



# DOGMERSFIELD PARISH COUNCIL

## Minutes of the Meeting Held at Dogmersfield Primary School 10<sup>th</sup> June 2019

### Councillors present:

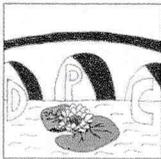
Cllr Graham Chisnall (GC) (CHAIRPERSON)  
Cllr Alastair Clark (AC)  
Cllr Brian White (BW)  
Cllr Jane Houston (JH)

### Members of the public present:

There were 3 members of the public present including  
Cllr David Simpson (DS) and Cllr Chris Dorn (CD)

CLERK: Helen Wright (HW)

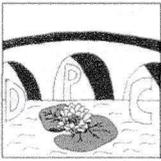
53/19	<b>Welcome &amp; Apologies for Absence</b>  GC welcomed everybody to the meeting. Apologies were received from Cllr Ken Crookes and Cllr John Kennett.	
54/19	<b>Declaration of Interests – Current Agenda</b>  There were no declarations of interest.	
55/19	<b>Public Participation</b>  A resident reported that although considerable emphasis is being given in some planning applications to there being a shop and Post Office very near to Dogmersfield, these businesses will be closing later in the year, and it was noted that this may be useful information when responding to planning applications.  CD reported that there has been a recent conviction for fly-tipping, which was achieved largely due to the fact that somebody had taken a photograph of the person whilst they were doing the fly-tipping. It was noted that such photographs are very helpful but that the public must not put themselves in danger when taking them. DS commented that those arrested were believed to be part of a criminal gang from London. DS stated that the Household Waste Recycling Centre (HWRC) at Hartley Wintney will be closing; a new site is being sought, possibly near Blackbushe Airport. He asked to be kept informed of problems regarding items not being accepted at the HWRC.  CD stated that the six week consultation regarding the Local Plan should soon be underway, and that the Plan is expected to be 'made' in September.  CD suggested that it may be useful for the Parish Council to have a Facebook page as it would be a useful means of sharing information. GC commented that he intends to schedule a meeting for Parish Councillors after the summer holidays to discuss Parish Council communications, so the use of social media can be considered then.  DS reported that Hampshire County Council are consulting now on their budget for up to 2021/22, and encouraged responses.	



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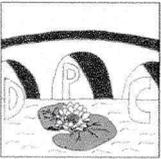
56/19	<p><b>Approval of the Minutes of the Annual General Meeting held on 21<sup>st</sup> May 2019</b></p> <p>It was resolved that the minutes of the Annual General Meeting held on 21<sup>st</sup> May 2019 (40/19 to 52/19) be accepted as a true record and they were signed by the Chairperson. (AC proposed, BW seconded and all were in favour – JH abstained as she was not present at that meeting)</p>	
57/19	<p><b>Matters Arising from the Minutes of the Annual General Meeting held on 21<sup>st</sup> May 2019</b></p> <p><u>To include consideration of the outstanding action list</u>          With consideration to the action list from 21<sup>st</sup> May, the following points were noted:</p> <ul style="list-style-type: none"> <li>• <b>45/19 To identify/formulate procedures in line with the Data Protection and Privacy Policy/GDPR for approval</b> - JH reported that following the GDPR training course which she attended on 3<sup>rd</sup> June she is part way through drafting a short presentation to pass on the pertinent points to Councillors; some points will need to be incorporated into the Standing Orders. JH stated that there is no legal requirement for DPC to appoint somebody as a Data Protection Officer, but that it would be desirable to allocate ownership of data protection issues to somebody within DPC. She commented that she believes DPC's biggest risk to be that of emails going beyond the 'dogmersfield parish' email addresses, and of emails being accessed by non-DPC people on Councillors' home computers. Password protected email addresses could help to address these issues, as would only using the 'dogmersfield parish' email addresses for DPC business. It was agreed that this subject will be put on the agenda for the next DPC meeting.</li> <li>• <b>45/19 To email Cllr David Simpson regarding the missing reflector on the chicane at Church Lane</b> – to be covered under agenda item 61/19.</li> <li>• <b>45/19 To liaise with the owner of the cricket field regarding remedial action to prevent the footpath to the school becoming muddy during wet weather</b> – AC stated that following the recent heavy rainfall he will investigate the issue tomorrow, and agreed to take photographs of the problem and circulate them to Councillors.</li> <li>• <b>45/19 Regarding Footpath No. 3 – to write the specification and contracts, obtain the agreement of the landowner and go out to tender</b> – AC and JH stated that they will be progressing this and it was agreed that it will be put on the agenda for further discussion at the next DPC meeting.</li> <li>• <b>46/19 To update the bank mandate with Hampshire Trust Bank</b> – it was noted that Councillors are in the process of completing the necessary form.</li> <li>• <b>48/19 To investigate whether the owners of Pilcot Cottage have sought approval for their new external lighting</b> – GC to progress.</li> <li>• <b>48/19 To liaise with HDC regarding proxy/postal votes for the referendum on the Neighbourhood Plan</b> – to be covered under agenda item 59/19.</li> <li>• <b>48/19 To send out correspondence to residents in advance of the referendum on the Neighbourhood Plan</b> – to be covered under agenda item 59/19.</li> <li>• <b>48/19 To consider further the proposed schedule for the Lengthsman for 2019/20, particularly whether any changes need to be made to the maps</b> – completed. It was noted that the schedule has been confirmed and issued to the Lengthsman.</li> <li>• <b>48/19 To investigate with Highways the large pothole near the pub car park</b> – AC will chase this up.</li> <li>• <b>49/19 To upload the latest version of the Neighbourhood Plan and the Parish</b></li> </ul>	<p>JH</p> <p>HW</p> <p>AC</p> <p>AC/JP HW</p> <p>ALL</p> <p>GC</p> <p>AC</p>

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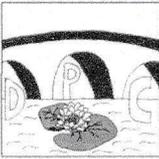
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	<p><b>Council's response to the Chatter Alley appeal to the website</b> – it was noted that Geoff Beaven had suggested that DPC waits to upload the Neighbourhood Plan for the timebeing. Following HDC's Cabinet meeting AC stated that he will check with Geoff Beaven if DPC may now put the document on the website. DPC's response to the Chatter Alley appeal has been uploaded to the website.</p> <ul style="list-style-type: none"><li>• <b>50/19 To investigate the possibility of the police providing a report to future Parish Council meetings</b> – AC explained that the police were unable to attend this evening and he has not received a report from them, however they have liaised with him regarding the recent burglaries. GC stated that he would like to arrange to meet with the police to establish how best to generate more communication with them on an ongoing basis.</li></ul>	AC  GC/AC																														
58/19	<p><b>Finance &amp; Regulatory Matters</b></p> <p><u>To receive and approve the financial statement of accounts from 1<sup>st</sup> – 31<sup>st</sup> May, confirming payments made in May and to authorise any payments due in June</u></p> <p>HW reported that in summary the transactions in May were as follows:</p> <p><i>Payments:</i>      Cheque nos.</p> <table><tr><td>1104</td><td>HALC Ltd, HALC Affiliation Fee and NALC Levy for 2019/20</td><td>£176</td></tr><tr><td>1105</td><td>The Church on the Heath, meeting room hire</td><td>£18.00</td></tr><tr><td>1107</td><td>Came &amp; Company, insurance premium for 2019/20</td><td>£343.55</td></tr><tr><td>1108</td><td>IAC Audit and Consultancy Ltd, internal audit fee 2018/19</td><td>£180</td></tr><tr><td>1109</td><td>Elvetham Heath Parish Council, meeting room hire</td><td>£23.62</td></tr><tr><td>1110</td><td>Moneysoft Ltd, payroll software licence 2019/20</td><td>£81.60</td></tr><tr><td>1111</td><td>HALC Ltd, HR consultancy service fee 2019/20</td><td>£180</td></tr><tr><td>1112</td><td>CPRE, annual membership fee 2019/20</td><td>£36</td></tr><tr><td>1113</td><td>HCC, partner contribution for Basingstoke Canal 2019/20</td><td>£240</td></tr><tr><td>1114</td><td>Helen Wright, Clerk salary May 2019</td><td>£416</td></tr></table> <p><i>Receipts:</i>      Nil</p> <p>It was noted that the financial position at the end of May was as follows: <i>Total cashbook:</i> £21,923.82 of which £1,366.48 is ring fenced for the Neighbourhood Plan.</p> <p><b>It was resolved that the May Finance Report be accepted as a true and correct record and the payments listed therein be confirmed.</b> (GC proposed, BW seconded and all were in favour)</p> <p><b>It was resolved to authorise the following payment due in June:</b></p> <p><b>Cheque no.</b> <b>1116            £416            Helen Wright, Clerk salary June 2019</b> (JH proposed, BW seconded and all were in favour)</p> <p><u>To report progress on the recruitment of a Parish Councillor</u> It was noted that two candidates will be interviewed tomorrow evening, and hopefully DPC will be able to announce the appointment of a new Councillor at the next DPC meeting.</p>	1104	HALC Ltd, HALC Affiliation Fee and NALC Levy for 2019/20	£176	1105	The Church on the Heath, meeting room hire	£18.00	1107	Came & Company, insurance premium for 2019/20	£343.55	1108	IAC Audit and Consultancy Ltd, internal audit fee 2018/19	£180	1109	Elvetham Heath Parish Council, meeting room hire	£23.62	1110	Moneysoft Ltd, payroll software licence 2019/20	£81.60	1111	HALC Ltd, HR consultancy service fee 2019/20	£180	1112	CPRE, annual membership fee 2019/20	£36	1113	HCC, partner contribution for Basingstoke Canal 2019/20	£240	1114	Helen Wright, Clerk salary May 2019	£416	
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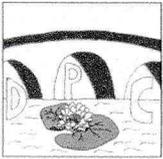
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	<p><u>To report progress on the recruitment of a Parish Clerk</u> HW reported that she had received two requests for application packs which have been sent out, but that as yet nobody has applied for the position. It was noted that the vacancy has been advertised via the school, the HALC website, the DPC website and Facebook. It was agreed to readvertise extending the closing date to the end of June, and GC asked HW to contact the two people who had requested application packs advising them of the new closing date and letting them know that if they wish to find out more information they are welcome to have a chat with a Councillor. AC confirmed that he will be able to arrange a locum Clerk for the next DPC meeting.</p> <p><u>To timetable a review of the Standing Orders</u> It was noted that it will take 2-3 months to review the Standing Orders and incorporate changes for approval. It was agreed to review and amend the Standing Orders for possible approval at September's DPC meeting.</p>	HW  ALL
59/19	<p><b>Planning</b></p> <p><u>To report on current planning applications and confirmation of Parish Council responses</u> Regarding Oakbridge House, GC commented that he and Geoff Beaven had been to see the applicants when they had plans drawn up, and had said then that the Parish Council would be unlikely to approve those plans because the development is in a Conservation Area, it is outside the settlement boundary and it affects one of the 'blue arrow' views. DPC have subsequently objected to the application. It was noted that there is no mention of an agricultural tie in the planning application.</p> <p>GC reported that an application has been made for the proposed development of a battery storage facility on land adjacent to the Fleet Substation on Farnham Road. He will circulate details to Councillors. AC suggested that DPC continue to notify nearby residents of planning applications and GC agreed to do so.</p> <p>DS reported that there have been two accidents at the junction near Pale Lane. Concerns had been expressed that the junction would be dangerous, and following the accidents HCC is looking into the matter.</p> <p><u>Neighbourhood Plan Update</u> AC reported that the NHP had been unanimously approved at HDC's Cabinet meeting last Thursday, and therefore the Plan will go to referendum which is scheduled for 25<sup>th</sup> July at Dogmersfield Primary School. AC has circulated the timetable to Councillors. It was noted that the Publication of the Information Statement will be issued by HDC on 17<sup>th</sup> June, and the Publication of the Notice of Referendum will be issued on 20<sup>th</sup> June; AC and HDC will be sorting out the information for the noticeboards. It was noted that the last date for registration to vote is Tuesday 9<sup>th</sup> July. It was noted that DPC will need to write to all residents encouraging them to vote. Postal Vote applications are to be received by 10<sup>th</sup> July, and Proxy Vote applications are to be received by 17<sup>th</sup> July. All electors will be issued with polling cards.</p> <p>AC explained that the poll is scheduled for 07:00 – 22:00 on 25<sup>th</sup> July, and that counting will commence immediately once the poll has closed. The result will be available on the same evening. AC confirmed that HDC are responsible for running the poll and counting the votes, and they will be providing two people to do so on 25<sup>th</sup> July. AC stated that he will open and close the school on the day of the poll, and that he will arrange welfare facilities.</p> <p>DS confirmed that DPC are allowed to issue their own flyer regarding the referendum at any time.</p>	GC



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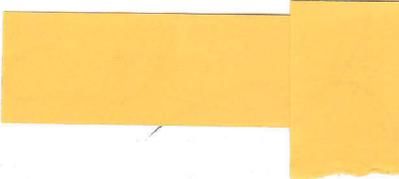
	<p>AC reported that Geoff Beaven has offered to provide some content for the flyer. GC commented that he will aim to draft the flyer this week, and AC agreed to obtain content from Geoff Beaven. GC suggested that it may be beneficial to arrange an information evening for residents, to explain the benefits of the NHP in advance of the referendum.</p> <p>AC agreed to liaise with Geoff Beaven and Mark Lowe in order to obtain an official referendum copy of the NHP to upload to the Parish Council website. AC also agreed to ask HDC whether it would be overly complicated to amend the document to correct a misplaced comma.</p> <p>It was noted that the NHP should now be quoted when the Parish Council are responding to planning applications, regardless of whether they are objecting to or supporting the applications.</p>	<p>GC AC</p> <p>AC AC</p>
60/19	<p><b>Environment and Rights of Way</b></p> <p><u>To provide an update on the programme of works under the Lengthsman scheme</u> HW reported that the schedule for 2019/20 has been confirmed with the Lengthsman, who is due to undertake the first item of work on 22<sup>nd</sup> June.</p>	
61/19	<p><b>Highways</b></p> <p><u>To report any updates on Highways matters</u> It was noted that issues relating to fly-tipping had been discussed under agenda item 55/19.</p> <p>Regarding the repairs to the chicanes, it was noted that Highways had undertaken a repair to a chicane in Chatter Alley last week. DS confirmed that items are prioritised according to urgency and the system cannot be circumvented.</p> <p>GC reported that John Self's suggestion is for DPC to wait until the Autumn before putting plants in the chicanes on Chatter Alley, which will make it easier for the plants to get established.</p>	
62/19	<p><b>Other Matters to Report</b></p> <p>i. <u>Community Liaison</u> JH reported that following the APA only one person has volunteered to join the CBF Group. GC commented that he is aware of a couple of people who may be interested and therefore he will approach them. JH agreed to contact the members of the original group to see whether they would still be willing to participate. It was agreed that by the end of the financial year the aim is for the CBF Group to have been re-established and for the Group to have put forward some formal suggestions of suitable projects on which the CBF money may be spent.</p> <p>ii. <u>Training</u> It was noted that as discussed under agenda item 57/19 JH will disseminate to Councillors the information she acquired at her recent GDPR training course.</p> <p>iii. <u>Website Update</u> JH commented that the Parish Council website needs modernising. It was agreed that although the information on the website is up-to-date its appearance needs improvement. AC suggested that perhaps a resident may be able to help and willing to volunteer. GC commented that this should be put on the agenda for his intended 'Communications' meeting with Councillors, raised under agenda item 55/19.</p>	<p>GC JH</p> <p>JH</p> <p>JH</p> <p>GC</p>



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	<p>iv. <b>Newsletter</b>          It was noted that as the Parish Council will probably not have a Clerk for a period then the Council would struggle to issue a newsletter in the summer. GC suggested that it may be possible to produce the next edition in September as part of a broader approach to communications, which can be discussed at his 'Communications' meeting.</p>	ALL
63/19	<p><b>Crime and Disorder Act, Section 17</b>          It was noted that the recent break-in on Chatter Alley had occurred at the front of the building during the day. DPC had sent out an email to residents on its mailing list warning them to take care to secure their homes properly following the recent incidents. It was agreed that it would be a good idea to ask all residents if they wished their email addresses to be added to DPC's mailing list; this could be included on the flyer to be distributed regarding the referendum.</p>	ALL
64/19	<p><b>Next meeting date</b>          The next meeting is scheduled for 8<sup>th</sup> July.</p>	
65/19	<p><b>Information sharing</b>          GC explained that the owners of the pub wish to remove the hedge by the front door of the pub and paint the Pilcot Green posts white. Instead of the hedge they would like to restore the flowerbed and give a view to the outside seating area. The Yew part of the hedge would be retained.          It was agreed that DPC is happy for the posts to be painted white but that the owners of the pub will need to approach HDC regarding the hedge as it is in a Conservation Area. DS commented that if they have any photographs taken before the hedge existed then that may assist their case. It was noted that DPC would not object provided the area was properly maintained. GC agreed to respond to the owners of the pub accordingly.          The meeting closed at 9.15p.m.</p>	GC

Signed .....  
 Chairperson



Date .....

8/7/19

Abbreviations	In place of
DPC	Dogmersfield Parish Council
HDC	Hart District Council
HCC	Hampshire County Council
NHP	Neighbourhood Plan
APA	Annual Parish Assembly