

NORTH WALTHAM PARISH COUNCIL

Chairman: Geoff Chapman

Clerk: Allison Spyer

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

MINUTES OF MEETING

20th September 2016, 7.30pm Rathbone Pavilion

Councillors Present:

Geoff Chapman (Chairman), Adele Stevenson (Vice Chair), Mark Dinning, Peter Waggett, Judith McGinley and Allison Spyer (Clerk). Anna MacNair Scott (County Councillor).

**ACTION
FOR**

1 Apologies for Absence:

Cllr Rob Golding, Cllr Diane Taylor, Scott, Sally Evans, Sara Thomas

2 Apologies Not Received:

3 Declarations of Interest:

There were no declarations of interest

4 Meeting open to the Public:

There were no members of the public in attendance

5 Minutes:

The minutes of the July meeting were signed as a true reflection.

6 Matters Arising:

Trim Trail – Ongoing

Pinch points by Old Forge: On-going

Unity Bank, Online Banking Process & Procedures – HALC referred the PC to NALCs Finance Regs regarding the credit card

Pond: SE was not present to update

North Waltham Conservation Area: Ongoing

Telephone Box – GC showed examples of door handles, clerk to source signs for top of the box. Defib light is flashing, ask Chez what this means. GC proposed a figure of £70 to cover both handle and signs, AStev seconded with unanimous agreement from the rest of the PC.

Jobs Around the Village: JV has resigned as the village 'handy woman'.

Land / Asset Review – On-going

Haddef – Cherry tree can be felled after the 3rd October. Clerk to organise.

Popham Lane – Email drafted by GC was sent to AMS and HCC – no response so far.

Clerk

Clerk

7 Community Infrastructure Levy:

Alison Young from BDBC will be at the October meeting to give a presentation regarding the levy and answer any questions. Item deferred until Oct.

Clerk

8 20 is Plenty Road Speed:

Kate Baylis has been in contact with the PC requesting that the area around the school is a '20 is plenty' zone. GC will write to KB and find out how far she would like the zone to extend to.

GC

9 Financial Regulations:

PC discussed and reviewed NALC's draft Financial Regulations and amended them to the Parish Councils remit.

The following contentious regulations were voted on by the PC:

GC proposed a credit reference check for the RFO. Unanimous agreement from all Cllrs.

GC proposed a credit reference check for all Cllrs, PW agreed all other Cllrs disagreed. Majority vote stands.

GC

It was felt the council would not get through the full 20 pages of regulations during the meeting, it was agreed the pc will meet up in the month to go over the remaining pages and formally adopt them at the meeting in October.

PC

10 Clerk Position:

PC have received two applications which should go to the staffing committee and from there interviews will be convened.

StC

NORTH WALTHAM PARISH COUNCIL

Chairman: Alan Purkiss

Clerk: Allison Spyer

11 Barley View, North Waltham, Basingstoke, Hampshire RG25 2ST
Tel: 07766 783031 Email: clerk@northwaltham-pc.gov.uk

11 Micheldever Station:

PC were requested to discuss the TRO implemented at Micheldever Station by members of the Parish. The PC duly discussed the issue but felt it was beyond their jurisdiction.

12 Current Planning Applications

B/F	16/00950/HSE	Wheatsheaf Garage House, Popham Lane, NW Construction of new residential access. Undecided
	15/04503/OUT	Hounsme Fields Trenchard Lane Dummer Hampshire Outline application to include access to be considered, for up to 750 residential units with a mix of units, and a neighbourhood centre including principal community centre, private children's nursery, local retail facilities, indoor sports hall and three form entry primary school and ancillary development Undecided
	16/01999/Ful	The Sun Inn, Winchester Road, North Waltham Erection of two storey rear extension to create 20 letting rooms with associated internal alterations. Erection of a single storey kitchen extension and replacement function room with staff flat over. Extension to car park with associated landscape works Undecided
	16/01496/LDPU	The Bluebells, Popham Lane, North Waltham. Siting of 2 no. mobile homes for temporary guest accommodation to include alterations to landscaping. Declined
Discuss	16/02999/ROC	Box Cottage, Church Road, NW Variation of condition 3 of BDB/49908 to allow the detached garage to be converted into an office space / bedroom. No Comment
	16/02663/HSE	17 Barley View, NW Erection of an out building on a piece of unused garden No Comment

11 Planning Compliance Issues:

12 Finance

(a) Receipts

- No current receipts

(b) Payments

Payments

To approve payment of the following cheques and any others requested at the meeting:

- Allison Spyer – Salary £371.09

All payments were proposed by JM and seconded by GC with unanimous agreement from the rest of council

(c) Internal Auditors Report:

- The cash book was missing some entries and no bank reconciliations were carried out during the year apart from year end. The cash book should be reconciled to the bank account every quarter. The cleared balance in each account should be minuted and a member of the council should agree and initial the original bank statement. None of this is happening at present.
- The council should produce a detailed list of fixed assets to agree with the figure on the Annual Return. This is a legal requirement and the list should then be used to ensure that all assets are covered for insurance purposes.
- An annual financial risk assessment should be carried out but none was carried out last year and this

should be rectified as soon as possible.

- All the minutes are signed on the final page but some pages were not initialled. This is important to ensure that all the pages included are correct and properly authorised

(d) External Auditors Report:

There are empty boxes in section 2 of the annual return. We do not believe there should be any figures in these boxes but they should include a nil or zero to confirm this.

15 Highway/Village Appearance Matters:

16 Correspondence:

- Letter from Moundsmere Estate – AS to respond to the letter re affordable housing asking why they feel it is necessary and what evidence they have to back it up.

AS

17 Councillors' Announcements:

18 Parish Magazine – The following items need to be included in next month's parish magazine:

Planning

Garden Comp Winners

Thank you to Cheryl Oliver sorting out defib

19 Date of Next Meeting – The next meeting will be held on Tuesday 18th October 2016.

Signed Date