



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 18th September 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), and Rosemary Coulter (Clerk)

Actions
for

**111/FC/
06/18-19** **Apologies for Absence:** Cllr Judith McGinley, Cllr Peter Waggett, Borough Cllr Rob Golding, Borough Cllr Stuart Frost, Borough Cllr Diane Taylor

**112/FC/
06/18-19** **Declarations of Interest:**
None.

**113/FC/
06/18-19** **Meeting open to the Public:**
No members of the public attended the meeting.

**114/FC/
06/18-19** **Minutes:**
The minutes of the Ordinary meeting held on 21st August 2018 were accepted as a correct record and signed and dated by the Chairman.

**115/FC/
06/18-19** **Matters Arising**

- Neighbourhood Plan Group Terms of Reference – these have been updated but not added to the website.
ACTION: Add Neighbourhood Plan Group Terms of Reference to website.

GC

- Village Charities Representative – the Clerk has received an email from the Chair of the Village Charities saying that Mrs Carter will not now be moving away from the village and is willing to continue as the Parish Councils' representative for the Village Charities. The Clerk has not therefore, formally thanked the representative for her service.

- Garden Competition – the results have been received from the judges and the Clerk will plan a short presentation at the beginning of the October meeting. Prizes to be the same as previous year, ie. 1st - £30, 2nd - £20 and 3rd - £10 for each competition.
ACTION: Organise short presentation of prizes before October meeting.

Clerk

- The National Highways & Transport (NHT) Public Satisfaction Survey has been submitted.

**116/FC/
06/18-19** **Parish Council Vacancies**
Electoral Services at BDBC have confirmed that they did not receive any requests for an election by the deadline of 12th September 2018 and, therefore, the Parish Council is able to fill the vacancies by co-option. The Clerk has advertised the vacancies and one expression of interest has been received. The Clerk has sent her an introductory pack.
In order to be co-opted onto the Council, a candidate must declare or certify in writing that they meet the criteria for eligibility to be a member of the council; and are not disqualified to be a member of the Council. The Clerk has prepared a form to enable the candidate to sign this.

Resolution: Subject to satisfactory completion of the declaration, to co-opt Jenny Hordon to be a member of North Waltham Parish Council.
Proposed by SE, seconded by AS and agreed unanimously.

ACTION:

- Inform Mrs Hordon and provide her with the declaration to sign.
- Following completed declaration, provide her with Induction Pack and Register of Members Interests form.
- Continue to advertise the second vacancy.

Clerk
Clerk

Clerk

**117/FC/
06/18-19** **Policies**

- A copy of the Standing Orders, agreed at the meeting on 21st August 2018, were signed by the Chairman.

- A copy of the reviewed Financial Regulations was presented to the Council for consideration. These are based on the NALC Model Financial Regulations. The Clerk explained that minor changes had been made, as follows:
 - Section 1.14 A clause has been added to state that 'the Council must ... approve any grant or a single commitment in excess of £5,000; and ...
 - Section 11.1h The Clerk has suggested changing the amounts in this clause to be in line with the NALC recommendations.Council accepted these changes, except that the value for obtaining 3 estimates should be between £3,000 and £300.

Resolution: To agree the Financial Regulations – revision 5.
Proposed by GC, seconded by SE and agreed unanimously.

ACTION: Update amendments and present to next meeting for signing.

Clerk

- The GDPR documents were not available for discussion.
- The Grant Awarding policy was not available for discussion.
- Parish Council emails – GC has enquired about emails through the village website and there are two options
 - Emails can be through the domain of the website and will allow 2G of data storage. The cost will be £10 per address, or three email addresses for £25, or ten email addresses for £50. Discussion focussed on whether 2G was sufficient storage.
 - Emails can be through the same provider but set up in the Microsoft exchange server and will allow 50G data storage. The cost will be £50 per annum + £3 per mail box per month. (for 8 mailboxes the cost would be £288 per annum). This option includes Microsoft office free of charge. Currently the Council purchase this at approximately £60 per annum, so overall this would negate the annual cost of £50.

Resolution: To accept option 1 and purchase up to 10 mailboxes at £50 + VAT.
Proposed by SE, seconded by GC and agreed unanimously.

ACTION: Discuss process for setting this up with website provider.

GC

118/FC/
06/18-19

Risk Assessment

The Clerk has contacted the resident offering help with the Risk Assessments, but he is away on holiday until the end of the month.

ACTION: Contact resident on his return from holiday.

Clerk

119/FC/
06/18-19

CIL / S106 Contributions

This issue has not yet been discussed with the Village Trust.

ACTION: Discuss issue with Village Trust.

GC/JM

The car park matting has been added to the Councils' S106 list.

SF provided information regarding the Local Infrastructure Grant and the Clerk has forwarded this to the School Travel Team who are in discussion with the Village Trust about applying for this.

120/FC/
06/18-19

Land (island) at upper St Michael's Close

The Clerk reported that the Tree Warden has assessed the area and reported as follows:
'I have had a look at the location. There are a lot of trees on the island, but I do not think any need felling. There is a lot of low growth and branches over the road and I think this needs removing. I would suggest that the entire area has what would be called, raising the crown, by cutting off all low branches to lift the canopy. However, this will create views across the bottom for some houses. Also, there is a need to clear a lot of the basal growth around the bottom of each trunk and to remove ivy on each tree. I would suggest an estimate and advice from a tree contractor, and when the Council has a plan and a cost, to send a note to all the residents in that area of the proposed work. It will create quite a difference, but one that is needed.'

ACTION: As this piece of land is the responsibility of HCC, contact HCC and ask them to undertake this work.

Clerk

121/FC/ Community Speed Watch

06/18-19

The Clerk reported that she had advertised the need for volunteers. AS has received information from Overton Parish Council who feel they would be able to loan a speed gun to North Waltham. However, they are checking details regarding insurance, cost and the process of doing this. They will be in touch again shortly. More volunteers have come forward, but the exact number is unclear.
ACTION: Advertise again for volunteers.

Clerk

122/FC/ Local Government Boundary Commission – Electoral Review of Basingstoke and Deane: Draft Recommendations

06/18-19

Draft recommendations on the new electoral arrangements were presented to Council for consideration and details of more detailed information has previously been circulated. The Council decided that they were happy with the proposals outlined and had no response to make.

123/FC/ Neighbourhood Plan (NP) Update

06/17-19

- A meeting was held last Thursday and are now held fortnightly, rather than monthly.
- The group are reviewing the site assessments that have been completed.
- The NP Group are very keen for BDBC to accept the proposed development at the Wheatsheaf Garage as an acceptable site within the NP.
- In order to choose the final site(s), 2-3 developers will be asked to put together proposals and displays to enable local residents to vote.
- Leaflets have also been distributed to all houses in the village with an update of the work being undertaken.
- A grant application to 'Locality', the organisation distributing funds for NP's, is being drawn up.

124/FC/ Current Planning Applications:

06/18-19

Council noted the current position on the following planning applications:

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, Maidenthorpe Lane, North Waltham RG25 2DD Erection of a single storey lifetime dwelling	Undecided
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	18/01425/RET	Land at OS Ref 456378 145890, Fox Lane, North Waltham Change of use of land for the siting of a mobile home (retrospective)	Refuse & enforce 12.09.18
NEW	T/00332/18/TCA	The Old Farmhouse, Church Road, North Waltham	Undecided

		Application for works to trees growing in a conservation area Proposal: 1 silver birch: fell	
NEW	18/02702/LDEU	Folly Farm, Overton Road, North Waltham RG25 2BS Certificate of lawfulness for the existing use of Unit 1 for B1A office use and Units 2, 3 and 4 for B8 storage and distribution use	Undecided

Planning application 18/02702/LDEU was discussed. The Council had no objection and no further comments to make regarding this application.

**125/FC/
06/18-19**

Planning Compliance Issues:

Planning application ref 17/02849/OUT - Land at OS ref 456378 145890 Fox Lane, North Waltham. The planning application for this site (18/01425/RET) has been refused on 12.09.18 but there has been no further communication from Planning Enforcement Department.

Following an enquiry from a local resident, the Clerk requested information from Planning Enforcement regarding 1 and 2 Village Farm Bungalows as to whether permission was required or had been obtained to demolish these buildings. Planning Enforcement have responded to say that they have visited the site and met with the owner. Nothing has been demolished and it was confirmed that the work which he is doing on the cottages is classed as permitted development and the cottages are not being demolished. The resident who raised the enquiry has been informed.

**126/FC/
06/18-19**

Finance

(a) Financial Receipts:

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

DATE	RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL
03.09.18	BDBC	Precept (50%)	£7,083.50	£7,083.50

(b) Financial Payments

Council acknowledged payment of the following standing orders and card payments

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
28.08.18	Rosemary Coulter	Salary Aug 2018 (£8.873 x 35 hrs)	£310.56	
		Home working allowance Aug 2018	£ 18.00	£328.56
04.09.18	Cartridge People	3 x printer cartridges	£ 68.84	£ 68.84

Council considered the following expenses claim:

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
12.09.18	Rosemary Coulter	Expenses as per claim form dated 12.09.18	£ 31.47	£ 31.47

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

ACTION:

- Arrange payments by bank transfer.
- Following receipt of remaining precept, transfer remaining reserves to deposit account.

**Clerk/
GC/JM**

(c) Bank Balances and Bank Reconciliation

Current account balance as at 18.08.18 - £20,452.19
Deposit account balance as at 18.08.18 - £13,022.31

(d) **Grant Application**

A grant application from North Waltham Village Trust was presented to Council. The grant requested is for £5,500 towards annual grounds maintenance cost of grass cutting. The Village Trust have recently changed their contractor following several years of poor performance, but this has resulted in increased costs. Council noted that since this application was made, the Parish Council have passed the annual grass cutting grant from BDBC of £1,996.00 to the Village Trust. Therefore, the grant requested is assumed to be reduced to £3,504.00.

Discussion: The Council has insufficient funds in the Community Grants budget to pay this request in full and it needs to consider requests from other organisations. It was felt that the Council cannot fully fund the increase in costs incurred by the Village Trusts. It would, however, support the Village Trust with a similar grant to previous years.

Resolution: to provide a grant of £2,000 to the Village Trust. Proposed by SE, seconded by GC and agreed unanimously.

Action:

- Inform Village Trust of decision.
- Arrange payment.

Clerk
Clerk

127/FC/
06/18-19

Highway / Village Maintenance Matters

Village Walk Around

The following issues require action:

- The weeping willow at the pond needs cutting back. The Clerk has phoned Yew Tree Landscapes about this issue and is waiting to hear back from them.
- The sycamore bushes by the bus stop and by the Old Forge have been added to the list of jobs for the Lengthsman (see below).
- The tree on the corner of 1 Barley View needs cutting back – an email has been sent to the residents concerned but no response received to date.

ACTION: Monitor and action as appropriate.

Clerk

Roads

- White lines around the pond have been renewed but are not as requested. AS has contacted HCC regarding this and is awaiting their response.
- The yellow zigzag lines outside the school were repainted before the school term commenced.
- Road name signs – these were reviewed at the meeting. It is difficult to ascertain which signs to request as roads in the village are marked differently by OS and the Royal Mail. It was decided that no further action was required on this.
- Repair/replacement of the finger sign at the junction of Popham Lane and Fox Lane. HCC report that it is on the list for repair but there is only a limited amount of funding for these repairs and there may be further delay before this is completed.
- Virtual pinch point at the Old Forge – no further update from HCC.
- Reflective bend indicators near junction of Steventon Road / Mary Lane – reinstatement of these have been requested from BDBC and is awaiting action.

ACTION: Monitor and action as appropriate until resolved.

Clerk

Drains

- Drains at the corner of Chapel Street and Up Street and at the entrance of St Michael's Close have been reported to HCC and requested to clear.

ACTION: Monitor and action as appropriate until resolved.

Clerk

Map for Old Barn Stores – the map has been printed and is awaiting delivery to Old Barn Stores.

ACTION: Deliver map to Barn Stores.

AS

Accident Site at junction of A33 / A30 Stockbridge Road

The Clerk has not yet reviewed HCC's policy and determined questions to be asked under a FOI request.

ACTION: Review HCC policy and determine questions for next meeting.

Clerk

Footpaths / local stiles / kissing gates – nothing to report.

Telephone Box – The Clerk has contacted the recommended contractor and is awaiting his response.

ACTION: Monitor and action as appropriate.

Clerk

Lengthsman Scheme

- A new Lengthsman has been appointed (Rob Paliotta). The Clerk has sent a list of jobs for the Lengthsman to undertake in North Waltham and he should contact the Clerk shortly.
- The Clerk has asked twice re the retendering process, but no response has been received.
- The new Lengthsman is considering investing in a salt/grit spreader to use on the road the Highways Team do not get to in the snow. The Lead Parish would be interested to know the Councils view on this, either under the Lengthsman Scheme or via Parish Council funds. The hourly rate for the Lengthsman is £26.50/hour, the rate for the ride on mower or chipper is £35.00/hour.

Discussion: If this was part of the Lengthsman Scheme, it may affect the amount of time the Council will have for other work. The Council did not want to reduce the available time for other work.

ACTION: Respond to Lead Parish to say that the Council do not want use of the salt/grit spreader.

Clerk

128/FC/ 06/18-19 Correspondence

See Schedule of Correspondence dated 12.09.18

Correspondence received since 12.09.18 and circulated to Councillors:

- 12.09.18 HALC - Invitation – Scottish & Southern Electricity Networks Stakeholder Workshops.
- 12.09.18 HALC – Upcoming Training Events at HALC.
- 12.09.18 The Shed Man – marketing email for wooden bus shelters
- 14.09.18 BDBC – Launch of Consultation of draft North Wessex Downs Management Plan 2019 – 2024
- 17.09.18 Glasdon – brochures for village gateways and street furniture
- 17.09.18 HALC – Local Council Finance for Councillors Course – 20.09.18 Eastleigh
- 18.09.18 Rural Services Network – The Rural Bulletin
- 18.09.18 Royal Mail – Scam Mail poster
- 18.09.18 HALC – Business Changes Announcement
- 18.09.18 South East Water – Business Plan 2020 - 2025

129/FC/ 06/18-19 Councillors Announcements

None.

130/FC/ 06/18-19 Items for Parish Magazine

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

- Planning applications
- Speed watch – advert for volunteers
- Councillor Vacancy

ACTION: Submit article by 6.00m on Wednesday 26.09.18.

Clerk

131/FC/ 06/18-19 Date of Next Meeting

The next Ordinary Meeting will be held on Tuesday 16th October 2018 at 7.30pm in the Rathbone Pavilion, North Waltham.

Signed Date