

CHILBOLTON PARISH COUNCIL

Minutes of the meeting held on Monday 3 October 2022; Chilbolton Village Hall at 18:30

PRESENT: Cllrs Tony Ewer (Chairman) (TE), David Griffiths (Vice-Chairman) (DG), Kate Bradley (KB), Geoff Cockram (GC), Rick Franke (RF), David Hall (DH), Sue Larcombe (SL), George Marits (GM), HCC/TVBC Cllr David Drew (DD)
Members of public: 5 members present.

1. Apologies: Mandy Denyer (MD) PC Clerk.
The Councillors all wished MD a speedy return to health.

2. Declaration of Interests: NONE

3. To sign as a correct record the minutes of the meeting held on 5 September 2022 – These were agreed and signed as an accurate record of the meeting.

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**

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- 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
This had now been approved.
Action: Complete
- 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

5. Chairman’s report:

The Chairman gave an update on the discussions with Strutt and Parker relating to fishing rights. There should be a response from the Church Commissioners England shortly. Special thanks to DG, MG and J Rowles for prompt input regarding the cow fence.

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 ([31022 21](#)). DH checked, agreed and signed the bank reconciliation check.
- i. Approval of accounts for payment: In addition to the payments already made listed in the report, MD informed that BHIB Ltd had been paid £715.90 for the CPC 2022/23 insurance. Payments for approval: A Denyer (Salary) - £765.81 and Chilbolton Village Hall (Hire) - £70; both payments were approved.
 - ii. Approval of ICO (data Protection certificate) Direct Debit: Cllrs approved to the continuing of DD payments for ICO.
 - iii. Update to BHIB Ltd Insurance renewal invite: Having checked the insured sums against the CPC asset register, the Public Liability cover (£10 million) and CPC members cover for accident and/or injury (Council member, Clerk, employee and volunteers aged between 16 and 75 years are covered against accidental bodily injury; death and permanent total disablement £100,000. For those aged between 76 and 85 years this amount is reduced to £10,000), Cllrs agreed that this was adequate cover and MD made payment of the annual premium (as detailed above). DH reminded that the population might exceed 1000 and this should be checked when the census is available as the cover will have to be amended.
 - iv. Discussion and decision on changing bank: Prior to the meeting MD circulated the attached ([31022 13](#)). After discussion, Cllrs decided to defer to the next meeting.
- B. Flood Advisory Group:** Prior to the meeting GM circulated the attached report ([31022 14](#)).
- C. Highways:** Prior to the meeting GC circulated the attached report ([31022 18](#)). GC would make a list of outstanding highways items that remained incomplete to Cllr. Drew.

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D. Open Spaces Committee (COSC):

- i. COSC Minutes – There was no COSC meeting in September due to the public period of mourning following the death of Queen Elizabeth II, therefore there are no minutes to be attached.
- ii. Cow Common Signage: MD informed Cllrs that the ladders have been removed from the ladder boards signs, planed and been sent for re-engraving. Greenspace Ltd have been paid the 25% deposit for the production of the information boards.
- iii. Update on Wessex River Trust proposal: Prior to the meeting DG circulated the attached report ([31022 24](#)).

M Grove (MG) running WRT project, MG to put something in shop and school and add something to the magazine. Potential for children to be included in the project. Permission for hazel faggots to be stored on the playing field - might not have been delivered yet. Proposed start date on site would be 31 October. Going to hold coffee morning on site on the common 31 Oct. 9.30-11am to inform more about what WRT are intending to do. Seeking volunteers to help with the work. TV school students are also helping with the project.

- iv. Cow Common Gravel Area redesign: - GM, DG and JH reviewed the site re where does the BT cabling run. G Whitefield (GW) is reluctant to start work unless he knows where the cables are. Clerk through GM got a map but it wasn't very clear. Sent it to GW to see if he's satisfied but not heard further. DG to further follow up. GM thinks cabling likely to be 4-6ft deep but he will look up area lead and check with OpenReach.
- v. Professional Tree Survey update: DG and RF (with assistance from G Evans) will produce a full report, for insurance purposes detailing what exactly is to be done and by whom or if there is no work to be done to give reasons why. GE still tree warden. Satisfied with his appraisal and putting in writing what he feels should be actioned. Some with professional, some led by COSC. RF had been in touch with S Woodley, a local tree surgeon, who would be happy to move his diary around to do the walkaround with COSC. Need to coordinate GE, RF and SW (or a representative). GE view is no tree is unsafe. RF has done first half of chainsaw course (early Sept), the second half had been cancelled and was now not likely to be until 2023. likely now to be up until 2023.

Action: DG and RF

- vi. An update on fishing rights had been included in the Chairmans' report above.
- vii. Update of Common gate Closure policy: COSC were to make minor amendments to the agreed policy. However, there being no COSC meeting in September this has been deferred to COSC October meeting.
- viii. Appointment of COSC Admin Officer: Councillors agreed to the appointment of a part time person to assist with COSC minutes etc. **Action: DG**

Also noted:

The Rotary "Walk the Test Way" went well, and rotary club were pleased with the toilets on the playing field. Some signage remains on station road, needs to be collected – **DG to action**

Finger post for the test way, has been broken, needs to be repaired – **DG to action**

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- E. Planning Committee:** SL provided the following report ([31022_25](#)).
 Fenstanton: spoke with officer re tree preservation and traffic management, satisfied both are now in place but any further problems should be reported. Parking on site may be an issue. 4 bedroom house is replacement for the original house which is now up for sale. 3 bedroom has a condition on it to be no bigger, but variation may be received.
 Oakwood: letter has gone in with concerns, planning committee does not support until those are dealt with.
 Northern Planning Committee: on Thursday 6/10/22 considering two items in Chilbolton
 - 12 Branksome Close - the planning officer recommends consent (the Planning Committee recommended refusal), SL was due to speak as were others
 - Test Valley Farm - the planning officer recommends refusal – TE and residents can speak, and, if possible, FB to replace David Drew due to his conflict of interest. SL to discuss with Sally Prior and DH to discuss with Karen Dunn.
 Meeting at TE house on 4 October at 5p.m. to discuss TVF approach
- David Drew - would have had 5 mins to speak usually, but as he had declared a personal interest, he would not be able to, so request to TVBC was whether someone else could take this time. SL to speak with Karen Dunn re F Barrie speaking. DH will speak to Karen Dunn.
 Site visit – case officer Emma said not eligible to request a site visit
 Freelands: DD agreed that CPC should be notified of planning applications adjacent SSSI and will be following up on TVBC response to PC letter.
- F. Village Hall:** TE reported verbally that Badminton club has restarted and that it had been agreed to renew the gravel in the parking area. Replaced two lights in car park. Want to clear players costumes to create space, offered to Andover players who may take them.
 The film show last month was better attended than at any time since before Covid and Councillors were asked to promote the film shows that were a source of much pleasure to many residents. The film on Friday 6h is Operation Mincemeat a good film on WW2 invasion of Sicily.
- G. Community Fundraising Group (CFG):** Prior to the meeting DH circulated the attached report ([31022_17](#)). DH will meet with N Horne and T Heaton, next steps re playing field recreational activities. Recruit new people to support specific cause.
- H. Strategy Working Group update:** The schedule meeting for 13 September was cancelled due to the public period of mourning. A meeting will be rearranged for week of 17th October.
 TE had met with James Painter to discuss the application under SHLAA as this was in the public domain and might be an easy route to action the 10 affordable and 10 downsize houses in the CNDP.
- I. The Queen’s Green Canopy Initiative update to inc. draw of the Jubilee Tree Sponsorship competition:**
 Prior to the meeting KB circulated the attached report ([31022_19](#)). KB informed Cllrs that since the report was circulated further sponsorships have been received.

Sponsorships Received:

Name	Tree Type	Dedication
Fiona and Howard Barrie (<i>TBC</i>)	Mature (x1)	<i>Declined</i>
Patrick Coates	Mature (x1)	<i>Declined</i>
Christine Ellwood	Sapling (x5)	<i>TBC</i>
George Marits	Mature (x1)	<i>Declined</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’

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- Dedication from Alison Smith - for Waldon and Olive Kent - 'in memory of my dear mum and dad who are in their resting place at Chilbolton Church' - two saplings (£10)
- No dedication received from Fiona and Howard Barrie
- No dedication received from George Marits

The Queen's Green Canopy has been extended following the death of the Queen. After discussion, Cllrs agreed to extend to 31 December, and continue the competition – one tree remaining from David Drew funding and one to be added (from Tony and David G)). KB to add something to magazine and webmaster. After discussion it was agreed to award the first two sponsored trees to the two persons who had entered the competition and that KB/Clerk would advise them accordingly.

Two competition entries had been received and agreed at the meeting: -

F and J Finn – how wonderful to add to the Queen's green canopy and remember the Queen in the process in our beautiful Chilbolton where we have spent the last 25 years enjoying trees and flowers in this special village.

N and J Pike-Watson – In memory of Penni Pike and her happy times in Chilbolton 2005-2021.

7. HCC and TVBC Councillor Report:

DD HCC report ([31022_26](#))

DD noted that the grit spreaders were currently practicing which is why you may see them on route. He also provided an overview of some of the interesting names they had been given.

Further grants for cost of living crisis are available. Up to £1000 each. Contact Connect for communities, Hampshire for details.

DD to look into the reason that the bus route – Station Road, Branksome Ave , Drove Road -is not included in gritting.

A question was asked about the ongoing Mushroom farm smell and GC advised that he had heard that Tunnel Tech may be closing? TE to follow up

8. **Discussion and Decision on first aid refresher course:** MD informed Cllrs that she is yet to hear from Mr Mawer regarding running a first aid refresher course. GC has included in the parish magazine article re the Community Emergency Plan that CPC hopes to hold a first aid course in November and interested parties should contact the Clerk. Information will then be passed on once the course has been finalised. £236 has been set in the 2022/23 budget. This assumes that the hall hire will be half a day in the Painter hall (£36), 20 attendees at a fee of £20/person (£400) and that CPC will contribute 50% of the attendee fee (-£200). **POST MEETING NOTE:** *the course will be held on 10/12/22. Mr Mawer has kindly offered to run course FOC, there no fee will be charged to attendees.* **Action: MD**

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](#)). On 30/9/22 MD informed Cllrs that she had spoken with Mrs Wigmore; the family are very upset by the letter they consider threatening (MD apologised that they read the

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letter as a threat). They would have preferred that somebody went to speak to them about their plans for the building of their house and the rubble on the drive. Mrs Wigmore assured MD that the rubble would be moved once the internal work on the house has been completed. (See item 10 below).

- 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](#))
- 1/10/22 – Resident email re Freelands ([31022_27](#))

10. Questions from public:

A member of the public objected to a letter sent regarding building rubbish on Branksome Close and asked why a verbal conversation had not been considered because the occupant was distressed and felt threatened. The Chairman stated that the letter was sent by PC Clerk following the September meeting and that generally letters were better than informal discussion. The Chair apologised if the occupant was upset but not for sending a letter as the site had been unsightly for some a considerable time and had become an eyesore. After further discussion the member of the public advised that the site would be cleared within two to three weeks. Chairman stated that this would be acceptable and allowed three weeks for necessary clearance before any further action was considered.

11. Any Other Business:

Cllrs discussed the update to the Clerk’s job description, as circulated prior to the meeting, and agreed to the update.

Prior to the meeting, MD circulated a list of CPC and Committee meeting dates (and Clerk leave) for 2023 ([31022_23](#)), assuming that meetings are to be scheduled as normal (i.e. CPC meetings 1st Monday of the month, COSC meetings 2nd Thursday of the month and Planning Committee meetings 1st and 3rd Monday’s of the month). Some meetings will not fall on the scheduled dates due to Bank Holidays. These dates were agreed. MD to inform village hall bookings secretary and parish magazine and publish list on website. **POST MEETING NOTE:** Parish Assembly to be held on Monday 24 April 2023 not 20th as per the attached list.

Action: MD

12. Items for the next agenda: Changing banks

13. Date of the next scheduled meeting: Monday 1 November; 18:30, Chilbolton Village Hall. Monthly reports are to be circulated by 12:00 Monday 31 October 2022.

There being no further business to discuss the meeting was closed at 20:41

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