

**MINUTES OF MEETING**

**20<sup>th</sup> February 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), Cllr Peter Waggett (PW) – joined meeting after item 065/FC/02/17-18, and Rosemary Coulter (Clerk)

**Actions  
for**

**053/FC/  
02/17-18** **Apologies for Absence:** Cllr Adele Stevenson, Cllr Mark Dinning, Cllr Sara Thomas, Borough Cllr Stuart Frost, Borough Cllr Rob Golding (RG), Borough Cllr Diane Taylor (DT)

**054/FC/  
02/17-18** **Declarations of Interest:**  
None

**055/FC/  
02/17-18** **Meeting open to the Public:**  
No members of the public attended the meeting.

**056/FC/  
02/17-18** **Minutes:**  
The minutes of the meeting held on 16<sup>th</sup> January 2017 and the additional meeting held on 14<sup>th</sup> February 2018 were accepted as a correct record and signed by the Chairman.

**057/FC/  
02/17-18** **Matters Arising from the Minutes:**

**Risk Assessment**

The village risk assessment and the Financial Risk Assessment have not been completed. Both need completing before the end of March 2018.

**ACTION:**

- Contact Steve Green and ask him to complete the assessment.
- Complete the Financial Risk Assessment.

**Clerk  
Clerk**

**Standing Orders and Financial Regulations**

Standing Orders and Financial Regulations are still to be reviewed and updated.

**ACTION:** Review and update by May 2018.

**Clerk**

**Review of Policies and Procedures** - Complaints Handling Procedure is still to be updated.

**ACTION:** Update policy for May 2018.

**Clerk**

**Record Keeping (Fireproof Safe / Safety Deposit Box)**

GC and the Clerk have sorted through the old records in accordance with the guidance given by Hampshire Records Office. Those records that

- need to be kept will be taken to Hampshire Records Office.
- do not need to be kept or those which have passed the required period that they need to be kept, will be destroyed.
- may provide useful background information for the Clerk will be sorted further and kept as appropriate.

The Clerk has kept a list of those records being transferred to Hampshire Records Office for future use.

**ACTION:** Make appointment with Hampshire Records Office and arrange to transfer records.

**Clerk**

**Village Map** – GC has not discussed this map with the owner of Old Barn Stores.

**ACTION:** GC to contact shop owner and discuss.

**GC**

**Other issues discussed elsewhere on the agenda.**

**058/FC/  
02/17-18** **Alternative Bank Account**

Internet banking has been set up and the Clerk has logged on and set up access. GC and JM have received the relevant information from the Unity Bank but still need to set up their access.

Two additional forms have been received from Lloyds Bank regarding the multipay card and require signing. The Indemnity Agreement was signed at the meeting by GC, JM and RC. The clerk will complete the Cardholder Application form and forward to GC for countersigning after the meeting.

**ACTION:** Return signed forms to Lloyds Bank.

**Clerk**



# 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

059/FC/  
02/17-18

## Staffing Committee and Disciplinary and Grievance Procedures

One procedure has been revised but the second one still needs to be completed.

**ACTION:** Present revised Disciplinary and Grievance Procedures and the Terms of Reference for the Staffing Committee for approval at the next meeting.

JM / GC /  
Clerk

060/FC/  
02/17-18

## Annual Parish Meeting 17<sup>th</sup> April

- SF has contacted Kit Malthouse, MP, about speaking at the Annual Parish Meeting but he is unavailable. SF has also asked George Young, previous MP, who is also unavailable.
- One suggestion was to ask Community Speedwatch to speak and that this could then be a community project that the Council could facilitate. The initial cost of setting up Community Speedwatch is approximately £3000, which has not been budgeted for. The Councillors present felt that the Council had already taken, and planned to continue taking, steps to reduce traffic speed through the village and that the Council did not have the capacity to facilitate this at the current time.
- Another suggestion is to focus on recycling and waste management following the Boroughs strategy on waste management. Possible title – ‘Things you never knew about Recycling’.
- Provide wine, soft drinks and nibbles after meeting.

### ACTION:

- Determine a possible contact to speak on waste management / recycling from Parish Liaison Meeting minutes (or contact SF) and request details.
- Start planning meeting and contact other presenters.

Clerk  
Clerk

061/FC/  
02/17-18

## BDBC Local Plan – draft Supplementary Planning Documents on Design and Sustainability, Housing and Parking Standards

Having received notice of these consultations prior to the meeting, the Council felt that it had no comments to make in response. No further action required.

062/FC/  
02/17-18

## Clerk's Issues

Clerk presented her Learning Contract for the CiLCA course. The contract was signed by the Chair at the meeting.

Clerk requested purchase of the book Charles Arnold Baker: Local Council Administration as this is recommended for the CiLCA course and is an essential reference for the Council, outlining all legislation and regulations. Costs from 4 suppliers were presented.

Resolution to purchase one copy proposed by GC, seconded by JM and agreed unanimously.

**ACTION:** Purchase one copy of Arnold Baker: Local Council Administration.

Clerk

Clerk has requested 3-4 weeks annual leave during July 2018 for a family holiday. Implications of the request and possible options for managing this were presented.

Council agreed to request and agreed to cancel ordinary meeting in July and have ordinary meeting during August instead. The annual Village ‘Walk Around’ will take place during July.

063/FC/  
02/17-18

## Neighbourhood Planning (NP)

Some members of the NP Group have met with BDBC who have provided some comments on the draft form to be used for the site assessment process. These comments are being incorporated into the final form. The Group are writing to the submittees to obtain consent for site visits. The paperwork assessment is continuing.

064/FC/  
02/17-18

## Current Planning Applications:

B/F	17/03470/OUT	<b>The Wheatsheaf Garage, Popham Lane, North Waltham RG25 2BB</b> 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	<b>Undecided</b>
B/F	17/03774/FUL	<b>The Sun Inn, Winchester Road, North Waltham RG25 2JD</b> 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	<b>Undecided</b>



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B/F	17/04044/HSE	<b>Blake Cottage, The Green, North Waltham RG25 2BQ</b> Erection of a detached building forming garden store and household store	<b>Granted</b> <b>25.01.18</b>
B/F	17/04077/FUL	<b>Basingstoke Crematorium, Stockbridge Road, North Waltham</b> Erection of timber framed canopy	<b>Granted</b> <b>18.01.18</b>
NEW	18/00176/ROC	<b>Plot 1, 28 St Michaels Close, North Waltham RG25 2BP</b> Variation to condition 1 of 17/00084/RES to allow altered elevations and increase in roof pitch from 27 to 32 degrees	<b>Undecided</b>
NEW	T/00040/18/TCA	<b>5 Cuckoo Close, North Waltham RG25 2BJ</b> Application for works to trees growing in a conservation area PROPOSAL: White willow (Salix Alba): fell	<b>Undecided</b>
NEW	T/00066/18/TCA	<b>6 Church Farm Close, North Waltham</b> Application for works to trees growing in a conservation area PROPOSAL: T1 Himalayan Cherry: raise crown to 5m, thin crown by 15% and remove 3 overhanging branches T2 Cypress: remove	<b>Undecided</b>
NEW	18/00460/FUL	<b>Highfield, Church Road, North Waltham RG25 2BL *</b> Erection of a two bed dwelling	<b>Undecided</b>

\*this planning application was received on 17.02.18 after publication of the agenda and, therefore, was not discussed as the required notice has not been given to the public.

**ACTION:** Plan an additional meeting to discuss this planning application.

**Clerk**

## 065/FC/02/17-18 Planning Appeal

A planning appeal has been made for planning application 17/02849/OUT Land at OS Ref 456378 145890 Fox Lane, North Waltham. The Council has already responded to this application with no objection but made several comments (see minutes DATED 19.09.17 ITEM 14)

The Council would like to make the following comments for this appeal

- The appeal does not demonstrate that the site is adjacent to the settlement policy boundary, thus making policy SS6 the primary factor when considering this application.
- The existence of a single piece of hard standing does not demonstrate that the site is previously developed land.
- The proposal of a single development on 0.7ha does not represent a scale of development appropriate to the site's context.
- Contrary to the Appeal statement 2.23 'The application is for one dwelling', the site has been submitted to the Neighbourhood Plan Call for Sites for a total of 5 dwellings.
- Application 16/03840/FUL was approved under SS6(f), circumstances that have not been demonstrated with regard to this application.
- Appeals under other LPA's should not be considered pertinent to this application as coming under the remit of other local plans. They were not considered against the Policies of the BDBC Local Plan and thus the decision should not be used to test the policies of the BDBC Local Plan.

**ACTION:** Submit comments regarding the planning appeal.

**Clerk**

## PW joined the meeting

## 066/FC/02/17-18 Planning Compliance Issues:

There were no Planning Compliance issues raised.

## 067/FC/02/17-18 Finance

### (a) Financial Receipts:

RECEIVED FROM	DESCRIPTION	AMOUNT
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None		0
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**(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) (Jan 2017) Home working allowance (Jan 2017)	£310.56	300574
		<u>£ 18.00</u>	
		<u>£328.56</u>	
Geoff Chapman	Expenses as per Expenses Claim Form dated 20.02.18	£ 39.00	300575

All payments were proposed by JM seconded by SE and agreed unanimously.

**ACTION:** Arrange payments.

Clerk

**(c) Bank Balances**

Current account balance as at 19.02.18 - £12,067.31

Deposit account balance as at 19.02.18 - £13,409.43

**068/FC/  
02/17-18 Highway / Village Appearance Matters**

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

Yew Tree Landscapes and Tree Care have been informed that they have been awarded the work. They are waiting for the weather to improve to prevent too much damage to the grass being caused by their vehicles and equipment.

The other two contractors have been informed that they were not successful in securing this work.

**ACTION:** Keep Council informed of progress.

Clerk

**Lengthsman Scheme**

No further information received.

**ACTION:** Monitor and update Council as required.

Clerk

**Flashing Speed Warning Lights**

The invoice from BDBC for the flashing speed warning lights has still not been received.

Signs need to be booked for new financial year.

**ACTION:**

- Await invoice from BDBC and present to Council for payment.
- Book signs to be installed during May 2018 (avoiding school holidays if possible)

Clerk

Clerk

**Traffic calming measures**

HCC have responded to the Councils request for further information about their safety criteria for white lines around junctions stating that

- Safety criteria depends on road classification, speed limit and whether there are associated signs (i.e. give way signs) and the degree of fading.
- White/yellow lining is not usually carried out at this time of year because the weather is not conducive and, therefore, not very effective.
- HCC have a programme of work planned for the village, but it will not be done until April 2018 at the earliest.

This information was circulated to Councillors and following comments from them, the Clerk has asked HCC

- if they would like to meet with Councillor(s) and/or Clerk when they next visit North Waltham.
- for an outline of the programme of work planned for the village.

No response received to date.

**ACTION:** Monitor and follow up.

Clerk

**Local stiles / kissing gates** – the Clerk is waiting to hear from the Lengthsman regarding these.

**ACTION:** Await information from Lengthsman and inform Council.

Clerk

**Other road and traffic issues**

According to HCC 'Track It' Maidenthorne Lane and Fox Lane remain unresolved issues which have been passed to their contractor.

Waltham Lane (towards Overton) and the junction of Church Road and St Michael's Close are reported as being resolved.

**ACTION:** Monitor and follow up if required.

Clerk

**Drains** – drains on Church Road, near the entrance to St Michael's Close and outside Chalk Cottage in Chapel Street are reported as resolved on HCC 'Track It' but continue to be problematic.

**ACTION:** Monitor and follow up if required.

Clerk

**Telephone Box** – the Clerk has not yet found anyone to repair the door of the telephone box. Steventon PC have recently had their telephone box renovated and should have information about this.

A resident has also asked about training in the use of the defibrillator and what people can do if they do not have a phone to call 999 and activate the defibrillator. The cabinet for the defibrillator is not locked and, therefore, is available for use whenever needed. (An unlocked cabinet was a condition of free donation from the British Heart Foundation.) In an emergency, it is assumed people would have a mobile phone to call 999 or request help from a local property/resident.

**ACTION:**

- Contact Steventon PC for information on repairing telephone box.
- Obtain estimate of cost of repair to telephone box, including sourcing and fitting a door handle and defibrillator signs for the telephone box.
- Investigate training for use of defibrillator.

Clerk

Clerk

Clerk

#### Road Signs

Road name signs - the Clerk has approached BDBC and they have requested a list of the missing signs.

Fingerpost signs – Council questioned why North Waltham does not have the tradition metal embossed signs which are unique to many Hampshire villages.

**ACTION:**

- JM and SE to review road name signs to determine where these are required and request new road name signs from BDBC.
- Request that HCC replace the fingerpost signs with the traditional type when considering replacement/repair of existing signs.

JM / SE /  
Clerk

Clerk

#### Accident Sites

Accident by Flowerpots Cottages - the Clerk has been in touch with PCSO Andy Jones and he is willing to meet with the Council to see if he is able to help support the Council in effecting changes at this junction. He has provided a list of his shifts for the next two months to enable the Council to arrange a suitable time to meet. Crash and incident records are available but at an estimated cost of £35 per record.

**ACTION:** Arrange meeting with PCSO Jones and members of Council via email.

Clerk

Accident outside North Waltham Primary School - the Clerk has spoken to the Head Teacher regarding the accident near the school. The child was not hurt but very shaken up. The School and School Traffic Team are continuing their work with the children and messages have gone out to parents regarding the issue and asking for more care to be taken. The Head Teacher did not feel the Council would be able to do anything further to help on this occasion.

#### 069/FC/ Correspondence

02/17-18 See Schedule of Correspondence dated 14.02.18 (appendix 1)

Correspondence received since 14.02.18 and circulated to Councillors:

- 14.02.18 BDBC Green Infrastructure Strategy Review – Consultation
- 15.02.18 Basingstoke and Deane Mayor's News and Events

#### 070/FC/ Councillors Announcements

02/17-18 SF reported (via Chairman) that a BDBC council budget meeting is planned for 21.02.18. BDBC are planning to increase the council tax but remains the lowest rate in Hampshire.

GC reported that the Village Trust are arranging to have the playground matting cleaned.

#### 071/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



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- Parish Meeting

**ACTION:** Submit article by 6.00m on Wednesday 21.02.18.

**Clerk**

**072/FC/  
02/17-18**

**Date of Next Meeting**

The next meeting will be held on Tuesday 20<sup>th</sup> March 2018 at 7.30pm in the Rathbone Pavilion, North Waltham.

Signed ..... Date .....

DRAFT

**APPENDIX 1**

**NORTH WALTHAM PARISH COUNCIL MEETING  
Tuesday 20<sup>th</sup> February 2018**

**CORRESPONDENCE RECEIVED AS AT 14<sup>th</sup> FEBRUARY 2018**

**Newsletters** (received and circulated via email)

- 17.01.18 Rural Services Network – Rural Vulnerability Service – Fuel Poverty – January 2018
- 19.01.18 Safer North Hants Newsletter – February 2018
- 22.01.18 Rural Services Network – Weekly email News Digest
- 22.01.18 Business in Basingstoke Alert
- 29.01.18 Rural Services Network – Weekly email News Digest
- 31.01.18 Rural Services Network – Rural Vulnerability Service – Rural Transport – January 2018
- 01.02.18 Business in Basingstoke Bulletin – February 2018
- 05.02.18 Rural Services Network – Weekly email News Digest
- 06.02.18 Hampshire Constabulary – Oakley & North Waltham Monthly Newsletter – January 2018 *published on the village website and village Facebook page*)
- 07.02.18 Rural Services Network – Rural Opportunities Bulletin – February 2018 *(also forwarded to the Village Trust, North Waltham Primary School and St Michael's Church for information)*
- 12.02.18 Rural Services Network – Weekly email News Digest
- 14.02/18 Rural Services Network – Rural Vulnerability Service – Rural Broadband – February 2018

**Correspondence from HCC**

- 25.01.18 email from Roads Department re: white lines and sign posts
- 08.02.18 News for Local Councils
- 09.02.18 Community Transport - Volunteer Driver Recruitment Poster *(displayed on notice board, website and Facebook page)*

**Correspondence from BDBC**

- 16.01.18 BDBC and representation from BDAPTC regarding recharging of costs of local elections
- 17.01.17 Basingstoke & Deane Mayor's News & Events
- 19.01.18 Development Control Committee - 07.02.18 - Target List *(not circulated as no proposed applications in our Parish to be considered)*
- 31.01.18 Mayor's Spring Charity Concert
- 05.02.18 BDBC Local Plan - draft Supplementary Planning Documents on Design and Sustainability, Housing and Parking Standards – for consultation from 05.02.18 – 19.03.18
- 09.02.18 Support available from the Centre for Sustainable Energy for Neighbourhood Planning Groups in Basingstoke & Deane *(forwarded to GC, AS & PW, Neighbourhood Plan Group)*

**Correspondence from HALC** (received and circulated via email)

- 16.01.18 HALC's new website
- 16.01.18 Clerk's Round Robin *(not circulated as relevant to Clerk only)*
- 19.01.18 HALC website – able to add Councillors to website
- 01.02.18 HALC Annual Conference 2018 'Fit for the Future' – 21.03.17 at St Mary's Stadium, Southampton
- 02.02.18 Local Government Ethical Standards – call for evidence
- 06.02.18 HALC e-update
- 06.02.18 Hampshire Police & Crime Commissioner
- 08.02.18 HCC Town & Parish Council Meeting – 01.13.18 in Winchester
- 09.02.18 Letter from Hampshire Police & Crime Panel requesting evidence on the hate crime strategy
- 09.02.18 Major Road Network Consultation

**Other correspondence** (received and circulated via email)

- 17.01.18 Brain Tumour Research – email to raise awareness

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

- 15.01.18 & 18.01.18 Notice Board Company – marketing emails *(unsubscribed from mailing)*
- 18.01.18 Kompan Playgrounds – marketing email *(unsubscribed from mailing)*
- 19.01.18 idverde Ltd – grounds maintenance and landscaping *(details saved for future reference and email forwarded to the Village Trust)*
- 24.01.18 Sovereign Play – marketing email *(details saved for future reference and email forwarded to the Village Trust)*
- 25.01.18 Furnitubes – marketing email *(unsubscribed from mailing)*
- 31.01.18 Playforce – marketing email *(unsubscribed from mailing)*