

**YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF
CHILBOLTON PARISH COUNCIL TO BE HELD ON
MONDAY 7 FEBRUARY 2022
COMMENCING AT 18:30 at CHILBOLTON VILLAGE HALL**

NB: You will be required to a) give personal contact details for Track and Trace purposes and b) adhere to the Covid safety rules of the Village Hall before entry to the meeting. Details available [here](http://chilboltonandwherwell.info/index.php/parish-council) or at chilboltonandwherwell.info/index.php/parish-council

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 10 JANUARY 2022**
4. **[MATTERS ARISING](#)** (for items not on the agenda)
5. **CHAIRMAN'S UPDATE REPORT** (Verbal update)
6. **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
 - B. Flood Advisory Group [report](#) – Cllr Marits
 - C. Highways [report](#) – Cllr Ewer - to Inc. update on
 - i. Coronation Green/Coley Lane pedestrian crossing and
 - ii. Mayfly footbridge
 - iii. Winchester Street white lines proposal update
 - D. Open Spaces Committee (COSC)– Cllr Griffiths to inc.
 - i. [COSC meeting minutes](#) and [Footpath update](#)
 - ii. WMPF Development Group Table Tennis table proposal [update](#)
 - iii. [Cow Common Signage update](#)
 - iv. Update on Wessex River Trust proposal
 - v. [Update on Cow Common Vehicle closure/Gravel Area Redesign](#)
 - vi. Sparsholt Purlygig bank restoration [update](#)
 - vii. [Professional Tree Survey update](#)
 - E. Planning Committee [report](#) – Cllr F Barrie
 - F. Village Hall [report](#) – Cllr Ewer
 - G. Community Fundraising Group update [report](#)– Cllr Hall
 - H. Strategy Working Group update – Cllr Ewer – no report given
 - I. CPC Communications [report](#) – To discuss and decide on new website going 'live' – Cllr Hall
 - J. The Queen's Green Canopy Initiative [update](#) – Cllr Bradley
7. **POLICY REVIEWS: -[Business Continuity Plan](#) and [Safeguarding Policy](#)**
8. **HCC and DISTRICT COUNCILLOR REPORT** – Cllr Drew
9. **TO DISCUSS AND DECIDE ON THE DELEGATION SCHEME** – to be circulated prior to meeting
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 7 March 2022; 18:30, Chilbolton Village Hall**

Mandy Denyer (Parish Clerk)

4. Matters arising – for items not on the agenda –

COSC –

Pavilion - NH to speak with surveyor re crack in pavilion wall. ([See COSC Draft minutes](#))

Action: NH/Ongoing

West Down Permissive Bridleway improvement proposal – DG to seek quotes for the work to be carried out and DG & SL to investigate possible grants.

Action: DG & SL

The ‘Cow Common this way’ signs along WD drive to be removed – DG to remove, if can easily be done.

Action: DG

Broken bench on entrance to Station Rd wood/WD driveway – DG has asked A Bond to repair; this will be done when A Bond has time to do so.

Action: Ongoing

2022/23 precept application – MD has submitted application

Action: Complete

HALC Community Governance Review Campaign – agreed response sent

Action: Complete

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6A – February 2022 finance report –

S106 FUNDS AS AT DECEMBER '20 – (TVBC s106 [Explanation of categories](#)): -

Available ([spreadsheet](#)) -

Children’s Play Space = £ 1771.90

Informal Recreation = £0.00

Formal Recreation = £ 2683.72

TOTAL available for CPC = £ 4455.62

Outstanding (to be paid prior to occupation) ([Spreadsheet](#)) -

Children’s Play Space = £ 1220.10

Informal Recreation = £ 2628.99

Formal Recreation = £ 2865.53

TOTAL outstanding for CPC = £ 6714.62

Highways –

Received and paid out to HCC from Sept '08 – Sept '14 = £25490.22 ([Spreadsheet](#)) Outstanding Highways £7437.00

PAYMENTS NECESSARY SINCE 10 JANUARY 2021-

Online payments were made to: -

D Griffiths – reimbursement for fuel - £21.34 machinery costs, £15.99 each Common and WD, + VAT £10.66 = £63.98 [approved by GM and FB]

HSBC banking charge - £10.00 Admin

D Griffiths – reimbursement for fuel and chainsaw chain - £18.29 machinery costs, £13.71 each Common and WD, + VAT £9.14 = £54.85 [approved by GM and FB]

Abbots Ann Pest Control (mole catching) - £310.00 WMPF Running costs [approved by FB and GM]

Business Stream – Water charges for WD trough (25/10/21 – 19/1/22) - £78.00 [approved by DG and GM]

D Griffiths – reimbursement for WMPF Scalpings - £71.88 [approved by FB and GM]

DD payments – NONE

Chq payments - NONE

FEBRUARY 2022 PAYMENTS FOR APPROVAL –

Online Payments: -

A Denyer – Salary £ & Exps £35.00 = £

Chq payments: - NONE

DD payments: - NONE

CURRENT ACCOUNT RECEIPTS – Receipts since last report –

PRA – Common Educational visits for 2021 - £1400.00

RPA – WD Countryside Stewardship - £1026.72

2021/22 ACCOUNTS -

1. Bank Reconciliation as at 31/01/2022 attached [here](#)
2. Current acc Receipts, Batty and WMPF acc’s spreadsheet attached [here](#)
3. 1st Quarters Payments spreadsheet attached [here](#)
4. 2nd Quarters Payments spreadsheet attached [here](#)
5. 3rd Quarters Payments spreadsheet attached [here](#)
6. 4th Quarters Payments spreadsheet attached [here](#)

SSE compensation - £60 has been credited to our SSE account, for failure to attend appointment and failure to compensate within 10 working days of missed appointment. The installation of the smart meter at the pavilion has been re- scheduled for 22/2/22.

Employers pension contribution –

MD has been in touch with ReAssure, with whom she has an old pension that is no longer being contributed to. They informed her that future contributions cannot be added to this pension. After trying to speak with a financial adviser and getting nowhere, MD read up on pensions (Martin Lewis website and others) and has been in contact with Aviva. MD will be able to start a Self-Invested Personal Pension with them and set up a regular DD contribution (e.g 5% of basic salary per month). They will also be able to supply documentation for CPC to complete to enable contributions from an employer (monthly via DD or at any other interval via one-off contributions for which a code is needed from them). MD suggests that, as monthly salary varies due to overtime, that an annual contribution (in March, after final wage for the financial year) is made to the private pension. MD will also top up her contributions annually to take into account any overtime paid, so that MD contributes a total of 5% of salary for the year. If Cllrs are happy with this arrangement, MD will make the application to Aviva and will start contributions from April 2022.

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6B – Flood Advisory Group report from Cllr Martis –

FAG had a meeting with Daniel Beasant and Steve Read of Hampshire Highways on 26th of January. They have agreed to come and jet out the various drains and culverts along Village Street and check the ones at Joys Lane.

This may not be until March as they are thinking they need a road closure in to do this. This has never had to be done before but with a new team in place. we have to rely on their expertise.

They have also agreed to CCTV them all after jetting to ascertain that the structures they are jetting are in a good state of repair.

The Drains around Frog Lane may need replacing, but this will be ascertained after they have run the camera through it, though the smaller weir drain is not used anymore, as it tends to collapse after being driven over, so further work may take place there.

They are concerned that some of the culverts/drain pipes may not be their responsibility but have agreed to check with the maps and advise us what they find. This may have a knock on effect to landowners under who's property the drain runs.

GROUND WATER update, levels are still down on average levels, so all good so far.

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6C – Highways report from Cllr Ewer –

Coronation Crossing and path -

A site meeting with highways and countryside officers took place on 26th January following intervention by Cllr. Drew. Thank you David for arranging this.

At the meeting the various outstanding work and correction of errors was agreed.

Highways will get the signs replaced with new, sort out the cover for the water meter, and get the incorrect road width reducing lines moved to the correct position at the crossing.

Countryside will have the road drain moved to permit kerbs to be moved allowing 1.7 m path throughout and get the path macadammed up to the style and signboard and will hard core the area through the style. Countryside will also reduce the height of the grassed area sloping towards the new kerbstones that will allow easier turning of vehicles into Coley Lane. This may require moving the path signpost that they will also do. New kerbs stones will be with a lower profile to match those at the crossing.

When the new kerbs are in place highways can complete the white lines along Coley lane.

We were promised an email setting out the start and finish dates for the above work but in spite of requests this has not been received.

Mayfly Footbridge -

We suggest that this project is considered abandoned whilst seeking ways to get Fullers to agree to the proposed footbridge

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6Di – COSC DRAFT minutes -

DRAFT Minutes of Meeting held on 13th January 2022 at 18:30 at Poplar Dene, Chilbolton.

Present - David Griffiths (DG) – Chairman; Moya Grove (MG), Nick Horne (NH), Emma Noble (EN) Trish Heaton (TH), David Hall (DH)

Apologies - Glynne Evans (GE), Edward Painter (EP), Terry Gilmour (TG)

Members of the public present - None

Minutes of the last meeting - The minutes of the last meeting on 9th December 2021 ([THURSDAY 9 DECEMBER 2021](#)) were agreed as a true record and signed by the Chairman.

Matters arising - Matters arising are covered under the main headings below.

Finance

A [report](#) was provided by Cllr Hall. Available balances as of 12/1/22 are:

Cow Common £19,680.27

West Down £9657.87

CWMPF £3777.48 (plus £15000 held in the Community Projects fund)

Batty Fund £5099.65

The budget for 2022/23 was also provided having been signed off by CPC on 10/1/22.

DH highlighted that the £5000 for the Mayfly footbridge has been reallocated to COSC as this work will not be carried out in this financial year. Particular thanks was directed to MG for arranging the Common educational visits which brought in £1400.

DH will be stepping down from his role within COSC but will continue with fundraising activities. *On behalf of COSC the Chairman would like to thank DH for his valuable contributions to the committee.*

Agreed that a monthly finance report will now be provided from CPC via the Parish Clerk.

CPC will not be asking for an increase in the precept this year.

Allotments - Nothing to report.

Chilbolton Cow Common

Report provided by MG ([13122_2](#)).

MG confirmed that the fence was still down in the south west corner due to fallen trees. However it is not posing a significant risk. DG agreed to take a look and report.

Further updates from MG as follows:

Update on Wessex River Trust proposal

There has been no further update from the Wessex River Trust.

There has been no further flooding on the common.

George Marits has rodded some culverts and HCC have refused to rod the culverts of the Abbots Stream which is currently flowing normally.

Update on Sparsholt Purlygig Bank Repairs

MG confirmed that there had been a delay owing to an email which had gone astray, but Natural England and Sparsholt College have now confirmed that work should begin and take place over 2 or 3 Wednesdays in March.

It was agreed that a contribution would be made to Sparsholt College and this was included in the £500 budgeted for the repairs.

A fence is to be erected for up to 6 months while plants establish and dragons teeth will need to be put around the ford to avoid future damage.

There will be a piece on the bank restoration project in the Parish magazine in the coming month.

Update on Common Information Boards

CPC has approved the wording of the new boards.

DG suggested a different map for the board as the previous one didn't show the Chilbolton side of the Common. MG is going to look into the possibility of using an OS map.

Machinery Maintenance

Report provided by DG ([13122 3](#))

DG confirmed Ed Treadwell has fixed the beast and also added blades to one of the brush cutters.

Parish Paths

DG is to check to see if the furthest part of the Mark Way has now been properly cut back and cleared.

Village Greens

War Memorial Playing fields

DG reported that the moles have now reached the football pitch and that the first mole catchers were deficient. However a new mole catcher has been engaged who seems more cost effective and efficient. There are no football matches until 23rd January so now is an ideal time. Report provided by DG ([13122 4](#)).

NH reported that the back boards for the basketball nets are still with LTL for repairs.

NH also reported that new lighting is required for the changing room but this is not pressing as the changing rooms are not being used at the moment due to covid. It is anticipated that Steve Picco will do this at some point in the future.

The crack in the pavilion wall is on the inside only and not thought to be a danger but NH will log movement and report on any significant changes.

The Development Group is applying to TVBC for up to 50% of the cost of the table tennis table and possibly the play tower under the Community Asset Fund. A decision is due in March.

NH reported that the far end of the playing field has been fenced off, presumably by Watch Cottage Estate but in fact this area is owned by the PCC. NH has a copy of the original conveyance and will email the chair of CPC.

Village Greens. Nil to report

West Down

Report from GE ([13122 1](#))

GE reported that some trees have been planted along the roadside slope with more ready to be planted and a further 45 trees arriving in February.

DG confirmed that no response has been received from HCC regarding the dragons teeth around the bottle bank so steps will be taken to have these installed.

COSC anticipates that the Countryside Stewardship Grant will go down over future years due to changes in funding.

DG confirmed that the trailer used for transporting The Beast is reaching the end of its life. EN will liaise with DG as she may have one available for use.

Correspondence

MG confirmed that she had returned a survey supplied by Natural England regarding Educational Access to the Common and provided appropriate suggestions. [Ecorys Educational Access Survey](#)

Correspondence was also received from the Rural Payments Agency [Rural Payments Agency](#)

Questions from the public- Nil

AOB - Nil

DG suggested that Julian who stood for the CPC be approached to see if he might like to join COSC. He had emailed Julian but has not yet received a response.

CPC has approved the installation of a swinging gate to the Chilbolton entrance to the Common. It is hoped that the Common residents will support the gate suggested which will probably have a mechanical keypad lock, because an automatic gate will probably be too difficult and expensive to install and maintain. It is anticipated that a post will need to be put in the ground to secure it when open.

CPC have provided a proposed parking plan for the Chilbolton side of the Common. COSC agree with the proposed plan with the exception that they suggested the bins be moved to the 'New Shrubs' area next to the drive of Old Cottage, as they risk being shut off when the gate is open.

Items for the next Agenda NIL

Date of Next Meeting: Thursday February 10th 2022 at 18:30

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Footpath update from DG –

1. There is very little to report this month. The footpaths/bridleways are being heavily used so they are very muddy. However, they are all clear as far as I am aware. The only one I have not checked recently is the southern section of the Mark Way. I must do so soon as if it has not been cleared we must press HCC to do it before growth resumes in the spring.
2. The large tree that had been leaning across Frog Lane has been removed by HCC.
3. I don't know if anyone has walked the Brockley Warren path recently and can report on its condition?

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6Dii – Table Tennis Table proposal –

[TVBC grant application](#) to be circulated to Cllrs

6Diii – Cow Common signage update –

A copy of the wording for the information boards has been displayed on existing notice boards (exc. map) FB.

[Quote from A Hampson](#) re amendments to ladder boards – They could be amended using a hole saw for the symbols and a router or coarse grit sanding paper for the lettering. The main problem is the lack of any power in the middle of the common.

6Dv – Common Vehicle closure update/Gravel area redesign -

Means of delineation of spaces is to be determined. DG to seek Natural England views on this matter. No update received.

Action: DG

Automation of gate – DG to sought quotes – updates from DG –

Hurstbourne Forge can supply and fit a mechanical key pad for £200. They cannot supply and fit an automated gate. It is their view it would be complicated, very expensive and would give rise to public safety concerns.

Alasdair of Barker & Geary advised that the minimum cost of an automated gate would be between £7000 and £12000. He mentioned an automated retractable pillar as a suitable barrier. He would need to see the site but thought it would be about £7000. Plus an annual service fee.

DG also received an estimate from Autogate – [7222 22](#) and T&C's [7222 22a](#)

DG to speak with residents of the Common, those nearest the Common on Joys Lane and Mr and Mrs Collis, to seek their views on an overnight closure, should it become necessary to do so. No update received

Action: DG

FB and SL have produced an article for parish magazine and have delivered a similar letter to households on Joys Lane.

DG, GC and SL to produce scale drawing of the reduced gravel area for car parking. No update received.

Action: DG, GC & SL

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6Dvii – Professional Tree Survey update –

The only Estimate received to date is from Ben Abbatt of Sapling Arboriculture – [Email](#), [estimate](#) and [Conditions of Engagement](#)

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6E – Planning Report from Cllr Barrie – Monthly Report –January 2022

1. There was **2** Planning Applications:

21/03728/FULLN - Single storey and first floor extensions and associated alterations - Welbeck, 18 Drove Hill – Applicant Mr and Mrs Taylor – Case Officer Ms G Wheeler – Comments by 19/1/2022

18/03203 land adjacent to 12 Branksome Close Noted that there had been an amendment filed on 16 December 2021. CPC had not received notification of the amendment. FB had only seen as a result of checking all applications awaiting TVBC decision in advance of the Planning Committee Meeting. The applicant has amended the internal configuration of the ground floor of the proposed house by enlarging the kitchen area and reducing the size of the second room which is now labelled “Study”. The ground floor bathroom has been relabelled “Utility” and the bath replaced with a utility sink and work top area.

No changes made to the external size of the proposed house or the site. 2 parking spaces are retained on site. As this is now labelled as a 1 bedroom house, the parking does now comply with Policy HD5 of the Chilbolton Neighbourhood Development Plan, but should any internal changes be made in the future to reinstate a 2nd bedroom the Policy would not be met. HD5 would apply to require an additional parking space on site should a 2nd bedroom be created. After discussion it was resolved to respond to TVBC to state the changes are only a matter of labelling and redesign of internal walls, and that the original intention was for 2 bedrooms, and this is likely still to be possible either as now configured or by internal changes in the future. That would mean HD5 was not complied with. A Planning Condition would be requested to limit the house to 1 bedroom or if a 2nd bedroom were ever created that a Policy HD5 must also be met i.e. an additional onsite parking space would be required. CPC still have the same concerns re the lack of parking in Branksome Close and these remain.

2. There was **1** tree application:

21/03269/TREEN - T1 - Cedar - Sever root - St Marys Church, Winchester Road - Applicant Mr L Wild – **NO OBJECTION**

3. There have been 3 decisions notified by TVBC:
All were permission for tree works in the Conservation Area
21/03269/TREEN - T1 - Cedar - Sever root - St Marys Church, Winchester Road
21/03507/TREEN - T1 - Apple - Reduce height and spread by up to two metres, remove deadwood, mistletoe and clematis - Whiteways, Village Street
21/03533/TREEN - G1 - Hazel - Re-coppice, G2 - Sycamore x2 - Re-coppice trees to ground level - Car Park Adjacent To Copyhold Cottage, Village Street
4. **Update Valley Field Park** – No further news

[Draft planning minutes of meeting held on 10/1/22](#)

Fiona Barrie (Chair)
31 January 2022
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6F – Village Hall report from Cllr Ewer –

Most activities have now re started although numbers are much reduced due to concern about Covid 19. The film shows have commenced and will continue with adequate protective arrangements with the next showing on 4th February.

The management committee has decided to replace the heaters in the Durnford Room and re gravel the parking area.

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6G – Fundraising Group report from Cllr Hall –

The Fundraising Group will reconvene on Wednesday February 9th and we will publicise this in advance with an appeal for new volunteers through the Webmaster e-mails.

Initial conversations with the Parish Church Council have explored the possibility of joining forces to create one major summer event instead of the Village Fete and Big Village Party. This could be linked to the Jubilee celebrations.

Following the agreement of the budget for 2022/3, the initial focus is on supporting the War Memorial Playing Fields Working Group with its grant applications to support the costs of new play equipment. The first two items – a permanent table-tennis table and a play tower to replace the slide – were agreed by CPC in December/January and total project funds required are £35,000.

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6I – Communications update report from Cllr Hall –

Maureen Treadwell and Mandy have continued to work on the new website, including completing the upload of key documents, policies and links. The site can be viewed at [Chilbolton Parish Council – A Resource for the community of Chilbolton in the Test Valley](#) .

Although there are still some content gaps to fill and images to improve, we now request CPC approval to remove the “test” language, publicise the new site to the village and redirect those searching for information on Chilbolton to this site.

Councillor pen portraits have been submitted by Fiona, David H, George, Kate and Mandy. Here’s an example to help finalise input from David G, Tony, Geoff and Sue:

George moved to Chilbolton in 2006 and joined the Parish Council in 2013. He works for an International Data communications company as a Field engineer, installing equipment at customer and network site premises, as well as porting phone numbers and keeping an eye on regulatory changes in the U.K. and Ireland.

Committees: Flood Advisory Group.

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6J. Green Canopy update from Cllr Bradley –

I promised I would send an email outlining where we are with the green canopy and requesting further ideas of who to approach.

Happy to plant trees / Happy to sponsor:

- Hunt group
- Abbots Mitre
- Sue has also said she has some trees we'd be able to use

My suggested next steps to two businesses above would be for CPC to cover the cost of planting and to seek retrospective support from these businesses, as we don't know yet the upfront cost of mature trees (as I think the main trees shouldn't be saplings). Hunt group has said just to give them a heads up re equipment needed if we wanted to borrow any.

Happy to plant trees:

- I've been in contact with Jenny Hamilton who has purchased a tree to plant in stocks green, she has suggested that Andrew Kent in his role as Deputy Lord Lieutenant plant it with a small ceremony. She has suggested 27 March for that event, and wondered if we could involve other community leaders in that event. If you're happy with this, I'll secure the date with Andrew and will get a plaque design drafted.

I've also chased up the shop and Revd Jax as neither have come back to me yet.

Other locations where trees have already been planted / will be:

- West Down
- Wherwell - Priory Estate and along the Winchester road

Would be grateful of any other ideas for planting locations and other businesses to approach.

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10 – Correspondence –

10/1/22 – Test Valley North Police Neighbourhoods newsletter (December) ([7222_1](#), [1a](#))

14/1/22 - H Bradley email (and MD response) and letter from Land Registry re land adj to SW pump house ([7222_4,4a](#))

15/1/22 – 20's plenty for us Jan '22 ENewsletter ([7222_5](#))

17/1/22 – Thermal imaging webinar recorded session from 4th November 2021 ([7222_6](#))

13/1/22 – Environment Agency preparedness for flooding information ([7222_7](#), [7a](#), [7b](#))

19/1/22 – A James letter re ladder boards ([7222_9](#)) and FB response ([7222_9a](#))

18/1/22 – SSE Compensation letter ([7222_8](#))

19/1/22 – SW Futureproofing our water supplies WRSE ([7222_10](#))

21/1/22 – Email from K Edward re Test Rise ([7222_12](#))

20/1/22 – Theft of Catalytic Converter from WD car park ([7222_13](#))

24/1/22 – B Abbatt 2022 tree survey estimate ([7222_14](#), [14a](#), [14b](#))

24/1/22 – TVBC Taxi consultation ([7222_15](#))

24/1/22 – Policing budget 2022/23 and PCC Awards ([7222_16](#))

25/1/22 – HCC Passenger Transport Forum Jan 2022 ([7222_18](#), [18a](#), [18b](#), [18c](#), [18d](#))

26/1/22 – Wessex River Trust re River bank restoration on Cow Common ([7222_19](#))

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