

**MINUTES OF PARISH COUNCIL ORDINARY MEETING**

**Tuesday 18<sup>th</sup> June 2019 at 7:30pm in the Rathbone Pavilion, North Waltham**

**Councillors Present:**

Cllr Geoff Chapman (GC) (Chairman), Cllr Judith McGinley (JM), Cllr Peter Waggett (PW), Cllr Bill Preston (BP), Cllr David James (DJ), County Cllr Anna McNair Scott (AMcNS) (for item 078/FC/03/19-20 only) and Rosemary Coulter (Clerk)

**Actions  
for**

- 058/FC/  
03/19-20**     **Apologies for Absence:** Borough Cllr Stuart Frost, Borough Cllr Diane Taylor, Borough Cllr Hannah Golding
- 059/FC/  
03/19-20**     **Declarations of Interest:**  
None.
- 060/FC/  
03/19-20**     **Meeting open to the Public:**  
No members of the public attended the meeting.
- 061/FC/  
03/19-20**     **Minutes:**  
The minutes of the following meetings were accepted as a correct record and signed and dated by the Chairman
- Ordinary meeting held on 14<sup>th</sup> May 2018;
  - Additional meeting held on 30<sup>th</sup> May 2019.
- 062/FC/  
03/19-20**     **Matters Arising**
- Lengthsman contract – the signed contract has been returned to Candovers Parish Council.
  - Village Charities Representative – the representative has not yet been contacted.
  - Insurance cover – was arranged via BHIB Insurance Brokers with Aviva Insurance as from 1<sup>st</sup> June 2019.
  - Dates of next year's Annual Parish Meeting – the availability of the Rathbone Pavilion is generally good on Mondays and Fridays. Some Thursdays are also consistently available, although the WI meet on the 2<sup>nd</sup> Thursday of each month. Concern was expressed about having a meeting during the school Easter holidays.
  - Grass cutting grant – has been paid by bank transfer to North Waltham Village Trust and the Trust have thanked the Parish Council for the grant.
  - Budget Review – a copy of the budget, detailed and published versions, has been sent to new councillors.
- ACTION:**
- Contact Village Charities representative to confirm she is still willing to represent the Parish Council. **Clerk**
  - Determine dates of school Easter holidays and plan a date for Annual Parish meeting at next meeting. **Clerk**
- 063/FC/  
03/19-20**     **Co-option of Councillors to Council**  
Two candidates have volunteered to be co-opted to the Parish Council. Neither candidate was able to attend this evenings meeting.  
**ACTION:** Agenda item for next meeting. **Clerk**
- 064/FC/  
03/19-20**     **Audit**  
The Annual Governance and Accountability Return (AGAR) for 2018-19 was presented to the Parish Council for consideration, approval and signing.
- (a)** Internal Audit for 2018-19 was undertaken on 3<sup>rd</sup> June 2019 by Eleanor Greene from Do the Numbers Ltd. Her report was presented to Council and the recommendations considered.
- The advice regarding grants for the churchyard will be considered should the church request a grant.
  - The Parish Council is unable to consider General Power of Competence due to insufficient councillors being elected at the recent elections.
  - The Clerk will ensure the budget is published as a page of the minutes when agreed.

- (b) The Certificate of Exemption 2018-19 was presented to Council for approval. The Clerk explained that the Council had met the criteria for exemption.  
**Resolution:** To approve the Certificate of Exemption 2018-19 – agreed unanimously.  
 The Certificate of Exemption was signed and dated by the RFO and the Chairman.  
**ACTION:** Return the Certificate of Exemption 2018-19 to PKF Littlejohn LLP before 30<sup>th</sup> June 2019. **Clerk**
- (c) The Annual Governance Statement 2018-19 was presented to Council.  
**Resolution:** To approve the Annual Governance Statement 2018-19 - agreed unanimously.  
 The Annual Governance Statement 2018-19 was signed by the Chairman and the Clerk.
- (d) The Accounting Statements 2018-19 were presented to Council.  
**Resolution:** To approve the Accounting Statements 2018-19 – agreed unanimously.  
 The Accounting Statements 2018-19 were signed by the Chairman.  
**ACTION:** Publish the Annual Governance Statement and the Accounting Statements 2018-19 in accordance with Proper Practices. **Clerk**
- 065/FC/03/19-20 Asset Register**  
 The Clerk reported that she had been in touch with a local architect regarding an insurance value for the bus shelter. He agreed to try and obtain a value and the Clerk is awaiting his response.  
**ACTION:** Obtain valuation for next meeting. **Clerk**
- 066/FC/03/19-20 Councillor Emails**  
 BP and DJ reported that their Parish Council emails were set up and working. JM reported that hers is still not working. PW reported that he had forgotten his password. A training session was set-up (with wi-fi) to ensure all emails are set-up and working.  
**ACTION:** All councillors and Clerk to attend training session. **All**
- 067/FC/03/19-20 Risk Assessment**  
 No further action has been taken on this. Council feels it has some understanding of the issues but needs to gain clarity.  
**ACTION:**
- Contact insurers regarding installing flotation aid and signage at the pond and about preventing tiles from falling from the roof of the bus shelter, and report back at next meeting. **Clerk**
  - Contact assessor to determine why high-viz marking is recommended for bollards at Corn dell Green. **Clerk**
- 068/FC/03/19-20 3-5 Year Plan**  
 Ideas to include on a Parish Council plan were brainstormed and discussed.  
 A number of short-term plans were put forward, some of which are already under consideration:
- Repair/renovation of telephone box
  - Sort records and take to HCC Archive
  - Cutting back vegetation on footpaths
  - Repainting village gates and repairing where necessary
  - Replacing finger signpost at the junction of Popham Lane and Fox Lane
  - Repainting and repairing notice board(s)
- A number of longer-term plans were also discussed:
- Transport Strategy, which may include transport requirements for the future as well as effecting issues of safety in and around the village
  - Strategy for facilities in the village which may be possible with funding as a result of development from the Neighbourhood Plan
- ACTION:**
- Ask BDBC when S106 funds for the car park matting project will be available. **Clerk**
  - Determine what Community Speed Watch activity is currently taking place. **Clerk**
- 069/FC/03/19-20 Policies and Documents**
- Standing Orders – These were fully updated and the latest NALC model adopted in August 2018. The Clerk has reviewed these and recommended that no changes were needed. No other comments were made. The Standing Orders dated 21<sup>st</sup> August 2018 are still valid.
  - Risk Assessments for Clerk's Working Environment. These have been updated and were presented to Council. No issues were highlighted.
- 070/FC/03/18-19 Clerk's CiLCA Training**  
 The Clerk reported that she had successfully completed her CiLCA training and the certificate was available to view. The Clerk was congratulated by the Parish Council.

**071/FC/ Housing Needs Assessment****03/19-20**

- One of the landowners of a site submitted under the Call for Sites is considering putting in a planning application for further dwellings on the site.
- In order to conform with policy SS6 - Development in the Countryside, he needs to prove the need for such housing. The policy states that this should be done in conjunction with the Parish Council and the mechanism to do this is to undertake a Housing Needs Assessment.
- The landowner has approached the Parish Council, via the Neighbourhood Plan (NP) group, and proposed transferring funds to the Parish Council for them to undertake the Housing Needs Assessment.
- The NP group does not feel that our Neighbourhood Plan constitutes a Housing Needs Assessment and already has sufficient evidence from the Local Plan and local consultation to meet the requirements of Policy SS6. They are, therefore, not envisaging commissioning a new assessment.

The following points were raised:

- As the Parish Council will not be undertaking a Housing Needs Assessment, the Council has no need for the funding.
- As the landowner is one of several developers, the Council should not be receiving money from this source as it will be perceived as favouring one developer over other developers.
- A Housing Needs Assessment was undertaken as part of the original Village Plan, but this is probably beyond its validity now.

The Parish Council decided that they should not accept this offer of funding for a Housing Needs Assessment.

**ACTION:** Write to landowner to thank him but decline his offer.

Clerk

**072/FC/ Neighbourhood Plan (NP) Update****03/19-20**

- The NP Group have sent out a tender to potential planning consultants to request expertise for policy writing and to help speed up the process. They will use those quotes to apply for funding and then engage one of consultants.
- BDBC are about to start updating their Local Plan and want to meet with Parish Council to discuss the implications, particularly for those with or developing Neighbourhood Plans. The Parish Council felt it would be good to meet with BDBC and GC reported that some of the NP Group would also like to attend.

**ACTION:** Arrange date to meet with BDBC Planning Policy Team regarding the Local Plan Update.

Clerk

**073/FC/ Current Planning Applications:****03/19-20**

Council noted the current position on the planning applications detailed in Appendix 1. There were no new planning applications to discuss.

**074/FC/ Planning Compliance Issues****03/18-19**

Planning ref 17/02849/OUT Land at OS ref 456378 145890, Fox Lane, North Waltham  
The Enforcement Notice was served on 03.05.19 for compliance within 2 months, ie. by 03.07.19.

**075/FC/ Finance****03/19-20****(a) Financial Receipts:**

Council acknowledged that there was one payment made to the Parish Council, as set out in Appendix 2.

**(b) Financial Payments**

Council acknowledged payment of the standing orders and direct debits since last meeting (14<sup>th</sup> May 2019), as set out in Appendix 2. Two direct debit payments had been made to Lloyds Bank plc as the payment for the Multipay card falls on or around the 16<sup>th</sup> of the month, ie. 16<sup>th</sup> May and 17<sup>th</sup> June.

- Council noted the card payments made since the last meeting, as set out in Appendix 2.
- One invoice, from Do the Numbers Ltd. for Internal Audit, was presented for approval.

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

**ACTION:** Arrange payment by bank transfer.

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

Current account balance as at 16<sup>th</sup> April 2019 - £16,913.97  
Deposit account balance as at 16<sup>th</sup> April 2019 - £13,660.34

**(d) Authorising Payments from Bank Account**

- The Clerk has notified Unity Trust Bank of the need to remove former councillors as signatories of the bank account. The submission form was signed at the meeting by the Clerk, GC and JM.

- The Clerk requires further personal details of the new authorisers on the bank account, which was obtained at the meeting.

**ACTION:** Arrange for BP and DJ to be added to the bank account as authorisers for payments.

**Clerk**

**(e) Changes to Multipay card and purchase of new printer**

Lloyds Bank have now provided a contactless card for sums of up to £30.00. Changes to the single transaction limit have not yet been made.

**ACTION:** Arrange changes to single transaction limit of Multipay card as agreed at last meeting - minute ref 046/FC/02/19-20(f).

**Clerk**

**(f) Grant Application**

A grant application from Victim Support, with supporting accounts, was presented to Council for consideration.

Discussion:

- NWPC Grant Awarding Policy states that 'Applications are not normally considered from National organisations ... with access to funds from national 'umbrella' or 'parent' organisations ...' It was felt that this organisation fell into this category.
- It was felt that the likelihood of funds from this organisation coming back into our community is low.
- The Parish Council decided not to award this grant in line with our Grant Awarding Policy.

**ACTION:** Respond to applicant and inform of decision.

**Clerk**

**076/FC/ Highway / Village Appearance Matters**

**03/19-20 Erosion of bank alongside St Michael's Church**

A request has been received from St Michael's Church for support in asking HCC to re-instate the eroded bank alongside the church. The email request from one of the Church Wardens was read out.

Discussion: The Council was happy to support this request and suggested writing a joint letter. It was also suggested that, if HCC are unable to assist, various grants could be applied for.

**ACTION:** Inform St Michael's Church Warden.

**Clerk**

**Traffic Issues around North Waltham Primary School – no further news from HCC.**

**ACTION:** Chase HCC for meeting to discuss road safety around the school.

**Clerk**

**Roads**

- Finger signpost at junction of Fox Lane and Popham Lane – no further action taken.
- Virtual pinch point by the Old Forge – no further action taken.
- Reflective bollards near the junction of Steventon Road and Mary Lane – not resolved.
- Numerous potholes – not resolved.

**ACTION:** Monitor situation.

**Clerk**

**Drains**

Several drains around the village are full of debris.

**ACTION:** Re-report.

**Clerk**

**Accident site at junction of A33/A30**

The Clerk and three ex-councillors have met with the Road Safety Foundation (RSF) to discuss ways to improve the safety of the junction of the A30/A33 in North Waltham. The RSF were very helpful and outlined various sources of information and statistics that could help NWPC argue the case for improvements. Improvements could include, but are not limited to, rumble strips, textured coloured areas, improved road markings, 3/2/1 warning signs, better signposting, etc. The RSF also suggested engaging a Road Safety Auditor to undertake an assessment.

Since the meeting, the RSF have informed the Clerk that they have been working on improvements to this junction but do not know how far they have progressed.

**ACTION:**

- Await all information from the RSF and collate to present to the Parish Council.
- Engage with HCC and ensure AMcNS is copied in.
- Write separate article for next Parish Magazine about engagement with the RSF and summary of what has been learned and ensure community is aware that NWPC is trying to effect change, although it is a slow process.

**Clerk**

**Clerk**

**Clerk**

**Trees – no further news regarding the trees on St Michael's Green. (Tree Warden is on holiday)**

**ACTION:** Request written report from Tree Warden regarding the trees on St Michael's Green.

**Clerk**

**Telephone Box – no further action taken.**

**ACTION:** Obtain quote for next meeting.

**Clerk**

**Lengthsman** – is due to undertake another day’s work in early July. Suggested jobs include removing/killing weeds between roads and pavements, strimming around signs, tree, posts, village gates, etc., trim brambles from hedge alongside Maidenthorne Lane,, cut back growth on roadside of fence along St Michael’s Green.

The Lengthsman should also be asked about the ongoing repair to the gate between Ramsholt Close and Mary Lane, re-treating/painting village gates, notice boards, benches, etc.

**ACTION:** Inform Lengthsman

Clerk

**Footpaths / stiles / kissing gates**

Footpath alongside Westside Dairy is overgrown.

**ACTION:** Request HCC to cut back.

Clerk

**077/FC/ Correspondence**

03/19-20

- Correspondence received between 14<sup>th</sup> May - 12<sup>th</sup> June 2019, see Schedule of Correspondence (Appendix 3)
- Correspondence received since 12<sup>th</sup> June 2019 – see Appendix 3.

**078/FC/ Councillors Announcements**

03/19-20

HCC Cllr AMcNS – reported that

- there has been a deputation in cabinet from Climate Emergency. Various issues were brought up that HCC are considering.
- HCC is developing a plan for the future, which should be available in August 2019.
- HCC is looking to include Business Enterprise Partnerships.
- County Councillors devolved budget is open again.
- A30/A33 junction has been referred to committee.

**ACTION:** Copy AMcNS into correspondence regarding potholes and the A30/A33 junction.

Clerk

GC reported that GC, DJ and the Clerk had attended the Parish Conference at BDBC offices

**ACTION:**

- Circulate slides from presentations to Parish Councillors. If any questions arise from these, ask GC, DJ or the Clerk for clarification.
- Consider Health Care as a topic for the next APM?

Clerk  
All

**079/FC/ Items for Parish Magazine**

03/19-20

The following items were included in the next Parish Magazine (deadline 6.00pm on 18.06.19 – date of meeting).

- Date of next Parish Council meeting.
- Planning applications.
- Garden and sunflower competitions.

**080/FC/ Date of Next Meeting**

03/19-20

The next Ordinary Meeting is planned for Tuesday 16<sup>th</sup> July 2019 at 7.30pm in the Rathbone Pavilion, North Waltham.

Signed ..... Date .....

## APPENDIX 1: PLANNING APPLICATIONS

## AGENDA ITEM 073/FC/03/19-20

|     |                 |   |  |
|-----|-----------------|---|--|
| B/F | 17/03774/FUL    | <b>The Sun Inn, Winchester Road, North Waltham RG25 2JD</b><br>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<br><b>Amended plans submitted 05.03.18, as follows</b><br>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>Undecided</b>                       |
| B/F | 18/00708/FUL    | <b>Towns End Cottage, Maidenthorpe Lane, North Waltham RG25 2DD</b><br>Erection of a single storey lifetime dwelling  | <b>Undecided</b>                       |
| B/F | 18/00873/FUL    | <b>Land at Housome Fields, junction of Winchester Road and Trenchard Lane, Dummer</b><br>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)  | <b>Undecided</b>                       |
| B/F | 18/03188/HSE    | <b>The White Cottage, Popham Lane, North Waltham RG25 2BD</b><br>Erection of two storey side and rear extension with demolition of one outbuilding<br><b>Amended plans submitted 19.02.19</b>   | <b>Undecided</b>                       |
| B/F | 19/00755/HSR    | <b>2 Bungalow, Yew Tree Road, North Waltham</b><br>Demolition of existing corrugated timber framed shed and erection of timber, single storey garden and store room   | <b>Granted<br/>17.05.19</b>            |
| B/F | 19/00884/GPDOFF | <b>Folly Farm, Overton Road, North Waltham RG25 2BS</b><br>Notification of proposed change of use of Class B1(a) office to 1 no. dwelling house (Class 3)   | <b>Granted<br/>24.05.19</b>            |
| B/F | 19/00885/GPDSTD | <b>Folly Farm, Overton Road, North Waltham RG25 2BS</b><br>Notification of proposed change of use of storage building (Class B8) to 2 no. dwelling house (Class 3)  | <b>Granted<br/>24.05.19</b>            |
| B/F | T/00194/19/TCA  | <b>7 St Michael's Close, North Waltham RG25 2BP</b><br>Application for works to trees growing in a conservation area.<br>PROPOSAL: Lime: reduce crown. Reduce height by 8m and width by 6m (Approx 40%) leaving and approx finished height of 13m by 9m wide.   | <b>Raise no objection<br/>17.06.19</b> |
| B/F | 19/01249/HSE    | <b>Field View Cottage, 4 Portland Place, Popham Lane, North Waltham</b><br>Erection of a detached double garage with storage  | <b>Granted<br/>12.06.19</b>            |

**APPENDIX 2: RECEIPTS AND PAYMENTS SCHEDULE****AGENDA ITEM 074/FC/03/19-20****(a) FINANCIAL RECEIPTS**

| DATE     | RECEIVED FROM | DESCRIPTION                          | AMOUNT  | TOTAL   |
|----------|---------------|--------------------------------------|---------|---------|
| 12.06.19 | HMRC VTR      | VAT refund (April 2018 – March 2019) | £302.80 | £302.80 |

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

| DATE     | NAME OF PAYEE   | DESCRIPTION  | AMOUNT  | TOTAL   |
|----------|-----------------|--|---|---------|
| 16.05.19 | Lloyds Bank plc | Expenses for Community Coffee & Litter Pick<br>Stationery (postage)<br>Stationery<br>Expenses for Annual Parish Meeting<br>Monthly fee | £ 26.24<br>£ 8.40<br>£ 15.00<br>£ 33.10<br>£ 3.00 | £ 85.74 |
| 28.05.19 | Clerk           | Salary £9.77 x 35 hrs (May 2019)<br>Home working allowance (May 2019)  | £341.95<br>£ 18.00                                | £359.95 |
| 17.06.19 | Lloyds Bank plc | Stationery<br>Monthly card fee   | £ 33.25<br>£ 3.00                                 | £ 36.25 |

**(c) CARD PAYMENTS MADE SINCE LAST MEETING**

| DATE     | NAME OF PAYEE   | DESCRIPTION   | AMOUNT | TOTAL  |
|----------|-----------------|---|--------|--------|
| 14.05.19 | Sainsbury's     | Stationery (ink cartridge & paper)                              | £18.25 | £36.25 |
| 30.05.19 | Sainsbury's     | Ink cartridge   | £15.00 |        |
| 03.06.19 | Lloyds Bank plc | Monthly card fee  | £ 3.00 |        |
| 06.06.19 | McAfee Livesafe | Security & virus protection for laptop<br>(2 year subscription) | £94.99 | £94.99 |

**(d) PAYMENTS APPROVED AT THIS MEETING**

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

## APPENDIX 3

## AGENDA ITEM 048/FC/03/19-20

CORRESPONDENCE RECEIVED AS AT 12<sup>th</sup> 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 – 24<sup>th</sup> 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*)
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**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**

- 12.06.19 HCC – Information regarding changes to the Local Government Pension Scheme (*not circulated - no action required as NWPC has no employees enrolled in the scheme*)
- 12.06.19 BDBC – notification of submission of Wootton St Lawrence Neighbourhood Plan (Regulation 16) (*forwarded to the Neighbourhood Plan Group*)
- 14.06.19 HALC – New Government Funding for Rural Broadband
- 14.06.19 BDBC – changes to bin collections
- 17.06.19 London Hearts – defibrillator appeal for Basingstoke & Deane Parish Councils
- 18.06.19 Rural Services Network – The Rural Bulletin