

NORTH WALTHAM PARISH COUNCIL

Chairman: Geoff Chapman

Clerk: Allison Spyer

14 Barley View, North Waltham, Basingstoke, Hampshire RG25 2ST
Tel: 07786 063570 Email: northwalthamclerk@live.co.uk

MINUTES OF MEETING

17th March 2015, 7.30pm Rathbone Pavilion

2. **Councillors Present:**
Geoff Chapman (Chairman), Adele Stevenson (Vice Chair) Julie Newman, Sara Thomas, Allison Spyer (Clerk), Stuart Frost. **ACTION FOR**
3. **Apologies for Absence:**
Peter Waggett, Rob Golding, Diane Taylor, Anna MacNair Scott.
4. **Apologies Not Received:**
5. **Declarations of Interest:**
There were no declarations
6. **Minutes:**
To confirm the accuracy of the minutes of the Council meeting held on 17th Feb 2015. These were confirmed as accurate and duly signed.
7. **Meeting open to the Public:**
There were no members of the public in attendance.
8. **Matters Arising:**
Trim Trail – Ongoing
Pinch points by Old Forge: On-going.
Phone Box – Phone box has been re-glazed, discussion of what to do with it now for next agenda **AS**
Noticeboard – AS tasked to find someone to do the work – ongoing
Laptop – It was agreed to discuss when PW is present
9. **Audio Recording of Meetings:**
PC agreed to adopt the HALC's protocol for recording meetings (addendum 1). AS to edit the order with North Waltham's details **AS**
10. **Hospital Update:**
There is currently nothing to update.
11. **Pond Update:**
AS reported that she has been unsuccessful obtaining advice from BDBC but is pursuing other leads. **AS/JN**
ASStev suggested calling Eden Landscaping. Work around the pond also includes removing the tree stump and replacing the bottom of duck house. JN to ask contact to look into doing the work
12. **Village of the Year:**
After discussion there was confusion regarding one of the categories AS to seek further clarification. **AS**
13. **APM Planning:**
It was agreed to hold the APM after the next PC meeting. Possible speakers put forward were someone from SWAG or HALC to talk regarding the local plan. Cllrs will ask HALC at the planning meeting. AS to approach SWAG if they are unsuccessful. **AS/PC**
14. **Current Planning Applications**

B/F	14/03245/FUL	2 Mary Lane, North Waltham Erection of a detached 3 bedroom dwelling with associated vehicular access and parking
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Undecided
15. **Planning Compliance Issues**
16. **Finance**
- 16.1 **Receipts**
No current receipts

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16.2 Payments

£276.16 Allison Spyer, Salary
£54.00 Allison Spyer, Expenses
£84.00 HALC, Chairing and Minute taking courses

Payments proposed by GC seconded by JN unanimous agreement from rest of council.

16.3 Bank Reconciliations:

AS presented the council with the last two quarters bank reconciliations and they were approved.

17. Highway/Village Appearance Matters:

B/F

Road sign by W heatsheaf – Reported, on-going
Give way road sign by The Fox: Reported, on-going
Duck sign by Old Forge – Moved, reported
Give way sign Fox Lane – Moved, reported
Give way sign by W heatsheaf – Moved, reported
Finger sign, Fox Lane fallen over – reported twice
ALL ROAD SIGNS RE-REPORTED TO KEITH THOMPSON

Potholes –, Outside North Waltham Primary towards Westside Dairy, Potholes all along Mary Lane, Cold Harbour. Outside school. Pothole, junction of the pond and Cold Harbour. Waltham Road under bridge, Cuckoo Bushes, Fox Lane in general

18. Correspondence:

There were no correspondence to report.

19. Councillors' Announcements:

Borough Cllr Stuart Frost announced he has been moved off Development Control. He has also attended a briefing with NHS Trust, and reported they are looking at improving the road from junction to hospital site. Mary Edwards has confirmed that they are **looking into** putting on a bus from BD to the hospital that will come into the village. Other matters, Council Tax to remain the same in Basingstoke as the precept is the sixth lowest in the country. The local plan for council will be going forward this month but there is no mention of maintaining strategic gap between Manydown and Oakley.

21. Parish Magazine:

GC will write copy for the magazine urging people to put themselves forward for the Parish Council.

GC

22. Date of Next Meeting

– to confirm that the next meeting will be held on Tuesday 21st April.

Signed Date

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ADDENDUM 1

North Waltham Parish Council 17th March 2015

PROTOCOL FOR REPORTING AT MEETINGS

1. Introduction

1.1 This Protocol provides guidance to members of the public or press who wish to photograph or record proceedings at any of North Waltham's Council's public meetings.

1.2 The Council supports the principles of openness and transparency in the way it conducts its meetings. Sound recording, photographing, filming, and use of social media at meetings which are held in public is permitted:

- (a) subject to the provisions of this Protocol; and
- (b) provided that the Chairman is satisfied that it will not be disruptive or distracting to the good order and conduct of the meeting.

1.3 No restrictions will be placed on anyone using social media at a public meeting subject to the limitations regarding photography and audio/visual recording set out in this Protocol.

1.4 Meetings which take the form of hearings or which discuss sensitive employment or contractual information may not be suitable for recording due to the nature of some of the evidence given at the meeting. It will be at the Chairman's discretion to determine whether the recording of a particular meeting will be permitted.

1.5 Failure to follow the provisions within this Protocol may result in the Chairman refusing to allow the proceedings to be photographed or recorded.

1.6 For the purposes of this Protocol 'recording' includes sound recording, photographing, filming, and use of social media. Social media includes, but is not limited to Twitter, Facebook and blogs.

2. Before the meeting

2.1 Those wishing to record proceedings at a meeting are recommended to contact the Clerk as early as possible before the start of the meeting so that arrangements can be discussed and the agreement of the Chairman be sought.

2.2 The name, organisation (if applicable) and contact details of the person wishing to record proceedings are required and should be provided before the meeting if possible:

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3. At the meeting

3.1 Notices will be displayed in the meeting room advising that proceedings may be recorded, and the Chairman will make an announcement to this effect at the beginning of the meeting if a request has been received.

3.2 Members of the public attending a meeting to ask a question will be deemed to have given consent to being photographed or recorded.

3.3 Members of the public seated in the public seating area who actively object, should not be photographed, filmed or recorded as long as this does not undermine the broader transparency of the meeting.

3.4 Photography or filming must take place from a fixed position in the meeting room approved by the Chairman, to ensure that the view of Councillors, officers, public and press, is not obstructed.

3.5 The use of flash photography or additional lighting will only be permitted if agreed in advance with the Clerk and the Chairman.

3.6 Photography or audio/visual recording will be stopped if the Chairman feels it is disrupting or inhibiting the meeting in any way.

3.7 If someone refuses to stop recording when requested to do so the Chairman will ask the person to leave the meeting. If the person refuses to leave, the Chairman will adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

3.8 Anyone asked to leave a meeting because they have refused to comply with the Chairman's request to do so, may be refused permission to record future meetings.

4. After the meeting

4.1 Photographs and audio/visual recordings must not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being expressed in a way that may ridicule or show lack of respect towards those being photographed or recorded.

4.2 If someone fails to comply with this Protocol Chairman may refuse to allow this person to record any future meetings.

4.3 The responsibility for how any photographs or audio/visual recording is used rests with the person who made the recording and not the Council.

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IMPORTANT NOTICE
PROTOCOL FOR REPORTING AT MEETINGS

1. The Council supports the principles of openness and transparency in the way it conducts its meetings.

Sound recording, photographing, filming, and use of social media at meetings which are held in public is permitted:

(a) subject to the provisions of the Protocol for Reporting at Meetings;
and

(b) provided that the Chairman is satisfied that it will not be disruptive or distracting to the good order and conduct of the meeting.

2. Where recording has been confirmed by the Chairman an announcement will be made at the start of the meeting to advise all participants of the presence and location of any recording devices.

3. If you enter the room after the meeting has started please ensure that any recording does not disrupt the meeting. If there is such disruption, the Chairman may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

4. Only the official signed minutes of the council and its committees will be recognised as the formal, statutory and legally binding record of a meeting.

April 2015, Allison Spyer, Clerk to the Parish Council