

**CHILBOLTON PARISH COUNCIL**

**DRAFT – Minutes of the meeting held on Monday 4 September '23; 18:30 at Chilbolton Village Hall**

PRESENT: Cllrs Tony Ewer (Chairman) (TE), David Griffiths (Vice-Chairman) (DG), Geoff Cockram (GC), Rick Franke (RF), David Hall (DH), Julian Hudson (JH), Sue Larcombe (SL), George Marits (GM), Mandy Denyer (Clerk) (MD), HCC/TVBC Cllr David Drew (DD)  
Members of public: NONE

1. Apologies: NONE
2. Declaration of Interests: NONE
3. To sign as an accurate record the minutes of the meeting held on 3 July '23: These were agreed and signed as an accurate record of the meeting.

4. Matters Arising:

**Finance –**

Check on all the CPC assets - 2022/23. All items have now been checked except WMPF. MD to chase NH

**Action: Complete**

Wherwell Primary school Grant – Cllrs agreed full payment of grant request via email.

**Action: Complete**

Open Gardens Event – Donation to be made to H&IOW Air Ambulance. See item 5Aii of these minutes.

**COSC -**

Warden arrangements for Common - DG to draft article for Parish Magazine asking for volunteers. (To date one volunteer has made contact with the Clerk) – Cllrs agreed to the scheme and to NH re-drafting an article for the parish magazine. DG advised that 90% of visitors to the Common are respectful of the conservation area. The 10% that don't are likely to be defensive and possibly abusive. He is therefore reluctant to ask volunteers to approach these people.

**Action: NH**

Tree survey –

RF to obtain quotes to deal with larger trees

**Action: RF/ongoing**

DG and RF to produce a full report of any actions to be taken and any reasons for not taking action.

**Action: DG & RF**

DG informed that N Ives has looked at trees on CPC land and is in the process of producing a report.

DG and GC to meet and discuss where WMPF boundary needs to be cleared to enable gate to be moved to the boundary and permanent posts installed. DG to ask A Bond for a quote.

**Action: DG**

GC informed that Watch Estate is for sale and therefore he would like to chat with Mr Saunders with regards to the boundary with the WMPF. MD to forward Mr Saunders contact details.

**Action: GC/On hold**

TE to discuss with WMPF adj. land owner (Mr Saunders) if there is any possibility of providing a permissive footpath from Coley Lane to WMPF via the 'bee field'. On hold until adj. land owner is available.

**Action: TE/On Hold**

Signage to alternative parking at WD when the gravel area on the Common is full/closed, especially for those entering the village from the May Fly end of the village. Signs ordered

**Action: Complete**

DG to produce poster showing dead young fox to demonstrate the danger to wildlife from litter being left and not deposited in the bins or taken home.

**Action: CLOSED**

Agreed and Signed ..... (Chairman)

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Common 2022 enhancements Press release – JH to provide photos, DH to provide contact details for local press, MD to send to local press. Press release sent to local newspapers. **Action: Complete**

Common track to properties on the Common is in need of repair. A Bond completed track repair **Action: Complete**

TE requested that the vegetation on the junction of Drove Rd/Coley Lane be cut back. DG to arrange. **Action: Complete**

A member of the public made a call to the police at the weekend to report antisocial behaviour, only to be told that the Andover Police Station is closed at weekend. DD advised contacting Police Commissioner Donna Jones and Caroline Nokes MP. **Action: TE**

Coronation Green – Plaque ordered. Bench to be repaired and repainted before plaque attached. DG to ask B Fawkes for quote. **Action: DG**

TE to talk to DVLA to see if car owner details can be given to CPC of those vehicles that park inappropriately so that CPC may write to the owners warning that if they are caught parking inconsiderately again they may be fined. **Action: TE**

Common Gate repair after being forced open. DG to arrange. **Action: Complete**

'Common Closed' sign at the top of Joys Lane – DG to arrange. **Action: Complete**

**Planning –**

Request for TPOs to be placed on trees at Winston, Village Street not granted – Response from TVBC ([6223 2](#)). CPC to challenge this decision. SL email to TVBC ([6323 11](#)). SL to chase. **Action: SL/Ongoing**

TE and SL to introduce CPC to the residents of Valley Field Park in early spring. **Action: TE/SL**

**Flood Advisory Group** – Village Pond Green ditch from driveway across green to pumping station – DG to arrange removal of tree stump and lining of ditch with concrete. Tree Stump has been removed and ditch cleared. Ditch to be lined with concrete. DG to arrange. **Action: DG**

5. To take questions and to discuss and decide on any proposals within the monthly reports as follows:

A. Finance Report – Prior to the meeting MD circulated the attached report ([4923 14](#)).

DH checked, agreed and signed the bank reconciliation check.

i. Approval of accounts for payment:

3 additional payments have been made since the report was given - £300 Acorn Workshop for 3 finger posts for village street (indicating way to Common), £48 Tait's printers for 2 signs for the top of Joys Lane (both Common signage) and £12.12 E Noble reimbursement for fuel (WMPF running costs).

Payments for approval:

A Denyer salary and expenses – £531.29

D Griffiths reimbursement for work carried out by A Bond in August '23 £3770.18, 2 Stroke Fuel £48 and Salt Licks for cattle on Common £15.75

These payments were approved.

ii. Open Gardens event: Nett profit £1954.69. Cllrs discussed and agreed a 50% donation of the nett profit

(£977.34) to H&IOW Air Ambulance. MD to arrange donation.

**Action: MD**

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- iii. Budget Review:  
[Precept account review](#), [ringfenced accounts review](#), [budget review summary](#).  
It was agreed to publish a 'register of interest' for a full 1st aid course and see what response there is and then decide if it will be viable to hold the course or not.  
There were no other comments on the budget review.
- iv. Discussion and decision on grant funds to Chilbolton Stores: After discussion, Cllrs agreed to a one-off grant to Chilbolton Stores in recognition of the important support that the shop provides to the community. (Fenstanton CiL funds to be used not precept funds). TE to draft letter to Shop and MD to arrange payment.  
**Action: TE & MD**
- B. Flood Advisory Group – Prior to the meeting GM circulated the minutes of the FAG meeting held on 23 May '23 ([4923 17](#)). GM advised that a digger will be required for the clearing of Frogs Lane at a cost of c. £400. DH suggested that the cost of the digger hire could be off-set by he's need for digger work in his garden. DH therefore declared an interest and did not vote. Cllrs agreed to the payment for the clearing of the ditch. GM to arrange.  
**Action: GM**  
GM requested that in the next FY budget that the FAG reserves be increased.
- Highways – GC reported that he will report potholes between River View Close and Drove Rd and has noticed flooding on Coley Lane in the recent heavy rainfall and will keep an eye on the situation.  
GC asked DD to investigate why the dates for resurfacing the A3057 have been changing over the summer. DD suggested that there may have been emergency work that required the work force elsewhere or that they may have encountered issues that needed addressing within the route for resurfacing.  
GC asked DD why hasn't there been any progress with the May Fly bridge repair. DD to investigate status of repair.  
TE asked DD to investigate if a 'loading bay' can be installed outside the shop.  
GC to check on the state of Martins Lane pot holes. GM suggested talking to hunts as they may be prepared to fill any holes.  
TE suggested that HCC highways sign for 'cul-de-sac' and 'no turning' be installed at the top of Joys Lane. DD agreed to investigate.
- C. Open Spaces Committee (COSC)
- i. Draft minutes of the meetings held on 20 July and 10 August '23 are attached here ([4923 7](#) and [7a](#) respectively).  
DG reported:  
that 3 new 'Cow Common' signs are to be installed on existing posts along Village Street (Frog Lane, Grindstone Green and Joys Lane paths).  
3 Salt licks have been placed around the Common for the cattle. This has improved the situation of The Old Cottage being 'eaten' by the cattle.  
A letter of thanks is to be sent to A Bond and R Nightingale for the excellent work that they have carried out during August.  
**Action: MD**  
RF reported that COSC are looking into the installation of CCTV at the WMPF. CPC Cllrs support this and would like a fully costed proposal.  
**Action: COSC**
- ii. Fishing rights update: TE reported that he had received the draft agreement. DG to check. TE also reported that legal advice will be necessary and that Strutt and Parker may cover this cost.
- iii. To discuss and decide on COSC proposed cutting of Stocks Green Policy: COSC to discuss and present CPC with a proposed policy for the next CPC meeting.

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- iv. To discuss Common residents parking on Common: It was discussed and agreed that only The Old Cottage has permission to park 2 vehicles on the Common. The other three properties should park within their property boundaries and do not have an automatic right to park on the Common (SSSI). DG to check how much room each property have for parking, seek support from Natural England and draft a polite letter to the residents. **Action: DG**
- v. To discuss effect of closing gravel area on Common to vehicles:  
Overall this has proved very successful. Visitors to the Common have been very respectful. There have only been 2 formal complaints, both of which have been addressed (see correspondence\*). Cllrs reported they had received positive verbal feedback.  
There were no applications for the gate code by blue badge holders.  
A couple of matters need to be addressed:  
Visitors ignoring the signs at the top of Joys Lane and then having to turn around on the single lane road (see item 5C),  
More advertising that blue badge holders can apply for access code to the gate,  
The gate, on occasion, has been left open by delivery drivers. The gate should be closed after entering and leaving the Common.  
Dragon's teeth need to be installed to prevent parking in front of the horse gate by the cattle grid.
- vi. To discuss and decide on enclosing the WMPF to be able to apply for an 'Enclosed Sports Area' under the TVBC Public Spaces Protection Order: DG explained that in order for the WMPF to qualify as an Enclosed Sports Area and therefore fall under the legislation of the TVBC Public Spaces Protection Order the Test Way that crosses the WMPF needs to be fenced off. Cllrs agreed to support this and asked that COSC check with TVBC and provide a fully costed proposal. **Action: COSC**
- D. Planning Committee: Minutes of the meetings held on 3 July, 21 July and 7 August '23 are attached here ([4923\\_3a](#), [3b](#), [3c](#) respectively). SL reported that Fenstanton have applied to have condition 15 of 18/02779/FULLN which restricts the dwelling on plot 1 to having no more than three bedrooms removed. After seeking advice from F Barrie and HALC SL sent the [attached comment](#) to TVBC. SL has since been informed that the planning officer will be objecting to this application. SL also informed that the amendment to the frontage of the property cannot be seen and therefore the Planning Committee are unable to make informed comments.
- E. Village Hall: TE reported that a quiz evening will be organised for October, the harvest festival will be held at the end of Sept, a farewell to Revd Jax Machin will be held on 10<sup>th</sup> Sept, and the Warm hub starts again on 2<sup>nd</sup> Oct. A marketing plan is in progress to advertise the hall for hire.
- F. Community Fundraising Group update: Prior to the meeting DH circulated the attached report ([4923\\_15](#)). After discussion, it was agreed that DH and GC will be liaison officers and represent CPC at the Wherwell community team meetings and report back to CPC.  
TE to discuss the issue with S Hutton (Wherwell PC Chair). **Action: TE**
- G. Strategy Working Group (SWG) update: Prior to the meeting TE circulated the minutes of the meeting held on 9 August '23 ([4923\\_16](#)). TE reported that the group are to visit other local groups that have established a Community Land Trust and will be meeting with TVBC in late December to discuss the Chilbolton SHELAA. The TVBC Local Plan is late in being released. The SWG is working on comments to be submitted and will be producing a parish survey to assist with these comments. When TVBC put the Local Plan out for consultation, CPC will hold a public meeting to discuss.

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6. Policy reviews:

- i. [Financial regulations](#)
- ii. [Financial risk assessment](#)
- iii. [Grants Policy](#)
- iv. [Expenses Policy](#)
- v. [Part-funded grant policy](#)

All policies were reviewed and with the exception of the Expenses policy, Cllrs agreed that no changes were deemed necessary. The Clerk is to investigate an appropriate amount for expenses incurred for mileage, broadband and home as office and the Expenses Policy is to be reviewed again at the next CPC meeting.

Action: MD

7. HCC and TVBC Councillor Reports:

Prior to the meeting DD circulated the attached HCC report ([4923 19](#)) and gave the following report on TVBC matters –

TVBC have generated over £1.6M in additional income thanks to prudent property investments ([see attached for more details](#)),

TVBC to slacked nitrate offsets for new builds ([see attached to view more details on the nitrate mitigation project](#)),

Whilst not DD's portfolio, he is talking with J Brain and J Powell to implement a policy to help community shops that are important community assets.

8. Correspondence:

4/7/23 - TVAPTC Meeting notes and annual conference ([4923 1](#))

5/7/23 - TVBC Public Spaces Protection Orders ([4923 2](#))

\*6/8/23 - Non resident letter re Cow Common Car Park Closure and response ([4923 11](#))

9/8/23 - Outcome of Public Consultation from Test Valley Borough Council - Proposal to extend a Public Spaces Protection Order – Dog Control ([4923 10](#))

17/7/23 - HALC AGM 2023 ([4923 4](#))

31/7/23 -HALC Summer 2023 newsletter ([4923 5](#))

\*27/7/23 email re Common Access - 1/8/23 response sent ([4923 6](#))

6/8/23 - TVAPTC-TVBC Annual Conference (30 Sept '23) ([4923 8](#))

8/8/23 - PRA roundtable meeting held on 7/8/23 ([4923 9](#))

28/8/23 – HAC re Letter from the Pageantmaster for UK Town and Parish Councils ([4923 12](#))

29/8/23 - Hampshire Forest Partnership tree planting in Test Valley ([4923 13](#)) ([Map 4923 13a](#))

1/9/23 - Save the Date Test Valley Community Resilience Forum Saturday 28 October 2023 ([4923 18](#))

TE reported he had received a letter for thanks from a recipient of the Coronation Mug.

9. Questions from public: NONE

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10. Any Other Business:

GC – requested review of Emergency Plan. Be added to the next CPC agenda

GM – informed that he will be laying a wreath at Stonefield Park on 17<sup>th</sup> Sept at 10am

SL – asked if anyone knew who owns the land at the entrance to Lynton Meadows. Cllrs were not sure.

11. Items for next agenda:

Stock Green Cutting Policy

Emergency Plan review

12. Date of next scheduled meeting: Monday 2 October 23; 18:30 at Chilbolton Village Hall.

All monthly reports to be circulated by 12:00 Monday 25 September '23.

There being no further business to discuss the meeting was closed at 21:05.

Agreed and Signed ..... (Chairman)  
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