

**CHILBOLTON PARISH COUNCIL**

**Minutes of the meeting held on Monday 5 September 2022; 18:30 at Chilbolton Village Hall**

**Present:** Cllrs Tony Ewer (Chairman) (TE), David Griffiths (Vice-Chairman) (DG), Geoff Cockram (GC), Rick Franke (RF), David Hall (DH), Sue Larcombe (SL), George Marits (GM), Mandy Denyer (Clerk) (MD), TVBC/HCC Cllr David Drew (DD) arrived later  
Members of public – D Bruce, M Taylor, C Ruffalls

**1. Apologies:** Cllr Kate Bradley (KB)

**2. Declarations of Interest – NONE**

**3. To sign as a correct record the minutes of the meeting held on 17 August '22** – these were agreed and signed as an accurate record of the meeting (NB: the draft Gate Closure Policy within these minutes was updated. The updated version was discussed under agenda item 10 of this meeting).

**4. Matter Arising:**

**Finance –**

DH will investigate the CPC insurance cover – DH confirmed that 2 separate sources confirmed that the BHIB insurance cover was adequate and fit for purpose, but CPC needs to ensure that the insured values meet inflation.

**Action: Complete**

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

**Action: DG & RF**

**COSC –**

Routes to Common from West Down – COSC to waymark two routes (one scenic route and one accessible route, both clearly marked). DG informed this that would be a winter COSC job.

**Action: Ongoing**

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

**Action: DG**

COSC to review the proposed Freeland plans ([4422 30](#), proposed plan [30a](#)). Plans withdrawn.

**Action: Closed**

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**

Monkey Flower – COSC to recommend what, if anything, to do about the finding of Monkey flower on the Common. M Grove reported to COSC that there was no serious issue with the Monkey Flower.

**Action: complete**

MD to email HCC Countryside Access re CPC repairs to Purleygig Bridge and that HCC CA need to check the bridge themselves. HCC Countryside Access response ([5922 11](#))

**Action: Complete**

**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. Letter attached ([5922 61](#))

**Action: Complete**

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**

**Correspondence –**

KB to send response to Police and Crime Commissioner 220422 Change to household DIY charges to reduce flytipping consultation ([6622 33a](#)).

**Action: complete**

Agreed and Signed ..... (Chairman)

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**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**

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

**Flood Advisory Group** –  
KB to draft a letter of complaint to Southern Water ([5922 45](#)). **Action: Complete**

TE to find and circulate information regarding legal requirement that the electricity supplier should reimburse customers if there is a power outage over a certain amount of time and that vulnerable people can request a battery for their internet router. ([5922 4](#)) **Action: Complete**

**Professional Tree Survey** –  
MD to find chainsaw courses for RF to attend. RF is enrolled on Sparsholt College 2 chainsaw courses (to be completed in September) (Chainsaw maintenance and felling and processing up to 380mm). **Action: Complete**

**Community Fundraising Group** – MD to update [Terms of Reference](#) (changing meetings from Monthly to Quarterly) **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 ([5922 48](#)). GM checked, agreed and signed the bank reconciliation check.

- i. Approval of accounts for payment: The payment of MD salary (£755.18) and reimbursement for stationery (£45.20) and £8 banking charges were agreed.
- ii. Approval for SSE (Pavilion electric) Variable Direct Debit – All Cllrs agreed to continue using variable direct debit for the payment of SSE invoices for the Pavilion electric.
- iii. Discussion and decision on BHIB Insurance renewal – Prior to the meeting MD circulated the attached [renewal letter](#), [schedule](#), [invoice](#) and [comparison](#). MD has requested the following information, and is awaiting a response: -  
Is outside equipment covered by the Street furniture section?  
If so, Street furniture needs to be increased to c. £52724 (this should cover any additions of assets this year)?  
Can the Contents section be reduced to £10000?  
Can the Sports Equipment section be reduced to £5500?  
Can the War Memorial section be removed?  
Cllrs agreed to the renewal of the BHIB insurance provided that the above questions were answered satisfactorily. MD to inform Cllrs of any revised premium and it was agreed that Cllrs will approve payment via email. **Action: MD**

- iv. Discussion and decision on changing bank: Prior to the meeting MD circulated the attached ([5922 7](#)). After discussion, it was agreed that further investigation is required, i.e. how will the new bank provide a switching service? KB will be asked to investigate. **Action: KB**

B. **Flood Advisory Group:** Prior to the meeting GM circulated the attached report ([5922 43](#)). DG has confirmed that GW will clear the Frog Lane ditch when the vegetation has died down. GM informed that the water level was at 7.25m last month (the lowest it has ever been) and 7.15m this month.

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- C. Highways:** Prior to the meeting GC circulated the attached report ([5922 49](#)). Repeat flooding on Coley Lane - On 16/8 GC sent a photo of the flooded area to HCC via the HCC report a problem webpage. HCC have passed the job to a contractor (23/8) and work should be done within 2 months. 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**

**D. Open Spaces Committee (COSC):**

- i. COSC minutes: [21/7/22](#) and [11/8/22](#). DG reported that RF had moved the new common gate (by the cattle grid) to the other side so as to allow un-hindered access to horses. However, the keypad needs to be moved. DG to ask the supplier. **Action: DG**  
Overhanging vegetation has also been removed from above the horse access gate to the Common and posts installed to prevent cars parking too close to the access gate and blocking access. COSC are looking into getting quotes for a replacement gate for the Long Bridge horse access gate. The Common track has been repaired. DG requested more 'No Cycling' discs. **Action: MD**  
DG requested a 'do not block access' notice for the horse access gate by the cattle grid. **Action: MD**  
TE noted that there had been no comments received regarding the Common over the August bank holiday.
- ii. Cow Common Signage update:  
Ladder boards – The attached quote was received ([5922 52](#)). After discussion, the quote was accepted. MD to inform A Hampson. **Action: MD**  
Information boards – After discussion, Cllrs agreed to the [Green Spaces quote](#). MD to provide SL with a purchase order. SL to inform Green Spaces. **Action: MD/SL**
- iii. Update on Wessex River Trust (WRT) proposal – M Grove draft notes of the meeting are attached ([9822 3](#)). The project may not start until October.
- iv. Cow Common Gravel Area redesign update – NONE
- v. Professional Tree Survey – DG and RF agree with GE assessment of the professional tree survey. Most of the trees that require action can be handled by volunteers. However, some are too large and will need a professional tree surgeon. RF/COSC to get quotes for these trees. **Action: RF/COSC**
- vi. Discussion and decision on response to Strutt and Parker/CCE Winchester re Common fishing rights – Prior to the meeting TE circulated the attached draft response ([5922 40](#)). After discussion, Cllrs agreed to TE draft letter. MD to send. **Action: MD**

- E. Planning Committee:** Prior to the meeting SL circulated the attached report ([5922 50](#)). Minutes of the meetings held on 4/7/22 and 1/8/22 are attached ([5922 3](#), [3a](#) respectively). Test Valley Farm (TVF) - SL reported that TVBC Emma Jones had informed SL that the 15/9/22 TVBC Planning Committee meeting regarding TVF has been postponed. Because of the amount of interest in this application, this application will be discussed by TVBC Planning Committee. Fenstanton – SL informed that the Planning Enforcement Officer had informed SL that there was no traffic management plan or tree preservation plan in place. The Enforcement Officer has agreed that the site can

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be made safe, but no further work must be done. There is also an issue as to where the contractors will park.

There was then a discussion on two resident emails re Settlement boundary ([5922\\_19](#) and [5922\\_19a](#)). TE asked Mr Ruffalls to brief Cllrs. After discussion, it was agreed that 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**

GM reminded Cllrs that HALC offer legal advice and that TE contact re the CNDP may also be able to assist.

- F. **Village Hall:** Prior to the meeting TE circulated the attached report ([5922\\_54](#)). TE reported that the 17/9 BBQ has been cancelled.
  
- G. **Community Fundraising report:** DH reported that he will try and recruit some new members and proposed to concentrate on raising funds for the WMPF development. Cllrs agreed. **Action: DH**  
TE asked DD about CiL finding – with the CNDP in place CPC are entitled to 25%, but 25% of what? When is it payable? SL had emailed TVBC for clarification, but has received no response. SL to forward emails to DD, so that he can take the matter up with the CiL department. **Action: SL**  
TE asked DH to look into Estate planning as a possible way of raising funds.
  
- H. **Strategy Plan Group:** TE reported that the working group met on 31/8; the draft minutes are attached here ([5922\\_63](#)). The Group will be working on forming a Community Land Trust. DD informed that Abbots Ann have such a trust and will forward TE contact details.
  
- I. **The Queen’s Green Canopy Initiative update:** Prior to the meeting KB circulated the attached update ([5922\\_53](#)).

- 7. **Community Emergency Plan, final review:** Prior to the meeting GC circulated the attached plan ([5922\\_56](#)). After discussion, Cllrs agreed to the Plan with the following updates; the Plan should be reviewed annually, the list of first aiders updated (GC will place an article in the parish mag asking for first aiders and to seek interest in a first aid refresher course). GC will finalise the plan and forward to MD to publish on the website. The finalised plan will be distributed to the 14 volunteers, first aiders, shop and Abbots Mitre. If anyone else would like a hard copy they can request one from the Clerk. **Action: GC/MD**

DD then gave his reports: -

**12. HCC and TVBC Councillor reports:**

Prior to the meeting DD circulated the attached HCC report ([5922\\_62](#)).

DD gave the following TVBC report: -

£150 council tax rebate for bands A-D are available now – information can be found [here](#),

2 fly-tippers have been caught, fined £1500 and jailed,

DD happy to support CPC request that TVBC Planning department inform CPC of any planning applications re Freelands,

Andover Junior Graduation – information can be found [here](#),

Green Flag Awards – information can be found [here](#),

DD gave s106 departments apologies for the delay in responding to the request for funds re the Table Tennis Table.

TE asked DD about how to apply for Affordable Housing funds from TVBC/HCC? DD will investigate.

DD informed that there is to be an upgrade to the Leckford telecoms mast. DD to forward information. *[POST MEETING: Information attached here re telecoms mast [5922\\_64A](#), [64B](#), [64C](#) and CiL funding [5922\\_65](#) and [65a](#)]*

DD then left the meeting.

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8. **Update on Birch Grove:** Prior to the meeting MD circulated the attached email sent to HCC and their response ([5922\\_5](#), [5a](#) respectively). Cllrs agreed that no further action is required and this item can be removed from the agenda.

9. **Policy reviews:**

[Financial Regulations](#) – Prior to the meeting MD circulated the attached financial regulations with highlighted areas to be discussed by Cllrs.

Pg 4 - 1.14 – agreed to increase approval of single commitment in excess of £600 to £1000 (as per item 4.1)

Agreed to removed ..the relevant committee.. and replace with National joint council (NJC).

Agreed that TE as Chair can no longer carry out the bank reconciliations. (DH and GM to continue taking turns each month).

Pg 6 – 3.1and 3.3 – CPC nor COSC have ever given a three-year forecast – ‘three-year’ to be removed

Pg 7 – 4.4 – To remove the second half of the first sentence and replace is ‘When the NJC announces the new pay scales, Cllrs will review the salary recommendation’.

Pg 11 – 6.18, 6.19 and 6.20 – It was agreed remove these three items.

Pg 16 – 11.1c – Reference to EU has been removed and replaced with CCS.

MD to update and publish.

**Action: MD**

[Financial risk assessment](#) – Prior to the meeting MD circulated the attached financial risk assessment. This was agreed and signed by TE.

[Grants Policy](#) – Prior to the meeting MD circulated the attached Grants Policy. No amendment was necessary.

[Part-funded Grant policy](#) – Prior to the meeting MD circulated the attached Part-funded Grant request policy. No amendment was necessary.

[Expenses Policy](#) – Prior to the meeting MD circulated the attached Expenses policy. No amendment was necessary.

10. **To discuss, amend if necessary, and formally adopt Common Gravel Area Closure Policy:** Prior to the meeting the attached draft policy was circulated ([5922\\_47](#)). After discussion the v6 policy was agreed in principal. It was agreed that COSC will review and make any minor amendments as necessary (e.g. to add flood to extreme weather events, disease (such as Foot and mouth) and sewage overflow). Once COSC have amended, the updated version will be circulated to Cllrs for approval via email.

**Action: COSC/Cllrs**

11. **Chilbolton Communications – to discuss next phase e.g. Social Media:** After brief discussion, Cllrs agreed to DH proposal to start using CPC Facebook page and Group to advertise CPC events (such as fundraising for WMPF Development).

13. **Correspondence:** A full list of correspondence received from 12/7/22 is attached here ([5922\\_44](#)). DH mentioned funding available through Community Rail Network. DH will investigate. Information can be found [here](#).

14. **Questions from public:** A resident asked if CPC could write to 3 Branksome Close asking that they clear away the rumble that is outside the property. MD to draft letter.

**Action: MD**

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**15. Any Other Business:**

RF has kindly installed a new shelving unit in the Grindstone Green phone box.

MD has now sorted files and is ready to take old hard copy minutes etc to Hampshire Archives. However, she is awaiting the return of documents that were removed from Hampshire Archives for the purpose of registering the Village Greens etc. MD has been chasing H Bradley but has had no response to date.

MD will chase S Roberts for a status report on the telephone kiosk refurbishments.

**Action: MD**

MD will be on leave 19/9 – 23/9 inclusive.

**16. Items for the next agenda:**

First Aid refresher course

DG, on behalf of NH, asked that the WMPF Boundary be placed on the next agenda. After discussion, Cllrs agreed that this matter has already been discussed and agreed at the 11/7/22 CPC and a letter has been sent to the adjacent land owner ([11722 2](#))

**17. Date of next scheduled meeting – Monday 3 October 2022; 18:30, Chilbolton Village Hall.**

All monthly reports to be circulated by 09:00 Monday 26/9/22.

There being no further business to discuss the meeting was closed at 21:00

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