

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 5 December 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), Mandy Denyer (Clerk) (MD), HCC/TVBC Cllr David Drew (DD)
Members of public: NONE

1. Apologies – NONE
2. Declaration of interests – All Cllrs present signed the [request for dispensation](#), which was granted by MD as Proper Officer of the Parish Council. No other declarations of interest were declared.
3. To Sign as a correct record the minutes of the meeting held on 7 November 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**

Test Valley School presentation evening sponsorship – MD to process £25 sponsorship. **Action: Complete**

Opening of Metro bank account – Signed minutes of decision to open account required, therefore action ongoing **Action: MD/Ongoing**

COSC –

To install dragons teeth opposite the recycling centre by Easter 2023. **Action: COSC**

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**

Tree survey –

RF to obtain quotes to deal with larger trees (see item 5dvi of these minutes). **Action: RF/ongoing**
DG and RF to produce a full report of any actions to be taken and any reasons for not taking action. **Action: DG & RF**

Appointment of COSC admin officer – MD to forward potential candidate contact details to DG. DG informed that this is on hold as admin for COSC has died down and an admin officer may not be required. **Action: on hold**

The Rotary Club Walk the Test signage needs collecting from Station Rd. DG to chase. **Action: Complete**

Cllr Franke Sparsholt College chainsaw course – RF to request refund as course had been postponed indefinitely. RF informed that a course is due to be held in March, therefore he is enrolled on that course and no refund is due. **Action: Closed**

Onsite storage for Table Tennis Table bats and balls – MD to investigate dispenser. After checking online, there is not really anything suitable. **Action: Closed**

Planning –

A TPO needs to be placed on trees at Winston, Village Street. Once the exact location has been identified, MD to make application. No response from TVBC, MD to chase. **Action: MD**

Settlement Boundary dispute – TE to arrange meeting with TVBC. Meeting set for 22 Dec '22 **Action: TE/Ongoing**

TVBC Supplementary Planning Document consultation – Planning Committee to discuss **Action: Complete**
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Other –

TE to investigate if Tunnel Tech is closing. If not, to ask TVBC/HCC Cllr Drew if anything can be done about the smell. See item 8 of these minutes.

5. 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 ([51222 16](#)). DH checked, agreed and signed the bank reconciliation check.
- i. Approval of accounts for payment – In addition to those listed in the finance report, there was one other payment for approval: MD salary and Exps £577.13. All payments were approved.
- ii. To discuss DRAFT budget for 2023/24 – MD circulated the draft 2023/24 budget within the finance report. MD circulated an up to date budget review for 2022/23 ([51222 16c](#)), bank reconciliation ([51222 16b](#)) and draft 2023/24 budget overview summary ([51222 16d](#)). MD made assumptions that certain items on the 22/23 budget review will not be required ([51222 16a](#)), these were agreed. After discussion the following was agreed by Cllrs: As with everything at present, costs are increasing and likely to increase further, therefore Cllrs agreed to the precept being increased by 2.5% and see how that affects the est. closing balance of 2023/24. MD to circulating to Cllrs by end of week. MD to arrange meeting to discuss finer details with TE. The draft 2023/24 budget will be finalised and precept application agreed at the January '23 CPC meeting. **Action: MD/TE**
- B. Flood Advisory Group – Prior to the meeting GM circulated the attached report ([51222 15](#)). GM reported that ground water level has risen slightly, but the dry period at present should bring this back down again.
- C. Highways – Prior to the meeting GC circulated the attached report ([51222 20](#)). GC reported:
Fallen 20 mph speed limit sign at Test Rise now replaced,
Recurring flooding on Coley Lane from West Down – seems to have been sorted,
Road Closure Warning Sign at Coley Lane/Drove Road Junction – have been removed
Replacement of traffic signs by the Coronation Green crossing – now complete.
- D. Open Spaces Committee (COSC) –
- i. COSC meeting minutes – Prior to the meeting DG circulated the attached DRAFT minutes of the meeting held on 10/11/22 ([51222 12](#)). DG informed that the recent bad weather and loss of volunteers had hampered the working party on WD, but hopes that with the better weather the working party will be able to do more work on WD. The Lengthsman still hasn't cleared the Abbots Stream on the Common. MD is chasing. *[Post meeting – Lengthsman plan on clearing the ditch on Saturday 10/12/22]*. TE reported that the owner of the land adj. to WMPF has approved the surveyor appointed by CPC and will contribute up to £150 towards the cost of establishing the true boundary. It was agreed that a fence will NOT be erected; instead posts will be installed to demarcate the boundary.
- ii. Cow Common signage update – Ladder boards: G Whitefield to re-install. Information Boards: No update given.
- iii. Update on Wessex River Trust works – Thanks was given to MG for her contribution and masterminding of the project. It was greatly appreciated by all Cllrs. It was noted that WRT had been working further downstream (not CPC owned land).
- iv. Cow Common gravel area redesign update – DG reported the majority of the redesign is complete. Railings are to be placed on the left hand side along edge of ditch. G Whitefield to do this when available.

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- v. Decision/resolution to formally adopt the Gate Closure Policy ([51222_23](#)), following COSC minor amendments – All Cllrs approved and the policy was formally adopted.
 - vi. Professional Tree survey update – RF informed that there had been an arson attack on Romsey Tree Surgeons. Ross Woodley is the owner of the company and who was RF contact for works on the trees. His business was completely destroyed by the attack and it is unlikely that he will operating again anytime soon. It is a great pity because Ross carries out works for several councils and, following my conversation with him recently, he knows the ins and outs of Parish Council needs (as well as the financial implications.)
Ross indicated that the recent weather is not conducive to carrying out tree surgery. Winter is a better season for this.
 - vii. Fishing Rights update – DG, TE and MG have worked on a proposal/agreement for the Church Commissioners and the attached email was sent to Strutt and Parker by TE ([51222_13](#)). It was agreed by Cllrs that no one can be given a 'blanket' permission/right to across the Common in a vehicle. The CPC agreement with NE is very clear on this matter. In fact, anyone including CPC, should request NE consent before doing so. But it is agreed that, at a minimum, a request should be made to CPC each and every time a vehicle is needed to cross the Common.
- E. Planning Committee – Prior to the meeting SL circulated the attached report ([51222_18](#)). Minutes of the meetings held on 7 and 21 November '22 attached here ([51222_18a](#) and [18b](#) respectively). SL informed that the recent variation to the Freelands application (22/02895/VARN) seems to be on our land (i.e. the Common) and more information is required. It may be that they need to come onto the Common to carry out the works, in which case CPC permission will need to be sought. SL requested that DG and MG take a look at the habitat management plan within the application and see if this affects the Common at all. SL to forward this information to DG. **Action: SL/DG & MG**
- F. Village Hall – TE informed that the Village Hall Management Committee AGM was held on 28/11/22 and a new committee was elected. TE to remain Chair, GC to become Vice-Chair. There was one new member and all other members of the committee remain.
- G. Community Fundraising Group – Prior to the meeting DH circulated the attached report ([51222_14](#)). DH informed that he and SL have been talking about the suggested Open Gardens event. All Cllrs agreed to the fundraising event (raising funds for a local charity as well as CPC projects). Suggested date – 1st or 2nd weekend on July 2023, provided this does not clash with other local events. DH to speak with S Evans, the local horticultural group Chair and in a parish magazine article ask for suggestions on which local charity to support. **Action: DH**
- H. Strategy Working Group – TE informed discussions are ongoing with local land owners re available land for housing development.
6. To discuss and decide on the WMPF Development Group (WMPF DG) proposal to install an Adventure Tower and associated works – Prior to the meeting the attached proposal was circulated to Cllrs ([51222_21](#)), along with an analysis of suppliers ([51222_21a](#)) and image of the preferred and proposed adventure tower ([51222_21b](#)). All Cllrs agreed that the proposal submitted was very comprehensive and thanked the WMPF DG. After discussion it was agreed that: -
- 1. A letter of Comfort is sought from TVBC re Community Asset Fund (CAF) Grant towards the project. (DD will request this from the Community Engagement Officer, Jenny Brain).

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2. An extension to the Caledonia quote is required. DG to discuss this with T Heaton and then speak to Caledonia. **Action: DG**
3. CPC will not provide any further funding other than the £15000 community projects ringfenced funds and WMPF Capital funds. Any shortfall will have to be fundraised or grants applied for.
4. As soon as the TVBC CAF grant letter of comfort and extended quote are received, Cllrs agreed unanimously to placing an order for the play adventure tower as proposed.
5. The removal of the current slide and mound can be carried out by local contractor. However, further discussion is required with regards to using the earth to install bike bumps.

Cllrs discussed the lack of use of the Table Tennis Table (TTT). It was suggested and agreed that the TTT bats and balls be left in a box adjacent to TTT and see how that goes with respects to TTT use and whether bats and balls get damaged/lost/stolen. COSC to arrange. **Action: COSC**

It was noted that the TTT was top of the list in the survey carried out, hence why the TTT was installed. It is hoped that by making the bats and balls more accessible that use may increase. TE to ask in his next parish magazine article, if any resident has any bats that they no longer use and are willing to donate to CPC. **Action: TE**

7. To discuss building waste materials outside 3 Branksome Close and decide on any action that may be required – After discussion it was agreed that DH will have an ‘informal’ chat with the owners and find out how they are getting on with their plans are going and report back to Cllrs. **Action: DH**

8. To discuss smell in village emanating from Tunnel Tech and decide on any action to be taken – After discussion it was agreed that via TE next parish magazine article he will request that residents keep a record of days, times, wind direction and how bad the smell is. This information can then be used as evidence to request that TVBC do something about the issue. **Action: TE**

DD informed that this is a difficult better for TVBC to address as the small is not toxic or dangerous, just very unpleasant.

Borough Councils must look into complaints about smells from industrial, trade and business premises that could be a ‘statutory nuisance’ (covered by the Environmental Protection Act 1990). More information can be found [here](#).

It was agreed that CPC should write to TVBC and request a report on actions that have been taken, any changes that have been made and how many complaints have been received. MD to draft letter. **Action: MD**

9. HCC and District Councillor report –
DD HCC report ([51222 26](#)).
DD TVBC report –
Test Valley Farm latest planning application will be going to the Northern Area Planning Committee.
Valley Field Park appeal upheld (see correspondence list).
Another successful fly-tipping fine of £3000 for dumping boxes and heaters.

10. Correspondence – A full list of correspondence received is attached here ([51222 25](#)).

11. Questions from public – NONE

12. Any Other Business (for information only) –
MD informed that she will be on leave from 20/12/22 to 2/1/23 inclusive.
KB informed that the Sprat and Winkle nursey in Wherwell will be closing and therefore her childcare and work arrangements will need to be altered, which unfortunately means that she will have to resign as CPC Cllr. She has kindly offered to continue administering the Green Canopy project. MD will require KB to give her resignation in writing, addressed to TE as Chair. MD can then inform TVBC and the process of advertising the vacant position can commence.

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13. Items for the next agenda –
Approval of 2023/24 budget and to set precept
3 Branksome Close update
14. Date of next scheduled meeting – Monday 9 January 2023; 18:30, Chilbolton village hall. **All monthly reports to be circulated by Friday 30 December '22.**

There being no further business to discuss the meeting was closed at 20:30.

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