



# DOG MERSFIELD PARISH COUNCIL

## **DRAFT Minutes of the Meeting held at Dogmersfield Primary School 12<sup>th</sup> June 2023 at 7.30 p.m.**

<b>Councillors</b>	<b>In Attendance</b>
Cllr Graham Leach (Chair)	Yes
Cllr Anne Fillis (Vice-chair)	Yes
Cllr Graham Chisnall	No
Cllr Sarah Miles	No
Cllr Andrew Simonds	Yes

**Clerk: Sam Rowe**

**In attendance:**

8 Members of the public

	<p><b>Welcome and apologies for absence.</b></p> <p>Apologies were received from:</p> <p>Cllr Dorn – Hart District Council</p> <p>Cllr Hale – Hart District Council</p> <p>Cllr Miles - DPC</p> <p>Cllr Chisnall – DPC</p>
23/037	<p><b>To receive and note any Disclosable Pecuniary Interests and requests for dispensation for items to be discussed.</b></p> <p>None</p>
23/038	<p><b>Announcements from the Chair and Clerk</b></p> <p>The Chair made 2 announcements:</p> <ul style="list-style-type: none"><li>• A resident reported Footpath 6 as overgrown. This has been passed to Hampshire Rangers who have investigated. (<b>Afternote:</b> The footpath has now been strimmed and is passable. The hedgerows will be cut back once the nesting season is over).</li><li>• Cllr Hale informed the Chair that he will be meeting with Thames Water on 13<sup>th</sup> June to escalate a series of issues with sewage, including Dogmersfield. Cllr Hale will update the Chair on the outcome.</li></ul>
23/039	<p><b>To approve the minutes of the council meeting of 8<sup>th</sup> May 2023</b></p> <p><b>It was resolved to accept the minutes of the meeting held on 8<sup>th</sup> May 2023 as an accurate record of the meeting.</b></p> <p><b>Proposed AF, Seconded AS, all in favour.</b></p>



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23/040	<p><b>To review matters arising from previous meetings</b></p> <ul style="list-style-type: none"><li>• To receive and adopt DPC policies and documents Standing orders - <b>Ongoing clerk to make changes</b></li><li>• Cllr Fillis was awaiting reply relating to S106 fund release from HDC. Funds of £1,589.99 have been released. 11<sup>th</sup> May to Unity Bank. <b>(Closed)</b></li><li>• To chase the lawyers about the land registry search for Pilcot green. Invoice has been received. Payment can be made, and lawyers can start the searches. Have emailed lawyer to see when searches will start, however away until the 8<sup>th</sup> June. <b>Clerk to keep emailing for a Update</b></li><li>• Clerk to investigate the VAT and report at the next meeting. - VAT all correct and was submitted before the audit on the 23<sup>rd</sup> May . Total VAT claim is ££1,448.46. <b>(Closed)</b></li><li>• <b>Clerk to get an update on paying the horticultural society.</b></li><li>• Clerk and Chair to put together an action list. <b>(Done – attached to these minutes)</b></li></ul>
23/041	<p><b>County and district councillor's reports</b></p> <p>None to report</p>
23/042	<p><b>Public Session</b></p> <ul style="list-style-type: none"><li>• <u>Yellow Lines</u>. A resident asked whether there would be a Parish consultation on the Yellow Lines as originally intended. The Chair responded that Hart made the decision to put the Yellow Lines down despite DPC's request to conduct a full consultation. HCC have now taken over responsibility for the issue. DPC has asked that it has time to conduct a full consultation or that the Yellow Lines are installed properly. A decision from HCC is awaited.</li><li>• <u>Footpath 1</u>. A concern was raised that the start of Footpath 1 from Church Lane is very overgrown and chicken wire is being used as a boundary fence.</li></ul> <p><b>Action:</b> Cllr Fillis will investigate.</p>



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23/043	<p><b>To consider the council's response to current planning applications including update on tree work applications</b></p> <p><u>23/00982/HOU - Whispers, Chatter Alley</u></p> <p>Conversion of garage to habitable accommodation, erection of a single storey rear extension, alterations to doors and windows, external works to provide level access and detached therapy building to rear garden</p> <p>This application is to make the house useable and accessible for a disabled child and his family. It includes conversion of the garage to habitable accommodation, widening doors, access ramps, level changes and ramps, a raised patio area and new path on the gravel drive.</p> <p>There will also be a therapy room constructed in the back garden with ramped access. This will be outside the Dogmersfield settlement area.</p> <p>The house is in the conservation area and was built in 2002/03.</p> <p>A pre-application was submitted which did not include the separate therapy room.</p> <p>The therapy room will be c5m x 7.5m and c3.5m high (max) which is higher than the 3m that would be allowed were permitted development possible, but it is well set back from boundaries. However, it may be visible from both adjacent properties (Troquain House and Copperfield) and possibly from houses on Church Lane.</p> <p>In discussion it was felt that the principle of converting the house as proposed was accepted, provided that the conversion did not conflict with the DNP and was consistent with development standards within the conservation area in terms of materials, dark skies policy etc.</p> <p>However, there were considerable concerns around the size and location of the Therapy room. There are concerns over the size and height of the therapy room and how the room will be used.</p> <p>Also, if planning goes ahead DPC feel very strongly that all construction vehicles <u>must</u> be parked off road and not on Chatter Ally.</p> <p><b>It was resolved that DPC should OBJECT to the application due to concerns over the size and location of the therapy room. Including concerns over the materials used. DPC should state that it agrees in principle with the conversion of the property and the construction of a therapy room, provided that there is no conflict with the DNP and Conservation Area. The point on off-road construction parking would be made strongly in the response.</b></p> <p><b>Proposed AS, Seconded AF, all in favour.</b></p> <p><b>Action:</b> Cllr Simonds to draft Objection for Clerk to submit.</p>
23/044	<p><b>To update members on any new planning consultations, appeals and enforcements</b></p> <p><u>23/00979/FUL Land adjacent to Black Barn House</u></p> <p>Erection of agricultural barn and alteration to existing barn. This application is an alternative to a partially implemented application which was approved in 2012 (09/00581/FUL).</p>



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	<p>Cllr Simmonds outlined the application to build a new barn. The need for the second barn seems justified and a location closer to the herd is sensible and the overall scale of the facility was approved under the 2011 approval and the proposed construction is sympathetic to the site.</p> <p>However, the new barn site is in the listed park and close to or in SINC in the park. There is no tree survey or ecological survey supplied. there is no site management plan to protect trees during construction. It would represent further degradation of the park.</p> <p>Concerns have been raised over the future use of the barn, and DPC would like further justification as to why the barn needs to be built in the park as there are no benefits to the Parish as required by the DNP.</p> <p><b>It was resolved that DPC should OBJECT to the application and would like further justification for the barn's location.</b></p> <p><b>Proposed AS, Seconded AF, all in favour.</b></p> <p><b>Action:</b> Cllr Simonds to draft Objection for Clerk to submit.</p>
23/045	<p><b>To update members on Highways</b></p> <p>In Cllr Miles' absence the Chair said that, as far as he was aware, Hampshire Highways have not been to investigate the blocked drain outside Rectory Cottage on Church Lane.</p> <p><b>Action:</b> Cllr Miles to follow up.</p>
23/046	<p><b>To discuss improvements to DPC communications</b></p> <p>The Chair led a discussion on how DPC could improve communications with residents. It was agreed that:</p> <ul style="list-style-type: none"><li>• The preferred method of communications from residents to DPC to raise issues would be by e-mail (or letter) to the Clerk, not by telephone. The link from the website for residents comments had been tested successfully and this passed messages to the Clerk. The Clerks address needs to be added to the website for postal communications.</li><li>• The DPC telephone line on the DPC website is no longer in use and would be removed from the site to avoid confusion.</li><li>• The residents e-mail list contains 50+ residents. DPC would like to expand this list and move to using this as a preferred means of communicating with residents.</li><li>• As we move forward DPC should make greater use of the website to communicate news and updates.</li><li>• The next Newsletter (planned for the Autumn) would be distributed in hard copy. This would also be used to collect more e-mail addresses so that as many future newsletters as possible could be distributed electronically, whilst recognising the need for some hard copies for those without e-mail access.</li></ul>



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	<p>The Chair closed the discussion by saying that improvement to communications would be an incremental process.</p> <p><b>Actions:</b> The Clerk would</p> <ul style="list-style-type: none"><li>• Remove the telephone number from the web site.</li><li>• Add the Clerks address to the website for postal communications.</li><li>• Design a poster for the noticeboards to ask residents to provide their e-mail addresses to the Clerk to expand the existing list. (Cllr Fillis would also circulate this poster on the village WhatsApp group).</li><li>• Get a quote for the required software to enable the website to be updated.</li></ul> <p>Finally, the Chair said that the village WhatsApp group should only be used as a secondary means of passing out factual information. It should not be used to engage in debate on DPC business.</p>
23/047	<p><b>To receive and agree the Asset register.</b></p> <p>It was agreed that the Asset Register needed to be reviewed to bring it up-to-date. This was best done outside the meeting and then brought forward for agreement by DPC members.</p> <p><b>Action:</b> Clerk and Cllr Fillis to review the Asset Register and update.</p>
23/048	<p><b>Finance &amp; Regulatory Matters</b></p> <ul style="list-style-type: none"><li>• <b><u>23/048A</u> – To Approve the Annual Governance and Accountability Report Section 1</b></li></ul> <p><b>It was resolved to approve the AGAR Section 1 subject to a final check of the income and expenditure figures.</b></p> <p><b>Proposed GL, Seconded AF, all in favour</b></p> <p><b>(Afternote:</b> The figures were confirmed)</p> <p><b>Action:</b> Clerk to post the AGAR Section 1 on the website.</p> <ul style="list-style-type: none"><li>• <b><u>23/048B</u> - To Approve the Annual Governance and Accountability Report Section 2</b></li></ul> <p><b>It was resolved to approve the AGAR Section 2 subject to a final check of the income and expenditure figures.</b></p> <p><b>Proposed GL, Seconded AF, all in favour</b></p> <p><b>(Afternote:</b> The figures were confirmed)</p> <p><b>Action:</b> Clerk to post the AGAR Section 2 on the website.</p> <ul style="list-style-type: none"><li>• <b>To consider financial &amp; regulatory matters and approve monthly accounts and payments.</b></li></ul> <p>The Bank reconciliation – shows bank balance at Unity Trust at end of June, £23,683.79 following payments approved at the last meeting held in May.</p>



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- **To consider actions to be taken as a result of the internal audit and approve internal audit report.**

The internal audit did not raise any actions.

- **To confirm the dates of the period for the exercise of public rights as being from 19<sup>th</sup> June to 28<sup>th</sup> July.**

The Dates to commence from Thursday 19<sup>th</sup> June until 28<sup>th</sup> July inclusive a total of 30 working days.

**Proposed GL, Seonded AF, all in favour.**

**Action:** Clerk to post on website and noticeboard

- **To approve payment of year 2 of 3-year insurance cover with Came and Co**

Insurance is provided by Gallagher group of which C&C are a part. It was agreed in 2022 to sign up for 3 year deal with Hiscox Insurance at a premium of £686.64, In 2023 the amount is £702.15

A difference of £15.51 - £13.85 increase in premium and £1.66 in insurance premium tax.

This is because the rate is what is fixed, if the sums insured remain how they were last year then the price would remain as was. the premium slightly changes due to amendments in the sums insured, Hiscox insurance index link the figures yearly.

**Approved GL, Seonded AF all in favour.**

- **To approve partner contributions for the Basingstoke Canal for 2023/2024.**

**Approved GL, Seonded As all in favour.**

- **To approve councillor Simonds attendance at - Making the Planning System work for local councils NALC course £65**

**Approved AF, Seonded GL all in favour.**

- **To approve Halc Bronze member ship - £198**

**Approved GL, Seonded As all in favour.**

- **To approve the use of the DPC credit card by the clerk of up to £100 a month and make the necessary amendments to finical regulations.**

In discussion it was agreed that if the Clerk needs to spend over £100 that this must be approved by 3 councillors over email.

**Approved GL, Seonded AF all in favour.**

**Action:** Cllr Fillis to amend the Financial regulations and bring forward for DPC agreement.



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	<ul style="list-style-type: none"> <li>To approve payment to the Clerk to be made via standing order for the total amount of £416 on the 25<sup>th</sup> of every month for the remainder of financial year 23/24</li> </ul> <p>Approved GL, Seonded AF, all in favour.</p>
23/049	<p><b>Correspondence Received</b></p> <p>None Received</p>
23/050	<p><b>Information Sharing</b></p> <p>None to share</p>
23/051	<p><b>Dates of future meetings 2023</b></p> <p>Monday 10<sup>th</sup> July</p> <p>August – no meeting</p> <p>Monday 11<sup>th</sup> September</p> <p>Monday 9<sup>th</sup> October</p>

Meeting closed at 9pm

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		



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

## REGISTER OF OPEN ACTIONS

Meeting	Action	By	Update as at June Meeting
May	To Update Standing Orders as agreed at Meeting	Clerk	Ongoing
May	To Chase lawyers on search progress for Pilcot Green North	Clerk	Ongoing
May	Payment to be made to Horticultural Society	Clerk	Ongoing
June	Investigate Footpath 1 – initial stretch reported as overgrown	Cllr Fillis	
June	Object to Planning App 23/00982/HOU - Whispers	Cllr Simonds / Clerk	
June	Object to Planning App 23/00979/FUL – Black Barn House	Cllr Simonds/ Clerk	
June	To follow up Hampshire Highways plan to investigate the blocked drain outside Rectory Cottage, Church Lane	Cllr Miles	
June	Communications: <ul style="list-style-type: none"> <li>• To remove DPC telephone number from web site</li> <li>• Add clerks address to web site</li> <li>• Design a poster for notice boards re e-mail communications</li> <li>• Circulate poster on Whatsapp</li> <li>• Get quote for software to enable website to be updated</li> </ul>	Clerk	
June	Review Asset Register	Cllr Fillis / Clerk	
June	Post on website – AGAR 1&2	Clerk	
June	Post public rights dates on web site and notice boards	Clerk	
June	Amend Financial regulations to reflect use of credit card	Cllr Fillis	