



MINUTES OF MEETING

19th September 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), Adele Stevenson (AS), Sara Thomas (ST), Borough Cllr Stuart Frost (SF) and Rosemary Coulter (Clerk)

**Actions
for**

1. Apologies for Absence:

Cllr Peter Waggett, Borough Cllr Rob Golding, Borough Cllr Diane Taylor

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 18th July 2017 were accepted as a correct record and signed by the Chairman.

5. Matters Arising from the Minutes:

Traffic Information – AS has passed the traffic information regarding ‘short cuts’ to motorway to GC following concerns from councillors of increased traffic following the proposed development of Manydown. No further action required.

Village Website – JM has requested a copy of the agreement between the Village Trust and the website provider regarding the Village website. GC reported that he did not think there was a formal written agreement.

ACTION: GC to see if there is an agreement between the Village Trust and the website provider.

GC

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

Risk Assessment

PW has not advised the current position on this item.

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

Parish Loan Account

Clerk has written to BDBC and asked them to transfer all funds in the Parish Loan account (£955.12) to the Councils' Deposit Account and to close the Parish Loan Account. No further action required.

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

ACTION: Update Complaints Handling Procedure.

Clerk

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. Review of Inventory of Land and Assets

Ownership of land around the pond is still to be determined with Hampshire Records Office.

A snow shovel is located at 21 Cuckoo Close with Steve and Anita Single.

It is still not known if there is a First Aid Box located at Old Barn Stores.

When land ownership has been clarified, the Asset Register needs to be updated and signed.

ACTION:

Clarify ownership of land around the pond.
Determine whether there is a First Aid Box at Old Barn Stores.
Complete and sign updated Asset Register.

GC
AS
GC/Clerk

7. Fireproof Safe / Safety Deposit Box

GC has not yet asked the Village Trust if NWPC can locate a Safe in the Rathbone Pavilion

ACTION: To ask Village Trust if Parish Council could locate a safe in the Rathbone Pavilion.

GC

8. Internal Audit

Clerk has taken advice from HALC regarding use of Committees.

Staffing Committee – a concern arose following the last Council meeting questioning how we handle the issue of staff being able to appeal decisions relating to their employment. HALC advised that if the full Council makes decisions on staffing, then any appeal cannot be dealt with by the same councillors. HALC, therefore, recommend keeping a Staffing Committee to make decisions on staffing to enable other councillors to be available to hear appeals.

Planning Committee – concern was expressed during the last full Council meeting about how the Council meet planning consultation deadlines if they fall between ordinary meetings. HALC advised that planning applications can be dealt with during the ordinary meeting and an additional Council meeting would need to be called to deal with planning applications that fall between scheduled ordinary meetings.

HALC also advised that the Council should review its committee structure and terms of reference annually.

However, Standing Orders state

'9(a) A resolution whether affirmative or negative of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 2 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.

During discussion, it was generally agreed that the Council need to reinstate a Staffing Committee but as no special motion had been received before the meeting, this will be carried forward to the next meeting.

Planning Applications will continue to be discussed during the ordinary meeting with an additional meeting being called if the consultation deadline falls between ordinary meetings (as agreed on 18.07.17 (minute – item 7)

ACTION:

To provide written notice of a special motion to change decision on staffing committee.

GC

Audit Plan

Acceptance of the Audit Plan was proposed by GC, seconded by SE and agreed unanimously.
The Audit Plan was then signed by GC and SE.

Financial Risk Assessment

The Clerk has obtained a model Financial Risk format from HALC. This needs to be adapted to be specific to North Waltham PC.

ACTION: Update Financial Risk Assessment for NWPC.

Clerk/GC

9. Lengthsman Scheme

Council received a copy of the Lengthsman Contract with Candovers Parish Council, along with a copy of the Quarterly Return. A number of questions arose from Councillors

- What is the rate of pay for the Lengthsman?
- How much work are NWPC likely to have for £1000?
- On the Quarterly Return, does 'hours spent' include travel to/from North Waltham?
- Does the Lengthsman claim consumables (such as petrol for equipment), etc from this funding?
- On the Quarterly Return, please explain the three columns under 'Responsibility'?

ACTION:

- Request answers to questions from Candovers PC and report back to Council.
- If answers are satisfactory, agree and sign Lengthsman contract at next meeting.

Clerk
Clerk

10. Garden and Sunflower Competition

The results of the front garden, best baskets/containers, tallest sunflower and largest sunflower head competitions were presented to Councillors.

To meet the budget, prizes were agreed as follows:

Front garden competition: 1st - £30, 2nd - £20, 3rd - £10 = Total £60



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Basket / containers competition: 1st - £30, 2nd - £20, 3rd - £10 = Total £60
Tallest Sunflower (for children): 1st - £15, 2nd - £10, 3rd - £5 = Total £30
Largest Sunflower head (for children): 1st - £15, 2nd - £10, 3rd - £5 = Total £30
Engraving trophy (estimate) £20
TOTAL £200 (budget = £200)

Adult prizes are to be garden vouchers, children's prizes are to be Festival Place vouchers.

It was agreed to invite all the winners to a presentation at the beginning of the October Parish Council meeting at 7.30pm.

ACTION:

- Inform winners that they have been short listed and invite them to the presentation.
- Obtain trophy from previous winners and arrange engraving prior to presentation.
- Purchase prizes.
- Produce certificates.

Clerk
Clerk
Clerk
Clerk

11. Village of the Year Competition

The Presentation Evening will take place on Thursday 28th September 2017 from 5.30 – 7.30pm in Lyndhurst, with an optional bus tour of Lyndhurst beforehand.

GC, Rob Cooper, Hannah Cooper, Carolyn Brown and possibly, Judith McGinley are planning to attend.

ACTION:

Clarify deadline date for Parish Magazine and see if it can be delayed to include any favourable results of the competition.

Clerk

12. S106 Contributions relating to North Waltham

A statement has been received from BDBC showing £2656.96 contributions from planning application 15/03790/OUT - land south of St Michael's Close, to be used as a contribution for Cuckoo Meadow Sports Ground towards costs of providing additional seating to increase capacity through improvements to access and enhancements to planting.

The Clerk has asked BDBC how it was determined that this was a specific requirement of the community and if there is any possibility of changing the use of these funds at this stage of the process.

BDBC have responded as follows

- This development was scoped at a time when planning regulations were changing, and BDBC were trying to work out what they could ask for, and what could be justified. Where previously they could ask for a contribution for enhancements to a site in the vicinity, they were given backdated notice of the change to requests having to be site and project specific. Further changes were subsequently applied meaning any development under 10 dwellings had to fund an entire project, and could not be used as a contribution towards one.
- BDBC can find no record of trying to phone us at the time and apologise for this. (Clerk can also find no record of this.)
- BDBC have now put in place a process where they contact the parishes annually asking for any planned projects which they can act upon when responding to scoping. Having checked responses from last years' consultation it does not look as though they received a response from North Waltham, and therefore currently there are no identified projects. The annual letter is due to go out in the next few weeks, which will enable NWPC's response to identify any projects the Council have planned for any of our open spaces, which can be applied in any future scoping responses. Any parish can contact BDBC at any time to add further projects to the list as required.
- If NWPC could let BDBC know what projects the Council would like to use these funds for, BDBC can see if they can be justified under the scope of the request.

Discussion around whether these contributions could be used for another project elsewhere in the Village, but this is not possible as these funds are part of a legal agreement made at the time of the planning application. The Village Trust may be able to claim for the benches they have purchased as this was after the agreement was made. The Village Trust will need to discuss this with BDBC.

NWPC needs to be prepared with ideas for projects for future contributions.

One suggestion is to improve/increase planting around the pond.

ACTION:

- Inform Village Trust that S106 money is available to the Trust.
- All Councillors to propose possible projects for future S106 contributions.
- Agenda item for next meeting.

Clerk
All
Clerk

13. Neighbourhood Plan (NP) Update

The Call for Sites has been published and will run until 6th October 2017. Two submissions have been received to date. All submissions will go through an appraisal, which the Neighbourhood Plan Group (NPG) are currently drafting.

GC confirmed that the NPG can contact local landowners and ask them to submit.

The Campaign to Protect Rural England is running a Neighbourhood Planning Conference, the flyer for which was forwarded to members of the NPG. One member would like to attend at a cost of (£30).

Proposed paying fee for NPG member to attend (£30) – proposed by GC and agreed unanimously.

ACTION: Contact NPG member and arrange payment.

Clerk

14. 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
	17/01728/HSE	Towns End Cottage, Maidenthorne Lane, North Waltham, RG25 2DD Erection of double garage with first floor space	Granted 27.07.17
	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	Granted 09.08.17
NEW	T/00325/17/TCA	7 St Michael's Close, North Waltham Application for works to trees growing in a conservation area Proposal: 1 lime tree – thin by 20%	Undecided
NEW	T/00289/17/TCA	Gable End, Church Road, North Waltham RG25 2BE Application for works to trees growing in a conservation area Proposal: Fell 3 x wild cherry trees due to excessive shading, poor tree condition and potential damage to cable and power line	Granted 06.09.17
NEW	17/02849/OUT	Land at OS 456378 145890 Fox Lane, North Waltham Outline application, with all matters reserved, for the erection of 1 no. dwelling including hard and soft landscaping and associated works	Undecided

Discussed new planning application 17/02849/OUT

Applicant, Mrs Ruth Spreadbury made representation to the Council.

Land has been in her family's possession since late 1950's. The site was used for caravans when the motorway was constructed during the late 1960's. She has previously run a hairdressing salon from a caravan on the site and would now like to live on the site for her retirement. She stated that the area outlined in red will be where the house will be built and area outlined in blue will be left to meadow/countryside. However, there was some uncertainty about where that line would be.

Neighbour, Mr Will Turner, Kyte Abbey made representation to the Council

Part of his garden edges the area outlined in blue on the map. The red area will be very close to his boundary. He raised the following issues:

- The land does not fall within the defined settlement boundary.
- Neighbourhood plan has a requirement to build 10 houses, but this cannot be part of that requirement as it is one property.
- Need to balance need for land with need for further houses in the village. This development will take away countryside but will not meet the targets in village
- Understood that this piece of land had been offered to the Council for housing but it had been rejected. (GC confirmed that this was a different piece of land nearby.)
- The piece of land sits alongside conservation area, with lots of nature and wildlife in the area.
- SS6 Policy deals with development in the countryside and states that there needs to be a balance between development within the settlement boundary and the countryside. This development goes against that policy.
- SS6 Policy - development can only be permitted if exceptions apply and it looks as if none apply.
- If anyone buys the area marked in blue on the map, they may be able to develop it in future and any development will overlook Kyte Abbey.
- Access onto Fox Lane is poor and there are often pedestrians on this piece of road as it leads to the pub.

Several Councillors have viewed the site individually, but a collective site visit had not been undertaken.

Issues raised during discussion:



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- Visibility onto Fox Lane is not good. However, this application is for outline permission only and access can be addressed at later date.
- Neighbourhood Plan – the requirements in the Local Plan are to provide 10 properties within or close to settlement boundary. It looks unlikely that this will be possible within the boundary and adjacent to the boundary looks to be the viable option. The size of this development would not allow 10 properties, it would be a single development and not count towards requirements.

No objections in principle but need to make the following comments:

- As the site falls outside the Settlement Policy Boundary the proposed development is classified as 'in the Countryside', thus falls under Policy SS6 of the Basingstoke and Deane Local Plan (2011 to 2019). While the Planning Statement submitted with the application believes that the proposal meets the requirements of criteria 'a' of policy SS6, by virtue of the site bring 'previously developed land', the Parish Council has received representations from residents who feel that the single patch of hardstanding does not sufficiently satisfy the definition of 'previously developed', and therefore the site does not satisfy the requirements of policy SS6.
- The exact location of the red and blue areas on the map should be confirmed as the applicant, in discussion with the Parish Council, seemed quite vague about the position of these, to clearly define the curtilage of the proposed property within the paddock.
- While the application in question is only for outline planning permission every effort should be made to ensure that the reserved matters result in a development that is in keeping with character of the village as laid out in the Basingstoke and Deane Countryside Design Summary and the North Waltham Conservation Area Appraisal.
- The site of the proposed development is located at an elevated position to the rear of property Kyte Abbey on Popham Lane. As the submitted application is for outline planning permission only and details of the proposed construction are as yet unknown the potential risk of Kyte Abbey being overlooked and suffering a loss of privacy is a material consideration.
- The proposed development is single storey and if permission is given, should remain single storey in order to prevent any further oversight of other properties.
- The proposed development would require access/egress from Fox Lane which is a narrow lane with limited visibility at the point in question. The application does not contain sufficient evidence that the development will be able to deliver the required 43m stopping sight distance (SSD) for a 30mph carriageway.
- We understand that a Biodiversity/Ecology consultation has been requested. The comments made in this consultation should be considered before making a decision.

ACTION:

- Draft response to BDBC and circulate to PC for comments.
- Respond to BDBC.

Clerk
Clerk

15. Planning Compliance Issues:

Concern expressed regarding a business being run from the White Cottage, Popham Lane. There is now a flat-bed truck with trade plates operating daily from the property.

ACTION: Contact BDBC Planning Compliance and ask them to investigate whether a business is being run from this property.

Clerk

16. Finance

16(a) Financial Receipts:

RECEIVED FROM	DESCRIPTION	AMOUNT
OPIA Ltd	Cashback on purchase of McAfee Livesafe Software	£40.00
HMRC	VAT refund	£185.20

Sum of £750.00 has been transferred from the current account to the deposit account in respect of 50% of earmarked reserves for pond (£500), bus shelter (£100), telephone box (£50) and office equipment (£100).

16(b) Financial Payments

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

NAME OF PAYEE	DESCRIPTION	AMOUNT	CHEQUE NUMBERS
Rosemary Coulter	Overtime payment for audit work 10 hours at £8.873 as agreed on 18.07.17 Minute item 12(b)	£88.73	300553



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Rosemary Coulter	Salary (£8.873 x 30 hrs) (July 2017) Home working allowance (July 2017)	£266.19 <u>£ 18.00</u> £284.19	300554
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All payments proposed by GC, seconded by ST and agreed unanimously.

ACTION: Arrange payments.

Clerk

16(c) Bank Balances

Current account as at 31.08.17 - £12,289.35

Deposit Account as at 31.08.17 - £11,698.20 (does not include monies from Parish Loan account)

17. Highways / Village Appearance

Flashing Speed Warning Signs

The Council received a table comparing the costs of deploying flashing speed indicator signs from BDBC and the costs of purchasing the equipment using the company recommended by PC Jones. The table also included the advantages and disadvantages of each system.

Generally felt during discussion that the costs of purchasing equipment, both financial and of resources, are too great and generally felt that using BDBC to deploy is the best option.

Plan proposed by GC, seconded by MD and agreed unanimously, as follows:

- Use equipment deployed by BDBC.
- Book flashing speed warning signs as soon as possible in 2 locations at a cost of £320.00 (avoiding half term).
- Provisionally consider additional dates for next year when planning the budget for 2018/19 (November 2017).

ACTION: Organise deployment of flashing speed warning lights in 2 locations during the Autumn 2017.

Clerk

Village Walk Round – August 2017

The Council received an update on the Action Plan following the Village Walk Round last month.

The Council were disappointed that HCC did not consider white lines around the pond, and at other junctions around the village, to be a safety defect. AS reported that PC Andy Jones felt these to be a safety requirement.

ACTION:

- Request PC Andy Jones to contact HCC about the white lines around the pond.
- Coffee at Old Barn Stores and litter pick to be organised for 11.11.07 at 10.30am, with opportunity to meet Parish Councillors and Borough Councillor.

Clerk
Clerk

Local Stiles / Kissing Gate

The stile at one end of the footpath behind Portland Farm has been mended by Manor Farm Estate (Mr C Baylis).

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 and inform Clerk who will contact him/her about repair.

GC /
Clerk

Update on Roads and Traffic, Drains and Other Issues

Issues have been discussed under the Village Walk Round Action Plan.

Fox Lane and Waltham Road (to Overton) – both roads are continuing to deteriorate. HCC website reports that these are with the contractor for repair.

Concern about the lack of 'Restricted Height' sign at the crossroads in Steventon. Large vehicles continue to railway bridge and then have to reverse back to crossroads.

ACTION:

- Re-report Fox Lane and Waltham Lane to HCC for repair.
- Contact Steventon PC regarding height restriction sign to be placed at the crossroads.

Clerk
Clerk

Information of Works advised to Trees at Corndell Green (Haddef)

The Council has still not received information from Yew Tree Landscapes regarding work needed to the trees on Corndell Green and elsewhere in the village. The Clerk has chased this information but it was not available for this meeting.

ACTION: Obtain information for next meeting.

Clerk



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Village Map

Size and position of village map at Old Barn Stores has not been determined yet.

ACTION:

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

AS
Clerk

18. Correspondence:

See Schedule of Correspondence as at 14.09.17

Email from the Countryside Alliance - support your local rural business – 'Rural Oscars' – generally felt that we should nominate Old Barn Stores.

ACTION:

- Send to AS.
- Put together nomination.

Clerk
AS

Correspondence since publication of agenda:

- 14.09.17 HALC – Training – Introduction to Health & Safety for Parish Councils (circulated via email)
- 14.09.17 HALC – Dale Valley Training Course Information – Lantra Awards Basic Tree Survey & Inspection Course – 24.11.17 (not circulated)
- 15.09.17 Kate Baylis – email regarding Fish and Chip van looking for new location – discussed but Council were not sure how successful this would be at the times suggested. However, this would be the decision of the Fish and Chip van owner as to whether he went ahead. Possible locations were discussed and Cuckoo Meadow car park seemed the best option.
- 15.09.17 Rural Services Network – Growing a Rural Community in Hampshire - survey
- 19.09.17 HCC – Superfast Broadband funding

ACTION:

- Contact Fish and Chip van owner and inform him that the Council have no objection in principle.
- Inform Village Trust of suggestion to use car park.

19. Councillors' Announcements:

GC - Cuckoo Close will have no electricity tomorrow.

SF reported that bus service 16 now has a shorter route and Stagecoach are conducting a survey with passengers.

SF has been campaigning for weekly bin collections. To improve finances, BDBC have been looking at alternate week bin collections, which they hope will increase recycling rate. However, it is felt that the majority already recycle as much as they can. The is a meeting tomorrow, which SF hopes will decide to stay with weekly bin collections for next 6-8 years.

If bin collections do not happen, let SF know and he will follow up.

20. Items for Parish Magazine

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

- Planning applications.
- Village of the Year – is it possible to delay deadline date until result announced?
- Speed signs and polite notice about speeding.
- Parking round the pond.
- Litterpick.

ACTION: Submit article by 6.00m on Thursday 21.08.17.

Clerk

21. Date of Next Meeting

The next meeting will be held on 17th October 2017 at 7.30pm in the Rathbone Pavilion, North Waltham.

Signed Date