



## 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 ANNUAL MEETING OF NORTH WALTHAM PARISH COUNCIL

Tuesday 16<sup>th</sup> May 2023 at 7.30pm at the Rathbone Pavilion, Cuckoo Meadow

#### Councillors Present:

Cllr Geoff Chapman (GC) - Resigning Chairman, Cllr Peter Waggett (PW) - Chairman, Cllr George Hayter (GH), Cllr David James (DJ), Cllr Judith McGinley (JMG), Cllr David Young (DY) and Hayley Thomas (Clerk).

**Actions  
for**

18/FC/02/23-  
24

#### To receive nominations for and election of Chairperson

PW was nominated by JMG, seconded by DJ and elected unanimously as Chairman for the meeting.

#### Action:

- Add agenda item to the next meeting for election of Chairperson

**Clerk**

19/FC/02/23-  
24

#### To receive nominations for and election of Vice-Chairperson

JMG was nominated by PW, seconded by DJ and elected unanimously as Vice-Chairman.

20/FC/02/23-  
24

#### To receive declarations of acceptance of office forms from the Chairperson, Vice-Chairperson and Councillors

The Chairman, Vice-Chairman and three Councillors in attendance signed their respective Declaration of Acceptance of Office forms, all of which were witnessed by the Clerk. RC signed his in advance of the meeting on 14th May 2023, witnessed by the Clerk.

NWPC has one remaining unfilled seat. The Council plan to co-opt a further member.

#### Action:

- Advertise seat for co-option in the Parish Magazine
- Complete and submit Registered Interest forms before the end of May
- Submit a nil election expense form

**Clerk  
NWPC  
NWPC**

21/FC/02/23-  
24

#### Apologies for Absence

Cllr Robert Cooper (RC) sent their apologies.  
HCC and BDBC representatives did not attend.

22/FC/02/23-  
24

#### Declarations of Interest

None.

23/FC/02/23-  
24

#### Meeting open to the Public

Two members of the public attended.

24/FC/02/23-  
24

#### Minutes

The minutes of the Ordinary Meeting held on 18<sup>th</sup> April 2023 were accepted as a correct record.

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

#### ACTION:

- Chairman to sign the minutes outside of the meeting.

**Clerk/ PW**

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

25/FC/02/23-  
24

#### Action Plan and Outcomes following the meeting held on 18<sup>th</sup> April 2023 – Appendix 1

Ref: 157/FC/08/21-22 (e) – The litterbin was purchased and has been delivered. Local resident will fit it.

Ref: 213/FC/11/22-23 (c) – No response has been received by Southern Water despite the Clerk emailing them on multiple occasions. Clerk to try to establish contact once more. If no response received, Clerk to submit a freedom of information request.

Ref 231/FC/12/22-23 (c) – Land agent has replied and agreed to conduct hedge trimming in Autumn.

**ACTIONS:**

- Contact Southern Water on tanker activity. If no reply, submit a freedom of information request. Clerk
- Reply to land agent regarding hedgerow overgrowth. Clerk

**26/FC/02/23-24**

**Pond Refurbishment**

The Project Manager provided an update on the pond refurbishment. The next steps are in two parts:

1. Plan fundraising for the pond renovation, budgeted cost of £30,000
2. To gain a better understanding of legislation regarding the environmental impact of road water run-off.

The NWPC support the Pond Project Manager to research environmental legislation and precedence in cases of road run off causing pollution of ponds as well as to raise his findings with Hampshire Highways if relevant.

**Action:**

Circulate pond drainage map (to be provided by Project Manager) Clerk

**27/FC/02/23-24**

**To review delegation arrangements to committees, sub-committees, staff and other local authorities**

It was agreed the arrangements in place for the Staffing and Neighbourhood Planning sub-committees are satisfactory.

**28/FC/02/23-24**

**To review the terms of reference for committees and posts:**

It was agreed that the TORs for the following were satisfactory:

- i. Staffing Committee
- ii. Neighbourhood Planning
- iii. Safety Officer

**ACTION:**

- Update the TORs for the Staffing Committee, Neighbourhood Planning Committee and the Safety Officer with the review date and reference. Clerk

**29/FC/02/23-24**

**To appoint members to existing committees and posts:**

- i. It was agreed that DJ should continue to act as a member of the Staffing Committee. He is to be joined by PW and JMG. Proposed by DY, seconded by GH and approved by all.
- ii. It was agreed that DY should continue as representative on the Neighbourhood Planning Committee. Proposed by PW, seconded by DJ and approved by all.
- iii. It was agreed that the Clerk should continue as Safety Officer. Proposed by JM, seconded by PW and approved by all.

**30/FC/02/23-24**

**To consider the appointment of any new committees**

It was agreed that there is no current requirement to appoint a new committee.

**31/FC/02/23-24**

**To review arrangements (including any legal arrangements) with other local authorities, not-for-profit bodies and businesses**

The NWPC highlighted its good working relationship with the NWVT and how this benefits the village. It was agreed that the NWPC will pass on this year's grass cutting grant onto the Village Trust in full, but any other financial support is to be carried out through formal grant applications. Proposed by JM, seconded by PW and approved by all.

It was agreed that the NWPC does not currently require an official representative on the North Waltham Village Charities.

It was agreed that the NWPC will maintain a relationship with BDPAPTC (Basingstoke District Association of Parish and Town Councils.) The Clerk will act as the main point of contact and Councillors can partake in meetings and trainings as they see fit.

It was agreed that the NWPC will continue their membership with HALC (Hampshire Association of Local Councils) as agreed on 18<sup>th</sup> April 2023 - minute reference 11/FC/01/23-24

It was agreed that the NWPC would like to continue to appoint our current volunteer tree warden, providing he is happy to continue in the role.

It was agreed to continue with the lengthsman scheme for the coming year as agreed in the February ordinary meeting - minute reference 212/FC/ 11/22-23 (e).

**32/FC/02/23-24**

**To review representation on, or work with, external bodies and arrangements for reporting back:**

- i. North Waltham Village Trust (NWVT): It was agreed that NWPC would be adequately represented by one Councillor. GH to represent the Parish Council on the NWVT.
- ii. BDAPTC: Clerk to act as main point of contact and share relevant information and events.
- iii. HALC: Clerk to act as main point of contact and share relevant information and events.
- iv. Tree warden: It was agreed that the local resident who currently fulfils the role should be asked to confirm that they are content to continue.

**ACTIONS:**

- Clerk to notify the Village Trust of change of NWPC representative
- Update contact details with BDAPATC.
- Contact the current Tree Warden and ask them to confirm whether they wish to continue in the role.

Clerk  
Clerk  
Clerk

**33/FC/02/23-24**

**To review the inventory of land and other assets (Asset Register) including buildings and other equipment**

The asset register was reviewed.

**ACTION:**

- The new litter bin is to be added to the asset register and insurance.

Clerk

**34/FC/02/23-24**

**To confirm arrangements for insurance cover in respect of all insurable risks**

It was agreed that the insurance policy should be renewed with the current supplier (BHIB) for one year as part of our 3 year limited agreement, at the quoted premium of a maximum total of £516.06 (policy effective 01/06/23).  
Proposed by PW, seconded by DJ and approved by all.

**ACTION:**

- Confirm final quoted premium
- Set up a bank transfer for payment of the insurance premium.

Clerk  
Clerk

**35/FC/02/23-24**

**To confirm the Council's Schedule for Review of Policies and Key Documents in 2022-23**

The draft schedule was agreed.

**ACTION:**

- Update the draft schedule with the date and reference and submit to the Chair for signing.
- Review all documents and check up to date as well as inline with HALC guidelines

Clerk/ PW

Clerk

**36/FC/02/23-24**

**Communications and website**

To be discussed at next meeting due to time limitations.

**37/FC/02/23-24**

**Current Planning Applications**

The current planning applications – full list at Appendix 2 – were noted.

Planning documents can be viewed at <https://planning.basingstoke.gov.uk/online-applications/>

**38/FC/02/23-24**

**Planning Compliance**

There are no outstanding compliance issues at present.

**39/FC/02/23-24**

**Finance**

(a)

**Receipts and Payments – see Appendix 3**

- Council acknowledged receipt of 50% of the precept (£8,351.50) and the grass cutting grant (£2,097.22) from Basingstoke and Deane Borough Council.
- The Council made a resolution to pay the grass cutting grant in full to the North Waltham Village Trust. Proposed PW, seconded DY, agreed by all.
- Council acknowledged payment of standing orders, direct debits and other payments.
- Council acknowledged Multipay card payments made since the last meeting on 18/03/23.
- Council approved list of pre-authorised payments. Proposed PW, seconded DJ, agreed by all. Full list in Appendix 3
- Council approved the following four payments:
  1. Broxap £352.80 for litter bin (Proposed PW, seconded DJ, agreed by all.)

2. McAfee £119.99 for 2 year security subscription (Proposed PW, seconded DJ, agreed by all.)
3. Village Trust £201.13 for King's coronation party grant second payment (Proposed DY, seconded JMG, agreed by all.)
4. BHIB £516.06 for annual insurance cover (Proposed PW, seconded DJ, agreed by all.)

**ACTION:**

- Arrange for transfer of the grass cutting grant to NWVT.
- Process approved payments

Clerk  
Clerk**(b) Bank Balances**

- Current account balance as at 16/05/23: £24,565.22.
- Deposit account balance as at 16/05/23: £39,925.10.
- Total of £64,490.32

We currently have 3 signatories at the bank. With the former Chair stepping down, one of the signatory roles will be vacant and a further signatory is required. It was agreed that DY is to be added as a signatory.

**ACTION:**

- DY to be added as a signatory on the banking payment system.

Clerk

**(c) VAT Summary**

A VAT claim has been submitted for £224.80.

**(d) FY22-23 Audit Update**

On 5<sup>th</sup> June, NWPC internal audit scheduled with Do the Numbers. Following which statements are to be submitted for the external audit. The Clerk is finalising preparations. At the next meeting, NWPC will need to approve:

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

All documents will need to be signed and approved before 30th June.

NWPC will also be responsible for uploading documents to the website along with a notice of the period for the exercise of public right before 1<sup>st</sup> July.

**ACTION:**

- Add approval of audit paperwork to the agenda for the next ordinary meeting.
- Upload all required financial documentation to the village website before 1<sup>st</sup> July.

Clerk  
Clerk40/FC/02/23-  
24**Village Maintenance Matters**

To receive updates on and/or discuss the following:

**(a) General Maintenance – Grass Cutting**

No update.

**(b) St Michael's Green**

No update.

**(c) Plan for village trees**

No update.

**(d) Footpaths/Gates**

The litter bin to be fitted next to the footpath on Steventon Road has been delivered and will be fitted by a local resident who has volunteered his services.

**(e) Lengthsman**

The dates for the Lengthsman to visit in the coming contracted year are 7th June 2023, 4th September 2023, 6th December 2023 and 28th February 2024.

The renewed contract has reduced the number of visits per year from 5 to 4, however each visit will have two workmen present so the village will benefit in an increase of overall man hours from 20 (5 visits @ 4 hours x 1 person) to 32 man hours (4 visits @ 4 hour x 2 people).

**ACTION:**

- Share task list with the lengthsman ahead of the next visit.

Clerk

**(f) Litter Picking**

No update.

41/FC/02/23-  
24**Highways and Roads**

To receive an update on the following:

**(a) Traffic issues**

- The Council raised concerns on the lack of notification of road closures from Hampshire Highways.
- North Waltham is currently experiencing road closures/ proposed road closures on Mary Lane, St Michael's Close, the bus stop and Church Road. Simultaneous planned closures on Mary Lane and Church Road would render some parts of the village unreachable including the school.
- The Clerk has raised concerns on the lack of communication to residents with Hampshire Highways and our Hampshire County Councillor is aware.

**ACTION:**

- To raise concerns regarding additional road closures with Hampshire Highways.

**Clerk****(b) Potholes and other highways maintenance**

None reported.

Our Hampshire County Councillor is raising our concerns regarding the reappearing pothole outside the village shop, to the relevant bodies on our behalf.

**(c) Other miscellaneous issues**

None reported.

**42/FC/02/23-24****Correspondence** – see Appendix 4

Council acknowledged the correspondence received since the Ordinary Meeting on 18<sup>th</sup> April 2023. There were no issues arising.

**43/FC/02/23-24****Councillors' Announcements****44/FC/02/23-24****Items for insertion in the Parish Magazine** (*final copy date 24<sup>th</sup> May 2023*)

In addition to the standard articles, the NWPC is to include information regarding the Parish Council seat open for co-option and the neighbourhood plan.

**ACTION:**

Prepare and submit the next issue of the Parish Magazine.

**Clerk****45/FC/02/23-24****Date of Next Meeting**

The next Ordinary Meeting and the Annual Parish Meeting will be held on 20<sup>th</sup> June 2023 at 7.30pm and 8pm respectively, at the Rathbone Pavilion, Cuckoo Meadow.

**ACTION:**

- Schedule next year's Annual Parish Meeting for earlier in the year.
- Invite stakeholders to attend the Annual Parish Meeting.

**Clerk  
Clerk**

Signed:

Chair to North Waltham Parish Council

## Appendix 1

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

MINUTE REF	ACTION	RESP	OUTCOME / COMMENTS
<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 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	No longer required
<b>FROM MEETING HELD ON 20<sup>th</sup> DECEMBER 2022</b>			
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>			
213/FC/11/22-23 (c)	Contact Southern Water regarding tanker route via North Waltham	Clerk	
<b>FROM MEETING HELD ON 21<sup>st</sup> MARCH 2023</b>			
224/FC/12/22-23 (b)	Update website with the latest approved policies	Clerk	
231/FC/12/22-23 (c)	Approach landowners regarding hedge cutting on Maidenthorne and Popham Lane.	Clerk	
<b>FROM MEETING HELD ON 18<sup>th</sup> APRIL 2023</b>			
06/FC/01/23-24 (a)	Prepare and issue the Policy and Key Documents Schedule for 2023-2024 for the Chair to sign.	Clerk	
14/FC/01/23-24	Archive emails.	GC	
<b>FROM MEETING HELD ON 16<sup>th</sup> MAY 2023</b>			
18/FC/02/23-24	Add agenda item to the next meeting for election of Chairperson	Clerk	
20/FC/02/23-24	Advertise seat for co-option in the Parish Magazine	Clerk	
	Complete and submit Registered Interest forms before the end of May	NWPC	
20/FC/02/23-24	Submit a nil election expense form	NWPC	
24/FC/02/23-24	Chairman to sign the minutes outside of the meeting.	Clerk/ PW	
25/FC/02/23-24	Contact Southern Water on tanker activity. If no reply, submit a freedom of information request.	Clerk	
25/FC/02/23-24	Reply to land agent regarding hedgerow overgrowth.	Clerk	
26/FC/02/23-24	Circulate pond drainage map (to be provided by Project Manager)	Clerk	

<b>28/FC/02/23-24</b>	Update the TORs for the Staffing Committee, Neighbourhood Planning Committee and the Safety Officer with the review date and reference.	Clerk	
<b>32/FC/02/23-24</b>	Clerk to notify the Village Trust of change in NWPC representative	Clerk	
<b>32/FC/02/23-24</b>	Update contact details with BDAPAPTC.	Clerk	
<b>32/FC/02/23-24</b>	Contact the current Tree Warden and ask them to confirm whether they wish to continue in the role.	Clerk	
<b>33/FC/02/23-24</b>	The new litter bin is to be added to the asset register and insurance.	Clerk	
<b>34/FC/02/23-24</b>	Confirm final quoted premium	Clerk	
<b>34/FC/02/23-24</b>	Set up a bank transfer for payment of the insurance premium.	Clerk	
<b>35/FC/02/23-24</b>	Update the draft schedule with the date and reference and submit to the Chair for signing.	Clerk/ PW	
<b>35/FC/02/23-24</b>	Review all documents and check up to date as well as inline with HALC guidelines	Clerk	
<b>39/FC/02/23-24 (a)</b>	Arrange for transfer of the grass cutting grant to NWVT.	Clerk	
<b>39/FC/02/23-24 (a)</b>	Process approved payments	Clerk	
<b>39/FC/02/23-24 (b)</b>	DY to be added as a signatory on the banking payment system.	Clerk	
<b>39/FC/02/23-24 (d)</b>	Prepare documentation for internal audit	Clerk	
<b>39/FC/02/23-24 (d)</b>	Add approval of audit paperwork to the agenda for the next ordinary meeting.	Clerk	
<b>39/FC/02/23-24 (d)</b>	Upload all required financial documentation to the village website before 1st July.	Clerk	
<b>40/FC/02/23-24(e)</b>	Share task list with the lengthsman ahead of the next visit.	Clerk	
<b>41/FC/02/23-24 (a)</b>	To raise concerns regarding additional road closures with Hampshire Highways.	Clerk	
<b>44/FC/02/23-24</b>	Prepare and submit article for the next issue of the 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	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	23/00378/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	23/00634/FUL Undecided	<b>The Crematorium</b> Erection of single storey front and rear extensions to crematorium and relocation of fuel storage
B/F	23/00708/HSE Undecided	<b>10 Cold Harbour</b> Proposed Parking Spaces in Front Garden with Dropped Kerb.
B/F	23/00813/LBC Undecided	<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
B/F	23/00845/HSE Undecided	<b>1 The Green</b> Increasing height of chimney
NEW	T/00151/23/TCA	<b>15 Cuckoo Close</b> Sycamore tree to be removed.
NEW	23/01158/FUL	<b>North Waltham Business Centre</b> Proposed dog exercise paddock with access, parking and landscaping. Erection of Deer Fencing and Field Shelter.
NEW	T/00186/23/TCA	<b>Chaesar House</b> 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 18/04/2023

DATE	RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL
24/04/23	BDBC	Precept Grass Cutting Grant	£8,351.50 £2097.33	£10448.83

To acknowledge the payment of standing orders, direct debits and charges since the last OM on 18/04/23

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
17/04/23	Lloyds	Service fee	£3.00	£3.00
02/05/23	Hayley Thomas	S/O Salary	£372.05	£372.05
02/05/23	Hayley Thomas	S/O Allowance	£26.00	£26.00
10/05/23	HALC	Affiliation fees	£357.61	£357.61
12/05/23	David Young	Expenses – Mail hosting fee (£4.80/ month x 5 months)	£24.00	£24.00
10/05/23	NW Village Trust	Room Hire (Apr 2023- Mar 2024)	£200.00	£200.00
16/05/23	Lloyds	Direct Debit	£7.80	£7.80

To acknowledge the Multipay card payments since the last Ordinary Meeting (OM) on 18/04/2023

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
27/04/23	1 AND 1 IONOS LTD	Email service	£4.80	£4.80
02/05/23	Lloyds	Service Fee	£3.00	£3.00

To approve the following payment(s)

INVOICE DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
24/04/23	Broxap Limited	Litter bin Proposed PW, seconded DJ, agreed by all.	£294.00 £58.80	£352.80
	McAfee renewal	Security software - 2 year subscription Proposed PW, seconded DJ, agreed by all.	£119.99	£119.99
	VT grant	Grant payment Proposed DY, seconded JMG, agreed by all.	£201.13	£201.13
	BHIB	Insurance Proposed PW, seconded DJ, agreed by all.	£516.06	£516.06

To approve the following list of pre-authorised payments for 2023-24

Payee	Reference	Amount	QTY	Total (£)	Notes
<b>Staff</b>					
Hayley Thomas	Monthly salary	£372.05	12	£4,464.60	
Hayley Thomas	Monthly home working allowance	£26.00	12	£312.00	
<b>Banking</b>					
Unity Trust bank	Quarterly Service fee	£18.00	4	£72.00	
Lloyd's bank	Monthly service fee	£3.00	12	£36.00	
<b>Subscriptions</b>					
HALC/ NALC	Annual membership	£357.61	1	£357.61	Approved on 18th April 2023.
Info Commissioner's Office	Data protection fee	£35.00	1	£35.00	Estimated amount based on 2022/23
<b>Utilities/ Running cost</b>					
North Waltham Village Trust	Annual room rental	£200.00	1	£200.00	
Do the Numbers Ltd	Internal audit	£240.00	1	£240.00	Estimated amount based on 2022/23
IONOs	Monthly Email hosting	£4.80	12	£57.60	

## Appendix 4

### SCHEDULE OF CORRESPONDENCE

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

#### Correspondence from BDBC

- Development control: Tuesday 2nd May 2023 - Viewing Reasons and Schedule – 26/04/23
- Update the Burghclere Neighbourhood Plan – 05/05/23 (not circulated)
- Adoption of the Ecchinswell, Sydmonton and Bishops Green Neighbourhood Plan – 09/05/23 (not circulated)
- Democratic Services - Review of Parish Council information – 02/05/23 (not circulated. Clerk to process.)

#### Correspondence from HCC

- Juliet Henderson: Rural Crime Roundtable with Police and Crime Commissioner Donna Jones – 27/04/23

#### Correspondence from HALC

- Coronation VAT Guidance – 28/04/23 (not circulated.)

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#### Other correspondence

- Chris Vincent: village name enquiry - 21/04/23 (not circulated)
- HMRC Penalty notice cancellation – 28/04/23
- HALC: Update to Contact Details – 05/23 (not circulated. Clerk to process)

#### Newsletters

- HCC: Your Hampshire 20/04/23
- Police and Crime Commissioner Update – 28/04/23 (not circulated.)
- RSN: The Rural Bulletin – 04/05/23
- CPRE Hampshire e-newsletter 24/04/23 (not circulated.)
- Your Hampshire – Coronation weekend 04/05/23 (not circulated – relevance)
- Business in Basingstoke Bulletin - May 2023 – 03/05/23
- RSN: The Rural Bulletin – 10/05/23