

**MINUTES OF PARISH COUNCIL ORDINARY MEETING**

**Tuesday 17<sup>th</sup> September 2019 at 7:30pm in the Rathbone Pavilion, North Waltham**

**Councillors Present:**

Cllr Geoff Chapman (GC) (Chairman), Cllr Judith McGinley (JM), Cllr David James (DJ), and Rosemary Coulter (Clerk)

**Actions  
for**

**114/FC/  
06/19-20** **Apologies for Absence:** Cllr Bill Preston, Cllr Jan Woodfin, Borough Cllr Diane Taylor, Borough Cllr Stuart Frost  
Did not attend: Cllr Peter Waggett

**115/FC/  
06/19-20** **Declarations of Interest:**  
None.

**116/FC/  
06/19-20** **Meeting open to the Public:**  
No members of the public attended the meeting.

**117/FC/  
06/19-20** **Minutes:**  
The minutes of the

- ordinary meeting held on 16<sup>th</sup> July 2019 were accepted as a correct record
- additional meeting held on 24<sup>th</sup> July 2019 were accepted as a correct record
- additional meeting held on 31<sup>st</sup> July 2019 were accepted as a correct record
- additional meeting held on 5<sup>th</sup> September 2019 were accepted as a correct record

The minutes of the meetings above were signed and dated by the Chairman.

**118/FC/  
06/19-20** **Matters Arising**  
The Action Plan and Outcomes from the meeting held on 16<sup>th</sup> July was presented to Council (see Appendix 1). Only actions requiring further discussion were then discussed at this meeting.

- Multipay card – the single transaction limit has not yet been increased

**ACTION:** Arrange with Lloyds Bank.

**GC**

- Grant Awarding Policy – as this has a two-year review, this policy is not on the schedule for review during 2019-20. However, Council agreed that this should be reviewed as soon as possible.

**ACTION:** Review and update Grant Awarding Policy and present to Council as soon as possible.

**Clerk**

The Action Plan and Outcomes from the Village Walk Around held on 6<sup>th</sup> August was presented to Council (see Appendix 2). Only actions requiring further discussion were then discussed at this meeting.

It was decided to concentrate on three main tasks as a priority and to address other issues in due course. The priorities were identified as actions relating to the telephone box, the pond (see item 120/FC/06/19-20 Risk Assessment below) and tasks for the Lengthsman.

**ACTION:**

- Order new handle for the telephone box and arrange fitting.
- Check battery on defibrillator.

**Clerk  
Clerk**

**119/FC/  
06/19-20** **Co-option of Councillors to Council**

One local resident has volunteered to be co-opted to the Parish Council again but was unable to attend this meeting. Concern was expressed that this resident was no longer interested. Council decided to advertise the councillor vacancy. This resident is welcome to come forward again.

**ACTION:** Advertise councillor vacancy.

**Clerk**

**120/FC/  
06/19-20** **Risk Assessment**

Outstanding issues:

- Current pricing for flotation aid, housing and signage – the Clerk has requested an updated quotation and is awaiting a response.
- Tethering of duck house – local resident happy to tether but need to determine how to do this.
- Difficulty obtaining quotes for roof guard on bus shelter.
- The Lengthsman will be asked to fix bollards on Corn dell Green on his next work day.

- Awaiting response rationale for high-viz markings on bollards on Corndell Green. Concern was expressed about putting the flotation aid on the telephone box as it is a short distance away from the pond and may not be easily visible if needed. Suggested asking members of the Village Trust about roofing services.

**ACTION:**

- Determine from local resident what tethering kit for duck house consists of. **Clerk**
- Contact other local Parish Councils with small ponds and determine their actions regarding warning signs and flotation aids. **Clerk**
- Contact Village Trust for recommendations for spoofing companies. **Clerk**

**121/FC/ 3-5 Year Plan****06/19-20**

JW has not yet provided any information regarding Dial-a-Ride or similar services.

Concern was expressed that focussing on the Transport Strategy seems to be distracting from drawing up a 3-5 year plan.

It was decided to carry this item over to next meeting due to the limited number present.

**ACTION:** Review previous minutes to draw up a draft 3-5 year plan to present to Council in October. **Clerk**

**122/FC/ Policies and Key Documents****06/19-20**

- **Financial Regulations**

The model Financial Regulations have been updated by NALC. The Clerk has reviewed the Parish Councils' existing Financial Regulations in line with this new model and recommended changes, as marked in red in the circulated documents.

The Clerk highlighted pertinent points for discussion, as follows:

- Some changes have been made to reflect that the Council has no committees with delegated powers and decisions are made by Full Council, or to reflect working practices of the Council, eg. the Council does not hold any petty cash. However, there are still some references to committees which need to be corrected in the document.
- Item 1.14 – council agreed to set the figure for approving any grant or single commitment in excess of £500.
- Item 4.1 – expenditure of revenue items ... is determined by
  - Full council for all items over £500
  - The Clerk, in conjunction with the Chairman of Council for any items below £500.
- Items 11.1(h) – obtain 3 quotations where the value is below £3,000 and above £300. These are amounts previously agreed by Council. However, Council agreed to change these amounts to '... below £5000 and above £500.'
- Items 12, 13 and 16 have been added.
- Item 14.2 – NALC suggest a value of £250. However, Council agreed to set this figure at £500.
- Other amounts in the document are suggested by NALC.

- **Financial Risk Assessment**

The Financial Risk Assessment, dated 12<sup>th</sup> September 2019, was presented to Council.

Two recommendations were made.

- According to the Councils' Schedule for Review of Policies and Key Documents 2019-20, a Business Continuity Plan is due to be presented to Council in February 2020.
- In May 2018, the Data Protection (Charges and Information) Regulations came into force. Under the Regulations, organisations that determine the purpose for which personal data is processed (ie. data controllers) must pay a data protection fee unless they are exempt. HALC's position is that the corporate body of the Parish Council will always be required to register with the Information Commissioners Office (ICO). Individual Parish Councillors are not required to register individually, as they will be covered by the Council's registration. The fee for a Public Authority with less than 10 members of staff is £40pa or £35 if paid by direct debit

**Resolution:** To accept the Financial Risk Assessment, dated 12<sup>th</sup> September 2019.

Agreed unanimously.

**Resolution:** To register with the ICO at £35 and pay by direct debit.

Agreed unanimously.

**ACTION:**

- Update draft Financial Regulations in accordance with decision made above and present to Council in October for approval. **Clerk**
- Register with the ICO. **Clerk**

**123/FC/ Garden Competition****06/19-20**

The judges have completed judging and provided the Clerk with a list of winners (addresses only). The Clerk has notified the winners and asked them to provide contact details and is awaiting response.

Discussion:

It was agreed to hold a short presentation at the beginning of the October Parish Council meeting. It was agreed to award prizes, as in previous years, ie. garden vouchers for 1<sup>st</sup> place - £30, 2<sup>nd</sup> place - £20 and 3<sup>rd</sup> place - £10 for both front gardens and best baskets/containers. Total £120.

There have only been 4 entrants to the children's Sunflower growing competition. The Clerk has emailed the parents to determine if the sunflowers are available for measuring. 2 children's sunflowers have wilted and died. The Clerk is awaiting a response from the other 2.

The prizes were agreed, as in previous years, ie. book vouchers for 1<sup>st</sup> place - £15, 2<sup>nd</sup> place - £10 and 3<sup>rd</sup> place - £5 for both tallest sunflower and biggest head. Total £60.

**ACTION:**

- Plan presentation and inform winners.
- Advise GC of sunflower entrants, if necessary, to arrange measuring.

Clerk  
Clerk

**124/FC/ Neighbourhood Plan (NP) Update****06/19-20**

The NP Group have been successful in their application to Locality for technical support on preparing a site appraisals report and Dave Chetwyn of UWE has been assigned to the group.

**125/FC/ Current Planning Applications:****06/19-20**

Council noted the current position on the planning applications detailed in Appendix 3.

Two new planning applications have been received since publication of the agenda and an additional meeting was agreed for Friday 27<sup>th</sup> September 2019 at 6.00pm in the Rathbone Pavilion to determine the response from the Parish Council.

**ACTION:** Organise additional meeting and inform applicants.

Clerk

**126/FC/ Planning Compliance Issues****06/18-19**

Planning ref 17/02849/OUT Land at OS ref 456378 145890, Fox Lane, North Waltham Planning Enforcement have received an appeal against the Enforcement Notice. Planning Enforcement advise that they have sent their statements in relation to the appeal to the Inspector and are awaiting an appeal date. There is little else they can do until the Inspector approves or dismisses the enforcement notice.

**ACTION:** Monitor situation.

Clerk

**127/FC/ Finance****06/19-20****(a) Financial Receipts** (see appendix 4)

There have been no receipts since the last meeting in July. The remainder of the Precept (50%) is due from BDBC in September but has not yet been received.

**Financial Payments** (see appendix 4)

- Council acknowledged payment of the standing orders and direct debits since the last meeting.
- Council acknowledged the card payments made since the last meeting.
- Two invoices were presented for approval for payment. Both invoices were checked and initialled by JM.

**RESOLUTION:** To agree payment for invoice INV-3548 to HALC and invoice 62419 from ClubNet Ltd., as listed in Appendix 4.

Proposed by GC, seconded by DJ and *agreed* unanimously.

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

Clerk/  
GC/JM

**(b) Bank Balances**

Current account balance as at 17<sup>th</sup> September 2019 - £5,364.04

Deposit account balance as at 17<sup>th</sup> September 2019 - £23,773.98

**128/FC/ Highway / Village Appearance Matters****06/19-20**

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

The work on the car park matting has been completed and the car park extension should be available for use shortly.

**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**

The Clerk emailed County Cllr McNair Scott with the concerns expressed regarding HCC plan for this junction. Cllr McNair Scott responded saying this was not necessarily the final plan. There has recently been another collision at this location.

**ACTION:** Email County Cllr McNair Scott to inform her that another collision has occurred and ask how many deaths/serious injuries can occur before action is taken to improve the junction.

Clerk

**Trees** – the Tree Warden has provided his assessment of the trees on St Michaels Green, which was presented to Council. Council agreed that estimates need to be obtained for this work. It was also agreed to ask the contractors to remove the sycamore bushes around the bus shelter

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

Clerk

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

**ACTION:** Obtain estimate for work for next meeting.

Clerk

**Lengthsman**

**ACTION:** Request Lengthsman to undertake work as outlined on the Action Plans from 16<sup>th</sup> July and Village Walk Around.

Clerk

**Footpaths / stiles / kissing gates**

The overgrown footpath alongside Westgate Dairy has been cleared by HCC.

**129/FC/  
06/19-20 Correspondence**

- Correspondence received between 16<sup>th</sup> July – 11<sup>th</sup> September 2019, see Schedule of Correspondence (Appendix 5)
- Correspondence received since 11<sup>th</sup> September 2019 – see Appendix 5.

**130/FC/  
06/19-20 Councillors Announcements**

There were no councillors' announcements.

**131/FC/  
06/19-20 Items for Parish Magazine**

The following items need to be included in the next Parish Magazine (deadline 6.00pm on 26.09.19.

- Date of next Parish Council meeting;
- Planning applications;
- Fireworks polite notice mindful of thatched cottages
- Autumn litter pick 9<sup>th</sup> Nov 10.00

**ACTION:** Submit article.

Clerk

**132/FC/  
06/19-20 Date of Next Meeting**

The next Ordinary Meeting is planned for Tuesday 15<sup>th</sup> October 2019 at 7.30pm in the Rathbone Pavilion, North Waltham.

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

## APPENDIX 1

ACTION PLAN & OUTCOMES FOLLOWING PARISH COUNCIL MEETING HELD ON 16<sup>TH</sup> July 2019

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

MINUTE REF	ACTION	RESPONSIBILITY	OUTCOME / COMMENTS
085/FC/04/19-20	Matter Arising - Bus Shelter <ul style="list-style-type: none"> <li>Date &amp; record who provided estimate.</li> <li>Add to Asset Register.</li> </ul>	Clerk	31.07.19 Done 31.07.19 Done
	Matters Arising – Multipay card <ul style="list-style-type: none"> <li>Change single transaction limit on Lloyds Multipay card,</li> </ul>	GC	16.07.19 Instructions passed to GC.
086/FC/04/19-20	Co-option of Councillors <ul style="list-style-type: none"> <li>Send JW Councillor Induction Pack &amp; organise training.</li> <li>Invite other potential councillor to next meeting.</li> </ul>	Clerk	31.07.19 Induction Pack & relevant forms sent. Training still to be organised.
		Clerk	31.07.19 Email to SE with dates of next meeting / Village Walk Around
087/FC/04/19-20	Risk Assessment <ul style="list-style-type: none"> <li>Request updated quote for flotation aid and housing, 'deep water' signage and sign 'Not for dog waste'.</li> <li>Investigate fixing flotation aid to bin.</li> <li>Discuss with local resident re use of floating duck house and determine preference for anchoring or removing.</li> <li>Request Lengthsman to ensure all bollards on Corndell Green are secure.</li> <li>Obtain quote for guttering on bus shelter.</li> <li>Continue to try to contact the assessor to determine why high-viz marking is recommended for bollards at Corndell Green.</li> </ul>	Clerk	17.09.19 Requested from Glasdon. Awaiting response <b>For discussion at September meeting</b>
		Clerk	06.08.19 Now looking to fix flotation aid to phone box, as per Village Walk Around
		Clerk	25.07.19 discussion with resident who has no problem with tethering duck house. Believes tethering stakes were supplied and will look for them. Invoice confirms that NWPC purchased tethering kit with duck house.
		Clerk	17.09.19 Added to Lengthsman work list for 14.10.19
		Clerk	17.09.19 Difficulty finding someone to do this work. Awaiting response from company who undertook retiling 3 years ago.
		Clerk	17.09.19 Emails sent – awaiting response
088/FC/04/19-20	3-5 year Plan – Transport Strategy <ul style="list-style-type: none"> <li>Determine how Dial-a-Ride and/or similar services operate.</li> <li>Regular agenda item.</li> </ul>	JW	
		Clerk	11.09.19 Agenda item for September meeting
089/FC/04/19-20	Consultations from BDBC <ul style="list-style-type: none"> <li>Respond to Polling consultation.</li> <li>Review the consultation on the Golf Course SPD's for policies on traffic management and inform members.</li> </ul>	Clerk Clerk	31.07.19 Done via email 31.07.19 Reviewed by Clerk – no particular issues on traffic management issue requiring comment noted

091/FC/04/19-20	Planning Applications <ul style="list-style-type: none"> <li>Complete online consultation form for BDBC</li> </ul>	Clerk	18.07.19 Done
093/FC/04/19-20	Finance - payments <ul style="list-style-type: none"> <li>Arrange payment by bank transfer.</li> </ul>	Clerk	31.07.19 Payment set up & GC & JM requested to authorise 01.08.19 Authorised
	Finance – transfer of funds <ul style="list-style-type: none"> <li>Arrange transfer of funds from current to deposit A/C.</li> </ul>	Clerk	31.07.19 Internal transfer set up & requested GC & JM to authorise 01.08.19 Authorised
	Finance – Budget Review <ul style="list-style-type: none"> <li>Publish Budget Review on the website.</li> </ul>	Clerk	31.07.19 Done
	Finance – Grant Application <ul style="list-style-type: none"> <li>Respond to Village Trust re: grant application.</li> <li>Revise Grant Awarding Policy to reflect the requirement to fund specific projects.</li> </ul>	Clerk Clerk	31.07.19 Letter to VT drafted. Emailed to GC for checking. 14.08.19 Letter sent to VT Grant Awarding Policy on 2 yearly review and not on Schedule for 2019-20. Suggest bringing review forward to October 2019. <b>For discussion at September meeting</b>
094/FC/04/19-20	Traffic issues around North Waltham School <ul style="list-style-type: none"> <li>Chase HCC for meeting to discuss road safety around the school.</li> </ul>	Clerk	17.09.19 Chased HCC – awaiting response
	Roads & Drains <ul style="list-style-type: none"> <li>Monitor situation and re-report issues where necessary.</li> </ul>	Clerk	17.09.19 Ongoing
	A33/A30 Accident Site <ul style="list-style-type: none"> <li>Respond to County Cllr McNair Scott with concerns outlined in minutes.</li> <li>Write separate article for next Parish Magazine regarding the Parish Councils efforts to effect change at this junction.</li> </ul>	Clerk	18.07.19 Email sent
		Clerk	14.08.19 Article submitted to Parish Magazine
	Trees on St Michael's Green <ul style="list-style-type: none"> <li>Chase report.</li> </ul>	Clerk	10.08.19 Report received from Tree Warden <b>For discussion at September meeting</b>
	Telephone box <ul style="list-style-type: none"> <li>Obtain quote for next meeting.</li> </ul>	Clerk	17.09.19 Awaiting response from company re: renovation.
	Lengthsman <ul style="list-style-type: none"> <li>Ask Lengthsman to fit a new self-closing hinge to the gate at a cost of £10.00.</li> </ul>	Clerk	16.09.19 Repair requested. To be completed on next workday (14.10.19)
	Footpaths <ul style="list-style-type: none"> <li>Re-report issue on footpath adjacent to Westside Dairy.</li> </ul>	Clerk	05.09.19 Undergrowth along footpath has been cut back by BDBC
097/FC/04/19-20	Parish Magazine – submit article.	Clerk	24.07.19 Deadline for Parish Mag missed. Article to be submitted for 20.08.19 14.08.19 Articles submitted for August edition

## APPENDIX 2

ACTION PLAN & OUTCOMES FOLLOWING PARISH COUNCIL WALK ROUND HELD ON 6<sup>th</sup> AUGUST 2019

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

ISSUE	ACTION	RESPONSIBILITY	OUTCOME / COMMENTS	DATE COMPLETED
Pond	<ul style="list-style-type: none"> <li>Arrange to replace missing panel of wood on top of bin (Lengthsman?)</li> </ul>	Clerk		
	<ul style="list-style-type: none"> <li>Investigate possibility of fixing flotation aid to side of telephone box</li> </ul>	Clerk		
	<ul style="list-style-type: none"> <li>Check with local resident whether she has tethers for floating duck house</li> </ul>	Clerk	Awaiting response. Invoice confirms that NWPC purchased Tethering kit with duck house. Planning to meet with resident.	
	<ul style="list-style-type: none"> <li>Obtain prices for marine standard rope to tether duck house</li> </ul>	Clerk		
Telephone Box	<ul style="list-style-type: none"> <li>Obtain quotes for renovation, to include repaint, repair to door, new door handle, installation of defibrillator signs</li> </ul>	Clerk	Awaiting response from company who renovate phone boxes for BT.	
	<ul style="list-style-type: none"> <li>Check battery on defibrillator (check with resident who arranged installation)</li> </ul>	Clerk		
	<ul style="list-style-type: none"> <li>Ask electrician to check power leads to box</li> </ul>	Clerk		
Notice Boards (x 2)	<ul style="list-style-type: none"> <li>Arrange for both notice boards to be rubbed down &amp; reoiled (Lengthsman?)</li> </ul>	Clerk		
The Green	<ul style="list-style-type: none"> <li>Ask Lengthsman to cut back &amp; possibly kill, sycamore bushes behind bus shelter</li> </ul>	Clerk		
	<ul style="list-style-type: none"> <li>Ask Lengthsman to strim &amp; tidy area immediately behind bus shelter</li> </ul>	Clerk		
	<ul style="list-style-type: none"> <li>Ask Tree Warden to check the Sycamore &amp; Oak trees on the green &amp; determine if any work is required</li> </ul>	Clerk		
Bus Shelter	<ul style="list-style-type: none"> <li>Arrange for guttering &amp; protection against tile slippage to be fitted (as on the Old Forge)</li> </ul>	Clerk	Difficulty finding someone to undertake this work. Awaiting response from company who retiled roof approx. 3 yrs ago	
St Michael's Close	<ul style="list-style-type: none"> <li>Arrange for grit bin to be filled</li> </ul>	Clerk		
	<ul style="list-style-type: none"> <li>Ask Lengthsman to remove/treat weeds alongside of road</li> </ul>	Clerk		
	<ul style="list-style-type: none"> <li>Check conditions of planning consent of new development regarding hedge removal</li> </ul>	Clerk		
	<ul style="list-style-type: none"> <li>Inform Planning Enforcement if appropriate</li> </ul>	Clerk		
	<ul style="list-style-type: none"> <li>Ask Tree Warden to assess the ivy on the trees on island &amp; determine if any work is required</li> </ul>	Clerk		
St Michael's Green	<ul style="list-style-type: none"> <li>Arrange removal of dead Ash tree</li> </ul>	Clerk		



	<ul style="list-style-type: none"> <li>• Ask Tree Warden about a replacement</li> </ul>	Clerk		
	<ul style="list-style-type: none"> <li>• Discuss with Tree Warden about a Working Party to thin saplings</li> </ul>	Clerk		
	<ul style="list-style-type: none"> <li>• Ask Lengthsman to cut back growth along fence (roadside) &amp; assess state of fence</li> </ul>	Clerk		
Junction by church	<ul style="list-style-type: none"> <li>• Report sign for fire hydrant has been knocked down</li> </ul>	Clerk		
St Michael's Church	<ul style="list-style-type: none"> <li>• Report broken tarmac to HCC &amp; request repair</li> </ul>	Clerk	17.07.19 Tarmac repaired by HCC. However, this has since been broken again and is very uneven	
Footpath to Steventon (along-side Westside Dairy)	<ul style="list-style-type: none"> <li>• Re-report to HCC &amp; request cut-back urgently</li> </ul>	Clerk	05.09.19 Undergrowth cut back by HCC	
Small area to side of Corndell Green	<ul style="list-style-type: none"> <li>• Ask Lengthsman to trim &amp; tidy</li> </ul>	Clerk		
Corndell Green	<ul style="list-style-type: none"> <li>• Obtain quotes for replacement &amp; securing bollards at the entrance to Haddef</li> </ul>	Clerk		
Steventon Road near junction with Mary Lane	<ul style="list-style-type: none"> <li>• Ask Lengthsman to cut back tree opposite Mary Lane to allow good visibility around bend in Steventon Road</li> </ul>	Clerk		
	<ul style="list-style-type: none"> <li>• Re-report missing bollards on Steventon Lane to HCC &amp; request replacement</li> </ul>	Clerk		
	<ul style="list-style-type: none"> <li>• Remove skid signs</li> </ul>	GC		
Mary Lane	<ul style="list-style-type: none"> <li>• Ask HCC if there is any further action they can take regarding tree pushing on telephone cables at Haddef</li> </ul>	Clerk		
Mary Lane / Ramsholt Close	<ul style="list-style-type: none"> <li>• Ask Lengthsman to repair gate hinge</li> </ul>	Clerk		
Popham Lane	<ul style="list-style-type: none"> <li>• Ask landowner to cut back hedge and overhanging trees opposite houses</li> </ul>	Clerk	Sept 2019 – done by landowner	
	<ul style="list-style-type: none"> <li>• Investigate replacement of finger signpost at junction with Fox Lane</li> </ul>	Clerk		



## APPENDIX 3: PLANNING APPLICATIONS

## AGENDA ITEM 125/FC/06/19-20

B/F	17/03774/FUL	<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 <b>Amended plans submitted 05.03.18, as follows:</b> 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.	<b>Granted 02.08.19</b>
B/F	18/00708/FUL	<b>Towns End Cottage, Maidenthorne Lane, North Waltham RG25 2DD</b> 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> 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> Erection of two storey side and rear extension with demolition of one outbuilding <b>Amended plans submitted 19.02.19</b>	<b>Undecided</b>
B/F	19/01689/HSE	<b>1 Longfield Close, North Waltham RG25 2EL</b> Erection of a single storey side extension	<b>Granted 24.07.19</b>
B/F	18/02513/RES	<b>Phase A1, Housome Fields, Winchester Road, Kempshott Hill, Basingstoke</b> Amended application: Reserved matters application for the appearance, landscaping, layout and scale for 94 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)	<b>Undecided</b>
B/F	19/01954/PIP	<b>Land south of St Michael's Close, North Waltham</b> Application for permission in principle for 4 no. dwellings	<b>Undecided</b>
B/F	T/00319/19/TCA	<b>6 Church Farm Close, North Waltham RG25 2BN</b> Application for works to trees growing in a conservation area Proposal: T1 Atlantic Blue Cedar: removal	<b>Raise no objection 23.08.19</b>
B/F	19/02096/RES	<b>Wheatsheaf Garage House, Popham Lane, North Waltham</b> Approval of Reserved Matters for Landscaping for the erection of 4 no. dwellings with associated garages, parking and amenity space (planning consent 18/02794/OUT)	<b>Undecided</b>
B/F	19/02110/RES	<b>Wheatsheaf Garage, Popham Lane, North Waltham</b> Approval of Reserved Matters for Landscaping for the erection of 6 no. dwellings with associated garages, parking and amenity space (planning consent 17/03470/OUT)	<b>Undecided</b>
B/F	T/00341/19/TCA	<b>Kyte Abbey, Popham Lane, North Waltham RG25 2BE</b> Application for works to trees growing in a conservation area Proposal: 2 Conifers: Fell. 1 White Willow: Reduce height by 4M and spread by 3M, leaving a finished height of 12M with a spread of 10M. 1 White Willow [Dead]:-Fell.	<b>Undecided</b>
B/F	19/02018/FUL	<b>Village Farm Bungalows, Steventon Road, North Waltham RG25 2DD</b> Erection of 2 no. 3 bed houses following demolition of existing bungalows including associated works (part retrospective)	<b>Undecided</b>
B/F	T/00357/19/TCA	<b>Boundary House, Church Road, North Waltham RG25 2BQ</b> Application for work to trees growing in a conservation area Proposal: T1 Yew: reduce by 1.5-2m all round leaving a finished height of approx 12-14m with a radius of 4m T2 Lime, T3 Ash, T4 Maple: crown lift to 5m away from service lines	<b>Undecided</b>

<b>B/F</b>	<b>19/00950/RES</b>	<b>Housome Fields, Trenchard Lane, Dummer</b> Approval of Reserved Matters for Phase 1 Infrastructure comprising of primary infrastructure roads and drainage, footpaths, circulation areas, hard and soft landscaping, and other associated infrastructure and engineering works (planning consent 15/04503/OUT)	<b>Undecided</b>
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Full details of these planning applications are available to view on the Basingstoke & Deane Borough Council website at <https://planning.basingstoke.gov.uk/online-applications/>

DRAFT

**APPENDIX 4: RECEIPTS AND PAYMENTS SCHEDULE****AGENDA ITEM 127/FC/0/19-20****Finance****(a) Receipts and Payment**

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

DATE	RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL
		None		

To acknowledge the payment of standing orders and direct debits.

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
29.07.19	Clerk	Salary (£9.77 x 35 hrs) (Jul 2019) Home working allowance (Jul 2019)	£341.95 £ 18.00	£359.95
16.08.19	Lloyds Bank plc	Sainsburys Monthly fee	£ 19.50 £ 3.00	£ 22.50
28.08.19	Clerk	Salary (£9.77 x 35 hrs) (Aug 2019) Home working allowance (Aug 2019)	£341.95 £ 18.00	£359.95
16.09.19	Lloyds Bank plc	Monthly Fee	£ 3.00	£ 3.00

To acknowledge the card payments made since last meeting.

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
16.07.19	Sainsburys	Stationery	£ 19.50	£ 19.50
05.09.19	Sainsburys	Stationery	£ 35.50	£ 35.50
10.09.19	SLCC	Clerk's Membership *	£106.00	£106.00

To approve the following payments.

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
08.09.19	HALC	Training: Officers Update (26.06.19)	£12.00	£12.00
31.08.19	ClubNet Ltd	Email address package x 10 (12.10.19 – 11.10 20)	£60.00	£60.00

\*Resolution to renew membership - minute ref: 035/FC/02/19-20 (May 2019)

## APPENDIX 5

## AGENDA ITEM 129/FC/06/19-20

CORRESPONDENCE RECEIVED AS AT 11<sup>th</sup> SEPTEMBER 2019**Newsletters** (received and circulated via email)

- 22.07.19 Safer North Hampshire – August Newsletter & Summer Crime Prevention press release
- 23.07.19 Rural Services Network – The Rural Bulletin
- 30.07.19 Rural Services Network – The Rural Bulletin
- 31.07.19 Rural Services Network – Invitation to the Rural Conference 2019
- 06.08.19 Rural Services Network – The Rural Bulletin
- 04.08.19 Business in Basingstoke Bulletin – August 2019
- 01.08.19 South East Water – The Source – Summer 2019
- 01.08.19 Your Hampshire – The latest from your County Council
- 07.08.19 Rural Services Network – Rural Funding Digest – August 2019
- 13.08.19 Rural Services Network – The Rural Bulletin
- 17.08.19 Hampshire Constabulary – Basingstoke Rural South Newsletter – August 2019
- 20.08.19 (circulated 05.09.19) – Rural Services Network – The Rural Bulletin
- 21.08.19 (circulated 05.09.19) – Safer North Hants Newsletter – September 2019
- 28.08.19 (circulated 05.09.19) – Rural Service Network – The Rural Bulletin
- 03.09.19 Rural Services Network – The Rural Bulletin
- 04.09.19 Rural Services Network – Monthly Bulletin featuring Rural Funding Digest & Government Consultations (*Also circulated to NW Village Trust & St Michael's Church*)
- 10.09.19 Rural Services Network – The Rural Bulletin

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

- 29.07.19 Temporary Road Closure – Maidenthorpe Lane
- 30.07.19 Temporary Road Closure notice – Folly Farm, Overton Road
- 08.08.19 Small Grant Scheme for Community-Led and Parish Plans
- 09.08.19 Local Plan – monitoring of Policy SS5
- 02.09.19 (initially viewed 05.09.19) – Temporary road closure – Andover Road, Oakley (not circulated)
- 02.09.19 (circulated 05.09.19) – Business in Basingstoke Bulletin – September 2019
- 03.09.19 Basingstoke Variety Show 2019 in aid of the Mayor's Charity Appeal
- 06.09.19 Basingstoke Green Week and Climate Emergency

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

- 26.07.19 NALC Chief Executives Bulletin
- 26.07.19 NALC opens nominations to its Larger Councils Committee (*not circulated as not relevant to NWPC*)
- 26.07.19 NALC Policy e-briefing PC8-19 – Draft Data Sharing Code of Practice
- 30.07.19 NALC Surveys – May 2019 Elections
- 31.07.19 HALC Communications Awards 2019
- 03.09.19 HALC Newsletter -September 2019
- 10.09.19 Policy Consultation E-briefing 10 – 19 5G Mobile Coverage in Rural Areas

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

- 15.08.19 Historic England – North Waltham War Memorial
- 24.08.19 (circulated 05.09.19) – RP Gardening Ltd (Lengthsman) – additional project work
- 25.08.19 (initially viewed 05.09.19) – email from local resident re: volume and speed of cars leaving Car Fest
- 08.09.19 BDAPTC – minutes and presentations from Parish Conference in June 2019

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

- TWM Traffic Controls – marketing email

\*requires acknowledgment / discussion as meeting

**Correspondence received since publication of Agenda**

- 11.09.19 Hampshire Constabulary – Basingstoke Rural South Newsletter – September 2019
- 11.09.19 HALC Communications Awards 2019
- 12.09.19 Barton Stacey Parish Council – councillor training
- 13.09.19 HCC – Parish News Update – September 2019
- 17.09.19 Rural Services Network – The Rural Bulletin