



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 Ordinary Meeting of North Waltham Parish Council on **Tuesday 18th June 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

058/FC/ 03/19-20	Apologies for absence
059/FC/ 03/19-20	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.
060/FC/ 03/19-20	Meeting open to the Public – the meeting will allow questions and comments from members of the public. (10 mins)
061/FC/ 03/19-20	Minutes – to confirm the accuracy of the minutes, already circulated, of the <ul style="list-style-type: none"> • Ordinary Meeting held on 14th May 2019; • Annual Parish Meeting held on 30th May 2019.
062/FC/ 03/19-20	Matters arising – to receive confirmation that the following actions, agreed at the March meeting, have been completed <ul style="list-style-type: none"> • Lenthman contract • Village Charities representative • Insurance cover • Dates of future meetings • Grass cutting grant • Budget Review
063/FC/ 03/19-20	Co-option of Councillors to Council – to consider potential applicants for co-option to the Parish Council.
064/FC/ 03/19-20	Audit – to receive, consider and approve the Annual Governance and Accountability Return (AGAR) 2018/19, as follows:
(a)	<ul style="list-style-type: none"> • To receive and consider the Internal Audit Report dated 03.06.19.
(b)	<ul style="list-style-type: none"> • To consider, approve and sign the Certificate of Exemption (AGAR 2018/19 Part 2).
(c)	<ul style="list-style-type: none"> • To consider, approve and sign the Annual Governance Statement 2018/19 (AGAR).
(d)	<ul style="list-style-type: none"> • To consider, approve and sign the Accounting Statements 2018/19.
065/FC/ 03/19-20	Asset Register – to receive an update regarding the insurance value of the bus shelter.
066/FC/ 03/19-20	Councillor Emails – to receive an update on setting up councillor emails for new councillors and ensuring those for existing councillors are working.

067/FC/ 03/19-20	Risk Assessment – to receive an update on the issues raised at the last meeting regarding the recommendations made in the Risk Assessment for North Waltham and to determine a plan of action.
068/FC/ 03/19-20	3 – 5 Year Plan – to brainstorm ideas for a Parish Council action plan.
069/FC/ 03/19-20	Policies and Key Documents – to review the following: <ul style="list-style-type: none"> • Standing Orders; • Risk assessments for Clerk's working environment.
070/FC/ 03/19-20	Clerk's CiLCA Training – to receive confirmation that Clerk has completed CiLCA training.
071/FC/ 03/19-20	Housing Needs Assessment – to consider an offer from a potential developer to fund a Housing Needs Assessment for North Waltham.
072/FC/ 03/19-20	Neighbourhood Plan Update <ul style="list-style-type: none"> • to receive an update from the Neighbourhood Plan (NP) Group; • to determine a date to meet with representatives from BDBC Planning Policy Team regarding the Local Plan Update.
073/FC/ 03/19-20	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.
074/FC/ 03/19-20	Planning Compliance Issues – to receive an update on the current planning compliance issues <ul style="list-style-type: none"> • Planning Ref 17/02849/OUT Land at OS ref 456378 145890, Fox Lane, North Waltham
075/FC/ 03/19-20	Finance
(a)	Receipts <ul style="list-style-type: none"> • To acknowledge the receipt of payments made to the Parish Council, as set out in Appendix 2.
(b)	Payments <ul style="list-style-type: none"> • 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 – to receive the current bank balances.
(d)	Authorising payments from bank account – to receive and update on the changes to authorising payments from the bank account.
(e)	Changes to Multipay card and purchase of new printer – to receive an update on changes to the payment card and purchase of new printer.
(f)	Grant Application – to receive and consider a grant application from Victim Support.
076/FC/ 03/19-20	Highway / Village Appearance Matters – to receive an update on the following issues <ul style="list-style-type: none"> • Request from St Michael's Church for support in re-instating eroded bank alongside church • Traffic issues around North Waltham Primary School • Roads • Drains • Accident site at junction of A30/A33 • Trees • Telephone Box • Lengthsman • Footpaths / stiles / kissing gates
077/FC/	Correspondence –

03/19-20	<ul style="list-style-type: none">• to acknowledge correspondence received during the last month (as per Correspondence Schedule dated 12.06.19 – see Appendix 3).• to receive any correspondence received since 12.06.19.
078/FC/ 03/19-20	Councillors Announcements
079/FC/ 03/19-20	Items for insertion in the Parish Magazine (deadline 6.00pm on Tuesday 18 th June or Tuesday 23 rd July 2019)
080/FC/ 03/19-20	Date of Next Meeting – to confirm the next monthly meeting will be held on Tuesday 16th July 2019 at 7.30pm in the Rathbone Pavilion, North Waltham .

Signed:

Clerk to North Waltham Parish Council

APPENDIX 1

Item 072/FC/03/19-20 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	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	Granted 17.05.19
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)	Granted 24.05.19
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)	Granted 24.05.19
B/F	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
B/F	T/00194/19/TCA	7 St Michael's Close, North Waltham RG25 2BP Application for works to trees growing in a conservation area. PROPOSAL: Lime: reduce crown. Reduce height by 8m and width by 6m (Approx 40%) leaving and approx finished height of 13m by 9m wide.	Undecided
B/F	19/01249/HSE	Field View Cottage, 4 Portland Place, Popham Lane, North Waltham Erection of a detached double garage with storage	Undecided

APPENDIX 2
Item 074/FC/03/19-20

Finance

(a) Receipts

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

DATE	RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL
		NONE		

(b) Payments

To acknowledge the payment of standing orders and direct debits.

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
16.05.19	Lloyds Bank plc	Expenses for Community Coffee & Litter Pick Stationery (Postage) Stationery Expenses for Annual Parish Meeting Card monthly fee	£ 26.24 £ 8.40 £ 15.00 £ 33.10 £ 3.00	£ 85.74
28.05.19	Rosemary Coulter	Salary (£9.77 x 35 hrs) (May 2019) Home working allowance (May 2019)	£341.95 £ 18.00	£359.95
16.06.19 (TBC)	Lloyds Bank plc	Stationery Monthly card fee	£ 33.25 £ 3.00	£ 36.25

To acknowledge the card payments made since last meeting.

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
14.05.19	Sainsbury's	Stationery (ink cartridge & paper)	£18.25	
30.05.19	Sainsbury's	Stationery (ink cartridge)	£15.00	
03.06.19	Lloyds	Card fee	£ 3.00	£36.25
06.06.19	McAfee Livesafe	Security & virus protection for laptop (2 year subscription)	£94.99	£94.99

To approve the following payments.

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
03.06.19	Do the Numbers Ltd	Internal audit	£190.00	£190.00

APPENDIX 3
Item 076/FC/03/19-20**NORTH WALTHAM PARISH COUNCIL MEETING**Tuesday 18th June 2019**CORRESPONDENCE SCHEDULE AS AT 12th JUNE 2019****Newsletters** (received and circulated via email)

- 14.05.19 Rural Services Network – The Rural Bulletin
- 17.05.19 Safer North Hampshire – Newsletter June 2019
- 21.05.19 Rural Services Network – The Rural Bulletin
- 29.05.19 Rural Services Network – The Rural Bulletin
- 04.06.19 Rural Services Network – The Rural Bulletin
- 05.06.19 Business in Basingstoke Bulletin – June 2019
- 05.06.19 Rural Services Network – Rural Funding Digest – June 2019
- 08.06.19 Hampshire Constabulary – Basingstoke Rural South Newsletter – June 2019
- 11.06.19 Rural Services Network – The Rural Bulletin

Correspondence from BDBC (received and circulated via email)

- 21.05.19 BDBC – Local Plan Update for Designated Neighbourhood Plan Areas
- 29.05.19 BDBC Armed Forces Day – 24th June 2019

Correspondence from HCC (received and circulated via email)

- 28.05.19 Your Hampshire
- 05.06.19 Parish News from Hampshire County Council
- 10.06.19 Your Hampshire: Balancing the Budget Consultation

Correspondence from HALC (received and circulated via email)

- 14.05.19 & 04.06.19 Village of the Year 2019 competition

Other correspondence (received and circulated via email)

- Oakley Parish Council – Windfall Development (*forwarded to Chairman of Neighbourhood Plan Group*)
- 14.05.19 Whitchurch Parish Council – offer of new councillor training
- 22.05.19 South East Water – Supporting Customers in Vulnerable Circumstances – new strategy
- 27.05.19 St Michael's Church – request for support to re-instate church boundary
- 31.05.19 North Waltham Village Trust – thank you for grass cutting grant
- 04.06.19 Came and Company Insurance – insurance cover lapsed
- 11.06.19 Invitation to Chairman – collation service for Rev James Russell, St Mary's Church, Overton

Other correspondence (not circulated)

- 24.05.19 Swanmore Parish Council – What have you delivered to your community? – online questionnaire (*not circulated – completed by Clerk*)

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

- 06.06.19 Solway Recycling Ltd – benches and picnic tables made from recycled materials – marketing email (*also forwarded to the Village Trust*)

Correspondence received since publication of Agenda