

**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)**MINUTES OF THE ORDINARY MEETING****Tuesday 21<sup>st</sup> March 2023 at 7.30pm at the Rathbone Pavilion, Cuckoo Meadow****Councillors present:**

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

**Actions  
for:****Welcome and Introduction by the Chairman****219/FC/ Apologies for Absence**

12/22-23 Cllr Yann Caironi (YC), BDBC and HCC Councillors were not present.

**220/FC/ Declarations of Interest**

12/22-23 There were no declarations of interest.

**221/FC/ Meeting open to the Public**

12/22-23 There were no members of public in attendance at the meeting.

**222/FC/ Minutes**

12/22-23 The meeting minutes from the Ordinary Meeting held on 21<sup>st</sup> February were approved.

**ACTION:**

- Prepare and issue the minutes from 21<sup>st</sup> February 2023 for the Chair to sign.

**Clerk**

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

**223/FC/ Action Plan and Outcomes following the meetings held on 21<sup>st</sup> February 2023.**

12/22-23 All action points reviewed. Action points still in progress listed in Appendix 1.

**224/FC/ Policies and Key Documents**

12/22-23

- (a) The Parish Council formally reviewed and approved the Disciplinary Policy
- (b) The Parish Council formally reviewed and approved the Grievance Policy.

**ACTION:**

Prepare and issue the approved Disciplinary and Grievance Policies for the Chair to sign.

**Clerk****225/FC/ Pond Refurbishment Project**

12/22-23 No update.

**226/FC/ Communications Strategy**

12/22-23 The NWPC has effectively established a presence on several suitable marketing platforms. The next step is to continue to proactively post content on these channels to better engage with village residents.

There will be some important communications to be circulated in the next few weeks regarding a potential Parish Council election in May. In addition to our normal marketing channels, the NWPC will also do a house-to-house flyer drop to recruit new Parish Councillors.

**ACTION:**

Prepare Parish Councillor recruitment flyer.

GC

**227/FC/ Current Planning Applications**

**12/22-23**  
**(a)** 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/>

**(b)** Changes are to be made to the format of meeting agendas so that the agenda will list the specific planning applications to be discussed at each meeting under the 'Current Planning' item in addition to the planning list in appdx 2. This will enable residents to better identify which applications will be discussed at each meeting.

Further planning meetings will continue to be held as and when required for planning applications which require comment prior to the next scheduled NWPC ordinary meeting. This allows applicants, agents and interested parties to voice their feedback on planning applications.

**ACTION:**

Update agenda format

Clerk

**228/FC/ Planning Compliance Issues**

**12/22-23** There are currently no compliance issues requiring NWPC comment.

**229/FC/ Finance****12/22-23**

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

There were no receipts since the last meeting.

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

The Council approved two payments:

1. Payment of £916.80 to Bob Berry Fencing on completion of work to village approach gates.
2. Grant Payment of £700 to the Village Trust for King's Coronation celebration

The clerk has received the Multipay bank Card and can now make payments on the NWPC behalf.

**(b) Bank Balances**

As of 20<sup>th</sup> March 2023, the bank balances were:

Current account: £17,139.70

Deposit account: £39,738.60

**230/FC/ Village Maintenance Matters**

**12/22-23** Updates were given regarding the following:

**(a) General Maintenance**

No update.

**(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.

Works to village approach gates is complete.

**(e) Lengthsman**

The Lengthsman contract was renewed.

**(f) Litter Picking**

No update.

**231/FC/ Highways and Roads****12/22-23** 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. It was noted that recent efforts to fix the potholes, do not seem to be hardwearing and repairs are often only lasting a matter of weeks. This is particularly problematic in St Michael's Close and by the Village Pond.

**ACTION:**

Issue to be raised with our local Hampshire County Councillor

Clerk

**(c) Other miscellaneous issues**

A response has yet to be received by South East Water regarding the sewage treatment tankers route via the village. Continuing investigation will go into this matter.

There has been significant hedgerow growth on both Maidenthorne Lane and Popham Lane.

Clerk

**ACTION:**

Approach landowners regarding hedge cutting.

**232/FC/ Correspondence – see Appendix 4****12/22-23** Council acknowledged correspondence received since the meeting on 21<sup>st</sup> February 2023.

It was noted that some councillors have not yet had access to the new NWPC email service.

DY

**ACTION:**

Confirm access to NWPC email service for all councillors

**233/FC/ Councillors' Announcements****12/22-23** None.**234/FC/ Items for insertion in the Parish Magazine (final copy date 22<sup>nd</sup> March 2023)****12/22-23** In addition to the normal items, an explanation on Council Tax and the North Waltham precept is to be included in our monthly article.**235/FC/ Date of Next Meeting****12/22-23** The next Ordinary Meeting is scheduled for 18<sup>th</sup> April 2023.Signed:  
Council

Chair to North Waltham Parish

## 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	
213/FC/11/22-23 (c)	Contact Southern Water regarding tanker route via North Waltham	Clerk	Emailed 06/03/2023. Awaiting reply. Chased on 20/02/2023.
216/FC/11/22-23	Release official notice on 24 <sup>th</sup> March of the upcoming Parish election.	Clerk	
<b>FROM MEETING HELD ON 21<sup>st</sup> FEBRUARY 2023</b>			

<b>222/FC/12/22-23</b>	Prepare and issue the minutes from 21 <sup>st</sup> February 2023 for the Chair to sign.	Clerk	
<b>224/FC/12/22-23 (b)</b>	Prepare and issue the approved the approved Disciplinary and Grievance Policies for the Chair to sign.	Clerk	
<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	
<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	
<b>229/FC/12/22-23 (a)</b>	Arrange payments to Bob Berry Fencing and the Village Trust for King's Coronation celebration.	Clerk	
<b>231/FC/12/22-23 (b)</b>	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	

## 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	T/00034/23 Raise no objection	<b>20 Cuckoo Close</b> 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.
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	T/00039/23/TCA Raise no objection	<b>5 Cuckoo Close</b> 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.
B/F	23/00159/HSE Undecided	<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
NEW	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
NEW	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. Current height 7 metres current spread 3.5 metres afterwards will be 0.5 metres. English Yew (T3) Monolith to a height of 2.5 metres to create a hedge. Current height 8 metres current spread 5 metres afterwards will be 0.8 metres. English Yew (T4) Reduce English Yew on one side by 1.5 metres. Height not effected, current spread 5 meters will be reduced to 3.5 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. Current height 10 metres will be reduced to 8 metres Current spread is 10 metres will be reduced to 8 metres
NEW	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.
NEW	23/00634/FUL Undecided	<b>The Crematorium</b> Erection of single storey front and rear extensions to crematorium and relocation of fuel storage

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

The Council acknowledged the following payment of standing orders, direct debits and charges since the last OM on 21/02/23

<b>DATE</b>	<b>NAME OF PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>TOTAL</b>
27/02/23	NW Village Trust	Room hire	£100.00	£100.00
27/02/03	NW Village Trust	Clubnet payment	£37.80	£37.80
28/02/23	Hayley Thomas	S/O Salary	£372.05	£372.05
28/02/23	Hayley Thomas	S/O Allowance	£26.00	£26.00
16/03/23	Lloyds bank	Service fee	£3.00	£3.00

The following payment(s) were approved.

<b>INVOICE DATE</b>	<b>NAME OF PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>TOTAL</b>
Feb 23	Bob Berry Fencing	Works to Village approach gates	£764.00 £152.80	£916.80
n/a	NW Village Trust	Grant payment – King's coronation celebration (payment 1 of 2)	£700	£700

## Appendix 4

### SCHEDULE OF CORRESPONDENCE

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

#### Correspondence from BDBC

- BDBC Site Viewing schedule for Friday 3rd March 2023 - Updated Viewing Reasons and Viewing Schedule (not circulated as no longer effects premises within our jurisdiction.)
- Planning Application Consultation for 23/00532/HSE at 22 St Michaels Close – 6<sup>th</sup> March 2023
- BDBC Lynn Hunter reply to query re: planning application 23/00319/HSE - 8<sup>th</sup> March 2023
- Planning Application Consultation for T/00102/23/TCA The Old Police House - 9<sup>th</sup> March 2023
- Planning Application Consultation for 23/00319/HSE The Rectory - 13<sup>th</sup> March 2023
- BDBC Planning Policy: Update on the Ecchinswell, Sydmonton and Bishops Green Neighbourhood Plan – 13<sup>th</sup> March 2023 (not circulated due to relevance.)

#### Correspondence from HCC

- Cllr Juliet Henderson HCC Report March 2023 -8th March 2023

#### Other correspondence

- Wendy Simson, Candover Parish Council – Lengthsmen scheme and change to hours (not circulated, initial canvassing not yet relevant.) – 28<sup>th</sup> February 2023
- Bob Berry Fencing : Invoice – 28<sup>th</sup> February 2023
- Environment Public Notices: Return of Functions Notice - 3rd March 2023
- Lengthsman visit- works completed – 3<sup>rd</sup> March 2023
- Bob Berry Fencing : Invoice – Complaint response - 6th March 2023
- Industrial action (Junior Doctors) HHFT update – 10<sup>th</sup> March (not circulated due to relevance)
- Chris Mayne, Hampshire and IoW Trust – Lengthsman service enquiry – 14<sup>th</sup> March 2023 (not circulated due to relevance)
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#### Newsletters

- Rural Services Network: The Rural Bulletin – 21<sup>st</sup> February 2023
- HCC: Your Hampshire – 24<sup>th</sup> February 2023
- Rural Services Network: The Rural Bulletin – 28<sup>th</sup> February 2023
- Office of the Police and Crime Commissioner Newsletter – 28<sup>th</sup> February 2023 (not circulated)
- RSN Rural Funding Digest - March 2023 Edition – 1<sup>st</sup> March 2023
- CPRE Hampshire North Hants District Group Bluebell Walk fundraiser on Sat April 22nd 2023 (not circulated as not in our area.)
- Rural Services Network: The Rural Bulletin - 7 March 2023
- HCC: Your Hampshire – 9<sup>th</sup> March 2023
- Business in Basingstoke Bulletin – 9<sup>th</sup> March 2023

#### Correspondence received after the agenda was circulated

- BDBC Planning Application Consultation for 23/00634/FUL at the Crematorium – 16th March 2023
- HCC: Your Hampshire – all about your Council Tax – 17th March 2023
- BDBC Site Viewing schedule for Friday 3rd March 2023 - Updated Viewing Reasons and Viewing Schedule (not circulated as sites viewed not in our Parish.) - 17th March 2023
- South East Water: Strategic priorities for the next 25 years - 17th March 2023
- Keep Britain Tidy Newsletter – 17th March 2023 (not circulated)