

**NORTH WALTHAM PARISH COUNCIL**

Chairman: Mr Geoff Chapman

Clerk: Hayley Thomas

7 Smiths Mead, North Waltham, RG25 2SZ

Tel: 01256 396868, Email: clerk@northwaltham.info**To: Members of North Waltham Parish Council**

You are summoned to attend the North Waltham Parish Council Ordinary Meeting on **Tuesday 17th January 2023 at 7.30pm** to be held **at the Rathbone Pavilion, Cuckoo Meadow**

For information:

- **Oakley & The Candovers Ward Councillors, Basingstoke & Deane Borough Council**
- **Hampshire County Councillor**

AGENDA

Welcome and Introduction by the Chairman

**180/FC/
10/22-23****Apologies for Absence****181/FC/
10/22-23****Declarations of Interest**

- Arising from this agenda, members are invited to declare any relevant interests.
- Notwithstanding this item, members may subsequently declare an interest at any point during the meeting.

**182/FC/
10/22-23****Meeting open to the Public**

The meeting will allow questions and comments from members of the public.

**183/FC/
10/22-23****Minutes**

To approve the accuracy of the minutes, already circulated, of:

- the Ordinary Meeting held on 20th December 2022.
- The additional Meeting held on 10th January 2023

Approved minutes are available to view at <https://www.northwaltham.net/parish-council/meetings/>**184/FC/
10/22-23****Action Plan and Outcomes following the meetings held on 20th December – Appx 1**

To receive an updated Action Plan and to discuss any issues arising not on the agenda.

**185/FC/
10/22-23****Policies and Key Documents**

- (a) The Parish Council to formally sign off the recently reviewed Health & Safety Policy and Training and Development Policy
- (b) The Parish Council to formally review the Equality and Diversity Policy.

**186/FC/
10/22-23****Budget**

To sign off on paperwork of recently approved 2023/2024 Budget including the precept application.

**187/FC/
10/22-23****New Website**

To discuss the recent launch of the new website.

**188/FC/
10/22-23****Pond Refurbishment Project**

To discuss the pond refurbishment.

**189/FC/
10/22-23****Communications Strategy**

To discuss how the Parish Councils shares information with residents.

**190/FC/
10/22-23****Current Planning Applications**

To note the status of current planning applications – full list at Appendix 2.

Documents can be viewed at <https://planning.basingstoke.gov.uk/online-applications/>**191/FC/
10/22-23****Planning Compliance Issues**

To receive an update on outstanding compliance issues.

**192/FC/
10/22-23****Finance**

- (a) **Receipts and Payments** – see Appendix 3
- To acknowledge receipt of payments made to the Parish Council
 - To acknowledge payment of standing orders, direct debits and other pre-approved payments
 - To acknowledge Multipay card payments made since the last statement

To approve payments

- (b) **Bank Balances**

To receive the current bank balances.

- (c) **Quarterly Summary**

To receive and approve the Q3 summary.

193/FC/
10/22-23

Village Maintenance Matters

To receive updates on and/or discuss the following:

- (a) **General Maintenance**

- (b) **St Michael's Green**

- (c) **Plan for village trees**

- (d) **Footpaths/Gates**

- (e) **Lengthsman**

Next visit scheduled for 18/01/23.

- (f) **Litter Picking**

194/FC/
10/22-23

Highways and Roads

To receive an update on the following:

- (a) **Traffic issues**

To discuss traffic issues including the sewage treatment lorries route via the village.

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

- (c) **Other miscellaneous issues**

195/FC/
10/22-23

Correspondence – see Appendix 4

- To acknowledge correspondence received since the meeting on 20th December 2022.
- To discuss any issues arising from correspondence not covered elsewhere on the agenda.
- To discuss email received regarding HALC'S EGM in February.

196/FC/
10/22-23

Councillors' Announcements

197/FC/
10/22-23

Items for insertion in the Parish Magazine (*final copy date 22nd February 2023*)

198/FC/
10/22-23

Date of Next Meeting

To confirm the date of the next Ordinary Meeting scheduled for 21st February 2023.

Signed:

Clerk to North Waltham Parish Council

Appendix 1

ACTION PLAN & OUTCOMES FOLLOWING THE PARISH COUNCIL ORDINARY MEETING HELD ON 20th DECEMBER 2022

Prioritised action points highlighted in green.

MINUTE REF	ACTION	RESP	OUTCOME / COMMENTS
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	
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 168 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. 	DY 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			
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	
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	
FROM MEETING HELD ON 15th NOVEMBER 2022			
140/FC/08/22-23	<ul style="list-style-type: none"> Update the password on the NWPC laptop. 	Clerk	On hold
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 	GC GC	
144/FC/08/22-23	<ul style="list-style-type: none"> Liaise with Project Manager on obtaining quotes for essential works to the pond Obtain referral from former Clerk on drainage map for pond area 	Clerk Clerk	Ongoing
FROM MEETING HELD ON 20th DECEMBER 2022			
158/FC/09/22-23	Prepare and issue the minutes from 15 th November 2022 for the Chair to sign.	Clerk	Completed
160/FC/09/22-23 (a)	Incorporate edits to Health and Safety Policy document for review at January meeting.	GC	

160/FC/09/22-23 (b)	Prepare and update minute reference on Training and Development Policy for Chair to sign.	Clerk	Completed
161/FC/09/22-23	Circulate budget to be reviewed at additional meeting on 10 th January 2023.	GC	Completed
161/FC/09/22-23	Check paperwork required for budget submission and if it will need signing at next meeting.	Clerk	Precept needs to be applied for by 31 Jan 2023. Needs to be signed by Chair plus 2 PC members on 17 th Jan meeting.
162/FC/09/22-23	Deliver training to the Clerk on how to use new website back-end system.	GC	
	Record and file paperwork regarding the contract with the new email provider.	Clerk	
163/FC/09/22-23	Clerk to invite pond Project Manager to attend the next ordinary meeting to give an update.	Clerk	Invited. Awaiting response.
164/FC/09/22-23	Talk to Kate Houldsworth, Parish Magazine Editor, to establish scope for involvement of NWPC with the magazine.	GC	
	Approach Norh Waltham Facebook Page owners to see if Clerk can be granted admin rights.	Clerk	Completed
	Once website updated, promote newsletter in Parish Magazine.	Clerk	Completed
165/FC/09/22-23	Apply for extension for replies to application 22/02432/FUL Land adjacent to the Old Hall at Popham Lane.	Clerk	Completed
167/FC/09/22-23 (a)	Apply for bank Multipay card	Clerk	
	Process approved payments	Clerk	Completed
167/FC/09/22-23 (c)	Prepare Q3 Summary.	Clerk	Completed
	Upload Q2 Summary to website and update audit file.	Clerk	
	Prepare 2023-2024 cashbook	GC	
168/FC/09/22-23 (a)	Contact contractors to establish if they would be able to fit litter bin.	Clerk	Completed
	Confirm HCC agreement to manage waste for proposed new litter bin on Steventon Road.	Clerk	Completed
168/FC/09/22-23 (d)	Liaise with Bob Berry Fencing to arrange fixing of village approach gates	Clerk	Accepted. They will reply with a date to start works shortly. Last email 03/01/23.
168/FC/09/22-23 (f)	Contact the Lengthsmen to share the required work list.	Clerk	Completed
169/FC/09/22-23 (b)	Report a pothole located near the shop to Hampshire County Council.	Clerk	Completed
172/FC/09/22-23	Prepare an update on the website to be included to the Parish magazine submission	GC	Completed
	Prepare and submit required articles to the Parish magazine	Clerk	Completed
ACTIONS ARISING FROM CORRESPONDANCE			
	Update defibrillator location - It was noted that on the British Heart Foundation website our defibrillator was listed as being at the former Clerk's house address.	Clerk	Completed
	Redeclaration with pensions regulator	Clerk	Completed
	Appeal late penalty notice received by HMRC	Clerk	

Appendix 2

CURRENT PLANNING APPLICATIONS

B/F	19/02018/FUL Granted	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	20/02516/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	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	22/02432/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. Amended plans received 18/12/22.
B/F	22/00668/RET Granted	Land at Marsh Meadow, Fox Lane, North Waltham Change of use of land to residential and siting of a mobile home.
B/F	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)
B/F	22/03167/HSE	Oaklands Roof alterations to front & rear dormers replacing flat roofs with pitched tiled roofs, erection of a front porch and conversion of carport to garage.
B/F	22/03179/HSE	No.1 Cold Harbour Proposed extension to replace conservatory and side covered area to create annex at ground floor with first floor addition to create additional bedroom.

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

To acknowledge the receipt of payments made since the last Ordinary Meeting (OM) on 20/12/22

DATE	RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL

To acknowledge the payment of standing orders, direct debits and charges since the last OM on 20/12/22

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
28/12/22	Hayley Thomas	Expenses: Zoom December payment and Microsoft 365 subscription	£74.38	£74.38
28/12/22	NW Village Trust	Website (50% of 1 st payment to EngageIT)	£500.00	£500.00
28/12/22	WEL Medical	Defibrillator replacement battery	£160.00 £32.00	£192.00
31/12/22	Unity Bank	Service charge	£18.00	£18.00
03/01/23	Hayley Thomas	S/O Salary	£372.05	£372.05
03/01/22	Hayley Thomas	S/O Allowance	£26.00	£26.00
06/01/22	Geoff Chapman	Expenses: Clerk advertisement and flowers	£97.00	97.00

To acknowledge the Multipay card payments made since the statement dated 20/12/22

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL

To approve the following payment(s)

INVOICE DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
15/01/23	Hayley Thomas	Expenses – Zoom January payment	£14.39	£14.39
30/12/22	NW Village Trust	Website (50% of 2 nd payment to Engage IT)	£1182.38	£1182.38

Appendix 4**SCHEDULE OF CORRESPONDENCE**

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

Correspondence from BDBC

- 22/12/22 Response from Sue Tarvit RE: Extension for comments on planning application 22/02432/FUL
- 22/12/22 Development Control viewing session scheduled for Friday 6th January 2023 - Viewing Reasons and Viewing Schedule
- 09/11/23 2023-24 Council Tax Base from Paul Bonner

Correspondence from HCC

- 21/12/22 Hampshire Climate Change Community Action event invitation#
- 30/12/22 Passenger Transport Forum January 2023
- 09/01/22 HCC January Report from Cllr Juliet Henderson
- 11/01/22 Future Transport Mitigation to the South West of Basingstoke - Parish session invitation

Other correspondence

- 21/12/22 Paul Winstone correspondence with HCC regarding pond refurbishment

Newsletters

- 20/12/22 Rural Services Network: The Rural Bulletin - 20 December 2022
- 20/12/22 Public Service Executive: Public Sector legal services | Shaping the future of social value
- 04/01/23 HCC Your Hampshire Newsletter
- 04/01/23 Rural Services Network: The Rural Bulletin - 4 January 2023
- 10/01/23 Rural Services Network: The Rural Bulletin - 10 January 2023
- 11/01/23 Rural Services Network: Rural Funding Digest - January 2023 Edition