



NORTH WALTHAM PARISH COUNCIL

Chairman: Mr Geoff Chapman

Clerk: Hayley Thomas

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MINUTES OF THE ORDINARY MEETING

Tuesday 15th November 2022 at 7.30pm to be held at the Rathbone Pavilion, Cuckoo Meadow

Councillors present:

Cllr Geoff Chapman (GC) – Chair, Cllr David James (DJ), Cllr David Young (DY), Cllr Peter Waggett (PW), Cllr Judith McGinley (JMG) and Hayley Thomas (Clerk),

**Actions
for:**

**136/FC/
08/22-23**

Apologies for Absence

Apologies were received from HCC Cllr Juliet Henderson, Cllr Bill Preston and Cllr Yann Caironi.
BDBC representatives were not present.

**137/FC/
08/22-23**

Declarations of Interest

There were no declarations of interest.

**138/FC/
08/22-23**

Meeting open to the Public

Two members of the public attended.

**139/FC/
08/22-23**

Minutes

The meeting minutes from the Ordinary Meeting held on 18th October 2022 were approved.

ACTION:

- Prepare and issue the minutes from 18th October 2022 for the Chair to sign

Clerk

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

**140/FC/
08/22-23**

Action Plan and Outcomes following the meetings held on 18th October

Item 121 completed.

**141/FC/
08/22-23**

Policies and Key Documents

The Parish Council agreed to update the Health & Safety Policy to reflect the Council's GDPR obligations in regard to the signed volunteer form used at litter picks. It was agreed this information will be destroyed at the next Parish Council meeting following the litter pick.

ACTION:

- To update the Health & Safety Policy

GC

**142/FC/
08/22-23**

Budget

Councillors reviewed the draft budget which is to be submitted in January 2023. Amendments are to be made to the draft following the receipt of further guidance on funding by BDBC.

It was noted that the Parish Council are likely to see a significant increase in outgoings for the year due to the pond refurbishment project.

ACTION:

- To liaise with the pond project manager to obtain more accurate figures on the pond refurbishment for inclusion in the budget
- Update the budget

GC

GC

**143/FC/
08/22-23**

ClubNet Services

Following the termination of ClubNet website and email services in December 2022, several providers have been considered. The Parish Council will continue to share the village website with the Village Trust and will commence work on migrating current email services to a new provider.

**144/FC/
08/22-23**

Pond Refurbishment Project

Paul Winstone, agreed to project manage the pond refurbishment on behalf of the PC and provided an update on progress to date. The removal of the silt and sludge build up was identified as a key priority. Paul is in ongoing communications with Hampshire Highways regarding this matter.

- 145/FC/ 08/22-23 Warm Hubs**
The Parish Council agreed that since they do not own any suitable properties to facilitate this, they would not be best placed to provide a warm hub for residents over the Winter period.

ACTION

- Share warm hub grant information with North Waltham Village Trust and North Waltham Church.

GC

- 146/FC/ 08/22-23 Current Planning Applications**
Current planning applications were noted – full list in Appendix 2.

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

- 147/FC/ 08/22-23 Planning Compliance Issues**
There are currently no outstanding compliance issues.

- 148/FC/ 08/22-23 Finance**

- (a) Receipts and Payments** – see Appendix 3

Receipts and payments for the month are to be approved at the next meeting.

The monthly payment to Zoom is to be reviewed as legislation requires that the Parish Council hosts its monthly meetings in person consequently the Council is not getting optimal use out of the service.

It was agreed to transfer £20,000 from the Parish Council's deposit account to its current account to increase the interest received.

- (b) Bank Balances**

As of 10th November 2022, the bank balances were:

Current account: £20,901

Deposit account: £39,610

- 149/FC/ 08/22-23 Village Maintenance Matters**

- (a) General Maintenance**

The Parish Council has agreed to purchase a litter bin to be placed on Steventon road near the footpath providing that Hampshire County Council will take on the responsibility for the removal of refuse collected.

- (b) St Michael's Green**

No update

- (c) Village Pond**

See item 144 above.

- (d) Plan for village trees**

No update

- (e) Footpaths/Gates**

The gates into the village on Fox Lane and the Steventon Road are in noticeable disrepair.

ACTIONS:

To obtain quote for the gates to be fixed or replaced.

Clerk

- (f) Telephone Box**

There has been a recall on certain models of defibrillators. The Parish Council has highlighted this as an area of concern for public health and safety and will be prioritising action on this.

ACTION:

- Check the model of the defibrillator and arrange replacement should it be one of the recalled models.

Clerk

- (g) Lengthsman**

Lengthsman's next visit scheduled for 18/01/23.

- (h) Litter Picking**

No update

- 150/FC/ 08/22-23 Highways and Roads**
To receive an update on the following:

- (a) Traffic issues**

No update

- (b) Potholes and other highways maintenance**

No further issues arising other than those previously reported.

- (c) Other miscellaneous issues**

No update

**151/FC/
08/22-23** **Correspondence** – see Appendix 4
Council acknowledged correspondence received since the meeting on 18th October 2022.

Cllr Juliet Henderson has also informed the Council of an upcoming visit to the village by a cabinet member for Highways at Hampshire County Council. The Council is to share this information with the village Speed Reduction group.

BDBC have circulated their Parish Council budget setting guidance. See item 142 above.

**152/FC/
08/22-23** **Councillors' Announcements**
None.

**153/FC/
08/22-23** **Items for insertion in the Parish Magazine** (*final copy date Wednesday 23rd November 2022*)

In addition to the standard items, it was agreed that articles/ updates should be submitted relating to:

- The appointment of the new Parish Clerk
- The pond refurbishment project

ACTION:

- Prepare a brief update on the pond refurbishment to be added to the Parish magazine submission
- Prepare and submit required articles to the Parish magazine

GC

Clerk

**154/FC/
08/22-23** **Date of Next Meeting**
The next Ordinary Meeting will take place at 19:30 on 20th December 2022 at the Rathbone Pavilion.

Signed:

Chair to North Waltham Parish Council

Appendix 1

ACTION PLAN & OUTCOMES FROM THE PARISH COUNCIL ORDINARY MEETING HELD ON 15th November 2022

Please note changes to responsibility are in red.

MINUTE REF	ACTION	RESP	OUTCOME / COMMENTS
FROM MEETING HELD ON 4th MAY 2021			
031/FC/02/21-22 (c)	<ul style="list-style-type: none"> Collect the Garden Competition trophy from the 2019 winners. 	Clerk	
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	
091/FC/05/21-22 (c)	<ul style="list-style-type: none"> Check where the boundary line lies between the green at Corndell and Haddeff 	DJ	
FROM MEETING HELD ON 23rd NOVEMBER 2021			
157/FC/08/21-22 (e)	<ul style="list-style-type: none"> Purchase a litter bin plus the necessary base and fixing kit as recommended by BDBC. 	Clerk	See item 149 below
FROM MEETING HELD ON 19th APRIL 2022			
013/FC/01/22-23 (a)	<ul style="list-style-type: none"> Contact BDBC to establish what the mowing schedule is for North Waltham. 	Clerk	Email 25/04/22
FROM MEETING HELD ON 17th MAY 2022			
049/FC/02/22-23 (h)	<ul style="list-style-type: none"> Discuss with one of the school governors the possibility of involving the school in the next village litter pick. 	GC	
FROM MEETING HELD ON 21st JUNE 2022			
066/FC/03/22-23	<ul style="list-style-type: none"> 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	Hold until HCC response.
070/FC/03/22-23	<ul style="list-style-type: none"> Sound out local contractors to establish their availability for the village maintenance work and request quotes from them. 		
FROM MEETING HELD ON 16th AUGUST 2022			
103/FC/05/22-23	<ul style="list-style-type: none"> Identify options for replacement email and website services. 	DJ	
107/FC/05/22-23 (c)	<ul style="list-style-type: none"> Contact Southern Water regarding their support with pond maintenance/renovation. 	Project Manager / Clerk	
107/FC/05/22-23 (e)	<ul style="list-style-type: none"> Contact a local contractor regarding the overgrown paths and triangle. 	Clerk	
FROM MEETING HELD ON 18th OCTOBER 2022			
123/FC/07/22-23	<ul style="list-style-type: none"> Establish the ownership of the various parcels of land along Steventon Road where hedges are encroaching on footpaths and public rights of way. Produce an updated version of the village maintenance plan. Contact the owner of the Forge in order to discuss its current overgrown condition. 	GC/DJ GC/DJ GC	
130/FC/07/22-23 (e)	<ul style="list-style-type: none"> Request a quote from Bob Berry for repairing/replacing the two broken village gates. 	Clerk	
131/FC/07/22-23 (c)	<ul style="list-style-type: none"> Contact Hampshire Highways to draw their attention to the state of the churchyard bank. 	Clerk	

132/FC/07/22-23	<ul style="list-style-type: none"> Contact the planning officer concerned to raise the issue of boundaries on the revised Conservation Area map following the recent review. 	GC	
FROM MEETING HELD ON 15th NOVEMBER 2022			
139/FC/08/22-23	<ul style="list-style-type: none"> Prepare and issue the minutes from 18th October 2022. 	Clerk	
140/FC/08/22-23	<ul style="list-style-type: none"> Update the password on the NWPC laptop. 	Clerk	
141/FC/08/22-23	<ul style="list-style-type: none"> Update health and safety policy 	GC	
142/FC/08/22-23	<ul style="list-style-type: none"> Obtain quote from Pond refurbishment project manager for inclusion in budget Update budget to reflect figures provided by BDBC Confirm insurance contract length and renewal date 	GC GC Clerk	
143/FC/08/22-23	<ul style="list-style-type: none"> Confirm new email provider and commence migration 	DJ	
144/FC/08/22-23	<ul style="list-style-type: none"> Liaise with Project Manager on obtaining quotes for essential works to the pond Share Wildlife and Fauna report with Project Manager Obtain referral from former Clerk on drainage map for pond area 	Clerk GC Clerk	
145/FC/08/22-23	<ul style="list-style-type: none"> Share warm hub information with Village Trust and Church 	GC	
148/FC/08/22-23	<ul style="list-style-type: none"> Review Zoom contract and advise on cancellation options Transfer £20,000 from the Parish Council's deposit account to its current account 	Clerk Clerk	
149/FC/08/22-23 (a)	<ul style="list-style-type: none"> Check the model of the defibrillator and arrange replacement should it be one of the recalled models 	Clerk	
149/FC/08/22-23 (e)	<ul style="list-style-type: none"> Confirm HCC agreement to manage waste for proposed new litter bin on Steventon Road Obtain quote for concrete base for litter bin 	Clerk Clerk	
149/FC/08/22-23 (f)	<ul style="list-style-type: none"> Add discussion on the Parish Council's communication strategy to the next meeting agenda 	Clerk	
151/FC/08/22-23	<ul style="list-style-type: none"> Share details of upcoming visit by a cabinet member for Highways at Hampshire County Council with the village Speed Reduction group. 	GC	
153/FC/08/22-23	<ul style="list-style-type: none"> Prepare an update on the pond refurbishment to be included in the next issue of the Parish Magazine Prepare and submit the following items for the next issue of the Parish Magazine: <ul style="list-style-type: none"> Notice of the new Parish Clerk, An update on the Pond refurbishment 	GC Clerk	

Appendix 2

CURRENT PLANNING APPLICATIONS

B/F	19/02018/FUL Undecided	Village Farm Bungalows, Steventon Road, North Waltham Erection of 2 no. 3 bed houses following demolition of existing bungalows including associated works (part retrospective).
B/F	20/00221/FUL Granted	Old School House, Mary Lane, North Waltham RG25 2BY Erection of detached dwelling including parking 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	20/02516/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 Granted	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	22/00405/FUL Undecided	Land at Crematorium, Stockbridge Road, North Waltham Proposed new cemetery, parking, access, internal footpaths and landscaping.
B/F	22/01050/HSE Undecided	Holly Cottage, Chapel Street, North Waltham Replacement of existing plain roof tiles and interlocking concrete roof tiles with slates.
B/F	22/01306/RET Granted	Corndell, 2 Mary Lane, North Waltham Variation of condition 3 of BDB/70792 for non-obscured glass. (Retrospective).
B/F	T/00336/22/TCA Raise no objection	Yew Tree House, Yew Tree Road, North Waltham Application for works to trees growing in a conservation area. Proposal: T1 Yew: reduce by 1M all round leaving a finished height of 8M with finished radius of 4M.
B/F	T/00338/22/TCA Raise no objection	Church Cottage, Steventon Road, North Waltham Application for works to trees growing in a conservation area. Proposal: T1 Ash: fell. T2 Cypress: fell. T3 Ash: fell. T4 Horse Chestnut: reduce by 3M leaving a finished height of 8M and a radius of 4M. T5 Cypress: fell. T6 Silver Birch: fell. T7 Ash: crown lift to 6M.
B/F	22/02368/HSE Granted	4 Elizabethan Rise, North Waltham Two storey extension to front of property with internal alterations.
B/F	22/02432/FUL Undecided	Land adjacent The Old Hall, Popham Lane, North Waltham Erection of 1 no. dwellinghouse with new access from Popham Lane together with car parking and hard and soft landscaping.
NEW	T/00406/22/TCA Raise no objection	Broadacres, Chapel Street, North Waltham Application for works to trees growing in a conservation area. Proposal: T1 Goat willow – pollard down to 6ft high (removing approx. 3 metres); T2 Apple tree (nearly dead) – fell; T3 Prunus pisardi (nearly dead) – fell; T4 Apple tree – reduce crown by approx. 25% and thin by 20%, leaving crown approx. 6 metres high and 5 metres wide.
NEW	22/00668/RET Undecided	Land at Marsh Meadow, Fox Lane, North Waltham Change of use of land to residential and siting of a mobile home.
NEW	22/02934/ROC Undecided	Land At OS Grid Ref 455998 146067 St Michaels Close, North Waltham Variation of conditions 1 (access plan) and condition 15 (drainage) of planning consent 20/02893/TDC (for the erection of 2 no. dwellings with associated access, garaging, parking and landscaping)
NEW	T/00493/22/TCA	23 Cold Harbour, North Waltham Application for works to trees growing in a conservation area. Proposal: T1 Maple: reduce crown to previous cuts below wire, remove approximately 2 meters leaving the crown approximately 4 meters high by 4 meters wide.
NEW	T/00454/22/TCA	The Rectory, Church Road, North Waltham Application for works to trees growing in a conservation area. Proposal: G1. Remove self sown sycamore in front garden T1. Cut back one box over road to curb edge approx 12 inches G2. Remove self sown sycamore in rear garden G3. Laurel hedge- cut back to fence line

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

To acknowledge the receipt of payments made since the last Ordinary Meeting (OM) on 18/10/22

DATE	RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL

To acknowledge the payment of standing orders, direct debits and charges since the last OM on 16/08/22

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
21/10/22	ICO	?	£35.00	£35.00

To acknowledge the Multipay card payments made since the statement dated dd/07/22

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
17/10/22	Lloyds Bank	Multipay Card monthly fee	£3.02	£3.02

To approve the following payment(s)

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL

Appendix 4

SCHEDULE OF CORRESPONDENCE

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

Correspondence from BDBC

- 24/10/22 Local Plan – Ashford Hill with Headley Neighbourhood Plan
- 24/10/22 Cllr Diane Taylor – update on Newlands' appeal
- 24/10/22 Planning application 22/00668/RET plot at Fox Lane
- 29/10/22 BDBC Councillor briefing
- 31/10/22 Road closure - Down Street, Dummer

Correspondence from HCC

- 20/10/22 Cllr Juliet Henderson – update re: warm hubs
- 25/10/22 Photo request for HALC marketing and publications
- 28/10/22 Cllr Paul Gaskell – update re: Warm Spot Grant

Correspondence from HALC

- 28/10/22 Email from Lisa White HALC Correspondence re: DLUHC Committee Funding Inquiry
- 31/10/22 Upcoming Hampshire ALC Officer's Update – training opportunity
- 01/11/22 What You Need to Know Training Session - 10th November 2022

Other correspondence

- 21/10/22 Email from Paul Winstone HCC correspondence re: pond

Newsletters

- 19/10/22 Rural Services Network: The Rural Bulletin
- 20/10/22 HCC 20/10/22 HCC Your Hampshire
- 25/10/22 Rural Services Network: The Rural Bulletin
- 01/11/22 CER November newsletter
- 01/11/22 Rural Services Network: The Rural Bulletin
- 02/11/22 RSN Rural Funding Digest - November 2022 Edition

Items circulated after the agenda was issued on 8/11/22:

- 07/11/22 Road closure - A339 Hackwood
- 07/11/22 HCC Newsletter for November
- 07/11/22 Road closure - Down Street, Dummer
- 08/11/22 Rural Services Network: The Rural Bulletin
- 08/11/22 HCC November report (circulated to Parish Council by Councillor Henderson on 09/11/22)
- 09/11/22 Cllr Juliet Henderson – re: speed limits and visit from cabinet member for Highways at Hampshire County Council
- 11/11/22 Planning application T/00493/22/TCA Works at 23 Cold Harbour
- 11/11/22 From HALC: November 2022 newsletter
- 11/11/22 From HMWP Consultation: Hampshire Minerals and Waste Plan Partial Update - Draft Plan
- 15/11/22 Rural Services Network: The Rural Bulletin
- 15/11/22 BDBC Parish Budget Setting Process - 2023/24