



MINUTES OF PARISH COUNCIL ORDINARY MEETING

Tuesday 16th April 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), Cllr Judith McGinley (JM), Cllr Peter Waggett (PW) (arrived late), Borough Cllr Stuart Frost (SF) and Rosemary Coulter (Clerk)

**Actions
for**

**006/FC/
01/19-20** **Apologies for Absence:** Cllr Jennifer Hordon, Borough Cllr Diane Taylor, Borough Cllr Rob Golding

**007/FC/
01/19-20** **Declarations of Interest:**
None.

**008/FC/
01/19-20** **Meeting open to the Public:**
No members of the public attended the meeting.

**009/FC/
01/19-20** **Minutes:**
The minutes of the following meetings were accepted as a correct record and signed and dated by the Chairman

- Ordinary meeting held on 19th March 2018.
- Additional meeting held on 8th April 2019.

**010/FC/
01/19-20** **Matters Arising**
All matters arising carried over to next meeting unless specified on the minutes below.

**011/FC/
01/19-20** **Local Elections on 2nd May 2019**

- The Notice of Uncontested Election was received from BDBC on 3rd April 2019 and circulated to councillors. Three existing councillors (GC, JM and PW) have been re-elected and a new councillor has been elected.
- Existing council retires and new councillors take office on Monday 6th May 2019.¹ The new council can co-opt new councillors after this date.
- Council does not need to publish a Notice of Vacancy, as previously done for casual vacancies.
- Council agreed to advertise vacancies with a view to co-opting new councillors as soon as possible.

ACTION: Advertise vacancies widely.

Clerk

**012/FC/
01/19-20** **Current Planning Applications:**
Council noted the current position on the planning applications detailed in Appendix 1. There were no new planning applications to discuss.

**013/FC/
01/19-20** **Finance**

(a) Financial Receipts:
Council acknowledged the receipt of payments to the Parish Council, as set out in Appendix 2. To date, the precept has not been paid.

(b) Financial Payments
Council acknowledged payment of the standing orders and direct debits since last meeting (19th March 2019), as set out in Appendix 2.

Council noted the card payments made since last meeting and after card statement dated 2nd April 2019 (due for payment mid-May 2019), as set out in Appendix 2.

Council approved the payments, as set out in Appendix 2.

¹ Local Government Act 1972, s16(3)

RESOLUTION: To agree payments as listed in the Receipts and Payments Schedule, as set out in Appendix 2 - proposed by SE, seconded by AS and agreed unanimously.

ACTION: Arrange payment by bank transfer.

Clerk/
GC/JM

(c) Bank Balances

Current account balance as at 16th April 2019 - £11,194.70
Deposit account balance as at 16th April 2019 - £13,660.34

014/FC/ Correspondence

01/19-20

- Correspondence received between 19th March - 10th April 2019, see Schedule of Correspondence (Appendix 3)
- Correspondence received since 10th April 2019 – see Appendix 3.

015/FC/ Councillors Announcements

01/19-20

None.

016/FC/ Items for Parish Magazine

01/19-20

The following items need to be included in the next Parish Magazine (deadline 6.00pm on 26.03.19).

- Date of next Parish Council meeting (including notification of change of date).
- Planning applications.
- Advertise for co-option to the Parish Council.
- Thank you for Litter pick.
- Garden and sunflower competitions.

ACTION: Submit article for Parish Magazine.

Clerk

017/FC/ Date of Next Meeting

01/19-20

The next Ordinary Meeting has been planned for Tuesday 16th April 2019. However, in an election year, legislation states that the Annual Meeting of Council must be held on or within 14 days of the councillors taking office,² ie. Monday 20th May 2019. The Rathbone Pavilion is available on Tuesday 14th May.

RESOLUTION: To change the date of the next meeting (Annual Meeting of Council) to Tuesday 14th May 2019 at 7.30pm in the Rathbone Pavilion, North Waltham.

Agreed unanimously.

ACTION:

- Change date on all publicity and advertise change of date.
- Change date on website.

Clerk
GC

Signed Date

² Local Government Act 1972, sch 12

APPENDIX 1: PLANNING APPLICATIONS

AGENDA ITEM 012/FC/01/19-20

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 Housome 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	18/03188/HSE	The White Cottage, Popham Lane, North Waltham RG25 2BD Erection of two storey side and rear extension with demolition of one outbuilding Amended plans submitted 19.02.19	Undecided
B/F	T/00069/19/TCA	Bowmans, Popham Lane, North Waltham RG25 2BE Application for works to trees growing in a conservation area Proposal: 1 Yew tree: crown lift no more than 10ft (New House side only)	Raise no objection 03.04.19
B/F	T/00088/19/TCA	Boundary House, Church Road, North Waltham Application for works to trees growing in a conservation area PROPOSAL: Holm Oak within footprint of Boundary House, the crown to be lifted by no more than 10 metres (over neighbouring property) due to excessive shading in No 19 St Michaels Close garden	Undecided
B/F	T/00132/19/TCA	2 St Michael's Close, North Waltham RG25 2BP Application for works to trees growing in a conservation area Proposal: Apple tree: fell	Undecided
B/F	19/00755/HSR	2 Bungalow, Yew Tree Road, North Waltham Demolition of existing corrugated timber framed shed and erection of timber, single storey garden and store room	Undecided
B/F	19/00884/GPDOFF	Folly Farm, Overton Road, North Waltham RG25 2BS Notification of proposed change of use of Class B1(a) office to 1 no. dwelling house (Class 3)	Undecided
B/F	19/00885/GPDSTD	Folly Farm, Overton Road, North Waltham RG25 2BS Notification of proposed change of use of storage building (Class B8) to 2 no. dwelling house (Class 3)	Undecided

APPENDIX 2: RECEIPTS AND PAYMENTS SCHEDULE**AGENDA ITEM 013/FC/01/19-20****(a) FINANCIAL RECEIPTS**

DATE	RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL
31.03.19	Unity Trust Bank	Credit – Interest (deposit A/C)	£13.46	£13.46

(b) STANDING ORDERS AND DIRECT DEBITS MADE SINCE LAST MEETING 19.03.19

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
18.03.19	Lloyds Bank plc	Card payments (stationery, postage) Monthly fee	£ 43.49 £ 3.00	£ 46.49
28.03.19	Clerk	Salary £9.32 x 35 hrs (Jan) Home working allowance (Jan)	£326.20 £ 18.00	£344.20
31.03.19	Unity Trust Bank	Quarterly service charge (current A/C)	£ 18.00	£ 18.00
16.04.19	Lloyds Bank plc	Monthly card fee	£ 3.00	£ 3.00

(c) CARD PAYMENTS MADE SINCE LAST MEETING 19.03.19 AND CARD STATEMENT DATED 02.04.19 (DUE FOR PAYMENT MID-MAY)

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
08.04.19	Old Barn Stores	Refreshments for Community Coffee and Litter Pick	£26.24	£26.24
08.04.19	Post Office	Postage	£ 8.40	£ 8.40

(d) PAYMENTS APPROVED AT THIS MEETING 16.04.19

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
19.03.19	North Waltham Village Trust	Hire of Rathbone Pavilion Underpayment of invoice for website costs	£200.00 £ 0.62	£200.62
26.03.19	HALC	Invoice INV-3040 Training: Annual Conference 13.03.19	£ 90.00	£ 90.00
03.04.19	HALC	Invoice INV-3095 HALC Affiliation fee 2019-20 NALC Levy 2019-20	£279.00 £ 48.00	£327.00

APPENDIX 3

AGENDA ITEM 014/FC/01/19-20

CORRESPONDENCE RECEIVED AS AT 10th APRIL 2019**Newsletters** (received and circulated via email)

- 26.03.19 Rural Services Network – The Rural Bulletin
- 30.03.19 Hampshire Constabulary – Basingstoke Rural South Newsletter – April 2019
- 31.03.19 Safer North Hampshire Newsletter – April 2019
- 02.04.19 Rural Services Network – The Rural Bulletin
- 02.04.19 Business in Basingstoke – April 2019
- 03.04.19 Rural Services Network – Rural Funding Digest – April 2019
- 09.04.19 Rural Services Network – The Rural Bulletin

Correspondence from BDBC (received and circulated via email)

- 21.03.19 Mayor of Basingstoke & Deane Charity Evening – 13.04.19
- 26.03.19 Notice of Election in North Waltham
- 26.03.19 Tree Officer, BDBC re: trees at Grayshott, Church Road, North Waltham
- 03.04.19 Invitation for Chair to attend Mayor Making Ceremony – 09.05.19 (*forwarded to GC*)
- 08.04.19 Final injunction granted for unauthorised encampments

Correspondence from HCC (received and circulated via email)

- 22.03.19 Your Hampshire
- 08.04.19 Hampshire Highways – presentation from Parishes and Local Councils Spring Workshop

Correspondence from HALC (received and circulated via email)

- 26.03.19 Local Council Finance Course for Officers – 04.04.19
- 02.04.19 HALC Newsletter – April 2019

Other correspondence (received and circulated via email)

- 20.03.19 Keep Britain Tidy – Join the Great British Spring Clean
- 20.03.19 North Hampshire Clinical Commissioning Group – Future Changes to Healthcare
- 22.03.19 Citizens Advice, Basingstoke – invitation to awareness session on 16.04.19
- 02.04.19 UK Air Ambulance Service – recycle stamps to support the UK's Air Ambulance Services
- 08.04.19 BDAPTC – message for circulation

Other correspondence (not circulated)

- 20.03.19 2018-19 PKF Littlejohn External Auditor Update for smaller authorities
- 26.03.19 Email from local resident confirming that works to the drains around the pond had been undertaken on 25.03.19
- 27.03.19 PKF Littlejohn – 2018-19 AGAR Instructions
- 09.04.19 Came & Company – New Future for the Stackhouse Poland Group

Useful services (marketing emails are not circulated but details recorded for future use if needed)

- 26.03.19 iC2 – rapid deployment CCTV solutions – marketing email
- 27.03.19 Streetscape (Products & Services) Ltd – provision of outdoor play, gym & fitness equipment & MUGA's – marketing email (*forwarded to Village Trust*)
- 30.03.19 Troy Planning & Design – services to support Neighbourhood Planning – marketing email (*forwarded to GC for Neighbourhood Plan Group*)

CORRESPONDENCE RECEIVED SINCE 10.04.19 (publication of agenda)

- 11.04.19 Calor Rural Community Fund
- 12.04.19 BDBC – Basingstoke Golf Course – BDBC draft development brief
- 14.04.19 Candovers Parish Council – confirmation that the Lengthsman grant has been agreed for 2019-20
- 15.04.19 Public Sector Executive Newsletter
- 15.04.19 BCBD – draft Supplementary Planning Document for Basingstoke Golf Course
- 15.04.19 Temporary Road Closure Notice – Waltham Road (*not circulated - published on website, weekly news email & Facebook*)
- 16.04.19 Rural Services Network – The Rural Bulletin
- 16.04.19 Roadworks Alert