



NORTH WALTHAM PARISH COUNCIL

Chairman: Mr Geoff Chapman

Clerk: Ms Rosemary Coulter
6 Longfield Close, North Waltham, Basingstoke, Hampshire, RG25 2EL
Tel: 01256 397188, Email: clerk@northwaltham.info

To: Members of North Waltham Parish Council

You are summoned to attend the Ordinary Meeting of North Waltham Parish Council on **Tuesday 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
- 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 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 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 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
- 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
- Planning Ref 17/02849/OUT Land at OS ref 456378 145890, Fox Lane, North Waltham.
- 169/FC/08/19-20** **Finance**
- (a)** **Receipts and payments** – see Appendix 3
- 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/ **Highway / Village Appearance Matters** – to receive an update on the following issues

08/19-20

- 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/ **Correspondence** – see Appendix 4

08/19-20

- 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/ **Councillors Announcements**

08/19-20

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

08/19-20

174/FC/ **Date of Next Meeting** - to confirm the next monthly meeting will be held on **Tuesday 17th**

08/19-20

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

MINUTE REF	ACTION	RESPONSIBILITY	OUTCOME / COMMENTS
None Garden Competition	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Defer until November meeting 	Clerk	Agenda item for November
146/FC/07/19-20 Policies & Key Documents	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Arrange payment by bank transfer. 	Clerk / DJ / BP	Standing agenda item 04.11.19 Completed
(c) Budget Review	<ul style="list-style-type: none"> 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
(d) Grant Application	<ul style="list-style-type: none"> Respond to church, with Guidelines for Application, seeking further clarification. 	Clerk	28.10.19 Letter sent re: grant application – Guidelines to follow
151/FC/07/19-20 Highway / Village Appearance Matters	Traffic issues around North Waltham School		
	<ul style="list-style-type: none"> Await draft report from HCC. 	Clerk	Not received. Chased HCC 12.11.19
	Roads		
<ul style="list-style-type: none"> Await report from HCC, as above. Re-report bollards and potholes to HCC. 	Clerk Clerk		
Drains			
<ul style="list-style-type: none"> Re-report to HCC. 	Clerk		

	A33/A30 Accident Site <ul style="list-style-type: none"> Check signage around junction and inform County Cllr McNair Scott if not installed. 	Clerk	05.11.19 Completed
	Trees on St Michael's Green <ul style="list-style-type: none"> Obtain estimates for October meeting. 	Clerk	13.11.19 Two estimates received, awaiting 3 rd estimate
	Tree in Barley View <ul style="list-style-type: none"> Check which authority is responsible for the tree. Request relevant authority to assess tree and undertake pruning / crown lift as appropriate. Respond to resident. 	Clerk Clerk Clerk	
	Telephone box <ul style="list-style-type: none"> Obtain quote for October meeting. 	Clerk	02.11.19 Door handle received Unable to find anyone willing to repair phone box
	Lengthsman <ul style="list-style-type: none"> Contact Lengthsman and determine why work has not been undertaken. 	Clerk	Lengthsman undertook days work on 16.10.19. Repair to gate not completed – awaiting explanation
	War Memorial <ul style="list-style-type: none"> Write to church regarding insurance and drawing up an agreement. 	Clerk	Not done
154/FC/07/19-20 Parish Magazine	<ul style="list-style-type: none"> Submit article. 	Clerk	17.10.19 Completed
155/FC/07/19-20	Organise Community Coffee and Litter Pick	Clerk	11.11.19 Completed

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.

APPENDIX 2

Item 167/FC/08/19-20 Current Planning Applications:

B/F	18/00708/FUL	Towns End Cottage, Maidenthorpe Lane, North Waltham RG25 2DD Erection of a single storey lifetime dwelling	Application withdrawn
B/F	18/00873/FUL	Land at Housome 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)	Application withdrawn
B/F	18/03188/HSE	The White Cottage, Popham Lane, North Waltham RG25 2BD Erection of two storey side and rear extension with demolition of one outbuilding Amended plans submitted 19.02.19	Undecided
B/F	18/02513/RES	Phase A1, Housome 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)	Undecided
B/F	19/01954/PIP	Land south of St Michael's Close, North Waltham Application for permission in principle for 4 no. dwellings	Granted
B/F	19/02096/RES	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)	Granted
B/F	19/02110/RES	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)	Granted
B/F	19/02018/FUL	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)	Undecided
B/F	19/02368/FUL	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)	Undecided
B/F	19/02098/RET	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	Undecided
B/F	19/02467/HSE	Holly Cottage, Chapel Street, North Waltham RG25 2BZ Erection of replacement single storey extension	Granted
B/F	19/02471/HSE	2 Barley View, North Waltham RG25 2ST Erection of single storey front/side extension	Granted
B/F	19/02422/FUL	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	Undecided
B/F	T/00416/19/TCA	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	Raise no objection
NEW	19/03027/HSE	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	For discussion

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/>

APPENDIX 3**Item 169/FC/08/19-20****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
16.10.19	Lloyds Bank plc	Multicard payment	£152.90	£152.90
28.10.19	Clerk	Salary (£9.77 x 35 hrs) (Oct 2019) Home working allowance (Oct 2019)	£341.95 £ 18.00	£359.95
04.11.19	ICO	Data protection registration	£ 35.00	£ 35.00
18.11.19 - TBC	Lloyds Bank plc	Multicard payment	£222.43	£223.43

To acknowledge the card payments made since last meeting.

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
16.10.19	Jeanette's Engraving	Engraving of garden competition shield	£18.50	£18.50
31.10.19	Post Office	Additional postage fee	£ 1.50	£ 1.50
04.11.19	Lloyds Bank plc	Card fee	£ 3.00	£ 3.00
07.11.19	Sainsbury's	Refuse sacks	£ 4.75	£ 4.75
09.11.19	Old Barn Stores	Community Coffee & Litter Pick expenses	£17.60	£17.60
	TOTAL			£45.35

To approve the following payments.

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
07.11.19	HALC	Invoice INV-3641 Training – Councillor Development x 2 Knowledge & Core Skills (parts 1&2)	£228.00	£228.00
TBA	Members	Expense claim forms	TBA	TBA

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