



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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MINUTES OF PARISH COUNCIL ORDINARY MEETING

15th May 2018 at 7:30pm in the Rathbone Pavilion, North Waltham

Councillors Present:

Cllr Geoff Chapman (GC) (Chairman), Cllr Adele Stevenson (AS), Cllr Judith McGinley (JM) and Rosemary Coulter (Clerk)

**Actions
for**

**018/FC/
02/18-19** **To receive nominations for and election of Chairperson** - GC was nominated for the position of Chairperson - proposed by AS, seconded by JM and duly elected.

**019/FC/
02/18-19** **To receive nominations for and election of Vice-Chairperson** - AS was nominated for the position of Vice-Chairperson – proposed by JM, seconded by GC and duly elected.

**020FC/
02/18-19** **Apologies for Absence:** Cllr Sally Evans, Cllr Peter Waggett, Cllr Mark Dinning, Borough Cllr Rob Golding, Borough Cllr Diane Taylor

**021/FC/
02/18-19** **Declarations of Interest:**
None.

**022/FC/
02/18-19** **Meeting open to the Public:**
One member of the public attended the meeting in relation to planning application 18/01206/HSE. Council agreed to bring this item forward on the agenda.

**023/FC/
02/18-19** **Minutes:**
The minutes of the

- Ordinary meeting held on 17th April 2018
- Annual Parish Meeting held on 17th April 2018
- Additional Ordinary Meeting held on 30th April 2018

were all accepted as a correct record and signed and dated by the Chairman.

**024/FC/
02/18-19** **Review of delegation arrangements to committees, sub-committees, employees and other local authorities**
Agreed that existing arrangements for delegation to committee are acceptable and that the role of RFO remains with the Clerk.

**025/FC/
02/18-19** **Review the Terms of Reference (TOR) for committees / posts**

- Staffing Committee – approved, signed and dated.
- Neighbourhood Plan Group – agreed to change 3.1 Membership (point 2) to one additional member of North Waltham Parish Council – approved, signed and dated.
- Environment Officer – TOR requires rephrasing to include other aspects of the village environment, eg. pond.
- Footpaths Officer – Council felt this post was no longer required.
- Safety Officer – to be reviewed, pending further information on need for and scope of post.

ACTION:

- Update TOR - Neighbourhood Plan Group TOR.
- Update TOR – Environment Officer
- Investigate need and scope of Safety Officer and report back at next meeting.

**Clerk
Clerk
Clerk**

**026/FC/
02/18-19** **Receipt of nominations to existing committees / posts**
The Council were unwilling to nominate Councillors for posts in their absence.

- Staffing Committee – GC, AS and JM were nominated and duly elected.
- Neighbourhood Plan Group – GC was nominated and duly elected. AS felt that she could no longer be a part of this group. PW was unavailable to confirm his willingness to continue as part of this group.
- Environment Officer – Council agreed to elect to this post after the TOR have been revised and agreed.
- Footpaths Officer – no longer required.
- Safety Officer – Council agreed to consider electing following review of this post.

ACTION:

- Confirm with PW whether he is willing to continue as part of the Neighbourhood Plan Group.
- Consider election to roles of Environment Officer and Safety Officer at next meeting – agenda item.

GC

Clerk

**027/FC/
02/18-19** **Appointment of any new committees, confirmation of Terms of Reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them**

The Council does not wish to appoint any new committees.

**028/FC/
02/18-19** **Review and adoption of appropriate Standing Orders and Financial Regulations**

- Standing Orders (revision 4 dated 20.10.15) - there is a new model of Standing Orders available from NALC.
- Financial Regulations (revision 4) – in view of recent changes to banking arrangements, Financial Regulations require review.

GC presented an old document, Schedule for Review, and suggested Council use a revised schedule to review all key documents throughout the year, considering one/month.

Resolution: Approve Standing Orders and Financial Regulations as they stand but review all key documents according to an annual schedule to be drawn up - proposed by GC, seconded by AS and agreed unanimously.

ACTION: Draw up Schedule for Review of Policies and Key Documents for next meeting.

Clerk

**029/FC/
02/18-19** **Review of arrangements, including any charters, with other local authorities and review contributions made to expenditure incurred by other local authorities**

The Council has a contract with Candovers Parish Council as Lead Parish for the Lengthsman Scheme. This contract was reviewed and signed on 17th April 2018 (minute ref 005/FC/01/18-19). This scheme is funded by HCC so no expenditure is incurred by Council. The Council has no other contracts in place.

**030/FC/
02/18-19** **Review of representation on or work with external bodies and arrangements for reporting back**

- Village Trust Representatives – GC and JM were nominated and duly elected.
- Village Charities Representatives – this is currently filled by a non-Parish Council member. It was unclear as to whether she wishes to continue in this role.
- BDAPTC Representative – GC was nominated and duly elected. There is some doubt as to whether this group will continue as it will soon have no Chairperson.
- HALC Representative – GC was nominated and duly elected.

ACTION: Contact current Village Charities Representative and determine if she wishes to continue in this role.

Clerk

**031/FC/
02/18-19** **Review of inventory of land and assets including buildings and office equipment**

The Asset Register, approved and dated 17.10.17, was considered. No additional assets have been purchased or acquired since that date. Asset Register remains unchanged. Approved by Council.

**032/FC/
02/18-19** **Review and confirmation of arrangements for insurance cover in respect of all insured risks**

New insurance documentation has been received from Came & Company for 2018-19. The new schedule is the same as the previous year's schedule. Approved by Council.

**033/FC/
02/18-19** **Review of the Councils' and/or employees' memberships of other bodies**

Approved membership of HALC at ordinary meeting on 17th April 2018. (Minute ref 006/FC/01/18-19)

Council considered membership of Society of Local Council Clerks (SLCC) for Clerk.

ACTION: Determine the benefits and cost of membership for next meeting.

Clerk

**034/FC/
02/18-19** **Review of the Councils' Complaint Procedure, Review of the Councils' procedure for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998**

- The Complaints Handling Procedure (revision 2 dated 17.11.09) requires updating.

- The Information Security Policy requires updating in view of the General Data Protection Regulations (GDPR).
- The Document Publication Scheme has been updated in relation to the information now published on the website in accordance with the Transparency Code. Minor errors need correction.
- The Council needs a procedure for dealing with FOI requests.

All policies approved as they stand but review according to an annual schedule to be drawn up – see minute ref 028/FC/02/18-19 above.

035/FC/02/18-19 Reviewing the Councils' policy for dealing with the press /media

- Protocol for Reporting at Meetings, approved on 16.05.17, has been reviewed by the Clerk and no changes made.
- Council needs a Policy for dealing with the Press / Media.

Approved protocol as it stands but review according to an annual schedule to be drawn up – see minute ref 028/FC/02/18-19 above.

036/FC/02/18-19 Setting the dates, times and place of ordinary meetings of the full Council for the year ahead
Meetings will generally be held on the 3rd Tuesday of every month. There will be no meeting in July 2018 due to Clerk's A/L, but there will be a meeting in August 2018. The annual village 'walk around' will be during July 2018. (Meeting ref: 062/FC/02/17-18)

The dates of meetings will be:

19 th June 2018	20 th November 2018	19 th March 2019
21 st August 2018	18 th December 2018	16 th April 2019
18 th September 2018	15 th January 2019	21 st May 2019
16 th October 2018	19 th February 2019	

The date of the annual village 'walk around' will be Tuesday 17th July 2018.

ACTION: Publicise meeting dates on website and Parish notice board.

Clerk

037/FC/02/18-19 Risk Assessment

The Council were presented with the following risk assessments:

- Village Health & Safety Risk Assessment – Council felt this requires updating by an expert in Health and Safety. A local resident, with these skills, was suggested.
- Financial Risk Assessment – was accepted, signed and dated. Recommendations need to be implemented and most of these will be covered in the Schedule of Review of Policies and Key Documents (minute ref: 028/FC/02/18-19 above). Requires regular review.
- Clerks' Working Environment Risk Assessment – was accepted by Council. Clerk to ensure actions are implemented as soon as possible.

ACTION:

- Contact local resident and request help to complete the Village Health and Safety Risk Assessment.
- Implement recommendations of Financial Risk Assessment and Clerks' Working Environment Risk Assessment.

Clerk

Clerk

038/FC/02/18-19 Disciplinary Policy and Grievance Policy

- Disciplinary Policy – the wording has been changed as agreed at the March meeting (Minute ref: 079/FC/03/17-18). Approved by Council, signed and dated by Chairman.
- Grievance Policy – presented to Council. Approved by Council, signed and dated by Chairman.

039/FC/02/18-19 S106 Contributions

Clerk has not yet updated the form for S106 contributions for BDBC.

GC reported that the Village Trust are trying to arrange a meeting with the Development Committee at BDBC regarding future developments and contributions. GC will ask them to put forward suggestions for a village / community hall.

The development at Towns End Cottage has included an S106 contribution for planting at the pond to the value of £1000.

ACTION:

- Submit revised S106 application to BDBC.
- Discuss possible plans for a village / community hall with Village Trust.

Clerk
GC

040/FC/ Neighbourhood Plan (NP) Update

02/17-19

The Neighbourhood Plan is continuing. The Group is aware that not everything has been done, but the Group is made up of volunteers and all have other commitments. The Group have sent letters to developers of submitted sites to request access visits on the proposed land, in order to finish the site appraisals. Maps showing the proposed sites will be available at the Village Fete / Big Lunch on Sunday 20.05.18, but more detailed information will follow. This is not a consultation but an opportunity for residents to voice an opinion. Graphs and charts from the questionnaire will also be available to view.

041/FC/ Current Planning Applications:

02/18-19

Council noted the current position on the following planning applications:

B/F	17/02849/OUT	Land at OS Ref 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 Appeal lodged 21.01.18	Refused 26.10.17 Appeal pending
B/F	17/03058/HSE	5 Mary Lane, North Waltham RG25 2BY Erection of 2 storey side extension following demolition of single storey garage Appeal lodged 12.03.18	Refused 13.11.17 Appeal pending
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 Amended plans submitted 09.03.18	Granted 20.04.18
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 Amended plans submitted 05.03.18, as follows 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	Undecided
B/F	18/00708/FUL	Towns End Cottage, Maidenthorne Lane, North Waltham RG25 2DD Erection of a single storey lifetime dwelling	Undecided
B/F	18/00883/HSE	16 Cuckoo Close, North Waltham RG25 2BJ Erection of side extension and front porch. Conversion of loft to living accommodation with dormer to the rear and rooflights to the front of the elevation.	Undecided
B/F	18/01011/HSE	7 Ramsholt Close, North Waltham RG25 2DG Demolition of existing side conservatory and a proposed single storey side/rear extension, part conversion of attached garage and internal alterations. New raised decking to rear.	Undecided
NEW	18/01206/HSE	Maidenthorne Cottage, Maidenthorne Lane, North Waltham RG25 2DD Erection of two storey rear extension including alteration to fenestration of dwelling.	Undecided

Application 18/01206/HSE

Discussion:

The applicant wants to add to the kitchen at the rear of house. There will be no change to the front of house, except an additional window above the garage. At the rear, there was originally a first floor door opening onto a balcony which has since been removed. The applicant now wishes to remove the door and replace with a window. At the rear, living space is single storey on one side which will become two-storey on both sides. The applicant has consulted with neighbours, none of whom have voiced an objection.

The Council commented that previous permission had been given on appeal and questioned what the initial objection was? This was unclear and may have been due to the impact on the conservation area.

Councils View: No objections and no additional comments.

ACTION: Complete online consultation forms to BDBC.

Clerk

042/FC/
02/18-19

Planning Compliance Issues:

Planning application ref 17/02849/OUT - Land at OS ref 456378 145890 Fox Lane, North Waltham
There is no update from the Planning Compliance Department at BDBC to report.

043/FC/
02/18-19

Finance

(a) Financial Receipts:

Council acknowledged the receipt of payments to the Parish Council, as per the schedule below.

RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL
BDBC	Precept (50%)	£7083.50	
	Council Tax Support Grant	£ 129.00	
	Parish Finding (grass cutting)	£1996.00	£9208.50

ACTION: Having received precept and grants, make 50% of proposed transfer to reserves.

Clerk

(b) Financial Payments

Council acknowledged payment of the following standing order on 28.04.18

NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
Rosemary Coulter	Salary April 2018 (£8.873 x 35 hrs)	£310.56	
	Home working allowance April 2018	£ 18.00	£ 328.56

Council considered the bank payments requiring authorisation, as per the schedule below.

NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
HALC	Invoice 2672 dated 19.04.18 Training for Members and Officers – Overview of changes to the GDPR (x2)	£ 96.00	£ 96.00
Society of Local Council Clerks (SLCC)	Invoice dated 09.05.18 (order no 196123) Registration for CiLCA	£250.00	£250.00
Came & Company Local Council Insurance	Invoice dated 13.04.18 Ecclesiastical Local Council Scheme	£425.62	£425.62
Rosemary Coulter	Expenses as per claim form dated 15.05.18 Refreshments for APM Stationary Travel expenses	£ 32.02 £ 50.13 £ 32.80	£114.95

Resolution: To agree payments as listed in schedule above - proposed by AS, seconded by GC and agreed unanimously.

ACTION: Arrange payments by bank transfer.

Clerk/
GC/JM

(c) Bank Balances

Current account balance as at 19.02.18 - £18,381.10

Deposit account balance as at 19.02.18 - £12,416.01

(d) Bank Reconciliation

The bank reconciliation for quarter 4 as at 31.03.18 was re-presented to Council with all the relevant bank statements. The bank reconciliation was checked and initialled by AS.

(e) Bank Payment Card

As this had not arrived, the Clerk contacted Unity Bank. The Indemnity Agreement and the individual Cardholder application had never been received by the bank (posted on 15.03.18).

The bank have now introduced new forms to apply for this card and Council are required to complete the new forms.

Forms completed by the Clerk presented to Council for checking and signing. Forms checked, signed and dated by GC and JM.

ACTION: Clerk to send completed forms to bank by registered post.

Clerk

(f) North Waltham Village Trust request for increased financial support with grass cutting and maintenance of Cuckoo Meadow

The Chairman of the Village Trust has emailed the Clerk and the email was presented to Council. The Clerk has responded by asking the Village Trust to complete a formal grant application form for this request.

BDBC provide a grant to the Parish Council for grass cutting. As the Council has very little land requiring cutting and those pieces that the Council do own are cut by the Borough Council, the grant has traditionally been passed to the Village Trust, to assist in the maintenance of Cuckoo Meadow.

ACTION: Await grant application form and present to Council for consideration.

Clerk

**044/FC/
02/18-19 Highway / Village Maintenance Matters**

- Roads
Potholes have been reported. Some have been repaired and others marked up for repair. Flashing speed warning lights installed on 24.04.18. Direction changed on 08.05.18. Should be in place until 22.04.18.
White lines – HCC have given contractor the order to renew all the white lining in the centre of the village, which should be completed soon.
Road name signs – no action as information has not been forwarded to Clerk to make request.
- Drains at entrance to St Michael's Close and Chapel Street remain problematic. Resident in Chapel Street has contacted Cllr McNair Scott regarding lack of action from HCC to resolve the issue on the road outside his property.
- Local stiles / kissing gates – nothing to report
- Grit bins – requested HCC to refill 2 x bins in Cuckoo Close. This has not been done yet. One bin is not listed on their website and Clerk has requested that this is included.
- Village map – GC has spoken with owner of Old Barn Stores and agreed size.
- Land (island) in St Michael's Close – Clerk has responded to resident who raised the issue. Council wishes to consider what to do about this piece of land.
- Accident site – no action taken to date. Members of Council still wish to meet with PCSO Jones to discuss possible support.
- Community Speed Watch – there was an item on the BBC new website recently.

ACTION:

- Forward list of missing road name signs to Clerk for action with BDBC.
- Forward details of resident with drain problems to SF for further action.
- Arrange printing of map for display at Old Barn Stores.
- St Michael's Close – agenda item for next meeting.
- Contact PCSO Jones regarding times to meet and discuss.
- Community Speed Watch – agenda item for next meeting.

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**045/FC/
02/18-19 Correspondence**

See Schedule of Correspondence dated 09.05.18 (appendix 1)

Correspondence received since 09.05.18 and circulated to Councillors:

- 11.05.18 Basingstoke Passenger Transport Forum – meeting on 06.06.18 10.00am - 12.00noon and information about staying on their mailing list
- 11.05.18 South East Water – latest news
- 14.05.18 HALC Village of the Year competition 2018
- 14.05.18 South West Action Group – SWAG Public Meeting 31.05.18 7.00pm
- 14.05.18 Rural Services Network – Weekly Email News Digest
- 15.05.18 Sports & Play Consulting – marketing email (not circulated)

- 15.05.18 HALC – event reminder – Neighbourhood Planning – Your Plan – Evolving Together – 24.05.18 10.00am – 6.00pm
- 15.05.18 Application for works to trees growing in a conservation area

ACTION:

- Confirm the Council wish to stay on Basingstoke Passenger Transport Forum mailing list and ask MD and another local resident if they wish to attend. **Clerk**
- Ask resident if they would be willing to complete the Village of the Year application again this year. **Clerk**
- Publicise SWAG Public Meeting on Village website and Facebook page. **Clerk**

**046/FC/
02/18-19 Councillors Announcements
SF**

- wanted to thank all residents for voting. He was returned with large majority. The turn-out was 37%. Thanks to everyone who voted. He signed the oath of office the next day and has been elected to committees.
- There is no overall change in the Council make up. The Labour group on the Council continue objecting to Council proposals, so it may be a difficult year to get things done.
- Roads – came across a number of poor roads and potholes. Continued lobbying about the white lines in the village has finally paid off and HCC has passed a contract to the contractor and these should be sorted soon. Potholes are constantly reported. There is an app 'Fill that Hole' which will automatically log on and use google maps to send a report to the appropriate council. HCC have started doing something about the potholes and roads.
- Mayor making is taking place this week. Cllr Diane Taylor has been appointed Deputy Mayor and Council should consider asking her to speak at next year's Annual Parish Meeting. She is keen to raise the profile of the ward and willing to visit schools and other groups.
- On Friday 18.05.18 there is a 'meet and greet' at Oakley Infant School with Kit Malthouse, MP, starting at 1830pm.

GC reported that Council had received an email from HALC informing us that Steven Lugg, Chief Executive of HALC, is unwell. He has undertaken a great deal of work for HALC and Parish Councils and has petitioned Parliament on many issues.

ACTION: Ask HALC if it would be appropriate to send a card. **Clerk**

**047/FC/
02/18-19 Items for Parish Magazine**

There will be NO Parish Magazine in June. The following items need to be included in next Parish Magazine for July.

- Planning applications
- Village 'Walk Round' starting at 7.30pm at the pond

ACTION: Submit article by 6.00m on Wednesday 20.06.18. **Clerk**

**048/FC/
02/18-19 Date of Next Meeting**

The next Ordinary Meeting will be held on Tuesday 19th June 2018 at 7.30pm in the Rathbone Pavilion, North Waltham.

Signed Date