



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

Tuesday 21st August 2018 at 7:30pm in the Rathbone Pavilion, North Waltham

Councillors Present:

Cllr Geoff Chapman (GC) (Chairman), Cllr Adele Stevenson (AS), Cllr Sally Evans (SE), Cllr Peter Waggett (PW), Borough Cllr Stuart Frost (SF) and Rosemary Coulter (Clerk)

**Actions
for**

**088FC/
05/18-19** **Apologies for Absence:** Cllr Judith McGinley, Borough Cllr Rob Golding, Borough Cllr Diane Taylor

**089/FC/
05/18-19** **Declarations of Interest:**
None.

**090/FC/
05/18-19** **Meeting open to the Public:**
Two members of the public attended the meeting in relation to a grant application (see item 105/FC/05/18-19(f)). Council agreed to bring this item forward on the agenda.

**091/FC/
05/18-19** **Minutes:**
The minutes of the

- Ordinary meeting held on 19th June 2018
- Additional Ordinary Meeting held on 12th July 2018
- Additional Ordinary Meeting held on 9th August 2018

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

**092/FC/
05/18-19** **Matters Arising**

- Neighbourhood Plan Group Terms of Reference – these have not been updated.
ACTION: Update Neighbourhood Plan Group Terms of Reference
- Village Charities Representative – Clerk has received a letter from the post holder saying that she will soon be moving away from the village and giving notice as the Parish Councils' representative for the Village Charities. The Clerk has emailed the Chair of the Village Charities to ensure he was aware and to ask the process for appointing another representative. No further correspondence has been received to date.
GC proposed formally thanking the outgoing representative. All agreed.
ACTION: Purchase flowers and card and deliver.
- Village of the Year competition 2018. A local resident agreed to submit a presentation for this and requested information from local residents and organisations. As no information was forthcoming, he had no new or different information to present from last year. Therefore, a submission was not made.
- Clerks membership of SLCC has been applied for and is awaiting payment (see item 105/FC/05/18-19(b) below).
- Garden Competition – this is ongoing. Nothing further to report.
- Safety Officer – the Clerk has arranged Health and Safety Training on 29.11.18.

GC

Clerk

**093/FC/
05/18-19** **Audit**

- AGAR and associated paperwork was sent to the External Auditor before the deadline and publicised online and on the Parish notice board in line with regulations. Awaiting outcome which should be before 30th September 2018.
- Follow up was undertaken with the Internal Auditor regarding the recommendation in her report that the Council should report bank balances monthly and check and initial these against the bank statement. She states that undertaking this quarterly is acceptable, but monthly is ideal. Her reports are not compulsory, but the Council needs to consider this and decide a way forward that is acceptable to the Council.
Resolution: Following discussion, it was proposed that the Council would continue to
 - Receive quarterly bank reconciliations with the relevant bank statements to check and initial.
 - Receive monthly reporting of bank balances (without bank statements).Proposed by AS, seconded by GC and agreed unanimously.

094/FC/ Parish Council Vacancies

05/18-19

A report on managing the filling of casual vacancies was presented to Council with recommendations as to the way forward. Notice of Vacancy forms have been completed and dated 22.08.19, thus allowing 14 days for an election to be requested finishing on 12.09.18. If no election is required, Council can plan further action to co-opt councillors at the next ordinary meeting. The Clerk is preparing an introductory pack for anyone interested in becoming a Councillor.

ACTION:

- Publish Notice of Vacancies on notice board and website.
- Find previous advertisement/poster and adapt for use for these vacancies.
- Publish vacancies in parish magazine, notice board, website including weekly newsletter, Facebook.

Clerk
GC/Clerk
Clerk

095/FC/ Review the Terms of Reference (TOR) for committees / posts

05/18-19

The Terms of Reference for the Tree Warden were presented to Council.

Resolution: To accept the Terms of Reference for the Tree Warden
Proposed by AS, seconded by SE and agreed unanimously.

096/FC/ Policies

05/18-19

The draft Standing Orders, based on the new Model Standing Orders, were presented to Council for consideration. The Clerk explained that these were based on the new NALC Model Standing Orders and have, therefore, varied in layout and content from the previous Standing Orders. The Clerk has inserted information specific to NWPC, as per the previous Standing Orders. The wording of the following sections was also adapted, as follows:

- Section 5j – to review the Councils Schedule for Review of Policies and Key Documents for the forthcoming year, rather than reviewing individual policies at the Annual Meeting of Council.
- Section 19d and 19e were adapted to reflect and refer to the Councils Grievance Policy.

Resolution: To agree the Standing Orders.

Proposed by SE, seconded by GC and agreed unanimously.

The GDPR documents were not available for discussion.

GC has enquired about the possibility of Councillors' emails through the website but has not yet received a response.

ACTION: For discussion at next meeting.

GC/Clerk

097/FC/ Risk Assessment

05/18-19

The Clerk has received two responses to request for help with Risk Assessments. It was decided to request help from one of these.

ACTION: Contact resident and request help to complete village health and safety risk assessments.

Clerk

098/FC/ CIL / S106 Contributions

05/18-19

GC has not had the opportunity to discuss a possible village hall with the Village Trust yet as the Village Trust have not held a meeting since the last Parish Council meeting took place.

ACTION: Discuss issue with Village Trust.

GC/JM

Car park matting for the School Travel Team. A grant request for this has been submitted to the Parish Council (see item 105/FC/05/18-19 (f) below).

Discussion: As no development is currently planned, it was felt that monies requested under CIL would not be forthcoming in time to meet the School Travel Teams needs. However, SF informed the Council of the Local Infrastructure Fund that could be applied for and is more likely to meet the School's time frame.

ACTION:

- Determine requirements of Local Infrastructure Fund and forward to School Travel Team.
- Add car park matting to CIL / S106 list.

SF/Clerk
Clerk

099/FC/ Land (island) at upper St Michael's Close

05/18-19

The Clerk reported that

- BDBC have responded to say that the trees on this piece of land are privately owned and are the responsibility of the land owner. However, BDBC do maintain the shrubs and bushes. Details have been passed to the Grounds Maintenance Team who will prune the vegetation as soon as possible.
- HCC report that the grass area was adopted into the publicly maintainable highway. There are highway drainage soakaways within it.

Following the Council's Village Walk Around, there are no bushes on this piece of land. It was difficult to determine if the trees required attention. It was decided to ask the Tree Warden to look at the trees and let the Council know if they required any attention. The Council could then request HCC to action.

ACTION: Request Tree Warden to assess at trees.

Clerk

100/FC/05/18-19 Community Speed Watch

AS reported that

- she had met with PCSO Jones to survey locations around village and identified one area on Church Road suitable for speed watch in both directions.
- The scheme needs at least 10 people to be involved to make the scheme viable. She has identified 5 volunteers to date.
- When these 10 people have been identified, training will be given.
- Overton have offered support and offered to share their speed gun.
- Oakley are currently in the process of upgrading their speed gun so they may have one spare that we could borrow or purchase at a reduced rate.
- AS would undertake the administration of this scheme.

It was agreed that, when at least 10 volunteers have been identified, the Council would consider how to obtain a speed gun, either borrowing or purchasing, and consider whether the Council needs an identified role of Community Speed Watch Co-ordinator.

ACTION: Advertise in parish magazine, website (including weekly email news), Facebook, notice board.

AS/Clerk

101/FC/05/18-19 National Highways and Transport (NHT) Public Satisfaction Survey

The survey had been provisionally completed by the Clerk and circulated to members prior to the meeting. Council agreed it was a fair reflection of their views.

ACTION: Complete and submit survey.

Clerk

102/FC/05/17-19 Neighbourhood Plan (NP) Update

There was no update as the NP Group has not met since the last NWPC meeting.

103/FC/05/18-19 Current Planning Applications:

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 dismissed 20.06.18
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	Granted 02.07.18

		dormer to the rear and rooflights to the front of the elevation.	
B/F	18/01206/HSE	Maidenthorne Cottage, Maidenthorne Lane, North Waltham RG25 2DD Erection of two storey rear extension including alteration to fenestration of dwelling.	Granted 20.06.18
B/F	18/00873/FUL	Land at Hounsome Fields, junction of Winchester Road and Trenchard Lane, Dummer Construction of 2 no. gypsy and traveller pitches of 250 sq metres each, both to be independently serviced with an amenity building, large trailer and touring caravan with parking for two vehicles and garden area (Pursuant to outline application 15/04503/OUT)	Undecided
B/F	18/01456/HSE	21 Cuckoo Close, North Waltham RG25 2BJ Erection of part single storey, part two storey rear extension. Erection of detached summer house.	Granted 16.07.18
B/F	18/01564/RES	Plot 2 land at OS ref 455956 146142 St Michael's Close, North Waltham Reserved matters application for the erection of a dwelling and garage, including appearance, scale and landscaping (pursuant to outline planning permission 15/03790/OUT)	Granted 01.08.19
B/F	18/01749/HSE	Malden House, Overton Road, North Waltham RG25 2BS Erection of replacement porch and alterations	Granted 10.08.18
B/F	18/01425/RET	Land at OS Ref 456378 145890, Fox Lane, North Waltham Change of use of land for the siting of a mobile home (retrospective)	Undecided

104/FC/
05/18-19

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 and the Council assume this is on hold pending the new application for this site 18/01425/RET.

105/FC/
05/18-19

Finance

(a) **Financial Receipts:**

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

RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL
HMRC	VAT refund	£400.78	£400.78

(b) **Financial Payments**

Council acknowledged payment of the following standing orders on 28.06.18 and 28.07.18 and bank charge on 20.07.18

NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
Rosemary Coulter	Salary June 2018 (£8.873 x 35 hrs) Home working allowance June 2018	£310.56 £ 18.00	£328.56
Rosemary Coulter	Salary July 2018 (£8.873 x 35 hrs) Home working allowance July 2018	£310.56 £ 18.00	£328.56
Unity Trust Bank	Multipay card set up fee	£ 50.00	£ 50.00

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

NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
North Waltham Village Trust	Transfer of grass cutting grant from BDBC	£1996.00	£1996.00

SLCC	Membership for Clerk	£ 92.00	£ 92.00
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Resolution: To agree payments as listed in schedule above - proposed by AS, seconded by SE and agreed unanimously.

ACTION: Arrange payments by bank transfer.

Clerk/
GC

(c) Bank Balances and Bank Reconciliation

Current account balance as at 21.08.18 - £15,785.25

Deposit account balance as at 21.08.18 - £13,022.31

The bank reconciliation for quarter 1 to 30th June 2018 was presented to Council and checked and initialled by SE and AS.

(d) Budget Review

The budget review (income and expenditure report) for quarter 1 was presented to Council.

The Clerk reported that there are no significant overspends at this stage of the financial year and there has been no unexpected income or expenditure to date.

(e) Bank Payment Card

The Clerk has received the multipay card, which has been authorised and is ready for use.

(f) Grant Application

A grant application from North Waltham Primary School Travel Team was presented to Council. The School Travel Team was represented by two members of the public at the meeting and the following issues were discussed:

- The School Travel Team was set up 5 years ago to address the problems caused by cars dropping off and picking up children from the school.
- They identified that there was a safety issue for the children and problems for any users of Church Road, past the school.
- They worked with the Junior Road Safety Officers (JRSO) and HCC to work through an exhaustive list of initiatives, including implementing a successful drive share scheme.
- All initiatives have been successful and reduced the number of cars by 5%. However, no matter what has been done, they need to do more to make a significant difference.
- There have been a couple of incidents - 'near misses' involving children. The priority is to do everything they can to safeguard the children.
- The Village Trust gave the Team the opportunity to have strip of land on Cuckoo Meadow and research what they could do with it. They propose to install plastic mesh to allow staff cars, and possibly the school minibus, to park, thereby freeing up space in the existing car park.
- They have received quote for Suregreen plastic mesh. This will be installed by pinning to the ground during the grass growing period, allowing the grass to grow through it and meshing it together. It can then be mowed over.
- A quote has been received from Suregreen for £5,973.12 including installation and VAT. An alternative quote for installation has been received from another company that undertakes outdoor work at the school, which is more reasonable but the Team will need to obtain the agreement of the Village Trust to use this company.
- They have received, verbally, support from County Cllr McNair Scott and are hoping to receive £1000 from her. They are looking into applying to the Aviva competition (information forwarded to them by the Clerk). They have also sent letters to other potential sources of funding and are expecting a donation from a local business. The School are supportive but have no spare funds to contribute. However, the Friends of North Waltham School will be approached when the school term commences and asked to fundraise.
- The Village Trust are unwilling to provide further funds and feel the donation of land is their contribution. The Village Trust are looking into providing a fence to prevent car users further access to Cuckoo Meadow.
- Payment can be made via the Village Trust and, therefore, VAT can be reclaimed.
- If sufficient funds can be obtained, they propose to install during Spring 2019.
- The scheme could be added to the CIL / S106 list. However, as no development is currently planned in the village, contributions from this would not be available within the planned timescale. (see item 098/FC/05/18-19 above)
- An application could be made to the Local Infrastructure Fund, but more information is about this is required. (see item 098/FC/05/18-19 above)

In view of the timescale, the Council decided not to make a decision now, but would consider this is due course with other grant applications.

Action:

- Consider application with other applications for community grants.

All

School
106/FC/
05/18-19

Highway / Village Maintenance Matters

Village Walk Around

The following issues require action:

- The weeping willow at the pond needs cutting back.
- The sycamore bushes by the bus stop and by the Old Forge need to be removed.
- The tree on the corner of 1 Barley View needs cutting back – need to determine the current position of this application.
- The Tree Warden is concerned about two cherry trees on the corner by the pond which are looking sparse.

ACTION:

- Request Yew Tree Landscapes and Tree Care Ltd to assess the willow tree and other trees by the pond.
- Request Lengthsman (when in post) to remove sycamore bushes.
- Contact local residents for update on tree at Barley View.

Clerk
Clerk
Clerk

Roads

- White lines around the pond have not been renewed. The Clerk has chased HCC about completing this before the weather deteriorates in the Autumn.
- The yellow zigzag lines outside the school have not been replaced following the resurfacing work. This has been chased by the School Travel Team, who have been advised that this should be completed imminently. The Clerk has also chased this issue.
- Road name signs – Clerk has received information about the road name signs but no action has been taken to date.
- The Clerk has chased HCC about repair/replacement of the finger sign at the junction of Popham Lane and Fox Lane.
- Finger signpost on Steventon Road / road to Oakley was reinstated.
- Virtual pinch point at the Old Forge – this has been requested from HCC. Awaiting assessment by HCC.
- Signs outside the Wheatsheaf pub – Clerk has written to the pub but not received any response and signs remain problematic.
- Grass verge near Elizabethan Rise – had been cut back.
- Reflective bend indicators near junction of Steventon Road / Mary Lane – reinstatement of these have been requested from BDBC and is awaiting action.

ACTION:

- Request BDBC to install road name signs.
- Monitor other issues until resolved.

Clerk
Clerk

Drains

- Unable to determine if issues with drains remain due to hot weather.
- Drains at the corner of Chapel Street and Up Street and at the entrance of St Michael's Close look full of debris.
- Local residents in Chapel Close report that they have received a visit from HCC, who have accepted that it is HCC's responsibility to sort the issue, and they are awaiting a date for work to commence. The residents would like to thank the Parish Council, Borough Cllr Frost and County Cllr McNair Scott for their help and support in getting this issue resolved.

ACTION: Request HCC to clear drains.

Clerk

Map for Old Barn Stores – this has not been completed.

ACTION: Provide map and liaise with owner of Old Barn Stores.

GC

Accident Site at junction of A33 / A30 Stockbridge Road

The Clerk has contacted the Casualty Reduction Team (roads@hants.gov.uk) and requested feedback. HCC have advised that the Council will need to complete a Freedom of Information request to obtain this information.

Before making this request, the Council needs to be very clear of the information it is asking for.

ACTION: Look at HCC's policy and suggest possible questions for discussion at the next meeting.

Clerk

Footpaths / local stiles / kissing gates – the Clerk requested HCC to cut back vegetation on the footpath from Church Road to Steventon Church, which has been done.

Telephone Box – no action taken to date.

Clerk

Lengthsman Scheme – the Clerk has contacted Candovers Parish Council for an update on this situation. There are two potential candidates and they hope to have someone in post by mid-September.

The following jobs have been identified for the Lengthsman:

- removing sycamores and trimming bushes by bus shelter, the Old Forge and tidying the Green
- strimming of grass on Corndell Green (Haddef)
- cleaning of benches at the bus stop at the top of Elizabethan Rise and around the pond
- killing weeds along kerbs
- clearing moss/weeds from footways
- tidying around village gates/entrances
- cleaning signposts
- strimming around posts

ACTION: Determine how often the Lengthsman service is retendered.

Clerk

**107/FC/
05/18-19** **Correspondence**

See Schedule of Correspondence dated 14.08.18

Correspondence received since 14.08.18 and circulated to Councillors:

- 16.08.18 HALC – Rural Affordable Housing Conference – 06.11.18 Winchester.
- 20.08.18 Email from local resident regarding hedges and obstructions in the village.
- 20.08.18 Letter from Unity Trust Bank – interest rate on Instant Access Account (deposit) will be increased to 0.4%.
- 21.08.18 Rural Services Network – The Rural Bulletin.
- 21.08.18 HALC – Funding Opportunities (also forwarded to the North Waltham Primary School Travel Team).

**108/FC/
05/18-19** **Councillors Announcements**

SF reported:

- Things have generally been very quiet due to the Summer break.
- Boundary changes are out for consultation and will come into effect in November in preparation for the May elections. There is a move to reduce the number of Borough councillors and all wards have been rejigged. It is proposed that Oakley and North Waltham ward will include the Candovers and Ellisfield, giving five major parish councils and 8 in total. This is based on the number of people represented, not geographical areas.
- Attended briefing from HCC regarding the traffic scheme looking to improve the roads from the A30 to Brighton Hill roundabout. A consultation will commence in September and there are some exhibitions arranged to inform the public.

ACTION: Forward dates and venues of exhibition for publication.

SF/Clerk

AS informed the Council that

- Old Barn Stores are planning to install CCTV inside and outside the shop.
- There was an accident at the pond. PCSO Jones has the details.

PW sent apologies for the next meeting.

**109/FC/
05/18-19** **Items for Parish Magazine**

The following items need to be included in next Parish Magazine for July.

- Planning applications
- Garden Competition
- Hedges and obstructions to road and footways
- Speed watch
- Vacancies

ACTION: Submit article by 6.00m on Wednesday 22.08.18.

Clerk

**110/FC/
05/18-19** **Date of Next Meeting**

The next Ordinary Meeting will be held on Tuesday 18th September 2018 at 7.30pm in the Rathbone Pavilion, North Waltham. PW apologies

Signed Date