



NORTH WALTHAM PARISH COUNCIL

Clerk: Hayley Thomas
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To: Members of North Waltham Parish Council

You are summoned to attend the North Waltham Parish Council Ordinary Meeting on **Tuesday 20th 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

46/FC/03/23-24 To receive nominations for and election of Chairperson

47/FC/03/23-24 Apologies for Absence

48/FC/03/23-24 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.

49/FC/03/23-24 Meeting open to the Public
The meeting will allow questions and comments from members of the public.

50/FC/03/23-24 Minutes
To approve the accuracy of the minutes, already circulated, of the Annual Meeting held on 16th May 2023.

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

51/FC/03/23-24 Internal Audit
To review the outcomes of the recent internal audit.

52/FC/03/23-24 Annual Governance
To approve audit governance paperwork, as follows:

- FY22/23 Annual Governance Statement
- FY22/23 Accounting Statements
- FY22/23 Exemption certificate

53/FC/03/23-24 Action Plan and Outcomes following the meeting held on 16th May 2023 – Appx 1
To receive an updated Action Plan and to discuss any issues arising not on the agenda.

54/FC/03/23-24 Current Planning Applications
To note the status of current planning applications. No new applications to be discussed.

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

55/FC/03/23-24 Planning Compliance Issues
To receive an update on outstanding compliance issues.

56/FC/03/23-24 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.

**57/FC/03/23-
24 Policy Review**

To review and approve:

1. Standing orders
2. Risk assessment Clerks work environment

**58/FC/03/23-
24 Village update**

To receive updates and/or discuss matters arising from the following:

- Village Maintenance Matters
- Traffic issues
- Correspondence

**59/FC/03/23-
24 Items for insertion in the Parish Magazine** (*final copy date 28th June 2023*)

**60/FC/03/23-
24 Date of Next Meeting**

To confirm the date of the next Ordinary Meeting scheduled for 18th July 2023.

Signed:

Clerk to North Waltham Parish Council

Appendix 1

ACTION PLAN & OUTCOMES FOLLOWING THE PARISH COUNCIL ORDINARY MEETING HELD ON 18th April 2023

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	Complete
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	Ongoing 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 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			
213/FC/11/22-23 (c)	Contact Southern Water regarding tanker route via North Waltham	Clerk	Ongoing
FROM MEETING HELD ON 21st MARCH 2023			
224/FC/12/22-23 (b)	Update website with the latest approved policies	Clerk	Complete
231/FC/12/22-23 (c)	Approach landowners regarding hedge cutting on Maidenthorne and Popham Lane.	Clerk	Complete
FROM MEETING HELD ON 18th APRIL 2023			
06/FC/01/23-24 (a)	Prepare and issue the Policy and Key Documents Schedule for 2023-2024 for the Chair to sign.	Clerk	Complete
14/FC/01/23-24	Archive emails.	GC	Complete
FROM MEETING HELD ON 16th MAY 2023			
18/FC/02/23-24	Add agenda item to the next meeting for election of Chairperson	Clerk	Complete
20/FC/02/23-24	Advertise seat for co-option in the Parish Magazine	Clerk	Complete
	Complete and submit Registered Interest forms before the end of May	NWPC	Complete
20/FC/02/23-24	Submit a nil election expense form	NWPC	Complete
24/FC/02/23-24	Chairman to sign the minutes outside of the meeting.	Clerk/ PW	Complete
25/FC/02/23-24	Contact Southern Water on tanker activity. If no reply, submit a freedom of information request.	Clerk	Ongoing
25/FC/02/23-24	Reply to land agent regarding hedgerow overgrowth.	Clerk	Complete
26/FC/02/23-24	Circulate pond drainage map (to be provided by Project Manager)	Clerk	
28/FC/02/23-24	Update the TORs for the Staffing Committee, Neighbourhood Planning Committee and the Safety Officer with the review date and reference.	Clerk	

32/FC/02/23-24	Clerk to notify the Village Trust of change in NWPC representative	Clerk	Complete
32/FC/02/23-24	Update contact details with BDAPAPTC.	Clerk	
32/FC/02/23-24	Contact the current Tree Warden and ask them to confirm whether they wish to continue in the role.	Clerk	
33/FC/02/23-24	The new litter bin is to be added to the asset register and insurance.	Clerk	
34/FC/02/23-24	Confirm final quoted premium	Clerk	Complete
34/FC/02/23-24	Set up a bank transfer for payment of the insurance premium.	Clerk	Complete
35/FC/02/23-24	Update the draft schedule with the date and reference and submit to the Chair for signing.	Clerk/ PW	
35/FC/02/23-24	Review all documents and check up to date as well as inline with HALC guidelines	Clerk	
39/FC/02/23-24 (a)	Arrange for transfer of the grass cutting grant to NWVT.	Clerk	Complete
39/FC/02/23-24 (a)	Process approved payments	Clerk	Complete
39/FC/02/23-24 (b)	DY to be added as a signatory on the banking payment system.	Clerk	
39/FC/02/23-24 (d)	Prepare documentation for internal audit	Clerk	Complete
39/FC/02/23-24 (d)	Add approval of audit paperwork to the agenda for the next ordinary meeting.	Clerk	Complete
39/FC/02/23-24 (d)	Upload all required financial documentation to the village website before 1st July.	Clerk	
40/FC/02/23-24(e)	Share task list with the lengthsman ahead of the next visit.	Clerk	Complete
41/FC/02/23-24 (a)	To raise concerns regarding additional road closures with Hampshire Highways.	Clerk	Complete
44/FC/02/23-24	Prepare and submit article for the next issue of the Parish Magazine.	Clerk	Complete

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	23/00378/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	23/00634/FUL Undecided	The Crematorium Erection of single storey front and rear extensions to crematorium and relocation of fuel storage
B/F	23/00708/HSE Undecided	10 Cold Harbour Proposed Parking Spaces in Front Garden with Dropped Kerb.
B/F	23/00813/LBC Undecided	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
B/F	23/00845/HSE Undecided	1 The Green Increasing height of chimney
B/F	T/00151/23/TCA	15 Cuckoo Close Sycamore tree to be removed.
B/F	23/01158/FUL	North Waltham Business Centre Proposed dog exercise paddock with access, parking and landscaping. Erection of Deer Fencing and Field Shelter.
B/F	T/00186/23/TCA	Chaesar House 2 x Sycamore Trees: 1. crown reduction by 3/3.5metres. 2. crown Reduction by 2/3metres

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

To acknowledge the receipt of payments made since the last Ordinary Meeting (OM) on 16/05/2023

DATE	RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL
24/04/23	BDBC	Precept Grass Cutting Grant	£8,351.50 £2097.33	£10448.83
23/05/23	Unity Trust	Copy fee refund	£16.00	£16.00
31/05/23	HMRC VTR	VAT return	£224.80	£224.80

To acknowledge the payment of standing orders, direct debits and charges since the last OM on 16/05/23

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
16/05/23	Lloyds	Card transactions: service fee & email hosting	£7.80	£3.00
19/05/23	Unity Trust	Copy fee refund	£16.00	£16.00
31/05/23	Hayley Thomas	S/O Salary	£372.05	£372.05
31/05/23	Hayley Thomas	S/O Allowance	£26.00	£26.00
31/05/23	BHIB	Insurance (Premium reduced from £516.06 following May meeting. Amount authorised and paid)	£491.06	£491.06
31/05/23	NW Village Trust	King's coronation grant (authorised to increase from initial approved amount of £201.13 upon receiving receipts)	£452.01	£452.01
31/05/23	NW Village Trust	Grass cutting grant	£2097.33	£2097.33
31/05/23	Broxap Limited	Litter bin	£294.00 £58.80	£352.80

To acknowledge the Multipay card payments since the last Ordinary Meeting (OM) on 16/05/2023

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
	1 AND 1 IONOS LTD	Email service	£4.80	£4.80
	Lloyds	Service Fee	£3.00	£3.00
	McAfee renewal	Security software - 2 year subscription	£119.99	£119.99

To approve the following payment(s)

INVOICE DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
05/06/2023	Do The Numbers Ltd	Internal Audit fee	£190	£190

Appendix 4

SCHEDULE OF CORRESPONDENCE

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

Correspondence from BDBC

- Liz Lyons Electoral Services – Election expenses enquiry response – 16/05/2023 (not circulated. Information shared at meeting)
- Development committee Target List Development Control Committee 7th June 2023 – 18/05/2023 (not circulated due to relevance.)
- Welcome from the Mayor of Basingstoke and Deane Cllr David Leeks -19/05/2023
- Dog waste bin - Steventon Road, North Waltham – Kevin Ennis –19/05/2023 (not circulated. Clerk responded.)
- Councillor briefing - Paul Gaskell 15/05/2023
- Planning Policy Team: Making of the ESG NP and BUR NP (BDBC) – 23/05/2023 (not circulated.)
- Development Control: 2nd June 2023 - Viewing Reasons and Viewing Schedule – 25/05/2023(not circulated due to relevance.)
- Shirley Brewer: Query re. Yew Tree Lane – 26/05/2023 (not circulated. Clerk responded.)
- Invitation: Mayor's Coronation Civic Sunday Service - Sunday 11 June, 3pm (St Michael's Church) – 01/06/2023
- Designation of the Baughurst Neighbourhood Plan Area -08/06/2023 (not circulated, due to relevance)
- Statement of Community Involvement (updated 2023) – Public Consultation BDBC -09/06/2023
- BDBC recruiting Independent Persons and Independent Standards Assessors -13/06/2023

Correspondence from HCC

- May Report - Cllr Juliet Henderson – 19/05/2023
- Enquiry from Hampshire Highways, Charlie Mulligan re. Landowner contact 17/05/2023
- Hampshire Highways - Operation Resilience - B1016 - Chapel Street, North Waltham - Drainage Works - Enquiry 24235932 -23/05/2023
- Planning policy: Hampshire Minerals and Waste Planning - May 2023 Newsletter – 25/05/2023
- Hampshire Highways – Mary Lane Ref. 24235932 -13/06/2023

Correspondence from HALC

- Hampshire and IOW Village of the Year 2023 – 12/06/2023

Other correspondence

- Resident enquiry: Jeff Pathe re. roadworks -17/05/2023 (not circulated. Clerk responded.)
- CPRE Hampshire - Seeking Entries for the Hampshire Countryside Awards 2023 from Basingstoke and Deane District 15/05/2023
- Linda Robinson: Coronation party receipts 16/05/2023
- BHIB: Your Local Councils Renewal Invitation – revised premium 18/05/2023 (not circulated. Invoice was circulated once received.)
- John Wooley: Hedgerow maintenance enquiry response – 22/05/2023
- BDAPTC: Message re. Chair stepping down 23/05/2023
- Isabelle MacKenzie re. The Fox Asset of Community Value – 30/05/2023
- Angus Kirk re. The Big Lunch – 02/06/2023 (Not circulated. Clerk responded.)
- Eleanor Greene, Do the Numbers: Internal audit complete – 05/06/2023

Newsletters

- HCC: Your Hampshire -18/05/2023
- RSN The Rural Bulletin – 16/05/2023
- RSN The Rural Bulletin – 23/05/2023
- RSN The Rural Bulletin – 31/05/2023
- Police and Crime Commissioner Newsletter -01/06/2023
- Business in Basingstoke Bulletin - June 2023 – 02/06/2023
- HCC newsletter – 02/06/2023
- RSN The Rural Bulletin – 13/06/2023