

**MINUTES OF MEETING**

**20<sup>th</sup> March 2017 at 7:30pm in the Rathbone Pavilion, North Waltham**

**Councillors Present:**

Cllr Geoff Chapman (GC) (Chairman), Cllr Adele Stevenson (AS), Cllr Judith McGinley (JM), Cllr Peter Waggett (PW) (joined meeting late) and Rosemary Coulter (Clerk) DT

**Actions  
for**

**073/FC/  
03/17-18** **Apologies for Absence:** Cllr Sally Evans, Cllr Mark Dinning

**074/FC/  
03/17-18** **Declarations of Interest:**  
None

**075/FC/  
03/17-18** **Meeting open to the Public:**  
No members of the public attended the meeting.

**076/FC/  
03/17-18** **Minutes:**  
The minutes of the meeting held on 20<sup>th</sup> February 2018 contained two incorrect dates - item 056/FC/02/17-18 should read 2018 and item 067/FC/02/17-18 (b) should read Jan 2018. These were corrected by hand and signed and dated by the Chairman.  
The minutes of the additional ordinary meeting held on 7<sup>th</sup> March 2018 were accepted as a correct record and signed and dated by the Chairman.

**077/FC/  
03/17-18** **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:** Complete both assessments.

**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)**

An appointment has not yet been made.

**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. There was concern that not all properties are shown on the map.

**ACTION:**

- Check map.
- GC to contact shop owner and discuss.

**JM  
GC**

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

**078/FC/  
03/17-18** **Bank Account**  
Internet banking has been set up.

All forms for the payment card have been completed, signed and sent. The payment card has not yet been received.

**ACTION:** Await confirmation from Unity Bank and inform Council.

**Clerk**

**079/FC/  
03/17-18** **Staffing Committee and Disciplinary and Grievance Policies**

The Disciplinary Policy has been revised and presented to Council for discussion. Concern was expressed that the document did not specify that the initial investigation group should contain different councillors to the appeal group. However, this is procedural rather than part of the policy. If a councillor is implicit in the issue, they will not be able to investigate or conduct an appeal. The title of the document should be Disciplinary Policy, not procedure.

**ACTION:**

- Change title of document from procedure to policy.

**Clerk**

- Present to Council at the ordinary meeting in May for approval and signing. Clerk

Grievance Policy has been revised by JM and forwarded to GC. This was not available for discussion. The Staffing Committee Terms of Reference were also not available.

**ACTION:** Present both documents to Council at ordinary meeting in May. Clerk

**080/FC/ Annual Parish Meeting**

**03/17-18**

This will be held on Tuesday 17<sup>th</sup> April 2018 at 8.00pm in the Rathbone Pavilion, North Waltham. Borough Cllr Hayley Eachus has agreed to speak on Recycling and Waste Management, following the recent publication of BDBC's Strategy on Waste Management.

HCC Cllr Anna McNair Scott, The Village Trust, St Michael's Church and North Waltham Primary School have all agreed to present, although this meeting clashes with the annual Church meeting. The Church have agreed to start their meeting earlier.

**ACTION:**

- Finalise details for the meeting and publicise.
- Organise a projector.

Clerk  
GC

**PW joined the meeting**

**081/FC/ Land (island) at Upper St Michael's Close**

**03/17-18**

An email from a resident of St Michael's Close had previously been circulated to councillors about the island at the top of the Close, expressing concern that the land is not adequately maintained by BDBC, there are safety issues with children playing there and there is an accumulation of rubbish and debris.

The Parish Council do not own that piece of land and it does not have a land registry number since the houses were built. BDBC have responsibility for maintaining the 'island'. The demographic of the road has changed recently as families with young children have moved in.

**ACTION:**

- Request Lengthsman to tidy the area.
- Request BDBC to check the safety of the trees as children are playing there.
- Inform PW of the resident who raised the issue and he will visit and discuss.

Clerk  
Clerk  
Clerk/  
PW

**082/FC/ BDBC Electoral Review – reopened**

**03/17-18**

The review has been reopened by the Local Government Boundary Commission. Council had previously discussed this issue in December 2017, before the review was paused, and felt that existing boundaries are satisfactory and had no changes to suggest (minute item 025/FC/12/17-18). Council reaffirmed that this view had not changed.

**ACTION:** Respond to consultation.

Clerk

**083/FC/ S106 Contributions**

**03/17-18**

Feedback has been received from BDBC following the Councils submission for future S106 contributions. All the Councils suggested projects require more information and more detailed costings to be submitted. It was suggested that the Council ask residents to join a working party to identify and cost potential projects.

**ACTION:**

- Reword projects requiring a small amount of additional information and resubmit to BDBC, eg. pond planting, footpath on St Michael's Green.
- GC to discuss with the Village Trust about their projects, eg. the playground equipment.
- Advertise for working party in Parish Magazine, website and Facebook.

Clerk  
GC  
Clerk

**084/FC/ Neighbourhood Planning (NP) Update**

**03/17-18**

The Group have received feedback from BDBC regarding the paperwork proforma that has been devised for site assessments. This form is now being adjusted and the suggestions included. The Clerk will soon be receiving a draft letter to be sent to site owners requesting permission for site visits. The group have had discussions about including a section on affordable housing but feel that this is already identified and existing policies in the BDBC Local Plan are sufficient. There is no need to add additional policies in the NWNP.

Presentation boards showing options will be at the Village Fete / Big Lunch.

**ACTION:** Send letters requesting permission for site visits.

Clerk

**085/FC/ Current Planning Applications:**

**03/17-18**

B/F	17/02849/OUT	<b>Land at OS Ref 456378 145890, Fox Lane, North Waltham</b> Outline application, with all matters reserved, for the erection of 1 no. dwelling including hard and soft landscaping and associated works <b>Appeal lodged 21.01.18 – closing date for comments 28.02.18</b>	<b>Refused</b>  <b>Decision pending</b>
B/F	17/03058/HSE	<b>5 Mary Lane, North Waltham RG25 2BY</b> Erection of 2 storey side extension following demolition of single storey garage <b>Appeal lodged 12.03.18 – decision due within 8 weeks</b>	<b>Refused</b>  <b>Decision pending</b>
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>Amended plans submitted 09.03.18</b>	<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>Amended plans submitted 05.03.18, as follows</b> Erection of rear extension to form new 3 storey building with two floors of function rooms and 16 letting rooms above with link to existing building, remodelling of existing public house, replacement of function room with additional staff accommodation. Construction of new car park areas (additional 99 spaces and 18 spaces), alterations to access to create two separate access, associated landscaping/relevelling and installation of septic tank	<b>Undecided</b>
B/F	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>
B/F	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>Granted</b> <b>26.02.18</b>
B/F	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>Granted</b> <b>15.03.18</b>
B/F	18/00460/FUL	<b>Highfield, Church Road, North Waltham RG25 2BL</b> Erection of a two bed dwelling	<b>Undecided</b>
NEW	18/00708/FUL	<b>Towns End Cottage, Maidenthorne Lane, North Waltham RG25 2DD</b> Erection of a single storey lifetime dwelling	<b>Undecided</b>

**Application 17/03470/OUT The Wheatsheaf Garage**

Amended plans discussed. Houses have been moved following advice from BDBC. However, parking remains an issue, particularly for visitors and service vehicles, as there is no parking on Popham Lane. Councils comments remain unchanged from initial application.

This application is due to be heard in committee on 06.04.18 but the Council would rather send written comments.

It was confirmed that this development will not count towards the total required in the Neighbourhood Plan as it has not been submitted via the Call for Sites, but as a separate planning application.

Councils response to consultation: No objection but comments to initial consultation still apply.

**Application 17/03774/FUL The Sun Inn**

Amended plans discussed. Changes have been made following advice from BDBC.

Councils previous comments are not affected by the amended plans.

Councils response to consultation: No objection but comments to initial consultation still apply.

**Application 18/00708/FUL Towns End Cottage**

This site already has planning permission for a garage but building has not started. The proposed building will be single storey and probably not visible from the Maidenthorne Lane.

Councils response to consultation: No objection and no additional comments.

Concern was expressed that planning applications are being made and approved but will not count towards the total required in the Neighbourhood Plan (10).

**CURRENT LICENCE APPLICATIONS**

**Application 18/00227/PREMN BFEST Ltd, Dummer**

This is for a one day event. If approved, the Council may wish to contact them directly about their plans for traffic control.

Councils response to consultation: No objection and no additional comments.

**Application 18/00296/PREMV BP Oils UK Ltd**

Councils response to consultation: No objection and no additional comments.

Clerk

**ACTION:** Complete online consultation forms to BDBC.

086/FC/  
03/17-18

**Planning Compliance Issues:**

There were no Planning Compliance issues raised.

087/FC/  
03/17-18

**Finance**

(a)

**Financial Receipts:**

RECEIVED FROM	DESCRIPTION	AMOUNT
None		0

(b)

**Financial Payments**

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

NAME OF PAYEE	DESCRIPTION	AMOUNT	BANK TRANSFER REFERENCE
Rosemary Coulter	Salary (£8.873 x 35 hrs) (Feb 2018) Home working allowance (Jan 2017)	£310.56 <u>£ 18.00</u> £328.56	42307485
Rosemary Coulter	Additional hours to update website (£8.873 x 10)	88.73	
Rosemary Coulter	Expenses as per Expenses Claim Form dated 20.03.18	£197.59	
TOTAL		£614.88	
Yew Tree	Invoice 0218	£1470.00	

Resolution: to move £1000 from reserves to Village Maintenance budget to cover payment to Yew Tree Landscapes and Tree Care.

Proposed by GC, seconded by JM and agreed unanimously.

Resolution: Payment as listed in schedule above.

Proposed by GC, seconded by JM and agreed unanimously.

Resolution: Set up standing order for payment of Clerks core monthly salary and home working allowance from end of March 2018 onwards.

Proposed by GC, seconded by JM and agreed unanimously.

**ACTION:** Arrange payments by bank transfer.

Clerk/  
GC/JM

(c) **Bank Balances**

Current account balance as at 19.02.18 - £11,699.75

Deposit account balance as at 19.02.18 - £13,409.43

**088/FC/  
03/17-18 Highway / Village Appearance Matters**

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

Work complete.

**Lengthsman Scheme**

The Council have used its allocation of days for 2017-18. The allocation of days have been used in a short time, so the Council needs to ensure that the work is evenly spread throughout the year.

Funding for the Lengthsman Scheme has been confirmed for 2018-19 by HCC and the Clerk has confirmed to the Lead Parish that the Council wishes to continue.

**Flashing Speed Warning Lights**

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

The Clerk has booked the signs for May 2018. BDBC may not have two units available but can provide one unit in one location for 4 weeks and then move the same unit to the other location for a further 4 weeks.

Concern was expressed that the information provided by the signs was very limited and unable to accurately determine what proportion of cars were speeding. However, signs are deployed to remind drivers not to speed, rather than accurately measure how many are doing so. The Council discussed not publishing the figures in future.

Community Speedwatch was suggested as a possible idea for the future. However, when this has been proposed in the past, there does not appear to have been much support. It was suggested that the Council raise the issue in the Parish Magazine and determine current support.

**ACTION:**

- Forward information on Community Speed Watch to Clerk.
- Put in Parish Magazine article to determine support.

AS  
Clerk

**Traffic calming measures**

Representative from HCC Roads Department would be happy to meet with Councillor(s) and/or Clerk when they are next in North Waltham. AS is available any Thursday or Friday after Easter. The Clerk has asked HCC for an outline of the programme of work planned for the village but has not received a response to date.

**ACTION:**

- Arrange time for HCC and AS to meet re white lines around the pond.
- Follow up on programme of work with HCC.

Clerk  
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**

Potholes outside the shop and at the entrance to St Michael's Close have been reported.

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

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

**Drains** – drains on Church Road, near the entrance to St Michael's Close continues to be problematic and has been reported to HCC.

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

Clerk

**Telephone Box** – the Clerk from Steventon PC has forwarded information about the person who renovated their telephone box.

- **ACTION:** Obtain quote for repairs to door, repainting and installing door handle and Defibrillator' signs.

Clerk

- Investigate training for use of defibrillator.

Clerk

### Road Signs

A review of road name signs in the village has not been completed.

**ACTION:**

- Review road name signs to determine where these are required.
- 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

The Clerk has not been able to arrange a time for Councillors to meet with PCSO A Jones to discuss the accidents.

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

Clerk

### Grit Bins

The two grit bins in Cuckoo Close are almost empty and need refilling. The others have been checked but have hardly been used. It was suggested that a new grit bin is needed near the bus shelter by the pond, as the children wait there for their school buses.

**ACTION:**

- Request HCC to refill the grit bins in Cuckoo Close.
- Request a new grit bin by the bus shelter.

Clerk

Clerk

### 089/FC/ Correspondence

03/17-18 See Schedule of Correspondence dated 14.03.18 (appendix 1)

Correspondence received since 14.03.18 and circulated to Councillors:

- 14.03.18 South East Water – confirming continued receipt of updates
- 15.03.18 HALC – Memorial Service for Honorary Alderman Ken Thornber
- 19.03.18 Rural Services Network – Weekly email News Digest
- 19.03.18 BDBC – Snow Update – Bin Collections

### 090/FC/ Councillors Announcements

03/17-18 DT reported from BDBC

- An agreement for the development of the Leisure Park has been signed, due to start in 2023.
- Electoral Review – minded to reduce the number of councillors.
- Waste collection – the new contract has been awarded to Serco.
- CiL is due to be ratified at the Council meeting on Thursday.
- Basingstoke Town Football club is due to move to Winklebury and the old site will be developed.

### 091/FC/ Items for Parish Magazine

03/17-18 The following items need to be included in next month's parish magazine.

- Parish Meeting
  - Planning applications
  - S106 working party to funding
- ACTION:** Submit article by 6.00pm on Wednesday 21.03.18.

Clerk

### 092/FC/ Date of Next Meeting

03/17-18 A short Ordinary Meeting (to approve any payments and other urgent business) will be held on Tuesday 17<sup>th</sup> April 2018 at 7.00pm, followed by the Annual Parish Meeting at 8.00pm in the Rathbone Pavilion, North Waltham.

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



**NORTH WALTHAM PARISH COUNCIL MEETING**

**Tuesday 20<sup>th</sup> March 2018**

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

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

- 19.02.18 Rural Services Network – Weekly email News Digest
- 20.02.18 Safer North Hampshire Newsletter – March 2018
- 21.02.18 Rural Services Network – Spotlight on Rural Health & Social Care
- 26.02.18 Rural Services Network – Weekly email News Digest
- 28.02.18 Hampshire Constabulary – Oakley & North Waltham Monthly Newsletter
- 28.02.18 Rural Services Network – Rural Vulnerability Service – Fuel Poverty – February 2018
- 05.03.18 Business in Basingstoke Bulletin – March 2018
- 05.03.18 Rural Services Network – Weekly email News Digest
- 07.03.18 Rural Services Network – Rural Opportunities Bulletin
- 12.03.18 Rural Services Network – Weekly email News Digest
- 14.03.18 Rural Services Network – Rural Economy Spotlight

**Correspondence from HCC**

- 28.02.18 Operation Resilience – Surface Treatment minor roads 18/19 – Parish/Ward Council Notification
- 01.03.18 News for Local Councils – Weather Update
- 06.03.18 News for Local Councils – 1 March 2018 Weather Update

**Correspondence from BDBC**

- 23.02.18 Notification of application for a new premises licence – BFEST Ltd, Dummer Down Farm – 18/00227PREMN \*
- 26.02.18 Designation of a new Neighbourhood Plan area – Burghclere Parish
- 28.02.18 Adverse Weather – Cold, Snow, Ice, Wind and potential freezing rain predicted
- 02.03.18 Development Partner announced for Manydown
- 07.03.18 Local Government Ethical Standards: the Committee for Standards in Public Life calls for evidence
- 07.03.18 CiL Examiners Report for BDBC

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

- 16.02.18 Consultation: Crime and poor performance in the waste sector
- 20.02.18 Training events for next 4 weeks
- 01.03.18 South East Water – Draft Water Resources Management Plan Consultation
- 05.03.18 South East Water Workshop – invitation to attend on 28.03.18 in Surrey
- 07.03.18 HALC e-update March 2018
- 13.03.18 Annual Conference

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

- 20.02.18 Notification of BDAPTC meeting on 26.02.18 (*forwarded to GC*)
- 20.02.18 Keep Britain Tidy – register your Parish Council for #GBSpringClean
- 21.02.18 Concern from resident of St Michael's Close regarding the island at the top of the close. \*
- 22.02.18 Age Concern Hampshire – update on the Hampshire Village Agents service
- 27.02.18 The Local Government Boundary Commission for England – consultation reopens \*
- 28.02.18 Came & Co Local Council Insurance – Snow & Ice - Council Matters
- 28.02.18 South East Water – Draft Water Resources Management Plan Consultation
- 02.03.18 South East Water – Important Winter Water Advice
- 05.03.18 South East Water: Supply Update
- 05.03.18 Action Hampshire – Warm Hubs Scheme – an invitation
- 07.03.18 Barton Stacey Parish Council – information re Councillor training
- 10.03.18 South West Action Group (SWAG) – Maria Miller campaign to stop MSA near M3 junction 7

**Other correspondence not circulated**

- 19.02.18 Dale Valley Training Course Information: Lantra Awards Basic Tree Survey & Inspection Course – 27.04.18 (*forwarded to Tree Warden*)
- 05.03.18 Dale Valley Training Course Information – additional training date added
- 07.03.18 HALC – Larger Councils Committee 2018 Governance Review Survey – Opportunity to respond (*not appropriate as NWPC is not a large council*)
- 12.03.18 Microsoft – updates to terms of use (*copied to GC for advice*)

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

- 23.02.18 The Parish Notice Board Company – marketing email
- 07.03.18 Arien Designs Ltd (signs & notice boards) – marketing email

\*Items requiring discussion at the meeting.