

## MINUTES OF PARISH COUNCIL ORDINARY MEETING

Tuesday 19<sup>th</sup> May 2020 at 7:30pm held remotely via Zoom

### Councillors Present:

Cllr Geoff Chapman (GC) (Chairman), Cllr Judith McGinley (JM), Cllr David James (DJ), Cllr Bill Preston (BP), Cllr Pater Waggett (PW), Cllr Gary Whiteside (GW), Cllr Jan Woodfin (JW), Borough Cllr Hannah Golding (HG) and Rosemary Coulter (Clerk)

### Actions for

001/FC/  
02/20-21

**Apologies for Absence:** Mayor Diane Taylor, Borough Cllr Stuart Frost, Basingstoke & Deane Borough Council (BDBC)

002/FC/  
02/20-21

### Declarations of Interest:

Cllr James declared an interest in the planning application 20/00221/FUL as he is a neighbour of the proposed application.

003/FC/  
02/20-21

### Meeting open to the Public:

4 members of the public attended the meeting regarding item 006/FC/02/20-21 and to discuss issues about the pond.

004/FC/  
02/20-21

### Minutes:

The minutes of the following meetings were accepted as a correct record.

- Ordinary meeting held on 18<sup>th</sup> February 2020
- Additional meeting held on 13<sup>th</sup> February 2020
- Additional meeting held on 4<sup>th</sup> March 2020 DJ didn't attend
- Plan to ensure the continuity of North Waltham Parish Council services during the Coronavirus Covid-19 outbreak, provisionally agreed on 17<sup>th</sup> March 2020.

The minutes will be signed by the Chairman outside of the meeting maintaining social distancing.

005/FC/  
02/20-21

### Meetings during Coronavirus Lockdown

Current regulations<sup>1</sup> allow the Parish Council (PC) to conduct meetings remotely, hence tonight's meeting. Under the Parish Councils plan to manage services during this time, the Chairman and Clerk decided to use Zoom Pro for this purpose and took the decision to subscribe.

The Parish Council are also not required to hold an Annual Meeting of Council during May 2020.<sup>2</sup> It was generally felt that the Annual Meeting should be postponed until next year. The Chairman, Vice-Chairman and members with specific roles agreed to remain in those posts until the next Annual Meeting. It was agreed to continue using Zoom for meetings until meeting in person can resume.

**Resolution:** To postpone the Annual Meeting of Council until May 2021 and that current appointments will continue until the next Annual Meeting.  
Agreed unanimously.

006/FC/  
02/20-21

### Community Right to Bid

The Parish Council have received a request from local residents to register the Fox Pub, North Waltham, on the BDBC Assets of Community Value registered list, under the Community Right to Bid.

Community Right to Bid gives communities a right to identify a building or other land that they believe to be of importance to their community's social well-being. The community can have a building or land added to the list of Assets of Community Value and if it comes up for sale there is a six-month window to allow the community to prepare their bid. The property in question is then sold on the open market and no preference is given to the community bid.

Issues raised:

- Only community groups, such as Parish Councils, can put forward nominations. Members of the public attending the meeting asked the PC if it would be willing to make this application for the Fox pub.

<sup>1</sup> The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020

<sup>2</sup> S7 of Schedule 12 of LGA 1972 is DISAPPLIED under current regulations

- The PC are aware of the process and have read the information provided on the BDBC website.
- Question: As the application takes time, is it too late for the Fox pub as it is already on the market? Possibly, for this sale. However, if it is sold and remains a pub, this situation may arise again in the future and it would be good to be prepared. However, in the current situation, the sale of the pub may take some time.
- Members of the public stated that they do not know how the community feel about purchasing the pub but know that there has been some interest expressed. They feel it would be worth applying to list the pub anyway.
- Question: Would the PC have any commitment after the pub was listed? – No, not unless it chose to become involved in the purchase process. The PC could, however, provide a mechanism for community engagement.
- JW reported that her son has been involved in the purchase of a local pub and has a model which may be useful.
- The PC agreed that, given the pub's value to the village, it would be happy to apply to have the Fox pub added to the Assets of Community Value register. There would be no commitment from the PC to be involved after registration.

**Resolution:** To nominate the Fox Pub, North Waltham, as an Asset of Community Value.  
Agreed unanimously

**ACTION:**

- 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

MoP's  
Clerk  
JW

**The Village Pond**

GC has been approached by local residents wishing to undertake work to the pond and circulated an email to all Parish Councillors in advance of the meeting. A second email outlined indicative costs for the PC.

The pond is a natural pond, which is clay lined with a plastic liner on top.

The proposal is to put clay around the pond, contained within netting, and then grow grass over the top to make the edges of the pond more aesthetically pleasing. Some clay has been donated to a local resident for the community. The work has not commenced as the residents concerned wanted to ensure the PC agreed to this work being undertaken.

There is insufficient donated clay to go completely around the pond. Indicative costs include turf for the whole pond, but turf would only be required for the parts treated with clay and, therefore, costs would be less than estimated (possibly one third of estimate).

Issues raised:

- When this treatment was investigated in the past, a specific type of clay (puddling clay) was required. Is the donated clay the correct type? No clear answer was available.
- If the donated clay is used, can we be sure it will stay where it is put? Concerns were expressed that when the water level rises, the clay will slip into the pond adding to the existing pond silt. It was suggested that the clay is applied to a trial area to assess and then using the remaining clay if it works. This could be assessed over the Summer when it rains. However, concern was expressed that the trial would need to be longer to account for when the pond floods during heavy rain periods in the Autumn and Winter and the surrounding land remains sodden over time.
- Concern was expressed that there was no proper testing or risk assessment and no expert knowledge of managing natural ponds.
- Now is the right time to undertake this treatment to allow the grass to grow over the clay. Concern was expressed that grass is unlikely to grow on pure clay.
- Before going ahead, the PC need to be sure this is the correct treatment for the pond. Although the PC commends attempts by residents to improve the pond, it feels it needs more advice and research before using this treatment. An error at this stage could be costly in terms of de-silting the pond of excess clay.

**ACTION:**

- 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

The Parish Council received the Clerk's Report providing an update on work carried out since the Coronavirus lockdown and current position of current projects. An updated Action Plan and Outcomes following the meeting held on 18<sup>th</sup> February 2020 is included.

Issues arising from the report

### RISK ASSESSMENT

The flotation aid and housing have been received and are currently in storage due to lockdown.

#### ACTION:

- 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

### 3-5 YEAR PLAN – 20mph Speed Limit

Councillors were unhappy with response from HCC stating that a 20mph speed limit for North Waltham would not be considered and felt that they needed to pursue this further. HG suggested using any available evidence, e.g. from speed indicator devices, Community Speed Watch, etc. However, it was felt that evidence gained from these devices was often inaccurate and Community Speed Watch is struggling to get volunteers.

#### ACTION:

- Review letter from HCC and draft response.
- Inform residents of HCC's response in the next edition of the Parish Magazine.

GC  
Clerk

### TRAFFIC ISSUES AROUND NORTH WALTHAM SCHOOL

Concerns expressed at the February meeting were forwarded to Hampshire County Council (HCC). They responded stating that:

- The extended zig zags can be removed from the proposal, but they recommend keeping the extended bus bay.
- HCC will look to replace faded signage on a like for like basis.
- North Waltham is not a site being considered for a 20mph speed limit.
- The '20 is Plenty' initiative ceased several years ago. Schools can now consider an advisory 20mph speed limit in association with school flashing amber lights.
- The costs of providing flashing amber lights and signage is typically £4 - £5k, which the PC previously thought too costly.

HCC have recently been in touch to say that although the Coronavirus outbreak is leading to a backlog of work, design work is continuing.

#### ACTION:

- 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

### ROADS - Signpost – Fox Lane/Popham Lane

A revised quote for the signpost with 3 arms was received from HCC for £2,300 + VAT. HCC have since been in touch to say that although the Coronavirus outbreak is leading to a backlog of work, design work is continuing. They asked if the PC would like to go ahead with the provision of the signpost, stating that if the order is confirmed soon, the momentum can be maintained and there is a better chance of delivery during this financial year.

The budget for village maintenance during 2020-21 is £3,000, planned to replace the signpost, replace the fence along St Michael's Green and any other miscellaneous issues that may arise. However, the PC have funds in the general reserves following an underspend in 2019-20, which could be used.

Issues raised:

- These traditional signposts are part of the culture of Hampshire villages.
- How do we know this is value for money? Should we get other quotes? As this is being done under Community Funded Initiatives with HCC, who are the highways authority and undertake the design, purchase and installation work, this should be value for money.

#### ACTION:

- Contact Rotherwick and Steventon PC's to compare their costs for recently installed signposts.

Clerk

### ROADS – Bollards near junction of Mary Lane and Steventon Road

These have been delivered and are in storage.

**ACTION:** Fit when social distancing regulations allow.

GC

### ACCIDENT SITE AT JUNCTION OF A30/A33

No further work seems to have been undertaken at this junction.

**ACTION:** Follow-up/chase with HCC.

Clerk

**ST MICHAEL'S GREEN**

**ACTION:** Obtain quotations for replacing fence along St Michael's Green / Church Road.

Clerk

**TELEPHONE BOX**

**ACTION:** Obtain quotation for renovation of telephone box.

Clerk

**FOOTPATHS - Kissing gate on footpath 5 alongside Westside Dairy**

A telephone message was received from the landowner following the PC's request to repair the kissing gate. He stated that there were now no cattle on the farm and if the PC wished to remove the kissing gate, he was happy for us to do so. He stated that he would ask his secretary to contact HCC Countryside Services regarding advice/grants to replace the kissing gates.

The gate concerned has now fallen over and although access through the gate is possible, there is barbed wire around it. The PC was concerned that verbal permission had not been confirmed in writing and it is not apparent that any further action has been taken by the landowner.

**ACTION:**

- 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

**FOOTPATHS – Public Rights of Way (PRoW) Priority Cutting List**

Hampshire Countryside Service has sent an email stating that the contract for this work will not now be awarded to a new contractor, due to the Covid-19 outbreak and lockdown. They have asked PC's to let them know if the PC has means of maintaining their PRoW's in other ways during 2020, eg. by using the Lengthsman, independent contractors and/or volunteers.

Two local residents were identified as potential volunteers to help clear vegetation along footpaths and have the required equipment. It was suggested that the PC ask them to help this Summer. It was also decided that clearing footpaths would be a priority for the Lengthsman.

**ACTION:**

- Contact residents identified and request help to clear vegetation along footpaths.
- Ensure footpath clearance is priority for Lengthsman visit on 17<sup>th</sup> June and 9<sup>th</sup> September.

Clerk

Clerk

008/FC/  
02/20-21**Insurance**

The annual renewal documents have been received from BHIB Insurance. These are based on information given to the insurers at the start of the policy in May/June 2019 and as there have been no changes to the way the Parish Council operates, the insurance documents are as they were in 2019-20. NWPC took out a 3-year agreement with BHIB commencing 1<sup>st</sup> June 2019. The cost of insurance for 2020-21 is £429.28 (Budget £434.00 to allow for inflation) The cost of insurance for 2019-20 was £422.52

**Resolution:** To continue insurance cover with Aviva Insurance via BHIB Insurance Brokers for 2020-21.

Agreed unanimously

009/FC/  
02/20-21**Neighbourhood Plan (NP) Update**

During lockdown, Parish Councillors were asked to consider whether to appoint Oneil Homer as consultants to deliver the North Waltham Neighbourhood Plan and whether to apply for a grant of £9,000.00 to ensure delivery of the Plan. Parish Councillors voted via email to approve this. The Parish Council agreed to ratify this decision.

The NP Group feel they have done as much work as they are able to and are now looking to get consultants to put the final plan together. Oneil Homer, consultants, have worked for a number of years in the area, done most of the conservation plans for BDBC and have worked with Dogmersfield PC and Burghclere PC on their NP's. GC has spoken with both parishes and they were more than happy with the working relationship and outcome. GC had a conversation with Oneil Homer last week and talked through the current situation and progress to date. Oneil Homer are drafting a quotation, likely to be in the region of £17000.

North Waltham's NP is an allocating plan, in that it will be allocating site(s) for development. All NP's are eligible for a basic grant of up to £9,000 but an allocating plan is eligible to apply for a supplementary grant which would take that up to approximately £17,000.

GC has registered an expression of interest for a grant of £9,000 but is awaiting the quotation before the application can be completed. Once the consultants are appointed, the process to complete the NP can be speeded up.

The NP Group feel a need to push on with the NP due to the lack of BDBC's 5yr land supply. Timescale – the bulk of the work can be done in 12 months, but the consultation period may extend this.

Concern was expressed that during this period North Waltham remains exposed due to the lack of a 5yr land. However, there is evidence to suggest that the closer the NP is to being finished the more weight it is likely to hold.

**010/FC/** **Current Planning Applications:****02/20-21**

The Parish Council discussed the following amendment to planning application 20/00221/FUL

Location: The Old School House, Mary Lane, North Waltham RG25 2BY

Proposal: Erection of detached dwelling including parking provision for existing and proposed dwelling – amended plans to reduce the scale of the development and alter the position of the dwelling. An amended Tree Report was also submitted to reflect the revised layout.

The PC felt that the comments made to the original application are still valid and, based on the revised plans, the PC had no further comments.

**ACTION:** Respond to Basingstoke and Deane Borough Council (BDBC).

Clerk

Council noted the current planning applications to BDBC (appendix 2).

**011/FC/**  
**02/20-21****Finance****(a)****Financial Receipts** (appendix 3)

- Council acknowledged receipts of payments to the Parish Council, being 50% of the precept for 2020-21 and the grass cutting grant from BDBC; and interest on the deposit A/C.

**Financial Payments** (appendix 3)

- Council acknowledged payment of the standing orders and direct debits since the last meeting on 18<sup>th</sup> February 2020.
- Council acknowledged Multipay card payments made since the last statement dated 4<sup>th</sup> May 2020.
- There were four invoices requiring approval for payment.

**Resolution:** To pay the North Waltham Village Trust – £150.00 for hire of venue  
Proposed by GC, seconded by JM and agreed unanimously

**Resolution:** To pay HALC – INV3825 £332.62 for HALC affiliation fees and NALC levy -  
Proposed by GC, seconded by JM and agreed unanimously

**Resolution:** To pay North Waltham Village Trust - £2,036.00 as grass cutting grant  
Proposed by GC, seconded by JM and agreed unanimously

**Resolution:** To pay BHIB Ltd – £429.28 insurance premium  
Proposed by GC, seconded by JM and agreed unanimously

**ACTION:** Arrange payment via bank transfer.

Clerk

- There were five payments made under the Plan to ensure the continuity of North Waltham Parish Council Services during the Coronavirus outbreak.

**Resolution:** To ratify the following payments

- RP Gardening - £1,335.60
- Parkhouse Roofing - £183.60
- Yew Tree Landscapes and Tree Care - £1,020.00
- Glasdon UK - £359.22
- Zoom - £14.39 monthly fee

Proposed by GC, seconded by JM and agreed unanimously.

**(b)****Bank Balances**

- Current account balance as at 19.05.20 - £10,543.79
- Deposit account balance as at 19.05.20 - £28,846.95
- The bank reconciliation for 2019-20 quarter 4 to 31<sup>st</sup> March 2020 was presented to the Parish Council. JM confirmed that she has checked this against the relevant bank statements prior to the meeting

The PC have recently received a letter from Unity Trust Bank stating the saving A/C interest rate will reduce to 0%. A discussion followed about whether to look for an alternative.

NS&I currently have 1% on an account but it is not clear as to whether PC's can use these.

**ACTION:** Investigate savings A/C's with better interest, including NS&I, and report back at next meeting.

Clerk

**(c)****Budget Review**

The budget review for 2019-20 quarter 4 as at 31<sup>st</sup> March 2020 was presented to the Parish Council.

No questions of issues were raised.

**012/FC/ Correspondence**

**02/20-21**

- Schedule of Correspondence dated 13<sup>th</sup> May 2020 – see Appendix 5.
- Correspondence received since 13<sup>th</sup> May 2020 – see Appendix 5.

No questions or issues were raised.

**013/FC/ Councillors Announcements**

**02/20-21**

Borough Cllr SF was unable to join the meeting due to problems with his internet connection.

He raised the following issues via the Chairman

- Household Waste Recycling Centres have re-opened.
- Current refuse collection schedule is a temporary measure and BDBC are already having discussions about getting back to the original pattern.
- Borough Council elections have been postponed until 2021.

DJ asked what was planned for the woodland on road towards Steventon. No-one was able to answer this question, but GC stated that this was 'open countryside' and as such, any proposed development would not get approval.

**014/FC/ Items for Parish Magazine**

**02/20-21**

The deadline for the next Parish Magazine is 6.00pm on Tuesday 26<sup>th</sup> May 2020.

The following items should be included:

- Date of next Parish Council meeting
- Planning applications
- Update on the 20mph speed limit and plans to improve safety around North Waltham Primary School.

**ACTION:** Write and submit article for Parish Magazine.

**Clerk**

**015/FC/ Date of Next Meeting**

**02/20-21**

The next Ordinary Meeting will be held on Tuesday 16<sup>th</sup> June 2020 at 7.30pm, via Zoom unless Government guidelines have changed.

The PC confirmed that the published notice of future remote meetings should include an invitation to members of the public and press to contact the Clerk for an invitation and link to join the meeting.

Signed ..... Date .....

**APPENDIX 1**

Item 007/FC/02/20-21

**CLERKS REPORT****Introduction**

This report will be presented to North Waltham Parish Council at the virtual Parish Council meeting to be held on Tuesday 19<sup>th</sup> May 2020 and is intended to update members on work undertaken and actions completed since the last meeting held on 18<sup>th</sup> February 2020.

**Meetings**

The Parish Council meeting planned for 17<sup>th</sup> March 2020 was inquorate. Two members and the Clerk attended this meeting and agreed a 'Plan to ensure the continuity of North Waltham Parish Council Services during the Coronavirus outbreak'. This plan was circulated to members. As no comments or concerns were raised, the plan was implemented.

Following advice from the Government, meetings were no longer permitted and, therefore, the following were postponed:

- Parish Council meeting due to be held on 21<sup>st</sup> April 2020
- Annual Parish Meeting due to be held in April
- Community Coffee and Litter Pick due to be held on 28<sup>th</sup> March.

On 4<sup>th</sup> April 2020, the Government introduced new regulations<sup>3</sup> which

- allowed Parish Councils to hold virtual meetings and 'remote' attendance by members
- disapplied the requirement to hold an Annual Meeting of Council and where appointments are made at an Annual Meeting, such appointments shall continue until the next Annual Meeting or until such time as the Parish Council decides.

The Chairman and Clerk have investigated the various options available to the Parish Council and have decided to use Zoom Pro for virtual meetings for a monthly fee of £14.39. This subscription can be cancelled at any time should it no longer be needed. The next Parish Council meeting, planned for 19<sup>th</sup> May, will take place via Zoom. This meeting will concentrate on key issues to be discussed at the present time.

**Audit**

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 have amended the deadline by which the Annual Governance and Accountability Return (AGAR) should be published to 30<sup>th</sup> September – 30<sup>th</sup> November 2020. Previously, there was a requirement to have a common period for the exercise of public rights to include the first 10 days of July. The Clerk is continuing to work through end of year tasks and prepare for the internal audit, provisionally booked for 28<sup>th</sup> May. Should this go ahead as planned, the Parish Council should be able to sign off the AGAR at the June meeting and publish soon afterwards.

**Correspondence**

Since the lockdown commenced, there has been a huge amount of correspondence which has been read and circulated to councillors where appropriate. A record of correspondence is provided as Appendix 5 of the agenda.

Key pieces of information arising from the correspondence have been communicated to residents via the North Waltham webpage (and Weekly News email), Facebook page, newly created village Whatsapp group and on the notice board.

**North Waltham Covid-19 Support Group**

A group of volunteers in the village have set up a support group for residents who are isolating, shielding and vulnerable. This has been very successful in supporting residents in need and supporting Old Barn Stores in keeping the shop well stocked.

The Support Group approached the Parish Council for help to apply for grants to support their work. However, on further investigation, it was preferable for them to apply for the grants in their own right and to receive funds via a cash card and, therefore, the Parish Council did not apply on their behalf. The Clerk has offered support with publicising information and helping with administrative tasks, such as photocopying if required.

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<sup>3</sup> The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Meetings and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

The Support Group asked the Parish Council if a page could be added to the North Waltham website for Coronavirus and to provide useful information and sources of support. The Chairman of the Parish Council, Geoff Chapman, set this up immediately and continues to keep it updated.

### Planning

There have been five new planning applications received since the meeting on 17<sup>th</sup> March 2020. These were circulated to Parish Councillors, their comments collated and a response made to Basingstoke and Dean Borough Council. (See item 010/FC/02/20-21)

### Planning Enforcement

Land at OS ref 456378 145890 Fox Lane, North Waltham - there has been an appeal against the enforcement notice relating to the change of use of the land from agricultural to the use of the land for the siting of a mobile home. There has been no further information regarding this appeal.

Highfield, Church Road, North Waltham RG25 2BL (planning application 18/00460/FUL) - there has been no further information regarding this application.

### Neighbourhood Plan

The Neighbourhood Plan group asked the Parish Council to consider

- engaging Oneil Homer as consultants to deliver the Neighbourhood Plan
- applying for a grant of £9,000.00 to cover costs of delivering the Neighbourhood Plan

Parish Councillors were consulted via email and agreed to both proposals. The Parish Council will be asked to ratify this decision (Item 009/FC/02/20-21 on the agenda).

### Other Issues

Other issues that have arisen since lockdown commenced include

- Garden Competition – the Chairman and Clerk have decided to run these competitions again this year. Unfortunately, last year's winners do not feel in a position to judge the garden competition and the Clerk plans to approach the Garden Club about doing this instead. A poster has been produced to advertise the children's sunflower competition and will continue to be promoted.
- The Lengthsman undertook a visit on 16<sup>th</sup> April and will next visit on 17<sup>th</sup> June.
- A local resident has requested that the Parish Council consider applying to have the Fox pub listed as an Asset of Community Value. (See item 006/FC/02/20-21 on the agenda)
- A local resident approached the Parish Council to complain about frequent bonfires near their home. The Clerk posted advice from BDBC on the webpage (and Weekly News email) and Facebook page.

### Ongoing Projects

The Action Plan and Outcomes from the meeting held on 18<sup>th</sup> February 2020 has been updated to reflect the current position of ongoing projects. (See below)

## ACTION PLAN & OUTCOMES FOLLOWING PARISH COUNCIL MEETING HELD ON 18<sup>th</sup> FEBRUARY 2020

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

UPDATED: 13<sup>th</sup> May 2020

MINUTE REF	ACTION	RESPONSIBILITY	OUTCOME / COMMENTS
179/FC/09/19-20 (from December meeting)	<ul style="list-style-type: none"> <li>Arrange meeting in January with members experiencing email issues.</li> </ul>	All	
197/FC/10/19-20 <b>Meeting open to the public</b> (from January meeting)	<ul style="list-style-type: none"> <li>Provide details of landowners' agent to members of the public present at meeting.</li> <li>Members of public to approach landowner regarding permissive path.</li> </ul>	GC  Members of the public present	Completed
224/FC/11/19-20 <b>Neighbourhood Plan Update</b>	<ul style="list-style-type: none"> <li>The NP Group to commence discussions with BDBC regarding policy SS5 and to keep the Parish Council informed.</li> </ul>	Neighbourhood Plan Group	Ongoing – local plan under review and future of policy SS5 unknown. The Local Plan review may now take longer than planned.
225/FC/11/19-20 <b>Risk Assessment</b>	<ul style="list-style-type: none"> <li>Ask contractor to commence work on bus shelter.</li> <li>Purchase flotation aid, dog waste bin and security seal pack.</li> <li>Contact local electrician and ask to fit housing in telephone box and check electrical supply.</li> <li>Obtain quote for suitable sign to be positioned on waste bin near the pond.</li> </ul>	Clerk  Clerk  Clerk  Clerk	05.03.20 work completed  04.03.20 ordered, delivered & currently in storage. Not fitted due to Covid-19 lockdown Not requested due to Covid-19 lockdown  04.03.20 quotation requested from Signway - awaiting response
226/FC/11/19-20 <b>3-5 year Plan</b>	<ul style="list-style-type: none"> <li>Put draft letter regarding 20mph speed limit on NWPC letter head and send to HCC.</li> </ul>	Clerk	25.02.20 completed & letter sent 28.02.20 response received & circulated to Parish Councillors
227/FC/11/19-20 <b>Training in Planning</b>	<ul style="list-style-type: none"> <li>Investigate bespoke training in planning with HALC and report at next meeting.</li> <li>Determine if other Parish Councils nearby would be interested in attending.</li> </ul>	Clerk	16.03.20 completed - HALC aware of need for training - on hold due to lockdown 16.03.20 completed – other local PC's are interested dependent on dates, times and cost
230/FC/11/19-20 <b>Finance</b> <b>(a) Payments</b>	<ul style="list-style-type: none"> <li>Arrange payment and authorisation of payment to Village Trust.</li> <li>Request RP Gardening to rectify problems with gate.</li> </ul>	Clerk / Councillors  Clerk	26.02.20 completed  12.03.20 RP Gardening – unable to fix gate hinge & agreed to deduct cost of fitting from invoice - revised invoice paid 04.03.20 T/C Countryside Services – unable to fix gate but will look for replacement hinge and try to fix - on hold due to Covid-19 lockdown
231/FC/11/19-20 <b>Highway / Village Appearance Matters</b>			
(a) Traffic issues around North Waltham School	<ul style="list-style-type: none"> <li>Respond to HCC with concerns outlined in minutes and request itemised costing for work around the crossing at St Michael's Close and if flashing '20mph - School' signs could be fitted.</li> </ul>	Clerk	04.03.20 email to HCC Highways cc School Travel Team & Friends of NW School 06.03.20 response received from HCC 01.05.20 email received from HCC – can continue design & planning work and requested information as to current situation for NWPC

(b) Roads	<ul style="list-style-type: none"> <li>Await information from HCC regarding finger signpost and chase if necessary.</li> <li>Determine how many bollards are required and purchase from Glasdon (with stake fitting).</li> <li>Monitor potholes and signs.</li> </ul>	Clerk	04.03.20 received. Circulated to Councillors with photos of sign in Rotherwick 01.05.20 email received from HCC as above 04.03.20 3 x bollards ordered, delivered and in storage
(c) Drains	<ul style="list-style-type: none"> <li>Monitor until resolved.</li> </ul>	Clerk	Ongoing
(d) Accident site at junction of A30/A33	<ul style="list-style-type: none"> <li>Monitor situation.</li> </ul>	Clerk	Ongoing
(e) Trees	<ul style="list-style-type: none"> <li>Obtain estimates to replace fence along St Michael's Green / Church Road.</li> <li>Contact BDBC regarding planned works to trees.</li> </ul>	Clerk	No action taken
(f) Telephone box	<ul style="list-style-type: none"> <li>Obtain another estimate to renovate telephone box in situ.</li> </ul>	Clerk	Email sent to BDBC – waiting response but probably on hold due to Covid-19 lockdown No action taken
(h) Footpaths / stiles / kissing gates	<ul style="list-style-type: none"> <li>Contact the landowner to inform him of broken/dangerous gate and ask him to repair.</li> <li>Contact HCC Countryside Service for advice and to determine Parish Council responsibilities.</li> </ul>	Clerk	04.03.30 email sent 06.03.20 response received from landowner – happy for NWPC to remove broken kissing gate. No cattle on farm at present. Will contact HCC Countryside Services to see what can be provided. No further action taken to date No action taken
(i)	<ul style="list-style-type: none"> <li>Review area around the pond with a view to organising a 'Tidy up'.</li> </ul>	GC	No action required
<b>233/FC/11/19-20 Councillors Announcements</b>	<ul style="list-style-type: none"> <li>Circulate agendas to HALC Conference and BDAPTC meeting, when available.</li> </ul>	Clerk	27.02.20 Circulated information re HALC Conference to Cllrs. BDAPTC agenda N/A
<b>235/FC/11/19-20 Date of Next Meeting</b>	<ul style="list-style-type: none"> <li>Contact Dr Decker regarding Healthcare.</li> <li>Discuss possible dates with Rathbone Pavilion Booking Contact.</li> </ul>	Clerk	10.03.20 completed – willing to attend Parish Meeting but meeting cancelled due to lockdown. Dr Decker informed and thanked. N/A due to lockdown

## APPENDIX 2

## Item 010/FC/02/20-21 Current Planning Applications:

B/F	18/03188/HSE	<b>The White Cottage, Popham Lane, North Waltham RG25 2BD</b> Erection of two storey side and rear extension with demolition of one outbuilding <b>Amended plans submitted 19.02.19</b>	<b>Undecided</b>
B/F	19/02018/FUL	<b>Village Farm Bungalows, Steventon Road, North Waltham RG25 2DD</b> Erection of 2 no. 3 bed houses following demolition of existing bungalows including associated works (part retrospective)	<b>Undecided</b>
B/F	19/02098/RET	<b>Land at OS Ref 456378 145890, Fox Lane, North Waltham RG25 2BE</b> Change of use of land to residential and siting of a mobile home	<b>Refused</b>
B/F	19/02422/FUL	<b>Land at OS Ref 456743 145562, Popham Lane, North Waltham</b> Erection of 7 no. dwellings; with associated parking, turning, landscaping, and private amenity space. Creation of new access point out onto Popham Lane	<b>Undecided</b>
B/F	19/02900/FUL	<b>Towns End Cottage, Maidenthorne Lane, North Waltham RG25 2DD</b> Erection of a single storey lifetime dwelling	<b>Undecided</b>
B/F	19/03232/FUL	<b>Land adjacent The Old Hall, Popham Lane, North Waltham</b> Erection of 6 no. dwellings including associated parking and landscaping and creation of new access onto Popham Lane	<b>Undecided</b>
B/F	20/00094/HSE	<b>2 Yew Tree Cottages, Yew Tree Road, North Waltham RG25 2DA</b> Erection of single storey rear extension	<b>Undecided</b>
B/F	20/00221/FUL	<b>Old School House, Mary Lane, North Waltham RG25 2BY</b> Erection of detached dwelling including parking provision for existing and proposed dwelling <b>Amendment</b> – 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	<b>Undecided</b>
B/F	20/00222/HSE	<b>Street Cottage, Yew Tree Road, North Waltham RG25 2BX</b> Erection of single storey side/rear extension. Conversion of existing detached garage to provide additional living space including alterations to fenestration, and the erection of a single storey side extension to existing garage to provide store room	<b>Application withdrawn</b>
B/F	20/00385/FUL	<b>Building at Folly Farm and land opposite Crawley Copse, Overton Road, North Waltham RG25 3BL</b> Removal of existing office building (B1a) at Folly Farm and erection of a detached dwelling with associated parking, turning, landscaping, private amenity space, modified access for the highway and associated change of use of land at land opposite Crawley Copse	<b>Application withdrawn</b>
B/F	20/00571/HSE	<b>6 St Michael's Close, North Waltham RG25 2BP</b> Erection of two storey rear extension and new roof lights. Construction of timber pergola	<b>Granted</b>
B/F	20/00670/HSE	<b>Towns End Cottage, Maidenthorne Lane, North Waltham RG25 2DD</b> Erection of two storey side and rear extensions	<b>Undecided</b>
B/F	20/00749/PIP	<b>Land north of Ramsholt Close and east of Mary Lane, North Waltham</b> Minor residential housing development of up to 9 new dwelling houses	<b>Undecided</b>
B/F	20/00750/PIP	<b>Land at Westside Dairy, Steventon Road, North Waltham RG25 2BT</b> Application for Permission in Principle for residential development of up to 6 dwellings	<b>Undecided</b>
B/F	20/00540/ROC	<b>Land at the Wheatsheaf Garage, Popham Lane, North Waltham</b> 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	<b>Undecided</b>
B/F	T/00149/20/TCA	<b>Towns End Cottage, Maidenthorne Lane, North Waltham RG25 2DD</b> Application for works to trees growing in a conservation area Proposal: T1/T2 Ash: fell	<b>Application withdrawn</b>

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 011/FC/02/20-21 (a)

## FINANCE

## (a) Receipts and Payment

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

DATE	RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL
31.03.20	Unity Trust Bank	Interest on deposit A/C	£ 28.41	£ 28.41
27.04.20	BDBC	Precept (50%) Grass Cutting Grant	£8,064.50 £2,036.00	£10,100.50

To acknowledge the payment of standing orders, direct debits and charges since last meeting (18.02.20)

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
28.02.20	Clerk	Salary (£9.96 x 35hrs) (Feb 2020) Home working allowance (Feb 2020)	£348.60 £ 18.00	£366.60
16.03.20	Lloyds Bank plc	Stationery (paper & envelopes) Monthly fee	£ 5.50 £ 3.00	£ 8.50
30.03.20	Clerk	Salary (£9.96 x 35 hrs) (Mar 2020) Home working allowance (Mar 2020)	£348.60 £ 18.00	£366.60
16.04.20	Lloyds Bank plc	Monthly fee	£ 3.00	£ 3.00
28.04.20	Clerk	Salary (£9.96 x 35 hrs) (Apr 2020) Home working allowance (Apr 2020)	£348.60 £ 18.00	£366.60
Provisionally 16.05.20	Lloyds Bank plc	Monthly fee	£ 3.00	£ 3.00

To acknowledge the Multipay card payments made since last statement dated 4<sup>th</sup> May 2020

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
12.05.20	Zoom	Monthly fee for Zoom Pro + VAT	£ 11.99 £ 2.40	£ 14.39

To approve the following payments

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
25.03.20	North Waltham Village Trust	Hire of Rathbone Pavilion	£ 150.00	£ 150.00
28.04.20	HALC	Invoice INV-3825 HALC affiliation fees 2020-21 Less 3% discount (if paid via bank transfer) NALC levy 2020-21	£ 290.95 £ - 8.73 £ 50.40	£ 332.62
TBA	North Waltham Village Trust	Payment of grass cutting grant from BDBC	£2,036.00	£2,036.00
Due 31.05.20	BHIB Insurance	Invoice LCO01752-360843 Local Councils Insurance Renewal Insurance Premium tax	£383.29 £ 45.99	£429.28

To acknowledge payments made under provision in the Plan to ensure the continuity of North Waltham Parish Council services during the Coronavirus Covid-19 outbreak, dated 17<sup>th</sup> March 2020

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
30.03.20	RP Gardening	Invoice 1260 Repairs to 4 x bollards on Corndell Green, notice boards, bin on near the pond, village gates	£1,335.60	£1,335.60
30.03.20	Parkhouse Roofing	Invoice SP1167 Work to bus shelter, as per estimate dated 23.01.20	£ 183.60	£ 183.60
30.03.20	Yew Tree Landscapes & Tree Care	Invoice INV-0385 Works to trees on St Michael's Green, as per estimate EST-0019	£1,020.00	£1,020.00
30.03.20	Glasdon UK Ltd	Oder number 3033479 Provision of <ul style="list-style-type: none"> <li>• housing for flotation aid</li> <li>• flotation aid</li> <li>• security seals</li> <li>• 3 x Vergemaster bollards</li> </ul> + VAT	£133.02 £ 74.70 £ 8.21 £ 83.43 £ 59.86	£359.22
12.05.20	Zoom	Monthly fee for Zoom Pro	£ 11.99 £ 2.40	£ 14.39

## Appendix 4

Item 011/FC/02/20-21(b)

**NORTH WALTHAM PARISH COUNCIL**  
**BANK RECONCILIATION**

Financial period - 2019-20 Quarter 4 ending 31st March 2020

CURRENT ACCOUNT	£	£	£
Balance as per bank statement as at 31st March 2020		£ 815.89	
Less: any unpresented cheques as at 31st March 2020	£ -	£ -	
Add: any unbanked cash/cheques as at 31st March 2020	£ -	£ -	
<b>Net balance in current A/C as at 31st March 2020</b>			£ 815.89
<b>DEPOSIT A/C</b>			
Balance as per bank statement as at 31st March 2020		£ 28,846.95	
Less: any unpresented cheques as at 31st March 2020	£ -	£ -	
Add: any unbanked cash/cheques as at 31st March 2020	£ -	£ -	
<b>Net balance in deposit A/C as at 31st March 2020</b>			£ 28,846.95
<b>TOTAL BALANCE as at 31st March 2020</b>			<b>£ 29,662.84</b>

The net balance reconciles to the Cash Book for quarter 4, as follows:

CURRENT ACCOUNT	£	£	£
Opening balance of Cash Book as at 1st January 2020		£ 10,395.97	
Add: receipts in quarter 4 as follows:	£ -	£ -	
Less: payments in quarter 4 as follows:			
Transfer to deposit A/C	£ 5,000.00		
Lloyds Bank plc	£ 498.56		
Clerk	£ 366.60		
HALC	£ 54.00		
Lloyds Bank plc	£ 3.00		
North Waltham Village Trust	£ 82.80		
Clerk	£ 366.60		
Lloyds Bank plc	£ 8.50		
RP Gardening	£ 1,252.60		
Parkhouse Roofing	£ 183.60		
Yew Tree Landscapes & Tree Care Ltd	£ 1,020.00		
Glasdon	£ 359.22		
Clerk	£ 366.60		
Unity Trust Bank	£ 18.00		
<b>Closing balance as per Cash Book as at 31st March 2020</b>		<b>-£ 9,580.08</b>	<b>£ 815.89</b>
<b>DEPOSIT ACCOUNT</b>			
Opening balance of Cash Book as at 1st January 2020		£ 23,818.54	
Add: receipts in quarter 4 as follows:			
Transfer from current A/C	£ 5,000.00		
Unity Trust Bank	£ 28.41		
		£ 5,028.41	
Less: payments in quarter 4 as follows:	£ -	£ -	
<b>Closing balance per Cash Book as at 31st March 2020</b>			<b>£ 28,846.95</b>
<b>TOTAL BALANCE as at 31st March 2020</b>			<b>£ 29,662.84</b>

Prepared by: Rosemary Coulter, Clerk & RFO  
6th April 2020

**APPENDIX 5****Item 012/FC/02/20-21****CORRESPONDENCE RECEIVED BETWEEN 17<sup>th</sup> MARCH – 13<sup>th</sup> MAY 2020**

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

**Correspondence from BDBC**

- 20.03.20 Councillors Briefing
- 24.03.20 Councillors Briefing – including Briefings from 23.03.20 & 21.03.20 (x2)
- 25.03.20 Councillors Briefing
- 26.03.20 Councillors Briefing
- 27.03.20 Appeal notification letter
- 27.03.20 Councillors Briefing
- 30.03.20 Councillors Briefing
- 31.03.20 Councillors Briefing
- 01.04.20 Councillors Briefing
- 02.04.20 Councillors Briefing
- 03.04.20 Councillors Briefing
- 06.04.20 Electronic consultations to all Parishes
- 06.04.20 Councillors Briefing
- 07.04.20 Coronavirus (Covid-19): letter to councils about local authority meetings and postponement of elections
- 07.04.20 Councillors Briefing
- 08.04.20 Councillors Briefing (1)
- 08.04.20 Councillors Briefing (2)
- 14.04.20 Councillors Briefing
- 15.04.20 Message from the Mayor of Basingstoke & Deane Councillor Diane Taylor
- 15.04.20 Councillors Briefing
- 17.04.20 Coronavirus – appeal for help in getting information out
- 17.04.20 Councillors Briefing
- 20.04.20 Councillors Briefing
- 22.04.20 Councillors Briefing
- 23.04.20 Ramadan message from the Mayor of Basingstoke & Deane
- 23.04.20 Councillors Briefing
- 27.04.20 Councillors Briefing
- 28.04.20 Consultation on planning application 20/00221/FUL (amendment)
- 28.04.20 Councillors Briefing
- 30.04.20 Councillors Briefing
- 04.05.20 Councillors Briefing – Covid-19 mobile testing facility
- 04.05.20 Councillors Briefing – virtual meetings, further relief for small businesses, Community Hub data, patrolling the Borough's streets and no changes to bin collections over Bank Holiday
- 05.05.20 Councillors Briefing – grants available from Scottish & Southern Electricity Networks (*cc'd to NW Covid-19 Support Group*)
- 05.05.20 Message from the Mayor of Basingstoke for VE Day
- 06.05.20 Councillors Briefing – Three 'destination' open space car parks to re-open, Wade Road HWRC to re-open and grants available to Town & Parish Council from SSEN
- 07.05.20 Target list for virtual Development Control Committee on 20.05.20 (*not circulated as not relevant*)
- 07.05.20 047267 TTRO – A30 Hatchwarren carriageway southbound, Basingstoke – notice of planned road closures
- 07.05.20 Councillors Briefing – safe and secure accommodation and support for rough sleepers
- 11.05.20 Target list for virtual Development Control Committee on 27.05.20 (*not circulated as not relevant*)
- 11.05.20 Councillors Briefing – overview of Government guidance updates, Councillor's grant scheme & tree felling work on A30
- 12.05.20 Councillors Briefing – Chancellor extends furlough scheme until October, 'Meet out Teams' videos & community volunteers working hard to support vulnerable residents

**Correspondence from HCC**

- 18.03.20 Parish News – March 2020
- 20.03.20 Briefing for County Councillors (Briefing No 10)
- 20.03.20 Briefing for County Councillors (Briefing No 11)
- 23.03.20 Briefing for County Councillors (Briefing No 12)
- 24.03.20 Briefing for County Councillors (Briefing No 13)
- 25.03.20 Briefing for County Councillors (Briefing No 14)
- 31.03.20 Briefing for County Councillors (Briefing Nos 15 – 18)

- 07.04.20 Countryside Services Community Special
- 07.04.20 An important update from your County Council
- 08.04.20 Parish News – Latest Update – April 2020
- 23.04.20 Looking out for each other – updates on HCC response to Coronavirus
- 24.04.20 Hampshire Countryside Service – Community Special 2<sup>nd</sup> edition
- 04.05.20 Operation Resilience – Hampshire Highways carriageway 2020/21 road surface treatment programme for the rural network (*amended copy received 05.05.20 – not circulated but filed for future reference*)
- 05.05.20 Your Hampshire – the latest from your County Council
- 08.05.20 Hampshire Countryside Service – Community Special part 3

#### Correspondence from HALC

- 20.03.20 HALC services for the foreseeable future
- 23.03.20 NALC Covid-19 Updates
- 24.03.20 NALC / BTA Toilet Tax Survey & resurrected Non-Domestic Rating (Public Lavatories Bill) 2019-21 (*not circulated as not relevant to NWPC*)
- 26.03.20 Councils who are Burial Authorities (*not circulated as not relevant*)
- 27.03.20 HALC Covid-19 Update
- 06.04.20 Virtual Meetings – regulations in force from 04.04.20
- 07.04.20 Clarification on new regulations (*copied to Chairman only*)
- 08.04.20 LCPD Spring 2020 Newsletter
- 17.04.20 Important update regarding statutory audit deadlines (*copied to Chairman only*)
- 23.04.20 Helping Vulnerable Communities – paying volunteers for shopping
- 06.05.20 HALC Newsletter May 2020
- 07.05.20 Parish & Town Councils & the Government Coronavirus Job Retention Scheme update
- 07.05.20 HCC Covid-19 briefings
- 11.05.20 Secure storage for deeds (*responded positively, depending on cost, following liaising with Chairman*)

#### Other correspondence

- 17.03.20 Keep Britain Tidy – Great British Spring Clean is postponed
- 18.03.20 Lengthsman – revised yearly planner (*not circulated but filed for use by Clerk*)
- 20.03.20 South Western Trains publishes reduced timetable (*not circulated*)
- 20.03.20 Unity Trust Bank – a message from the CEO – thank you to our customers and colleagues (*not circulated but filed for reference by the Clerk*)
- 20.03.20 HMRC Covid-19 Update (*not circulated but filed for reference by the Clerk*)
- 23.03.20 Scottish & Southern Electricity Networks – Coronavirus update
- 25.03.20 Basingstoke Voluntary Action (BVA) – Community support during Covid-19 (*not circulated and forwarded to North Waltham Support Core Group for response*)
- 26.03.20 McAfee – Our commitment to you (*not circulated*)
- 27.03.20 Countryside Alliance – A little bit of good news goes a long way
- 03.04.20 Scottish & Southern Electricity Networks (SSEN) – Resilience Fund
- 03.04.20 SLCC – Virtual Meetings Regulations – Important News
- 06.04.20 BVA – Basingstoke Community Hub – Coronavirus (Covid-19) Update
- 09.04.20 BVA – Community Support (1)
- 09.04.20 BVA – Community Support (2)
- 09.04.20 South East Water – Latest News
- 09.04.20 BVA – Funding Newsletter
- 09.04.20 South East Water – key worker press releases (*not circulated*)
- 17.04.20 The Pensions Regulator – workplace pensions re-enrolment (*forwarded to GC for action*)
- 20.04.20 Unity Trust Bank – Confirmation of Payee (*not circulated - action required checked by Clerk*)
- 20.04.20 BVA – Community Hub Update
- 20.04.20 RP Gardening – Lengthsman completed worksheet for 16.04.20 (*not circulated*)
- 21.04.20 Butterflies Bereavement – bereavement care and Friendship Buddy scheme in the community (*copied to NW Support Group*)
- 22.04.20 Society of Local Council Clerks (SLCC) – NALC Covid-19 Financial Impact Survey (*not circulated - completed by Clerk*)
- 22.04.20 PKF Littlejohn – 2019-20 AGAR – instructions for external audit (*not circulated – copied to Chairman for information*)
- 24.04.20 HMRC – Employer Bulletin April 2020, issue 83 (*not circulated*)
- 27.04.20 North Waltham Covid-19 Support Group – request for page on North Waltham website (*not circulated but forwarded to Chairman for advice*)
- 29.04.20 BHIB – your Local Councils Insurance Renewal (*not circulated – to be checked by Clerk*)
- 30.04.20 Email from local resident requesting allotments. (*not circulated – Clerk responded to say no allotments available in North Waltham*)
- 30.04.20 Emails from local resident requesting NWPC to register the Fox pub as a community valued asset (*received & circulated by Chairman*)
- 30.04.20 Hampshire Constabulary – Scam Awareness

- 04.05.20 Unity Trust Bank – reduction in interest rate for instant access savings A/C
- 05.05.20 Emotions & Decision-Making Research Questionnaire for completion
- 06.05.20 Withdrawal of planning application T/00149/20/TCA from applicant
- 06.05.20 Scottish & Southern Electricity Networks (SSEN) – Resilient Communities Fund (*copied to NW Covid-19 Support Group*)
- 07.05.20 Basingstoke Voluntary Action – Latest News from BVA
- 12.05.20 The Pensions Regulator – workplace pensions re-declaration

#### Newsletters

- 20.03.20 Business in Basingstoke – Coronavirus (Covid-19) advice and help – Update 1
- 24.03.20 Rural Services Network – The Rural Bulletin
- 31.03.20 Rural Services Network – The Rural Bulletin
- 01.04.20 Business in Basingstoke Bulletin – Coronavirus (Covid-19) Advice & Help – Update 2
- 02.04.20 Rural Services Network – Rural Funding Digest – April 2020
- 07.04.20 Rural Services Network – The Rural Bulletin
- 09.04.20 Business in Basingstoke Bulletin – Coronavirus (Covid-19) advice & help – Update 3
- 15.04.20 Rural Services Network – The Rural Bulletin
- 21.04.20 Rural Services Network – The Rural Bulletin
- 24.04.20 Business in Basingstoke Bulletin – Coronavirus (Covid-19) advice & help – Update 4
- 28.04.20 Rural Services Network – The Rural Bulletin
- 06.05.20 Rural Services Network – The Rural Bulletin
- 07.05.20 Rural Services Network – Rural Funding Digest May 2020
- 12.05.20 Rural Services Network – The Rural Bulletin

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

- 30.03.20 Hugo Fox – free website for Parish Councils
- 09.04.20 Learnayay – request to be added to website (*not circulated but forwarded to Chairman for opinion*)
- 17.04.20 Kremer Signs – marketing email – Covid-19 County & Parish Council – Public Health Signs (*circulated for information*) Further email received 23.04.20
- 21.04.20 Choice Stationery – update – personal protection products added to website
- 01.05.20 Fabrications North East – commemorative bench for NHS & keyworkers
- 05.05.20 Mumby's Homecare – marketing email & telephone call – live-in care specialists based in Oxfordshire & serving the south of England
- 06.05.20 Zurich Insurance – marketing email
- 11.05.20 London Hearts – Parish & Town Council Defibrillator Grants

#### Correspondence received since 13<sup>th</sup> May 2020

- 13.05.20 BDBC – Councillors Briefing – some council owned sports facilities to re-open and briefing on Local Resilience Forum Covid-19 response
- 14.05.20 Business in Basingstoke -Coronavirus (Covid-19) advice and help – update 5
- 15.05.20 Hampshire Countryside Service – Update to Rights of Way 2020 Priority Cutting List
- 15.05.20 HALC – HCC Covid-19 Briefings
- 18.05.20 Team Rubicon – marketing email for sports equipment to schools, youth groups and community groups (*not circulated*)
- 18.05.20 BDBC – Temporary roadworks - TTRO – A30 Hatchwarren Carriageway southbound (*already circulated and publicised*)
- 18.05.20 HALC – Hampshire & Isle of Wight Village of the Year 2020 – cancelled
- 18.05.20 Email from local resident – refurbishment of the pond
- 19.05.20 Your Hampshire – Why kindness matters more than ever this Mental Health Awareness Week
- 19.05.20 Rural Services Network – The Rural Bulletin
- 19.05.20 BDBC – Councillors Briefing – Cllr Diane Taylor announced as Mayor for second year and Mental Health Awareness Week 2020