

**CHILBOLTON PARISH COUNCIL**  
**MINUTES OF THE MEETING HELD ON MONDAY 7 APRIL 2025; 18:30, CHILBOLTON VILLAGE HALL**

Present: Cllrs Tony Ewer (Chairman) (TE), David Griffiths (Vice-Chairman) (DG), Emma Noble (EN), Debbie Collis (DC), George Marits (GM), Julian Hudson (JH)  
Gill Bulpitt (Clerk) (GB)  
HCC/TVBC Cllr David Drew (DD)  
Members of public: 16

1. Apologies: Cllrs Sue Larcombe (SL) and David Hall (DH)
2. Declaration of Interests: In respect of the Strategy Working Group, interests had already been noted previously for TE (downsize & self-build) and JH (downsize). No other interests declared.
3. To sign as a correct record the minutes of the meeting held on 3 February 2025 and 3 March 2025: These were agreed and signed as an accurate record of the meetings
4. Matters Arising
  - a) Potential Chilbolton War Memorial – There have only been a small number of people who have expressed an interest in having a memorial, therefore it will not be taken any further by the PC unless anyone wishes to take the matter forward and lead the project. Therefore action closed. **Action: Closed**
  - b) Blocked drain on Coley Lane – work done **Action: Complete**
  - c) SWG Minutes on the website – all loaded **Action: Complete**
  - d) Agree agenda for APA on 22<sup>nd</sup> April 2025 – Suggested that this meeting be set aside to engage with the residents regarding utilities ie sewage, water, power, internet & telephone to gain a picture of how the village see the problem and guide what actions may be required in the future. JH to lead the meeting. Time will be doors open at 7:30 for 8:00 start. **Action: JH**
  - e) Gift Policy re pre-planning – awaiting a response from the TVBC Monitoring Officer **Action: GB**

**COSC: (these actions also covered under COSC report)**

- a) Common car parking signs update –There is one more sign to be installed at the top of Joys Lane – to be discussed by COSC. **Action: On hold**
  - b) Whitelands Path resurfacing inside the WMPF – Has been agreed that HCC will provide the labour and PC will provide the materials, however HCC would prefer to use their own supplier of materials, awaiting quote from HCC. PC unanimously agreed to pay up to £1,000 for the materials. **Action: DG – This action will be updated under the COSC section for the next meeting.**
  - c) JH to investigate a more substantial/permanent/cost effective solution for the Common Track – also see COSC Chairman Report under section 5D. JH awaiting a response from Natural England, there may be limited options available and they will have an increased cost. In the meantime, DG will obtain a quote to fill the potholes. The cost of maintenance of the track is shared between the PC and the residents. **Action: JH/DG**
  - d) DG to investigate who can cut Brockley Warren footpath **Action: Complete**
  - e) DG to draft a response to NE regarding repairs – See COSC report 5D **Action: DG**
5. To take questions and to discuss and decide on any proposals with the monthly reports as follows:
- A. Finance Report: Due to sickness an updated finance report will be circulated to the Councillors in the next week. It was agreed to send flowers to Mandy once she is home from hospital.
- i. List of Payments approved by the Parish Council
    - 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)

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- 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
  - h) Membership of CLT Network £90.00 (part of the £500 donation as initial funding for the CLT)
- ii. Internal Auditor – Unanimously agreed to appoint Patrick Coates (PCo) as the internal auditor and agreed the proposed letter of engagement. GB to arrange signature. The Chairman thanked PCo for agreeing to take on the role.
- B. Flood Advisory Group: GM advised the current readings have crept up slightly to 6.38. The River is full and fast. SW Water has installing pumps at the pumping station, so there is no need for additional tankers. The Group have signed up with the Environmental Agency to take part in a new initiative helping the Agency to respond more quickly to flooding issues. Further details will be reported at future meetings.
- C. Highways - JH pre-circulated report. ([07042025 8 Highways Report](#)).
- i. Village Gateway Signage - Gradually making progress and awaiting final costings for the project. The suggestion is to use recycled plastic for the gateways and JH will obtain a sample and ascertain if it can be recycled itself in the future. The project will be added to the agenda for the Annual Parish Assembly on 22<sup>nd</sup> April to obtain villagers thoughts.
  - ii. Speed Indicator Devices (SID) – The cost of each SID is £2,000 each and Gary Inglis has offered to maintain the two devices for £1,800 per annum. HCC will be required to do a feasibility check to identify if any street signage can be used for the SIDs, otherwise poles will need to be erected. Wherwell have SIDs and there may be an opportunity to work together and share the cost. TE will speak with Wherwell PC.
  - iii. Mayfly Bridge Highway Safety Meeting – The provision of a footbridge from the Test Way across the river to the Mayfly pub has been explored previously and dismissed by the owners of the pub. TE will provide background correspondence to JH. There is enthusiasm to resurrect this project and it to become part of the remit of a new highway safety working group (see item 5C iv)
  - iv. Highway Safety Working Group – JH outlined the proposal for a working group and the proposed remit to be a) To investigate and progress highway and pedestrian safety measures at the Mayfly Bridge (A3057) b) To discuss and make recommendations for highway safety measures within the Parish, including the Village Gateways project and Speed Indicator Device project c) To discuss and make recommendations on other highway safety issues or initiatives which may come forward from time to time. The PC unanimously agreed to the creation of the working group and the TOR that was pre circulated ([07042025 9 TOR Highway Safety Working Group](#)). The group is open to the members of the public. TE proposed and DC second for JH to be one of the Councillor members of the group. The second Councillor will remain open and agreed at the AGM in May. The intention is for the group to meet every couple of months and provide updates to the PC.
- D. Open Spaces Committee (COSC): DG
- i. April Report from COSC Chairman ([07042025 11](#))
  - ii. WMPF – Large Ash tree is in poor state and is potentially dangerous. A lot of branches overhang the Test Way. Tree Surgeon advice is a severe crown reduction with a quote of £2,962 for the work. There is a possible outside chance that the work can be claimed on insurance. There is a bird nesting in the tree that prevents any work at the moment. Discussion about should the tree be felled rather than crowned to prevent any future safety issues. PC unanimously agreed in principle that work should be carried out

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to this tree for safety reasons, however COSC to obtain further quotes and consider the possibility of felling and other safety impacts/approvals required for the work to be carried out.

- iii. West Down – Repairs necessary to the stock fence from water trough to kissing gate about 75m up concrete road. Two quotes GB Fencing £1,970 (plus VAT) and Orchard Services £1,973. Orchard Services will endeavour to re-use posts where they can and so £1,973 is worst case. PC agreed to accept the quote from the local supplier, Orchard Service. A TVBC grant, supported by David Drew, has been awarded for £380.17 towards to cost.
- iv. Tracks – The Common track (along the bridleway) is pooled with water so people walk around it. This is a popular path for villagers. Quote received from Andy Bond for £300 to repair and machine hire plus £250 for hogging. The Whiteland path is also very muddy in patches and COSC have received complaints. It is a popular walking route from the car park at West Down to the Common. Both tracks could be done at the same time to be cost effective and save machine hire. Quotes being obtained. To have both tracks done has PC support. Further investigation to be done to identify if the tracks need culverts.
- v. West Down – 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.
- vi. West Down - Clearing growth from on and under fence. This is necessary to preserve it and avoid high cost of future repair. Lengthsman has been tasked with clearing to the fence along Coley Lane. Quote from Rick Nightingale for rest of work: approximately £500. PC agreed to the work/cost.

**E. Planning Committee: JH**

- i. Minutes from the last two meeting: ([minutes 03/03/2025](#)) and ([Draft minutes 17/03/2025](#)) pre-circulated.
- ii. Test Valley Farm (TVF) – Despite objections, permission confirmed by TVBC with 28 conditions to be met. SL has written to Senior Ecologist requesting his opinion and impact upon the bat habitat. A cowshed has been dismantled on the site which was part of the bat roosting infrastructure. Alterations to the access road will need to go to public consultation with possible loading/waiting restrictions.

**F. Resilience: DC**

- i. Update following attendance at TVAPTC resilience meeting. The good news is that Chilbolton has a plan and warm hub. TVBC are keen to offer grants to support if required. DC in the process of updating the plan and will consider how the village should approach a full electricity shut down, what is the communication/cascade procedure? TE & DC will ensure the Village Hall Committee is engaged with the plans.

**G. Village Hall: JH**

- i. Welcome event very positive with approx. 40 people attending. A few people have expressed an interest in volunteering with some first aiders. Potentially repeat again next year. Thanks to JH and HB for putting the event together.

**H. Community Fundraising update: DH pre-circulated report ([07042025 13](#))**

- i. GB 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 £4,772.50. The next step is to lobby the Rural Payments Agency via Natural England to try and obtain Higher Tier Stewardship Agreements (HTSA) for the Common.

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- ii. Wherwell Solar Farm – Revised agreement with Third Revolution Projects (TRP) pre circulated ([07042025 14](#)) and unanimously approved by the Parish Council, with the Chairman to sign the agreement on behalf of the Council.

I. Strategy Working Group (SWG): TE

- i. Pre-application – Work has been done by the SWG under the Chairmanship of AK to purify the pre-application to 25 houses and nothing else. The draft pre-application and plan have been pre-circulated to the PC, reviewed by the PC with additional comments added by DC. DG on behalf of DH raised that s1.6 had been removed and TE explained this has been included in section 5 of the document. It was resolved unanimously to approve the New Build Project Design, Access and Planning Statement for submission as a planning pre-application to Test Valley Borough Council together with the layout plan and Vision 50 document. GB to submit the documents, copy to James Painter, advising to TVBC that this is a new submission and all previous should be disregarded. The documents will then be published on the CPC website.
- ii. CCLT Discussion Document – This agreement will form the basis to define the relationship between the CCLT and the PC. The document had been pre-circulated to the PC ([07042025 15](#)) and it was resolved unanimously to adopt this without any amendments as the formal relationship between the proposed Community Land Trust and the PC for affordable houses. This will be published on the CPC website with the date and minute number.
- iii. New build housing committee – TE confirmed that the Strategic Working Group has become dormant until there is a need to do a new Neighbourhood Plan or react to the revised TVBC 2050 plan when it is received. TE gave a vote of thanks to over 30 people who have been involved in the SWG and Neighbourhood Plan over the last 10 years. A TOR for the new building committee has been pre-circulated to PC members and it was unanimously approved to adopt these without any amendments ([07042025 16](#)) and will be further reviewed by the Committee. The committee will be called Community Development Committee. Members – DC proposed DH, seconded by TE, Cllrs voted unanimously in favour; DC proposed JH, seconded by TE, Cllrs voted unanimously in favour; JH proposed SL, seconded by TE, all Cllrs voted unanimously in favour. The Committee will appoint its own Chairman but it should be one of the Parish Councillors nominated. The Committee will consider who to co-opt. Message will be added to the website that if anyone interested in joining this committee to contact the Clerk.

6. HCC and TVBC Cllr report:

- i. Cllr Drew summarised his reports ([HCC April 25](#)) ([TVBC April 25](#)). These will be placed on the CPC website  
**Action:** GB. DD has also provided information about the new on-demand bus service. This will also be added to the website and sent to the magazine for inclusion.
- ii. Member of the public advised that highways signs used for road works are not collected at the end of the project and are being dumped. There are some on the Drove Road/Coley Lane junction. DD suggested reporting to HCC and if no action then report to TVBC as fly tipping.

7. POLICY REVIEWS

- i. GB pre-circulated a list of policies and procedures and the recommendation from HALC about adoption by the Council. Most already in place but recommended the Council consider a vexatious complaints policy with an update of the current Complaints policy, Equality and Diversity Policy, Health and Safety and Anti-Bullying and Harassment. HALC/NALC templates will be adopted and amended as necessary with the policies being put forward in June for approval.

8. Correspondence: Pre-circulated – items discussed under relevant agenda items and noted.

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- 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](#))

9. Questions from public:

Please see Appendix A for the Question and Answer session.

10. Any Other Business: GM referred to COSC the closing of the Common barrier for Easter in view of warm weather.

11. Items for next agenda: None

12. Date of next scheduled meeting: Annual Parish Assembly, Tuesday 22 April at 20:00 Chilbolton Village Hall. AGM on Monday, May 19<sup>th</sup> May at 18:30

There being no further business to discuss the meeting was closed at 8:35pm

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Agenda Item 9 - Appendix A – Question & Answer Session

Q – Now TVF has planning permission approved, is the PC planning to appeal the settlement boundary?

A - TE explained that the PC will write again to TVBC to request the settlement boundary be shrunk back to the approved development of TVF. DD explained that generally speaking in order the change the boundary this needs to be done in planning terms.

Q – Will a referendum be required for this change in the settlement boundary?

A – TE advised that if another referendum is required then we will have one.

Q – Under the PC Code of Conduct if a member has declared a disclosable pecuniary interest, then that member of the council should not participate in the discussion or vote taken on the matter at the meeting. Interests have been declared by Parish Councillors in the new building project, so should they have left the room when it was discussed?

A – TE advised that we have written to TVBC monitoring Officer for advice about 3 weeks ago but we believe there is no direct pecuniary interest.

Q – The Code of Conduct states parish Councillors should be open and honest and not withhold information. The pre-application was only circulated to Parish Councillors before the meeting. Is that withholding information?

A – TE explained that once the pre-application documents had been approved by the parish council and submitted to TVBC they would be published on the website. Now the council has approved the document, it will be published tomorrow. The Parish Council made a commitment that once the pre-app was agreed, it would be made public and it will be as soon as it is submitted to TVBC.

END OF APPENDIX

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