



MINUTES OF MEETING
18th July 2017 at 7:30pm in the Rathbone Pavilion, North Waltham

Councillors Present:

Geoff Chapman (GC) (Chairman), Mark Dinning (MD), Sally Evans (SE), Judith McGinley (JM), Sara Thomas (ST), Bourough Cllr Stuart Frost (SF) and Rosemary Coulter (Clerk)

**Actions
for**

1. **Apologies for Absence:**
Cllr Peter Waggett, Cllr Adele Stevenson, Cllr Rob Golding
2. **Declarations of Interest:**
None.
3. **Meeting open to the Public:**
No members of the public attended.
4. **Minutes:**
The minutes of the meeting held on 18th June 2017 were accepted as a correct record and signed by the Chairman.
5. **Matters Arising from the Minutes:**

Cherry tree at Haddef – this has been felled at no cost by Yew Tree Landscapes and Tree Care Ltd. They also cleared the remains of a fallen small Horse Chestnut tree on the green. Some of the wood from this fallen tree had already been cleared by local residents. Yew Tree Landscapes have not charged NWPC for this as they wish to undertake this as a contribution towards the village. No further action required.

Traffic Information – AS has not yet passed the traffic information regarding ‘short cuts’ to motorway to GC.
ACTION: AS to forward traffic information to GC.

AS

Village Website – JM has found sufficient information from previous emails to draft an agreement between NWPC and the Village Trust regarding the village website and is liaising with her colleague to complete the draft agreement.

ACTION: Draft agreement between NWPC and the Village Trust to be drawn up.

JM

Pond – Clerk has still to add the pond to The Conservation Volunteers (TCV) map.

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

Clerk

Terms of Reference for Committees / Posts

Clerk has written to Margaret Carter regarding Village Charities, with copy to Keith Evans. Clerk has received a ‘thank you’ note from both Margaret Carter and Keith Evans. No further action required.

Risk Assessment

PW has not yet contacted Steve Green to ask him to do/assist with health and safety risk assessment for the village. ST confirmed that Steve is very willing to do this.

ACTION: Undertake Health and Safety Risk Assessment.

PW

Standing Orders and Financial Regulations

Standing Orders are still to be reviewed and updated.

ACTION: Update Standing Orders and bring to next meeting for approval.

Clerk

Alternative Bank Account

An alternative bank account has not yet been investigated.

ACTION: Investigate alternative bank accounts.

Clerk

Review of Inventory and Land Assets put under audit

- The Internal Auditor has found that the Asset Register appears to be based on the Insurance Schedule, rather than the other way round. The value of assets declared on the Annual Return as at 31st March 2016 was £19153.00 and, therefore, the 2016-17 Annual Return was amended to this amount by the Internal Auditor.
GC has reviewed the Asset Register and gone through the archive to determine purchase prices, ownership, etc. of assets. A draft updated Asset Register was presented to Council. Discussion regarding ownership of land and GC confirmed that:



- Land from the bus shelter (at the pond) up to the forge belongs to HCC – NWPC has a copy of the land register.
 - St Michael's Green belongs to NWPC.
 - Corndell Green (beside Haddef) belongs to NWPC – in 1983 the Chief Commons Commissioner directed HCC to register NWPC as the owner of the land, following a dispute over ownership. However, GC has not found a copy of the land register.
 - Ownership of the pond and the land around the pond is unclear and needs checking.
- The rate of depreciation was questioned and this has not been considered yet but would need to be considered before finalising the register.

- Clerk has written to Village Trust and St Michael's Church informing them that, although NWPC donated the First Aid Boxes, they are not responsible for their upkeep and restocking and that this falls to the respective organisations. The Village Trust responded to say that the original box has been replaced and is restocked regularly. The Church responded to thank NWPC for keeping them informed.
It is still unknown as to whether there is still a First Aid Box at Old Barn Stores.
Costs of First Aid Boxes range from approx. £10 - £32 for 1-10 people.
- Alan Purkiss reports that there were originally 3 or 4 snow shovels. He confirmed that he has one. PW confirmed at the last meeting that he had one.
Minutes from 2011 show that 4 shovels were donated by HCC. Steve and Anita Single offered to keep one for use in Cuckoo Close and Mary Lane, but there is no evidence of where the others were located.
The location of the 4th shovel is unknown.

ACTION:

- Ownership of land at Corndell Green and around the pond to be checked with Winchesters Register of Town or Village Greens.
- Asset Register to be completed.
- Check whether there is First Aid Box located at Old Barn Stores.
- Check whether the Singles still have a snow shovel and update Asset Register accordingly.

GC
GC
AS
GC

Review of Policies and Procedures - Complaints Handling Procedure has not yet been updated.

ACTION: Update Complaints Handling Procedure.

Clerk

Proposed Cycle Path – GC has forwarded this information to the Neighbourhood Plan Group.

Grants to Village Trust (grass cutting) and St Michael's Church – these have been paid.

Governance and Accountability for Smaller Authorities in England 2017 – this has not yet been reviewed.

ACTION: Review and report back to Council.

Clerk

Other issues discussed elsewhere on the agenda.

6. Fireproof Safe / Safety Deposit Box

The Clerk has investigated safety deposit boxes. Many High Street banks do not offer these anymore and those that do, only offer them to existing account holders. Boxes are expensive and costs are continuing to rise as fewer banks offer the service. Example costs for safety deposit boxes at Metrobank range from £200 - £675 per year depending on the size of the box.

It was generally felt that a safety deposit box was too expensive considering the small number of documents/USB stick(s) that need to be kept safe. The best solution would be to have a small safe but location of this needs to be determined.

ACTION: To ask Village Trust if NWPC could have a safe located in the Rathbone Pavilion.

GC

7. Internal Audit

The Internal Auditors Report and a draft Audit Action Plan was circulated to Councillors prior to the meeting. Any actions regarding minute keeping have already been implemented.
Issues to discuss at this meeting

Use of Committees

The Internal Auditor feels that a small council does not need additional committees as most of the business can be transacted during the main meeting. However, Planning Applications have 21 days to respond to the consultation and this does not always fall within the main meeting monthly timetable. NWPC would still need to arrange a planning meeting between ordinary meetings to deal with such Planning Applications.

The following was proposed by GC, seconded by JM and agreed unanimously by Council

- Dissolve Planning Committee, Staffing Committee and Pond Committee and deal with these issues within the ordinary meeting.
- If planning application consultation deadlines do not fall within this time frame, an additional Planning Meeting will be called. This can be made up of any 4 councillors.
- Issues dealt with by the Staffing Committee will be dealt with in the ordinary meetings and the Clerk will be asked to leave for any items regarding her employment, salary, etc.
- The Pond Committee is a working group involving other residents and will report to the ordinary meeting as required.
- Neighbourhood Planning Group will remain as a Task and Finish group involving other residents and reporting regularly to the NWPC ordinary meetings.

Proposed by GC, seconded by JM and agreed unanimously by Council.

Hospitality

The Internal Auditor questioned what power the Council had to do this. Council agreed the need to consider this carefully going forward but balance with the need to show gratitude to local residents and businesses that undertake tasks for or on behalf of the Council.

The following was proposed by GC, seconded by JM and agreed unanimously by Council - NWPC will no longer permit hospitality payments without the prior agreement of full Council.

Financial Risk Assessment

The Council is unclear as to what this entails and want to ensure it is fully undertaken.

ACTION: Request advice from HALC and Internal Auditor and request any templates.

Clerk

8. Parish Conference

This was attended by GC and RC. An agenda was available to view, but full notes/minutes have not been circulated by BDBC yet.

- Bin Collections – the contract is out for tender and part of that is to review suitability of collections on alternative weeks. A decision will be made in September. (The Clerk did contact BDBC regarding erratic bin collections and missing bins but has not received a response.)
- Electoral wards – there is a review pending.
- Planning – BDBC are trialling moving to a 100% digital planning process whereby BDBC do not send any documents but everything is shared electronically and all responses can be submitted online. This has also included the trial of providing projectors to Parish Councils to show application documents at meetings. Those Parishes that have been part of the trial seemed happy with the process.
- Community infrastructure levy – BDBC are hoping to implement by end of 2017.

9. Neighbourhood Plan (NP) Update

The vast majority of questionnaires have been collated but the group are waiting for the last few results. The next stage is a call for sites, which is being drafted.

GC and Hannah Pearce (HP) went to the annual NP meeting at BDBC which was informative. Information from Bramley, who have just finished their Neighbourhood Plan, was presented. They have spent a lot of money on consultants and a **Strategic environmental assessment**, but it was felt that it was not necessary to spend as much. Emma Betteridge, our previous NP contact at BDBC, has left and Matt Melville and Robyn Kelly are the new NP contacts. GC, HP and Emma Turner (ET) were able to meet with them and discuss the NWNP.

10. 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
	17/00563/PREM N	More of the Good Stuff, The Old Estate Office, Dummer Down Farm, Basingstoke Application for a new premises licence	Granted (no date)
	17/01728/HSE	Towns End Cottage, Maidenthorne Lane, North Waltham, RG25 2DD Erection of double garage with first floor space	Undecided



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Clerk: Ms Rosemary Coulter

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	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	Granted 04.07.17
NEW	17/02126/HSE	Trinleys, Yew Tree Road, North Waltham RG25 2DA Alterations to front porch, conversion of store to additional living accommodation and external alterations	Undecided

11. Planning Compliance Issues:

Concern had previously been expressed regarding a wooden frame being constructed in the front garden of house in Coldharbour, Yew Tree Lane, and whether this is permissible within the Conservation Area. Council felt this was a large swing frame for children and no further action was required.

12. Finance

12(a) Financial Receipts:

RECEIVED FROM	DESCRIPTION	AMOUNT
Unity Bank	Interest on deposit account	£1.36
	TOTAL	£1.36

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 June 2017 (£8.873 x 30) Home working allowance (May) Overtime payment for audit work * (£8.873 x 20hrs)	£266.19 £ 18.00 £177.46 <hr/> £461.65	300550
Rosemary Coulter	Expenses as per claim form dated 10.07.17	£ 90.75	300551
Do the Numbers Ltd	Internal Audit fee	£ 185.00	300552
Rosemary Coulter	Additional overtime hours for audit work ** (£8.873 x 10hrs)	£88.73	300553

* as agreed on 18.04.17 (minute - item 7)

**Council questioned how much actual overtime was spent undertaking the audit. The Clerk confirmed that actual overtime was 30 hours. Council felt that actual overtime hours for Clerk should be paid and additional 10 hours should be paid.

All payments (above) and additional overtime hours were proposed by SE, seconded by GC and agreed unanimously by Council.

ACTION: Arrange payments.

Clerk

GC informed Council that he had completed the declaration for The Pensions Regulator. NWPC has no obligation to provide a pension unless employees wanted it. A letter had been sent to the Clerk, who has responded stating that she did not want a pension at this stage. This declaration needs to be done annually.

12(c) Reconciliation of Bank Accounts

Reconciliation of bank accounts needs to be undertaken quarterly as a minimum and the reconciliations and the bank statements should be initialled at the Council meeting (Internal Audit recommendation). A new quarterly bank reconciliation (Quarter 1, as at 30th June 2017) was presented for checking.

Balance in current account as at 30.06.17 £16,827.55

Balance in deposit account as at 30.06.17 £10,948.20

Reconciliation and bank statements initialled by ST and JM.

12(d) Income and Expenditure

The Internal Auditors report recommended regular review of income and expenditure. Therefore, an Income and Expenditure report will be prepared quarterly for review by Councillors. The Quarter 1 report was presented and reviewed.

As at 30.06.17 income was £9203.00 and expenditure was £5791.37

Following receipt of 50% of the precept, NWPC needs to transfer 50% of the earmarked reserve (£750) from the current account to the deposit account.

ACTION: Transfer £750 from current account to deposit account.

Clerk

12(e) Parish Loan Account

This is a deposit account with BDBD in which NWPC currently has deposited £955.12. Interest is paid at 1% below the Bank of England base rate and added to the deposit balance ½ yearly. These accounts were set up when Parish Councils did not have bank accounts and it was a means for Parish Council to manage their funds. A review of this deposit was undertaken. Council felt that although interest rates are low, this money could be earning some interest in the Councils deposit account, rather than no interest in a Parish Loan Account.

Proposed to move £955.12 (full balance of Parish Loan Account) to NWPC's deposit account – proposed by GC, seconded by SE and agreed unanimously by Council.

ACTION: Move £955.12 from Parish Loan Account to deposit account.

Clerk

13. Highways / Village Appearance

Flashing Speed Warning Signs

BDBC has responded to NWPC's request for Speed Indicator/Speed Limit Reminders saying they deployed signs for the Council 5-6 years ago and installed a post especially to accommodate a sign near the entrance of St Michael's Close. They would be happy to undertake deployments again. Costs would be as follows:

- £160 for a 4 week deployment which includes set up, weekly check and battery change and removal at the end (5 visits)
- 2 units in different location twice/year – 4 deployments at £160 = £640
- 2 units in different locations once/year – 2 deployments at £160 = £320
- 1 unit twice a year, deployed in different locations – 2 deployments at £160 = £320

NWPC need to inform BDBC of dates and location. Usually has at least one sign available at any time, but may need to plan in advance if 2 are wanted at the same time.

Council discussed purchase of Speed Indicators. Cost is unknown and Council would need to consider who would set these up, monitor them, change batteries, ensure accurate calibration, etc. However, they could also be rented out to other councils.

There are currently 18 skid marks from large vehicles along Popham Lane, between the Wheatsheaf pub and the pond.

ACTION: Contact local Police to determine costs, process, etc. for next meeting.

Clerk

Lengthsman Scheme

Confirmation has been received that HCC have approved additional funding for the Lengthsman Scheme for the financial year 2017/18 to enable those Parishes on the waiting list to join. NWPC is advised to contact a local Cluster and request to join. The Clerk has previously had contact with Candover Parish Council, who have capacity for us to join, and now needs to contact them to arrange this. They will need to invoice HCC for the additional funds and send NWPC a contract to sign.

In view of this, the Clerk has not approached the Lengthsman to inquire if he is available to work for us.

ACTION: Contact Candover PC regarding joining Lengthsman Scheme.

Clerk

Local Stiles / Kissing Gate

The stile at one end of the footpath behind Portland Farm – a letter has been written to Mr C Baylis asking him to repair. Awaiting response

The kissing gate by Westside Dairy still requires repair, but Clerk has not yet been able to determine who the landowner is.

ACTION: Determine landowner of the kissing gate 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.
- HCC have been contacted, with photographic evidence, about the poor state of white lines. Cllr McNair Scott was copied in to request.
 - around the pond and the junction of Church Road.
 - the junction of Chapel Street with Yew Tree Road and Up Street.
 - the junction of St Michael's Close with Church Road.
 - the junction of Mary Lane with Steventon Road.

A response has been received via Cllr MacNair Scott - HCC will look at the sites and assess them against their safety defect criteria. If there is a safety defect, they will order a remarking of the individual site. If it is not a safety defect under their Inspection Process then they can consider for

inclusion in a package of road markings. However, they already know of a number of such sites that are a high priority and there is a limit to the funding available. Any road markings have to be ordered and completed by mid October to avoid the worst of the weather and salting operations which mean road markings don't stick well. They will respond to Cllr McNair Scott with further information.

- HCC have been contacted about signposts. Cllr McNair Scott was copied into request.
 - finger signpost on triangle at junction of Popham Lane and Fox Lane is in very poor state of repair, leaning heavily and is missing a 'finger'.
 - finger post at pond has some very faded writing.
 - finger post on by church is very faded and difficult to read.

A response has been received via Cllr McNair Scott - fingerpost signs on the highway are HCC's responsibility. They have the ability to spend a small sum of money each year (about £10k) for repairing/replacing damaged fingerposts. Individual repairs range from a few hundred pounds for a new 'finger' to around £3k for a whole sign. The company that does the work is a small specialist contractor who does the work for the whole County. Consequently, they have to prioritise requests for repairs and they are not replaced quickly due to their specialist nature. HCC will take a look at the ones identified and inform Cllr McNair Scott of their assessment.

Drains

- The drain in Church Road, near the junction with St Michael's Close has been re-reported following heavy rain last week.
- Other drains around the village have recently been checked by HCC contractors.

Other Issues

- Waste bin by pond is in poor state of repair. No action taken in view of gaining a Lengthsman soon.
- There are a lot of weeds growing along kerbs around the village

ACTION:

- Write to HCC requesting treatment of weeds along kerbs around the village.

Clerk

Focus for Improving Village Appearance and tree work at Corndell Green (Haddef)

When removing the fallen tree and dead Cherry on Corndell Green, David Osmond, Yew Tree Landscapes and Tree Care Ltd, recommended further work on the trees is needed. He recommends raising the crown of most of the trees to improve their shape and allow light in underneath. He will provide a report detailing the treatment needed for each tree and quote for the work. This was not available for this meeting.

Village Map

The owner of the shop does not know where the original map went during the refurbishment but is happy to have one at the shop.

ACTION:

- Discuss where the map would be located and determine the size available with the shop owner.
- Obtain quote for a map frame.

Clerk
Clerk

14. Correspondence:

See Appendix 2 - Correspondence

ACTION:

- Any councillors interested in the BDBC Planning Training to inform Clerk who will arrange places.
- Contact BDBC with support for proposed changes to bus route.

Clerk
Clerk

15. Councillors' Announcements:

SF shared the following

Electoral Review

The Electoral Commission is looking at the reallocation of wards across the Borough in light of current and planned building. The impetus is to move to an 'all out' system where each ward has one member. This would save the Council £54,000 but the downside is the loss of accountability to the local population. Some wards currently have 1 member and some have 3. Some wards have an election every year. The suggestion by the Electoral Commission will be made in the next few months. SF stated that he will advocate a 3 member ward. This decision will include sites being built within the next couple of years but will not include Manydown, as that is not due for completion until 2020.

Bin Collections

There have been a lot of complaints about bins not being collected and the Portfolio Holders response has been disappointing. There are a few issues with Viola, the current contractors, and BDBC are tendering for a new contract. Viola have not been investing in plant, vehicle breakdowns are common and vehicles are poorly maintained. They have been fined for these issues a number of times. There will always be odd



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occurrences of bins not being emptied. SF asked NWPC to contact him, by phone or text, if there are any issues and he will address them.

CiL – this should be going to the inspector shortly and CiL rates will be set with a vote in Council at end of year.

Jane Austen – the statue was unveiled today and there was a ½ hour interview on Radio 4 regarding this.

North Waltham, Steventon, Ashe and Deane (NWSAD) History Society

GC shared that he had heard from Richard Tanner and the History Society will be ceasing in the near future.

16. Items for Parish Magazine

The Clerk apologised for missing the deadline for the last July/August Parish Magazine.

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

- Planning applications.

ACTION: Submit article by 6.00pm on Thursday 24.08.17.

Clerk

17. Date of Next Meeting

There will be no meeting during August 2017. However, the Council will undertake a Village Walkaround at 7.30pm on Tuesday 15th August 2017, meeting at the Pond.

The next meeting will be held on 19th September 2017 at 7.30pm in the Rathbone Pavilion, North Waltham.

Signed Date