

MINUTES OF MEETING
21st March 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:

Peter Waggett, Sara Thomas, Cllr Rob Golding

2. Declarations of Interest:

None

3. Meeting open to the Public:

3 members of the public attended.

4. Minutes:

The minutes of the meeting held on 17th January 2017 were accepted as an accurate record.

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 attended. Some minor points to be fed into the Neighbourhood Plan group.

GC

Register of Members Interests – ST, SE and JM have submitted new forms to BDBC.

GC, MD, PW and AS had no changes to make to the register.

Other issues discussed elsewhere on the agenda.

6. Bus Shelter request

In order to canvas views of local residents, a notice was put in the Parish Magazine, on the bus stop at the top of Elizabethan Rise, on the Parish notice board, on Facebook and on the village website, asking for views to be sent to the Parish Clerk by 19.03.17. A summary of comments received was compiled and circulated to councillors prior to the meeting.

BDBC confirmed that the money can be carried over to the next financial year.

The consensus, on the weight of public opinion, was not to install a bus shelter at the top of Elizabethan Rise. Many respondents felt that a bus shelter had very limited use, that this was not a good use of money in view of the limited use and that it would attract undesirable behaviour and activities.

Concerns were expressed about 2 incidents mentioned by respondents that had not appeared in local police reports.

ACTION:

- Feedback to local residents in Parish Magazine and website.
- Contact BDBC to thank them for the offer of a bus shelter, but public opinion in the area was not in favour.
- Write to person originally requesting bus shelter to explain.

**Clerk
Clerk**

Clerk

7. Transparency Code

Clerk has attended training on Transparency Code, whereby all Councils are required to publish certain information on their website to enable members of the public to have the tools and information to be able to hold councils to account. A summary of the information required to be published for small authorities, ie. those with a turnover less than £25,000, has been circulated to councillors prior to the meeting.

Clerk has already applied for a grant to assist in becoming compliant with this.

Total amount applied for £312.20 (£100 for device capable of scanning, £87.20 for 10 hours of staff time and £125.00 cost this year of joint website)

Discussed continuing with Village website, a joint venture between the Parish Council, the Village Trust and ClubNet,(website provider), as opposed to setting up a website purely for the Parish Council. Setting up a Parish Council website would involve additional costs, but a grant from HALC could be applied for to help with this. Current village website is not ideal, but is inexpensive. Also, if one party withdrew and website ceased, Parish Council would still have all information available as back up. Decision taken to continue with Village website but with an agreement in place to formalise the arrangement.

ACTION:

- Check whether there is a sample proforma for an agreement available from HALC.
- Investigate how often website is hit.
- Discuss an agreement with Malcolm Knight, Village Trust, and Allan Hawkey, ClubNet.

Clerk
GC
GC

8. INTERNAL AUDIT

Internal auditors have been changed in accordance with decision made at July 2016 Parish Council meeting. Information from Do the Numbers circulated prior to the meeting.

Clerk requested approval of overtime hours to complete paperwork for internal audit as she is new to process and is anticipating additional time will be required to complete to the required standard. In principle, additional hours for the Clerk were agreed and for the number of hours to be in line with the number of additional hours claimed by previous Clerk for this task.

Discussion followed regarding safe keeping of documents and the need for a fireproof safe and where this would be best stored.

ACTION:

- Check hours claimed by previous Clerk for this task and inform Councillors.
- Obtain 3 quotes for fireproof safe.
- Agenda item for next meeting.

Clerk
Clerk
Clerk

9. ANNUAL PARISH MEETING

Clerk outlined plans to date and provisional agenda for the meeting.

Confirmed speakers – PCSO, Village Trust, North Waltham School and St Michael's Church, as well as Chair and Clerk of Parish Council

ACTION:

- Confirm other speakers (Village Charities, Borough Councillors) and ascertain any requirements such as projector, etc.
- Organise refreshments and arrange glass hire.
- Request Preschool to clear the room for that evening.

Clerk
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10. ANNUAL GARDEN AND SUNFLOWER COMPETITIONS

Confirmed that this competition will follow the same format as previous years.

Garden competition –prizes for best front gardens and best hanging basket/tubs

Sunflower competition for children up to 16 years – prizes for tallest flower and biggest head

ACTION:

- Further consideration required for how best to promote this.
- To be an agenda item at the April Parish Council Meeting.

All
Clerk

11. BDBC PLANNING APPLICATION PROCESS

Survey completed at meeting.

ACTION:

- Complete survey and return to BDBC.

Clerk

12. Current Planning Applications:

B/F	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
	16/04468/CLB	North Waltham Primary School, Church Road, North Waltham RG25 2BL Repair and replacement works to brickwork and roof (Discussed at the Planning Committee meeting 20.12.16)	Granted
	16/04240/ROC	Old Barn Stores, The Green, North Waltham, RG25 2BQ Variation to condition 1 of planning permission 16/00534/FUL to amend plan numbers (Discussed at the Planning Committee meeting 20.12.16)	Granted
	16/04334/ROC	Portland Farm, Popham Lane, North Waltham RG25 2BD Removal of condition 6 of planning permission BDB/71843 (Discussed at the Planning Committee meeting 20.12.16) AMENDED APPLICATION RECEIVED Removal of condition 6 of planning permission BDB/71843 to allow the loose boxes/stable to be sublet and variation of condition 7 of planning permission BDB/71843 to refer to use of loose boxes/stable for livery and DIY livery. (Discussed at Planning Committee meeting 31.01.17)	Granted 06.02.17
	16/04383/HSE	The White Cottage, Popham Lane, North Waltham RG25 2BD Erection of two storey rear/side extensions, involving raising of the roof and installation of roof lights. Erection of detached garage with office above following demolition of existing outbuildings and creation of new vehicle access (Discussed at the Planning Committee meeting 20.12.16)	Refused 27.01.17
NEW	T/00027/17/ TCA	Cuckoo Bushes, Popham Lane, North Waltham Application for works to trees growing in a conservation area Proposal: 1. Yew - crown lifting to height of approx 6ft plus crown reduction by 30/40% and crown thin by approx 20% 2. Ash - pollard down to trunk. 3. Elder - cut back to hedge height/line.	Granted 07.03.17
NEW	T/00035/17/ TCA	Maroubra, Cuckoo Close, North Waltham Application for works to trees growing in a conservation area Proposal: fell 1 sycamore	Granted 07.03.17
NEW	17/00084/RES	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) (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)	Undecided
NEW	17/00235/HSE	9 Mary Lane, North Waltham, RG25 2BY Erection of two storey side extension following demolition of garage and utility (Discussed at Planning Committee meeting on 31.01.17)	Undecided
NEW	17/00146/HSE	3 Longfield Close, North Waltham, RG25 2EL Conversion of garage to living accommodation (Discussed at Planning Committee meeting on 13.02.17)	Undecided
NEW	T/00062/17/TCA	Highfield, Church Road, North Waltham, RG25 2BL 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	Undecided
NEW	17/00626/ROC	Crematorium, Stockbridge Road, North Waltham	Undecided

		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)	
NEW	17/00613/RET	Willows Mede, 15 Mary Lane, North Waltham 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)	Undecided
NEW	17/00843/RES	Land south of St Michaels Close, North Waltham 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)	Undecided

13. Planning Compliance Issues:

Residents at 2 St Michael's Close are starting an extension and have requested permission from NWPC to store soil for a short time on St Michael's Green. Permission was granted. They have submitted details of their extension to BDBC and have written permission to proceed under permitted development.

14. Financial Receipts:

None

15. Financial Payments

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

NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL AMOUNT
HALC *	Training for Clerk	£ 90.00	£90.00
Rosemary Coulter	Salary for Jan 2017 (£8.717 x 30)	£261.51	
	Home working allowance (Jan)	£ 18.00	
	Expenses as per claim form dated 18.03.17	£147.66	£427.17
HALC	Training for Clerk (INV-1295)	£ 48.00	
	Training for Clerk (INV-1324)	£ 18.00	£66.00
Rosemary Coulter	Salary for Feb 2017 (£8.717 x 30)	£261.51	
	Home working allowance (Feb)	£ 18.00	£279.51

*Payment made between meetings. Proposed by ST, seconded by MD and agreement obtained from majority of other councillors (via email)

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

ACTION:

- To set up DD for Clerk's salary.

Clerk

16. Reconciliation of Bank Accounts

Monthly reconciliation of bank accounts has been completed on 06.02.17 and 01.03.17 and were circulated at the meeting.

17. Budget and Precept for 2017-2018

A snapshot of the budget as at 20.03.17 was circulated prior to the meeting.

Most significant variance is in the 'Miscellaneous' line which is £275.42 overspent. Payments made from this have covered village maintenance and bank charges.

In budget for 2017-18, budget lines have been added for 'Village Maintenance' and 'Banking Charge' and budget attached accordingly. 'Miscellaneous' budget line has been removed.

No confirmation that proposed Precept has been accepted by BDBC, but Council Tax bills have been sent out showing the NWPC proposed Precept has been accepted. However, it appears that this is based on 8 fewer houses than last year. GC has questioned this with BDBC and this is because there are now 8 more households with only one occupant or receiving an allowance on council tax. NWPC can request the

household numbers each year from BDBC but due to timescales, this would involve agreeing our proposed budget in January each year, rather than December. Decision taken to continue setting budget in December.

ACTION: Research sample grant forms for use in new financial year.

Clerk

18. Highways / Village Appearance

Roads and Traffic

A request has been received from a local resident regarding a '20 is Plenty' scheme. Two residents have moved to village within last year with babies and small children. They have noticed the speed of traffic, especially at school times. Other villages have '20 is Plenty' signs displayed and they don't think that these necessitate a change of speed limit.

GC explained that NWPC have approached HCC in the past, who are willing to show NWPC what to do if the NWPC are willing to pay.

RC mentioned a letter received from the School Travel Team requesting permission to display children's speed awareness posters around the village (see item 19 Correspondence). School children have raised speeding traffic as an issue and the school are running a competition for posters to make drivers aware. NWPC happy for posters to be displayed for a set period of time.

Community Speedwatch also discussed and how much interest there is in the village for this. Volunteers would be needed to staff this.

ACTION:

- Respond to School Travel Team
- Find out about '20 is Plenty' signs
- Contact Community Speedwatch for more information on how it works
- Determine how flashing speed warning lights were obtained in the past and investigate using again

Clerk
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GC
Clerk

Other Road and Traffic

- Pothole in Yew Tree Road, outside Camelia Cottage reported as resolved, but pothole remains unrepaired **ACTION:** Re-report
- Pothole at the end of Fox Lane at junction with Stockbridge Road has been repaired.
- Potholes in Popham Lane, near Kyte Abbey, have been repaired.
- Potholes in Church Road at junction with St Michael's Close have been repaired but the road surface remains very uneven. **ACTION:** Re-report
- 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 sun round and needs realigning. **ACTION:** Report

Clerk

Clerk

Clerk

Drains

- Drain on Up Street, at the junction with Chapel Street and Yew Tree Lane, has been resolved.
- Drain in Church Road, near the junction with St Michael's Close is reported as resolved, but remains full of mud. **ACTION:** Re-report

Clerk

Grit Bins

- Grit bin at top of Coldharbour has been reported as repaired.
- Grit bin in Elizabethan Rise – hedges have been trimmed and tree cut back to allow access.

Other Issues

- Broken fence on St Michael's green. GC thinks he can fix this
- Kissing gate by Westside Dairy needs repair. **ACTION:** Investigate and apply for Small Grants Scheme for Countryside Access to repair this.
- Litter reported along Stockbridge Road from beginning of slip road from A303 to Crematorium, which seems to have been cleared.
- SE reported that pond planting will commence next week. SE will buy some plants and already has some volunteers organised to help.
- GC questioned what was happening with the second duck house. Ducks are currently nesting in this so no action currently planned.

GC
Clerk

19. Correspondence:

See Correspondence Received (already circulated to Councillors)

No response was made to the Police and Crime Commissioner.

Letter of Introduction from Clerks and Councils Direct – decision taken not to subscribe to this newsletter.

Other correspondence requiring discussion was discussed elsewhere on the agenda.

Correspondence received since agenda published

- HCC – News for Local Councils newsletter (via email- already circulated)
- HCC – Small Grants Scheme for Countryside Access – open for applications (via email – already circulated)



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

- Newbury College Print Services – letter of introduction (via email) **ACTION:** forward to GC
- North Waltham School Travel Team – request to laminate and put up pupils' posters around the village, following competition to promote speed awareness through the village (see item 18 above) **Clerk**

20. Councillors' Announcements:

No Borough Councillors present.

Discussed whether NWPC want to respond to proposal for Manydown. Councillors have some concerns regarding traffic issues.

NWPC would like to thank David and Peter Osmond for removing fallen tree along Fox Lane following Storm Doris.

GC reported that Neighbourhood Plan Group are drafting a questionnaire to all households. AS suggested that an update on the Neighbourhood Plan should be a regular agenda item.

ACTION:

- To find previous letter regarding traffic using North Waltham as 'short cut' to motorway.
- Purchase two bottles of wine each to say thanks you to David and Peter Osmond.
- Add Neighbourhood Plan update to forthcoming agendas.

**GC
Clerk
Clerk**

21. Items for Parish Magazine

The following items need to be included in next month's parish magazine (deadline 6.00pm on Thursday 23rd March 2017):

- Planning applications
- Decision of bus shelter
- Annual Parish Meeting
- Thanks to David and Peter Osmond for removing fallen tree

ACTION: Submit article.

Clerk

22. Date of Next Meeting

The next meeting will be held on 18th April 2017 at 7.15pm followed by the Annual Parish Meeting at 8.00pm.

Signed Date