

**YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF
CHILBOLTON PARISH COUNCIL TO BE HELD ON
MONDAY 1 SEPTEMBER 2025
COMMENCING AT 18:30 at CHILBOLTON VILLAGE HALL
A G E N D A P A C K**

1. APOLOGIES: GM
2. DECLARATIONS OF INTEREST
3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON [7th JULY 2025](#), 21 AUGUST 2025 ([notes of the meeting](#)) and [22 AUGUST 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](#) – Mandy Denyer – to inc.
 - i. Approval of accounts for payment
 - ii. Budget Review
 - B. Flood Advisory Group – Cllr Marits – No report prior to circulation
 - C. Highways – Cllr Hudson – no report prior to circulation
 - D. [Open Spaces Committee \(COSC\)](#)– Cllr Griffiths
 - E. [Planning Committee](#) – Cllr Larcombe
 - F. [Community Development Committee](#) – Cllr Hall - no report prior to circulation
 - G. [Resilience](#) – Cllr Collis
 - H. Village Hall – Cllr Griffiths - no report prior to circulation
 - I. [Community Fundraising update](#) – Cllr Hall
6. HCC and TVBC Councillor report – Cllr Drew - no reports prior to circulation
7. [POLICY REVIEW](#): To approve Council policies
 - i. [Financial Regulations](#) – updated Procurement sections (5.4, 5.7, 5.11)
 - ii. [Financial Risk assessment](#) (to be signed by Chairman)
 - iii. [Grants Policy](#)
 - iv. [Expenses Policy](#)
 - v. [Part-funded grant Policy](#)
8. [COMMUNICATION](#) – Cllr Collis update
9. [TVBC DRAFT LOCAL PLAN \(2025-2042\)](#) – To discuss and Finalise CPC response to Reg. 18 consultation
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 6th October 18:30

4 MATTERS ARISING:

COSC: (these actions also covered under COSC report)

- Common Car Parking Signs – COSC for further consideration and to present back to CPC **Action: COSC**
- Common Track –An additional bag of gravel has been purchased and residents kindly agreed to fill remaining pot holes on track. 2 residents yet to pay contribution to cost.
- Fire Risk on Common - DD will do some investigation to identify what happens in other parts of Hampshire with a similar risk such as the New Forest.

Highway Safety Working Group

- pedestrian lines require a re-paint. JH to take forward with HCC
- Martin's Lane is cracking up – JH to investigate

Action: JH
ACTION:JH

Planning Committee

- 3 Joys Lane – the owners have said that they now have funding to finish their building project but the builders are not able to start until January next year. TE suggested that the Planning Committee will ask what can be done to tidy this up now.

Action: Planning Committee

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5A FINANCE REPORT:

Payments approved via email since 1/8/25 –

ProMow Landscapes (WMPF running costs/clear around pavilion, WD paths, footpaths/Brokerley Warren) - £1674
G Bulpitt (Staff costs) - £322.15
A Denyer (reimbursement Staff costs/HMRC) - £80.40
E Treadwell (Machinery costs: Precept/Common and WD) trailer repair - £107.40
D Griffiths (Common track repair) - £126
A Denyer (Salary and Exps) to be pd 29/8/25 - £431.61 (holiday pay entitlement plus reimbursements: £1.99
Microsoft subscription and £10 mobile phone top up) [approved by Cllrs via email]
DD payments –

September '25 payments for approval – (the following payments have been scheduled for 3/9/25, if not approved they will need to be cancelled)

Grass and Grounds (2 cuts; 5 & 16 July) - £355.51
BDO LLP (Admin/External Audit) - £378
Tait's Printers (Admin/printing re CPC response to TVBC local plan public meeting) - £24
Aviva (Staff costs/Employer contribution to pension) - £132.60

RoSPA/Play Safety: Post installation inspection of Pump Track £420 and inspection of repaired Basketball systems £200 (both costs exc VAT)

Current Account Receipts – Receipts since last report –

RPA WD Delinked payment - £523.84
W McGregor/Football (WMPF running costs) - £160

2025/26 Accounts to date –

Current acc Receipts, Batty and WMPF acc's spreadsheet attached [here](#)
1st Quarters Payments spreadsheet attached [here](#)
2nd Quarters Payments spreadsheet attached [here](#)
Bank Reconciliation as at 26.8.25 attached [here](#)

2025/26 Budget –

[Precept accounts](#)

[Ringfenced Accounts](#)

Overview as at 26.8.25: –

2025/26 BUDGET REVIEW SUMMARY as at 26.8.25							
	Precept acc	Common	WD	WMPF capital	Batty	Community Projects	TOTALS
Opening Balance	£15,486.58	£7,144.29	£7,554.84	£3,683.23	£3,280.33	£9,997.44	£47,146.71
Income received	£23,204.43	£141.65	£904.01	£0.00	£0.00	£2,112.00	£26,362.09
Remaining budgeted income	£20,966.40	£9,040.30	£2,627.16	£95.00	£80.00	£0.00	£32,808.86
Budgeted expenditure spent	-£15,957.99	-£2,874.76	-£4,558.46	£0.00	£0.00	-£1,894.00	-£25,285.21
Budgeted expenditure remaining	-£26,347.86	-£19,561.94	-£6,306.18	-£200.00		-£220.00	-£52,635.98
Est. Closing Balance	£17,351.56	-£6,110.46	£221.37	£3,578.23	£3,360.33	£9,995.44	£28,396.47
NB: Common expenditure includes Bridleway/Purlygig path repairs of £16824							
If the budgeted repairs are not required the est. closing balance will be				£10,683.82			

Metro Community 1 year fixed rate saving account:

On 22.8.25 a request was made for re-investment of funds into a new Community 1 year fixed rate savings account following the maturity of the account MM242152934. £7207.75 plus interest earned is to be re-invested. The interest will be paid annually. The request will be actioned on 29/8/25 and a letter of confirmation should be received in 7 working days later.

s106

[s106 available contributions](#): Informal recreation £121.43, Formal Recreation £3690.42

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5D CHILBOLTON PARISH COUNCIL'S OPEN SPACES COMMITTEE (COSC) – Cllr Griffiths

Draft Minutes from the 10.07.2025 COSC meeting ([Link](#))

No additional report given

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5E Planning – Cllr Larcombe

Minutes from the meeting: Draft minutes ([Link](#))

Report from SL:

Work at Keyholders was questioned as they withdrew their application in December 2024. The enforcement officer visited and said he was happy with what was being done.

The owners have just this week submitted a new application.

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5F COMMUNITY DEVELOPMENT COMMITTEE (CDC)

REPORT TO CHILBOLTON PARISH COUNCIL SEPTEMBER 2025

- The last CDC meeting was held on 20th August. Only one Councillor (Councillor Larcombe) was able to attend. Apologies had been received from Councillors Hudson and Hall.
- The CDC decided to postpone the election of a Chairman until the proposed revised Terms of Reference (version 4.2) have been ratified by CPC.
- The majority of the meeting was taken up by a review of the nine Working Groups (WGs) that have been established by CDC. As agreed at the CDC in July the WGs had made reports available in advance of the meeting and published them on the CPC website. Brief updates on the WGs are as follows:
 1. Review of Housing Needs – WG is planning to hold focus groups with different people who may be interested in the types of houses being planned
 2. Housing Mix & Design - No progress has been made by this WG as it is dependent on the WGs for Housing Needs and Site Options.
 3. Site Options - MW has taken on the lead role for this WG since the last CDC meeting. It was acknowledged that this WG is probably the most contentious and of most interest to the village. The WG has completed a draft of the scoring matrix that will be used to evaluate the four sites under consideration (Site 389 Drove Road, Site 431 Martins Lane, Site 484 Betts Farm, Site (no ref) Gravel Hill). The rumoured 'Paddock Field' site will not be considered until the rumour can be substantiated. WG has agreed that a blank version of the matrix would be made publicly available.
 4. Water & Sewage - WG has identified including communications/liaison with a list of up to 12 key stakeholders including other parish councils, environmental organisations and Southern Water.
 5. High-Level Business Case & Commercial Negotiations – Progress cannot be made by this WG until the revised ToR for CDC have been agreed.
 6. Heating & Power - Analysis is continuing. The WG is planning to arrange a community energy workshop (likely cost to CPC is £1,500 unless a sponsor can be found).
 7. Potential Contractors - No update was provided by this WG as it is dependent on outputs from other WGs.
 8. Communications & Public Engagement - CDC has met with Councillor Collis and Andy Bradley (CCLT, Communications) to share approaches and, where appropriate co-ordinate communications across CDC, CPC and CCLT. The WG is seeking to engage with the village via multiple channels: Parish Magazine, posters, CDC meetings, CPC website, social media etc.
 9. Programme Management - An initial Gantt chart was presented indicating that the work of the CDC is likely to continue into early 2026.

- SL stated that CPC had not yet made a decision on the revised ToR recommended by CDC. This has, of course, been superseded by CPC's decision to agree to the revised ToR (with the reference to a public referendum removed) at the CPC Special Meeting on 22nd July.
- CDC discussed the potential need to professional advisors e.g. quantity surveyors, architects, water/sewage engineers would be needed at some point for the CDC to achieve its objectives. This may result in CDC approaching CPC for funding.
- During questions from the public CDC was asked, "when might we see a spade in the ground". CDC stated that it could not comment as it could only make recommendations to CPC. CPC might consider addressing this in communications.
- The next CDC meeting will be held on Wednesday 17th September 2025.

5G RESILIENCE –

Resilience report September 2025

2 items to brief this month.

1. Emergency Centre telephone
As this landline connection is part of the Chilbolton Emergency Plan, I agreed with the Village Hall committee that the contract for it be carried on into the next contract period. We do need to think about how availability of this landline may change with the possible shut down of the copper network in future, and I have reached out to the community resilience team at TVBC to find out whether there is any best practice for emergency centre communications that they can share.
2. Village Hall Solar power
Not made much progress on this as yet. I will be following up on the work started by Tony on fitting solar panels at the village hall, and what grants are available to support this from the likes of TVBC, SSEN. I am liaising with the CDC Heating and Power working group in this task.

Deborah Collis 25 August 2025

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5I COMMUNITY FUNDRAISING – Cllr Hall

CHILBOLTON PARISH COUNCIL

COMMUNITY FUNDRAISING REPORT

July/August 2025

Open Gardens

Following the successful event on Sunday 15th June, all monies have now been received/paid out. £1000 was raised for the Community Benefit Fund and £1250 (including Gift Aid) was raised for Winchester Samaritans. A very complimentary thankyou letter was received from the Samaritans.

The overall result represented a 14% uplift on 2024. In order to continue to grow the event, CPC could start to consider dates for 2026 in order to secure the optimum weekend and to allow us to promote well in advance.

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). We await a response from TVBC to clarify the process in order to avoid delays such as those experienced on other local developments in recent years.

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.

Wherwell Solar Farm

The Community Benefit Fund agreement between CPC and Wherwell Solar Farm was approved at the April CPC meeting. However, a signed copy of the agreement was never returned to their agents (REPD/Third Revolution Projects) due to changes in Chair/Clerk. We have now submitted the signed agreement and await a countersigned copy for our records. We have also requested an update on how the project is progressing.

Rural Payments Agency (RPA) Payments

The framework for claiming RPA payments for Cow Common and West Down has now become even more complex. The Basic Payment Scheme has been replaced by new “Delinked” payments and these reduce over time. A payment of £524 was received in August – calculated as a reduction of 76% from the original reference amount of £2183.

Our clerk has access to the RPA portal and has some understanding of how it works. David Hall and Moya Grove also have some understanding but we face a very real risk of losing collective insight as to how the whole framework operates . A handover meeting with the clerk is an urgent action.

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Published 26/08/2025
Mandy Denyer (Clerk)

8 COMMUNICATION – Cllrs Collis

[010925_4](#) CPC Website Proposal September 2025

[010925_5](#) CPC Comms Guidelines 0.a September 2025

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9 TVBC DRAFT LOCAL PLAN (2025-2042) – To discuss and Finalise CPC response to Reg. 18 consultation

[\(010925_14\)](#) 250825 Community Response to Reg 18 consultation Annex

[\(010925_15\)](#) 20250826 CPC Draft response to REG 18

10 CORRESPONDENCE

03.07.25 Email received re Walk the Test Way Portaloo – Agreed at COSC to support [\(70125_1\)](#)
08.07.25 Email re impalement incident on Common – copied to COSC/PC for investigation [\(70125_2\)](#)
11.07.25 Email received from resident re CPC and CDC and Gravel Hill site – responded by Chairman [\(70125_3\)](#)
14.07.25 Letter Response to Resident from Chairman re CPC and CDC and Gravel Hill site [\(70125_3a\)](#)
14.07.25(2) Letters from Virgin Media 2025707 & 14 – TE monitoring [\(70125_4\)](#)
14.07.25 Email to Virgin Media from TE [\(70125_5\)](#)
15.07.25 Email received Consultation about Right of Way – TE taking forward with The Observatory [\(70125_6\)](#)
15.07.25 Email Thankyou from Winchester Samaritans re Open Gardens Donation – Circulated [\(70125_7\)](#)
17.07.25 Email received from Music Festival Follow Up – Circulated to Cllrs and Webmaster [\(70125_8\)](#)
23.07.25 HALC LCPD News Summer 2025 – Circulated to Cllrs [\(70125_9\)](#)
08.08.25 Email received re vehicles parking on Joys Lane – circulated to Cllrs
10.08.25 Email received re vehicles parking on Joys Lane – circulated to Cllrs
14.08.25 Email from RPA re Delinked payment statement – circulated to Cllrs and COSC for information [\(010925_1\)](#)
14.08.25 NALC newsletter – circulated to Cllrs
14.08.25 Email to PCSO Lisa Flowers re blocking of Joys Lane [\(010925_2\)](#)
18.08.25 Email from HALC - Hampshire ALC AGM and Annual Conference 2025 – circulated to Cllrs
18.08.25 JH Email response to HCC Countryside Services re Application for a Map Modification Order to record two restricted byways near Chilbolton Observatory and the Leckford Estate, including upgrading part of Bridleway 11 to restricted byway status [\(010925_3\)](#)
18.08.25 Resident email query as to why her previous email dated 28/7 had not been passed onto the relevant working group of the CDC. Informed resident that original email was forwarded to vice chair and secretary and Bcc'd into this reply so that they can contact resident directly. PCollis replied to resident.
19.08.25 NALC email of Events programme – circulated to Cllrs
20.08.25 Email to Allotment plots A7 and A4 and letter to A8 re state of plots [\(010925_6\)](#)
20.08.25 Email received from TVBC re Test Valley Association of Parish and Town Councils and Test Valley Borough Council Joint Conference on Saturday 27 September 2025 – Circulated to Cllrs
20.08.25 Email received from Welmedical re defib warranty is expiring or has expired [\(010925_7\)](#) – circulated to Cllrs; may wish to consider for next budget.

21.08.25 Email received re Darcy Management Services(general maintenance, ground maintenance etc) ([010925 8](#))
– circulated to Cllrs and Cosc
21.08.25 – email received NALC Chief executive's bulletin – circulated to Cllrs
23.08.25 – email received from Chilbolton resident re Reneging on Conditions of new building site ([010925 11](#))
26.08.25 email received from SSEN re Customer Vulnerability Strategy webinar – circulated to Cllrs

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