

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 7 February 2022; 18:30 at Chilbolton Village Hall

Present: Cllrs Fiona Barrie (Chair) (FB), David Griffiths (Vice-Chair) (DG), Kate Bradley (KB), Geoff Cockram (GC), Tony Ewer (TE), David Hall (DH), Sue Larcombe (SL), George Marits (GM), Mandy Denyer (Clerk) (MD), HCC/TVBC Cllr David Drew (DD)
6 Members of the public.

1. **Apologies** – None

2. **Declaration of Interest** – None

3. **To sign as a correct record the minutes of the meeting held on 10 January 2022** – These were agreed and signed as an accurate record of the meeting.

4. **Matters Arising** (Not covered on the agenda) –

COSC –

Pavilion - NH to speak with surveyor re crack in pavilion wall. The crack is internal only and will be kept under review
Action: To be removed from Matters arising and kept under review

West Down Permissive Bridleway improvement proposal – DG to seek quotes for the work to be carried out and DG & SL to investigate possible grants. DG informed that there are more important tasks that need to be completed by G Whitefield before he can start on this project. **Action: DG & SL**

The ‘Cow Common this way’ signs along WD drive to be removed if can easily be done – DG proposed to draft a route across WD to the Coronation Tree/Coley Lane crossing. This route would not be suitable for some, so proposed to leave the WD drive signage in place if they are in good condition. This was agreed by Cllrs. **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**

5. **Chair’s update report** – FB informed that The Wessex River Trust has confirmed that the grant applications have been approved in full. If the project goes ahead, it’ll therefore be fully funded. The next stage is to undertake public consultation, prior to any amendments and finalisation of the detailed project design. The final detailed design is then to be submitted to the Environment Agency and Natural England for their approval which includes amongst other things a “Bespoke Flood Risk Activity Permit”, which allows the Environment Agency and Natural England to assess and approve the scheme. This process can be slow.
Possible dates for the public consultation were discussed. It was agreed that MD to check on village hall and M Grove availability and aim for Saturday 19th or 26th March. **Action: MD**

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 ([7222 26](#)).

TE checked, agreed and signed the bank reconciliation check.

- i. Approval of accounts for payment – MD informed of one additional payment that has been made (approved by DG and FB) – G Evans reimbursement for trees and planting expenses on WD £226.98. This has been allocated to the community projects account. Cllrs agreed to use the remaining £1806.78 towards the purchase and planting expenses of mature trees in the Autumn.

Agreed and Signed (Chair)

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 7 February 2022; 18:30 at Chilbolton Village Hall

Payments for approval – MD salary and Exps £603.14, Alex Yates (WD tree work) £300 and various COSC expenses incurred by DG £88.74 – all payments were agreed.

Employers Pension Contribution was discussed. Cllrs agreed that 5% of the Clerks salary shall be contributed to a Personal Pension. This would be an annual payment. It was also agreed that the first payment shall be paid before the end on March 2022 for the financial year 2021/22. MD thanked Cllrs for their generous contribution.

- B. Flood Advisory Group** – Prior to the meeting GM circulated the attached report ([7222_23](#)).
- C. Highways** – Prior to the meeting TE circulated the attached report ([7222_29](#)).
- i. Coronation Green/Coley Lane pedestrian Crossing – inc. in report. In additional TE informed that Countryside Services will start work on 14/2 and is expected to take 2 weeks. HCC Highways will replace signs. Once the drop kerbs are in place the white lines will be corrected.
 - ii. Mayfly footbridge – inc. in report. It was agreed to remove this item from the agenda, until further notice.
 - iii. Winchester Street white lines proposal – TE to discuss with HCC Highways at the same time as discussions for the corrections to the crossing.
- D. Open Spaces Committee (COSC) –**
- i. COSC meeting minutes of meeting held on 13/1/22 ([7222_21](#)). Prior to the meeting DG circulated a footpath report ([7222_21a](#)). There was nothing further to add.
 - ii. WMPF Development Group Table Tennis table proposal update – inc. in COSC minutes. Prior to the meeting MD circulated the [grant application](#). A decision on the application is expected in March.
 - iii. Cow Common Signage Update –
FB informed that having received a ‘holding response’ from Natural England ([7222_32](#)), CPC cannot progress on Common Signage nor the gravel area redesign until a more detailed response is received.
FB has also asked HCC Central Access Team for guidance ([7222_27a](#)) in response to their email received regarding signage ([7222_27](#)).
 - iv. Update on Wessex River Trust (WRT) proposal – Discussed under Chair’s update report.
 - v. Update on Cow Common vehicle closure/Gravel area redesign –
Due to the late delivery of the Parish Magazine to many households, it was agreed that any response received will be considered, up until CPC have a more detailed response from Natural England.
 - vi. Sparsholt Purlygig bank restoration update – inc. in COSC minutes. FB informed that the project is to start soon.
 - vii. Professional Tree survey update –
Prior to the meeting MD circulated the one quote received to date from B Abbatt ([7222_14](#), [14a](#), [14b](#)). MD informed Cllrs that she had sent follow up emails to Alderwood tree consultancy and Technical Arboriculture. MD has also sent requests for a quote to CBA Trees and Bawden Tree Care, asking, if possible, for quotes by 28/2/22. Bawden have responded that they will be in touch soon and MD has to contact CBA Trees. Until CPC receive 3 quotes no further action can be taken at present.

Action: MD/Ongoing

Agreed and Signed (Chair)

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 7 February 2022; 18:30 at Chilbolton Village Hall

- E. **Planning Committee** – Prior to the meeting FB circulated the attached report ([7222 3](#)) and minutes of the meeting held on 10/1/22 ([7222 3a](#)). There was nothing further to add.
- F. **Village Hall** - Prior to the meeting TE circulated the attached report ([7222 30](#)). There was nothing further to add.
- G. **Community Fundraising Group update** – Prior to the meeting DH circulated the attached report ([7222 24](#)). DH informed that the meeting on 9/2 is to go ahead and that it was proposed to discuss at this meeting the potential for a joint event between CPC and the Church Council over the Jubilee weekend. After discussion, it was agreed that CPC would consider a joint fundraising event but not near the Jubilee weekend. FB asked if CPC would like to arrange a Jubilee Street Party. It was agreed that CPC would not be arranging a street party, but would encourage villagers to get together with neighbours etc instead.
- H. **Strategy Working Group update** –T E proposed that CPC sets up a Community Land Trust (CLT) in order to be able to apply for loans and purchase land enter in to contracts. TE will draft heads for the CLT deed and circulate to Cllrs for approval prior to the next meeting. **Action: TE**
- I. **CPC Communications** – to discuss and decide on new website going ‘live’ – Prior to the meeting DH circulated the attached report ([7222 25](#)). DH will edit pen portraits submitted so that they are all similar in style. It was agreed that there would be no photos of Cllrs on the website. After some improvements of the images on the website and the uploading of the Cllrs pen portraits, it was agreed that the website can go ‘live’.
- J. **The Queen’s Green Canopy Initiative update** – Prior to the meeting KB circulated the attached update report ([7222 20](#)). Cllrs agreed to a formal event for the planting of a tree on Stocks Green. Proposed date would be Sunday 27 March (Mothering Sunday). A formal request needs to be sent to the Lord Lieutenant office. After discussion, it was agreed to seek sponsorship for trees that are being planted on WD.

It was agreed to take reports from DD at this point in the meeting so that he may leave to attend meetings elsewhere.

8. HCC and TVBC Councillor reports –

DD reported the following –

HCC report ([7222 36](#)). DD reminded Cllrs that applications for County councillor grants for this financial year need to be submitted by 28 February. KB asked if CPC could apply for up to £500 towards the tree planting for the Jubilee Green Canopy project. DD agreed that this would be eligible.

There are 98 hospital patients with Covid. Half of these were admitted with Covid and the remaining were found to have Covid on admission. None of those in intensive care were vaccinated.

TVBC report –

Street Party road closure fees have been waived.

DD has approved the grant application for the Table Tennis Table, so hopefully approval is on its way.

There are hospitality grants available.

Fly tipping – DD reported that a caravan had been dumped by ‘Scrap-my-Caravan’. The person responsible has been given a 6 month suspended prison sentence.

Chantry Centre – management fees have been cut by 3% since TVBC took over management.

Agreed and Signed (Chair)

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 7 February 2022; 18:30 at Chilbolton Village Hall

7. Policy Reviews

[Business Continuity Plan](#) - MD to corrected typo's. It was agreed that no further updates were required.

[Safeguarding Policy](#) – MD to check contacts on page 4 are still correct. It was agreed that no further updates were required.

Action: MD

9. To discuss and decide on the Delegation Scheme – Prior to the meeting FB circulated the draft delegation scheme ([7222 35](#)). After discussion, it was agreed to add an opening line explaining that the Parish Clerk was also the Proper Officer and the Responsible Financial Officer. It was also agreed that the Neighbourhood Development Plan Working Group be removed. The Strategic Plan Working Group and the War Memorial Playing Field Development Group will be added.

After these amendments, Cllrs agreed to adopt this Scheme. To be reviewed annually.

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](#)) – mentioned under item 6Dvii.

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](#))

7/2/22 – FB response and WRT response ([7222 19a](#)) – discussed under item 6Div.

31/1/22 – HCC email re Common signage ([7222 27](#)) and FB response ([7222 27a](#))– discussed under item 6Diii.

1/2/22 – HCC new date for Parish and Town Council event (17/3/22) ([7222 28, 28a](#)) – those wishing to attend need to register by 23/2/22.

Agreed and Signed (Chair)

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 7 February 2022; 18:30 at Chilbolton Village Hall

2/2/22 – A Graham-Smith, Natural England, initial comments re Common signage ([7222 32](#)) – discussed under item 6Diii.

11. Questions from Public –

A James asked for an explanation how ‘keep out’ on the ladder boards relates to Right to Roam. FB replied, at no time has CPC wished to restrict people’s Right to Roam. However, the general public have certain responsibilities to protect the environment they are roaming on, just as much as CPC has to protect the Common. As mentioned earlier in the meeting CPC are awaiting a detailed response from Natural England and for a response from HCC Access Team before any changes to the ladder boards, if deemed necessary, are made.

A James then asked if this was an admission that due diligence was not taken prior to the expense of the installation of the ladder boards. FB replied, no. Discussions between former Cllrs and Natural England did take place prior to the ladder boards being produced.

C Eaton agreed with elements of the proposed redesign of the gravel area to reduce abuse of the Common, but was concerned that redesigning the gravel area so that there was only room for 8 vehicles would not be enough, and suggested that if there was proper delineation of spaces, then 14 vehicles could easily access the Common and not block any accesses. FB explained that the general public have no vehicular access rights to the Common. But as land owner, historically, CPC has allowed vehicles access. Over time the space allowing access has been reduced. A more formal approach was taken in 2020 asking people to park in a herringbone fashion, but not all users adhered to this and access was blocked. Unfortunately, it is the minority that are causing issues for the majority. Natural England would not support any kind of delineation of spaces. CPC cannot introduce a formal car park as the Common is a registered SSSI. Although CPC has mentioned allowing space for 8 vehicles in its proposal to Chilbolton residents via the Parish Magazine, this has not been agreed. After CPC have considered Natural England’s view, it may be that this number could be increased.

KB suggested that CPC reassure Joys Lane residents that CPC would ensure that there was enough turning space on the Common, if the gate was open and consideration given to the problems of turning in the event of the gate being closed. If the gate was shut, CPC would advertise its closure with as much notice as possible and notices of this closure will be placed at the top of Joys Lane. Cllrs agreed.

C Eaton mentioned that recently there have been a lot of cyclists using the footpaths as racing tracks on WD. DG informed that CPC will be way marking the designated bridleway across WD in due course and that it may be that CPC have to consider ways to prevent cyclists from veering from this path.

12. Any Other Business –

- MD informed that refurbishment of the telephone boxes has begun. Due to the cold weather and the paint not to be applied below 8 degrees, this has delayed the task.
- MD reminded Cllrs that she will be on leave from Monday 21 to Friday 25 February (inclusive).
- FB resigned as Chair of CPC and of the Planning Committee due to personal commitments. DG thanked FB for all of her hard work and commitment to both roles. All Cllrs echoed this sentiment. DG will be acting Chair until the next CPC meeting when a new Chair is to be appointed. The Parish Magazine will be asked to update contact information.

13. Items for the next agenda –

Election of Chair, Amendment to Planning Committee ToR, Appoint a new member to the Planning Committee, Discussion on Draft Community Land Trust, Policy Reviews – Constitution, Website Privacy Notice and GDPR Policy

14. Date of the next meeting – Monday 7 March 2022; 18:30 at Chilbolton Village Hall. All monthly reports are to be circulated by 12:00 Monday 28 February 2022.

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

Agreed and Signed (Chair)