To: Members of North Waltham Parish Council

You are summoned to attend the Ordinary Meeting of North Waltham Parish Council on Tuesday 19th October 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

156/FC/08/19-20 Apologies for absence
157/FC/07819-20 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.
158/FC/08/19-20 Meeting open to the Public – the meeting will allow questions and comments from members of the public. (10 mins)
159/FC/08/19-20 Minutes – to confirm the accuracy of the minutes, already circulated, of the
08/19-20 Ordinary Meeting held on 15th October 2019
160/FC/08/19-20 Matters arising – to receive Clerk’s Action Plan and Outcomes following the meeting on 15th
08/19-20 October 2019. (Appendix 1)
161/FC/08/19-20 Co-option of Councillors to Council – to consider potential applicants for co-option to the Parish
08/19-20 Council.
162/FC/08/19-20 Budget – to receive and discuss the draft budget 2020 -21.
163/FC/08/19-20 Risk Assessment – to receive an update on action required.
164/FC/08/19-20 3-5 Year Plan – to receive a draft plan for discussion.
165/FC/08/19-20 BDBC Local Plan Update – to consider and complete the Settlement Study: Town and Parish
08/19-20 Council Questionnaire.
166/FC/08/19-20 Neighbourhood Plan Update – to receive an update from the Neighbourhood Plan (NP) Group.
167/FC/08/19-20 Current Planning Applications – see Appendix 2
08/19-20 • to consider and determine the Parish Council's response to new planning application
19/03027/HSE
• to note the current planning applications received from BDBC.
168/FC/08/19-20 Planning Compliance Issues – to receive an update on the current planning compliance issues
08/19-20 • Planning Ref 17/02849/OUT Land at OS ref 456378 145890, Fox Lane, North Waltham.
169/FC/08/19-20 Finance
08/19-20 (a) Receipts and payments – see Appendix 3
08/19-20 • To acknowledge receipt of payments made to the Parish Council;
• To acknowledge payment of standing orders and direct debits;
• To acknowledge card payments made since last meeting;
• To approve payments.

(b) Bank Balance – to receive the current bank balances.

170/FC/ 08/19-20 Highway / Village Appearance Matters – to receive an update on the following issues
• Traffic issues around North Waltham Primary School
• Roads
• Drains
• Accident site at junction of A30/A33
• Trees
• Telephone Box
• Lengthsman
• Footpaths / stiles / kissing gates
• War Memorial

171/FC/ 08/19-20 Correspondence – see Appendix 4
• to acknowledge correspondence received during the last month (as per Correspondence
  Received Schedule dated 13th November 2019);
• to receive any correspondence received since 13th November 2019;
• to consider attendance to HCC’s Vision for 2050 Parish Council’s event on 9th January 2020.

172/FC/ 08/19-20 Councillors Announcements

173/FC/ 08/19-20 Items for insertion in the Parish Magazine (deadline 6.00pm on Tuesday 19th November 2019)

174/FC/ 08/19-20 Date of Next Meeting - to confirm the next monthly meeting will be held on Tuesday 17th
  December 2019 at 7.30pm in the Rathbone Pavilion, North Waltham.

Signed:

Clerk to North Waltham Parish Council
## APPENDIX 1

Item 160/FC/08/19-20 Matters Arising

### ACTION PLAN & OUTCOMES FOLLOWING PARISH COUNCIL MEETING HELD ON 15TH October 2019

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

<table>
<thead>
<tr>
<th>MINUTE REF</th>
<th>ACTION</th>
<th>RESPONSIBILITY</th>
<th>OUTCOME / COMMENTS</th>
</tr>
</thead>
</table>
| None       | Garden Competition | • Delivery prizes and certificates to winners unable to be present at meeting  
• Arrange engraving of trophy  
• Deliver trophy to winner | Clerk  
Clerk  
Clerk | 28.10.19 Completed |
| 143/FC/07/19-20 | Co-option of Councillors | • Re-advertise Councillor Vacancy  
• Contact person who expressed interest and determine if still interested. | Clerk  
Clerk | Agenda item for November 28.10.19 Completed |
| 144/FC/07/19-20 | Risk Assessment | • Contact other local Parishes with small ponds for their views.  
• Ask assessor if signage stating 'Deep water and warning of own responsibility' would be enough. Is flotation aid necessary?  
• Obtain quotation to fix guttering and downpipe to bus shelter. | Clerk  
Clerk  
Clerk | Agenda item for November  
Emails sent to 3 Parishes.  
Response received from one Parish only  
Email sent & response received from risk assessor for advice |
| 145/FC/07/19-20 | 3-5 year Plan | • Defer until November meeting | Clerk | Agenda item for November |
| 146/FC/07/19-20 | Policies & Key Documents | • Publish policies on website.  
• Write Guidelines for Grant Application.  
• Circulate Guidelines to Village Trust and St Michael's Church for information. | Clerk  
Clerk  
Clerk | Standing agenda item  
23.10.19 All published online |
| 150/FC/07/19-20 | Finance (a) Payments | • Arrange payment by bank transfer. | Clerk / DJ / BP | Standing agenda item  
04.11.19 Completed |
| 151/FC/07/19-20 | Budget Review | • Publish Budget Review on website.  
• Confirm in writing and issue an amendment to the Clerks employment contract.  
• Change direct debit for payment of salary accordingly. | Clerk  
GC  
Clerk / Members | 23.10.19 Completed  
02.11.19 Completed |
| 151/FC/07/19-20 | Grant Application | • Respond to church, with Guidelines for Application, seeking further clarification. | Clerk | 28.10.19 Letter sent re: grant application – Guidelines to follow |
| Traffic issues around North Waltham School | • Await draft report from HCC. | Clerk | Not received. Chased HCC 12.11.19 |
| Roads | • Await report from HCC, as above.  
• Re-report bollards and potholes to HCC. | Clerk  
Clerk | |
| Drains | • Re-report to HCC. | Clerk | |

North Waltham Parish Council  
3/7  
14 November 2019
<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Task Description</th>
<th>Responsible Officer</th>
<th>Status Date/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A33/A30 Accident Site</td>
<td>• Check signage around junction and inform County Cllr McNair Scott if not installed.</td>
<td>Clerk</td>
<td>05.11.19 Completed</td>
</tr>
<tr>
<td>Trees on St Michael’s Green</td>
<td>• Obtain estimates for October meeting.</td>
<td>Clerk</td>
<td>13.11.19 Two estimates received, awaiting 3rd estimate</td>
</tr>
<tr>
<td>Tree in Barley View</td>
<td>• Check which authority is responsible for the tree.</td>
<td>Clerk</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Request relevant authority to assess tree and undertake pruning / crown lift as appropriate.</td>
<td>Clerk</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Respond to resident.</td>
<td>Clerk</td>
<td></td>
</tr>
<tr>
<td>Telephone box</td>
<td>• Obtain quote for October meeting.</td>
<td>Clerk</td>
<td>02.11.19 Door handle received Unable to find anyone willing to repair phone box</td>
</tr>
<tr>
<td>Lengthsman</td>
<td>• Contact Lengthsman and determine why work has not been undertaken.</td>
<td>Clerk</td>
<td>Lengthsman undertook days work on 16.10.19. Repair to gate not completed – awaiting explanation</td>
</tr>
<tr>
<td>War Memorial</td>
<td>• Write to church regarding insurance and drawing up an agreement.</td>
<td>Clerk</td>
<td>Not done</td>
</tr>
<tr>
<td>154/FC/07/19-20 Parish Magazine</td>
<td>• Submit article.</td>
<td>Clerk</td>
<td>17.10.19 Completed</td>
</tr>
<tr>
<td>155/FC/07/19-20</td>
<td>Organise Community Coffee and Litter Pick</td>
<td>Clerk</td>
<td>11.11.19 Completed</td>
</tr>
</tbody>
</table>

**Please note:** should any of these outcomes be updated after publication of the agenda, a revised Action Plan and Outcomes will be presented at the meeting.
## Item 167/FC/08/19-20 Current Planning Applications:

<table>
<thead>
<tr>
<th>Ref</th>
<th>Type</th>
<th>Details</th>
</tr>
</thead>
</table>
| 18/00708/FUL | B/F | Towns End Cottage, Maidenstone Lane, North Waltham RG25 2DD  
Erection of a single storey lifetime dwelling |
| 18/00873/FUL | B/F | 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) |
| 18/03188/HSE | B/F | The White Cottage, Popham Lane, North Waltham RG25 2BD  
Erection of two storey side and rear extension with demolition of one outbuilding |
| 18/02513/RES | B/F | Phase A1, Hounsome Fields, Winchester Road, Kempshott Hill, Basingstoke  
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) |
| 19/01954/PIP | B/F | Land south of St Michael's Close, North Waltham  
Application for permission in principle for 4 no. dwellings |
| 19/02096/RES | B/F | Wheatsheaf Garage House, Popham Lane, North Waltham  
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) |
| 19/02110/RES | B/F | Wheatsheaf Garage, Popham Lane, North Waltham  
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) |
| 19/02018/FUL | B/F | Village Farm Bungalows, Steventon Road, North Waltham RG25 2DD  
Erection of 2 no. 3 bed houses following demolition of existing bungalows including associated works (part retrospective) |
| 19/02368/FUL | B/F | Portland Farm, Popham Lane, North Waltham RG25 2BD  
Change of use of a series of existing agricultural buildings to a car workshop (B2) and the storage of cars (B8) |
| 19/02098/RET | B/F | Land at OS Ref 456378 145890, Fox Lane, North Waltham RG25 2BE  
Change of use of land to residential and siting of a mobile home |
| 19/02467/HSE | B/F | Holly Cottage, Chapel Street, North Waltham RG25 2BZ  
Erection of replacement single storey extension |
| 19/02471/HSE | B/F | 2 Barley View, North Waltham RG25 2ST  
Erection of single storey front/side extension |
| 19/02422/FUL | B/F | Land at OS Ref 456743 145562, Popham Lane, North Waltham  
Erection of 7 no. dwellings; with associated parking, turning, landscaping, and private amenity space. Creation of new access point out onto Popham Lane |
| T/00416/19/TCA | B/F | Street Cottage, North Waltham RG25 2BX  
Application for works to trees growing in a conservation area  
PROPOSAL: T1/T2 Cypress: Fell  
T3 Yew Hedge: Exempt  
T4 Magnolia: Fell |
| 19/03027/HSE | B/F | 3 St Michael's Close, North Waltham RG25 2BP  
Demolition of existing rear conservatory and erection of single storey extension to the rear and two storey extension to the front |

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/](https://planning.basingstoke.gov.uk/online-applications/)
APPENDIX 3

Item 169/FC/08/19-20

Finance

(a) Receipts and Payment

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>RECEIVED FROM</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NONE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To acknowledge the payment of standing orders and direct debits.

<table>
<thead>
<tr>
<th>DATE</th>
<th>NAME OF PAYEE</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.10.19</td>
<td>Lloyds Bank plc</td>
<td>Multicard payment</td>
<td>£152.90</td>
<td>£152.90</td>
</tr>
<tr>
<td>28.10.19</td>
<td>Clerk</td>
<td>Salary (£9.77 x 35 hrs) (Oct 2019) Home working allowance (Oct 2019)</td>
<td>£341.95</td>
<td>£359.95</td>
</tr>
<tr>
<td>04.11.19</td>
<td>ICO</td>
<td>Data protection registration</td>
<td>£ 35.00</td>
<td>£ 35.00</td>
</tr>
<tr>
<td>18.11.19</td>
<td>Lloyds Bank plc</td>
<td>Multicard payment</td>
<td>£222.43</td>
<td>£223.43</td>
</tr>
</tbody>
</table>

To acknowledge the card payments made since last meeting.

<table>
<thead>
<tr>
<th>DATE</th>
<th>NAME OF PAYEE</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.10.19</td>
<td>Jeanette's Engraving</td>
<td>Engraving of garden competition shield</td>
<td>£18.50</td>
<td>£18.50</td>
</tr>
<tr>
<td>31.10.19</td>
<td>Post Office</td>
<td>Additional postage fee</td>
<td>£ 1.50</td>
<td>£ 1.50</td>
</tr>
<tr>
<td>04.11.19</td>
<td>Lloyds Bank plc</td>
<td>Card fee</td>
<td>£ 3.00</td>
<td>£ 3.00</td>
</tr>
<tr>
<td>07.11.19</td>
<td>Sainsbury's</td>
<td>Refuse sacks</td>
<td>£ 4.75</td>
<td>£ 4.75</td>
</tr>
<tr>
<td>09.11.19</td>
<td>Old Barn Stores</td>
<td>Community Coffee &amp; Litter Pick expenses</td>
<td>£17.60</td>
<td>£17.60</td>
</tr>
</tbody>
</table>

**TOTAL**  £45.35

To approve the following payments.

<table>
<thead>
<tr>
<th>DATE</th>
<th>NAME OF PAYEE</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>07.11.19</td>
<td>HALC</td>
<td>Invoice INV-3641 Training – Councillor Development x 2 Knowledge &amp; Core Skills (parts 1&amp;2)</td>
<td>£228.00</td>
<td>£228.00</td>
</tr>
<tr>
<td>TBA</td>
<td>Members</td>
<td>Expense claim forms</td>
<td>TBA</td>
<td>TBA</td>
</tr>
</tbody>
</table>
APPENDIX 4

Item 171/FC/08/19-20

CORRESPONDENCE RECEIVED AS AT 13TH NOVEMBER 2019

Newsletters (received and circulated via email)
- 15.10.19 Rural Services Network – The Rural Bulletin
- 22.10.19 Rural Services Network – The Rural Bulletin
- 24.10.19 Safer North Hampshire Newsletter – November 2019
- 29.10 19 Rural Services Network – The Rural Bulletin
- 05.11.19 Business in Basingstoke Bulletin – November 2019
- 05.11.19 Rural Services Network – The Rural Bulletin
- 06.11.19 Rural Services Network – Rural Funding Digest – November 2019
- 12.11.19 Rural Services Network – The Rural Bulletin – Election Special

Correspondence from BDBC (received and circulated via email)
- 17.10.19 Follow up to Parish Training
- 17.10.19 TTRO – Chapel Street, North Waltham – 17.10.19 - 21.10.19
- 21.10.19 Land at Wheatsheaf Garage House and Wheatsheaf Garage – road naming
- 25.10.19 Local Plan Update – Settlement Study Town and Parish Council Questionnaire
- 30.10.19 2020-21 Budget Setting Information
- 07.11.19 Adoption of the Basingstoke Golf Course Supplementary Planning Document (SPD)
- 08.11.19 GIS Day (Geographical Information Systems) – invitation to attend open day
- 11.11.19 046224 – TTRO – Steventon Road, North Waltham (published on website, Weekly News email & Facebook)

Correspondence for HCC (received and circulated via email)
- 30.10.19 Vision for Hampshire 2050 – invitation to Parish Council event – 09.01.20
- 01.11.19 Hampshire Countryside Service – Autumn Newsletter
- 04.11.19 Your Hampshire – The latest from your County Council

Correspondence from HALC (received and circulated via email)
- 11.10.19 Village of the Year Results 2019
- 14.10.19 Introduction to Appraisals Course – 05.11.19
- 22.10.19 HALC’s AGM 2019 – Winchester on 09.11.19 at 9.00am – 1.00pm
- 22.10.19 HALC’s October Newsletter
- 25.10.19 New course added – Managing People in Local Councils – 28.11.19

Other correspondence (received and circulated via email)
- 10.10.19 Email from local resident with information about Countryside Alliance awards
- 12.10.19 BDAPTC – Consultation – Local Government Finance Settlement 2020-21
- 16.10.19 Dale Valley Training Course Information – Lantra Awards Basic Tree Survey and Inspection Course (forwarded to Tree Warden for information)
- 18.10.19 Thanks from local resident for prize in garden competition
- 01.11.19 Keep Britain Tidy – our manifesto for the environment
- 04.11.19 Thanks from local resident for prize in garden competition

Useful services (marketing emails are not circulated but details recorded for future use if needed)
- 16.10.19 Play Source Ltd – marketing email (forwarded to the Village Trust for information)
- 01.11.19 New Forest Asbestos Solutions Ltd – marketing email (forwarded to the Village Trust for information)
- 11.11.19 Scribe Accounts – marketing email