



## NORTH WALTHAM PARISH COUNCIL

Chairman: Mr Geoff Chapman

Acting Clerk: Sharon Shea

14 Home Mead, North Waltham, RG25 2SY

Tel: 391983, Email: [clerk@northwaltham.info](mailto:clerk@northwaltham.info)

# MINUTES OF ORDINARY MEETING

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

### Councillors present:

Cllr Geoff Chapman (GC) – Chair, Cllr David James, Cllr Judith McGinley (JMG), Cllr Bill Preston, Cllr David Young (DY) and Sharon Shea (Acting Clerk).

**Actions for:**

118/FC/  
07/22-23

### Apologies for Absence

Apologies were received from HCC Cllr Juliet Henderson and BDBC Cllr Diane Taylor. Did not attend: Cllr Yann Caironi, Cllr Peter Waggett.

119/FC/  
07/22-23

### Declarations of Interest

There were no declarations of interest.

120/FC/  
07/22-23

### Meeting open to the Public

One member of the public attended.

121/FC/  
07/22-23

### Minutes

The minutes of the Ordinary Meeting held on 16<sup>th</sup> August 2022 and the Additional Ordinary Meeting held on 6<sup>th</sup> October 2022 were approved.

### ACTION:

- Prepare and issue the minutes from 16<sup>th</sup> August and 6<sup>th</sup> October for the Chair to sign.

**Clerk**

Approved minutes are available to view at <https://www.northwaltham.net/parish-council/meetings/>

122/FC/  
07/22-23

### Action Plan and Outcomes following the meetings held on 16<sup>th</sup> August and 6<sup>th</sup> October – Appx 1

Item 100: completed.

Item 107: a new village gate is required on the junction on Steventon Road and Mary Lane.

123/FC/  
07/22-23

### Village Walkaround Observations

Further to the Village Walkaround (20<sup>th</sup> September) the Parish Council felt that a general tidy-up of the village is required, including hedge-cutting adjacent to footpaths and public rights of way, and that the Forge on The Green is becoming overgrown.

### ACTIONS:

- Establish the ownership of the various parcels of land along Steventon Road where hedges are encroaching on footpaths and public rights of way.
- Produce an updated version of the village maintenance plan.
- Ensure that the sycamores next to the bus stop are cut back to the ground by adding the task to the Lengthsman's list.
- Contact the owner of the Forge in order to discuss its current overgrown condition.

**GC/DJ**

**GC/DJ**

**Clerk**

**Clerk**

124/FC/  
07/22-23

### Policies and Key Documents

The Parish Council agreed to formally adopt the Code of Conduct as circulated by BDBC.

125/FC/  
07/22-23

### Community Infrastructure Levy (CIL) Funds

The Cuckoo Meadow playground and the pond were identified as possible areas where CIL funds might be used.

126/FC/  
07/22-23

### ClubNet Services

Following notice of the termination of ClubNet website and email services in December 2022 a number of possible options are being explored.

127/FC/  
07/22-23

### Current Planning Applications

Current planning applications were noted – full list at Appendix 2.

Documents can be viewed at <https://planning.basingstoke.gov.uk/online-applications/>

128/FC/  
07/22-23

### Planning Compliance Issues

There are currently no outstanding compliance issues.

129/FC/  
07/22-23

## Finance

- (a) **Receipts and Payments** – see Appendix 3
- Council acknowledged receipt of the second part of the precept payment from BDBC and interest paid on the deposit account.
  - Council acknowledged payment of standing orders, direct debits and other payments.
  - Council acknowledged Multipay card payments made since the last statement.
  - Council formally approved payment of fees to the external auditor (approved out of committee due to the Ordinary Meeting in September being the Village Walkaround).
- (b) **Bank Balances**
- Current account: £21,050.59.
  - Deposit account: £39,610.22.

130/FC/  
07/22-23

## Village Maintenance Matters

- (a) **General Maintenance – Grass Cutting**  
See item 123 above.
- (b) **St Michael's Green**  
See item 123 above.
- (c) **Village Pond**  
No update.
- (d) **Plan for village trees**  
No update.
- (e) **Footpaths/Gates**  
It was agreed that the contractor who installed the three kissing gates on the Steventon Church footpath should be asked for a quote for repairing the broken villages gates Steventon Road/Mary Lane and at Fox Lane.
- ACTION:**
- Request a quote from Bob Berry for repairing/replacing the two broken village gates. **Clerk**
- (f) **Telephone Box**  
No update.
- (g) **Lengthsman** (Next scheduled visit 18/01/23)  
It was agreed that the bench at the corner of Maidenthorne Lane and Elizabethan Rise needs cleaning, and the fence at the top of St Michael's Green needs repair.
- ACTION:**
- Add the tasks of cleaning the bench at the corner of Maidenthorne Lane /Elizabethan Rise and repairing the fence at St Michael's Green to the schedule for the Lengthsman's next visit. **Clerk**
- (h) **Litter Picking**  
No update.

131/FC/  
07/22-23

## Highways and Roads

- (a) **Traffic Issues**  
It was agreed that an update should be sought regarding the continuing visits of trucks to the water treatment plant.
- ACTION:**
- Contact Southern Water to request an update regarding the water treatment plant. **Clerk**
- (b) **Potholes and other highways maintenance**  
No update.
- (c) **Other miscellaneous issues**  
The roadside bank at the churchyard along Steventon Road continues to be eroded. It was agreed that Hampshire Highways should be contacted again.
- ACTION:**
- Contact Hampshire Highways to draw their attention to the state of the churchyard bank. **Clerk**

132/FC/  
07/22-23

## Correspondence – see Appendix 4

The PC agreed that the boundaries on the revised Conservation Area map were unclear.

**ACTION:**

- Contact the planning officer concerned to raise the issue of boundaries on the revised Conservation Area map following the recent review.

GC

**133/FC/  
07/22-23****Councillors' Announcements**

No updates.

**134/FC/  
07/22-23****Items for insertion in the Parish Magazine** (*final copy date 26<sup>th</sup> October 2022*)

It was agreed that items in the next issue of the Parish Magazine should include:

- Notice of the new Parish Clerk,
- A note to residents encouraging them to trim hedges and trees along public rights of way
- Description of the changes adopted by the Conservation Area review,
- A note on fire safety on Halloween and Bonfire Night.

**ACTION:**

- Prepare and submit the items above for the next issue of the Parish Magazine.

Clerk

**135/FC/  
07/22-23****Date of Next Meeting**The next Ordinary Meeting will take place at 19:30 on Tuesday 15<sup>th</sup> November 2022 at the Rathbone Pavilion.

Signed:

Chair to North Waltham Parish Council

## Appendix 1

**ACTION PLAN & OUTCOMES FOLLOWING THE PARISH COUNCIL ORDINARY MEETING HELD ON 16<sup>th</sup> AUGUST 2022 AND ADDITIONAL ORDINARY MEETING HELD ON 6<sup>th</sup> OCTOBER 2022**

MINUTE REF	ACTION	RESP	OUTCOME / COMMENTS
<b>FROM MEETING HELD ON 4<sup>th</sup> MAY 2021</b>			
031/FC/02/21-22 (c)	<ul style="list-style-type: none"> <li>Collect the Garden Competition trophy from the 2019 winners.</li> </ul>	Clerk	
<b>FROM MEETING HELD ON 24<sup>th</sup> AUGUST 2021</b>			
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	
091/FC/05/21-22 (c)	<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>Contact HCC regarding works to trees on the green at the forge.</li> </ul>	GC Clerk Clerk	Awaiting response
<b>FROM MEETING HELD ON 19<sup>th</sup> OCTOBER 2021</b>			
128/FC/07/21-22	<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	
136/FC/07/21-22 (a)	<ul style="list-style-type: none"> <li>Prepare a draft document for issuing to prospective contractors in respect of an annual maintenance contract.</li> </ul>	Clerk	
<b>FROM MEETING HELD ON 23<sup>rd</sup> NOVEMBER 2021</b>			
157/FC/08/21-22 (e)	<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	On hold - see item 107 below
<b>FROM MEETING HELD ON 19<sup>th</sup> APRIL 2022</b>			
013/FC/01/22-23 (a)	<ul style="list-style-type: none"> <li>Contact BDBC to establish what the mowing schedule is for North Waltham.</li> </ul>	Clerk	Email 25/04/22
013/FC/01/22-23 (e)	<ul style="list-style-type: none"> <li>Inform Hampshire Countryside Services and establish whether they will replace the No Parking sign at Level Lane.</li> </ul>	Clerk	
<b>FROM MEETING HELD ON 17<sup>th</sup> MAY 2022</b>			
049/FC/02/22-23 (e)	<ul style="list-style-type: none"> <li>Check out the cost of hiring suitable equipment for clearing footpaths.</li> </ul>	GC	
049/FC/02/22-23 (h)	<ul style="list-style-type: none"> <li>Discuss with one of the school governors the possibility of involving the school in the next village litter pick.</li> </ul>	GC	
<b>FROM MEETING HELD ON 21<sup>st</sup> JUNE 2022</b>			
066/FC/03/22-23	<ul style="list-style-type: none"> <li>Contact HCC to establish the extent of the adopted highway in Barley View.</li> <li>Contact the Land Registry to find out who is the owner of the road areas in Barley View.</li> </ul>	Clerk Clerk	
070/FC/03/22-23	<ul style="list-style-type: none"> <li>Sound out local contractors to establish their availability for the village maintenance work and request quotes from them.</li> </ul>	Clerk	
<b>FROM MEETING HELD ON 19<sup>th</sup> JULY 2022</b>			
088/FC/04/22-23 (a)	<ul style="list-style-type: none"> <li>Establish whether the youth group is able to offer some help with village maintenance.</li> </ul>	DY	Completed
092/FC/04/22-23	<ul style="list-style-type: none"> <li>Draft a job advertisement for the Clerk/RFO post.</li> </ul>	GC	Completed
<b>FROM MEETING HELD ON 16<sup>th</sup> AUGUST 2022</b>			

098/FC/05/22-23	<ul style="list-style-type: none"> <li>• Prepare and issue the minutes from 19<sup>th</sup> July for the Chair to sign.</li> </ul>	Clerk	Completed
100/FC/05/22-23	<ul style="list-style-type: none"> <li>• Complete the review of the Clerk's Contract of Employment.</li> </ul>	Staffing Cttee	
103/FC/05/22-23	<ul style="list-style-type: none"> <li>• Identify options for replacement email and website services.</li> <li>• Pass on to Cllr Young details of current services and costs.</li> </ul>	DY Clerk	
107/FC/05/22-23 (c)	<ul style="list-style-type: none"> <li>• Contact Southern Water regarding their support with pond maintenance/renovation.</li> <li>• Pass on information and contact details relating to the Oakley pond refurbishment to Mr Winstone.</li> <li>• Respond to the complaint raised about the condition of the pond.</li> </ul>	Clerk Clerk Clerk	Completed Completed
107/FC/05/22-23 (e)	<ul style="list-style-type: none"> <li>• Contact a local contractor regarding the overgrown paths and triangle.</li> <li>• Contact HCC Countryside Services to establish whether they will contribute towards the cost of purchasing and installing bins at the Steventon Road and Level Lane footpaths.</li> </ul>	Clerk Clerk	
107/FC/05/22-23 (g)	<ul style="list-style-type: none"> <li>• Include on the worksheet for the next visit (13/10/22) a task for the Lengthsman to tidy up along the fence at St Michael's Green.</li> <li>• Assess the extent of the damage to the village gate at Steventon Road/Mary Lane.</li> </ul>	Clerk GC	Completed
108/FC/05/22-23 (c)	<ul style="list-style-type: none"> <li>• Forward to the local resident details of how to raise concerns/complaints via the Hampshire County Council website.</li> <li>• Report the incident, on behalf of the Parish Council, to Hampshire Highways.</li> </ul>	Clerk Clerk	Completed Completed
111/FC/05/22-23	<ul style="list-style-type: none"> <li>• Prepare and submit the required articles (standard items plus pond refurbishment project, Parish Clerk Vacancy and Village Walkaround) to the Parish Magazine.</li> </ul>	Clerk	Completed
<b>FROM MEETING HELD ON 6<sup>th</sup> OCTOBER 2022</b>			
116/FC/06/22-23 (a)	<ul style="list-style-type: none"> <li>• Submit the Parish Council's response to 22/02432/FUL to BDBC.</li> </ul>	Clerk	Completed
116/FC/06/22-23 (b)	<ul style="list-style-type: none"> <li>• Submit the Parish Council's response to T/00406/22/TCA to BDBC.</li> </ul>	Clerk	Completed

## Appendix 2

## CURRENT PLANNING APPLICATIONS

B/F	19/02018/FUL Undecided	<b>Village Farm Bungalows, Steventon Road, North Waltham</b> Erection of 2 no. 3 bed houses following demolition of existing bungalows including associated works (part retrospective).
B/F	20/00221/FUL Undecided	<b>Old School House, Mary Lane, North Waltham RG25 2BY</b> Erection of detached dwelling including parking provision for existing and proposed dwelling. <b>Amended plans received 28/04/20:</b> Amended plans to reduce the scale of the development and to alter the position of the dwelling. An amended tree report was submitted to reflect the revised layout.
B/F	20/02516/ROC Undecided	<b>Highfield, Church Road, North Waltham RG25 2BL</b> Variation of Condition 1 of Planning Permission 18/00460/FUL to amend the plan numbers to amend the landscaping. <b>Amended plans received 15/06/21.</b>
B/F	20/02893/TDC Undecided	<b>Land At OS Grid Ref 455998 146067 St Michael's Close, North Waltham</b> Technical Details Consent for the erection of 2 no. dwellings with associated access, garaging, parking and landscaping, pursuant to Permission in Principle Approval Reference 19/01954/PIP for up to 4 no. dwellings 20/01255/TDC – refused, appeal lodged
B/F	22/00405/FUL Undecided	<b>Land at Crematorium, Stockbridge Road, North Waltham</b> Proposed new cemetery, parking, access, internal footpaths and associated landscaping.
B/F	22/01050/HSE Undecided	<b>Holly Cottage, Chapel Street, North Waltham</b> Replacement of existing plain roof tiles and interlocking concrete roof tiles with roofing slates.
B/F	22/01306/RET Granted	<b>Corn dell, 2 Mary Lane, North Waltham</b> Variation of condition 3 of BDB/70792 for non-obscured glass. (Retrospective).
B/F	T/00336/22/TCA Raise no objection	<b>Yew Tree House, Yew Tree Road, North Waltham</b> Application for works to trees growing in a conservation area. Proposal: T1 Yew: reduce by 1M all round leaving a finished height of 8M with finished radius of 4M.
B/F	T/00338/22/TCA Raise no objection	<b>Church Cottage, Steventon Road, North Waltham</b> Application for works to trees growing in a conservation area. Proposal: T1 Ash: fell. T2 Cypress: fell. T3 Ash: fell. T4 Horse Chestnut: reduce by 3M leaving a finished height of 8M and a radius of 4M. T5 Cypress: fell. T6 Silver Birch: fell. T7 Ash: crown lift to 6M.
B/F	22/02368/HSE Undecided	<b>4 Elizabethan Rise, North Waltham</b> Two storey extension to front of property with internal alterations.
B/F	22/02432/FUL Undecided	<b>Land adjacent The Old Hall, Popham Lane, North Waltham</b> Erection of 1 no. dwellinghouse with new access from Popham Lane together with car parking and hard and soft landscaping.
NEW	T/00406/22/TCA Undecided	<b>Broadacres, Chapel Street, North Waltham</b> Application for works to trees growing in a conservation area. Proposal: T1 Goat willow – pollard down to 6ft high (removing approx. 3 metres); T2 Apple tree (nearly dead) – fell; T3 Prunus pisardi (nearly dead) – fell; T4 Apple tree – reduce crown by approx. 25% and thin by 20%, leaving crown approx. 6 metres high and 5 metres wide.

## Appendix 3

## FINANCE (a) Receipts and Payments

To acknowledge the receipt of payments made since the last Ordinary Meeting (OM) on 16/08/22

DATE	RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL
26/09/22	BDBC	Precept (50%) – second payment	£8,440.00	£8,440.00
20/09/22	Unity Trust Bank	Credit interest on deposit account	£59.81	£59.81

To acknowledge the payment of standing orders, direct debits and charges since the last OM on 16/08/22

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
31/08/22	Clerk/SAS	Salary - August	£372.05	£372.05
31/08/22	Clerk/SAS	AHEA - August	£26.00	£26.00
13/09/22	ClubNet Ltd	Email address package x 10 (Oct 22-Oct 23)	£50.00	
		VAT	£10.00	£60.00
16/09/22	Lloyds Bank	Multipay Card monthly fee	£3.00	£3.00
30/09/22	Unity Trust Bank	Quarterly charge	£18.00	£18.00

To acknowledge the Multipay card payments made since the statement dated dd/07/22

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
02/09/22	Lloyds Bank plc	Monthly fee x 1 card	£3.00	£3.00

To approve the following payment(s)

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
05/09/22	PKF Littlejohn Invoice SB20221270 Ref HA0196	<i>(Retrospective approval, approved out of committee)</i> External audit fees VAT	£200.00 £40.00	£240.00

## Appendix 4

### SCHEDULE OF CORRESPONDENCE

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

#### Correspondence from BDBC

- 31/08/22 Planning application 22/02432/FUL, Land adjacent to The Old Hall, Popham Lane
- 01/09/22 Note from Elaine Walters re: the 20mph speed limit in relation to the Conservation Area Review
- 05/09/22 Notice of road closures: Pack Lane and Oakley Lane from 19<sup>th</sup> September
- 06/09/22 Mayor's Charity Appeal - Basingstoke Variety Show 2022
- 07/09/22 Update from Council Leader Cllr Simon Bound
- 08/09/22 Protocol on marking the death of a senior national figure
- 08/09/22 Mayoral Coordinator update 'Sad news'
- 09/09/22 Cancellation of planning consultation meetings
- 09/09/22 Mayoral Coordinator update re: arrangements for local proclamation (11/09/22 @ 2pm)
- 11/09/22 Mayoral Coordinator – local proclamations
- 12/09/22 Mayoral Coordinator – town and parish events
- 14/09/22 Mayoral Coordinator – civic service in memory of Her Majesty the Queen
- 14/09/22 Mayoral Coordinator – Cabinet Office: National Guidance for the Official Period of Mourning
- 14/09/22 Mayoral Coordinator – letters of condolence
- 23/09/22 T/00406/22/TCA - application for works to trees at Broadacres
- 26/09/22 Appeal ref. 22/00023/REF inquiry in respect of 22/00667/FUL Land at Oakdown Farm
- 26/09/22 Target List and Site Viewing requests for the DCC meeting on 12<sup>th</sup> October (includes application 20/02893/TDC, land at St Michael's Close)
- 27/09/22 Mayoral Coordinator – Basingstoke and Deane Christmas Tree Festival
- 06/10/22 Mayoral Coordinator – Remembrance Sunday /Armistice Day 2022

#### Correspondence from HCC

- 28/09/22 From Cllr Henderson: Meeting with HCC Cabinet Member re: J7 proposals
- 05/10/22 From Cllr Henderson: No funding for M£ J7/J8 alterations
- 05/10/22 From Cllr Henderson: New school for Hounsome Fields – consultation
- 05/10/22 From Cllr Henderson: October Report and info re: fostering campaign

#### Correspondence from HALC

- 01/09/22 HALC AGM 2022 – Special Motion Item
- 09/09/22 Council actions following the death of our Queen
- 09/09/22 Update on Operation London Bridge
- 13/09/22 National Minute of Silence
- 21/09/22 HALC AGM 2022 (20/10/22) – Agenda, etc.
- 22/09/22 HALC AGM and Conference (20<sup>th</sup> October) – open for bookings
- 22/09/22 Training courses available in October
- 03/10/22 Winner of the Hampshire and IoW Village of the Year 2022
- 03/10/22 Reminder re: HALC AGM and Conference (20<sup>th</sup> October)
- 07/10/22 Winner of the Hampshire and IoW Village of the Year 2022 – press release amendment
- 10/10/22 HALC AGM and Conference - reminder

#### Other correspondence

- 18/08/22 From South Western Railway: Community projects funding
- 24/08/22 From Whitchurch Town Council: Local Plan Petition
- 29/08/22 From STaNHd: Update re: Area of Outstanding Natural Beauty initiative
- 30/08/22 From PKF Littlejohn: External Auditor Report
- 31/08/22 From Bloor Homes: Update re: Phase 2 Reserved Matters
- 02/09/22 From Whitchurch Town Council: Letter from Cllr Tracy Woodruff
- 16/09/22 From Mike Robinson: Steventon Road bank
- 26/09/22 From BDAPTC: Agenda for meeting on 29<sup>th</sup> September



- 27/09/22 From Police & Crime Commissioner: Join our cops event, 11<sup>th</sup> October
- 04/10/22 From Agent/applicant re: planning application 22/02432/FUL
- 05/10/22 From Whitchurch Town Council – letter to the PM re: chalk streams
- 12/10/22 From BDAPTC: Output from meeting on 29<sup>th</sup> September

#### **Newsletters**

- 23/08/22 Rural Services Network: The Rural Bulletin
- 31/08/22 Rural Services Network: The Rural Bulletin
- 31/08/22 Parish Online
- 01/09/22 CER – Countryside Access Team
- 01/09/22 BDAPTC
- 06/09/22 Rural Services Network: The Rural Bulletin
- 07/09/22 Rural Services Network: The Rural Funding Digest September 2022
- 13/09/22 Rural Services Network: The Rural Bulletin
- 14/09/22 HCC Your Hampshire
- 21/09/22 Rural Services Network: The Rural Bulletin
- 21/09/22 From Donna Jones (Police and Crime Commissioner) – newsletter
- 21/09/22 HCC Your Hampshire
- 27/09/22 Rural Services Network: The Rural Bulletin
- 30/09/22 CER – Countryside Access Team
- 04/10/22 Rural Services Network: The Rural Bulletin
- 06/10/22 HCC Your Hampshire
- 11/10/22 Rural Services Network: The Rural Bulletin

#### **Items circulated after the agenda was issued on 14/10/22:**

- 14/10/22 From HALC: Flood Risk Management – Landowners information leaflet
- 17/10/22 From HALC: October 2022 newsletter
- 18/10/22 From HALC: Flood Risk Management – Landowners information leaflet – update
- 18/10/22 From RSN: Rural Services Network: The Rural Bulletin
- 18/10/22 From BDBC: North Waltham Conservation Area update