



# DOGMERSFIELD PARISH COUNCIL

## NOTICE OF MEETING OF DOGMERSFIELD PARISH COUNCIL

**To:** All Parish Councillors

You are summoned to attend the Meeting of the Parish Council which will be held on Monday 18<sup>th</sup> July 2022 at 7.30pm at Dogmersfield Primary School.

**Claire Inglis**

13 July 2022

Locum Clerk to the Council

[clerk@dogmersfield-pc.gov.uk](mailto:clerk@dogmersfield-pc.gov.uk) - [www.dogmersfield-pc.gov.uk](http://www.dogmersfield-pc.gov.uk)

### AGENDA

	If you wish to record the meeting, please inform the Chairman or the Clerk before the meeting starts.
22/115	<b>Welcome and apologies for absence</b>
22/116	<b>To receive and note any Disclosable Pecuniary Interests and requests for dispensation for items to be discussed</b>
22/117	<b>To approve the minutes of the council meeting of 13<sup>th</sup> June 2022</b>
22/118	<b>To review matters arising from previous meetings</b>
22/119	<b>Announcements from the Chairman and Clerk</b>
22/120	<b>County and district councillor's reports</b>
22/121	<b>Public Session</b>
22/122	<b>To receive and adopt DPC policies and documents</b>
22/123	<b>Clerk appointment</b> To receive an update on the recruitment process
22/124	<b>Community Benefit Fund - Footpaths</b> To receive and approve works to footpaths as per agreed scope of CBF and update on other CBF projects
22/125	<b>To consider the council's response to current planning applications including update on tree work applications</b>
22/126	<b>To update members on any new planning consultations, appeals and enforcements</b>
22/127	<b>To discuss implementation of yellow lines in centre of village</b>
22/128	<b>Finance &amp; Regulatory Matters</b> To consider financial & regulatory matters and approve monthly accounts and payments
22/129	<b>Correspondence received</b>
22/130	<b>Information sharing</b>
22/131	<b>Dates of next meetings 2022</b>



# DOG MERSFIELD PARISH COUNCIL

## Minutes of the Meeting held at Dogmersfield Primary School 13<sup>th</sup> June 2022 at 7.30 p.m.

Councillors	In Attendance
Cllr Graham Chisnall (Chair)	Yes
Cllr Anne Fillis (Vice-chair)	Yes
Cllr Graham Leach	Yes
Cllr Sarah Miles	Yes
Cllr Rob Molloy	Yes

Clerk: Claire Inglis

In attendance:

10 members of the public

County Councillor Tim Davies

22/96	<b>Welcome and apologies for absence</b>  HDC District Councillor Chris Dorn
22/97	<b>To receive and note any Disclosable Pecuniary Interests and requests for dispensation for items to be discussed</b>  None received
22/98	<b>To approve the minutes of the Annual meeting of 9<sup>th</sup> May 2022</b>  <b>It was resolved to accept the minutes of the meeting subject to amendments advised by Cllrs Molloy and Leach held on 9<sup>th</sup> May 2022 as an accurate record of the meeting.</b> <b>Proposed RM, Seconded SM, all in favour.</b>
22/99	<b>To review matters arising from previous meetings</b>  Outstanding matters related to: Payments to be made – Subject to change to bank mandate Cllr Davies to update July following upcoming meetings on Farnborough airport issues and verge strimming.
22/100	<b>Announcements from the Chairman and Clerk</b>  Chair extended thanks to Friends of All Saints for the wonderful Platinum Jubilee celebration event and all involved.



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	<p>Chair reported that the APA was attended by a handful of residents 10+ which proved to be useful discussions</p> <p>Chair welcomed Philip Baylis Chair of Governors to the school and awaits context of request under agenda item 22/105</p> <p>Clerk confirmed receipt of amount of S106 funds held on behalf of Dogmersfield PC by HDC as £6,314.</p>
22/101	<p><b>County and district councillor's reports</b></p> <p>Please see below for full report from HDC Cllr Dorn</p> <p>HCC Cllr Davies reported his attendance at the Highways meeting and confirmed that the Chatter Alley repairs recently made are temporary until the water pipeline works are concluded approx. end July. Also confirmed that Phil Shepperd is being redeployed back to Hants CC with other key personnel at Hart DC and Hants CC due for retirement.</p>
22/102	<p><b>Public Session</b></p> <p>Residents reported: Foliage is overgrown reducing visibility on bridge and therefore request to be cut – Cllr Miles confirmed this would fall under Lengthsman work.</p> <p>S106 held by HDC what can this be utilised for? – Cllr Fillis confirmed that she understands what it can't be spent on i.e., any activity that falls under the responsibility of another party, for example footpaths surfacing although could be used to implement a new footpath. Suggested to invite HDC officer to meeting to attempt to progress release of funding to DPC for a project.</p> <p>Speed limits what has been done – Cllrs confirmed that 7 locations have been identified for locating a roaming SID (Speed indicator device) around the parish moving from location to location every 2 weeks. Once these have been approved SID will be purchased – Cllr Miles to circulate locations.</p> <p>Speedwatch did not garner enough support from residents to volunteer and not part of current plans but may be revisited after evidence gathering from SIDs. Hampshire Highways tend to prioritise where serious and fatal accidents have occurred. Development and concerns over speeding vehicles remained top of residents concerns during DPC consultation.</p>
22/103	<p><b>To receive and adopt DPC policies and documents</b></p> <p>Standing orders to be reviewed and adopted <b>It was resolved to approve Standing Orders V202206 Proposed GC, Seconded AF, all in favour.</b></p> <p>Schedule of document review was circulated which provides list of documents previously reviewed. It was agreed that Clerk review each policy make suggestions and recommendations for update if required and circulate in between meetings and approve over next couple of months.</p>



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22/104	<p><b>Bank mandate</b></p> <p>To approve update of bank mandate to enable temporary Clerk admin access to Unity Trust bank account</p> <p><b>It was resolved to approve access to Unity Trust bank account with admin access rights ONLY to temporary Clerk and the application form was signed</b></p> <p><b>Proposed RM, Seconded AF, all in favour.</b></p>
22/105	<p><b>Dogmersfield School</b></p> <p>To receive an update from Dogmersfield Primary School and agree any actions</p> <p>Chair of Governors, Philip Baylis provided an update re the school. A new head was appointed and took up role on 1<sup>st</sup> January 2022 looking to change and improve the school. The school is seeking to integrate with the village through events regular attendance at DPC meetings and to encourage representation from the village on the board of governors. A Ukrainian refugee has joined the school in year 6 and is settling in well.</p> <p>The summer fair was held with a wonderful display of maypole dancing; improvements have been made to the exterior of the school which has been painted and now they are looking to reconfigure access onto school grounds for safeguarding reasons.</p> <p>They seek approval for their plans from the parish council, whilst the parish council made it clear that they can only provide their opinion as the land in question is not under DPC ownership.</p> <p>Seeking to install a pedestrian gate alongside a new double gate that is secure in nature and access granted electronically. This would require move of the school sign from the current location outside the wooden gate to preferably alongside the DPC notice board. Further seeking to replace the rotten fence along the front profile of the school which sits behind the oak trees that line the road.</p> <p>DPC commented that whilst in principle they have no objection understanding the need for safeguarding, requested to be copied into the plans/ schematics and DPC would as far as possible help the school to exist and be a safe environment.</p> <p>Cllr Leach will aim to seek guidance from planning/ conservation on what may be permitted.</p> <p>Clerk to provide details reference citing of the noticeboard which may require a licence to install.</p>
22/106	<p><b>Pilcot Green</b></p> <p>To receive an update on the status of Pilcot Green and approve any actions arising</p> <p>Cllr AF reported on obtaining of a number of quotes to carry out the legal work to apply to adopt Pilcot Green South. It was reiterated that there is no guarantee of success as there may be another claim of ownership. It is believed that this is the right thing to do for the whole community of Dogmersfield to protect the land as open space. The application will include evidence of community use over a number of years such as events and maintenance by the parish council of the post and rails, tree management on the green. The long-term plan is not to deny access by the pub for use of the land but to provide long term protection.</p> <p><b>It was resolved to give Clerk delegated authority to appoint Davies, Blunden and Evans for legal assistance in registration of Pilcot Green South under Dogmersfield Parish Council with an allowance of fees up to £2000.</b></p>



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	<b>Proposed GC, Seconded RM, all in favour.</b>
22/107	<p><b>Footpath Leaflets</b> To approve reprint of footpath leaflets</p> <p>Based on a quote received from Brandtastic Ltd for 1,000 leaflets £186 or 2,000 leaflets at £231 before VAT-</p> <p><b>It was resolved to reprint 2,000 leaflets at a cost of £231 plus VAT</b></p> <p><b>Proposed GC, Seconded RM&lt; all in favour.</b></p>
22/108	<p><b>To consider the council's response to current planning applications including update on tree work applications</b></p> <p>Cllr Leach confirmed that as at 7<sup>th</sup> June there were no new planning applications to consider</p>
22/109	<p><b>To update members on any new planning consultations, appeals and enforcements</b></p> <p><b>Update on meeting with HDC and developers regarding DPC's objection to the Netherhouse application 21/02782/OUT.</b></p> <p>Cllr Leach reported that he had met with ?? to discuss the objection previously submitted by DPC which mainly related to density and seemingly lack of commitment to charging points.</p> <p>The developer confirmed that there is a firm commitment to providing charging point for each dwelling. They also agreed with the assessment that an additional 60+ journeys would be created through Dogmersfield at peak times with an approx. directional split of 50/50 at the Hitches Lane Pilcot Road junction.</p> <p>NPPF states that the cumulative effect on the roads to impact on safety has to be severe to not permit the development, with no clear definition of severe. Highways report concludes that the development will create additional congestion, but this is not considered severe and therefore not in conflict with the NPPF.</p> <p>Cllr Leach looking to attend HDC planning committee meeting on Wednesday 15<sup>th</sup> June but is not intending to speak but to observe the for and against arguments.</p> <p><b>Update on any enforcement action regarding Emily's Farm (Rye Common) 21/02562/FUL</b></p> <p>The only update available is there has been a Pre-app registered under the name Emily's Charcuterie to retain a building on the site. There is no detail yet but assume this is for a permanent building&gt; Cllr Leach agreed to produce a summary of the Pre-app and determine if DPC should comment.</p> <p>Conservation area review Cllr Leach is still trying to seek a consultant to assist in this project despite trying to contact consultant that has been used locally within Hart. Will continue to seek assistance.</p>
22/110	<p><b>Report on Highways Meeting</b></p> <p>Cllr Miles reported:-</p> <p>Station Road will suffer an ongoing 6-week closure until the end of the water works.</p>



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	<p>Shortly Pale Lane will reclose to complete the connections of the water works and whilst there have been temporary repairs along Chatter Alley to the verges a more permanent repair is planned to follow the completion of the works in this area. Chatter Alley will no doubt suffer increased traffic congestion when the A323 recloses.</p> <p>Hedges along Chatter Alley the Canal authority have been told that the hedges must take high priority to be cut back to increase the road width.</p> <p>Following the meeting with Philip Sheppard, HDC have submitted the yellow lines requests for within Dogmersfield as discussed at the APA. NO decision has been made to actually implement them as this will be subject to wider discussions.</p> <p>There still remains parking issues at the Canal bridge so evidence gathering should continue.</p> <p>In contact with HDC regarding removal of unofficial layby on Church Lane and Cllr Miles will discuss with Four Seasons manager.</p> <p><b>Next meeting to be minuted by DPC Clerk on 7<sup>th</sup> Sept via zoom at 10am</b></p>
22/111	<p><b>Finance &amp; Regulatory Matters</b></p> <p>a) To approve Certification of Exemption from a limited assurance review</p> <p>No need for Limited assurance review due to DPC having gross income and expenditure less than £25,000 in the year, therefore DPC qualify to complete the Certificate of Exemption</p> <p><b>It was resolved to approve the Certificate of Exemption</b></p> <p><b>Proposed GC, Seconded AF, all in favour.</b></p> <p>b) To approve the Annual Governance and Accountability Report Section 1</p> <p>AGAR Section 1 has been completed and all criteria met as required</p> <p><b>It was resolved to approve AGAR Section 1 and was duly signed</b></p> <p><b>Proposed RM, Seconded SM, all in favour.</b></p> <p>c) To approve Annual Governance and Accountability Report Section 2</p> <p>AGAR Section 2 figures were presented having been subject to internal audit and approved as correct</p> <p><b>It was resolved to approve AGAR Section 2 and was duly signed</b></p> <p><b>Proposed GC, Seconded GL, all in favour.</b></p> <p>To confirm the dates of the period for the exercise of public rights as being from 16<sup>th</sup> June to 27<sup>th</sup> July</p> <p>Dates to commence from Thursday 16<sup>th</sup> June until 27<sup>th</sup> July inclusive a total of 30 working days and published on the DPC website and noticeboards</p> <p><b>Proposed GC, Seconded SM, all in favour.</b></p>



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To consider actions to be taken as a result of the internal audit and approve internal audit report  
 Internal auditor had completed the review finding the Financial, internal control procedures to satisfactorily meet the needs of the AGAR Practitioner's Guide 2022 and the Accounts and Audit Regulations (2015) as amended.

**It was resolved to accept the internal audit report**

**Proposed GC, Seconded AF, all in favour.**

To approve 3-year insurance cover with Came & Co and authorise payment of premium

Insurance to be provided by Gallagher group brokerage. The insurance market being very turbulent at moment meant many insurers pulling out of market experienced by other councils alike impacting on cost of premium.

**It was resolved to agree to sign up for 3-year deal with Hiscox Insurance at a premium of £686.64**

**Proposed RM, Seconded SM, all in favour.**

To consider any other financial & regulatory matters and approve monthly accounts and payments

**Unity bank account balance was agreed at 31<sup>st</sup> May as £27,706.02.**

**Payment listing was provided for approval:**

**Payment approved not yet paid**

Fair Account	£250	22/70 minute ref	Payable to P Reynolds
Friends of All Saints	£250	22/92 minute ref	
Clerk Salary	£475	22/92 minute ref	April hours 19
N.B. gross to be paid net of NI and Tax which will be payable to HMRC as appropriate			
Payable to Claire Inglis / HMRC			

**Payment to be approved and paid**

Auriol Wines	£47.70	APA refreshments	
Rob Molloy	£53.50	Printing expenses	
HALC Affiliation Fees 22/23	£199.08		
HALC LCPD	£198	(Employment support 22 /23)	
Clerk Salary	£837.50	May hours 33.5 (includes 2 meetings)	
N.B. gross to be paid net of NI and Tax which will be payable to HMRC as appropriate			
Payable to Claire Inglis / HMRC			

Arthur J Gallagher Insurance Brokers Ltd	£686.64	Insurance premium
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All payments as listed were approved

Proposed GC, Seconded AF, all in favour

Cllr Molloy abstained from approval of his expenses

22/112

**Correspondence received**



# DOGMERSFIELD PARISH COUNCIL

	<b>Cllr Leach received a message from a resident asking if the 'volunteer group' could clear the path between the cottages at the end of Chalky Lane and the A287, as the path was covered in debris and the overhanging branches made the footpath hazardous. I see that someone has now cleared some of the debris off the path. Volunteer group can't really cut back the trees.</b>
22/113	<b>Information sharing</b> Clerk commented that noticeboards require some maintenance
22/114	<b>Dates of next meeting</b> <b>Please note:</b> Change of schedule to hold meeting on 3 <sup>rd</sup> Monday of month in July Monday July 18 <sup>th</sup> from 7.30pm Meeting closed at 9.17pm

Signed:

Date:

Abbreviation	In place of	Abbreviation	In place of
APA	Annual Parish Assembly	HDC	Hart District Council
CBF	Community Benefit Fund	NALC	National Association of Local Councils
CIL	Community Infrastructure Levy	NPPF	National Planning Policy Framework
DPC	Dogmersfield Parish Council	TBHSPA	Thames Valley Heaths Special Protection Area
HALC	Hampshire Association of Local Councils	SANG	Suitable Alternative Natural Greenspace
HCC	Hampshire County Council		

## Cllr Dorn report

- Following the election, the political balance is Conservatives: 11, Liberal Democrats: 11, CCH: 10. The LibDems and CCH have decided to continue their power sharing arrangement, placing us in opposition. Cllr Jon Hale won in Odiham by 441 votes. Turn out for the election was slightly up (28,653) against the long-term average (27,500), but we certainly struggled against national issues. That said, Conservative candidates ran many in Fleet very close and in a better year with less headwind we would have done much better in terms of seats.
- But we will work with all Cllrs across the committees to deliver the best for the people of Har. Cllr Worlock becomes Chairman, Cllr Kennett remains on Planning, Standards and Appeals, Cllr Hale on Audit and Appeals. While I was elected Chairman of O&S, Standards and will also sit on FACC.
- Roadworks continue to be the bane of our lives, I will do my best to share road closures and significant roadworks that will cause delay and other issues. The options to change scheduled roadworks are limited and I would encourage everyone to sign up to [OneNetwork](#) and decide their own area for reporting and warnings.
- Ukraine: Hart has 85 hosts and 189 evacuees, in the process of settling in. There are supporting resources from Hart, HCC and local organisations, please do ask and we will do our best to signpost people.
- Hart has now moved to a new computer system for allocating affordable housing, everyone should have re-registered, but if there are any issues please do contact us.
- The Farnborough Airspace "Post Implementation Review" (PIR) will run through this year, more details as I get them. But it appears to be a data gathering exercise for much of the year culminating in the collection of comments from public, users and other stakeholders.



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- The governments new the Levelling Up and Regeneration Bill ([summary](#)) is worth read. Combined with other information we hear, we can expect: lower housing targets for Hart (across most of rural southern England), removal of 5 year land supply and build out rate constraints (as long as the Local Plan is up to date – ie. less than 5 years old), Duty to Cooperate will be repealed and replaced with a more flexible alignment test set out in national policy. Along with reduced targets for our neighbouring Districts, it should add up to much smaller numbers for Hart and an existing plan than can deliver into the early 2030s. However, there will be fresh rounds of site selection at some point and the spectre of Shapely Heath, Rye Common and other sites can never be completely removed.
- There continue to be interruptions to the waste collection services mainly due to staffing issues (Serco are struggling to find enough), please keep an eye on [Waste & Recycling | Hart District Council](#) for updates and use the on-line form to report missed bins.

These are my personal views, Cllrs Kennett and Hale may wish to add or disagree with them!

Best Regards

Chris

Cllr Chris Dorn

**Odiham Ward**

**Hart District Council**

## DOGMERSFIELD PARISH COUNCIL

Title: Community Benefit Fund Working Group – Terms of Reference

Adopted: July 2020

Review: July 2022

### Background

A solar farm was been constructed at Hungerford Farm, which is situated on the border of Winchfield and Dogmersfield parishes. The company developing the site agreed to pay a small proportion of revenue annually over a 25-year period to the Parish Councils of both parishes. This money was to be used to spend on local social and environmental projects. When a new company, Anesco Ltd, acquired the solar farm they requested that the two Parish Councils accept a lump sum payment rather than small annual payments spread over 25 years. Dogmersfield Parish Council agreed to this request and the £28,000 received in spring 2016 has formed a Community Benefit Fund (CBF).

### Limitations on Use

Under the terms of the Parish Councils' agreement with Anesco Ltd the CBF:

Has to be used for charitable, educational, environmental, amenity or other appropriate purposes within and adjacent to the Community.

Must not be used for political, religious, entertainment or hospitality purposes.

In addition, the agreement stipulates that 'an Approved Project means a Project which the Parish Council approves by a majority vote at a meeting of the Parish Councillors which it determines will be of an environmental or social benefit to the communities within Dogmersfield Parish'.

### DPC Vision

Dogmersfield Parish Council intends that the fund will be spent over a period of time on projects which will benefit the parish over the long term. There will be some flexibility to make small one-off grants to smaller projects and events which meet the criteria above and offer significant benefit to the Community as a whole. As the CBF is in lieu of 25 annual payments it is the intention of Dogmersfield Parish Council that it remains available to support suitable projects over an extended period. However, the rate of expenditure from the fund can be flexible particularly if a strong case is evident for undertaking a large project with significant long-term benefits. In all cases an important criterion will be that the projects and any grants benefit the community over the longer term.

### Management of CBF

DPC has established a resident's group (the CBF Working Group) under the leadership of a Parish Councillor to identify suitable activities or projects which the CBF can be used for. The CBF Working Group will be chaired by a Parish Councillor, appointed by Dogmersfield Parish Council, and will include a minimum of 3 residents. The Group will report to Dogmersfield Parish Council, who will approve all projects and grants and be responsible for overall control of the fund as required by with agreement with Anesco Ltd.

## Tasks of the CBF Working Group

Identify general 'themes' for use of the CBF so as to establish some consistency in the projects proposed.

Identify a short-list of themes which receive the greatest support from the CBF working group and from consultation with residents where possible.

Produce a list of projects which can be progressed in support of the themes and prioritise where possible.

Cost the projects, including identification of suitable resources, contractors and quotations for the work, and develop outline project plans.

Where necessary, seek planning permission or permissions from Highways etc. for the work/s, projects proposed.

Submit to, and seek the full approval of, the DPC to costs, timings and for the implementation of recommended project(s).

Work with the Parish Clerk and other Councillors as appropriate to ensure the successful implementation of the project.

Scrutinise and make recommendations to Dogmersfield Parish Council on smaller projects.

Where appropriate, locate other sources of grant funding to support the proposed projects.

Maintain a record of all project work and expenditure for the benefit of the Community for submission to Anesco Ltd (via Dogmersfield Parish Council and the Parish Clerk) should they request it under the terms of the agreement with them.

Produce an annual report on all activities to Dogmersfield Parish Council.

Title: COMMUNICATION PROTOCOL

Date: July 2022

Review: July 2023

This communication protocol identifies the ways in which Dogmersfield Parish Council currently communicates information to the local community and the wider community.

The Parish Council is responsible for communicating with different groups within the local and wider community for the benefit of the Parish of Dogmersfield as a whole. Dogmersfield Parish Council by its nature is responsible for carrying out its business in a wholly transparent way by for example meetings being publicly accessible and publishing evidence of its meetings via the Parish Council website.

#### Public Meetings

Dogmersfield Parish Council holds regular meetings to carry out its business throughout the year on a monthly basis (excluding April where the Annual Parish Assembly is held, and August where no meeting is regularly held). Meetings are usually held on the second Monday of the month at the Dogmersfield Primary School commencing at 7.30pm. When 'in person' meetings are not possible (such as during the current COVID-19 pandemic), the meetings are held 'virtually' [subject to legislation](#). All members of the public are welcome to attend these meetings (in person or virtually [subject to legislation](#)) and an opportunity is provided to address the Parish Council with any issues relevant to the Parish of Dogmersfield under the public participation part of the agenda. Please note that a time limit may be given to present information to the council and if in doubt please contact the Parish Clerk in advance of any meeting.

#### Noticeboards

Dogmersfield Parish Council own three noticeboards located around the village within Dogmersfield. They are located at the end of Chalky Lane before the junction with the A287, on Pilcot Green South, Church Lane behind the Queens Head pub, and outside the entrance to the primary school on Chatter Alley. The noticeboards are updated regularly with an agenda to the next meeting of the Parish council, the minutes in draft form following a meeting and any other notices of importance, e.g. election notices, annual audit notices.

Website - [www.dogmersfield-pc.gov.uk](http://www.dogmersfield-pc.gov.uk) [www.dogmersfield-parish.co.uk](http://www.dogmersfield-parish.co.uk)

Dogmersfield Parish Council runs a website which is also maintained with all the current information such as meeting dates, minutes of past meetings, minutes of non-Parish Council meetings. It is also a source of other general information related to the business of the Parish Council. Contact details of Parish Councillors and the Parish Clerk can also be found there. For any comments on the website or if you require any information not shown there please feel free to contact the Parish Clerk at [clerk@dogmersfield-pc.gov.uk](mailto:clerk@dogmersfield-pc.gov.uk) [clerk@dogmersfield-parish.co.uk](mailto:clerk@dogmersfield-parish.co.uk).

#### Email

Dogmersfield Parish Council can be contacted via email for which the contact details can be found via the website [www.dogmersfield-pc.gov.uk](http://www.dogmersfield-pc.gov.uk) [www.dogmersfield-parish.co.uk](http://www.dogmersfield-parish.co.uk). The Parish Council maintains a confidential list of recipients predominantly made up of residents. This mailing list is maintained securely as per the requirements of the Data Protection Act of 2018. Emails issued to this mailing list are done so by 'blind copy' so that personal email addresses are not shared with other recipients.

Those included in the mailing list can request to be removed at any time by contacting the Parish Clerk at [clerk@dogmersfield-pc.gov.uk](mailto:clerk@dogmersfield-pc.gov.uk) [dogmersfield-pc.gov.uk](http://dogmersfield-pc.gov.uk). If you are concerned about any emails you have or may receive from the Parish Council please feel free to contact the clerk via telephone (details on the website. Please leave a message if the clerk is not available at that time).

#### Newsletter

Dogmersfield Parish Council issue at least two newsletters/bulletins during the year. The aim of the newsletter is to update residents on current issues that the council are dealing with and with the aim of providing other interesting information about social activities etc. going on in the local community. For any comments on the newsletter please feel free to contact the Parish Clerk at [clerk@dogmersfield-pc.gov.uk](mailto:clerk@dogmersfield-pc.gov.uk) [dogmersfield-pc.gov.uk](http://dogmersfield-pc.gov.uk). It is the intention of the council that we will progress more towards electronic communication to replace the physical distribution of newsletters (where possible) by the start of ~~2022~~. Anyone unable to receive electronic communications can continue to receive physical copies.

#### Other

-Dogmersfield Parish Council from time to time has matters of an urgent or timely manner to notify residents about and may include the following which is not exhaustive: 

Planning matters specific to neighbours of potential development

- -Planning matters relevant to the Parish as a whole
- -Notice of meetings in addition to the usual monthly meetings
- -Election notices relevant to the Parish Council
- -Consultations on matters relevant to residents of the Parish
- -Advertising volunteer days in the village

In such instances the Parish Council will deliver a letter or a newsheet flyer to the properties most affected or to the whole Parish whichever is most appropriate. Councillors may also call on properties to gather information directly. Notifications are frequently received from local authorities and supportive bodies (such as Hampshire County Council and NALC). The Clerk shall act as Content Manager in deciding which communications should be shared via the methods of communication available (noticeboard, website, email and physical notification). Residents can also make personal contact with any member of the Parish Council by telephone or email. Contact details for all councillors and the Parish Clerk are provided on the Parish council website and in the newsletters. In relation to all methods of communication outlined above in this document please notify the council if you have any comments by contacting the Parish Clerk at [clerk@dogmersfield-pc.gov.uk](mailto:clerk@dogmersfield-pc.gov.uk) [dogmersfield-pc.gov.uk](http://dogmersfield-pc.gov.uk).

# DOGMERSFIELD PARISH COUNCIL

## RISK REGISTER 2022

Risk Identification	Risk Description	Risk Management Policy	Probability of Occurrence	Impact on Council	Additional actions/ comments
Chalky Lane bus shelter	Damage to this Council owned asset due to vandalism or other wear and tear incurs repair or replacement cost or write off with potential for third party claims.	Parish Council to inspect and repair on an annual basis. Ensure adequate third party insurance cover.	Med	Med	There is no longer a bus route. BW is to investigate the amount of rubbish gathering in the shelter.
Notice Boards	Damage to this Council owned asset due to vandalism or other wear and tear incurs repair or replacement cost or write off with potential for third party claims.	Repair or replace as required. Ensure adequate third party insurance cover. Two notice boards were replaced in June 2005. All notice boards were maintained in 2014 and remain in good condition in 2016.	Med	Med	Repair as necessary – can be inspected and any repairs covered by the village maintenance budget allocation.
Posts and rails on Pilcot Green/ Hill	Damage to this Council owned asset due to vandalism or other wear and tear incurs repair or replacement cost or write off with potential for third party claims.	Monitor and repair as required. Ensure adequate third party insurance cover. Damaged posts replaced in 2014 and one in 2015. Asset register review to reflect replacement cost 2015.	Med	Med	Plan and budget for repair work as needed. Manager of Queens Head pub has painted the posts white
Telephone Kiosk on Pilcot Green	Damage to this Council owned asset due to vandalism or other wear and tear incurs repair or replacement cost or write off with potential for third party claims. Defibrillator to be maintained so available for use in case of emergency	Monitor and repair as required. Ensure adequate third party insurance cover. Kiosk restored in 2014. Men's Shed installed book library Defibrillator installed and to be checked to regularly – pads, charging	Med	Med	Councillors rota in place to check on weekly basis. New pads replaced June 2022
Laptop Computer	Loss, theft or damage to this Council owned asset incurs repair or replacement costs and loss of information with disruption to Clerk's duties	Repair or replace as needed. Computer stored securely by the Clerk. Ensure adequate insurance cover.	Low	Med	A replacement laptop has been purchased, and AC anticipates that it will be ready for use very shortly.
Laptop Software	Through oversight or fraud software on the Council laptop may not be correctly licensed with potential for claims from the software supplier.	Aim to be fully licensed. Use directly purchased software or seek assurance of legality from competent person installing software.	Med	Low	

# DOGMERSFIELD PARISH COUNCIL

Risk Identification	Risk Description	Risk Management Policy	Probability of Occurrence	Impact on Council	Additional actions/ comments
Other software	Through oversight or fraud software used by Councillors on behalf of the Council may not be correctly licensed with potential for claims on the Council from the software supplier.	Aim to be fully licensed. Councillors must ensure that all software used on Council business is properly licensed and that they have recognised antivirus protection in place.	Med	Med	Ensure any new Councillors are advised of this policy.
Printer	Council to ensure access to means of printing capability as asset disposed of in 2014.	Replace as needed. Ensure access to alternative printing methods and adequate insurance cover. A3 printer disposed of in 2014.	Low	Med	Monitor need for replacement of disposed asset. Clerk currently using own printer. No budget provision required. Local printing services used as required
Projector	Loss, theft or damage to this Council owned asset incurs repair or replacement costs and loss of capability to make presentations.	Repair or replace as needed. Projector is stored securely by a Councillor. Ensure adequate insurance cover.	Low	Low	
Financial Transactions	Fraud or theft causes a loss of Council funds.	Minimise through prudent administration. All Council funds are banked. Online banking is managed in line with bank mandate 3 level security – Clerk sets up payment, 2 councillors authorise payments in rotation. Adherence to standing orders and financial regulations as Chequebooks are stored by RFO in a secure place, All cheques require two signatories, with cheque stubs now initialled also. They are also prepared against an invoice, or other agreed document or receipt. No signatory is allowed to sign a cheque made out in their favour.	V Low	High	Internal audit to be performed on annual basis.
Financial Records	Fire, theft or data corruption causes a loss of financial information resulting in	Minimise through prudent administration. Copies of the statement of account	Low	High	Cloud storage since 2021 with high level password

# DOGMERSFIELD PARISH COUNCIL

Risk Identification	Risk Description	Risk Management Policy	Probability of Occurrence	Impact on Council	Additional actions/ comments
	the inability to produce statutory records and financial returns.	showing all transactions are given by RFO to all Councillors during each Parish meeting. Computer records are stored securely.			security
Other Records	Fire, theft or data corruption results in the loss of other Council information resulting in an inability to produce records and other documents.	Minimise through prudent administration. Copies of most council documents are held by or circulated to Councillors and the Clerk. Computer records are stored securely.	Low	Low	Cloud storage since 2021 with high level password security.
Hard Copy Documents	Fire or theft causes the loss of important hard copy documents resulting incomplete records and poor administration.	Hard copy documents are stored securely with most being scanned and circulated to Councillors. Copies of many important paper documents can be replaced by reference to the source or other Parish Councils.	Low	Low	Clerk is in possession of documents transferred from previous clerk.
Data Protection Act 1998/GDPR	Through oversight or negligence Council actions may not ensure compliance with its obligations as a data controller with potential for prosecution.	Aim to be fully compliant. Take appropriate remedial action to address any identified shortfall.	Med	Med	Ensure proper procedures are developed for the retention/disposal of data with regard to legal timescales. Councillors and clerk email now gov.uk more secure and used for council business separating from personal accounts.
Council Employees	The Council is the employer of a part time Parish Clerk and any failure to follow statutory employment regulations could result in claims against the Council.	Aim to abide by all statutory employment regulations including new legislation and to include procedures to implement workplace pension as required and seek specialist advice before acting from HALC for all formal matters associated with the employment of the Clerk. Ensure adequate insurance cover.	Med	Med	Ensure new clerk appointment supported by appropriate contract of employment
Council Activities	Councillors and the Clerk perform a number of duties on behalf of the	Keep health and safety risks As Low As Reasonably Practicable (ALARP) through	Med	Low	

# DOGMERSFIELD PARISH COUNCIL

Risk Identification	Risk Description	Risk Management Policy	Probability of Occurrence	Impact on Council	Additional actions/ comments
	Council such as working parties that could result in assault, injury or disease.	normal pragmatic precautions covering routine working practices. Record all activities and details of any incidents.			
Council Communications	Councillors express personal opinions or pass on other information that can be construed to be Council view or Council communication resulting in confusion with potential for reputational damage.	Aim to avoid confusion and ensure that all formal communications particularly with other organisations have majority Council backing. Recognise that it is impractical to clear all communications through the Council.	Low	Low	
Council Decisions	Councillors make recommendation and decisions on local issues and any failure to follow statutory procedures could result in illegal decisions and malpractice claims against the Council	Aim to ensure that all of Council decisions are legally constituted. Chairman ensures that all meetings are correctly arranged and recorded and that the proceedings follow established good practice. All potential Council decisions must be correctly proposed at the meeting and any resulting decision formally recorded in the Minutes. Code of Practice adopted that is binding on all Councillors. Ensure adequate insurance cover.	Low	Low	
Council Contracts	Council employs unsuitable Contractors resulting in poor value for money and claims against the Council	Obtain quotations for all contracted work that include acceptance of the Council's approved Terms and Conditions of Contract with evidence of the Contractor's Liability Insurance. Written authorisation to be given before work commences with Council supervision of work when necessary.	Med	Med	
Financial Transactions	Due to oversight or fraud Council funds are paid out illegally	Minimise through sound administration procedures. Engagement of bona fide	Med	Low	

# DOGMERSFIELD PARISH COUNCIL

Risk Identification	Risk Description	Risk Management Policy	Probability of Occurrence	Impact on Council	Additional actions/ comments
		organisations and suppliers. Written quotations provided for all work and services to be performed. Formal authorisation before commencement. Payment against invoices after completion.			
Council Meetings and Functions	Council public meetings and other public attended functions could cause injury or offence resulting in third party claims against the Council	Minimise through operation of established good practices. Use registered premises. Complete a separate risk assessment for any out of the ordinary functions. Ensure adequate insurance cover.	Low	Low	
Council Jurisdiction	The council has shared responsibility for a number of areas of common land in conjunction with Hampshire County and Hart District Councils and land for which there is no known registered owner. Use of this land by members of the public could result in claims against the Council	Aim to minimise potential hazards. Inspect regularly taking appropriate remedial action when needed. Ensure adequate insurance cover. Complete a separate risk assessment for any out of the ordinary activities.	Low	Low	

**This document will be reviewed on an annual basis or sooner should facts or circumstances require this.**

**Last reviewed: July 2022**

## **Proposal To Resurface A Section Of Dogmersfield Walk 9**

Dogmersfield Footpath 066/9/1 (Walk 9 on the Dogmersfield Walks Map) commences in Chatter Alley opposite the village school and runs alongside The Red House and several fields ending at Dogmersfield Footpath 066/8/1 (Walk 8 on the Dogmersfield Walks Map) by the solar farm.

A section of the footpath near the beginning becomes a quagmire in some of the winter months, being several inches deep in mud.

We therefore wish to have an 82 metre stretch commencing beyond the sewage plant on Chatter Alley and finishing before the first wooden gate resurfaced with aggregate.

We have a quotation from Jason Ebury of Premier Grounds & Garden Maintenance, <http://www.inthegardens.co.uk> (a supplier recommended by James).

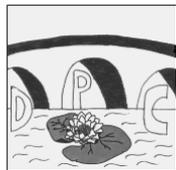
The proposal is to open up the ditches alongside the footpath as much as possible and clear any grips in order to divert water away from the footpath. Then to lay MOT type 1 sub base material (scalpings) to around 100mm in depth and 1 to 1.2m in width.

The price for this is:

Materials & machine hire for footpath repair	£1,610 + vat
Labour for above	£900 + vat.
Total: £2,510 + VAT	

This proposal has the approval of HCC Rangers and the Ramblers Association.

HCC Rangers have invited us to apply for funding from their Countryside Access Parish Delivery Partnership.



# DOGMERSFIELD PARISH COUNCIL

## Planning Application Comments and Recommendation

<b>Planning Application No</b>	22/01345/HOU
<b>Description</b>	Erection of a part single part two storey side/front extension, single storey rear extension, demolition of porch and erection of open porch, <i>various changes to windows and doors</i> , extension to drive and alterations to existing access.
<b>Date valid</b>	1 July 2022
<b>Date circulated by DPC Cllr for Planning</b>	11 July 2022
<b>Comments due</b>	At DPC Meeting – 18 <sup>th</sup> July 2022
<b>Closing date</b>	25 <sup>th</sup> July 2022
<b>Name of Councillor</b>	Graham Leach

### 1 Summary

Meadows is a 4 bedroom house dating from the 1930's and built on a large plot on the western side of Chatter Alley. The rear of the property backs on to the canal towpath, and the front faces open fields on the eastern side of the road. The property is inside the Settlement Boundary but outside of the Dogmersfield Conservation Area. It is not a listed building and is not identified as a positive or focal building in the area. It was last extended in 1986. By today's standards the property is small in relation to the size of the plot.

An Application was submitted in February 2022 (22/00110/HOU) for a sizeable re-modelling of the property which would provide:

- A two storey front / side extension, providing a gym on the ground floor and a main bedroom suite on the first floor. This will provide a 5<sup>th</sup> bedroom for the property.
- Alterations to existing access by moving the entrance onto Chatter Alley and enlarging the gravel area of the drive
- A single storey rear extension across the full width of the property providing a large open plan kitchen / dining / living space with large doors to the rear.
- Various changes to the positioning of doors and windows, including a new oak framed front porch.

DPC submitted the following comments to this initial Application:

*Dogmersfield Parish Council offers no objection to this application provided:*

*' The development conforms to the Dogmersfield Neighbourhood Plan Dark Skies policy (DNP11)*

*' The width of the new access point is no greater than that of the existing one*

*' A construction plan is utilised to keep vehicles from parking on the road.*

*The council also asks that native varieties only be used for hedging and planting on site.*

Hart District Council refused the application on two grounds:

1. The proposed development, by virtue of its scale, height, massing and design would form a discordant development out of keeping and disproportionate in scale and character to the existing property. As such the proposal would appear incongruous, out of keeping and unduly dominant in the context of the character of the site and within the street scene and wider setting, to the detriment of the character of the Basingstoke Canal and Dogmersfield Conservation Areas and the street scene.

*(Comment: the site is not within the Dogmersfield Conservation Area)*

2. Insufficient information has been provided regarding the potential impact of the proposal on bats to satisfy the LPA that the proposal would not lead to harm to a species protected by law.

The Application has now been re-submitted with a new design which reduces the scale of the development, whilst still providing for a 5<sup>th</sup> bedroom and more space on the ground floor.

## **2 Comments (See Attachments 1 - 4)**

### **Scale**

Attachment 1 shows the layout of the site, the footprint of the proposed building and the changes to the access point and driveway. This has not changed from the first Application.

Attachment 2 shows the size of the proposed building under the old Application;

Attachment 3 shows the proposed building under this Application, and Attachment 4 shows a comparison. There is a significant reduction in the mass of the building.

### **Bat Survey**

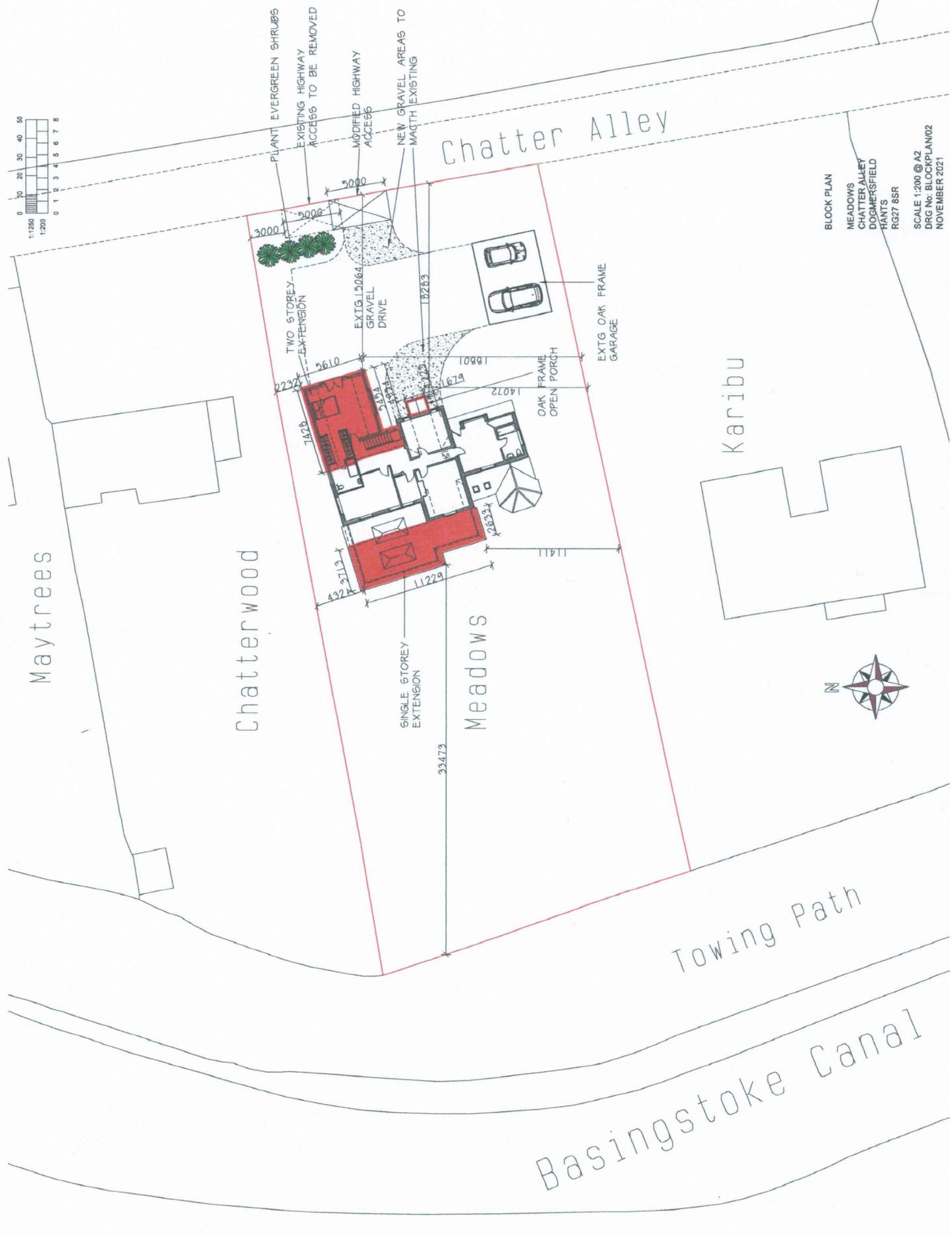
The new Application is supported by a detailed bat survey. This concludes that a non-breeding bat roost of low significance is associated with the building. Nevertheless a European Protected Species (EPS) licence will be required before building work can begin.

## **3 Recommendation**

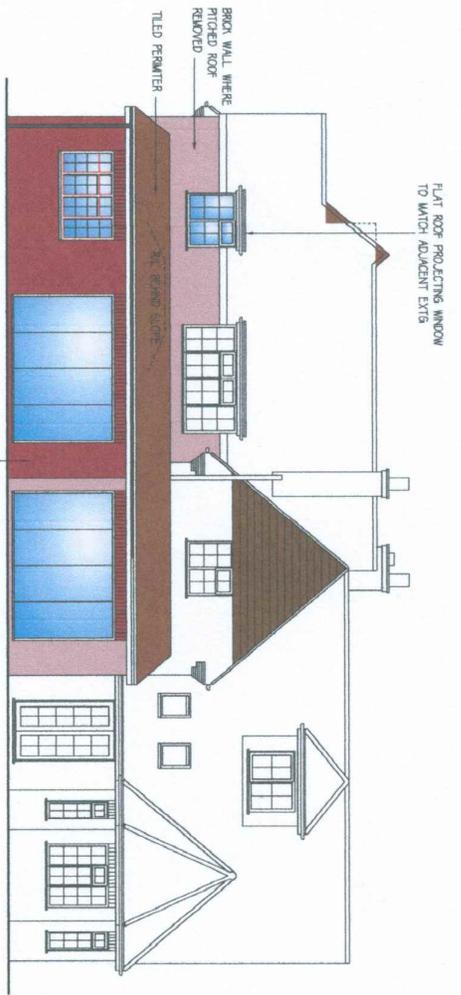
As we did not Object to the initial Application and this new one would seem to address Hart's concerns, we should maintain our position and re-submit our previous comments.

Attachments:

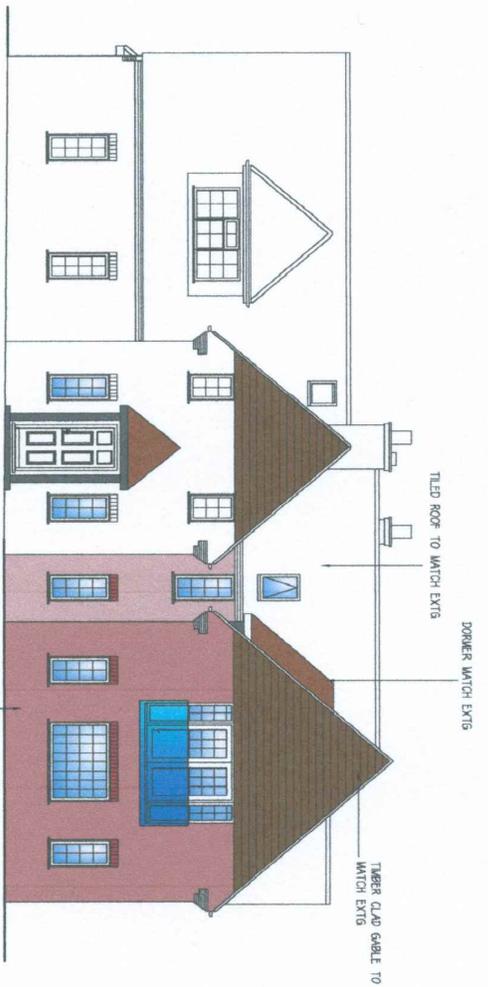
1. Site Layout showing the proposed extensions and change of access point.
2. Size of the Proposed Building under the previous Application (22/00110/HOU).
3. Size of the Proposed Building under this Application (22/01345/HOU).
4. Comparison of mass of the building under the two Applications.



BLOCK PLAN  
 MEADOWS  
 CHATTER ALLEY  
 DOGMERSFIELD  
 HANTS  
 RG27 8SR  
 SCALE 1:200 @ A2  
 DRG No: BLOCKPLAN/02  
 NOVEMBER 2021



BROCKWORTH TO MATCH EXTGS  
REAR (WEST)



FRONT (EAST)



SIDE (SOUTH)  
OUTLINE OF NEW FRONT WALL  
BETWEEN EXISTING & FRONT EXTENSION



SIDE (NORTH)

WINDOWS TO MATCH RECENT REPLACED GLAZED CRIT'ALL STYLE  
VELUX WINDOWS TO BE LOW PROFILE HERITAGE STYLE WITH BLACK FRAMES

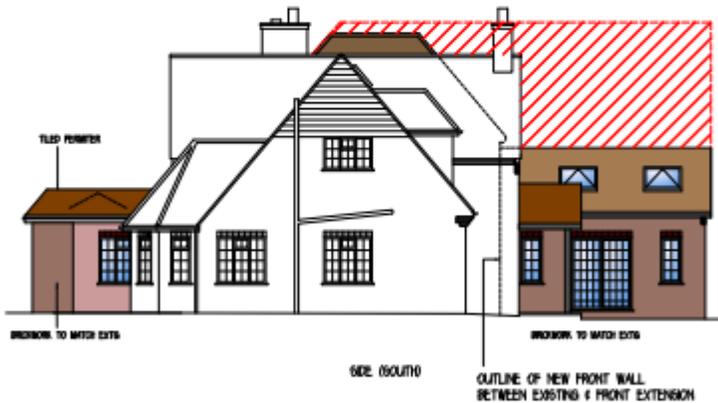
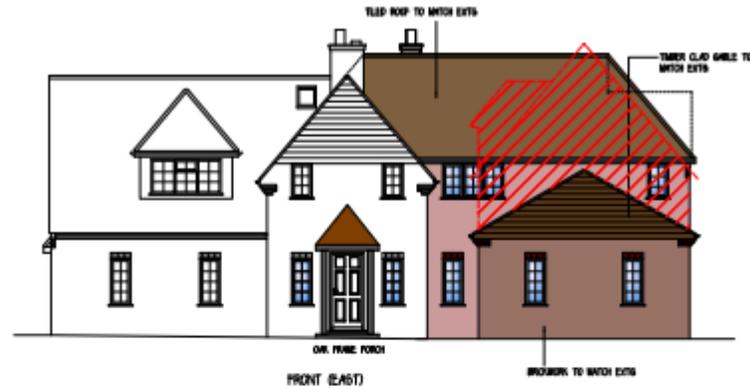


**Keith Chandler** ARCHITECTS  
 37 Chesham Avenue  
 Chesham, Bucks HP80 1JG  
 Tel: 01494 451111  
 Fax: 01494 451112  
 Email: info@keithchandler.co.uk  
 Website: www.keithchandler.co.uk  
 Project: Mr Richard & Mrs Charlene Steel  
 Date: October 2021  
 Proposed Elevations: TP/BR/04  
 Scale: (A1/A1 P80) 1:50 (1:100/1:200/1:1250)



Rev A - Jan 2022  
 Revised Elevations to reduce bill for TP approval  
 Rev B - Jan 2022  
 Clear design  
 Mark Chamberlain 01223 712441 017914  
 Chalfont St Giles, Building Engineer & Party Wall Surveyor

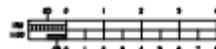




MATCH TO MATCH EXIST RECENT REPLACED GLAZED CRISTAL STYLE  
VELUX WINDOWS TO A LOW PROFILE VENTILATE STYLE WITH BLACK FRAMES

RED HATCHED AREAS INDICATES REDUCTION OF BULK  
FROM REFUSED PLANNING APPLICATION TO COMPLY  
WITH PLANNING OFFICERS COMMENTS IN DELEGATED  
REPORT

No A - Jan 2022  
 Revised Details to make info for TP approval  
 No B - Jan 2022  
 Client: George  
 Rishi Chaudhary  
 Chartered Surveyor, Building Engineer & Property Valuer  
 17 Glastonbury Avenue  
 Glastonbury  
 BA6 7JT  
 Tel: 01761 81231  
 www.rishichaudhary.co.uk  
 Drawn: Mr Richard & Mrs Charlotte Street  
 At: Meadbrook  
 Charles Abbey  
 Dogwood Road  
 WICKIT BISH  
 Project: Competition Submission  
 Date: June 2022  
 Dwg. No: TP/06/04/08  
 Scale: (See A1 Plan) 1:800 / 1:100 / 1:200 / 1:300



## Planning – Current Status of Ongoing Applications Affecting Dogmersfield

As At: 11<sup>th</sup> July 2022

Planning Reference	Location	Outline	DPC Position	Status	Notes
<b>Within Dogmersfield</b>					
21/00626/FUL	Plough Farm Chalky Lane	Demolition of existing conservatories and erection of 2 storey rear extension to the 2 cottages.	No Objection (providing the extension does not contravene DNP Policy DNP11).	Awaiting Decision	DNP11 is the 'Dark Sky's Policy.  Ecology officer (15 <sup>th</sup> Nov 21) objected and requested a full bat survey. Done Jun 22 and no bats found.  Ecology officer still objects on grounds of biodiversity associated with a nearby pond. (Jun 22)
20/03099/LDC	Pond House Church Lane	Change of Use of Land from agricultural to domestic use.	DPC Submitted comments to Inspector: 1. No compelling case made for change. 2. Change of use could lead to development of land.	<b>Appeal</b>	Initial Application Refused. DPC – Objected to initial application; No position on second application related to historical use of the land.
21/02350/HOU	Pond House Church Lane	Erection of 2 storey side extension with basement.	Objected	<b>Appeal</b>	Revision of Application 21/01435/HOU  Appeal Submission sent on 29 <sup>th</sup> April.



Planning Reference	Location	Outline	DPC Position	Status	Notes
22/01230/PREAPP	Emily's Charcuterie (previously Emily's Farm)	Request for pre-application advice for retention of mobile home at Emily's Farm.	Under Consideration.	Advice Awaited	This is at Pre-App stage.
22/01345/HOU	Meadows Chatter Alley	Erection of part single and part two storey side/front extension, single storey rear extension, erection of open porch, extension to drive and alterations to existing access.	Under Consideration at DPC meeting on 18 <sup>th</sup> July.  <b>DPC did not Object to Previous application.</b>	DPC position under consideration.	<b>Replaces: 22/00110/HOU.</b>
22/01457/EIA	Land North of Coxmoor Wood. Crondall Road	Request for screening option for proposed installation of battery energy storage system and associated infrastructure.	Under Consideration	Screening Application	No deadline for comments. Further investigation required by DPC.
<b>Tree Works in Dogmersfield</b>					
22/00764/CA	Autry House Chatter Alley	Removal of unstable trees from verge on Chatter Alley	No comment	No Objection	Work Done
22/00777/CA	Beech House Chatter Alley	Pruning and management of trees on property boundary and felling of 2 trees in vicinity of power lines.	No Comment	No Objection	Work Done

Planning Reference	Location	Outline	DPC Position	Status	Notes
22/00917/CA	Foster and Heanes Chatter Alley	Removal of 2 cypress trees and cutting back cypress hedge on boundary. Removal of 2 diseased cherry trees.	No comment	No Objection	
<b>Outside Dogmersfield</b>					
20/02740/FUL	Rye Common (Cron dall PC)	Blue Bell Lodge - Temporary change of use of land to allow the retention of a shed, kennels and storage containers for a period of 18 months.	No comment	<b>Refused</b>	7 <sup>th</sup> Mar 22. Retention of shipping containers and kennels is out of character with open/natural setting of this area of the countryside.
21/02782/OUT	Neatherhouse Copse (Grove Farm)  (Crookham Village PC)	Increase the number of dwellings in Phase 3 by 105. No expansion to the area of the site is planned.	Objected  Supplementary comments submitted on traffic volumes, particularly along Chatter Alley.	Awaiting Decision	DPC met with Developers on 10 <sup>th</sup> June.  Hart Planning Committee considered at meeting on 15 <sup>th</sup> June.  No decision yet reached.

# Your Account Statement



Mrs Anne Fillis  
Thatched Cottage  
Church Lane  
Dogmersfield  
HOOK Hants  
RG27 8SZ

Unity Trust Bank  
PO Box 7193,  
Planetary Road,  
Willenhall,  
WV1 9DG

0345 140 1000

**Date:** 30/06/2022

**Account Name:** Dogmersfield Parish Council

**Swift Code (BIC):** NWBKGB2L

**IBAN Number:** GB93NWBK60023571418024

**Sort Code:** 608301

**Account Number:** 20447740

Your arranged overdraft limit is £0.00

## Contact Us

 Call us: **0345 140 1000**

 Email us: **us@unity.co.uk**

 Visit us: **unity.co.uk**

## Your pre-notification statement

We're improving how we communicate transactional information with you, you'll start to see an extra level of detail in your itemisation. These improvements put you in control of your finances, allowing you to make more informed decisions.



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

## Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
03/06/2022		Balance brought forward	£0.00	£0.00	£27,706.02
09/06/2022	Direct Debit	Direct Debit (LLOYDS BANK PLC)	£61.73	£0.00	£27,644.29
30/06/2022	Fee	Service Charge	£18.00	£0.00	£27,626.29

Bank with us.  
Bank on us.

Page number 1 of 2

Statement number 015

## **Sending or Receiving Currency**

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

## **Fraud Concerns**

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

## **What happens when something goes wrong?**

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

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A copy of our fees and charges can be found on our website – **<https://www.unity.co.uk/terms-and-conditions/>**

This information is also available by calling **0345 140 1000**.

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Bank on us.**