



## NORTH WALTHAM PARISH COUNCIL

Chairman: Mr Geoff Chapman

Clerk: Mrs Sharon Shea

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# MINUTES OF ORDINARY MEETING

Tuesday 18<sup>th</sup> January 2022 at 7.30pm at the Rathbone Pavilion, Cuckoo Meadow

	<p><b>Councillors present:</b> Cllr Geoff Chapman – Chair (GC), Cllr Judith McGinley (JMG), Cllr David James (DJ), Cllr Bill Preston (BP), Cllr Yann Caironi (YC) and Sharon Shea – Clerk (SS).</p>	<p><b>Actions for</b></p>
<p>175/FC/ 10/21-22</p>	<p><b>Apologies for Absence</b> Cllr Juliet Henderson. Did not attend: Cllr Peter Waggett (PW).</p>	
<p>176/FC/ 10/21-22</p>	<p><b>Declarations of Interest</b> There were no declarations of interest.</p>	
<p>177/FC/ 10/21-22</p>	<p><b>Meeting open to the Public</b> No members of the public attended.</p>	
<p>178/FC/ 10/21-22</p>	<p><b>Minutes</b> The minutes of the Ordinary Meeting held on 21<sup>st</sup> December 2021 were approved.</p>	
	<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• Prepare and issue Minutes from 21<sup>st</sup> December 2021 for the Chair to sign.</li> </ul>	<p><b>Clerk GC</b></p>
<p>179/FC/ 10/21-22</p>	<p><b>Action Plan and Outcomes following the meeting held on 21<sup>st</sup> December 2021</b> – Appx 1 Completed actions were noted. It was suggested that any interdependencies between various actions be noted and cross-referenced.</p>	
	<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• Update the Action Plan to highlight and cross-reference interdependencies.</li> </ul>	<p><b>Clerk</b></p>
<p>180/FC/ 10/21-22</p>	<p><b>Policies and Key Documents</b> Following a review the Training and Development Policy it was agreed that no changes were required.</p>	
	<p><b>RESOLUTION:</b></p> <ul style="list-style-type: none"> <li>• Approve the Training and Development Policy as issued.</li> <li>• Proposed by GC, seconded by JMG and approved unanimously.</li> </ul>	
	<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• Update the review date and minute reference on the Training and Development Policy, then issue to the Chair for signing.</li> </ul>	<p><b>Clerk GC</b></p>
<p>181/FC/ 10/21-22</p>	<p><b>Finance</b></p> <p>(a) <b>Receipts and Payments</b> – see Appendix 2</p> <ul style="list-style-type: none"> <li>• Council acknowledged receipt of an interest payment of £2.43 into the deposit account since the last meeting.</li> <li>• Council acknowledged payment of standing orders, direct debits and other payments.</li> <li>• Council acknowledged Multipay card payments made since statement dated 2<sup>nd</sup> Dec 2021.</li> <li>• Council approved the payment of £100.00 to North Waltham Village Trust for hire of the Rathbone Pavilion for the period September 2021-March 2022.</li> </ul>	
	<p><b>RESOLUTION:</b></p> <ul style="list-style-type: none"> <li>• Approve payment of £100.00 to North Waltham Village Trust for 6 months' venue hire.</li> <li>• Proposed by GC, seconded by DJ and approved by all.</li> </ul>	
	<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• Arrange the payment via bank transfer.</li> </ul>	<p><b>Clerk</b></p>

**(b) Bank Balances**

- Current account balance as at 17/01/22: £21,329.22.
- Deposit account balance as at 17/01/22: £39,494.89.

**(c) Quarterly Financial Reviews**

The Quarterly Financial Reviews for FY21/22 Q2 (postponed from the meeting on 23<sup>rd</sup> November) and Q3 were accepted.

**RESOLUTION:**

- Approve the Quarterly Financial Review for Q2 FY21/22.
- Proposed by GC, seconded by DJ and approved by all.

**RESOLUTION:**

- Approve the Quarterly Financial Review for Q3 FY21/22.
- Proposed by GC, seconded by BP and approved by all.

**ACTION:**

- Publish the Quarterly Financial Reviews for FY21/22 Q2 and Q3 on the website.

**Clerk**

**182/FC/  
10/21-22**

**Correspondence** – see Appendix 3  
No issues arising.

**183/FC/  
10/21-22**

**Village Pond – Damage to Kerbing**

The cause of the recent damage to kerbing at the pond remains unexplained. One possibility is that it occurred when drainage work was recently carried out by Hampshire Highways. The Chair proposed that he carry out further inspection of the site and the damage.

Concerns were raised over the large number of significant potholes that remain unaddressed having been reported to Hampshire Highways. It was agreed that advice should be sought from Cllr Henderson on how to take this forward.

It was noted that multiple daily tanker visits to the water treatment plant have continued. It was agreed that an update from Southern Water should be requested every three months.

**ACTIONS:**

- Inspect the damage to the kerbing and assess the probable cause.
- Contact Cllr Henderson regarding the potholes and road surface problems in the village, and how best to address these with Hampshire Highways.
- Contact Southern Water for an update on the tanker activity.

**GC****Clerk****Clerk**

**184/FC/  
10/21-22**

**Items for insertion in the Parish Magazine** (*final copy date 23<sup>rd</sup> February 2022*)

It was agreed that, in addition to the standard items, a reference should be included to a report recently circulated by Cllr Henderson regarding support for vulnerable households.

**ACTION:**

- Include in the next issue of the Parish Magazine an item on the HCC report on support for vulnerable households.

**Clerk**

**185/FC/  
10/21-22**

**Date of Next Meeting**

To confirm the next Ordinary Meeting will be held on **Tuesday 22<sup>nd</sup> February 2022** at **7.30pm** at the **Rathbone Pavilion**.

Signed:

Chair to North Waltham Parish Council

## Appendix 1

ACTION PLAN & OUTCOMES FOLLOWING THE PARISH COUNCIL MEETING HELD ON 21<sup>st</sup> DECEMBER 2021

MINUTE REF	ACTION	RESP	OUTCOME / COMMENTS
<b>FROM MEETING HELD ON 16<sup>th</sup> FEBRUARY 2021</b>			
229/FC/11/20-21	<b>Village Maintenance Matters</b>		
(d) Telephone Box	<ul style="list-style-type: none"> <li>Apply for planning permission to carry out restoration work to the telephone box.</li> </ul>	Clerk	
<b>FROM MEETING HELD ON 4<sup>th</sup> MAY 2021</b>			
021/FC/02/21-22	<ul style="list-style-type: none"> <li>Dispose of the cupboard and place the contents into suitable storage containers.</li> <li>Update the Asset Register to reflect the disposal of the cupboard.</li> </ul>	GC Clerk	
030/FC/02/21-22	<b>Village Maintenance Matters</b>		
(b) Village pond	<ul style="list-style-type: none"> <li>Research suitable companies for providing advice on the pond liner.</li> </ul>	Clerk	
<b>031/FC/02/21-22 Highways and Roads</b>			
(c) Other miscellaneous issues	<ul style="list-style-type: none"> <li>Collect the Garden Competition trophy from the 2019 winners.</li> </ul>	Clerk	
<b>FROM MEETING HELD ON 22<sup>nd</sup> JUNE 2021</b>			
057/FC/03/21-22	<b>Village Walkaround</b>		
(a) Defibrillator	<ul style="list-style-type: none"> <li>Find out whether the defibrillator requires maintenance and, if so, produce a maintenance procedure for it.</li> </ul>	Clerk	
<b>FROM MEETING HELD ON 20<sup>th</sup> JULY 2021</b>			
066/FC/04/21-22	<ul style="list-style-type: none"> <li>Draft a letter for Councillors to distribute locally.</li> <li>Produce a 1-page article for the St Michael's 'Welcome Pack'.</li> </ul>	PW GC	
073/FC/04/21-22	<b>Village Maintenance Matters</b>		
(e) Telephone box	<ul style="list-style-type: none"> <li>Purchase suitable 'Defibrillator' panels for the telephone box.</li> </ul>	Clerk	See Item 116 (e)
<b>FROM MEETING HELD ON 24<sup>th</sup> AUGUST 2021</b>			
084/FC/05/21-22	<ul style="list-style-type: none"> <li>Organise a village-wide letter drop to residents.</li> </ul>	All	
085/FC/05/21-22	<ul style="list-style-type: none"> <li>Draw up suitable guidance regarding the use of CIL funds for those applying to the Parish Council for grants to support their projects.</li> </ul>	GC	
090/FC/05/21-22	<ul style="list-style-type: none"> <li>Arrange for regular Zoom and other payments (e.g. virus protection and office software) to be made from the Multipay card.</li> </ul>	Clerk	Zoom & MS Office completed McAfee o/s
091/FC/05/21-22	<ul style="list-style-type: none"> <li>Combine the list of work to trees and maintenance of various areas of the village and prioritise.</li> <li>Check where the boundary line lies between the green at Corn dell and Haddef.</li> <li>Check whether the Village Trust is considering donating a tree from the 'Queen's Green Canopy' project to North Waltham School.</li> <li>Contact HCC regarding works to trees on the green at the forge.</li> </ul>	GC Clerk GC Clerk	Awaiting response
<b>FROM MEETING HELD ON 24<sup>th</sup> AUGUST 2021</b>			
116/FC/06/21-22	<b>Village Maintenance Matters</b>		

<b>(e) Telephone box</b>	<ul style="list-style-type: none"> <li>Explore options for temporarily relocating the defibrillator.</li> </ul>	YC	
<b>FROM MEETING HELD ON 19<sup>TH</sup> OCTOBER 2021</b>			
<b>128/FC/07/21-22 Policies and Key Documents</b>	<ul style="list-style-type: none"> <li>Update the password on the NWPC laptop.</li> <li>Contact BDBC to ascertain whether they have arrangements in place with local farmers regarding snow clearance, and what those arrangements are.</li> </ul>	Clerk Clerk	
<b>136/FC/07/21-22</b>	<b>Village Maintenance Matters</b>		
<b>(a) General Maintenance</b>	<ul style="list-style-type: none"> <li>Report the power lines/trees issue to SSE.</li> <li>Add the green at Cuckoo Close to the map of areas for maintenance.</li> <li>Contact the landowner concerned regarding ongoing maintenance of the area to the front of the old barns on Maidenthorne Lane.</li> <li>Contact the contractor concerned to clarify certain aspects of the quote.</li> <li>Prepare a draft document for issuing to prospective contractors in respect of an annual maintenance contract.</li> </ul>	Clerk GC GC Clerk Clerk	Completed
<b>(f) Telephone Box</b>	<ul style="list-style-type: none"> <li>Arrange to meet with the local resident to agree a work plan for the telephone box.</li> <li>Register the defibrillator online.</li> </ul>	DJ & Clerk Clerk	
<b>FROM MEETING HELD ON 23<sup>RD</sup> NOVEMBER 2021</b>			
<b>146/FC/08/21-22</b>	<ul style="list-style-type: none"> <li>Prepare and issue Minutes from 15<sup>th</sup> September and 19<sup>th</sup> October for the Chair to sign.</li> </ul>	Clerk GC	Completed
<b>149/FC/08/21-22</b>	<ul style="list-style-type: none"> <li>Update the review date and minute reference on the Health and Safety Policy, then issue to the Chair for signing.</li> </ul>	Clerk GC	Completed
<b>154/FC/08/21-22</b>	<ul style="list-style-type: none"> <li>Contact Scottish and Southern Electricity regarding the potential vulnerability of the two telegraph poles.</li> </ul>	Clerk	
<b>157/FC/08/21-22</b>	<b>Village Maintenance Matters</b>		
<b>(c) Village Pond</b>	<ul style="list-style-type: none"> <li>Post the report from Sapling Arboriculture on the village website.</li> <li>Obtain three quotes for the tree work recommended for the existing willow</li> <li>Obtain three quotes for a replacement willow tree.</li> <li>Prepare an article for the Parish Magazine regarding proposed works to the willow tree and pond area.</li> </ul>	GC Clerk Clerk Clerk	
<b>(e) Footpaths/Gates</b>	<ul style="list-style-type: none"> <li>Purchase a litter bin plus the necessary base and fixing kit as recommended by BDBC.</li> </ul>	Clerk	
<b>158/FC/08/21-22</b>	<b>Highways and Roads</b>		
<b>(a) Traffic Issues</b>	<ul style="list-style-type: none"> <li>Contact BDBC parking enforcement to discuss the parked cars problem.</li> </ul>	Clerk	
<b>159/FC/08/21-22</b>	<ul style="list-style-type: none"> <li>Review and update the existing Welcome Pack leaflet.</li> <li>Draft a separate leaflet for the Parish Council.</li> </ul>	GC GC	
<b>FROM MEETING HELD ON 21<sup>ST</sup> DECEMBER 2021</b>			
<b>167/FC/09/21-22</b>	<ul style="list-style-type: none"> <li>Prepare and issue Minutes from 23<sup>rd</sup> November 2021 for the chair to sign.</li> </ul>	Clerk GC	Completed
<b>169/FC/09/21-22</b>	<ul style="list-style-type: none"> <li>Publish the FY22/23 budget on the village website.</li> <li>Complete the precept form for signing at the next meeting (18<sup>th</sup> January 2022).</li> </ul>	Clerk Clerk	Completed
<b>170/FC/09/21-22</b>	<ul style="list-style-type: none"> <li>Update the review date and minute reference on the Equality and Diversity Policy, then issue to the Chair for signing.</li> </ul>	Clerk GC	Completed
<b>173/FC/09/21-22</b>	<ul style="list-style-type: none"> <li>Prepare the standard items for the next issue of the Parish Magazine (final copy date 11<sup>th</sup> January 2022).</li> </ul>	Clerk	Completed

**Appendix 2****(a) Receipts and Payments**

To acknowledge the receipt of payments made to the Parish Council since the last Ordinary Meeting (OM) on 21/12/21

DATE	RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL
31/12/21	Unity Trust Bank	Interest payment	£2.43	£2.43

To acknowledge the payment of standing orders, direct debits and charges since last OM on 21/12/21

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
31/12/21	Clerk	Salary - December	£364.35	£364.35
31/12/21	Clerk	AHEA - December	£26.00	£26.00
31/12/21	Unity Trust Bank	Quarterly service charge	£18.00	£18.00

To acknowledge the Multipay card payments made since the statement dated 02 December 2021

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
02/12/21	Lloyds Bank plc	Monthly fee x 2 cards	£6.00	£6.00
14/12/21	Zoom	Zoom monthly fee (14/12/21-13/01/22) VAT	£11.99 £2.40	£14.39

To approve the following payment(s)

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
28/11/21	North Waltham Village Trust	Rathbone Pavilion venue hire, Sept 2021-March 2022.	£100.00	£100.00

### Appendix 3

#### Schedule of Correspondence

*(Includes correspondence received since the meeting on 23<sup>rd</sup> November, as the agenda for 21<sup>st</sup> December was reduced as a result of Covid concerns).*

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

#### Correspondence from BDBC

- 01/12/21 Ad for temporary Assistant Democratic Services Officer
- 06/12/21 Reminder re: consultation on Budget Proposals for FY2022/23
- 09/12/21 Request from Cllr Paul Gaskell for issues/questions to be raised with the Police & Crime Commissioner at a meeting in February 2022
- 10/12/21 Review of Councillor allowances by Independent Remuneration Panel
- 13/12/21 Notice of road closure – Up Street (050307) 10-13 January 2022
- 13/12/21 Appeal notification letter re: 21/00473/RET / 21/00026/REF (Fox Lane) – change of procedure
- 14/12/21 Local Plan: Notice of Conservation Area Designation: Laverstoke and Freefolk Conservation Area
- 14/12/21 Appeal notification letter re: 21/00047/REF (Oakdown Farm) – appeal withdrawn
- 16/12/21 Seasonal Greetings from the Mayor
- 16/12/21 Cllr Paul Gaskell: warning re: thefts from cars in the area
- 21/12/21 Christmas Greetings from BDBC
- 21/12/21 Planning application 21/03625/HSE, 7 Meadow Rise
- 23/12/21 Notification of the publication of updated planning documents
- 06/01/22 Review of Councillor allowances - link to survey
- 10/01/22 21/00026/REF (Land at Fox Lane) appeal withdrawn
- 11/01/22 Notification of the 2022/23 provisional council tax base for parishes

#### Correspondence from HCC

- 23/11/21 From Cllr Henderson - change of date for Rural Crime Round Table (now 14/02/22)
- 24/11/21 From Cllr Humby – invitation to Parish and Town Council Event on 07/12/21
- 26/11/21 The Greening Campaign sign-up forms
- 28/11/21 From Cllr Henderson – further change of date for Rural Crime Round Table (now 28/02/22)
- 29/11/21 From Cllr Humby – notice of cancellation of the Parish and Town Council Event on 07/12/21
- 30/11/21 Update and slide deck from the Community Preparedness Event (09/11/21)
- 03/12/21 Your Hampshire newsletter
- 09/12/21 Response from Hampshire Highways re: Mary Lane/Old School House boundary

#### Correspondence from HALC

- 06/12/21 November 2021 newsletter
- 09/12/21 Queen's Platinum Jubilee Beacons
- 09/12/21 Covid-19 Briefing Note
- 21/12/21 Community Governance Review Campaign

#### Other correspondence

- 03/12/21 Denstone Matters Community Group: settlement boundary.
- 08/12/21 Keep Britain Tidy: The Great British Spring Clean 25 March-10 April
- 09/12/21 Police & Crime Commissioner: Police and Crime Plan 'More Police, Safer Streets'
- 10/12/21 PCC Donna Jones: Preventing Violence Against Women and Girls
- 15/12/21 PCC Donna Jones: Your views on council tax contributions to policing
- 20/12/21 PCC Donna Jones: Christmas greetings

#### Newsletters

- 30/11/21 Rural Services Network – The Rural Bulletin
- 01/12/21 Rural Services Network - Rural Funding Digest – December 2021 Edition
- 02/12/21 Countryside Access Teams – Rights of Way Volunteer Newsletter – December 2021
- 05/12/21 Update from the Police & Crime Commissioner, Donna Jones
- 07/12/21 Rural Services Network – The Rural Bulletin
- 14/12/21 Rural Services Network – The Rural Bulletin
- 17/12/21 Your Hampshire newsletter
- 21/12/21 Rural Services Network – The Rural Bulletin
- 05/01/22 Rural Services Network – The Rural Bulletin
- 06/01/22 Rural Services Network - Rural Funding Digest – January 2022 Edition
- 11/01/22 Rural Services Network – The Rural Bulletin
- 18/01/22 Rural Services Network – The Rural Bulletin