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

MINUTES OF MEETING
18th 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)

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 21st 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.

5. Matters Arising:
Cherry tree at Haddef still to be felled.
ACTION: Clerk to arrange.

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

Meeting at BDBC re: affordable housing
GC has fed back to the Neighbourhood Plan group. A member of HARAH 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.

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.

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.

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.

### 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.

### 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 (2nd place) to remind them about judging the Garden Competition

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.

### 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:

<table>
<thead>
<tr>
<th>Ref</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>15/04503/OUT</td>
<td>B/F</td>
<td>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</td>
</tr>
<tr>
<td>Undecided</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17/00084/RES</td>
<td>B/F</td>
<td>Plot 1, 28 St Michaels Close, North Waltham 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)</td>
</tr>
<tr>
<td>Granted 27.03.17</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

North Waltham Parish Council

(Discussed at Planning Committee meeting 31.01.17)
AMENDED APPLICATION RECEIVED
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)

<table>
<thead>
<tr>
<th>Application Number</th>
<th>Address</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>17/00235/HSE</td>
<td>9 Mary Lane, North Waltham, RG25 2BY</td>
<td>Granted 24.03.17</td>
</tr>
<tr>
<td>17/00146/HSE</td>
<td>3 Longfield Close, North Waltham, RG25 2EL</td>
<td>Granted 27.03.17</td>
</tr>
<tr>
<td>T/00062/17/TCA</td>
<td>Highfield, Church Road, North Waltham, RG25 2BL</td>
<td>Granted 03.04.17</td>
</tr>
<tr>
<td>17/00626/ROC</td>
<td>Crematorium, Stockbridge Road, North Waltham</td>
<td>Undecided</td>
</tr>
<tr>
<td>17/00613/RET</td>
<td>Willows Mede, 15 Mary Lane, North Waltham</td>
<td>Granted 27.03.17</td>
</tr>
<tr>
<td>17/00843/RES</td>
<td>Land south of St Michaels Close, North Waltham</td>
<td>Undecided</td>
</tr>
<tr>
<td>NEW T/00102/17/TCA</td>
<td>4 Church Farm Close, North Waltham</td>
<td>Undecided</td>
</tr>
<tr>
<td>NEW 17/0121/HSE</td>
<td>Hill House, 4 Mary Lane, North Waltham RG25 2BY</td>
<td>Undecided</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>RECEIVED FROM</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>HALC</td>
<td>Transparency Fund Grant</td>
<td>£312.20</td>
</tr>
</tbody>
</table>

14. Financial Payments
Payment of the following cheques/transfer were approved at the meeting:

<table>
<thead>
<tr>
<th>NAME OF PAYEE</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rosemary Coulter</td>
<td>Salary for March 2017 (£8,717 x 30) * Home working allowance (March) *</td>
<td>£261.51</td>
<td>£279.51</td>
</tr>
<tr>
<td>Sally Evans</td>
<td>Expenses as per claim form dated 31.03.17 – plants, turf and plant feed for pond, travel expenses and hospitality</td>
<td>£540.53</td>
<td>£540.53</td>
</tr>
<tr>
<td>Rosemary Coulter</td>
<td>Expenses as per claim form dated 30.03.17</td>
<td>£19.99</td>
<td>£19.99</td>
</tr>
<tr>
<td>HALC</td>
<td>Affiliation fees &amp; NALC Levy 2017-18</td>
<td>£287.00</td>
<td>£287.00</td>
</tr>
<tr>
<td>North Waltham Village Trust</td>
<td>Hire of Rathbone Pavilion – annual fee (March 2016 – March 2017)</td>
<td>£200.00</td>
<td>£200.00</td>
</tr>
</tbody>
</table>

North Waltham Parish Council 3/5 25 April 2017
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 Bayliss.
- Determine how flashing speed warning signs were obtained in the past and investigate using again.

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 Maidenthal 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.

18. Correspondence:

See Correspondence Received (already circulated to Councillors)

Correspondence received since agenda published:

- 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.
ACTION:
- HALC Newsletter included an article about registering ponds and Parish Council felt this would be good for North Waltham.
- AS requested a copy of the Safer North Hampshire Newsletter, that was not circulated, regarding courses for teenagers in Hook.
- 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 16th May 2017 at 7.30pm.