



DOG M E R S F I E L D P A R I S H C O U N C I L

Minutes of the Meeting held at Dogmersfield Primary School 12th December 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
Vacancy	

Clerk: Claire Inglis and Sam Rowe

In attendance:

4 members of the public

District Councillor Chris Dorn

County Councillor Tim Davies

22/169	Welcome and apologies for absence District Councillor Jon Hale sends apologies County Councillor Tim Davies informed the Chairman he would be arriving late.
22/170	To receive and note any Disclosable Pecuniary Interests and requests for dispensation for items to be discussed Cllr Leach declared an interest in a planning application submitted by him in relation to felling/cutting back of Ash trees suffering Ash dieback on his property.
22/171	To approve the minutes of the council meeting of 14th November 2022 Minutes of the meeting held 14th November were approved as a true record of the meeting. Proposed SM, Seconded AF, all in favour.
22/172	To review matters arising from previous meetings Oak tree on footpath 9 where ownership was in question may have been resolved. Cllr Fillis to confirm. Other ongoing matters to be carried forward following appointment of new Clerk.
22/173	Announcements from the Chairman (and Clerk)



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	<p>DPC have been contacted by Hart who have identified an administrative error where S106 funds due to DPC have been mistakenly allocated to Odiham in relation to Ormersfield Lodge. This information was received by both DPC and Odiham PC after issue of their agenda for consideration of the advised action to rectify this matter so will be determined at the January meeting.</p> <p>Chairman extended his thanks to Valery and Tom Scott for the Christmas tree on the green and also to Cllr Fillis for arranging planting of the commemorative trees.</p>
22/174	<p>County and district councillor's reports</p> <p>Councillor Chris Dorn reported</p> <ul style="list-style-type: none"> • Other local parishes are completing Conservation Area reviews. Hart officers to resolve some confusion over interpretation with answers to emerge which may assist DPC in commencing the review for Dogmersfield. • Airspace modernisation in the south-east in in the review phase and public comments are being collated. • Local cycling and walking infrastructure plans to link rural villages up. • A287 roundabout – problems with poles potentially blocking sight line if to many signs are erected, to be reviewed in 1 years' time.
22/175	<p>Public Session</p> <p>No comments</p>
22/176	<p>Clerk appointment</p> <p>To confirm and approve appointment of new Clerk to commence 1st December 2022 following interview process and consensus of councillors to appoint.</p> <p>Following the interview of 3 candidates on Friday 18th and Monday 21st November the interview panel consisting of Cllr Chisnall, Cllr Fillis and Temporary Clerk Claire Inglis unanimously agreed to appoint Samantha Rowe subject to agreement from Cllrs Leach and Miles, which was received, and subject to verbal references from previous and current employers. Suitable references were obtained and the role was offered and accepted by Samantha.</p> <p>It is resolved to appoint Samantha Rowe to the role of Clerk and Responsible Finance Officer for Dogmersfield Parish Council, on an annual salary of £5,000 per annum to commence on 1st December 2022, working 30 hours per month as per agreed contract and to be signed.</p> <p>Proposed GL, Seconded AL, all in favour.</p>
22/177	<p>Councillor Co-option</p> <p>To receive any applications and approve an appointment for councillor co-option</p> <p>An advert to advertise a vacancy for a councillor has now correctly been posted to the website and also on the noticeboards.</p> <p>1 Application has been received. To be considered at the January meeting subject to review of application.</p>
22/178	<p>Clerk IT Support</p> <p>Approval of budget to purchase IT to support role of Clerk</p>



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	<p>The requirement would be a laptop to access Cloud storage and to facilitate administration of DPC with a simple printer to allow for printing of documents for signature of monthly documents, up to a maximum budget of £650 inclusive of printer cartridges to get started. This will be an asset of the parish council and consumables (Paper/ink) to be claimed under expenses as required.</p> <p>It was resolved to approve a maximum budget of £650 for Clerk IT Approved GC, Seconded GL, all in favour.</p>
22/179	<p>Commemorative Trees To confirm approval of additional consumables for tree planting on Pilcot Green South</p> <p>Further to the purchase of the trees for Pilcot Green South and commemorative plaques, edging was also required to ensure the mulch boundary was retained. This required a small additional amount of expenditure above the approved amount of £750 requiring an additional £40 to be approved at this meeting.</p> <p>It was resolved to approve additional £40 expenditure Proposed AF, Seconded GC, all in favour.</p>
22/180	<p>Speed indicator device implementation proposal To approve the SID implementation proposal</p> <p>Further to the SID implementation proposal shared at the November meeting quotes have been obtained to ensure that the SID is moved around the parish as per the implementation schedule from Simone Surveys to deploy and download the unit fortnightly will cost £50 thus £100 per month. Ian Janes of HCC has confirmed that the implementation plan is acceptable.</p> <p>DPC approve Simone Surveys quote of £100 a month to relocate the SID around the Parish. Proposed GC, Seconded GL, all in favour.</p>
22/181	<p>To consider the council's response to current planning applications including update on tree work applications</p> <ul style="list-style-type: none">• 22/02767/PREAPP – Whispers, Chatter Alley <p>DPC will await a full planning application before submitting comment.</p> <ul style="list-style-type: none">• 22/02879/HOU – Meadows, Chatter Alley <p>No Objection to this planning application provided:</p> <ul style="list-style-type: none">· The development conforms to the Dogmersfield Neighbourhood Plan Dark Skies policy (DNP 11),· The width of the new gate is no greater than that of the existing one,· A construction plan is utilised to keep vehicles from parking on the road. <p>The Council also asks that native varieties only be used for any hedging and planting on site. Proposed GL, Seconded AF, all in favour.</p>



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22/182	<p>To update members on any new planning consultations, appeals and enforcements</p> <p>Update on current status of ongoing applications</p> <ul style="list-style-type: none">• Update on status of ongoing applications <p>DPC considered that it would be wise to co-ordinate with other local parish councils in relation to the Lodge Farm Warehousing proposal currently a PREAPP.</p> <ul style="list-style-type: none">• Harewarren Farm <p>Despite DPC's submission of an OBJECTION at the November meeting Hart DC have determined part of the application under Permitted Development rights. Cllr Leach to query why DPC's comments were not visible on the planning portal and appear not have been considered as these applications set a precedent for this type of development in the village.</p>
22/183	<p>To receive an update on Highways issues and approve any actions required</p> <p>DPC were in receipt of email from Philip Shepperd which fed back results of Yellow line consultation. It appears that 1 submission was in favour of the Church Lane/ Pilcot proposal and 1 submission from DPC against ALL the proposals and that these may have been given equal weighting. The email suggests that the 1st proposal may therefore go ahead despite DPC's rejection on behalf of the wider community and seeking to consult the whole parish to bring a future proposal forward.</p> <p>Cllr Dorn was also aware of the results and shared DPC's concerns that implementation may go ahead despite the objection submitted and DPC's commitment to its residents that a FULL consultation will take place. DPC are aware that this may then need to be taken up with a new officer as Philip Shepperd is due to leave HDC.</p> <p>It was agreed that Cllr Dorn would attempt to intervene to ensure that no action is taken until the DPC's consultation can take place and Cllr Miles will formulate a reply on behalf of DPC to be agreed by email prior to circulation and before the 11th January deadline.</p> <p>Proposed SM, Seconded GC, all in favour.</p> <p>Cllr Miles provided an update as follows: Phase 1 of Community Funded Initiative This is now complete apart from road markings. These are likely to be completed in the Spring. Still being tracked by Alistair Macadam</p> <p>Phase 2 of Community Funded Initiative Seek to include Dogmersfield sign on way into village from Barley Mow, 20 mph flashing sign by school, general tidy up of old signs and removal of duplication, dragon's teeth by canal bridge, and reinstatement of layby (if not picked up through Hampshire Highways officer Keith Thompson's successor) Will review again with Ian Janes to make a plan in early Spring</p> <p>20 MPH Currently Hampshire Highways do not support this, the policy however is under review. This was the consultation that DPC contributed to. They had over 10k comments. New policy or reinstatement of old expected in Feb / March If there are changes it could be that Hampshire will support the introduction of a small number (time consuming process) each year. Would likely be a prioritisation approach. Data from SID deployment may prove useful to build a case for Dogmersfield. Note – adjacent counties do support</p>
22/184	<p>Finance & Regulatory Matters</p> <p>To consider financial & regulatory matters and approve monthly accounts and payments</p> <p>Reports received include:</p>



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a. **DPC Act vs Bud Nov 2022**– a report to show comparison of actual spend vs budget spend for year to date was provided. This includes a column for Nov which shows Clerk pay for Oct inclusive of HMRC payments now made and reported to HMRC. Also confirms refund from duplicate payment to Grey Matter Ltd £388.80 and VAT 2021/22 reclaim repaid of £625.78. HMRC penalty notice has been investigated and appears to have been reversed. Clerk to confirm.

YTD variance against budget shows £446 overspend across Audit, Insurance and Grants (FOAS and Basingstoke Canal). Otherwise Forecast column reflects available spend for remainder of year.

b. **Bank Reconciliation** – shows bank balance at Unity Trust at end of November £17,924.02 following payments approved at last meeting held in November.

c. November **bank statement** is provided

d. Payments for approval from Unity Trust bank account

Payee	Amount	Exp type
1. Mrs C L Inglis & HMRC PAYE	£800 Gross amount inclusive of HMRC final payment to cover Nov and Dec work salary	Clerk 25 hours Nov Clerk 7 hours Dec
2. 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
3. The Plant Centre	£633.56 TBC upon presentation of invoice	Commemorative Tree purchase
4. Church Crookham Parish Council	£27.54	Interviews room hire
5. Anne Fillis	£59.50	Expenses incurred re planting of commemorative trees

It was resolved to approve reports and payments as listed 1 – 4 above to be paid from Unity Trust bank account

Proposed GC, Seconded GL, all in favour.

It was resolved to approve payment as listed 5 above to be paid from Unity Trust bank account

Proposed GL, Seconded GC, 3 in favour, 1 abstention.

It was resolved to approve bank mandate changes to remove Cllr Molloy and add new Clerk administrative rights only, remove Claire Inglis upon new Clerk included and to order a new Lloyds Corporate card in name of new Clerk

Proposed GC, Seconded AF, all in favour.

To consider Budget scope for 2023/2024

Based on current year expenditure Clerk has produced a summary budget document for consideration to agree level of Precept for 2023/24.



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	<p>In addition, a look at opening reserves and forecast closing reserves (this currently excludes the anticipated S106 funds requested to be released from HDC to DPC) and shows a likely closing reserve of £14k if remaining expenditure esp. Maintenance, consultancy and project work is spent.</p> <p>Queried the need for corporate credit card and UK2 costs (old website forwarding costs) The budget and precept level will need to be agreed at the January meeting to submit to Hart DC by end of January. To also bear in mind the Band D equivalent level due to be issued by HDC.</p> <p>This was reviewed and requirement for budget line following approval of SID deployment £1,200 per annum will be included. It was agreed that Cllrs Leach, Fillis and Clerk will draft a budget for approval at the January meeting.</p>
22/185	<p>Correspondence received</p> <p>It has been confirmed by Arboricultural assistant from Hampshire that no action is required to the trees at junction with A287 reported as causing sight line issues.</p>
22/186	<p>Information sharing</p>
22/187	<p>Dates of next meeting Monday January 9th 7.30pm To provide a schedule of dates for future council meetings for 2023/24</p>

Meeting closed at pm

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		