

MINUTES OF MEETING
20th June 2017 at 7:30pm in the Rathbone Pavilion, North Waltham

Councillors Present:

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

**Actions
for**

1. Apologies for Absence:

Cllr Mark Dinning

2. Declarations of Interest:

None.

3. Meeting open to the Public:

3 member(s) of the public attended.

4. Minutes:

The minutes of the meeting held on 16th May 2017 were accepted as a correct record and signed.

5. Matters Arising from the Minutes:

Cherry tree at Haddef still to be felled.

ACTION: Clerk to arrange.

Clerk

Traffic Information – AS has not yet passed the traffic information regarding 'short cuts' to motorway to GC.

ACTION: Pass information to GC

AS

Village Website – Clerk received one response to her request for advice on agreements for joint websites. Awbridge PC chose to split off from their village website and established a new website under the auspices of Hugo Fox. They have found this to work well with the minimum of 'red tape' and they pay a small annual domain charge of approx. £8.00.

JM has spoken to colleague who is willing to help draft an agreement.

ACTION: Forward information regarding requirements of website to JM.

**Clerk
JM**

Annual Garden & Sunflower Competition

- Sunflower competition has 8 entries to date. Information has been reposted on website, village Facebook page and in Parish Magazine. Closing date 30.06.17.
- Judging has started in Garden competition.

HALC Village of the Year Competition – Clerk has emailed Rob Cooper regarding progress and he is progressing with application. He is looking for a community engagement project. Clerk suggested pond planting and that he contact AS and SE for further information.

Proposed Cycle Path – see item 6

Pond – The Conservation Volunteers (TCV) have responded and would like North Waltham pond to be added to their map. Information about how to do this has been sent via email along with some other pond information.

ACTION: Clerk to respond and request help from AS and SE if required.

Clerk

Terms of Reference for Committees / Posts

- PW has not yet contacted Steve Green to ask him to do/assist with risk assessments.
- Margaret Carter has not yet been contacted regarding Village Charities.
- SE has written Terms of Reference for Pond Group and forwarded to Clerk to store with others.
- Terms of Reference have been updated.

ACTION:

- Undertake Risk Assessment
- Contact Margaret Carter regarding Village Charities

**PW
Clerk**

Nominations and appointments of Representatives to Committees / Posts

- MD confirmed he was willing to continue as a member of the Planning Committee.

- PW confirmed he was willing to continue as a member of the Staffing Committee, Neighbourhood Plan Group and as Safety Officer.

Standing Orders and Financial Regulations

- Standing Orders have not been updated yet. HALC have new guidelines and Clerk needs to ensure review takes these into account when updating.
- Bank account has not been changed.

ACTION:

- Update Standing Orders and bring to next meeting for approval.
- Investigate alternative bank accounts.

Clerk
Clerk

Review of Inventory and Land Assets – Asset Register has been updated and was presented for approval and signature. Signed at the meeting by GC and AS.

Discussion about first aid boxes – these were originally donated by the Parish Council, several years ago, for use around the village and stored at Old Barn Stores, St Michael's Church and the Rathbone Pavilion. The contents of these will now be out of date unless they have been restocked by the organisations holding them. Council agreed that, although these were donated by the Parish Council, the Church and the Village Trust respectively should have ongoing responsibility for these. It is not known if Old Barn Stores still has their First Aid Box following their recent building works.

Discussion about Snow Shovels and where these are located. These were originally donated to NWPC and kept in residents' houses near the grit bins.

ACTION:

- Write to St Michael's Church and Village Trust regarding responsibility for First Aid Boxes.
- Check whether Old Barn Stores still has a First Aid Box and if it has been restocked and is current.
- Obtain price for new First Aid Box for Old Barn Stores, if required.
- Determine location of snow shovels.

Clerk
AS
Clerk
Clerk

Review of Policies and Procedures

- Complaints Handling Procedure has not been updated.
- Document Publication Scheme has been updated with new contact details.
- Protocol for Recording at Meetings has been updated and the notice printed and laminated for use at every meeting.

ACTION: Update Complaints Handling Procedure

Clerk

Other issues discussed elsewhere on the agenda.

6. Proposed Cycle Path – Catherine Whiteside (CW) and Rachel McCarthy (RM), members of North Waltham Chain Campaign, attended the meeting to update the Parish Council on proposed cycle paths.

NW Chain Campaign asked whether the Neighbourhood Plan would be asking for cycle routes. GC responded that the Neighbourhood Plan Group are in the process of analysing the questionnaires. There seems to be quite a lot of interest provisionally, but more analysis is needed. They are hoping to get 'headline' results out soon, but unable to say exactly when this will be.

Update on Chain Campaign

- Has come to a halt.
- RM is involved with Cycle Basingstoke who aims to provide safe, accessible cycle routes/paths for everyone. This has been the most positive aspect to date.
- Cycle Basingstoke are involved with BDBC and are commenting on the impact for cyclists for all developments. This seems to be having some impact.
- Cycle Basingstoke are also involved with the cycle plan, which includes a super highway for a cycle route from Basingstoke to Winchester. This is likely to go ahead at some point in the future but there are currently no timescales.
- NW Chain Campaign have identified a potential cycle route but does not have any backers to develop the route. They have met resistance from HCC as there is no money. BDBC have been more positive in their approach but nothing further has been forthcoming. Sustrans wanted NW Chain Campaign to finance them to do a feasibility study.
- NW Chain Campaign feel the way forward is with planning applications for new developments. They would like to be considered when new planning developments are considered. If, or when, there is some development in NW, could a cycle route be considered as part of the plan to get funding. The group already have an outline scope and provisional route. Is there anything further that NWPC would need from them?
- NW Chain Campaign wondered if there is any funding available and worth pursuing in connection with the 200 Anniversary of Jane Austen's Death. It was felt that this is unlikely as any potential funding has probably already been allocated/spent.

GC responded

- Neighbourhood Plan needs to consider all requirements, including footpaths, cycle routes, etc. A cycle route can only be included in the Neighbourhood Plan if there is a clear requirement identified in the questionnaires.
- CIL, funding for infrastructure, could come with any development in North Waltham, but that would also cover other infrastructure needs identified in the Neighbourhood Plan. Therefore, no promises can be made regarding the cycle route at this stage. One issue would be that if the cycle route was included, funding would only cover a cycle path to the edge of the Parish so it would then need to link up to other routes.
- If more information is required, the Neighbourhood Plan Group will be in touch.
- NW Chain Campaign were thanked for coming an updating the Council.

ACTION: Take this information to the Neighbourhood Plan Group

GC/PW
/AS

7. Fireproof Safe / Safety Deposit Box – Clerk has not investigated this.

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

Clerk

8. Internal Audit

The grant form has been updated and is available for use. A copy was sent to St Michael's Church to enable them to resubmit their grant application.

Annual Return

Section 1 of the Annual Return was agreed and signed by GC, Chairman, and RC, Clerk / RFO.

There is a discrepancy between the closing balance for 2015/16 and the opening balance for 2016/17 of £42.00. The cause of this discrepancy cannot be found. Discussed and agreed by Council that this discrepancy was within acceptable limits.

Section 2 of the Annual Return was agreed and signed by GC, Chairman, and RC, Clerk / RFO.

ACTION: Annual Return to be forwarded to Internal and External Auditors within timeframe.

Clerk

9. Neighbourhood Plan Update

The Neighbourhood Plan Group are in the process of analysing the questionnaire, in order to get some 'headline' results into the Parish Magazine and to demonstrate to residents that this work is progressing. GC & another group member are going to the BDBC Neighbourhood Plan Meeting on 22.06.17. They will discuss the Call for Sites document that was recently sent out by BDBC (see Correspondence item 14).

10. Current Planning Applications:

B/F	15/04503/OUT	Honsome 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
	17/00843/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)	Granted 07.06.17
	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)	Granted 11.05.17
NEW	17/00563/PREMN	More of the Good Stuff, The Old Estate Office, Dummer Down Farm, Basingstoke Application for a new premises licence	Undecided
NEW	17/01728/HSE	Towns End Cottage, Maidenthorne Lane, North Waltham, RG25 2DD Erection of double garage with first floor space	Undecided
NEW	T/00195/17/TCA	5 Church Farm Close, North Waltham Application for works to trees growing in a conservation area PROPOSAL: 5 x Leyland cypress, felling and removal	Undecided

11. Planning Compliance Issues:

Concern was expressed regarding a swing frame constructed in the front garden of house in Coldharbour, Yew Tree Lane, and whether this is permissible within the Conservation Area.

ACTION:

- All Councillors to look at structure before next meeting.
- Agenda item for next meeting.

All
Cllrs
Clerk

12. Finance

12(a) Financial Receipts:

RECEIVED FROM	DESCRIPTION	AMOUNT
BDBC	Presept (50%)	£6107.00
BDBC	Limited General Grant	£ 550.00
BDBC	Council Tax Support Grant	£ 258.00
BDBC	Grass Cutting Grant	£1976.00
	TOTAL	£8891.00

12(b) Financial Payments

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

NAME OF PAYEE	DESCRIPTION	AMOUNT	CHEQUE NUMBERS
Rosemary Coulter	Salary for May 2017 (£8.873 x 30) Home working allowance (May)	£266.19 <u>£ 18.00</u> £284.19	300546
Rosemary Coulter	Expenses as per claim form dated 13.06.17	£165.77	300547
North Waltham Village Trust	Grass Cutting Grant	£1976.00	300548

McAfee Livesafe was due for renewal during May 2017. The budgeted amount for this was £32. However, the cost for one year's subscription was £59.99.

The cost for two years was £109.99 but with £40.00 cashback, making the total cost £69.99.

This payment was on the list of pre-authorised payments and clause 4.1 of the Financial regulations allows the Clerk and Chairman to authorise revenue expenditure under £500 if this is within the amounts included in the approved budget. However, clause 4.2 means that as NWPC only budgeted for £32, it is over cost and approval should be obtained at a Council meeting. However, clause 4.5 has been used to authorise this payment, as having the laptop unprotected is a risk and, therefore, the Clerk and Chairman can spend up to £500 even without the provision in the budget. In order to protect the security of the laptop, purchase was made. Notification of the £40 cashback has been received and will be paid directly into NWPC bank account by 08.07.17.

Payments to Rosemary Coulter (above) were proposed by AS, seconded by PW and agreed unanimously by Council.

Payment of Grass Cutting Grant to Village Trust was proposed by GC, seconded by JM and agreed unanimously by Council.

ACTION: Arrange payments.

Clerk

12(c) Reconciliation of Bank Accounts

Monthly reconciliation of bank accounts as at 31.05.17 and bank statements were circulated at the meeting.

Balance in current account £17724.68

Balance in deposit account £10946.84

12(d) Authorised Payments for 2017-18

A list of Authorised Payments for 2017-18 has been updated and presented to the Council for approval and signature.

Proposed by GC, seconded by PW and approved unanimously by Council.

The form was signed by GC and PW at the meeting.

12(e) Grant Application

A resubmitted grant request for £1320 has been received from St Michael's Church, North Waltham.

Discussed by Council.

Payment of a grant for £1300 was proposed by AS, seconded by GC and approved unanimously by Council.
ACTION: Inform St Michael's Church and arrange payment.

Clerk

13. Highways / Village Appearance

Flashing Speed Warning Signs

HCC has responded to say that the use of Speed Indicator Devices / Speed Limit Reminders are part of an agency agreement that HCC have with BDBC, who deploy such devices on their behalf. They provided a link to their website giving information about this. They confirmed that a device was deployed on Church Road, near it's junction with St Michael's Close, and Popham Lane approx. 5 years ago at the Parish Councils' expense. The cost of deployment is £160 for a four week operation and the Parish Council needs to contact BDBC should we wish to use this facility again.

ACTION: Contact BDBC and confirm costs for following options - 2 units x 2 times/year, 2 units x once/year, 1 unit x 2 times/year in different locations

Clerk

Lengthsman Scheme

HCC has responded to say that the scheme is fully committed and funding approval for additional parishes to join has not yet been granted. However, they will add North Waltham to the waiting list. All new parishes joining the scheme are advised to join an existing cluster. Our nearest is Candover Parish Council and HCC suggested contacting them to determine if they can accommodate an additional parish if further funding becomes available.

Clerk has spoken to Clerk of Candover PC who currently has 6 parishes as part of their cluster. They use monies to employ one lengthsman + mate for 4 days. HCC provide £1000 per parish. Lengthsman has all the necessary qualifications, insurance, etc., to do work required. Jobs include strimming edges, clearing blocked drainage channels, maintenance on bus shelters, creosoting fences, cleaning signs, mending stiles/kissing gates, etc. The Lengthsman they employ may be willing to do work for us outside of the Lengthsman scheme and be paid by us. She also suggested contacting HCC to let them know that they have capacity to include NW and to keep reminding them.

Clerk has contacted HCC again to ask when additional funding may become available but they have no indication of when this may be. Clerk has also advised HCC that Candovers PC have capacity to accommodate NWPC when funding is available.

ACTION: Approach Candover PC's Lengthsman to determine if he would be willing to work for us outside of the scheme.

Clerk

Local Stiles / Kissing Gate

The kissing gate by Westside Dairy and the stile at one end of the footpath behind Portland Farm needs repair. Local landowners have not been contacted.

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

Clerk

Roads and Traffic

- 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 corrected.
- Potholes around Haddef seem to have been repaired.
- Grass verges around the junction of Fox Lane and Stockbridge Road have been cut.
- Concern expressed that white lines on road around the pond and junction with Popham Lane have eroded and road safety is at risk. Several other white lines around the village are in poor state.
- Finger signpost on triangle at junction of Popham Lane and Fox Lane is in very poor state of repair and is missing a 'finger'.

Drains

- Drain in Church Road, near the junction with St Michael's Close has been unblocked.

Other Issues

- Clerk has been unable to determine who cut the grass outside Haddef.
- Waste bin by pond is in poor state of repair.

ACTION:

- Check on white lines around the village and report to HCC.
- Report finger signpost to HCC.
- Request repair of bin by pond by Lengthsman.

Clerk
Clerk
Clerk

14. Correspondence:

See Correspondence Received dated 14.06.17 (already circulated to Councillors)



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

Clerk has not yet gone through the new copy of Governance & Accountability for Smaller Authorities in England 2017 to report back to Council.

Clerk

ACTION: Review and bring any issues to Council.

Issues arising from correspondence

- Passenger Transport Forum – 04.07.17 – MD to attend
- Neighbourhood Plan Meeting – 17.06.17 - GC and another member of Neighbourhood Plan Group to attend.

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

- 14.06.17 Invitation to the Chair to Mayor of Basingstoke & Deane's Annual Civic Service – 25.06.17 (forwarded to GC)
- 15.06.17 Furnitubes – marketing email (circulated to NWPC via email)
- 19.06.17 Safer North Hampshire Newsletter – July 2017 (circulated to NWPC via email)
- 19.06.17 BDBC – call for sites consultation (circulated to NWPC via email)

15. Councillors' Announcements:

None

16. Items for Parish Magazine

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

- Planning applications.
- No NWPC meeting in August but Councillors will have a walk around the village.

ACTION: Submit article by 6.00pm on Thursday 22.06.17 for a combined issue for July and August.

Clerk

17. Date of Next Meeting

The next meeting will be held on 18th July 2017 at 7.30pm in the Rathbone Pavilion, North Waltham. PW and AS gave apologies in advance.

Signed Date