



MINUTES OF PARISH COUNCIL ORDINARY MEETING

Tuesday 18th December 2018 at 7:30pm in the Rathbone Pavilion, North Waltham

Councillors Present:

Cllr Geoff Chapman (GC) (Chairman), Cllr Sally Evans (SE), Cllr Jennifer Hordon (JH), Cllr Judith McGinley (JM), Cllr Peter Waggett (PW), Borough Cllr Stuart Frost (SF) and Rosemary Coulter (Clerk)

**Actions
for**

**175/FC/
09/18-19**

Apologies for Absence: Cllr Adele Stevenson, Borough Cllr Rob Golding, Borough Cllr Diane Taylor

**176/FC/
09/18-19**

Declarations of Interest:
None.

**177/FC/
09/18-19**

Meeting open to the Public:

Two members of the public attended the meeting regarding the new planning application. The Council agreed to move the planning application to this point on the agenda.

**178/FC/
09/18-19**

Minutes:

The minutes of the following meetings were accepted as a correct record and signed and dated by the Chairman

- Ordinary meeting held on 16th October 2018 (following amendment to item 141/FC/07/18-19).
- Ordinary meeting held on 20th November 2018.
- Additional meeting held on 26th November 2018.

**179/FC/
09/18-19**

Matters Arising

- Councillor / Clerk emails – this has successfully been set up by JH. PW has set his email up but has not responded to a test email to check if it is working. AS, SE and JM are having difficulties setting their emails up. GC is aware.

ACTION: GC to meet with AS, SE and JM in January to sort issues.

- The Standing order for the Clerk's salary has been updated in line with the new salary agreed at the last meeting.

**GC/AS/
SE/JM**

**180/FC/
09/18-19**

Policies

- The draft Information and Data Protection Policy was re-presented to Council for discussion and approval following amendment.

RESOLUTION: To approve the Information and Data Protection Policy.
Proposed by GC, seconded by JM and agreed unanimously.

- The draft General Privacy Notice, the Privacy Notice for Councillors and the Privacy Notice for Employees were presented to Council for discussion and approval following amendment.

RESOLUTION: To approve the General Privacy Notice, the Privacy Notice for Councillors and the Privacy Notice for Employees.
Proposed by GC, seconded by JM and agreed unanimously.

- The draft Document Publication Scheme was presented to Council for discussion and approval following amendment.

RESOLUTION: To approve the Document Publication Scheme (revision 3).
Proposed by GC, seconded by JM and agreed unanimously.

- The draft Document Retention Policy, draft Procedure for managing FOI Requests and the draft Grant Awarding Policy were not available for discussion.

ACTION: Draft the remaining policies and present at meeting in January 2019 for approval.

Clerk

**181/FC/
09/18-19**

Risk Assessment

The Clerk is in the process of arranging to meet with a local resident to review risk assessments.

ACTION: Update risk assessments.

Clerk

182/FC/ Community Speed Watch

09/18-19 AS had requested that this item be deferred to the next meeting as it was important to represent the views of the Community Speed Watch Team. This was agreed by the Council.

ACTION: Agenda item for next meeting.

Clerk

183/FC/ Neighbourhood Plan (NP) Update

09/17-19 There has not been a meeting since the last Parish Council meeting and, therefore, nothing to feedback to this time.

184/FC/ Current Planning Applications:

09/18-19 Council noted the current position on the following planning applications:

B/F	17/03774/FUL	The Sun Inn, Winchester Road, North Waltham RG25 2JD Erection of rear extension to form new 3 storey building with two floors of function rooms and 16 letting rooms above, remodelling of existing public house with extensions, new car park area and associated landscaping Amended plans submitted 05.03.18, as follows Erection of rear extension to form new 3 storey building with two floors of function rooms and 16 letting rooms above with link to existing building, remodelling of existing public house, replacement of function room with additional staff accommodation. Construction of new car park areas (additional 99 spaces and 18 spaces), alterations to access to create two separate access, associated landscaping/relevelling and installation of septic tank	Undecided
B/F	18/00708/FUL	Towns End Cottage, Maidenthorpe Lane, North Waltham RG25 2DD Erection of a single storey lifetime dwelling	Undecided
B/F	18/00873/FUL	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)	Undecided
B/F	18/02702/LDEU	Folly Farm, Overton Road, North Waltham RG25 2BS Certificate of lawfulness for the existing use of Unit 1 for B1A office use and Units 2, 3 and 4 for B8 storage and distribution use	Granted 02.11.18
B/F	18/02794/OUT	Wheatsheaf Garage House, Popham Lane, North Waltham RG25 2BB Outline application for matters of access, appearance, layout and scale, for erection of 4 no. new dwellings with associated carports, parking and amenity space (with retention of existing Garage House dwelling)	Undecided
B/F	T/00395/18/TCA	The Pond, The Green, North Waltham Application for works to trees growing in a conservation area Proposal: T1 Weeping Willow: crown lift to 4/5m, remove all crossing and dead branches T2 Maple: crown lift to 4m, reduce crown by 2m and extending leading stem by 4m leaving a finished height of 16m and radius of 8-10m	Granted 16.11.18
B/F	T/00397/18/TCA	Walnut Cottage, Yew Tree Road, North Waltham Application for works to trees growing in a conservation area Proposal: T1 Cherry: crown lift to 4m, reduce by 2m leaving a finished height of 10m and radius of 7m	Granted 16.11.18
B/F	T/00424/18/TCA	Malden House, Overton Road, North Waltham Notice of exempt work to protect trees Proposal: fell dead Ash tree	Granted

B/F	18/03130/HSE	Thatchings, Church Road, North Waltham RG25 2BQ Demolition of existing store and replacement with new barn store	Granted 05.12.18
B/F	T/00462/18/TCA	Camellia Cottage, Yew Tree Road, North Waltham Application for works to trees growing in a conservation area Proposal: T1-T12 Cypress trees: fell T13 Yew: reduce by 2m leaving a finished height of 7m with a radius of 4m	Granted 07.12.18
B/F	T/00464/18/TCA	Holly Cottage, Chapel Street, North Waltham Application for works to trees growing in a conservation area Proposal: T1 Ash: fell (Replant 1 Field Maple)	Undecided
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.	Undecided
NEW	T/00481/18/TCA	Batchelors, Popham Lane, North Waltham RG25 2BE Application for works to trees growing in a conservation area Proposal: T1, T2, T3 Lime: pollard leaving a finished height of 14m and radius of 7m, crown lift to no more than 5m	Undecided
NEW	18/03414/RET	Land at OS ref 456378 145890 Fox Lane, North Waltham Change of use of land to residential and siting of a mobile home with additional hard standing and septic tank	Undecided

Planning Application 18/03414/RET was discussed.

The applicant and a family member attended the meeting to discuss and made the following points:

- Similar application to previous two applications but the Planning Department wanted the applicant to clarify that they planned to install a new septic tank and to provide the details.
- Application is for installation of a two-bedroom park home on land the applicant already owns for her and her husband to live in during their retirement.
- The additional hard standing was on the previous application.
- The smallest septic tank will be installed which is the equivalent size for 5 people living in a dwelling.

The Parish Council made the following points:

- Has anything significantly changed from last application, which was refused? – No.
- As nothing has materially changed from the previous application, the Parish Council is unable to make further comment.

The applicant asked what would be considered as significant change to the application?

- As this development falls outside the Settlement Boundary Policy (SPB), it is considered development in the countryside. BDBC is the planning authority and, therefore, NWPC have very little influence over the policies governing this. NWPC could apply for a change to the SPB but would need justification to do be able to do that.
- The Wheatsheaf Garage has been granted planning permission with change of use, but this was previously developed land and, therefore more acceptable to planning development.
- If a property developer came along and wanted to purchase Marsh Meadow and wanted to develop it for affordable housing for local residents, would that influence the Parish Council? - probably not, as this is still part of the countryside and policies regarding this will need to be adhered to. BDBC currently have a 5 year supply of land for housing, so would not need Marsh Meadow. The land supply is regularly reassessed and currently seems to be adequate for needs.
- If the applicant requested permission to put solar panels on the land, would that be considered? – all applications are considered separately and individually. To date, only one solar farm has been developed in the Borough as there has been no other suitable land found.
- NWPC is not the Planning Authority and, therefore, can only make a judgement and voice a view and is, therefore, unable to give advice.
- SF suggested that the applicant make an appointment with the Duty Planner at BDBC and discuss what they want to do on the land and discuss what options may be available.

Following discussion, the Parish Council objects to this planning application as it has not significantly changed from the previous application (refused). The comments submitted to the previous application still apply.

ACTION: Respond to BDBC.

Clerk

185/FC/
09/18-19

Planning Compliance Issues:

Planning application ref 17/02849/OUT - Land at OS ref 456378 145890 Fox Lane, North Waltham. No further update on this. On hold due to new application 18/03414/RET.

ACTION: Monitor situation.

Clerk

186/FC/
09/18-19

Finance

(a) **Financial Receipts:**

Council acknowledged the following receipt of payments to the Parish Council.

DATE	RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL
	NONE			

(b) **Financial Payments**

Council acknowledged payment of the following standing order and direct debit.

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
28.11.18	Rosemary Coulter	Salary Nov 2018 £8.873 x 35 hrs Home working allowance Nov	£310.56 £ 18.00	£328.56
17.12.18	Lloyds Bank plc	Card payments Monthly fee	£ 59.81 £ 3.00	£ 62.81

Council noted the following card payments:

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
20.11.18	Office Outlet	Stationery	£ 8.28	£ 8.28
10.12.18	Cartridge People	Printer cartridges	£45.86	£45.86
19.12.18	Microsoft	Office 365 subscription	£59.99	£59.99

The following payments were submitted for approval:

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
27.11.18	HALC	Invoice 2923 Clerk's training -Basic Planning	£ 48.00	£ 48.00
27.11.18	HALC	Invoice 2937 Clerk's training – An Introduction to Health & Safety for Parish Councils	£108.00	£108.00
12.12.18	Rosemary Coulter	As per Expenses Claim form dates 12.12.18	£ 29.20	£ 29.20

RESOLUTION: To agree payments as listed in schedule above - proposed by GC, seconded by JM and agreed unanimously.

ACTION:

- Arrange payment by bank transfer.

Clerk/
GC/JM

(c) **Bank Balances**

Current account balance as at 20.11.18 - £14,731.73

Deposit account balance as at 20.11.18 - £13,633.13

(d) **Budget 2019-20**

The draft budget (version 2) was presented to Council. This has been updated following discussion at the last meeting. The overall precept figure has now been calculated at £14,603.00.

In this revised budget, expenditure is expected to increase by 4.7% and the precept is expected to increase by 3.1%.

RESOLUTION: To accept the draft budget (version2) and request a precept of £14,603.00.

Proposed by GC, seconded by SE agreed unanimously.

ACTION: Return precept request to BDBC.

Clerk

**187/FC/
09/18-19 Highway / Village Maintenance Matters**

Land at St Michael's Close (island)

The Clerk has received a response from HCC regarding works to the trees on the island which has been circulated to councillors prior to the meeting. In summary,

- This section of land is highway 'verge' and maintained commensurate with that status. BDBC cut the highway grass (including St Michael's Close) on HCC's behalf and supplement this with extra cuts.
- There are no plans to raise the standard of maintenance on this area and when recently inspected, nothing was noted that would be considered a highway defect. The Local Highway Engineer will ask the Arboriculture team to inspect the trees as to their overall health and will let NWPC know the findings.
- If NWPC wish to improve the appearance of the land, HCC suggest using the Parish Lengthsman. Any works should avoid major cutting of tree boughs but could include trimming of basal growth and strimming of brambles, weeds, etc. Any planting or other works should be checked with HCC in advance to ensure they are suitable and will not create a maintenance or safety liability.

ACTION: Await tree report from Arboricultural Team at HCC.

Clerk

Trees

- Trees at the Pond – three estimates have been received and were presented to Council for discussion. All three estimates were similar in price. The Parish Council decided to award the work to a local company who have previously undertaken work to a high standard.

RESOLUTION: To accept the estimate provided by Yew Tree Landscapes and Tree Care Ltd. Proposed by SE, seconded by JH and agreed unanimously.

ACTION:

- Inform Yew Tree Landscapes and Tree Care Ltd and arrange work.
- Inform other companies that they were unsuccessful on this occasion.

Clerk
Clerk

- Tree on Maidenthorne Lane (corner of 1 Barley View and Burydown Mead). This has been reported to BDBC and an assessment and appropriate action requested. This is being actioned by BDBC but no further information has been received to date.

ACTION: Monitor situation.

Clerk

- Trees on St Michael's Green - the Tree Warden has looked at these and sent his response, which has been circulated to councillors. In summary,
 - There are four Ash trees, three just inside the boundary fence and one further back, as well as one Oak tree. There are also a great number of smaller scrub trees, believed to be self-set.
 - All the main trees are covered in Ivy. This is not a parasitic plant but uses other trees to climb up. This causes a problem in that as Ivy is evergreen, it keeps its leaves over winter, thereby creating a sort of sail when the wind blows, and this can cause the failure of branches, or in the worst case, the falling of a tree.
 - Neither the Ash trees or the Oak tree show obvious areas of dead wood or die back.
 - It would be deemed irresponsible to fell what appear to be four Ash trees that show no sign of disease. However, the best time to fully assess this would be in the Spring, to assess the amount of new leaf and to see if there are any parts of the trees that are failing.
 - In the meantime, it is suggested that the Ivy is cut off around the bases of the trees, which will eventually cause it to fall off and enable a better assessment of the trees.
 - The Tree Warden feels this could be done by a Village Working Party as the area is screened from the road by a fence and hand tools are all that is needed.
 - The Tree Warden is happy to reassess these trees in the Spring.

Discussion: The Council felt that a Village Working Party would be good to deal with this issue. Alternatively, if this failed to materialise, the Lengthsman could be asked to undertake the work.

ACTION: Discuss organising a working party with the Tree Warden.

Clerk

- Tree on corner of Haddef – a local resident has expressed concern that the branches of a tree are leaning heavily on power lines (believed to be telephone lines). There has also been some concern expressed that there seems to be fungus in the lower part of the trunk which could be making the tree weaker and causing it to lean. Haddef is currently rented. The Clerk has emailed the Letting Agents (Carter Jonus in Winchester) asking them to have the tree assessed and appropriate action taken.

ACTION: Monitor the situation.

Clerk

Roads

- The following issues remain ongoing:
 - Repair/replacement of the finger sign at the junction of Popham Lane and Fox Lane.

- Virtual pinch point at the Old Forge – no further update from HCC. HCC Track It reports that the enquiry is progressing.
- Reflective bend indicators near junction of Steventon Road / Mary Lane.
- The sign at the junction of Maidenthorne Lane and the A33/A30 has been corrected.
- Potholes have been reported along Maidenthorne Lane, Popham Lane (outside Batchelors) and St Michael's Close.

ACTION: Monitor and action as appropriate until resolved.

Clerk

Drains

- The drains at the corner of Chapel Street and Up Street and at the entrance of St Michael's Close have not been cleared yet. HCC Track It reports that drains have been inspected and require action. Works have been passed to the contractor and are usually undertaken within 2 months.

ACTION: Monitor and action as appropriate until resolved.

Clerk

Accident Site at junction of A33 / A30 Stockbridge Road

GC has not yet contacted the Road Safety Foundation.

ACTION: Contact the Road Safety Foundation.

GC

Footpaths / local stiles / kissing gates – no issues to report.

HCC have sent the Rights of Way Vegetation Priority Cutting Lists 2019, which the Clerk will respond to.

ACTION: Respond to HCC Vegetation Priority Cutting Lists 2019.

Clerk

Telephone Box – The Clerk has heard from the contractor who is willing to renovate the telephone box. Currently arranging a time to meet and discuss.

ACTION: Obtain quotation for next meeting.

Clerk

Lengthsman Scheme

- Next scheduled day – 4th February 2019. Lengthsman has provided a schedule of his days for 2019-20.
- Lengthsman has provided an estimate for the repair of the gate between Ramsholt Close and Mary Lane, which was presented to Council. As this is under £300, other estimates have not been requested.

As the budget for village maintenance has been used to pay for works to trees at the pond, it was suggested that the budget for maintenance of the Pond, Bus Shelter, Telephone Box, etc. be used to pay for the repair to the gate.

RESOLUTION: Accept quote for repair to gate and use budget for Pond, Bus Shelter, Telephone Box, etc. to fund.

Proposed by GC, seconded by SE and agreed unanimously.

ACTION: Inform Lengthsman and ask him to undertake work.

Clerk

**188/FC/
09/18-19**

Correspondence

See Schedule of Correspondence dated 12.12.18

Correspondence since 12.12.18

- 12.12.18 HALC – Training and Events Calendar
- 17.12.18 HALC – LCPD Winter Newsletter
- 17.12/18 HALC – Letter from Hampshire Countryside Access Forum
- 18.12.18 Rural Services Network – The Rural Bulletin

**189/FC/
09/18-19**

Councillors Announcements

SF reported that it is not a particularly busy time.

- Local Boundary Changes – the Boundary Commission have discovered a fundamental flaw in the process and, therefore, have postponed any changes until 2020. BDBC will be continuing with 60 councillors next year. This involves increased costs of salaries which BDBC are trying to recoup from the Boundary Commission.
- Diane Taylor, Borough Councillor for Oakley and North Waltham has been voted as Mayor next year. If North Waltham would like her to attend any function, eg. open fetes, etc., an early request is needed.
- There has been one council meeting to discuss council reserves and financial issues with the Boundary Commission.
- Refuse Collection – changing to new provider and 'bedding in'.
- Development Committee is swamped with applications – Manydown and Hounsome fields are individual applications and taking a lot of time. An extra meeting a month is planned.
- Basingstoke Golf Club are still happy to sell land for development but have voted to delay the sale. A recent Golf Club meeting agreed on a new proposal and buy Dummer Golf Club and to migrate there.

- Travellers sites – waiting for national pipeline agency to come back to the Planners Department.

PW gave his apologies for the January and February meetings.

JH gave her apologies for the January meeting.

190/FC/ Items for Parish Magazine

09/18-19 The following items need to be included in the next Parish Magazine (deadline 6.00pm on 08.01.19).

- Date of next Parish Council meeting
- Planning applications
- Working party for St Michael's Green
- Happy new year
- Pond trees

ACTION: Submit article for Parish Magazine.

Clerk

191/FC/ Date of Next Meeting

09/18-19 The next Ordinary Meeting will be held on Tuesday 15th January 2019 at 7.30pm in the Rathbone Pavilion, North Waltham.

Signed Date

