

**NORTH WALTHAM PARISH COUNCIL**

Chairman: Robert Cooper

Clerk: Hayley Thomas

7 Smiths Mead, North Waltham, RG25 2SZ

Tel: 01256 396868, Email: clerk@northwaltham.info**To: Members of North Waltham Parish Council**

You are summoned to attend the North Waltham Parish Council Ordinary Meeting on **Tuesday 19th September 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 and Introduction by the Chairman

77/FC/06/23-24 Apologies for Absence**78/FC/06/23-24 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.

79/FC/06/23-24 Meeting Open to the Public

The meeting will allow questions and comments from members of the public.

80/FC/06/23-24 MinutesTo approve the accuracy of the minutes, already circulated, of the Ordinary Meeting held on 18th July 2023.Approved minutes are available to view at <https://www.northwaltham.net/parish-council/meetings/>**81/FC/06/23-24 Action Plan and Outcomes following the meeting held on 18th July 2023 – Appx 1**

To receive an updated Action Plan and to discuss any issues arising not on the agenda.

82/FC/06/23-24 Policies and Key Documents

Chair to sign pre-approved policies:

- Neighbourhood Development Plan Group TOR – approved, minute reference 28/FC/02/23-24
- Safety Officer TOR – approved, minute reference 28/FC/02/23-24
- Standing orders - approved, minute reference 66/FC/04/23-24 (a)
- Risk assessment Clerks work environment - approved, minute reference 66/FC/04/23-24 (b)
- Financial Regulations- approved, minute reference 66/FC/04/23-24 (c)

To discuss and review Staffing Working Group TOR.

83/FC/06/23-24 Planning: Current Applications

To note the status of current planning applications and discuss the following new applications:

- 9 Cold Harbour – T/00365/23/TCA
- Basingstoke Garden Centre - 23/02219/FUL

Full list in Appendix 2. Documents can be viewed at <https://planning.basingstoke.gov.uk/online-applications/>**84/FC/06/23-24 Planning: Compliance Issues**

To receive an update on outstanding compliance issues.

85/FC/06/23-24 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
- To cross check the bank statements with invoices.

(b) **Bank Balances**

To receive the current bank balances.

86/FC/06/23-24 Village Maintenance

(a) **Pond Refurbishment Project**

(b) **Village Walkabout**

(c) **Lengthsman**

Next visit scheduled for 19/09/23

(d) **General Maintenance**

87/FC/06/23-24 Highways and Roads

(a) **Potholes and other highways maintenance**

(b) **Traffic issues**

(c) **Southern Water NW Route**

(d) **Ownership Barley View**

88/FC/06/23-24 Correspondence – see Appendix 4

- To acknowledge correspondence received since the meeting on 18th July 2023.
- To discuss any issues arising from correspondence not covered elsewhere on the agenda.

89/FC/06/23-24 Councillors' Announcements

90/FC/06/23-24 Items for insertion in the Parish Magazine (*final copy date 20th September 2023*)

91/FC/06/23-24 Other miscellaneous issues

92/FC/06/23-24 Date of Next Meeting

To confirm the date of the Parish Council village walkaround scheduled for 17th October 2023.

Signed:

Clerk to North Waltham Parish Council

Appendix 1

ACTION PLAN & OUTCOMES

MINUTE REF	ACTION	RESP	OUTCOME / COMMENTS
FROM MEETING HELD ON 16th MAY 2023			
26/FC/02/23-24	Circulate pond drainage map (to be provided by Project Manager)	Clerk	Complete
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	Complete
32/FC/02/23-24	Contact the current Tree Warden and ask them to confirm whether they wish to continue in the role.	Clerk	Complete
33/FC/02/23-24	The new litter bin is to be added to the asset register and insurance.	Clerk	Complete
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 (b)	DY to be added as a signatory on the banking payment system.	Clerk	In progress
FROM MEETING HELD ON 20th JUNE 2023			
51/FC/03/23-24 (1)	To prepare updated TORS for the neighbourhood plan committee to reclassify it as a working group.	Clerk	Complete
51/FC/03/23-24 (2)	Submit an additional backdated VAT claim.	Clerk	
51/FC/03/23-24 (4)	To add a review of areas requiring maintenance and investment in the village to a NWPC meeting agenda.	Clerk	Complete
52/FC/03/23-24 (a)	Clerk to research Transparency Code and advise how NWPC can better adhere to suggested measures.	Clerk	
53/FC/03/23-24 (1)	Provide background information on file in regards to Barley View road ownership.	Clerk	Complete
53/FC/03/23-24 (3)	Approach potential Councillors in regard to the seventh NWPC seat.	NWPC	Complete
53/FC/03/23-24 (4)	Contact ombudsman in regards to Southern Water.	Clerk	On hold
FROM MEETING HELD ON 18TH JULY 2023			
64/FC/04/23-24	Prepare and issue the minutes from 20 th June 2023 OM and APM for the Chair to sign.	Clerk	Complete
65/FC/04/23-24 (1)	Add the village maintenance plan and village risk assessment to the agenda for the August village walkabout meeting.	Clerk	Complete
65/FC/04/23-24 (2)	Share information regarding Freedom of Information request to Southern Water with Cllr Henderson	Clerk	Complete
66/FC/04/23-24 (a)	Prepare and issue the standing orders for the Chair to sign.	Clerk	Complete
66/FC/04/23-24 (b)	Prepare and issue the risk assessment of the Clerks work environment for the Chair to sign.	Clerk	Complete
66/FC/04/23-24 (c)	Prepare the financial regulations for the Chair to sign.	Clerk	Complete
67/FC/04/23-24 (1)	Relay NWPC's feedback to the pond Project Manager	Clerk	Complete
67/FC/04/23-24 (2)	Inform Cllr Henderson of issues arising around the pond refurbishment.	Clerk	
70/FC/04/23-24 (a)(1)	Process approved payments	Clerk	Complete
70/FC/04/23-24 (a)(2)	Review Clerk hours	Staff C	
70/FC/04/23-24 (c)	Post Q1 summary on website	Clerk	Complete
71/FC/04/23-24 (d)	Contact the landowner in regards to Steventon footpath.	Clerk	Complete
72/FC/04/23-24 (b)(1)	Report Church Road issue	Clerk	Complete
72/FC/04/23-24 (b)(2)	Add pothole reporting to August agenda.	Clerk	Complete
73/FC/04/23-24	Book HALC training	Clerk	Complete – Fully booked.
75/FC/04/23-24	Write and submit article for Parish Magazine (<i>final copy date 23rd August 2023</i>)	Clerk	Complete

FROM VILLAGE WALKABOUT HELD ON 16TH AUGUST 2023			
	Clerk to enquire into BDBC grass cutting schedule. (Grass overgrown around pond)	Clerk	
	Picnic tables in pond area in need of some repairs. Clerk to confirm ownership of the tables and gain quotes for new replacements.	Clerk	
	Defibrillator requires regular checking. Clerk to consult schedule on when this is next required.	Clerk	
	Clerk to obtain quotes from handyman for works to: <ul style="list-style-type: none"> Telephone box door missing chunk off corner and no longer closing. Noticeboard varnishing and the felt being replaced. Bus shelter fascia needs repainting. 	Clerk	
	Clerk to request following work from Lengthsman: <ul style="list-style-type: none"> Ivy on bus shelter to be trimmed and removed. Area behind the Bus stop needs to be trimmed back and debris removed. Hedges on St Michael's green and along the outer fence line on the road require trimming back. Steventon Road sign opposite Mary Lane needs foliage trimmed back and sign cleaned. Steventon Road – well area (at the bus stop) requires trimming. Hedge on Mary Lane on the opposite side of the road to Corndell Green requires trimming. Fox Lane foliage around village entry gates needs trimming back. Corner of Fox Lane requires trimming back. 	Clerk	Complete
	Report to Hampshire that Tarmac path across St Michael's Green has begun to bubble and have weeds grow through leading to a tripping hazard. To be reported to Hampshire.	Clerk	
	Multiple potholes and broken kerb stones to be reported to Hampshire.	Clerk	Complete
	Church View bank overgrown. Issue to be raised with the residents.	Clerk	Complete
	Hedgerow along Steventon road backing onto Cuckoo Meadow overgrown. To be raised with the Village Trust.	GH	
	Multiple broken branches and dead trees at Steventon Road – well area (at the bus stop). Some are touching overhead wires. Electricity Board to be informed.	Clerk	
	Corndell Green – Lower branches of trees need to be cut back. To be raised with the tree warden.	Clerk	
	Corndell Green/ Mary Lane - Damage being caused to kerbs and corner of Corndell green, where drivers are cutting the corner. Some drivers have driven over BT access point. To discuss at NWPC meeting.	NWPC	
	Ramsholt Close footpath/gate: Replacement 'Shut the Gate' sign and sound diffusers required. Clerk to obtain quotes.	Clerk	
	Verge between Barley View and Level lane was previously overgrown and restricting view for drivers coming out of Barley View. A resident has trimmed the area however ownership needs to be established for future maintenance.	Clerk	
	Road markings throughout the village including white lines and slow markings have all faded and require repainting. HCC to be notified.	Clerk	
	Maidenthorpe Road still requires trimming. To be raised with the landowner.	Clerk	
	Look to appoint handyman for general maintenance around the village. Approach to be made to the lengthsman.	Clerk	Contacted on 4/09/2023. Awaiting reply.

Appendix 2

CURRENT PLANNING APPLICATIONS

B/F	22/02432/FUL Refused	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.
B/F	23/00708/HSE Undecided	10 Cold Harbour Proposed Parking Spaces in Front Garden with Dropped Kerb.
B/F	23/00813/LBC Granted	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 Granted	1 The Green Increasing height of chimney
B/F	23/01158/FUL Granted	North Waltham Business Centre Proposed dog exercise paddock with access, parking and landscaping. Erection of Deer Fencing and Field Shelter.
B/F	T/00265/23/TCA Raise no objection	The Rectory To cut back to the boundary all the Laurel Hedge at the back of the property.
NEW	23/01898/HSE	7 St Michael's Close Single storey front extension & two storey side extension
NEW	23/02101/HSE	Goudhurst Single storey pitched roof rear extension
NEW	T/00365/23/TCA	9 Cold Harbour 1x Holly - Reduce in height to 1m below BT wire.
NEW	23/02219/FUL	Basingstoke Garden Centre Erection of a substation, six ultra-rapid electric vehicle charge points and associated electrical equipment.

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

To acknowledge the receipt of payments made since the last Ordinary Meeting (OM) on 18/07/2023

DATE	RECEIVED FROM	DESCRIPTION	AMOUNT	TOTAL

To acknowledge the payment of standing orders, direct debits and charges since the last OM on 18/07/2023

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
31/07/23	Hayley Thomas	S/O Salary	£372.05	£372.05
31/07/23	Hayley Thomas	S/O Allowance	£26.00	£26.00
07/08/23	David Young	Expenses – Land titles for Barley View	£6.00	£6.00
16/08/23	Lloyds Bank PLC	Multipay card payments	£7.80	£7.80
31/08/23	Hayley Thomas	S/O Salary	£372.05	£372.05
31/08/23	Hayley Thomas	S/O Allowance	£26.00	£26.00

To acknowledge the Multipay card payments since the last Ordinary Meeting (OM) on 18/07/2023

DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
27/07/23	1 AND 1 IONOS LTD	Email service	£4.00 £0.80	£4.80
02/08/23	Lloyds	Service Fee	£3.00	£3.00
27/08/23	1 AND 1 IONOS LTD	Email service	£4.00 £0.80	£4.80
04/09/23	Lloyds	Service Fee	£3.00	£3.00

To approve the following payment(s)

INVOICE DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
23/10/2023	Information Commissioners office	Data protection fee.	£40.00	£40.00
	NW Village Trust	Website hosting – August and September	£25.00	£25.00
	NW Village Trust	New monthly standing order (commence 1 st October): Website hosting	£12.50	£12.50

The following is approved and awaiting payment

INVOICE DATE	NAME OF PAYEE	DESCRIPTION	AMOUNT	TOTAL
	David James	Expenses – Leaving gift	£61.65	£61.65

Appendix 4

SCHEDULE OF CORRESPONDENCE

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

Correspondence from BDBC

- Electoral register monthly alterations -18/07/2023 (not circulated)
- Development control: 9th August DC Committee – Target list – 21/07/2023 (not circulated as no planning applications in our area.)
- Development control: 9th August DC Committee – Target list update – 27/07/2023 (not circulated as no planning applications in our area.)
- Development control: 9th August DC Committee – Target list update – 28/07/2023 (not circulated as no planning applications in our area.)
- New release - Making sure you are registered to vote - 25/07/2023
- New release - Making a clean sweep - 25/07/2023
- Electoral register monthly alterations -16/08/2023 (not circulated)
- Electoral register monthly alterations -01/09/2023 (not circulated)
- Planning Application Consultation for 23/02101/HSE at Goudhurst -21/08/2023
- Development control: Site Viewing - Friday 1st September – 25/08/2023 (not circulated as no planning applications in our area.)
- Planning Policy Team: Next steps for the Basingstoke and Deane Borough Local Plan Update – 31/08/2023
- Planning Application Consultation for T/00365/23/TCA at 9 Cold Harbour – 05/09/2023
- Planning Application Consultation for 23/02219/FUL at Basingstoke Garden Centre – 08/09/2023

Correspondence from HCC

- Cllr Henderson: Rural Crime Roundtable with Police and Crime commissioner Donna – 19/07/2023

Correspondence from HALC

- Hampshire ALC Summer 2023 Newsletter – 31/07/2023
- REMINDER: Hampshire ALC Comms Awards 2023 -30/08/2023 (not circulated, content previously shared.)
- Letter from Pageantmaster for UK town and Parish Councils – 29/08/2023

Newsletters

- Your Hampshire – 20/07/2023
- RSN: Rural Bulletin – 25/07/2023
- Your Hampshire – 25/07/2023
- Office of the Police and Crime Commissioner – July's news – 31/07/2023
- RSN: Rural Bulletin – 01/08/2023
- RSN: Rural Funding Digest – 02/08/2023
- Business in Basingstoke Bulletin - August 2023 – 02/08/2023
- Your Hampshire – 08/08/2023
- RSN: Rural Bulletin – 15/08/2023
- Your Hampshire – 01/09/2023
- Office of the Police and Crime Commissioner – August news – 31/08/2023
- BDBC PR: Plan to slow down house building unveiled -30/08/2023
- RSN: Rural Bulletin – 05/09/2023
- RSN: Rural Bulletin – 12/09/2023
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Other correspondence

- Enquiry – John Smyth: Sewage Disposal – 27/07/2023
- Geoff Chapman: Village Website - Service Level Agreement – 30/07/2023
- Enquiry - Alison Hutchison: Barley View – 01/08/2023
- Southern Water - EIR 1997 – 02/08/2023
- Mike Robinson: Movie Night Banner – 03/08/2023
- Unity Trust- FSCS annual Review 2023 – 03/08/2023 (not circulated, clerk responded.)

- ParishOnline – Renewal invoice – 08/08/2023
- Aquarius Mental Health Solutions: Civility and Respect Training – 16/08/2023
- Trish Wyatt: School Tree work – 15/08/2023
- Enquiry – Sebastian Action Trust: Charity of the Year -23/08/2023 (not circulated, Clerk responded with grant information.)
- Invitation to BDAPTC meeting on 26th September – 26/08/2023
- Trish Wyatt: School Tree update work – 29/08/2023
- ParishOnline – Renewal invoice – 01/09/2023 (not circulated, as earlier invoice circulated and item added as agenda point.)
- Hampshire Forest Partnership – tree planting in Basingstoke & Deane – 06/09/2023
- Paul Winstone to Hampshire Highways: North Waltham Village Pond – 06/09/2023
- Wendy Simsons, Candover Parish Clerk: Meeting with new Police Sergeant to discuss speeding in villages – 06/09/2023
- Tracey Sedgley: Problem with tree - St Michaels Close – 08/09/2023