

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 6 June 2022; 18:30 at Chilbolton Village Hall

Present: Cllrs Tony Ewer (Chairman) (TE), David Griffiths (Vice-Chairman) (DG), Kate Bradley (KB), Geoff Cockram (GC), Rick Franke (RF), Sue Larcombe (SL), George Marits (GM), Mandy Denyer (Clerk) (MD). HCC/TVBC Cllr David Drew (DD).
Members of public – A Keys (AK), A James (AJ), D Bruce, M Taylor and 4 others

- 1. Apologies:** Cllr David Hall (DH)
- 2. Declaration of Interests:** KB recused herself from any decisions re item 8 on the agenda (Test Rise greens) as she is a land owner in that area.
- 3. To sign as a correct record the minutes of the meeting held on 9 May 2022:** These were agreed and signed as an accurate record of the meeting.

4. Matters Arising:

Registration of Pecuniary Interest –KB to update RoPI, MD to update website and forward to TVBC
Action: Complete

Appointment of Committees, Working Parties/Groups, their members and agree their Terms of Reference – TE to forward MD list of names of those on the Strategy Plan Working Group.
Action: TE

Appoint Lead Councillors/Representatives – MD to inform Village Hall Management Committee that TE is CPC rep and DG is WMPF Rep
Action: Complete

Review of policy documents – Standing Orders update – MD to update Standing Orders and update website
Action: Complete

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

The AGAR, the notice of public rights and the summary of those rights will be published on the website.
MD to submit AGAR to external auditors.
Action: Complete

DH will investigate the CPC insurance cover,
COSC will be asked to physically check on all the CPC assets,
Action: DH
Action: COSC

MD to ask H Bradley for invoice for work carried out to register CPC owned land with Land Registry
Action: Complete

COSC –
HCC have not cleared The Mark Way properly. DG has emailed HCC.
Action: Ongoing

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

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

DG to chase contractor to install dragons teeth opposite the recycling centre. MD informed COSC that contractor not happy to do the work and suggested perhaps the Lengthsman could be used instead.
Action: DG

COSC to review the proposed Freeland plans ([4422_30](#), proposed plan [30a](#)).
Action: COSC

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T&I INNS Project: Azolla Weevil Release 2022 – MG has ordered 2 packs of Weevils.

Action: Ongoing

WMPF Development Group Table Tennis table (TTT) proposal – TE to discuss with NH re suggestion of siting the TTT nearer the Teen Hut. [MD emailed all Cllrs and NH all the relevant CPC and COSC minutes where the siting of the TTT was discussed]. See item 6Dii.

Cattle Grazing notice – MD printed and laminated agreed notice and delivered to MG. MG passed to DG who has put the notices up at all entrances to Common.

Action: Complete

Fencing across River Test onto Common – TE to write to Freelands and Wherwell Priory asking them to remove fencing from CPC land, as permission has not been given to do so. If this is not done, CPC will remove. On further investigation TE believes that the fencing is on Wherwell Priory land so no further action is required. **Action: Closed**

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.

Action: GC

Strategy Working Group - TE to get proforma Community Land Trust documents that can be amended for CPC need. TE has been sent a link to retrieve the documents but is unable to do so, so will seek assistance.

Action: TE

Correspondence –

Police and Crime Commissioner 220422 Change to household DIY charges to reduce flytipping consultation – KB draft response ([6622_33](#)). KB to redraft last paragraph of response for Cllr approval. (*Post meeting – revised submission* ([6622_33a](#))).

Action: Cllrs

MD to email resident re Fly posting around village.

Action: Complete

5. Chairman’s update report: None

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 ([6622_35](#)). GM will check the bank reconciliation check.

Action: GM

i. Approval of accounts for payment – Clerks salary and additional reimbursement for stationery - £904.69. Payment was approved.

ii. A review of Clerks working hours – Prior to the meeting MD circulated hours worked from [January ‘13 to March ‘22](#), [April ‘22](#) and [May ‘22](#) timesheets. After discussion, it was agreed to increase the Clerk’s monthly contracted hours from 36 to 40. MD to update employment contract.

Action: MD

Cllrs discussed the request from the Internal Auditor to use the budgeted honorarium payment to purchase of an item for the asset register. It was agreed that, the £120 budgeted for the honorarium payment be put towards an item for the asset register, as and when an item is required. MD to update budget.

Action: MD

TE asked for approval to reimburse G Picco for the purchase of flowers for the 2 ladies who organised the WMPF Jubilee Picnic (£40), Cllrs agreed. TE to forward MD invoice and payment details.

Action: TE/MD

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DG asked for approval to be reimbursed for the purchase of posts for the marking of the permissive bridleway on WD (£132.91), Cllrs agreed. DG informed that he hopes to be able to get post-project grant funding. **Action: MD**

B. Flood Advisory Group: GM reported that ground water level in May was 6.7 m below the surface and in June was 6.8 m below the surface. The flood by the pumping station on Coley Lane has been reported, GC to follow up with HCC. **Action: GC**

C. Highways: Prior to the meeting GC circulated the attached report ([6622 23](#)). GC suggested possibly removing two shrubs to prevent its growth obscuring the yellow post of the Coronation Green/Coley Lane pedestrian crossing. It was agreed that the Lengthsman be tasked to keep this section clear of vegetation. (MD has already put this onto the July Lengthsman worksheet).
GC to remind HCC that they are to replace the highway traffic signs at this crossing. **Action: GC**

TE informed Cllrs about Birch Grove and that HCC have said this track may be upgraded to a highway in the future and that the barrier across the track is illegal. A member of the public informed that the barrier was put in place c. 1994 by a resident of Birch Grove, believing that the land belongs to them, to prevent traffic using the track and because in wet weather this area of the track can become impassable by vehicle due to the soft ground.

D. Open Spaces Committee (COSC):

- i. COSC meeting minutes: Prior to the meeting DG circulated the draft minutes of the COSC meeting held on 19/5/22 ([6622 21](#)).
- ii. WMPF Development Group Table Tennis Table proposal update: report within the COSC minutes (extract attached here ([6622 34](#))), and the WMPF DG group report ([6622 34a](#)). After discussion, all Cllrs agreed that, having investigated the reasoning behind the proposed location of the TTT, the proposed location by the Development Group is the best location. However, should there be proven antisocial behaviour around the TTT, CPC will investigate re-locating the TTT. MD to draft response to Mr Galloway for Cllr approval. **Action: MD**
- iii. Cow Common Signage: report within COSC minutes and extract attached here ([6622 36](#)). Also, prior to the meeting MD circulated the attached update information to Cllrs ([6622 36a](#)). After discussion the following was agreed –
Ladder boards – the quote of £164 to investigate re-using the existing boards was accepted by Cllrs. MD to inform contractor. **Action: MD**
Information boards – SL to finalise the text and images **Action: SL**
The agreed wording of the ladder boards and revised text and images of the Information boards are to be sent to HCC Access Team and Natural England for their guidance/consent, by COSC. However, Cllrs agreed that they will only be given two weeks in which to respond. If no response is received CPC will proceed. **Action: COSC**
- iv. Discussion and Decision Wessex River Trust Proposal: COSC recommendation within COSC minutes and extract attached here ([6622 37](#)). TE circulated the attached report ([6622 26](#)). After discussion, Cllrs agreed to the COSC recommendation not to put planting in the shingle bank and that the start date of the project will be decided on by WRT (see correspondence). It was noted that WRT have not yet sent a revised plan showing the ford crossing.
GC asked if WRT could put up information boards, prior to the project commencing, to educate visitors about the project and why the project is important. MD to email WRT. **Action: MD**

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- v. Cow Common gravel area redesign: COSC recommendation within COSC minutes and extract attached here ([6622_38](#)). Thanks was given to J Hudson for all his hard work in drawing up the revised plan. After discussion, Cllrs agreed, in principal, with COSC recommendation that only 2 spaces were required for less able-bodied and that only one gate needed to be moved. It was agreed that COSC will send the design to Natural England for their guidance/consent. Again, two weeks will be given for a response. If no response is received, CPC will proceed. **Action: COSC**
- vi. Professional Tree Survey recommendations: G Evans initial report ([6622_4](#)) and subsequent report prior to site visit with DG ([6622_4a](#)). DG informed that he and RF met with G Evans on West Down and discussed the West Down tree survey. DG has requested another site meeting with G Evans and RF to discuss the remaining areas of the tree survey report. A comprehensive report will then be presented to Cllrs at the next meeting for discussion. **Action: DG/RF**

All Cllrs agreed that it would be CPC policy for dead trees (fallen or standing) to be left, unless there is a health and safety risk (e.g. adjacent to a public right of way) or a risk to any fencing.

DG informed Cllrs of a recent meeting with TVBC employees re Wardening of the Common. (See correspondence below). After discussion, Cllrs agreed to try and get volunteer wardens/ambassadors by placing an article in the next parish magazine. DG to draft article. **Action: DG**

All Cllrs agreed to the sending of TE draft letter to Strutt and Parker re fishing rights ([6622_24](#)). MD to send. **Action: MD**

As DD had another Parish Council meeting to go to, it was agreed to take his HCC and TVBC reports now.

9. HCC and District Councillor reports: DD HCC report is attached here ([6622_41](#)). For TVBC DD reported that there is new art work to be installed in Andover to celebrate the Platinum Jubilee. The New adventure golf course is now open at Charlton (near the lakes). There have been more prosecutions re fly tipping. A new mayor has been elected; Mr Alan Dowden.

In response to questions asked by TE re Test Valley Farm planning application going to TVBC Planning Committee, DD informed that it is not the number of speakers that carries more weight but the argument, reasoning and evidence put to the Committee. Two speakers will be heard, one being a CPC Cllr and the other a local objector, each having 3 minutes.

TE asked if the Planning Officer could be invited to a site visit/meeting with CPC Planning Committee members. DD agreed that this can be done with an official invitation.

DD then left the meeting, and the agenda was resumed.

- E. Planning Committee:** Prior to the meeting TE circulated the attached report ([6622_27](#)). TE informed that SL had been elected Chair and KB as Vice-Chair of the Planning Committee. TE also informed that at the Planning meeting prior to this meeting it had been agreed to send an Objection in relation to the Branksome Avenue planning application 18/03203/FULLN and a No Objection in relation to the agricultural development for access tracks (Land Surrounding Middlebarn Farm, Drift Road) 22/01375/AGNN.
- F. Village Hall:** Prior to the meeting TE circulated the attached report ([6622_25](#)). TE informed that the Village Hall Management Committee are looking into upgrading the hall chairs and that they will be holding a joint event with the Church on either of the last two Saturdays of September.
- G. Community Fundraising Group update:** Prior to the meeting DH circulated the attached report ([6622_20](#)).

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- H. Strategy Working Group update:** Prior to the meeting TE circulated the attached report ([6622 28](#)). As mentioned under matters arising, the draft Community Land Trust Deeds cannot be retrieved and TE is to seek assistance with this. TE informed that CPC will have control over the Trust Deeds and any housing will be affordable housing for rent and downsize for ownership by local people. (Priority will be given to Chilbolton residents).
- I. The Queen’s Green Canopy Initiative update:** Prior to the meeting KB circulated the attached report ([6622 14](#)). KB to place an update in the next issue of the Parish Magazine and place ‘adverts’ in the shop. **Action: KB**
SL offer of a Californian Sycamore was turned down as not a native species and causing problems with its self-reseeding.
- 7. To discuss and finalise Community Emergency Plan:** Prior to the meeting GM circulated the revised Community Emergency Plan ([6622 16](#)). GM informed that there is to be some further amendments and hopefully the addition of ‘Street Guardians’. The plan is to be finalised at next month’s CPC meeting. **Action: GM**
- 8. Resident requested agenda item – Test Rise Greens:** Prior to the meeting MD circulated a map showing the areas that TVBC maintain on behalf of HCC ([6622 39](#)). A Keys gave her report ([6622 40](#)). TE informed that the Chilbolton Neighbourhood Plan lists the Test Rise greens as designated green spaces (Policy EN3: Local Green Spaces (pg 22 of the Neighbourhood Development Plan). All Cllrs agreed, in principal, to the proposal of registering the greens as Open Spaces (or appropriate designations) and to re-wilding of the greens. It may be possible to get grant funding for this project. AK was asked to provide a written proposal, including a sketch, that could be used to assist with any grant applications and registering of the land. The land owners will need to be informed.

10. Correspondence:

13/5/22 - SSEN Resilient Communities Fund with £1million budget NOW OPEN! ([6622 1](#), [a](#), [b](#), [c](#), [d](#), [e](#)) 18/5/22 - additional info from TVBC ([6622 1f](#))

18/5/22 - RoSPA Play Safety 2022 Annual play area inspection report ([6622 3](#)) – COSC to discuss and decide on recommendation to CPC at 9/6/22 COSC meeting

19/5/22- GE initial feedback on Bawden tree survey report ([6622 4](#))

18/5/22 - Resident email re conversation with TE re signs on Common ([6622 6](#))

17/5/22 - TVBC re Wardening Common ([6622 7](#))

25/5/22 – DG email to TVBC and TVBC response re meeting on Common ([6622 7a](#))

30/5/22 – S Roberts, TVBC email re antisocial behaviour ([6622 7b](#))

12-19/5/22 - emails to and from CPC re WRT start date ([6622 5](#)). 20/5/22 - emailed letter to WRT, Strutt and Parker, Test and Itchen society and Freelands, as agreed by TE and DG ([6622 5a](#)) 20/5/22 - WRT response ([6622 5b](#))

23/5/22 - Freelands response to emailed letter re WRT project ([6622 11](#))

27/5/22 – Response to Freelands ([6622 11a](#))

20/5/22 - HALC new website ([6622 8](#)) - 23/5/22 HALC new website update ([6622 8a](#))

23/5/22 - N Lawrence of Wild Trout Trust report ([6622 9](#)) - COSC to discuss and decide on recommendation to CPC at 9/6/22 COSC meeting

23/5/22 - Armed Forces Flag Raising Ceremony notification ([6622 10](#))

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23/5/22 - TE email to NH and JH re Dimensions of Playing field and Draft letter to D Saunders ([6622_12](#)) – TE gave Cllrs the background to this letter. After discussion, All Cllrs agreed with TE draft letter. MD to send to D Saunders.

Action: MD

25/5/22 – TVBC re Period Poverty in Test Valley ([6622_18](#))

27/5/22 – Test Valley School letter to Councils ([6622_29](#)) – Cllrs noted the Schools proposal, but felt no response was necessary from CPC.

30/5/22 - HCC Passenger Transport Consultation - now live ([6622_30](#))

31/5/22 - Action Hampshire re Update to Community Led Housing Groups - changes to the Hampshire Homes Hub Service ([6622_31](#)) and further updates ([31a](#), [31b](#))

11. Questions from public: NONE

12. Any other business: RF asked is anyone present knows anyone with the initials ‘DCK’ as there is a lot of graffiti around the village using these letters. No one present was aware of anyone with those initials.

13. Items for next agenda: Finalise Community Emergency Plan, Tree Survey report

14. Date of next schedules meeting: Monday 11 July 2022; 18:30, Chilbolton Village Hall. All reports to be circulated by 09:00 Friday 24 June 2022.

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

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