



NORTH WALTHAM PARISH COUNCIL

Chairman: Mr Geoff Chapman

Clerk: Mrs Sharon Shea

14 Home Mead, North Waltham, Basingstoke, Hampshire, RG25 2SY

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MINUTES OF ORDINARY MEETING

Tuesday 19th July 2022 7.30pm at the Rathbone Pavilion, Cuckoo Meadow

Welcome and Introduction by the Chairman

**Actions
for:**

076/FC/
04/22-23

Apologies for Absence

Apologies received from Cllr David James, Cllr Juliet Henderson, Cllr Diane Taylor.
Did not attend: Cllr Yann Caironi.

077/FC/
04/22-23

Declarations of Interest

None.

078/FC/
04/22-23

Meeting open to the Public

No members of the public attended.

079/FC/
04/22-23

Minutes

The minutes of the Ordinary Meeting held on 21st June 2022 were approved.

ACTION:

- Prepare and issue the minutes from 21st June for the Chair to sign.

**Clerk
GC**

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

080/FC/
04/22-23

Action Plan and Outcomes following the meeting held on 21st June 2022 – Appx 1

Completed actions were noted.

Item 158: Parking issues in Maidenthorne Lane

Further complaints have been raised regarding dangerous parking along Maidenthorne Lane. It was agreed that BDBC should be approached directly.

ACTION:

- Raise the Maidenthorne Lane parking issues and concerns directly with BDBC.

Clerk

Item 049 (d): Obtain costs for a replacement acacia tree

- Costings available from Trees Online (www.trees-online.co.uk) indicate a range from £60 (tree height approx. 1M-1.5M) to £590 (tree height approx. 5M).

Item 065: Seek confirmation from BDBC re: location and collection from a proposed litter bin at the entrance to the Steventon Church footpath

BDBC indicated that they would be prepared to collect from the bin if it were to be located just inside the kissing gate and confirmed that they would not need a separate key as it is a standard model that is proposed. (The PC has since decided that it will seek to locate the bin on the roadside verge if this is deemed feasible).

081/FC/
04/22-23

Policies and Key Documents

The Parish Council formally reviewed Standing Orders, Risk Assessment – Clerk's working environment and Financial Regulations. It was agreed that no changes were required.

ACTION:

- Update the Standing Orders and Financial Regulations documents with the review date and minute reference and submit to the Chair for signing.

Clerk

082/FC/
04/22-23

Community Infrastructure Levy (CIL) Funds

The Parish Council reviewed and approved the CIL return for FY21/22; it shows £0 CIL income and £0 CIL expenditure.

ACTIONS:

- Submit the FY21/22 CIL return to BDBC.
- Publish the FY21-22 CIL return on the PC website.

**Clerk
Clerk**

The Parish Council discussed the potential use of CIL funds in FY22/23. The existing fund of £10,616.74 was allocated in August 2020; any money unspent by August 2025 may be reclaimed by BDBC. A number of potential ideas were put forward for further discussion. The PC has already indicated to North Waltham Village Trust (NWVT) that it will match grants received by them towards the costs of building the petanque court.

ACTION:

- Contact NWVT to request written notification of the value of grants received from elsewhere towards the petanque court.

Clerk

083/FC/
04/22-23**Speed Reduction & Safety Working Group**

No update from the SRS Working Group.

HCC Cllr Juliet Henderson has notified the PC that HCC is launching an online consultation on the introduction of 20mph speed limits. All members of the public are eligible to complete the survey which is open until 12th September 2022.

ACTION:

- Publicise the 20mph survey on the Parish Council website and Notice Board.

Clerk

084/FC/
04/22-23**Neighbourhood Plan Update**

No update.

085/FC/
04/22-23**Current Planning Applications**

Council noted the status of current planning applications (full list at Appendix 2).

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

086/FC/
04/22-23**Planning Compliance Issues**

No outstanding compliance issues.

087/FC/
04/22-23**Finance****(a) Receipts and Payments – see Appendix 3**

- Council acknowledged receipt of £34.10 from Unity Trust Bank (interest on the deposit account) and £25.00 from the Clerk (contribution towards hospitality at the Annual Parish Meeting in June).
- Council acknowledged payment of standing orders, direct debits and other payments.
- Council acknowledged Multipay card payments made since statement dated 06/06/22.
- There were no payments awaiting approval.

(b) Bank Balances

Balances as at 19/07/22:

- Current account: £15,733.71
- Deposit account: £39,550.41

(c) 2022/23 Q1 Financial Review

The quarterly financial review for Q1 of FY22/23 was approved.

ACTION:

- Publish the FY22-23 Q1 Financial Review on the PC website.

Clerk

088/FC/
04/22-23**Village Maintenance Matters****(a) General Maintenance – Grass Cutting**

Council noted that some verges (e.g. along Fox Lane) and paths (e.g. Level Lane) are becoming overgrown.

ACTION:

- Report the overgrown verges at Fox Lane to Hampshire Highways.

Clerk

Cllr DY is aware of a local youth group that might be able to carry out some routine maintenance tasks in and around the village.

ACTION:

- Establish whether the youth group is able to offer some help with village maintenance.

DY

(b) St Michael's Green

No update,

(c) Village Pond

Council noted that it would be useful to establish how the refurbished pond at Oakley is faring during the hot weather.

(d) Plan for village trees

No update.

(e) Footpaths/Gates

No update.

(f) Telephone Box

No update.

(g) Lengthsman

Council agreed that the work carried out at the last Lengthsman's visit on 12/05/22 was satisfactory.

Council agreed that the following should be included on the worklist for the next visit, scheduled for 10/08/22:

- Mend the broken village gates at The Fox and Steventon Road/Mary Lane,
- Tidy up the area along the fence at St Michael's Green/Church Road,
- Spray weedkiller along kerbsides in the village (e.g. along Maidenthorne Lane).

ACTION:

- Update the Lengthsman's schedule with the tasks identified.

Clerk

(h) Litter Picking

No update.

**089/FC/
04/22-23 Highways and Roads****(a) Traffic issues**

See item 080/FC/04/22-23 above.

(b) Potholes and other highways maintenance

The uneven road surface along Up Street has been reported to Hampshire Highways following reports of injuries to a local resident.

(c) Other miscellaneous issues

None reported.

**090/FC/
04/22-23 Village Welcome Pack**

As the Parish Council's work on revision and reprinting of the welcome pack leaflet has now been completed it was agreed that this item should be removed from the standing agenda.

ACTION:

- Remove the 'Village Welcome Pack' item from the standing agenda.

Clerk

**091/FC/
04/22-23 Correspondence – see Appendix 4**

- Council acknowledged correspondence received since the meeting on 21st June 2022.
- Council agreed that a letter received from Whichchurch Town Council on housing numbers requires a response.

ACTION:

- Draft a response to Whichchurch Town Council on housing numbers and circulate to the Parish Council for review.

GC

**092/FC/
04/22-23 Councillors' Announcements**

The Chair informed the Council that due to the resignation of the current Clerk/RFO a replacement Clerk/RFO needs to be recruited.

ACTION:

- Draft a job advertisement for the Clerk/RFO post.

GC

**093/FC/
04/22-23 Items for insertion in the Parish Magazine (final copy date **Wed 24th August 2022**)**

It was agreed that items relating to the parking issues in Maidenthorne Lane (item 080 above) and HCC's 20mph survey (item 083 above) should be included.

ACTION:

- Prepare articles for the Parish Magazine on parking issues and the 20mph survey.

Clerk

**094/FC/
04/22-23 Date of Next Meeting**

The next Ordinary Meeting will be held on Tuesday 16th August 2022 7.30pm at the Rathbone Pavilion, Cuckoo Meadow.

Signed:

Chair to North Waltham Parish Council

Appendix 1

ACTION PLAN & OUTCOMES FOLLOWING THE PARISH COUNCIL MEETING HELD ON 21st JUNE 2022

Actions completed since the agenda was issued are shown in italics.

MINUTE REF	ACTION	RESP	OUTCOME / COMMENTS
FROM MEETING HELD ON 4th MAY 2021			
031/FC/02/21-22 (c)	<ul style="list-style-type: none"> Collect the Garden Competition trophy from the 2019 winners. 	Clerk	
FROM MEETING HELD ON 24th AUGUST 2021			
085/FC/05/21-22	<ul style="list-style-type: none"> Draw up suitable guidance regarding the use of CIL funds for those applying to the Parish Council for grants to support their projects. 	GC	
091/FC/05/21-22 (c)	<ul style="list-style-type: none"> Combine the list of work to trees and maintenance of various areas of the village and prioritise. Check where the boundary line lies between the green at Corndell and Haddef. Contact HCC regarding works to trees on the green at the forge. 	GC Clerk Clerk	Awaiting response
FROM MEETING HELD ON 19th OCTOBER 2021			
128/FC/07/21-22	<ul style="list-style-type: none"> Update the password on the NWPC laptop. Contact BDBC to ascertain whether they have arrangements in place with local farmers regarding snow clearance, and what those arrangements are. 	Clerk Clerk	
136/FC/07/21-22 (a)	<ul style="list-style-type: none"> Prepare a draft document for issuing to prospective contractors in respect of an annual maintenance contract. 	Clerk	
FROM MEETING HELD ON 23rd NOVEMBER 2021			
157/FC/08/21-22 (e)	<ul style="list-style-type: none"> Purchase a litter bin plus the necessary base and fixing kit as recommended by BDBC. 	Clerk	On hold – see item 065 below
158/FC/08/21-22 (a)	<ul style="list-style-type: none"> Contact BDBC parking enforcement to discuss the parked cars problem. 	Clerk	
FROM MEETING HELD ON 22nd MARCH 2022			
219/FC/12/21-22	<ul style="list-style-type: none"> Contact BDBC regarding the timing of a Neighbourhood Plan submission. 	GC	
FROM MEETING HELD ON 19th APRIL 2022			
013/FC/01/22-23 (a)	<ul style="list-style-type: none"> Contact BDBC to establish what the mowing schedule is for North Waltham. 	Clerk	Email 25/04/22
013/FC/01/22-23 (e)	<ul style="list-style-type: none"> Inform Hampshire Countryside Services and establish whether they will replace the No Parking sign at Level Lane. 	Clerk	
FROM MEETING HELD ON 17th MAY 2022			
043/FC/02/22-23	<ul style="list-style-type: none"> Update the draft document review schedule with the date and reference and submit to the Chair for signing. 	Clerk GC	Completed
049/FC/02/22-23 (d)	<ul style="list-style-type: none"> Obtain a quote for a replacement acacia tree. 	Clerk	Price options obtained online.
049/FC/02/22-23 (e)	<ul style="list-style-type: none"> Check out the cost of hiring suitable equipment for clearing footpaths. Obtain details of local contractors for carrying out ad hoc maintenance tasks. 	GC GC, DJ, Clerk	
049/FC/02/22-23 (h)	<ul style="list-style-type: none"> Discuss with one of the school governors the possibility of involving the school in the next village litter pick. 	GC	
FROM MEETING HELD ON 21st JUNE 2022			
064/FC/03/22-23	<ul style="list-style-type: none"> Prepare and issue the minutes from 17th May and 27th May for the Chair to sign. 	Clerk GC	Ready for signing

065/FC/03/22-23	<ul style="list-style-type: none"> • Contact BDBC to establish an acceptable location for the litter bin and seek confirmation re: collection. 	Clerk	Email sent 12/07/22
066/FC/03/22-23	<ul style="list-style-type: none"> • Contact HCC to establish the extent of the adopted highway in Barley View. • Contact the Land Registry to find out who is the owner of the road areas in Barley View. 	Clerk Clerk	
069/FC/03/22-23 (a)	<ul style="list-style-type: none"> • Arrange for payment of the invoice via bank transfer. 	Clerk	Completed
070/FC/03/22-23	<ul style="list-style-type: none"> • Sound out local contractors to establish their availability for the village maintenance work and request quotes from them. 	<i>DJ</i> Clerk	<i>Completed</i>
074/FC/03/22-23	<ul style="list-style-type: none"> • Prepare and submit the standard items for the next issue of the Parish Magazine (24th August 2022). 	Clerk	

Appendix 2

CURRENT PLANING APPLICATIONS

B/F	19/02018/FUL Undecided	Village Farm Bungalows, Steventon Road, North Waltham Erection of 2 no. 3 bed houses following demolition of existing bungalows including associated works (part retrospective).
B/F	19/03232/FUL Undecided	Land adjacent The Old Hall, Popham Lane, North Waltham Erection of 4 (originally 6) no. dwellings including associated parking and landscaping and creation of new access onto Popham Lane. Appeal made to the Secretary of State: Appeal made against non-determination (not refusal) of the planning application. Appeal (ref 20/00075/FTD) dismissed 16/09/21.
B/F	20/00221/FUL Undecided	Old School House, Mary Lane, North Waltham RG25 2BY Erection of detached dwelling including parking provision for existing and proposed dwelling. Amended plans received 28/04/20: 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	Highfield, Church Road, North Waltham RG25 2BL Variation of Condition 1 of Planning Permission 18/00460/FUL to amend the plan numbers to amend the landscaping. Amended plans received 15/06/21.
B/F	20/02893/TDC Undecided	Land At OS Grid Ref 455998 146067 St Michael's Close, North Waltham 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	Land at Crematorium, Stockbridge Road, North Waltham Proposed new cemetery, parking, access, internal footpaths and associated landscaping.
B/F	22/01002/HSE Granted	12 Longfield Close, North Waltham Erection of two storey rear extension and changes to rear fenestration. Part conversion of existing garage to habitable space.
B/F	22/01050/HSE Undecided	Holly Cottage, Chapel Street, North Waltham Replacement of existing plain roof tiles and interlocking concrete roof tiles with roofing slates.
B/F	22/01305/HSE Undecided	12 Well Close, North Waltham Erection of single storey rear extension.
B/F	22/01393/HSE Granted	19 St Michael's Close, North Waltham The erection of a single storey rear extension and new patio area.
NEW	22/01307/RET Undecided	Corndell, 2 Mary Lane, North Waltham Variation of condition 6 of BDB/76129 (Erection of a double garage with utility room and WC and first floor store following demolition of existing) for non-obscured glass. (Retrospective).
NEW	T/00272/22/TCA Undecided	Kirklands, Church Road, North Waltham Application for works to trees growing in a conservation area. Proposal: T1 Ash – remove small tree with die-back.

Appendix 3**FINANCE (a) Receipts and Payments**

To acknowledge the receipt of payments made since the last Ordinary Meeting (OM) on 21/06/22

DATE	RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL
30/06/22	Unity Trust Bank	Interest on deposit account	£34.10	£34.10
10/07/22	Clerk	Hospitality contribution	£25.00	£25.00

To acknowledge the payment of standing orders, direct debits and charges since the last OM on 21/06/22

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
30/06/22	Clerk	Salary - June	£372.05	£372.05
30/06/22	Clerk	AHEA - June	£26.00	£26.00

To acknowledge the Multipay card payments made since the statement dated 06/06/22

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
20/06/22	Lloyds Bank plc	Monthly fee x 1 card	£3.00	£3.00
20/06/22	Sainsburys	Hospitality for Annual Parish Meeting Stationery	£75.39 £7.00	£82.39

To approve the following payment(s)

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL

Appendix 4

SCHEDULE OF CORRESPONDENCE

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

Correspondence from BDBC

- 24/06/22 Parish Council Neighbourhood CIL Report
- 29/06/22 Census 2021 – first results summary profile
- 30/06/22 Cllr Paul Gaskell – request for info on BDBC additional charges
- 01/07/22 Cllr Paul Gaskell – request for info on grants for tree work
- 04/07/21 Notification of appeal 22/00023/REF - Land at Oakdown Farm
- 11/07/22 Notice of road closure – Overton Road railway bridge 28th July for 2 days
- 11/07/22 22/01307/RET Retention of Development application re: 2 Mary Lane (Corndell)
- 12/07/22 T/00272/22/TCA Works to trees at Kirklands, Church Road

Correspondence from HCC

- 24/06/22 Report from HCC Cllr Juliet Henderson
- 06/07/22 Passenger Transport Consultation - reminder
- 11/07/22 July Report and Homes for Ukraine update from HCC Cllr Juliet Henderson

Correspondence from HALC

- 22/06/22 HALC AGM 2022 (20th Oct 2022)
- 29/06/22 Notification of unauthorised encampments

Other correspondence

- 22/06/22 Email from a representative of the 20 MAX Working Group
- 24/06/22 Email from local resident re: a 'welcome to the village' evening
- 24/06/22 Email from local resident re: a broken village gate at Steventon Road/Mary Lane
- 30/06/22 Healthwatch Hampshire Annual Report 2021-22
- 04/07/22 Query from Kingsclere PC
- 08/07/22 Hampshire Hospitals AGM 19th July 2022 – now virtual

Newsletters

- 28/06/22 Rural Services Network: The Rural Bulletin
- 29/06/22 HCC Your Hampshire
- 30/06/22 CER Access Team July 2022
- 04/07/22 Rural Services Network: The Rural Bulletin
- 06/07/22 Rural Services Network: Rural Funding Digest
- 08/07/22 HCC Your Hampshire

Correspondence received since the schedule was issued on 12/07/22:

- 12/07/22 From RSN: The Rural Bulletin
- 13/07/22 From BDBC: Message from Cllr Paul Gaskell re: Councillors' update briefings
- 14/07/22 From BDBC: Notice of road closure – Overton Road railway bridge 28th July – update
- 14/07/22 From BDBC: Notice of temporary (heatwave-related) changes to waste collection services
- 15/07/22 From Whitchurch Town Council: Update on housing numbers
- 17/07/22 From a local resident: parking issues on Maidenthorne Lane
- 18/07/22 From HCC Cllr Henderson: July report
- 18/07/22 From BDBC: Notification of East Woodhay Neighbourhood Plan Consultation
- 19/07/22 From RSN: The Rural Bulletin