

**CHILBOLTON PARISH COUNCIL**

**DRAFT – Minutes of the meeting held on Monday 4 April 2022; 18:30 Chilbolton Village Hall**

**Present:** Cllrs Tony Ewer (Chairman) (TE), David Griffiths (Vice-Chairman) (DG), Kate Bradley (KB), David Hall (DH), Sue Larcombe (SL), George Marits (GM), Mandy Denyer (Clerk) (MD), COSC member – Nick Horne (NH)  
Members of public – J Hudson (JH), Nick Horne (NH) and Howard Taylor (HT)

- 1. Apologies:** Cllr Geoff Cockram (GC), HCC/TVBC Cllr David Drew (DD)
- 2. Declarations of Interest:** NONE
- 3. Co-option of new Councillor (to sign Declaration of Acceptance to Office):** Prior to the meeting MD circulated to Cllrs application forms from JH and Richard Franke (not in attendance). JH recapped on why he had applied to join CPC. TE gave some background to Richard Franke. KB proposed JH, Seconded by DH. TE proposed RF, seconded by DG. Cllrs then voted; 3 votes for JH and 3 votes for RF. TE used his casting vote to vote for RF. RF was thereby co-opted to CPC. RF to sign the Declaration of Acceptance to Office, to complete the Registration of Members' Pecuniary Interests. RF will need to be informed to set up a dedicated Cllr email in line with other Cllrs. RF will be able to participate as a Cllr from the next CPC meeting. MD to inform RF.  
KB and DH both registered their dissatisfaction in the appointment of RF, as JH had now applied twice and attended in person twice and was unlikely to apply again and his expertise that he could bring to CPC would be lost.
- 4. To sign as a correct record the minutes of the meeting held on 7 March 2022:** These were agreed and signed as an accurate record of the meeting.

**5. Matters Arising:**

MD to notify parish magazine and update Cllr contact details on notice boards re appointment of TE as Chairman  
**Action: Complete**

Finance –  
KB to investigate an alternative bank which offers free banking. **Action: KB**

Allotment agreements – Clause added encouraging plot holders to pay via online banking, but should plot holders pay via cheque there will be a £1 admin fee. Agreements to be issued at beginning of April 2022. **Action: Complete**

Financial Regulations 9.5 updated to read - 9.5. 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 frequency as the RFO considers necessary. At the Parish Council meeting held on Monday 7 March 2022 it is was resolved that the banking of cheques shall not be more than once per month. **Action: Complete**

KB investigate the HCC Grant received of £500 – This was grant awarded to the Green Canopy Initiative  
**Action: Complete**

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

COSC –  
HCC have not cleared The Mark Way properly. COSC to chase HCC. **Action: COSC**

Routes to Common from West Down – COSC to waymark two routes (one scenic route and one accessible route, both clearly marked). **Action: COSC**

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DG to arrange clearing of trees on the edge of WMPF that have fallen onto the adjoining property fencing.

Action: DG

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

**Proposed sign attached (4422 20).** DG to reword notice (and circulate to Cllrs) warning that cattle are present and it's the dog owner's responsibility to ensure their dogs safety.

Action: DG

SL to investigate power supply for an automated gate at Common cattle grid – see item 7Dv.

Planning –

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

Community Emergency Plan –

GC 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. GC will do this when he has returned, so that he can respond in a timely manner.

Action: GC

Community Fundraising Group –

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: Complete

CPC Communications –

DH to advertise the new website in the next parish magazine and via the village webmaster emails.

Action: Complete

MD to insert links onto each CPC page of the Community webpage leading to the corresponding page of the new website.

Action: Complete

**6. Chairman update report:** Nothing to report that is not covered on items on the agenda.

**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 ([4422 25](#)).

GM checked, agreed and signed the bank reconciliation check.

- i. **Approval of accounts for payment** – MD informed Cllrs of the following additional payments not listed within the finance report – A Denyer (Salary & Exps) £904.00, Chilbolton Village Hall hire invoice £164.25 and HCC invoice re Highways work on Coley Lane £7954.87. All payments were approved, with the exception of the HCC invoice. Payment is to be held until all work is completed. TE to notify HCC.

Action: TE

Cllrs agreed, in principle, to a honorarium payment to M Treadwell (MT) for all her hard work setting up the new CPC website. DG to discuss with MT.

- ii. **Review of 2021/22 accounts in preparation for Internal Audit** – Prior to the meeting MD circulated the attached report ([4422 25a](#)), and asked all Cllrs to double check the allocation of payments and receipts. There being no amendments to be made, MD to arrange for delivery of accounts to the Internal Auditor asap. The approval of 2021/22 accounts and the completion of the AGAR will be at the next CPC meeting.

The Clerks hours were discussed. It was agreed to review hours worked for the last several years and adjust the contracted hours if needs be. MD agreed that a few additional contracted hours would be OK with her. DH asked Cllrs to be mindful of what is requested of the Clerk that Cllrs could in fact do themselves. MD to circulate hours for last several years to Cllrs for review at the next CPC meeting.

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Action: MD

B. **Flood Advisory Group** – Prior to the meeting GM circulated the attached report ([4422 19](#)).

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 ([4422 31](#)). TE added that the white lines will be done on 5/4/22. It is believed that the Winchester Street white lines will be done at the same time.

D. **Open Spaces Committee (COSC)** –

- i. **COSC meeting minutes** – Prior to the meeting DG circulated the attached draft minutes of the COSC 10/3/22 meeting ([4422 13](#)). DG added that attendance at COSC meetings were dwindling. E Treadwell has repaired the trailer at minimal cost. DG, COSC and Cllrs thanked E Treadwell. The chainsaw is irreparable having had oil put in the fuel tank. DG has purchased a new chainsaw (and negotiated a 12.5% discount and no charge for the looking at the old chainsaw). WD clearance has stopped for the year. Tree planting is still ongoing, thanks mainly to G and S Evans. Dragons teeth opposite the recycling centre – contractor was concerned of damaging cabling. This has been investigated and there is no cabling that could be damaged. DG to chase contractor. **Action: DG**  
WD bridleway signage – DG to progress with project and is to apply for grant funding. DG thanked E Painter for removing trees from Cart Lane.
- ii. **WMPF Development Group Table Tennis table (TTT) proposal update** – within the COSC minutes. NH informed Cllrs that E Painter has agreed to move the oak benches. When this is done NH and team will prepare the base for the TTT. It is hoped delivery of the TTT will be in April. TVBC have not given a decision on the grant application; they have asked for additional information as to how many years are CPC spreading the development of the WMPF. All Cllrs agreed that the developments will be over the next 5 years. NH will inform TVBC and contact DD to find out when the grant decision will be made. **Action: NH**
- iii. **TVBC Community Asset Fund 2022/23 application** – to discuss if there are any other projects to be included in the application – Cllrs agreed that there were no other projects that could be included in the application. However, prior to NH submitting the application Cllrs would be given another opportunity to review.
- iv. **Cow Common Signage update** – There has been no response from A Graham-Smith (AGS) of NE.
- v. **Update on Wessex River Trust proposal** – within COSC minutes. In addition, meeting notes of the public meeting held on 26/3/22 are attached here ([4422 40](#)). TE informed that the majority of those in attendance at the meeting were in favour of the proposals (a few weren't). WRT to adjust plans in light of comments at the meeting. TE to email WRT (cc M Grove, COSC and HT) with points/issues that CPC would like WRT to address when adjusting their proposals (inc. issues re fishing rights and weed cut). KB asked who has priority with regards to working on the river, CPC as land owner or those with the fishing rights? TE explained that it was CPC intention to work with the holder of the fishing rights (in this case Freelands Estate) with the overriding benefactor being the health of the river itself.
- vi. **Cow Common gravel area redesign** – AGS has yet to respond, therefore the project is still on hold. It was agreed by all Cllrs that a final chasing email will be sent to AGS/NE giving 2-weeks to respond to both the gravel area redesign and the signage project. If there is still no response, CPC will discuss and decide at the next CPC meeting how to proceed with the projects.

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Separate to the gravel area redesign SL informed Cllrs that she had been in contact with SSEN, and it will be possible to install electrics for an automated gate, but the cost will be several thousands. DG to double check that the refuge lorry will be able to fit through the slight narrow entrance due to the position of the hinges.

Action: DG

Cllrs agreed to the purchase and installation of the gate/barrier and that, at present, there was no need for the gate to be automated especially because of the large costs involved and ongoing maintenance and liability issues. DG to inform Hurstbourne Forge.

Action: DG

- vii. **Sparsholt Purlygig bank restoration update** – within COSC minutes.
- viii. **Professional Tree Survey update** – COSC considered the estimate/quotes received and recommended that CPC award the project to Bawden. Cllrs agreed. MD to inform Bawden and thank others for their estimate/quotes. Action: MD
- ix. **WMPF Fencing** – Prior to the meeting MD circulated the attached ([4422 28](#), [28a](#), [28b](#), [28c](#)). NH explained the situation to Cllrs that the 1946 conveyance map show a larger area than that is currently fenced. The conveyance shows that the first c.50m from the WMPF gate (from the Whitelands Path) is in fact WMPF land. The adj. landowner has erected fencing and felled trees on this part of the land. After discussion, it was agreed that TE and NH contact and meet with the adj. landowner to confirm the boundary. Action: TE & NH
- x. **Update on fencing across River Test/Freelands** – Prior to the meeting TE circulated the attached report ([4422 32](#)). TE informed that COSC are to review the proposed Freeland plans ([4422 30](#), proposed plan [30a](#)). TE has raised his concern of the island in the middle of the river (that belongs to CPC) disappearing. Action: COSC  
NH, on behalf of M Grove, asked about fencing that has been erected on SSSI land adj. to the Common, especially when CPC cannot put fencing on the Common. HT confirmed that the barbed wire fence across the river (to the right of the long bridge as you leave the Common) was erected by Wherwell Priory Estate and has been moved further upstream. NH clarified that this is not the fencing in question. TE and HT to investigate and TE to report back to COSC. Action: TE

KB enquired if the refurbishment of the telephone boxes will continue any time soon. MD and DG informed that the paint could not be applied if the temperature is or is going to be below 8 degrees.

- E. **Planning Committee** – Prior to the meeting TE circulated the attached report ([4422 33](#)) and minutes of the meetings held on 7/3/22 and 21/3/22 ([4422 11a](#), [11b](#) respectively). TE informed that many residents are upset with regards to the Settlement boundary. Many have requested a judicial review. KB informed that residents have been told that anyone can request a judicial review, but CPC would not be on financial grounds. TE informed Cllrs that MD had published on the website all documentation (c. 2013 onwards) relating to the Settlement Boundary/TVBC Local Plan and Test Valley Farm (TVF) planning application on the website. KB informed that TVBC had not, as yet, published CPC Planning Committee comments on the TVF planning application on their website. TE to re-send comment. Action: TE
- F. **Village Hall** – Prior to the meeting TE circulated the attached report ([4422 34](#)).
- G. **Community Fundraising Group** – Prior to the meeting DH circulated the attached report ([4422 35](#)). DH to ask webmaster to circulate parish magazine article via webmaster email. Action: DH

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- H. **Strategy Working Group update** to inc. discussion on heads of Community Land Trust (CLT) – Prior to the meeting TE circulated the attached report ([4422 29](#)). TE to get proforma documents that can be amended for CPC need. All Cllrs agreed, in principle to the idea of establishing a CLT. **Action: TE**
- I. **CPC Communications** – Prior to the meeting DH circulated the attached report ([4422 36](#)). DH recommended that this item be removed from the agenda until such time that CPC are ready to discuss the use of social media. All Cllrs agreed.
- J. **The Queen’s Green Canopy Initiative update** – Prior to the meeting KB circulated the attached report ([4422 23](#)). KB informed that she has logged the Stock Green tree on the Green Canopy map. Cllrs agreed to the article, inc. sponsorship and sponsorship lottery, be published. TE asked KB to inform Wherwell Primary School. DH to put KB in contact with the school Administration Officer. **Action: DH/KB**
8. **To discuss and decide on comments to be submitted to TVBC Local Plan 2040 Regulation 18 stage 1 public consultation ([7322 7](#))** – Prior to the meeting TE circulated draft response as proposed by the Strategy Working Group ([7322 7a](#)). TE to incorporate Cllr comments and submit to TVBC. **Action: TE**
9. **To discuss Community Emergency Plan ([4422 27](#)) and procedure to activate plan ([7322 23a](#))** – It was agreed that this matter will be discussed at the next parish council meeting so that resident comments at the Annual Parish Assembly can be taken into account.
10. **Annual Parish Assembly** – To finalise agenda for meeting to be held on 25/4/22 – TE to make introductions, DH to lead discussions on events and village facilities and GM to lead discussion on the Community Emergency Plan and its implementation plan. Attendees will be offered wine and soft drinks after the meeting. DG will ask the Village Shop if CPC can purchase these on a sale or return basis. **Action: DG**  
DH to ask webmaster to circulate agenda. **Action: DH**  
KB pointed out that the list of meeting dates on the website are incorrect. MD to publish correct list. **Action:MD**

11. **HCC and District Councillor reports** –

Prior to the meeting DD sent the following –

As an update on Test Valley activities, I’m delighted to report that two men have been made to pay nearly £3,000 between them for fly-tipping waste at the same spot near Newbury Hill, Charlton, in separate incidents, just two days apart. Both were caught on covert cameras put in place by Test Valley Borough Council.

Mr Harvey, of Ridges View, Little London, Andover, was fined £691, ordered to pay a £69 victim surcharge, and £768 in costs, totalling £1,528.

Mr Herbert, of The Green, Overton, was fined £583, ordered to pay a £58 victim surcharge, and £705 costs, totalling £1,346.

There is also no further update on the planning application at Test Valley Farm, although a few residents have been in contact to ask about progress.

And the attached HCC report ([4422 42](#))

12. **Correspondence** – from 7/3/22 –

9/3/22 - TVBC Community Resilience Workshop, Wednesday 23rd March at 10am at Valley Park Community Centre ([4422 1](#))

9/3/22 - 4422\_2 TVAPTC email re Minutes (24/2) and TVBC Corporate Plan ([4422 2, 2a](#))

11/3/22 - HALC LCPD Spring Newsletter ([4422 3](#))

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12/3/22 - Resident email to TVBC planning re amendments to Test Valley Farm application 21/02241/FULLN ([4422 4](#))

14/3/22 - HALC re NJC Pay scale for 2021/22 ([4422 5, 5a](#))

11/3/22 - RPA 2022 Common EL & HL Stewardship claim form ([4422 8, 8a](#)) – COSC approved submission of 2022 RPA grants

11/3/22 – Lengthsman Scheme 2022 agreement – Completed and returned ([4422 7](#)) – Cllrs approved submission of 2022 agreement

15/2/22 - 20s Plenty for us enews March '22 ([4422 9](#))

16/3/22 - HCC Access Team (A Walters) response to FB email re Common signage ([4422 10](#))

18/3/22 - Winchester Local Plan update ([4422 12](#))

23/3/22 - TVBC Platinum Jubilee Card Competition ([4422 14](#)) – Forwarded to webmaster for inclusion in village email circulation

23/3/22 - HALC March Enewsletter ([4422 15](#))

24/3/22 - Government funded support re Greening Campaign ([4422 16](#))

24/3/22 - TVBC Guidance on EU Citizen Eligibility to stand as parish councillor ([4422 17](#))

24/3/22 - Test Valley Jubilee events ([4422 18](#)) – Forwarded to webmaster for inclusion in village email circulation

25/3/22 - PKF Littlejohn 2021/22 audit notice ([4422 22](#))

28/3/22 - TVBC email re 2022/23 events in Chilbolton and Jubilee Event planning leaflet ([4422 24, 24a](#))

30/3/22 – H Taylor email re Freelands Estate river restoration ([4422 30](#), proposed plan [30a](#)) – discussed under item 7Dx.

30/3/22 – Strutt and Parker (Church Commissioners) email re Wessex River Trust proposal ([4422 30b](#)) – discussed under item 7Dv

31/3/22- Resident email re Wessex River Trust Proposal ([4422 37](#)) – issue re redesign of gravel area will be discussed at the next CPC meeting.

3/3/21 TE email to Environment Agency and 31/3/22 response River Test Restoration Project ([4422 38](#))

3/4/22 – Resident email re 2011-13 CPC and Planning Committee minutes ([4422 40](#))

**13. Questions from public –**

AJ told Cllrs that the 'keep out' signs on the Common are illegal and should be removed. DG informed that the signs say 'please keep out' and therefore is a request not a demand. AJ responded that if signage is likely to deter people from their right to roam then it is illegal. Are CPC ignoring the laws of the land? KB explained that CPC has sought

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clarification from Natural England (NE). As yet CPC has had no response. Earlier in the meeting it was agreed that CPC would send one final chasing email to NE giving them 2-weeks to respond. CPC will discuss and make its final decision, regardless of whether NE has responded or not at the next CPC meeting. AJ said that NE had no standing in this matter, HCC have already informed CPC that the signs are not correct. If the matter went as far as going to magistrates CPC would be ordered to remove the signs within 4 days. TE reiterated that we have sought and are waiting for NE guidance. As CPC are awarded a large grant annually from the Rural Payments Agency, with whom NE has a large say in the matter, CPC stand by their decision to give NE one last chance to respond with guidance.

14. **Any Other Business** (For information only) – NONE

15. **Items for next agenda** –

Review of Clerks contracted hours.

Discuss and Decide on the Common signage and gravel area redesign projects.

Community Emergency Plan and implementation plan.

16. **Date of next scheduled meeting** –

Annual Parish Assembly; 25/4/22 18:30 at Chilbolton Village Hall

Chilbolton Annual Parish Council meeting – 9/5/22; 18:30 at Chilbolton Village Hall. All monthly and ANNUAL reports to be circulated by 12:00 Friday 29/4/22

There being no further business to discuss the meeting was closed at 20:53

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