



NORTH WALTHAM PARISH COUNCIL

Chairman: Mr Geoff Chapman

Clerk: Mrs 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 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

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:

MINUTE REF	ACTION	RESPONSIBILITY	OUTCOME / COMMENTS
179/FC/09/19-20 (from December meeting)	<ul style="list-style-type: none"> Arrange meeting in January with members experiencing email issues. 	All	
197/FC/10/19-20 Meeting open to the public (from January meeting)	<ul style="list-style-type: none"> Provide details of landowners' agent to members of the public present at meeting. Members of public to approach landowner regarding permissive path. 	GC Members of the public present	
224/FC/11/19-20 Neighbourhood Plan Update	<ul style="list-style-type: none"> The NP Group to commence discussions with BDBC regarding policy SS5 and to keep the Parish Council informed. 	Neighbourhood Plan Group	
225/FC/11/19-20 Risk Assessment	<ul style="list-style-type: none"> 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. 	Clerk Clerk Clerk	05.03.20 work completed (Unsuccessful contractor informed) 04.03.20 ordered Awaiting delivery 04.03.20 quotation requested from Signway Awaiting response
226/FC/11/19-20 3-5 year Plan	<ul style="list-style-type: none"> Put draft letter on NWPC letter head and send to HCC. 	Clerk	25.02.20 completed & letter sent
227/FC/11/19-20 Training in Planning	<ul style="list-style-type: none"> Investigate bespoke training in planning with HALC and report at next meeting. Determine if other Parish Councils nearby would be interested in attending. 	Clerk	
230/FC/11/19-20 Finance (a) Payments	<ul style="list-style-type: none"> Arrange payment and authorisation of payment to Village Trust. Request RP Gardening to rectify problems with gate. 	Clerk / Councillors Clerk	26.02.20 completed 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
231/FC/11/19-20 Highway / Village Appearance Matters			
(a) Traffic issues around North Waltham School	<ul style="list-style-type: none"> 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. 	Clerk	04.03.20 email to HCC Highways cc School Travel Team & Friends of NW School 06.03.20 response received from HCC – for discussion at March meeting

(b) Roads	<ul style="list-style-type: none"> 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. 	Clerk Clerk Clerk	04.03.20 received. Circulated to Cllrs with photos of sign in Rotherwick 26.02.20 3 x bollards previously 04.03.20 3 x bollards ordered Awaiting delivery
(c) Drains	<ul style="list-style-type: none"> Monitor until resolved. 	Clerk	
(d) Accident site at junction of A30/A33	<ul style="list-style-type: none"> Monitor situation. 	Clerk	
(e) Trees	<ul style="list-style-type: none"> Obtain estimates to replace fence along St Michael's Green / Church Road. Contact BDBC regarding planned works to trees. 	Clerk Clerk	
(f) Telephone box	<ul style="list-style-type: none"> Obtain another estimate to renovate telephone box in situ. 	Clerk	
(h) Footpaths / stiles / kissing gates	<ul style="list-style-type: none"> 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. 	Clerk Clerk	04.03.20 email sent 06.03.20 response received from landowner – for discussion at March meeting 28.02.20 T/C to Countryside Services – for discussion at March meeting
(i)	<ul style="list-style-type: none"> Review area around the pond with a view to organising a 'Tidy up'. 	GC	
233/FC/11/19-20 Councillors Announcements	<ul style="list-style-type: none"> Circulate agendas to HALC Conference and BDAPTC meeting, when available. 	Clerk	27.02.20 Circulated information re HALC Conference to Cllrs. BDAPTC agenda N/A
235/FC/11/19-20 Date of Next Meeting	<ul style="list-style-type: none"> Contact Dr Decker regarding Healthcare. Discuss possible dates with Rathbone Pavilion Booking Contact. 	Clerk Clerk	10.03.20 completed – for discussion at March meeting

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:

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	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	19/02098/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	19/02422/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	19/02900/FUL	Towns End Cottage, Maidenthorne Lane, North Waltham RG25 2DD Erection of a single storey lifetime dwelling	Undecided
B/F	19/03232/FUL	Land adjacent The Old Hall, Popham Lane, North Waltham Erection of 6 no. dwellings including associated parking and landscaping and creation of new access onto Popham Lane	Undecided
B/F	20/00094/HSE	2 Yew Tree Cottages, Yew Tree Road, North Waltham RG25 2DA Erection of single storey rear extension	Undecided
B/F	20/00221/FUL	Old School House, Mary Lane, North Waltham RG25 2BY Erection of detached dwelling including parking provision for existing and proposed dwelling	Undecided
B/F	20/00222/HSE	Street Cottage, Yew Tree Road, North Waltham RG25 2BX 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	Undecided
B/F	T/00065/20/DDD	18 Coldharbour, North Waltham 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.	Exempt
B/F	20/00385/FUL	Building at Folly Farm and land opposite Crawley Copse, Overton Road, North Waltham RG25 3BL 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	Undecided
NEW	20/00571/HSE	6 St Michael's Close, North Waltham RG25 2BP Erection of two storey rear extension and new roof lights. Construction of timber pergola	Undecided

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 256/FC/12/19-20 (a)****Finance****(a) Receipts and Payment**

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

DATE	RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL
		None		

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

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
28.02.20	Clerk	Salary (£9.96 x 35hrs) (Feb 2020) Home working allowance (Feb 2020)	£348.60 £ 18.00	£366.60
Provisionally 16.02.20	Lloyds Bank plc	Stationery (paper & envelopes) Monthly fee	£ 5.50 £ 3.00	£ 8.50

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

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
27.02.20	Sainsbury's	Stationery (paper & envelopes)	£ 5.50	£ 5.50

To approve the following payments.

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
30.01.20	RP Gardening	Invoice 1260 Repairs to 4 x bollards on Corndell Green, notice boards, bin on near the pond, village gates, gate hinge	£1,335.60	£1,335.60
05.03.20	Parkhouse Roofing	Invoice SP1167 Work to bus shelter, as per estimate dated 23.01.20	£ 183.60	£ 183.60
11.03.20	Yew Tree Landscapes & Tree Care	Invoice INV-0385 Works to trees on St Michael's Green, as per estimate EST-0019	£1,020.00	£1,020.00
TBC	Glasdon UK Ltd	Oder number 3033479 Provision of <ul style="list-style-type: none"> • housing for flotation aid • flotation aid • security seals • 3 x Vergemaster bollards VAT	£ 133.02 £ 74.70 £ 8.21 £ 83.43 £ 59.86	£ 359.22

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 Bulletin – 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