

**YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF
CHILBOLTON PARISH COUNCIL TO BE HELD ON
MONDAY 3 OCTOBER 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 [5 SEPTEMBER 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](#)
 - ii. Approval for ICO (Data protection certificate) Direct Debit
 - iii. [Update on BHIB Insurance renewal invite](#)
 - iv. Discussion and decision on changing bank ([31022_13](#))
 - B. [Flood Advisory Group](#) – Cllr Marits
 - C. [Highways](#) – Cllr Cockram
 - D. Open Spaces Committee (COSC)– Cllr Griffiths to inc.
 - i. COSC meeting minutes – there was no meeting in Sept, so no minutes
 - ii. [Cow Common Signage update](#)
 - iii. Update on Wessex River Trust proposal – No report available at time of publishing
 - iv. Cow Common Gravel Area redesign – No report available at time of publishing
 - v. Professional Tree Survey update – Cllrs Griffiths and Franke to produce a full report
 - vi. Update of Fishing Rights – Cllr Ewer to update verbally
 - vii. Update of Common gate closure policy – there was no COSC meeting in Sept, so the policy has not be amended
 - viii. Appointment of COSC Admin officer – Cllr Griffiths to give verbal report
 - E. Planning Committee – Cllr Larcombe – REPORT NOT AVAILABLE AT TIME OF PUBLISHING
 - F. Village Hall – Cllr Ewer – Nothing to report
 - G. [Community Fundraising Group update](#) – Cllr Hall
 - H. Strategy Working Group update – Cllr Ewer – Nothing to report
 - I. [The Queen's Green Canopy Initiative update](#) – Cllr Bradley – to inc. Draw of the Jubilee Tree Sponsorship competition
7. **HCC and DISTRICT COUNCILLOR REPORT** – Cllr Drew
8. **DISCUSSION AND DECISION ON FIRST AID REFRESHER COURSE** – Verbal report to be given
9. **[CORRESPONDENCE](#)**
10. **QUESTIONS FROM PUBLIC** – (3 mins. per person)
11. **ANY OTHER BUSINESS** – For information ONLY
12. **ITEMS FOR NEXT AGENDA**
13. **Date of next scheduled meeting – Monday 1 November 2022; 18:30, Chilbolton Village Hall**

**Mandy Denyer (Parish Clerk)
Published 27/09/2022**

4. Matters Arising:

Finance –

COSC will be asked to physically check on all the CPC assets – DG and RF will check

Action: DG & RF

COSC –

DG to chase Lengthsman for quote to install dragons teeth opposite the recycling centre.

Action: DG

Wardening of Common - DG to draft article for Parish Magazine asking for volunteers. (To date one volunteer has made contact with the Clerk) – Cllrs agreed to the scheme and to NH re-drafting an article for the parish magazine.

Action: NH

Keypad to new common gate – RF has repositioned the keypad

Action: Complete

DG requested more 'No Cycling' discs – MD ordered, received and passed onto DG

Action: Complete

DG requested a 'do not block access' notice for the horse access gate by the cattle grid – MD ordered.

Action: Complete

Ladder boards – MD informed A Hampson that quote was accepted

Action: Complete

Information boards – MD provided SL with a purchase order. SL informed Green Spaces. 25% deposit paid.

Action: Complete

Tree survey – RF to obtain quotes to deal with larger trees

Action: RF

COSC to review and make any minor changes to Common Gate Closure policy

Action: COSC

Planning –

A TPO needs to be placed on trees at Winston, Village Street. Once the exact location has been identified, MD to make application.

Action: Planning Committee/MD

Settlement Boundary - Further investigation is required and legal advice sought to see if there is a case to challenge and possibly have the Settlement Boundary decision reversed?

Action: Planning Committee

SL to forward emails sent to TVBC re information required re CiL to DD for follow up

Action: SL

Highways –

GC to remind HCC that they are to replace the highway traffic signs at Coley Lane pedestrian crossing. TE to forward GC plans that show what traffic signs were there.

Action: TE/GC

RF reported that the bus stop sign near Coach House, Coley Lane has fallen. RF had reported this to HCC, who claim that the sign has been repositioned. However, this is not the case. RF to forward GC the emails to and from HCC.

Action: RF/GC

The 20mph sign is still missing from Test Rise. The post has been stood back up but no 20mph sign has been placed there. GC to chase, again.

Action: GC

Community Fundraising Group – DH to recruit new members

Action: DH

Community emergency Plan – GC to finalise (TE to check) and MD to publish on website

Action: GC/TE/MD

Policy reviews – MD to update Financial Regulations and publish

Action: Complete

Public questions – MD to write to 3 Branksome Close re rubble (letter under correspondence)

Action: Complete

Phone Boxes – MD to seek update; SR required more paint and will continue with the refurbishments.

Action: Complete

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6A – Finance Report:

S106 FUNDS AS AT SEPTEMBER '22 – (TVBC s106 [Explanation of categories](#)): -

Available ([spreadsheet](#)) -

Children's Play Space = £ 1771.90
Informal Recreation = £121.43
Formal Recreation = £ 4531.61
TOTAL available for CPC = £ 6424.94

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

NB from TVBC: The amounts shown on the outstanding list are not guaranteed payments; this is because of a variety of reasons such as the permission not being implemented or the amounts being superseded by a later application or agreement. Unfortunately TVBC don't have the resource to investigate each contribution across the borough but if you as the Parish feel that the amounts shown on the outstanding list should have been paid please do let TVBC know and they can get it investigated.

PAYMENTS NECESSARY SINCE 5 SEPTEMBER 2022-

Online payments were made to: -

A Denyer: reimbursement for No Cycling discs - £27.50 Common signage [approved by DG, TE and GM]
G Whitefield: various works - £360 Common track repairs, £40 Common Dragons teeth, £80 WD Permissive
bridleway posts, £75 WD fencing repairs – Total £555.00 [approved by TE and GM]
Greenspace Designs Ltd: £1489.50 25% deposit for Common information boards [approved by DG, TE and GM]
E Treadwell: reimbursement for gate repairs - £9.75 WMPF, £19.50 Common, £5.85 VAT – Total £35.10 [approved by
TE, GM and DG]
HSBC: Banking Charges (Admin) - £8.00

DD payments – ICO Data Protection (Admin) - £35

Chq payments - NONE

6Ai - OCTOBER 2022 PAYMENTS FOR APPROVAL –

Online Payments: -

A Denyer – Salary £ , Exps £35 = £

Chq payments: - NONE

DD payments: - NONE

CURRENT ACCOUNT RECEIPTS – Receipts since last report –

15/7/22 – RPA WD interim payment for Basic Payment Scheme - £873.17 (omitted in error from last report)
28/7/22 – HMRC 2022/23 1st quarter VAT reclaim - £1113.01 (omitted in error from last report)
6/9/22 – Ellwood Green Canopy Tree sponsorship - £25.00
15/9/22 – TVBC: 2nd instalment of precept £7250 and s106 funds for TTT £1187.50
23/9/22 – A Smith Green Canopy Tree Sponsorship - £10.00
26/9/22 – TVBC Community Asset Fund grant re Table Tennis Table - £1425.00
26/9/22 – F Barrie Green canopy tree sponsorship - £50.00

Cheques held for banking re Green Canopy Tree Sponsorship - £100.00

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](#)
4. 2nd Quarters Payments spreadsheet attached [here](#)

Table Tennis Table (TTT) Grants and s106 funds – A total of £2612.50 has been received for the TTT. The net cost of the TTT, bats and balls was £2463.67. The difference is due to the estimated installation costs. Thanks to E Painter, this was done FOC. Therefore the £148.83 can be put towards further development of the WMPF.

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6Aiii – BHIB Insurance update:

After checking the attached [asset register/insured sums comparison](#), Cllrs are content that there is adequate insurance cover. MD is looking into personal accident cover for Cllrs as a few are outside the age bracket covered by the insurance.

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6B – Flood Advisory Group report from Cllr Marits:

The jetting and camera surveys have taken place this last week. I have once again requested a report from both the instigator Steve Read and as he is away at the moment from the Highways team.

I have also had a chat with the owners of Abbotts Rest. They did meet with the guys doing the Camera and Jetting work and are aware of what they need to do with the ditch that runs through their garden.

I have sent in an escalation to Southern water regarding a problem by the old school house. Southern Water Drain Spill ref 2786616. Apparently a cable is hanging down in the manhole collecting debris and causing a blockage. The person reporting the problem has chased for an update but has received little information about what they are going to do, as once again the response from the CHAT BOT is not very helpful.

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6C – Highways report from Cllr Cockram:**Fallen 20 mph speed limit sign at Test Rise - Enquiry No. 21609933**

The post for the sign has been re-instated in the ground, the 20mph disc sign went "missing" while waiting for the repair. A new 20mph speed limit disc must be installed on the post.

Hampshire Highways status: As at 9/9/22 - Work Passed to Contractor. Defects of this nature are added to their contractor's work programme and are normally processed within two months. However, this could take longer depending on the severity of the issue, availability of resource and severe weather events.

Recurring flooding on Coley Lane from West Down – Enquiry No. 21612241

The Problem was again closed by Highways without a satisfactory action. I have re-opened it with photo evidence of flooding on Aug 16.

Hampshire Highways status: As at 23/8/22 – Work Passed to Contractor. Defects of this nature are added to their contractor's work programme and are normally processed within two months. However, this could take longer depending on the severity of the issue, availability of resource and severe weather events.

Broken Bus Stop on Coley Lane – Enquiry No. 21623608

Status: Enquiry logged.

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6Dii – Common signage Update:

Ladder Boards – The ladders have been removed and been sent for engraving.
Information Boards – Greenspace Ltd have been paid the 25% deposit.

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6G – Community Fundraising Group report from Cllr Hall:

At the September CPC meeting it was agreed that the Fundraising Group would focus its efforts on fundraising linked to specific initiatives, starting with the development of improved recreational facilities at the WMPF.

Following the completion of the work on the table tennis table and the receipt of all monies from TVBC CAF and s106, DH will work with Nick Horne and Trish Heaton on fundraising and attracting third party and grant monies to support the medium-term plan. As no other priorities have been identified by CPC, the adventure tower will be the focus of the 2022/3 CAF grant application.

For a variety of reasons, a number of individuals are no longer able to support the CFG and we will seek new contributors once we have agreed on the WMPF fundraising and activity plan.

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6I – Green Canopy report from Cllr Bradley:

Chilbolton Parish Council have been encouraging villagers, community organisations and local businesses to ‘plant a tree’ or ‘sponsor a tree’ for Her Majesty the Queen’s Platinum Jubilee, as part of The Queen’s Green Canopy initiative.

Since the last update, our village has joined with the people of the United Kingdom, the Commonwealth, and many others around the world in offering our condolences to King Charles III and the Royal Family following Her Majesty the Queen’s death on 8 September. The planting of trees in Chilbolton to commemorate The Queen’s Platinum Jubilee will take on renewed historic significance, being also the year of her passing.



The schemes to sponsor a tree close on 30 September. At the time of writing, we received five sponsorships for mature trees, as well as five sponsorships for saplings (the saplings all by the same sponsor). Together with the £500 grant from Cllr Drew, this means Chilbolton Parish Council has £775 to invest into mature and sapling trees to plant on Parish Council owned land. These trees will be planted soon, and the sponsors will have an opportunity to have their photo taken with their tree, should they wish to do so. The trees will then be registered on the Green Canopy website.

The sponsors and their dedications are noted below:

Name	Tree Type	Dedication
Fiona and Howard Barrie (<i>TBC</i>)	Mature (x1)	<i>TBC</i>
Patrick Coates	Mature (x1)	<i>Declined</i>
Christine Ellwood	Sapling (x5)	<i>TBC</i>
George Marits	Mature (x1)	<i>TBC</i>
Pat St Leger-Harris	Mature (x1)	‘For the friendship found in Chilbolton’
Tessa and Richard Youell	Mature (x1)	‘In memory of our good friends, Rosemary and Bob Morton, who lived in Pentons’

At the time of writing we have not received any entrants for the competition, but several application forms have been sent out in the last few days. The deadline for the competition is Friday, 30 September, so a verbal update will be provided at the meeting should entrants have been received by that time.

The Parish Council may wish to further extend the deadline to the end of the year, given that the Queen's Green Canopy has also been extended following her death.

Plant a Tree for the Jubilee

We would still like to encourage villagers to plant trees in their own gardens and spaces for the remainder of 2022, in celebration of the Queen's 70 years of service to the nation, and to commemorate her life. Trees can be planted from October onwards (to ensure the best chance of success).

The Green Canopy website (www.queensgreencanopy.org/get-involved/plan/) has useful advice on the tree planting season, where to plant and how to secure a healthy tree which is right for your garden.

The website also has a map where you can pin your planted tree; we encourage villagers to upload a photo of yourselves with your planted tree as a virtual time capsule of 2022.

Chilbolton Parish Council has received some funding to make saplings for planting in the village more accessible. **If you would like to plant a tree for the jubilee but are concerned about the cost, please do contact Katie by email at cllbradley.chilboltonpc@gmail.com who can organise for one to be delivered to you.**

I will provide a further update in early 2023 once the trees noted in this report have been planted.

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9. – Correspondence:

6/9/22 - letter sent to Strutt and Parker re Fishing Rights ([5922_40](#))

6/9/22 - Grass and Grounds re top cuts of Common and WD ([31022_2](#)) - Further info ([31022_2a](#)) 13/9/22 A Graham-Smith (NE) response ([31022_2b](#))

4/9/22 - Duke of Edinburgh awards - resident request for TE to sign record book of volunteering ([31022_3](#))

7/9/22 - TVAPTC Conference - your vote matters! ([31022_4](#))

5/9/22 - Letter sent to TVBC re Freelands Planning applications ([5922_61](#)) - 7/9/22 TVBC acknowledgement ([31022_5](#)) - TVBC response, TE response to DD and DD email to J Owen ([31022_5a](#)) - 2nd letter sent to TVBC ([31022_5b](#)). 26/9/22 TVBC response to 2nd letter and complaints leaflet ([31022_5c](#) and [5d](#))

20/9/22 - Letter delivered to 3 Branksome Close ([31022_1](#))

7/9/22 - Invitation from Wherwell History Group ([31022_6](#)) – Postponed

9/9/22 - 20mph campaign Sept '22 Enewsletter ([31022_7](#))

12/9/22 - 2x HSBC letters keeping business safe and holding funds for customers subject to sanctions ([31022_9](#))

11/9/22 - TE emails re vehicles on Common and Freelands response ([31022_10](#))

12/9/22 - Freelands letter to CPC and WPC ([31022_11](#))

8/9/22 SC email re information follow up concerning TVF Settlement boundary and responses ([31022_8](#))

24/9/22 – Strutt and Parker response and TE response to Freeland 22.9.22 email ([31022_20](#))

27/9/22 – TVBC Community Governance Review ([31022_22](#))

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