

**ANNUAL CHILBOLTON PARISH COUNCIL MEETING**  
**HELD AT CHILBOLTON VILLAGE HALL ON MONDAY 9 MAY 2022; 18:00**  
**DRAFT – MINUTES**

**Present:** Cllrs Kate Bradley (KB), Geoff Cockram (GC), Tony Ewer (TE), Rick Franke (RF), David Hall (DH), Sue Larcombe (SL), George Marits (GM), Mandy Denyer (Clerk) (MD), COSC members - Moya Grove (MG) and Julian Hudson (JH)  
Members of Public – Davina Bruce, Marlene Taylor, Jasper Galloway (JG), Stephen Walsh (SW), Felix Rabeneck (FR)

1. **Apologies:** Cllr David Griffiths (DG) and HCC/TVBC Cllr David Drew
2. **Election of Chairman** and to receive the Chairman’s declaration of acceptance of office and written undertaking to observe the code of conduct – GM proposed TE. Seconded by SL. There were no other nominations. Cllrs voted unanimously for TE.
3. **Election of Vice-Chairman** and to receive the Vice-Chairman’s declaration of acceptance of office and written undertaking to observe the code of conduct - DH proposed DG. Seconded by RF. There were no other nominations. Cllrs voted unanimously for DG.
4. **To receive declarations of acceptance of office** and written undertakings to observe the code of conduct from remaining councillors – All remaining Cllrs signed their acceptance of office forms.
5. **Registration of Pecuniary Interest** – To either confirm no changes or complete new RoPI’s – All Cllrs confirmed that their RoPI’s were correct, with the exception of KB, who will update her RoPI and forward to MD.  
**Action: KB**
6. **To declare any Declarations of Interest** for this meeting - NONE
7. **To sign as a correct record the minutes of the meeting held on 4 April 2022** – These were agreed and signed as an accurate record of the meeting.
8. **Appointment of Committees, Working Parties/Groups, their members and agree their Terms of Reference:** -
  - a) [Planning Committee](#) – Cllr members KB, GC, TE and SL, non-Cllr member JH; ToR was agreed
  - b) [Flood Advisory Group](#) – GM, N Watson, G Kelly, M Grove and T Gilmour ; ToR was agreed
  - c) [Chilbolton Open Spaces Committee](#) – COSC have recommended a seconded Cllr be a member – Cllr DG, E Noble, J Hudson, M Grove, N Horne, T Gilmour, T Heaton and Cllr RF; ToR was agreed
  - d) [War Memorial Playing Field Development Group](#) – N Horne, E Noble and T Heaton; ToR was agreed
  - e) [Chilbolton Strategy Group Working Party](#) – Cllr members TE, GC, SL and non-Cllr members (TE to forward list of non-Cllr members to MD for inclusion post meeting); ToR was agreed **Action: TE**
  - f) [Community Fundraising Group](#) – Cllr member DH and non-Cllr members A Kent, N Horne and Mr Bowen; ToR was agreedAll Committees and Groups are to appoint a Chair at their next meetings.
9. **Appoint Lead Councillors/Representatives:** -
  - a) Highways – GC to lead and TE to assist
  - b) Village Hall – TE (as CPC rep) and DG (and WMPF rep)  
MD to inform Village Hall Management Committee. **Action: MD**
10. **To review the following policy documents:** -
  - a) [Standing Orders](#)
  - b) [Code of Conduct](#) –

Standing Orders amendments –  
paragraph 76, item 2 re need for tender for items in excess of £2500. This is to be increased to £5000.  
Paragraph 76, item 5 – To remove bracketed reference to EU. MD to check that there is no UK procurement rules that would be needed to replace the reference to the EU.  
Paragraph 5, re Proper Officer – line to be inserted to refer to delegation scheme.

Agreed and Signed ..... (Chair)

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MD to update. **Action: MD**  
With these amendments the Standing orders were approved.  
Code of Conduct – no amendments required and were approved.

**11. Matters Arising –**

Finance –

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

HCC Highways invoice - Payment is to be held until all work is completed. TE to notify HCC. **Action: TE**

Clerk Hours review - MD to circulate hours for last several years to Cllrs for review at the next CPC meeting.  
Discussion to be deferred to June CPC meeting **Action: MD**

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**

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

COSC to discuss re worded 'Cattle Grazing' signs for each entrance to the Common. ([41422 6](#)). **Action: DG**

DG to chase contractor to install dragons teeth opposite the recycling centre **Action: DG**

Installation of gate at Common Cattle Grid - 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 – ([41422 4](#)) **Action: Complete**

DG to inform Hurstbourne Forge re making and installing gate. **Action: Complete**

MD to inform Bawden that their quote has been accepted for the tree survey and thank others for their estimate/quotes. **Action: Complete**

WMPF Fence/Boundary - TE and NH contact and meet with the adj. landowner to confirm the boundary. **Action: TE & NH**

COSC to review the proposed Freeland plans ([4422 30](#), proposed plan [30a](#)). **Action: COSC**

TE to investigate the erection of fencing upstream from the Longbridge (not the barbed wire fencing across the river) and report back to CPC. **Action: TE**

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**

TE to re-send planning committee comment to TVBC re Test Valley Farm application. **Action: Complete**

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. **Action: GC**

Strategy Working Group - TE to get proforma Community Land Trust documents that can be amended for CPC need. **Action: TE**

Agreed and Signed ..... (Chair)

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TVBC Local Plan 2040 – TE to submitted comments re TVBC Local Plan 2040 Regulation 18 stage 1 public consultation  
[\(9522 5\)](#) **Action: Complete**

**12. Annual Report Finance** (Mandy Denyer, Clerk/RFO)

Prior to the meeting MD circulated the attached annual finance report ([9522 8](#)).

- a) To include the approval of the Annual Governance Statement and Accounting Statements for 2021/22 – Prior to the meeting MD circulated the internal audit review meeting notes ([9522 8d](#)) and updated accounts following the review as follows: -  
[Receipts and Batty and WMPF Capital Account](#), [1<sup>st</sup> Quarter payments](#), [2<sup>nd</sup> Quarter payments](#), [3<sup>rd</sup> Quarter payments](#), [4<sup>th</sup> quarter payments](#), [receipts and payments account](#) and [year end bank reconciliation](#).

Prior to the meeting MD also circulated to Cllrs the Annual Governance and Accountability Return (AGAR) 2021/22 form ([9522 8e](#)). MD also circulated a list of assertions for the completion of the AGAR ([9522 8b](#)). Cllrs, having satisfied themselves that the assertions were correct, approved the Section 1 of the AGAR – The Annual Governance Statement, and it was duly signed by the Clerk/RFO and Chairman.

Section 2 – Accounting Statements was then considered, approved and duly signed by the Chairman.

The AGAR, the notice of public rights and the summary of those rights will be published on the website.

**Action: MD**

The public rights to inspect the unaudited accounts will be available from Wednesday 1 June and end on Thursday 14 July 2022.

MD to submit AGAR to external auditors.

**Action: MD**

Cllrs discussed the Internal Auditors comments and agreed that: -

Cllrs are satisfied that the Bank Mandate is up to date,

DH will investigate the CPC insurance cover,

**Action: DH**

COSC will be asked to physically check on all the CPC assets,

**Action: COSC**

MD will be more consistent in the entries onto the Asset register (i.e. to include carriage costs but not VAT) and

With regards to 'at what level of value should items be included on the asset register...', Cllrs decided that going forward items of £200 and above in value will be added to the asset register. However, there is to be an annex list of all items purchased below this threshold (along with a copy of the receipts).

Cllrs thanked MD for all her work on the annual report and 2021/22 accounts.

- b) **Monthly Finance report** – to inc. approval of accounts for payment – Prior to the meeting MD circulated the attached monthly report ([9522 8c](#)) - TE checked, agreed and signed the monthly bank reconciliation check. two additional payments – one for £629 for the services of Helen Bradely (HB) in registering CPC owned land with Land Registry ([9522 36](#)) and an honorarium payment of £120 to the Internal Auditor. After discussion, it was agreed that CPC would pay HB £650. MD to ask for an invoice. All payments were approved. **Action: MD**
- c) **Discuss and decide on participation of the T&I INNS Project: Azolla Weevil Release 2022** and the expenditure required for the control of Water fern (*Azolla filiculoides*) at Chilbolton Common as per WRT emails ([9522 20a](#) and [20b](#)) and information circulated by MG ([9522 20c](#)) – After discussion, Cllrs present agreed that MG and DG should progress the project directly with the suppliers and approved payment for up to 2 packs of weevils at £130 per pack. If any more than 2 packs are required CPC approval will be required. **Action: DG and MG**

Agreed and Signed ..... (Chair)

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13. **Annual and Monthly Flood Advisory Group Report** – Cllr Marits – Prior to the meeting GM circulated the attached reports [9522\\_15](#) (annual) and [9522\\_14](#) (monthly).
14. **Annual and Monthly Highways report** – Cllr Ewer- (Monthly report to inc. discussion and decision on HCC re National Highways Statutory Consultation - Special Engineering Difficulty Designation - DEADLINE FOR COMMENTS 11/5/22) ([9522\\_10](#), [10a](#)) – No reports were given prior to the meeting. TE reported at the meeting that there had been some road resurfacing and the pedestrian crossing at Coronation Tree/Coley Lane had been completed.  
DH asked if the proposed works on the Stockbridge Rd will affect Chilbolton. TE said no.  
KB asked if the reason is known for the Gravel Hill road closure overnight on the 11/5 was known. GM suspects that it is for BT work.  
TE informed that he has been in contacted with M Ware of HCC Highways regarding the process that is required to upgrade Birch Grove.  
It was agreed that no response was necessary to the National Highways Statutory consultation.  
It was unanimously agreed to pay the HCC invoice for the Coronation crossing and white lines in Coley lane when discussing the monthly finance report and approval of accounts for payment.
15. **Annual and Monthly Open Spaces Committee Report** – Cllr Griffiths – Monthly report to inc. the following: -
- i. COSC draft minutes for meeting held on 14/4/22 ([9522\\_26](#)). An annual report was produced by MG on DG behalf ([9522\\_26a](#)).

TE informed that he and MG will be meeting with Nick Lawrence (Wild Trout Trust, Conservation Officer South and South West) and the Director of the Test and Itchen Society Jonny Rees Davies. The aim is to get advice into the management of the Common River Test boundary on the main river to enable MG to update the future management plan of the Common.

- ii. WMPF Development Group Table Tennis table (TTT) proposal update (within COSC minutes). JG questioned the position of the TTT and asked if it could be relocated to the far side of the WMPF (i.e. nearer the teen hut etc). Cllrs were unable to answer this question and TE would seek N Horne advice. Majority of Cllrs present were in agreement that the TTT could be better located as suggested. **Action: TE**

- iii. Cow Common Signage update –  
Prior to the meeting DG circulated his notes from the 2 telephone conversations he had with Alison Graham-Smith (NE) ([9522\\_27](#) and [27a](#)). DG subsequently circulated 3 suggested ‘cattle grazing’ notices ([9522\\_28](#), [28a](#) and [28b](#)) and his note re the proposed cattle notice ([9522\\_28c](#)), and a proposed notice to attach to the ladder boards and way of amending the ladder boards themselves ([9522\\_29](#) and [29a](#)). N Horne also circulated information regarding the information boards ([9522\\_30](#)). Cllrs, having discussed the above, decided the following regarding: -  
the ‘cattle grazing’ notice – it was agreed that dog owners should use their own judgement as to whether their dogs should be on a lead near grazing cattle and that all dogs should be on a lead of no more than 2m within the conservation area during nesting season. To that end notice 9522\_28b was agreed. MD to print and laminate. MG to put up notices at all Common entrances. **Action: MD and MG**

the ladder board amendments and proposed attached notice – It was agreed by Cllrs present that the ladder boards should be replaced in their entirety. COSC to revise the wording for CPC approval **Action: COSC**

(SL left the meeting at this point in the meeting)

the information boards – it was agreed that MG and KB would revise the wording of the for the information boards for CPC approval. NE recommendation was vague, but Cllrs present agreed that it should be shorter and more concise. **Action: KB and MG**

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iv. Update on Wessex River Trust proposal – Neil Swift Wessex River Trust update ([9522\\_20](#)), further WRT update ([9522\\_20d](#)) and revised R1 proposal ([9522\\_20e](#)) were discussed. It was agreed that WRT should be asked to produce a new plan for the R1 proposal that shows the location of the ford. Later in the meeting under Public Questions FR asked Cllrs if they would be asking WRT to incorporate some planting into the shingle bank. After discussion, Cllrs agreed that this would help with stabilising the shingle and be a more aesthetically pleasing.

MG will be asked to contact WRT and ask for the map to be revised accordingly.

**Action: MG**

Also under Public Questions – SW asked what is the procedure for this project going forward; this there to be more village consultation. KB informed that CPC has agreed that work has to be done to protect the river and its banks. The WRT proposal (subject to the two items/amendments already discussed) is the best way forward. At the public consultation meeting the majority of those in attendance agreed with this proposed project. KB asked the members of the public if they had any alternative ideas? If they wished to be more involved in the discussions concerning the Common etc they would be very welcome to join the COSC. TE added that CPC has a duty to consider the health of the Common, the river and their use by the majority of its users.

The revised WRT proposal will be discussed and decided upon at the next CPC meeting. It was agreed to forward those members of the public present the revised plan so they have an opportunity to express any concerns.

Cllrs discussed the email received from CCE Winchester re River Test fishing and TE's draft response ([9522\\_37](#)). It was agreed that TE would revise the draft response after seeking further advice and would circulate to Cllrs prior to sending. KB expressed that the response should emphasise that the Common is a SSSI and owned by CPC and that there is to be no right to mow and maintain the bank of the river to include the erection of benches and bridges within 4 m of the edge of the bank.

**Action: TE**

v. Cow Common gravel area redesign – (see attachments 9522\_27 and 27a above). JH submitted the attached design prior to the meeting ([9522\\_33](#)). JH explained his design and that to enable a large refuge lorry to turn in this area then there cannot be more than 8 cars parked. Those cars would have to be parked correctly to avoid any potential damage. This design is subject to JH and a Cllr confirming exact dimensions of the area.

GC asked if low level fencing could be installed that would prevent vehicles from being parked beyond the gate towards The Old Inn. KB suggested this could be a suitable area to plant a mature tree for the Green Canopy project.

FR asked if there is to be any delineation of parking spaces? MG reminded all that the Common is a SSSI and there should be no parking at all, however, CPC does allow some parking. After discussion, it was agreed that upright markers or sleepers would be used to show where CPC would like vehicles to be parked and that on the south side a notice that asks for these spaces to be left available for disabled/less able bodied and/or parent and child visitors.

Following further discussion, it was agreed that, with these amendments, it would only be possible to ensure enough space for 7 vehicles in total (4 on the south side and 3 on the west side).

JH to revise the design and check dimensions with a Cllr.

**Action: JH**

Subject to these amendments, all Cllrs present agreed to proceed with this project and JH was thanked.

GC asked who is to carry out the work required for the schools summer holidays? MD to contact G

Whitefield. If this is not possible to let TE know.

**Action: MD**

vi. WMPF fencing – TE met with the adj. land owner and discussed the boundary on the Whitelands Path side of the WMPF. TE, with assisting from JH, will ensure that the discussed boundary tallies with the Land Registry map supplied by HB.

**Action: TE and JH**

Agreed and Signed ..... (Chair)

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vii. Update of fencing across River Test/Freelands – TE explained that all the fishing rights are owned by CCE and are leased to Freelands. CPC owns the island in the River Test downstream from the Long Bridge and quarter of the island upstream from the Long Bridge. It was agreed by Cllrs present that TE would contact Freelands and Wherwell Priory Estate and ask them to remove fencing that they have erected on CPC land without CPC permission. If this is not done, CPC will seek to remove the fencing. **Action: TE**

MG circulated the following link to Natural England’s Designated Site View for Chilbolton Cow Common SSSI - [SSSI detail \(naturalengland.org.uk\)](https://naturalengland.org.uk) for Cllrs information.

(MG left the meeting at this point of the meeting).

16. **Annual and Monthly Planning report** – Cllr Ewer – No reports were given prior to the meeting. TE informed that TVBC are yet to make a decision on the Test Valley Farm application and the Freelands Wellness Centre application (KB added that there are new documents on the TVBC website relating to this application). TVBC have given permission for the Coach House and Darrowby planning applications. CPC comments on the TVBC Local Plan 2040 have been submitted and TE will attend a TVAPTC teams meeting on 26/5/22 where other parish councils will be discussing CPC’s submission. DH thanked TE and the Strategy Plan Group for their work on the CPC submission.

17. **Annual and Monthly Village Hall report** – Cllr Ewer – No reports were given prior to the meeting. TE informed that the heating in the Durnford Room has now been sorted and the Management Committee are actively seeking to replace the village hall chairs.

18. **Annual and Monthly Community Fundraising Group report** – Cllr Hall – Prior to the meeting DH circulated the attached reports [9522 24](#) (annual) [9522 25](#) (monthly)

19. **Annual and Monthly Strategy Work Group report** – Cllr Ewer – No reports were given prior to the meeting. TE reported that the group had been involved in the TVBC Local Plan 2040 submission and will be looking into the setting up of a Community Land Trust.

20. **Monthly Queen’s Green Canopy project report** – KB had nothing to report other than what was in the recent parish magazine and that she had received one sponsorship to date. KB hopes to be able to report lots more next month.

21. **Correspondence** -

5/4/22 - DG email to AGS NE ([9522 3](#))

22/4/22 - AGS NE response re Cow Common signage ([9522 17](#)) 25/4/22 - DG response to AGS ([9522 17a, b](#))

5/4/22 - KB response to resident re WRT proposals and common gravel area where cars park ([9522 4](#)) (in response to [4422 37](#)) and 7/4/22 resident response ([9522 4a](#))

7/4/22 - TE email to TVBC re CPC comments on the Local Plan 2040 reg 18 consultation ([9522 5](#)) inc attachments

7/4/22 - Test Valley Community Resilience Forum - special meeting on Thursday 5th May at 10am at Chilbolton Village Hall ([9522 6](#)) and SSEN RCF guidelines 2022 ([9522 6a](#))

8/4/22 - TVBC Community Governance Review - Romsey Town, Romsey Extra and Awbridge Parish Councils and Valley Park and Hurstbourne Tarrant Parish Councils ([9522 7, 7a, 7b](#))

9/4/22 - 20s Plenty for us April ENewsletter ([9522 9](#))

8/4/22 - HCC re National Highways Statutory Consultation - Special Engineering Difficulty Designation ([9522 10, 10a](#)) - DEADLINE FOR COMMENTS 11/5/22 – discussed under item 14 of the agenda – no response necessary.

Agreed and Signed ..... (Chair)

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10/4/22 - Resident email re Basket Ball court and response ([9522\\_11](#))

13/4/22 - Resident email re Co option of new Cllr and MD response ([9522\\_12](#))

21/4/22 - Hants Constabulary March newsletter ([9522\\_13](#), [13a](#))

22/4/22 - TVBC Civic Service invitation ([9522\\_16](#)) –TE confirmed he would not be attending.

22/4/22 - Unity invitation to Covid support groups - <https://mailchi.mp/74f643623e86/unity-enews-april-15671757?e=114807d430>

22/4/22 - Police and Crime Commissioner 220422 Change to household DIY charges to reduce flytipping consultation ([9522\\_18](#)). Consultation ends 4/7/22 – KB to draft a response. **Action: KB**

25/4/22 - TVAPTC - Local Plan Regulation 18 responses re meeting to be held on 26/5/22 ([9522\\_19](#))

26/4/22 - Neil Swift Wessex River Trust update ([9522\\_20](#)) 26/4/22 - WRT email re Water Fern ([9522\\_20a](#)), 27/4/22 update on Water Fern ([9522\\_20b](#)), MG info re Water Fern ([9522\\_20c](#)), 4/5/22 Further WRT update ([9522\\_20d](#)) - discussed under item 15iv of the agenda

26/4/22 - Wherwell resident query re fencing upstream from the Long Bridge ([9522\\_21](#)) and response

27/4/22 - HALC re Hampshire and the Isle of Wight village of the year comp ([9522\\_22](#))

26/4/22 - Media enquiry re Test Valley Farm planning query and response ([9522\\_23](#))

4/5/22 – CCE Winchester re River Test fishing and TE DRAFT response ([9522\\_37](#)). Discussed under item 15.

6/5/22 – Business Stream re Water charges changes ([9522\\_34](#))

6/5/22 – RPA – Advance payment of Basic Payment Scheme (BPS) ([9522\\_35](#))

7/5/22 – H Bradely – re Registration of CPC owned land with Land Registry ([9522\\_36](#)). Discussed under item 12b.

**4/5/22 – Resident email re posters and flyers around village ([9522\\_31](#))** – MD forwarded to Cllrs with The Communities and Local Government outdoor advertisement and signs a guide to advertisers ([9522\\_31a](#)). It was agreed to inform the resident of the following: - The particular piece to note is on page 16, including that if the advertisement is deemed permitted under class 3 and the advertisement relates to a sale or event, it must not be displayed more than 28 days before the sale or event begins and must be removed within 14 days after it ends. There are 14 classes of outdoor advertisement, each with its own particular conditions. So the practical effect is that the number of advertisements in that class, their size and duration of display, are limited for each deemed consent. Provided that the particular advertisement being displayed conforms entirely to all the relevant provisions of its own class, the planning authority's consent to display it is not needed. If advertisers are in any doubt whether their advertisement benefits from deemed consent, they would be well advised to consult the planning authority before display it. **Action: MD**

5/5/22 – HALC May '22 Newsletter ([9522\\_32](#))

22. **Questions from public** – (3 mins. per person) – FR and SW had questions and these are within the minutes under item 15iv.

23. **Any other business** – For information ONLY

Agreed and Signed ..... (Chair)

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DH informed that the community website (<http://chilboltonandwherwell.info/>) has crashed and those with access rights to maintain the site have been effectively locked out. DH asked if Cllrs wanted the issue to be sorted or not and whether the sites only remaining page be used as a 'landing page' where visitors could be signposted to other websites (i.e. CPC, Wherwell PC, etc.,). Cllrs present agreed that now CPC has a new website there was no need to fix the community website and to use the only working page on the community as a 'landing page'. TE wanted a link Chilbolton Village Hall on the CPC website and GC suggested that the parish magazine issues should also be on the CPC website. MD asked why would this be needed on the CPC website when the community website landing page could be used for this? TE said he had no recollection of the decision that the CPC website was to be a dedicated site for CPC. DH said that there should be no issue with including these on the CPC website. KB pointed out that the CPC website name is [chilboltonparishcouncil.org.uk](http://chilboltonparishcouncil.org.uk) and CPC should be careful of adding third party links on it.

TE informed that at the recent Test Valley Community Resilience Forum held at the village hall on 5/5/22, there was a mention of grants available for Community Resilience. Anyone interested should contact Jenny Brain at TVBC.

24. **Items for the next agenda** - Review of Clerks hours, discussion and decision on WRT proposal.

25. **Date of the next meeting** – Monday 6 June 2022; 18:30 at Chilbolton Village Hall; Monthly reports due by 12:00 Thursday 26 May 2022.

There being no further business to discuss the meeting was closed at 20:35.

*Post meeting* – HCC/TVBC Cllr Drew sent the attached HCC report ([9522\\_38](#)) and reported the following re TVBC – 'My only updates re TVBC are that there has been another fly tipping prosecution: Eddy Hilden, of Scallows Lane, West Wellow, was captured on one of the authority's covert cameras as he pulled into the layby on Station Road, Nursling, in July last year. He was fined £1,000, ordered to pay costs of £701.50 and a £100 victim surcharge. More details here:- <https://www.testvalley.gov.uk/news/2022/may/covert-camera-success-again-after-nursling>

In addition, there was a front page piece regarding Test Valley Farm in the Andover Advertiser. As you will recall, I have checked this out with the TVBC planners and I'm advised that all the correct procedures were followed regarding the settlement boundary. I can also confirm that I will be taking no part in any decision regarding planning applications here as I know the land owner.'

Agreed and Signed ..... (Chair)

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