



MINUTES OF MEETING

19th December 2017 at 7:30pm in the Rathbone Pavilion, North Waltham

Councillors Present:

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

**Actions
for**

018/FC/ 12/17-18 Apologies for Absence:

Mark Dinning, Borough Cllr Stuart Frost, Borough Cllr Rob Golding, Borough Cllr Diane Taylor

019/FC/ 12/17-18 Declarations of Interest:

None.

020/FC/ 12/17-18 Meeting open to the Public:

No members of the public attended the meeting.

021/FC/ 12/17-18 Minutes:

The minutes of the meeting held on 21st November 2017 were accepted as a correct record and signed by the Chairman.

022/FC/ 12/17-18 Matters Arising from the Minutes:

Village Website – The contract has still to be finalised.

ACTION: Finalise contract.

JM

Pond – Clerk has still to add photographs to the application form to add the pond to the TCV map.

ACTION: Finalise application.

Clerk

Risk Assessment

PW has not completed the village risk assessment.

GC/Clerk have not completed the Financial Risk Assessment.

ACTION:

- Complete the village Risk Assessment
- Complete the Financial Risk Assessment

**PW
GC/Clerk**

Standing Orders and Financial Regulations

Standing Orders are still to be reviewed and updated.

ACTION: Review and update.

Clerk

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

ACTION: Update policy.

Clerk

Fireproof Safe / Safety Deposit Box

If original deeds to land owned by NWPC were lost or destroyed:

- The Land Registry charge £19 for a general enquiry to be considered and answered and, therefore, this was not undertaken. However, on looking at the Land Registry website, it is possible to obtain a Title Pack, which includes an official copy of the Title Register, an official copy of the Title Plan and official copies of all available documents referred to by the Title Register. Documents referred to by the Title Register includes deeds. A Title Pack cost £59.
- HALC recommended contacting Hampshire Records Office for further advice.
- An enquiry has been made to Hampshire Records Office and awaiting a response.

Discussed need for a list of important Council documents in order that future Councillors/Clerks know what is kept by the Council and where it is located.

ACTION:

- Await advice of Hampshire Records Office.
- Draw up list of important documents.

**Clerk
Clerk**

Village Map – a frame has been purchased by the owner of Old Barn Stores but he has not contracted the Council regarding a map.

ACTION: Discuss provision of map with owner of Old Barn Stores.

GC



Lengthsman Scheme – the Clerk of Candovers Parish Council has been contacted about the practicalities of using the Lengthsman and the Council is waiting for her respond.

ACTION: Follow up with view to Lengthsman starting in New Year.

Clerk

S106 Contributions – an Introductory Pack regarding the Community Funded Traffic Management Scheme has been received and has been circulated to Councillors. See item 030/FC/12/17-18 (c) below. No further action on S106 contributions.

Community Resilience / Emergency Planning – no action has been taken on this yet. Awaiting details of the BDAPTC course to be rescheduled. No further action until course takes place.

Other issues discussed elsewhere on the agenda.

**023/FC/
12/17-18** **Alternative Bank Account**

The Clerk reported that the forms for internet banking need signing by the two Councillors that will authorise payments (GC and JM).

Post meeting note: these were completed and signed immediately after the main meeting.

An issue has arisen with the application for the Multipay (payment) card in that the declaration requires the signatories to declare the Council have a turnover in excess of £5m, which the Council does not have. The Clerk has contacted the bank to request advice about this. Unity Trust Bank have advised that the Council can apply for a Multipay card, however, the provision for this facility is subject to credit approval.

The form has been completed and requires checking and signing by the Clerk/RFO and Chairman.

The Councils Financial Regulations will need to be reviewed and updated in line with these banking changes.

ACTION:

- Complete and sign Multipay card application.
- Review and update Financial Regulations.

Clerk/GC
Clerk

**024/FC/
12/17-18** **Staffing Committee and Disciplinary and Grievance Procedures**

The draft Terms of Reference, the Disciplinary Procedure and the Grievance Procedure have not been revised. JM requested copies of the documents as Word files rather than PDF's to allow her to undertake this work.

ACTION:

- Send word files of these documents to JM.
- Revise documents for January 2018 meeting.

GC
JM

**025/FC/
12/17-18** **Electoral Review of Basingstoke & Deane: Warding Arrangements**

A letter and poster has been received from the Local Government Boundary Commission informing the Council of the consultation and has been circulated to Councillors. General discussion regarding existing boundaries and representation by Borough Councillors - the Council felt that existing boundaries are satisfactory and had no changes to suggest.

The poster has already been placed on the Parish notice board and the village Facebook page and will also be placed on the village website and in the Parish magazine.

ACTION:

- Respond to consultation.
- Post information on website and in Parish magazine and encourage individual residents to respond.

Clerk

Clerk

**026/FC/
12/17-18** **Neighbourhood Planning (NP) Update**

There has been no meeting this month.

The NP Group have received one letter from Westside Dairy with a submission to the Call for Sites, showing 9-12 market and 6-8 affordable houses on the site.

The owner of the field next to the Wheatsheaf Garage has responded to the current planning application to redevelop the garage stating that a piece of the field behind is also available if required.

The letters have been acknowledged but no further action taken.

A meeting will be scheduled in January 2018 with the person supporting NP at BDBC.

027/FC/ 12/17-18 Current Planning Applications:

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	Granted 15.12.17
B/F	17/03290/HSE	18 Cold Harbour Lane, North Waltham RG25 2BH Creation of new access to include installation of drop kerbs	Granted 22.11.17
B/F	17/03470/OUT	The Wheatsheaf Garage, Popham Lane, North Waltham RG25 2BB Outline application with some matters reserved (except for access, appearance, layout and scale) for the erection of 6 no. dwellings with associated garages, parking and amenity space, following the demolition of existing B2 garage premises	Undecided
B/F	17/03471/HSE	The Old Farmhouse, Church Road, North Waltham RG25 2BL Erection of single storey side extension, to include car port. Conversion of garage to games room/store. Alterations to existing accesses.	Granted 08.12.17
B/F	17/03642/HSE	Rose Cottage, Yew Tree Road, North Waltham RG25 2BX Conversion of detached single storey garage to office/studio space to include alterations to roof and fenestration of building.	Undecided
NEW	17/03774/FUL	The Sun Inn, Winchester Road, North Waltham RG25 2JD Erection of rear extension to form new 3 storey building with two floors of function rooms and 16 letting rooms above, remodelling of existing public house with extensions, new car park area and associated landscaping	Undecided
NEW	T/00505/17/TCA	4 Church Farm Close, North Waltham Application for works to trees growing in a conservation area Proposal: 1. Fell conifer in front garden 2. Fell ash and yew to ground level and reduce hawthorn by 3m all round leaving an approx. finished height of 2.5-3m and crown spread (radius) of 2m 3. Reduce variegated holly by approx. 2m leaving an approx. finished height of 2m and crown spread (radius) of 1m 4. Reduce bay tree to approx. 0.5m above fence 5. Fell large group of holly	Undecided
NEW	17/04044/HSE	Blake Cottage, The Green, North Waltham RG25 2BQ Erection of a detached building forming garden store and household store	Undecided
NEW	17/04077/FUL	Basingstoke Crematorium, Stockbridge Road, North Waltham Erection of timber framed canopy	Undecided

New planning application 17/03774/FUL

This is a large development but the footprint is not much larger than the footprint before outbuildings were demolished. The development is 3 storeys but as the ground falls away the ridge line will not be higher than existing building.

No objections but with the following comments

- The counter camber at the entrance to the existing car park should be addressed as part of the development.



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

- Although the pub is known as The Sun at Dummer, it is actually located in the parish of North Waltham and, therefore, any S106 contributions should come to North Waltham.

New planning application T/00505/17/TCA

No objections and no comments.

Planning applications 17/04044/HSE and 17/04077/FUL were received after the agenda had been published. However, as the consultation deadlines for these applications are 03.01.18 and 05.01.18 it would be difficult to organise an additional meeting to discuss these. The Council, therefore, took the decision to discuss these at this meeting.

New planning application 17/04044/HSE

There are mature trees and hedge between this property and the neighbouring property which will shield the building from view.

No objection and no comments.

New planning application 17/04077/FUL

No objection and no comments.

ACTION: Respond to BDBC.

Clerk

028/FC/
12/17-18

Planning Compliance Issues:

The Clerk has not received any further response regarding the Planning Compliance issue raised about the White Cottage, Popham Lane.

No other Planning Compliance issues raised.

ACTION: Await response and feedback to Council.

Clerk

029/FC/
12/17-18

Finance

(a)

Financial Receipts:

RECEIVED FROM	DESCRIPTION	AMOUNT
Unity Trust Bank	Interest on deposit account	£2.72

(b)

Financial Payments

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

NAME OF PAYEE	DESCRIPTION	AMOUNT	CHEQUE NUMBERS
Rosemary Coulter	Salary (£8.873 x 30 hrs) (Nov 2017) Home working allowance (Nov 2017)	£266.19 £ 18.00 £284.19	300566
Rosemary Coulter	Expenses as per Expenses Claim Form dated 19.12.17	£ 84.93	300567
Geoff Chapman	Subscription for Microsoft Office 365	£59.99	300568
SLCC Enterprises Ltd	Training for Clerk – CiLCA Portfolio *	£468.00	300569

*The Invoice had not been received but confirmation of course booking had been received and showed the total cost. As this requires payment before the first day of the course (17.01.18) and the next NWPC meeting is not until 16.01.18, it was proposed and agreed to arrange payment against the booking confirmation.

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

ACTION: Arrange payments.

Clerk

(c)

Budget 2018-19 and Precept

An updated draft budget for 2018-19 was presented following decisions made at the last meeting (minute reference 015/FC/11/17-18 (c)).

Discussion regarding village maintenance budget - the Council are planning to undertake works to trees on St Michael's Green, Corndell Green and possibly around the pond during this financial year. As this is likely to cost more than existing budget, the Council proposed using reserves set aside for the pond liner, as there are sufficient reserves accumulated to pay for a new pond liner but it is not required at the present time. If these reserves are used for the works to trees, there needs to be provision in the budget to replace the reserves for the pond liner.

Village maintenance budget of £750

Reserves for pond liner £1000

Proposed by ST, seconded by AS and agreed unanimously.

PW stated that a resident has spoken with him about the possibility of allotments. However, the desire for this was not supported by the Neighbourhood Plan questionnaire earlier in the year. It was generally felt that the Council needs to undertake some long term/strategic planning during the forthcoming year, before formulating the budget for 2019/20.

The Precept request needs to be completed and returned to BDBC by 31.01.18.

ACTION:

- Update 2018-19 budget in line with decisions taken and present for final approval at January 2018 meeting. Clerk
- Ensure Precept is an agenda item at January 2018 meeting. Clerk

030/FC/12/17-18 Highway / Village Appearance Matters

(a) Flashing Speed Warning Lights

Clerk reported that she is still waiting for a summary of data from these devices and the invoice from BDBC.

ACTION: Follow up. Clerk

(b) Works to trees on Corndell Green (Haddef), Michael's Green and around the Pond

Two additional quotations have been requested but not received.

ACTION: Follow up. Clerk

(c) Traffic calming measures

An Introductory Pack regarding the Community Funded Traffic Management Scheme has been received and circulated to Councillors. (See item 022/FC/12/17-18 above)

The village already has some of these measures in place, such as village entry gates and signs, flashing speed warning lights, etc. Discussion about the worn white lining around the pond and the potential dangers this causes - HCC have recently assessed this and confirmed to the Council that this issue does not meet their safety criteria and the works have been added to the contractors list of works. It was suggested that the Council start to keep a list of 'near misses' but concern was expressed about other potential danger areas, particularly where fatalities have already taken place, whether the anecdotal information collected could be used as evidence and what we do with the information, particularly in view of the new data protection regulations. It was decided not to keep a record of 'near misses'.

ACTION: Ask HCC what their safety criteria are and why the worn white lining at the pond did not meet the criteria. Clerk

(d) Local stiles / kissing gates – awaiting Lengthsman to start.

ACTION: Follow up. Clerk

(e) Rights of Way Priority Cutting Lists

HCC have asked for Priority Vegetation Cutting Lists to be returned. North Waltham has 3 footpaths and HCC has asked for information on a maximum of 5.

ACTION: Confirm to HCC that all 3 footpaths should remain on Priority Cutting List. Clerk

(f) Other road and traffic issues

Unresolved issues which have been reported to HCC

- Waltham Lane (towards Overton) – reported as requiring action and has been passed to contractor.
- Fox Lane – reported as requiring action and has been passed to contractor.



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- Maidenthorne Lane – reported as work completed on HCC Tracker, but road remains unrepaired.

ACTION: Contact Cllr McNair Scott and ask for support in getting these roads repaired.

Clerk

(g) **Drains** – no known issues currently.

(h) **Other Issues**

The handle of the telephone box is missing and there are no defibrillator signs (K2 telephone box). Residents have requested a road sign for Yew Tree Road.

ACTION:

- Source a door handle and defibrillator signs for the telephone box.
- Ask BDBC about the possibility of installing road signs.

**Clerk
Clerk**

031/FC/ **Correspondence**

12/17-18

See Schedule of Correspondence dated 13.12.17 (appendix 1)

Items requiring discussion have been discussed under items 025/FC/12/17-18 and 030/FC/12/17-18 above.

Correspondence received since 13.12.17 (circulated prior to the meeting)

- 14.12.17 HCC Hampshire Countryside Service – Access Hampshire Issue 6 – December 2017
- 15.12.17 HALC – Public Consultation – Shaping the Future of England’s Strategic Roads
- 15.12.17 HALC – House of Lords Research Briefing – Agriculture, Fisheries and the Rural Economy
- 15.12.17 HALC – Citizens Advice Briefing – Rural Post Office Use
-

Correspondence received since 13.12.17 (not circulated)

- 14.12.17 Kompan Playgrounds – marketing email

032/FC/ **Councillors Announcements**

12/17-18

GC advised the Council that the Christmas newsletters are ready to print and distribute.

ACTION:

- Arrange printing.
- Pass Newsletters to individual Councillors to distribute, according to plan used last year.
- Distribute Newsletters.

**Clerk
Clerk
All**

033/FC/ **Items for Parish Magazine**

12/17-18

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

- Planning applications
- Information regarding the Warm Homes Central Heating Scheme from BDBC

ACTION: Submit article by 6.00pm on Wednesday 10.01.18.

Clerk

034/FC/ **Date of Next Meeting**

12/17-18

The next meeting will be held on Tuesday 16th January 2018 at 7.30pm in the Rathbone Pavilion, North Waltham.

Signed Date



NORTH WALTHAM PARISH COUNCIL MEETING
Tuesday 19th December 2017

CORRESPONDENCE RECEIVED AS AT 13th DECEMBER 2017

Newsletters (received and circulated via email)

- 29.11.17 Rural Services Network – Rural Vulnerability Service – Rural Broadband -November 2017
- 01.12.17 Hampshire Constabulary – November Newsletter 2017
- 01.12.17 Business in Basingstoke Bulletin – November 2017
- 04.12.17 & 11.12.17 Rural Services Network – Weekly Email News Digest

Correspondence from HCC

- 22.11.17 Waste Prevention Grants (sent via HALC)
- 28.11.17 Community Funded Traffic Measures – Introductory Pack
- 28.11.17 Important information regarding HCC's Hanging Basket application process (*not circulated as NWPC is not a user of this service*)
- 28.11.17 Rights of Way Vegetation Priority Cutting Lists for 2018 *

Correspondence from BDBC

- 24.11.17 Invitation to the Mayor's Carol Service on 09.12.17 at 7.00pm
- 28.11.17 Local Government Boundary Commission for England – a consultation on council ward boundary for BDBC *
- 08.12.17 Designation of two new Neighbourhood Plan areas
- 13.12.17 Warm Homes Central Heating Scheme

Correspondence from HALC (received and circulated via email)

- 24.11.17 Falmouth Town Council – Sustainable Communities Act Business Rates & Public Conveniences Proposal Survey – *completed on behalf of NWPC by Clerk*
- 04.12.17 The Transparency Fund Two Years On – press release
- 11.12.17 Information and copy of presentation by new external auditors PKF Littlejohn – October 2017
- 12.12.17 Breakfast Briefing – Transparency Update 17.01.18 (*not circulated as recommended for Clerks/RFO's. Clerk unable to attend on this day*)
- 13.12.17 Clerk's Round Robin

Other correspondence (received and circulated via email)

- 27.11.17 Women in Local Government Conference – Central London on 31.01.18
- 27.11.17 BDAPTC Minutes of meeting held on 21.11.17 (*GC unable to attend as meeting was held at same time as NWPC meeting*)
- 29.11.17 Reducing the Risk & Impact of Flooding – join the Environment Agency & National Flood Forum – 25.04.18 in Central London
- 07.12.17 Kier on behalf of Highways England – M4 junctions 12-13 West Berkshire – Weekend Closure Reminder
- 12.12.17 Esso – Southampton to London Pipeline Project

Other correspondence not circulated

- 22.11.17 Join the Public Sector Digital Debate – conference in Manchester on 28.11.17 (*not circulated due to short notice, distance to travel & probable limited interest*)
- 22.11.17 Caselines – cloud based solutions for legal cases (*not circulated due to no requirement for this service at present*)
- 28.11.17 South East Water – letter to inform of new twin water mains installation between Greywell and Odiham (*not circulated as not relevant*)
- 01.12.17 Unity Trust Bank – letter to inform Council that following review, the Councils Ideal Deposit Account will be moved to a new Instant Access Account as from 04.12.17. No further action required from the Council.
- 02.12.17 Candovers Parish Council – signed copy of Lengthsman contract received
- 04.12.17 SLCC – introductory letter and information pack for Clerk
- 11.12.17 Kier on behalf of Highways England – M4 junctions 12-13 West Berkshire – weekend closures update (*published on Village Facebook page*)

Useful services (marketing emails not circulated but details recorded for future use if needed)

- 22.11.17 Online Playgrounds – specialists in playground spares and maintenance
- 22.11.17 Parish Council Websites – information re transparency fund grants (*information previously circulated*)
- 28.11.17 Sutcliffe Play – playground equipment & spares - marketing email
- 28.11.17 Norbury Park Wood Products – countryside furniture & sawmill products – marketing email
- 30.11.17 & 07.12.17 Kompan Playgrounds – marketing email
- 30.11.17 Furnitubes International – signage & wayfinding – marketing email
- 30.11.17 Notice Board Company – marketing email
- 07.12.17 First Aid 4 Less – marketing email

*Items requiring discussion at the meeting.