

**YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF
CHILBOLTON PARISH COUNCIL TO BE HELD ON
MONDAY 11 JULY 2022
COMMENCING AT 18:30 at CHILBOLTON VILLAGE HALL**

A G E N D A P A C K

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
3. **TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 6 JUNE 2022**
4. **MATTERS ARISING (Not covered within monthly routine reports)**
5. **CHAIRMAN'S UPDATE REPORT** (Verbal update)
6. **TO TAKE QUESTIONS AND TO DISCUSS AND DECIDE ON ANY PROPOSALS WITHIN THE MONTHLY ROUTINE REPORTS AS FOLLOWS: -**
 - A. **Finance Report** – Mandy Denyer – to inc.
 - i. approval of accounts for payment
 - B. Flood Advisory Group – Cllr Marits – Nothing to report
 - C. Highways **report** – Cllr Cockram
 - D. Open Spaces Committee (COSC)– Cllr Griffiths to inc.
 - i. **COSC meeting minutes** (and update on **Parish Paths** from Cllr Griffiths)
 - ii. WMPF Development Group Table Tennis table proposal **update**
 - iii. Cow Common Signage update
 - iv. **Update** on Wessex River Trust proposal
 - v. **Cow Common gravel area redesign**
 - vi. Professional Tree Survey **update**
 - E. Planning Committee **report**– Cllr Larcombe
 - F. Village Hall – Cllr Ewer – No report available at time of publishing this agenda pack
 - G. Community Fundraising Group update **report**– Cllr Hall
 - H. Strategy Working Group update – Cllr Ewer – no report available at time of publishing this agenda pack
 - I. The Queen's Green Canopy Initiative update – Cllr Bradley – no report available at time of publishing this agenda pack
7. **COMMUNITY EMERGENCY PLAN** – Cllr Marits
8. **To discuss barrier across Birch Grove**
9. **To discuss update re Test Rise Greens**
10. **HCC and DISTRICT COUNCILLOR REPORT** – Cllr Drew
11. **CORRESPONDENCE**
12. **QUESTIONS FROM PUBLIC** – (3 mins. per person)
13. **ANY OTHER BUSINESS** – For information ONLY
14. **ITEMS FOR NEXT AGENDA**
15. **Date of next scheduled meeting – Monday 5 September 2022; 18:30, Chilbolton Village Hall**

Mandy Denyer (Parish Clerk)

4. Matters Arising –

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

Finance - KB to investigate an alternative bank which offers free banking.

Action: KB

Green Canopy Project – KB to update article for next issue of Parish Magazine and place ‘adverts’ in the shop.

Action: KB

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

Flood Advisory Group/Highways – GC to chase HCC re flood at pumping station on Coley Lane. **Action: GC**

Highways - GC to remind HCC that they are to replace the highway traffic signs at Coley Lane pedestrian crossing.

Action: GC

Wessex River Trust (WRT) -

MD to ask WRT if information notices can be displayed to educate users of the Common about the upcoming project and to request an updated R1 map to show the ford crossing. The [revised map](#) has been received, but no response re information notices. MD has followed up.

Action: Ongoing

MD to update Employment contract – amending monthly working hours from 36 to 40. MD and TE to sign.

Action: MD & 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

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

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

Action: 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 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

Professional Tree Survey report – DG and RF to meet with G Evans to discuss tree survey report (all areas exc. WD, which has already been reviewed).

Action: DG & RF

Wardening of Common - DG to draft article for Parish Magazine asking for volunteers.

Action: DG

COSC to send NE finalised wording for Ladder Boards, Information Boards and re-design of Gravel Area on Common for advice/guidance. Two weeks will be given for response.

Action: COSC

COSC to send HCC Access Team finalised wording amendment to ladder boards. Two weeks will be given for response.

Action: COSC

Finance - DH will investigate the CPC insurance cover

Action: DH

Signage - SL to finalise Information Boards

Action: SL

COMPLETED MATTERS ARISING -

Finance – GM to complete Bank Reconciliation Check for June.

MD to update budget – to reallocate £120 for Internal Audit fees to Asset register item purchase

TE to forward MD info for the reimbursing of£40 to G Picco re Flowers

MD to reimburse DG for purchase of wooden posts for WD permissive bridleway

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

MD to draft letter to J Galloway re siting of TTT ([11722 3](#)).

Strutt and Parker letter re CCE Winchester fishing rights – MD to send [agreed letter](#).

Signage – MD to accept A Hampson quote to try and remove ladder boards and plane to see if they can be re-used and amended.

MD to send [agreed letter](#) re WMPF Boundary to D Saunders.

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.

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6A. Finance Report -

S106 FUNDS AS AT DECEMBER '20 – (TVBC s106 [Explanation of categories](#)): -

Available ([spreadsheet](#)) -

Children's Play Space = £ 1771.90

Informal Recreation = £0.00

Formal Recreation = £ 2683.72

TOTAL available for CPC = £ 4455.62

Outstanding (to be paid prior to occupation) ([Spreadsheet](#)) -

Children's Play Space = £ 1220.10

Informal Recreation = £ 2628.99

Formal Recreation = £ 2865.53

TOTAL outstanding for CPC = £ 6714.62

Highways –

Received and paid out to HCC from Sept '08 – Sept '14 = £25490.22 ([Spreadsheet](#)) Outstanding Highways £7437.00

PAYMENTS NECESSARY SINCE 6 JUNE 2022-

Online payments were made to: -

Wild Trout Trust – re travel expenses for site visit (Common) - £15.30 [approved by DG & GM]

Bank Charges (Admin) - £11.00

Grass and Grounds (WMPF Running costs) - £288.00 [approved by NH, TE, GM & DG]

DD payments – NONE

Chq payments - NONE

JULY 2022 PAYMENTS FOR APPROVAL –

Online Payments: -

A Denyer – Salary £ 502.27, Exps £35 = £ 537.27

Chilbolton Village Hall Hire - £79.75

Chq payments: - NONE

DD payments: -

CURRENT ACCOUNT RECEIPTS – Receipts since last report –

G Martis – Jubilee Tree Sponsorship - £50

Received but still not yet banked (waiting to see if more sponsorship is paid via cheque before banking to reduce fees) - T Youell – Jubilee Tree Sponsorship £50 + £1 admin fee

Table Tennis Table – The WMPF Development Group have been successful in their application to the TVBC Community Asset Fund (£2280). MD has made an application to TVBC for the release of s106 funds for the remainder of the cost of the project.

2022/23 ACCOUNTS -

1. Bank Reconciliation as at 6/22 attached [here](#)

2. Current acc Receipts, Batty and WMPF acc's spreadsheet attached [here](#)

3. 1st Quarters Payments spreadsheet attached [here](#)

Budget Review –

[Precept accounts](#)

[Ringfenced Accounts](#)

Account Balances and estimated closing balances	as at 22-06-22					
	Precept and Other Accounts	Ringfenced Common account	Ringfenced West Down Account	Ringfenced WMPF Capital Account	Ringfenced Batty Account	TOTALS
Opening balance	15269.65	24165.59	10029.01	18747.59	5099.97	73311.81
Actual income	8186.04	0.00	0.00	0.43	0.39	8186.86
Actual Expenditure	-15414.60	-1395.71	-1303.98	-788.20	-958.00	-19860.49
Closing balance as at 22-06-22	8041.09	22769.88	8725.03	17959.82	4142.36	61638.18
Budgeted income remaining	10977.21	4451.00	3151.00	16000.00	0.21	34579.42
Budgeted Expenditure remainin	-5031.12	-11580.21	-2351.27	-35200.00	-1316.00	-55478.60
Estimated Closing Balance	13987.18	15640.67	9524.76	-1240.18	2826.57	40739.00

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6C – Highways – Highways maintenance work

- Fallen 20 mph speed limit sign at Branksome Avenue/Test Rise. Status: enquiry inspected and added to contractor's work programme and normally processed within two months.
- Recurring flooding on Coley Lane from West Down. Status: problem reported and current status "your enquiry is progressing".

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6Di. COSC -

DRAFT Minutes of Meeting held on 9th June 2022 at 18:30 at Poplar Dene

Present - Moya Grove (MG), David Griffiths (DG), Emma Noble (EN), Trish Heaton (TH), Rick Franke (RF)

Apologies - Edward Painter (EP), Terry Gilmour (TG), Julian Hudson (JH), Nick Horne (NH)

Members of the public present - None

Minutes of the last meeting

The minutes of the last meeting held on 19th May 2022 ([Thursday 19 May 2022](#)) were agreed as a true record and signed by the Chairman, with one amendment, that the initials of Jasper Galloway be recorded as JG not JW.

Matters arising - Rick Franke was warmly welcomed as a new member of COSC. Further matters arising are covered under the main headings below.

Finance - A finance report was provided by the Parish Clerk ([9622_3](#)) and noted.

Allotments - Nothing to report.

Common - Report provided by MG ([9622_6](#)). MG reported that cattle have now arrived on the common.

Wessex River Trust (WRT)

COSC supports the request of Geoff Cockram to CPC that an information board be requested from WRT and installed prior to the project commencing to educate visitors.

There has been some correspondence regarding the start date of the work between all involved parties ([6622_5](#)), ([6622_5a](#)), ([6622_5b](#)), ([6622_11](#)), ([6622_11a](#)) but CPC have now agreed to leave the start date of the project to WRT.

MG raised concerns about a letter sent to Strutt and Parker ([6622_24](#)), agents for the Church Commissioners on 27.5.22, in particular the line which states *'The following claimed rights are refuted but we would normally agree to (c) and (g) with prior notification and consent.*

... g) A right of access with vehicles to the river for the purpose of stocking the river and maintenance purposes but notifying the owner of the Common in advance and agreeing the route.'

COSC would like to recommend to CPC that stocking should be done from Freelands side of the river making vehicle transit across the Common not necessary

Fencing across River Test onto Common

MG considers that the reference in the CPC minutes relating to fencing across the river is incorrect. The minutes state *'On further investigation TE believes that the fencing is on Wherwell Priory land so no further action is required'*. MG to discuss further with CPC as the downstream fencing is secured on the common without permission.

Azolla

Weevils have now been delivered and will be released tomorrow (10/6/22). MG and EN to action. (Action now completed)

Gravel Area Redesign

In their meeting of 6/6/22 CPC have approved COSC's recommendations for only 2 disabled spaces and moving only the gate to the Old Inn and not both gates.

Report from Wild Trout Trust by N Lawrence

COSC discussed the report ([6622_9](#)) and supports all recommendations. COSC recommends to CPC that fallen ash trees at the sw margin of the Common be left unless they cause an issue with fencing. Moving the fence on the left bank was discussed but COSC preferred to leave it in place and not widen the bank for more mowing may be a possibility but would need discussing with Natural England. The management plan should be updated in line with Nick Lawrence's advice.

Warden Scheme

DG reported that he and other members of CPC met with Daisy Kennard and Samantha Roberts of Test Valley Borough Council's Countryside Team on 25/5/22. The meeting was very positive and they were keen to help CPC and supportive of the idea of a Warden Scheme where volunteers provide information and advice to visitors to the Common during busy periods. DG to write an advert for the Parish Magazine inviting applicants to volunteer for the scheme.

Machinery Maintenance - Nothing to report

Parish Paths

DG reported that an email had been received from a villager regarding overgrown nettles and thorn bushes on Whitelands Path. DG has arranged for Ian Daubney to cut it back.

TH / EN will investigate the further part of the Mark Way to confirm if it has been cut back. If not, DG will raise with TVBC.

Village Greens

CPC was approached by a resident and agreed to pursue her request that the greens at Test Rise be designated a public open space and be sown with wildflowers. No discussion

War Memorial Playing Field

TH confirmed that CPC has agreed that the Table Tennis Table (TTT) should be put in the spot originally designated with the proviso that should there be proven antisocial behaviour around the TTT, CPC will investigate relocating it. A letter has been sent to Jasper Galloway.

West Down

DG reported that all posts indicating the route of the bridleway had now been installed.

Lengthsman Work

COSC looked at and agreed the lengthsman work in the proposal provided by Mandy Denyer on 6.6.22. COSC would like to request, in addition to this, that the picnic benches and table on West Down also be strimmed.

Bawden 2022 tree survey reports

DG and RF have liaised with Glynne Evans and inspected trees on West Down requiring work highlighted in the report. There is some concern that works to very large historic trees may cause some controversy but will need to be carried out by professionals for reasons of both safety and tree health. This work is ongoing.

Safeguarding / DBS checks for Educational Access

MG confirmed she is DBS checked but that this will expire in July. NH to be approached by MG to see if he will replace Alan James as second DBS checked COSC member.

Correspondence

Questions from Public - None

Any other Business - None

Items for the next Agenda – None

Date of the next meeting

Scheduled date is Thursday 21st July 2022 at Poplar Dene, Village Street. This is amended from the originally proposed date of 14th July.

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DG Parish Paths update –

Mon 20/06/2022 21:22

Can I inform you that in addition to Ian Daubney trimming the village greens he has, at my request, trimmed the following footpaths:

Grindstone Green Path

Frog Lane Path

Old School Path

Station Road Wood Path (from where it meets Coley Lane for about 50 yards).

Whitelands Path

He has done an excellent job.

I am pressing HCC to clear the southern section of the Mark Way so far without success. I will keep trying.

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6E – Planning report

[Minutes of the meetings held on [6/6/22](#) and [20/6/22](#). Minutes for the meeting held on 4/7/22 not available at time of publishing this agenda pack].

A response was sent to TV recommending refusal in reply to the amended application for 12 Branksome Close. Reiterating our original objections regarding overdevelopment and parking and also referring to the overlooking issue to Merrimont and Greenlands given the new layout of the first floor and the inclusion of velux windows. SL visited the Taylors to see the overlooking issue for which they were very grateful. SL was also able to reassure them that the large mobile home on land at Woodlands does indeed have permission from TV for the duration of the build.

A letter from, S Newman of Branksome Close was also received regarding concern about the above development. The resident does not have email or internet. SL telephoned resident to discuss and delivered a hard copy of the CPC objections to her.

CPC planning committee had no objection to the new gravel access routes proposed around the farm buildings at Middlebarn Farm. TE

CPC planning committee supported the application from Chilbolton Observatory in line with the Village Neighbourhood Plan, policy EC1. The lean to style building is small, wooden, with an opening roof and in keeping with its surroundings. It's purpose is to provide weather protection for 2 telescopes.

The appeal for Valley Field Park is on July 12th and TE, GC and SL will attend.

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6G – Community Fundraising Group

The Fundraising Group did not meet in June. The aim is to meet quarterly as a minimum (as amended in the Terms of Reference) and we hope to meet in July to review the outcomes and learnings from the Jubilee events and also from the village fete (25th June). We will also discuss the ideas put forward at the Parish Assembly for events in the Autumn and into 2023.

On 9th June, confirmation was received that our application for a grant of £2,280 from the Test Valley Community Asset Fund has been successful and has been awarded in full. This represents 50% of the cost of installing the table tennis table. The remainder of the cost will come from Chilbolton's allocated s106 monies and an application for this has been made by the Parish Clerk. Monies will be released on production of receipts provided for the work.

Unless CPC or the Fundraising Group identify any alternative worthy projects (none have been identified so far), we will continue to work with the WMPF Development Group to apply for a grant from the 2022/3 Community Asset Fund for the next item on the prioritised list of village amenities (the Play Tower).

David Hall

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9. Correspondence –

7/6/22 - Letter sent to Strutt and Parker (re CCE Winchester re Fishing Rights) ([11722 1](#))

7/6/22 - Letter sent to D Saunders re boundary with WMPF ([11722 2](#)) and attachments
[6622 12 TE re WMPF boundary attachment Playing field A](#)
[6622 12 TE re WMPF boundary Playing field measurements B](#)
[6622 12 TE WMPF boundary Playing field south corner](#)

7/6/22 - Test Valley Association of Parish and Town Councils Special Meeting 6 July 2022 ([11722 4](#))

8/6/22 - Letter to Jasper Galloway re siting of the TTT ([11722 3](#)) and attachment
[6622 34a](#) DG RESPONSE TO CONCERNS OVER SITING THE TTT MAY 2022

8/6/22 - Resident email re Whitelands Path and response ([11722 11](#))

9/6/22 - Test Valley School New Strategic Partnership meeting notification ([11722 6](#))

9/6/22 - TVBC Community Asset Fund grant offer letter ([11722 7](#)) – Completed and returned

9/6/22 - 20s plenty re LTP4 HCC Consultation ([11722 8](#)) – TE to completed questionnaire

10/6/22 - Invitation to comment on Hampshire County Council's draft Catchment Management Plans ([11722 9](#)) –forwarded to GM (FAG)

10/6/22 - TVBC Rural Housing Week - affordable homes for local people ([11722 10](#)) – Forwarded to Strategy Plan WG

10/6/22 - GM email re Planning Portal Flood risk Video (link - <https://mailchi.mp/planningportal/flood-risk-video-launched?e=b0f99b2d25>)

14/6/22 - HALC June '22 ENewsletter ([11722 12](#))

14/6/22 - TVBC re Test Valley Cllr events ([11722 13](#))

14/6/22 - PRESS RELEASE - NEW CHARITY FOR PEOPLE LIVING WITH DEMENTIA IN HAMPSHIRE & IOW ([11722 14](#)) – Forwarded to Webmaster for circulation

15/6/22 - HALC networking event for Chairs ([11722 15](#)) – TE to attend

16/6/22 - TVBC re Planning Appeal notice re Valley Field Park ([11722_16](#)) – Planning Inspectorate and TVBC Planning need to be notified of any intended speakers

17/6/22 - Stockbridge Primary School request for funding ([11722_17](#)) – TE and RF to fund personally

17/6/22 - HCC notice via HALC re Notice of a large unauthorised encampment in Southampton ([11722_18](#))

17/6/22 - TE email to Mandy Ware (HCC Roads) and Mandy Ware response ([11722_20](#))

22/6/22 – Test Valley Police newsletter ([11722_22](#))

22/6/22 – Hampshire Home Hubs update (following on from last month’s emails 6622_31) ([11722_23](#))

22/6/22 – HALC AGM notice ([11722_24](#))

24/6/22 – Southern Water - [Have your say on our draft Water Resources Management Plan \(WRMP\)](#)

24/6/22 - TVBC further information RE Chilbolton Cow Common wardening meeting ([11722_33](#))

27/6/22 - Community Governance Review Campaign update ([11722_27](#))

29/6/22 - Test and Itchen Summer INNS survey re Monkey flower and MG update on Azolla ([11722_29](#))

4/7/22 - Test and Itchen Summer INNS survey re Monkey flower further update ([11722_29a](#))

30/6/22 - HCC Access Team letter re barbed wire at Long Bridge ([11722_30](#))

3/7/22 – Incident on Long Bridge emails ([11722_31](#))

4/7/22 - TVBC re Community Resilience Incident Management training ([11722_32](#))

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