



## NORTH WALTHAM PARISH COUNCIL

Chairman: Mr Geoff Chapman

Clerk: Mrs Sharon Shea

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# MINUTES OF ORDINARY MEETING

Tuesday 21<sup>st</sup> June 2022 at 7.30pm at the Rathbone Pavilion, Cuckoo Meadow

### Welcome and Introduction by the Chairman

**Actions for:**

061/FC/  
03/22-23

#### Apologies for Absence

There were no apologies for absence.  
Did not attend: Cllr Peter Waggett.

062/FC/  
03/22-23

#### Declarations of Interest

None

063/FC/  
03/22-23

#### Meeting open to the Public

No members of the public attended.

064/FC/  
03/22-23

#### Minutes

The minutes of the Ordinary Meeting held on 17<sup>th</sup> May 2022 and the Additional Ordinary Meeting held on 27<sup>th</sup> May were approved.

#### ACTION:

- Prepare and issue the minutes from 17<sup>th</sup> May and 27<sup>th</sup> May for the Chair to sign.

Clerk  
GC

065/FC/  
03/22-23

#### Action Plan and Outcomes following the meeting held on 17<sup>th</sup> May 2022 – Appx 1

Completed actions were noted.

#### Item 157: Purchase of a litter bin

It was agreed that the purchase of a litter bin for the footpath entrance on Steventon Road should be put on hold until clarification is received from Basingstoke and Deane Borough Council (BDBC) re: collection.

#### ACTION:

- Contact BDBC to establish an acceptable location for the litter bin and seek confirmation re: collection.

Clerk

066/FC/  
03/22-23

#### Adoption of Roads by Hampshire County Council (HCC)

It was agreed that the Parish Council should seek clarification from Hampshire County Council (HCC) regarding the extent of the adopted highway in Barley View and find out from the Land Registry who is the owner of the road areas within Barley View.

#### ACTIONS:

- 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

067/FC/  
03/22-23

#### Current Planning Applications

Current planning applications were noted (full list at Appendix 2).

068/FC/  
03/22-23

#### Planning Compliance Issues

There are currently no outstanding compliance issues.

069/FC/  
03/22-23

#### Finance

##### (a) Receipts and Payments – see Appendix 3

- Council acknowledged receipt of £1,133.35 from HMRC (VAT rebate for FY21/22).
- Council acknowledged payment of standing orders, direct debits and other payments.
- Council acknowledged Multipay card payments made since the statement dated 03/05/22.
- Council approved payment to Do the Numbers Ltd (Internal Auditor).

#### RESOLUTION:

- To approve payment of £240.00 to Do the Numbers Ltd (Invoice 12/1257). Proposed by GC, seconded by JMcG and approved by all.

**ACTION:**

- Arrange for payment of the invoice via bank transfer.

Clerk

(b)

**Bank Balances**

Current account balance as at 21/06/22: £16,450.15.

Deposit account balance as at 21/06/22: £39,516.31.

**070/FC/  
03/22-23****Village Maintenance Matters**

Council is aware of two areas in the village that require cutting back and tidying up:

- a. the fence along the top part of St Michael's Green, and
- b. the footpath at Level Lane.

It was agreed that contractors should be sought to carry out these and other clearances around the village as required.

**ACTION:**

- Sound out local contractors to establish their availability for the village maintenance work and request quotes from them.

DJ  
Clerk**071/FC/  
03/22-23****Highways and Roads**

Cllr David James informed the PC of an email he has received as the PC's representative on the Speed Reduction and Safety Working Group.

**072/FC/  
03/22-23****Correspondence** – see Appendix 4

No issues arising.

**073/FC/  
03/22-23****Councillors' Announcements**

None reported.

**074/FC/  
03/22-23****Items for insertion in the Parish Magazine** (*final copy date Wed 22<sup>nd</sup> June 2022*)

It was agreed that the standard items should be included.

**ACTION:**

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

Clerk

**075/FC/  
03/22-23****Date of Next Meeting**The next Ordinary Meeting will be held at 7.30pm on 19<sup>th</sup> July 2022 at the Rathbone Pavilion.

Signed:

Chair to North Waltham Parish Council

## Appendix 1

**ACTION PLAN & OUTCOMES FOLLOWING THE PARISH COUNCIL MEETINGS HELD ON 17<sup>th</sup> MAY 2022 and 27<sup>th</sup> MAY 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 22<sup>nd</sup> JUNE 2021</b>			
057/FC/03/21-22 (d)	<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	See 032/FC/02/22-23
<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 Corndell 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>Contact the landowner concerned regarding ongoing maintenance of the area to the front of the old barns on Maidenthorne Lane.</li> <li>Prepare a draft document for issuing to prospective contractors in respect of an annual maintenance contract.</li> </ul>	GC Clerk	Action no longer required
<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	
158/FC/08/21-22 (a)	<ul style="list-style-type: none"> <li>Contact BDBC parking enforcement to discuss the parked cars problem.</li> </ul>	Clerk	
159/FC/08/21-22	<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	Completed Completed
<b>FROM MEETING HELD ON 22<sup>nd</sup> FEBRUARY 2022</b>			
202/FC/11/21-22	<ul style="list-style-type: none"> <li>Contact NWVT regarding the possibility of issuing a joint NWVT/NWPC village leaflet.</li> </ul>	GC	Completed
<b>FROM MEETING HELD ON 22<sup>nd</sup> MARCH 2022</b>			
219/FC/12/21-22	<ul style="list-style-type: none"> <li>Contact BDBC regarding the timing of a Neighbourhood Plan submission.</li> </ul>	GC	
<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>			
031/FC/02/22-23	<ul style="list-style-type: none"> <li>Prepare and issue the Minutes from 19<sup>th</sup> April and 4<sup>th</sup> May 2022 for the Chair to sign.</li> </ul>	Clerk GC	Completed

<b>032/FC/02/22-23</b>	• Update the village risk assessment to cover the defibrillator maintenance procedures.	Clerk	Completed
	• Remove ref. 154/FC/08/21-22 from the Action List.	Clerk	Completed
	• Circulate the HCC website link for road adoption information to the PC.	Clerk	Completed
	• Add road adoption to the agenda for the next Ordinary Meeting.	Clerk	Completed
<b>034/FC/02/22-23</b>	• Update the TORs for the Staffing Committee, Neighbourhood Planning Committee and the Safety Officer with the review date and reference.	Clerk	Completed
<b>038/FC/02/22-23</b>	• Contact the local resident who currently represents the PC on the Village Charity committee and ask them to confirm whether they wish to continue in the role.	Clerk	Completed
	• Contact the current Tree Warden and ask them to confirm whether they wish to continue in the role.	Clerk	Completed
<b>040/FC/02/22-23</b>	• Update the Asset Register for FY22/23 with the changes proposed.	Clerk	Completed
<b>041/FC/02/22-23</b>	• Set up a bank transfer for £480.54 for payment of the insurance premium.	Clerk	Completed
<b>043/FC/02/22-23</b>	• Update the draft document review schedule with the date and reference and submit to the Chair for signing.	Clerk GC	Ready for signing
<b>046/FC/02/22-23</b>	• Arrange an AOM for w/c 23/05/22.	Clerk	Completed
<b>048/FC/02/22-23 (a)</b>	• Arrange for transfer of the grass cutting grant to NWVT.	Clerk	Completed
<b>049/FC/02/22-23 (d)</b>	• Obtain a quote for a replacement acacia tree.	Clerk	
<b>049/FC/02/22-23 (e)</b>	• Check out the cost of hiring suitable equipment for clearing footpaths.	GC	
	• Obtain details of local contractors for carrying out ad hoc maintenance tasks.	GC, DJ, Clerk	
<b>049/FC/02/22-23 (f)</b>	• Contact the local resident who has volunteered to refurbish the telephone box to establish when the work may be carried out.	Clerk	Completed
<b>049/FC/02/22-23 (h)</b>	• Discuss with one of the school governors the possibility of involving the school in the next village litter pick.	GC	
<b>054/FC/02/22-23</b>	• Prepare and submit the standard items for the next issue of the Parish Magazine.	Clerk	Completed
<b>FROM MEETING HELD ON 27<sup>th</sup> MAY 2022</b>			
<b>059/FC/02/22-23 (a)</b>	• Convey the Parish Council's response to BDBC.	Clerk	Completed
<b>059/FC/02/22-23 (b)</b>	• Convey the Parish Council's response to BDBC.	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	19/02900/FUL Refused	<b>Towns End Cottage, Maidenthorne Lane, North Waltham RG25 2DD</b> Erection of a single storey lifetime dwelling
B/F	19/03232/FUL Undecided	<b>Land adjacent The Old Hall, Popham Lane, North Waltham</b> Erection of 4 (originally 6) no. dwellings including associated parking and landscaping and creation of new access onto Popham Lane. <b>Appeal made to the Secretary of State:</b> Appeal made against non-determination (not refusal) of the planning application. Appeal (ref <b>20/00075/FTD</b> ) dismissed 16/09/21.
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	20/00670/HSE Refused	<b>Towns End Cottage, Maidenthorne Lane, North Waltham RG25 2DD</b> Erection of two storey side and rear extensions
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	T/00034/22/TCA Raise No Objection	<b>8 St Michael's Close</b> Application for works to trees growing in a conservation area. Proposal: Sycamore: Fell.
B/F	22/00075/HSE Granted	<b>4 Church Farm Close, North Waltham</b> Erection of first storey front extension and part garage conversion.
B/F	22/00511/HSE Granted	<b>8 St Michael's Close, North Waltham</b> Erection of single storey rear extension and front porch with new tiled roof over existing garage.
B/F	22/00667/FUL Refused	<b>Land at Oakdown Farm, Winchester Road, Dummer</b> Demolition of three dwellings, outbuildings and related structures and proposed construction of commercial and industrial units (use class B8) with ancillary offices (use class E(g)(i)), associated infrastructure works (including parking and landscaping), and full details of site levels, access, drainage, tree retention and diversion of underground pipeline. Amendment to CEMP rec'd 29/03/22.
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	22/01002/HSE Granted	<b>12 Longfield Close, North Waltham</b> Erection of two storey rear extension and changes to rear fenestration. Part conversion of existing garage to habitable space.
NEW	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.
NEW	22/01305/HSE Undecided	<b>12 Well Close, North Waltham</b> Erection of single storey rear extension.
NEW	22/01393/HSE Undecided	<b>19 St Michael's Close, North Waltham</b> The erection of a single storey rear extension and new patio area.

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

To acknowledge the receipt of payments made since the last Ordinary Meeting (OM) on 17/05/22

DATE	RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL
19/05/22	HMRC	VAT rebate	£1,133.35	£1,133.35

To acknowledge the payment of standing orders, direct debits and charges since the last OM on 17/05/22

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
31/05/22	Clerk	Salary - May	£372.05	£372.05
31/05/22	Clerk	AHEA - May	£26.00	£26.00

To acknowledge the Multipay card payments made since the statement dated 03/05/22

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
17/05/22	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
31/05/22	Do the Numbers Ltd	Internal Audit fees, Invoice 12/1257	£240.00	£240.00

## Appendix 4

### SCHEDULE OF CORRESPONDENCE

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

#### Correspondence from BDBC

- 17/05/22 Mayor's Jubilee Civic Service (Sunday 5<sup>th</sup> June 15:00)
- 18/05/22 Planning application 22/01393/HSE 19 St Michael's Close
- 18/05/22 Jubilee Grants info from Cllr Paul Gaskell
- 31/05/22 Road closure – A30 Hounsme Fields w/c 13/06/22
- 31/05/22 Armed Forces Day Flag Raising Ceremony (Monday 20<sup>th</sup> June 10:00)
- 06/06/22 Notice of North Waltham Conservation Area Review – Public Consultation 6 June

#### Correspondence from HCC

- 31/05/22 Passenger Transport Consultation
- 05/06/22 HCC Report for June from Cllr Henderson
- 10/06/22 Hampshire draft Catchment Management Plans public consultation
- 13/06/22 Hampshire Passenger Transport Forum – presentation slides

#### Correspondence from HALC

- 20/05/22 Notice of new HALC website launching w/c 23/05/22
- 23/05/22 Notice of new HALC website launching on 23/05/22
- 31/05/22 Upcoming Training Courses
- 17/06/22 Networking event for town and parish council chairs

#### Other correspondence

- 17/05/22 Hugo Ward re: the recently-discovered well on Forge Green
- 23/05/22 Query from applicant re: planning application 22/01305/HSE
- 26/05/22 Kit Malthouse MP Crime Summit (24/06/22 10-12am)
- 31/05/22 Internal Auditor – Internal Audit Review Report
- 03/06/22 Dave Elliott- photograph of refurbished telephone kiosk
- 12/06/22 Simon Preedy re: Basingstoke Parishes Coalition
- 13/06/22 Cllr Tracy Woodruff (Whitchurch) re: Basingstoke Parishes Coalition
- 13/06/22 HHFT re: Hampshire Hospitals' Annual General Meeting

#### Newsletters

- 23/05/22 HALC Your Hampshire
- 24/05/22 The Rural Bulletin
- 31/05/22 The Rural Bulletin
- 01/06/22 RSN Rural Funding Digest June 2022
- 01/06/22 HCC Countryside Services Access Team June 2022
- 07/06/22 The Rural Bulletin
- 09/06/22 HALC Your Hampshire
- 14/06/22 The Rural Bulletin
- 16/06/22 HALC News & Updates June 2022

#### Correspondence received since the agenda was issued on 17<sup>th</sup> June 2022:

- 17/06/22 HALC: Training course dates (Intro to VAT, Health & Safety)
- 17/06/22 HALC: Notice of unauthorised encampment in Southampton
- 21/06/22 RSN: The Rural Bulletin