



## 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 21<sup>st</sup> September 2021 at 7.30pm at St Michael's Church, North Waltham

### Councillors present:

Cllr Judith McGinley (JMG), Cllr Yann Caironi (YC), Cllr David James (DJ), Cllr Bill Preston (BP), Cllr Peter Waggett (PW) and Sharon Shea – Clerk (SS)

**Actions  
for**

103/FC/  
06/21-22

### Apologies for Absence

Cllr Geoff Chapman (Chair), Cllr Juliet Henderson.

104/FC/  
06/21-22

### Declarations of Interest

- A declaration of interest was made by Cllrs YC and BP re: planning application 21/02644/HSE (neighbours).
- A declaration of interest was made by Cllr PW re: planning application 21/02681/HSE (neighbour).

105/FC/  
06/21-22

### Meeting open to the Public

Four members of the public attended.

106/FC/  
06/21-22

### Minutes

The minutes of the Ordinary Meeting held on 24<sup>th</sup> August 2021 were approved.

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

107/FC/  
06/21-22

**Action Plan and Outcomes following the meeting held on 24<sup>th</sup> August 2021** – Appendix 1  
Actions completed since the Action Plan was issued were noted. There were no issues arising.

108/FC/  
06/21-22

### Policies and Key Documents

- Business Continuity Plan: a number of changes were proposed.

### ACTION:

- Update the Business Continuity Plan and circulate for approval.

**Clerk**

109/FC/  
06/21-22

### Parish Councillor Vacancy

Some potential candidates were identified. It was agreed that they should be approached informally by council members.

110/FC/  
06/21-22

### Community Infrastructure Levy (CIL) Funds

No update.

111/FC/  
06/21-22

### Speed Reduction & Safety Working Group

No update.

112/FC/  
06/21-22

### Neighbourhood Plan Update

No update.

113/FC/  
06/21-22

### Current Planning Applications

The status of current planning applications is provided at Appendix 2.

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

The following planning applications were discussed:

- (a) **21/02540/HSE 18 Smiths Mead, North Waltham**  
Erection of single storey rear extension and installation of new ground floor side window.

**NWPC response to BDBC:** No comment.

- (b) **20/02586/FUL Land at Oakdown Farm, Winchester Road, Dummer, Basingstoke**  
**Amendment received 07/09/21:**  
- Extend and lower the proposed plateau to the south of the site following re-profiling of the land with associated amendments to landscaping, the surface water layout and foul sewer layout.

- Alter the internal site highway layout to include a vehicle turning area to assist with accessibility into and around the site.

**NWPC response to BDBC:** No comments or objections in addition to those previously raised.

- (c) **21/02640/HSE Norton House, 16 Barley View, North Waltham**  
Erection of single storey rear extension.

**NWPC response to BDBC:** No comment.

- (d) **21/02644/HSE 7 Smiths Mead, North Waltham**  
Erection of single storey rear extension and two storey side extension following demolition of conservatory and garage.

**NWPC response to BDBC:** Concerns raised by neighbours to be conveyed to BDBC. The PC had no comment.

- (e) **21/02681/HSE 9 St Michael's Close, North Waltham**  
Erection of single storey extension to rear following demolition of conservatory.

**NWPC response to BDBC:** Concerns raised by a neighbour to be conveyed to BDBC. The PC had no comment.

**ACTION:**

- Respond to BDBC with the PC's responses.

Clerk

114/FC/  
06/21-22

**Planning Compliance Issues**

There were no updates to report on outstanding planning compliance issues:

- (a) **Land at OS ref 456378 145890 Fox Lane, North Waltham**  
Application **19/02098/RET** - refused, appeal dismissed.  
Application **21/00473/RET** - refused, appeal submitted.
- (b) **Highfield, Church Road, North Waltham RG25 2BL**  
Application **20/02516/ROC** (Variation of **18/00460/FUL** submitted) – undecided.  
Amended plans submitted to BDBC March 2021.

115/FC/  
06/21-22

**Finance**

- (a) **Receipts and Payments** – see Appendix 3
- No payments have been received since the last meeting on 24/08/21.
  - Council acknowledged payment of standing orders since 24/08/21.
  - Council acknowledged Multipay card payments made since the statement dated 2<sup>nd</sup> August 2021.
  - Council approved the payment of 3 invoices and the part payment of an estimate (10% of the total) for work to proceed on an assessment of the willow tree at the pond.

**RESOLUTION:**

To approve the payment of:

- £60.00 to ClubNet Limited for the email address package (Invoice 62912)
- £11.00 to RP Gardening for the paint used to refurbish the village gates (Invoice 1547)
- £240.00 to PKF Littlejohn LLP for external auditor fees (Invoice SB20211840/Ref HAO196)
- £60.83 to Sapling Arboriculture Ltd as an advance payment for undertaking an assessment of the willow tree (ref Q2450)

Proposed by PW, seconded by DJ and approved by all.

**ACTIONS:**

- Arrange the payments via bank transfer.

Clerk

- (b) **Bank Balances**
- Current account balance as at 20/09/21: £20,725.51
  - Deposit account balance as at 20/09/21: £39,492.46

116/FC/  
06/21-22

**Village Maintenance Matters**

- (a) **St Michael's Green**
- Council gave approval for work to proceed on the removal of two diseased ash tree, based on the estimate received. Council is pursuing removal of the trees with some urgency as they are located very close to the road at the junction of Steventon Road and Church Road.
  - Quotes for clearing and ongoing maintenance of the Green are awaited.

**RESOLUTION:**

- To approve the felling and subsequent clearing of two diseased ash trees from St Michael's Green.

Proposed by JMG, seconded by PW and approved by all.

**ACTION:**

- Contact the contractor concerned re: the ash trees to let him know the work has been approved and seek clarification on the timescale for the work to be carried out.

Clerk

**(b) Village Pond**

An arborist has been identified to undertake an assessment of the willow tree at the pond. The estimate for the work is £608.28 (inc. VAT). An advance payment of 10% is required before work can comment. This was approved by the Council – see item 115 a) above, ref. Sapling Arboriculture Ltd.

**ACTION:**

- Contact the arborist to let him know that approval to proceed has been granted and seek clarification on the timescale for the work to be carried out.

Clerk

**(c) Plan for village trees**

Quotes for clearing and ongoing maintenance of various areas of the village are awaited.

**(d) Footpaths/Gates**

JMG has established the cost of daily hire for maintenance equipment: Strimmer @ £48.00 pd, Long-range pruners @ £86.40 pd, Long-handled hedge-trimmer @ £64.80 pd.

There has been no update from the contractor regarding replacement of three gates along the footpath to Steventon Church.

**ACTION:**

- Contact the supplier and seek clarification on the timescale for the work to be carried out.

Clerk

**(e) Telephone Box**

A local resident has volunteered to help with improving the telephone box.

The Council agreed that the 'TELEPHONE' sign facing the pond should be replaced with a 'DEFIBRILLATOR' sign.

The defibrillator will need to be relocated whilst any work is carried out.

**ACTIONS:**

- Contact the resident concerned to establish the scale of the work to be undertaken.
- Explore options for temporarily relocating the defibrillator.

Clerk  
YC**(f) Lengthsman**

- The next visit scheduled for 15<sup>th</sup> December 2021. It was agreed that the worklist for the visit should be decided upon closer to that date.

- The remaining scheduled visit for FY21/22, 15<sup>th</sup> February 2022, was noted.

**(g) Litter Picking**

Nine volunteers took part in the community litter pick on Saturday 18<sup>th</sup> September. The Parish Council extends its thanks to everyone who participated, helping to keep the village environment a clean and pleasant one for all.

**(h) Parish Projects, S106 Contributions**

No update.

117/FC/  
06/21-22**Highways and Roads****(a) Kerbing along the churchyard verge on Steventon Road**

See (c) below.

**(b) Traffic issues**

Concerns were raised regarding vehicles driving too fast along Mary Lane, despite parts of it being very narrow with little space for pedestrians.

**(c) Potholes and other highways maintenance**

The clerk has contacted Hampshire Highways and requested that granite setts be considered to protect the ground that is being eroded on the corner of Corndell green at the junction of Mary Lane and Steventon Road.

The following issues need reporting:

- Roadside erosion along Popham Lane, particularly between the junction of Fox Lane and the pond.
- Deterioration of the road surface on Church Road, near the entrance to St Michael's Close.
- Potholes along Up Street between Elizabethan Rise and Chapel Street

iv) Erosion of the roadside verge along the churchyard on Steventon Road.

**ACTION:**

- Report the problems raised to BDBC/HCC.

Clerk

**(d) Other miscellaneous issues**

None reported.

**118/FC/  
06/21-22 Water Treatment Works**

No response has been received from the water company to a query raised by the Clerk.

**ACTION:**

- Contact the water company again and copy in BDBC.

Clerk

**119/FC/  
06/21-22 Correspondence** – see Appendix 4

No issues arising.

**120/FC/  
06/21-22 Councillors' Announcements**

None reported.

**121/FC/  
06/21-22 Items for insertion in the Parish Magazine**

The deadline for the Parish Magazine is 6.00pm on Wednesday 22<sup>nd</sup> September 2021.

The following items will be included:

- Date of the next Ordinary Meeting
- Planning applications
- Parish Councillor vacancy notice
- A reminder about safety with fireworks and bonfires
- A note regarding the Litter Pick
- A note regarding the water treatment works

**ACTION:**

- Prepare and submit articles to the Parish Magazine.

Clerk

**122/FC/  
06/21-22 Date of Next Meeting**

To next Ordinary Meeting will be held on **Tuesday 19<sup>th</sup> October 2021** at **7.30pm** at the **Rathbone Pavilion**.

Signed:

Clerk to North Waltham Parish Council

## Appendix 1

ACTION PLAN & OUTCOMES FOLLOWING PARISH COUNCIL MEETING HELD ON 24<sup>th</sup> AUGUST 2021

*Actions completed since the Action Plan was issued on 16/09/21 and before the meeting on 21/09/21 are shown in italics.*

| MINUTE REF   | ACTION   | RESP        | OUTCOME / COMMENTS                     |
|--|--|-------------|--|
| <b>FROM MEETING HELD ON 16<sup>th</sup> FEBRUARY 2021</b>        |  |             |  |
| 229/FC/11/20-21  | <b>Village Maintenance Matters</b>   |             |  |
| (d) Telephone Box  | <ul style="list-style-type: none"> <li>Apply for planning permission to carry out restoration work to the telephone box.</li> </ul>  | Clerk       |  |
| (e) Parish Projects, S106 Contributions                          | <ul style="list-style-type: none"> <li>Find out from BDBC how S106 funding is requested/accessed.</li> </ul>   | Clerk       | Awaiting BDBC response                 |
| <b>FROM MEETING HELD ON 16<sup>th</sup> MARCH 2021</b>           |  |             |  |
| 250/FC/12/20-21  | <b>Village Maintenance Matters</b>   |             |  |
| (d) Footpaths/Gates  | <ul style="list-style-type: none"> <li>Contact the landowners concerned to make sure that they are happy for the Council to proceed with the replacement of the existing gates.</li> </ul>                     | Clerk       | Supplier to indicate installation date |
| (e) Telephone Box  | <ul style="list-style-type: none"> <li>Follow up with the companies that have not yet responded</li> </ul>   | Clerk       | Contacts requested                     |
| <b>FROM MEETING HELD ON 4<sup>th</sup> MAY 2021</b>              |  |             |  |
| 013/FC/02/21-22 Action Plan                                      | <ul style="list-style-type: none"> <li>All Councillors to consider options for the recruitment of Parish Councillors.</li> </ul>   | All         | Closed – see 084/FC/05/21-22           |
| 021/FC/02/21-22 To review the inventory of land and other assets | <ul style="list-style-type: none"> <li>Dispose of the cupboard and place the contents into suitable storage containers.</li> <li>Update the Asset Register to reflect the disposal of the cupboard.</li> </ul> | GC<br>Clerk |  |
| 030/FC/02/21-22  | <b>Village Maintenance Matters</b>   |             |  |
| (b) Village pond   | <ul style="list-style-type: none"> <li>Research suitable companies for providing advice on the pond liner.</li> </ul>  | Clerk       |  |
| <b>031/FC/02/21-22 Highways and Roads</b>                        |  |             |  |
| (c) Other miscellaneous issues                                   | <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  | <b>Village Walkaround</b>  |             |  |
| (a) Defibrillator  | <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       |  |
| (i) Tree at the school   | <ul style="list-style-type: none"> <li>Contact the school to let them know about potential damage to the vent pipe from the tree.</li> </ul>   | Clerk       | <i>Completed</i>                       |
| (k) Road erosion   | <ul style="list-style-type: none"> <li>Report the damage (at end of Cuckoo Close, going downhill to Chapel Street) to Hampshire Highways.</li> </ul>   | Clerk       | <i>Completed</i>                       |
| <b>FROM MEETING HELD ON 20<sup>th</sup> JULY 2021</b>            |  |             |  |
| 062/FC/04/21-22 Meeting open to the Public                       | <ul style="list-style-type: none"> <li>Contact Hampshire Highways to request a report into persistent flooding problems in St Michael's Close.</li> </ul>  | Clerk       | <i>Completed</i>                       |
| 063/FC/04/21-22 Minutes  | <ul style="list-style-type: none"> <li>Chairman to sign the minutes outside of the meeting.</li> </ul>   | Clerk /GC   | Completed                              |
| 065/FC/04/21-22 Policies and Key Documents                       | <ul style="list-style-type: none"> <li>Check the existing records re: Business Continuity Plan, FOI policy, historical records policy. and check/contact HALC for guidance.</li> </ul>                         | Clerk       | <i>Completed</i>                       |
| 066/FC/04/21-22 Parish Councillor vacancy                        | <ul style="list-style-type: none"> <li>Draft a letter for Councillors to distribute locally.</li> <li>Produce a 1-page article for the St Michael's 'Welcome Pack'.</li> </ul>                                 | PW<br>GC    |  |
| 067/FC/04/21-22 CIL Funds  | <ul style="list-style-type: none"> <li>Contact local suppliers to identify options for using cobbles or other paving types to protect the kerbsides at the Steventon Road/Mary Lane junction.</li> </ul>       | Clerk       | <i>Completed – Hampshire</i>           |

|   |  |             |   |
|---|--|-------------|---|
|   |  |             | <i>Highways contacted</i>                     |
| <b>073/FC/04/21-22</b>                                  | <b>Village Maintenance Matters</b>   |             |   |
| <b>(c) Plan for village trees</b>                       | <ul style="list-style-type: none"> <li>Contact the arborist for advice regarding the willow at the pond.</li> </ul>  | Clerk       | Completed                                     |
| <b>(e) Telephone box</b>                                | <ul style="list-style-type: none"> <li>Purchase suitable 'Defibrillator' panels for the telephone box.</li> </ul>  | Clerk       |   |
| <b>(g) Litter Picking</b>                               | <ul style="list-style-type: none"> <li>Publicise the event on the notice board and village website.</li> <li>Prepare the Risk Assessment, sign-up form and list of streets.</li> </ul>   | Clerk       | Completed                                     |
|   |  | Clerk       | Completed                                     |
| <b>074/FC/04/21-22</b>                                  | <b>Highways and Roads</b>  |             |   |
| <b>(c) Potholes, etc.</b>                               | <ul style="list-style-type: none"> <li>Report the potholes and other problem areas to BDBC.</li> </ul>   | Clerk       | <i>Completed</i>                              |
| <b>FROM MEETING HELD ON 24<sup>th</sup> AUGUST 2021</b> |  |             |   |
| <b>082/FC/05/21-22</b>                                  | <ul style="list-style-type: none"> <li>Chairman to sign the minutes from 20/07/21 outside the meeting.</li> </ul>  | Clerk<br>GC | <i>Completed</i>                              |
| <b>084/FC/05/21-22</b>                                  | <ul style="list-style-type: none"> <li>Organise a village-wide letter drop to residents.</li> </ul>  | All         |   |
| <b>085/FC/05/21-22</b>                                  | <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          |   |
| <b>088/FC/05/21-22</b>                                  | <ul style="list-style-type: none"> <li>Respond to BDBC with the PC's response to planning application 21/02364/HSE.</li> </ul>   | Clerk       | Completed                                     |
| <b>090/FC/05/21-22</b>                                  | <ul style="list-style-type: none"> <li>Arrange for regular Zoom and other payments (e.g. virus protection and office software) to be made from the Multipay card.</li> </ul>   | Clerk       | Zoom completed<br>McAfee o/s<br>MS Office o/s |
| <b>091/FC/05/21-22<br/>(c) Plan for village trees</b>   | <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>Check whether the Village Trust is considering donating a tree from the 'Queen's Green Canopy' project to North Waltham School.</li> <li>Contact HCC regarding works to trees on the green at the forge.</li> <li>Request a formal report regarding the willow tree at the pond.</li> </ul> | GC          | Quote submitted for PC approval               |
|   |  | Clerk       |   |
|   |  | GC          |   |
|   |  | Clerk       |   |
|   |  | Clerk       |   |
| <b>091/FC/05/21-22</b>                                  | <b>Village Maintenance Matters</b>   |             |   |
| <b>(d) Footpaths/gates</b>                              | <ul style="list-style-type: none"> <li>Discuss with the contractor options for siting a litter bin when the new gate is installed at the footpath on Steventon Road.</li> <li>Check options and costs for hiring suitable strimmers and mowers for path clearing.</li> </ul>   | Clerk       | <i>Completed</i>                              |
|   |  | JMG         |   |
| <b>(e) Telephone box</b>                                | <ul style="list-style-type: none"> <li>Contact the contractor concerned (and any others identified) to discuss the work required.</li> </ul>   | Clerk       | Email sent<br>02/09/21                        |
| <b>(f) Lengthsman</b>                                   | <ul style="list-style-type: none"> <li>Update and issue the 'Work Requested' schedule for the Lengthman's visit on 08/09/21.</li> </ul>  | Clerk       | Completed                                     |
| <b>092/FC/05/21-22</b>                                  | <b>Highways and Roads</b>  |             |   |
| <b>(b) Traffic issues</b>                               | <ul style="list-style-type: none"> <li>Produce an item for the Parish Magazine reminding drivers to look out for hedgehogs on the roads.</li> </ul>  | Clerk       | Completed                                     |
| <b>(d) Other misc issues</b>                            | <ul style="list-style-type: none"> <li>Draft a Business Continuity Plan and issue to the PC for review.</li> <li>Add review of the Business Continuity Plan to the agenda for the next meeting.</li> </ul>   | GC          | Completed                                     |
|   |  | Clerk       | Completed                                     |
| <b>096/FC/05/21-22<br/>Parish Magazine</b>              | <ul style="list-style-type: none"> <li>Prepare and submit notices and articles for the September edition of the Parish Magazine.</li> </ul>  | Clerk       | Completed                                     |

## Appendix 2

## Current Planning Applications

|     |                                   |   |
|-----|-----------------------------------|---|
| B/F | 19/02018/FUL<br><b>Undecided</b>  | <b>Village Farm Bungalows, Steventon Road, North Waltham RG25 2DD</b><br>Erection of 2 no. 3 bed houses following demolition of existing bungalows including associated works (part retrospective).   |
| B/F | 19/02422/FUL<br><b>Undecided</b>  | <b>Land at OS Ref 456743 145562, Popham Lane, North Waltham</b><br>Erection of 7 no. dwellings; with associated parking, turning, landscaping, and private amenity space. Creation of new access point out onto Popham Lane.  |
| B/F | 19/02900/FUL<br><b>Undecided</b>  | <b>Towns End Cottage, Maidenthorne Lane, North Waltham RG25 2DD</b><br>Erection of a single storey lifetime dwelling  |
| B/F | 19/03232/FUL<br><b>Undecided</b>  | <b>Land adjacent The Old Hall, Popham Lane, North Waltham</b><br>Erection of 6 no. dwellings including associated parking and landscaping and creation of new access onto Popham Lane.<br><b>Appeal made to the Secretary of State:</b> <i>Appeal made against non-determination (not refusal) of the planning application</i>  |
| B/F | 20/00221/FUL<br><b>Undecided</b>  | <b>Old School House, Mary Lane, North Waltham RG25 2BY</b><br>Erection of detached dwelling including parking provision for existing and proposed dwelling.<br><b>Amended plans received 28/04/20:</b> <i>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.</i>   |
| B/F | 20/00670/HSE<br><b>Undecided</b>  | <b>Towns End Cottage, Maidenthorne Lane, North Waltham RG25 2DD</b><br>Erection of two storey side and rear extensions  |
| B/F | 20/01847/FUL<br><b>Undecided</b>  | <b>Land at Folly Farm, Overton Road, North Waltham</b><br>Removal of existing office building (B1a), and the erection of a detached dwelling; with associated parking, turning, landscaping, private amenity space, modified access from the highway and associated change of use of land   |
| B/F | 20/02586/FUL<br><b>Undecided</b>  | <b>Land At Oakdown Farm, Winchester Road, Dummer, Basingstoke</b><br>Demolition of three dwellings, out-buildings and related structures and construction of a storage and distribution warehouse including mezzanine floorspace (use class B8) with ancillary offices (use class B1) within Plot 1 of the site, with associated infrastructure works including site access, parking provision, landscaping, site reprofiling, drainage works and diversion of underground pipeline.<br><b>Amended plans received 03/11/20, 15/01/21, 09/03/21 and 07/09/21</b> |
| B/F | 20/02516/ROC<br><b>Undecided</b>  | <b>Highfield, Church Road, North Waltham RG25 2BL</b><br>Variation of Condition 1 of Planning Permission 18/00460/FUL to amend the plan numbers to amend the landscaping.<br><b>Amended plans received 15/06/21.</b>  |
| B/F | 20/02893/TDC<br><b>Undecided</b>  | <b>Land At OS Grid Ref 455998 146067 St Michael's Close, North Waltham</b><br>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<br>20/01255/TDC – refused, appeal lodged   |
| B/F | 21/00993/RES<br><b>Undecided</b>  | <b>Housome Fields, Trenchard Lane, Dummer</b><br>Reserved Matters Application pursuant to outline application 15/04503/OUT for the erection of 143 residential units of a mix of detached, semi-detached and terraced dwellings and flats; car parking and garages; internal access roads, footpaths and circulation areas; footpath links and informal paths; public space / amenity space; hard and soft landscaping; and other infrastructure and engineering works.<br>Notice of amendment received 12/08/21.   |
| B/F | 21/00787/HSE<br><b>Undecided</b>  | <b>10 Old Barn Close, North Waltham</b><br>Conversion of loft to living accommodation with front roof light and rear dormer window.<br><b>Amended plans received 29/07/21.</b>  |
| B/F | 21/01187/HSE<br><b>Undecided</b>  | <b>Cape Cottage, Maidenthorne Lane, North Waltham</b><br>Demolition of existing outbuildings, the erection of two storey rear extensions and various works to repair and improve the dwelling   |
| B/F | 21/01533/CONS<br><b>Undecided</b> | <b>North Waltham Primary School, Church Road, North Waltham</b><br>Installation of replacement roof lights, amendment of openings, and associated repairs to surrounding masonry and flashing details.<br>[Related references: 21/01532/CC3 (BDBC), PLAN/WJA/BAE049 (HCC)]  |

|     |                                     |   |
|-----|-------------------------------------|---|
| B/F | 21/01571/HSE<br><b>Undecided</b>    | <b>8 St Michael's Close, North Waltham</b><br>Erection of front porch, two storey side extension and single storey rear extension.<br>Replacement of vertical tile hanging. Removal of chimney stacks   |
| B/F | 21/02510/GPDOFF<br><b>Undecided</b> | <b>Folly Farm, Overton Road, North Waltham</b><br>Notification of proposed change of use from Class B1(a) office to a Single Dwelling-house (Use Class C3)  |
| B/F | 21/02528/FUL<br><b>Undecided</b>    | <b>Folly Farm, Overton Road, North Waltham</b><br>External alterations.   |
| B/F | 21/02364/HSE<br><b>Undecided</b>    | <b>Church Cottage, Steventon Road, North Waltham</b><br>Erection of single storey rear extension to provide larger kitchen and utility room.  |
| B/F | T/00414/21/TCA<br><b>Undecided</b>  | <b>Hillcrest, Popham Lane, North Waltham</b><br>Application for works to trees growing in a conservation area.<br>Proposal: Oak (T1) – prune back branches by c. 3M branching overhanging Hillcrest garden so to relieve heavy shading. Work will be to BS39908(2010). The tree is a distance from the road and the proposed works will not be visible from roadside and so no aesthetic loss to the local environment. |
| NEW | T/00435/21/TCA<br><b>Undecided</b>  | <b>Old School House, Mary Lane, North Waltham</b><br>Application for works to trees growing in a conservation area.<br>Proposal: T1/T2 Ash: Fell.   |
| NEW | 21/02550/LDPO<br><b>Undecided</b>   | <b>Chapel Cottage, Chapel Street, North Waltham</b><br>Certificate of lawfulness for proposed operation for the erection of timber framed outbuilding to serve as home office.  |
| NEW | 21/02540/HSE<br><b>Undecided</b>    | <b>18 Smiths Mead, North Waltham</b><br>Erection of single storey rear extension and installation of new ground floor side window.  |
| NEW | T/00449/21/TCA<br><b>Undecided</b>  | <b>Dove Cottage, Church Road, North Waltham</b><br>Application for works to trees growing in a conservation area. Proposal:<br>Cherry: Reduce crown by 20% (remove approx. 1M from top and sides leaving tree 3M high by 2M wide.<br>Quince: lightly trim top, reduce by 10% (approx. 60cm to be removed from top).   |
| NEW | 21/02640/HSE<br><b>Undecided</b>    | <b>Norton House, 16 Barley View, North Waltham</b><br>Erection of single storey rear extension.   |
| NEW | 21/02544/HSE<br><b>Undecided</b>    | <b>7 Smiths Mead, North Waltham</b><br>Erection of single storey rear extension and two storey side extension following demolition of conservatory and garage.  |
| NEW | 21/02681/HSE<br><b>Undecided</b>    | <b>9 St Michael's Close, North Waltham</b><br>Erection of a single storey extension to rear following demolition of conservatory.   |



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

To acknowledge the receipt of payments made to the Parish Council since the last Ordinary Meeting (OM) on 24/08/21

| DATE | RECEIVED FROM | DESCRIPTION | AMOUNT | TOTAL |
|------|---------------|-------------|--------|-------|
|      |               |             |        |       |

To acknowledge the payment of standing orders, direct debits and charges since last OM on 24/08/21

| DATE     | NAME OF PAYEE | DESCRIPTION     | AMOUNT  | TOTAL   |
|----------|---------------|-----------------|---------|---------|
| 31/08/21 | Clerk         | Salary - August | £364.35 | £364.35 |
| 31/08/21 | Clerk         | AHEA - August   | £26.00  | £26.00  |
|          |               |                 |         |         |

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

| DATE     | NAME OF PAYEE   | DESCRIPTION                    | AMOUNT | TOTAL  |
|----------|-----------------|--------------------------------|--------|--------|
| 02/09/21 | Lloyds Bank plc | Monthly fee x 2 cards          | £6.00  | £6.00  |
| 12/09/21 | Zoom            | Zoom monthly fee (12/09-11/10) | £11.99 |        |
|          |                 | VAT                            | £2.40  | £14.39 |
|          |                 |                                |        |        |

To approve the following payments

| DATE                             | NAME OF PAYEE                | DESCRIPTION   | AMOUNT             | TOTAL     |
|----------------------------------|------------------------------|---|--------------------|-----------|
| 31/08/21                         | ClubNet Limited              | Email address package for northwaltham.info<br>VAT                              | £50.00<br>£10.00   | £60.00    |
| 08/09/21                         | RP Gardening<br>(Lengthsman) | Paint for village gates x 5 (visit 08/09/21)<br>VAT                             | £9.17<br>£1.83     | £11.00    |
| 08/09/21<br>[see item<br>116(a)] | Yew Tree<br>Landscapes       | Felling and removal of 2 x diseased ash<br>trees from St Michael's Green<br>VAT | £925.00<br>£185.00 | £1,110.00 |
| 08/09/21<br>[see item<br>116(b)] | Sapling<br>Arboriculture Ltd | Condition assessment for the willow tree at<br>the pond<br>VAT                  | £506.90<br>£101.38 | £608.28   |
| 09/09/21                         | PKF Littlejohn LLP           | External Audit fees<br>VAT  | £200.00<br>£40.00  | £240.00   |
|                                  |                              |   |                    |           |

## Appendix 4

### Schedule of Correspondence

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

#### Correspondence from BDBC

- 25/08/21 Proposed dates for meeting with BDBC planning officer re: Local Plan
- 25/08/21 Mayor of Basingstoke and Deane: August e-News
- 27/08/21 Development Control Committee – site viewing schedule for 03/09/21
- 27/08/21 Amendment to the Development Control Committee target list for 08/09/21 meeting
- 27/08/21 Afghan refugee update
- 27/08/21 Notice of temporary speed limit along the A30 wef 14/09/21
- 27/08/21 Planning consultation letter re: 21/02550/LDPO Chapel Cottage
- 31/08/21 Cllr Paul Gaskell: Councillor Grant Scheme
- 01/09/21 Cllr Paul Gaskell: surface water flood mitigation
- 01/09/21 Planning Policy Team: Group self and custom build survey 2021
- 02/09/21 Planning application consultation for 21/02549/HSE, 18 Smiths Mead
- 07/09/21 Amendment to planning application 20/02586/FUL, land at Oakdown Farm
- 07/09/21 Notice of temporary speed restrictions on the A30 wef 14/09/21
- 09/09/21 Invitation from the Mayor to the Chairman to a Civic Sunday Service 26/09/21
- 13/09/21 Tree work consultation T/00449/21/TCA, Dove Cottage
- 13/09/21 Local Plan update from Matt Melville, Principal Planning Officer
- 14/09/21 Planning consultation letter re: 21/02640/HSE Norton House, 16 Barley View
- 14/09/21 Laverstoke and Freefolk Conservation Area Appraisal Consultation
- 15/09/21 Planning application consultation for 21/02644/HSE, 7 Smiths Mead
- 15/09/21 Planning application consultation for 21/02681/HSE, 9 St Michael's Close
- 16/09/21 Email from tony Webb re: Planning Policies in Rural Areas

#### Correspondence from HCC

- 25/07/21 New Consultation – Hampshire County Permit Scheme
- 26/08/21 CER Rights of Way Volunteer Newsletter, September Edition
- 02/09/21 Your Hampshire newsletter

#### Correspondence from HALC

- 25/08/21 HALC Awards 2021
- 09/09/21 Invitation to Officers' Update, Potters Heron, Romsey on 22/09/21

#### Other correspondence

- 25/08/21 Email from Stafford Napier re: housing development and the Local Plan
- 25/08/21 Email from Stafford Napier re: Local Plan Update and sites for more development
- 26/08/21 Email from Simon Preedy re: Local Plan Update and sites for more development
- 27/08/21 Letter of introduction from Donna Jones, Police & Crime Commissioner
- 31/08/21 Email from Stafford Napier re: Local Plan Update and sites for more development
- 31/08/21 Invitation from HHFT Communications to online 'Meet your NHS' event 07/09/21
- 02/09/21 Email from Simon Preedy re: Local Plan Update and sites for more development
- 03/09/21 Invitation from Vicky Aitken of IGPP re: online conference on the future of high streets
- 06/09/21 Email from local resident re: maintenance of grassy areas and overgrown trees in Cuckoo Close
- 08/09/21 Estimate and conditions of engagement letters from Sapling Arboriculture Ltd.
- 09/09/21 Estimate from Yew Tree Landscapes re: removal of 2 diseased ash trees
- 09/09/21 External Auditor report, certificate and invoice (PKF Littlejohn LLP)
- 09/09/21 Lengthsman's worksheet (for 08/09/21) and invoice for paint
- 11/09/21 Notification from the Information Commissioner's Office re: GDPR annual fee
- 13/09/21 Newsletter from Donna Jones, the Police & Crime Commissioner

#### Newsletters

- 01/09/21 Rural Services Network - The Rural Bulletin
- 07/09/21 Rural Services Network - The Rural Bulletin
- 08/09/21 Rural Services Network – Rural Funding Digest - September 2021
- 14/09/21 Rural Services Network - The Rural Bulletin

#### Correspondence received since Schedule was first issued 16 September 2021:

- 17/09/21 – From HCC - Your Hampshire newsletter
- 20/09/21 – From BDBC – Basingstoke Variety Show 02/10/21
- 20/09/21 – From HALC – Upcoming training courses
- 21/09/21 – From RSN - Rural Services Network - The Rural Bulletin