



NORTH WALTHAM PARISH COUNCIL

Chairman: Mr Geoff Chapman

Clerk: Mrs Rosemary Coulter
6 Longfield Close, North Waltham, Basingstoke, Hampshire, RG25 2EL
Tel: 01256 397188, Email: clerk@northwaltham.info

To: Members of North Waltham Parish Council

You are hereby summoned to attend the Ordinary Meeting of North Waltham Parish Council on **Tuesday 16th June 2020**, at **7.30pm** to be held **online** via **Zoom**

**For information: Oakley & North Waltham Ward Councillors, Basingstoke & Deane Borough Council
Hampshire County Councillor**

This meeting is held under regulations set out in The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020

All Parish Councillors will be sent an invitation to the meeting via email. To join the meeting, please click on the link in the email and insert the meeting ID and passcode as appropriate

Members of the public and press, Borough and County Councillors should contact the Clerk to request an invitation to the meeting if they wish to attend. Contact details are available at the top of this page.

AGENDA

Welcome and introduction by the Chairman

**021/FC/
03/20-21**

Apologies for absence

**022/FC/
03/20-21**

Declarations of Interest – arising from this agenda, members are invited to declare any relevant interests. Notwithstanding this item, members may subsequently declare an interest at any point during the meeting.

**023/FC/
03/20-21**

Meeting open to the Public – the meeting will allow questions and comments from members of the public. (10 mins)

**024/FC/
03/20-21**

Minutes – to approve the accuracy of the minutes, already circulated, of the

- Ordinary Meeting held on 19th May 2020
- Additional Meeting held on 10th June 2020

Documents are available to view at <https://www.northwaltham.net/parish-council/meetings/>

**025/FC/
03/20-21**

Action Plan and Outcomes following the meeting held on 19th May 2020 (see appendix 1)

- To receive an updated action plan with current position of outcomes
- To discuss any issues arising from the Action Plan not on the agenda

**026/FC/
03/20-21**

Audit – to receive, consider and approve the Annual Governance and Accountability Return (AGAR) 2018/19, as follows:

- (a) • To receive and consider the Internal Audit Report dated 03.06.19
- (b) • To consider, approve and sign the Certificate of Exemption (AGAR 2018/19 Part 2)
- (c) • To consider, approve and sign the Annual Governance Statement 2018/19 (AGAR)
- (d) • To consider, approve and sign the Accounting Statements 2018/19

**027/FC/
03/20-21**

Village Pond - to receive an update on the current situation and determine a plan going forward

- 028/FC/
03/20-21** **Travel Speed and Safety**
- To receive an update on the current situation
 - To consider setting up a Working Group to address issues of traffic, speeding and safety
- 029/FC/
03/20-21** **Neighbourhood Plan Update** - to receive an update from the Neighbourhood Plan (NP) Group
- 030/FC/
03/20-21** **Current Planning Applications** – see Appendix 2
- to note the current planning applications received from BDBC
- Documents can be viewed at <https://planning.basingstoke.gov.uk/online-applications/>
- 031/FC/
03/20-21** **Planning Compliance Issues** – to receive an update on
- Planning application 17/02849/OUT Land at OS ref 456378 145890 Fox Lane, North Waltham
 - Planning application 18/00460/FUL Highfield, Church Road, North Waltham RG25 2BL
- 032/FC/
03/20-21** **Finance**
- (a) **Receipts and payments** – see Payments Schedule (Appendix 3)
- To acknowledge receipt of payments made to the Parish Council
 - To acknowledge payment of standing orders and direct debits
 - To acknowledge Multipay card payments made since last statement dated 4th May 2020
 - To approve payments
- (b) **Bank Balance** - to receive the current bank balances
- 033/FC/
03/20-21** **Village Maintenance Matters** – to receive an update on
- (a) • Fence along St Michael's Green / Church Road
- (b) • Footpaths
- (c) • Telephone box
- (d) • Lengthsman
- (e) • Other miscellaneous issue
- 034/FC/
03/20-21** **Highways** – to receive and update on
- (a) • Traffic issues around North Waltham Primary School
- (b) • Finger signpost at junction of Popham Lane / Fox Lane
- (c) • Reflective bollards near the junction of Steventon Road / Mary Lane
- (d) • Accident site at junction of A33 / A30 Stockbridge Road
- (e) • Other miscellaneous issues
- 035/FC/
03/20-21** **Correspondence** – see Appendix 4
- to acknowledge correspondence received since the meeting on 19th May 2020 (as per Correspondence Received Schedule dated 19th May – 10th June 2020)
 - to receive any correspondence received since 10th June 2020
 - to discuss any issues arising from correspondence
- 036/FC/
03/20-21** **Councillors Announcements**
- 037/FC/
03/20-21** **Items for insertion in the Parish Magazine** (deadline 6.00pm on Tuesday 23rd June 2020)
- 038/FC/
03/20-21** **Date of Next Meeting** - to confirm the next monthly meeting will be held on **Tuesday 16th June 2020** at **7.30pm** either **online** or in the **Rathbone Pavilion, North Waltham**, depending on Government guidelines

Signed:

Clerk to North Waltham Parish Council

APPENDIX 1

Item 025/FC/03/20-21

ACTION PLAN & OUTCOMES FOLLOWING PARISH COUNCIL MEETING HELD ON 19th MAY 2020

PREPARED BY: Rosemary Coulter, Clerk to North Waltham Parish Council

UPDATED:

MINUTE REF	ACTION	RESPONSIBILITY	OUTCOME / COMMENTS
006/FC/02/20-21 Community Right to Bid	<ul style="list-style-type: none"> Complete registration form and forward to Clerk Clerk to complete form with PC details and send to BDBC JW to investigate model used elsewhere and forward to members of the public 	Members of the public Clerk JW	
006/FC/02/20-21 The Village Pond	<ul style="list-style-type: none"> Ask local resident, who initially contacted PC, for his advice regarding this treatment and possible testing. Arrange a socially distant meeting at the pond to get a better view with resident(s) and inform other Parish Councillors who may like to attend. Investigate possible sources of expert knowledge. Ask Garden Club if they have any plants for sale that would be suitable for planting around the pond. 	GC GC Clerk Clerk	
007/FC/02/20-21 Risk Assessment	<ul style="list-style-type: none"> Contact local electrician and ask to fit housing in telephone box and check electrical supply. Follow-up request for quotation for suitable signage to be positioned on waste bin near the pond. 	Clerk Clerk	
007/FC/02/20-21 3-5 Year Plan	<ul style="list-style-type: none"> Review letter from HCC and draft response. Inform residents of HCC's response in the next edition of the Parish Magazine. 	GC Clerk	
007/FC/02/20-21 Travel Issues around North Waltham Primary School	<ul style="list-style-type: none"> Contact HCC and request them to go ahead with costings for road markings on Church road and extended bus bay, but not for flashing amber lights. Request HCC to replace faded signage. 	Clerk Clerk	
007/FC/02/20-21 Roads - Signpost	<ul style="list-style-type: none"> Contact Rotherwick and Steventon PC's to compare their costs for recently installed signposts. 	Clerk	
007/FC/02/20-21 Roads - Bollards	<ul style="list-style-type: none"> Fit when social distancing regulations allow. 	GC	

007/FC/02/20-21 Accident site at junction of A33 / A30	<ul style="list-style-type: none"> Follow-up/chase with HCC when planned work will be undertaken. 	Clerk	
007/FC/02/20-21 St Michael's Green	<ul style="list-style-type: none"> Obtain quotations for replacing fence along St Michael's Green / Church Road. 	Clerk	
007/FC/02/20-21 Telephone box	<ul style="list-style-type: none"> Obtain quotation for renovation of telephone box. 	Clerk	
007/FC/02/20-21 Footpath 5 alongside Westgate Dairy	<ul style="list-style-type: none"> Contact landowner for written confirmation of permission to remove gate and update of action taken. Re-assess gate and ensure safe in the meantime. 	Clerk GC	
007/FC/02/20-21 Public Rights of Way – priority cutting list	<ul style="list-style-type: none"> Contact residents identified and request help to clear vegetation along footpaths. Ensure footpath clearance is priority for Lengthsman visit on 17th June and 9th September. 	Clerk Clerk	
010/FC/02/20-21 Planning Applications	<ul style="list-style-type: none"> Respond to BDBC re 20/00221/FUL 	Clerk	
011/FC/02/20-21 Finance (a) Payments	<ul style="list-style-type: none"> Arrange payment via bank transfer. 	Clerk / GC / JM	
011/FC/02/20-21 Finance (b) Bank Balances	<ul style="list-style-type: none"> Investigate savings A/C's with better interest, including NS&I, and report back at next meeting 	Clerk	
014/FC/02/20-21 Parish Magazine	<ul style="list-style-type: none"> Write and submit article for Parish Magazine. 	Clerk	

APPENDIX 2

Item 030/FC/03/20-21 Current Planning Applications:

B/F	18/03188/HSE	The White Cottage, Popham Lane, North Waltham RG25 2BD Erection of two storey side and rear extension with demolition of one outbuilding Amended plans submitted 19.02.19	Undecided
B/F	19/02018/FUL	Village Farm Bungalows, Steventon Road, North Waltham RG25 2DD Erection of 2 no. 3 bed houses following demolition of existing bungalows including associated works (part retrospective)	Undecided
B/F	19/02422/FUL	Land at OS Ref 456743 145562, Popham Lane, North Waltham Erection of 7 no. dwellings; with associated parking, turning, landscaping, and private amenity space. Creation of new access point out onto Popham Lane	Undecided
B/F	19/02900/FUL	Towns End Cottage, Maidenthorne Lane, North Waltham RG25 2DD Erection of a single storey lifetime dwelling	Undecided
B/F	19/03232/FUL	Land adjacent The Old Hall, Popham Lane, North Waltham Erection of 6 no. dwellings including associated parking and landscaping and creation of new access onto Popham Lane	Undecided
B/F	20/00094/HSE	2 Yew Tree Cottages, Yew Tree Road, North Waltham RG25 2DA Erection of single storey rear extension	Undecided
B/F	20/00221/FUL	Old School House, Mary Lane, North Waltham RG25 2BY Erection of detached dwelling including parking provision for existing and proposed dwelling Amendment – amended plans to reduce the scale of the development and to alter the position of the dwelling. An amended tree report was submitted to reflect the revised layout	Undecided
B/F	20/00670/HSE	Towns End Cottage, Maidenthorne Lane, North Waltham RG25 2DD Erection of two storey side and rear extensions	Undecided
B/F	20/00749/PIP	Land north of Ramsholt Close and east of Mary Lane, North Waltham Minor residential housing development of up to 9 new dwelling houses	Undecided
B/F	20/00750/PIP	Land at Westside Dairy, Steventon Road, North Waltham RG25 2BT Application for Permission in Principle for residential development of up to 6 dwellings	Undecided
B/F	20/00540/ROC	Land at the Wheatsheaf Garage, Popham Lane, North Waltham Variation of condition 1 of 17/03470/OUT to amend plans for minor amendments to Plots 5 & 6, amended car parking, bin store and landscaping	Undecided
NEW	20/01255/TDC	Land at OS grid ref 455998 146067, St Michael's Close, North Waltham Technical Details Consent for the erection of 2 no. dwellings with associated access, garaging, parking and landscaping, pursuant to Permission in Principle approval reference 19/01954/PIP for up to 4 no. dwellings	Undecided
NEW	T/00177/20 TCA	5 Cuckoo Close, North Waltham, RG25 2BJ Application for works to trees growing in a conservation area Proposal: 2 Silver Birch trees in the front garden: trim crown to give no more than a 2m clearance from overhead services	Undecided
NEW	T/00210/20/TCA	Walnut Cottage, Yew Tree Road, North Waltham Application for works to trees growing in a conservation area Proposal: 3 Silver Birch: fell	Undecided

Full details of these planning applications are available to view on the Basingstoke & Deane Borough Council website at <https://planning.basingstoke.gov.uk/online-applications/>

APPENDIX 3**Item 032/FC/03/20-21 (a)****Finance****(a) Receipts and Payment**

To acknowledge the receipt of payments made to the Parish Council.

DATE	RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL
02.06.20	HMRC	Refund on VAT 01.04.19 – 31.03.20	£418.49	£418.49

To acknowledge the payment of standing orders, direct debits and charges since last meeting (19.05.20)

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
28.05.20	Clerk	Salary (£9.96 x 35hrs) (May 2020) Home working allowance (May 2020)	£348.60 £ 18.00	£366.60
16.06.20 (TBC)	Lloyds Bank plc	Zoom – monthly charge Monthly fee	£ 14.39 £ 3.00	£ 17.39

To acknowledge the Multipay card payments made since last statement dated 2nd June 2020

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
	None			

To approve the following payments

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
28.05.20	Do the Numbers Ltd	Invoice 12/997 Internal Audit review for year ended 31.03.20	£190.00	£190.00

APPENDIX 4**Item 035/FC/03/20-21****CORRESPONDENCE RECEIVED between 19th May - 10th June 2020**

All correspondence is circulated to Parish Councillors unless otherwise stated below.

Correspondence from BDBC

- 20.05.20 BDBC Mayor Making 19 May 2020
- 21.05.20 Planning Application – 20/01255/TDC
- 21.05.20 Councillors Briefing – bulky waste and garden waste services to resume
- 22.05.20 Councillors Briefing – small business discretionary grants scheme, Covid-19 financial impact update, Head of Financial Services, Community Hub update and Household Waste Recycling Centres to stay open longer
- 26.05.20 Planning Application - tree work consultations, ref: T/00177/20/TCA
- 27.05.20 Councillors Briefing – reassuring patrols continue across the Borough, central car park now open following improvements, new ticket machines at the Malls, Stagecoach to increase some bus service levels and Mayor's first virtual public meeting
- 28.05.20 Planning Application - tree Work consultation ref: T/00210/20/TCA
- 28.05.20 Councillors Briefing – grass cutting during the pandemic and work underway on safe re-opening of Basingstoke town centre
- 29.05.20 Message from the Mayor – 2nd year as Mayor
- 29.05.20 Appeal notification letter for land at OS ref 456378 145890 Fox Lane, North Waltham
- 29.05.20 Councillors Briefing – Government pandemic advice – 28 May
- 01.06.20 Councillors Briefing – Government guidance updated on shielding and social distancing, engagement launched on future health services and small business discretionary grants scheme
- 02.06.20 Councillors Briefing – Volunteers Week 2020 and Basingstoke Neighbourhood Care receives Queen's Award
- 04.06.20 Councillors Briefing – Manydown development planning application due for virtual committee, garden waste start date confirmed and skateparks re-opened
- 09.06.20 Councillors Briefing – joint statement on the death of George Floyd, Borough's shopping areas set to open next week and Household Waste Recycling Centre bookings

Correspondence from HCC

- 22.05.20 Parish News – May 2020
- 03.06.20 Social distance signage and stencils at bus stops
- 08.06.20 Your Hampshire – the latest from Hampshire County Council

Correspondence from HALC

- 20.05.20 Covid-19 update
- 26.05.20 Training – new Clerk's training course (*not circulated – not relevant*)
- 05.06.20 Weekly updates and information

Other correspondence

- 22.05.20 Funding Bulletin produced by Basingstoke Voluntary Action (*cc to NW Covid-19 Support Group*)
- 26.05.20 email from developer regarding planning application for St Michael's Close, North Waltham
- 28.05.20 Do the Numbers Ltd – Internal Audit complete
- 29.05.20 South East Water request – the importance of saving water (*cc Editor, Parish Magazine*)

Newsletters

- 25.05.20 Business in Basingstoke – Coronavirus (Covid-19) – Small Business Discretionary Grants Scheme
- 27.05.20 Rural Services Network – The Rural Bulletin
- 02.06.20 Business in Basingstoke Bulletin – Coronavirus (Covid-19) advice and help – update 6
- 02.06.20 Rural Services Network – The Rural Bulletin
- 03.06.20 Rural Services Network – Rural Funding Digest - June 2020
- 09.06.20 Rural Services Network – The Rural Bulletin

Useful services (*marketing emails are not circulated but details recorded for future use*)

- 21.05.20 Fabrication North East – marketing email
- 21.05.20 Zurich Insurance – marketing email
- 28.05.20 Playforce Ltd – helping to get your play area safe to reopen – marketing email (*forwarded to the Village Trust*)
- 28.05.20 Glasdon UK – prepare your premises for PPE waste management – marketing email (*forwarded to the Village Trust*)
- 28.05.20 TWM Traffic Control Systems – Covid-19 speeding impact – marketing email
- 01.06.20 Skipsearch – fly-tipping removal service – marketing email
- 01.06.20 Council Space – websites for local councils – marketing email
- 02.06.20 Glasdon – outdoor seating solutions – marketing email
- 02.06.20 Kremer Signs – desk shields and social distancing signs – marketing email
- 05.06.20 Zoom – annual subscription – marketing email
- 09.06.20 Primary Care Supplies – online infection control training – marketing email (*forwarded to the Village Trust*)