



## 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](mailto: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 21<sup>st</sup> January 2020**, at **7.30pm** in the **Rathbone Pavilion, North Waltham**

**For information: Oakley & North Waltham Ward Councillors, Basingstoke & Deane Borough Council; Hampshire County Councillor**

### AGENDA

- 195/FC/ 10/19-20 Apologies for absence**
- 196/FC/ 10/19-20 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.
- 197/FC/ 10/19-20 Meeting open to the Public** – the meeting will allow questions and comments from members of the public. (10 mins)
- 198/FC/ 10/19-20 Minutes** – to confirm the accuracy of the minutes, already circulated, of the Ordinary Meeting held on 17<sup>th</sup> December 2019.
- 199/FC/ 10/19-20 Matters arising** – to receive Clerk's Action Plan and Outcomes following the meeting on 17<sup>th</sup> December 2019. (Appendix 1)
- 200/FC/ 10/19-20 Budget**
- to complete and sign the precept form for 2020-21, following approval of the budget and precept at the last meeting. (minute reference: 180/FC/09/19-20)
- 201/FC/ 10/19-20 Risk Assessment**
- to consider estimates for work to bus shelter and appoint contractor;
  - to consider and approve estimate for flotation aid to be fitted in telephone box;
  - to receive update on other actions.
- 202/FC/ 10/19-20 3-5 Year Plan**
- to receive an update on Sustainable Overton meeting held on 13.01.20 and discuss possible ways forward for North Waltham;
  - to consider the 20mph Research Study – Executive summary of Department of Transport Report into the effectiveness of 20mph road speed limits (published 22.11.18) and discuss possible ways forward.
- 203/FC/ 10/19-20 Policies and Key Documents** – to receive, consider and approve the following:
- Training and Development Policy;
  - Equality and Diversity Policy.
- 204/FC/ 10/19-20 Training in Planning** – to review availability of training in planning and consider how this can be met.
- 205/FC/ 10/19-20 Neighbourhood Plan Update** – to receive an update from the Neighbourhood Plan (NP) Group.

- 206/FC/10/19-20**     **Current Planning Applications** – see Appendix 2
- to note the current planning applications received from BDBC.
- 207/FC/10/19-20**     **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;
  - Planning ref 18/00460/FUL Highfield, Church Road, North Waltham RG25 2BL.
- 208/FC/10/19-20**     **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 and due before next meeting;
  - To approve payments.
- (b)**     **Bank Balance and Bank Reconciliation**
- to receive the current bank balances.
  - To receive and approve the bank reconciliation for quarter 3 as at 31<sup>st</sup> December 2019.
- (c)**     **Budget Review** – to receive the Budget Review for quarter 3 as at 31<sup>st</sup> December 2019.
- 209/FC/10/19-20**     **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
- 210/FC/10/19-20**     **Correspondence** – see Appendix 4
- to acknowledge correspondence received during the last month (as per Correspondence Received Schedule dated 15<sup>th</sup> January 2020);
  - to receive any correspondence received since 15<sup>th</sup> January 2020;
  - to discuss any issues arising from correspondence.
- 211/FC/10/19-20**     **Councillors Announcements**
- 212/FC/10/19-20**     **Items for insertion in the Parish Magazine** (deadline 6.00pm on Tuesday 18<sup>th</sup> February 2020)
- 213/FC/10/19-20**     **Date of Next Meeting** - to confirm the next monthly meeting will be held on **Tuesday 18<sup>th</sup> February 2020** at 7.30pm in the **Rathbone Pavilion, North Waltham**.

Signed:

Clerk to North Waltham Parish Council

## APPENDIX 1

## Item 199/FC/10/19-20... Matters Arising

ACTION PLAN & OUTCOMES FOLLOWING PARISH COUNCIL MEETING HELD ON 17<sup>th</sup> DECEMBER 2019

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

MINUTE REF	ACTION	RESPONSIBILITY	OUTCOME / COMMENTS
179/FC/09/19-20	<ul style="list-style-type: none"> <li>Arrange meeting with members experiencing email issues in January.</li> </ul>	All	
180/FC/09/19-20 <b>Budget</b>	<ul style="list-style-type: none"> <li>Publish budget with meeting minutes and publish on website.</li> <li>Complete precept form and sign at next meeting in January 2020.</li> </ul>	Clerk  Clerk	<ul style="list-style-type: none"> <li>10.01.20 completed</li> <li>10.01.20 completed</li> </ul>
163/FC/08/19-20 181/FC/09/19-20 <b>Risk Assessment</b>  <i>(deferred from November meeting)</i>	<ul style="list-style-type: none"> <li>Contact Glasdon for costs of flotation aid without housing bin but ask for means/cost of fixing this inside telephone box. (Costs of signage not to be included)</li> <li>Obtain details of sign making company from Village Trust</li> <li>Obtain estimate to fit guttering on bus shelter</li> <li>Obtain quote for fixing bollards on Corn dell Green</li> </ul>	Clerk  Clerk  Clerk	<ul style="list-style-type: none"> <li>14.01.20 emailed request – <b>awaiting response</b></li> <li>17.12.19 details obtained</li> <li>14.01.20 request sent for estimates – awaiting response</li> <li>13.01.20 complete (Lengthsman – see item 190/FC/09/19-20 below)</li> </ul>
182/FC/09/19-20 <b>3-5 year Plan</b>	<ul style="list-style-type: none"> <li>Attend Sustainable Overton meeting if possible on 13.01.20 at 8.15pm.</li> </ul>	All	<ul style="list-style-type: none"> <li>13.01.20 completed</li> </ul>
183/FC/09/19-20 <b>Consultations</b>	<ul style="list-style-type: none"> <li>Draft letter to BDBC regarding the transfer of Parish Council election costs by 01.01.20.</li> <li>Councillors to read the BDBC Housing and Homelessness Strategy and the NALC consultation and email comments to Clerk by 10.01.20.</li> <li>Collate responses and respond to BDBC by 17.01.20 and NALC by 19.02.20.</li> </ul>	Clerk  Clerk  Clerk	<ul style="list-style-type: none"> <li>Completed</li> <li></li> <li></li> </ul>
184/FC/09/19-20 <b>VE Day Commemorations / Church Fete and Big Lunch</b>	<ul style="list-style-type: none"> <li>Inform Church and Village Trust at the first planning meeting in January.</li> </ul>	JW	<ul style="list-style-type: none"> <li></li> </ul>
186/FC/09/19-20 <b>Neighbourhood Plan Update</b>	<ul style="list-style-type: none"> <li>Follow up with BDBC regarding the 5-year land supply.</li> </ul>	GC	<ul style="list-style-type: none"> <li>23.12.19 completed - response received from BDBC &amp; circulated by GC</li> </ul>
187/FC/09/19-20 <b>Current Planning Applications</b>	<ul style="list-style-type: none"> <li>Respond to BDBC consultation regarding planning application 19/02900/FUL by 18.12.19.</li> <li>Draft comments to accompany objection to planning application 19/03232/FUL</li> <li>Respond to BDBC consultation regarding planning application 19/03232/FUL by 31.12.19.</li> </ul>	Clerk  GC  Clerk	<ul style="list-style-type: none"> <li>18.12.19 completed</li> <li>22.12.19 completed</li> <li>02.01.20 completed</li> </ul>

188/FC/09/19-20 <b>Planning Compliance Issues</b>	<ul style="list-style-type: none"> <li>Check the Application Decision Notice for planning application 18/00460/FUL and ensure conditions were met.</li> <li>Notify BDBC Planning Enforcement if conditions have not been met.</li> </ul>	GC  Clerk	<ul style="list-style-type: none"> <li>22.12.19 GC checked website but some documents unavailable. Emailed BDBC – <b>awaiting response</b></li> <li></li> </ul>
189/FC/08/19-20 <b>Finance (b) Bank balances</b>	<ul style="list-style-type: none"> <li>Arrange transfer of £5,000 from current account to deposit account.</li> </ul>	Clerk / GC / JM / DJ	<ul style="list-style-type: none"> <li>06.01.20 completed</li> </ul>
190/FC/09/19-20 <b>Highway / Village Appearance Matters</b>	Traffic issues around North Waltham School <ul style="list-style-type: none"> <li>Follow up with HCC and request report for next meeting.</li> </ul>	Clerk	<ul style="list-style-type: none"> <li>13.01.20 email sent to HCC to chase report – <b>awaiting response</b></li> </ul>
<b>Standing agenda item</b>	Roads / Drains / Accident Site <ul style="list-style-type: none"> <li>Report new pothole</li> <li>Monitor situation</li> </ul>	Clerk	<ul style="list-style-type: none"> <li>02.01.20 potholes repaired, drain issues forwarded to contractor, bollards – no work required</li> </ul>
	Trees <ul style="list-style-type: none"> <li>Request contractors for works to trees on St Michael's Green to leave 1-2 saplings to grow and replace dead tree.</li> <li>Report trees in Old Barn Close / Well Close to HCC.</li> </ul>	Clerk  Clerk	<ul style="list-style-type: none"> <li>14.01.19 emailed – <b>awaiting response</b></li> <li></li> </ul>
	Telephone box <ul style="list-style-type: none"> <li>Start process of obtaining quotes for repairs and repainting of telephone box.</li> </ul>	Clerk	<ul style="list-style-type: none"> <li></li> </ul>
	Lengthsman <ul style="list-style-type: none"> <li>Ask Lengthsman to undertake the work maintenance work quoted for.</li> </ul>	Clerk	<ul style="list-style-type: none"> <li>13.01.20 complete</li> </ul>
	Footpaths / local stiles / kissing gates <ul style="list-style-type: none"> <li>Determine what work is required and costs to repair kissing gate.</li> </ul>	GW	<ul style="list-style-type: none"> <li></li> </ul>
	192/FC/09/19-20 <b>Councillors Announcements</b>	<ul style="list-style-type: none"> <li>Amend Christmas newsletter.</li> <li>Order and obtain printed copies.</li> <li>Distribute to Councillors for distribution around the village.</li> </ul>	GC Clerk  Clerk / All
193/FC/09/19-20 <b>Parish Magazine</b>	<ul style="list-style-type: none"> <li>Submit article for Parish Magazine.</li> </ul>	Clerk	<ul style="list-style-type: none"> <li>07.10.20 completed</li> </ul>

**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 206/FC/10/19-20 Current Planning Applications:

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	18/02513/RES	<b>Phase A1, Hounsme 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	19/02018/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	19/02098/RET	<b>Land at OS Ref 456378 145890, Fox Lane, North Waltham RG25 2BE</b> Change of use of land to residential and siting of a mobile home	<b>Undecided</b>
B/F	19/02422/FUL	<b>Land at OS Ref 456743 145562, Popham Lane, North Waltham</b> Erection of 7 no. dwellings; with associated parking, turning, landscaping, and private amenity space. Creation of new access point out onto Popham Lane	<b>Undecided</b>
B/F	19/03027/HSE	<b>3 St Michael's Close, North Waltham RG25 2BP</b> Demolition of existing rear conservatory and erection of single storey extension to the rear and two storey extension to the front	<b>Granted 17.12.19</b>
B/F	T/00506/19/TCA	<b>1 Church Farm Close, North Waltham</b> Application for works to trees growing in a conservation area Proposal: 1 Lawson Cypress: Fell	<b>Undecided</b>
B/F	19/02900/FUL	<b>Towns End Cottage, Maidenthorne Lane, North Waltham RG25 2DD</b> Erection of a single storey lifetime dwelling	<b>Undecided</b>
B/F	19/03232/FUL	<b>Land adjacent The Old Hall, Popham Lane, North Waltham</b> Erection of 6 no. dwellings including associated parking and landscaping and creation of new access onto Popham Lane	<b>Undecided</b>
NEW	T/00528/19/TCA	<b>Land at Church Road, St Michael's Green, North Waltham</b> Application for works to trees growing in a conservation area Proposal: T1 Oak: crown lift to 7m; T2 Ash (dead): fell; T3 / T4 Ash: crown lift to 7m	<b>Undecided</b>
NEW	T/00554/19/TCA	<b>5 St Michaels Close, North Waltham, Basingstoke</b> Application for works to trees growing in a conservation area Proposal: 2 Lime trees: remove two years of epicormic growth	<b>Undecided</b>

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 208/FC/10/19-20 (a)****Finance****(a) Receipts and Payment**

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

DATE	RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL
31.12.19	Unity Trust Bank	Interest on deposit A/C	£23.99	£23.99

To acknowledge the payment of standing orders, direct debits and charges.

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
28.12.19	Clerk	Salary (£9.96 x 35hrs) (Dec 2019) Home working allowance (Dec 2019)	£348.60 £ 18.00	£366.60
16.01.20	Lloyds Bank plc	Multicard payment Amazon (printer) Old Barn Stores (refreshments for December meeting) Microsoft 365 subscription Colour Inc Ltd (printing Christmas newsletter) Monthly fee	£289.99 £ 7.58 £ 59.99 £138.00 £ 3.00	£498.56
31.12.19	Unity Trust Bank	Service charge on current A/C	£ 18.00	£ 18.00

To acknowledge the card payments made since last meeting and due before next meeting

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL

To approve the following payments.

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
13.12.19	HALC	Invoice INV-3691 Training: Councillor Development: Local Council Finance for Councillors	£54.00	£54.00

**APPENDIX 4****Item 210/FC/10/19-20****CORRESPONDENCE RECEIVED AS AT 15<sup>th</sup> JANUARY 2020****Newsletters** (received and circulated via email)

- 19.12.19 Business in Basingstoke – Merry Christmas
- 23.12.19 Rural Services Network – Happy Christmas
- 23.12.19 Safer North Hampshire – Newsletter January 2020
- 27.12.19 Rural Services Network – The Rural Bulletin
- 07.01.20 Rural Services Network – The Rural Bulletin
- 08.01.20 Rural Services Network – Rural Funding Digest – January 2020
- 09.01.20 Business in Basingstoke Newsletter – January 2020
- 14.01.20 Rural Services Network – The Rural Bulletin

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

- 20.12.19 Planning Policy Update December 2019
- 07.01.20 Holocaust Memorial Day – Monday 27<sup>th</sup> January 2020 at 10.00am

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

- 19.12.19 Your Hampshire – the latest from your County Council
- 07.01.20 Vision for Hampshire 2050 – Parish Council Event

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

- 18.12.19 SCP Salary Scales 2020-21 Update
- 19.12.19 LCPD News – Winter 2019
- 27.12.19 Vendy Treagust
- 08.01.20 Royal Garden Party nominations – 19<sup>th</sup> May 2020

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

- 21.12.19 Email/letter regarding potential future planning application (*forwarded to the Chairman as requested in email/letter*)
- 23.12.19 & 06.01.20 Bishops Waltham PC – Play Area Inspection Training (*not circulated as not relevant*)
- 28.12.19 RP Gardening Services – Merry Christmas and Thank You
- 06.01.20 New Managing Director joins South Western Trains
- 06.01.20 My Neighbourhood Plan – Policy Drafting Workshop (*forwarded to GC as Chairman of Neighbourhood Plan group for consideration*)
- 13.01.20 Suggestion from local farmer for Countryside Open Evening for local residents \*
- 14.01.20 Sustainable Overton – information forwarded following meeting on 13.01.20

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

- 14.01.20 Playsource Ltd – marketing email for playground equipment (*not circulated*)
- 14.01.20 Team Rubicon – marketing email for small scale skate parks (*not circulated*)

\*For discussion at January meeting