



NORTH WALTHAM PARISH COUNCIL

Chairman: Mr Geoff Chapman

Clerk: Hayley Thomas

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MINUTES OF THE ORDINARY MEETING

Tuesday 18th April 2023 at 7.30pm at the Rathbone Pavilion, Cuckoo Meadow

Councillors present:

Cllr Geoff Chapman (GC) – Chair, Cllr David James (DJ), Cllr Bill Preston (BP), Cllr David Young (DY) and Hayley Thomas (Clerk).

**Actions
for:**

Welcome and Introduction by the Chairman

01/FC/

01/23-24

Apologies for Absence

Apologies were received from Cllr Yann Caironi (YC), Cllr Judith McGinley (JMG) and Cllr Peter Waggett (PW)
BDBC and HCC Councillors were not present.

02/FC/

01/23-24

Declarations of Interest

There were no declarations of interest.

03/FC/

01/23-24

Meeting open to the Public

There were three members of public in attendance at the meeting.

04/FC/

01/23-24

Minutes

The meeting minutes from the Ordinary Meeting held on 21st March were approved.

ACTION:

- Prepare and issue the minutes from 21st March 2023 for the Chair to sign.

Clerk

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 meetings held on 21st March 2023.

All action points reviewed. Action points still in progress listed in Appendix 1.

06/FC/

01/23-24

Policies and Key Documents

(a)

The Parish Council formally reviewed and approved the Policy and Key Documents Schedule for 2023-2024 plus the meeting dates for 2023-2024.

ACTION:

Prepare and issue the Policy and Key Documents Schedule for 2023-2024 for the Chair to sign.

Clerk

(b)

ACTION:

Review NWPC policies and identify which should be published on the website.

GC

07/FC/

01/23-24

Pond Refurbishment Project

No update.

ACTION:

Invite Project Manager to the next meeting.

Clerk

08/FC/

01/23-24

Communications Strategy

The NWPC discussed ways to best engage with local residents.

ACTION:

Issue a social media post regarding alternative fuel payments

Clerk

Schedule annual newsletter which includes information of NWPC and village website, newsletters and social platforms.

Clerk

**09/FC/
01/23-24**

Current Planning Applications

Current planning applications were noted and the following recent applications were discussed:

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

The NWPC had no comment.

Full list of planning applications in Appendix 2. Documents can be viewed at <https://planning.basingstoke.gov.uk/online-applications/>

**10/FC/
01/23-24**

Planning Compliance Issues

There are currently no compliance issues requiring NWPC comment.

**11/FC/
01/23-24**

Finance

(a) Receipts and Payments – see Appendix 3

The NWPC acknowledged receipt of £186.50 interest from Unity Trust bank.

The Council acknowledged payments for standing orders and direct debits.

The Council approved three payments:

1. HALC affiliation fees - £357.61
2. Expenses for David Young for email hosting - £24
3. NWVT Room hire - £200

ACTION:

Process approved payments

Prepare list of pre-approved payments.

Clerk
Clerk

(b) Bank Balances

As of 18th April 2023, the bank balances were:

Current account: £15,103.85

Deposit account: £39,925.10

Total: £55,028.95

(c) Q4 Summary

The Q4 summary was approved.

**12/FC/
01/23-24**

Village Maintenance Matters

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.

Repairs are yet to be made to the fingerpost sign near Steventon Church.

ACTION:

Follow up on previous report of broken signage.

GC

(e) Lengthsman

No update.

(f) Litter Picking

No update.

**13/FC/
01/23-24**

Highways and Roads

Updates were given regarding the following:

- (a) **Traffic issues**
No update.
- (b) **Potholes and other highways maintenance**
HCC Councillor provided information via email on pothole maintenance in the area.
- (c) **Other miscellaneous issues**
Hedgerow growth on both Maidenthorne Lane and Popham Lane to be addressed.
- 14/FC/
01/23-24** **Correspondence** – see Appendix 4
Council acknowledged correspondence received since the meeting on 21st March 2023.
Following the Parish Council election, access to emails for non-returning Councillors to be rescinded and new accounts for the newly elected Councillors to be established. The Chair and Councillors to archive their email accounts as required in advance of this.
- ACTION:**
Archive emails. GC
- 15/FC/
01/23-24** **Councillors' Announcements**
None.
- 16/FC/
01/23-24** **Items for insertion in the Parish Magazine** (*final copy date 26th April 2023*)
Information regarding current planning applications to be included in our monthly article.
- 17/FC/
01/23-24** **Date of Next Meeting**
The next Ordinary Meeting is scheduled for 16th May 2023.

Signed:

Chair to North Waltham Parish
Council

Appendix 1

ACTION PLAN & OUTCOMES FOLLOWING THE PARISH COUNCIL ORDINARY MEETING HELD ON 21st March 2023

Prioritised action points highlighted in green.

MINUTE REF	ACTION	RESP	OUTCOME / COMMENTS
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	
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			
164/FC/09/22-23	Talk to Kate Houldsworth, Parish Magazine Editor, to establish scope for involvement of NWPC with the magazine.	GC	
FROM MEETING HELD ON 21st FEBRUARY 2023			
205/FC/11/22-23	Share information regarding former pond liner with pond project manager.	GC	
213/FC/11/22-23 (c)	Contact Southern Water regarding tanker route via North Waltham	Clerk	
FROM MEETING HELD ON 21st MARCH 2023			
224/FC/12/22-23 (b)	Update website with the latest approved policies	Clerk	
231/FC/12/22-23 (b)	Raise issue around pothole repairs to be raised with our local Hampshire County Councillor	Clerk	
231/FC/12/22-23 (c)	Approach landowners regarding hedge cutting on Maidenthorne and Popham Lane.	Clerk	
FROM MEETING HELD ON 18th APRIL 2023			
04/FC/01/23-24	Prepare and issue the minutes from 21 st March 2023 for the Chair to sign.	Clerk	
06/FC/01/23-24 (a)	Prepare and issue the Policy and Key Documents Schedule for 2023-2024 for the Chair to sign.	Clerk	
06/FC/01/23-24 (b)	Review all policies and identify which should be published on the website.	GC	
07/FC/01/23-24	Invite Project Manager to the next meeting.	Clerk	
08/FC/01/23-24	Issue a social media post regarding alternative fuel payments	Clerk	

08/FC/01/23-24	Schedule annual newsletter which includes information of NWPC and village website, newsletters and social platforms.	Clerk	
11/FC/01/23-24 (a)	Process approved payments	Clerk	
11/FC/01/23-24 (a)	Prepare list of pre-approved payments.	Clerk	
11/FC/01/23-24 (c)	Upload Q4 summary to website	Clerk	
12/FC/01/23-24 (d)	Follow up on previous report of broken fingerpost sign near Steventon Church.	GC	
14/FC/01/23-24	Archive emails.	GC	
15/FC/01/23-24	Contact HALC re: shared Chair responsibilities.	Clerk	
16/FC/01/23-24	Submit Parish Magazine article (final copy date 26th April 2023)	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	22/01050/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	23/00064/HSE Undecided	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.
B/F	23/00204/ROC Undecided	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).
B/F	23/00159/HSE Granted	5 Primrose Close Erection of a front single storey conservatory
B/F	23/00378/FUL Undecided	North Waltham Business Centre, M3 Self Storage Provision of additional storage containers above existing containers
B/F	23/00319/HSE Undecided	The White Cottage Erection of two storey side extension with the demolition of outbuilding
B/F	23/00532/HSE Undecided	22 St Michaels Close 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	The Old Police House 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	The Rectory, Church Road 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	The Crematorium Erection of single storey front and rear extensions to crematorium and relocation of fuel storage
NEW	T/00125/23/TCA	Lamorna, Mary Lane 10. Cyprus fell.
NEW	23/00708/HSE	10 Cold Harbour Proposed Parking Spaces in Front Garden with Dropped Kerb.
NEW	T/00138/23/TCA	9 Cuckoo Close Twisted Willow tree: reduce to leave a finished height of 4m with a spread of 3.5m
NEW	23/00813/LBC	1 The Green 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	1 The Green 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
17/04/23	Lloyds Bank	Service charge	£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
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)	£24.00	£24.00
13/04/2023	NW Village Trust	Room Hire (Apr 2023- Mar 2024)	£200	£200

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 - Parish Council nomination papers – 24/03/23 (not circulated. Content relayed.)
- 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 – (not circulated. Replied.)- 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 – 12/04/23

Circulated after agenda issued:

- BDBC Planning Application Consultation for T/00151/23/TCA at 15 Cuckoo Close – 18/04/23
- RSN: The Rural Bulletin – 18/04/23