

**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](mailto:clerk@northwaltham.info)**To: Members of North Waltham Parish Council**

You are summoned to attend the North Waltham Parish Council Ordinary Meeting on **Tuesday 18<sup>th</sup> April 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

**01/FC/  
01/23-24****Apologies for Absence****02/FC/  
01/23-24****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.

**03/FC/  
01/23-24****Meeting open to the Public**

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

**04/FC/  
01/23-24****Minutes**

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

- the Ordinary Meeting held on 21<sup>st</sup> March 2023

Approved minutes are available to view at <https://www.northwaltham.net/parish-council/meetings/>**05/FC/  
01/23-24****Action Plan and Outcomes following the meeting held on 21<sup>st</sup> March 2023 – Appx 1**

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

**06/FC/  
01/23-24****Policies and Key Documents**

The Parish Council to review the Policy and Key Documents Schedule for 2023-2024 plus the meeting dates for 2023-2024.

**07/FC/  
01/23-24****Pond Refurbishment Project**

To discuss the pond refurbishment and fundraising.

**08/FC/  
01/23-24****Communications and website**

To discuss how the Parish Councils shares information with residents.

**09/FC/  
01/23-24****Current Planning Applications**

To note the status of current planning applications and discuss the following recent applications:

- 23/00708/HSE, 10 Cold Harbour
- 23/00813/LBC and 23/00845/HSE, 1 The Green

Full list in Appendix 2. Documents can be viewed at <https://planning.basingstoke.gov.uk/online-applications/>**10/FC/  
01/23-24****Planning Compliance Issues**

To receive an update on outstanding compliance issues.

**11/FC/  
01/23-24****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 Q4 summary
  - To receive the 2022-2023 cash book

**12/FC/  
01/23-24** **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**  
(f) **Litter Picking**

**13/FC/  
01/23-24** **Highways and Roads**  
To receive an update on the following:

- (a) **Traffic issues**  
To discuss traffic issues.  
(b) **Potholes and other highways maintenance**  
(c) **Other miscellaneous issues**

**14/FC/  
01/23-24** **Correspondence** – see Appendix 4

- To acknowledge correspondence received since the meeting on 21<sup>st</sup> March 2023.
- To discuss any issues arising from correspondence not covered elsewhere on the agenda.

**15/FC/  
01/23-24** **Councillors' Announcements**

**16/FC/  
01/23-24** **Items for insertion in the Parish Magazine** (*final copy date 26<sup>th</sup> April 2023*)

**17/FC/  
01/23-24** **Date of Next Meeting**  
To confirm the date of the next Ordinary Meeting scheduled for 16<sup>th</sup> May 2023.

Signed:

Clerk to North Waltham Parish Council

## Appendix 1

**ACTION PLAN & OUTCOMES FOLLOWING THE PARISH COUNCIL ORDINARY MEETING HELD ON 21<sup>st</sup> February 2023**

Prioritised action points highlighted in green.

MINUTE REF	ACTION	RESP	OUTCOME / COMMENTS
<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	
<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	
<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
<b>FROM MEETING HELD ON 17<sup>th</sup> MAY 2022</b>			
049/FC/02/22-23 (h)	<ul style="list-style-type: none"> <li>Discuss with one of the school governors the possibility of involving the school in the next village litter pick.</li> </ul>	GC	
<b>FROM MEETING HELD ON 21<sup>st</sup> JUNE 2022</b>			
066/FC/03/22-23	<ul style="list-style-type: none"> <li>Contact HCC to establish the extent of the adopted highway in Barley View.</li> <li>Contact the Land Registry to find out who is the owner of the road areas in Barley View.</li> </ul>	DY Clerk	Hold until HCC response.
<b>FROM MEETING HELD ON 18<sup>th</sup> OCTOBER 2022</b>			
123/FC/07/22-23	<ul style="list-style-type: none"> <li>Establish the ownership of the various parcels of land along Steventon Road where hedges are encroaching on footpaths and public rights of way.</li> <li>Produce an updated version of the village maintenance plan.</li> <li>Contact the owner of the Forge in order to discuss its current overgrown condition.</li> </ul>	GC/DJ GC/DJ GC	
<b>FROM MEETING HELD ON 15<sup>th</sup> NOVEMBER 2022</b>			
144/FC/08/22-23	<ul style="list-style-type: none"> <li>Obtain referral from former Clerk on drainage map for pond area</li> </ul>	Clerk	
<b>FROM MEETING HELD ON 20<sup>th</sup> DECEMBER 2022</b>			
162/FC/09/22-23	Record and file paperwork regarding the contract with the new email provider.	Clerk	
164/FC/09/22-23	Talk to Kate Houldsworth, Parish Magazine Editor, to establish scope for involvement of NWPC with the magazine.	GC	
<b>FROM MEETING HELD ON 21<sup>st</sup> FEBRUARY 2023</b>			
205/FC/11/22-23	Share information regarding former pond liner with pond project manager.	GC	
211/FC/11/22-23	Prepare Q4 summary	Clerk	Complete
213/FC/11/22-23 (c)	Contact Southern Water regarding tanker route via North Waltham	Clerk	
216/FC/11/22-23	Release official notice on 24 <sup>th</sup> March of the upcoming Parish election.	Clerk	Complete
<b>FROM MEETING HELD ON 21<sup>st</sup> FEBRUARY 2023</b>			
222/FC/12/22-23	Prepare and issue the minutes from 21 <sup>st</sup> February 2023 for the Chair to sign.	Clerk	Complete
224/FC/12/22-23 (b)	Prepare and issue the approved the approved Disciplinary and Grievance Policies for the Chair to sign.	Clerk	Complete

<b>224/FC/12/22-23 (b)</b>	Update website with the latest approved policies	Clerk	
<b>226/FC/12/22-23</b>	Prepare Parish Councillor recruitment flyer.	GC	Complete
<b>227/FC/12/22-23 (b)</b>	Update agenda format to list the planning applications to be discussed at each meeting under the 'Current Planning' item.	Clerk	Complete
<b>229/FC/12/22-23 (a)</b>	Arrange payments to Bob Berry Fencing and the Village Trust for King's Coronation celebration.	Clerk	Complete
<b>231/FC/12/22-23 (b)</b>	Raise issue around pothole repairs to be raised with our local Hampshire County Councillor	Clerk	
<b>231/FC/12/22-23 (c)</b>	Approach landowners regarding hedge cutting on Maidenthorne and Popham Lane.	Clerk	
<b>232/FC/12/22-23</b>	Confirm access to NWPC email service for all councillors	DY	
<b>234/FC/12/22-23</b>	Prepare and submit article for Parish Magazine	Clerk	Complete

## Appendix 2

## CURRENT PLANNING APPLICATIONS

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	22/01050/HSE Undecided	<b>Holly Cottage, Chapel Street, North Waltham</b> Replacement of existing plain roof tiles and interlocking concrete roof tiles with slates.
B/F	22/02432/FUL Undecided	<b>Land adjacent The Old Hall, Popham Lane, North Waltham</b> Erection of 1 no. dwellinghouse with new access from Popham Lane together with car parking and hard and soft landscaping. <b>Amended plans received 18/12/22.</b>
B/F	23/00064/HSE Undecided	<b>Up Street, Yew Tree Road</b> Alterations to external fabric of the building, including thatching and chimney. Proposed internal alterations to house, addition of roof-lights to rear elevation and alterations to rear and side elevation.
B/F	23/00204/ROC Undecided	<b>Old School House, Mary Lane</b> Variation of condition 1 (approved drawings) of permission 20/00221/FUL to allow raising of eaves/ridge to a similar level to that approved for the existing property (part retrospective).
B/F	23/00159/HSE Granted	<b>5 Primrose Close</b> Erection of a front single storey conservatory
B/F	23/00378/FUL Undecided	<b>North Waltham Business Centre, M3 Self Storage</b> Provision of additional storage containers above existing containers
B/F	23/00319/HSE Undecided	<b>The White Cottage</b> Erection of two storey side extension with the demolition of outbuilding
B/F	23/00532/HSE Undecided	<b>22 St Michaels Close</b> Extend the existing garage forward. Remove flat roof above existing garage and kitchen and replace with a tiled pitched roof and internal alterations
B/F	T/00102/23/TCA Undecided	<b>The Old Police House</b> English Yew (T1) Fell to coppice height. Encroaching on property. English Yew (T2) Monolith to a height of 2.5 metres to create a hedge. English Yew (T3) Monolith to a height of 2.5 metres to create a hedge. English Yew (T4) Reduce English Yew on one side by 1.5 metres. English Oak (T5) Reduce English Oak by 2 metres on half of the tree to match up with work done on the other side.
B/F	T/00106/23/TCA Undecided	<b>The Rectory, Church Road</b> To cut the Laurel hedge and all overhanging branches to the boundary fence to free the existing fruit tree.
B/F	23/00634/FUL Undecided	<b>The Crematorium</b> Erection of single storey front and rear extensions to crematorium and relocation of fuel storage
NEW	T/00125/23/TCA	<b>Lamorna, Mary Lane</b> 10. Cyprus fell.
NEW	23/00708/HSE	<b>10 Cold Harbour</b> Proposed Parking Spaces in Front Garden with Dropped Kerb.
NEW	T/00138/23/TCA	<b>9 Cuckoo Close</b> Twisted Willow tree: reduce to leave a finished height of 4m with a spread of 3.5m
NEW	23/00813/LBC	<b>1 The Green</b> Internal works comprising exploratory work to Victorian fireplace, removal of cementitious materials, Installation of fire barrier in loft between properties. External works comprising raising chimney height, brickwork repairs, repainting windows and doors and reglazing
NEW	23/00845/HSE	<b>1 The Green</b> Increasing height of chimney

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

To acknowledge the receipt of payments made since the last Ordinary Meeting (OM) on 21/03/2023

DATE	RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL
31/03/23	Unity Trust	Interest	£186.50	£186.50

To acknowledge the payment of standing orders, direct debits and charges since the last OM on 21/03/23

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
28/03/23	Bob Berry Fencing	Works to Village approach gates	£764.00 £152.80	£916.80
28/03/23	NW Village Trust	Grant payment – King's coronation celebration (payment 1 of 2)	£700	£700
31/03/23	Unity Trust	Quarterly service fee	£18.00	£18.00
31/03/23	Hayley Thomas	S/O Salary	£372.05	£372.05
31/03/23	Hayley Thomas	S/O Allowance	£26.00	£26.00

To acknowledge the Multipay card payments

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL

To approve the following payment(s)

INVOICE DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
03/04/2023	HALC	Affiliation fees	£357.61	£357.61
12/04/2023	David Young	Expenses – Mail hosting fee (£4.80/ month x 5 months )	£24	£24

## Appendix 4

### SCHEDULE OF CORRESPONDENCE

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

#### Correspondence from BDBC

- BDBC Target list for 29/03/2023 DC COMMITTEE – 21/03/23 (not circulated due to relevance.)
- Development Control - Target list for 12 April 2023 DC Committee 22/03/23
- BDBC Planning Application Consultation for 23/00064/HSE Up Street amended plans – 23/03/23
- BDBC Planning Application Consultation for 23/00065/LBC Up Street amended plans – 23/03/23 (not circulated as identical to earlier plan)
- BDBC Notice of Election – 23/03/23
- Development Control – Update 29/03/2023 DC COMMITTEE – 23/03/2023
- BDBC Jenie Oakley response to query on planning application 23/00065/LBC – 23/03/23
- (not circulated due to relevance.)
- Jack Grounds – Elections Team - Parish Council nomination papers – 24/03/23 (not circulated. Content relayed to NWPC)
- BDBC Planning Application Consultation for T/00124/23/TCA The Cemetery, Dummer – 27/03/23
- BDBC Planning Application Consultation for T/00125/23/TCA Lamorna, Mary Lane – 27/03/23
- Electoral Register for North Waltham 2023 – 27/03/23
- BDBC Planning Application Consultation for 23/00708/HSE at 10 Cold Harbour – 28/03/2023
- Development Control: Site Visit Thursday 6th April 2023 - Viewing Reasons and Viewing Schedule – 31/03/2023 (not circulated due to relevance)
- BDBC planning Application Consultation for T/00138/23/TCA at 9 Cuckoo Close – 03/04/2023
- BDBC Cllr Paul Gaskell: Government Support for Oil Heating – 03/04/2023
- Road closure notice - North Waltham Street Party 7 May 2023 – 052978 – 04/04/2023
- BDBC Mayoral Coordinator - Celebrating the Coronation of His Majesty King Charles III and Her Majesty The Queen Consort – (not circulated. Replied with details of street party.)- 04/04/2023
- BDBC Planning Application Consultation for 23/00813/LBC at 1 The Green – 06/04/2023
- BDBC Planning Application Consultation for 23/00845/HSE at 1 The Green – 06/04/2023
- BDBC Hayley Kelley Planning Application Consultation for 23/00708/HSE at 10 Cold Harbour – Comments extension – 11/04/2023

#### Correspondence from HCC

- HCC April Report Juliet Henderson – 03/04/2023
- HCC Juliet Henderson - Coronation Grants – 04/04/2023
- HCC Juliet Henderson - Pothole Repairs- Update from Cabinet Member Highways – 06/04/2023

#### Correspondence from HALC

- Year end and audit 2022/23 - update for Clerks and RFOs – 24/03/2023
- LCPD Newsletter Spring 2023 – 28/03/2023

#### Other correspondence

- Ian Hobbs email regarding obituary for Maud Hobbs – 21/03/2023 (not circulated but posted on village website.)
- BDO - BDO LLP – Limited Assurance Regime 2022-23 – 24/03/2023 (not circulated as for RFO)
- Malcolm Knight, NW Village Trust – Confirmation of grant receipt – 29/03/2023 (not circulated.)
- BDO – Limited Assurance Regime – 5% Selection for Intermediate Audit – 05/04/2023
- Philip Cawley – Allotment plot request – (not circulated due to relevance.) – 07/04/2023

#### Newsletters

- RSN: The Rural Bulletin – 21/03/23
- HCC: Your Hampshire 23/03/23
- Keep Britain Tidy 24/03/23
- RSN: The Rural Bulletin – 28/03/23
- HMRC Payroll tasks – 24/03/2023 (not circulated as for RFO)
- Police and Crime Commissioner, Hampshire and IoW Monthly Newsletter – 03/04/2023
- The Rural Bulletin - 4 April 2023 – 04/04/2023
- RSN Rural Funding Digest - April 2023 Edition – 05/04/2023
- HCC: Your Hampshire 06/04/23
- Business in Basingstoke Bulletin - April 2023 11/04/2023
- RSN: The Rural Bulletin - 12 April 2023