To: Members of North Waltham Parish Council

You are summoned to attend the Ordinary Meeting of North Waltham Parish Council on Tuesday 17th March 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

241/FC/ 12/19-20 Apologies for absence

242/FC/ 12/19-20 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.

243/FC/ 12/19-20 Meeting open to the Public – the meeting will allow questions and comments from members of the public. (10 mins)

244/FC/ 12/19-20 Minutes – to confirm the accuracy of the minutes, already circulated, of the

- Ordinary Meeting held on 18th February 2020
- Additional Meeting held on 13th February 2020
- Additional Meeting held on 4th March 2020

245/FC/ 12/19-20 Matters arising – to receive Clerk’s Action Plan and Outcomes following the meeting on 18th February 2020. (Appendix 1)

246/FC/ 12/19-20 Risk Assessment

- to receive an update on work to the bus shelter
- to receive an update on work to install a flotation aid in the telephone box
- to receive and consider an estimate for signage at the pond

247/FC/ 12/19-20 3-5 Year Plan

- to receive an update on the Greening Campaign from HCC and consider Parish Council plans
- to receive an update on the request to Hampshire County Council (HCC) for a 20mph speed limit through the village

248/FC/ 12/19-20 Training in Planning – to receive an update on bespoke training.

249/FC/ 12/19-20 Annual Parish Meeting – to confirm plans for Annual Parish Meeting

250/FC/ 12/19-20 Community Coffee and Litter Pick – to confirm arrangements for the Community Coffee and Litter Pick scheduled for Saturday 28th March 2020 at 10.00am.

251/FC/ 12/19-20 Policies and Key Documents – to receive, review and approve the following:

- Disciplinary Policy
- Grievance Policy
- Business Continuity Plan
252/FC/12/19-20 Overtime hours for Clerk – to consider approving overtime hours for the Clerk in order to manage the end of year activities, the audit process and planning for Annual Parish Meeting.

253/FC/12/19-20 Neighbourhood Plan Update – to receive an update from the Neighbourhood Plan (NP) Group.

254/FC/12/19-20 Current Planning Applications – see Appendix 2
- to consider and form a response to BDBC on a new planning application
  Reference: 20/00571/HSE
  Location: 6 St Michael’s Close, North Waltham RG25 2BP
  Proposal: Erection of two storey rear extension and new roof lights. Construction of timber pergola
- to note the current planning applications received from BDBC

255/FC/12/19-20 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

256/FC/12/19-20 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
- to receive the current bank balances
- to consider and approve transfer of funds from deposit account to current account

257/FC/12/19-20 Highway / Village Appearance Matters – to receive an update on the following issues
- Traffic issues around North Waltham Primary School
- Roads
  - Finger signpost
  - Bollards at the junction of Steventon Road and Mary Lane
  - Other road issues
- Drains
- Accident site at junction of A30/A33
- Trees
- Telephone Box
- Lengthsman
- Footpaths / stiles / kissing gates
- Miscellaneous issues

258/FC/12/19-20 Correspondence – see Appendix 4
- to acknowledge correspondence received during the last month (as per Correspondence Received Schedule dated 11th March 2020)
- to receive any correspondence received since 11th March 2020
- to discuss any issues arising from correspondence

259/FC/12/19-20 Councillors Announcements

260/FC/12/19-20 Items for insertion in the Parish Magazine (deadline 6.00pm on Tuesday 24th March 2020)

261/FC/12/19-20 Date of Next Meeting - to confirm the next monthly meeting will be held on Tuesday 17th March 2020 at 7.30pm in the Rathbone Pavilion, North Waltham.

Signed: **RCoulter**

Clerk to North Waltham Parish Council

North Waltham Parish Council 11 March 2020

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APPENDIX 1

Item 245/FC/12/19-20 Matters Arising

ACTION PLAN & OUTCOMES FOLLOWING PARISH COUNCIL MEETING HELD ON 18th FEBRUARY 2020

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

UPDATED:

<table>
<thead>
<tr>
<th>MINUTE REF</th>
<th>ACTION</th>
<th>RESPONSIBILITY</th>
<th>OUTCOME / COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>179/FC/09/19-20 (from December meeting)</td>
<td>• Arrange meeting in January with members experiencing email issues.</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>197/FC/10/19-20 Meeting open to the public (from January meeting)</td>
<td>• Provide details of landowners’ agent to members of the public present at meeting. • Members of public to approach landowner regarding permissive path.</td>
<td>GC</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Members of the public present</td>
<td></td>
</tr>
<tr>
<td>224/FC/11/19-20 Neighbourhood Plan Update</td>
<td>• The NP Group to commence discussions with BDBC regarding policy SS5 and to keep the Parish Council informed.</td>
<td>Neighbourhood Plan Group</td>
<td></td>
</tr>
<tr>
<td>225/FC/11/19-20 Risk Assessment</td>
<td>• Ask contractor to commence work on bus shelter. • Purchase flotation aid, dog waste bin and security seal pack. • Contact local electrician and ask to fit housing in telephone box and check electrical supply. • Obtain quote for suitable sign to be positioned on waste bin near the pond.</td>
<td>Clerk</td>
<td>05.03.20 work completed (Unsuccessful contractor informed) 04.03.20 ordered Awaiting delivery</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Clerk</td>
<td>04.03.20 quotation requested from Signway Awaiting response</td>
</tr>
<tr>
<td>226/FC/11/19-20 3-5 year Plan</td>
<td>• Put draft letter on NWPC letter head and send to HCC.</td>
<td>Clerk</td>
<td>25.02.20 completed &amp; letter sent</td>
</tr>
<tr>
<td>227/FC/11/19-20 Training in Planning</td>
<td>• Investigate bespoke training in planning with HALC and report at next meeting. • Determine if other Parish Councils nearby would be interested in attending.</td>
<td>Clerk</td>
<td></td>
</tr>
<tr>
<td>230/FC/11/19-20 Finance (a) Payments</td>
<td>• Arrange payment and authorisation of payment to Village Trust. • Request RP Gardening to rectify problems with gate.</td>
<td>Clerk / Councillors</td>
<td>26.02.20 completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Clerk</td>
<td>27.02.20 T/C with RP Gardening - agreed to wait for advice from HCC Countryside Services 04.03.20 T/C Countryside Services – unable to fix gate but will look for replacement hinge and try to fix within next 2 weeks</td>
</tr>
<tr>
<td>231/FC/11/19-20 Highway / Village Appearance Matters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Traffic issues around North Waltham School</td>
<td>• Respond to HCC with concerns outlined in minutes and request itemised costing for work around the crossing at St Michael’s Close and if flashing ‘20mph - School’ signs could be fitted.</td>
<td>Clerk</td>
<td>04.03.20 email to HCC Highways cc School Travel Team &amp; Friends of NW School 06.03.20 response received from HCC – for discussion at March meeting</td>
</tr>
</tbody>
</table>
### North Waltham Parish Council

**Date of Next Meeting**

- **235/FC/11/19-20**: Contact Dr Decker regarding Healthcare. Discuss possible dates with Rathbone Pavilion Booking Contact.

**Councillors Announcements**

- **233/FC/11/19-20**: Circulate agendas to HALC Conference and BDAPTC meeting, when available.

**Footpaths / stiles / kissing gates**

- Contact the landowner to inform him of broken/dangerous gate and ask him to repair.
- Contact HCC Countryside Service for advice and to determine Parish Council responsibilities.

**Roads**

- Await information from HCC regarding finger signpost and chase if necessary.
- Determine how many bollards are required and purchase from Glasdon (with stake fitting).
- Monitor potholes and signs.

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

- Monitor situation.

**Drains**

- Monitor until resolved.

**Trees**

- Obtain estimates to replace fence along St Michael’s Green / Church Road.
- Contact BDBC regarding planned works to trees.

**Telephone box**

- Obtain another estimate to renovate telephone box in situ.

**Footpaths / stiles / kissing gates**

- Request for a 'Tidy up' of the area around the pond.

**Announcements**

- Circulate agendas to HALC Conference and BDAPTC meeting, when available.

**Close**

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 254/FC/12/19-20 Current Planning Applications:

<table>
<thead>
<tr>
<th>Ref</th>
<th>Type</th>
<th>Address</th>
<th>Description</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>18/03188/HSE</td>
<td>B/F</td>
<td>The White Cottage, Popham Lane, North Waltham RG25 2BD</td>
<td>Erection of two storey side and rear extension with demolition of one outbuilding. Amended plans submitted 19.02.19</td>
<td>Undecided</td>
</tr>
<tr>
<td>19/02018/FUL</td>
<td>B/F</td>
<td>Village Farm Bungalows, Steventon Road, North Waltham RG25 2DD</td>
<td>Erection of 2 no. 3 bed houses following demolition of existing bungalows including associated works (part retrospective)</td>
<td>Undecided</td>
</tr>
<tr>
<td>19/02098/RET</td>
<td>B/F</td>
<td>Land at OS Ref 456378 145890, Fox Lane, North Waltham RG25 2BE</td>
<td>Change of use of land to residential and siting of a mobile home</td>
<td>Undecided</td>
</tr>
<tr>
<td>19/02422/FUL</td>
<td>B/F</td>
<td>Land at OS Ref 456743 145562, Popham Lane, North Waltham</td>
<td>Erection of 7 no. dwellings; with associated parking, turning, landscaping, and private amenity space. Creation of new access point out onto Popham Lane</td>
<td>Undecided</td>
</tr>
<tr>
<td>19/02900/FUL</td>
<td>B/F</td>
<td>Towns End Cottage, Maidenthorne Lane, North Waltham RG25 2DD</td>
<td>Erection of a single storey lifetime dwelling</td>
<td>Undecided</td>
</tr>
<tr>
<td>19/03232/FUL</td>
<td>B/F</td>
<td>Land adjacent The Old Hall, Popham Lane, North Waltham</td>
<td>Erection of 6 no. dwellings including associated parking and landscaping and creation of new access onto Popham Lane</td>
<td>Undecided</td>
</tr>
<tr>
<td>20/00094/HSE</td>
<td>B/F</td>
<td>2 Yew Tree Cottages, Yew Tree Road, North Waltham RG25 2DA</td>
<td>Erection of single storey rear extension</td>
<td>Undecided</td>
</tr>
<tr>
<td>20/00221/FUL</td>
<td>B/F</td>
<td>Old School House, Mary Lane, North Waltham RG25 2BY</td>
<td>Erection of detached dwelling including parking provision for existing and proposed dwelling</td>
<td>Undecided</td>
</tr>
<tr>
<td>20/00222/HSE</td>
<td>B/F</td>
<td>Street Cottage, Yew Tree Road, North Waltham RG25 2BX</td>
<td>Erection of single storey side/rear extension. Conversion of existing detached garage to provide additional living space including alterations to fenestration, and the erection of a single storey side extension to existing garage to provide store room</td>
<td>Undecided</td>
</tr>
<tr>
<td>T/00065/20/DDD</td>
<td>B/F</td>
<td>18 Coldharbour, North Waltham</td>
<td>Notice of exempt work to protect trees Proposal: Fell 1 Silver Birch in rear garden. The footplate is moving in the wind. Advised by their tree surgeon.</td>
<td>Exempt</td>
</tr>
<tr>
<td>20/00385/FUL</td>
<td>B/F</td>
<td>Building at Folly Farm and land opposite Crawley Copse, Overton Road, North Waltham RG25 3BL</td>
<td>Removal of existing office building (B1a) at Folly Farm and erection of a detached dwelling with associated parking, turning, landscaping, private amenity space, modified access for the highway and associated change of use of land at land opposite Crawley Copse</td>
<td>Undecided</td>
</tr>
<tr>
<td>20/00571/HSE</td>
<td>NEW</td>
<td>6 St Michael’s Close, North Waltham RG25 2BP</td>
<td>Erection of two storey rear extension and new roof lights. Construction of timber pergola</td>
<td>Undecided</td>
</tr>
</tbody>
</table>

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 256/FC/12/19-20 (a)

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></td>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<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>28.02.20</td>
<td>Clerk</td>
<td>Salary (£9.96 x 35hrs) (Feb 2020)</td>
<td>£348.60</td>
<td>£366.60</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Home working allowance (Feb 2020)</td>
<td>£18.00</td>
<td></td>
</tr>
<tr>
<td>Provisionally 16.02.20</td>
<td>Lloyds Bank plc</td>
<td>Stationery (paper &amp; envelopes) Monthly fee</td>
<td>£5.50</td>
<td>£8.50</td>
</tr>
</tbody>
</table>

To acknowledge the card payments made since last meeting and due before next 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>27.02.20</td>
<td>Sainsbury’s</td>
<td>Stationery (paper &amp; envelopes)</td>
<td>£5.50</td>
<td>£5.50</td>
</tr>
</tbody>
</table>

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>30.01.20</td>
<td>RP Gardening</td>
<td>Invoice 1260</td>
<td>£1,335.60</td>
<td>£1,335.60</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Repairs to 4 x bollards on Corndell Green, notice boards, bin on near the pond, village gates, gate hinge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05.03.20</td>
<td>Parkhouse Roofing</td>
<td>Invoice SP1167</td>
<td>£183.60</td>
<td>£183.60</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Work to bus shelter, as per estimate dated 23.01.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.03.20</td>
<td>Yew Tree Landscapes &amp; Tree Care</td>
<td>Invoice INV-0385</td>
<td>£1,020.00</td>
<td>£1,020.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Works to trees on St Michael’s Green, as per estimate EST-0019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TBC</td>
<td>Glasdon UK Ltd</td>
<td>Oder number 3033479 Provision of</td>
<td>£133.02</td>
<td>£133.02</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• housing for flotation aid • flotation aid • security seals • 3 x Vergemaster bollards VAT</td>
<td>£74.70</td>
<td>£8.21</td>
</tr>
<tr>
<td></td>
<td></td>
<td>VAT</td>
<td>£83.43</td>
<td>£59.86</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£359.22</td>
</tr>
</tbody>
</table>
APPENDIX 4

Item 258/FC/12/19-20

CORRESPONDENCE RECEIVED AS AT 11th MARCH 2020

All correspondence is circulated to Parish Councillors unless otherwise stated below.

Newsletters
- 25.02.20 Rural Services Network – The Rural Bulletin
- 25.02.20 Safer North Hampshire – Newsletter – March 2020
- 02.03.20 Business in Basingstoke Bulleting – March 2020
- 03.03.20 Rural Services Network – The Rural Bulletin
- 04.03.20 Hampshire Countryside Service North Newsletter
- 04.03.20 Rural Services Network – Rural Funding Digest – March 2020
- 10.03.20 Rural Services Network – The Rural Bulletin

Correspondence from BDBC
- 02.03.20 Planning Enforcement – acknowledgement of relating to recent enquiry (Highfield) (*filed but not circulated*)
- 05.03.20 Emergency 5-day Closure – Chapel Street, North Waltham 047106 (*not circulated*)
- 06.03.20 Covid-19 (Coronavirus) Update

Correspondence from HCC
- 09.03.20 Hampshire 2050 Parish Council Event (Greening Campaign)

Correspondence from HALC
- 21.02.20 South and South-East in Bloom
- 26.02.20 HALC Annual Conference – 18th March 2020 – Programme
- 02.03.20 CPRE Local Plan Workshop – 17th April 2020
- 03.03.20 Dale Valley Training Course Information: Lantra Awards Basic Tree Safety & Inspection Course (*not circulated*)
- 05.03.20 Membership Survey (*not circulated - completed by Clerk*)
- 06.03.20 Coronavirus
- 06.03.20 NALC Spring Conference 2020 postponed (*not circulated as no-one attending*)
- 09.03.20 South & South East in Bloom – reminder

Other correspondence
- 24.02.20 Rural Services Network – Join us in March to discuss the Rural Strategy
- 26.02.20 Manydown – date set to consider the Manydown outline planning application
- 29.02.20 RP Gardening – worksheet for Lengthsman visit on 03.02.20 (*filed but not circulated*)
- 05.03.20 Calor’s Rural Community Fund (*also circulated to the Village Trust & St Michael’s Church*)

Useful services (*marketing emails are not circulated but details recorded for future use*)
- 19.02.20 Energise Me – Funded Physical Activity Opportunity
- 09.03.20 Fabrications North East Ltd – VE Day commemorative benches and planters
- 10.03.20 Play Source Ltd – installation and repair of play equipment