

**YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF  
CHILBOLTON PARISH COUNCIL TO BE HELD ON  
MONDAY 2 JUNE 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 19<sup>th</sup> MAY 2025 ([19/05/2025](#))
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. Appoint authorise signatories
    - iii. Appoint Cllrs for Bank Reconciliation checks
    - iv. Appoint Cllrs for invoice/bank statement checks
  - B. Flood Advisory Group – Cllr Marits
  - C. Highways – Cllr Hudson to include
    - i. Update on village gateway signage
  - D. [Open Spaces Committee \(COSC\)](#)– Cllr Griffiths
    - i. Approval of the Cow Common Gate Closure Policy
  - E. [Planning Committee](#) – Cllr Larcombe
  - F. [Resilience](#) – Cllr Collis
    - i. Approval Chilbolton Community Emergency Plan
  - G. Village Hall –
  - H. [Community Fundraising update](#) – Cllr Hall
  - I. Community Development Committee update
6. HCC and TVBC Councillor report – Cllr Drew
7. [POLICY REVIEW](#):
  - i. To approve Council policies – Updated Complaints policy and New Vexatious Complaints policy
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 – Monday 7<sup>th</sup> July 18:30

**Gill Bulpitt (Parish Clerk)**  
Published 27/05/25

## **4 Matters Arising:**

- a) Gift Policy re pre-planning **Action: Complete**
- b) TVBC Assets - TVBC have approved a cross party group to look at assets held by TVBC to identify if they could be passed to the local Town/Parish rather than the new unitary authority. **Action: DD**
- c) Bus - Could details of the Community bus be placed into the public domain more? How is the new bus service being advertised again? **Action: DD**
- d) Barton Stacey has been provided with a grant of £25,000 for its village store. Could the CPC have a little more information? **Action: DD**

### **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) 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**
- c) Response from NE regarding repairs **Action: DG**

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## **5A Finance Report:**

### **Payments approved via email since 19/5/25 - NONE**

DD payments – NONE

### **June '25 payments for approval –**

A Denyer (Salary and Exps) - £532.39

G Bulpitt (wages and exps) - £382.76

Re-Design (Common/Signage) - £306.00

RoSPA PlaySafety (WMPF/annual inspection) - £120.00

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

Allotment rents - £50.40

WMPF football usage - £200.00

TVBC WD Stock fencing grant - £380.17

### **2025/26 Accounts to date –**

Current acc Receipts, Batty and WMPF acc's spreadsheet attached [here](#)

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

Bank Reconciliation as at 21.05.25 attached [here](#)

### **Authorised signatories -**

CPC use online banking only (unless the council resolves to use a different payment method) and therefore the bank mandate is 'One to Sign', as Service Administrator Amanda Denyer (Clerk/RFO) is that one person.

However, financial regulations require three councillors to be authorised signatories to approve online transactions and a minimum of two authorised signatories will be involved in any payment approval (no signatory should be involved in approving any payment to themselves).

Currently the appointed authorised signatories are Tony Ewer, David Griffiths and George Marits.

As the new Chairman of the Council Julian Hudson needs to be appointed as an authorised signatory.

As a reminder, finance regulations state that even where a purchase has been authorised by a committee or the council, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

#### **Bank Reconciliation and invoice/bank statement checks –**

These checks should not be carried out by authorised signatories.

Currently David Hall and George Marits take turns in carrying out the bank reconciliation check; I see no reason for this to change if both are happy to continue to do so.

Ideally the invoice/bank statement checks should be carried out by all non-signatory Cllrs, with 2 Cllrs performing the check each month. Currently George Marits and Tony Ewer carry out this check. I recommend that Cllrs agree to take turns in carrying out these checks. If this is not agreeable then 2 non-signatory Cllrs should be appointed to carry out these checks.

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## **5D CHILBOLTON PARISH COUNCIL'S OPEN SPACES COMMITTEE (COSC)**

Minutes from the last COSC meeting [08/05/2025](#)

### **COSC CHAIRMANS REPORT APRIL 25TH 2025**

1. As far as I am aware, the Easter holiday weekend passed without any significant problems on the common. The changeable weather helped. I agree we should revisit our Closure Policy. We can discuss this at our next meeting.
2. As far as I am aware JH has not heard back from NE about what sort of track repair they will agree too. I have not received a quote from AB for doing the same repairs as usual. I will chase.
3. MG has drafted a justification for the repairs near the bridge and the proposed repairs to the bridleway. I think it is excellent and we should adopt it at our next meeting.
4. I have not received a joint quote from AB for repairing this bridleway and the Whitelands Path. I will chase.
5. I have not heard whether MG has spoken to AC about grazing his cattle on the common this year.
6. I have contacted TVBC and asked them to chase TARCA. I have offered to speak to TARCA.
7. I have not yet checked the report of laurel growth on the corner of Little Drove Road or the dumping of garden waste.
8. I have emailed Mike Hardy of HCC about the bike track in Station Road Wood and the barriers on WD. No reply yet.
9. Ed Treadwell has kindly removed rubbish from in and around the pavilion on the WMPF. He is also trying to fix the water pump and the defective electricity supply to the fridge.
10. I have obtained another quote re the large ash tree above the container from Mulberry Tree Services. Pollarding recommended rather than felling. Price: £2,100 plus VAT. RN suggests we wait and see what the tree looks like in leaf.
11. AS has confirmed he will carry out fence repairs on West Down next month.
12. The Lengths Man has not cleared the bank along Coley Lane. I will ask our clerk to check what's happening re this.
13. As far as I am aware RN is still prepared to clear along the fence line on WD, I may ask Ian D if he is interested.
14. I have been given the names of two persons who have expressed an interest in joining COSC. I have sent them emails today.
15. I have not checked the footpaths on the south side of the A30.

David Griffiths

## **5Di – Cow Common Gate Closure Policy for approval**

From Cllr Collis - The thrust of the changes are mainly to ensure that the policy reflects what we do in practise, particularly identifying the decision points for gate closure, responsibility and those who need to know.

### **CHILBOLTON PARISH COUNCIL (CPC)**

#### **POLICY FOR THE CLOSING OF THE GATE TO THE CHILBOLTON COW COMMON GRAVEL AREA**

##### **Background**

The River Test is a SSSI and Chilbolton Cow Common is a SSSI. As owners, Chilbolton Parish Council (CPC) has an obligation to protect this environment within its statutory powers and in accordance with the Stewardship agreement with the Rural Payments Agency that is overseen by Natural England.

The Registered Commons Act 2006 and the Countryside and Rights of Way (CROW) Act 2000 give statutory rights for people to access Chilbolton Cow Common ("Common") on foot with dogs that are under control.

The Test Way, a Public Right of Way for horse riders, cyclists and walkers, crosses the Common and the owners of the dwellings on the Common have a legal right of vehicular access to their properties.

CPC has to respect these obligations whilst aiming to limit the fire risk, damage, obstruction to access to dwellings on the Common, litter and serious overcrowding that can occur.

In order to achieve this aim, CPC will close the gate to the gravel area at times that it is deemed necessary to do so as laid out in this policy.

##### **Objective of Policy**

The objective of this policy is to clearly set out the circumstances under which the gate to the gravel area will be closed, and the manner by which gate closure is undertaken.

##### **Reasons for Gate Closure**

CPC delegate the responsibility for gate closure to the Chilbolton Open Spaces Committee (COSC).

In the event of an anticipated threat to the Common, or for land management or safety reasons, COSC will consider whether to close the gate, determining when closure should occur and closure duration.

The following tables set out the circumstances under which COSC may decide to close the gate, the reasons why this action may be necessary, and the notice of action to be given. Two types of closure are considered, closure for land management and safety reasons and closure to reduce nuisance and risk to the common.

##### **Closure for land management and safety reasons**

This will be determined by the COSC Chairman and not put to majority vote by COSC.

Factor	Why	Notice to be given
<b>Common maintenance (including, but not limited to, tree works)</b>	To allow clear access for contractors and/or volunteers	Ideally one weeks' notice, to be displayed on gravel area notice board
<b>Rounding up or releasing of cattle</b>	To allow clear access for the cattle lorry	Ideally one weeks' notice, to be displayed on gravel area notice board

Factor	Why	Notice to be given
<b>River works (including, but not limited to, work on river bank, river bed, tree trimming and felling, re- stocking with fish, grass cutting and fence repair)</b>	To allow clear access for contractors and/or volunteers	Ideally one weeks' notice, to be displayed on gravel area notice board
<b>Travellers in the area</b>	To prevent access to the Common for travellers to set up camp	CPC may not get much notice and therefore the gate may be closed with immediate effect
<b>Urgent/Emergency situations</b>	To prevent further vehicle access to the gravel area and allow emergency vehicles clear access	There is no notice of when an emergency situation will arise; therefore the gate may be closed with immediate effect

### Closure to reduce nuisance and risk

The following factors will require a majority vote by COSC. If there is a need to agree outside a COSC meeting, the COSC committee shall be consulted via email. If there is no majority, the chair of COSC may apply their casting vote.

Factor	Why	Notice to be given
<b>Extreme Weather or Wildfire risk (EXCEPTIONAL Level as advised by Natural England CROW access Fire Severity Index)</b>	To reduce the risk of vehicles blocking access to the common when the the fire risk is heightened and to help protect the Common	As much notice as possible, but may be closed immediately
<b>Anti-social behaviour</b>	To reduce associated nuisance such as excessive drinking, noise, litter.	As much notice as possible, but may be closed immediately
<b>Public Holidays and Hampshire school holidays</b>	To reduce the risk of too many vehicles attempting to park on the gravel area due to increased number of visitors, resulting in blocked access and traffic issues in Joys lane. Added pressure is to be expected on the river and SSSI and closure will help to protect the Common and river.	COSC will confirm each year the set dates on which the gate will be closed. This will enable advance notice to be given.
<b>Extended periods of good weather</b>	To reduce the risk of too many vehicles attempting to park on the gravel area due to increased number of visitors, resulting in blocked access and traffic issues in Joys lane. Added pressure is to be expected on the river and SSSI and closure will help to protect the Common and river.	As much notice as possible

## Gate Closure Actions

Where it is possible to give advance notice of any closure, a notice will be displayed on the gravel area notice board, and on the CPC noticeboards located on Grindstone Green, at the Village Hall and in Branksome Avenue.

COSC will request the Village Webmaster circulate notifications of gate closure via email to Chilbolton and Wherwell residents. COSC shall also endeavour to use social media to give advance or immediate warning of any closure.

A notice will be positioned at the top of Joys Lane. This notice will state that the Common is closed to vehicles and that there is no turning on Joys Lane.

CPC will be informed of gate closure via email to Councillors and the Clerk.

Common residents will be informed of impending gate closures via email or telephone.

Closure of the gate does not prevent access to the common on foot or to horse riders. Visitors are encouraged to use the car park at West Down for parking for the Common.

## Gate lock code

The combination for the gate lock will be made available to all councillors and members of COSC, to the Common residents and to the fire, ambulance and waste collection services. Residents may release the code to delivery services in strict confidence.

The combination for the gate lock will also be made available to Blue Badge holders upon application to the Clerk. To apply for the gate code, Blue Badge holders should send a copy of their Blue badge (photo or scanned copy of the badge) to the Parish Council Clerk at least a week in advance at [chilbolton.clerk@hotmail.co.uk](mailto:chilbolton.clerk@hotmail.co.uk).

The code will be changed in February each year by COSC.

## Policy Review

This policy will be reviewed annually and may be amended by a majority vote at a meeting of CPC.

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## 5E Planning

Minutes from the last two meeting: ([minutes 06/05/2025](#)) and ([Draft minutes 19/05/2025](#))

Matters arising to add to last report.

The Coach House in Coley Lane is applying for retrospective planning for their new fence.

I have emailed owners of 3 Joys Lane to see if they could put some sought of temporary finish on the wall facing Joys Lane until such time as they going to be able to finish the project.

Sue Larcombe

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## 5F Resilience Report

Updated Emergency Plan for review and approval from Cllr Collis – [2025 Emergency Plan](#)

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## **5G Community Fundraising update – Cllr Hall**

### **COMMUNITY FUNDRAISING REPORT May 2025**

#### **Wherwell Solar Farm**

The revised agreement with Wherwell Solar Farm Limited was approved at the Council's April meeting. 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 Third Revolution Projects of this when we return the signed agreement to them.

Payments of £5k per annum (index linked) will be made to Chilbolton for the operating life of the solar farm.

#### **Open Gardens**

The 2025 event is planned for Sunday 15<sup>th</sup> June. 10 gardens will be included together with a display at the Church by Wherwell and Chilbolton Garden Club. The tea tent will be at Abbot's Mead (the Larcombes) with tickets and maps available from the gazebo in front of the Abbot's Mitre. We will also have volunteer support from Winchester Samaritans who will share in the proceeds this year.

#### **CIL Payments**

The development at Test Valley Farm will trigger a Community Infrastructure Levy (CIL) payment, collected by Test Valley Borough Council upon "commencement of the development" as defined here <https://www.legislation.gov.uk/ukpga/1990/8/section/56>. CIL payments will ultimately flow to the Chilbolton Community Fund (as was done for Fenstanton) and we have commenced the process to claim monies due in order to avoid delays such as those experienced on other local developments in recent years.

For information, any development led by the CCLT for social housing in Chilbolton is likely to be exempt from CIL payments. However, further housing (affordable or market rate) will trigger payments which are calculated based on the size of the development in square metres. Liability for CIL payments defaults to the landowner unless assumed by another party before the development commences.

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## **7 Policy Review**

2 policies to review and agree:

a) Updated [Complaint policy](#) – following the HALC template with amendments in blue. The last CPP Complaint policy was agreed in January 2006. Agreement also sought to add this to the annual schedule of policy reviews, with this policy review being undertaken in June each year.

b) New Vexatious [Complaint policy](#) – falls in tandem with the Complaint policy. This is a lengthy policy following SLCC (Society of Local Council Clerks) guidelines which can be used to prevent unnecessary time consuming handling of a persistent complainer.

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## **8 CORRESPONDENCE**

15052025 Nitrate Pollution Prevention reg notice from DEFRA ([020625-1](#))

19052025 HALC Newsletter - May 2025 ([020625-2](#))

16052025 ROSPA Inspection Report War Memorial Playing Field ([020625-3](#)) – forwarded to COSC

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