**Minutes of the Meeting**

**held at Dogmersfield Primary School**

**13th March 2023 at 7.30 p.m.**

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| **Councillors** | **In Attendance** |
| Cllr Graham Chisnall (Chair) | Yes |
| Cllr Anne Fillis (Vice-chair) | Yes |
| Cllr Graham Leach | Yes |
| Cllr Sarah Miles | No |
| Cllr Andrew Simonds | Yes |

**Clerk: Sam Rowe**

**In attendance:**

9 members of the public

County Councillor Tim Davies arrived at 8pm

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| 22/224 | **Welcome and apologies for absence** |
| 22/225 | **To receive and note any Disclosable Pecuniary Interests and requests for dispensation for items to be discussed**  Cllr Miles declared an interest in a planning application for Janes Cottage. |
| 22/225 | **To approve the minutes of the council meeting of 13th February 2023**  **Minutes of the meeting held 13th February 2023 were approved as a true record of the meeting.**  **Proposed GC Seconded SF , all in favour.** |
| 22/226 | **To review matters arising from previous meetings**     * Sign forms for bank mandate changes – Cllr Simonds bought in the relevant ID required and the bank form was update with Cllrs signature. * Cllr Leach to contact SSEN – Cllr Leach has made contact, he has had a standard replay in apologising for the delay, but they are working on his enquiry. * Cllr Fillis await reply relating to S106 fund release from HDC – Action for Clerk to make a claim * Quotes have been obtained by school once reviewed by school will share with DPC for discussion with planning department – The school will go ahead with dark colours for the gates, the school sign will move along side the PArish Council notice board. * Clerk to seek handyman to repair/ refurbish noticeboards and quote for replacement – See quote on agenda 22/231 * Chairman has written to the MP about the sewage coming from the manhole cover at the bottom of Brook house., and yet to receive a response. The Environmental agency have said this is now on their hot watch programme and have agreed to clean up the sewage when needed. Thames water have acknowledged sewage coming from the manhole cover and the history behind it |
| 22/227 | **Announcements from the Chairman (and Clerk)**  None to report |
| 22/228 | **County and district councillor’s reports**    County Councillor Tim Davies was not present at this time of the meeting. |
| 22/229 | **Public Session**  There was a query to the Road closer sign for the 27th March, Cllr Miles was not sure what the closer is for – assuming bridge marking. But will send a email to ask the question. |
| 22/231 | **To Approve works to Parish notice Boards**  All three require removal, sanding down treating with dark oak 10 year wood stain. Hinges oiled and locks eased. Reinstate each. Material cost will be for new back boards, wood stain, black paint for lettering above each board and wood filler as required. Material cost £120 (material is for the 3 noticeboards) Labour cost £200/board. Total estimate for all three boards £720.  Questions to be mindful of for the purpose of using the boards– Will all 3 notice boards be done at once? How long will it take?  **Proposed SF Seconded SM , all in favour.** |
| 22/232 | **The Updated rules for the forth coming May election.**  The UK Government has introduced a requirement for voters to show photo ID when voting at a polling station at some elections. This new requirement will apply for the first time at the local elections taking place in some areas of England on Thursday 4 May 2023. The requirement will apply to UK Parliament general elections from October 2023, and to UK Parliament by-elections and recall petitions from May 2023. |
| 22/233 | **Councillor Training**  To confirm and approve training for the new Councillor for 27th June. .  £98 + vat  All agreed it was a worthwhile course .  Proposed GC, Seconded SM, 2 in favour, 1 abstained |
| 22/234 | **To Approve Clerk travel and expenses**  Travel to Meetings, parish boards, cllrs houses, training days and training with Church Crookham Clerk.    Proposed GC, Seconded GL all in favour. |
| 22/235 | .**To Approve Clerk to have Microsoft APPs business account.**  A budget of £15 a month has been approved for the Clerk to get Microsoft 365 Business Standard to enable them to access the full 365 Office.  Clerk is waiting to hear back from Greymatter (IT) to confirm the cost.  **Proposed GC, Seconded SF all in favour** |
| 22/236 | **To Support the canal Society**  **The Chair reached out to the Canal society to see if they would like the help in the form of volunteers, however in an reply from the Canal society it is funding that they really need.**  **It was agreed that DPC do not have the funds to donate to the Canal society but will offer the use of volunteers if they are needed in the future.**  **Chair will email back.** |
| 22/237 | **To confirm the APA and APM dates**  **APA – The Annual Parish Assembly -** This meeting must be held between 1st March and 1st June inclusive dates. **NO decisions** are made and this is the informal meeting where residents are invited to join to receive a presentation on what has been achieved by the PC and what future plans look like.  **APM – Annual Meeting –** must be held in May and is governed by <https://www.legislation.gov.uk/ukpga/1972/70/schedule/12/part/II> the rules set out in the Local Government Act, and dictated by whether the parish council is in an election year. The first order of business at this meeting is the appointment of the Chairman and there are rules that surround that.  Monday 17th April – Normal PC Meeting  Tuesday 25th April – APA Meeting  Monday 15th May – APM Meeting |
| 22/238 | **To consider the council’s response to current planning applications including update on tree work applications**  Status of ongoing applications. (Status sheet attached as at 6th March)   * Jane’s Barn * Other matters * school gates * lack of parking restriction in planning decision reports * timetable for appeals/decisions/advice |
| 22/239 | **To update members on any new planning consultations, appeals and enforcements**   * Land at Blue Bell Lodge (Rye Common) |
| 22/240 | **To receive an update on Highways issues and approve any actions required**  SFI – All signs have now been done and road markings to be updated. Road markings to be completed by spring – Cllr Miles is still waiting for confirmation.  SID – is in ts 3rd location and date is being gathered evey 2 – 3 weeks. Cllr Miles will update residents and councillors at the APA meeting.  Yellow lines - |
| 22/241 | **Finance & Regulatory Matters**  To consider financial & regulatory matters and approve monthly accounts and payments  Reports received include:  a**) DPC Act vs Bud Jan 2023**– a report to show comparison of actual spend vs budget spend for  year to date was provided. This includes a column for Jan which shows Clerk pay for Jan  inclusive of HMRC payments now made and reported to HMRC  TD variance against budget shows £1010.88 overspend across Audit, Insurance and Grants and  Parish Clerk forecast for year. Otherwise Forecast column reflects available spend for remainder of  year.  B) Bank Reconciliation – shows bank balance at Unity Trust at end of January, £14,972.31  following payments approved at last meeting held in December. Invoice received for trees  installed and Anne Fillis’s expenses were set up and now been paid.  C) January **bank statement** is provided  It was resolved to approve the reports and bank reconciliation as reported   1. Payments for approval from Unity Trust bank account  |  |  |  | | --- | --- | --- | | Payee | Amount | Exp type | | Mrs S Rowe & HMRC PAYE | £416.67 Gross amount inclusive of HMRC Dec Salary once processed in HMRC online software | As per monthly contracted amount |   **It was resolved to approve payments as listed above to be paid from Unity Trust bank account**  **Proposed GC , AF, all in favour.** |
| 22/242 | **Correspondence received**  None received |
| 22/243 | **Information Sharing**  None to share |
| 22/244 | **To confirm dates for future council meetings for 2023/24**  17th April |

Meeting closed at 9.00pm

Signed:

Date:

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| **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 |  |  |