



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 22nd February 2022 at 7.30pm at the Rathbone Pavilion, Cuckoo Meadow

Councillors present:

Cllr Geoff Chapman – Chair (GC), Cllr Judith McGinley (JMG), Cllr David James (DJ), Cllr Yann Caironi (YC), Borough Cllr Paul Gaskell and Sharon Shea – Clerk (SS).

**Actions
for:**

186/FC/
11/21-22

Apologies for Absence

Cllr Bill Preston (BP), County Cllr Juliet Henderson (JH)
Did not attend: Cllr Peter Waggett (PW)

187/FC/
11/21-22

Declarations of Interest

There were no declarations of interest

188/FC/
11/21-22

Meeting open to the Public

Two members of the public and two representatives from Ellisfield Parish Council attended.

189/FC/
11/21-22

Minutes

The minutes of the Ordinary Meeting held on 18th January 2022 were approved.

ACTION:

- Prepare and issue the Minutes from 18th January 2022 for the Chair to sign.

**Clerk
GC**

190/FC/
11/21-22

Action Plan and Outcomes following the meeting held on 18th January 2022 – Appx 1

Completed actions were noted, including those completed since the agenda was issued.

191/FC/
11/21-22

Seeking Protection for the North Hampshire Downs

Representatives from Ellisfield Parish Council delivered a briefing on an initiative by the parishes of Cliddesden, Ellisfield, South Warnborough and Winslade to gain the status 'Area of Outstanding Natural Beauty' for the North Hampshire Downs. They are currently seeking the support of all parishes within the area and have the support of, and are working with, CPRE. North Waltham Parish Council supports the idea in principle.

192/FC/
11/21-22

Policies and Key Documents

Following a review the Disciplinary Policy it was agreed that no changes are required.

RESOLUTION:

- Approve the Disciplinary Policy as issued.
- Proposed by GC, seconded by DJ and approved by all.

ACTION:

- Update the review date and minute reference on the Disciplinary Policy, then issue to the Chair for signing.

**Clerk
GC**

193/FC/
11/21-22

Parish Councillor Vacancy

A member of the public has expressed an interest in becoming a Councillor.

194/FC/
11/21-22

Community Infrastructure Levy (CIL) Funds

The possibility was discussed of using CIL funds to protect the corner of Corndell Green at the junction of Steventon Road and Mary Lane. Vehicles regularly drive over the kerbing, damage the grass and erode the soil. Numerous attempts to re-seed the grass have failed, and some kind of paving needs to be considered.

ACTION:

- Obtain quotes for paving the corner area of Corndell Green at the Steventon Road /Mary Lane junction.

Clerk

195/FC/
11/21-22

Speed Reduction & Safety Working Group

The SRS Working Group has prepared a press release regarding the introduction of a 20mph limit. Cllr Henderson is strongly supportive and hopes that North Waltham will be considered as a location for a 20mph pilot scheme.

196/FC/
11/21-22

Neighbourhood Plan Update

Basingstoke and Dean Borough Council (BDBC) is reviewing the North Waltham Conservation Area Appraisal and Management Plan. Following an internal consultation within BDBC an initial draft will be issued for review by Parish and Borough Councillors. The next draft will be a public document, open to public consultation for 6 weeks. Further details will be circulated nearer the time.

**197/FC/
11/21-22**

Current Planning Applications

Cllr Gaskell provided an update on the proposed Oakdown Farm development. A new planning application for the site is awaited. The development footprint is similar to that in the previous application. Some expected differences are that the largest of the three buildings will be lower in height than the original, and the oak trees will be retained.

**198/FC/
11/21-22**

Planning Compliance Issues

No updates.

**199/FC/
11/21-22**

Finance

(a) Receipts and Payments – see Appendix 3

- 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 04/01/22.
- Council approved two payments to North Waltham Village Trust for 50% of shared ClubNet costs.

RESOLUTION:

To approve payment of:

- £37.80 for 50% of the cost of domain fees (invoice 62911)
- £45.00 for 50% cost of the SSL certificate (invoice 62972)

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

ACTION:

- Arrange for the payments of shared ClubNet costs to NWVT via bank transfer.

Clerk

(b) Bank Balances

- Current account balance as at 21/02/22: £20,723.00.
- Deposit account balance as at 21/02/22: £39,494.89.

**200/FC/
11/21-22**

Village Maintenance Matters

(a) General Maintenance – Grass Cutting

No update.

(b) St Michael's Green

No update.

(c) Village Pond

Council discussed the quotes received regarding work to the willow tree at the pond and a selected a contractor to proceed with.

Council agreed that purchase and planting of a second willow tree should be delayed, possibly until 2023, pending decisions on refurbishment of the pond area.

ACTIONS:

- Inform the contractors concerned of the Council's decision.
- Discuss the timing of the work with the selected contractor.
- Include an item in the next issue of the Parish Magazine informing residents that work to the willow is imminent.

Clerk

Clerk

Clerk

(d) Plan for village trees

No update.

(e) Footpaths/Gates

No update.

(f) Telephone Box

No update.

(g) Lengthsman

Council noted that all jobs listed for the Lengthsman's previous visit had been completed. It was agreed that the tasks for the next visit on 21/03/22 (rescheduled from 15/02/22) should include fixing the fence at the bus stop and resetting the tall kerbing at the pond that has been disturbed.

ACTION:

- Update the Lengthsman's work schedule for the visit on 21/03/22.

Clerk

- (h) **Litter Picking**
It was agreed that a community litter pick should be organised for Saturday 30th April 2022.

ACTIONS:

- Publicise the Litter Pick event on the notice board and village website.
- Prepare a notice re: the Litter Pick for the Parish Magazine.
- Prepare the Risk Assessment, sign-up form and list of streets.

Clerk
Clerk
Clerk

- (i) **Bus Stop**
It was agreed that repair of the fence at the bus stop should be added to the Lengthman's worksheet. (See item 200 (g) above).

**201/FC/
11/21-22** **Highways and Roads**

- (a) **Traffic issues**

No update.

- (b) **Potholes and other highways maintenance**

A number of potholes have been reported. Hampshire Highways has carried out some work on Yew Tree Lane, but not along Popham Lane, as requested. Another request has been submitted for Popham Lane.

- (c) **Other miscellaneous issues**

None reported.

**202/FC/
11/21-22** **Village Welcome Pack**

The Chair has produced a revised and updated Welcome Pack leaflet on behalf of the Parish Council and is considering the possibility of producing a joint leaflet with North Waltham Village Trust (NWVT).

ACTION:

- Contact NWVT regarding the possibility of issuing a joint NWVT/NWPC village leaflet.

GC

**203/FC/
11/21-22** **Hampshire Archives – Potential Donation**

Hampshire Archives have agreed to retain and store additional North Waltham Parish Council records of historical interest. They have requested that the PC consider making a donation towards costs. It was agreed that a donation of £50 would be suitable.

RESOLUTION:

- Make a donation of £50.00 to Hampshire Archives.
Proposed by GC, seconded by DJ and approved by all.

ACTION:

- Contact Hampshire Archives for bank details and arrange to make the £50.00 donation via bank transfer.

Clerk

**204/FC/
11/21-22** **Correspondence** – see Appendix 4

Council acknowledged correspondence received since the meeting on 18th January 2022. It is currently unclear as to whether a representative from NWPC will be able to attend the Police and Crime Commissioner Roundtable on 25/04/22.

**205/FC/
11/21-22** **Councillors' Announcements**

None reported.

**206/FC/
11/21-22** **Items for insertion in the Parish Magazine** (*final copy date Wed 23rd February 2022*)

In addition to the standard items, it was agreed that updates should be included on the upcoming work to the willow tree and the trucks visiting the water treatment works.

ACTION:

- Include updates on the willow tree and the trucks in the next issue of the Parish Magazine.

Clerk

**207/FC/
11/21-22** **Date of Next Meeting**

To confirm the next Ordinary Meeting will be held on **Tuesday 22nd March 2022** at **7.30pm** at the **Rathbone Pavilion**.

Signed:

Chair to North Waltham Parish Council

Appendix 1

ACTION PLAN & OUTCOMES FOLLOWING THE PARISH COUNCIL MEETING HELD ON 18th JANUARY 2022

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

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	See ref 136 (b)
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	Completed Completed
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			
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 ref 116 (e)
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	
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	<i>Completed</i>
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. Contact HCC regarding works to trees on the green at the forge. 	GC Clerk 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"> • 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. • Prepare a draft document for issuing to prospective contractors in respect of an annual maintenance contract. 	GC GC 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			
154/FC/08/21-22	<ul style="list-style-type: none"> • Contact Scottish and Southern Electricity regarding the potential vulnerability of the two telegraph poles. 	Clerk	
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	Completed In progress Drafted
(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	
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	Completed
FROM MEETING HELD ON 18TH JANUARY 2022			
178/FC/10/21-22	<ul style="list-style-type: none"> • Prepare and issue Minutes from 21st December 2021 for the Chair to sign. 	Clerk GC	Ready for signing
179/FC/10/21-22	<ul style="list-style-type: none"> • Update the Action Plan to highlight and cross-reference interdependencies. 	Clerk	Completed
180/FC/10/21-22	<ul style="list-style-type: none"> • Update the review date and minute reference on the Training and Development Policy, then issue to the Chair for signing. 	Clerk GC	Ready for signing
181/FC/10/21-22 (a)	<ul style="list-style-type: none"> • Arrange the payment via bank transfer. 	Clerk	Completed
181/FC/10/21-22 (c)	<ul style="list-style-type: none"> • Publish the Quarterly Financial Reviews for FY21/22 Q2 and Q3 on the website. 	Clerk	Completed
183/FC/10/21-22	<ul style="list-style-type: none"> • Inspect the damage to the kerbing and assess the probable cause. • Contact Cllr Henderson regarding the potholes and road surface problems in the village, and how best to address these with Hampshire Highways. • Contact Southern Water for an update on the tanker activity. 	GC Clerk Clerk	Completed Completed
184/FC/10/21-22	<ul style="list-style-type: none"> • Include in the next issue of the Parish Magazine an item on the HCC report on support for vulnerable households. 	Clerk	Drafted

Appendix 2

CURRENT PLANNING APPLICATIONS

B/F	19/02018/FUL Undecided	Village Farm Bungalows, Steventon Road, North Waltham RG25 2DD Erection of 2 no. 3 bed houses following demolition of existing bungalows including associated works (part retrospective).
B/F	19/02422/FUL Granted	Land at OS Ref 456743 145562, Popham Lane, North Waltham 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 Undecided	Towns End Cottage, Maidenthorne Lane, North Waltham RG25 2DD Erection of a single storey lifetime dwelling
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	20/00670/HSE Undecided	Towns End Cottage, Maidenthorne Lane, North Waltham RG25 2DD Erection of two storey side and rear extensions
B/F	20/02586/FUL Refused - Appeal withdrawn	Land At Oakdown Farm, Winchester Road, Dummer, Basingstoke 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. Amended plans received 03/11/20, 15/01/21, 09/03/21 and 07/09/21. Refused 28/10/21. Appeal made against the refusal, to be determined on the basis of an inquiry. BDBC Appeal Ref: 21/00047/REF. Inspectorate Appeal Ref: APP/H1705/W/21/3284753. Appeal withdrawn 14/12/21.
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	21/00993/RES Granted	Hounsme Fields, Trenchard Lane, Dummer 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. Notices of amendments received 12/08/21 and 21/10/21.
B/F	21/01533/CONS Decided – No further action	North Waltham Primary School, Church Road, North Waltham Installation of replacement roof lights, amendment of openings, and associated repairs to surrounding masonry and flashing details. [Related references: 21/01532/CC3 (BDBC), PLAN/WJA/BAE049 (HCC)] Decision made by Hampshire County Council.
B/F	21/02644/HSE Granted	7 Smiths Mead, North Waltham Erection of single storey rear extension and two storey side extension following demolition of conservatory and garage.
B/F	T/00540/21/TCA	Boundary House, Church Road Application for works to trees growing in a conservation area. Proposal: T1 Oak: reduce by 3M leaving a finished height of 12M and a crown spread (radius) of 3M. T2 Beech: reduce by 3M leaving a finished height of 18M and a crown spread (radius) of 3M.

	Raise no objection	
B/F	T/00541/21/TCA Raise no objection	The Old Stables, Church Road Application for works to trees growing in a conservation area. Proposal: T1 Yew: reduce by 3M leaving a finished height of 10M and a crown spread (radius) of 4M. T2 Yew: reduce by 3M leaving a finished height of 10M and a crown spread (radius) of 4M. T3 Yew: reduce by 12M leaving a finished height of approx. 5M.
B/F	T/00542/21/TCA Raise no objection	Old Farm House, Church Farm Close Application for works to trees growing in a conservation area. Proposal: T1 Cherry: reduce by 3M leaving a finished height of 10M and a crown spread (radius) of 3.5M.
B/F	T/00543/21/TCA Raise no objection	5 Church Farm Close Application for works to trees growing in a conservation area. Proposal: T1 Oak: remove all dead back to sound wood, rebalance certain limbs up to 3M. T2 Holly: Fell.
B/F	T/00572/21/TCA Raise no objection	Cuckoo Bushes, Popham Lane Application for works to trees growing in a conservation area. Proposal: Yew – Crown reduce yew by 0.5-1.2M maintaining current form (7M high, 7M across) to keep from touching the building and maintain its form and shape as part of a regularly undertaken tree maintenance program.
NEW	21/03422/ROC Granted	Old School House, Mary Lane, North Waltham Variation of condition 1 of 20/03050/HSE [granted 28/04/21] to amend drawings showing eaves raised to roof above garage to allow habitable accommodation to roof space.
NEW	21/03625/HSE Granted	7 Meadow Rise, North Waltham Partial conversion of existing garage.
NEW	21/03800/HSE Undecided	April Cottage, 3 Mary Lane, North Waltham Demolition of existing side conservatory and erection of single storey front, rear and side extension.
NEW	T/00034/22/TCA Undecided	8 St Michael's Close Application for works to trees growing in a conservation area. Proposal: Sycamore: Fell.
NEW	22/00051/HSE Undecided	2 Yew Tree Cottages, Yew Tree Road, North Waltham To replace wood single glazed windows with UPVC windows. The proposed new windows will have the same configuration but be in UPVC and double glazed.
NEW	22/00075/HSE Undecided	4 Church Farm Close, North Waltham Erection of first storey front extension and part garage conversion.

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

To acknowledge the receipt of payments made to the Parish Council since the last Ordinary Meeting (OM) on 18/01/22

DATE	RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL

To acknowledge the payment of standing orders, direct debits and charges since last OM on 18/01/22

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
31/01/22	Clerk	Salary - January	£364.35	£364.35
31/01/22	Clerk	AHEA - January	£26.00	£26.00

To acknowledge the Multipay card payments made since the statement dated 04/01/22

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
14/12/21	Zoom	Annual fee VAT	£119.90 £23.98	£143.88
19/12/21	Microsoft	Microsoft 365 VAT	£50.00 £9.99	£59.99
04/01/22	Lloyds Bank plc	Monthly fee x 2 cards	£6.00	£6.00
16/02/22	Lloyds Bank plc	Monthly fee x 2 cards	£6.00	£6.00

To approve the following payment(s)

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
10/02/22	North Waltham Village Trust	ClubNet invoice 62911 50% of £75.60 cost of domain fees VAT	£31.50 £6.30	£37.80
10/02/22	North Waltham Village Trust	ClubNet invoice 62972 50% of £90.00 cost of SSL certificate VAT	£37.50 £7.50	£45.00

Appendix 4**SCHEDULE OF CORRESPONDENCE**

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

Correspondence from BDBC

- 01/02/22 Tree work consultation T/00034/22/TCA, 8 St Michael's Close
- 01/02/22 Mayor's Spring Charity Concert (05/03/22)
- 02/02/22 Request for Information on Open Space and Play Projects
- 07/02/22 Planning application 22/00051/HSE, 2 Yew Tree Cottages
- 07/02/22 Planning application 22/00075/HSE, 4 Church Farm Close
- 07/02/22 Update: Leader of the Council (BDBC)
- 17/02/22 Information re: North Waltham Conservation Area Review Process

Correspondence from HCC

- 25/01/22 Information re: the Passenger Transport Forum January 2022 (27th and 31st Jan)
- 01/02/22 Rescheduled Parish and Town Council Event (17/03/22)
- 10/02/22 Rescheduled PCC roundtable event now 18:00hrs 25th April
- 15/02/22 Confirmation of venue for the PCC roundtable event on 25th April

Correspondence from HALC

- 06/12/21 Message from BDAPTC re: meeting on 01/03/22

Other correspondence

- 07/02/22 Change of date for the next Lengthsman's visit (from 15th Feb to 21st March)
- 17/02/22 Update from Bloor Homes on works at the Basingstoke Golf Club site

Newsletters

- 24/01/22 Police & Crime commissioner update: Policing Budget 2022/23 and PCC Awards
- 25/01/22 The Rural Bulletin
- 28/01/22 HCC Your Hampshire newsletter
- 31/01/22 HCC Countryside Access Volunteer newsletter
- 02/02/22 The Rural Bulletin
- 07/02/22 RSN Rural Funding Digest – February 2022
- 08/02/22 The Rural Bulletin
- 10/02/22 HALC newsletter January 2022
- 15/02/22 The Rural Bulletin
- 17/02/22 HCC Your Hampshire newsletter

Correspondence received since the agenda was issued

- 21/02/22 From BDBC: Notification of road closure (Stubbs Hill, Steventon) on 18/03/22
- 21/02/22 From Hampshire Homes Hub lunch of new Housing Needs Survey Service
- 22/02/22 From HCC: February report from Cllr Henderson
- 22/02/22 From RSN: The Rural Bulletin