



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 15th September 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

**082/FC/
06/20-21** **Apologies for absence**

**083/FC/
06/20-21** **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.

**084/FC/
06/20-21** **Meeting open to the Public** – the meeting will allow questions and comments from members of the public. (10 mins)

**085/FC/
06/20-21** **Minutes** – to approve the accuracy of the minutes, already circulated, of the

- Ordinary Meeting held on 10th August 2020
- Additional Meeting held on 3rd September 2020

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

**086/FC/
06/20-21** **Action Plan and Outcomes following the meeting held on 10th August 2020** (see appendix 1)

- To receive an updated Action Plan and to discuss any issues arising from the Action Plan not on the agenda
- To receive an updated action plan from the Village Walk Around on 25th August 2020 and discuss any issues not on the agenda

**087/FC/
06/20-21** **Village Pond** - to receive an update on

- Hampshire and Isle of Wight Wildlife Trust (HIWWT) survey and management plan
- Removal of bags of clay
- Flotation aid and signage

**088/FC/
06/20-21** **Vacancy for position of Clerk**

- To receive an update on recruitment of a new Clerk

**089/FC/
06/20-21** **Parish Councillor Vacancy**

- To receive an update on the need for a by-election / co-option
- To plan recruitment of a new Parish Councillor

- 090/FC/
06/20-21** **Island in St Michael's Close**
- To receive an update regarding the ownership of the land and plans from local residents
 - To consider purchase of the land by the Parish Council (PC)
- 091/FC/
06/20-21** **Community Infrastructure Levy (CIL) Funds** - to consider ideas for the use of these funds
- 092/FC/
06/20-21** **Survey on HCC Roads and Transport** - to discuss how NWPC should respond to this survey.
- 093/FC/
06/20-21** **Speed Reduction Working Group** – to receive an update from the Working Group.
- 094/FC/
06/20-21** **Neighbourhood Plan Update** - to receive an update from the Neighbourhood Plan (NP) Group
- 095/FC/
06/20-21** **Current Planning Applications** – see Appendix 2
- To consider and determine the PC's response to new planning applications, as follows:
Reference: 20/02151/HSE – 2 Wheatsheaf Close, North Waltham
Proposal: Two storey side extension to existing dwelling (incorporating rebuilding of existing single storey garage and within existing footprint) and external alterations
 - To note the status of current planning applications
- Documents can be viewed at <https://planning.basingstoke.gov.uk/online-applications/>
- 096/FC/
06/20-21** **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
- 097/FC/
06/20-21** **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
- (b)** **Bank Balance**
- to receive the current bank balances
- 098/FC/
06/20-21** **Village Maintenance Matters**
- (a)** **Footpaths**
- To consider recommendations for gates along the footpath to Steventon Church
 - To receive and update on the gate between Ramsholt Close and Mary Lane
- (b)** **Telephone Box** – to receive an update
- (c)** **Lengthsman**
- (d)** **St Michael's Green**
- To consider requesting changes to the mowing schedule by BDBC to allow wildflower growth and biodiversity, possibly with mowed paths, but keeping edges and sight lines clear
 - To consider obtaining expert advice on this issue
- (e)** **Other miscellaneous issues** - to receive an update on
- Notice Board
 - Bollards at Steventon Road / Mary Lane junction
- 099/FC/
06/20-21** **Highways and Roads**

- (a) **Traffic issues around North Waltham Primary School** – to receive an update
- (b) **Finger Signpost at junction of Popham Lane and Fox Lane** – to receive an update
- (c) **Potholes and other highways maintenance** – to receive an update
- (d) **Other miscellaneous issues**
- 100/FC/
06/20-21** **Correspondence** – see Appendix 4
- to acknowledge correspondence received since the meeting on 10th August 2020
 - to receive any correspondence received since 9th September 2020
 - to discuss any issues arising from correspondence
- 101/FC/
06/20-21** **Councillors Announcements**
- 102/FC/
06/20-21** **Items for insertion in the Parish Magazine** (deadline 6.00pm on Wednesday 26th August 2020)
- 103/FC/
06/20-21** **Date of Next Meeting**
- to confirm the next ordinary meeting will be held on **Tuesday 20th October 2020 at 7.30pm** either **online via Zoom** or in the **Rathbone Pavilion, North Waltham**, depending on Government guidelines

Signed:

RCoulter

Clerk to North Waltham Parish Council

APPENDIX 1

Item 086/FC/06/20-21

ACTION PLAN & OUTCOMES FOLLOWING PARISH COUNCIL MEETING HELD ON 10th AUGUST 2020

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

UPDATED: DRAFT – Updated 9th September 2020

| MINUTE REF | ACTION | RESPONSIBILITY | OUTCOME / COMMENTS |
|---|---|---------------------------------|---|
| FROM MEETINGS HELD ON 21st JULY 2020 | | | |
| 046/FC/04/20-21 Vacancy for position of Clerk | <ul style="list-style-type: none"> Provide reflection and feedback to the PC. | Clerk | |
| 048/FC/04/20-21 Councillor Induction | <ul style="list-style-type: none"> Agenda item for September meeting. | Clerk | |
| FROM MEETING HELD ON 10th AUGUST 2020 | | | |
| 063/FC/05/20-21 Minutes | <ul style="list-style-type: none"> Chairman to sign the minutes outside of the meeting. | GC / Clerk | 18.08.20 completed |
| 027/FC/03/20-21 The Pond | <ul style="list-style-type: none"> Contact local electrician and ask to fit housing in telephone box and check electrical supply. (outstanding from June meeting) Arrange fitting of sign when flotation aid and housing have been fitted. (outstanding from June meeting) | Clerk | 21.08.20 completed Electrician on A/L for 2 weeks and will investigate on return |
| 065/FC/05/20-21 | <ul style="list-style-type: none"> Accept HIWWT's quotation and request the work commence. Continue to pursue removal of the bags of clay by local resident. Investigate costs of hiring 'Hippo' type bag or removal by BDBC Waste and Refuse Services. | Clerk | 24.08.20 completed Requested dates of on-site visit |
| | | Clerk | 25.08.20 N/A – bags of clay removed |
| | | Clerk | 24.08.20 completed & forwarded to Cllrs. No further discussion as bags removed by 25.08.20 |
| 066/FC/05/20-21 Vacancy for position of Clerk | <ul style="list-style-type: none"> Update standing order with bank to reflect SCP 9 pay scale for Clerks salary. Arrange payment of back pay to Clerk. Finalise advertisement for Clerk's post and forward to Clerk Advertise in Parish Mag, on social media and on HALC website. Arrange printing of flyers and distribute to councillors for leaflet drop. | Clerk / Authorising Councillors | 25.08.20 set up payment Awaiting authorisation |
| | | Clerk / Authorising Councillors | 25.08.20 calculated & forwarded to Staffing WG – approval received Requires payment 12.08.20 completed |
| | | GC | |
| | | Clerk | 24.08.20 completed on website, Facebook & HALC |
| | | Clerk | 18.08.20 completed |

| | | | |
|---|--|---------------------------------------|---|
| 067/FC/05/20-21 Vacancy for Parish Councillor | <ul style="list-style-type: none"> Complete Notice of Vacancy, publicise and send to BDBC Returning Officer. After 14 days, if no election is called, advertise for a Parish Councillor. | Clerk Clerk | 19.08.20 Notice completed & emailed to BDBC – confirmed NWPC can go ahead with co-option after 07.09.20 Printed for notice board Awaiting outcome of whether election required |
| 068/FC/05/20-21 Speed Reduction Working Group | <ul style="list-style-type: none"> Address concerns raised during discussion. Await accurate numbers for posters, print and laminate posters. | Working Group Clerk | 21.08.20 completed – SRWG forwarded paper to Cllrs 18.08.20 completed (x30) 24.08.20 more requested & completed (x15) |
| 069/FC/05/20-21 Neighbourhood Plan Update | <ul style="list-style-type: none"> Forward appraisal of White Paper by Oneill Homer to Parish Councillors. | GC | 12.08.20 completed |
| 070/FC/05/20-21 Current Planning Applications | <ul style="list-style-type: none"> Respond to BDBC consultation (online) for both applications. | Clerk | 11.08.20 completed |
| 072/FC/05/20-21(a) Finance - Receipts | <ul style="list-style-type: none"> Agenda item at September meeting to discuss ideas for spending of CIL funds. | Clerk | 09.09.20 Agenda item for September meeting |
| 073/FC/05/20-21 Correspondence | <ul style="list-style-type: none"> Await update from local resident regarding ownership of island in St Michael's Close. | Clerk | 19.08.20 Agenda item for September meeting |
| 075/FC/05/20-21 Parish Magazine | <ul style="list-style-type: none"> Submit article(s) to Parish Magazine. | Clerk / Speed Reduction Working Group | 25.08.20 completed |

PLEASE NOTE: Village Maintenance Matters and Highways and Roads were not included on the agenda for this meeting as these issues will be discussed on the Village Walk Around on 25th August 2020.

APPENDIX 2

Item 095/FC/06/20-21 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 | 20/00221/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 | 20/00540/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 | Granted |
| 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/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 | Raise no objection |
| B/F | 20/01626/HSE | 19 Coldharbour, North Waltham RG25 2BH Removal of redundant chimney on side elevation and tile over | Granted |
| B/F | 20/01765/HSE | Street Cottage, Yew Tree Road, North Waltham RG25 2BX Erection of a single storey side extension to create new garage, erection of a first-floor extension to existing garage and widening of existing driveway | Undecided |
| B/F | T/00340/20/TCA | 18 Cold Harbour, North Waltham Application for works to trees growing in a conservation area Proposal: Fell I Holly | Raise no objection |
| B/F | 20/01847/FUL | Land at Folly Farm, Overton Road, North Waltham Removal of existing office building (B1a), and the erection of a detached dwelling; with associated parking, turning, landscaping, private amenity space, modified access from the highway and associated change of use of land | Undecided |
| NEW | T/00358/20/TCA | 7 Coldharbour, North Waltham Application for works to trees growing in a conservation area Proposal: 1 Copper Beech: Crown reduce by approx. 2m leaving an approx. finished height of 4.5m with a crown spread of 2m | Raise no objection |
| NEW | 20/02162/OUT | Land at Oakdown Farm, A30, Dummer RG23 7LR Outline planning application for the demolition of 3 dwellings, out-buildings and related structures and construction of commercial and industrial units including mezzanine floorspace (use class B8) with ancillary offices (use class B1), associated infrastructure works | Undecided |

| | | | |
|------------|-----------------------|--|------------------|
| | | (including parking and landscaping), and full details of sight levels, drainage and diversion of underground pipeline. All matters reserved except for access arrangements. | |
| NEW | T/00421/20/TCA | Boundary House, Church Road, North Waltham Application for works to trees growing in a conservation area Proposal: T1 Sycamore: fell T2 Yew: reduce height by 3-4m leaving a finished height of approx. 7m | Undecided |
| NEW | T/00422/20/TCA | Trinleys, Yew Tree Road, North Waltham Application for works to trees growing in a conservation area Proposal: T1 Cedar: fell T2 to T6 Cypress: fell | Undecided |
| NEW | 20/02151/HSE | 2 Wheatsheaf Close, North Waltham Two storey side extension to existing dwelling (incorporating rebuilding of existing single storey garage and within existing footprint) and external alterations | Undecided |
| NEW | T/00433/20/TCA | 4 St Michael's Close, North Waltham Application for works to trees growing in a conservation area Proposal: 4 Ash trees: crown reduce to a height of 12m | 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 097/FC/06/20-21 (a)****Finance****(a) Receipts and Payment**

To acknowledge the receipt of payments made to the Parish Council since last meeting on 10.08.20

| DATE | RECEIVED FROM | DESCRIPTION | AMOUNT | TOTAL |
|----------|---------------|-------------|------------|-------|
| 17.08.20 | BDBC | CIL Funds | £10,616.74 | |

To acknowledge the payment of standing orders, direct debits and charges since last meeting on 10.08.20

| DATE | NAME OF PAYEE | DESCRIPTION | AMOUNT | TOTAL |
|----------|-----------------|--|--------------------|---------|
| 17.08.20 | Lloyds Bank plc | Zoom Monthly fees | £ 14.39 £ 3.00 | £ 17.39 |
| 28.08.20 | Clerk | Salary (£9.96 x 35hrs) (July 2020) Home working allowance (July 2020) | £348.60 £ 18.00 | £366.60 |

To acknowledge the Multipay card payments made since last statement dated ... September 2020

| DATE | NAME OF PAYEE | DESCRIPTION | AMOUNT | TOTAL |
|----------|-----------------|-----------------------------|------------------|--------|
| 17.08.20 | ColourInc | Printing of flyers | £50.00 | £50.00 |
| 12.08.20 | Zoom | Virtual meeting cost VAT | £11.99 £ 2.40 | £14.39 |
| 0.08.20 | Lloyds Bank plc | Monthly fee | £ 3.00 | £ 3.00 |

To approve the following payments

| DATE | NAME OF PAYEE | DESCRIPTION | AMOUNT | TOTAL |
|----------|---------------|--|------------------|--------|
| 01.09.20 | ClubNet Ltd | Invoice 62653 - 1 x email address package x 10 for northwaltham.info VAT | £50.00 £10.00 | £60.00 |
| 02.09.20 | Survey Monkey | Speed Reduction Working Group survey VAT | £15.83 £ 3.17 | £19.00 |

APPENDIX 4**Item 100/FC/06/20-21****CORRESPONDENCE RECEIVED between 10th August – 9th September 2020**

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

Correspondence from BDBC

- 10.08.20 Monitoring of Policy SS5
- 11.08.20 Councillors Briefing
- 13.08.20 Consultation of planning application 20/02162/OUT
- 13.08.20 Councillors Briefing
- 13.08.20 Neighbourhood Planning in Basingstoke and Deane
- 14.08.20 Councillors Briefing
- 17.08.20 Apology from BDBC regarding press release
- 18.08.20 Councillors Briefing
- 19.08.20 Councillors Briefing – Covid-19 police survey
- 19.08.20 Big Thank You – calling all budding artists
- 20.08.20 Consultation on planning application T/00421/20/TCA
- 20.08.20 Consultation on planning application T/00422/20/TCA
- 21.08.20 Monthly alterations to Electoral Register (*not circulated – for office use only*)
- 21.08.20 Confirmation of notice of councillor vacancy (*not circulated*)
- 23.08.20 Business in Basingstoke Bulletin – August 2020
- 25.08.20 Councillors Briefing
- 26.08.20 Notification of planning application 20/02151/HSE
- 27.08.20 Nomination to the Assets of Community Value register
- 02.09.20 TTRO 507165 – notice of road closure in Oakley (*not circulated*)
- 02.09.20 Business in Basingstoke Bulletin – September 2020
- 02.09.20 Councillors Briefing
- 02.09.20 Basingstoke DC Committee meeting of 09.09.20 – target list (*not circulated as not relevant to North Waltham*)
- 04.09.20 Councillors Briefing
- 08.09.20 Councillors Briefing

Correspondence from HCC

- 11.08.20 Parish News – August 2020
- 18.08.20 Your Hampshire – The latest from your County Council
- 01.09.20 Countryside Services Access Newsletter – September 2020
- 02.09.20 Your Hampshire – the latest from your County Council
- 08.09.20 Flooding – Chalk Cottage, Chapel Street, North Waltham – response to complaint

Correspondence from HALC

- 13.08.20 Risk Assessments – Free Training Course
- 25.08.20 AGM and Annual Awards
- 03.09.20 Training Course
- 03.09.20 Consultation on reform of the Planning System
- 09.09.20 Risk Assessments – Free Training Course

Other correspondence

- 10.08.20 Oneil Homer - 12.08.20 Avison Young – Basingstoke Gateway – outline planning application submitted
- 12.08.20 HMRC Employer's Bulletin August 2020
- 12.08.20 Email from resident regarding councillor vacancy
- 13.08.20 Zoom Video Communications Inc – invoice INV35784776
- 17.08.20 Email from Dummer PC – alert to Press Release from BDBC: Council take proactive approach to vision for M3 junction 7 land
- 19.08.20 Action Hampshire – building homes in your community for your community
- 19.08.20 Keep Britain Tidy – September Clean

- 27.08.20 South West Action Group (SWAG) – warehouse development at junction 7 M3
- 28.08.20 Complaint from local resident about Hampshire Highways lack of action
- 01.09.20 Basingstoke District Association of Parish and Town Councils (BDAPTC) – update from meeting held on 30.07.20
- 07.09.20 Unity Trust Bank – Internet Banking (*forwarded to GC, JM, DJ & BP only*)

Newsletters

- 11.08.20 Rural Services Network – The Rural Bulletin
- 18.08.20 Rural Services Network – The Rural Bulletin
- 25.08.20 Rural Services Network – The Rural Bulletin
- 02.09.20 Rural Services Network – The Rural Bulletin
- 03.09.20 Rural Services Network – Rural Funding Digest – September 2020
- 08.09.20 Rural Services Network – The Rural Bulletin

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

- 11.08.20 Primary Care Supplies – defibrillators – marketing email
- 12.08.20 / 25.08.20 / 08.09.20 Glasdon UK – marketing emails
- 12.08.20 & 03.09.20 Creative Play UK – marketing emails (*unsubscribed from marketing e-shots*)
- 18.08.20, 28.08.20, 02.09.20 & 03.09.20 Zoom – marketing emails (*reset preferences to emails once/month*)
- 18.08.20 Epsom – printer paper and ink – marketing email
- 27.08.20 Play Source Ltd – All-in-one play service provider – marketing email
- 01.09.20 Broxap – manage outdoor social distancing with outdoor furniture
- 08.09.20 Playground Facilities Ltd – marketing email