

**YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF  
CHILBOLTON PARISH COUNCIL TO BE HELD ON  
MONDAY 4 NOVEMBER 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. CO-OPTION OF NEW COUNCILLOR
4. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON [7 OCTOBER 2024](#)
5. [MATTERS ARISING](#) (Not covered within monthly routine reports)
6. 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 Village Shop grant application ([41124 7](#))
    - iii. To discuss any project to be included in the 25/26 Budget
    - iv. To discuss and decide on resident request re Open Gardens 2025 funds to charity ([41124 14](#))
    - v. To discuss and decide on the Draft Engagement Letter for Internal Auditor ([41124 18](#))
  - B. [Flood Advisory Group](#) – Cllr Marits
  - C. Highways – Cllr Cockram – i) Update on village gateway signage: Nothing to report prior to the meeting
  - D. Open Spaces Committee (COSC)– Cllr Griffiths to inc.
    - i. [COSC meeting minutes](#)
    - ii. [Update on proposed repair of Test Way at the Purlygig Bridge](#)
  - E. [Planning Committee](#) – Cllr Larcombe
  - F. Village Hall – Cllr Cockram: Nothing to report prior to the meeting.
  - G. [Community Fundraising update](#) – Cllr Hall To include update on Solar Farm
  - H. Strategy Working Group update – Cllr Ewer: No report at time of publishing
7. HCC and TVBC Councillor report – Cllr Drew
8. TO DISCUSS ‘WELCOME EVENT’
9. TO DISCUSS NON-RESIDENT REQUEST RE MEMORIAL PLAQUE/S ([41124 15](#))
10. [CORRESPONDENCE](#)
11. QUESTIONS FROM PUBLIC – (3 mins. per person)
12. ANY OTHER BUSINESS – For information ONLY
13. ITEMS FOR NEXT AGENDA
14. Date of next scheduled meeting –\_Monday 2 December 2024; 18:30, Chilbolton Village Hall

**Mandy Denyer (Parish Clerk)**  
Published 29/10/24

## 5 Matters Arising:

### COSC:

Common car parking signs update – There is one more sign to be installed at the top of Joys Lane. DG to arrange for AB to install. **Action: DG**

Reinstate WD/TVF barrier – MD to ask HCC for an update re matter between TVF and HCC. If no response, CPC will reinstate the barrier by the end of the year. Email sent 9/10/24 no response as yet. **Action: awaiting response**

GM and/or to draft letter to Southern Water seeking reimbursement for damages caused by the tankering – to be discussed with SW at site meeting (meeting date postponed awaiting new date). Repairs have been made. **Action: Ongoing**

Whitelands Path resurfacing inside the WMPF - DG to ask AB to measure the area and prepare a plan for HCC approval **Action: DG/In Hand**

Notices are to be displayed to advertise that the Test Way path (Purlygig) is flooded and not yet repaired to due third party delays in agreement and that people should wear appropriate footwear. **Action: COSC**

### 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. DD to chase for a response from Mr Gogan. **Action: SL/Ongoing**

Letter sent to TVBC legal team regarding the Wherwell Solar Farm application ([41124 1](#)). Application was withdrawn from the NAPC.

### Planning/Strategy Working Group:

TVBC interpretation of Chilbolton Neighbourhood Plan Policy HD1. Letter sent to Mrs K Dunn ([41124 2](#)). Acknowledgement of receipt of the letter has been received but no detailed response as yet.

### Highways:

GC to ask HCC if JH can design the village gateways thereby reducing the professional fees. **Action: GC**  
JH to liaise with GC

GC to request from the provider of gateways for necessary permissions, delivery and installation as this might be a simpler way ahead. **Action: GC**

### Finance:

SL to check for any outstanding Open Gardens expenses **Action: SL**

Engagement letter for the internal auditor. MD couldn't find a template so produced a draft Engagement letter circulated to Cllrs ([41124 18](#)). Cllrs to approve under item 5a Finance.

Honorarium payment to the internal auditor – Internal Auditor requested that funds be used for COSC. Therefore MD has allocated £100 to WMPF Capital. Also the £120 from 23/24 internal audit. **Action: Complete**

Query re Installation of new horse gate on Common: AB has issued an invoice for the balance. **Action: Complete**

**Maintenance of Stonefield Park memorial:** TE to find out who is responsible for its upkeep. **Action: TE**

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## 5A Finance Report:

### S106 Funds as at November '23 – (TVBC s106 [Explanation of categories](#)): -

Available ( <a href="#">spreadsheet</a> ) -	Outstanding (to be paid prior to occupation) ( <a href="#">Spreadsheet</a> ) -
Children's Play Space = £ 1771.90	Children's Play Space = £ 1220.10
Informal Recreation = £121.43	Informal Recreation = £ 2628.99
Formal Recreation = £ 4531.61	Formal Recreation = £ 2865.53
TOTAL available for CPC = £ 6424.94	TOTAL outstanding for CPC = £ 6714.62

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.

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### Payments necessary since 7 October '24-

A Denyer reimbursement for defib battery and pad £339.54 [approved by Cllrs via email]

E Noble reimbursement for WMPF padlocks £58.99 [approved by TE and DG]

A Bond – Rectory green repair materials and machinery hire only £385 [approved by DG and TE]

DD payments – NONE

### October '24 payments for approval –

A Denyer (Salary, Exps) – £

### Current Account Receipts – Receipts since last report –

Southern Water re WD barrier to TVF £250.37

F Rabeneck Contribution to Sleeper bridge repair £1000

HMRC 2<sup>nd</sup> quarter VAT reclaim £705.33

### Payment queries -

DG/AB reimbursement: AB has issued invoice for £84.18 relating to un-invoiced costs for the installation of the new horse gate on the Common.

### Clerk Pay increase –

National Joint Council has issued the Local Government Services Pay Agreement for 2024/2025 ([41124 19](#)). The Clerk being on Scale point 7 means an hourly increase in pay of £0.67. Back pay for April to October therefore = £204.59.

### 2024/25 Accounts to date –

Current acc Receipts, Batty and WMPF acc's spreadsheet attached here

1<sup>st</sup> Quarters Payments spreadsheet attached [here](#)

2<sup>nd</sup> Quarters payments spreadsheet attached [here](#)

3<sup>rd</sup> Quarters payments spreadsheet attached [here](#)

Bank Reconciliation as at 24/10/24 attached [here](#)

Precept budget review (as at 24/10/24) attached [here](#)

Ringfenced budget review (as at 24/10/24) attached [here](#)

Budget review summary (as at 24/10/24) attached [here](#)

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## **5B Flood Advisory Group:**

Current common situation

River still flowing round the end of the Purlygig bridge and it's still ankle deep. Stepping logs have been removed and Mandy has attached notices to the bridge asking that they are not replaced.

Sleeper bridge repairs have been done BUT.

One side of the upstream channels has been blocked by concrete supporting the large piece of wood use to support the new sleepers. Not sure how we reduce this to allow better water flow.

The other side has some debris in that I think I can clear with a spade without too much difficulty.

My worry is that the side that is blocked may cause backing up and flooding on the common.

The current ground water state is that the height is above what was recoded in October 2013 before the 2014 floods.

Still waiting to hear back from Southern Water regarding a meeting about future actions. This meeting is vital so we can show that we suspect, looking at the data we have recorded for the Environment Agency, that flooding will occur next year.

Still waiting on clearing the ditch from the Cattle grid to the culvert.

M G Marits

[FAG minutes of the meeting held on 21 May 2024](#)

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## **5Di Open Spaces Committee DRAFT minutes of the meeting held on 17/10/24:**

Present: Cllrs David Griffiths (Chairman) (DG)  
Moya Grove (MG), Trish Heaton (TH), Emma Noble (EN)  
Members of Public: None

1. Apologies: Nick Horne (NH), Terry Gilmore (TG)
2. Declaration of Interests: NONE
3. Approval of Minutes – Thursday 12 September 2024: These were agreed and signed as an accurate record of the meeting.
4. Matters Arising: Our thanks to Julian Hudson for his contributions and COSC are very sorry to lose him. Councillor David Hall has agreed to take over the new rural payment grants which Julian was dealing with.
5. Chairman's Report: None
6. To take questions and/or discuss and decide on any proposals within the monthly update reports as follows: -
  - A) Finance –
    - i. Finance transactions since last COSC meeting: Prior to the meeting the Clerk circulated the attached report ([101024 2](#)).
    - ii. To discuss projects to be included in the 25/26 COSC Budget:

EN queried whether we should continue to pay for the hire of the village hall for the COSC meetings each month, when it is generally held at Poplar Dene. Also, the quote from Corinne for the footpath improvements on the rhubarb patch of £973, did not appear to have been mentioned in the finance reports.

B) Allotments – Prior to the meeting TG had nothing to report.  
TH queried whether TG has managed to find a replacement volunteer to report back on allotment issues. TG to confirm.

C) Common – Prior to the meeting MG circulated the attached report ([101024 1](#))

I. Update on Purlygig Bridge:

MG reported that she has been in touch with Nick Gibbs of Enviro-Aqua. At his suggestion MG contacted Alison Graham-Smith (AG-S) of Natural England to confirm the type of gravel which is suitable. AG-S was out of the office, but it was agreed that MG should contact her colleague.

Nick Gibbs has sent the quotes which are rather high. COSC agreed that two further quotes should be sought (contractor recommendations provided by Wessex River Trust (WRT)) in order that grants can be applied for.

WRT have provided two gravel types for our temporary fix. The one with 'fines' (small particles) would be best as it will lock together better. DG will contact Rick Nightingale to chop down an ash tree for the temporary solution and MG will contact the house on the Common who may have a suitable ash tree that may need felling.

There is £4742 currently in the ringfenced fund for the Common, so it should be possible to pay for some gravel for our temporary footpath fix.

MG raised whether WRT should be asked if they would be willing to contribute to the cost of repairs. COSC agreed that MG should contact them to ask what help they could provide and what possibilities there are for grants.

MG met with Rob West to decide what areas are to be cut on the Common. He will use a light weight cutter. Adam Coutts has put the cattle collection pens on the Common and MG has contacted him to see when the cattle will be collected, because they should ideally be left out until after the cut has been done, so that the cattle have the opportunity to eat 'the arisings'. So far she has not managed to speak to him.

MG reported that Sparsholt visited on 4<sup>th</sup> October and they have provided excellent feedback. There have been 7 successful visits this year.

Regarding the French Drain at the Old Cottage, MG has provided the instructions given to BT when they did work, regarding soil replacement. This was sent to the Parish Clerk to forward on to the owners and the same advice applies to the French Drain works.

II. Update on Sleeper Bridge repair:

Work is now complete. Clerk awaiting invoice from Huttons and will then request contribution from Old Inn Cottage.

MG reported that George Marits provided an email with pictures and he will raise it at the flood advisory group because Huttons appears to have blocked up one of the gulleys underneath.

- D) Machinery Maintenance: Nothing to report.
- E) Parish Paths:  
EN reported that the very top of the Mark Way up to Leckford has been cut back, presumably by HCC.
- F) Village Greens:  
DG reported that Stocks Green has now been fully cut. Also, Andy Bond has quoted to repair Rectory Green damaged by Southern Water's lorries and this bill will be forwarded on to Southern Water.
- G) War Memorial Playing Fields –
- I. Update on Wild Flower areas: To be decided at a later date.
  - II. Update on play equipment repairs following annual inspection: No information to date.
  - III. Update on communications with Vita Play re play equipment timbers: The Clerk sent communications between CPC and Vita Play regarding failed timber and all Annual Play Area Inspection Reports on 9/9/24 to Mr Burgess of Vita Play. A chasing email was sent on 3/10/24 as a response has not yet been received.  
No information to date.
  - IV. MG requested that any changes to the padlock number should go through the Parish Clerk.
  - V. DG reported that Grass and Grounds have now been paid in full for cutting the Playing Field. Some of the grass seems to be patchy and dead. DG suggested meeting with Grass and Grounds to see if it can be rectified. DG will liaise. TH suggested that the Parish Council be asked to consider giving the football team two free games as a gesture of goodwill.
  - VI. Regarding the email from Corinne the Countryside Ranger for repairs to the rhubarb / butterbur area, DG will forward this to the Parish Clerk indicating that COSC recommend approving the estimate she has given.
  - VII. DG will liaise with Rick Nightingale to see if 30% or so can be removed of the ash tree above the container, rather than the whole tree.
  - VIII. Regarding the damage to the basketball hoop, DG will contact a tradesman who has helped make a gate for us in the past to see whether he can make a metal basketball hoop.
- H) West Down:
- I. MG reported that Rob West is awaiting confirmation of what needs doing as he would like to do the Common and West Down at the same time.
  - II. DG reported that Simon Martin has cut back side growth along the concrete road and in the West Down Car Park.
  - III. DG has contacted all the various people who have been volunteering in the past for the working party, but most are unavailable or only occasionally available, so it is may not worth continuing. EN will cut the banks in her own time if a brush cutter can be made available. DG proposes that the bulk of the work previously done by volunteers should be done by Simon Martin / Rick Nightingale. Simon Martin has a mulching machine. The machines probably can't cut the

banks. Also the vegetation along the fence needs cutting back to prevent climbing plants pulling the fencing over. EN raised that the note should be taken out of the Parish Magazine if the working party is to cease. MG will contact the U3A group to see if there are any volunteers.

IV. DG reported that Southern Water has taken responsibility for removal of the barrier to Test Valley Farm and will pay for a replacement. A replacement will be arranged once it has been confirmed that HCC agree that it is not a right of way. This is currently under discussion at HCC.

I) Tree Warden report: Nothing to report.

7. To Discuss and decide on Lengths Man tasks for the following month (to include number of hours allocated per task): All funds have now been allocated. New funds will be available in May 2025, if HCC renew scheme.

8. Correspondence:

8/9/24 - Wherwell Resident proposal for repair to Test Way/Purlygig Bridge ([71024\\_4](#)) – See Common report

11/9/24 - WRT re Problems with the restoration on Chilbolton Common ([71024\\_5](#))

18/9/24 - SW response re West Down barrier ([71024\\_8](#)) – Payment yet to be received

24/9/24 - HCC email to DD re Chilbolton Cow Common Purlygig bridge ([71024\\_9](#))

9. Questions from Public: None

10. Any Other Business – For information only:

11. Items for the next agenda: To discuss 2025/26 budget for CPC approval

12. Date of the next meeting – Scheduled date is Thursday 14 November 2024 at Poplar Dene, Village Street.

There being no further business to discuss the meeting was closed at 7:51

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**5e Planning Committee:** [Minutes of the meetings held on 7/10/24](#)

As per the minutes and in addition:

1. After having contacted Emma Jones (case officer) regarding the state of parking at **Fenstanton** she came back to say that she had passed it to the enforcement officer. I think he may have already followed this up as they now seem to be parking on the other side of Station Road and higher up the hill.

She added that she had had a request from the planning inspectorate asking for more information about the site so she was hoping that there was now going to be some progress on the appeal.

2. HCC have now put in an ecology response (October 21<sup>st</sup>) to the latest document submitted by Alfred Homes relating to TVF. They are recommending **REFUSAL** on the basis that the latest ecology submission from Alfred Homes is out of date as well as other concerns. (Can be viewed on TV planning website.) One would hope that this cannot be ignored by The Northern Area Planning Committee. There has still been no response from TV to Tony's last letter following on from the advice received from our friendly KC.

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**5G Community Fundraising:**

At the last CPC meeting it was confirmed that all contributions to the Operation Market Garden 80<sup>th</sup> Anniversary commemoration event held in August have been paid from the main precept budget so no funds from the Community Projects Fund were required. Consequently the fund remains at £9997.44, largely sourced from the 2023 and 2024 Open Gardens events and the CIL payment from Fenstanton.

It was also agreed that the fund would be used to provide seed funding for the set up of the Community Land Trust later in the year.

COSC have requested support with the applications for RPA funding as this is handed over by Cllr Hudson. While I am happy to help, this will be limited to the financial aspects and expanding funding sources. I am not in a position to become a member of COSC and subject matter experts will need to continue to lead on content issues such as the Common Management Plan.

David Hall

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### **10 Correspondence:**

*(Italics = Sent)*

8/10/24 - CPC letter to TVBC (Simon Finch) re Application 23/02225/FULLN Solar Farm ([41124 1](#))

8/10/24 - CPC letter to TVBC (Karen Dunn) re interpretation of policy HD1 ([41124 2](#))

8/10/24 - Neighbourhood planning newsletter ([41124 3](#))

9/10/24 - Letter to HCC and NE re Chilbolton Common SSSI bridleway repairs ([41124 4](#))

9/10/24 - Email to HCC M Hardy re WD barrier to TVF ([41124 17](#))

25/10/24 – HCC response re WD barrier to TVF ([41124 24](#))

11/10/24 - HALC October Newsletter ([41124 5](#))

11/10/24 - TVBC Member's Allowances Independent Remuneration Panel ([41124 6](#))

10/10/24 - Village Shop Grant application 24/25 ([41124 7](#)) – to be discussed under Finance

15/10/24 - Hampshire County Council Passenger Transport Forums ([41124 8](#)) [JH to attend one of the meetings]

14/10/24 - Resident complaint re Village Disgrace ([41124 10](#))

18/10/24 - TVAPTC National Planning Reform Teams meeting ([41124 11](#)) - JH to attend

17/10/24 - Additional info from DD - HIWFRS Safety Plan consultation toolkit and Hampshire County Council Future Services - Member Q&A+decision summary 2024 ([41124 12](#) and [13](#))

19/10/24 - non-resident request re memorial for WWII use of Chilbolton Airfield ([41124 15](#)) – To be discussed (item 9 on agenda)

21/10/24 - resident request re Open Gardens 2025 funds to charity ([41124 14](#)) – to be discussed under finance

23/10/24 - COSC letter to WRT re help with Test Way/Purlygig path repair ([41124 16](#)) WRT Response ([41124 16a](#))

24/10/24 HALC re NJC pay increases for 2024/25 ([41124 19](#))

24/10/24 Track repairs not holding ([41124 22](#))

29/10/24 - HALC re Remote Attendance and Proxy Voting ([41124 27](#))

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