



## MINUTES OF PARISH COUNCIL ORDINARY MEETING

**Tuesday 16<sup>th</sup> October 2018 at 7:30pm in the Rathbone Pavilion, North Waltham**

Prior to the meeting a short presentation took place to present the prizes for the Best Garden and Best Hanging Baskets/Containers competitions held during the Summer.

Cllr Jennifer Hordon signed her Acceptance of Office form in the presence of the Clerk prior to the meeting.

### Councillors Present:

Cllr Geoff Chapman (GC) (Chairman), Cllr Adele Stevenson (AS), Cllr Judith McGinley (JM) Cllr Jennifer Hordon (JH), Borough Cllr Stuart Frost (SF) and Rosemary Coulter (Clerk)

**Actions  
for**

Welcome to Jennifer

**132/FC/  
07/18-19** **Apologies for Absence:** Cllr Sally Evans, Cllr Peter Waggett, Borough Cllr Rob Golding, Deputy Mayor Cllr Diane Taylor

**133/FC/  
07/18-19** **Declarations of Interest:** AS declared an interest in item 137/FC/07/18-19 - Councillor Vacancies, due to relationship to one of the interested parties.

**134/FC/  
07/18-19** **Meeting open to the Public:** 5 members of the public attended the meeting for the presentation of the Garden Competition prizes. 2 members of the public attended to discuss the new planning application. It was agreed to bring this item (144/FC/07/18-19) forward and this was discussed at this point in the meeting.

**135/FC/  
07/18-19** **Minutes:** The minutes of the Ordinary meeting held on 18<sup>th</sup> September 2018 were accepted as a correct record and signed and dated by the Chairman.

**136/FC/  
07/18-19** **Matters Arising**

- **External Audit** – the Notice of Conclusion of Audit and the External Auditor Report and Certificate 2017/18 has been received prior to 30<sup>th</sup> September and was presented to Council. In the opinion of the external auditors, the AGAR was in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. They had no other matters to draw to the attention of the Council. The Notice of Conclusion of Audit and section 3 of the AGAR have been publicised according to requirements. The Clerk was thanked for ensuring the audit was completed successfully.
- **Neighbourhood Plan Terms of Reference** – these have been updated and published on the website.
- **Community Grant to North Waltham Village Trust** – this has been paid. The Village Trust have acknowledged receipt and thanked the Parish Council for its support.

**137/FC/  
07/18-19** **Parish Council Vacancies**

- JH attended her first meeting.
- The second vacancy has been re-advertised and expressions of interest have been received from more than one candidate.
- In the past, the Council have requested an election from BDBC if they have received more than one application. However, as there is to be an election of all Parish Councillors in May 2019, it was felt inappropriate to request an election now.
- Council decided that the best democratic solution is to ask all interested parties to stand for election in May 2019 and, therefore, enable the electorate to choose their Parish Councillors. All interested parties will be invited to attend as many meetings as they wish before May, in order to fully understand the working of the Parish Council.
- The Parish Council agreed to run with 6, rather than 7, Councillors until May 2019.

**ACTION:** Inform interested candidates and invite them to stand for election in May 2019. Invite them to attend as many meetings as they wish before May 2019.

**Clerk**

**138/FC/ Policies****07/18-19**

- The amendments to the Financial Regulations have been made, as agreed at the meeting on 18<sup>th</sup> September 2018, and were signed and dated by the Chairman.
- The Information and Data Protection Policy, the General Privacy Notice and the Document Publication scheme had previously been forwarded to members of the Council, but due to a problem with email, had not been received. It was decided to defer discussion about these documents until the next meeting.
- The Grant Awarding policy, the Document Retention policy and the procedure for managing FOI requests were not available for discussion.

**ACTION:** Add to agenda for November 2018.

Clerk

**139/FC/ Councillor / Clerk Emails****07/18-19**

GC has purchased 10 emails from the website provider and set up emails for the Chairman and Clerk. GC and Clerk will meet to activate the Clerks email and set up a shared drive. When this has been completed, emails for other councillors will be set up and activated.

**ACTION:** Set up new email for Clerk and shared drive.

Clerk / GC

**140/FC/ Risk Assessment****07/18-19**

The Clerk has not yet contacted the resident offering help with the Risk Assessments,

**ACTION:** Contact resident and undertake risk assessments.

Clerk

**141/FC/ CIL / S106 Contributions****07/18-19**

- Village Hall - this issue has not yet been discussed with the Village Trust. It was decided to remove this from the agenda until the Village Trust are in a position to discuss.
- BDBC have agreed to add the car park matting to the Parish Councils' S106 list. However, BDBC have requested further information and need to clarify the primary purpose of the enhancements. In order to qualify for open space S106 funding, the Council needs to be able to show that the enhancements will benefit the green space, eg, in terms of improving access and increasing use. More details of how the project will increase the use of green space are required. Improving parking for the school is not something that can be funded from this money.
- The existing car parking is very restricted and becomes congested at ALL village events. It overflows onto a narrow village road, causing safety hazards and blockages for all road users, but particularly for farm and other large vehicles. This project will increase parking by ??% and will be of benefit to the village by providing extra capacity for ALL village events in all weathers. It will enhance village life for residents as the road will no longer be blocked and the safety hazards will be significantly reduced. It will also prevent ongoing damage to the grass on Cuckoo Meadow and the grass verges along the road and reduce the associated costs of repairing these.

**ACTION:** Complete response to BDBC.

Clerk

- The Council has received a copy of a letter from Sheffield-on-Loddon Parish Council to BDBC concerning the distribution and mis-appropriation of S106 funds. The Council considered their concerns and would like to respond in support of their letter, with a copy to BDBC, stating that the Council is grateful for monies allocated to North Waltham but due to lack of consultation, these funds may not have been used to the best benefit of the community.

**ACTION:** Respond to letter from Sheffield-on-Loddon Parish Council.

Clerk

**142/FC/ Community Speed Watch****07/18-19**

- The Clerk reported that she had re-advertised the need for volunteers.
- AS has received information from Overton Parish Council who have confirmed that they would be willing to loan a Speed Indicator Device (SID) to North Waltham. (Details of the device were available to view at the meeting.) This SID is similar to the units hired from BDBC but, when in use, are monitored by the Community Speedwatch Team. When any vehicle exceeds 30mph, the details of the car and registration are recorded by the Team along with the speed driven. These details are then forwarded to the Police. If the speed is over 35mph, the Police will send a letter to the driver. If two letters are sent, the Police will then visit the driver. If the speed is over 50mph, the Police will visit the driver without sending letters first. There are no prosecutions as this scheme is run by the community.
- Overton PC have drawn up a loan agreement, which was also presented to Council for approval.
- Overton PC require NWPC to take out their own insurance to cover loss or damage whilst in the care, custody and control of NWPC. The Clerk reported that our insurers have recommended that, as we intend to borrow this on a regular basis, we should add this to our policy at the cost

of £10.00pa. They have offered to defer payment of this until our renewal in May 2019. This is the cost for one unit.

- AS is going to Overton to work with their Community Speedwatch Team and see the equipment in use.
- AS would like to commence Community Speedwatch before the end of October but this is dependent on training of volunteers.
- A report from the Police would be useful.

**RESOLUTION:** To accept loan agreement and cost of insurance for one unit. Proposed by GC, seconded by JM and agreed by those present. It was noted that an email had been received from PW in opposition to this resolution.

**ACTION:**

- Contact PSCO Jones re: training for volunteers and to discuss the possibility of Police reports.
- Arrange insurance.

AS  
Clerk

143/FC/  
07/17-19

**Neighbourhood Plan (NP) Update**

- GC has responded to a letter from BDBC regarding the monitoring of Local Plan Policy SS5. BDBC have responded to GC's letter and both letters have been circulated to Councillors prior to the meeting. GC has not yet had the opportunity to discuss the response with the Neighbourhood Plan (NP) Group.
- The response from BDBC was not favourable and stated that the development planned at the Wheatsheaf Garage could not be included in the NP, which was very disappointing. Of the nine sites that were submitted under the Call for Sites, only two fit into the 'adjacent to the settlement boundary' category.
- GC is hoping to arrange a meeting with BDBC next week to discuss the general progress of the NP and this correspondence.
- It was questioned whether the settlement boundary could be moved. This may be possible but needs further investigation.
- It was questioned whether Council can challenge BDBC's view and was felt that this was probably not possible.

**ACTION:** Arrange meeting with BDBC.

GC

144/FC/  
07/18-19

**Current Planning Applications:**

Council noted the current position on the following planning applications:

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	18/00708/FUL	<b>Towns End Cottage, Maidenthorpe Lane, North Waltham RG25 2DD</b> Erection of a single storey lifetime dwelling	<b>Undecided</b>
B/F	18/00873/FUL	<b>Land at Hounsome Fields, junction of Winchester Road and Trenchard Lane, Dummer</b> 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)	<b>Undecided</b>
B/F	T/00332/18/TCA	<b>The Old Farmhouse, Church Road, North Waltham</b>	<b>Granted 26.09.18</b>

		Application for works to trees growing in a conservation area Proposal: 1 silver birch: fell	
<b>B/F</b>	<b>18/02702/LDEU</b>	<b>Folly Farm, Overton Road, North Waltham RG25 2BS</b> 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	<b>Undecided</b>
<b>NEW</b>	<b>18/02794/OUT</b>	<b>Wheatsheaf Garage House, Popham Lane, North Waltham RG25 2BB</b> Outline application for matters of access, appearance, layout and scale, for erection of 4 no. new dwellings with associated carports, parking and amenity space (with retention of existing Garage House dwelling)	<b>Undecided</b>

Steven Cross (SC), Developer, and Kerry Futter (KF), Planning Consultant, attended the meeting. KF presented information about the proposed development, which is for 4 dwellings whilst retaining Wheatsheaf Garage House. The access is new, but this has already been approved under a separate application. The Developer has responded to the neighbouring development, which has already been approved, in terms of materials and appearance. An ecology and a tree survey have been completed. Some trees may need to be removed between two sites. Large scale plans and the street scene were presented.

**Issues raised:**

- Car port area – there is a walk way to the other development site. Access to each car port is individual. There is a difference in the levels between the two sites.
- Short driveways for family homes – there were concerns about safety and children running onto road, which is near a junction with a major road.
- Car parking for visitors, tradesman, etc., seems to be lacking. Developers accepted this issue and are willing to look again at the plans. KF is meeting the planning officer on site tomorrow and will discuss options.
- Sight lines from the access - have already passed the appropriate tests when planning the previous development.
- Could 30mph limit be extended – there are no plans to change the speed limit.
- Windows – there are no windows overlooking the other development.
- Bin stores – the plan intends each dwelling to store their bins. However, a group store may be considered.

**Concerns:**

- Overcrowding of homes in a small area.
- Lack of parking – space is required for cars as there is no public transport. No parking available for visitors, tradesmen, deliveries, etc.
- Safety on Popham Lane – there is no room to park on Popham Lane and if cars did park here, it would block the road for farm vehicles, school buses, larger vehicles, etc.
- Access – although approval has already been given to move this, the Council were not sure if it was big enough.
- Safety – these are family homes and, therefore, will probably have children living there. Homes enter onto a road with a 60mph speed limit.
- Bins – need to consider how bins will be managed. If they are all placed at the entrance for collection this will block access and restrict vision.

This site has been submitted as part of the Call for Sites in the Neighbourhood Plan. However, following the letter from BDBC it cannot be included, as it is too far away from the Parish Boundary (see item 143/FC/07/18-19 above).

**ACTION:** Respond to BDBC consultation pointing out Councils concerns.

**Clerk**

**145/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. SF has spoken to the Planning Enforcement Department and this case is ongoing.

**146/FC/07/18-19**

**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
	NONE			

**(b) Financial Payments**

Council acknowledged payment of the following standing orders

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

Council noted the following card payments:

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
02.10.18	Paperchase	Stationery	£ 3.00	£ 3.00
02.10.18	Lloyds Bank	Monthly fee	£ 3.00	£ 3.00
15.10.18	Jeanettes Engravers	Engraving of Garden Competition trophy	£ 19.50	£ 19.50
16.10.18	Wyvale Garden Centre	Prizes for Garden Competition	£120.00	£120.00

The following payments were submitted for approval:

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
20.09.18	PKF Littlejohn LLP	Limited assurance review	£240.00	£240.00
12.10.18	ClubNet Ltd	Email address package	£ 60.00	

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

**ACTION:**

- Arrange payment by bank transfer.

Clerk/  
GC/JM

**(c) Bank Balances and Bank Reconciliation**

Current account balance as at 18.08.18 - £17,399.32

Deposit account balance as at 18.08.18 - £13,633.13

The bank reconciliation for quarter 2 to 30<sup>th</sup> September 2018 was presented to Council. This was checked and initialled by JM.

**(d) Budget Review**

The Budget Review for quarter 2 to 30<sup>th</sup> September 2018 was presented to Council.

- The budget line for subscriptions is significantly overspent due to agreement of Council to pay for the Clerk's subscription to the SLCC. This had not been included in the budget.
- The budget line for training is due to be overspent by the end of the year. This is due to additional training in Health and Safety being requested for the Clerk and the Chairman and Clerk attending additional training provided by Barton Stacey PC. (Details of training to date and training booked are outlined on the Budget Review report.)
- No other budget lines are forecast to be significantly overspent by the end of the year.
- Based on this forecast, the Council should be within budget at the end of the year.
- Notes have been included on the Budget Review to explain how the forecast to the year end has been calculated.

**(e) Grant Application**

A grant application from St Michael's Church, North Waltham, was presented to Council.

The grant requested is for £1,350 towards annual upkeep of the church and essential maintenance.

Their accounts were reviewed and details of the previous years' grant provided by the Clerk.

**Resolution:** to provide a grant of £1300 to St Michael's Church.

Proposed by AS, seconded by JM and agreed unanimously.

**Action:**

- Inform St Michael's Church of decision.
- Arrange payment.

Clerk  
Clerk

**147/FC/  
07/18-19 Highway / Village Maintenance Matters****Land at St Michael's Close**

The Clerk has contacted HCC about assessing these trees and undertaking the necessary work but has not received a response to date.

#### Trees

- The Clerk has discussed the weeping willow at the pond with Yew Tree Landscaping and Tree Care. They advise that work is needed to cut this tree back. They also recommend work to the maple which also needs cutting back and clearing from the power lines. They have submitted an application for works to trees growing in a conservation area to BDBC (already circulated to Council). Awaiting approval of application and quote from Yew Tree Landscaping.
- The Clerk has spoken to the residents of Barley View regarding the tree near the corner of their property. They have not approached BDBC about getting this cut back.  
**ACTION:** Request BDBC to cut tree back. Clerk
- A letter from HCC regarding private trees adjacent to highway on St Michael's Green was discussed.  
**ACTION:** Request Tree Warden to inspect the trees and advise the Council. Clerk

#### Roads

- There has been no further correspondence from HCC regarding the white lines around the pond.
  - Discussion took place regarding a need for a white line around a corner of the pond to prevent parking and allow buses to turn. No decision was taken on this but the situation will be monitored.
  - There has been no further news regarding
    - Repair/replacement of the finger sign at the junction of Popham Lane and Fox Lane.
    - Virtual pinch point at the Old Forge – no further update from HCC.
    - Reflective bend indicators near junction of Steventon Road / Mary Lane.
- ACTION:** Monitor and action as appropriate until resolved. Clerk

#### Drains

- The drains at the corner of Chapel Street and Up Street and at the entrance of St Michael's Close have not been cleared yet.  
**ACTION:** Monitor and action as appropriate until resolved. Clerk

#### 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. SF reported that HCC and other relevant parties are investigating this junction with regard to accidents.

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

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

**Telephone Box** – The Clerk has heard from the contractor who is willing to renovate the telephone box. Currently arranging a time to meet and discuss.  
**ACTION:** Obtain quotation for next meeting. Clerk

#### Lengthsman Scheme

- The Clerk has met with the new Lengthsman, Rob Paliotta of RP Gardening Services. His team have already undertaken one day's work within North Waltham.
- The Lengthsman has sent a schedule of when he will be working in North Waltham and will send a proforma to the Clerk before their next days work and ask for the priority tasks to be outlined. He can then make sure he has the right equipment for the jobs.
- Happy to do the jobs the Council want done up to the limit of £1000. They are happy to quote for any other jobs we want undertaken.
- Priority jobs for November
  - Bushes by bus shelter and the Old Forge.
  - Steventon Road, just before turning towards Bulls Bushes/Oakley - speed sign is overgrown and requires undergrowth cutting back.
  - Sign at entrance to Maidenthorne Lane from A33 has spun round. Needs correcting and tightening.
  - Continue with other tasks on list.
- Lengthsman has measured up to repair gate on footpath between Ramsholt Close and Mary Lane as a new post is required.

**ACTION:** Obtain cost of repairing gate for next meeting and then decide how this will be paid for. Clerk

148/FC/  
07/18-19

#### Correspondence

See Schedule of Correspondence dated 10.10.18

Council discussed the letter from Sherfield-on-Loddon Parish Council under item 141/FC/07/18-19 above.

Correspondence received since 10.10.18 and circulated to Councillors:

- 11.10.18 Basingstoke Passenger Transport Forum – 15.11.18
- 12.10.18 HALC – Notice of Vacancy on NALC Policy Committee
- 12.10.18 HALC – NALC AGM on 31.10.18 – Agenda and Papers (*not circulated as no-one attending*)
- 12.10.18 North Waltham Village Trust – email to confirm receipt of grant and to thank NWPC

**149/FC/07/18-19 Councillors Announcements**

- SF
- apologised for not attending the meeting last month.
  - is now Chair of EPH Committee (Economic, Planning and Housing) following a change in the constitution.
  - Boundary commission changes – last day for comments. The potential boundary changes are huge and the ward will now include Candovers and Ellisfield.
  - confirmed he will stand for election again next year.

AS asked to organise a litter pick. Council felt that meeting for coffee and cake in Old Barn Stores went well last year and will repeat this again this time. A date was set for Sunday 4<sup>th</sup> November at 11.00am. SF confirmed that he will attend.

**ACTION:** Advertise event.

Clerk

**150/FC/07/18-19 Items for Parish Magazine**

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

- Planning applications
- Litter pick with coffee & cake and the opportunity to meet with SF, Borough Councillor.
- Results of Garden Competition.
- Welcome to JH and thanks to those who have expressed an interest in becoming a Councillor.

**ACTION:** Submit article by 6.00m on Tuesday 23.10.18.

Clerk

**151/FC/07/18-19 Date of Next Meeting**

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

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