



MINUTES OF MEETING
16th May 2017, 7:30pm Rathbone Pavilion, North Waltham

Councillors Present:

Geoff Chapman (GC) (Chairman), Adele Stevenson (AS), Sally Evans (SE), Judith McGinley (JM), Sara Thomas (ST) and Rosemary Coulter (Clerk)

**Actions
for**

- 1. To receive nominations for and election of the Chairperson**
GC was nominated for Chairman by AS, seconded by ST and agreed unanimously by Council.
- 2. To receive nominations for and election of the Vice Chairperson**
AS was nominated for Vice Chairperson by ST, seconded by JM and agreed unanimously by Council.
- 3. Apologies for Absence:**
Cllr Mark Dinning, Cllr Peter Waggett, Cllr Anna McNair Scott (HCC), Cllr Rob Golding (BDBC), Cllr Diane Taylor (BDBC)
- 4. Declarations of Interest:**
None
- 5. Meeting open to the Public:**
No members of the public attended.
- 6. Minutes:**
The minutes of the meeting held on 18th April 2017 were accepted as a correct record and signed.
The minutes of the meeting held on 21st March 2017 were accepted as a correct record and signed, following a correction on item 18, Highways and Village Appearance.

7. Matters Arising from the Minutes:

Cherry tree at Haddef still to be felled.

ACTION: Clerk to arrange.

Clerk

Lengthsman Scheme – for discussion under item 26.

Bus Shelter at top of Elizabethan Rise – a letter of acknowledgement has been written to the original requester of the shelter. No further action required.

Grant Forms – for discussion under item 21.

Traffic Information – GC is unable to find the traffic information regarding 'short cuts' to motorway. AS has found a copy which has notes written on.

ACTION: AS to pass information to GC.

AS

Village Website – Clerk reported that HALC do not have a sample agreement for joint websites and recommend obtaining legal advice before entering an agreement. However, Clerk has included a request in the 'Clerk's Round Robin' for help and advice from other Parish Councils in a similar position, due to be sent out week commencing 15.05.17. Therefore, an agreement has not been drafted pending response to request. JM also suggested she could ask a lawyer colleague to come up with phrasing for an agreement.

ACTION:

- Await suggestions from other Parish Councils and contact for further information, if appropriate.
- Obtain suitable phrasing for an agreement.
-

**Clerk
JM**

Internal Audit (Fireproof Safes) – for discussion under item 20.

Annual Garden & Sunflower Competition

- Sunflower competition posters put on website, Facebook, Parish notice board and other places around the village. 2 entries received to date.
- Promoted with Puddleducks, Cuckoo Meadow Preschool and North Waltham Primary School.
- Alan & Barbara Purkiss and Terry & Jan Woodfin are all willing to judge. No response received to date from Andy & Lois Lang.

Clerk



ACTION: Promote Sunflower competition again on Facebook, in NW Weekly News bulletin and in Parish Magazine.

HALC Village of the Year Competition – Rob Cooper has agreed to help with this application and will contact/liaise with the Clerk for information, as needed.

Highways & Village Appearance

- Children's speed awareness posters have been displayed around the village.
- Those who helped with pond planting have been thanked in the Parish magazine and flowers have been purchased for SE's sister.
- Other actions are for discussion under item 26.

Proposed Cycle Path – Clerk contacted North Waltham Chain Campaign for update. Information obtained has been circulated to councillors. Campaign has not made significant progress as there does not appear to be an appetite for cycle paths. Members of the group would be happy to come and discuss with NWPC again.

Clerk

ACTION: Invite members of NW Chain Campaign to the next meeting.

Pond – The Conservation Volunteers (TCV) are compiling a list of ponds in Hampshire and creating an online map. Clerk has contacted them about registering our pond. Awaiting response.

Action from Correspondence – Community Transport Team's mailing list has been updated with Clerk's details and copy of newsletter was sent to AS.

Other issues discussed elsewhere on the agenda.

8. Review of delegation arrangements to committees, sub-committees, employees and other local authorities:

Council agreed that existing committees were needed and delegation arrangements remain unchanged. There are no other bodies that the Council has delegated to.

9. Review of Terms of Reference for Committees / Posts:

- Staffing Committee – no changes required.
- Planning Committee – minor change required to add BDBC Local Plan to which each planning application must be reviewed against.
- Neighbourhood Plan Group – minor change required to change number of additional members of NWPC required to two.
- Environmental Officer – change required to remove the clause referring to the pond, as this now forms part of the Terms of Reference for the Pond Group.
- Financial Auditor – Council agreed that this post is no longer required as these tasks are carried out by the Council's Responsible Financial Officer.
- Footpaths Officer – no changes required.
- Safety Officer – discussion about how often risk assessments should be done. Agreed that these should be at least annually. Minor change required to change 'regular' risk assessments to 'annual' risk assessments. Suggested that Safety Officer ask Steve Green to undertake risk assessments on behalf of Council.
- Parish Charities Representative – Clerk has been in touch with Chair of Village Charities and there were originally two representatives nominated by NWPC. Only Margaret Carter remains.
- HALC Representative – no changes required.
- Village Trust Representative – minor change required to make 'representative' plural as Council has more than one representative. Council agreed that the representative for the Village Trust does not have to be a member of Council. Each representative becomes a Trustee of the Village Trust with the Charities Commission.
- BDAPTC Representative – the chair of this group stepped down and no-one has been willing to take this on. Therefore, there has not been much activity with this group, although the group continues.
- There are no Terms of Reference for the Pond Group. Council felt these were needed and SE agreed to draft.

ACTION:

- Safety Officer to contact Steve Green and ask him to do/assist with risk assessments.
- Contact Margaret Carter as a courtesy and ensure both she and the Chair of the Village Charities are invited to future APM's.
- Draft Terms of Reference for Pond Group and forward to Clerk.
- Update Terms of Reference as appropriate.

PW
Clerk

SE/Clerk
Clerk



10. Receipt of nominations and appointment of representatives to existing committees / posts:

- Staffing Committee – GC, ST, PW
- Planning Committee – AS, MD, SE, ST
- Neighbourhood Plan Group – GC, AS, PW
- Pond Group – AS, SE
- Environmental Officer – AS
- Financial Auditor – this post no longer exists (see item 9 above)
- Footpaths Officer – GC
- Safety Officer – PW

All posts were nominated by GC, seconded by AS and agreed unanimously.

ACTION: MD and PW to be contacted to ensure they are willing to keep the posts assigned as they were not at the meeting.

Clerk

11. Appointment of any new committees, confirmation of the Terms of Reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them:

Council agreed that no new committees are required.

12. Review and adoption of appropriate standing orders and financial regulations:

- Standing Orders (revision 4 approved on 20.10.15) – GC suggested minor changes. To be updated and brought to the next Parish Council meeting for approval.
- Financial Regulations (adopted 18.10.16) – these were agreed on 18.10.16 and no changes are required. However, Council still needs to change bank account and obtain a credit card.

ACTION:

- Update Standing Orders and add to agenda of next meeting for approval.
- Change bank account and obtain credit card (planned activity for June 2017).

Clerk
Clerk

13. Review of representation on or work with external bodies and arrangements for reporting back. Appointment of representatives to external bodies:

- Parish Charities Representative – Margaret Carter (see item 9 above)
- HALC Representative – GC
- Village Trust Representatives – GC, JM
- BDAPTC Representative – GC

All posts were nominated by GC, seconded by AS and agreed unanimously.

14. Review of inventory of land and assets including buildings and office equipment:

Asset Register (dated April 2016) needs updating to include defibrillator, snow shovels, litter pickers, two additional benches, duck house, laminator and guillotine.

ACTION: Update and add to agenda of next meeting for approval and signing.

Clerk

15. Review and confirmation of arrangements for insurance cover in respect of all insured risks:

Insurance schedule, due to commence 01.06.17, has been circulated to councillors prior to the meeting. The 3 year payment deal, agreed in 2016, gives the Council 5% discount on the premium. However, IPT (Insurance Premium Tax) has increased from 9.5% to 12.5% during the last year.

Council agreed that the cover provided was sufficient.

Approval for payment was nominated by GC, seconded by SE and agreed unanimously.

16. Review of the Council's and/or employees' membership(s) of other bodies:

The Parish Council is a member of HALC and agreed that this should continue.

17. Review the Council's Complaints Procedure, Procedures for Handling Requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998:

- Complaints Handling Procedure (Nov 2009) – following review, Clerk suggested a comprehensive review of this as there is now more current information on HALC website regarding complaints and this policy needs to be more specific in its procedure and time scales.
- Document Publication Scheme (Rev 1 Nov 2008) – reviewed. Contact details need updating.
- Information Security Policy (Jan 2010) – reviewed and no changes required.

ACTION:

- Clerk to review and update the Complaints Handling Procedure and add to the agenda of the next meeting for approval.
- Update Document Publication Scheme document.

Clerk
Clerk



18. Establishing or reviewing the Council's policy for dealing with the press/media:

- Protocol for Recording at Meetings (Apr 2015) – reviewed. Minor changes required – dates on main document and notice for display should be the same and contact details need updating. The notice needs copying, laminating and should be displayed at every meeting.

ACTION:

- Update policy as appropriate.
- Ensure notice is available for every meeting.

Clerk
Clerk

19. Setting the dates, times and place of Ordinary Meetings of the full Council for the year ahead:

Meetings will take place on the third Tuesday of every month at 7.30pm and will be held in the Rathbone Pavilion, North Waltham.

In August, there will be no meeting. Instead the Council will undertake a 'Walk around the village'.

In April, the Ordinary meeting will start earlier than 7.30pm as the Annual Parish Meeting must start at 8.00pm

Planning Committee meetings will be arranged as required to meet consultation deadline dates.

20. Fireproof Safe:

Details of fire proof safes have been circulated to Councillors prior to the meeting.

Fire-proof safes are given a 30, 60, 90 or 120 minute fire rating. Having looked at fire-proof safes online, it appears that small safes, ie. those suitable for A4 documents, memory sticks, etc., are only available with a 60 minute rating. If a longer fire rating is required, a larger safe will need to be purchased, with a corresponding higher price. A larger safe will also require a larger storage space.

Council discussed where the safe would be kept and felt that it may be better to keep important documents, etc. in a safety deposit box. As an interim measure, ST offered use of her safe.

ACTION: Investigate details and costs of safety deposit boxes for next meeting.

Clerk

21. Internal Audit

Clerk is progressing with the audit and ensuring all documents are collated.

Grant Application Form has been drafted by GC and reviewed by the Clerk, for any organisation / individual applying for a grant from the Parish Council. This will ensure that all grants requested from the Council are considered fairly and objectively.

Agreed that Council should only accept audited accounts with a grant application as draft accounts may change significantly before auditing.

Adopting the grant form for use by the Parish Council, following the change to 'audited accounts', was proposed by SE, seconded by GC and agreed unanimously.

ACTION: Update form and have available for use.

Clerk

22. Neighbourhood Plan Update

The Clerk has received an invoice for £720.00 for printing of the Neighbourhood Plan questionnaire. GC has circulated information to members of Parish Council with a copy of the Guidance Notes for grant application. The Council cannot apply for a grant retrospectively to assist with the payment of this expense. Approval for payment was proposed by GC, seconded by JM and approved unanimously.

23. 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
	17/00626/ROC	Crematorium, Stockbridge Road, North Waltham 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)	Granted 11.04.17
	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	Undecided



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

		(Discussed at the Planning Committee meeting 21.03.17)	
	T/00102/17/TCA	4 Church Farm Close, North Waltham Application for works to trees growing in a conservation area PROPOSAL: Single large pine tree to be removed, including stump removal	Granted 28.04.17
	17/01021/HSE	Hill House, 4 Mary Lane, North Waltham RG25 2BY Erection of single storey front extension (Discussed at Planning Committee meeting 18.04.17)	Undecided

24. Planning Compliance Issues:

None.

25. Financial Receipts:

RECEIVED FROM	DESCRIPTION	AMOUNT
None		

26. Financial Payments

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

NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Rosemary Coulter	Salary for April 2017 (£8.873 x 30) * Home working allowance (March) *	£266.19 £ 18.00	£284.19
Rosemary Coulter	Expenses as per claim form dated 09.05.17	£149.66	£149.66
Came & Co	Insurance premium for 2017-18	£409.25	£409.25
Newbury College	Printing of Neighbourhood Plan questionnaire	£720.00	£720.00

Payments to Rosemary Coulter were proposed by GC, seconded by JM with unanimous agreement from the rest of Council.

Payment to Came & Co was approved under item 15 above.

Payment to Newbury College was approved under item 22 above.

ACTION: Arrange payments.

Clerk

27. Reconciliation of Bank Accounts

Monthly reconciliation of bank accounts, completed on 02.05.17, was circulated at the meeting.

28. Budget and Precept for 2017-2018

No issues to discuss.

29. Authorised Payments for 2017-18

A list of Authorised Payments for 2017-18 has been collated by the Clerk for approval. The form needs minor changes – grass cutting grant is paid annually, not 6 monthly, and boxes to record the position of signatories needs to be added.

ACTION: Update the form and add to the agenda of the next meeting for approval and signing.

Clerk

30. Grant Request

A grant request has been received from St Michael's Church, North Waltham. Receipt was acknowledged via email. In view of the requirement to use a standard application form, St Michael's Church will be asked to resubmit this on the new form with the required supporting paperwork.

ACTION: Contact St Michael's Church and request them to resubmit their grant application.

Clerk

31. Highways / Village Appearance

Flashing Speed Warning Signs

Clerk went back approximately 5 years before finding a mention of flashing speed signs in Council minutes and this gave no indication of how they were obtained. Clerk has emailed HCC Transport & Roads to request information. No response received to date. SF suggested contacting Tadley Town Clerk for advice as she has experience of this.

ACTION: Await / chase HCC Transport & Roads for response.

Clerk

Lengthsman Scheme

Clerk has had great difficulty locating any useful information about this scheme and who to contact on the HCC website. Therefore, an enquiry has been raised with them, via the website, asking for more information.

ACTION: Await / chase HCC for response.

Small Grants Scheme

This will fund up to 50% on projects that improve and promote countryside access. Landowners are legally responsible for the maintenance of, and are liable for, any gates on public rights of way over their land. Any structure on a path will impede use, so a gap in the hedge/fence is always preferred. If a structure is required, eg. to prevent livestock getting onto the road, the best option is a gate. The scheme will not fund stiles and will only consider kissing gates if a standard gate is unsuitable. Design standards need to be met if applying for a grant.

The kissing gate by Westside Dairy and the stile at one end of the footpath behind Portland Farm needs repair.

ACTION: Contact landowners of the kissing gate and stile and request repair / replacement.

Clerk

Vegetation Priority Cutting Lists

NWPC's priorities have already been forwarded to HCC in January 2017. However, the HCC website still shows 2016's Priority List and the Clerk has been unable to locate a list for 2017. No further action required.

Clerk

Other Road and Traffic

- Surfaces of Fox Lane and Waltham Lane (towards Overton) were reported in October and remain with contractors for repair.
- Potholes in Church Road at junction with St Michael's Close have been re-reported but the HCC website registers this as repaired. The road surface remains very uneven.
- Pothole in Yew Tree Road, outside Camelia Cottage has been repaired.
- Width restriction sign at entrance to Maidenthorne Lane has been reported and passed to contractors for repair.
- Potholes around Haddef need reporting.
- Grass verges around the junction of Fox Lane and Stockbridge Road are becoming overgrown and potentially dangerous as the view is blocked.

Drains

- Drain in Church Road, near the junction with St Michael's Close has been re-reported and the HCC website registers this as having been resolved. However, this remains blocked with mud.

Other Issues

- Alan & Barbara Purkiss have volunteered to 'adopt' the village gate on the Steventon Road. Clerk has already thanked them for this.
- Grass outside Haddef has been partially cut but areas where daffodils grew have been left. Council are unsure who has done this work, possibly BDBC.

ACTION:

- Report potholes at Haddef and request repair.
- Report grass verges at the junction of Fox Lane and Stockbridge Road.
- Re-report drain on Church Road at junction with St Michael's Close.
- Check with BDBC whether they have cut the grass outside Haddef.

Clerk
Clerk
Clerk
Clerk

32. Correspondence:

See Correspondence Received dated 11.05.17 (already circulated to Councillors)

HALC e-update (May 2017) – new copy of Governance & Accountability for Smaller Authorities in England 2017 has been published. Clerk has downloaded a copy but still needs to go through this in detail.

ACTION: Review and bring any issues to Council.

Clerk

Correspondence received since the agenda was published has been circulated to Councillors.

33. Councillors' Announcements:

SF reported that the

- Manydown consultation is happening now. There are lots of objections regarding access.
- Honsome Fields – reapplied for planning permission, which includes putting in a roundabout. This is likely to cause disruption locally whilst it is being built.



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- Economic Planning & Housing – Labour group absented themselves from this meeting which was to discuss CIL and have put this at risk. BDBC may lose £9.8m if Manydown gets go ahead before introduction of CIL. There is a meeting tomorrow when CIL comes before the whole council.
- New Mayor Frankum took up post last week.
- BDBC is in the bottom 10 for equal pay of staff – looking at key drivers to remedy that.

34. Items for Parish Magazine

The following items need to be included in next month's parish magazine.

- Planning applications.
- Competitions

ACTION: Submit article by 6.00pm on Thursday 25.05.17.

Clerk

35. Date of Next Meeting

The next meeting will be held on 20th June 2017 at 7.30pm in the Rathbone Pavilion, North Waltham.

Signed Date