



NORTH WALTHAM PARISH COUNCIL

Chairman: Mr Geoff Chapman

Clerk: Ms Rosemary Coulter
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MINUTES OF PARISH COUNCIL ORDINARY MEETING

19th June 2018 at 7:30pm in the Rathbone Pavilion, North Waltham

Councillors Present:

Cllr Geoff Chapman (GC) (Chairman), Cllr Adele Stevenson (AS), Cllr Judith McGinley (JM), Cllr Peter Waggett (PW), Borough Cllr Stuart Frost (SF) and Rosemary Coulter (Clerk)

**Actions
for**

**054FC/
03/18-19** **Apologies for Absence:** Cllr Sally Evans, Borough Cllr Rob Golding

**055FC/
03/18-19** **Declarations of Interest:**
None.

**056FC/
03/18-19** **Meeting open to the Public:**
Two members of the public attended the meeting in relation to planning application 18/01564/RES. Council agreed to bring this item forward on the agenda.

**057FC/
03/18-19** **Minutes:**
The minutes of the

- Ordinary meeting held on 15th May 2018
- Additional Ordinary Meeting held on 6th June 2018

were both accepted as a correct record and signed and dated by the Chairman.

**058FC/
03/18-19** **Matters Arising**

- Neighbourhood Plan Group Terms of Reference – these have not been updated.
- Village Charities Representative – Clerk has written to post holder asking her to confirm that she is happy to continue in this role but has not received a reply.
- Meeting Dates for the year have been published on the Parish notice board and the village website.
- Basingstoke Passenger Transport Forum. MD agreed to attend but as no agenda was forthcoming prior to the meeting and he was unable to prepare, he did not attend.
- Village of the Year 2018 competition – a local resident has agreed to prepare and submit an application for this.
- Chief Executive of HALC – HALC responded to say a card would be appropriate.

ACTION:

- Update Neighbourhood Plan Terms of Reference.
- Contact Village Charities Representative again and confirm she will continue.
- Clerk to send card.

**GC
Clerk
AS/Clerk**

**059FC/
03/18-19** **Audit**

(a) Audit Action Plan for 2016-17 (quarter 4)

This was presented to Council. There are two outstanding issues regarding the approval and minuting of the annual return and accounts statement, which will be dealt with and completed at this meeting. The third issue regarding Health and Safety Risk Assessment will be dealt with under item 064/FC/03/18-19 on this agenda. All other issues raised on the Internal Auditors Report 2016-17 have been resolved.

(b) Internal Auditors Report for 2017-18

This was presented to Council for consideration.
The Clerk has asked the Internal Auditor for clarification regarding the issue with the bank balance. Council are reconciling bank statements quarterly and these are being checked and initialled by members at this time. Bank balances are also being recorded monthly, but it is unclear as to the need to check and initial bank statements at this time.

ACTION: Report back at next meeting.

Clerk

(c) Annual Governance Statement on the Annual Governance & Accountability Return (AGAR)

This was presented to Council for consideration.

Resolution: to Approve the Annual Governance Statement 2017-18.
Proposed by GC, seconded by AS and approved unanimously.

The Annual Governance Statement 2017-18 was signed by GC, Chairman, and RC, Clerk/RFO.

(d) Accounting Statements on the AGAR

The Accounting Statements have been prepared and signed by the Clerk/RFO. They were presented to Council for consideration.

Resolution: to approve the Accounting Statements for 2017-18.

Proposed by GC, seconded by AS and approved unanimously.

The Accounting Statements for 2017-18 were signed by GC, Chairman.

The period for the exercising of Public Rights has been set for 25th June 2018 – 3rd August 2018.

ACTION:

- Return the AGAR and associated paperwork to the External Auditors by 02.17.18.
- Publicise as required on website and Parish notice board.

Clerk
Clerk

060/FC/03/18-19 Review the Terms of Reference (TOR) for committees / posts

- Updated ToR for the role of Environment Officer were presented to Council for consideration. These were approved and signed by the Chairman.

Council questioned whether the Tree Warden was appointed by Council and if a ToR for this role was required.

ACTION: Write ToR for Tree Warden.

Clerk

- Safety Officer – the Clerk has taken advice from HALC regarding the need and scope of this post. They advise that in small Councils the Clerk is usually responsible for Health and Safety and reports back to either full Council or a Committee. There is no legally defined number of employees for a company to have before they employ a safety officer and in this case the role is best placed with the Clerk. They suggest it may be useful for the Clerk to attend their one day managing safety course (dates to be confirmed but will probably be in September 2018). Council agreed that Clerk should undertake the training and then discuss further to determine if Clerk is happy to take on this role.

ACTION: Arrange relevant training for Clerk.

Clerk

061/FC/03/18-19 Receipt of nominations to existing committees / posts

- Neighbourhood Plan Group – GC was nominated and duly elected at the last meeting. PW is happy to continue in this role and was duly elected.
- Environment Officer – AS volunteered and was duly elected.
- Safety Officer – (see item 060/FC/03/18-19 above). Clerk will undertake training and Council will then determine if she is happy to undertake this role.

062/FC/03/18-19 Policies

- The Schedule for Review of Policies and Key Documents 2018-19 was presented to Council for consideration.

Resolution: to approve the Schedule for Review of Policies and Key Documents 2018-19
Proposed GC, seconded AS and approved unanimously.

- The GDPR documents are not yet available.
GC raised the issue of email addresses for councillors. It is strongly recommended that all councillors should have a dedicated email address for council activities which is separate from their personal or any other email address. If the Council receives a Freedom of Information request, ALL email accounts used for Council business would need to be looked at, including personal accounts. Discussion followed about having more than one email account and trying to remember to check them. It was also questioned as to whether the Council should use '.gov' accounts.

ACTION: Contact website organiser to discuss possibilities of email through the website.

GC

063/FC/03/18-19 Review of the Councils' and/or employees' memberships of other bodies

A report outlining the benefits and cost of membership of the Society of Local Council Clerks (SLCC) for the Clerk was presented to Council. In view of the relatively low cost and the range of resources available to the Clerk, membership was recommended.

Resolution: to subscribe for membership of the SLCC for the Clerk.

Proposed by AS, seconded by JM and agreed unanimously.

ACTION: Arrange membership.

Clerk

064/FC/03/18-19 Risk Assessment

The Clerk has contacted a local resident to request help in updating the village Health and Safety Risk Assessment. Unfortunately, he has responded to say that he does not have the time or capacity to do this.

Options

- Ask if anyone else in village has experience and would be prepared to help, via website newsletter, parish mag, Facebook YES
- Await Clerk to complete training and then update

ACTION: Place request in Parish Magazine.

Clerk

**065/FC/
03/18-19** **S106 Contributions**

- Clerk has updated the form for S106 contributions for the area around the pond and St Michael's Green and returned this to BDBC.
- GC has not had the opportunity to discuss a possible village hall with the Village Trust yet.
- The Village Trust are considering fitting hexagonal mesh to enable car parking on the grass. This will be approximately £6000 including VAT and fitting. It was suggested that this could be an item for S106 funding.

ACTION: Discuss submitting a request for car park matting for S106 funding with Village Trust.

GC/JM

**066/FC/
03/18-19** **Land (island) at upper St Michael's Close**

- The Parish Council do not own this piece of land.
- When St Michael's Close was developed, individual plots were sold off.
- St Michael's Green was gifted to the PC by the then owners and developers, but this did not include the island at the top. However, it may have been included in the adopted agreement with HCC who took on the road.
- Land Registry shows that the island still belongs to the developers (Rened Ray & Co Ltd, who later became Port Hampton Estates Ltd.)
- The Parish Council need clarification on who owns it. It was questioned as to whether the owners would be interested in passing it onto the Parish Council.
- BDBC have reported to Clerk that they are not responsible for maintaining this piece of land. However, according to their map, BDBC are responsible for maintenance.

ACTION:

- Ask County Cllr McNair Scott (with copy to SF) whether HCC took on that piece of land when the road was adopted.
- Go back to BDBC and refer them to their map and request regular maintenance.

Clerk

Clerk

**067/FC/
03/18-19** **Community Speed Watch**

The figures from the flashing speed indicators, employed for 4 weeks in two locations in the village, were generally thought to be very worrying. The accuracy of these figure cannot be assured and it was decided, therefore, not to publicise them. A discussion followed regarding a Community Speed Watch scheme in the village. The Council acknowledge that there is a lot of concern about speeding in the village but in order to run this scheme the following needs to be determined:

- Are there enough people in the village willing to volunteer?
- How does the Council identify those people?
- If there is a body of volunteers, who can explain the scheme and how it works to them?
- What are the costs involved?
- The Council and all volunteers need to fully understand the practicality of the scheme.

ACTION:

- Discuss with local residents to determine demand / availability of volunteers.
- Contact Community Speed Watch contact for this area to determine id North Waltham is suitable for this scheme.

AS
AS

**068/FC/
03/18-19** **Garden Competition**

Letters have been sent to the winners of last years 'Best Front Garden' competition asking the winners to be this years' judges. Currently awaiting responses. Unfortunately, there will be no children's Sunflower competition this year as notification would now be too late for planting. The 'Best Front Garden' and 'Best Hanging Baskets/Containers' will continue.

ACTION: Ensure judges are aware.

Clerk

**069/FC/
03/17-19** **Neighbourhood Plan (NP) Update**

- The last meeting was spent going through feedback from Church Fete, which was generally positive.
- The NP Group are progressing with the site assessments, which should be finished this weekend.
- There was one late submission for light industrial units on the site occupied by Wyevale Garden Centre.

- The next stage is to take the outcomes from the assessments and go back to developers with regards to any stand out issues that the assessment has identified. This will not necessarily prevent a planning application but will help the developers to identify any potential difficulties.
- There is an article going in next parish magazine and flyer into residents' letterboxes with an update on the process.
- The next meeting will focus around the visions and goals that the NP Group may need to write policies for. BDBC already have some policies in place that will cover some of these.
- One member of the team wants to further investigate the approval of the Wheatsheaf Garage development, with regards to this not being remote and, therefore, should count as towards the ten units required in the village.

070/FC/
03/18-19

Current Planning Applications:

Council noted the current position on the following planning applications:

B/F	17/02849/OUT	Land at OS Ref 456378 145890, Fox Lane, North Waltham Outline application, with all matters reserved, for the erection of 1 no. dwelling including hard and soft landscaping and associated works Appeal lodged 21.01.18	Refused 26.10.17 Appeal pending
B/F	17/03058/HSE	5 Mary Lane, North Waltham RG25 2BY Erection of 2 storey side extension following demolition of single storey garage Appeal lodged 12.03.18	Refused 13.11.17 Granted on appeal 16.05.18
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, Maidenthorne Lane, North Waltham RG25 2DD Erection of a single storey lifetime dwelling	Undecided
B/F	18/00883/HSE	16 Cuckoo Close, North Waltham RG25 2BJ Erection of side extension and front porch. Conversion of loft to living accommodation with dormer to the rear and rooflights to the front of the elevation.	Undecided
B/F	18/01011/HSE	7 Ramsholt Close, North Waltham RG25 2DG Demolition of existing side conservatory and a proposed single storey side/rear extension, part conversion of attached garage and internal alterations. New raised decking to rear.	Granted 31.05.18
B/F	18/01206/HSE	Maidenthorne Cottage, Maidenthorne Lane, North Waltham RG25 2DD Erection of two storey rear extension including alteration to fenestration of dwelling.	Undecided
B/F	T/00194/18/TCA	Green Patures, Chapel Street, North Waltham Application for works to trees growing in a conservation area Proposal: Fell 1 dead cherry tree	Granted 14.06.18

B/F	18/00873/FUL	Land at Hounsme 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	18/01456/HSE	21 Cuckoo Close, North Waltham RG25 2BJ Erection of part single storey, part two storey rear extension. Erection of detached summer house.	Undecided
NEW	18/01564/RES	Plot 2 land at OS ref 455956 146142 St Michael's Close, North Waltham Reserved matters application for the erection of a dwelling and garage, including appearance, scale and landscaping (pursuant to outline planning permission 15/03790/OUT)	Undecided

Application 18/01564/RES

The applicants attended the meeting to discuss. They would now like to put a porch onto house and as its single storey this has proved difficult to do. The bungalow is widened by approximately 1m to the same width as the bungalow on Plot 1. The gable is also wider. The garage roof has been rotated to give a south facing slope for solar panels, if needed. There have been a few other minor changes.

The Council questioned whether the neighbours had been consulted and what they felt. The applicants confirmed that the neighbours at no. 26 and the owner of plot 1 had both been consulted and accepted the changes.

The Council recognise this is a quiet area and questioned how noise will be kept to a minimum during the building process. The applicants confirmed that conditions around noise were made with the previous planning permission, setting times that building could take place, etc. They are mindful to do what they can to reduce noise. The services have already been provided as this was done at the same time as plot 1.

DECISION: No objections no further comments.

ACTION: Complete online consultation form to BDBC.

Clerk

**071/FC/
03/18-19**

Planning Compliance Issues:

Planning application ref 17/02849/OUT - Land at OS ref 456378 145890 Fox Lane, North Waltham
There is no update from the Planning Compliance Department at BDBC to report.

**072/FC/
03/18-19**

Finance

(a) Financial Receipts:

Council acknowledged the receipt of payments to the Parish Council, as per the schedule below.

RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL
None		0	0

(b) Financial Transfers

Council acknowledged the transfer of monies from the current a/c to reserves (deposit a/c) being 50% of reserves for 2018-19 for pond liner and office equipment.

RECEIVED FROM	DEPOSITED TO	AMOUNT	TOTAL
Current A/C	Reserves (Deposit A/C)	£600.00	£600.00

(c) Financial Payments

Council acknowledged payment of the following standing order on 28.05.18

NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
Rosemary Coulter	Salary May 2018 (£8.873 x 35 hrs)	£310.56	
	Home working allowance May 2018	£ 18.00	£ 328.56

Council considered the bank payments requiring authorisation, as per the schedule below.

NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
Barton Stacey Parish Council	Invoice 339 dated 10.05.18 3 x Training Course Overview of changes to the GDPR	£ 60.39	£ 60.39
North Waltham Village Trust	Invoice 89 dated March 2018 Rathbone Pavilion hire for 2018	£200.00	£200.00
Do the Numbers Ltd	Internal Audit visit	£190.00	£190.00
Rosemary Coulter	Expenses as per claim form dated 13.06.18 Stationary	£ 5.99	£ 5.99

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

Clerk/
GC/JM

ACTION: Arrange payments by bank transfer.

(d) **Bank Balances**

Current account balance as at 19.06.18 - £16,565.97
Deposit account balance as at 19.06.18 - £13,016.01

(e) **Bank Payment Card**

The Clerk has sent off the new forms but this card has still not arrived.

ACTION: Monitor application and contact bank if required.

Clerk

073/FC/
03/18-19 **Highway / Village Maintenance Matters**

Roads

- Outstanding potholes have been repaired.
- White lines – HCC have not yet renewed the white lining in the centre of the village, although this should be completed soon.
- Road name signs – no action as information has not been forwarded to Clerk to make request.
- Flashing speed warning lights – figures have been circulated to Council for information. Agreed to put this information into the Parish Magazine in July as this requires wording to be agreed.
- AS reported on her meeting with Hampshire Highways. They suggested writing to roads@hants.gov.uk to request a virtual pinch pint on Church Road at the Old Forge
- Signs outside the Wheatsheaf pub are frequently blocking the site lines at the junction.
- The grass verge opposite the entrance to Elizabethan Rise is very long and obstructing the view around the bend in Maidenthorne Lane.
- Finger signpost on Steventon Road / road towards Oakley has been knocked down.
- Reflective bend indicators have been 'mowed off' at junction of Steventon Road / Mary Lane.

ACTION:

- Forward information about the road name signs required in the village to Clerk and request new signs from BDBC.
- Draft short article for July edition of Parish Magazine and agree with Council before submission.
- Request a virtual pinch point at the Old Forge from HCC.
- Contact the Wheatsheaf pub and ask them to ensure their signs do not impede the site lines.
- Contact the landowner and request grass cutting on Maidenthorne Lane.
- Request repair to sign on Steventon Road / Road to Oakley.
- Request replacement reflective bend indicators at junction of Steventon Road / Mary Lane.

SE/JM/
Clerk
Clerk/All
Clerk
Clerk
Clerk
Clerk
Clerk

Drains

- Drains at the entrance to St Michael's Close and on Chapel Street remain problematic, although work to drains have been taking place in the village, particularly around Maidenthorne Lane, Up Street and Chapel Street, with several drain covers marked 'desilt' and measurements and arrows in different directions.
- Emails and photographs regarding the drain issue affecting a property in Chapel Street and the lack of resolution by HCC have been forwarded to SF as requested. SF has forwarded these to County Cllr McNair Scott requesting action.

ACTION: Monitor.

Clerk

Map for Old Barn Stores – this has not been completed.

ACTION: Provide map and liaise with owner of Old Barn Stores.

GC

Accident Site at junction of A33 / A30 Stockbridge Road

- The Clerk has met with PCSO Jones regarding the Councils' concern about this junction. (There was another accident on the evening prior to this meeting which PCSO Jones was aware of but had no further details.) PCSO Jones fully understands the concerns but felt there was little the police could do to alleviate the problem. He suggested continuing to discuss with Hampshire Highways and copy him into all correspondence. He will ensure this is forwarded to the relevant police traffic department who may or may not be able to help further.
- AS reported that at her meeting with HCC, it was suggested that we contact roads@hants.gov.uk and ask for the Casualty Reduction Team feedback from the accidents at the A33/A30 (Flowerpots) junction and at the Wheatsheaf junction

ACTION:

- Request Casualty Reduction Team feedback on accidents.
- Respond to residents concerned about these accidents on Facebook, encouraging them to contact County Cllr McNair Scott and to come along to future NWPC meetings to discuss further.

Clerk

AS

Footpaths / local stiles / kissing gates – the footpath from Church Road to Steventon Church is very overgrown.

ACTION: Contact Hampshire Countryside Access Team and request cutting as soon as possible.

Clerk

Telephone Box – no action taken.

Clerk

Lengthsman Scheme – tendering process is ongoing. Whilst understanding the need for retendering, Council was concerned that this was happening at this time of year, when the services of the Lengthsman are desperately needed.

Jobs awaiting Lengthsman – cleaning of bench at bus stop at junction of Maidenthorne Lane and Elizabethan Rise, strimming of grass on Corndell Green (by Haddef), killing weeds along kerbs, tidying around village gates/entrances.

ACTION: Contact Candovers PC Clerk for an update.

Clerk

Grit bins – the Clerk requested an additional grit bin to be placed near the bus shelter at the pond. HCC have refused this request saying it did not meet their criteria. The Clerk reviewed the criteria and feels the request meets the criteria. She has, therefore, asked them to reconsider the request. A response has not been received yet.

ACTION: Monitor.

Clerk

074/FC/
03/18-19

Correspondence

See Schedule of Correspondence dated 13.06.18

Correspondence received since 13.06.18 and circulated to Councillors:

- 14.06.18 Sports & Play Consulting – marketing email (forwarded to the Village Trust).
- 14.06.18 Basingstoke Passenger Transport Forum – HCC Public Consultation in relation to street lighting, supported passenger transport services and the concessionary travel scheme (details of consultation already circulated)
- 18.06.18 Safer North Hampshire Newsletter – July 2018
- 18.06.18 Rural Services Network – Weekly Email News Digest

075/FC/
03/18-19

Councillors Announcements

SF reported

- Dummer PC met last week and has objected to planning application for a travellers site. The pipeline owner has written to BDBC stating that they will not consent to building permission within 6m of the pipeline. SF will be speaking against the traveller site application at Development Committee (DC) and is hoping that Wates / Linden Homes withdraw the application before DC. The developers would need to move the proposed site and resubmit the application, along with the application for the rest of the development.
- The planning application for the Island site, Beggarwood, which includes a nursing home, pub, dentist and houses, has received a lot of objections.
- North Wessex Clinical Commissioning Group (CCG) have a meeting and a briefing to see what their plans are for this area. SF is unable to attend but will receive feedback.

- The report regarding boundary changes is due in September and details of what they plan to do will be released in November.

GC reported that MD has formally resigned as a Parish Councillor with immediate effect, leaving a vacancy on the Council.

ACTION: Check formal procedure for managing this, ie. informing BDBC, responsibility for advertising/recruiting, etc.

Clerk

076/FC/ **Items for Parish Magazine**

03/18-19 The following items need to be included in next Parish Magazine for July.

- Planning applications
- Village 'Walk Round' starting at 7.30pm at the pond
- Bus service 16 – statement in Cllr Goldings' email and encourage residents to use
- Problems with parking around the pond and buses turning
- Garden Competition

ACTION: Submit article by 6.00m on Wednesday 20.06.18.

Clerk

077/FC/ **Date of Next Meeting**

03/18-19 The next Ordinary Meeting will be held on Tuesday 21st August 2018 at 7.30pm in the Rathbone Pavilion, North Waltham.

The Village 'Walk Round' will take place on Tuesday 17th July 2018 starting at 7.30pm at the Pond.
Apologies – PW AS

Signed Date