



NORTH WALTHAM PARISH COUNCIL

Chairman: Mr Geoff Chapman

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

To: Members of North Waltham Parish Council

You are hereby summoned to attend the Ordinary Meeting of North Waltham Parish Council on **Tuesday 21st July 2020**, at **7.30pm** to be held **online** via **Zoom**

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

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

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

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

AGENDA

Welcome and introduction by the Chairman

- 039/FC/
04/20-21** **Apologies for absence**
- 040/FC/
04/20-21** **Declarations of Interest** – arising from this agenda, members are invited to declare any relevant interests. Notwithstanding this item, members may subsequently declare an interest at any point during the meeting.
- 041/FC/
04/20-21** **Meeting open to the Public** – the meeting will allow questions and comments from members of the public. (10 mins)
- 042/FC/
04/20-21** **Minutes** – to approve the accuracy of the minutes, already circulated, of the
- Ordinary Meeting held on 19th May 2020
 - Additional Meeting held on 10th June 2020
 - Ordinary Meeting held on 16th June 2020
- Documents are available to view at <https://www.northwaltham.net/parish-council/meetings/>
- 043/FC/
04/20-21** **Action Plan and Outcomes following the meeting held on 16th June 2020** (see appendix 1)
- To receive an updated action plan with current position of outcomes
 - To discuss any issues arising from the Action Plan not on the agenda
- 044/FC/
04/20-21** **Village Pond** - to consider the response from Hampshire and Isle of Wight Wildlife Trust (HIWWT) and plan accordingly.
- 045/FC/
04/20-21** **Working Group for Road, Safety, Speed and Environmental Factors** – to receive an update on progress to date.
- 046/FC/
04/20-21** **Vacancy for position of Clerk** – to acknowledge the resignation of the Clerk and plan recruitment of new Clerk.
- 047/FC/
04/20-21** **Staffing Working Group** – to receive and approve draft Terms of Reference for Staffing Working Group (following recommendation by Internal Auditor)

- 048/FC/
04/20-21** **Councillor Induction** – to review the induction of new councillors and determine if changes are required.
- 049/FC/
04/20-21** **Parish Council use of Social Media** – to discuss the use of social media by the PC to clarify current use and determine if other platforms can be used.
- 050/FC/
04/20-21** **Neighbourhood Plan Update** - to receive an update from the Neighbourhood Plan (NP) Group
- 051/FC/
04/20-21** **Current Planning Applications** – see Appendix 2
- To consider and determine the PC's response to new planning application
Reference: 20/01626/HSE
Location: 19 Coldharbour, North Waltham RG25 2BH
Proposal: Removal of redundant chimney on side elevation and tile over
 - to note the current planning applications received from BDBC
- Documents can be viewed at <https://planning.basingstoke.gov.uk/online-applications/>
- 052/FC/
04/20-21** **Planning Compliance Issues** – to receive an update on
- Planning application 17/02849/OUT Land at OS ref 456378 145890 Fox Lane, North Waltham
 - Planning application 18/00460/FUL Highfield, Church Road, North Waltham RG25 2BL
- 053/FC/
04/20-21** **Finance**
- (a) **Receipts and payments** – see Payments Schedule (Appendix 3)
- To acknowledge receipt of payments made to the Parish Council
 - To acknowledge payment of standing orders and direct debits
 - To acknowledge Multipay card payments made since last statement dated 2nd July 2020
 - To approve payments
 - To note the return of overpayment
- (b) **Bank Balance and Bank Reconciliation** (Appendix 4)
- to receive the current bank balances
 - to receive and acknowledge the bank reconciliation for quarter 1 as at 30th June 2020
- (c) **Budget Review** – to receive the Budget Review for quarter 4 as at 30th June 2020
Review available to view at <https://www.northwaltham.net/parish-council/finance-and-audit/>
- (d) **Grant Application** – to consider the grant application from Home Start North West Hampshire
- 054/FC/
04/20-21** **Village Maintenance Matters** – to receive an update on
- (a) • Fence along St Michael's Green / Church Road
- (b) • Footpaths
- (c) • Telephone box
- (d) • Lengthsman
- (e) • Other miscellaneous issues
- 055/FC/
04/20-21** **Highways** – to receive and update on
- (a) • Traffic issues around North Waltham Primary School
- (b) • Finger signpost at junction of Popham Lane / Fox Lane
- (c) • Reflective bollards near the junction of Steventon Road / Mary Lane
- (d) • Accident site at junction of A33 / A30 Stockbridge Road
- (e) • Other miscellaneous issues
- 056/FC/
04/20-21** **Correspondence** – see Appendix 5
- to acknowledge correspondence received since the meeting on 16th June 2020 (as per Correspondence Received Schedule dated 17th June – 15th July 2020)
 - to receive any correspondence received since 15th July 2020
 - to discuss any issues arising from correspondence

**057/FC/
04/20-21** **Councillors Announcements**

**058/FC/
04/20-21** **Items for insertion in the Parish Magazine** (deadline 6.00pm on Tuesday 21st July 2020)

- 059/FC/
04/20-21** **Date of Next Meeting** - there will be no ordinary meeting in August 2020.
- to confirm the next monthly meeting will be held on **Tuesday 15th September 2020** at **7.30pm** either **online** or in the **Rathbone Pavilion, North Waltham**, depending on Government guidelines
 - to confirm a date for the annual Parish Council Village Walk Around during August (Government Guidelines permitting)

Signed:

RCoulter

Clerk to North Waltham Parish Council

APPENDIX 1

Item 043/FC/04/20-21

ACTION PLAN & OUTCOMES FOLLOWING PARISH COUNCIL MEETING HELD ON 16th JUNE 2020

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

UPDATED: 15.07.20

MINUTE REF	ACTION	RESPONSIBILITY	OUTCOME / COMMENTS
023/FC/03/20-21 Meeting open to the public	<ul style="list-style-type: none"> Forward details of landowner to member of the public again. 	GC	
024/FC/03/20-21 Minutes	<ul style="list-style-type: none"> Check recording of the meeting held on 19th May 2020 regarding items 007/FC/02/20-21 and 009/FC/02/20-21. Amend minutes of the meeting held on 19th May if appropriate and bring to the July meeting for approval. Complete minutes for meeting held on 10th June 2020 and bring to July meeting for approval. 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 Clerk Clerk Clerk	22.06.20 completed 22.06.20 completed 22.06.20 complete Ongoing
026/FC/03/20-21	Audit		
(a) Internal Audit	<ul style="list-style-type: none"> Review Terms of Reference for Staffing Committee and re-draft as a Working Group, for discussion and approval at the next PC meeting. Investigate savings A/C's with better interest, including NS&I, and report back at next meeting 	Clerk Clerk	
(b) Certificate of Exemption	<ul style="list-style-type: none"> 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. Return the Certificate of Exemption 2019-20 to PKF Littlejohn LLP before 30th June 2020. 	Clerk Clerk	24.06.20 completed 29.06.20 completed
(c) Annual Governance Statement	<ul style="list-style-type: none"> 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	24.06.20 completed
(d) Accounting Statements 2019-20	<ul style="list-style-type: none"> Arrange for the Accounting Statements 2019-20 to be signed and dated by the Chairman outside of the meeting, maintaining social distancing. 	Clerk	24.06.20 completed

	<ul style="list-style-type: none"> Publish all signed documents in accordance with Proper Practices. 	Clerk	29.06.20 completed
027/FC/03/20-21 The Village Pond	<ul style="list-style-type: none"> 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 Local resident Clerk Clerk Clerk	
029/FC/03/20-21 Neighbourhood Plan Update	<ul style="list-style-type: none"> 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	Completed Completed Completed
032/FC/03/20-21(a) Financial Payments	<ul style="list-style-type: none"> Arrange payment via bank transfer. 	Clerk / 2 x Councillors	24.06.20 completed
033/FC/03/20-21	Village Maintenance		
(a) Fence along St Michael's Green	<ul style="list-style-type: none"> Obtain quotations for replacing fence along St Michael's Green / Church Road. 	Clerk	
(b) Footpaths	<ul style="list-style-type: none"> Contact Hampshire County Council Countryside Service for advice on options and costs to repair kissing gates 	Clerk	
(c) Telephone Box	<ul style="list-style-type: none"> Obtain quotation for renovation of telephone box 	Clerk	
(e) Miscellaneous	<ul style="list-style-type: none"> 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) Safety around School	<ul style="list-style-type: none"> Monitor situation and keep PC and stakeholders informed 	Clerk	Ongoing
(b) Finger signpost	<ul style="list-style-type: none"> Place order for finger signpost with HCC. 	Clerk	08.07.20 completed
(c) Bollards	<ul style="list-style-type: none"> Remove vegetation and fit bollards 	GC / GW	
(d) Junction of A33 / A30	<ul style="list-style-type: none"> Monitor and advise the PC when a response received 	Clerk	23.06.20 completed
(e) Miscellaneous	<ul style="list-style-type: none"> Email resident with this information quoting the land registration reference number and copy in the Tree Officer 	Clerk	08.07.20 completed

037/FC/03/20-21 Parish Magazine	<ul style="list-style-type: none">• Write and submit article for Parish Magazine.• Request volunteers to join a Traffic Speed and Safety Working Group	Clerk GW	23.06.20 completed 23.06.20 completed
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APPENDIX 2

Item 051/FC/04/20-21 Current Planning Applications:

B/F	18/03188/HSE	The White Cottage, Popham Lane, North Waltham RG25 2BD Erection of two storey side and rear extension with demolition of one outbuilding Amended plan's submitted 19.02.19	Undecided
B/F	19/02018/FUL	Village Farm Bungalows, Steventon Road, North Waltham RG25 2DD Erection of 2 no. 3 bed houses following demolition of existing bungalows including associated works (part retrospective)	Undecided
B/F	19/02422/FUL	Land at OS Ref 456743 145562, Popham Lane, North Waltham Erection of 7 no. dwellings; with associated parking, turning, landscaping, and private amenity space. Creation of new access point out onto Popham Lane	Undecided
B/F	19/02900/FUL	Towns End Cottage, Maidenthorne Lane, North Waltham RG25 2DD Erection of a single storey lifetime dwelling	Undecided
B/F	19/03232/FUL	Land adjacent The Old Hall, Popham Lane, North Waltham Erection of 6 no. dwellings including associated parking and landscaping and creation of new access onto Popham Lane	Undecided
B/F	20/00094/HSE	2 Yew Tree Cottages, Yew Tree Road, North Waltham RG25 2DA Erection of single storey rear extension	Granted
B/F	20/00221/FUL	Old School House, Mary Lane, North Waltham RG25 2BY Erection of detached dwelling including parking provision for existing and proposed dwelling Amendment – amended plans to reduce the scale of the development and to alter the position of the dwelling. An amended tree report was submitted to reflect the revised layout	Undecided
B/F	20/00670/HSE	Towns End Cottage, Maidenthorne Lane, North Waltham RG25 2DD Erection of two storey side and rear extensions	Undecided
B/F	20/00749/PIP	Land north of Ramsholt Close and east of Mary Lane, North Waltham Minor residential housing development of up to 9 new dwelling houses	Refused
B/F	20/00750/PIP	Land at Westside Dairy, Steventon Road, North Waltham RG25 2BT Application for Permission in Principle for residential development of up to 6 dwellings	Refused
B/F	20/00540/ROC	Land at the Wheatsheaf Garage, Popham Lane, North Waltham Variation of condition 1 of 17/03470/OUT to amend plans for minor amendments to Plots 5 & 6, amended car parking, bin store and landscaping	Undecided
B/F	20/01255/TDC	Land at OS grid ref 455998 146067, St Michael's Close, North Waltham Technical Details Consent for the erection of 2 no. dwellings with associated access, garaging, parking and landscaping, pursuant to Permission in Principle approval reference 19/01954/PIP for up to 4 no. dwellings	Undecided
B/F	T/00177/20 TCA	5 Cuckoo Close, North Waltham, RG25 2BJ Application for works to trees growing in a conservation area Proposal: 2 Silver Birch trees in the front garden: trim crown to give no more than a 2m clearance from overhead services	Raise no objection
B/F	T/00210/20/TCA	Walnut Cottage, Yew Tree Road, North Waltham Application for works to trees growing in a conservation area Proposal: 3 Silver Birch: fell	Raise no objection
NEW	20/01497/ENS	Oakdown Farm, Winchester Road, Dummer RG23 7LR Request for EIA Scoping opinion for the erection of commercial and industrial units including mezzanine floorspace and ancillary office accommodation	Undecided
NEW	20/01512/TWRN	3 Old Barn Close, North Waltham RG25 2BW T1/T2 fell. T3 cut back from boundary	Undecided
NEW	T/00242/20/TCA	3 St Michael's Close, North Waltham RG25 2BP Application for works to trees growing in a conservation area Proposal: A Crab Apple (rear): reduce leaving a 4m canopy and height of 5m, thin by 10% B Crab Apple (rear): fell C Apple tree (rear) reduce leaving a canopy of 4m and height of 5m, thin by 10%	Undecided

		D/E Conifer (front): reduce leaving a height of approx 3m	
NEW	T/00257/20/TCA	Grayshott, Church Road, North Waltham RG25 2BL Application for works to trees growing in a conservation area Proposal: T1 Thuja: fell T2 Thuja: remove large limbs pushing against top of boundary wall	Undecided
NEW	T/00280/20/DDD	19 St Michael's Close, North Waltham Notice of exempt work to protected trees Proposal: remove dead Leylandii to ground level which are part of a hedge	Raise no objection
NEW	20/01626/HSE	19 Coldharbour, North Waltham RG25 2BH Removal of redundant chimney on side elevation and tile over	Undecided

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

APPENDIX 3**Item 053/FC/04/20-21 (a)****Finance****(a) Receipts and Payment**

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

DATE	RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL
26.06.20	Groundwork UK	Grant to assist completion of Neighbourhood Plan	£9,000.00 £2,446.00	£11,446.00
30.06.20	Unity Trust Bank	Interest on deposit A/C	£ 28.77	£ 28.77

To acknowledge the payment of standing orders, direct debits and charges since last meeting 16th June 2020

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

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

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
12.07.20	Zoom	Monthly fee	£14.39	£14.39

To approve the following payments

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
	None			

To note the return of overpayment

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
02.07.20	Groundwork UK	Return of overpayment of grant for Neighbourhood Plan – paid in error	£2,446.00	£2,446.00

APPENDIX 4**Item 053/FC/04/20-21(b) Bank Reconciliation****BANK RECONCILIATION**

Financial period - 2020-21 Quarter 1 ending 30th June 2020

CURRENT ACCOUNT	£	£	£
Balance as per bank statement as at 30th June 2020		£ 18,501.79	
Less: any unprecented cheques as at 30th June 2020	£ -		
Add: any unbanked cash/cheques as at 30th June 2020	£ -		
Net balance in current A/C as at 30th June 2020		£ 18,501.79	£ 18,501.79
DEPOSIT A/C			
Balance as per bank statement as at 30th June 2020		£ 28,875.72	
Less: any unrepresented cheques as at 30th June 2020	£ -		
Add: any unbanked cash/cheques as at 30th June 2020	£ -		
Net balance in deposit A/C as at 30th June 2020		£ 28,875.72	£ 28,875.72
TOTAL BALANCE as at 30th June 2020			£ 47,377.51

The net balance reconciles to the Cash Book for quarter 1, as follows:

CURRENT ACCOUNT	£	£	£
Opening balance of Cash Book as at 1st April 2020		£ 815.89	
Add: receipts in quarter 1 as follows			
BDBC	£ 10,100.50		
HMRC	£ 418.49		
Groundwork UK	£ 9,000.00		
Groundwork UK	£ 2,446.00		
		£ 21,964.99	
Less: payments in quarter 1 as follows			
Lloyds Bank plc	£ 3.00		
Clerk	£ 366.60		
Lloyds Bank plc	£ 3.00		
Clerk	£ 366.60		
North Waltham Village Trust	£ 150.00		
HALC	£ 332.62		
North Waltham Village Trust	£ 2,036.00		
BHIB Insurance	£ 429.28		
Lloyds Bank plc	£ 17.39		
Do the Numbers Ltd	£ 190.00		
Clerk	£ 366.60		
Unity Trust Bank	£ 18.00		
		-£ 4,279.09	
Closing balance as per Cash Book as at 30th June 2020			£ 18,501.79
DEPOSIT ACCOUNT			
Opening balance of Cash Book as at 1st April 2020		£ 28,846.95	
Add: receipts in quarter 1 as follows:			
Interest	£ 28.77		
		£ 28.77	
Less: payments in quarter 1	£ -		
		£ -	
Closing balance per Cash Book as at 30th June 2020			£ 28,875.72
TOTAL BALANCE as at 30th June 2020			£ 47,377.51

Prepared by: Rosemary Coulter, Clerk & RFO
13th July 2020

For Parish Council approval: 21st July 2020
Minute reference: TBA

APPENDIX 5**Item 056/FC/04/20-21****CORRESPONDENCE RECEIVED between 16th June – 15th July 2020**

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

Correspondence from BDBC

- 16.06.20 Councillors Briefing
- 17.06.20 Notification of planning application T/00242/20/TCA
- 17.06.20 Confirmation of submitting application to Assets of Community Value register (*not circulated*)
- 17.06.20 Councillors Briefing
- 18.06.20 Message from the Mayor – Armed Forces Day
- 18.06.20 Councillors Briefing
- 19.06.20 Notification of planning application T/00257/20/TCA
- 22.06.20 Councillors Briefing
- 23.06.20 Councillors Briefing
- 24.06.20 Councillors Briefing
- 26.06.20 Target list for virtual Development Control Committee on 15.07.20 (*not circulated as not relevant*)
- 26.06.20 Business in Basingstoke Bulletin – June 2020
- 26.06.20 Councillors Briefing
- 29.06.20 Monthly alterations to Electoral Register (*not circulated*)
- 29.06.20 Councillors Briefing
- 30.06.20 Notification of planning application T/00280/20/DDD
- 01.07.20 Councillors Briefing
- 02.07.20 Councillors Briefing
- 02.07.20 Councillors Briefing
- 02.07.20 Target list for virtual Development Control Committee on 22.07.20
- 03.07.20 Spend of S106 developer contributions for play and open space 2020-21 (*copied to Village Trust*)
- 06.07.20 Draft temporary revisions to the Statement of Community Involvement – Public Consultation
- 06.07.20 CIL Guidance for Town and Parish Councils
- 06.07.20 Councillors Briefing
- 08.06.20 Councillors Briefing
- 09.07.20 Councillors Briefing
- 10.07.20 Business in Basingstoke – July 2020
- 13.07.20 Councillors Briefing

Correspondence from HCC

- 17.06.20 HCC Covid-19 transport schemes and map to raise concerns
- 17.06.20 Response from County Cllr McNair Scott to request for update on A33/A30 junction
- 19.06.20 Your Hampshire – the latest from your County Council
- 29.06.20 Countryside Service – update to rights of way priority cutting list 2020
- 01.07.20 Countryside Services Volunteer Newsletter – July 2020
- 02.07.20 Countryside Services – response to query regarding Priority Cutting Lists
- 06.07.20 Your Hampshire – the latest from your County Council

Correspondence from HALC

- 30.06.20 Guidance on reopening play parks (*not circulated as not relevant*)
- 09.07.20 Covid-19 Briefing Note

Other correspondence

- 18.06.20 BDAPTC – message
- 23.06.20 Home Start North West Hampshire – application for grant *
- 24.06.20 & 04.07.20 Keep Britain Tidy Great British September Clean – 11th-27th September 2020
- 30.06.20 Maria Miller, MP, launches local inquiry on the experiences of BAME members of the Basingstoke Community

- 02.07.20 Email from NW Covid-19 Support Group *
- 03.07.20 BDAPTC – next meeting (online) on 30.07.20 (*forwarded by Chairman*)
- 06.07.20 Request via the website to borrow litter picker for use around the village
- 06.07.20 BDAPTC – Manydown (*forwarded by GC*)
- 06.07.20 South East Water – Priority Services Register (*posted on NW website news and Facebook page*)
- 06.07.20 Lengthsman – completed worksheet for 17.06.20 (*not circulated*)
- 13.07.20 Local resident – request for advice and assistance in improving the island at the top of St Michael's Close *
- 14.07.20 Local resident – proposed cycle facility for North Waltham *

Newsletters

- 23.06.20 Rural Services Network – The Rural Bulletin
- 30.06.20 Rural Services Network – The Rural Bulletin
- 07.07.20 Rural Services Network – The Rural Bulletin
- 08.07.20 Rural Services Network – Rural Funding Digest – July 2020
- 14.07.20 Rural Services Network – The Rural Bulletin

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

- 17.06.20 Glasdon UK – marketing email – shelters
- 30.06.20 Playforce – book a playground inspection and get ready to reopen safely – marketing email
- 03.07.20 Playforce – is your play area safe to open tomorrow – marketing email
- 08.07.20 Council Space – simple, compliant websites for local councils – marketing email
- 14.07.20 Zoom – promotion for Zoom Pro Annual – marketing email
- 15.07.20 Creative Play – playground equipment – marketing email