



MINUTES OF MEETING

17th October 2017 at 7:30pm in the Rathbone Pavilion, North Waltham

Prior to the meeting, a short presentation took place to present prizes for the following competitions, held during the Summer:

- Best Garden
- Best Hanging Baskets / Containers
- Children's Tallest Sunflower
- Children's Largest Sunflower

Councillors Present:

Geoff Chapman (GC) (Chairman), Mark Dinning (MD), 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 Sally Evans, Cllr Peter Waggett, Borough Cllr Rob Golding, Borough Councillor Diane Taylor

2. Declarations of Interest:

None.

3. Meeting open to the Public:

17 members of the public attended for the presentation of Garden Competition prizes.

1 member of the public brought the issue of the speed of traffic through the village to the attention of the Council. Micheldever has a 20mph speed limit, why can't North Waltham have the same?

GC responded – a handful of villages around Hampshire have a 20mph speed limit. These villages responded when HCC asked for volunteer villages to be part of a trial of the 20mph speed limit. Both Micheldever and Dummer took part in this trial, whereas North Waltham decided to wait for the results. Data has been collected but a report has not been forthcoming. All agreed that the flashing speed limit warning signs help.

A discussion followed regarding the use of chicanes and/or speed bumps and whether street lights are required before these can be installed. Chicanes may not suit large farm machinery, particularly at harvest time.

ACTION: Investigate the legislation regarding the use of chicanes and speed bumps and the need for street lights, if these are installed, and report back to next meeting.

Clerk

4. Minutes:

Correction: The deadline date for submission of articles to the Parish Magazine should have read 21.09.17 (not 21.08.17).

The minutes of the meeting held on 19th September 2017 were otherwise accepted as a correct record and signed by the Chairman.

5. Matters Arising from the Minutes:

Village Website – GC reported that there is not an agreement between the Village Trust and the website provider.

ACTION: JM to organise contract. GC to email JM details.

JM/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.

Clerk

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. However, the Clerk reported that during conversations with other Clerk's at training events, it appears that only Unity Trust and Lloyds offer suitable

accounts for Parish Councils. It was questioned whether the cost of Clerk's time to investigate and change to and alternative account was effective use of money and would cost more than current bank charges. It was agreed that investigating an alternative account with Lloyds was worthwhile, but changing the account would be time consuming for the Clerk. A comparison is required – to include authorisation processes and use of cash/debit/credit card.

ACTION: Investigate alternative bank account with Lloyds and compare with Unity Trust for next meeting.

Clerk

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 – Clerk has reviewed this in preparation for this years' audit. No further action.

Fireproof Safe / Safety Deposit Box – GC reported that the Village Trust have agreed that NWPC can locate a safe in the Rathbone Pavilion.

Discussion regarding which safe to buy, using information previously supplied by Clerk. (NWPC Ordinary Meeting held on 16.05,17, minute item 20)

JM proposed purchasing a Masterlock electronic water-resistant fire safe from Screwfix at £199.99 (Safes with 60 minute fire rating – option 3).

Seconded by AS and unanimously agreed.

ACTION: Purchase safe as agreed.

Clerk

Garden and Sunflower Competition – prizes were awarded at the beginning of the meeting.

Village of the Year Competition 2017 – North Waltham won a total of 9 awards at the recent Village of the Year Competition, organised by HALC. A press release has been prepared and forwarded to the Basingstoke Gazette, but has not yet been published.

The Village Trust have agreed to display the certificates in the hallway of the Rathbone Pavilion. The crystal award has been loaned to Old Barn Stores to display. Personal and business awards have been given to the individuals/businesses concerned.

Other issues discussed elsewhere on the agenda.

6. Review of Inventory of Land and Assets

Ownership of land around the pond has been confirmed and belongs to the Parish Council.

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

GC proposed purchasing a First Aid Kit for the shop and for use by local residents when required, seconded by JM and agreed unanimously.

The Asset Register has now been fully updated and items no longer kept by the Council have been removed and their removal noted at the bottom of the document.

ST proposed accepting the Asset Register, seconded by AS and agreed unanimously.

The Asset register was signed by GC and JM.

The owner of Old Barn Stores has offered to replace the village map, which hung outside the shop prior to renovation. He has offered to supply the frame but wants one that is waterproof, looks nice and is in keeping with the building. NWPC to supply the map.

ACTION:

Purchase First Aid Kit and donate to shop.

Inform shop owner that First Aid Kit will be provided.

Discuss with shop owner regarding the frame size and inform Clerk.

Provide map when frame purchased.

Clerk
AS
AS
Clerk

7. Internal & External Audit

External Audit (BDO)

The Clerk presented the External Auditors Report.

The following issues resulted in the annual return being qualified

- Elector's rights period during the year 2016-17 – the accounts as at 31.03.16 were approved after the inspection period of the exercise of elector's rights, which occurred during the current year.
- ACTION REQUIRED - The smaller authority must ensure in future years that the elector's rights inspection period commences after the accounting statements are approved.

The following issues have been raised as the external auditors detected issues with the governance arrangements of the smaller authority

- During the year increases in pay were given to staff. These increases were not approved by the smaller authority, a resolution passed and noted as such in the minutes.
- **ACTION RECOMMENDED** - The smaller authority must ensure that adequate financial procedures are in place to monitor and approve changes in staff wages and salaries. These should be documented in the financial regulations and adhered to. All decisions and resolutions should be recorded in the minutes.

Clerk reported that the Council agreed to increase employees' salary in April 2017, following recommendations by the Staffing Committee, and this was recorded in the minutes, dated 18th April 2017 item 8.

The following items are being brought to the attention of the Clerk of the Council.

- All fixed assets not included in the Annual Return.
- **ACTION RECOMMENDED** – The Practitioners Guide states that all assets should be held at cost. In future the smaller authority should review the current Practitioners Guide to ensure they are accounting for assets correctly. The cost of an asset is not expected to change unless an asset is ever disposed of or scrapped.

Clerk reported that the Asset Register has been fully reviewed and updated, approved and signed (see item 6 above).

Audit Plan

The Clerk has undertaken a quarterly review of the Audit Plan drawn up following the Internal Audit Report, which was presented to Council.

The following issues have not been completed / undertaken within the timeframe

- Resolution of committee structure – to be undertaken at this meeting.
- Minute taking training for Clerk – booked for 19.09.17 but postponed by organisers until 31.10.17.

All other actions have been completed within timescales.

Financial Risk Assessment

Financial Risk still needs to be completed.

ACTION: Complete Financial Risk Assessment.

Clerk/GC

Special Motion

At the Ordinary Meeting on 18th July 2017 North Waltham Parish Council (NWPC) passed a motion pertained to the dissolving of three of NWPC's sub committees, however, following on from advice received from Hampshire Association of Local Councils (HALC) it is now felt that an independent staffing committee is required in order to provide comprehensive separation of responsibility for staff appeal decisions relating to their employment.

We therefore propose a special motion to set aside NWPC Standing Order 9(a) in order to permit the amendment of the motion passed under agenda item 7 at NWPC Ordinary meeting on the 18th July 2017 to exclude the Staffing Committee and to re-affirm the revised motion:

"Dissolve Planning Committee and Pond Committee and deal with these issues within the ordinary meeting."

Geoff Chapman
Chairman

Judith McGinley
Councillor

Agreed unanimously.

8. Lengthsman Scheme

The Clerk has received answers to the questions raised by Council at the last meeting, as follows:

- What is the rate of pay for the Lengthsman?
The £1,000 pays for the Lengthsman to work 3 two-man days and 2 one-man days for each Council, the Lengthsman invoices the Lead Parish Council direct so you will not see his invoice.
- How much work are NWPC likely to have for £1000?
The Parish Council will have the Lengthsman for the above days and will be able to agree with him what they need doing and how long it will take.
- On the Quarterly Return, does 'hours spent' include travel to/from North Waltham?
No, the hours spent are the number of hours spent on the activities completed. The reason to break this down is that 25% of the grant comes from the Rights of Way budget and so work can then be allocated to this area.



- Does the Lengthsman claim consumables (such as petrol for equipment), etc from this funding? This is all included in his day rate, if he needs to hire anything over and above the usual equipment such as a wood chipper then this would be agreed with you as the Parish Council.
- On the Quarterly Return, please explain the three columns under 'Responsibility'? On the list of work the Lengthsman can undertake there were three areas of responsibility and so depending on the work done it will fall into these areas. The quarterly report allows me to cross reference the work you have had done against the invoice I get from the Lengthsman so it is important that the Lead Parish gets this completed.

An updated Schedule of Lengthsman duties was presented to Council.

Council felt that its questions had been answered satisfactorily.

JM proposed accepting the contract for Lengthsman, seconded by MD and agreed unanimously.

The contract was signed by GC on behalf of the Parish Council.

ACTION: Return contract to Candover PC and commence Lengthsmans work.

Clerk

9. S106 Contributions relating to North Waltham

The Clerk reported that she had informed the Village Trust that S106 money is available to the Trust.

Discussion centred around ideas for future S106 contributions, which included

- Path and general improvements in the area of St Michael's Green
- Pond area planting
- Jogging and exercise area and dog walking track
- Traffic calming
- Community facilities, such as a village hall

Other ideas can be added at a later date as they evolve.

ACTION: Respond to BDBC letter requesting ideas for S106 contributions.

Clerk

10. Community Resilience / Emergency Planning

A course was recently planned by BDAPTC but was postponed at the last minute. Many Councils have community resilience plans registered with BDBC, but NWPC does not. A plan could include issues such as how would the Parish Council deal with heavy snow fall, village wide power cuts, dealing with vulnerable people in community. A discussion followed as to whether NWPC should have one and it was generally felt that the Council should persue this further.

ACTION: Attend course and read up on others' plans.

GC

11. Neighbourhood Plan (NP) Update

The Call for sites has been completed and GC sent round an email to Councillors summarising the results. The Neighbourhood Plan Group (NPG) are now aware of what land has been put forward for potential development. NPG will now converse with the applicants. Assessment will be carried out by NPG, which is initially a desktop exercise, to ensure they meet the criteria, and a visit to site. The NPG will identify the preferred options and then consult with the community. No application was received from Westside Dairy, but the NPG will contact them to see if they are still interested in potential development, as they have previously responded to BDBC's call for sites. There is currently no commitment on either party and this is simply the start of a conversation.

SF informed the meeting that BDBC have been told by Government that they need to build more houses. Development cannot happen to the North of Basingstoke due to the exclusion zone around AWE. Land to South belongs to Lord Portsmouth, who is refusing to allow development on any of his land. Therefore, future development will be to the East and West. He presented the Council with a copy of maps showing potential sites for development around Basingstoke, as identified by SHLAA, now known as SHEELA.

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,	Granted 29.09.17
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NORTH WALTHAM PARISH COUNCIL

Chairman: Mr Geoff Chapman

Clerk: Ms Rosemary Coulter

6 Longfield Close, North Waltham, Basingstoke, Hampshire, RG25 2EL

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		indoor sports hall and three form entry primary school and ancillary development	
B/F	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%	Granted 20.09.17
B/F	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
B/F	17/02836/HSE *	17 Mary Lane, North Waltham RG25 2BY Erection of two storey front, side and rear extension following demolition of existing single storey extension	Undecided
B/F	17/03058/HSE *	5 Mary Lane, North Waltham RG25 2BY Erection of two storey side extension following demolition of single storey garage	Undecided
NEW	17/03290/HSE	18 Cold Harbour Lane, North Waltham RG25 2BH Creation of new access to include installation of drop kerbs	Undecided
NEW	T/00405/17/TCA	Land next to St Michael's Close, North Waltham Application for works to trees growing in a conservation area Proposal: Two copper beech and five silver birch: crown lift to 2m. Two sorbus and one ash: fell.	Undecided

*Discussed at additional Parish Council meeting held on 02.10.17

Discussed new planning application 17/03290/HSE
No objection and no comment.

Discussed new planning application T/00405/17/TCA
This is an application by North Waltham PC. Therefore, there was no objection or comment.

ACTION: Respond to BDBC.

Clerk

13. Planning Compliance Issues:

The Clerk reported that the concern expressed at the last meeting regarding a business being run from the White Cottage, Popham Lane has been reported to BDBC Planning Compliance Department. Receipt has been acknowledged, but no further response received.

ACTION: Await response and feedback to Council.

Clerk

14. Finance

14(a) Financial Receipts:

RECEIVED FROM	DESCRIPTION	AMOUNT
BDBC	Precept (50%)	£6107.00
BDBC	Funds transferred from Parish Loan A/C	£ 955.12
Unity Bank	Interest on deposit A/C	£ 1.40

14(b) Financial Payments

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

NAME OF PAYEE	DESCRIPTION	AMOUNT	CHEQUE NUMBERS
Unity Bank	Service charge	£ 18.00	N/A
BDO	External Audit	£120.00	300556
HALC	Clerks training – Budgeting Tips & Tricks	£ 90.00	300557
Rosemary Coulter	Salary (£8.873 x 30 hrs) (Sept 2017)	£266.19	300558
	Home working allowance (Sept 2017)	£ 18.00	
		£284.19	



Rosemary Coulter	Expenses as per Expenses Claim Form dated 11.10.17	£245.48	300559
Geoff Chapman	Expenses as per Expenses Claim Form dates 17.10.17	£ 58.50	300560

All payments proposed by ST, seconded by MD and agreed unanimously.

ACTION: Arrange payments.

Clerk

14(c) Reconciliation of Bank Accounts

A quarterly bank reconciliation was presented to Council for quarter 2, as at 30.09.17.

Current account as at 30.09.17 - £17,721.24

Deposit Account as at 30.09.17 - £12,654.72

The reconciliation was checked against the bank statements and initialled by ST and AS.

14(d) Income and Expenditure Report

An Income and Expenditure Report was presented to Council.

The Clerk reported that since 30th September 2017

- The budget for the External Audit has now been used, although £80 remains in this budget.
- The budget for the Garden Competition has now been used.
- A further £90 has been spent from the training budget. Further training is also planned, but this budget remains underspent.
- Overspends (identified by red squares on the report) were accounted for in quarter 1.

Issues raised

- Budget for Village maintenance has not been spent, but it is anticipated that this will be used to fund the works to trees currently being planned.
- The Council has not received the anticipated request for grants and, therefore, this budget remains underspent.

No further issues raised.

15. Highways / Village Appearance

Flashing Speed Warning Signs

Signs have been installed during week commencing 09.10.17 at two locations – Popham Lane, close to Kyte Abbey, and Church Road, near the junction with St Michael's Close. Although two signs were requested, one for each location, three signs have been installed. The Clerk has informed BDBC of this and received confirmation that only two signs were requested and NWPC will only be charged for two signs. The third sign will be removed when the weekly battery charge takes place.

ACTION: Ask BDBC whether any statistical analysis is available from the signs.

Clerk

Village Walk Round – August 2017

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

Several tasks are awaiting the Lengthsman to commence work.

The Clerk has requested PC Jones to write to HCC in support of the need for the white lines around the pond on safety grounds, but has not received a response.

ACTION: Review quarterly – agenda item.

Clerk

Litter Pick

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.

ACTION: Advertise in Parish Magazine and around the Village.

Clerk

Local Stiles / Kissing Gate

The owner of the land next to Westside Dairy has been determined and a letter written to ask for the kissing gate to be repaired. No response to date.

ACTION: Await response.

Clerk

Update on Roads and Traffic, Drains and Other Issues

See Village Walk Round Action Plan (above)

Fox Lane and Waltham Road (to Overton) – both roads have been re-reported to HCC for repair.

Steventon PC have been contacted regarding the lack of a 'Restricted Height' sign at the crossroads in Steventon.

The Clerk of Steventon PC would welcome any members of NWPC to attend their meeting and discuss further/support the issue.

Maidenstone Lane is deteriorating.



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ACTION: Report Maidenthorne Lane to HCC for repair.

Clerk

Works advised to Trees at Corndell Green (Haddef) & St Michael's Green

Yew Tree Landscapes has assessed all the trees and made recommendations on raising the canopy and felling some trees, in order to allow others to grow well. They offered to complete and submit the application paperwork for works to trees in a conservation area on behalf of NWPC. (See Planning Applications above – item 12). An application has yet to be submitted for Corndell Green. When permission to have the work done is received, Yew Tree Landscapes will give us a quote for the work and we will be in a position to obtain alternative quotes, if required.

Yew Tree Landscapes have also suggested that the weeping willow tree at the pond is also in need of some work. However, when we met to discuss the trees, ownership of the land around the pond was unclear. However, it has now been ascertained that the land belongs to the PC.

ACTION:

Request Yew Tree Landscapes to submit an application for work to the weeping willow by the pond. Monitor the application for other sites and obtain quotes as required.

Clerk
Clerk

Village Map

See item 6 above.

16. Correspondence:

See Schedule of Correspondence as at 11.10.17
Items to discuss

- HALC 70th Anniversary AGM on 04.11.17 – GC has offered to attend.
- SWAG meeting on 18.11.17 – PW has offered to attend and be part of this group.
- South East Water Annual Stakeholder Survey 2017 – Council felt that they were not in a position to comment on this.

17. Councillors' Announcements:

SF reported the following issues

- Maps – provided full set as presented to SHEELA in draft format last week showing sites that have been put forward for development. He encouraged the Council to think about how to preserve the character of NW village.
- Bins – at a recent Cabinet Meeting, Cabinet supported the status quo and weekly bin collections will continue. This does mean that BDBC are the only authority within Hampshire that will be on weekly bin collections. Work is still to be done on recycling as rates are low.
- Boundary changes – submitted a series of boundary changes to reduce the number of councillors and reduce frequency of elections
- Members Briefing on Homelessness – BDBC have about 35 homeless 'regulars' and every effort is made to ensure they don't have 'a 2nd night out'. Many have other issues that need addressing and prefer to be outside. The Night Shelter is being reintroduced with fundraising and match funding to support. This will be led by local churches and the Salvation Army.

18. Items for Parish Magazine

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

- Planning applications.
- Village of the Year results
- Garden Competition results
- Litterpick.

ACTION: Submit article by 6.00m on Wednesday 25.10.17.

Clerk

19. Date of Next Meeting

The next meeting will be held on 21st November 2017 at 7.30pm in the Rathbone Pavilion, North Waltham.

Signed Date