

MINUTES OF PARISH COUNCIL ORDINARY MEETING

Tuesday 21st July 2020 at 7:30pm held remotely via Zoom

Councillors Present:

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

Actions for

039/FC/
04/20-21

Apologies for Absence:
None

040/FC/
04/20-21

Declarations of Interest:
None

041/FC/
04/20-21

Meeting open to the Public:
One member of the public joined the meeting to discuss two issues.

Cycle Facility

- A local resident has presented a proposal for a cycle facility to the Village Trust as it fitted with the Trusts' aims to provide recreational activity for local residents. Their response did not rule out the possibility of providing a facility, but it was considered to be more negative than positive.
- The resident is now looking for advice as to where to go next. Is the Parish Council (PC) able to help or where might he go to try and develop the proposal? (A copy of the proposal was forwarded to the PC in advance of the meeting.)
- There is a similar cycle track in Whitchurch and one in Farringdon, near Oxford.
- The resident reported that he had considered the field opposite Cuckoo Meadow which belongs to a local landowner. He has had a positive conversation with the landowners' daughter and feels that this remains an option.
- Cuckoo Meadow would be the most suitable site for a cycle facility and this land is managed by the Village Trust. GC explained the roles of the Village Trust and the PC in this respect.
- It was generally felt that the focus of effort needs to be on Cuckoo Meadow and the Village Trust. The PC can help with funding once plans progress and can look at other sources of funding to contribute towards the cost, e.g. S106 or CIL.

Island at the top of St Michael's Close

- Following a discussion and information from the Clerk, the resident has done his own work on investigating ownership of the island and reached the same conclusion.
- The resident feels that the village is fortunate to have areas like the island but without being properly looked after, it is not aesthetically pleasing and the trees are not in great condition.
- Nobody is taking responsibility for the area.
- The resident has had a tree surgeon review the island and provide a quotation for work needing to be done and other ideas for development. This includes felling, cutting back and crown lifting trees and using the chippings to make nice area for children to play and to help keep the weeds down.
- The PC have tried to resolve problem in the past. Hampshire County Council (HCC) agreed to maintenance as a road verge but it is not clear how regularly they undertake this or whether they would make a regular commitment.
- As it appears to be owned by no-one, it was questioned as to whether the PC should try and acquire ownership of the island? The PC is already landowner of St Michael's Green.
- The resident reported that he had considered a group of residents taking ownership, but this would present issues around whether all residents want to be involved, what happens as residents move in/out of St Michael's Close and insurance.
- The resident agreed to do a scoping exercise of what would be involved and to put a proposal together for the PC. Further consultation would be needed with local residents.

ACTION: Local resident to undertake a scoping exercise around the process for the acquisition of land for presentation to the PC, liaising with the Clerk as required.

**Local
resident**

042/FC/ Minutes:**04/20-21**

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

- Ordinary meeting held on 19th May 2020
- Additional meeting held on 10th June 2020
- Ordinary meeting held on 16th June 2020

ACTION: Chairman to sign the minutes outside of the meeting maintaining social distancing.

Clerk / GC

043/FC/ Action Plan and Outcomes following the meeting held on 16th June 2020**04/20-21**

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

044/FC/ Village Pond**04/20-21**

- Hampshire and Isle of Wight Wildlife Trust (HIWWT) have responded to say that they feel the pond in North Waltham needs the more detailed survey and advice option.
- They have not been able to provide a full quote in time for this meeting but feel the cost would be approximately £750 + VAT.
- This would cover half a day to survey and one day to provide a report with management recommendations. The Team will be able to answer the PC's questions about the pond liner and clay, carry out a biodiversity survey and make suitable recommendations for ecological enhancements that benefit wildlife but also enhance the ponds appearance.
- Although this initial quotation seems expensive, it was felt to be good value for 1.5 days work by an expert.
- The pond has been an issue for the PC for a long time and it was felt advisable to obtain a detailed report and management plan to refer to for future management.
- It was proposed to accept the quotation for the detailed report, subject to the final cost and specification and agreed unanimously.
- PW reported that he had looked further at the pond liner. It goes back over the bank further than expected and he was unable to lift it.
- There was no update from local residents regarding their experiments with clay.
- The bags of clay have not been removed and remain behind the bus shelter. They have been tidied and are becoming obscured by weeds and stinging nettles. At the last meeting it was agreed that only 3 bags should be retained.

ACTION:

- Await quotation from HIWWT and present to Council at next meeting.
- Ask local resident to remove bags of clay, as agreed, and retain no more than 3 bags.

Clerk
Clerk**045/FC/ Working Group for Road Safety, Speed and Environmental Factors (to be known as the Speed Reduction Working Group)****04/20-21**

- The Speed Reduction Working Group has had an initial meeting and It was good to see six residents willing to join (non-councillors). There was lots of discussion, thoughts and ideas and the group are trying to formulate these.
- The Working Group circulated a paper to the PC prior to the meeting setting out the main points discussed at their first meeting. The paper is the Working Group's ideas and they would like the PC's view and authority to go ahead. The proposed actions were agreed by the PC.
- The main principle is to make the village safer - not to discourage traffic but to encourage everyone to live in a peaceful way and for all road users to be respectful of the village.
- The goal was generally felt to be good.
- It was felt that the strategy seems to be the solution but without any evidence to back it up. It was felt there might be other things that could be done to meet the goal. The strategy should reflect the process to get to the goal and there should be options that can be examined. The group agreed to discuss this further at their next meeting.
- GW reported that a number of ideas were discussed at the Working Group meeting (not mentioned in the paper) but the 20mph limit was felt to be the priority.
- A 20mph speed limit is of real interest but there could be other ways of achieving the goal.
- GC advised that there was useful information gathered from the Neighbourhood Plan (NP) questionnaire, which he will forward to the group.
- The Group also want to contact County and Borough Councillors and the local MP to request support.
- The paper is due for publication in the Parish Magazine (deadline this evening) and needs to be brief and factual. It was agreed to remove the section 'What is our Strategy?' before publication and to reword the first Action, changing the word 'petitioning' to 'canvas views'.

- The Group also asked about access to resources. The Clerk confirmed that paper is available on request and she can print posters, flyers, etc. However, if large numbers are required, it may be more cost effective to get them printed.
- A discussion followed regarding using electronic canvassing / questionnaires. A member of the Working Group has access to Survey Monkey. This is good to gather detail, but GDPR requirements must be met. Using flyers through doors and asking residents to email back also needs to meet GDPR requirements.

ACTION:

- Reword paper and submit for publication in Parish Magazine.
- Send information from NP questionnaire to Working Group.

GW
GC046/FC/
04/20-21**Vacancy for position of Clerk**

The Clerk has tendered her resignation. She has a two-month notice period and, therefore, will cease working for NWPC at the end of September 2020.

A general discussion followed.

- The ideal scenario is to have someone from the community who knows the village.
- A general advertisement for the post has been sent for inclusion in the next edition of the Parish Magazine, to let the community know that the vacancy exists and to start the recruitment process.
- The Council can continue work to update the job description, person specification, salary, hours, etc.
- Question - could Councillors share the role of Clerk? No, the Clerk is the Proper Officer of the PC and legislation gives specific duties to the proper officer of the Council. The Clerk for NWPC is also the Responsible Financial Officer (RFO). Both roles have specific responsibilities and duties, as set out in the PC's Standing Orders.
- Question – could the role be shared with other PC's? Yes, but it is the Clerk who applies for more than one post to make up a full-time post or to work more hours.
- Could the job description be reviewed to make more appealing? Yes, however many of the items in the job description are statutory requirements and must be included.
- Question – what is the role of the Staff Committee / Working Group? This will be discussed in next item on the agenda. The Clerk explained it was considered best practice to have a Committee / Working Group to manage staffing issues and bring recommendations to the PC. If an appeal arose out of these, other councillors would be 'untainted' and available to hear appeals.
- The Staffing Committee / Working Group needs to meet to review details of the post. It was agreed that GW would join the group and JM would step down.
- The Clerk was asked to reflect on the role and provide feedback to the PC of the challenges and issues facing a future Clerk.

ACTION:

- Place advertisement in Parish Magazine.
- Staffing Committee / Working Group to meet as soon as possible.
- Provide reflection and feedback to the PC.

Clerk
GC/BP/GW
Clerk047/FC/
04/20-21**Staff Working Group**

The draft Terms of Reference for the Staffing Working Group were presented to the Parish Council. This was previously a committee but is changing to a working group on the recommendation of the Internal Auditor.

It was questioned whether the Chairman of the Staffing Working Group should be designated as the Line Manager. It was explained that the Council, as a corporate body, is the employer and, therefore, no one person is the Line Manager. For ease of working, the Chairman of the Staffing Working Group administers routine matters, e.g. leave requests, absence, etc.

Resolution: To approve the Terms and Conditions of the Staffing Working Group. Proposed by GC, seconded by DJ and agreed unanimously.

ACTION: Sign the Terms of Reference for the Staffing Working Group outside of the meeting maintaining social distancing.

Clerk/GC

048/FC/
04/20-21**Councillor Induction**

The latest copy of the Councillor Induction Pack and an Induction Checklist for Councillors had been circulated prior to the meeting, in preparation for a review. Due to time constraints in this meeting and no immediate need for a review, it was decided to defer this item until the September meeting.

ACTION: Agenda item for September meeting.

Clerk

049/FC/ Parish Council use of Social Media**04/20-21**

In order to clarify to Parish Councillors, the PC currently uses the following media:

- North Waltham website, where it has its own pages for the publication of information.
- News page on the North Waltham website to publish information for forthcoming meetings, PC events, other information which comes to the PC and is of interest to residents, etc. This automatically links to the Weekly News email (every Tuesday) that residents can sign up to.
- North Waltham Facebook page, which is used to convey the same messages as the website news page.
- Parish Magazine.
- Parish Council notice board.

Following a short discussion, it was agreed that no other media were required.

050/FC/ Neighbourhood Plan (NP) Update**04/20-21**

The grant for £9,000.00 for consultancy fees to deliver the Neighbourhood Plan has been paid into the PC's current account. However, an additional sum of £2,446.00 was also paid into the PC's A/C in error. This has been returned to Groundwork UK.

An Inception Meeting (via Zoom) was held between Jon Doughty from Oneill Homer, GC and the Clerk. Its primary purpose was to go through the administrative side of the agreement. The next step is to arrange a meeting between Oneill Homer and the NP Steering Group. The NP Steering Group have a meeting later this week to review the site assessment reports.

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

The Parish Council considered the following planning application:

- **20/01626/HSE 19 Coldharbour, North Waltham RG25 2BH**
Removal of redundant chimney on side elevation and tile over

The applicant was unable to attend the meeting but sent additional information for the PC for consideration. There were no objections or comments to make about the application.

ACTION: Respond to BDBC consultation (online)

Clerk

- Council noted the current planning applications to BDBC (appendix 2).
- Applications 20/00749/PIP and 20/00750/PIP have both been refused, primarily on the grounds of documentation regarding the nitrate issue not being submitted. As a result, it was felt that these applications are likely to be resubmitted.
- Planning applications 19/02900/FUL and 20/00670/HSE for Townsend Cottage, Maidenthorpe Lane – to clarify, although this property has now been sold, the planning applications remain in place and are not dependent on ownership.

052/FC/ Planning Compliance Issues**04/20-21**

- Planning application 17/02849/OUT Land at OS ref 456378 145890 Fox Lane, North Waltham – there is no further information on a date for the appeal hearing.
- Planning application 18/00460/FUL Highfield, Church Road, North Waltham RG25 2BL – no updated information available.

053/FC/ Finance**04/20-21****(a) Financial Receipts (appendix 3)**

Council acknowledged receipts of payments to the Parish Council as follows:

- Grant from Groundwork UK £9,000.00 and £2,446.00
- Interest of deposit A/C £28.77

Financial Payments (appendix 3)

- Council acknowledged payment of the standing orders and direct debits since the last meeting on 16th June 2020.
- Council acknowledged one Multipay card payment made since the last statement dated 2nd July 2020.
- There were no invoices requiring approval for payment.
- Council acknowledged that the overpayment of the grant for the Neighbourhood Plan had been returned to Groundwork UK.

(b) Bank Balances

- Current account balance as at 16.06.20 - £16,038.40
- Deposit account balance as at 16.06.20 - £28,875.72

The Parish Council acknowledged receipt of the bank reconciliation for quarter 1 as at 30th June 2020. DJ confirmed that he had checked the bank reconciliation against the relevant bank statements prior to the meeting.

(c) Budget Review

The Parish Council acknowledged receipt of the Budget Review for quarter 1 as at 30th June 2020. Variances +/- 15% are outlined on the Budget Review.

Software budget line - Question – can Zoom be cancelled at any time? Yes, the PC pay on a monthly basis.

Venue hire budget line – at present there is no indication that the PC can resume meetings in the Rathbone Pavilion. Cuckoo Meadow Pre-School have exclusive use of the building to meet cleaning requirements.

Stationary budget line – the Clerk indicated that this budget line is likely to be underspent as she is not producing packs for meetings.

(d) Grant Application

The Parish Council considered the grant application from Home Start North West Hampshire. This application does not meet the Grant Awarding Policy in the following ways:

- There is no evidence provided to suggest that residents of the parish will directly benefit from the grant.
- PC would prefer to support local organisations with the limited funds it has available.
- This application is from a Hampshire regional group, which is part of a national organisation with access to funds from the parent organisation.

ACTION: Respond to Home Start North West Hampshire to decline awarding a grant.

Clerk

054/FC/
04/20-21**Village Maintenance Matters****(a) Fence along St Michael's Green / Church Road**

No action has been taken to obtain estimates for replacing the fence.

It was questioned as to whether this fence needs replacing at the present time as it is not broken. The Clerk reported that the Tree Surgeons who undertook work earlier in the year, mended the broken panel.

It was decided not to replace this fence during 2020-21, but to review when setting the budget for 2021-22.

(b) Footpaths

- Although the landowner gave written permission to the PC to remove the remainder of the gate on footpath 5, alongside Westside Dairy, the tenant farmer has since replaced the gate and is grazing cows on the land.
- HCC Countryside Service have been contacted for advice on options to repair/replace kissing gates on footpath no. 5 and the PC is awaiting a response.

ACTION: Await response from HCC Countryside Services and action accordingly.

Clerk

(c) Telephone Box – no action to date

ACTION: Obtain quotation for renovation of telephone box

Clerk

(d) Lengthsman

The Lengthsman undertook a day's work on 17th June. His next working day is on 9th September. Jobs suggested for his next visit

- Treating 2 x benches by the pond with teak oil/preservative (not creosote)
- Cutting back Sycamore bushes behind bus shelter near the pond. (see below)
- Repair noticeboard (see below)
- Fitting of 3 x bollards on Steventon Road, near junction with Mary Lane (see below)

(e) Other Miscellaneous IssuesSycamore Trees behind the bus shelter near the pond

The Tree Warden has assessed the Sycamore trees on the Green behind the bus shelter. His assessment is as follows:

- During the last few years, these trees have been cut to ground level, and what remains is secondary growth.

- The two smaller ones by the notice board, have made quite nice shrub sized bushes, and to keep them around that size will need a trimming every year, or they will get a lot larger.
- The others, closer to Church Road, are now becoming a series of multi stemmed trees, because after having been cut to the ground, they have each pushed up several stems, all of which are arching away from the old trunk. If one or all of these is left to become a semi-mature tree, the weak point will be at its base, and could be liable to fall in bad weather. If this was in a wood, there would be no problem, but in a public area, this may create a hazard.
- As the PC wishes to plant some more trees, I don't think that this non-native species is a good choice. However, as a good screen and low ground cover, they would be ideal.

Recommendations

- The larger multi stemmed trees are again cut to the ground, (as to top them would make them look too bulky), and allowed to regrow, but to restrict them to large bush sizes over the next few years.
 - The remainder, to keep smaller also by regular trimming.
- As their sizes are under that which would require a permit, they could be done at any time. They would then blend in with the other bushes around the rear of the bus shelter.

It was felt that this work could be requested from the Lengthsman. (see item 054/FC/04/20-21(d) above)

Gate between Ramsholt Close and Mary Lane

- HCC Countryside Service have confirmed that the hinges on the gate between Ramsholt Close and Mary Lane have been replaced with offset hinges.
- The adjustments allow the gate to self-close but at its widest opening, it does not self-close. There is no more adjustment that can be made.
- They have, therefore, ordered 'Please close the gate' signs which are now in stock and will be fitted when they are next in the area.
- The Clerk is aware that when the gate closes, it makes a loud bang. She will ask Countryside Services if a buffer could be fitted to the gate to reduce the noise.

ACTION: Contact HCC Countryside Service to request buffer for the gate on Ramsholt Close / Mary Lane.

Clerk

Notice board

The notice board is broken where one of the upright posts has come away from the main notice board at the top.

ACTION: Ask local handyman or Lengthsman to repair.

Clerk

**055/FC/
04/20-21**

Highways and Roads

(a) Traffic Issues around North Waltham Primary School

No further update from HCC.

Surveyors have been seen in Church Road recently, but this was in connections with drains.

ACTION: Monitor situation and keep PC and stakeholders informed

Clerk

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

HCC have been requested to supply and fit the finger signpost. The Clerk has received a form that requires completion and return.

Question – is there any indication of lead time on this? No, but the Clerk will request clarification.

ACTION: Complete and return form to HCC and request lead time for installation of signpost.

Clerk

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

The bollards are currently in storage awaiting fitting. The verge has been strimmed and cut back. It was agreed to ask the Lengthsman to do this on his next visit (see item 054/FC/04/20-21(d) above).

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

County Cllr McNair Scott has responded to say that the signing amendments have been completed and that the road surface work was timetabled for early July. However, this has not started. There is now also a bollard on the junction which is broken and lying on the ground.

ACTION:

- Report broken bollard.
- Request update on situation from County Cllr McNair Scott.

**Clerk
Clerk**

- Forward County Cllr McNair Scott's email and information from the Road Safety Foundation to the Speed Reduction Working Group.

Clerk

(e) Other Miscellaneous IssuesTrees between Well Close and Old Barn Close

The PC informed the resident of the land registry reference that shows this piece of land belongs to BDBC, with a copy to the Tree Officer concerned. BDBC have responded to say that they accept this and cannot explain how these trees do not show on their 'adopted land' map. The resident has received information from BDBC as to how to request cutting back / removal of these trees. No further action is required from the PC.

Other Issues Raised

- Potholes on Maidenthorne Lane are getting worse.
- Grass verges along Maidenthorne Lane between the A33 and the entrance to the village are getting long and narrowing the road.

The Clerk advised that anyone can report these issues at

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems>

ACTION: Report potholes and grass verge to HCC.

Clerk

056/FC/
04/20-21**Correspondence**

- The Council noted the Schedule of Correspondence received between 16th June – 15th July 2020 – see Appendix 4.
- The Council noted correspondence received since 15th June 2020 – see Appendix 4.

One item required discussion – email from the NW Covid-19 Support Covid-19 legacy project and asking if the group would like to be part of the new Basingstoke Neighbourhood Network. The PC felt that this was a decision for the local Support Group to make as the PC has had very limited involvement in organising support. However, the PC can help to facilitate community support and provide grants to local organisations should funds be required.

It was felt that gratitude is due to the NW Covid-19 Support Group and to Old Barn Stores who have all worked excessively hard to ensure the local community have been supported. It was suggested that they should be nominated to the Big Basingstoke and Deane Thank You.

ACTION: Nominate the NW Covid-19 Support Group and Old Barn Stores for the Big Basingstoke and Deane Thank You.

Clerk

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

None

058/FC/
04/20-21**Items for Parish Magazine**

The deadline for the Parish Magazine was 6.00pm on Tuesday 21st July 2020. An extension has been granted until after the PC meeting.

The following items have been included:

- Date of next Parish Council meeting
- Date of Village Walk Around
- Planning applications

The deadline for the next Parish Magazine is Tuesday 25th August 2020 at 6.00pm.

ACTION: Update article and submit following this meeting.

Clerk

059/FC/
04/20-21**Date of Next Meeting**

The next Ordinary Meeting will be held on Monday 10th August 2020 at 7.30pm, via Zoom unless Government guidelines have changed.

The annual Village Walk Around will be held on Tuesday 25th August 2020 at 7.00pm meeting at the pond.

Signed Date

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: 20th July 2020

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	20.07.20 no update available
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 completed 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	16.07.20 completed No action taken to date
(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 	Clerk	24.06.20 completed

	<ul style="list-style-type: none"> meeting, maintaining social distancing. 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	16.07.20 completed For discussion at July meeting 20.07.20 no update available For discussion at July meeting No action taken Completed To be completed when sign arrives
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	No action taken to date
(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	20.07.20 completed Awaiting response
(c) Telephone Box	<ul style="list-style-type: none"> Obtain quotation for renovation of telephone box 	Clerk	No action taken to date
(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	16.07.20 completed 16.07.20 completed
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	20.07.20 partially completed
(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

DRAFT

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 plans submitted 19.02.19	Undecided
B/F	19/02018/FUL	Village Farm Bungalows, Steventon Road, North Waltham RG25 2DD Erection of 2 no. 3 bed houses following demolition of existing bungalows including associated works (part retrospective)	Undecided
B/F	19/02422/FUL	Land at OS Ref 456743 145562, Popham Lane, North Waltham Erection of 7 no. dwellings; with associated parking, turning, landscaping, and private amenity space. Creation of new access point out onto Popham Lane	Undecided
B/F	19/02900/FUL	Towns End Cottage, Maidenthorne Lane, North Waltham RG25 2DD Erection of a single storey lifetime dwelling	Undecided
B/F	19/03232/FUL	Land adjacent The Old Hall, Popham Lane, North Waltham Erection of 6 no. dwellings including associated parking and landscaping and creation of new access onto Popham Lane	Undecided
B/F	20/00094/HSE	2 Yew Tree Cottages, Yew Tree Road, North Waltham RG25 2DA Erection of single storey rear extension	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%	Undecided

		B Crab Apple (rear): fell C Apple tree (rear) reduce leaving a canopy of 4m and height of 5m, thin by 10% 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/>

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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	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

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

Correspondence received since 15th July 2020

- 16.07.20 BDBC – update on the BDBC housing land supply position
- 16.07.20 BDBC – Councillors Briefing
- 17.07.20 The Notice Board Company – marketing email (*not circulated*)
- 17.07.20 HALC – temporary reduction in VAT (*not circulated as not relevant*)
- 17.07.20 BDBC – Councillors Briefing
- 19.07.20 Email from residents regarding planning application 20/01626/HSE
- 20.07.20 HCC – Your Hampshire
- 21.07.20 Rural Services Network – The Rural Bulletin
- 21.07.20 HCC – Parish News

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