



## **MINUTES OF MEETING**

**18<sup>th</sup> April 2017, 7:30pm Rathbone Pavilion, North Waltham**

### **Councillors Present:**

Geoff Chapman (GC) (Chairman), Adele Stevenson (AS), Mark Dinning (MD), Sally Evans (SE), Judith McGinley (JM), and Rosemary Coulter (Clerk)

**Actions  
for**

**1. Apologies for Absence:**

Sara Thomas, Cllr Rob Golding,

**2. Declarations of Interest:**

None

**3. Meeting open to the Public:**

1 member of the public attended.

**4. Minutes:**

The minutes of the meeting held on 21<sup>st</sup> March 2017 omitted an action on point 18, Highways and Village Appearance.

**ACTION:** Minutes to be corrected to read

- Determine how flashing speed warning signs were obtained in the past and investigate using again.

**Clerk**

**5. Matters Arising:**

**Cherry tree at Haddef** still to be felled.

**ACTION:** Clerk to arrange.

**Clerk**

**Lengthsman Scheme** – Clerk still to investigate this.

Recent information suggests that there is a waiting list for Lengthsman Scheme. Clerk to investigate.

**Clerk**

**Meeting at BDBC re: affordable housing**

GC has fed back to the Neighbourhood Plan group. A member of HARAHA will be attending one of their meetings in the near future to discuss affordable housing.

**Bus Shelter**

The decision made at the last meeting was reported to residents in Parish Magazine, on the Village website and on the Village Facebook page. BDBC were notified of outcome and thanked NWPC for their input. A letter was written to the original requester, who has since responded.

**ACTION:** Acknowledge receipt of letter from original requester.

**Clerk**

**Transparency Code**

The Parish Council have successfully applied for and received a grant from the Transparency Code Fund to fund a new printer/scanner, additional hours for Clerks and payment of website costs.

**Grant Forms**

GC has drafted a Grant Application form.

**ACTION:** Clerk to compare this with sample forms on HALC website.

**Clerk**

**Annual Parish Meeting**

This has been organised and will take place following this meeting.

**BDBC Planning Application Process** – the survey was completed and returned.

**Traffic Information** – GC still to find traffic information regarding 'short cuts' to motorway.

**GC**

**Thank You Gifts**

4 bottles of wine were purchased and given to David and Peter Osmond for clearing a fallen tree.

**Other issues discussed elsewhere on the agenda.**

**6. Village Website**

GC has circulated figures showing how often Village website is 'hit'.

GC discussed having an agreement regarding the Village website at a Village Trust meeting and there was some debate about whether a formal agreement was needed. The Village Trust accepted that a formal

agreement would be good practice but are reluctant to spend a lot of money on lawyer's fees. The Parish Council will draft an agreement and forward to the Village Trust to discuss.

**ACTION:**

- Draft a website agreement.
- Check with HALC to see if they have any sample agreements.

**GC  
Clerk**

**7. Internal Audit**

The Clerk has reviewed the previous Clerks hours during audit and suggested 20 hours of overtime, to be split between April and June. 20 hours overtime for the Clerk has been approved. The Clerk has done some initial investigation of a fireproof safe but asked for further clarification of what is required. A small safe to hold A4 documents and memory stick(s) (back up for laptop) is required, with 1.5-2 hours fire protection.

**ACTION:** Obtain 3 quotes for fireproof safes.

**Clerk**

**8. Clerks Salary**

The Clerk has been unable to set up a standing order for her salary due to poor security in informing bank of Parish Councils and her own personal details. The plan is to investigate alternative bank accounts in June 2017 and, therefore, Council will continue with current method of payment until account is changed.

The Pay Committee has met. As part of the Clerks contract of employment, she will be informed of her salary for the year in April. In line with the National Joint Council for Local Government Services (NJC) 2016-18 agreement, from 01.04.17 the hourly rate will be £8.873 based on her grade of SCP-15. Proposed by Pay Committee and agreed unanimously.

**9. Annual Garden and Sunflower Competitions**

GC has produced a poster for the Sunflower Competition, which needs promoting

**ACTION:**

- Place posters around village and promote in Parish magazine and on Village website and Village Facebook page
- Ask North Waltham School to promote competition with posters and in their newsletter
- Letter to winners and runners-up (2<sup>nd</sup> place) to remind them about judging the Garden Competition

**Clerk**

**Clerk  
Clerk**

Information about Best Kept Village has been circulated. Closing date for entry is in July 2017. Rob Cooper has offered to help with this application in the past.

**ACTION:** Contact Rob Cooper and ask if he is interested in helping this year.

**Clerk**

**10. NEIGHBOURHOOD PLAN UPDATE**

The Neighbourhood Plan Group still meet regularly. They are currently finalising a questionnaire to go to all households. The Group have £432 available to fund the printing of this questionnaire but have been quoted approximately £600. They will be receiving a further grant in due course but this is not likely to be available before printing the questionnaire. GC asked if the Parish Council would be able to help in any way.

SE proposed that the Parish Council advance the remaining monies required with reimbursement when grant received. Agreed unanimously.

**11. Current Planning Applications:**

<b>B/F</b>	<b>15/04503/OUT</b>	<b>Hounsome Fields, Trenchard Lane, Dummer, Hampshire</b> 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	<b>Undecided</b>
	<b>17/00084/RES</b>	<b>Plot 1, 28 St Michaels Close, North Waltham</b> Reserved matters application for the erection of a dwelling and garage, including access, appearance, layout and scale (pursuant to outline planning permission 15/03790/OUT, for the erection of 2 dwellings)	<b>Granted 27.03.17</b>

		(Discussed at Planning Committee meeting 31.01.17) <b>AMENDED APPLICATION RECEIVED</b> Reserved matters application for the erection of a dwelling and garage, including appearance and landscaping (pursuant to outline planning permission 15/03790/OUT, for the erection of 2 dwellings	
	17/00235/HSE	<b>9 Mary Lane, North Waltham, RG25 2BY</b> Erection of two storey side extension following demolition of garage and utility (Discussed at Planning Committee meeting on 31.01.17)	<b>Granted</b> <b>24.03.17</b>
	17/00146/HSE	<b>3 Longfield Close, North Waltham, RG25 2EL</b> Conversion of garage to living accommodation (Discussed at Planning Committee meeting on 13.02.17)	<b>Granted</b> <b>27.03.17</b>
	T/00062/17/TCA	<b>Highfield, Church Road, North Waltham, RG25 2BL</b> Application for works to trees growing in a conservation area Leylandii hedge (approx. 10m high x 4m wide) 15m along part of the boundary -remove	<b>Granted</b> <b>03.04.17</b>
	17/00626/ROC	<b>Crematorium, Stockbridge Road, North Waltham</b> Variation of condition 1 of planning permission 15/00992 (Change of use of open ground for the purpose of marked burials) to allow a change in specification of lighting bollards (Discussed at Planning Committee meeting 06.03.17)	<b>Undecided</b>
	17/00613/RET	<b>Willows Mede, 15 Mary Lane, North Waltham</b> Construction of pitched roof with 3 no velux windows over rear extension and replacement door with window (retrospective) (Discussed at the Planning Committee meeting 21.03.17)	<b>Granted</b> <b>27.03.17</b>
	17/00843/RES	<b>Land south of St Michaels Close, North Waltham</b> Reserved matters application for details of the landscaping for the whole site and appearance for plot 2 pursuant to outline planning permission for 15/03790/OUT (Discussed at the Planning Committee meeting 21.03.17)	<b>Undecided</b>
<b>NEW</b>	T/00102/17/TCA	<b>4 Church Farm Close, North Waltham</b> Application for works to trees growing in a conservation area PROPOSAL: Single large pine tree to be removed, including stump removal	<b>Undecided</b>
<b>NEW</b>	17/01021/HSE	<b>Hill House, 4 Mary Lane, North Waltham RG25 2BY</b> Erection of single storey front extension (Discussed at Planning Committee meeting 18.04.17)	<b>Undecided</b>

**12. Planning Compliance Issues:**

A post and mirror have been installed opposite Gable End, Church Road. GC asked if this was acceptable. Councillors felt that if the owners of the land opposite had agreed or not objected then there was no issue.

**13. Financial Receipts:**

RECEIVED FROM	DESCRIPTION	AMOUNT
HALC	Transparency Fund Grant	£312.20

**14. Financial Payments**

Payment of the following cheques/transfer were approved at the meeting:

NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Rosemary Coulter	Salary for March 2017 (£8.717 x 30) * Home working allowance (March) *	£261.51 £ 18.00	£279.51
Sally Evans	Expenses as per claim form dated 31.03.17 – plants, turf and plant feed for pond, travel expenses and hospitality	£540.53	£540.53
Rosemary Coulter	Expenses as per claim form dated 30.03.17	£19.99	£19.99
HALC	Affiliation fees & NALC Levy 2017-18	£287.00	£287.00
North Waltham Village Trust	Hire of Rathbone Pavilion – annual fee (March 2016 – March 2017)	£200.00	£200.00



\*Payment made between meetings. Proposed by GC, seconded by MD and agreement obtained from 4/5 of other councillors (via email).

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

**15. Reconciliation of Bank Accounts**

Monthly reconciliation of bank accounts has been completed on 06.04.17 was circulated at the meeting.

**16. Budget and Precept for 2017-2018**

No issues to discuss.

**17. Highways / Village Appearance**

**Roads and Traffic**

A response has been sent to the School Traffic Team. The School's competition should have been completed before Easter holiday and Kate Bayliss will be back in touch after the holiday regarding displaying the posters.

GC has circulated information regarding Community Speedwatch.

**ACTION:**

- Display school children's posters when available, with Kate Baylis.
- Determine how flashing speed warning signs were obtained in the past and investigate using again.

**Clerk  
Clerk**

**Other Road and Traffic**

- Pothole in Yew Tree Road, outside Camelia Cottage is reported as resolved, but pothole remains unrepaired and has been re-reported.
- Potholes in Church Road at junction with St Michael's Close have been repaired but the road surface remains very uneven. Re-reported.
- Surfaces of Fox Lane and Waltham Lane (towards Overton) were reported in October and remain with contractors for repair.
- Width restriction sign at entrance to Maidenthorne Lane has been reported.

**Drains**

- Drain in Church Road, near the junction with St Michael's Close is reported as resolved, but remains full of mud and has been re-reported.

**Other Issues**

- Broken fence on St Michael's green. GC has mended this.
- Kissing gate by Westside Dairy needs repair.
- Footpath behind Portland Farm has an electric fence across it. The stile at one end is in a very bad state of repair.
- There has been lots of positive feedback about the pond since the planting has taken place.
- SE stated that the plants and other items purchased for the pond were done so by her sister, a landscape gardener. She had been able to purchase these wholesale and, therefore, purchased more plants than expected with the money available.
- AS asked about the progress of the cycle way.

**ACTION:**

- Investigate and apply for Small Grants Scheme for Countryside Access to repair kissing gate and stile.
- Thank those who helped with planting at the pond in the Parish magazine.
- Purchase a bouquet of flowers for SE's sister.
- Research past minutes for details of cycle way and contact those involved for an update.

**Clerk**

**Clerk  
Clerk  
Clerk**

**18. Correspondence:**

See Correspondence Received (already circulated to Councillors)

Correspondence received since agenda published:

- BDBC – letter regarding Neighbourhood Plan.
- Community Transport Team – re: Passenger Transport Forums and updating mailing list.
- Village of the Year competition – launch (Already discussed under item 9 above).
- M3 junction 7 – 9 Popham Bridge Replacement Scheme – notification of overnight closures.
- BDBC – Information Alert – Suspicious emails.



# NORTH WALTHAM PARISH COUNCIL

Chairman: Mr Geoff Chapman

Clerk: Ms Rosemary Coulter

6 Longfield Close, North Waltham, Basingstoke, Hampshire, RG25 2EL  
Tel:01256 397188, Email:northwalthamclerk@live.co.uk

## ACTION:

- HALC Newsletter included an article about registering ponds and Parish Council felt this would be good for North Waltham. **Clerk**
- AS requested a copy of the Safer North Hampshire Newsletter, that was not circulated, regarding courses for teenagers in Hook. **Clerk**
- Update Community Transport Team's mailing list with Clerk's contact details and the Parish Council will deal with issues as they arise. **Clerk**

## 19. Councillors' Announcements:

SF reported that the budget has been approved for the coming year. The Boroughs precept has increased by approx. £5 per household, but this is the lowest rise in Hampshire. However, BDBC spend the most per person in Hampshire. They have also been assessed as being one of the most resilient in Hampshire. There will be many events to celebrate the 200th anniversary of Jane Austin's death, including a statue in the market square and a trail with decorated benches. SF will give more details at the Annual Parish Meeting.

## 20. Items for Parish Magazine

The following items need to be included in next month's parish magazine (deadline 6.00pm on Monday 24.04.17 2017):

- Planning applications.
- Annual Parish Meeting.
- Thanks to everyone for helping with planting at the pond.
- Advertise the Garden and Sunflower competitions.
- Ask residents to park considerately and avoid parking over fire hydrants, blocking footways, etc.
- Remind residents to clear up after their dogs and not leave black bags on trees, walls, etc.

**ACTION:** Submit article by 6.00pm on 24.04.17.

**Clerk**

## 21. Date of Next Meeting

The next meeting will be the AGM and will be held on 16<sup>th</sup> May 2017 at 7.30pm.

Signed ..... Date .....