

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 4 December 2023; 18:30 at Chilbolton Village Hall

PRESENT: Cllrs Tony Ewer (Chairman) (TE), Geoff Cockram (GC), David Hall (DH), George Marits (GM), Mandy Denyer (Clerk) (MD), TVBC/HCC Cllr David Drew (DD)
Members of public: NONE

1. Apologies: Cllr Sue Larcombe (SL), David Griffiths (Vice-Chairman) (DG), Julian Hudson (JH), Rick Franke (RF)
2. Declarations of interest: All Cllrs present signed the request for dispensation, which was granted by MD as Proper Officer of the Parish Council. No other declarations of interest were declared.
3. To sign as a correct record the minutes of the meeting held on Monday 6 November 2023 – These were agreed and signed as an accurate record of the meeting.

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

DG informed that with a shortage of trained chainsaw operators available this work may need to be carried out by contractors.

Common residents parking agreement to be drawn up **Action: COSC**

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**

TE to discuss with WMPF adj. land owner (Mr Saunders) if there is any possibility of providing a permissive footpath/vehicle track from Coley Lane to WMPF via the 'bee field'. Letter sent 29/11/23 ([41223 17](#)). **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. 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**

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Include in parish magazine article procedure for blue badge holders to apply for Common gate code
Action: Complete

MD informed that there was only one box of dog waste bags remaining in stock. Cllrs agreed to the purchase of dog waste bags.
Action: Complete

Blue badge holders Common gate code notice (displayed 8/11/23)
Action: Complete

Pan-parish group re River Test pollution - GM to investigate and DH offered assistance.
Action: Complete

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

GM to request HCC Highways to jet the drain adj. to Abbots Mitre, and will inform owners of Abbots Rest so they are aware.
Action: Complete

Finance - MD to submit all current invoices for adventure tower to TVBC for the release of the 50% CAF grant funding.
Action: Complete

MD to inform WMPF DG of the following re play tower opening: -
The Andover Advertiser, DD as TVBC Cllr, a member of STFC, a member of the film company who made the Community Projects donation to CPC and CPC Cllrs to be invited.
There is to be no formally gathering at the Abbots Mitre.
WMPF DG to request a couple of suitable dates from TVBC for the opening ceremony to be held in the New Year.
WMPF DG to be asked to check all other play equipment (with the exception of the Basketball systems) are in working order.
Action: Complete

MD to ask that WMPF DG to update the ‘WMPF development Wish List’. It has been a while since residents were asked what they would like to see at the WMPF and priorities may have changed.
Action: Complete

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.
Action: MD

5. To take reports 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 ([41223 10](#)).
GM checked, agreed and signed the bank reconciliation check.
MD stressed the importance that the new RPA grants need to be investigated (especially the Sustainable Farming Incentive). TE will ask K Bradley if she is able to do this on CPC behalf.
Action: TE

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- i. Approval of accounts for payment: Those payments listed within the finance report and additional payments as follows were approved: - A Bond £175.30 for Signage and Village Greens; DG reimbursement £212.47 for machinery costs and MD salary and back pay £1361.57.
- ii. To discuss draft 2024/25 budget: Prior to the meeting MD circulated the following:
2023/24 BUDGET REVIEW - [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 and 24/25 draft budget inc. explanation of increase precept (NB: 23/24 actual is as at 9/11/23)

Following discussion, Cllrs agreed to increase the budget for website costs from £100 to £250 and include a budget of £200 for installing a boundary fence at the WMPF. Both are precept related expenditures. Cllrs also agreed that a budget of £1000 should be included in the Ringfenced Common expenditure for the Fishing Rights legal fees.

All other sums in the draft budget were agreed.

MD to adjust draft budget, as above, for approval at the January CPC meeting. The precept will also be decided at the same meeting. **Action: MD**

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**

- B. Flood Advisory Group: Prior to the meeting GM circulated the attached report ([41223 7](#)). GM asked DD to remind Highways that the culverts on Village Street are yet to be jetted. GM and R Nightingale will be rodded the culverts and sleeper bridge on the Common soon.
- C. Highways: Prior to the meeting GC circulated the attached report ([41223 13](#)). GC was informed that the error on the notification board was a typo. GC stressed the importance to DD that road works dates and especially closures must be accurately displayed on the highway.
- D. Open Spaces Committee (COSC):
 - i. COSC meeting minutes: Prior to the meeting DG circulated the draft minutes of the meeting held on 9 November 2023 ([41223 11](#)). No further update as DG absent from meeting.
 - ii. Fishing rights update: TE reported the following – TE reported that he and DG met with Giles Bevan-Thomas of Parker Bullen, Andover. The legal cost is expected to be between £750 and £1000 plus VAT.
 - iii. To discuss and decide on COSC proposed Cutting of Stock Green Policy: Prior to the meeting the attached draft policy was circulated ([41223 4](#)). Cllrs agreed to the policy.
 - iv. To discuss and decide on Agreement for Common residents parking: Prior to the meeting a draft agreement was circulated. Cllrs agreed to the draft agreement. *However, post meeting new information has come to the Council that needs to be further discussed and therefore will be added to the January '24 agenda.* **Action: MD**
 - v. 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: No further update as DG absent from meeting.

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- E. Planning Committee: Prior to the meeting SL circulated the attached report ([41223 6](#)) and the minutes of the meetings held on 6 and 20 November 2023 ([41223 6a](#) and [6b](#) respectively).
TE reported the following:
“1 Test valley farm application for 4 x 3 bed homes. (The application for 7 homes is under appeal)
Chilbolton requested Head of Legal services to withdraw this item from the NAPC agenda on 23rd November because the officer had in our opinion misunderstood the CNDP Policy HD1. The item was withdrawn pending investigation.
2 Meeting with TV Planning dept on 30th September.
We were given advice on the correct manner to qualify the potential sites and will be following this.
TVBC have offered to carry out a Housing Need Survey and we have confirmed that we wish to do this. No cost involved.
During discussion we asked about the next draft of the new Local Plan and were advised to expect this by Spring 2024. The Government has asked for a 10% increase in the number of new homes and the target for the new plan has been increased to 11,000. Of these 6,897 will be in Test Valley North and of this number 3,142 are in progress with a further 3,755 will be required. Figures are current estimates and could change. Graham Smith felt that there would be no pressure on rural parishes for the new homes”.
- F. Village Hall: TE reported the following: “Geoff Cockram has succeeded me as Chairman with Howard Barrie as Vice Chairman.
The audited accounts show a loss of £4,268 in the last year and a cash balance of £40,400. The loss was mainly due to much reduced income over Covid and some large maintenance items. There is no cause for concern”.
- G. Community Fundraising Group – To include update on Solar Farm: DH reported the following -
The Draft Community Benefit Fund agreement has been received and needs to be independently reviewed (REPD will cover the cost of this). It was suggested that F or H Barrie may be able to do this. DH to ask them.
TE recommended that the draft agreements needs clarity on dispute resolutions, guarantees or covenant to secure payment, clarity on the management committee composition and reporting requirements.
- H. Strategy Working Group update: TE reported that the visit to Wickham CLT on 29th November went very well. This land trust has been operating for some 11 years and now owns more than 20 homes all affordable and most for rent. They have agreed to give copies of all documentation for use as a starting point to set up our own CLT. DH to join working party.
6. HCC and TVBC Councillor reports:
DD HCC report is attached ([41223 20](#)).
DD reported the following for TVBC –
2 charges of fly tipping (£5k for dumping plasterboard and £1k for dumping hand sanitiser),
£18.3 million for a new Cultural Hub (more information [here](#)),
DD recently attended a Village Shop Conference and has requested that N Bond be sent all information.

DH asked DD about the announcement in the news about a new Hampshire Trust hospital and closure of Winchester A&E (BBC new article [here](#)). DD said that this was out for consultation.
7. Correspondence:
8/11/23 - NALC pay scale announcement for 23/24 ([41223 1](#))

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](#))

Action: DH

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- 10/11/23 - TVBC - how base rate is calculated ([41223 3](#))
- 10/11/23 - TVBC Community Asset Fund to Open for Applications ([41223 5](#))
- 22/11/23 HALC November '23 newsletter ([41223 8](#))
- 24/11/23 - Utility works on the highway - an explanation from Hampshire Highways ([41223 12](#))
- 27/11/23 - SC email re CPC TVBC CHALLENGE re TVF 22.02668.FULLN and 21.02241.FULLN ([41123 14](#)). SL response ([41223 14a](#))
- 27/11/23 - HALC Invitation to Participate in Emergency Planning ([41223 15](#))

8. Questions for public: NONE

9. Any other business:

Dates of CPC and Committee meetings for 2024. The attached list was approved ([41223 21](#)). MD to notify the Village Hall bookings secretary and parish magazine. **Action: MD**

MD reminded Cllrs that she will be on leave from 20 December 2023 to 1 January 2024 (inclusive).

TE reported on the Test Valley Association of Parish and Town Council meeting on 23rd November - "There were 2 discussion subjects, Fire risk and Neighbourhood plans.

The head of fire services mentioned several things that we should be aware of including giving location using "what 3 Words" in rural villages, the location of fire hydrants (I have requested a map) and individual emergency plans. He would be happy to arrange a presentation in Chilbolton if requested.

Sarah Hughes spoke about neighbourhood plans and 8 have now been made.

Those present raised several matters including the use of number of bedrooms to apply for affordable homes and describe house size, the position regarding settlement boundary changes that we believe should be initiated by parish NPs. The need for floor area ratios to define house sizes and proportion of green space in each property and the apparent disappearance of developer contributions in lieu of affordable houses, and the proceeds of the sale of affordable houses through right to buy and property sales of land owned by housing associations".

10. Items for the next agenda:

To discuss and decide on the 2024/25 budget and precept application.
Common residents parking agreement.

11. Date of the next scheduled meeting – Monday 8 January 2024. All monthly reports to be circulated by 09:00 Tuesday 2 January 2024.

There being no further business to discuss the meeting was closed at 20:30.

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