



MINUTES OF PARISH COUNCIL ORDINARY MEETING

Tuesday 20th November 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 Jennifer Hordon (JH), Cllr Judith McGinley (JM), Cllr Peter Waggett (PW), and Rosemary Coulter (Clerk)

**Actions
for**

**152/FC/
08/18-19** **Apologies for Absence:** Borough Cllr Rob Golding, Borough Cllr Stuart Frost

**153/FC/
08/18-19** **Declarations of Interest:**
None.

**154/FC/
08/18-19** **Meeting open to the Public:**
One member of the public attended the meeting.

**155/FC/
08/18-19** **Minutes:**
The minutes of the Ordinary meeting held on 16th October 2018 required amendment to item 141/FC/07/18-19 as follows:
'This project will increase parking by 43% and ...'
ACTION: Amend minutes and present at next meeting for approval.

Clerk

**156/FC/
08/18-19** **Matters Arising**

- Garden Competition Prizes – those prizes not presented at the last meeting have been delivered to the recipients.
- Parish Council Vacancies – all interested parties have been written to and asked to consider standing for election in May 2019. They have also been invited to attend as many meetings as they wish before that date to learn more about the workings of the Council.
- CIL/S106 Contributions
 - The response to BDBC has been sent.
 - A letter in support of Sherfield-on-Loddon Parish Council has also been sent to BDBC with a copy to Sherfield-on-Loddon Parish Council.
- Grant to St Michael's Church – this has been paid and the Parish Council have been thanked for their help.
- Litter Pick –successfully took place on 4th November.

**157/FC/
08/18-19** **Policies**

- The draft Information and Data Protection Policy was presented to Council for discussion and approval. This has been updated in line with GDPR.
Discussion:
 - Minor amendments were suggested to the wording and layout
 - Making Information Available (paragraph 2) refers to an Information Guide, which the Parish Council does not have. It was agreed to remove this sentence.
 - Making Information Available (paragraph 3) refers to 'a public participation session at each ... committee meeting,' The Parish Council only has one committee (Staffing) and due to the nature and confidentiality of items discussed, this does not have a public participation session. It was agreed to remove committee meetings from this sentence.
 - Disclosure Information – this is not routinely done for staff or members. However, it was felt appropriate to include this in case the Parish Council choose to do this in future. The final sentence, regarding a procedure for this, will be removed.
- Draft Privacy Notices were presented to Council for discussion and approval. There are three separate notices – a General Privacy Notice, a Privacy Notice for Councillors and a Privacy Notice for Employees.
Discussion:
 - It was suggested that the 'Conclusion' be changed to 'Summary' and the points bulleted.
 - Minor amendments were suggested to wording and layout.
 - Privacy Notice for Employees – complaints should be to the Staffing Committee.
- The draft Document Publication Scheme was presented to Council for discussion and approval.

Discussion:

- The Parish Council agreed that the charge for Clerk's time remains at £25.00/hour.
- As the Parish Council's office is in the Clerk's home, it was agreed to remove 'accessibility details'

- The draft Document Retention Policy, draft Procedure for managing FOI Requests and the draft Grant Awarding Policy were not available for discussion.

ACTION: Amend and update all documents and present at meeting in December 2018 for approval.

Clerk

**158/FC/
08/18-19 Councillor / Clerk Emails**

GC and Clerk have met and set up a new email address for the Clerk and a shared drive. Links to documents will now be included in emails, rather than adding several attachments, thus helping to reduce the size of some emails.

ACTION:

- Set up emails for remaining Councillors.
- Councillors to inform the Clerk when these have been set up.
- Update mailing lists.

**GC
All
Clerk**

**159/FC/
08/18-19 Risk Assessment**

The Clerk is in the process of arranging to meet with a local resident to review risk assessments.

ACTION: Update risk assessments.

Clerk

**160/FC/
08/18-19 Community Speed Watch**

- Insurance cover for borrowing the Speed Indicator Device (SID) from Overton Parish Council has been arranged. After checking our policy, the Insurers advise that there is no additional cost.
- The contract with Overton Parish Council has been signed and AS has a copy.
- AS provided the following update
 - Core team of 12 volunteers, three of whom still need to be trained. The Team have been out a few times to ensure they all have had the opportunity to consolidate their training.
 - No challenges to date with the equipment and the arrangement with Overton PC is working well.
 - One location within the village has been approved for Speed Watch.
 - Only speeds over 35mph can be recorded to allow for calibration issues. To date only two cars have been recorded as exceeding this speed and it seems the perception of speeding is greater than the reality of speeding.
 - To date, only positive feedback has been received from the community.
- AS explained the process
 - Team notify the Police when they are going out.
 - AS sends record sheets to the Police via email after the Team have completed their observations.
 - After email confirmation that the Police have received the record sheet, AS deletes the original email.
 - Police then follow up with individual drivers, as appropriate.
 - AS was unsure as to what reports the Police provide back to the Parish Council.
- GDPR Implications
 - All records of volunteers are kept by the Police and NWPC does not keep any personal data relating to volunteers except contact details. This information is used to contact volunteers and arrange suitable times to undertake speed watch and is not used for any other purpose. It was agreed that this is line with NWPC's draft Information and Data Protection Policy and General Privacy Notice.
 - All records of car registration numbers are forwarded to Police and, on confirmation of receipt, are deleted by NWPC. Should any request for this information be received by NWPC, the applicant will be forwarded to Hampshire Constabulary as the data controllers of this information.

It was agreed that NWPC need to formally record this process.

- Frequency of Speed Watch – Council would like some evidence as to the effectiveness of Speed Watch, which will help determine the frequency and length of Speed Watch sessions in future. Formal review will be undertaken before renewal of insurance in May 2019.

ACTION:

- Forward signed contract with Overton PC to Clerk.
- Circulate Police approved location information to Clerk and members.
- Determine how Police report back to NWPC.
- Record Community Speed Watch Process.
- Speed Watch Team to keep tally of number and length of sessions before December meeting.

**AS
AS/Clerk
AS
AS/Clerk
AS**

161/FC/ 08/17-19 Neighbourhood Plan (NP) Update

- There has not been an NP Meeting since the last Parish Council meeting. GC and another NP Group member have met with BDBC about developments at the Wheatsheaf Garage. BDBC think it would be foolish to include these developments in the NP as other developers could then argue that North Waltham has not fulfilled the relevant policies in the local plan to ensure new developments are within the settlement boundary. If taken to appeal, the Inspector is likely to decide in their favour and the developers would then be able to develop wherever they want.
- Two fields were submitted to BDBC's Call for Sites but did not respond to North Waltham's Call for Site. GC is planning to write to them and ask if they would like to be considered in North Waltham's NP.

162/FC/ 08/18-19 Current Planning Applications:

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, Maidenthorne 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	18/02702/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
B/F	18/02794/OUT	Wheatsheaf Garage House, Popham Lane, North Waltham RG25 2BB 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)	Undecided
B/F	T/00395/18/TCA	The Pond, The Green, North Waltham Application for works to trees growing in a conservation area Proposal: T1 Weeping Willow: crown lift to 4/5m, remove all crossing and dead branches T2 Maple: crown lift to 4m, reduce crown by 2m and extending leading stem by 4m leaving a finished height of 16m and radius of 8-10m	Undecided
B/F	T/00397/18/TCA	Walnut Cottage, Yew Tree Road, North Waltham Application for works to trees growing in a conservation area Proposal: T1 Cherry: crown lift to 4m, reduce by 2m leaving a finished height of 10m and radius of 7m	Undecided

B/F	T/00424/18/TCA	Malden House, Overton Road, North Waltham Notice of exempt work to protect trees Proposal: fell dead Ash tree	Granted
NEW	18/03130/HSE	Thatchings, Church Road, North Waltham RG25 2BQ Demolition of existing store and replacement with new barn store	Undecided
NEW	T/00462/18/TCA	Camellia Cottage, Yew Tree Road, North Waltham Application for works to trees growing in a conservation area Proposal: T1-T12 Cypress trees: fell T13 Yew: reduce by 2m leaving a finished height of 7m with a radius of 4m	Undecided
NEW	T/00464/18/TCA	Holly Cottage, Chapel Street, North Waltham Application for works to trees growing in a conservation area Proposal: T1 Ash: fell (Replant 1 Field Maple)	Undecided

Planning Application 18/03130/HSE

Discussion: Council agreed that this is replacement of existing store with a new store.
No objection and no further comments.

ACTION: Respond to BDBC.

Clerk

**163/FC/
08/18-19**

Planning Compliance Issues:

Planning application ref 17/02849/OUT - Land at OS ref 456378 145890 Fox Lane, North Waltham. The Planning Enforcement Department report that contact needs to be made with the owners to confirm their intentions for the residential aspects of the mobile home, which is currently being completed. Once the enforcement notice has been served (if it comes to that) they will contact the Clerk to confirm this has been done and outline the timeframe.

**164/FC/
08/18-19**

Finance

(a)

Financial Receipts:

Council acknowledged the following receipt of payments to the Parish Council.

DATE	RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL
TBA	Barton Stacey Parish Council	Rebate on training (£5.00 / delegate)	£15.00	£15.00

(b)

Financial Payments

Council acknowledged payment of the following standing order.

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
28.10.18	Rosemary Coulter	Salary Oct 2018 £8.873 x 35 hrs Home working allowance Oct	£310.56 £ 18.00	£328.56

Council noted the following card payments:

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
31.10.18	Colour Inc Ltd	Printing of Speed Watch forms	£ 48.00	£ 48.00
31.10.18	Amazon	4 x clip boards (Speed Watch)	£ 11.68	£ 11.68
31.10.18	Amazon	Tally counter & voice recorder (Speed Watch)	£ 24.76	£ 24.76
04.11.18	Old Barn Stores	Refreshments for Litter Pick	£ 26.77	£ 26.77

The following payments were submitted for approval:

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
13.11.18	HALC	Invoice 2859 Clerk's training (Officer's Update)	£ 48.00	£ 48.00

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

ACTION:

- Arrange payment by bank transfer.

Clerk/
GC/JM**(c) Bank Balances**

Current account balance as at 20.11.18 - £15265.58

Deposit account balance as at 20.11.18 - £13,633.13

(d) Clerk's Salary Review

- No salary review has been undertaken during 2018.
- National Joint Council (NJC) for Local Government Service Pay-scales and Allowances were updated for 2018 and 2019.
- As from 1st April 2018, the hourly rate for scale SCP-15 is £9.32 / hour, which has not been implemented for Clerk.
- If this is implemented from 01.04.18, back pay of £109.48 is due.
- As from 1st April 2019, the hourly rate for scale SCP-5 increases to £9.74 / hour.

Resolution: To approve pay rise for Clerk on scale SCP-15 at £9.32 / hour as from 01.04.18.

Proposed by SE, seconded by GC and agreed unanimously.

Resolution: To approve payment of back pay from 01.04.18 at £109.48

Proposed by GC, seconded by JH and approved unanimously.

ACTION: Update standing order for Clerk's salary and arrange payment of back pay.

Clerk/
GC/JM**(e) Budget 2019-20**

An initial draft budget was presented to Council.

A prediction to year end has been made on the 2018-19 budget. Notes as to how these figures were calculated are given on the budget sheet.

A budget has been proposed for each budget line for 2019-20.

Discussion:

- Training costs – Council agreed to allow for training courses for 4 potential new councillors following the elections in May 2019 and continuing development courses for the Clerk.
- Council agreed to increase the amount for Community Grants.
- Council agreed to increase the amount available for Community Assets and Facilities in view of further potential works to trees on Parish Council land and maintenance of other assets.
- Council agreed that the Parish Council would claim exemption from external audit during 2019, following recommendation from the Internal Auditor. Therefore, cost of Audit has been reduced.
- The Clerk requested purchase of a new printer as the current one is slow, costly to replace cartridges and inefficient. Council agreed this, in principle, but accurate costings are required to set a budget.
- Council agreed that the reserves for the pond are at the target level and, therefore, no further monies are allocated for this. £100 is to be allocated to the Office Equipment reserves to reach the target figure of £500 towards a new laptop in due course.

Action:

- Determine accurate costs for a suitable printer
- Update budget following decisions taken and present at next meeting.

Clerk
Clerk165/FC/
08/18-19**Highway / Village Maintenance Matters****Land at St Michael's Close**

The Clerk has not received a response from HCC regarding works to the trees on the island.

Trees

- The planning application for works to the weeping willow and maple tree at the Pond have been approved by BDBC. Three estimates are required before consideration.
- 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.
- The Tree Warden has been asked to assess the trees adjacent to the highway on St Michael's Green, as identified in the letter from HCC. This has not yet been completed.

ACTION:

- Obtain two further quotes for works to the trees at the pond.
- Request BDBC to review the tree at Barley View and action as appropriate.
- Monitor situation on St Michael's Green.

Clerk
Clerk
Clerk**Roads**

- There has been no further correspondence from HCC regarding the white lines around the pond.

- The following issues are ongoing:
 - 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. HCC Track It reports that the enquiry is progressing.
 - 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. HCC Track It reports that drains have been inspected and require action. Works have been passed to the contractor and are usually undertaken within 2 months.

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.
- Council discussed The Road Safety Foundation, who can provide support to organisations trying to effect change at accident sites. Council agreed to find out further information about this organisation with a view to asking for their support.

ACTION: Contact The Road Safety Foundation and find information for next meeting.

GC

Footpaths / local stiles / kissing gates – the footpath from Maidenthorne Lane was reported as blocked and was reported to HCC Countryside Access Team. This has now been cleared.

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 Lengthsman has undertaken his second day of work within the village and cleared the sycamore bushes from the bus shelter and the Old Forge.
- Lengthsman has been asked for an estimate to repair the gate between Ramsholt Close and Mary Lane but it has not arrived yet.
- Next scheduled day – 4th February 2019.

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Correspondence

See Schedule of Correspondence dated 14.11.18
No further correspondence has been circulated since 14.11.18.

**167/FC/
08/18-19**

Councillors Announcements

GC outlined a new grant from HCC designed to help Parish Councils and HCC work closer together on local projects.

ACTION: Find out more information and present at next meeting.

Clerk

**168/FC/
08/18-19**

Items for Parish Magazine

The following items have already been submitted for inclusion in the next Parish Magazine (deadline 6.30pm on 20.11.18).

- Date of next Parish Council meeting
- Planning applications
- Thank you for Litter pick
- Clerk's new email
- Christmas greetings

**169/FC/
08/18-19**

Date of Next Meeting

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

Signed Date