



MINUTES OF MEETING

16th January 2017 at 7:30pm in the Rathbone Pavilion, North Waltham

Councillors Present:

Cllr Geoff Chapman (GC) (Chairman), Cllr Sally Evans (SE), Cllr Judith McGinley (JM), Borough Cllr Stuart Frost (SF) and Rosemary Coulter (Clerk)

**Actions
for**

035/FC/
01/17-18

Apologies for Absence:

Cllr Mark Dinning (MD), Cllr Sara Thomas (ST), Cllr Peter Waggett (PW), Borough Cllr Rob Golding (RG), Borough Cllr Diane Taylor (DT)

036/FC/
01/17-18

Declarations of Interest:

None

037/FC/
01/17-18

Meeting open to the Public:

No members of the public attended the meeting.

038/FC/
01/17-18

Minutes:

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

039/FC/
01/17-18

Matters Arising from the Minutes:

Village Website – The Council decided to postpone this until the full implications of the GDPR are known. No further action at present.

Pond – Clerk has completed this application and received acknowledgement from TCV. No further action required.

Risk Assessment

Neither the village risk assessment or the Financial Risk Assessment have been completed. Both need completing before the end of March 2018.

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. The Financial Regulations will be updated when the application for internet banking and the payment card have been confirmed.

ACTION: Review and update by May 2018.

Clerk

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

ACTION: Update policy for May 2018.

Clerk

Fireproof Safe / Safety Deposit Box

A response has been received from Hampshire Records Office with Guidance for Parish and Town Council Records, outlining

- How to store those records that need to be kept permanently, including computer records
- Retention and disposal of records

Records can be deposited with Hampshire Records Office on a long-term loan basis, which means the Parish Council still own them and can borrow records back as and when needed.

The Clerk has started a list of important documents and where these are stored. This will be added to as required.

ACTION:

- To sort through existing records to determine those that need keeping and those that can be destroyed.
- Pass those records that must be kept to Hampshire Records Office for storage.
- Determine where and how to keep any remaining records.

**GC
GC/Clerk
GC/Clerk**

Village Map – there is no further update on providing a map of the village for Old Barn Stores.

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

GC

Electoral Review of Basingstoke and Deane: Warding Arrangements – this review has been paused by the Local Government Boundary Commission due to an administrative error. The Commission will retake a decision on councillor numbers in February 2018 and reopen the consultation following this decision. The Clerk had not responded on behalf of the Council before the consultation was paused. No further action until consultation reopens.

Other issues discussed elsewhere on the agenda.

040/FC/ Alternative Bank Account

01/17-18

The application form for internet banking has been signed and sent to Unity Bank. The Clerk and Chairman checked the form for the multipay card, signed the forms and this has also been sent to Unity Bank.

ACTION: Await approval from Unity Bank.

Clerk

041/FC/ Staffing Committee and Disciplinary and Grievance Procedures

01/17-18

The draft Terms of Reference, the Disciplinary Procedure and the Grievance Procedure have not been revised.

ACTION:

- Update Disciplinary and Grievance Procedures and present for approval at the next meeting.
- Present the Terms of Reference for the Staffing Committee for approval at the next meeting.

JM
Clerk

042/FC/ Audit Plan – a quarterly review of the Audit Plan as at 31st December 2017 was presented.

01/17-18

Key Issues

- Although the committee structure has been resolved, the Terms of Reference for the Staffing Committee have not been approved. (see 041/FC/01/17-18 above)
- There have been no meetings of the Staffing Committee during 2017-18 and, therefore, no minutes.
- Bank balances were not minuted during November and December 2017 due to Clerk's error.
- Financial Risk and Village Risk Assessments have not been completed. (see 039/FC/01/17-18 above)
- The Council is not fully compliant with the Transparency Code due to Clerk's difficulty using parts of the website. This has now been rectified and the Council should be compliant by end of January 2018.

All other issues have been completed or are on schedule to be completed.

(Bank Reconciliation for quarter 3, Income and Expenditure Report for quarter 3 and the Budget will be approved at this meeting.)

No further action until review at 31.03.18.

043/FC/ Annual Parish Meeting 17th April

01/17-18

Discussed possible key speakers for this meeting. SF suggested asking Kit Malthouse, MP, to speak. No other suggestions were made.

SF stated that he would be willing to speak on behalf of BDBC, but will be 'in perdur' at that time Council noted that this meeting will need to be well publicised to encourage a good attendance.

ACTION: Approach Kit Malthouse MP re addressing the meeting.

SF

044/FC/ Neighbourhood Planning (NP)

01/17-18

The NP Group met last week.

- One sub-team is reviewing the vision and goals against the outcomes of the questionnaire.
- The other sub-group will start doing site assessment for the 8 sites who submitted against the Call for Sites. An assessment process has been drafted, which starts as a 'tick box' exercise and any 'stand out failures' will be removed from the list, eg. those on decontaminated land (unless the submitters are prepared to rectify this issue). Site visits may follow this process.
- Once a short list of potential sites has been completed (by the end of March), the aim is to invite submitters to have a presentation board in the Rathbone Pavilion during the week of the Church Fete/Big Lunch in June 2018. Boards for each site will be displayed for a week to enable residents to view. It is important that the community select the preferred site(s) and that all residents have the opportunity to view the options and vote on their preferred sites.
- It has been suggested that a box is available for residents to vote for their preferred option(s) at the Church Fete/Big Lunch. Concern was expressed over voting in this way as it would be difficult to ensure each resident only used one vote and that little thought or reflection may be used in deciding such an important issue. Suggestions of delivering voting slips to residents' houses was made, or asking residents to vote on another occasion, possibly during the viewing of options. This process requires more thought.



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- GC, Hannah Pearce and Emma Turner have meeting with BDBC on 30.01.18 re: procedures and other questions from the NP Group.

ACTION: To feedback regarding the voting for preferred sites to the NP Group.

**GC/AS/
PW**

045/FC/
01/17-18

Current Planning Applications:

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	17/03642/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.	Granted 20.12.17
B/F	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
B/F	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	Granted 15.01.18
B/F	17/04044/HSE	Blake Cottage, The Green, North Waltham RG25 2BQ Erection of a detached building forming garden store and household store	Undecided
B/F	17/04077/FUL	Basingstoke Crematorium, Stockbridge Road, North Waltham Erection of timber framed canopy	Undecided

There were no new planning applications to discuss.

046/FC/
01/17-18

Planning Compliance Issues:

The following response has been received from the Compliance and Enforcement Officer at BDBC regarding The White Cottage, Popham Lane, North Waltham:

- Unannounced site visits were carried out on 28.11.17 and 05.12.17 to check on the allegation.
- There was no evidence of any car repairs being carried out and no evidence of the fixing of cars or car sales in the outbuildings or around the dwelling. The front and the rear of the garages were clear on each visit.
- On speaking with the owner, he confirmed that his wife runs a hairdressing business, and this might have been the reason why more cars than normal were at the property, however on both visits the same cars were parked at the property.
- The Compliance and Enforcement Officer will carry out another check on the property, however if she cannot locate any breach in planning she will be looking to close this case.

No further action required.

No other Planning Compliance issues raised.



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047/FC/
01/17-18 Finance

(a) **Financial Receipts:**

RECEIVED FROM	DESCRIPTION	AMOUNT
None		0

Sum of £750 transferred from current account to deposit account in respect of 50% of earmarked reserves for pond (£500), bus shelter (£100), telephone box (£50) and office equipment (£100).

(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 35 hrs) (Dec 2017) Home working allowance (Nov 2017)	£310.56 <u>£ 18.00</u> £328.56	300570
Rosemary Coulter	Expenses as per Expenses Claim Form dated 16.01.18	£138.00	300571
North Waltham Village Trust	Village website costs (50% of total cost being £259.80)	£129.90	300572

All payments were proposed by SE, 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 for approval following decisions made at the last meeting (minute reference 029/FC/12/17-18/c).

GC reported on an exchange of emails on behalf of BDAPTC and BDBC regarding the cost to Parish Councils of elections. In an email response, BDBC have stated that

'the Councils cabinet are NOT now expected to propose that Parishes should be recharged for the cost of elections. Although this is the expected decision, it cannot be finally confirmed until after a meeting of the full council on 22.02.18 at which next year's budget is due to be agreed.'

Following discussion, the Council felt it was unlikely that an election would be required in North Waltham and in view of BDBC's plans, agreed not to change it's proposed budget to include the cost of an election.

Approval of the budget was proposed by GC, seconded by SE and agreed unanimously.

The Precept of £14,167.00 has been calculated. This is an increase of 15.99% but resulted in an increase of 8p per week for a Band D property. The precept was presented for approval.

Approval of the Precept was proposed by GC, seconded by SE and agreed unanimously. The Precept form was signed at the meeting by the Chairman, SE, JM and the Clerk.

ACTION: Return Precept form to BDBC by 31.01.18.

Clerk

(d) **Bank Balance and Bank Reconciliations**

The Bank Reconciliation for Quarter 3 as at 31.12.17 was presented to Council.

The reconciliation was checked against the bank statements and initialled at the meeting by SE.

Current account balance as at 31.12.17 - £15,091.76

Deposit account balance as at 31.12.17 - £13,409.43

(e) **Income and Expenditure**

The Income and Expenditure Report for Quarter 3 as at 31.12.17 was presented to Council.

The Clerk reported that

- The main area of underspend is on Village Maintenance – it is anticipated that this will be spent on works to trees before the year end.
- Further notes are included on the report.

(f) Works to trees on Corndell Green and St Michael's Green

3 estimates for this work were presented to Council from Foremost Tree Surgeons Ltd, Mulberry Tree Services and Yew Tree Landscapes and Tree Care Ltd. The estimates varied in cost and discussion followed regarding the quality of work. It was decided to ask Yew Tree Landscapes to complete the work based on the known quality of their work from the evidence of those present. A resolution to accept the estimate from Yew Tree Landscapes and Tree Care Ltd was proposed by GC, seconded by SE and agreed unanimously.

ACTION: Inform Yew Tree Landscapes and agree schedule for works to be completed.

Clerk

(g) Community Grants

A grant application from North Waltham Village Trust was presented to Council and discussed. The application was based on the fact that the Village Trust have historically received an annual grant from the Parish Council, but they are also incurring increased costs for grass cutting of Cuckoo Meadow, which are not fully met by the grass cutting grant from BDBC.

A resolution to provide a community grant of £2000 was proposed by SE, seconded by GC and agreed unanimously.

ACTION:

- Arrange payment of grant for £2000 to the Village Trust. (Cheque number 300573)
- Inform the Village Trust that this grant is not guaranteed in future and will be subject to funds being available.

Clerk

Clerk

**048/FC/
01/17-18 Highway / Village Appearance Matters**

Village Walk Around Action Plan

An updated plan was presented to Council, with outstanding issues highlighted.

- Issues regarding road markings and the drain in Chapel Street have been reported to HCC but remain outstanding.
- Work will commence shortly on the trees on Corndell Green and St Michael's Green.
- The hedge bordering North Waltham Primary School is being addressed by the Head Teacher and HCC.
- The Lengthsman will address all other outstanding issues and advise the Council if any additional costs may be incurred, ie. to repair kissing gates.

No further action until review at 31.03.18.

Lengthsman Scheme

The Clerk has met with the Lengthsman, given him a list of jobs the Council would like undertaking and walked with him around the village. He and his colleague started work during week commencing 08.01.18.

ACTION: Monitor and update Council as required.

Clerk

Flashing Speed Warning Lights

A summary of data collected from the flashing speed warning lights, positioned on Church Road, near the entrance to St Michael's Close, was circulated.

DATE	LOCATION	NUMBER OF ACTIVATIONS*		
		WEEK 1	WEEK 2	TOTAL
10.10.17	Church Rd (NW bound – towards church)	304	243	547
07.11.17	Church Rd (SE bound – towards pond)	142	172	314

*Please note that, depending on the road alignment, the sign can be activated more than once when it detects an approaching vehicle.

The data provided for the sign positioned in Popham Lane, near Kyte Abbey, is confusing and difficult to ascertain if it is accurate.

ACTION:

- Publish numbers for Church Road in the Parish Magazine.
- Await invoice from BDBC and present to Council for payment.

Clerk

Clerk

Traffic calming measures

HCC have not responded to the request for information about safety criteria for road markings and why those in North Waltham, particularly around the pond, did not meet the criteria.

ACTION: Follow up.

Clerk

Local stiles / kissing gates – the Lengthsman will review the repairs required to the kissing gate by Westside Dairy and those on the footpath to Steventon Church and advise if additional materials are required.

ACTION: Await information from Lengthsman and inform Council.

Clerk

Rights of Way Priority Cutting Lists

The Clerk has returned the HCC Priority Vegetation Cutting List. No further action required.

Other road and traffic issues

Waltham Lane (towards Overton) and Fox Lane remain unresolved issues which have been reported to HCC and have been passed to their contractor.

Maidenstone Lane has had some pot holes marked in preparation for repair.

The Clerk has emailed Cllr McNair Scott and asked for support in getting these roads repaired.

ACTION: Monitor and follow up if required.

Clerk

Accident by Flowerpots Cottages

One person was badly injured and needed to be cut from the vehicle. It seems that the number of accidents at this junction is increasing, but this is difficult to prove as it takes so long for the accident rates to be published. Most accidents occur to people who do not know the junction, local people tend not to be involved as they know how dangerous the junction is.

SE proposed that the junction is the most dangerous in Basingstoke and the layout needs to be changed to prevent any further deaths and serious injuries. The Council would like HCC and the Police to recognise this and address the problems at the junction.

ACTION:

- Try to obtain recent numbers and details of accidents from local Police.
- Ask PCSO Jones to meet with the Council regarding this junction to determine if Police will support Council in requesting changes at the junction. If he is not able to do this, determine who the Council could approach.
- Ask for a meeting with HCC and Police (after having met with PCSO Jones) to request change.

Clerk

**Clerk
Clerk**

Accident outside North Waltham Primary School

A child was 'clipped' by a car outside the school but unfortunately no further details are known.

ACTION: Request further details from the Head Teacher and ask if the Council can provide any further support.

Clerk

Drains – drain on Church Road, near the entrance to At Michael's Close is overflowing again.

ACTION: Re-report to HCC.

Clerk

Other Issues

Telephone Box - a supplier of handles and defibrillator signs for the telephone box has been identified but the items have not been purchased. The Lengthsman was asked if he could repair the telephone box door as it does not shut. He feels that the door is disintegrating/rotting at the bottom and feels a carpenter would be best placed to repair this and realign the door.

ACTION:

- Investigate possibility of carpenter to repair telephone box.
- Source a door handle and defibrillator signs for the telephone box.

**Clerk
Clerk**

Road Signs - the Clerk has not yet approached BDBC regarding road signs.

ACTION: Ask BDBC about the possibility of installing road signs.

Clerk

049/FC/ Correspondence

01/17-18 See Schedule of Correspondence dated 10.01.18 (appendix 1)

Correspondence received since ... (not circulated)

- 12.01.18 NALC Consultation for the review of park homes legislation (*not circulated or responded to as required information about existing park homes – none in North Waltham*)
- 12.01.18 BDBC – flashing speed warning lights activation data (*presented at meeting*)
- 12.01.18 Discovery Timber Play – marketing email
- 12.01.18 Kompan Playgrounds – marketing email
- 14.01.18 Local resident asking for advice regarding works to trees in his garden (within the conservation area) (*Clerk responded with information required*)
- 15.01.18 Notice Board Company – marketing email



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050/FC/ Councillors Announcements

01/17-18

- SF stated that he asked for DT to attend the December meeting and apologised that she was unable to attend either.
- The issues with the Labour group within BDBC are ongoing. The Council is looking at a policy change to remove political assistants by all parties and therefore save £150,000. This was approved following a vote. As expected, Labour groups have withdrawn support of the Council.
- The Council is also looking at the way the Mayor is selected in the Borough and options are being considered.
- Detailed planning permission for Manydown has been delayed due to concerns from Highways.
- EPH (Economic Planning and Housing) has been looking at CiL. There has been lobbying behind the scenes for non-parish areas (currently receiving 15%) being equalised with those with a Neighbourhood Plan (NP). Those with a NP will get 25% of CiL awarded every 6 months but will need set of accounts to show how the money is spent. It is, therefore, vitally important that R123 list is kept up-to-date.
- Redevelopment of the Leisure Park, due in 2025, will include a replacement for the Aquapark. The plans do not currently show an ice rink. However, if the Bison wish to commit to Basingstoke, an ice rink will be included. There will be increased space for dynamic leisure, ie. things to do, as well as a retail park (planned with parking on the bottom level and shops on the top level).

ACTION: Recirculate R123 list to Parish Councillors for information.

Clerk

051/FC/ Items for Parish Magazine

01/17-18

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

- Planning applications
- Speed signs data
- Precept with an explanation about the increase
- Parish Meeting

ACTION: Submit article by 6.00m on Wednesday 21.02.18.

Clerk

052/FC/ Date of Next Meeting

01/17-18

The next meeting will be held on Tuesday 20th February 2018 at 7.30pm in the Rathbone Pavilion, North Waltham.

Signed Date



APPENDIX 1

**NORTH WALTHAM PARISH COUNCIL MEETING
Tuesday 16th January 2018**

CORRESPONDENCE RECEIVED AS AT 10th JANUARY 2018

Newsletters (received and circulated via email)

- 21.12.17 Safer North Hampshire Newsletter – Jan 2018
- 02.01.18 Business in Basingstoke Bulletin Jan 2018
- 03.01.18 Hampshire Constabulary Oakley & North Waltham Monthly Newsletter – Dec 2017
- 20.12.17 Rural Services Network – Rural Vulnerability Service – Fuel Poverty – Dec 2017
- 27.12.17 Rural Services Network – Rural Vulnerability Service – Rural Transport – Dec 2017
- 02.01.18 Rural Services Network – Weekly Email News Digest
- 03.01.18 Rural Services Network – Rural Vulnerability Service – Rural Broadband – Jan 2018
- 08.01.18 Rural Services Network – Weekly Email News Digest
- 10.01.18 Rural Services Network – Rural Opportunities Bulletin

Correspondence from HCC

- 20.12.17 News for Local Councils
- 09.01.18 Invitation to Memorial Service for Honorary Alderman and former Leader of HCC Ken Thorner
- 10.01.18 Information about concessionary travel (*not circulated but poster displayed all bus stops*)

Correspondence from BDBC

- 04.01.18 email from Planning Compliance Department regarding The White Cottage, Popham Lane, North Waltham *
- 08.01.18 Changes to Manydown planning application in response to feedback

Correspondence from HALC (received and circulated via email)

- 08.01.18 HALC e-update – January 2018
- 08.01.18 Final Audit Annual Return Documentation 2017-18
- 08.01.18 Support sought to change Sustainable Communities Act legislation regarding second / holiday homes (survey)

Other correspondence (received and circulated via email)

- 21.12.17 Local Government Boundary Commission – electoral review of BDBC paused
- 24.12.17 Email from 1 Barley View regarding hedge between Elizabethan Rise and Barley View and a tree requiring attention between 1 Barley View and Burydown Mead
- 02.01.18 Women in Local Government Conference in London on 31.01.18

Other correspondence not circulated

- 19.12.17 Business in Basingstoke – Christmas greetings
- 22.12.17 Growing a Rural Community – survey completed and returned by Clerk
- 29.12.17 HMRC – notification that changes will be forthcoming for users of VAT126 form to claim VAT - further information to follow
- 30.12.17 TVC – New Year Conservation Sessions (*not circulated as none in immediate area*)
- 03.01.18 Eleanor Green, Internal Auditor – requesting date to meet regarding Internal Audit

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

- 20.12.17 Kompan Playgrounds – marketing email
- 04.01.18 Furnitubes – marketing email
- 08.01.18 Noticeboard Company – marketing email
- 10.01.18 Vita Play Ltd – play area surface maintenance – marketing email (*forwarded to Village Trust*)
- 10.01.18 Arien Designs Ltd - marketing email for signs

*Items requiring discussion at the meeting.