

## MINUTES OF PARISH COUNCIL ORDINARY MEETING

**Tuesday 16<sup>th</sup> July 2019 at 7:30pm in the Rathbone Pavilion, North Waltham**

### **Councillors Present:**

Cllr Geoff Chapman (GC) (Chairman), Cllr Judith McGinley (JM), Cllr Bill Preston (BP), Cllr David James (DJ) and Rosemary Coulter (Clerk)  
Borough Cllr Stuart Frost (SF) joined the meeting during item 090/FC/04/19-20

**Actions  
for**

**081/FC/  
04/19-20**

**Apologies for Absence:** Borough Cllr Diane Taylor

**082/FC/  
04/19-20**

### **Declarations of Interest:**

BP and Clerk declared an interest in the planning application 19/01689/HSE as they are neighbours.

**083/FC/  
04/19-20**

### **Meeting open to the Public:**

One member of the public attended the meeting.

**084/FC/  
04/19-20**

### **Minutes:**

The minutes of the meeting held on 18<sup>th</sup> June 2019 were accepted as a correct record and signed and dated by the Chairman.

**085/FC/  
04/19-20**

### **Matters Arising**

An Action Plan and Outcomes, see Appendix 4, was presented to the Parish Council to provide an update on agreed actions. Only actions requiring further discussion were then discussed at this meeting.

- Bus shelter - the Clerk has received an estimate to replace the bus shelter by the pond which comes to £18,000.00 for insurance purposes. The current sum insured for street furniture, which would include the bus shelter is £36,000.00. This would adequately cover the bus shelter and other street furniture owned by the Parish Council.

#### **ACTION:**

- Date and record who provided the estimate.
- Add to Asset Register.
- Councillor Emails – not all councillors were able to attend training. A further date for training is to be set when remaining councillors have been co-opted.
- Authorising payments – the Clerk has notified Unity Trust Bank that BP and DJ will be authorisers on Parish Council bank accounts. The bank will contact them within the next 5-7 days with details of how to register and access the online accounts.
- Changes of single transaction limit on Lloyds Multipay card – this change needs to be requested by GC as secondary administrator. The Clerk, as primary administrator, cannot do this as she is also the card holder. Instructions have been given to GC.

**ACTION:** Change single transaction limit on Lloyds Multipay card.

**Clerk  
Clerk**

**GC**

**086/FC/  
04/19-20**

### **Co-option of Councillors to Council**

Two candidates have volunteered to be co-opted to the Parish Council but only one candidate was present at the meeting. This candidate completed the declaration for candidates wishing to be co-opted to North Waltham Parish Council.

### **Resolutions:**

- To co-opt Jan Woodfin (JW) as a member of North Waltham Parish Council.  
Proposed by JM, seconded by BP and agreed unanimously.

JW was welcomed to the Parish Council and signed her Declaration of Acceptance of Office in the presence of the Clerk.

#### **ACTION:**

- Send JW Councillors Induction Pack and organise training.
- Invite the other candidate to attend the next meeting.

**Clerk  
Clerk**

**087/FC/ Risk Assessment****04/19-20**

The Clerk has contacted BHIB Insurance Brokers regarding insurance implications if the recommended actions in the village risk assessment are implemented. The insurers made the following points:

- NWPC has a responsibility to make all their land, buildings, etc. as safe as possible and to warn the public of any potential dangers.
- Any action suggested by a risk assessment to make things safer and reduce risk of accidents should be implemented.
- Land, buildings, etc. need to be maintained regularly and records kept as evidence of this.
- Should a claim be made, NWPC will not be responsible if they can prove they have conducted regular risk assessments, implemented recommendations, regularly maintained land/buildings and have records to prove they have been maintained.
- Specific to ponds, there should be no jetty's or means of getting onto the water available – including a free-floating duck house. Insurers stated that this should be anchored or removed from the pond.

The Clerk has also tried to contact the assessor regarding the need for high-viz markings on the bollards on Corndell Green. He is currently recovering from an operation and unavailable.

**Discussion:**

- Questioned whether a flotation aid and 'deep water' sign is necessary as many other local village ponds do not have one. However, following insurance company advice and their awareness of the risk assessment, it was felt that a flotation aid and signage should be installed.
- Parish Council do not want to make the area around the pond more 'cluttered'.
- Suggestion of fixing flotation aid and signage to back of wooden bin already in situ.
- Suggested putting a 'This is not a dog waste' sign on the top.
- Need to determine whether the floating duck house needs to be accessed, ie. to insert straw, before deciding whether this can be anchored or removed. Ducks currently have babies so unable to do anything until babies are fledged.

**ACTION:**

- Request updated quote for flotation aid and housing, 'deep water' signage and sign 'Not for dog waste'. **Clerk**
- Investigate fixing flotation aid to bin. **Clerk**
- Discuss with local resident re use of floating duck house and determine preference for anchoring or removing. **Clerk**
- Request Lengthsman to ensure all bollards on Corndell Green are secure. **Clerk**
- Obtain quote for guttering on bus shelter. **Clerk**
- Continue to try to contact the assessor to determine why high-viz marking is recommended for bollards at Corndell Green. **Clerk**

**088/FC/ 3-5 Year Plan****04/19-20**

Discussed ideas for a Transport Strategy. The aim is for the Parish Council to be more proactive in this area and to have a plan for implementation in the future.

- Cycle lane to Basingstoke. Local residents have requested support from the Parish Council for this in the past. There is relatively short section of cycle lane, from North Waltham to the new developments along Winchester Road (near Sainsbury's), which would then meet up with other cycle lanes into the centre of Basingstoke. Land owners permission and funding would need to be identified and obtained. Recent information has been received from South Western Railways suggesting grants may be available for cycle paths linking communities to railway stations. Further investigation would be needed.
- Bus services. Past meetings with BDBC have indicated that the current services are all they can support.
- Dial-a-Ride service or similar. These are services where customers phone and book a journey the day before. There is a charge, but this is cheaper if the customer has a disability badge. Currently this scheme does not extend as far as North Waltham. The Parish Council require more information.
- WI have an informal arrangement between members whereby members will give lifts to other members for appointments, shopping, etc. This has never been formalised due to insurance, DBS checks, etc.

**ACTION:**

- Determine how Dial-a-Ride and/or similar services operate. **JW**
- Regular agenda item. **Clerk**

**089/FC/ Consultations from Basingstoke & Deane Borough Council****04/19-20**

- Review of Polling Districts, Polling Places and Polling Stations. The current polling station for North Waltham is the Rathbone Pavilion. The review states that this venue is felt to be fit for

purpose, accessible to the majority of the electorate within the district and is accessible to those with a disability. There is no proposed polling venue change.

Discussion: The Council agreed with the review regarding polling in North Waltham.

**ACTION:** Respond to consultation.

Clerk

- Consultation on the Basingstoke Golf Course Development Supplementary Planning Document (SPD)

Discussion: The Parish Council felt that they did not wish to comment on this development which is out of the Parish. However, the impact of traffic management plans could impact on residents of North Waltham.

**ACTION:** Review the consultation for policies on traffic management and inform members.

Clerk

#### 090/FC/ 04/19-20 Neighbourhood Plan (NP) Update

A meeting took place between the Parish Council, members of the NP Group and a Principle Planning Policy Officer from BDBC on 15<sup>th</sup> July 2019 regarding the Local Plan Update and the impact on the emerging NP. Notes from the meeting are in the process of being written up.

Outcome of meeting

- BDBC cannot currently guarantee a 5 year housing plan due to delays in development within the town. However, in November 2019, they expect this to be resolved.
- Concerns were expressed about what might come out of the Local Plan Update and the implications for North Waltham. The number of additional houses required in North Waltham may change and may be more than the 10 required at present.
- If the NP allocate sites to meet the requirements, supported by evidence, then they will be the only sites to be built on. This makes it harder for speculative development and will require further evidence of need.
- When developers build in a community, they are obliged to pay the community to mitigate the impact of the development (Community Infrastructure Levy (CIL)) which is based on the square footage of the building and goes towards community infrastructure/facilities. The monies go to the Borough Council with a percentage being returned to the Parish. If the Parish has a NP, 50% of the funds come back to Parish. Without a NP, 20% of the funds come back to the Parish.
- If the NP was not continued, the Parish Council absolves itself of any involvement in planning decisions beyond the present system. Therefore, the community will have no say in where development may take place in the village.
- The consensus was to continue with the North Waltham NP but risk that speculative developers could apply to build in North Waltham before November 2019 and argue that this is permitted because BDBC cannot meet the housing supply demand.

#### 091/FC/ 04/19-20 Current Planning Applications:

The Parish Council considered the following planning application:

##### 19/01689/HSE

##### 1 Longfield Close, North Waltham RG25 2EL

Erection of a single storey side extension

There was no additional representation from the applicant. No questions or concerns were raised by the Parish Council

**Parish Council's response to application:** No objection.

**ACTION:** Complete online consultation form for BDBC.

Clerk

Council noted the current position on the planning applications detailed in Appendix 1.

#### 092/FC/ 04/18-19 Planning Compliance Issues

Planning ref 17/02849/OUT Land at OS ref 456378 145890, Fox Lane, North Waltham

The Enforcement Notice expired on 03.07.19 but there has been no further information from BDBC as to the next course of action.

#### 093/FC/ 04/19-20 Finance

##### (a) Financial Receipts:

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

##### Financial Payments

- Council acknowledged payment of the standing order and direct debit since last meeting (18<sup>th</sup> June 2019), as set out in Appendix 2.

- Council noted the card payments made since the last meeting, as set out in Appendix 2.
- One expense claim for travel expenses, was presented for approval.  
An invoice from HALC is expected but has not yet been received and, therefore, could not be approved.

**RESOLUTION:** To agree payment for expense claim as listed in Appendix 2

Proposed by JM, seconded by JW and agreed unanimously.

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

Clerk/  
GC/JM

**(b) Bank Balances and Bank Reconciliation**

Current account balance as at 16<sup>th</sup> July 2019 - £16,131.04

Deposit account balance as at 16<sup>th</sup> April 2019 - £13,773.98

The Bank Reconciliation for quarter 1, to 30<sup>th</sup> June 2019, was presented to Council. This was checked against the bank statements and initialled by JM.  
Discussion regarding moving funds from the current account to the deposit account, even is this is relatively short term, to take advantage of the interest rate.

**RESOLUTION:** To move £10,000.00 from the current account to the deposit account.

Propose by DJ, seconded by BP and agreed unanimously.

**ACTION:** Arrange transfer of funds.

Clerk/  
GC/JM

**(c) Budget Review**

The Budget Review for quarter 1, as at 30<sup>th</sup> June 2019, was presented to Council. The following was noted:

- 50% of the precept has been received from BDBC. The remainder is due in September 2019.
- Some budget lines, eg. grass cutting grant, insurance, audit, venue hire, etc. are already or almost spent. These items are one-off payments and no further expenditure is anticipated.
- All other budget lines are on target for the period concerned.

There were no further questions or discussion.

**ACTION:** Publish on the website.

Clerk

**(d) Grant Application**

A grant application has been received from the North Waltham Village Trust (VT) and was presented to Council. The VT have requested a sum of £5,500.00 which is the total cost of their Grounds Maintenance Contract but acknowledge that the Parish Council have already provided a grass cutting grant of £2,016.00. Therefore, the outstanding amount requested is £3,484.00.

Discussion:

- It was generally felt that grants should not be provided for ongoing operating / general maintenance costs. However, the Parish Councils Grant Awarding Policy does not accurately reflect this and requires revision.
- The Village Trust are requesting a grant that will use almost the total amount available for grants, thus preventing other village organisations benefitting from the funds.
- The Parish Council is allocating public money and need to be able to justify why the money is being given as a grant.
- The Village Trust have more money in their accounts than the Parish Council have available and ongoing reliance on the Parish Council for general maintenance is not sustainable.
- The Parish Council would prefer to help fund specific projects with the Village Trust and would look favourably on such projects. The Parish Council would be keen to know of their plans.

**ACTION:**

- Respond to Village Trust.
- Revise Grant Awarding Policy to reflect the requirement to fund specific projects.

Clerk  
Clerk

**Continuing the meeting**

After two hours of this meeting, the Chairman asked members if they would be happy to continue to the end of the Agenda - agreed unanimously.

**094/FC/  
04/19-20 Highway / Village Appearance Matters**

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

£106 monies have been allocated to the Village Trust for the car park matting. Work is being undertaken to clear and prepare the site, so that the contractors can start work imminently. Further contractors will be hired to move the fencing.

**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 and re-report issues where necessary.

Clerk

**Drains**

Several drains around the village are still full of debris.

**ACTION:** Re-report.

Clerk

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

Following the last meeting, County Cllr McNair Scott has informed the Parish Council of HCC's plans to improve the junction at the A33/A30. This information has previously been circulated to councillors. The Clerk has requested clarification of the time scale for these improvements, but County Cllr McNair Scott is unable to provide this. She will keep chasing and let the Clerk know a date when available.

The Clerk has also contacted the Road Safety Foundation regarding these proposed improvements who have reviewed the plans. They make the following points:

- The proposed improvements will certainly help.
- They would question whether the high friction surfacing is in the right place. If the crashes are taking place between turning vehicles being hit by vehicles travelling along the main road, the provision of high friction surfacing may be of benefit for a longer stretch. However, it will draw driver's attention to the junction, so that should certainly help.

In the light of this development, the Clerk has not gathered all the other information together to present to the Parish Council. An article still needs to be written for the next Parish Magazine.

Discussion:

- Concern was expressed that HCC have come up with a relatively cheap proposal. There will not then be a sufficient body of evidence to prove that the proposed solution has not worked.
- The Parish Council wishes to respond to County Cllr McNair Scott requesting evidence for this particular design.
- Whilst these proposed works may help, the Parish Council believe this will not solve the problem and this junction will continue to put local residents and other road users at risk.
- Should this proposed scheme go ahead the Parish Council would request that the red, high friction surface be extended for the full length of the junction on the A33 and be added to the approach to the junction on the A30 Stockbridge Road.

**ACTION:**

- Respond to County Cllr McNair Scott with concerns outlined above.
- Write separate article for next Parish Magazine regarding the Parish Council's efforts to effect change at this junction.

Clerk  
Clerk

**Trees** – no further news regarding the trees on St Michael's Green.

**ACTION:** Chase report.

Clerk

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

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

Clerk

**Lengthsman**

- Undertook another day's work on 9<sup>th</sup> July. They removed weeds alongside pavements and trimmed round benches, bins, etc. at the pond and on the green. Other jobs will remain on the list for next time.
- They have reviewed the gate between Ramsholt Close and Mary Lane and feel the spring is very worn. Whilst they were there, a resident came out to speak with them saying people have been hammering it to make it stay open so that it is easy for cyclists to go through. To replace the spring would be approx. £10 and they could fit this the next time they are in the area. Alternatively, we could consider having a weighted gate fitted.

The Council was not aware that damage had been done to the gate to assist cyclists. The purpose of a self-closing gate is for safety of children, who may run straight through and onto a road. The Council agreed unanimously to the cost of the repair to the gate hinge.

**ACTION:** Ask Lengthsman to fit a new self-closing hinge to the gate at a cost of £10.00.

Clerk

**Footpaths / stiles / kissing gates**

The overgrown footpath alongside Westgate Dairy has been reported to HCC but no work undertaken.

**ACTION:** Re-report issue.

Clerk

**095/FC/ Correspondence****04/19-20**

- Correspondence received between 18<sup>th</sup> June - 5<sup>th</sup> July 2019, see Schedule of Correspondence (Appendix 3)
- Correspondence received since 5<sup>th</sup> July 2019 – see Appendix 3.

**096/FC/ Councillors Announcements****04/19-20**

SF gave a report, as follows:

- He gave his apologies for not attending the last couple of months. BDBC have instituted a heavy training schedule for all councillors.
- He is on three committees including Economic, Planning and Housing.
- BDBC is now under no overall control as one conservative member has changed to an independent.
- Cllr Diane Taylor is now Mayor and has recently been abroad with linked towns in France and Germany.
- Cllr Hannah Golding is also part of the executive and has a portfolio for finance and IT.
- Local Plan Update (already discussed under item 090/FC/04/19-20).
- Hounsme Fields development - reserved matters application has been received.
- Basingstoke Golf Course Development - should go to Development Committee in October/November 2019.
- Manydown development – there are legal proceedings on the procurement process.
- Electoral Boundary Review – the number of borough councillors has been reduced from 60 to 54. The size of wards is increasing and every ward will have 3 councillors, which will commence in May 2020. This ward will increase 5 to 15 Parish Council's.

**097/FC/ Items for Parish Magazine****04/19-20**

The following items need to be included in the next Parish Magazine (deadline 6.00pm on 23.07.19).

- Date of next Parish Council meeting and village walk around.
- Planning applications.
- Article about Parish Councils actions to improve the A30/A33 junction.

**ACTION:** Submit article.**Clerk****098/FC/ Date of Next Meeting****04/19-20**The next Ordinary Meeting is planned for Tuesday 17<sup>th</sup> September 2019 at 7.30pm in the Rathbone Pavilion, North Waltham. BP and JW gave apologies in advance.The Village Walk Around is planned for 6<sup>th</sup> August at 7.00pm meet at the pond... All residents are welcome to highlight issues needing review in advance of the Walk Around or to meet with the Parish Council on the Walk Around to discuss any issues in the village.

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

## APPENDIX 1: PLANNING APPLICATIONS

## AGENDA ITEM 091/FC/04/19-20

B/F	17/03774/FUL	<p><b>The Sun Inn, Winchester Road, North Waltham RG25 2JD</b> 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</p> <p>Amended plans submitted 05.03.18, as follows</p> <p>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</p>	Undecided
B/F	18/00708/FUL	<p><b>Towns End Cottage, Maidenthorpe Lane, North Waltham RG25 2DD</b> Erection of a single storey lifetime dwelling</p>	Undecided
B/F	18/00873/FUL	<p><b>Land at Hounsome Fields, junction of Winchester Road and Trenchard Lane, Dummer</b> 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)</p>	Undecided
B/F	18/03188/HSE	<p><b>The White Cottage, Popham Lane, North Waltham RG25 2BD</b> Erection of two storey side and rear extension with demolition of one outbuilding</p> <p>Amended plans submitted 19.02.19</p>	Undecided
NEW	19/01689/HSE	<p><b>1 Longfield Close, North Waltham RG25 2EL</b> Erection of a single storey side extension</p>	Undecided

**APPENDIX 2: RECEIPTS AND PAYMENTS SCHEDULE****AGENDA ITEM 093/FC/04/19-20****(a) FINANCIAL RECEIPTS**

DATE	RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL
30.06.19	Unity Trust Bank	Interest (deposit A/C)	£ 13.64	£ 13.64

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

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
28.06.19	Clerk	Salary £9.77 x 35 hrs (Jun 2019) Home working allowance (Jun 2019)	£341.95 £ 18.00	£359.95
16.07.19	Lloyds Bank plc	McAfee Livesafe Argos Monthly card fee	£ 94.99 £ 16.99 £ 3.00	£114.98

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

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
18.06.19	Argos	Stationery (ink cartridge)	£16.99	
07.07.19	Lloyds Bank plc	Monthly card fee	£ 3.00	£36.25

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

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
26.06.19	Rosemary Coulter	Expenses claim - travel	£21.60	£21.60

## APPENDIX 3

## AGENDA ITEM 095/FC/04/19-20

CORRESPONDENCE RECEIVED AS AT 5<sup>th</sup> JULY 2019**Newsletters** (received and circulated via email)

- 14.06.19 Business in Basingstoke – June 2019
- 25.06.19 Rural Services Network – The Rural Bulletin
- 27.06.19 South Western Railways – Stakeholder Newsletter – June 2019
- 01.07.19 Clerks & Councils Direct magazine
- 02.07.19 Rural Services Network – Rural Bulletin
- 03.07.19 Rural Services Network – Rural Funding Digest July 2019

**Correspondence from BDBC** (received and circulated via email)

- 20.06.19 Consultation on the draft Basingstoke Golf Course Development
- 25.06.19 Polling Districts & Polling Places Review
- 27.06.19 Invitation – Basingstoke & Deane – Mayor's Civic Sunday Service – 14.07.19 at 6.30pm
- 28.06.19 Changes to bin collections (*information posted on North Waltham website News and Facebook page*)
- 02.07.19 Notice of Review of Polling Districts & Polling Places (*not circulated as information circulated previous week. Published on notice board & website 02.07.19*)

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

- 11.06.19 Improving customer contact – the way forward
- 26.06.19 Email from Cllr McNair Scott re A30/A33 junction

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

- 25.06.19 Reminder of Village of the Year competition
- 03.07.19 Hampshire's Communication Awards 2019

**Other correspondence** (received and circulated via email)

- 21.06.19 Keep Britain Tidy - #Love Parks (*forwarded to NW Village Trust*)

**Other correspondence** (not circulated)

- 27.06.19 Grant application from North Waltham Village Trust (*not circulated but included with papers for July meeting*)

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

- 01.07.19 Creative Play – children's play equipment, outside gym equipment, etc – marketing brochure
- 01.07.19 Wicksteed – multi-use games playgrounds – marketing brochure
- 03.07.19 Sawscapes Play – installation, inspection & maintenance of outside play equipment – marketing email (*forwarded to the Village Trust*)

**Correspondence received since publication of Agenda**

- 07.07.19 Local resident – asking if allotments were available in North Waltham (*Clerk responded to say no. Not circulated*)
- 09.07.19 HALC Village of the Year 2019 – reminder (*not circulated*)
- 09.07.19 Rural Services Network – The Rural Bulletin
- 10.07.19 South Western Railways – Invitation to apply for SWR's Customer & Communities Improvement Grant (*cc Village Trust & St Michael's Church*)
- 10.07.19 HCC – Countryside Access Team North - Newsletter
- 11.07.19 BDBC – Parish Training in Planning
- 12.07.19 BDBC – consultation on a Supplementary Planning Document (SPD) relating to the draft Whitchurch Conservation Area Appraisal and Management Plan.
- 12.07.19 HALC – Newsletter July 2019
- 15.07.19 Hampshire Constabulary – Basingstoke Rural South Newsletter – July 2019
- 16.07.19 Rural Services Network – The Rural Bulletin

**APPENDIX 4**

**AGENDA ITEM 085/FC/04/19-20**

**ACTION PLAN & OUTCOMES FOLLOWING PARISH COUNCIL MEETING HELD ON 18<sup>TH</sup> June 2019**

PREPARED BY: Rosemary Coulter, Clerk to North Waltham Parish Council

MINUTE REF	ACTION	RESPONSIBILITY	OUTCOME / COMMENTS
062/FC/03/19-20	Contact Village Charities Representative	Clerk	02.07.19 – awaiting response.
062/FC/03/19-20	Determine dates of school Easter holidays in order to plan date for Annual Parish meeting	Clerk	Dates of Easter school holidays are Saturday 04.04.20 – Sunday 19.04.20 (Easter: Fri 10 <sup>th</sup> – Mon 13 <sup>th</sup> )
064/FC/03/19-20	Audit <ul style="list-style-type: none"> <li>Return the Certificate of Exemption 2018-19 to PKF Littlejohn LLP before 30<sup>th</sup> June 2019</li> <li>Publish the Annual Governance Statement and the Accounting Statements 2018-19 in accordance with Proper Practices</li> </ul>	Clerk	19.06.19 Done  19.06.19 Done – published on North Waltham website and Parish notice board.
065/FC/03/19-20	Asset Register - obtain a value for the bus shelter from local architect	Clerk	Information requested 06.07.19 - response received <b>For discussion at July meeting</b>
066/FC/03/19-20	Councillor Emails – all councillors & Clerk to attend a training session	All	04.07.19 - training session attended by GC, BP, DJ & Clerk <b>For discussion at July meeting</b>
067/FC/03/19-20	Risk Assessment <ul style="list-style-type: none"> <li>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</li> <li>Contact assessor to determine why high-viz marking is recommended for bollards</li> </ul>	Clerk	<b>Agenda item at July meeting</b>  02.07.19 contacted but currently on sick leave & unable to obtain response
068/FC/03/19-20	3-5 year Plan <ul style="list-style-type: none"> <li>Ask BDBC when S106 funds for the car park matting project will be available</li> <li>Obtain update on current Community Speed Watch activity</li> <li>Formulate ideas for Transport Strategy</li> </ul>	Clerk  All	03.07.19 S106 monies approved by BDBC. School Travel Team / Village Trust are planning to get work undertaken ASAP. 02.07.19 Email to AS to request an update on the current situation of CSW. Awaiting response. 16.07.19 chased – awaiting response <b>Agenda item at July meeting</b>
071/FC/03/19-20	Housing Needs Assessment - write to landowner to thank him but decline his offer.	Clerk	Done via email
072/FC/03/19-20	Neighbourhood Plan Update - arrange date to meet with BDBC Planning Policy Team regarding the Local Plan Update.	Clerk	Meeting on 15.07.19 at 7.00pm in the Rathbone Pavilion.

075/FC/03/19-20 (a)	Payments -arrange payment by bank transfer.	Clerk/GC/JM	19.06.19 set up & authorised.
(d)	Authorising Payments <ul style="list-style-type: none"> <li>Send forms to confirm removal of signatories</li> <li>Set up BP and DJ as authorisers on Parish Council bank accounts.</li> </ul>	Clerk	03.07.19 – confirmation received from Unity Trust Bank 16.07.19 – completed forms submitted to Unity Bank
(e)	Changes to Multipay card - arrange changes to single transaction limit of Multipay card as agreed at previous meeting - minute ref 046/FC/02/19-20(f).	Clerk	Although the Clerk is the Primary Administrator on this account, she is unable to change the single transaction limit as she is also the sole user of the card. This needs to be organised by GC as secondary administrator. The Clerk has provided GC with the instruction to do this.
(f)	Grant Application - respond to applicant and inform of decision.	Clerk	02.07.19 Letter sent
076/FC/03/19-20	Highway & Village Appearance <ul style="list-style-type: none"> <li>Inform St Michael's Church Warden</li> <li>Chase HCC Traffic and Safety Team again to arrange a time to meet</li> <li>Report or re-report road issues as appropriate</li> <li>Check drains and re-report if necessary</li> <li>Go through information for A30/A33 junction</li> <li>Request written report from Tree Warden regarding the trees on St Michael's Green</li> <li>Obtain quotation for renovation and repair of telephone box</li> <li>Meet with Lengthsman to review work</li> <li>Inform Lengthsman of jobs for workday on 09.07.19</li> <li>Arrange repair of gate between Ramshott Close and Mary Lane</li> <li>Request HCC to cut back footpath</li> </ul>	Clerk	<b>Agenda item at July meeting</b> <ul style="list-style-type: none"> <li>Done</li> <li></li> <li></li> <li></li> <li>Not completed as HCC have proposed changes to this junctions, although the timescale is unknown</li> <li>Requested but not received</li> <li>Not completed</li> <li>Not completed due to holidays of both Clerk &amp; Lengthsman</li> <li>Done – work undertaken 09.07.19</li> <li>16.07.19 – D/W RP Gardening – <b>for discussion at July meeting.</b></li> <li>Request made</li> </ul>
078/FC/03/19-20	Councillors Announcements - circulate slides from Parish Conference at BDBC.	Clerk	02.07.19 circulated to NWPC