

**YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF
CHILBOLTON PARISH COUNCIL TO BE HELD ON
MONDAY 8 JANUARY 2024
COMMENCING AT 18:30 at CHILBOLTON VILLAGE HALL
A G E N D A P A C K**

1. APOLOGIES
2. DECLARATIONS OF INTEREST
3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON [4 DECEMBER 2023](#)
4. [MATTERS ARISING](#) (Not covered within monthly routine reports)
5. TO TAKE QUESTIONS AND TO DISCUSS AND DECIDE ON ANY PROPOSALS WITHIN THE MONTHLY ROUTINE REPORTS AS FOLLOWS: -
 - A. [Finance Report](#) – Mandy Denyer – to inc.
 - i. approval of accounts for payment
 - ii. To discuss and decide on draft [2024/25 budget](#)
 - iii. To discuss and decide on the [2024/25 Precept](#) application
 - B. [Flood Advisory Group](#) – Cllr Marits
 - C. Highways – Cllr Cockram – NOTHING TO REPORT
 - D. Open Spaces Committee (COSC)– Cllr Griffiths to inc.
 - i. [COSC DRAFT meeting minutes](#)
 - ii. Fishing rights update (Cllr Ewer) – No report given at time of publishing
 - iii. To discuss and decide on Agreement for Common residents parking – see correspondence [8124_2](#)
 - iv. 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
 - E. [Planning Committee](#) – Cllr Larcombe
 - F. [Village Hall](#) – Cllr Cockram
 - G. [Community Fundraising update](#) – Cllr Hall
 - i. To include update on Solar Farm
 - H. Strategy Working Group update – Cllr Ewer – NOTHING TO REPORT
6. HCC and DISTRICT COUNCILLOR REPORT – Cllr Drew
7. Policy Reviews: a) [Business Continuity Plan](#) b) [Safeguarding Policy](#)
8. To agree May '24 CPC and Planning meeting date – The village Hall is not available on Tuesday 7th May. Decision to be made for alternative day, either Wednesday 8th or Monday 13th.
9. [CORRESPONDENCE](#)
10. QUESTIONS FROM PUBLIC – (3 mins. per person)
11. ANY OTHER BUSINESS – For information ONLY
12. ITEMS FOR NEXT AGENDA
13. Date of next scheduled meeting – Monday 5 February 2024; 18:30, Chilbolton Village Hall

Mandy Denyer (Parish Clerk)
Published 02/01/24

4. Matters Arising:

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 –

To obtain quotes to deal with larger trees **Action: COSC/ongoing**

COSC to produce a full report of any actions to be taken and any reasons for not taking action. **Action: COSC**

DG has asked Rick Nightingale to look into this matter (RN has been sent all the Bawden tree survey information)

DG and GC to meet and discuss where WMPF boundary posts need to be installed **Action: DG & GC**

Enclosing the WMPF to be able to apply for an 'Enclosed Sports Area' under the TVBC Public Spaces Protection

Order: DG to investigate further by contacting Dave Tasker from TVBC. **Action: DG**

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. TE has contacted Donna Jones but has had no acknowledgement. **Action: TE**

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**

There are 2 dead ash trees that have fallen on the Common boundary fence. TE to ask Freelands if they can remove these trees. TE to chase. **Action: Ongoing**

RPA grants - TE has asked K Bradley if she is able look into the RPA grants. As yet Clerk unaware of KB decision

Action: TE

COSC Budget: TE suggested that one way that might reduce the cost for the tree survey work to be completed is to ask any log/wood merchants if they would do the work at a reduced cost if they can keep the wood. TE and GM to ask their suppliers. COSC to investigate too. **Action: GM, TE & COSC**

Planning/SL and TE –

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 2024. **Action: TE/SL**

Highways/ GC–

GM informed that the HCC are giving away speed signs. GC to investigate. This applied to East Hampshire. But GC to investigate if any are left that may be available for Chilbolton. **Action: GC**

First Aid course: To date only 11 residents have registered an interest in attending a full first aid training course. The quote received from St John Ambulance was based on 20+ attendees. After discussion, Cllrs agreed to arrange refresher first aid courses instead. MD to contact R Mawer. MD to check with insurers that R Mawer will be covered by CPC Public Liability insurance. As Rick Mawer is a registered paramedic and Member of the College of Paramedics he is covered for this type of private work and therefore no need for CPC insurance. **Action: Complete**

Community Fundraising: DH to ask F and/or H Barrie if they will look at the solar farm Draft Community Benefit Fund agreement. **Action: DH**

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5A. Finance Report

S106 FUNDS AS AT NOVEMBER '23 – (TVBC s106 [Explanation of categories](#)): -

Available (spreadsheet) -

Children's Play Space = £ 1771.90
Informal Recreation = £121.43
Formal Recreation = £ 4531.61
TOTAL available for CPC = £ 6424.94

Outstanding (to be paid prior to occupation) (Spreadsheet) -

Children's Play Space = £ 1220.10
Informal Recreation = £ 2628.99
Formal Recreation = £ 2865.53
TOTAL outstanding for CPC = £ 6714.62

Highways –

Received and paid out to HCC from Sept '08 – Sept '14 = £25490.22 ([Spreadsheet](#)) Outstanding Highways £7437.00

NB from TVBC: The amounts shown on the outstanding list are not guaranteed payments; this is because of a variety of reasons such as the permission not being implemented or the amounts being superseded by a later application or agreement. Unfortunately TVBC don't have the resource to investigate each contribution across the borough but if you as the Parish feel that the amounts shown on the outstanding list should have been paid please do let TVBC know and they can get it investigated.

PAYMENTS NECESSARY SINCE 4 DECEMBER 2023-

Online payments were made to: -

HMRC NI Contribution £48.22

Village Hall hire £48.75 [approved by DG, TE and GM]

DD payments – SSE (WMPF Running costs – Pavilion electric) £3.82 NB: credit now used up [as yet not taken]

JANUARY 2024 PAYMENTS FOR APPROVAL –

A Denyer (Salary, Exps, Postage) – Salary £ , Exps £39.99, Postage (Educational access claim) £3.90

CURRENT ACCOUNT RECEIPTS – Receipts since last report –

Galloway (Common – contribution to track repair) £126.19

Beech Lodge wayleave £5

Abbots Orchard wayleave £10

2023/24 ACCOUNTS -

1. Bank Reconciliation as at 23/11/23 attached [here](#)
2. Current acc Receipts, Batty and WMPF acc's spreadsheet attached [here](#)
3. 1st Quarters Payments spreadsheet attached [here](#)
4. 2nd Quarters Payments spreadsheet attached [here](#)
5. 3rd Quarters Payments spreadsheet attached [here](#)

2023/24 BUDGET REVIEW as at 02.01.2024-

[Precept accounts](#) [Ringfenced accounts](#) [Budget Review Summary](#) (Est. 2023/24 closing balances)

2024/25 DRAFT Budget

[Precept accounts](#) [Ringfenced accounts](#)

[Precept accounts budget comparison](#) between 23/24 budget/actual and 24/25 draft budget inc. explanation of increase precept (NB: 23/24 actual is as at 02.01.2024)

Proposed Precept

Budget income Exc. Precept = £692

Budget Expenditure = £ 25884.81

End of year reserve (one month average expenditure) = £ 2157.07

23/24 est. closing balance = -£2433.14 as at 02.01.2024

Deficit / recommend precept= £29783.02

Recommend precept % increase c. 77 ¼ %

Precept £ increase = £12978.02

This increase equates to a total Parish Council precept cost of c. £55.36 per year on 538 Band D properties.

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5B. Flood Advisory Group Report for January 2024

As you will all know from the emails going back and forth , the river is extremely high. I have spoken to a number of people who have lived in the village a lot longer than I and they have never seen it this high.

The same has to be said for the groundwater levels. We never got the quiet period of dry weather I had hoped for.

Southern water will continue using tankers to assist with the pumping of sewage from the pump station , as so much groundwater seems to be infiltrating into their system.

We still are chasing Hampshire Highways to come and jet the culvert under the road and check the ditch in Abbott's rest. There is some silt around the pipe where it exits into the ditch but we did see flow coming from out of the pipe.

Andy, Rick and I are worried about the sleeper bridge. Let me try and paint a picture.

Standing in the down stream side looking up the stream to the properties on the village side of the common, we have numbered the channels from left to right. 1,2,3and 4.

1 and 2 are running very well with obstructions.

3 has very little flow and when rodded we can feel some resistance at stream bed level.

4 has no flow at all.

Looking at the top of the bridge where 3 and 4 are underneath a pot hole is developing, On the right side of the bridge as you cross towards the cottages.

When rodded out channel 4 is blocked right under where the pothole has formed.

This leads us to believe that there has been a collapse or some concrete has fallen off the underside and causing the pot hole.

This does not surprise me, as the amount of traffic across this bridge, during the recent and ongoing works to one of the properties has probably exacerbated the collapse.

Whilst flow is good through channels 1 and 2 and the stream does not appear to be backing up, we think that in the spring/summer a dig out of that side of the bridge on the right as you cross towards the cottages, will be needed.

M G Marits

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5Di. COSC DRAFT minutes of meeting held on 14.12.2023

PRESENT: David Griffith (DG), Moya Grove (MG), Trish Heaton (TH), Emma Noble (EN), Julian Hudson (JH)

1. Apologies: Terry Gilmore (TG) Cllr Rick Franke (RF) who is on a 6 month sabbatical.
2. Declaration of Interests: None
3. Approval of Minutes – [Thursday 9 November 2023](#): These were agreed and signed as an accurate record of the meeting.
4. Matters Arising
5. To take questions and/or discuss and decide on any proposals within the monthly update reports as follows: -
 - A) Finance – Prior to the meeting the Clerk circulated the attached report ([141223 1](#))
 - i. Finance transactions since last COSC meeting: details within the finance report.
 - ii. To discuss s106 funds available and potential new projects: s106 details within finance report.

DG noted that Andy Bond has been paid for the new sign which points down to Whitelands path.

TH raised whether some of the CIL funds for Fenstanton could be considered for the DG works on CWMPF. The development group won't know what is required until after the pump track is completed, but would like the interest noted.

B) Allotments – Prior to the meeting TG had nothing to report.
TG to be reminded to check whether our allotment prices are in line with other similar local allotments.

C) Common – Prior to the meeting MG circulated the attached report ([141223 2](#))

- I. Update on Fishing Rights: CPC Chairman gave the following report at the 4.12.23 CPC meeting: - TE and DG met with Giles Bevan-Thomas of Parker Bullen, Andover. The legal cost is expected to be between £750 and £1000 plus VAT.

MG added that there are a couple of items she would like addressing regarding the Fishing Rights. First, is that it gives Freelands permission to look after existing bridges and seats (part 7). The two main bridges are HCC's responsibility so a distinction should be made. Secondly, one of the ways Wessex River Trust (WRT) manages the river is to cut trees down into it because it makes a varied habitat for fish. MG would like it added into the report that the fishermen do not remove trees that have been cut down by WRT.

- II. MG informed that a parking letter is being sent to all residents of the Common to ask that there is a formal agreement for parking two cars only. JH is going to draw up a plan next week to go with the agreement.
- III. MG confirmed that Delinked Payments are the new word for the Sustainable Farming Incentive. TE has made enquiries with a former councillor on behalf of COSC. DG and MG will approach the land agent at Savilles.

- IV. MG noted that it was agreed that there was one tree which had fallen and broken the fence and Tony Ewer had arranged with Freelands to remove this tree and another that had fallen nearby but they want to use heavy machinery. COSC have concerns about the use of this machinery before the bird nesting season. It's not realistic to expect that the heavy machinery that Freelands propose to use is appropriate in the foreseeable future due to ground conditions. Therefore COSC recommend that it should be done either by volunteers or otherwise a paid contractor.
- V. Regarding the suggestion from the Flood Action Group of using machinery to clear the silt from the Abbotts Stream, COSC do not recommend this as damage to the stream bed should be avoided.
- VI. COSC recommends that the self closing gates and fencing be checked before the cows return next year.
- VII. TH raised the issue of the wardening scheme. This will be postponed for consideration in the spring.

D) Machinery Maintenance - Nothing to report

- E) Parish Paths – Prior to the meeting DG reported the following: - “The Lengths Man cleared the Whitelands Path and the Mark Way as it runs parallel with FP 16. I have not checked his work yet. HCC have yet to clear the rest of the Mark Way”.

DG has now confirmed the bottom part of the Mark Way up to the first turning has been done by the Lengthsman as has Whitelands Path.

TH noted that there was a deep channel appeared in Whitelands Path where rain water has run down. DG will contact HCC to arrange to have this filled in.

- F) Village Greens - CPC approved the attached Cutting of Stock Green Policy at the 4.12.23 meeting ([41223 4](#)). This has already been agreed.
- G) War Memorial Playing Fields – Prior to the meeting NH circulated the attached report ([141223 3](#))
- I. Update on WMPF Development Group and Adventure Tower update: TH reported that the Development Group met today to discuss what snagging needs to be sorted by Caledonia Play on the Adventure Tower. There are a few points which the Development Group don't understand so contact will be made with Nick Adams the inspector to clarify and a further meeting will take place in the New Year to decide which points need addressing, and which can be left as they are. The development group decided to defer the decision on payment until the New Year. The main concerns are areas of split wood and that the ground surface wasn't flat.
 - II. Discuss and Decide on proposal to CPC re enclosing the WMPF to be able to apply for an 'Enclosed Sports Area' under the TVBC Public Spaces Protection: Regarding the enclosing of the Playing Field, DG is going to contact TVBC to confirm what is covered.
 - III. NH will contact Spalding to see if he can get some agreement on Basket Ball hoop repairs.
 - IV. NH is going to contact the person in Wherwell who was interested in the slide. Otherwise it is hoped it can be sold elsewhere privately.

- V. TH noted that NH has contacted a person from Vitaplay regarding the clamber stack repairs and a representative will be attending tomorrow.
 - VI. DG noted that there was a plan to mark the boundary of CWMPF with proper posts, they are currently marked with little flags. Before the next meeting Geoff Cockram and DG will hammer in some posts to mark the boundary.
- H) West Down: Prior to the meeting DG reported the following: - “Rob West has cut the non-enclosed area as requested. He has also cut inside the enclosed area but not as I asked. I wanted him to tackle the open areas. Instead he has cut under trees. I have spoken to him and I am trying to arrange a meeting on West Down when I will point out the areas I want cut.

Tuesday sessions have not been too productive due to weather and unavailability. Tony Ewer’s request for volunteers has fallen on deaf ears.

I have not yet tackled the matters arising from the Tree Survey. I am aware that I must get on with it”.

MG confirmed that the parish boundary is up the centre of the Mark Way and the far side is Leckford Estate where the dying ash trees are located. DH will look into this with a view to getting MD to write Leckford PC a letter asking them to arrange tree felling.

EN raised the possibility of having a bench on West Down in Abby Purver’s memory; this has been requested by her husband. COSC agreed that this shouldn’t be a problem but permission ought to be sought from the landlords (HCC). EN to look into this.

MG raised that the The Test Valley Farm planning application has indicated in the the ‘mitigation’ section that they will re-wild the non-developed area and it will be grazed by cattle currently used by CPC on West Down. MG considers that COSC should keep a watching brief on the application because it may affect the agreement and the grazier.

6. Correspondence:

8/11/23 - Letter sent to Caledonia Play re balance of payment for Adventure tower ([41223 2](#)), Caledonia reply ([41223 2a](#), [2b](#)), Cllrs emails agreeing to pay 75% ([41223 2c](#)), letter to Caledonia ([41223 2d](#))

7. Questions from Public:

8. Any Other Business – For information only:

9. Items for the next agenda:

10. Date of the next meeting – Scheduled date is Thursday 11 January 2024 at Poplar Dene, Village Street.

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5E. Planning report for December 2023.

December 12thno meeting required

December 18th

2 new applications for Tuxford House for garden buildings received, one under permitted development which has been challenged as it is a conservation area and one full application which has to be considered by January 12th. The former may be eligible for a CIL payment. Mandy has sent deeds for village purchase of common and green spaces so that size of Grindstone Green can be determined and the right of way over it can be considered.

CLlr Geoff Cooper has agreed to 'step into the breach' and support us ref: TVF. Meeting to be arranged for early January. (December one postponed when Cllr had covid).

Enforcement officer is working with owners of Pinecroft who are not complying with the landscaping conditions for the frontage of their property. Owners are disputing conditions. Enforcement officer has stated that unless there is agreement they will proceed to enforcement which presumably means removing fence that has been erected.

New owners/developers of site next to Copyhold on Village Street have agreed to meet us to discuss their proposals for the site for one house, in line with earlier permission. This will hopefully make for an easier ride through the planning process. Meeting to take place in January.

TVF may go to Northern Area Planning Committee on January 25th although not confirmed. Committee has still not had a reply from head of legal, Karen Dunn, in response to our challenge of their disregard for VNP policies.

All permissions and refusals as per agenda.

Minutes of the meeting held on 18/12/23 *(to be attached)*

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5F. Village Hall:

- In order to maintain a quality environment for functions at the hall, re-decoration has been completed to Entrance Hall and Toilets.
- The aim is to replace the aging chairs and also purchase a professional standard floor cleaner. Applications will be made for grants from the TVBC Community Asset Fund, before the closing date of January 14th., to assist with the purchase of these items.
- A successful Christmas Dinner was hosted on December 14th by the Warm Hub team for some 35 residents.

Geoff Cockram

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5G. Community Fundraising:

A draft agreement relating to regular Community Benefit payments to Chilbolton Parish Council was received from Wherwell Solar Farm Limited on November 30th. This confirms the proposed sum of £5k per annum (linked to RPI) for the operational life of the solar farm.

Following discussion at the last CPC meeting it was agreed that a holding response should be sent while appropriate legal input was secured on a few minor points. However, given the simple nature of the agreement it was not felt that significant costs should be incurred. The agreement has been forwarded to Fiona Barrie with a request for review and input. Wherwell PC have declined to participate in our discussions and the two PCs will now act wholly independently.

The Planning Application remains undetermined on the TVBC website. The latest documents relate to the ongoing consultation, particularly responses to affected neighbouring properties. No decision or recommendation to the Planning Committee seems imminent.

David Hall

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7a. Policy review - Business Continuity Plan

CHILBOLTON PARISH COUNCIL BUSINESS CONTINUITY PLAN (BCP)

Scope

The Civil Contingencies Act 2004 places a duty on the local authority to ensure that it is prepared, as far as reasonably practical, to continue to provide critical functions in the event of a disruption.

This Plan provides the framework in order for the Council to mobilise its response and undertake work to prevent or mitigate the severity of potential disruptions. This plan identifies the first reactions, recovery objectives, structure for implementation, monitoring, follow-up procedure and communication process to keep everyone informed of necessary changes to service delivery.

Core Business of the Council

The Council provides a Local Parish Council service to its electorate which includes the provision of:

- Lengthsman services
- Website and noticeboards
- Allotments
- Common/Village Greens
- Recreational Play Area
- West Down Nature Reserve
- Maintenance of footpaths and bridleways
- Full range of Parish Council services

It is not considered that any of the ongoing services undertaken by the Parish Council would require an urgent response.

Risks – Which could invoke the Continuity Plan

Key risks to day to day operations of the Council are limited to equipment failure and the unavailability of the Clerk, Councillors and volunteers.

Other risks such as major disaster should be dealt with through the Council's Emergency Plan.

Council Contacts

Position	Name	Address	Tel Nos
Council Chair	Tony Ewer	Owls Roost Drove Rd Chilbolton SO20 6AB	01264 860486
Council Vice-chair	David Griffiths	Poplar Dene Chilbolton SO20 6BA	01264 860313
Clerk of the Council	Mandy Denyer	1 Dublin Farm Cottage Wherwell SP11 7JW	07514 670919

Other Key Contacts

Contact	Organisation	Telephone Number
Emergency Repairs to Play Equipment	Parish Council	07514 670919
Contaminated Land	Test Valley BC	01264 368000
Roads Pavements	Hampshire CC	0845 6035633
Dangerous Structures	Test Valley BC	01264 368000
Waste Collection Fly Tipping	Test Valley BC	01264 368000
Death of an employee or volunteer whilst on Council business	Health and Safety Executive	0845 3450055 or www.hse.gov.uk
Crime and Disorder	Andover Police Station	999 111 or 0845 0454545
Travellers on Council land	Test Valley BC	01264 368000

Timeline	Immediate response – 24 hours	Within 7 days	Longer Term 1-3 Months
Loss of availability of Clerk	Inform Chair	Decide on temporary arrangements if required	Review at PC meeting and determine approach
Loss or serious injury of staff member or volunteer acting on Council Business	Inform Chair Inform Health and Safety Executive	Inform all Parish Councillors	Report to next PC Meeting and commence review of procedures
Loss of important documents held on hard copy or electronically	Inform chair Retrieve originals or back up if possible	Install back up files on new equipment	Report to PC Meeting and review procedures
Loss of Council Equipment due to theft or breakdown	Report theft to Police Inform Chair/Clerk to report to insurers	If urgent replacement is necessary seek approval to purchase new	Report to next PC Meeting and commence review of procedures

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7b. Policy Review – Safeguarding Policy

CHILBOLTON PARISH COUNCIL SAFEGUARDING POLICY

Policy Statement

In the interests of child protection and the welfare and protection of young people and vulnerable adults, Chilbolton Parish Council is committed to ensuring that children, young people and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Parish Council.

This policy applies to:

- Anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity.
- Any individual or organisation hiring the Parish Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

Definitions

Children and young people:

Anyone under the age of 18 years

The NSPCC has a helpful guide to spotting the signs of child abuse, which can be found at:

[Spotting the signs of child abuse | NSPCC](#)

Vulnerable Adult:

- Anyone over 18 who is:
- Has needs for care and support (whether LA are meeting these needs or not)
- Is experiencing, or is at risk of, abuse or neglect AND
- As a result of these needs is unable to protect themselves against abuse or neglect or the risk of it.

Guidance Care Factsheets for the Care Act 2014 can be found online at:

[Care Act factsheets - GOV.UK \(www.gov.uk\)](#)

Policy Objective:

- To ensure that where possible all facilities and activities offered by the Parish Council are designed and maintained to limit risk to children, young people and vulnerable adults.
- To promote the general welfare, health and development of children by being aware of child protection issues and to be able to respond where appropriate as a local government organisation.
- To develop procedures in recording and responding to complaints and to alleged or suspected incidents of abuse and neglect.
- As the Parish Council does not directly provide care of supervision services to children, young people and vulnerable adults, it expects all children, young people and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.

Aims

The aim of this policy document is to guide members of Chilbolton Parish Council should any child safeguarding issue or any issues with young people or vulnerable adults arise during their work.

Responsibilities & Procedures

A Safeguarding Officer will be appointed from within the Council and his/her responsibilities will include:

- Ensuring that before any Parish Council organised event with children, young people or vulnerable adults, the participants are briefed appropriately.
- Ensuring that members are aware of the risk they may face in certain circumstances whilst carrying out their duties.

- Ensuring that whilst Council members are unlikely to be involved with children, young people or vulnerable adults during the performance of their duties they are mindful of the risk they face.
- Any council member, volunteer of the council or its committees assisting with educational visits to the Common and/or West Down and/or will be in contact with children, young people and/or vulnerable adults will be given the job title of 'Volunteer Child Chaperone'. As such the volunteer will be subject to an Enhanced with barred lists check from the Disclosure and Barring Service (DBS). The volunteer will need to show the council the completed check before the council decides whether or not this volunteer is cleared to work with/be in contact with children, young people and/or vulnerable adults.
- Any council member, volunteer of the council or its committees that has incidental contact with children, young people and/or vulnerable adults whilst carrying out their duties will not need to have a DBS check.
- Decisions on whether any person should be DBS checked will be made by the Council following a risk assessment and shall be renewable every 5 years. DBS checks will be carried out in line with best practice and to meet the needs of the Council's service. Information about DBS checks is available online at: [About us - Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk/about-us-disclosure-and-barring-service)
- All Councillors and volunteers are to be provided with a copy of the Safeguarding Policy and asked to sign to confirm that they will abide by it.
- Councillors will adhere to the 'List of Recommended Behaviour' namely:
 - A minimum of two adults present when supervising children, young people or vulnerable adults.
 - Where possible, have male and female leaders working with a mixed group.
 - Always be publicly open when working with children. Avoid any situations where you and an individual child are completely unobserved (encourage an open environment).
 - Where possible, children should not be left unattended however this will depend on age and circumstances.
 - Not to play physical contact games.
 - Adults to wear appropriate clothing at all times.
 - Never do anything of a personal nature for a child, young person or vulnerable adult.
 - You must respect the rights, dignity and worth of every person and treat everyone equally.
- Keep records in an incident book of any allegations a child, young person or vulnerable adult may make to any council member or volunteer. Should an allegation be made the Incident book will be presented to Full Parish Council meeting for inspection.
- If there is a child safeguarding concern it should be reported to Safeguarding Officer and/or the Hampshire Safeguarding Children Board and also referred to the Council for further action as appropriate and future risk assessment.
- If there is a vulnerable adult safeguarding concern it should be reported Safeguarding Officer and/or to Hampshire Adult Services and also referred to the Council for further action as appropriate and future risk assessment.
- Facilities offered by the Parish Council have been inspected on a regular basis and at least annually by a representative of RoSPA or a similar organisation.
- Sharing information about child safeguarding and good practice with partner organisations, councillors, employees, volunteers, parents and carers.
- In the event of a contractor, working directly for the Parish Council, being deemed to be working in any area where children, young people or vulnerable adults may be at risk, then that contractor will be asked to provide their Safeguarding Policy.

Users of Chilbolton Parish Council facilities

Any organisation using the Councils facilities will be provided with a copy of this Safeguarding Policy.

Any organisation which may make contact with children, young people or vulnerable adults shall be required to show proof of its own appropriate Safeguarding Policy before being allowed to participate in the use of any council owned facilities.

Any organisation who does not currently have their own Safeguarding policy, can find information from the Local Safeguarding Children's Board as to how to produce such a policy at the following links: <http://www.4lscb.org.uk/>
<http://4lscb.proceduresonline.com/>

Current hirers who do not have their own Safeguarding policy will have a period of twelve weeks from the adoption of this policy to provide the Council with a copy of their policy.

If you are approached by a child, young person or vulnerable adult, with a disclosure that s/he is being, or has been harmed,

Do:

- Stay calm.
- Provide a listening ear and an open mind.
- Be reassuring, particularly that the individual is doing the right thing by telling you.
- Record the information you are provided with and report as quickly as possible to the Safeguarding Officer. This information will be passed to the appropriate child or adult service and should include a record of the time, date and persons present.

Don't:

- Promise to keep the information secret. Make it clear that you have a duty to refer the matter on.
- Stop the individual who is freely recalling significant events.
- Make the individual tell anyone else. S/he may have to be formally interviewed later and it is important to minimise the number of times information is repeated.
- Make any suggestions to the individual about how the incident may have happened.
- Question the individual, except to clarify what they are saying.
- Discuss the information with anyone other than the Safeguarding Officer or appropriate child or adult service.

Contact details

If you become aware of concerns that a child, young person or vulnerable adult is being abused, or if you have any concerns, you must report it to the Safeguarding Officer. If you think someone is being abused, don't assume that someone else is doing something about it.

If the Safeguarding Officer is unavailable and/or you need to contact Hampshire Safeguarding Children Board or Adult Services, use the phone numbers below:

Hampshire Safeguarding Children Board: 01962 876355

Monday - Thursday 8.30am to 5pm

Fridays 8.30am to 4.30pm

All other times and for Weekends and Bank Holidays please use the Out of Hours number 0300 555 1373

[- Hampshire Safeguarding Children Partnership \(hampshirescp.org.uk\)](http://hampshirescp.org.uk)

Hampshire County Council Adult Services: 0300 555 1386

Monday - Thursday 8.30am to 5pm

Fridays 8.30am to 4.30pm

All other times and for Weekends and Bank Holidays please use the Out of Hours number 0300 555 1373

[Safeguarding adults | Health and social care | Hampshire County Council \(hants.gov.uk\)](http://hants.gov.uk)

If you think a child, young person or vulnerable person is in immediate danger – don't delay call the police on 999

CONCERNED ABOUT SOMEONE WORKING WITH CHILDREN?

If you have a concern about anyone working with children (in either a paid or voluntary capacity), please contact the Local Area Designated Officer (LADO) on 01962 876364 or complete the LADO Notification form on the Hampshire County Council website at

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare/providers/safeguarding>

In all situations, you must provide an outline of your concerns in writing. If the matter is referred to Children's Services, Adult Services or the police, you may be asked to provide a formal statement of your concerns for subsequent external investigations.

Declaration

Chilbolton Parish Council is fully committed to safeguarding the well-being of children, young people and vulnerable adults by protecting them from physical, sexual, emotional harm and neglect.

All members and volunteers of Chilbolton Parish Council should read the Safeguarding Policy. Having read the Policy they should be proactive in providing a safe environment for children, young people and vulnerable adults who are involved in Parish Council activities.

This Policy will be reviewed annually.

This Policy was approved by Chilbolton Parish Council on 3 July 2017 and reviewed on 08 January 2024

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9. Correspondence:

4/12/23 - LCPD Autumn Winter Newsletter ([8124 1](#))

4/12/23 - S Walsh email re Common residents parking ([8124 2](#)) for discussion under item 5Diii

5/12/23 - Press release - The IncuHive Group Awarded Contract to Propel Test Valley's Net Zero Business Transition ([8124 3](#))

7/12/23 - SSEN Support ([8124 4](#))

8/12/23 - Hampshire Minerals and Waste Plan consultation coming soon ([8124 5](#))

8/12/23 - Wherwell Primary School Christmas card ([8124 6](#))

18/12/23 - Dragonfly Power "Leaky Homes" roadshow ([8124 9](#))

02/01/2024 - TVBC Precept requirement ([8124 15](#))

02/01/2024 - Resident email re Southern Water and Drainage issues in Chilbolton ([8124 17](#))

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