



MINUTES OF PARISH COUNCIL ORDINARY MEETING

Tuesday 15th January 2019 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**

**197/FC/
10/18-19** **Apologies for Absence:** Cllr Jennifer Hordon, Cllr Judith McGinley, Cllr Peter Waggett, Borough Cllr Rob Golding

**198/FC/
10/18-19** **Declarations of Interest:** None.

**199/FC/
10/18-19** **Meeting open to the Public:** No members of the public attended the meeting.

**200/FC/
10/18-19** **Minutes:** The minutes of the following meetings were accepted as a correct record and signed and dated by the Chairman

- Ordinary meeting held on 18th December 2018.
- Additional meeting held on 7th January 2019.

**201/FC/
10/18-19** **Matters Arising**

- Councillor emails – GC, AS, SE and JM have not met to sort councillor's emails. AS has experienced some problems with printing directly from Onedrive.
ACTION: GC, AS, SE and JM to meet and sort issues with Parish Council email addresses.
- The Precept request has been prepared following approval of the budget and precept for 2019-20. It was signed at the meeting by GC, SE, AS and the Clerk.
ACTION: Send to BDBC before 31.01.19.

**GC/AS/
SE/JM**

Clerk

**202/FC/
10/18-19** **Policies**

- The draft Document Retention and Records Management Policy was presented to Council for discussion and approval. Discussion raised the following issues:
 - Some documents on the list are not held/used by the Parish Council. These should be removed from the list.
 - Phrasing around the Clerk's responsibilities should be gender neutral.**ACTION:** Amend document and present for approval at next meeting.
- The draft Freedom of Information Policy was presented to Council for discussion and approval. Discussion raised the following issues:
 - A question was raised regarding the cost limit (currently £450) at which the Parish Council is able to refuse an FOI request. The Clerk clarified that this amount is set by the Information Commissioners Office and reviewed and updated periodically.
 - A question was asked about the need to release individual's personal details. The Clerk clarified that individual personal details would not be released (as per the Councils' Information and Data Protection Policy and Privacy Notices). The FOI Act also identifies a number of categories which the Council is not required to disclose information. Personal information on any documentation disclosed would be redacted.

Clerk

RESOLUTION: To approve the Freedom of Information Policy.
Proposed by GC, seconded by SE and agreed unanimously.
ACTION: Publish on website.

Clerk

- The draft Grant Awarding Policy was presented to Council for discussion and approval. Discussion:
 - The Council would like to add a clause to the policy for the recipients of grants to report on progress or completion at the Annual Parish Meeting.

ACTION: Add clause to policy and present for approval at next meeting.

Clerk

203/FC/ Risk Assessment

10/18-19 The Clerk is in the process of arranging to meet with a local resident to review risk assessments.

ACTION: Update risk assessments.

Clerk

204/FC/ Community Speed Watch (CSW)

10/18-19

- The draft Community Speed Watch Process was presented to Council for discussion. However, the need for this was disputed. Other Parish Councils do not have one and the Police have no need for one as their process has already been determined.
- The question was asked as to whether CSW are part of the Parish Council or an independent community group?
- Currently, the contract with Overton Parish Council for the loan of the speed indicator device has been signed by the Chairman, on behalf of North Waltham Parish Council. If CSW was a community group, the contract would need to be resigned by CSW. AS reported that Overton Parish Council are happy to do this.
- At present, the Parish Council have purchased equipment for the CSW Team. However, this could be donated to CSW from the Parish Council.
- The Parish Council have added insurance of the Speed Indicator device, on loan from Overton PC, to their insurance policy (at no extra cost). If CSW is a community group, independent of the Parish Council, they would need to provide their own insurance for this item of equipment.

ACTION:

- Determine the cost of insurance for CSW as a community group, independent of the Parish Council.
- Agenda item at next meeting to decide the future of CSW as part of the Parish Council or as a community group.

AS

Clerk

205/FC/ Annual Parish Meeting

10/18-19

The Council discussed ideas for a key speaker for the Annual Parish Meeting. The Council did not feel it had a suitable idea and tasked members to consider further.

ACTION: Consider and forward ideas for a key speaker to the Clerk.

All

206/FC/ Parish Council Meeting February 2019

10/18-19

The Clerk is unable to attend the meeting in February.

Options considered:

- Cancel meeting. Next meeting would, therefore, be in March.
- Arrange an alternative date in February.

RESOLUTION: To cancel the Ordinary Meeting on 19th February 2019.

Proposed by GC, seconded by SE and agreed unanimously.

ACTION: Inform other Councillors and publicise on the village website, Facebook page and Parish Magazine.

Clerk

207/FC/ Neighbourhood Plan (NP) Update

10/18-19

- A meeting was held last night (14th January).
- At the end of last year, some of the NP group met with representatives at BDBC to go through the appraisal process. BDBC were generally happy with the NP Group's work but had a few comments and suggestions which the group are taking on board.
- BDBC also presented the group with a number of other sites from BDBC's Call for Sites that they felt the NP Group should also assess. The NP Group will follow due process and assess these.
- A question was asked as to whether the NP Group are considering the sewerage system? This doesn't come under the NP but would be considered as part of a planning application submitted as a result of the NP.
- The NP Group are also looking at information from BDBC regarding community green spaces and putting ideas for S106/CIL monies.

208/FC/ Current Planning Applications:

10/18-19

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	Undecided
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		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	
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	18/02794/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/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)	Granted 17.12.18
B/F	18/03188/HSE	The White Cottage, Popham Lane, North Waltham RG25 2BD Erection of two storey side and rear extension with demolition of one outbuilding.	Undecided
B/F	T/00481/18/TCA	Batchelors, Popham Lane, North Waltham RG25 2BE Application for works to trees growing in a conservation area Proposal: T1, T2, T3 Lime: pollard leaving a finished height of 14m and radius of 7m, crown lift to no more than 5m	Granted 21.12.18
B/F	18/03414/RET	Land at OS ref 456378 145890 Fox Lane, North Waltham Change of use of land to residential and siting of a mobile home with additional hard standing and septic tank	Undecided
B/F	T/00503/18/TCA	22 St Michael's Close, North Waltham Application for works to trees growing in a conservation area Proposal: Larch (T1) – fell because storm damaged with a significant lean towards the house (Note: consent for the removal of two large hanging branches has been approved.)	Undecided
B/F	18/03649/HSE	4 Portland Place, Field View Cottage, Popham Lane, North Waltham RG25 2BD Erection of a double garage	Undecided
B/F	T/00516/18/TCA	23 Coldharbour, North Waltham RG25 2BH Application for works to trees growing in a conservation area Proposal: Maple (varigated Norway): reduce crown to previous cuts by approx. 2m leaving an approx. finished height of 5m and crown spread (radius) of 3.5m.	Undecided

		Horse chestnut: reduce crown by approx. 1m leaving an approx. finished height of 5m and crown spread (radius) of 3m.	
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There were no new planning applications to discuss.

209/FC/
10/18-19

Planning Compliance Issues:

Planning application ref: 17/02849/OUT - Land at OS ref 456378 145890 Fox Lane, North Waltham. No further update on this. On hold due to application 18/03414/RET.

ACTION: Monitor situation.

Planning application ref: 18/00460/FUL Highfield, Church Road, North Waltham RG25 2BL

Work has commenced on this property.

Concerned was expressed that the

- The hedge alongside Church Road has been removed and temporary boarding put up.
- The hedge alongside the school grounds has been partially removed and temporary boarding put up.
- The building contractors are parking and blocking pavement, which is well used at school and preschool entry and leaving times.
- There are reports of St Michael's Church bank having been damaged by contractors.

ACTION:

- Revisit planning application to determine what permission was granted.
- Circulate to Councillors.
- Report to Planning Enforcement if needed.

Clerk
Clerk
Clerk

210/FC/
10/18-19

Finance

(a)

Financial Receipts:

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

DATE	RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL
	NONE			

(b)

Financial Payments

Council acknowledged payment of the following standing order and direct debit.

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
28.12.18	Rosemary Coulter	Salary Dec 2018 £9.32 x 35 hrs Home working allowance (Dec)	£326.20 £ 18.00	£344.20

Council noted the following card payments:

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
18.12.18	Old Barn Stores	Refreshments for meeting	£21.86	21.86

The following payments were submitted for approval:

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
18.12.18	BDBC	Invoice CS184159 Speed limit reminder sign deployment during April 2018	£320.00	£320.00

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

ACTION:

- Arrange payment by bank transfer.

Clerk/
GC/JM

(c)

Bank Balances

Current account balance as at 20.11.18 - £14,184.33

Deposit account balance as at 20.11.18 - £13,646.88

The Bank Reconciliation to 31st December 2018 (quarter 3) was presented to Council. The reconciliation was checked against the bank statements and initialled by SE.

(d) Budget Review

The Budget Review to 31st December 2018 (quarter 3) was presented to Council.

- Current significant overspends (more than 10%) are on the following budget lines:
 - training – due to the Clerk’s registration for CiLCA.
 - subscriptions – due to Clerk’s membership of the SLCC.
- Further significant overspends are expected at the year end on the following budget lines:
 - General Village Maintenance – the budget is £750 and Council have approved work to the trees at the pond to the estimate of £942.
 - Traffic Speed Measures – the budget was set for £640 to pay for the hire of Speed Indicator Devices twice a year for BDBC. Additional monies have been spent to set up Community Speed Watch leading to the overspend.
 - Banking charges – the budget was set for £108 to cover charges on the bank account only. Additional charges have been incurred on a monthly basis for card fees.
- The communication budget has not been spent as no Christmas Newsletter was produced. It is suggested that this money is used to supplement the General Village Maintenance budget.

RESOLUTION: To use £200 from the Communication budget line to supplement the General Village Maintenance budget line (and pay for works to trees at the pond).

Proposed by SE, seconded by AS and unanimously agreed.

Due to the budget surplus of £665.30, the Council agreed that there are sufficient funds to purchase a printer before the year end.

ACTION: Investigate suitable printer and purchase.

Clerk

211/FC/
10/18-19

Highway / Village Maintenance Matters**Land at St Michael’s Close (island)**

HCC’s Arboricultural Team have inspected the ‘island’ and identified some minor works that need to be completed. This includes some lifting works to provide adequate clearance to vehicles and the removal of the failed stem which lies on the ground. The Clerk understands that this work has been carried out in the last few days.

Trees

- Trees at the Pond – Yew Tree Landscapes and Tree Care Ltd have been notified of being awarded the work. They will plan this and let the Clerk know the proposed date to publicise to local residents
ACTION: Inform residents when appropriate.

Clerk

- Tree on Maidenthorne Lane (corner of 1 Barley View and Burydown Mead) – no update from BDBC.
ACTION: Monitor situation.

Clerk

- Trees on St Michael’s Green – a working party has been planned for Saturday 2nd February at 10.00am and has been advertised in the Parish Magazine.
ACTION: Advertise further on the village website (weekly news email) and Facebook page nearer the time.

Clerk

- Tree on corner of Haddef – the Letting Agents have informed the Clerk that the owners of the property do not consider that this tree is on their land and have not given her instruction to undertake any work on the tree. The Clerk has, therefore, reported this tree to HCC, who manage the roadside verge, and made them aware that the owners of Haddef do not consider this their responsibility. There has been no further update.
ACTION: Monitor the situation.

Clerk

Roads

- The following issues remain 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.
- Potholes have been repaired on Popham Lane (outside Batchelors) and St Michael’s Close.
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

GC has not yet contacted the Road Safety Foundation as his contact within the organisation is on annual leave.

According to their website, the organisation is based at Worthing House in Basingstoke. The Council suggested contacting them and arranging a meeting with them for advice and guidance.

ACTION: Email the Road Safety Foundation and request a meeting.

Clerk

Footpaths / local stiles / kissing gates – no issues to report.

The Clerk has responded to HCC's Vegetation Priority Cutting Lists 2019.

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

- Next scheduled day – 4th February 2019. No specific jobs were identified.
- The Lengthsman will repair the gate between Ramsholt Close and Mary Lane on 21st January 2019. This has been publicised in the Parish Magazine and will be publicised on the village website (weekly email news) and Facebook page in due course.

**212/FC/
10/18-19**

Correspondence

See Schedule of Correspondence dated 09.01.19

Correspondence since 09.01.19

- 10.01.19 HALC – Training – Inspection and Maintenance of Play Areas (not circulated as not relevant).
- 11.01.19 BDBC – Venturefest South
- 12.01.19 Hampshire Constabulary – Police Newsletter
- 14.01.19 CPRE Hampshire invite to debate chaired by Kit Malthouse, MP – More, Better, Faster – What does this mean for the future of planning?
- 15.01.19 The Rural Services Network – The Rural Bulletin
- 15.01.19 Came & Company Insurers – a new future for the Stackhouse Poland Group

**213/FC/
10/18-19**

Councillors Announcements

None

**214/FC/
10/18-19**

Items for Parish Magazine

The following items need to be included in the next Parish Magazine (deadline 6.00pm on 19.02.19).

- Date of next Parish Council meeting
- Planning applications
- Thank you for Working Party for St Michael's Green

ACTION: Submit article for Parish Magazine.

Clerk

**215/FC/
10/18-19**

Date of Next Meeting

The next Ordinary Meeting will be held on Tuesday 19th March 2019 at 7.30pm in the Rathbone Pavilion, North Waltham.

Signed Date