

CHILBOLTON PARISH COUNCIL
MINUTES OF THE MEETING HELD ON MONDAY 2 JUNE 2025; 18:30, CHILBOLTON VILLAGE HALL

Present: Cllrs Julian Hudson (Chairman) (TE), Debbie Collis (DC), David Griffiths (DG), David Hall (DH), Sue Larcombe (SL), George Marits (GM), Emma Noble (EN), Gill Bulpitt (Clerk) (GB)
HCC/TVBC Cllr David Drew (DD)
Members of public: 3

1. Apologies: Cllrs Tony Ewer (Vice Chairman) (TE)
2. Declaration of Interests: No interests declared.
3. To sign as a correct record the minutes of the meeting held on 19th May 2025 ([Minutes 19.05.2025](#)) These were agreed and signed as an accurate record of the meetings
4. Matters Arising
 - a) Gift Policy re pre-planning – approved at May PC meeting **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. DD confirmed that this group has just been set up and he does not believe there is anything in Chilbolton that could be passed on. TE raised by email the question if any TVBC houses are sold as part of a right to buy, if the funds could pass to Chilbolton, but DD confirmed these funds go to TVBC and the Parish would have to apply for a specific project. **Action: Complete**
 - c) Bus - Could details of the Community bus be placed into the public domain more? How is the new bus service being advertised again? DD explained there is still an issue outstanding that the bus stops display the old timetables and this is slowly being fixed. There is a leaflet available which could be distributed. **Action: DD to provide copies to GB**
 - d) Barton Stacey has been provided with a grant of £25,000 for its village store. DD provided more information in his report and suggested that the first port of call for help for a similar project is Jenny Brain, Community Development Officer at TVBC. **Action: Complete**

COSC: (these actions have been minuted 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: Refer to COSC**
 - a) JH to investigate a more permanent/cost effective solution for the Common Track **Action: Refer to COSC**
 - b) Response from NE regarding repairs **Action: Complete**
5. To take questions and to discuss and decide on any proposals with the monthly reports as follows:
- A. Finance Report: pre-circulated monthly report noted by Councillors ([60225 1](#))
- i. List of Payments approved by the Parish Council
 - a. A Denyer (Salary and Exps) - £532.39
 - b. G Bulpitt (wages and exps) - £382.76
 - c. Re-Design (Common/Signage) - £306.00
 - d. RoSPA PlaySafety (WMPF/annual inspection) - £120.00
 - e. Ian Daubney (clear brambles/strim) - £630.00 & £45.00
 - ii. Appoint authorise signatories – Unanimous agreement to add JH (as Chairman of PC) as an authorised signatory, maintaining TE, DG and GM.
 - iii. Appoint Cllrs for Bank Reconciliation checks – Unanimous agreement that DH and GM to continue to undertake these checks.

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- iv. Appoint Cllrs for invoice/bank statement checks – Unanimous agreement for GM and TE carry out this check.
- B. Flood Advisory Group: GM has observed where Drove Rd meets Little Drove Road that rainwater runs down the road, goes into the drains and ends up at the Common. A possible solution could be a soakaway at Little Drove Road to help alleviate the problem. This matter has been passed to the CDC for discussion.
- C. Highways - JH
- i. Village Gateway Signage – No update
 - ii. Highway Safety Working Group – a report from this group will be added as a standing agenda item going forward. Having looked at previous correspondence regarding a proposed bridge at the Mayfly Junction, the working group do not believe this is a viable option in view of the objections by Fullers. The group are looking at different options and will present back to the PC in due course.
- D. Open Spaces Committee (COSC): DG
- i. Common Car Parking Signs – COSC recommends that the signs are not sited at the top of Joys Lane as there are significant difficulties such as Chalkdell Cottage own the verge and there are utilities at the junction. DC declared a personal interest at this point as her property overlooks the proposed site. Options were discussed about an A board (not a fixed structure). The matter has been referred back to COSC for further consideration and will be presented back to the PC. **Action: COSC to consider**
 - ii. Common Track – Natural England has been neutral in their response about material but has stated no tarmac. The matter has been passed back to COSC as there does not appear to be a permanent cost effective solution agreeable to NE. JH suggested that retaining sleepers could be placed either side of the track to help keep material in place. DG confirmed when the holes have been filled with shingle this gets churned up. Geogrids could be an option, but these can prove expensive and a contribution would need to be requested from the occupants of the Common to cover the expenditure. **Action: COSC to consider**
 - iii. Tracks – DG has received a quote to fill holes in the Common track, dip in the bridleway & Whitelands path for £900 machinery, £700 labour and the PC to buy the materials (approx. £600) – total £2,100 to be reviewed at next COSC and this work can be scheduled in July.
 - iv. DG referred to previously circulated report and minutes from the last COSC meeting [08/05/2025](#).
 - v. West Down – The kissing gate near the concrete track is rotten and wobbles. DG has asked Andy Smith for a quote - £381.86. EN advised the PC have a stock of posts & wire which we may be able to be reused and bring the quote down. There is a lot of fencing on the Down which is in a poor state, approx. 200m altogether. It is more economic to have this repaired all at same time. Quote received is £3,647.70 (no cows on Down) or £3,880.70 (with cows on Down). This will be considered by COSC. EN suggested doing a smaller patch job this year and add to the budget for next year to do the whole 200m. This will be considered by COSC. The cattle are due in the next couple of weeks.
 - vi. Ash Tree – There have been different opinions received about the fate of the Ash Tree located near to the Test Way and over the pavillion, one recommended felling and two others to pollard it. Rick Nightingale, the tree warden is to have a further look now it is in leaf. COSC to consider best way forward.
 - vii. Bike Track – Comments ([020625-4](#)) from a resident passed to COSC about a bike track that has been created on WD that is damaging trees/saplings. This issue has already been raised with Mike Hardy at HCC as the landlord and the further comments have been passed to HCC. DG confirmed that it is HCC decision regarding the bike track and what actions they wish to take. DH asked if he could speak with the parents and it was agreed he would have a 'quiet word' about the damage being done.
 - viii. Cow Common Gate Closure Policy – DC had pre-circulated the updated policy for gate closures ([06225 2](#)). This was unanimously approved and will be added to the website. It was noted the importance for all to understand why the policy is in place and the PC has a duty to protect the SSSI and

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as well as to try and prevent a fire. COSC are endeavouring to minimise the number of gate closures. Copy of the gate code to be sent to all Councillors. **Action:** GB.

E. Planning Committee: SL

- i. Minutes from the last two meeting: ([minutes 06/05/2025](#)) and ([Draft minutes 19/05/2025](#))
- ii. In addition SL advised, The Coach House in Coley Lane has applied for retrospective planning for their new fence and the owners of 3 Joys Lane will be chased to see if they could put some sort of temporary finish on the wall facing Joys Lane until such time as they going to be able to finish the project.

F. Resilience: DC

- i. Updated Emergency Plan was pre-circulated for review and was unanimously approved. The final version will be loaded onto the Website. **Action:** GB.

G. Village Hall:

- i. DG will be the Village Hall rep going forward to replace TE.

H. Community Fundraising update: DH pre-circulated report ([60225 3](#)).

- i. The Open Gardens event is just 2 weeks away and there are 2 more gardens this year bringing the total to eleven.

I. Community Development Committee: JH

- i. All members have been appointed with the first informal 'meet & greet' session scheduled. The next meeting will be the first formal meeting of the CDC. SL advised that the TVBC pre-application reply should be received by the end of June.
- ii. Request agreed that the CDC report will be moved further up the agenda for future meetings.

6. HCC and TVBC Cllr report:

- i. Cllr Drew summarised his reports ([HCC May 25](#)) ([TVBC May 25](#)). These will be placed on the CPC website **Action:** GB.
- ii. DH asked when we can expect the next TVBC Local Plan. DD explained that the plan will be presented to the next full council meeting on 18th June. This will cover the new target for houses for TVBC from 500pa to 900pa. The borough is responding promptly to identified areas to try and prevent speculative development where there is not an identified need for housing.
- iii. DD was asked if infrastructure will be addressed in the Local Plan. The simple answer is no as the Local Plan addresses housing needs. TVBC is putting pressure on appropriate parties to upgrade infrastructure across the borough.

7. POLICY REVIEWS

- a. Updated [Complaint policy](#) –pre-circulated updated. The last CPP Complaint policy was agreed in January 2006. Unanimous Agreement to the updated policy and agreement to add this to the annual schedule of policy reviews, with this policy review being undertaken in June each year. Policy to be added to the website. **Action:** GB.
- b. New Vexatious [Complaint policy](#) – falling in tandem with the Complaint policy. This proposal follows the SLCC (Society of Local Council Clerks) guidelines which can be used to prevent unnecessary time consuming handling of a persistent complainer. Concerns raised about paragraph 1.3 regarding this policy referring to Freedom of Information requests where this could directly clash with the ICO advice. **ACTION:** GB to investigate further with the ICO. Chairman also asked a resident who requested to speak

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to advise there could be a an issue using this policy for FOI's. They will send further documentation to GB.

8. Correspondence: Pre-circulated – items discussed under relevant agenda items and noted.
 - a) 15052025 Nitrate Pollution Prevention reg notice from DEFRA ([020625-1](#))
 - b) 19052025 HALC Newsletter - May 2025 ([020625-2](#))
 - c) 16052025 ROSPA Inspection Report War Memorial Playing Field ([020625-3](#)) – forwarded to COSC. EN commented that there were three things to deal with from the report and these were all in hand.
 - d) 02062025 Email from resident about bike tracks – COSC dealing with ([020625-4](#))
 - e) 02062025 Email from DD re sale of Council Houses ([020625-5](#))
 - f) 02062025 Letter sent to Natural England re repair of bridleway from DG ([020625-6](#))
9. Questions from public:
 - a) Cow Common resident requested help from the Parish Council about the nuisance damage to the exterior of his property caused by the cows licking and rubbing against the house. He would like to put something at the front of the house to try and prevent the problem re-occurring. JH advised that the Parish Council had empathy with the problem. DG advised that salt licks helped last year and he will order some more. There is an option of a low voltage electric fence around the house with suitable warning signs. The matter will be discussed in detail at COSC but the PC unanimously agreed in principle to the proposal of some form of electric fence, whilst the cows are on the common, as long as the owner agrees to indemnify the Council. The matter will be discussed in detail at COSC to fine tune the proposal.
10. Any Other Business: None
11. Items for next agenda:
 - a) Communication – DH and DC proposed that the PC discussed how it communicates and engages with the village, including use of social media. DC and DH will prepare and circulate some initial thoughts as a starter for discussion.
12. Date of next scheduled meeting: Monday 7 July at 18:30 Chilbolton Village Hall

There being no further business to discuss the meeting was closed at 20:30pm

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