

**YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF
CHILBOLTON PARISH COUNCIL TO BE HELD ON
MONDAY 7 APRIL 2025
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 3 FEBRUARY and 3 MARCH 2025
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](#) – Gill Bulpitt – to inc.
 - i. approval of accounts for payment
 - ii. To agree to appoint Patrick Coates as the internal auditor and agree the proposed [letter of engagement](#)
 - B. Flood Advisory Group – Cllr Marits
 - C. [Highways](#) – Cllr Hudson to include
 - i. Update on village gateway signage
 - ii. To discuss and agree forming a Highway Safety working group and its Terms of Reference and members
 - D. [Open Spaces Committee \(COSC\)](#)– Cllr Griffiths
 - E. [Planning Committee](#) – Cllr Larcombe
 - F. [Resilience](#) – Cllr Collis
 - G. Village Hall – Cllr Hudson to inc feedback from Newcomers Event
 - H. [Community Fundraising update](#) – Cllr Hall
 - I. [Strategy Working Group update](#) – Cllr Ewer to inc.
 - i. To approve the New Build Project Design, Access and Planning Statement which will be submitted as a pre-application to Test Valley Borough Council
 - ii. To discuss and agree the formal relationship between the proposed Community Land Trust and the PC for affordable houses
 - iii. To appoint the 'New Housing Project' Sub-Committee, discussing and agreeing its Terms of Reference and members.
6. HCC and TVBC Councillor report – Cllr Drew
7. [POLICY REVIEW](#):
 - i. To approve list of Council policies
8. [CORRESPONDENCE](#)
9. QUESTIONS FROM PUBLIC – *(3 mins. per person)*
10. ANY OTHER BUSINESS – For information ONLY
11. ITEMS FOR NEXT AGENDA
12. Date of next scheduled meeting – Annual Parish Assembly_Monday 22 April 2025; 18:30, Chilbolton Village Hall then Monday 19th May AGM

4 Matters Arising:

- | | |
|---|-------------------|
| a) Potential Chilbolton War Memorial: Update. (030225 10) | Action: TE |
| b) Blocked drain on Coley Lane requires HCC intervention | Action: DG |
| c) SWG Minutes on the website | Action: GB |
| d) Agree agenda for APA on 22 nd April 2025 | Action: TE |
| e) Gift Policy re pre-planning | Action: GB |

COSC:

- | | |
|--|------------------------|
| a) Common car parking signs update – There is one more sign to be installed at the top of Joys Lane. However, after discussion it was agreed that this would not be installed until March/April '25. | Action: On hold |
| b) Whitelands Path resurfacing inside the WMPF – to be carried out in Spring. | Action: On hold |
| c) JH to investigate a more substantial/permanent/cost effective solution for the Common Tract
(see email to NE under COSC 5D) | Action: JH |
| d) DG to investigate who can cut Brockley Warren footpath | Action: DG |
| e) DG to draft a response to NE regarding repairs | Action: DG |

[\(Back to agenda\)](#)

5A Finance Report:

i. List of Payments

- a. TVBC re dog bin emptying on West Down - £283.98
- b. JRB enterprises - dog poo bags (approx 1 yrs worth) - £537.60
- c. J Hudson reimbursement re newcomers event - £203.41 (50% of cost for wine still to come)
- d. Mandy salary £530.40 + Norton annual subscription re computer security £49.99 = £580.39
- e. Gill wages =£477.36.
- f. COSC – Fuel and brush Cutter attachments - Andover Garden Machinery £20.42 & £72.75 and Winchester Garden Machinery £42.80
- g. Hall Hire (Jan to Mar 2025 inc) £282.00

- ii. **Resolution** - To agree to appoint Patrick Coates as the internal auditor and agree the proposed letter of engagement and remuneration.

Engagement letter for the Internal Auditor of Chilbolton Parish Council

This letter confirms the basis on which the Internal Auditor will provide services to the Parish Council.

- ***Roles and Responsibilities :***

Internal Auditor:

The role of the Internal Auditor is one of independence and in no way will the Internal Auditor be involved in the financial decision-making, appointments or any other areas that may give rise to conflicts of interest.

Parish Council:

The Clerk/Responsible Financial Officer/Proper Officer, together with the Council, has clearly defined responsibilities for Risk Management, Internal Control, Internal Audit and the prevention of Fraud and Corruption to ensure that activities are conducted in a secure and well-ordered manner.

- ***Internal Auditor objectives and reporting requirements:***

- a) *to review, appraise and report upon the adequacy of governance and internal control systems*
- b) *to carry out an annual inspection of the books and records of the Council*

c) where necessary, make recommendations which could help improve the Council's governance

- **Rights to access to information, members and officers:**
The Internal Auditor will be granted access to any information/documents of the Parish Council to enable the completion of the Internal Auditor section of the AGAR.
The Internal Auditor's main contact with the Parish Council will be the Clerk/RFO. However, the Internal Auditor may contact any Council member if necessary.
- **Scope of Work**
Predominantly the Internal Audit will review the governance of the Council culminating in the completion of the Internal Audit Report and to identify if the following key areas are in place and working satisfactorily: -
 - a) Proper Book-keeping
 - b) Payment controls in relation to Financial Regulations
 - c) Review of the Internal Controls
 - d) Budgetary controls
 - e) Income controls
 - f) Bank reconciliations
 - g) Public Rights notice and dates
 - h) Publication of previous AGAR
 - i) General governance
 - j) Year End procedures, which will include:
 - i. Financial Statements review;
 - ii. Review of Council balances;
 - iii. Annual Return review.
- **Timescale for the effective and efficient method of completing the audit are as follows:**
The Clerk/RFO will provide all necessary documents and copy of the AGAR no later than the end of April. The Internal Auditor will check the final Accounting Statement figures (Section 2) of the AGAR. Provided all is in order, then complete the Internal Audit section and return all documents and AGAR to the Parish Council in time for the Annual Parish Meeting to be held in May.
- **Remuneration:**
The Parish Council will make an honorarium payment to the Internal Auditor as per the agreed parish council budget.
- **Period of engagement:**
Once agreed, this letter will remain effective from the date of signature until it is replaced.

Signed on behalf of Chilbolton Parish Council

..... (Clerk/RFO) Date:

I,, Chilbolton Parish Council appointed Internal Auditor, agree to the specifications and requirements as detailed above.

[\(Back to agenda\)](#)

5C Highways Report

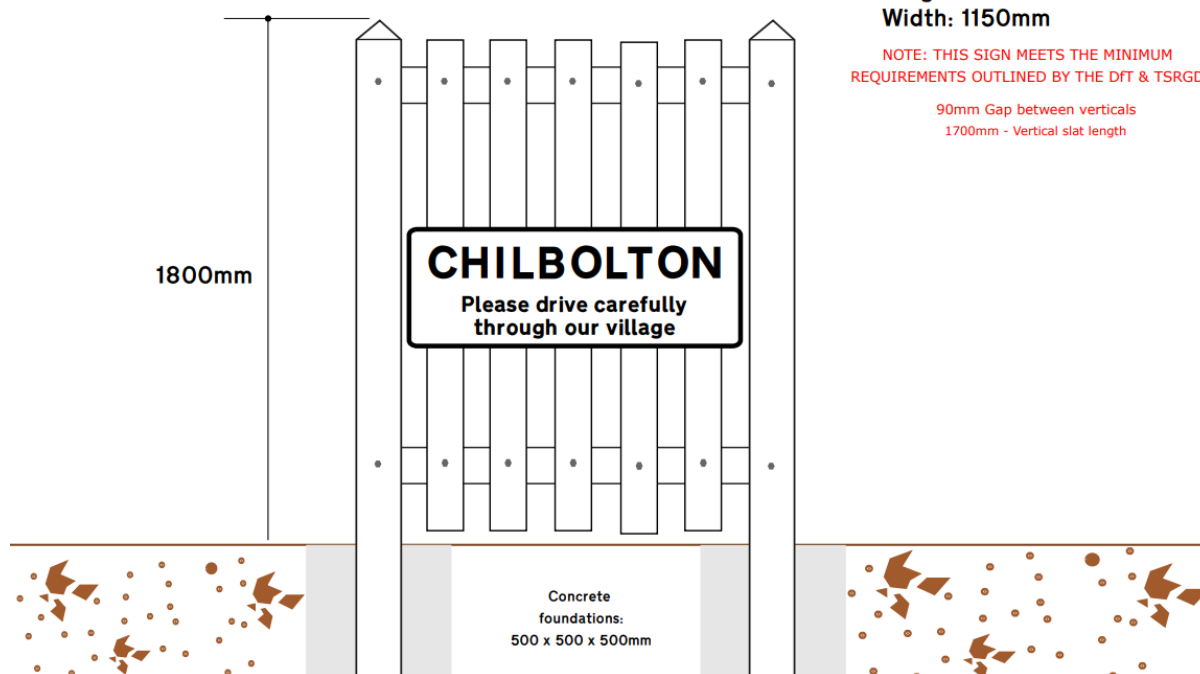
i) Highways Report to CPC for meeting of 7th April 2025

Village Gateways

Received 19th March - Following site inspection, please find attached below further details on the suggested suitable locations for the requested village gates, and an illustration of the proposed gates. Please note the available space for the gates may be limited. Please let me know if you would like to make any changes to the design.

We are proposing to install a new Glasdon gateway manufactured from recycled plastic, wood effect material in white, 1.8m above ground. At sites 1 & 2 we can install a gate measuring 1500mm width, complete with two horizontal slats and five vertical slats, with a sign to read "Chilbolton. Please drive carefully through our village" on one side of the road and on the opposite side a matching single end post, height 1.8m above ground. Unfortunately, there is insufficient space at site 3 (Martins Lane) for a single end post. See further details listed below.

Scale 1:14



Gateway overall dimensions:

Height: 2300mm

Width: 1500mm

Sign overall dimensions:

Height: 410mm

Width: 1150mm

NOTE: THIS SIGN MEETS THE MINIMUM
REQUIREMENTS OUTLINED BY THE DfT & TSRGD

90mm Gap between verticals

1700mm - Vertical slat length

Sent 20th March:

Many thanks for your emails, and I now understand regarding the design costs etc.

I think that the painted dragons' teeth may not be supported locally for the same reason that the roundels were rejected as an "urbanising" feature.

However, I am pleased with the suggestion of the gateways. Are recycled plastic gates used elsewhere? I would prefer to see timber, albeit I appreciate there is a maintenance consideration, but I strongly suspect that my preference would be supported by the community.

I think before we go any further with this, we would need to see the quote for the overall works (minus dragons' teeth) so that I can bring this to the rest of the Parish Council for discussion and potentially approval.

I look forward to receiving the quotation in due course,

Speed Indicator Devices

Following the last meeting, we were contacted by Gary Inglis, who manages SIDs in Sutton Scotney for a fee. The list of activities he carries out is listed below:

1. Move the SID devices each month to another location stipulated by parish committee
2. Change speed indicators to speed limit set for that specific road
3. Change and recondition the batteries
4. Replace batteries once a week with fully charged battery
5. Repairs brackets and any broken items
6. Clean the devices
7. Create and supply monthly reports in PDF or Excel format end of month with speed data
8. Run tests with device on and off create report for analysis
9. The reports are property of parish council, therefore not shared in the public domain (unless specifically asked by the committee)
10. Work with Hampshire highways and local MP to try and get them to consider traffic calming measures where possible in certain areas.

I asked him to provide a quote for doing so for Chilbolton, and received the following response:

We charge £100.00 month for the first SID and then £50.00 for the second. Total management fee £150.00 for 2 devices each month, this would be invoiced quarterly.

I would like to invite the views of CPC on this matter; the maintenance would in a scenario whereby we purchased two SIDs cost £1,800 per annum. Former Cllr Cockram previously informed CPC that each sign costs in the region of £2,000 to purchase. Locations for SIDs also need to be checked and approved by HCC at a cost of £250.

Mayfly Bridge Highway Safety Meeting

There is a common misunderstanding with the Highway Code whereby pedestrians think they should face traffic, whereas the correct action is to walk where you are most easily visible to other road users. Facing traffic on the Mayfly Bridge when crossing it from the Chilbolton side could easily lead to disaster. AS has frequently seen near-misses on this link and JH agrees that we should seek to do something before tragedy occurs.

Gold standard would be traffic lights, one-way traffic on the bridge and a footway created on the existing bridge. Likely to be very expensive and not considered the most feasible option for that reason. Also aware of Hampshire Highways' stance given their funding constraints.

It is understood that providing a footbridge from the Test Way across the river to the Mayfly has been explored previously and was ruled out, supposedly by the Pub itself. It was agreed that circumstances may have changed since the pandemic, with the Mayfly having created a number of alterations to their offer including an enlarged outdoor seating area, a significant new covered outdoor dining room and an extension to the restaurant along its northern edge, as well as doubling the size of the car park. This may mean that they are more amenable to the footbridge solution going ahead than they were in earlier times.

Another option could be to improve signage alerting drivers to the possibility of pedestrians in the road. This could be supported by an on-demand set of amber flashing lights which pedestrians could activate with a button when they enter the existing bridge. It is also considered that removing the dense foliage on the north-eastern side of the bridge, approaching from Andover would increase driver awareness that they are approaching a bridge and should use caution. Extending the double white lines across the centre of the bridge would also be useful in influencing driver behaviour, while creation of a painted “virtual footway” on the bridge, similar to those used within the village, would encourage pedestrians to walk on the correct side.

Another possibility might be the creation of a permissive footpath between the Test Way and the A3057, across the field north-east of the Mayfly. This could be done with the landowner’s consent, and if considered necessary CPC could fund fencing of this route to eliminate risks such as unauthorised access to fishing. The landowner could also ensure that the route is closed one day per year in order to avoid the permissive route becoming a public right of way. An image showing a possible location for the permissive footpath is attached. Once across the A3057, the verge is wider on the south-west side, allowing for a gravel footpath to be created of similar type to the one between Fullerton Road and the Old Railway Cottages.

TD has a contact at Fullers who may be able to assist with resurrecting the footbridge option, but we need to get our facts straight on what happened previously. TE should be able to assist with this.

JH mentioned that he is looking into setting up a Highway Safety Working Group, and would be grateful if AS and TD might be willing to join. This was received with some enthusiasm.

The meeting concluded with a short walk to examine the possible points of connection for pedestrian and/or cycle access to the Mayfly without having to use the existing road bridge.

Cats-eyes on the A3057

I have yet to progress this but I believe it could be one of the topics for my proposed Highway Safety Working Group (see below).

Highway Safety Working Group

There has been a recent increase in interest in Highway Safety, and I propose that a Highway Safety Working Group is set up to discuss these matters. I have prepared a proposed ToR for the group, which will be included in this month’s agenda pack for discussion by CPC.

ii. To discuss and agree forming a Highway Safety working group and its Terms of Reference and members –

Pre-circulated document sent to PC members

[\(Back to agenda\)](#)

5D CHILBOLTON PARISH COUNCIL’S OPEN SPACES COMMITTEE (COSC)

Matters Arising:

Copy Email to Natural England sent 27/03/2025 re Vehicular access to Cow Common

Dear ,

Chilbolton Parish Council has asked me to investigate what, if any interventions may be permissible in order to provide a more permanent solution to the problem of the existing gravel tracks across parts of Chilbolton Cow Common becoming heavily pitted, to the detriment of highway safety.

As you may be aware, there are four dwellings on the Common for whom the only vehicular access is the existing gravel tracks. In recent years, despite our best efforts to keep them repaired, the pothole issues have noticeably got worse.

I would anticipate that any bituminous Macadam type surfacing would be considered inappropriate, if not unacceptable by Natural England, but I would like to seek your views and guidance on what alternatives may be permissible? I would presume that whatever is put in place, it would certainly need to be a permeable surface treatment. If there are any other design requirements which Natural England would require, please let me know.

APRIL REPORT TO CPC FROM COSC CHAIRMAN

THE COMMON

1. The tracks leading to the Old Inn and the WMPF need repairs. JH is seeking advice from NE about a more permanent repair. I suspect we will be doing the same as we always do on cost grounds. No quote yet.
2. The bridleway leading to the Purleygig Bridge has a big dip in it which fills with water and causes the public to walk round it damaging the ground on either side. Needs to be filled in. Quote from Andy Bond: Machine hire £395; labour £300.
3. Date for cutting creeping thistles 5th July. HCV coming. Suggest we supplement with Ian Daubney and friend using CPC brush cutters.

WMPF

1. Repairs to path at far end (through butterburr). Agreed with HCC that they will provide labour and we provide materials. Approximate cost £1000. to be done now ground has dried out.
2. Crown reduction to ash tree above container. Quote £2962. Delayed by birds nesting in tree.

WEST DOWN

1. Repairs necessary to fence from water trough to kissing gate about 75m up concrete road. Two quotes both just under £2000.
2. Clearing growth from on and under fence. This is necessary to preserve fence and avoid high cost of future repair. Lengths Man has been tasked with clearing to the fence along Coley Lane. Quote from Rick Nightingale for rest of work: approximately £500.
3. Machine cutting of enclosed area successful. Supplemented by Ian Daubney and friend using brush cutters where machine didn't reach. Suggest three days for machine cutting next year. Ideally arisings should have been raked up and burnt but insufficient volunteers. EN and HCV also helped clear slope down towards Coley Lane.
4. Will organise ragwort pull if necessary.
5. Grazier will bring cattle once fence repaired. Grazing part of agreement with NE.

FOOTPATHS

Whitelands path is very muddy as it approaches the WMPF. Had complaints. Much used. Suggest we repair at same time as bridleway on common to save machine hire costs. Will get joint quote. Materials for both paths hoggin and path gravel.

David Griffiths 31/03/2025

[\(Back to Agenda\)](#)

Minutes from the last two meeting: ([minutes 03/03/2025](#)) and ([Draft minutes 17/03/2025](#))

Planning Report March 2025 (SL)

As per minutes

Confirm permission for Test Valley farm, 28 conditions to be met.

Most importantly bat habitat, (how important a site is it?) Senior ecologist Richard Hill twice recommended refusal. I have written to him for opinion.

Alterations to access road, will have to go to public consultation. (TRO).

Spent good and hugely informative day with Rural Housing Alliance looking at site in Curdridge being built by housing association. Good conversation with the chair of their PC and planning to contact him again.

[\(Back to Agenda\)](#)

5F Resilience Report

DC and GB (the latter on behalf of Longstock PC) attended a Test Valley Community Resilience Forum on 8th March. At this they mingled with representatives of other Parish Councils, working through a disaster scenario in which community resilience was tested.

The key takeaways were that Test Valley Borough Council has grants available to help set up community resilience, if there is anything we need, and also Chilbolton is ahead of other parishes in the area as we do have a Community Emergency Plan. Several do not.

DC is currently updating the Plan to update contact details, and add in the extra first aiders who kindly volunteered at the Welcome Meeting, and proposes to circulate it around Councillors prior to agreement at an upcoming, hopefully the next, CPC meeting.

The other area to be refreshed in the Plan is where it refers to the “Community Volunteers” who will be drafted in to help spread the word should there be a need to open the emergency hub at the Village Hall. We currently do not hold such a list and the PC should consider whether we need one or whether this task can be covered by Parish Councillors plus those members of the community who have been co-opted onto our various subcommittees. Thoughts on this are welcomed.

Debbie

[\(Back to Agenda\)](#)

5G Community Fundraising update

Rural Payments Agency Agreements 2025/6

Gill has now submitted our application for the annual Higher Level Stewardship Agreement (HLSA) for Chilbolton Cow Common through the Rural Payments Agency portal. This was well in advance of the deadline (15/5/2025). Annual payments for the Common under the HLSA currently stand at £4772.50.

As invitations for the new Higher Tier Stewardship Agreements (HTSA) will not be issued until the summer, we have initiated a separate process to request that the Common is included. David Hall, Moya Grove, David

Griffiths and Gill Bulpitt met in March and agreed to lobby the RPA via Natural England in advance of these invitations being issued. Moya has shared a list of key contacts to begin this process.

West Down already qualifies for a Higher Tier Stewardship Agreement running to 2026. We have a copy of the latest agreement. The latest payment of £3878 was received in December.

The support provided from James Waddington at Savills under a free consultancy scheme funded by DEFRA as part of EU transition arrangements, has now ceased. There is little benefit to CPC of continuing at our own cost.

Wherwell Solar Farm

As agreed at CPC's meeting on March 3rd meeting, David Hall wrote to Third Revolution Projects (TRP) requesting a revised draft of the proposed Agreement covering the payments to the Community Benefit Fund during the operating lifetime of Wherwell Solar Farm. TRP accepted all our recommendations and have now reissued the agreement with amendments.

The revised agreement is attached for approval. This contains one further change at Clause 2.6, reflecting the fact that Chilbolton already operates a Community Benefit Fund and does not need to establish a new committee with additional residents as Wherwell have had to do. We will need to advise TRP of this when we return the signed agreement to them.

As requested, WPC were approached to ensure a consistent approach between Chilbolton and Wherwell. However, confirmation was received from Cllr Sean Hutton (Wherwell Chair) that WPC had already signed and returned the original draft of their agreement in February, having mistakenly been advised that CPC had already done so.

THIS AGREEMENT is dated and made between:

(1) The Company

Wherwell Solar Ltd

Registered Office: No. 1 Poultry, London, United Kingdom, EC2R 8E

(2) The Parish Council

Chilbolton Parish Council

1 Dublin Farm Cottages, Wherwell, United Kingdom, SP11 7JW

BACKGROUND

The Company is the owner of the Plant and wishes to set up a community benefit fund to be used by the Parish Council for the Objectives (as defined below).

1. INTERPRETATION

1.1. *In this Deed the following words and phrases have the meanings shown opposite them:*

Community Benefit Fund

*the sum of £5,000 (five thousand pounds sterling) per annum with annual Retail Price Index (RPI) increase (the **Fund**).*

Date of Connection

the date on which the Energy Plant is connected to the Grid

	<i>and commences commercial export of power to the Grid.</i>
<i>Grid</i>	<i>the electricity distribution network to which it is intended the Plant will be connected.</i>
<i>Objectives</i>	<i>such purposes as the Council may determine in its discretion as being for the benefit of the local community.</i>
<i>Plant</i>	<i>a power generation energy plant constructed and operated at the Site.</i>
<i>the Site</i>	<i>Wherwell Solar farm located at Land on the South-West side of Winchester Road, Wherwell, Andover, SP11 7HW.</i>

- 1.2. *Clause headings shall not affect the interpretation of this Deed.*
- 1.3. *A person includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).*
- 1.4. *A reference to a company shall include any company, corporation or other body corporate, wherever and however incorporated or established.*
- 1.5. *Unless the context otherwise requires, words in the singular include the plural and vice versa.*
- 1.6. *Unless the context otherwise requires, a reference to one gender shall include a reference to the other gender.*
- 1.7. *A reference to any party shall include that party's personal representatives, successors or permitted assigns and in the case of the Parish Council the successors to its respective statutory functions.*
- 1.8. *A reference to a law is a reference to it as it is in force for the time being taking account of any amendment, extension, application or re-enactment and includes any subordinate legislation for the time being in force made under it.*
- 1.9. *A reference to writing or written does not include faxes or email.*
- 1.10. *A reference to "this Deed" or to any other agreement or document referred to in this Deed is a reference to this Deed or such other agreement or document as varied or novated (in each case, other than in breach of the provisions of this Deed) from time to time.*
- 1.11. *Any phrase introduced by the terms including, include, in particular or any similar expression shall be construed as illustrative and shall not limit the sense of words preceding those terms.*

2. THE FUND

- 2.1. *The Company will, within 30 days of the Date of Connection, deposit the initial Fund payment in a bank account nominated by the Parish Council. If the Parish Council has not nominated a bank account within the first 20 days of such 30-day period, then the Company*

will deposit the initial Fund payment (and any other Fund payments due) within 14 days of receipt of the bank account details from the Parish Council.

- 2.2. Following the initial Fund payment, the Company and the Council shall agree a future date for subsequent payments and such payments shall be adjusted on a pro-rata basis to reflect the change of date. If the Company and the Council cannot agree upon a date, then all payments shall be made within 30 days of the anniversary of the initial payment.*
- 2.3. The Company and the Council may by agreement in writing amend the date of the annual payment and any such payments shall be made on a pro-rata basis.*
- 2.4. The Fund shall remain effective for the duration of the commercial operation of the Plant being the period during which the Plant exports electricity to the National Grid for profit on a commercial scale excluding any electricity exported for testing purposes.*
- 2.5. The Fund may be used by the Parish Council only for the Objectives.*
- 2.6. The Parish Council will deposit payments into its existing Community Benefit Fund, which is used for community projects as agreed with local residents and groups.*

3. MISCELLANEOUS

- 3.1. In the event of any sale or transfer of the site to any new operator, the Company shall ensure that the transferee enters into an agreement with the Parish Council on terms substantially similar to this agreement.*
- 3.2. No person who is not a party to this Deed (whether or not referred to in this Deed) shall have any right to enforce any of the terms of this Deed whether under the Contracts (Rights of Third Parties) Act 1999 or otherwise and no consent is required from any person who is not a party to this Deed to any variation of this Deed.*
- 3.3. This Deed is governed by and interpreted in accordance with the laws of England and the courts of England have exclusive jurisdiction to determine any disputes (including non-contractual disputes) arising out of or connected with this Deed.*

Executed as a Deed on the date stated at the beginning of it.

EXECUTED as a DEED by

Wherwell Solar Ltd. acting by

.....

Director

in the presence of:

Witness' Signature:

Witness' Name:

Witness' Address:

EXECUTED as a DEED by

in the presence of:

Witness' Signature:

Witness' Name:

Witness' Address:

[\(Back to Agenda\)](#)

5H - Report on Strategy Working Group

- i. **To approve the New Build Project Design, Access and Planning Statement which will be submitted as a pre-application to Test Valley Borough Council**

Please see separate PDF document titled '2025-03-26 Revised Draft Pre-App Document' which has been pre-circulated to the PC together with the Chilbolton Vision which was approved by the Parish Council 03/02/2025, a copy of which has been published on the CPC website ([Approved Chilbolton Vision 50](#))

- ii. **To discuss and agree the formal relationship between the proposed Community Land Trust and the PC for affordable houses**

Pre-circulated document sent to PC members

- iii. **To appoint the 'New Housing Project' Sub-Committee, discussing and agreeing its Terms of Reference and members.**

Pre-circulated document sent to PC members

[\(Back to Agenda\)](#)

7 POLICY REVIEW

Policies and Procedures Review CPC	
Policy/Procedure with HALC guidance highlighted	CPC available
Standing Orders It is recommended that all councils adopt standing orders and should be reviewed at the AGM.	Yes
Financial Regulations All councils should adopt financial regulations and reviewed annually at the AGM	Yes
Code of Conduct All councils must adopt a code of conduct.	Yes
Publication Scheme Freedom of Information Act 2000 – Must adopt a publication scheme in accordance with the Freedom of Information Act.	Yes
Financial Risk Assessment	

Local Audit & Accountability Act 2014 – A council must carry out a risk assessment each year	
Grant Aid Policy Many councils hand out small grants to local organisations and charities. It is useful to have a policy in place which sets out eligibility and how applicants should apply	Yes
Complaints It is advisable to adopt a complaints policy which sets out how complaints can be made, to whom and how they are dealt with. In addition, a vexatious complaints policy may be necessary for repeated complaints on the same issue.	Yes but not vexatious
Data Protection and Freedom of Information A council should adopt the following policies 1. Handling Freedom of Information Requests (see ICO) 2. General Data Protection (GDPR) Policy	Yes Yes
Meeting Procedures/Polices Councils may wish to consider a policy relating to meetings such as Recordings at Meetings policy and Public participation.	N/a in Standing Orders
Training and Development Policy It is advisable to have a training and development policy for councillors.	To be decided
Publicity/Social Media A policy should be put in place that sets out who is responsible for writing articles and press releases and who can update social media accounts.	To be decided
HR policies: <ul style="list-style-type: none"> Disciplinary and Grievance Procedures – HALC does not comment if these are mandatory or not. States that these procedures allow the council to address an employee's conduct or performance and for employees to raise any problems or complaints they may have. Other useful HR Policies: <ul style="list-style-type: none"> i. Recruitment policy ii. Equality and Diversity Policy iii. Training and Development policy for staff iv. Annual Leave policy v. Sickness and sick pay policy vi. Pregnancy and maternity leave vii. Shared Parental leave and pay viii. Lone working ix. Home working x. Health and safety xi. Anti-bullying and harassment 	In contract E&D H&S AB&H
HR policies: <ul style="list-style-type: none"> Employment Contract – all members of staff must have a contract of employment. 	Yes
Health and Safety Councils employing more than 5 staff must have a written policy, but it is recommended that all councils adopt a policy.	To be decided
Terms of Reference for Committees and Working Groups The council may choose to set up a committee and each should have a terms of reference agreed. This include how many to be appointed, if any members of the public can join, what powers are delegated, how decisions are made and how often they should report to the council	Yes

GB 27/03/2025

[\(Back to Agenda\)](#)

8 CORRESPONDENCE

04032025 Email from resident re Mayfly bridge (forwarded to JH)([070425-1](#))

07032025 Email from TVBC Planning re Settlement Boundary ([070425-2](#))

10032025 Email from resident about damage to Copse - sent to COSC ([070425-3](#))

12032025 Email from resident about track not holding – to COSC ([070425-4](#))

27032025 Email from DD re proposed bus service ([070425-5](#))

28032025 Email grant offer from TVBC West Down stock fencing ([070425-6](#))

26032025 Email from Continuum Leisure re TVBC survey of sports facilities ([040425-7](#))

([Back to Agenda](#))

END OF DOCUMENT