

DOGMERSFIELD PARISH COUNCIL

NOTICE OF COUNCIL MEETING

To: All Parish Councillors

9th December 2020

Dear Councillors,

You are required to attend a Meeting of the Parish Council which will be held on
Monday 14th December 2020 at 7.30 pm
via electronic communication.

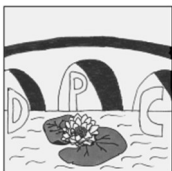
Yours sincerely

David Skellern Clerk to the Council

clerk@dogmersfieldparish.co.uk

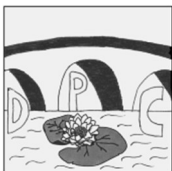
AGENDA

	<p>This meeting will take place using electronic communications, as permitted by emergency legislation that came into force on 4th April 2020 - The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. Members of the public may join the meeting using the details below. Alternatively, if you have any issues or representations you wish to be raised at the meeting, please notify the Clerk or a councillor by noon on Monday 12th October 2020.</p> <p>Note that the meeting will be recorded by the Clerk and the recording will be available on request. 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>	
	<p>David Skellern is inviting you to a scheduled Zoom meeting. Topic: Dogmersfield Parish Council Meeting Time: 14th Dec 2020 07:30 PM London Join Zoom Meeting https://us02web.zoom.us/j/87822457022?pwd=d0xoRmNY2UxMnNma0EvUVNrZFpTZz09 Meeting ID: 878 2245 7022 Passcode: 515535</p>	
172/20	Welcome & Acceptance of Apologies for Absence Including opening comments from the Chairman	
173/20	Declarations of Interests – Current agenda Members are asked to declare any Interest or Disclosable Pecuniary Interest which they may have in any of the items under consideration at this meeting. See notes at the end of the Agenda.	
174/20	To Approve and Adopt the Minutes of 9th November 2020 Council Meeting	Paper
175/20	Matters arising from the previous Minutes not otherwise on the Agenda for this meeting	Paper
176/20	Announcements from the Chairman, Clerk and Members' Questions Received in Advance	
177/20	County & District Councillors' Reports	
178/20	Representations by the public <i>NB Please notify the Clerk by noon on the day of the meeting, if you wish to participate. (See note above) Thank you</i>	



DOGMERSFIELD PARISH COUNCIL

179/20	To Consider the Council's Response to Current Planning Applications <table><tr><th>Reference</th><th>Location</th><th>Description</th><th>Submission Date</th></tr><tr><td>20/02790/FUL</td><td>The Paddock Farnham Road Odiham Hook Hampshire RG29 1HS</td><td>Demolition of existing dwelling and all out buildings on the site and erection of a two storey 5 bedroom detached dwelling, and amended access details.</td><td>16/12/2020</td></tr><tr><td>20/02898/PREAPP</td><td>Catherine Of Aragon Pilcot Hill Dogmersfield Hook RG27 8SX</td><td>Removal of dead leylandii hedge on the left side of the property from the small gate (looking from the road) and replaced with a native hedgerow, that will grow in a flood area. Removal of driveway iron gate to be replaced by iron electric gate.</td><td></td></tr><tr><td>20/02767/FUL</td><td>Rose Court Rye Common Lane Crandall Farnham GU10 5RR</td><td>Erection of 9 dwellings (7 x three bed and 2 x four bed) and associated garages, access and landscaping</td><td>18/12/2020</td></tr><tr><td>20/02944/FUL</td><td>Jane's Cottage , Church Lane,Dogmersfield, Hook, RG27 8TA</td><td>Replacement storage barn at Jane's Cottage</td><td>5/01/2021</td></tr></table> <ul style="list-style-type: none">• To discuss the presence of a mobile caravan on agricultural land at Janes Cottage• To update Council on any new planning consultations, appeals and enforcements	Reference	Location	Description	Submission Date	20/02790/FUL	The Paddock Farnham Road Odiham Hook Hampshire RG29 1HS	Demolition of existing dwelling and all out buildings on the site and erection of a two storey 5 bedroom detached dwelling, and amended access details.	16/12/2020	20/02898/PREAPP	Catherine Of Aragon Pilcot Hill Dogmersfield Hook RG27 8SX	Removal of dead leylandii hedge on the left side of the property from the small gate (looking from the road) and replaced with a native hedgerow, that will grow in a flood area. Removal of driveway iron gate to be replaced by iron electric gate.		20/02767/FUL	Rose Court Rye Common Lane Crandall Farnham GU10 5RR	Erection of 9 dwellings (7 x three bed and 2 x four bed) and associated garages, access and landscaping	18/12/2020	20/02944/FUL	Jane's Cottage , Church Lane,Dogmersfield, Hook, RG27 8TA	Replacement storage barn at Jane's Cottage	5/01/2021	Papers
Reference	Location	Description	Submission Date																			
20/02790/FUL	The Paddock Farnham Road Odiham Hook Hampshire RG29 1HS	Demolition of existing dwelling and all out buildings on the site and erection of a two storey 5 bedroom detached dwelling, and amended access details.	16/12/2020																			
20/02898/PREAPP	Catherine Of Aragon Pilcot Hill Dogmersfield Hook RG27 8SX	Removal of dead leylandii hedge on the left side of the property from the small gate (looking from the road) and replaced with a native hedgerow, that will grow in a flood area. Removal of driveway iron gate to be replaced by iron electric gate.																				
20/02767/FUL	Rose Court Rye Common Lane Crandall Farnham GU10 5RR	Erection of 9 dwellings (7 x three bed and 2 x four bed) and associated garages, access and landscaping	18/12/2020																			
20/02944/FUL	Jane's Cottage , Church Lane,Dogmersfield, Hook, RG27 8TA	Replacement storage barn at Jane's Cottage	5/01/2021																			
180/20	Finance & Regulatory Matters <ul style="list-style-type: none">• To note that RM signed the reconciliation for October 2020 and that SM signed the reconciliation for November 2020• To receive and approve the financial statement of accounts from 1st – 31st October 2020, confirming payments made in October• To receive and approve the financial statement of accounts from 1st – 30th November 2020, confirming payments made in November• To authorise the payments due• To agree the budget for 2021/22 and confirm Precept request• To discuss the Chairman's proposals regarding protocols for issuing papers and streamlining meetings	Papers																				
181/20	Councillor responsibilities <ul style="list-style-type: none">• To resolve that Cllr Miles takes responsibility for the Highways portfolio.• To resolve that Cllr Miles takes responsibility for the Environment portfolio.																					
182/20	Environment <ul style="list-style-type: none">• To receive a verbal report on progress regarding ditches and flooding																					



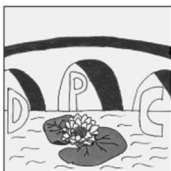
DOGMERSFIELD PARISH COUNCIL

183/20	Community Benefit Fund <ul style="list-style-type: none"> To receive a verbal report on progress regarding the upgrade of Footpath 6 	
184/20	Logo <ul style="list-style-type: none"> To agree a process for creating a new logo for Dogmersfield Parish Council 	Paper
185/20	Communication <ul style="list-style-type: none"> To receive a report regarding the questionnaire and to agree the process for project planning 	
186/20	Document review <ul style="list-style-type: none"> To review progress to date and confirm outstanding actions 	Paper
187/20	Staffing issues <ul style="list-style-type: none"> To agree the process for engaging a new Clerk 	
188/20	Correspondence Received	
189/20	Meeting dates for 2021-22 <ul style="list-style-type: none"> To agree the schedule of meetings for 2021-22, including the Annual Parish Meeting 	Paper
190/20	Information sharing <ul style="list-style-type: none"> To note the parish council election date – Thursday 6th May 2021 	
191/20	Date of next meeting Monday 11th January 2021 at 7:30pm	

Notes on Declaration of Interest

Members are requested to declare any personal Pecuniary and Non-Pecuniary interest in relation to any items included on the agenda for this meeting in accordance with The Localism Act 2011 s29 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Clerk that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members' Interests, the Monitoring Officer must be notified of the interest within 28 days.

It is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should be regarded as a Disclosable Pecuniary Interest. Members are advised to seek the advice of the Clerk well before the meeting as it may be necessary to refer the matter to the Monitoring Officer for a decision.



DOGMERSFIELD PARISH COUNCIL

Minutes of the Virtual Council Meeting Held on the Zoom meeting platform 9th November 2020 at 7:30pm

DRAFT

Councillors present:

Cllr Graham Chisnall (GC) Chair
Cllr Anne Fillis (AF) Vice-chair
Cllr Sarah Miles (SM)
Cllr Alastair Clark (AC)
Cllr Rob Molloy (RM)
Clerk: David Skellern

Members of the public present:

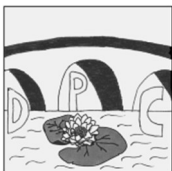
There were seven members of the public present

Also present:

Cllr K Crookes (HDC) until 21:46

Apologies: Cllr David Simpson (HCC)
Cllr Chris Dorn (HDC)

	This meeting took place on the Zoom virtual meeting platform, as permitted under legislation that came into force on 4th April 2020 - The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.													
153/20	Welcome and Acceptance of Apologies for Absence Apologies had been received from Cllrs Simpson (HCC) and Dorn (HDC)													
154/20	Declarations of Interest – Current Agenda SM - re Janes Cottage at 160/20 AF – re reference to her home in the Plans for Clearing Ditches paper at 162/20													
155/20	To Approve and Adopt the Minutes of 10th October 2020 Council Meeting Two minor amendments were agreed: to change Footpath 3 to Footpath 6 at 143/20 and to clarify that there is a single action for SM at 148/20, regarding the survey of the cables. It was resolved that the amended minutes of the meeting held on 10th October 2020 be accepted as a true record. Proposed RM, seconded SM. All in favour (excluding GC, who had not attended).													
156/20	Matters arising The Clerk referred to his paper, raising four issues recorded prior to the October meeting. <table border="1"><thead><tr><th>Issue description</th><th>Minute</th><th>Owner</th><th>Decision</th></tr></thead><tbody><tr><td>Devise a submission to HDC requesting S106 funding for capital expenditure on parish footpaths</td><td>085/20</td><td>AF</td><td>Close. A new resolution to use S106 funding should follow the adoption of an agreed solution at 163/20</td></tr><tr><td>GC to find out the timescale imposed for the rethatching of The Barracks</td><td>102/20</td><td>RM</td><td>RM reported that the rethatching is due to be completed early in 2021. [Clerk’s note: HDC website shows: ‘The development hereby permitted shall be begun before the expiration of three years from the date of this permission’, which is 4 August 2023] Action complete</td></tr></tbody></table>	Issue description	Minute	Owner	Decision	Devise a submission to HDC requesting S106 funding for capital expenditure on parish footpaths	085/20	AF	Close. A new resolution to use S106 funding should follow the adoption of an agreed solution at 163/20	GC to find out the timescale imposed for the rethatching of The Barracks	102/20	RM	RM reported that the rethatching is due to be completed early in 2021. [Clerk’s note: HDC website shows: ‘The development hereby permitted shall be begun before the expiration of three years from the date of this permission’, which is 4 August 2023] Action complete	
Issue description	Minute	Owner	Decision											
Devise a submission to HDC requesting S106 funding for capital expenditure on parish footpaths	085/20	AF	Close. A new resolution to use S106 funding should follow the adoption of an agreed solution at 163/20											
GC to find out the timescale imposed for the rethatching of The Barracks	102/20	RM	RM reported that the rethatching is due to be completed early in 2021. [Clerk’s note: HDC website shows: ‘The development hereby permitted shall be begun before the expiration of three years from the date of this permission’, which is 4 August 2023] Action complete											

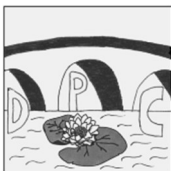


DOGMERSFIELD PARISH COUNCIL

Show separate reporting of the CBF	103/20	Clerk	To be completed by end of year 2020- 21
Transfer £1,175 from the CBF HTB account to the DPC Lloyds account.	104/20	Clerk	Letter sent to HTB – confirmation awaited

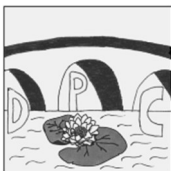
The Clerk referred to actions resulting from the October meeting

Issue description	Minute	Owner	Update
AC to provide to GC material for inclusion in response to Planning White Paper	141/20	AC	Completed
GC to write to Ranil Jayawardena MP re Planning White Paper	141/20	GC	Completed
GC to write to CPRE, HALC, HDC & HCC re Planning White Paper	141/20	GC	GC had copied DPC's response to HDC and HCC. It was agreed to close the action. GC said that he will continue to liaise with HDC, HCC and others to track any developments that affect DPC.
RM to fix website 'Page not found' error	144/20	RM	RM reported that the problem arises due to cookies on client computers. Action closed. Advice to residents to be included in a future newsletter.
RM to propose a competition to devise a new logo	144/20	RM	Agenda item 164/20
Clerk to organise a Councillor walkaround within the next two weeks to review the lengthsman's work; determine the need for the second cutting; and agree a specification for the ditch clearance	145/20	Clerk	Completed
Clerk to paste full data protection policy to the privacy page of the website	145/20	Clerk	Completed
SM to pursue a survey of the state of the conventional cables within the Parish.	148/20	SM	Agenda item 167/20
SM to ask a small number of residents to monitor transfer speeds	148/20	SM	Close – see 155/20 above



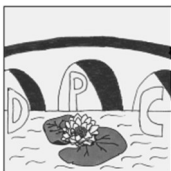
DOGMERSFIELD PARISH COUNCIL

157/20	Announcements from the Chairman, Clerk and Members’ Questions Received in Advance. None																	
158/20	County & District Councillor’s Reports Cllr Crookes reported a number of HDC issues: <ul style="list-style-type: none">• Pedestrianisation of Fleet Road is to be terminated. KC will attend a meeting to discuss the future of Fleet high street• KC is tracking HDC discussions regarding the Shapley Heath development, but no need for action is identified at present• Cllr Dorn has resigned from Crondall PC but remains a member of HDC																	
159/20	Representations by the public The Clerk advised that two requests had been received. Jim Todd wished to speak at 160/20. Carol Leversha raised a number of issues: <ul style="list-style-type: none">• DPC may wish to emulate CVPC’s method for accessing the website.• She objected to DPC funds being used to purchase a plaque for a single individual.• Concern that the CBF Management Group had not been consulted about using CBF funds for the Footpath 6 upgrade and that the new proposal is very expensive.• The need for a footpath at Pilcot Green South. GC advised that DPC is not yet able to progress this.• Cars parked near the canal bridge in Chalky Lane. GC advised that this remains an on-going issue.																	
160/20	To Consider the Council’s Response to Current Planning Applications <table><tr><th>Reference</th><th>Location</th><th>Description</th><th>Decision</th></tr><tr><td>20/02394/ LBCLW</td><td>Four Seasons Hotel, Dogmersfield RG27 8TD</td><td>Increase size of opening between dining room and seating area, raise height and remove wall nibs, remove and replace wall panelling where wall removed and add new dado rail in lobby areas to match</td><td>No objection, conditional on the use of a variety of window designs Proposed GC, seconded AF, all in favour</td></tr><tr><td>20/02046/ LDC</td><td>Harewarren Farm , Chalky Lane,Dogmersfield, Hook, RG27 8TG</td><td>Use of Unit 1 as Storage (B8) use, Unit 2 as Office (B1) use, Unit 3 as Storage (B1) use, Unit 4 as Storage (B8) use, Harewarren Workshop as Workshop (B1(c)) use and The Barn as Storage (B8) use/vehicle parking</td><td>No objection Proposed GC, seconded RM, all in favour</td></tr><tr><td>20/02410/ FUL</td><td>Fermoy , Farnham Road,Odiham, Hook, RG29 1HS</td><td>Erection of a single storey commercial building (with part mezzanine) for glass</td><td>GC invited Jim Todd to speak. He advised councillors that the site had never had buildings</td></tr></table>	Reference	Location	Description	Decision	20/02394/ LBCLW	Four Seasons Hotel, Dogmersfield RG27 8TD	Increase size of opening between dining room and seating area, raise height and remove wall nibs, remove and replace wall panelling where wall removed and add new dado rail in lobby areas to match	No objection, conditional on the use of a variety of window designs Proposed GC, seconded AF, all in favour	20/02046/ LDC	Harewarren Farm , Chalky Lane,Dogmersfield, Hook, RG27 8TG	Use of Unit 1 as Storage (B8) use, Unit 2 as Office (B1) use, Unit 3 as Storage (B1) use, Unit 4 as Storage (B8) use, Harewarren Workshop as Workshop (B1(c)) use and The Barn as Storage (B8) use/vehicle parking	No objection Proposed GC, seconded RM, all in favour	20/02410/ FUL	Fermoy , Farnham Road,Odiham, Hook, RG29 1HS	Erection of a single storey commercial building (with part mezzanine) for glass	GC invited Jim Todd to speak. He advised councillors that the site had never had buildings	
Reference	Location	Description	Decision															
20/02394/ LBCLW	Four Seasons Hotel, Dogmersfield RG27 8TD	Increase size of opening between dining room and seating area, raise height and remove wall nibs, remove and replace wall panelling where wall removed and add new dado rail in lobby areas to match	No objection, conditional on the use of a variety of window designs Proposed GC, seconded AF, all in favour															
20/02046/ LDC	Harewarren Farm , Chalky Lane,Dogmersfield, Hook, RG27 8TG	Use of Unit 1 as Storage (B8) use, Unit 2 as Office (B1) use, Unit 3 as Storage (B1) use, Unit 4 as Storage (B8) use, Harewarren Workshop as Workshop (B1(c)) use and The Barn as Storage (B8) use/vehicle parking	No objection Proposed GC, seconded RM, all in favour															
20/02410/ FUL	Fermoy , Farnham Road,Odiham, Hook, RG29 1HS	Erection of a single storey commercial building (with part mezzanine) for glass	GC invited Jim Todd to speak. He advised councillors that the site had never had buildings															



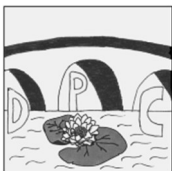
DOGMERSFIELD PARISH COUNCIL

			processing and storage and distribution as a mix of Use Class E(g) and Use Class B8 and associated parking and access from the shared existing access off Farnham Road.	on it, only containers. He agreed to provide photographic evidence. Based on this information, it was agreed that DPC should request that the application be rejected and Hart Planning should look into the status of the site, especially as it appears to have been changed from woodland to a partial clearing. It cannot be claimed as brownfield. Proposed GC, seconded AF, all in favour	
	20/01180/ FUL	STREET RECORD, Rye Common Lane, Crandall, Farnham	Proposed energy storage facility to provide energy balancing services to the National Grid.	Objection Proposed GC, seconded SM, all in favour	
	<p>GC was still awaiting a response from Hart Planning Enforcement regarding the caravan at Janes Cottage.</p> <p>There was nothing to report regarding new planning consultations, appeals and enforcements.</p> <p>GC outlined DPC's response to the Government's white paper on planning reform.</p> <p>It was resolved to ratify DPC's response to the Government's white paper <i>Planning for the Future</i>. Proposed GC, seconded AF, all in favour.</p>				
161/20	<p>Finance & Regulatory Matters</p> <p>The Clerk reported that he had not yet received the bank statement for October 2020, so only limited resolutions could be passed, with others being postponed until the December meeting.</p> <p>It was agreed that SM will check the bank reconciliations for December and January.</p> <p>It was resolved to authorise payments due. Proposed GC, Seconded RM. All in favour.</p> <p>Whilst the contribution made by John Selfe was greatly appreciated, councillors felt that it was unwise to have a plaque to a single individual and that consideration should be given to acknowledging the efforts of the many people who have contributed to the Parish using an inclusive and sustainable method.</p>				
162/20	<p>Environment</p> <p>Regarding the ditches, GC welcomed input from Steve Harmer and Gavin Banks and councillors generally wished to make modifications to the current proposal for the immediate work to be done. In view of this, it was agreed that GC and the Clerk should do</p>				



DOGMERSFIELD PARISH COUNCIL

	<p>further work on the proposal, recirculate for comment, with the Clerk being authorised to instigate action on the basis of the updated paper.</p> <p>It was resolved to authorise the Clerk to instigate work on the ditches as yet to be specified in a modified paper to be agreed outside the meeting. Proposed RM, seconded GC, all in favour.</p> <p>It was agreed that the Clerk should develop a plan for the broader ditch and drain clearance work.</p> <p>Regarding the tender for the Pilcot Green fence, AC had concerns, which he agreed to submit to the Clerk after the meeting.</p> <p>It was resolved to authorise the Clerk to issue the tender incorporating AC's amendments but requiring work to be delayed until the posts have dried out in the spring. Proposed GC, seconded AF, SM and RM in favour, except AC.</p>	<p>GC & Clerk</p> <p>Clerk</p> <p>AC</p> <p>Clerk</p>
163/20	<p>Community Benefit Fund</p> <p>AF reported that the Covid19 restrictions had resulted in delay in renovating the phone box.</p> <p>Ian Taylor introduced a paper regarding the upgrade of Footpath 6. There was a long discussion regarding technical issues and funding, with the outcome that:</p> <ul style="list-style-type: none"> the importance of upgrade to the footpath should be assessed using data to be obtained from the questionnaire; the technical issues raised should be investigated with Aquascience; the use of S106 funding should be explored; the CBF Management Group should be asked to approve the use of funding from the CBF; a decision to proceed should be made at the December council meeting. <p>Cllr Crookes offered to assist with the application for S106 funding.</p> <p>It was resolved to authorise the Clerk to begin the application for S106 funding. Proposed GC, seconded RM, all in favour.</p> <p>GC thanked Ian Taylor for his work on the project to date.</p>	<p>AF</p> <p>AF</p> <p>Clerk</p>
164/20	<p>Logo</p> <p>RM outlined the background regarding the need for a new logo and ideas for achieving a new design.</p> <p>It was agreed that RM should update the paper to make all children of primary age, whether resident or educated in Dogmersfield, eligible to submit a design and to allow for the winning design to be adapted for universal use. The aim is to agree the process at the December meeting and launch the competition in the new year.</p>	<p>RM</p>
165/20	<p>Communication</p> <p>Fifteen completed questionnaires had been received with responses requested by 15 November. RM will issue a reminder via WhatsApp and the website</p>	<p>RM</p>
166/20	<p>Document Review</p> <p>The Clerk had issued the existing Terms and Conditions of Contract but AC had circulated an alternative version just before the meeting. It was agreed that the Clerk will combine elements of the two versions, stating the need for £10M insurance for working on or near</p>	



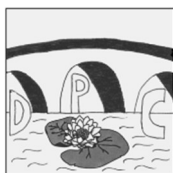
DOGMERSFIELD PARISH COUNCIL

	<p>the highway, and circulate for comment. Councillors will have five days to comment, otherwise the amended version will be adopted by default.</p> <p>It was resolved to accept the Terms and Conditions of Contract subject to the agreement above. Proposed GC, seconded AF, all in favour.</p>	Clerk
167/20	<p>Hampshire Superfast Broadband Programme</p> <p>SM is researching how one might fight Community Fibre and trying to ascertain from Openreach the schedule for installing fibre in the Parish. As yet SM can find no-one to survey the conventional cables within the Parish, but will keep trying.</p>	
168/20	<p>Staffing Issues</p> <p>GC said that there is a need to agree the process for conducting the Clerk's appraisal. It was agreed to use the format used for previous clerk and that GC and AF will perform the appraisal and report the outcome in a private session within the December meeting. Input from other councillors would be welcome.</p>	
169/20	<p>Correspondence Received</p> <p>The Clerk reported that he had received the paperwork for the precept for 2021-22, with the return due on 18th January 2021.</p>	
170/20	<p>Information sharing</p> <p>The Clerk reported that DPC has signed the Tree Charter.</p>	
171/20	<p>Date of next meeting</p> <p>Monday 14th December 2020 at 7:30pm</p> <p>The meeting ended at 10:12pm</p>	

Signed
Chairperson

Date

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
CHT	Community Heartbeat Trust



DOGMERSFIELD PARISH COUNCIL

Ref: 175/20

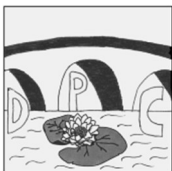
Subject: Matters Arising December 2020

The list of outstanding actions was emailed to councillors on 12th November. The following were highlighted for consideration. No responses were received.

Prepare notice to residents regarding obligations in respect of ditches	038/20	Clerk	Propose to close. This action was decided in isolation before agreeing work to be done by DPC. When the new short and long-term action plans are finalised, there should be a new action to communicate the plan to relevant landowners and request their future cooperation. The HCC guidance will provide a useful resource to accompany the request.
Clerk to recommend training for all councillors and clerk	059/20	Clerk	Propose to close. There should be a standing requirement for the clerk to inform councillors of available training. The clerk's training should be driven by appraisal.
Bad placement of gullies be reported to Dan Beasant of HCC	116/20	GC	Fixing the gullies would be a useful input to the overall drainage problems

The table below shows actions arising from the October meeting, with progress to date, as at 9 December 2020.

Issue description	Minute	Owner	Update	Status
Autumn ditch work specification - GC and the Clerk should do further work on the proposal, recirculate for comment	162/20	GC & Clerk	Updated, circulated (no comments), issued to lengthsman	Complete
Clerk should develop a plan for the broader ditch and drain clearance work.	162/20	Clerk	Clerk documented all outstanding problems recorded to date and forwarded to GC. Agenda item 182/20	In progress
Tender for the Pilcot Green fence - AC had concerns, which he agreed to submit to the Clerk after the meeting	162/20	AC	No concerns received	
Clerk to issue the tender incorporating AC's amendments but requiring work to be delayed until the posts have dried out in the spring.	162/20	Clerk	No action – not urgent. Following decision on public liability insurance, need to update tender to require £10M	
Footpath 6 upgrade - technical issues raised should be investigated with Aquascience	163/20	AF	AF to report at 183/20	
CBF Management Group should be asked to approve the use of funding from the CBF	163/20	AF	AF to report at 183/20	
Clerk to begin the application for S106 funding	163/20	Clerk	AF to report at 183/20	Complete
RM should update the paper to make all children of primary age, whether resident or educated in Dogmersfield, eligible to submit a design and to allow for the	164/20	RM	Agenda item 184/20	Complete



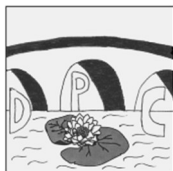
DOGMERSFIELD PARISH COUNCIL

winning design to be adapted for universal use				
Questionnaire - RM will issue a reminder via WhatsApp and the website	165/20	RM		Complete
Clerk will combine elements of the two versions, stating the need for £10M insurance for working on or near the highway, and circulate for comment. Councillors will have five days to comment, otherwise the amended version will be adopted by default	166/20	All	Clerk proposed that every individual tender should state level of PL insurance required by DPC following risk assessment. Accepted.	Complete

David Skellern

Clerk

November 2020



DOGMERSFIELD PARISH COUNCIL

Ref: 180/20

Subject: Finance & Regulatory Matters report December 2020

October 2020

Actions scheduled for the November meeting are carried over to the December meeting owing to late delivery of the bank statement.

Finance Statement

Please see separate documents for Lloyds Bank Statements issued 30th October 2020 and 30th November 2020 and the Expenditure Analyses and Monthly Finance Reports for October and November 2020.

Finance Report as at 30th October 2020

The Council is invited to note that RM signed the reconciliations for October 2020.

The same two cheques totalling £94 were unpresented as at 30th October 2020.

The cashbook balance is £22,689.82, which, taking unpresented cheques into account, reconciles with the bank statement balance of £22,783.82.

Total for payments made in October is £796.16 (including VAT), as itemised on the report.

Cheques 1206 - 1210 now require ratification by the Council.

Cheque	Payable To	Details	Gross Amount
1206	HMRC	Clerk PAYE to HMRC	£81.80
1207	D Skellern	Clerk salary October 20	£326.53
1208	D Skellern	Expenses (inc Xmas lights)	£192.23
1209	Community Heartbeat Trust	Signage package + postage	£33.60
1210	Community Heartbeat Trust	Annual support 01/10/20 - 01/10/21	£162.00

The Council is requested to receive and approve the financial statement of accounts from 1st – 31st October 2020, confirming payments made in October.

The Council authorised payments due in November at the November meeting.



DOGMERSFIELD PARISH COUNCIL

Finance Report as at 30th November 2020

The Council is invited to note that RM signed the reconciliations for November 2020.

One cheque for £54 (IOW & Hampshire Wildlife Trust dated July 2020) remains unpresented as at 30th November 2020. This is likely to be explained by delays due to Covid19. The Clerk will contact IOW & Hampshire Wildlife Trust.

The cashbook balance is £22,093.46, which, taking the unpresented cheque into account, reconciles with the bank statement balance of £22,147.46.

Total for payments made in November is £596.36 (including VAT), as itemised on the report.

Cheques 1211 - 1215 now require ratification by the Council.

Cheque	Payable To	Details	Gross Amount
1211	HMRC	Clerk PAYE to HMRC	£81.60
1212	D Skellern	Clerk salary October 20	£326.73
1213	Community Heartbeat Trust	Managed Solution	£120.00
1214	D Skellern	Expenses	£23.03
1215	M C Harris	Consultancy	£45.00

The Council is requested to receive and approve the financial statement of accounts from 1st – 30th November 2020, confirming payments made in November.

The following payments are now due:

Cheque	Payable To	Details	Gross Amount
1216	HMRC	Clerk PAYE to HMRC	£81.60
1217	D Skellern	Clerk salary December 20	£326.73
1218	M C Harris	Consultancy	£30.00
1219	Void		
1220	D Skellern	Expenses *	£74.38

* The Clerk's expenses claim comprises: £12.15 for mileage; £12.23 for Zoom subscription; £50.00 for delayed CPRE subscription. (The request for renewal was received in August 2020 but overlooked. A new membership has now begun.)

The Council is requested to authorise the payments due.

David Skellern

Clerk

December 2020

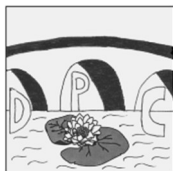


DOGMERSFIELD PARISH COUNCIL

Dogmersfield Parish Council Expenditure Analysis 31st October 2020

Budget Area	Budget 2020/21	Expenditure Oct 2020	Expenditure YTD	Budget Virement in Year	Budget Balance as at 31st October 2020	Percentage Budget Spent	Analysis of Unbudgeted Expenditure	Committed Expenditure
Internal operations								
Parish Clerk	6,600.00	408.33	4,962.97		1,637.03	75.20%	On target	
Subscriptions	975.00	135.00	914.60		60.40	93.81%	Annual debt maintenance added	
Meeting costs	200.00	12.23	73.38		126.62	36.69%	Reduced cost due to Covid19	
Training & Consultancy	1,504.00	0.00	804.00		700.00	53.46%	On target	
Admin consumables	100.00	0.00	37.72		62.28	37.72%	Underspent - reduced printing costs and free ink	
Travel	160.00	8.10	55.35		104.65	34.59%	Underspent - On-line meetings	
IT Upgrade	140.00	0.00	140.00		0.00	100.00%	On target	
Website	1,341.00	0.00	936.84		404.16	69.86%	On target	
Parish insurance	352.00	0.00	352.36		-0.36	100.10%	No further expenditure	
Audit of accounts	180.00	0.00	150.00		30.00	83.33%	No further expenditure	
Election contingency	1,200.00	0.00	0.00		1,200.00	0.00%		
Total Internal Operations	11,552.00	563.66	8,427.22	0.00	3,124.78	72.95%		
Service delivery								
Village maintenance	3,015.00	143.25	143.25		2,871.75	4.75%	Christmas lights purchased	
Neighbourhood Plan	1,000.00	0.00	0.00		1,000.00	0.00%	Underspent expected	
Project work to benefit the community	400.00	28.00	403.00		-3.00	100.75%	Debt installation & signage	
Support of beneficial causes	300.00		-200.00		500.00	-66.67%	Cheque returned	
Total Service Delivery	4,715.00	171.25	346.25	0.00	4,368.75	7.34%		
Budget Contingency								
Contingency	500.00		0.00	0.00	500.00	0.00%		
Total Budget Expenditure	16,767.00	734.91	8,773.47	0.00	7,993.53	52.33%		

Please note that committed expenditure relates to items of expenditure resolved at council and/or contract placed



DOGMERSFIELD PARISH COUNCIL

Dogmersfield Parish Council Finance Report as at 31st October 2020

Bank Reconciliation

Opening Cashbook Balance at 1st April 2020				18,825.06
Add Receipts	<u>DPC Cashbook</u>	<u>Grant Cashbook</u>	<u>Community Benefit Fund</u>	
	22,678.80	0.00	0.00	
	Total Cashbook Receipts YTD 2020/21			12,678.80
Less Payments	<u>DPC Cashbook</u>	<u>Grant Cashbook</u>	<u>Community Benefit Fund</u>	
	(9,002.27)	-	-	
	Total Cashbook Payments YTD 2020/21			(9,002.27)
VAT adjustment				
	ADD VAT refunded YTD on prior year expenditure			417.43
	LESS VAT paid YTD on expenditure			(229.20)
NHP Grant/Precept/CBF Money adjustment				
LESS NHP Grant/earmarked/CBF funds accounted for separately				
Dogmersfield Parish Council Cashbook Balance excluding CBF monies				22,689.82
Credit Balance in Cashbook after VAT adjustment				22,689.82
Actual Bank Balance as per Lloyds Bank Statement end of October 2020				22,783.82
Difference to Reconcile				94.00
Unpresented Cheques				40.00
				94.00

CASHBOOK ENTRIES IN MONTH									
Cheque number	Date	Received From/ Payable to			Details	Receipts		Payments	
						Net Amount	VAT	Net Amount	VAT
October 2020									
1206	05/10/2020	H&MRC			Clerk PAYE to HMRC	-	-	81.80	-
1207	20/10/2020	D Skellern			Clerk salary October 20	-	-	326.53	-
1208	07/10/2020	D Skellern			Expenses (inc Xmas lights)	-	-	163.58	28.65
1209	05/10/2020	Community Heartbeat Trust			Signage package + postage	-	-	28.00	5.60
1210	05/10/2020	Community Heartbeat Trust			Annual support 01/10/20 - 01/10/21	-	-	135.00	27.00
Total Receipts & Payments in Month						-	-	734.91	61.25
Total Receipts & Payments YTD						12,678.80	417.43	9,002.27	229.20

Hampshire Trust Bank - Community Benefit Fund			
Receipts			
10/02/2017	Fund Monies received	Orig 1030 transferred Money to Hampshire Trust Bank June 2017	28,000.00
20/06/2018	Interest received		317.97
20/06/2019	Interest received		353.96
20/06/2020	Interest received		358.04
			29,029.99

Dogmersfield Parish Council Lloyds Bank Account Balance represented by	
Dogmersfield Precept Cash Book Balance	22,689.82
Total Cashbook Balance at 31st October 2020	22,689.82

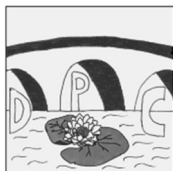


DOGMERSFIELD PARISH COUNCIL

Dogmersfield Parish Council Expenditure Analysis November 2020

Budget Area	Expenditure Nov 2020	Expenditure YTD	Budget Balance as at 31st October 2020	Percentage Budget Spent	Analysis of Unbudgeted Expenditure	Committed Expenditure
Internal operations						
Parish Clerk	408.33	5,371.30	1,228.70	81.38%	On target	
Subscriptions	0.00	914.60	60.40	93.81%	Annual defib maintenance added	£50 (paid late to CPRE)
Meeting costs	12.23	85.61	114.39	42.81%	Reduced cost due to Covid19	
Training & Consultancy	45.00	849.00	655.00	56.45%	On target	
Admin consumables	0.00	37.72	62.28	37.72%	Underspent - reduced printing costs and free ink	
Travel	11.80	67.15	92.85	41.97%	Underspent - On-line meetings	
IT Upgrade	0.00	140.00	0.00	100.00%	No further expenses expected	
Website	0.00	936.84	404.16	69.86%	On target	
Parish insurance	0.00	352.36	-0.36	100.10%	No further expenditure	
Audit of accounts	0.00	150.00	30.00	83.33%	No further expenditure	
Election contingency	0.00	0.00	1,200.00	0.00%		
Total Internal Operations	477.36	8,904.58	2,647.42	77.08%		
Service delivery						
Village maintenance	0.00	143.25	2,871.75	4.75%	Christmas lights purchased	
Neighbourhood Plan	0.00	0.00	1,000.00	0.00%	Underspend expected	
Project work to benefit the community	100.00	503.00	-103.00	125.75%	Defib installation & signage	
Support of beneficial causes	0.00	-200.00	500.00	-66.67%	Cheque returned	
Total Service Delivery	100.00	446.25	4,268.75	9.46%		
Budget Contingency						
Contingency	0.00	0.00	500.00	0.00%		
Total Budget Expenditure	577.36	9,350.83	7,416.17	55.77%		

Please note that committed expenditure relates to items of expenditure resolved at council and/or contract placed



DOGMERSFIELD PARISH COUNCIL

Dogmersfield Parish Council Finance Report as at 30th November 2020

Bank Reconciliation

Opening Cashbook Balance at 1st April 2020									18,825.06
Add Receipts		<u>DPC Cashbook</u>	<u>Grant Cashbook</u>	<u>Community Benefit Fund</u>					
		12,678.80	0.00	0.00					
		Total Cashbook Receipts YTD 2020/21				12,678.80			
Less Payments		<u>DPC Cashbook</u>	<u>Grant Cashbook</u>	<u>Community Benefit Fund</u>					
		(9,578.63)	-	-					
		Total Cashbook Payments YTD 2020/21				(9,578.63)			
VAT adjustment					ADD VAT refunded YTD on prior year expenditure	417.43			
					LESS VAT paid YTD on expenditure	(249.20)			
NHP Grant/Precept/CBF Money adjustment									
		LESS NHP Grant/earmarked/CBF funds accounted for separately							
					Dogmersfield Parish Council Cashbook Balance excluding CBF monies				22,093.46
					Credit Balance in Cashbook after VAT adjustment				22,093.46
					Actual Bank Balance as per Lloyds Bank Statement end of November 2020				22,147.46
						Difference to Reconcile			54.00
						Unpresented Cheques			54.00
									54.00

CASHBOOK ENTRIES IN MONTH

Cheque number	Date	Received From/ Payable to			Details	Receipts		Payments	
						Net Amount	VAT	Net Amount	VAT
November 2020									
1211	02/11/2020	HMRC			Clerk PAYE to HMRC	-	-	81.60	
1212	20/11/2020	D Skellern			Clerk salary November 20	-	-	326.73	
1213	02/11/2020	Community Heartbeat Trust			Managed Solution	-	-	100.00	20.00
1214	04/11/2020	D Skellern			Expenses	-	-	23.03	
1215	04/11/2020	M C Harris			Consultancy	-	-	45.00	
Total Receipts & Payments in Month						-	-	576.36	20.00
Total Receipts & Payments YTD						12,678.80	417.43	9,578.63	249.20

Hampshire Trust Bank - Community Benefit Fund

Receipts		
10/02/2017 Fund Monies received	Chq 1030 transferred Money to Hampshire Trust Bank June 2017	28,000.00
20/06/2018 Interest received		317.97
20/06/2019 Interest received		353.98
20/06/2020 Interest received		358.04
		29,029.99

Dogmersfield Parish Council Lloyds Bank Account Balance represented by

Dogmersfield Precept Cash Book Balance	22,093.46
Total Cashbook Balance at 30 November 2020	22,093.46



DOGMERSFIELD PARISH COUNCIL

Ref: 180/20

Title: Budget and Precept 2021-22

The purpose of this paper is to propose the budget for 2021-22 and to thereby propose the precept to be claimed from Hart District Council. The precept form must be submitted to HDC by 18th January 2021.

The following table shows the original budget for 2020-21 alongside the probable actual outcome. The rightmost columns propose the budget allocations for 2021-22

	Original Budget 2020-21	Probable Actual 2020-21	2020-21 Notes	Budget 2021-22	2021-22 Notes
Internal operations					
Parish Clerk	£5,000	£6,600	Overspend due to extra hours worked	£5,000	Default £5000 based on 39 hours pcm. Assumes no fixed expense payment for heating, lighting, phone, broadband
Clerk's travel expenses	£0	£110	Previous clerk's travel included in payroll	£120	Depends where new clerk lives. Assume similar to now with three visits to Parish per month @ 45p per mile
Subscriptions	£840	£966	CHT maintenance added during year	£938	Add approx 5%. Remove Payroll - switch to free HMRC s/w
Meeting costs	£400	£146	Reduced cost due to Covid19/Zoom	£315	Assume return to school meetings from April 2021. 12 meetings + we owe for Jan - Mar 2020 inc
Training & publications	£450	£160	MH supplied two training sessions (£120), include further session (£40) for new clerk	£480	Assume one course for each councillor and clerk @ £80. Possibly purchase Arnold Barker 12 th edition at £120.
Consultancy	£0	£970	£730 to date. Assume £60 pcm Dec - Mar	£720	Assume 3 hours (£20 ph) pcm to assist new clerk (if inexperienced)
Admin consumables	£300	£50	Clerk has made no claim for ink. Printing reduced by emailing papers and Zoom meetings	£120	Assume £10 pcm for paper, stamps and ink
IT upgrade	£100	£140	Original purpose unknown. Spent on IT consultancy	£0	Propose to remove
Website maintenance (old)	£150	£38	UK2	£0	Remove (assume all services moved to Netwise)
Website maintenance (new)	£0	£300	Netwise	£325	Add 5% + domain @ £10
Email provision	£0	£288	Netwise	£300	Add 5%
Website replacement	£0	£599	Netwise	£0	Remove
Parish insurance	£350	£352		£370	Add 5%
Audit of accounts	£180	£150	£180 inc VAT	£160	Add 5%



DOGMERSFIELD PARISH COUNCIL

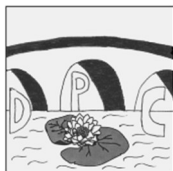
Election contingency	£1,200	£0	No election held	£1,200	May elections. £1,200 confirmed sensible by MH
Total Internal Operations	£8,970	£10,869		£10,048	
Service Delivery					
Parish maintenance*	£3,000	£143	Xmas lights. No known expense for remainder of year	£3,000	Chicanes, Pilcot posts, noticeboards
Neighbourhood Plan	£1,000	£0		£1,000	Depending on outcome of white paper
Project work to benefit the community	£0			£9,000	This is a placeholder pending the discussions we have on the feedback from the questionnaire and the decision we reach in council on our priority projects
Support of beneficial causes	£300	-£200	Due to early payment to DWCVHS 2019-20 and return of cheque in 2020-21	£200	DWCVHS
Total Service Delivery				£13,200	
Contingency	£500			£500	
Total Budget				£23,248	

The following table gives details regarding proposed subscriptions compared with 2020-21

Subscriptions	2020-21 Actual	2021-22 Budget
Hampshire Association of Local Councils	£185.00	£195.00
Data protection registration	£40.00	£42.00
Payroll licence software renewal	£72.00	£0.00
Parish Online	£30.00	£32.00
CPRE	£50.00	£50.00
HALC HR	£160.00	£168.00
HIOWWT	£54.00	£57.00
Basingstoke Canal contribution	£240.00	£252.00
Community Heartbeat Trust	£135.00	£142.00
Total	£966.00	£938.00

The following table shows the sources of funding for the above.

Credit Balance in Cashbook Nov 20			£22,093.46
Predicted expenditure to March 2021	Notes		



DOGMERSFIELD PARISH COUNCIL

Internal Operations			
Parish Clerk		£1,633.32	
Clerk's travel expenses		£32.40	
Subscriptions		£50.00	
Meeting costs		£48.92	
Training		£0.00	
Consultancy		£40.00	
Admin consumables		£0.00	
IT upgrade		£0.00	
Website maintenance (old)		£0.00	
Website maintenance (new)		£0.00	
Email provision		£288.00	
Website replacement		£0.00	
Parish insurance		£0.00	
Audit of accounts		£0.00	
Election contingency		£0.00	
Total Internal Operations		2092.64	
Service Delivery			
Parish maintenance	Ditch waste removal	£60.00	
Neighbourhood Plan		£0.00	
Project work to benefit the community	Footpath 6 (ex VAT)	£3,007.00	
Support of beneficial causes		£0.00	
Total Service Delivery		£3,067.00	
Total predicted expenditure to end of March 2021		£5,159.64	
Reserves carried forward to 2021-22			£16,933.82
Proposed precept 2021-22			£11,800.00
Total funds available			£28,733.82

Summary

The proposed total expenditure for 2021-22 is £23,248, including £500 contingency.

The proposed precept for 2021-22 is £11,800, compared with £11,481 in 2018-19 and £11,800 in 2019-20 and 2020-21.

The total predicted funds available is £28,733, which includes £16,993 from reserves plus £11,800 precept, leaving £5,485 in reserve. £650 of this sum is a grant from HCC ear-marked for tree planting. A small extra sum is likely to spent on the recruitment of a new clerk.

The tax base for 2021-22 is 183.03 (178.52 in 2020-21)



DOGMERSFIELD PARISH COUNCIL

David Skellern

Clerk

December 2020



DOGMERSFIELD PARISH COUNCIL

Ref: 180/20

Title: Proposed Changes to Standing Orders

Background

Recent meetings have led me to believe that we should review our arrangements for circulating papers in advance of council meetings and making best use of time at council meetings. This paper proposes how we might achieve these aims.

Papers

It is my impression that we are spending too much time in our meetings discussing the detail of papers that have been issued sometime before the meeting and accepting written submissions on the day of the meeting for consideration at the meeting (when not all councillors have had the opportunity to read these nor comment in advance on them). This means that we are not discussing the broader and more important aspects affecting our Parish and what we as the Parish Council should be doing about these. We also are getting into a habit of over-running our closing time.

It is also possible that late (or no) comment could be due to confusion over which papers are for information and which are for discussion leading to possible action. So, I propose we adopt the following rules:

All papers should be clearly marked by the Clerk on their front cover "For information only", 'For discussion at next meeting' or 'For discussion and action'.

Apart from genuine exceptional circumstances, I would not expect papers for information only to be discussed unless put on the agenda in advance for a declared reason. For the other two categories, the aim should be to have these issued no closer than three clear days before the meeting, in line with the current rule regarding the issue of the summons and agenda.

I would also expect that matters of clarification, detailed comment etc. would be dealt with in advance of the meeting, with visibility to all councillors. And again, unless the situation is exceptional, I do not intend allowing consideration in the meeting of written submissions that fall within two working days of the meeting date.

Meetings

Unless genuinely exceptional circumstances pertain, the Chairman should not accept extended discussion in the meeting of matters of detail or minor points of correction that should have been dealt with in advance; this also covers consideration in the meeting of written submissions that fall within three clear days of the meeting date. If necessary, the Chairman should enforce the three-minute rule to curtail such inputs in the meeting.

The aim is to focus our discussions more onto matters of principle and fundamental aspects of proposals going forward and give us more time to discuss what we should be doing as a council, especially in the light of the completed survey. As we will discuss at the December meeting, we now have direct feedback on the views of our Parishioners as to what they see as priorities and action they wish to see their Parish Council getting on with. I believe we need collectively to spend a good proportion of our time not just in December talking about this feedback but also in going into the next calendar year as we develop actions plans to implement these tasks.

As the feedback shows, we have set expectations in the Parish through the good work already done and through the questionnaire that we are a council focussed on carrying out actions that the Parish support and we need to



DOGMERSFIELD PARISH COUNCIL

effectively hold ourselves to account in delivering this (to be agreed) agenda over the next 12-24 months - and that means we need to have more effective meetings too.

Recommendation

If agreed, I recommend that these new protocols be included in a new version of the Standing Orders for adoption at the January 2021 meeting.

Graham Chisnall

Chairman

December 2020



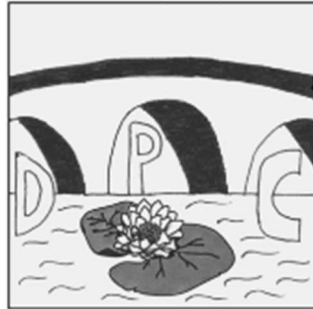
DOGMERSFIELD PARISH COUNCIL

DOGMERSFIELD PARISH COUNCIL

REF 184/20

SUBJECT: New Parish Council Logo Competition

BACKGROUND: We currently have the following logo for the Parish Council:



The current logo – while very credible in its origins and method of creation – is limiting in terms of creative versatility for different uses. It can work in a black and white document, but not once the environment in which it's being used has more colour or variation in design.

As we start to increase the methods by and platforms on which we communicate with our parishioners, we need a more versatile logo to work with. At the very least, it needs colour brought in to it.

It has been decided we would like to run a competition amongst 'Primary School' aged Children, either attending Dogmersfield School, or resident in the Parish of Dogmersfield.

Having consulted with the school, they would like to work with us on this.

Any new logo should:

Take inspiration from either notable houses, buildings, or areas of land within the parish, which can be viewed from a public thoroughfare;

And/or

Include reference to the origins of the name of 'Dogmersfield' coming from the Anglo-Saxon name of 'doke', meaning 'waterlily', 'mere' meaning 'pond', or 'lake', and 'feld' meaning 'piece of land'. Combined, this is 'the land by the lake where the waterlilies grow'.

As part of the Brief for the competition (include at the end of this Paper), it will be specified that the Parish Council reserves the right to adapt the winning entry to ensure it can be usable across multiple platforms and uses.

It should also be noted that there will be some costs (est. £200) incurred to have the winning entry turned into a usable digital format, particularly if physical submissions are received.

Proposal

I propose launching the competition in the new year through highlighting it in the first quarterly Parish Newsletter of 2021 (to be distributed in January) and via a flyer to be given to Dogmersfield School to display. The flyer will also be displayed on the Parish Council noticeboard and be shared via the residents WhatsApp group.

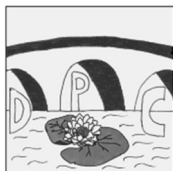
Submissions should be received by the end of February 2021, with decision on the winning entry to be made by the 12th March.

I would suggest the Chairman of the Parish Council select three entries as a shortlist, from which each Councillor may then vote.

I propose that the winning entry gets:

- A £50 gift voucher for Wellington Country Park (suggestions on alternative options welcome!)
- A small feature on them and their winning entry in the Q2 newsletter.

Two runners up to get £25 gift voucher each for Wellington Country Park.



DOGMERSFIELD PARISH COUNCIL

Proposed Brief

To design a new logo for Dogmersfield Parish Council.

This competition is open to children of primary school age on the 1st January 2021, who either attend Dogmersfield School, or are residents in the parish of Dogmersfield.

The logo must feature imagery, wording or icons that relate to features of the village or its history and origins. Any buildings featured should be visible from public thoroughfares.

For information, the current logo took inspiration from the origins of the name 'Dogmersfield', the Anglo-Saxon name of 'doke', meaning 'waterlily', 'mere' meaning 'pond', or 'lake', and 'feld' meaning 'piece of land'. Combined, this is 'the land by the lake where the waterlilies grow'.

The logo must be 2D and should include colour.

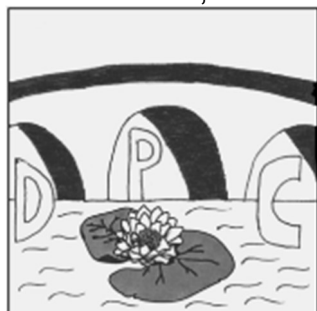
Colours should at some point include green, to be consistent with the Dogmersfield School colours, and the DPC website (which has taken the colours from the school). Additional colours are at the discretion of the designer.

Entries should be done on an A4-sized page.

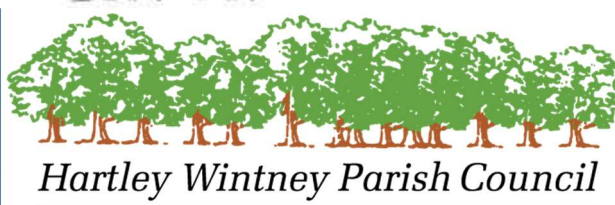
Entries can be done in the form of a physical entry or an electronic file,

Simplicity is encouraged.

For reference, here is the current logo and the logos of a few other local Parish Councils:



**Crookham Village
Parish Council**





DOGMERSFIELD PARISH COUNCIL



(Odiham)



(Winchfield)

How To Enter

1. For Dogmersfield School Pupils – all entries should be submitted to your teacher.
2. For Dogmersfield residents – please submit electronic entries to clerk@dogmersfieldparish.co.uk, and physical entries to:

Mr G Chisnall
Lords & Ladies
Pilcot
Dogmersfield
HOOK
RG27 8ST

Closing date for entries is 6pm on Friday 26th February 2021.

Winners will be announced by Friday 12th March 2021.

NOTE: Dogmersfield Parish Council reserve the right to adapt and amend the winning entry to ensure it is versatile and can be used across multiple platforms and media.

Prizes:

Winner - Use of your winning logo across all Dogmersfield Parish Council communications and website.

1 x £50 voucher for Wellington Country Park

Runners-Up

2 x runners up will each win a £25 voucher for Wellington Country Park.



DOGMERSFIELD PARISH COUNCIL

Ref: 186/20

Title: Schedule for Reviewing Key Council Documents

Background

A similar paper was first issued as 065/20 in May 2020 to document DPC's policy set; to instigate a review of all documents; and to create a schedule for future review. This update serves to show progress to date and to propose modifications regarding the need and schedule for outstanding document reviews. Documents highlighted in green have been reviewed. Documents highlighted in yellow have proposals for change (see notes in the Document Type column. Unhighlighted documents are scheduled for review in July 2021.

Document Type	Mandatory/Advised?	DPC document	Location	On website	Last reviewed	Review frequency	Review month
Standing Orders	Mandatory	Standing Orders July 2020	Adopted Documents 2020-21	Yes	July 2020	Annual	May 2021
Publication Scheme	Mandatory	Publication Scheme September 2020	Adopted Documents 2020-21	Yes	August 2020	Annual	September 2020
Financial Regulations	Mandatory	Financial Regulations July 2020	Adopted Documents 2020-21	Yes	July 2020	Annual	May 2021
Code of Conduct	Mandatory	Code of Conduct July 2020	Adopted Documents 2020-21	Yes	July 2020	Annual	May 2021
Schedule for Reviewing Key Council Documents	Advised	065-20 Schedule for Reviewing Key Council Documents V1	Adopted Documents	No	May 2020	Biennial	January 2022
Data Protection & Privacy	Advised	Data Protection and Privacy Policy 2020	Adopted Documents 2020-21	Yes	October 2020	Annual	October
Employee Grievance Policy	Advised	ADOPTED 2019 Employee Grievance Policy	Documents Adopted at AGM> AGM 2019	Yes	May 2019	Biennial	July (2021)
Employee Disciplinary Policy	Advised	2017 Employee Disciplinary Policy	Documents Adopted other than at AGM	Yes	2017	Biennial	July (2021)
Dignity at Work Policy	Advised	N/A – to be written				Biennial	July (2021)
Risk Register	Advised	Risk Register April 2020	Documents Adopted other than at AGM	Yes	April 2020	Annual	March
Communication Protocol (Note 1)	Advised	ADOPTED 2019 Communication Protocol	Documents Adopted at AGM> AGM 2019	Yes	May 2019	Annual	???
Planning Protocol	Advised	Planning Protocol May 2020	Adopted Documents 2020-21	Yes	May 2020	Biennial	July 2022
NHP Steering Group ToR	Local	NHP ToR July 2020	Adopted Documents 2020-21	Yes	July 2019	Annual	May 2021
Neighbourhood Plan (Note 2)	Local	?	?	Yes	September 2019	Annual	February
CBF Group ToR	Local	CBF TOR July 2020	Adopted Documents 2020-21	Yes	July 2020	Annual	May 2021
Grants Scheme Policy & Procedure	Advised	Grants Scheme Policy & Procedure 2020	Adopted Documents 2020-21	Yes	October 2020	Biennial	October (2022)



DOGMERSFIELD PARISH COUNCIL

Document Type	Mandatory/ Advised?	DPC document	Location	On website	Last reviewed	Review frequency	Review month
Asset Register	Advised	Asset Register April 2020	Documents Adopted other than at AGM	Yes	April 2020	Annual	March
Councillor Recruitment Policy	Advised	Councillor Recruitment Policy May 2020	Adopted Documents 2020-21	Yes	May 2020	Biennial	July 2022
Contractor Terms & Conditions	Advised	Terms & Conditions of Contract 2020	Adopted Documents 2020-21	No	November 2020	Biennial	November 2022
Risk Assessment for PC Meetings (Note 3)	Advised	ADOPTED 2018 Risk Assessment Usage of Meeting Facility March 2018 amended	Documents Adopted at AGM > AGM 2018	No	May 2018	Biennial	November (2020)
Information Retention & Disposal Policy	Advised	Information Retention & Disposal Policy July 2020	Adopted Documents 2020-21	No	July 2020	Biennial	July 2022
Health & Safety Policy (Note 4)	Advised	N/A – to be written				Annual	September
Child Protection Policy (Note 4)	Advised	N/A – to be written				Annual	September

Note 1 – review of the Communication Protocol was rescheduled pending the production of the new website. It is proposed that the portfolio holder for Communications be actioned to review this document as soon as possible.

Note 2 – the review of the Neighbourhood Plan is scheduled for February 2021. It is proposed that the portfolio holder for Planning be actioned to review this document following the outcome of the government white paper on planning.

Note 3 – the risk assessment for parish council meetings was scheduled for review in November 2020. It is proposed that the incoming clerk be actioned to review this document prior to recommencement of face-to-face meetings.

Note 4 – advice has suggested that a council with the limited responsibilities of DPC requires neither a H&S nor a CP Policy. It is proposed to delete these requirements with the proviso that DPC adopts a process for creating a risk assessment for every event that it organises.

Councillors are invited to:

- Note the progress on document reviews to date
- Agree the proposals listed above.

David Skellern
Clerk
December 2020



DOGMERSFIELD PARISH COUNCIL

Ref: 189/20

Title: Schedule of meetings for 2021-22

The purpose of this paper is to propose the schedule of meetings for 2021-22.

It is proposed that the default day for monthly meetings should remain as the second Monday of each month. This gives the following schedule.

Month	Date	Notes
March 2021	8 March	
April 2021	12 April	This will be the Annual Parish Assembly (no council meeting in April). The APA must (in a non-Covid situation) be held between 1 st March and 1 st June. This can be held on Monday 12 th April as Easter Monday is 5 th April. This would be a placeholder only - the Covid19 situation may require postponement or cancellation.
May 2021	10 May	The annual meeting must be held in May and, in an election year, must be within 14 days after the councillors come into office. Daryl Phillips' email of 19 th November (forwarded 20 th November) shows the election day is Thursday 6 th May so the AM can be on the following Monday (10 th) as was the case in 2016.
June 2021	14 June	
July 2021	12 July	
August 2021	9 August	Historically, no council meeting in August, but one was held in August 2020. Propose to set the date but cancel if there is no requirement.
September 2021	13 September	
October 2021	11 October	
November 2021	8 November	
December 2021	13 December	
January 2022	10 January	
February 2022	14 February	
March 2022	14 March	

Councillors are invited to agree the schedule above, accepting that Covid19 restrictions or other unforeseen circumstances could require change.

David Skellern

Clerk

December 2020