

CHILBOLTON PARISH COUNCIL

Minutes of the meeting held on Monday 10 January 2022; 18:30 at Chilbolton Village Hall

**Present:** Cllrs Fiona Barrie (Chair) (FB), David Griffiths (Vice-Chair) (DG), Kate Bradley (KB), Geoff Cockram (GC), David Hall (DH), Sue Larcombe (SL), George Marits (GM), Mandy Denyer (Clerk) (MD), Members of public: None

1. **Apologies:** Cllr Tony Ewer (TE)

2. **Declarations of Interest:** None

3. **To sign as a correct record the minutes of the meeting held on 6 December 2021:** These were agreed and signed as an accurate record of the meeting.

4. **Matters Arising** (for items not on the agenda)

**COSC –**

**Pavilion** - NH to speak with surveyor re crack in pavilion wall.

**Action: NH**

**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**

DG to inform Watch Cottage of fallen tree over Whiteland Path.

**Action: Complete**

MD to forward email to HCC re fallen tree over Frog Lane to Cllr Drew

**Action: Complete**

**Finance –**

MD to contact I Brain re Internal Auditor vacancy, see item 6A below

**Action: Complete**

**Planning –**

FB to email TVBC with concerns over the amendment to the Pincroft application

**Action: Complete**

20s Plenty in Hampshire - MD to email support and inform that TE or GC would be the campaign contact

**Action: Complete**

5. **Chairman’s report:** Nothing to report.

6. **To take questions and to discuss and decide on any proposals within the monthly reports as follows:**

A. **Finance report:** Prior to the meeting MD circulated the attached report ([10122 22](#)).

GM checked, agreed and signed the bank reconciliation check.

i. Approval of accounts for payment: MD informed of 2 additional payments, both reimbursements DG - ERG Facilities Ltd (Mole catching at WMPF) £249 and an honorary payment to Mr Welch for volunteer work on WD of £25. All payments listed were approved.

MD informed Cllrs that Mr I Brain had agreed to conduct the annual internal audit.

It was agreed to discuss item 6Aii Finalise 2022/23 budget and agree precept application at the end of the meeting.

B. **Flood Advisory Group:** Prior to the meeting GM circulated the attached report ([10122 17](#)). All Cllrs agreed that the culvert adj. to the Abbots Mitre needs to be jetted by HCC annually.

Agreed and Signed ..... (Chair)

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- C. Highways:** Prior to the meeting TE circulated the following:
- i. Coronation Green/Coley Lane pedestrian crossing – Progress on the Coronation Tree crossing project is disappointing. The crossing itself is done.

However,

The path in highways land is partly done.

A cone covers a tap in the middle of the path. (Unsafe)

The path was stopped too soon, is not to agreed plan and has a pile of earth in the middle of unpaved path.(Unsafe)

The white lines are not done near the crossing and the corrective work agreed due to past mistakes by contractors have not been done.(Probably Unsafe)

The path and kerb stones in West Down land have not been touched.(Unsafe)

We fail to understand how this simple project remains a complete shambles and that in spite of delays and urgent requests concerning safety the works are incomplete and unsafe.



GC informed that he is trying to get Countryside Services and HCC Highways to co-ordinate in their approach to completing this project.

- ii. Mayfly Footbridge - No progress this month and this project is stopped until we can convince Fullers to support the project.
- iii. Winchester Street white lines proposal – No report was given prior to or at the meeting.

**D. Open Spaces Committee (COSC):**

- i. COSC meeting minutes – Prior to the meeting DG circulated the attached DRAFT minutes of the meeting held on Thursday 9 December 2021 ([10122\\_18](#)), these include DG updates in bold. In addition DG reported the following prior to the meeting re moles on WMPF - mole activity has continued particularly on the south side of the field. The mole has now tunnelled onto the football pitch something I was keen to prevent. I think ERG are pretty useless. I would not recommend using them again. I have made contact with Jonathan of Abbotts Ann Pest Control. He is going to take a look and get back to me. He seems a much better prospect and is local and cheaper. We will probably need his services regularly! At the meeting DG informed that G and S Evans have begun tree planting on WD. Volunteers are welcome to assist.
- ii. WMPF Development Group Table Tennis Table proposal update and to discuss and approve TVBC funding application – An update was provided within the COSC minutes. Prior to the meeting MD circulated the draft funding application. Since MD circulated the draft grant application NH has been able to update it with the results of the petition appeal and have discussed the contents with the fund administrator. There were 58 signatories to the petition, plus emails of support from 6 villagers; all of the elements required have been covered. The panel will meet on 17 February to consider applications

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and their decision is expected by 4 March. In the meantime, NH will advise DD of the grant submission, in case he has any questions, as he is not automatically made aware of it until later in the process. Cllrs approved the application. MD to ask NH for confirmation that the application has been submitted and to forward copy of the application for files. **Action: MD**

- iii. Cow Common Signage update – FB informed that M Grove had made a minor amendment to the agreed wording of the information boards. SL to forward this wording to the supplier so that they can produce a ‘mock-up’ of the boards for CPC approval. There are to be 2 information boards; one at each main entrance to the Common. **Action: SL**  
FB to use this agreed wording to produce a notice, to be laminated (by MD) and put up on existing notice boards by DG ASAP. **Action: FB/MD/DG**  
Alterations to ladder boards – MD to chase A Hampson for his suggestions and costings. **Action: MD**
- iv. Update on Wessex River Trust proposal – FB to seek update. **Action: FB**

It was agreed to discuss item 6Dv at the end of the meeting, prior to the budget.

- vi. Sparsholt Purlygig bank restoration update – An update was provided within the COSC minutes.
  - vii. Tree Warden Report – The report ([10122 18a](#)) was discussed. MD has emailed four companies. One is happy to quote in the New Year, one has responded that Chilbolton is too far for them and the other two have yet to respond. MD to chase those that had not responded and to email those suggested by TVBC and/or HCC. **Action: MD**
- E. Planning Committee:** Prior to the meeting FB circulated the attached report ([10122 12](#)) and minutes of the meetings held on 6 and 12 December ([10122 12a](#), [12b](#) respectively). There was nothing further to add at the meeting.
- F. Village Hall:** Prior to the meeting TE circulated the following - 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. There was nothing further to add at the meeting.
- G. Community Fundraising Group:** DH reported that the group have yet to meet; he hopes that they will meet within the next month.
- H. Strategy Working Group update:** No report was given prior to or at the meeting.
- I. CPC Communications:** DH asked KB to re-circulate her pen portrait and asked that Cllrs produce a similar one for themselves and forward to DH for inclusion in the new website. MD informed that she will be meeting M Treadwell later in the week to discuss how to update the new website etc. DH to arrange a zoom meeting with those involved in the production of the new website later in the month and report back to CPC next month, when hopefully agreement can be made to go ‘live’ with the new site.
- J. The Queen’s Green Canopy Initiative update:** KB reported that she had contacted some local companies for support. Forest Hunt Group Ltd is happy to plant trees and to sponsor the project, as are the Abbots Mitre. KB has not heard back from the Reverend or the village shop. She will approach N Bond the next time she is in the shop. KB will email Cllrs with a full update on the project and will ask for any suggestions for any individuals or local companies that could be approached for sponsorship or for somewhere where trees could be planted. KB informed that commemorative plaques are available at £30 each and suggested that only a few will be needed

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and would be placed in prominent positions, such as the Abbots Mitre. DG suggested that KB liaise with G Evans.

7. **HCC and TVBC councillor report:** Cllr David Drew as not present and no reports were circulated prior to the meeting.
8. **To discuss and decide on the Delegation Scheme:** FB informed that, firstly a delegation scheme was to ensure that the PC had all the appropriate delegation provisions in place for the Clerk to be authorised to carry out certain functions on behalf of the PC. Secondly, FB had raised a query as to whether it was necessary for the Planning Committee to always meet in person if the only matters to be considered were applications for tree works in the Conservation Area. This was queried by MD with HALC who replied to her by letter of 6 December 2021 ([10122 1](#)). Such applications are non-contentious in the sense that neither we nor TVBC can object to the application. The applicant is entitled to carry out the works after a 6 week delay unless TVBC decide to make the tree the subject of a full Tree Preservation Order. We can comment but do no more than that. Such an application is therefore very different from a full application for planning permission for a building etc the consideration of which could not be delegated as there is a need to consult the public etc. Not to have to hold a Planning Meeting just for a tree works application can be useful on occasion as we can deal much more efficiently by email response and do not need to hold a full meeting which takes time and hall hire fees. KB to draft a full delegation scheme and forward to FB to amend as appropriate for CPC purposes. This will then be put to Cllrs at the next meeting. **Action: KB/FB**
9. **Correspondence:**  
6/12/21 – HALC advice re delegation scheme ([10122 1](#)) – to be discussed at meeting  
6/12/21 – St Mary the Less 2022-23 grant application ([10122 2](#)) – to be discussed at meeting  
7/12/21 – 20s Plenty in Hampshire ([10122 3](#))  
9/12/21 – HALC info re Jubilee beacons ([10122 6](#))  
8/12/21 – The Greening Campaign evening information meeting reminder and Hampshire GC order form phase 1 ([10122 7](#))  
9/12/21 – HALC Covid guidance ([10122 8](#)) – agreed to hold meetings in Painter Hall until further notice  
14/12/21 – TVBC 2022-23 precept letter and application ([10122 9](#)) – to be discussed at meeting  
7/12/21 – RPA WD CS agreement confirmation ([10122 10](#))  
15/12/21 – Policing tax contributions survey ([10122 11](#)) - added to website  
20/12/21 – Cllr Philpott response re 20s plenty in Hampshire ([10122 14](#))  
21/12/21 – HALC Community Governance Review Campaign ([10122 15](#)) – deadline for any comments 18/1/22 – it was agreed to respond that had CPC had known it was possible to increase the membership then CPC would have done (but only to 10 members) and yes, CPC would support a simpler approach as recommended by HALC. MD to respond. **Action: MD**  
16/12/21 – FB response to Test Valley SHELAA and TVBC response ([10122 16](#))  
30/12/21 – 20s Plenty in Hampshire Cllr Humby response ([10122 19](#))  
3/1/22 – K Edwards re Test rise ([10122 20](#))  
4/1/22 – Ecorys Educational Access survey ([10122 24](#)) – Forwarded to COSC for response  
6/1/22 – RPA notification of changes to CS payment rate ([10122 25](#)) – forwarded to COSC . CS was £1026.72 to be increased to £1523.34 as of 1 Jan '22.
10. **Questions from public:** None
11. **Any Other Business:** MD informed that having never taken her full entitlement to paid holiday, she has pencilled in holiday dates for 2022 as follows - 21-25 Feb, 27 June-4 July, 19-23 Sept and 21-30 Dec, all inclusive. MD pointed out that should any matter arise that would require her to work then she would change these dates. Cllrs agreed.

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**Item 6Dv was then discussed –**

Update on Cow Common Vehicle Closure – to discuss and decide on ‘short-list’ proposals for the gravel area and to discuss and decide on quotations for a gate or barrier with key pad entry system – Prior to the meeting FB circulated the attached ‘short-list’ ([10122 21](#)) and potential designs of the gravel area ([10122 21a](#)). Quotations received – [LTL Engineering](#) and [Hurstbourne Forge](#). After a lengthy discussion, the following was agreed: -

- FB draft design number C1 was the preferred way forward.
- The gravel area will be reduced in size so that no more than 8 vehicles may be able to park.
- The 2 gates on the Common will be moved forward (i.e. towards the cattle grid) but enough room for a vehicle to turn around when the gravel area is full should be left.
- The area for parking on the left will be informally marked as disabled parking and parent and child parking with picture signage.
- Some means of delineation of spaces is to be determined. DG to seek Natural England views on this matter. **Action: DG**
- A gate would be installed at the cattle grid. The preferred design and quote was that of Hustbourne Forge. However, it was noted that this quote did not include a keypad entry system. DG to ask for a revised quote. It was discussed, and agreed that it may be preferable to have an automated system for the opening and closing of the gate at set times. DG would also ask Hurstborne Forge if they could quote for this. Failing that, an alternative supplier (such as Barker and Geary) would need to be contacted and a quote sought for this mechanism to be fitted to the gate. **Action: DG**
- It was agreed that an overnight closure would only be put in place if proven to be needed. However, DG will seek the views from the residents of the Common, those nearest to the Common on Joys Lane and Mr and Mrs Collis opposite Joys Lane, as soon as possible so that there is no delay in action should the need arise. **Action: DG**
- FB and SL to produce article for next parish magazine outlining CPC ‘s plan for the gravel area and to seek comments from residents with regards to overnight parking on the Common. This will also be delivered to households on Joys Lane separately. **Action: FB/SL**
- DG, GC and SL to produce scale drawing of the reduced gravel area for car parking and lead the project from this point forward with an aim of completing the project before the Easter weekend (15 April 2022) . DG to contact J Hudson for advice and to ask if he will help with the project. **Action: DG/GC/SL**

**Item 6Aii was then discussed**

Finalise 2022/23 budget and agree precept application: Prior to the meeting MD circulated an updated budget (within report) which increased the professional tree survey assumption cost from £1000 to £2000. Prior to the meeting MD informed that an additional expenditure for the Common for the Sparsholt College restoration of the Purlygig river bank was set at £500. After discussion, it was agreed to reallocate the £5000 Little Island Community Projects funding for the Mayfly footbridge project to the Common gravel area redesign. Should the Mayfly footbridge project go ahead alternative funding would be needed. These amendments, and the remainder of the draft 2022/23, were agreed and finalised. Cllrs agreed that there was no need for the precept application to be increased and therefore to remain at £14500. MD to submit application to TVBC. **Action: MD**

**12. Items for next agenda:** Delegation Scheme, CPC new website approval to go ‘live’

**13. Date of the next meeting:** Monday 7 February 2022; 18:30 at Chilbolton Village Hall. All monthly reports due by 12:00 Monday January 2022.

There being no further business to discuss the meeting was closed at 20:40.

Agreed and Signed ..... (Chair)  
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