

CHILBOLTON PARISH COUNCIL

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

PRESENT: - Cllrs David Griffiths (Vice-Chairman) (DG), Kate Bradley (KB), Geoff Cockram (GC), Tony Ewer (TE), David Hall (DH), Sue Larcombe (SL), George Marits (GM), Mandy Denyer (Clerk) (MD), Members of public – NONE

As Acting Chairman, DG opened the meeting.

1. **Apologies** - HCC/TVBC Cllr David Drew (DD)
2. **Election of Chairman** – TE was proposed by DG, Seconded by GC. There were no other nominations, therefore Cllrs agreed and voted in favour of TE being Chairman. MD to notify parish magazine and update Cllr contact details on notice boards. **Action: MD**

As the newly elected Chairman, TE continued chairing the meeting. TE gave his thanks to Fiona Barrie and to DG for their hard work as previous Chair/Acting Chair.

3. **Declarations of Interests** – NONE
4. **To sign as a correct record the minutes of the meeting held on 7 February 2022** – These were agreed and signed as an accurate of the meeting.
5. **Matters Arising** (not covered in monthly reports) –
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. **Deferred to April CPC meeting**

Policy Reviews

Business Continuity Plan and Safeguarding Policy updated and published on both CPC websites

Delegation Scheme – Amendments made and published on both CPC websites

6. **Chairman’s update report** – DG and TE had nothing to report.
7. **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 ([7322 21](#)). DH checked, agreed and signed the bank reconciliation check
 - i. Approval of accounts for payment – in addition to those listed in the finance report, MD informed that there were several other payments requiring approval – D Griffiths reimbursement of £329.88 for fencing materials from ATF (for river bank restoration works), Aviva £363.54 for employers pension contribution for 2021/22, A Denyer reimbursement of £137.82 (£39.89 for printer ink, £49.99 for Bullguard and Wel Medical £47.94 for new defib pad at WMPF). Andover sign and Design £19.50 for a replacement ‘dogs on lead’ sign for WMPF to replace damaged sign. All payments were approved.
 - ii. Banking Fees and discussion on Allotment rentals –
After discussion, it was agreed that KB will investigate an alternative bank which offers free banking. **Action: KB**
It was agreed that a clause be added to the Allotment agreements that CPC encourage plot holders to pay via online banking, but should plot holders pay via cheque there will be a £1 admin fee. **Action: MD**
Financial Regulation 9.5 states that all sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such

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frequency as the RFO considers necessary. It was resolved at this meeting that the paying in of cheques shall not be at least once a month. The Financial Regulations are to be updated accordingly.

Action: MD

MD informed Cllrs that a recent invoice received from Business Stream for Highways Depot has been sorted. The error was made by HCC and they have emailed Business Stream to inform them that CPC is NOT responsible for this supply point.

KB will investigate the HCC Grant received of £500. It is believed that this is the Green Canopy grant; however the grant application was for £523.50.

Action: KB

DH to ask N Horne for an update on the Community Grant application re the Table Tennis Table.

Action: DH

B. **Flood Advisory Group** – Prior to the meeting GM reported that ground water levels are low. GM thanked those responsible for their swift action in getting a generator to the pump house on Village Hall during storm Eunice and subsequent power outage.

C. **Highways**

i. Coronation Green/Coley Lane pedestrian crossing and

ii. Winchester Street white lines proposal update

Prior to the meeting TE circulated the attached report ([7322 24](#)). TE thanked members of the HCC Countryside Access team for all their efforts to deliver their part of the project. TE asked that when the HCC invoice is received that the matter of payment is discussed at CPC meeting prior to any payment.

DH asked when will the white lines be corrected? TE informed that should the Winchester Street white lines proposal go ahead the two jobs will be done at the same time.

D. **Open Spaces Committee (COSC) –**

i. COSC meeting minutes – DRAFT February 2022 meeting minutes attached here ([7322 18](#)).

DG informed the following: -

There are a number of trees that have fallen on the Common due to storm Eunice. The HLS agreement states that CPC must retain all standing and fallen dead wood unless it presents a genuine safety hazard. One of the fallen trees is on the fence so will have to be removed.

The cutter on the 'beast' has been damaged. Cost of repair and a spare blade will be c. £380. DG has given his permission, as COSC Chairman, for the expenditure. (Reimbursement to ET was agreed).

HCC have not cleared The Mark Way properly. COSC will chase HCC.

Action: COSC

Moles have returned to the WMPF. The mole catcher has returned and moles have been caught and their mounds levelled so that the football team may return. (As yet no invoice for this has been received).

The West Down ragwort pull will be on the 9th and 10th July 2022.

DG asked for CPC opinion on an alternative route to be waymarked from WD to the Common through WD. Cllrs agreed that there should be two routes (one scenic route and one accessible route, both clearly marked).

Action: COSC

DG invited Cllrs to join the COSC committee.

DG thanked E Painter for volunteering to clear fallen trees from Cart Lane. It is not known when this will be done however.

DG has received notification that trees on the edge of WMPF have fallen onto the adjoining property fencing. DG will arrange for these to be cleared.

Action: DG

ii. WMPF Development Group Table Tennis table proposal update – within COSC minutes above.

iii. Cow Common signage – The project is on hold until guidance is from A G-S (NE) and Ashlea Walters (HCC Senior Ranger for Central East Access Team). CPC will then consider the guidance and no public consultation is required. DG to chase.

Action: DG

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DG to forward A G-S contact details to TE.

Action: DG

COSC to discuss 'Cattle Grazing' signs for each entrance to the Common.

Action: COSC

- iv. Update on Wessex River Trust proposal – COSC raised concerns of ongoing maintenance costs. MD reminded Cllrs that WRT had informed CPC that CPC will be responsible for any ongoing maintenance costs (e.g. to replace/restore gravel). It was agreed that there would be no pre/closed meeting with WRT prior to the public meeting to be held on 26/3/22.
- v. Cow Common gravel area redesign – CPC are waiting for A G-S (NE) guidance. The project is therefore on hold until the guidance is received. After considering A G-S guidance, CPC will consult public on the redesign of the gravel area.

Separate to the Cow Common gravel area redesign; SL raised a query with regards to installing a gate at the cattle grid. At the 6 Sept '21 CPC meeting it was agreed that a permanent gate/barrier should be installed at the cattle grid so that if/when the area has to be closed, for whatever reason, it can be done so a lot easier than with a chain and padlock. SL to investigate power supply for an automated gate.

Action: SL

- vi. Sparsholt Purlygig bank restoration update – Sparsholt have been busy, and the restoration is underway.
- vii. Professional tree survey update – Prior to the meeting MD circulated the attached report ([7322_1e](#)). Cllrs agreed that COSC should review the report and estimates/quotes received and give CPC its recommendation via email. Cllrs will discuss the recommendation and make a decision via email. MD to forward information to COSC.
- viii. Update on fencing across River Test/Freelands – Prior to the meeting TE circulated the attached report ([7322_25](#)). TE informed that a meeting has been arranged with Strutt and Parker (agents for the Church Commissioners). The aim of the meeting will be to establish who owns what with regards to the river banks etc.

TE to contact TVBC and request that, as adjacent land owners, that CPC are notified of any planning applications or changes/additions of new documents relating the Freelands planning application.

Action: TE

The additional documents added to the Freelands planning application is to be discussed at the next Planning Committee meeting to be held on 21/3/22. MD to add to agenda.

Action: MD

- E. Planning Committee – Prior to the meeting TE circulated the attached report ([7322_13](#)) and the minutes of the meetings held on 7/2 and 21/2/22 ([7322_13a](#), [13b](#) respectively).
To appoint a new Planning Committee member – KB kindly agreed to be the new member.
To amend Planning Committee Terms of Reference – As TE has been elected as CPC Chairman there was no need to amend the ToR.
- F. Village Hall – Prior to the meeting TE circulated the attached report ([7322_26](#)).
TE suggested that CPC, the Village Hall Management Committee (and possibly Parochial Church Council) should be jointly responsible for a Community Emergency plan, and suggested the starting up of an Emergency Plan Steering Group.
GC agreed to contact those who volunteered to assist with the Covid Support Group and ask if they would be interested in joining an Emergency Support Group.

Action: GC

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The matter of having a list of vulnerable persons within the parish was discussed. From previous experience, CPC will not be able to gather this information from the likes of SSE due to data protection. KB informed that the more vulnerable people that are registered with the likes of SSE, the higher up on the priority list the whole village will become. It is therefore important that vulnerable persons register with such companies.

TE said one of the issues that need to be discussed is exactly when such a plan will be implemented. KB suggested that there be a time limit, e.g. if the power has been off for 3 hours then the village hall will be opened. This would also depend on the season, for example there may not be such an issue with keeping warm in summer months.

TE asked Cllrs to consider who will fund the purchase of provisions (i.e. food and drink) for the emergency centre.

GM suggested that people have on hand a telephone that can be plugged directly into the phone socket (that doesn't require a base unit). At present such phones will have power provided directly from the phone socket and calls can therefore be made if necessary.

It was agreed to discuss the draft implementing of the emergency plan ([7322 23a](#)), and to update the Community Emergency Plan, at the next CPC meeting.

- G. Community Fundraising Group – Prior to the meeting DH circulated the attached report ([7322 17](#)). DH asked Cllrs if CPC was minded to lead any other event for the Jubilee, other than the tree planting. Cllrs agreed that CPC would not be holding any other event and would encourage residents to celebrate in their own way if they wish.
DH asked if any Cllr had any thoughts with regards to holding a fundraising event in late summer or autumn this year, or would it be preferred to hold a bigger event next year. Cllrs agreed to holding a fundraising event in 2023.
DH to place an article in the parish magazine reminding those who still held tickets for the Big Village Party to contact him for refunds. **Action: DH**
- H. Strategy Working Group update – Prior to the meeting TE circulated the management summary of TVBC Local Plan 2040 report ([7322 7a](#)). TE asked all Cllrs to review the summary and make any comments within the next two weeks. TE will ask the Strategy WD to incorporate these comments and will bank a full report to CPC at the next CPC meeting.
- I. CPC Communications – DH reported that the pen portraits have been passed to M Treadwell. DH to advertise the new website in the next parish magazine and via the village webmaster emails. MD to insert links onto each CPC page of the Community webpage leading to the corresponding page of the new website. **Action: DH/MD**
- J. The Queen's Green Canopy initiative update – KB reported that the arrangements for the tree planting on Stocks Green have been finalised. The event will take place on 27/3/22. KB to discuss with G Evans to find out the relevant costs and will then work out how much the sponsorship of a tree will cost.
KB asked for approval to purchase plaques and to arrange for advertising of tree sponsorship and for a sponsorship lottery for those who cannot afford to make a financial contribution. All Cllrs Agreed. **Action: KB**
SL has 2 Silver Birch and 1 Sycamore tree to donate for planting.
8. Policy reviews – After discussion, there were no amendments to be made to the following policies: - [Constitution](#), [Website Privacy notice](#) and [GDPR Policy](#).
The [Business Continuity Plan](#) is to be updated with TE details as Chairman.

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9. Appoint Safeguarding Officer – DH volunteered. KB asked if there was any reason why as Proper Officer MD was not the Safeguarding Officer. There was no reason. So after discussion, it was agreed that both DH and MD will be the CPC Safeguarding Officers.
10. To discuss and decide the topic for the Parish Assembly – After discussion, it was agreed that the meeting will be used to discuss what residents of Chilbolton would like with regards to a. Village Events, b. Community Emergency Plan and c. Village Facilities. DH agreed to lead this meeting and will produce a suitable article for the next parish magazine. **Action: DH**
11. HCC and TVBC Councillor reports – DD was not present and no reports were given prior to the meeting. Cllrs expressed their condolences to DD for the recent loss of his mother.
12. Correspondence –
- 9/2/22 - CBA trees quote for professional tree survey ([7322 1](#), [1a](#)) – discussed under item 7Dvii
- 9/2/22 - A James email re Cow Common car parking ([7322 2](#)) – DG responded with survey statics and results
- 9/2/22 - T Clayton email re Sparsholt river bank restoration ([7322 6](#)) and response (drafted by MG and agreed by DG) ([7322 6a](#))
- 10/2/22 - HALC Jan '22 Newsletter ([7322 4](#))
- 10/2/22 - TVBC request for views on 20mph for Hampshire ([7322 5](#)) – MD forwarded all Cllrs views to TVBC
- 11/2/22 - TVBC Local Plan 2040 Regulation 18 Stage 1 Public Consultation notification ([7322 7](#)) – Published on websites. See item 7H
- 11/2/22 - HCC drawing of proposed white lines on Winchester Street ([7322 8](#)) Note to nearby residents from TG ([8a](#)), resident response ([8b](#))
- 12/2/22 - 20's Plenty for Us ENewsletter Feb '22 ([7322 11](#))
- 12/2/22 - J Hogg, Wherwell Priory re fence across River Test ([7322 10](#)) – TE has taken the lead on this matter. See item 7Dviii
- 12/2/22 - Police Community Support newsletter ([7322 12](#), [12a](#))
- 11/2/22 - T Clayton email re redesign of gravel area and response to questions raised ([7322 14](#))
- 15/2/22 - CPRE Have a greater influence over local developments and help protect the local countryside ([7322 15](#)) – published on websites
- 24/2/22 - Hampshire County Permit Scheme (HCPS) Changes 2022 - NS - Consultation outcome ([7322 16](#), [16a](#))
- 15/2/22 - Blank CPC letter to Open Reach, Grass and Grounds and A Coutts re vehicle access to common ([7322 19](#)) (DG to speak directly to E Painter re this matter). Open Reach response ([7322 19a](#)), Grass and grounds response ([7322 19b](#)). A Coutts responded by phone.
- 25/2/22 - Bawden tree survey quote ([7322 1b](#), [c](#), [d](#)) – discussed under item 7Dvii

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1/3/22 - Review of Parliamentary Constituencies 2023 secondary consultation ([7322_22](#))

2/3/22 - TE email re Electrical Supply Problems after storm Eunice in Feb '22 ([7322_23](#))

4/3/22 – Test Valley North Police February '22 newsletter ([7322_27](#), [27a](#))

13. Questions from public – NONE

14. Any Other Business (For information only) – KB asked if Cllrs wished to address wider world events? It was agreed that TE will include a thank you to those who have been involved in organising fundraising for those affected by the war in Ukraine, and to those who have donated, in his chairman report for the next parish magazine.

Action: TE

15. Items for next agenda -

To discuss the draft implementing of the emergency plan (7322_23a), and to update the Community Emergency Plan

To discuss and decide on a response to the TVBC Local Plan 2040 consultation

16. Date of next scheduled meeting –

Saturday 26 March; 10:00 at Chilbolton Village Hall – Wessex River Trust Public Meeting.

Monday 4 April 2022; 18:30 at Chilbolton Village Hall – CPC meeting. All reports to be circulated by 12:00

Monday 28 March 2022.

Monday 25 April 2022; 18:30 at Chilbolton Village Hall – Parish Assembly

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

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