

**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**MINUTES OF THE ORDINARY MEETING****Tuesday 21st February 2023 at 7.30pm at the Rathbone Pavilion, Cuckoo Meadow****Councillors present:**

Cllr Geoff Chapman (GC) – Chair, Cllr Yann Caironi (YC), Cllr Judith McGinley (JMG), Cllr Bill Preston (BP), Cllr David Young (DY) and Hayley Thomas (Clerk).

**Actions
for:****Welcome and Introduction by the Chairman****199/FC/ Apologies for Absence****11/22-23** Apologies were received from Cllr David James (DJ), HCC Cllr Juliet Henderson and Cllr Diane Taylor.
Cllr Peter Waggett (PW) was not present.**200/FC/ Declarations of Interest****11/22-23** There were no declarations of interest.**201/FC/ Meeting open to the Public****11/22-23** There were three members of public in attendance at the meeting.**202/FC/ Minutes****11/22-23** The meeting minutes from the Ordinary Meeting held on 17th January were approved.**ACTION:**

- Prepare and issue the minutes from 17th January 2023 for the Chair to sign.

ClerkApproved minutes are available to view at <https://www.northwaltham.net/parish-council/meetings/>**203/FC/ Action Plan and Outcomes following the meetings held on 17th January 2023.****11/22-23** All action points reviewed. Action points still in progress listed in Appendix 1.**204/FC/ Policies and Key Documents****11/22-23**

- (a) The Parish Council formally reviewed and approved the Business Continuity Plan.

205/FC/ Pond Refurbishment Project**11/22-23** The Project Manager for the Pond Refurbishment was in attendance and presented the NWPC with a report on options and approximate costings for the refurbishment project.**206/FC/ Communications Strategy****11/22-23** The NWPC website and newsletter have been promoted in the Parish Magazine and efforts are being made to improve NWPC reach on social media.**207/FC/ Current Planning Applications****11/22-23** Current planning applications were noted; the NWPC had no comment. Full list in Appendix 2.Documents can be viewed at <https://planning.basingstoke.gov.uk/online-applications/>**208/FC/ Village Charity Trust****11/22-23** An update on the organisation and recent change in leadership was provided.**209/FC/ King's Coronation****11/22-23**

Representatives for the proposed community celebration marking the King's Coronation in May were in attendance and provided more details on their grant application. It was agreed that a grant would be provided from the NWPC Community grant fund.

210/FC/ 11/22-23 Planning Compliance Issues

There are currently no compliance issues requiring NWPC comment.

211/FC/ 11/22-23 Finance

(a) Receipts and Payments – see Appendix 3

There were no receipts since the last meeting.

Council acknowledged payments for standing orders, direct debits and other payments.

Council approved two payments to the Village Trust for £100 meeting venue hire and £37.80 website payment respectively.

Clerk is awaiting issuance of Multipay bank Card.

(b) Bank Balances

As of 20th February 2023, the bank balances were:

Current account: £17,681.55

Deposit account: £39,738.60

212/FC/ 11/22-23 Village Maintenance Matters

Updates were given regarding the following:

(a) General Maintenance

Works to the village approach gates have been agreed and is due to commence w/c 27th February.

(b) St Michael's Green

No update.

(c) Plan for village trees

No update.

(d) Footpaths/Gates

Preparations are underway for a new litter bin on Steventon Road.

(e) Lengthsman

The work to be requested for the next visit, scheduled 02/03/23, was discussed and agreed. The renewal of the Lengthsman contract was approved.

(f) Litter Picking

No update.

213/FC/ 11/22-23 Highways and Roads

Updates were given regarding the following:

(a) Traffic issues

No update.

(b) Potholes and other highways maintenance

A number of potholes in the village have been reported and fixed.

(c) Other miscellaneous issues

An update is to be obtained regarding the sewage treatment tankers route via the village and the expected continued duration of this.

214/FC/ 11/22-23 Correspondence – see Appendix 4

Council acknowledged correspondence received since the meeting on 17th January 2023.

215/FC/ 11/22-23 Councillors' Announcements

None.

216/FC/ 11/22-23 Elections

An official notice of the next Parish election is to be released on 24th March. All current and potential Councillors are to submit nomination papers once announced.

Councillors Geoff Chapman, Yann Caironi and Bill Preston confirmed that they will not be standing for re-election at the Parish Council election later this year.

217/FC/ 11/22-23 Items for insertion in the Parish Magazine (final copy date 22nd February 2023)

In addition to the normal items, an update on the pond is to be included in our monthly article.

218/FC/ 11/22-23 Date of Next Meeting

The next Ordinary Meeting is scheduled for 21st March 2023.

Signed:

Chair to North Waltham Parish Council

Appendix 1

ACTION PLAN & OUTCOMES FOLLOWING THE PARISH COUNCIL ORDINARY MEETING HELD ON 17th JANUARY 2023

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	Awaiting Multipay card to process.
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.
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			
144/FC/08/22-23	<ul style="list-style-type: none"> Obtain referral from former Clerk on drainage map for pond area 	Clerk	
FROM MEETING HELD ON 20th DECEMBER 2022			
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	
167/FC/09/22-23 (a)	Apply for bank Multipay card	Clerk	Applied. Awaiting receipt of card.
167/FC/09/22-23 (c)	Prepare 2023-2024 cashbook	GC	
168/FC/09/22-23 (d)	Liaise with Bob Berry Fencing to arrange fixing of village approach gates	Clerk	Works to commence mid/ late Feb.
FROM MEETING HELD ON 21st FEBRUARY 2023			
202/FC/11/22-23	Prepare and issue the minutes from 17 th January 2023 for the Chair to sign.	Clerk	
204/FC/11/22-23 (a)	Prepare and issue the approved the Business Continuity Plan for the Chair to sign.	Clerk	
204/FC/11/22-23 (a)	Update website with the latest approved policies	Clerk	
205/FC/11/22-23	Share information regarding former pond liner with pond project manager.	GC	
208/FC/11/22-23	Respond to Village Charity Trust regarding NWPC representative	Clerk	

209/FC/11/22-23	Obtain and circulate the estimated costs for the Coronation street party.	Clerk	
209/FC/11/22-23	Reply to Coronation party organisers confirming success of grant application	Clerk	
211/FC/11/22-23	Prepare Q4 summary	Clerk	
212/FC/11/22-23 (e)	Submit renewal of Lengthsman contract	Clerk	
212/FC/11/22-23 (e)	Contact local tree surgeons to see if they can clear up debris and branches left behind bus shelter from Lengthsman's prior visit.	Clerk	
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 th March of the upcoming Parish election.	Clerk	
217/FC/11/22-23	Prepare Parish Magazine submission	Clerk	

Appendix 2

CURRENT PLANNING APPLICATIONS

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 Granted	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	22/02934/ROC Granted	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 Granted	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 Granted	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.
NEW	23/00064/HSE	Up Street, Yew Tree Road 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.
NEW	T/00034/23	20 Cuckoo Close Crown reduce a crab apple by 2/3metres leaving approx. finished height of 3.5m with a crown spread (radius) of 3.5m. Fell small Yew tree. Crown reduce willow by 2/3metres leaving approx. finished height of 4m with a crown spread (radius)of 3.5m.
NEW	23/00204/ROC	Old School House, Mary Lane 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).
NEW	T/00039/23/TCA	5 Cuckoo Close Reduce large Cherry tree adjacent to boundary hedge. Heavily overgrown and crown requires reducing is size by 3m all over. Excess growth overhangs the public footpath and is currently growing into overhead cables. Reduce 3 x Silver Birch by 2m to avoid overhead cables.
NEW	23/00159/HSE	5 Primrose Close Erection of a front single storey conservatory
NEW	23/00378/FUL	North Waltham Business Centre, M3 Self Storage Provision of additional storage containers above existing containers
NEW	23/00319/HSE	The White Cottage, Popham Erection of two storey side extension with the demolition of outbuilding

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

To acknowledge the receipt of payments made since the last Ordinary Meeting (OM) on 17/01/23

DATE	RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL

To acknowledge the payment of standing orders, direct debits and charges since the last OM on 17/01/23

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
21/01/23	Village Trust	Website (50% of total)	£1182.38	£1182.38
31/01/23	Hayley Thomas	S/O Salary	£372.05	£372.05
31/01/22	Hayley Thomas	S/O Allowance	£26.00	£26.00
16/02/22	Lloyds	Direct Debit – Service Fee	£3.00	£3.00

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
	Village Trust	Clubnet remaining payment (50% of total) Proposed: GC, Seconded: JMG	£37.80	£37.80
	Village Trust	Venue Hire Proposed: GC, Seconded: JMG	£100.00	£100.00

Appendix 4

SCHEDULE OF CORRESPONDENCE

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

Correspondence from BDBC

- 26/01/23 Information for Parish Clerks- Elections from Beth James
- 26/01/23 Tree work consultation: 20 Cuckoo Close T/00034/23/TCA
- 27/01/23 Planning Application Consultation for 23/00204/ROC at Old School House
- 31/01/23 Amended Viewing Panel Schedule - 03/02/2023 (not circulated as no sites listed in our Parish)

Correspondence from HCC

- 24/01/23 Highways Update Cabinet Member for Highways Cllr Nick Adams-King from Cllr Juliet Henderson
- 25/01/23 Future Transport Mitigation to the South West of Basingstoke - Parish session from Samuel Whitfield, Principal Transport Planner
- 27/01/23 Lengthsman Scheme Update from Cllr Juliet Henderson
- 03/02/23 Hampshire Climate Change Action event resources
- 05/03/23 HCC February Report - Cllr Juliet Henderson
- 06/03/23 Your Hampshire newsletter

Correspondence from HALC

- 23/01/23 HALC: King's Coronation Saturday 6th May 2023
- 27/01/23 HALC: January Newsletter
- 03/02/23 HALC: Guidance for local council elections May 2023
- 07/02/23 HALC: EGM Agenda - 23rd February 2023

Other correspondence

- 18/01/23 Grant application for Coronation Street Party from Linda Robinson
- 19/01/23 Pond Update from Paul Winstone
- 19/01/23 Lengthsman work update from Emma Mackley, RP Gardening
- 20/01/23 Village Charity Trustee retirement: Margaret Carter from Keith Evans
- 10/02/23 Eleanor Greene (Dothenumbers) RE: HALC EGM (not circulated to NWPC as they have already received and discussed information on HALC EGM.)
- 10/02/23 Simon Preedy: Land for sale in NW

Newsletters

- 17/01/23 Basingstoke Biz: Business in Basingstoke Bulletin - January 2023
- 17/01/23 Public Sector Executive: Council funding increase is essential for local communities
- 17/01/23 RSN: The Rural Bulletin - 17 January 2023
- 23/01/23 HCC: Your Hampshire
- 31/01/23 RSN: The Rural Bulletin - 31 January 2023
- 31/01/23 Office of the Police and Crime Commissioner: Monthly newsletter
- 01/02/23 RSN Rural Funding Digest - February 2023 Edition
- 07/02/23 RSN: The Rural Bulletin – 7 February 2023
- 07/02/23 Basingstoke Biz: Business in Basingstoke Bulletin - February 2023

Received after agenda issued

- 14/02/23 Hampshire Highways: Operation Resilience - Chapel Street, North Waltham - Drainage Investigation - Advance Work Notification
- 14/02/23 Cllr Juliet Henderson HCC February Report (not circulated as NWPC cc'd.)
- 15/02/23 BDBC Climate Change action from Cllr Hayley Eachus, Cabinet Member for Environment and Climate Action
- 15/02/23 Village Charity Trustee retirement from Keith Evans (not circulated as info shared in earlier email.)

- 16/02/23 BDBC Planning Application Consultation for 23/00319/HSE at White Cottage, Popham Lane
- 16/02/23 BDBC Electoral Services: Parish Candidates and Clerks Briefing slides and nomination pack
- 17/02/23 BDBC Target List for Development Control Committee 8th March 2023 from Lisa Souden
- 17/02/23 Hampshire Hospitals Health Focus: The power of research event registration reminder (not circulated)
- 17/02/23 BDBC Planning Application Consultation for 23/00378/FUL at North Waltham Business Centre, M3 Storage.