



**MINUTES OF PARISH COUNCIL ORDINARY MEETING**

**Tuesday 16<sup>th</sup> June 2020 at 7:30pm held remotely via Zoom**

**Councillors Present:**

Cllr Geoff Chapman (GC) (Chairman), Cllr Judith McGinley (JM), Cllr Bill Preston (BP), Cllr Pater Waggett (PW), Cllr Gary Whiteside (GW) and Rosemary Coulter (Clerk)

**Actions for**

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

**Apologies for Absence:**

Cllr David James, Cllr Jan Woodfin  
Borough Cllr Stuart Frost (received after the meeting)

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

**Declarations of Interest:**

BP declared an interest as one member of the public is a relative.

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

**Meeting open to the Public:**

Three members of the public attended the meeting.  
The Chairmen informed those present that meetings are recorded as an aid for minute taking only and when the minutes are approved, the recording is deleted. The recording will not be shared.

Two members of the public attended and asked to review the issue they brought to the Parish Council (PC) in February 2020 regarding the safety of the village, the use of its roads by all users including walkers, cyclists and horse riders, and the environmental impact. The following issues were raised:

- Where are the PC in terms of a 20mph speed limit? Residents of Dummer report that one of the benefits is a reduction in 'road rage'.
- One member of the public reported that large areas of London have been reduced to 20mph and traffic seems much calmer there.
- The positive benefit of the lockdown has been an increase in walkers and cyclists and lighter traffic on the road. However, heavy lorries are slowly returning.
- Asked if there had been any progress on the suggestion to use planters as a visual support to help slow traffic.

The PC reported that there has been little progress since February due to the lockdown, with no full council meetings in March or April.

- A letter was sent to Hampshire County Council (HCC) regarding a 20mph speed limit. The response from HCC was not helpful and stated that there were no plans to implement further 20mph limits in Hampshire. The PC has not had the opportunity to decide how to respond to this and this is tabled as an agenda item later in this meeting.
- The general feeling is that this item is too big as an agenda item for this meeting and the PC are considering setting up a working group to look into speed, safety, road use, environmental factors, etc. Both members of the public stated that they would be willing to join a Working Group.
- The PC recalls passing details of a local landowner to one of the members of the public regarding the possibility of a footpath along Popham Lane. No action taken to date.
- One member of the public is a member of Cycle Basingstoke who are currently advising BDBC on cost effective ways to improve cycle routes and encourage people away from public transport. It has been suggested that the footpath along Level Lane be converted to a cycle path and extended to meet cycle routes into Basingstoke. It is not clear whether this will be successful.

**ACTION:** Forward details of landowner to member of the public again.

**GC**

The third member of the public attended to hear the debate regarding the pond.

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

**Minutes:**

The minutes of the meeting held on 19<sup>th</sup> May 2020 were discussed.

- Item 007/FC/02/20-21 Clerk's Report was questioned as one councillor recalled inviting residents, via the Parish Magazine, to give the PC their views on implementing a 20mph speed limit. The Clerk agreed to check the recording of the meeting.

**POST MEETING NOTE:** having checked the recording no change is required to the action.

- Item 007/FC/02/20-21 Clerk's Report was questioned as to what authority the Chairman and Clerk had decided to organise the Garden Competition this year. It was explained that this decision was made under the Plan to ensure the continuity of North Waltham Parish Council, drawn up in March 2020 immediately before lockdown commenced.
- Item 009/FC/02/20-21 Neighbourhood Plan (NP) Update was questioned as it did not refer to the additional grant available to the NP Group. The Clerk agreed to check the recording of the minutes.

**POST MEETING NOTE:** item 009/FC/02/20-21 requires the following addition:

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 £17,000.

- It was requested that statements to local residents be circulated to councillors and agreed prior to publication. However, some Parish Councillors felt unable to guarantee a quick turnaround and this would not always be possible to meet Parish Council deadlines. It was agreed that this could be done for key/important statements but if Councillors did not respond within the timescale, the Clerk could assume they had no comment to make.
- Councillors were reminded that the minutes are not verbatim, but a summary of the issues discussed with actions to complete.
- The PC agreed that the Clerk will circulate the minutes to all Councillors prior to publication in draft form.

The minutes of the additional meeting held on 10<sup>th</sup> June 2020 were not yet available.

**ACTION:**

- Check recording of the meeting held on 19<sup>th</sup> May 2020 regarding items 007/FC/02/20-21 and 009/FC/02/20-21. Clerk
- Amend minutes of the meeting held on 19<sup>th</sup> May if appropriate and bring to the July meeting for approval. Clerk
- Complete minutes for meeting held on 10<sup>th</sup> June 2020 and bring to July meeting for approval. Clerk
- In future, send draft minutes to Parish Councillors with a timescale for comments, prior to publication. If no response is received within a set timescale, the Clerk will assume the minutes are considered a correct record. Clerk

**025/FC/03/20-21 Action Plan and Outcomes following the meeting held on 19<sup>th</sup> May 2020**

An updated Action Plan was presented to the Parish Council (PC) – see appendix 1  
All items requiring discussion are on the agenda.

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

(a) **Internal Audit** for the year 2019-20 was undertaken by Eleanor Greene, Do the Numbers Ltd, on 28<sup>th</sup> May 2020. Her report was presented to Council for consideration. The following issues were raised:

- Reserves - the PC have already recognised that reserves are high and suggestions have already been put forward to use these funds for the benefit of the community.
- Staffing Committee – it was suggested that the NWPC Staffing Committee is acting as a Working Group, rather than a Committee, making recommendations to Council, and should be re-designated as such. The PC agreed unanimously to change this to a Working Group.
- Savings Account – the PC are already looking at potential savings accounts with improved interest.

**ACTION:**

- Review Terms of Reference for Staffing Committee and re-draft as a Working Group, for discussion and approval at the next PC meeting. Clerk
- Investigate savings A/C's with better interest, including NS&I, and report back at next meeting Clerk

(b) The **Certificate of Exemption 2019-20** was presented to Council for approval. The Clerk explained that the Council had met the criteria for exemption, as outlined on the document.

**Resolution:** To approve the Certificate of Exemption 2019-21  
Proposed by GC, seconded by JM and agreed unanimously

**ACTION:**

- Arrange for the Certificate of Exemption to be signed and dated by the Responsible Financial Officer (RFO) and the Chairman outside of the meeting, maintaining social distancing. Clerk/GC

- Return the Certificate of Exemption 2019-20 to PKF Littlejohn LLP before 30<sup>th</sup> June 2020. **Clerk**

(c) The **Annual Governance Statement** was presented to Council.  
The PC asked what recommendations the Internal Auditor made following the 2018-19 audit.  
The recommended actions were:

- All grants should be clearly identified with the power which covers them – no grants were made during 2019-20.
- The Council should monitor General Power of Competence (GPC) to see if its application would be of benefit to residents – the PC is ineligible for GPC as it does not have two thirds or more elected councillors.
- The budget, once approved, should form a page of the signed minutes – this was done following the meeting held on 17<sup>th</sup> December 2019 (appendix 5).

**Resolution:** To approve the Annual Governance Statement 2019-20  
Proposed by GC, seconded by PW and agreed unanimously.

**ACTION:**

- Arrange for the Annual Governance Statement 2019-20 to be signed and dated by the Clerk and Chairman outside of the meeting maintaining social distancing. **Clerk/GC**

(d) The **Accounting Statements 2019-20** were presented to Council.

**Resolution:** To approve the Accounting Statements 2019-20  
Proposed by GC, seconded by PW and agreed unanimously

**ACTION:**

- Arrange for the Accounting Statements 2019-20 to be signed and dated by the Chairman outside of the meeting, maintaining social distancing. **Clerk/GC**
- Publish all signed documents in accordance with Proper Practices. **Clerk**

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

**Village Pond**

A meeting took place at the pond (maintaining social distancing) earlier today between members of the PC (GC, DJ, BP, PW and the Clerk) and a member of the public to clarify the proposals being put forward by residents. The meeting did not answer all questions but helped to give some clarity.

- Clay has been donated to the village to put round the edge of the pond to address the low water levels, which expose the liner and is unsightly. The member of the public explained what he envisioned.
- The proposal is to raise the bank, rather than putting clay on top of existing liner.
- It was questioned whether the liner could be lifted and the clay placed underneath as a way of raising the bank.
- It was suggested that some of the clay be used to 'experiment' with trying to lift the liner and backfilling with clay to raise the bank and to assess how effective it might be.
- The liner is now 12 years old. The expected lifespan is 10-12 years. It was questioned as to whether it is worth undertaking work on the banks now if the liner will need replacing soon and should the PC review the longevity of the liner before undertaking further work. Reserves are available towards the cost of replacing the pond liner.
- It was questioned whether the PC could obtain some photographs of the pond when the liner was newly installed (2008) to gauge the degree of bank erosion.
- PC expressed concerns about a lack of expertise. It is good to have enthusiastic volunteers but the PC needs to ensure it is taking the correct action for an important village asset. It was generally felt that the PC need to obtain expert advice.
- Generally felt that this proposal is an ad hoc plan and the PC needs a clear strategy for the management of the pond going forward.
- Hampshire and Isle of Wight Wildlife Trust (HIWWT) have offered to undertake an initial visit for £150.00 and provide a report via email. Alternatively, they can provide a more detailed survey of the biodiversity of the pond and a bespoke management plan for approximately £500.00. It was questioned whether the report for £150.00 would cover the PC's questions regarding the pond liner and managing the banks around the pond, or whether the more detailed report could assist with this.
- Many ponds have exposed liners at the moment due to lack of rainfall.
- Concern was expressed that the bags of clay being stored behind the bus shelter are unsightly and some of the bags contain rubbish from the recent 'clear up'.
- The Garden Club had no suitable plants for planting around the pond.
- The flotation aid and housing have not yet been fitted in the telephone box.
- A quotation for 'deep water' signage has been received from Signway, which was presented to the PC

- The PC agreed that two bags of clay should be kept for 'experiments' but no further action should be taken before expert advice had been obtained.

**Resolution:** To purchase the signage proposed by Signway in its quotation reference Q2001691 dated 9<sup>th</sup> June 2020

Proposed by GC and agreed unanimously

**ACTION:**

- Engage with Hampshire and Isle of Wight Wildlife Trust (HIWWT) for expert advice and clarify which report would be most beneficial to the PC.
- Put forward a plan for experimentation to volunteers.
- Arrange disposal of excess bags of clay and rubbish from 'clear up'.
- Contact local electrician and ask to fit housing in telephone box and check electrical supply.
- Order 'deep water' signage from Signway.
- Arrange fitting of sign when flotation aid and housing have been fitted.

Clerk  
PW  
Resident  
Clerk  
Clerk  
Clerk

**028/FC/ Traffic Speed and Safety**

**03/20-21**

Clerk included an article regarding the current situation of a 20mph speed limit in the village in the June edition of the Parish Magazine.

GW has produced a follow-up article, not yet published.

Following recent email correspondence between councillors, the conclusion is that the PC should be looking at this issue in more detail, engaging with the community and other stakeholders and putting together a strategic plan, (to include speed, safety, road use, environmental factors, etc.) that will take more time and work than this meeting allows. There is a lot of information and a body of evidence that needs to be researched, formalised and consolidated. Therefore, there is a proposal, as per an email sent by GC, to set up a Working Group, which would enable separate meetings specifically to undertake research and to draft a document which sets out the information in a clear form to enable the PC and local residents to be informed.

It was questioned as to whether the PC is in favour of a 20mph speed limit. The majority of councillors were in favour.

All proposals and recommendations made by the Working Group will need to be agreed by the PC.

**Resolution:** To form a Working Group to investigate road safety, speed and environmental factors

Proposed by GC, seconded by GW and agreed unanimously

Councillors were asked who wished to participate in the Working Group – GW volunteered. Local residents will be invited to join the Working Group.

**ACTION:** GW to invite local residents to join the Working Group via the Parish Magazine

GW

**029/FC/ Neighbourhood Plan (NP) Update**

**03/20-21**

The PC has been awarded a grant for £9,000.00 to go towards consultancy fees to deliver the Neighbourhood Plan. The grant is subject to:

- Acceptance of the Terms and Conditions
- The successful completion of due diligence

Copies of the Terms and Conditions, which need to be approved by the PC, have been circulated to Parish Councillors in advance of the meeting. GC and the Clerk are working through the due diligence process.

It was confirmed that this grant will not cover the full amount of the work required, but NWPC will be able to apply for a supplementary grant next year to cover further costs.

GC also confirmed that the NP Group are in conversation with Locality regarding the technical support package.

**Resolution:** To accept the Terms and Conditions of the grant from Groundwork UK.

Proposed by GC and agreed unanimously

**ACTION:**

- Sign the grant acceptance form from Groundwork UK on behalf of NWPC
- Complete the due diligence process
- Approach Oneil Homer, Consultants to commence work on the Neighbourhood Plan

GC  
GC/Clerk  
GC

**030/FC/ Current Planning Applications:**

**03/20-21** Council noted the current planning applications to BDBC (appendix 2).

Since publication of the agenda, the PC have been notified of two new planning applications (appendix 2).

One application is for an Environmental Impact Assessment (EIA) and is not a formal planning application at this stage. Therefore, it was not felt appropriate to organise a meeting to discuss this. However, it was felt that resident's attention should be drawn to this via the Parish Magazine.

**031/FC/** **Planning Compliance Issues**

**03.20-21**

- Planning application 17/02849/OUT Land at OS ref 456378 145890 Fox Lane, North Waltham – the applicants have lodged an appeal against the enforcement notice relating to the change of use of the land from agricultural to the use of land for the siting of a mobile home. The appeal will be decided on the basis of a hearing and the PC will be informed of the date, time and venue of this hearing in due course.
- Planning application 18/00460/FUL Highfield, Church Road, North Waltham RG25 2BL – no updated information available. Councillors reported that the area beyond the border fence and the pavement is now very overgrown and does not appear to be maintained.

**032/FC/** **Finance**

**02/20-21**

**(a) Financial Receipts** (appendix 3)

- Council acknowledged receipts of payments to the Parish Council, being the re-payment of VAT from 01.04.19 – 31.03.20 of £418.49.

**Financial Payments** (appendix 3)

- Council acknowledged payment of the standing orders and direct debits since the last meeting on 19<sup>th</sup> May 2020.
- Council acknowledged that there is one Multipay card payment made since the last statement dated 4<sup>th</sup> May 2020 – for the Zoom monthly fee.
- There was one invoice requiring approval for payment.

**Resolution:** To pay Do the Numbers Ltd – £190.00 for internal audit  
Proposed by PW, seconded by GW and *agreed* unanimously

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

**Clerk**

**(b) Bank Balances**

- Current account balance as at 16.06.20 - £7,630.39
- Deposit account balance as at 16.06.20 - £28,846.95

**033/FC/** **Village Maintenance Matters**

**03/20-21**

**(a) Fence along St Michael's Green / Church Road** – no action taken

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

**Clerk**

**(b) Footpaths**

- The landowner has given written permission, via email, to authorise the PC to remove the remainder of the gate on footpath 5, alongside Westside Dairy, and to maintain an open gap in the hedge to allow access for the footpath.
- Regarding other gates, which need repairing on this footpath, the landowner is happy to donate towards the repair/replacement subject to obtaining a satisfactory quotation.
- Two local residents have agreed to regularly cut back vegetation on footpath no. 5 and footpath no. 1 (Level Lane). The Clerk confirmed to them that the PC has Public Liability Insurance to cover volunteers.
- As the footpath maintenance has already been covered by volunteers, the Lengthsman has been asked to undertake other work around the village.

**ACTION:** Contact Hampshire County Council Countryside Service for advice on options and costs to repair kissing gates

**Clerk**

**(c) Telephone Box** – no action

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

**Clerk**

**(d) Lengthsman**

The Lengthsman will be in the village on Wednesday 17<sup>th</sup> June. He has been asked to

- Strim and tidy around village gates
- Strim and tidy grass triangle at the junction of Popham Lane and Fox Lane
- Weed kill along all roads with pavements

Work on later dates should include applying wood preservative (not creosote) to benches at the pond

(e) **Other Miscellaneous Issues**

**ACTION:**

- Ask Tree Warden for his advice on the Sycamore tree behind bus shelter
- Follow-up planned repair to gate hinge on footpath between Ramsholt Close and Mary Lane

Clerk  
Clerk

034/FC/  
03/20-21

**Highways and Roads**

(a) **Traffic Issues around North Waltham Primary School**

HCC have been asked to undertake work to

- install road markings on Church Road at the crossing point to St Michael's Green
- extend the bus bay as far as the entrance to the car park
- replace signage on a like for like basis
- repaint the existing zig zag lines

HCC have responded to say that they can probably undertake the work on the bus bay/school keep clear, signage and zig zag lines as highway maintenance. They will also try to include the white lining on Church Road, as it will only entail the 'lining gang' coming to the village once. However, this is still to be confirmed.

Following discussion with a member of the School Travel Team, who asked whether a quotation for flashing amber warning lights could be requested, the Clerk has asked HCC for a quotation for this, but informed HCC that funds are not currently available. HCC are happy to provide a quotation. However, they will not replace the school warning signs until they have more information as to whether the flashing lights might be installed.

**ACTION:** Monitor situation and keep PC and stakeholders informed

Clerk

(b) **Finger Signpost at the junction of Popham Lane and Fox Lane**

Information has been received from Steventon PC – their sign originally stood in the small triangle of grass in the middle of the junction. It was knocked down, damaged and replaced twice with a short time. Its replacement was then relocated to a new site on the corner of the junction. Each time, this was undertaken by the Highways Authority and they replaced the signs with no cost to the Council.

No information has been received from Rotherwick PC.

PC felt that this issue had been continuing for long enough. As the PC has additional funds in their reserves, it was felt that this signpost should be installed.

**Resolution:** To install a three-finger signpost at the junction of Popham Lane and Fox Lane through HCC at a cost of £2,300 + VAT.

Proposed by GC, seconded by JM and agreed unanimously

**ACTION:** Place order for finger signpost with HCC.

Clerk

(c) **Reflective bollards near the junction of Steventon Road and Mary Lane**

The bollards are currently in storage awaiting fitting when social distancing rules allow.

**ACTION:**

- Cut down vegetation with petrol strimmer allowing visibility of broken bollards.
- Fit bollards.

GW  
GC

(d) **Accident site at the junction of the A33 / A30 Stockbridge Road**

The Clerk has emailed our County Councillor to ask for an update on the work due to be undertaken at this junction. A response has not yet been received.

**ACTION:** Monitor and advise the PC when a response received.

Clerk

(e) **Other Miscellaneous Issues**

An email has been received from a resident regarding trees between Well Close and Old Barn Close that are now causing problems to property. The resident has been in touch with BDBC who say the land is not theirs, but the PC has a copy of the land registry which clearly shows that BDBC own this strip of land.

**ACTION:** Email resident with this information quoting the land registration reference number and copy in the Tree Officer

**Clerk**

**035/FC/ Correspondence**

- The Council noted the Schedule of Correspondence received between 19<sup>th</sup> May – 10<sup>th</sup> June 2020 – see Appendix 4.
- The Council noted correspondence received since 10<sup>th</sup> June 2020 – see Appendix 4.

**036/FC/ Councillors Announcements**

**03/20-21** None

**037/FC/ Items for Parish Magazine**

**03/20-21** The deadline for the next Parish Magazine is 6.00pm on Tuesday 23<sup>rd</sup> June 2020.

The following items should be included:

- Date of next Parish Council meeting
- Planning applications
- Potential new development at Oakdown Farm
- Request any pictures of the pond when the liner was newly fitted (2008) as evidence of bank erosion

**ACTION:**

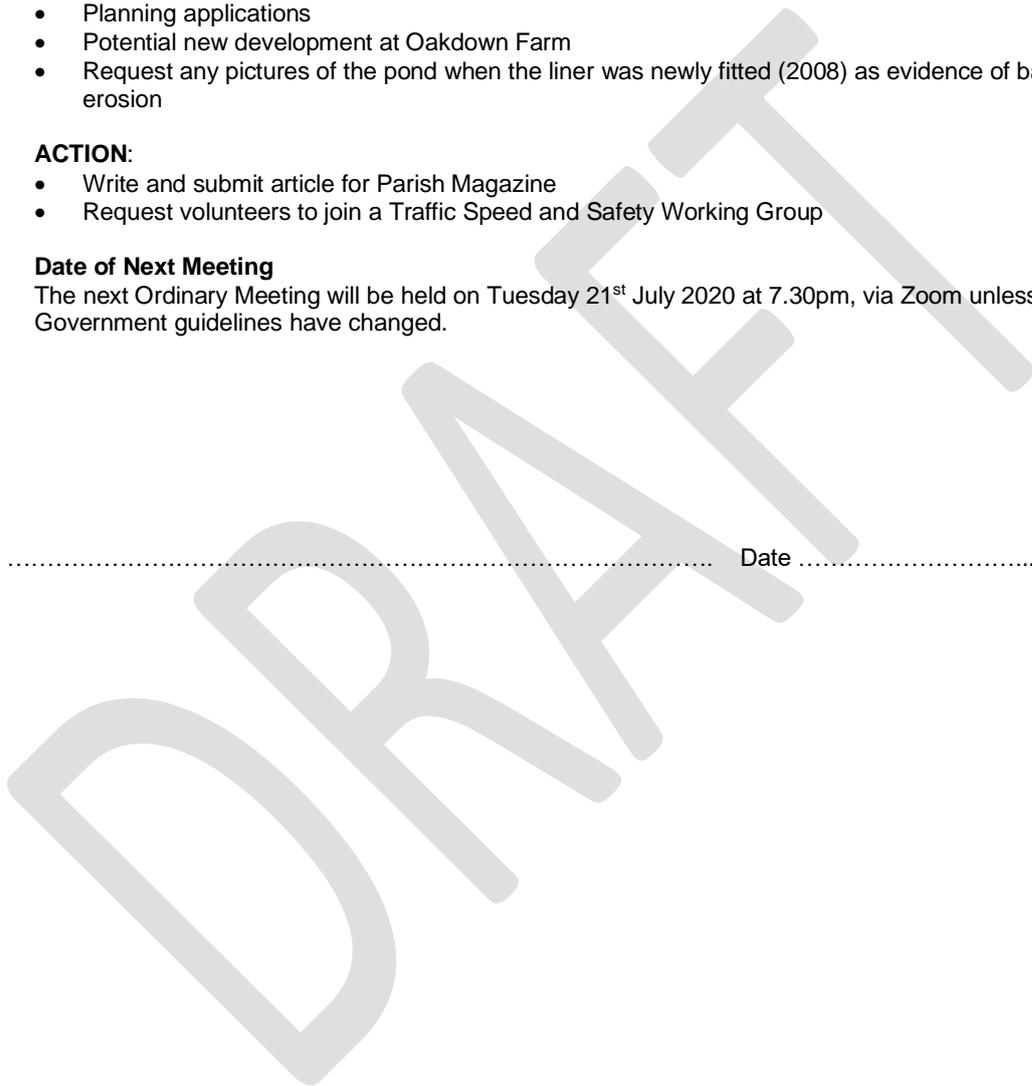
- Write and submit article for Parish Magazine
- Request volunteers to join a Traffic Speed and Safety Working Group

**Clerk  
GW**

**038/FC/ Date of Next Meeting**

**03/20-21** The next Ordinary Meeting will be held on Tuesday 21<sup>st</sup> July 2020 at 7.30pm, via Zoom unless Government guidelines have changed.

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



## APPENDIX 1

Item 025/FC/03/20-21

ACTION PLAN & OUTCOMES FOLLOWING PARISH COUNCIL MEETING HELD ON 19<sup>th</sup> MAY 2020

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

UPDATED: Draft updated 15<sup>th</sup> June 2020

MINUTE REF	ACTION	RESPONSIBILITY	OUTCOME / COMMENTS
006/FC/02/20-21 <b>Community Right to Bid</b>	<ul style="list-style-type: none"> <li>Complete registration form and forward to Clerk</li> <li>Clerk to complete form with PC details and send to BDBC</li> <li>JW to investigate model used elsewhere and forward to members of the public</li> </ul>	<p>Members of the public Clerk</p> <p>JW</p>	<p>09.06.20 completed</p> <p>09.06.20 completed</p> <p>02.06.20 completed</p>
006/FC/02/20-21 <b>The Village Pond</b>	<ul style="list-style-type: none"> <li>Ask local resident, who initially contacted PC, for his advice regarding this treatment and possible testing.</li> <li>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.</li> <li>Investigate possible sources of expert knowledge.</li> <li>Ask Garden Club if they have any plants for sale that would be suitable for planting around the pond.</li> </ul>	<p>GC</p> <p>GC</p> <p>Clerk</p> <p>Clerk</p>	<p>19.05.20 completed</p> <p>16.06.20 completed</p> <p>28.05.20 completed Response received from HIWWT – to discuss at June meeting Awaiting response from HCC 08.06.20 completed – no suitable plants for around the pond available</p>
007/FC/02/20-21 <b>Risk Assessment</b>	<ul style="list-style-type: none"> <li>Contact local electrician and ask to fit housing in telephone box and check electrical supply.</li> <li>Follow-up request for quotation for suitable signage to be positioned on waste bin near the pond.</li> </ul>	<p>Clerk</p> <p>Clerk</p>	<p>09.06.20 completed estimate for sign received For discussion at June meeting</p>
007/FC/02/20-21 <b>3-5 Year Plan</b>	<ul style="list-style-type: none"> <li>Review letter from HCC and draft response.</li> <li>Inform residents of HCC's response in the next edition of the Parish Magazine.</li> </ul>	<p>GC</p> <p>Clerk</p>	<p>Agenda item for June meeting following further comments from Cllrs 26.05.20 completed</p>
007/FC/02/20-21 <b>Travel Issues around North Waltham Primary School</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Request HCC to replace faded signage.</li> </ul>	<p>Clerk</p> <p>Clerk</p>	<p>15.06.20 completed</p> <p>15.06.20 completed</p>

007/FC/02/20-21 <b>Roads - Signpost</b>	<ul style="list-style-type: none"> <li>Contact Rotherwick and Steventon PC's to compare their costs for recently installed signposts.</li> </ul>	Clerk	09.06.20 completed Response received from Steventon PC Awaiting response from Rotherwick PC
007/FC/02/20-21 <b>Roads - Bollards</b>	<ul style="list-style-type: none"> <li>Fit when social distancing regulations allow.</li> </ul>	GC	
007/FC/02/20-21 <b>Accident site at junction of A33 / A30</b>	<ul style="list-style-type: none"> <li>Follow-up/chase with HCC when planned work will be undertaken.</li> </ul>	Clerk	09.06.20 completed Awaiting response
007/FC/02/20-21 <b>St Michael's Green</b>	<ul style="list-style-type: none"> <li>Obtain quotations for replacing fence along St Michael's Green / Church Road.</li> </ul>	Clerk	
007/FC/02/20-21 <b>Telephone box</b>	<ul style="list-style-type: none"> <li>Obtain quotation for renovation of telephone box.</li> </ul>	Clerk	
007/FC/02/20-21 <b>Footpath 5 alongside Westgate Dairy</b>	<ul style="list-style-type: none"> <li>Contact landowner for written confirmation of permission to remove gate and update of action taken.</li> <li>Re-assess gate and ensure safe in the meantime.</li> </ul>	Clerk GC	09.06.20 completed Response received  Completed
007/FC/02/20-21 <b>Public Rights of Way – priority cutting list</b>	<ul style="list-style-type: none"> <li>Contact residents identified and request help to clear vegetation along footpaths.</li> <li>Ensure footpath clearance is priority for Lengthsman visit on 17<sup>th</sup> June and 9<sup>th</sup> September.</li> </ul>	Clerk Clerk	09.06.20 completed  N/A
010/FC/02/20-21 <b>Planning Applications</b>	<ul style="list-style-type: none"> <li>Respond to BDBC re 20/00221/FUL</li> </ul>	Clerk	20.05.20 completed
011/FC/02/20-21 <b>Finance (a) Payments</b>	<ul style="list-style-type: none"> <li>Arrange payment via bank transfer.</li> </ul>	Clerk / GC / JM	31.05.20 completed
011/FC/02/20-21 <b>Finance (b) Bank Balances</b>	<ul style="list-style-type: none"> <li>Investigate savings A/C's with better interest, including NS&amp;I, and report back at next meeting</li> </ul>	Clerk	
014/FC/02/20-21 <b>Parish Magazine</b>	<ul style="list-style-type: none"> <li>Write and submit article for Parish Magazine.</li> </ul>	Clerk	26.05.20 completed

## APPENDIX 2

## Item 030/FC/03/20-21 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	19/02422/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	20/00670/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	20/01255/TDC	<b>Land at OS grid ref 455998 146067, St Michael's Close, North Waltham</b> 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	<b>Undecided</b>
B/F	T/00177/20 TCA	<b>5 Cuckoo Close, North Waltham, RG25 2BJ</b> 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	<b>Undecided</b>
B/F	T/00210/20/TCA	<b>Walnut Cottage, Yew Tree Road, North Waltham</b> Application for works to trees growing in a conservation area Proposal: 3 Silver Birch: fell	<b>Undecided</b>
NEW	20/01497/ENS	<b>Oakdown Farm, Winchester Road, Dummer RG23 7LR</b> Request for EIA Scoping opinion for the erection of commercial and industrial units including mezzanine floorspace and ancillary office accommodation	<b>Undecided</b>
NEW	20/01512/TWRN	<b>3 Old Barn Close, North Waltham RG25 2BW</b> T1/T2 fell. T3 cut back from boundary	<b>Undecided</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 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	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 2<sup>nd</sup> June 2020

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
06.06.20	Zoom	Monthly charge	£14.39	£14.39

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 19<sup>th</sup> May - 10<sup>th</sup> 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 – 2<sup>nd</sup> 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*)

**Correspondence received since 10<sup>th</sup> June 2020**

- 10.06.20 BDBC Councillors Briefing – improvements to Popley Community Park underway
- 11.06.20 Glasdon UK – maximise outdoor space with Glasdon seating solutions – marketing email (*not circulated*)
- 12.06.20 Zoom – discount for annual subscription – marketing email (*not circulated*)
- 12.06.20 HCC – Parish News – June 2020
- 15.06.20 BDBC Target list for virtual Development Control Committee (*not circulated as not relevant*)
- 15.06.20 HALC – Health & Safety Course for Officers (*not circulated as not relevant*)
- 15.06.20 BDBC Councillors Briefing – Borough's shopping areas set to re-open on Monday, bidding on socially rented properties to restart and contractor appointed for improvements to borough football facility
- 15.06.20 BDBC Councillors Briefing – latest Government guidance on keeping safe
- 16.06.20 Rural Services Network – The Rural Bulletin
- 16.06.20 HALC – apology regarding email circulated yesterday in error (*original email deleted*)
- 16.06.20 London Hearts – defibrillators – marketing email (*not circulated*)