



NORTH WALTHAM PARISH COUNCIL

Chairman: Mr Geoff Chapman

Clerk: Ms Rosemary Coulter
6 Longfield Close, North Waltham, Basingstoke, Hampshire, RG25 2EL
Tel: 01256 397188, Email: clerk@northwaltham.info

To: Members of North Waltham Parish Council

You are summoned to attend the Annual Meeting of North Waltham Parish Council on **Tuesday 14th May 2019**, at **7.30pm** in the **Rathbone Pavilion, North Waltham**

For information: Oakley & North Waltham Ward Councillors, Basingstoke & Deane Borough Council; Hampshire County Councillor

AGENDA

- 018/FC/
02/19-20** To receive nominations for and election of Chairperson.
- 019/FC/
02/19-20** To receive nomination for and election of Vice-Chairperson.
- 020/FC/
02/19-20** To receive declarations of acceptance of office forms from the Chairperson, Vice-Chairperson and Councillors.
- 021/FC/
02/19-20** Apologies for absence
- 022/FC/
02/19-20** **Declarations of Interest** – arising from this agenda, Members are invited to declare any relevant interests. Notwithstanding this item, Members may subsequently declare an interest at any point during the meeting.
- 023/FC/
02/19-20** **Meeting open to the Public** – the meeting will allow questions and comments from members of the public. (10 mins)
- 024/FC/
02/19-20** **Minutes** – to confirm the accuracy of the minutes, already circulated, of the
- Ordinary Meeting held on 16th April 2019;
 - Annual Parish Meeting held on 16th April 2019.
- 025/FC/
02/19-20** To receive the last minutes of the Staffing Committee and to consider any recommendations made by the Staffing Committee.
- 026/FC/
02/19-20** To review delegation arrangements to committees, sub-committees, staff and other local authorities.
- 027/FC/
02/19-20** To review the terms of reference for committees and posts
- Staffing Committee;
 - Neighbourhood Planning;
 - Environmental Officer;
 - Safety Officer.
- 028/FC/
02/19-20** To appoint members to existing committees and posts
- Staffing Committee;
 - Neighbourhood Planning;
 - Environmental Officer;
 - Safety Officer.
- 029/FC/
02/19-20** To consider the appointment of any new committees (in accordance with Standing Order 4).
- 030/FC/
02/19-20** To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

- **Lengthsman Contract with Candovers Parish Council (Lead Parish)**

- 031/FC/
02/19-20** **To review representation on or work with external bodies and arrangements for reporting back**
- North Waltham Village Trust;
 - Village Charities;
 - BDAPTC;
 - HALC;
 - Tree Warden.
- 032/FC/
02/19-20** **To consider arrangements with a view to the council becoming eligible to exercise the General Power of Competence in the future.**
- 033/FC/
02/19-20** **To review the inventory of land and other assets (Asset Register) including buildings and other equipment.**
- 034/FC/
02/19-20** **To confirm arrangements for insurance cover in respect of all insurable risks.**
- 035/FC/
02/19-20** **To review the council's and/or staff subscriptions to other bodies**
- Hampshire Association of Local Council's (HALC);
 - Society of Local Council Clerk's (SLCC).
- 036/FC/
02/19-20** **To review and adopt the council's Schedule for Review of Policies and Key Documents 2019-20.**
- 037/FC/
02/19-20** **To review the council's spending under S137 of the Local Government Act 1972 or the General Power of Competence.**
- 038/FC/
02/19-20** **To determine the time and place of ordinary meetings of Council up to and including the next annual meeting of Council.**
- 039/FC/
02/19-20** **Matters arising** – to receive confirmation that the following actions, agreed at the March meeting, have been completed
- Policies
 - Annual Parish Meeting
 - Garden and Sunflower competitions
 - Clerk's Salary review
- 040/FC/
02/19-20** **Co-option of Councillors to Council** – to consider potential applicants for co-option to the Parish Council.
- 041/FC/
02/19-20** **Councillor Emails** – to agree a procedure for setting up councillor emails for new councillors and ensuring those for existing councillors are working.
- 042/FC/
02/19-20** **Risk Assessment** – to receive a completed risk assessment for North Waltham and consider the issues arising from the assessment.
- 043/FC/
02/19-20** **Neighbourhood Plan Update** – to receive an update from the Neighbourhood Plan (NP) Group.
- 044/FC/
02/19-20** **Current Planning Applications** – to note the current planning applications received from Basingstoke and Deane Borough Council and to discuss any new applications, as outlined in Appendix 1.
- 045/FC/
02/19-20** **Planning Compliance Issues** – to receive an update on the current planning compliance issues
- Planning Ref 17/02849/OUT Land at OS ref 456378 145890, Fox Lane, North Waltham
- 046/FC/
02/19-20** **Finance**
- (a)** **Receipts**
- To acknowledge the receipt of payments made to the Parish Council, as set out in Appendix 2.

- (b) **Payments**
- To acknowledge the payment of standing orders and direct debits, as set out in Appendix 2.
 - To acknowledge the card payments made since last meeting, as set out in Appendix 2.
 - To approve payments, as set out in Appendix 2.
- (c) **Bank Balance and Bank Reconciliation** – to receive the current bank balances and quarterly bank reconciliation as at 31st March 2019 (quarter 4).
- (d) **Budget Review** – to receive the final budget review as at 31st March 2019 (quarter 4).
- (e) **Review of the system for authorising payments from bank account** – to review the existing procedure for setting up and authorising payments from the bank account and approve a revised procedure.
- (f) **Purchase of new printer** – to consider increasing the single transaction limit to enable printer to be purchased.
- Highway / Village Appearance Matters** – to receive an update on the following issues
- Traffic issues around North Waltham Primary School
 - Roads
 - Drains
 - Accident site at junction of A30/A33
 - Trees
 - Telephone Box
 - Lengthsman
 - Footpaths / stiles / kissing gates
 - Community Coffee & Litter Pick
- 047/FC/02/19-20 Correspondence** –
- to acknowledge correspondence received during the last month (as per Correspondence Received Schedule dated 08.05.19 – see Appendix 3).
 - to receive any correspondence received since 08.05.19.
- 048/FC/02/19-20 Councillors Announcements**
- 049/FC/02/19-20 Items for insertion in the Parish Magazine** (deadline 6.00pm on Tuesday 18th June 2019)
- 050/FC/02/19-20 Date of Next Meeting** – to confirm the next monthly meeting will be held on **Tuesday 18th June 2019** at 7.30pm in the **Rathbone Pavilion, North Waltham**.

Signed:

Clerk to North Waltham Parish Council

APPENDIX 1

Item 044/FC/02/19-20 Current Planning Applications:

- to note the current planning applications received from Basingstoke and Deane Borough Council and to discuss any new 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 story 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/re-levelling 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	18/03188/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/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. No work will be carried out on the overall height of the tree nor will the crown be lifted over the owners house (Boundary House) This is in accordance and agreement with the owners in Boundary House.	Raise no objection 17.04.19
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	Raise no objection 25.04.19
B/F	19/00755/HSE	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 2B Notification of proposed change of use of storage building (Class B8) to 2 no. dwelling house (Class 3)	Undecided
NEW	18/02513/RES	Phase A1, Hounsome Fields, Winchester Road, Kempshott Hill, Basingstoke Reserved matters application for the appearance, landscaping, layout and scale for 93 dwellings of a mix of detached, semi-detached and terraced dwellings and flats, car parking and garages, Internal access roads, footpaths, parking and circulation areas, Footpath links and informal paths, Public open space/amenity space, hard and soft landscaping, and other associated infrastructure and engineering works (Parcel A1) (pursuant to outline permission 15/04503/OUT)	Undecided

APPENDIX 2
Item 046/FC/02/19-20

Finance

(a) Receipts

To acknowledge the receipt of payments made to the Parish Council.

DATE	RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL
24.04.19	BDBC	Precept (50%)	£7,301.50	
		Grass cutting grant	£2,016.00	£9,317.50

(b) Payments

To acknowledge the payment of standing orders and direct debits.

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
16.04.19	Lloyds Bank plc	Card monthly fee	£ 3.00	£ 3.00
28.04.19	Rosemary Coulter	Salary (£9.77 x 35 hrs) (Apr 2019)	£341.95	
		Home working allowance (Apr 2019)	£ 18.00	£359.95

To acknowledge the card payments made since last meeting.

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
15.04.19	Sainsbury's	Black ink cartridge	£15.00	£15.00
16.04.19	Old Barn Stores	Refreshments for Annual Parish Meeting	£ 5.28	£ 5.28
16.04.19	Morrisons	Refreshments for Annual Parish Meeting	£27.82	£27.82
01.05.19	Lloyds	Card fee	£ 3.00	£ 3.00

To approve the following payments.

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
	None			

APPENDIX 3
Item 047/FC/02/19-20**NORTH WALTHAM PARISH COUNCIL MEETING****Tuesday 14th May 2019****CORRESPONDENCE RECEIVED AS AT 8th MAY 2019****Newsletters** (received and circulated via email)

- 24.04.19 Rural Services Network – The Rural Bulletin
- 29.04.19 Safer North Hampshire – newsletter – May 2019
- 30.04.19 Rural Service Network – The Rural Bulletin
- 02.05.19 Rural Services Network – The Rural Bulletin
- 07.05.19 Business in Basingstoke Newsletter – May 2019
- 08.05.19 Rural Services Network – The Rural Bulletin
- 08.05.19 Hampshire Constabulary – Basingstoke Rural South Newsletter – May 2019

Correspondence from BDBC (received and circulated via email)

- 23.04.19 Notice of road closure on Up Street on 07.05.19 for replacement of decaying telegraph pole
- 24.04.19 Draft Basingstoke Golf Course Supplementary Planning Document (SPD)
- 27.04.19 Response from Borough Cllr Taylor to good wishes for Mayoral year.
- Response for BDBC to issues raised by Dummer Parish Council regarding the development at the Golf Course.

Correspondence from HCC (received and circulated via email)**Correspondence from HALC** (received and circulated via email)

- 29.04.19 Changing Places Event – Swanmore (training)
- 30.04.19 Hampshire Playing Fields Association – Change of address and subscriptions
- 30.04.19 Hampshire and Isle of Wight Village of the Year Competition
- 03.05.19 SSAFA – VE Day 75 (*copied to St Michael's Church*)
- 07.05.19 HALC Newsletter – May 2019

Other correspondence (received and circulated via email)

- 17.04.19 SWAG – New Primary School (Hounsome Fields/Basingstoke Golf Course)
- 26.04.19 Dummer Parish Council – copy of email to BDBC regarding SPD for Golf Course development
- 02.05.19 Came & Company – Council Matters Spring 2019

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

- 28.04.19 R W Sport – sport & leisure consultancy – marketing email (*forwarded to the Village Trust*)