



NORTH WALTHAM PARISH COUNCIL

Chairman: Mr Geoff Chapman

Clerk: Mrs Sharon Shea

14 Home Mead, North Waltham, Basingstoke, Hampshire, RG25 2SY
Tel: 01256 391983, Email: clerk@northwaltham.info

MINUTES OF ORDINARY MEETING

Tuesday 21st December at 7.30pm at the Rathbone Pavilion, Cuckoo Meadow

	<p>Councillors present: Cllr Geoff Chapman (Chair), Cllr Judith McGinley (JMG), Cllr David James (DJ), Cllr Bill Preston and Sharon Shea – Clerk (SS).</p>	Actions for
164/FC/ 09/21-22	<p>Apologies for Absence Cllr Peter Waggett (PW), Cllr Yann Caironi (YC), Cllr Juliet Henderson, Cllr Paul Gaskell.</p>	
165/FC/ 09/21-22	<p>Declarations of Interest There were no declarations of interest.</p>	
166/FC/ 09/21-22	<p>Meeting open to the Public One member of the public attended. A query was raised regarding work to trees on private land within the conservation area, which the chair responded to.</p>	
167/FC/ 09/21-22	<p>Minutes The minutes of the Ordinary Meeting held on 23rd November 2021 were approved.</p>	
	<p>ACTION:</p> <ul style="list-style-type: none"> • Prepare and issue Minutes from 23rd November for the Chair to sign. 	Clerk GC
168/FC/ 09/21-22	<p>Action Plan and Outcomes following the meeting held on 23rd November 2021 – Appx 1 There were no issues arising.</p>	
169/FC/ 09/21-22	<p>Budget Planning The budget for FY22/23 was approved, with a proposed precept of £16,880.45. The submission deadline for the precept is 31st January 2022.</p>	
	<p>RESOLUTION: Approve the budget and proposed precept for FY22/23. Proposed by GC, seconded by JMcG and approved unanimously.</p>	
	<p>ACTIONS:</p> <ul style="list-style-type: none"> • Publish the budget on the village website. • Complete the precept form for signing at the next meeting on 18th January 2022. 	Clerk GC
170/FC/ 09/21-22	<p>Policies and Key Documents Following a review the Equality and Diversity Policy it was agreed that no changes were required.</p>	
	<p>RESOLUTION:</p> <ul style="list-style-type: none"> • Approve the Equality and Diversity Policy as issued. • Proposed by GC, seconded by DJ and approved unanimously. 	
	<p>ACTION:</p> <ul style="list-style-type: none"> • Update the review date and minute reference on the Equality and Diversity Policy, then issue to the Chair for signing. 	Clerk GC
171/FC/ 09/21-22	<p>Finance</p>	
(a)	<p>Receipts and Payments – see Appendix 2</p> <ul style="list-style-type: none"> • No payments received since the last meeting. • Council acknowledged payment of standing orders, direct debits and other payments. • Council acknowledged Multipay card payments made since statement dated 2nd Nov 2021. 	

- No payments required approval.

(b)

Bank Balances

- Current account balance as at 21/12/21: £21,737.57.
- Deposit account balance as at 21/12/21: £39,492.46.

**172/FC/
09/21-22**

Delegation Policy

It was agreed that the existing delegation policy remains suitable for the council's needs.

**173/FC/
09/21-22**

Items for insertion in the Parish Magazine (*final copy date Monday 11th January 2022*)

No items in addition to the usual standard entries were identified.

ACTION:

- Prepare the standard items for the next edition of the Parish Magazine.

Clerk

**174/FC/
09/21-22**

Date of Next Meeting

The next Ordinary Meeting will be held on **Tuesday 18th January 2022 at 7.30pm** at the **Rathbone Pavilion**, Covid rules permitting.

Signed:

Chair to North Waltham Parish Council

Appendix 1

ACTION PLAN & OUTCOMES FOLLOWING THE PARISH COUNCIL MEETING HELD ON 23rd NOVEMBER 2021

MINUTE REF	ACTION	RESP	OUTCOME / COMMENTS
FROM MEETING HELD ON 16th FEBRUARY 2021			
229/FC/11/20-21	Village Maintenance Matters		
(d) Telephone Box	<ul style="list-style-type: none"> Apply for planning permission to carry out restoration work to the telephone box. 	Clerk	
FROM MEETING HELD ON 4th MAY 2021			
021/FC/02/21-22 To review the inventory of land and other assets	<ul style="list-style-type: none"> Dispose of the cupboard and place the contents into suitable storage containers. Update the Asset Register to reflect the disposal of the cupboard. 	GC Clerk	
030/FC/02/21-22	Village Maintenance Matters		
(b) Village pond	<ul style="list-style-type: none"> Research suitable companies for providing advice on the pond liner. 	Clerk	
031/FC/02/21-22 Highways and Roads			
(c) Other miscellaneous issues	<ul style="list-style-type: none"> Collect the Garden Competition trophy from the 2019 winners. 	Clerk	
FROM MEETING HELD ON 22nd JUNE 2021			
057/FC/03/21-22	Village Walkaround		
(a) Defibrillator	<ul style="list-style-type: none"> Find out whether the defibrillator requires maintenance and, if so, produce a maintenance procedure for it. 	Clerk	
FROM MEETING HELD ON 20th JULY 2021			
066/FC/04/21-22 Parish Councillor vacancy	<ul style="list-style-type: none"> Draft a letter for Councillors to distribute locally. Produce a 1-page article for the St Michael's 'Welcome Pack'. 	PW GC	
073/FC/04/21-22	Village Maintenance Matters		
(e) Telephone box	<ul style="list-style-type: none"> Purchase suitable 'Defibrillator' panels for the telephone box. 	Clerk	See Item 116 (e)
FROM MEETING HELD ON 24th AUGUST 2021			
084/FC/05/21-22	<ul style="list-style-type: none"> Organise a village-wide letter drop to residents. 	All	
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	
090/FC/05/21-22	<ul style="list-style-type: none"> Arrange for regular Zoom and other payments (e.g. virus protection and office software) to be made from the Multipay card. 	Clerk	Zoom & MS Office completed McAfee o/s
091/FC/05/21-22 (c) Plan for village trees	<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 and discuss with the householder. Check whether the Village Trust is considering donating a tree from the 'Queen's Green Canopy' project to North Waltham School. Contact HCC regarding works to trees on the green at the forge. 	GC Clerk & GC GC Clerk	Awaiting response
FROM MEETING HELD ON 24th AUGUST 2021			
116/FC/06/21-22	Village Maintenance Matters		
(e) Telephone box	<ul style="list-style-type: none"> Explore options for temporarily relocating the defibrillator. 	YC	
FROM MEETING HELD ON 19th OCTOBER 2021			
128/FC/07/21-22 Policies and Key Documents	<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	Village Maintenance Matters		

(a) General Maintenance	<ul style="list-style-type: none"> Report the power lines/trees issue to SSE. Add the green at Cuckoo Close to the map of areas for maintenance. Contact the landowner concerned regarding ongoing maintenance of the area to the front of the old barns on Maidenthorne Lane. Contact the contractor concerned to clarify certain aspects of the quote. Prepare a draft document for issuing to prospective contractors in respect of an annual maintenance contract. 	Clerk GC GC Clerk Clerk	Completed
(f) Telephone Box	<ul style="list-style-type: none"> Arrange to meet with the local resident to agree a work plan for the telephone box. Register the defibrillator online. 	DJ & Clerk Clerk	
FROM MEETING HELD ON 23rd NOVEMBER 2021			
146/FC/08/21-22	<ul style="list-style-type: none"> Prepare and issue Minutes from 15th September and 19th October for the Chair to sign. 	Clerk GC	
149/FC/08/21-22	<ul style="list-style-type: none"> Update the review date and minute reference on the Health and Safety Policy, then issue to the Chair for signing. 	Clerk GC	
151/FC/08/21-22	<ul style="list-style-type: none"> Inform the churchwarden at St Michael's that the grant has been approved. Set up the bank transfer for authorisation. 	Clerk Clerk	Completed Completed
154/FC/08/21-22	<ul style="list-style-type: none"> Contact BDBC planning department regarding works at the Old School House site, in particular the creation of a steep bank at the edge of the property. Contact Hampshire Highways regarding the lack of kerbside protection for the road surface along the old hedge line. Contact Scottish and Southern Electricity regarding the potential vulnerability of the two telegraph poles. Resubmit the responses previously made in respect of planning applications 20/02162/OUT and 20/02586/FUL (Land at Oakdown Farm). <i>Deadline 16/12/21.</i> 	Clerk Clerk Clerk Clerk	Completed Completed Appeal withdrawn
156/FC/08/21-22 (a) Receipts and Payments	<ul style="list-style-type: none"> Arrange for the payment of the approved invoices via bank transfer: Sapling Arboriculture, Yew Tree Landscapes, Bob Berry Fencing. Cancel the monthly Zoom subscription. 	Clerk Clerk	Completed Completed
157/FC/08/21-22	Village Maintenance Matters		
(c) Village Pond	<ul style="list-style-type: none"> Post the report from Sapling Arboriculture on the village website. Obtain three quotes for the tree work recommended for the existing willow Obtain three quotes for a replacement willow tree. Prepare an article for the Parish Magazine regarding proposed works to the willow tree and pond area. 	GC Clerk Clerk Clerk	
(e) Footpaths/Gates	<ul style="list-style-type: none"> Purchase a litter bin plus the necessary base and fixing kit as recommended by BDBC. 	Clerk	
(g) Lengthsman	<ul style="list-style-type: none"> Add removal of posters and notices from the village gates to the task list for 15/12/21. 	Clerk	Completed
158/FC/08/21-22	Highways and Roads		
(a) Traffic Issues	<ul style="list-style-type: none"> Contact BDBC parking enforcement to discuss the parked cars problem. 	Clerk	
159/FC/08/21-22	<ul style="list-style-type: none"> Review and update the existing Welcome Pack leaflet. Draft a separate leaflet for the Parish Council. 	GC GC	

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

To acknowledge the receipt of payments made to the Parish Council since the last Ordinary Meeting (OM) on 23/11/21

DATE	RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL

To acknowledge the payment of standing orders, direct debits and charges since last OM on 23/11/21

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
30/11/21	Clerk	Salary - November	£364.35	£364.35
30/11/21	Clerk	AHEA - November	£26.00	£26.00

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

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
02/12/21	Lloyds Bank plc	Monthly fee x 2 cards	£6.00	£6.00
12/11/21 (date corrected)	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