 16	<u>Crime and Disorder Act, section 17</u> Nothing to report under this heading.	
85/13	Agenda item 17	<u>Dates of future meetings</u> DE drew attention to schedule of meeting dates produced by CI. CI confirmed that from September the meetings followed the format of meeting on the 2 nd Monday of the month. CI to book meeting dates with school. 2013 July 22nd, 7.30pm September 9th, 7.30pm October 14th, 7.30pm November 11th, 7.30pm December 9th, 7.30pm 2014 January 13th, 7.30pm February 10th, 7.30pm March 10th, 7.30pm	CI
86/13	Agenda item 18	<u>Information Sharing</u> Nothing to report under this heading. The meeting closed at 9.33pm	

Signed.....
Chairman

Date.....

Financial report for Parish Council meeting on

17 June 2013

Opening balance

14,418.35

Cash book payments

Payment raised	Payable to	Details	Cheque number	Net amount	VAT	Status
20/05/2013	Claire Inglis	Pay (May 2013)	778	150.00	0.00	Confirm
20/05/2013	Claire Inglis	Expenses	779	15.17	1.82	Confirm
20/05/2013	ECAS Accounting Services	Internal audit	780	175.00	0.00	Confirm
20/05/2013	Broker Network Ltd	Insurance	781	272.95	0.00	Confirm
20/05/2013	Hampshire Association	HALC and NALC subscription	782	142.00	0.00	Confirm
20/05/2013	NALC	LCR subscription	783	16.00	0.00	Confirm
20/05/2013	CPRE	CPRE subscription (from 1/12/12)	784	29.00	0.00	Confirm
20/05/2013	Moneysoft Ltd	Payroll Manager 20 subscription	785	56.00	11.20	Confirm
22/05/2013	Claire Inglis	Expenses (APA)	786	22.09	4.97	Confirm
22/05/2013	Hampshire County Council	School hire (13/05 and 20/05)	787	42.00	0.00	Confirm
06/06/2013	Hampshire County Council	School hire (06/06)	788	21.00	0.00	Confirm
				941.21	17.99	

Closing balance

13,477.14