

CHILBOLTON PARISH COUNCIL MEETING

DRAFT -Minutes of the Annual Parish Meeting held on Monday 13 May 2024; Chilbolton Village Hall, 18:00

PRESENT: Cllrs Geoff Cockram (GC), Tony Ewer (TE), David Hall (DH), Julian Hudson (JH), George Marits (GM), Mandy Denyer (Clerk) (MD). Members of Public: None

1. Apologies: TVBC/HCC Cllr David Drew (DD), Cllrs David Griffiths (DG), Sue Larcombe (SL) and Rick Franke (Cllr Franke is still undergoing medical treatment and will be for some time. Cllrs agreed to Cllr Franke taking another 6 months leave of absence).

DH led the next item:

2. Election of Chairman and to receive the Chairman's declaration of acceptance of office and written undertaking to observe the code of conduct:
GM proposed TE, seconded by GC, Cllrs voted unanimously in favour. TE therefore elected Chairman. TE completed the Declaration of Acceptance of Office.

TE continued to Chair the meeting.

3. Election of Vice-Chairman and to receive the Vice-Chairman's declaration of acceptance of office and written undertaking to observe the code of conduct:
TE proposed DG, seconded by DH, Cllrs voted unanimously in favour. DG therefore elected Vice-Chairman. DG to complete Declaration of Acceptance of Office at next meeting. **Action: DG**
4. To receive declarations of acceptance of office and written undertakings to observe the code of conduct from remaining councillors: Remaining Cllrs completed the Declaration of Acceptance of Office.
5. Registration of Pecuniary Interest – To confirm no changes to RoPI form or complete a new form:
All Cllrs confirmed that there were no changes to their RoPI's. MD to notify TVBC. **Action: MD**
6. To declare any Declarations of Interest for this meeting: NONE
7. To sign as a correct record the minutes of the meeting held on 10 April 2024: These were agreed and signed as an accurate record of the meeting.
Thanks were given to MD for her hard and dedicated work for the Parish Council.
8. Appointment of Committees, Working Parties/Groups, their members and agree their Terms of Reference (ToR): -
 - a) [Planning Committee](#): The attached ToR was agreed. Members: SL, TE, GC and JH
 - b) [Flood Advisory Group](#): The attached ToR was agreed. Members: T Gilmour, G Marits. M Grove, R Nightingale, A Smith, G Kelly, E Painter
 - c) [Chilbolton Open Spaces Committee](#): The attached ToR was agreed. Members: DG, JH, RF, E Noble, N Horne, T Gilmour, T Heaton, M Grove.
 - d) [War Memorial Playing Field Development Group](#): The attached ToR was agreed. Members: N Horne, E Noble, T Heaton, DH
 - e) [Chilbolton Strategy Group Working Party](#): The attached ToR was agreed and signed. Members: TE, SL, JH, DH, GC, A Campbell, C Ruffalls, J Painter, C Marits, M Gossling, A Kent, M Croston
Committees and Groups are to appoint a Chair at their next meeting.
9. Appoint Lead Councillors/Representatives: -
 - a) Highways: GC
 - b) Village Hall: CPC Rep GC, WMPF rep DG
 - c) Community Fundraising: DH

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10. To review the following policy documents: -
- a) [Standing Orders](#): no amendments were necessary
 - b) [Code of Conduct](#): no amendments were necessary
11. Annual Report Finance (Mandy Denyer, Clerk/RFO) to include: -
- Prior to the meeting MD circulated the attached reports ([51324_9](#) and [9a](#)). The Receipts and Payments account and Year End bank reconciliation (within report 51324_9a) were approved and signed by the Chairman.
- a) Approval of the Annual Governance Statement and Accounting Statements for 2023/24:
Prior to the meeting MD circulated to Cllrs the Annual Governance and Accountability Return (AGAR) 2023/24 form and a list of assertions for the completion of the AGAR (within report 51324_9a). Cllrs, having satisfied themselves that the assertions were correct, approved the Section 1 of the AGAR – The Annual Governance Statement, and it was duly signed by the Clerk/RFO and Chairman.
Section 2 – Accounting Statements was then considered, approved and duly signed by the Chairman.
 - b) Notice of the period for the exercise of Public Rights – Monday 4 June to Friday 15 July 2024.
 - c) Declaration of Conflict of Interests with BDO LLP: All Cllrs confirmed they had no conflicts of interest with BDO LLP, duly signed by MD and the Chairman.
 - d) Monthly Finance report – to inc. approval of accounts for payment: Prior to the meeting MD circulated the attached report ([51324_9b](#)). GM checked, agreed and signed the bank reconciliation. All listed payments were approved.
12. Annual Flood Advisory Group Report: Prior to the meeting GM circulated the attached report ([51324_3](#)). In addition GM reported that water levels are slowly coming down. Tankering by SW is still in operation and is likely to continue for some time yet. CPC are awaiting a formal response from SW to the letter dated 8 May '24 (sent via post) ([3624_4](#)). GM confirmed he is happy to continue to take the lead on this matter. GM will draft another letter to SW in due course that will also include an invitation to SW to attend a parish meeting.
GM proposed that the ditch on the Common (from Cattle grid to the river) be cleared by machine. Given that there is a risk to property Cllrs agreed to this proposal. GM to liaise with contractor.
- Action: GM**
13. Annual Highways report: Prior to the meeting GC circulated the attached report ([51324_10](#)). GC asked Cllrs present for guidance on how to proceed with the issues raised at the Annual Parish Assembly. It was agreed by Cllrs that there was not sufficient support for sleeping policeman. Having already enquired with HCC Highways regarding chicanes when installing the Coronation Green pedestrian crossing, it was agreed that HCC would not give permission for any chicane within the village. Having outlined the regulations regarding speed indicator signs to those in attendance at the Annual Parish Assembly, it was agreed that the effort to meet these regulations outweighs the benefit. There was support for the Village Gateways (and HCC Highways have previously given informal consent when in discussions regarding the Coronation Green pedestrian crossing, so likely to give permission) it was therefore agreed that GC should concentrate on this project.
14. Annual Open Spaces Committee Report: Prior to the meeting DG circulated the attached report ([51324_8](#)). In DG absence JH briefed Cllrs on the attached report. TE informed that the Fishing

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Grant of Deed should be sent to CPC soon. DH asked why Stocks Green hasn't been cut. JH informed that this was a decision taken due to the presence of orchids. The green will be cut once the Orchids have set seeds for next year. JH reiterated DG's thanks to all the volunteers and informed that he will progress his initiative to recruit more volunteers.

TE informed that there were issues with parking over the weekend (11 & 12/5/24) when the weather was very good. He queried as to why the gate was not shut by COSC. TE also mentioned that he had given a 'smart gate code lock' to DG. JH to investigate. **Action: JH**

TE also suggested that CPC pay a parking/Common warden (perhaps a former police officer or former member of the military, but NOT a Chilbolton resident). Cllrs were asked to make enquiries with anyone they know that might in turn know of someone suitable.

JH reported the blocking of the pedestrian gate onto the Common by a parked car (during the weekend). JH agreed to investigate a solution. **Action: JH**

15. Annual Planning report: Prior to the meeting SL circulated the attached report ([51324 15](#)). Cllrs discussed the letter received from the owner of Lynton Meadow ([3624 3](#)) stating that he plans to install a post and rail fence in line with the committee's suggestions. Also he is planning to plant a 'mature' hedge of probably hornbeam and is asking for a contribution from the PC towards this. Cllrs present discussed this request and it was unanimously agreed that the policy of CPC is to only support village community projects and not private individuals. MD to inform SL of decision and SL to contact the owner. **Action: SL**

16. Annual Village Hall report: Prior to the meeting GC circulated the attached report ([51324 11](#)). GC informed that the order (and payment) for the 1st instalment of chairs has been placed/paid. They have not yet arrived. In light that there are a number of wedding and functions coming up the Village Hall Management Committee would like to place the order for the 2nd instalment and have all the chairs delivered at once. GC added that he had asked DD if a grant application to the HCC Cllr grant scheme could be retrospective. DD informed GC that 'yes, so long as no rules were broken'. Cllrs would like clarification from DD and therefore MD is to email DD. **Action: MD**
Cllrs agreed, in principal, to a part-funded grant of 20% for the 2nd instalment of chairs.

It was agreed to purchase Thank You cards for the volunteers of the Warm Hub and Afternoon teas. These will be presented to the volunteers at one of the Afternoon teas (Jenny Brain to be invited too). MD to purchase thank you cards. **Action: MD**

The last film show will be on 31st May 2024.

GC informed that TE is investigating the possibility of installing solar panels and a 'pay as you go charging point'.

TE suggested the formation of a 'Youth Council' to get youngsters involved in village volunteering.

17. Annual Community Fundraising report: Prior to the meeting DH circulated the attached report ([51324 16](#)). DH added that the Open Gardens event is to be held on 30 June and an article should be going into the next issue of the parish magazine. DH also added that there has been no further movement with regards to the Wherwell Solar Farm.

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18. Annual Strategy Work Group (SWG) report: Prior to the meeting TE circulated the attached report ([51324 14](#)). TE asked for Cllrs agreement for the attached letter to be sent to TVBC Chief Executive Andrew Ferrier re Chilbolton Settlement boundary/TVF ([51324 17](#)). All Cllrs present agreed.

TE informed Cllrs that he and the SWG are drafting a letter to the Head of Legal at TVBC. TE briefed Cllrs on what this letter will contain and Cllrs present agreed in principal.

There will be a meeting in due course to discuss the TVBC Housing Needs Survey. The survey produced by TVBC shows that there is a need for 20 new homes within the parish (10 downsize and 10 affordable).

MD to chase for a response from HCC regarding a recent request for information regarding Rights of Way/Access via West Down and for documentation that was mentioned in the Head of Terms prior to the Lease Agreement being signed (to CC Chief Executive of HCC so that the request is passed onto the correct person/department).

Action: MD

19. To discuss and decide on any urgent matters:

Cattle returning to the Common on 17 May '24: Prior to the meeting M Grove informed Cllrs that the Common is drying out and will continue to do so even if it rains, as evaporation and transpiration increase. If we are to prevent the grazier from bringing the cattle he may bring them at all and may not in the future. The CPC must bear in mind all the info within the attached draft letter and that cattle graziers are hard to find. We have a very good relationship with the grazier. Grazing of the Common is a stipulation of the RPA Stewardship agreement.

Cllrs approved of the attached draft letter to grazier ([3624 7](#)) and grazing agreement for 2024.

Action: MD

20. Correspondence:

10/4/24 – Letter sent to Station Rd property re Fly tipping on West Down – Response received 15/4/24

15 and 27/4/24 – Emails received from Mr A Gibson

16/4/24 - HALC newsletter ([51324 4](#))

17/4/24 - Thriving Communities - Rural Central Test Valley workshop ([51324 5](#))

19/4/24 - Transport for the South East and our Your Voices survey now live! ([51324 6](#))

23/4/24 - Rural Crime Prevention Booklets ([51324 7](#))

2/5/24 - Test Valley Association of Parish and Town Councils - Meeting 23 May 2024 - Planning Enforcement ([51324 12](#))

21. Questions from public – (3 mins. per person): NONE

22. Any other business – For information ONLY:

MD on leave 20 – 24/5 inclusive,
DD HCC May '24 report ([51324 19](#)).

There has been a Freedom of Information request ([51324 18](#)). At TE requested, MD has asked the sender to confirm who has instructed them to gather this information. Once a response is received MD is to also ask if they are willing to pay for the Clerks time in gathering this information. CPC have 20 working days to respond with the requested information (deadline therefore 10 June '24).

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23. Items for the next agenda:

Discuss and decide on moving HSBC savings account to Metro Bank savings account.

To Discuss and decided on new financial regulations.

24. Date of the next meeting – Monday 3 June 2024; 18:30 at Chilbolton Village Hall

There being no further business to discuss the meeting was closed at 19:50.