

**CHILBOLTON PARISH COUNCIL MEETING  
MONDAY 9 JANUARY 2023  
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 CO-OPT NEW COUNCILLOR**
4. **TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 5 DECEMBER 2022**
5. **MATTERS ARISING (Not covered within monthly routine reports)**
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. **To discuss and finalise budget for 2023/24 and to set Precept**
    - iii. **To discuss WMPF DG request re allocation of previous years WMPF capital/running costs**
  - B. **Flood Advisory Group** – Cllr Marits
  - C. **Highways** – Cllr Cockram
  - D. **Open Spaces Committee (COSC)– Cllr Griffiths to inc.**
    - i. **COSC meeting minutes**
    - ii. **Cow Common Signage update**
    - iii. **Cow Common Gravel area redesign update – no report given at time of publishing**
    - iv. **Professional Tree Survey update (Cllr Griffiths and Franke) – see matters arising**
    - v. **Fishing rights update (Cllr Ewer) – no report given at time of publishing**
  - E. **Planning Committee** – Cllr Larcombe
    - i. **Update re TVBC meeting to discuss Settlement Boundary – no report given at time of publishing**
  - F. **Village Hall – Cllr Ewer – no report given at time of publishing**
  - G. **Community Fundraising Group update** – Cllr Hall
  - H. **Strategy Working Group update – Cllr Ewer – no report given at time of publishing**
7. **To discuss and decide transfer of website hosting (9123\_14)**
8. **To discuss building waste materials outside 3 Branksome Close and decide on any action that may be required – to be reported on at meeting**
9. **To discuss smell in village emanating from Tunnel Tech and decide on any action to be taken – to be reported on at meeting**
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 6 February 2023; 18:30, Chilbolton Village Hall**

**Mandy Denyer (Parish Clerk)**  
Published 03/01/23

### **3 – To Co-opt new Councillor –**

Due to the resignation of Kate Bradley, notice was given under Rule 8(3) of the Local Elections (Parishes and Communities) (England and Wales) Rules 2006, that there is a casual vacancy.

As the vacancy has occurred within 6 months of the next ordinary day of election of parish councillors a poll to fill this vacancy will not be held and the parish council may fill the vacancy by co-option at its next meeting on Monday 9 January 2023. Any person interested in being considered for co-option to the parish council was asked to contact the Clerk of the Parish Council not later than Tuesday 3 January 2023 with a completed application form (available on request from the Clerk) and a brief resume/CV.

The Clerk has only received one application, from Mr Julian Hudson (currently a member of COSC and the Planning Committee).

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### **5 – Matters Arising –**

#### **Finance –**

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

**Action: DG & RF**

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**

DG has been in touch with a local contractor (R. West of Vesper) and will discuss the above actions on a site with him and RF (and GE) in January '23.

#### **Adventure Tower –**

DG to speak with T Heaton re extension to the Caledonia quote – TH confirmed that Caledonia consent to maintaining the prices quoted on 26th October.

DD to request Letter of Comfort – 15/12 MD chased. Extract from email received from Jenny Brain – ‘... the Parish Council would be eligible to apply to the Community Asset Fund in 2022/23 for funds towards the Play Tower. The next deadline is 23rd January 2023, with an outcome date of 24 March 2023. The project however, cannot have started prior to the outcome date of 24 March 2023..... ’

#### **Table Tennis Table –**

COSC to source and install box for bats and balls to be kept adj. to TTT.

**Action: COSC**

TE to request in Parish Magazine for any old and unwanted bats to be donated.

**Action: TE**

#### **Planning –**

A TPO needs to be placed on trees at Winston, Village Street. Once the exact location has been identified, MD to make application. MD chased and received the following response from Marie Carr, Senior Support Officer – ‘I can confirm that the following email enquiry was received in our Planning User mailbox on Friday 23 November and was been passed to our Trees team on the following day to respond to you. By copy of this note, I will advise them that you are seeking a response’. No response as yet from the Trees Team.

**Action: MD**

Settlement Boundary dispute – Meeting with TVBC set for 22 Dec '22

**Action: TE/Ongoing**

Freelands – 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. 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**

13 Branksome Close – DH to have ‘informal’ chat with owners

Action: DH

**Community Fundraising Group** – Re suggested Open Gardens event – 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

#### **Tunnel Tech –**

TE to include that residents report smells coming from Tunnel Tech in Parish Magazine article. MD produced and submitted the attached article ([9123\\_5a](#)).

Action: Complete

MD to draft letter to TVBC – letter sent ([9123\\_5](#)). 8/12/22 acknowledgement of receipt and notification that it has been logged through to TVBC Environmental Protection Team (EPT). Awaiting response from EPT.

Action: MD

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#### **6A – Monthly 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.

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#### **PAYMENTS NECESSARY SINCE 5 DECEMBER 2022-**

Online payments were made to: -

All Saints Winter Lectures -£12.00 (Common Misc.) – approved by TE and GM – for DG to attend Restoring confidence in the quality of English rivers lecture

HSBC – £8.00 banking charges (Admin)

DD payments – NONE

Chq payments - NONE

#### **JANUARY 2023 PAYMENTS FOR APPROVAL –**

Online Payments: -

A Denyer – Salary £637.27, Exps £35 and reimbursement £24.76 (printer ink – Stationery) + £7.65 for postage of Common Educational Access claim form = £704.68

G Whitefield – clearing of ditches (Frog Lane (footpaths - £150 – NB: not inc. in 2022/23 budget – suggest allocating to FAG reserves?) and Joys Lane (Common - £150)) - £300

C. Village Hall – CPC and planning meetings £55.25 and 1<sup>st</sup> aid course £27.00 - £82.25

Chq payments: - NONE

DD payments: - NONE

#### **CURRENT ACCOUNT RECEIPTS – Receipts since last report –**

Wherwell Royals summer use of WMPF -£190 (WMPF running costs)

RPA - WD BPS 2022 balance - £873.17

RPA – Common (ELS grant) - £3651

**WMPF Capital and Running Costs adjustment** – Cllrs agreed that the labour cost for the repair of the basketball system should be allocated to WMPF running costs and not WMPF Capital. Therefore £654 was added to WMPF running costs and deducted from WMPF Capital. This is reflected in the below 1<sup>st</sup> quarter payments spreadsheet. The WMPF Development Group request Cllrs revisits it's decision to include previous years. Please see attached copy of email ([9123\\_20b](#)) and my report to Cllrs ([9123\\_20a](#)).

#### 2022/23 ACCOUNTS -

1. Bank Reconciliation as at 3/1/23 attached [here](#)
2. Current acc Receipts, Batty and WMPF acc's spreadsheet attached [here](#)
3. 1<sup>st</sup> Quarters Payments spreadsheet attached [here](#)
4. 2<sup>nd</sup> Quarters Payments spreadsheet attached [here](#)
5. [3rd Quarter Payments spreadsheet attached here](#)
6. 4<sup>th</sup> quarter payments spreadsheet attached [here](#)

#### 6Aii – 2023/24 Draft budget

[2022/23 budget review of PRECEPT accounts](#) –

[2022/23 PRECEPT over Budget explanations report](#) as at 3/1/23

[Balance as at 3/1/23 as per bank rec](#) = £4934.65 + £350 reserves = **£5284.65**

#### Remaining income (+ £2090.55): -

Est. £42.55 VAT reclaim.

£1898 transfer from Batty Acc to Current account for the expenditure relating to installation of gate with keypad and closure of the car park last summer that was invoiced late. These payments were made from the Current acc and needs to be reimbursed from the Batty acc.

WMPF running costs - adj. landowner to pay up to £150 re professional surveyor fee to locate and mark South West boundary of WMPF

There is no other expected income for 2022/23.

#### Remaining Expenditure (- £4491.65): -

The following were agreed by Cllrs: -

To remove the ringfence from Chilbolton Covid Support Group (CCSG) remaining funds of £389.93.

That it unlikely the following remaining budgets funds will not be required –

£10 – postage

£100 – signs/noticeboard repairs/renewals

£20 – Mapboard repairs/renewals

£120 – Pavilion cleaning

£100 – Pavilion enhancements

£50 – football pitch repairs and

£100 – Village enhancement projects

Therefore these were removed from the estimated remaining expenditure for 2022/23.

It was also agreed that the full £540 remaining budget for WMPF grass cutting would not be required and therefore this was reduced to £120.

£14.63 to be transferred from the Current account to the WMPF capital acc. This is because WMPF Capital funds received into Current acc is £2612.50 and WMPF capital expenditure from current acc is £2597.87. Therefore the balance needs to be transferred to the WMPF Capital acc.

WMPF boundary survey – for professional surveyor to use GPS and pinpoint and mark the boundary of the South West boundary - £300 (up to £150 to be invoiced to adj. land owner)

All other remaining expenditure was not to be adjusted.

Taking the above into account, the **estimated closing balance of the Precept accounts is £2883.55.**

**2023/24 DRAFT PRECEPT budget –**

Estimated Opening Balance **£2883.55**

**Budget Income (+ £4298.00 exc. Precept): -**

1st Aid Course – assuming that CPC will NOT be funding delegates fees - £3256.00

Wayleaves - £70.00

Allotment Rents (assuming final increase in rents is approved) - £272.00

WMPF usage by football team - £700.00

**Budget Expenditure (- £21962.71):-**

**CPC related expenditure (£14852.28) -**

**Grants:** St Mary the Less Church - £600, Chilbolton village Hall - £600, Joyrides - £200 **TOTAL = £1400**

**S137:**

Memorial wreath - £25

Test Valley School presentation evening – £25

**TOTAL = £50**

**Staff costs:**

**Salary**

2022/23 hourly rate £10.63 + estimated 2% NJC rise = £10.84/hour

Contracted hours – 40 hrs/month = £433.60

Estimated overtime – 5 hrs/month = £54.20

Monthly (Est.) total = £487.80

**YEARLY (Est.) TOTAL = £5853.60**

**Employers Pension Contribution – 5% of yearly salary = £292.68**

**Staff monthly exps**

Broadband and mileage - £25 x 12 = £300

Home as office - £10 x 12 = £120

**TOTAL = £420**

**Chilbolton Village Hall Hire:**

CPC meetings – 11 meetings at 2 hours per meeting at £6.50/hr = £143

Parish Assembly – 1 meeting at 2 hours at £9/hr = £18

Planning Committee meetings – 2 meetings/month at half hour per meeting at £6.50/hr = £78

Public meeting – 1 meeting at 3 hours at £9/hr = £27

**TOTAL = £266**

**Insurance:**

2022/23 premium £715.90 plus 5% (and roundup to the nearest whole £) = **£ 752**

**HALC subscription:** 2022/23 fee £382.94 plus 5% = **£402**

**Website fess/costs:** 2022/23 cost £59.32 plus 5% (and rounded up to the nearest whole £) = **£56**

**Internal and External audit fees:**

Internal audit (honorarium) - £120

External audit fee – 2022/23 cost £200 plus 10% = £220

**TOTAL = £340**

**CPC Mobile phone top up:** Est. **£20**

**Postage:** Est. **£10**

**Bullguard (now Norton) –** Est. **£60**

**Stationery:** Est. **£160**

**Information commissioner (data Protection fee):** 2022/23 cost **£35**

**Banking Charges:** CPC has agreed to open a Community Account with Metro (with no banking charges) and to start using this account from 1/4/23. The HSBC Current account will then be closed, so est. one month's standard banking charge of **£8**

**Clerk and Cllr Training** (HALC run courses): 2022/23 cost £10. Est. **£120**

**Community non-profit event:** Drinks and nibbles after Annual Parish Assembly est. **£50**

**1<sup>st</sup> Aid Course:**

St John's Ambulance quote (valid until 17/10/22) was based on a one-day course for 20 delegates was £2960. Est. 10% increase - £3256. (Quotes were also requested from Fire and Medical Services and Red Cross – no quotes have been received)

Full day hall hire – 9 hours @ £9/hr = £81

**TOTAL = £3337**

**Defib Costs:**

3 new batteries at £240 each = **£720**

**Highways:** £0

**FAG emergency reserve:** **£250**

**Insurance reserve:** **£250**

**COSC related expenditure** (£7110.43) –

**WMPF grass cutting** – est. 11 cuts until 31/1/24 when current agreement expires. Plus est 4 cuts at £132/cut for Feb and March '24 (an increase of 10% on current price) - **£1848.00**

**TVBC Bin Emptying** at WMPF - **£205.43**

**Waste bins and dog poo bags** – No installation of new bins. But an estimate of £131 for WMPF and £262 for footpath supply of dog poo bags - **£393.00**

**Fence and gate repairs/renewals** – WMPF £100, Allotments £50, Village Greens £50 - **£200.00**

**Signs and Notice boards repairs/renewals** – WMPF £50, Village Greens £50 - **£100.00**

**Mapboard repairs/renewals** – WMPF **£20.00**

**Dragons teeth repairs/renewals** – Village Greens - **£50.00**

**Vegetation strimming/management** – WMPF £50, Allotments £50, Village Greens £200, Footpaths £50 - **£350.00**

**Tree Management** –

Removal of branch overhanging pavilion if volunteer unable to do it £200.

For professional to carry out recommended tree survey works that cannot be done by volunteers (WMPF 20% + 20% Footpaths and Village greens of estimated cost of £2500) WMPF £ 500 (the remaining cost to be split between Common and WD) - **£1200.00**

**Machinery costs** – 40% of total estimated expenditure £200 - **£80.00** (Remaining to be split between Common and WD)

**Chainsaw course** – for new volunteer £40% of estimated cost of £1500 - **£600.00**  
(Remaining to be split between Common and WD)

**Pavilion Electric - £190.00**

**Pavilion Cleaning** – cleaning cost £120 and pavilion consumables (cleaning materials, toilet rolls etc) £50 - **£170.00**

**Pavilion Enhancements/repairs** – estimated cost of roof repair - **£200.00**

**WMPF annual play area inspection - £84.00**

**Profession tree survey/inspections** – this is in case a professional opinion is required on the state of any tree at the WMPF - **£200.00**

**Football pitch repairs - £50.00**

**Water Costs & repairs** – Allotments **£50.00**

**Play equipment repairs/renewals** – As the age of equipment increases so does the potential of maintenance. There also may be repairs required due to vandalism/misuse of the equipment. This suggested budget includes the potential to purchase and install some sort of CCTV- **£800.00**

**Miscellany expenses** – for small unexpected expenditures – Allotments £25, village greens £20, footpaths £40 - **£85.00**

**Village Enhancement projects - £100.00**

**Mole Catching** – The last two years has seen unbudgeted expenditure on mole catching at the WMPF, therefore this expenditure needs to be included in the draft budget - **£135.00**  
(This est. expenditure is based on actual cost in 2022/23 to date).

**Estimated closing precept account balance (exc. income of precept) –**

Est Opening Bal £2883.55 + budgeted income 4298.00 – budgeted expenditure £21962.71 = **MINUS £14781.16.**

**Precept – (+ £16805.00)**

Cllrs agreed that CPC precept funds should hold approx. one months running costs (an average of £2023). Therefore the precept would need to be increased from £14500.00 to £16805.00 (c. 15.9%)

Est. closing balance of Minus £14781.16 + increased precept of £16805.00 =

**Estimated closing balance as at 31/3/2024 of £2023.87**

[2023/24 DRAFT CPC related budget spreadsheet](#)

[2023/24 DRAFT COSC precept related budget spreadsheet](#)

[RINGFENCED accounts 2023/24 DRAFT budget](#)

[Community Projects – Review and 2023/24 budget](#)

[2023/24 DRAFT 2023/24 budget overview/summary \(inc. ringfenced accounts\)](#)

Overview/Summary DRAFT 2023/24 Budget	CPC and COSC precept related	WMPF Capital	Common	West Down	Batty	Green Canopy Project	Highways	TOTAL
Balance as at 3/1/23 as per bank rec	5284.68	3763.73	16193.11	9021.04	3208.86			37471.42
Community Projects funds		15000.00	4722.81			2590.28	45.13	22358.22
<b>TOTAL</b>	<b>5284.68</b>	<b>18763.73</b>	<b>20915.92</b>	<b>9021.04</b>	<b>3208.86</b>	<b>2590.28</b>	<b>45.13</b>	<b>59829.64</b>
Est. remaining 2022/23 budget income	2090.55	16000.00	800.00	1404.66				20295.21
Est. remaining 2022/23 budget expenditure	-4491.65	-32726.33	-11128.20	-1958.72		-2590.28		-52895.18
<b>Est. closing balance</b>	<b>2883.58</b>	<b>2037.40</b>	<b>10587.72</b>	<b>8466.98</b>	<b>3208.86</b>	<b>0.00</b>	<b>45.13</b>	<b>27229.67</b>
<b>Est. opening balance for 2023/24</b>	<b>2883.58</b>	<b>2037.40</b>	<b>10587.72</b>	<b>8466.98</b>	<b>3208.86</b>	<b>0.00</b>	<b>45.13</b>	<b>27229.67</b>
DRAFT 2023/24 budget Income	21103.00	26000.00	4551.00	3401.00				55055.00
DRAFT 2023/24 budget expenditure	-21962.71	-26200.00	-5964.00	-4883.43				-59010.14
<b>Est. Closing balance</b>	<b>2023.87</b>	<b>1837.40</b>	<b>9174.72</b>	<b>6984.55</b>	<b>3208.86</b>	<b>0.00</b>	<b>45.13</b>	<b>23274.53</b>

### Affect of reallocation of £615.84 WMPF Capital expenditure from 2016/17 to date to WMPF Running Costs

If Cllrs agree to reallocated £615.84 WMPF Capital expenditure from 2016/17 to date to WMPF Running Costs, the est. opening balance for 2023/24 will be reduced to £2267.74, the precept application would need to be increased from £16805.00 to £17420.00 (an increase of c. 20.2%) and the Est. closing balance for 2023/24 will therefore be £2023.03.

Overview/Summary DRAFT 2023/24 Budget, if £615.84 WMPF Capital expenditure is reallocated to WMPF Running costs	CPC and COSC precept related	WMPF Capital	Common	West Down	Batty	Green Canopy Project	Highways	TOTAL
Balance as at 3/1/23 as per bank rec - £615.84 reallocation	4668.84	3763.73	16193.11	9021.04	3208.86			36855.58
Community Projects funds		15000.00	4722.81			2590.28	45.13	22358.22
<b>TOTAL</b>	<b>4668.84</b>	<b>18763.73</b>	<b>20915.92</b>	<b>9021.04</b>	<b>3208.86</b>	<b>2590.28</b>	<b>45.13</b>	<b>59213.80</b>
Est. remaining 2022/23 budget income	2090.55	16000.00	800.00	1404.66				20295.21
Est. remaining 2022/23 budget expenditure	-4491.65	-32726.33	-11128.20	-1958.72		-2590.28		-52895.18
<b>Est. closing balance</b>	<b>2267.74</b>	<b>2037.40</b>	<b>10587.72</b>	<b>8466.98</b>	<b>3208.86</b>	<b>0.00</b>	<b>45.13</b>	<b>26613.83</b>
<b>Est. opening balance for 2023/24</b>	<b>2267.74</b>	<b>2037.40</b>	<b>10587.72</b>	<b>8466.98</b>	<b>3208.86</b>	<b>0.00</b>	<b>45.13</b>	<b>26613.83</b>
DRAFT 2023/24 budget Income	21718.00	26000.00	4551.00	3401.00				55670.00
DRAFT 2023/24 budget expenditure	-21962.71	-26200.00	-5964.00	-4883.43				-59010.14
<b>Est. Closing balance</b>	<b>2023.03</b>	<b>1837.40</b>	<b>9174.72</b>	<b>6984.55</b>	<b>3208.86</b>	<b>0.00</b>	<b>45.13</b>	<b>23273.69</b>

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## **6B – Flood Advisory Group report – Cllr Marits**

Drain at Frog lane once again reported to Hampshire Highways with Track IT number 21635147

Also have rodded out the culvert between this drain and that is clear. I did try clearing the weir drain that is causing the flooding on the road at this point but with just household drain rods, can't do much

Also did report the Southern Water Leak at the rectory.

Have completed the raking of leaves out and away from the ditches at Pond Green and ran the rods through to check that the culverts are still clear.

That is all for now.

M G Marits

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## **6C – Highways report – Cllr Cockram**

Road Closure Warning Sign at Coley Lane/Drove Road Junction – New Enquiry No. 21636659

Reported to Hampshire Highways in November that road sign warning of ongoing work along Coley Lane from 28/10/22, has not been removed. Sign still face down on grass verge. Have raised new Enquiry.

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## **6D – Open Spaces**

### **i - DRAFT Minutes of meeting held on 8/12/22 –**

1. Apologies – Rick Frank (RF), Abby Purver (AP), Julian Hudson (JH), Nick Horne (NH), Trish Heaton (TH)
2. Declaration of Interests – None
3. Approval of Minutes – Thursday 10 November 2022 – *These were agreed and signed as an accurate record of the meeting*
4. Matters Arising –
5. To take questions and/or discuss and decide on any proposals within the monthly update reports as follows: -
  - A) Finance – Clerk provided that attached report ([81222 2](#))  
Nothing further to add.
  - B) Allotments – T. Gilmour  
Nothing further to add.
  - C) Common – MG provided the attached report ([81222 1](#))
    - i) Update on Wessex River Trust works  
Thanks passed to Moya Grove (MG) for her efforts in organizing and seeing through the river works.
    - ii) ~~Update on Common Gravel area proposal from resident~~  
This item was dealt with previously
    - iii) ~~Update on Fencing Issues~~  
This item was dealt with previously
    - iv) Update on Common signage

Nothing further to add

- v) Update on Fishing Rights  
COSC are happy with the fishing rights proposal. We are waiting to hear back from the Church Commissioners.

MG provided some further updates since preparing the above report:

The Environmental Stewardship scheme has been extended to 2028

MG has had a conversation with Adam Coutts (grazier) who was very pleased with the condition of the cows and he seems keen to graze the cows again next year.

There have been seven Educational Access visits this year, the clerk has been given the evidence forms.

Tom Skipsey is the Freeland's river keeper and has been tasked by WRT to chop the tops off the posts inserted by WRT. COSC agreed not to invite him to a COSC Meeting until we have heard back from the Church Commissioners regarding access rights to the Common. It was pointed out that as a member of the public Tom could attend without an invitation.

In addition to the scrub clearance mentioned in the report, there has also been a request to lower the bramble next to the Playing Field (near the cattle grid) so that views of the Common are once again visible from the Playing Field.

The Common Management Plan is still pending.

The Abbots Stream has still not been cleared. The Lengths man has been in hospital having had an operation but has confirmed that it is due to be done imminently.

George Whitfield has been asked to install the new ladder boards and has agreed to do so.

CPC has approved gate closure policy document.

A letter has been received from Trudy Harrison MP on behalf of Caroline Nokes MP which supports the work being carried out in the gravel area redesign.

EN reported that the horse gate grant is still pending.

- D) Machinery Maintenance  
Nil to report.

- E) Parish Paths – Cllr Griffiths  
Nil to report

- F) Village Greens  
Jenny Hamilton has been approached regarding changing the name of the new Jubilee Tree on Stocks Green to Queen Elizabeth II tree. She was willing to change the name. A decision has been adjourned until more members are present.

- G) War Memorial Playing Fields – to inc. update on WMPF Development Group and Adventure Tower proposal update following CPC meeting to be held on 5/12/22. NH provided the attached report ([81222 3](#)).

DG reported that CPC impressed by thoroughness of the work carried out by the Development Group.

CPC have agreed that Caledonian should be selected as the supplier of choice and that the proposal could go ahead with the with the following caveat:

- a. A letter of comfort should be sought from Jenny Brain of Test Valley Borough Council saying that she can see no reason why we should not get the grant requested. David Drew has already sent her an email and will chase her up again tomorrow to speak to her.
- b. The quote ran out on the 25<sup>th</sup> September. CPC would like to confirm with Caledonian that they won't increase the contract price.

EN confirmed that the application for the Community Asset Fund (CAF) grant must be made by 23rd January.

Lack of use of table tennis table was discussed by CPC. CPC has suggested a box be placed beside the table with bats and balls in it. PCP is willing to accept the loss of a small number of bats and balls to see if that encourages use. COSC's view is that there is no need to put them down there now, but this should be considered in the spring.

The suggestion of CCTV overlooking the Basketball pitch was discussed by COSC along with the Lewisham Borough Council link provided by NH. As this seemed to mainly relate to roads, it was decided that a request be made to the Parish Clerk to contact the Hampshire Association of Local Councillors to get their view as to the legal position.

DG said that CPC would like a few more details as to the proposed cycle bumps. EN confirmed that these would be located under the trees next to the container and would be made using the soil from the slide mound.

DG has been in touch with George Whitfield and he is happy to remove the slide mound.

#### H) West Down

DG reported that we have been able to have a fire again but are down on the number of volunteers and more are required.

Rob West at Vespa didn't cut the grass in the triangle picnic area outside the enclosure. DG has emailed him to ask him to consider doing this area as well as carrying out an early spring cut to the area inside the enclosure (which is being cut over winter by the volunteers) as this would help significantly to reduce regrowth.

EN reported that the Community Hedge Fund grant has been accepted by CPRE but we are waiting to hear how and when the funds will be delivered.

6. To discuss and decide on tasks for the Lengthsman to be carried out in January 2023 (inc. time to complete task/s)

This was discussed and the Abbots stream is the priority. After that the bramble hedge referred to above by the Playing Field and the hedge by the sleeper bridge also need cutting back. DG to approach Rob West and also the lengths man to see if they can do the chainsaw work on the trees at the back of the Common which have fallen on the fence.

7. Green Canopy Project

Kate Bradley has stood down from CPC but will continue to work on the Green Canopy. Glynn Evans has suggested planting some resistant ash trees. DG will be meeting with Kate Bradley to discuss the options. Another suggestion was ash trees to replace those that had fallen along the boundary of the Common. Approval for this from Natural England.

8. Correspondence –

20/11/22 - Resident email re WMPF and praise re Common ([51222\\_8](#))

27/11/22 -TE email to Strutt and Parker re Fishing rights ([51222\\_13](#))

28/11/22 - Environment Agency chairman lecture on Restoring confidence in the quality of English rivers ([51222\\_19](#))

9. Questions from Public –

10. Any Other Business – For information only –

None

11. Items for the next agenda –

TBA

12. Date of the next meeting – Scheduled date is Thursday 12 January 2023 at Poplar Dene, Village Street.

**6Dii – Signage**

Ladder Boards – G Whitefield to install corrected ladder boards.

Information Boards - Cllr Larcombe circulated the attached artwork for the Common Information boards ([9123\\_25a](#)). Upon review MG informed that 'As far as I can see the yellow area showing the conservation area is wrong . It does not extend to the main river nor along the north of the bridleway. It is much smaller and was clearly shown when the ladder boards were in place. This has to be altered I am afraid'. No further update from SL.

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## **6E – Planning Report – Cllr Larcombe**

New application from Chilbolton Observatory 22/02468/FULLN, similar but slightly larger than previous one which was withdrawn in roughly the same position, agreed to SUPPORT

Amendment to Fenstanton, 18/02779/FULL NMA1 Plot 1, bifold doors to side or property to be moved to rear. No objection BUT pointed out to planning officer that this application was made on the wrong plan. Instead of the application being made on the most recent plan which had removed the extra bedroom in the roof space it has been made on an older plan that still shows the room in the roof. This means that if this is given permission it effectively also gives permission for this extra bedroom. At the stage it would then also contravene policy HD5 of the VNP as regards the number of bedrooms relevant to the number of parking spaces. Awaiting reply.

Freelands 22/02897/FULLN, erection of bridge over lake, no objection to bridge but strong objection to site report from R & J Bull paragraph 8 onwards relating to maintenance and cutting of fen on boundary of Common. His purports to be in agreement with Natural England. Cllr Larcombe has spoken to Sean Hutton and David Drew. Paperwork was forwarded to David but still awaiting a response. Intend to discuss with DG, his reaction to Natural England's involvement.

The delay in permission for 12 Branksome Close is apparently due to the fact that a section 106 regarding Nutrient Neutrality is still being prepared.

Cllrs Ewer and Larcombe with Colin Raffalls and Richard Youell will attend meeting with Karen Dunn, Test Valley legal dept on December 22<sup>nd</sup>. To discuss TVF and whether due process was followed at various stages and what bearing this could have on any future development.

Cllr Larcombe to write to head of planning to get better information regarding application for CIL on new builds.

Minutes of Planning meetings held on 5<sup>th</sup> and 19<sup>th</sup> December 2022 ([9123\\_7a](#) and [7b](#) respectively).

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## **6G – Community Fundraising Group – Cllr Hall**

Further to the discussion at the December CPC meeting, it was agreed to progress a funding plan for the installation of the new play tower as proposed by the WMPF Development Group. An extension has been requested on the quotation from the chosen supplier. Given the dependency on Community Asset Funding from TVBC, Cllr Drew agreed to support our request for a Letter of Comfort from council officers before a firm commitment to purchase is made. In the event that CAF funds are not made available (or are substantially reduced from the ~£14k sought), a fresh discussion should be tabled at CPC to agree the funding plan. Given the current cost of living pressures, it should not be assumed that CPC will underwrite the gap or prioritise fundraising for the play tower from alternative sources.

Cllr Larcombe and I planned to meet with Sheila Evans and Jenny Seddon from the Chilbolton Gardening Club in December to plan the Chilbolton Open Gardens event agreed for June/July 2023. Unfortunately, this had to be postponed due to pre-Christmas diaries and will be rescheduled once Sue has returned from holiday on January 14<sup>th</sup>.

The same group is also planning various events to raise funding and winter/spring contributions for Andover Food Bank. An initial coffee morning for this purpose has been organised for Saturday 21<sup>st</sup> January at Chilbolton Village Hall.

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## **7 Website Hosting –**

Email received re **Community Hosting from M Treadwell**

'SE and I are going to discontinue the community hosting after doing it for about tens years.

It was originally planned to reduce the costs of Webhosting for local community organisations but as the dollar is much higher it is not even covering the expenses by a very wide margin.

Wherwell now has its own website which is hosted separately, so it seems a sensible time to change. Wherwell History and the U3A are also doing their own websites.

All it requires is for someone to open a hosting plan and move their site. Webhosts like <https://hostinguk.net/freemove> will do all the technical side of the move - it just basically needs someone to talk to a website hosting company and put in their credit card details. I've given plenty of advance notice - we still have 8 months to run on the existing host but it is really important to do the move as when our current hosting ends, the sites will be switched off. I hope this does not cause too much inconvenience but please let me know if there are any problems'.

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## **11 – Correspondence**

5/12/22 Chair of Test Valley School Governors Community Letter re Ofsted ([9123\\_1](#))

6/12/22- TE email to Strutt and Parker with updated draft agreement re fishing rights ([9123\\_2](#))

7/12/22 - C Noakes email to TE re making local legislation to protect Common ([9123\\_3](#)) –TE requested that COSC discuss (on COSC agenda for 12/1/23)

8/12/22 - TVAPTC - Minutes from 24 November 2022 ([9123\\_4](#))

8/12/22 - Emailed letter to TVBC Environment Protection Services re Tunnel Tech smell ([9123\\_5](#)) and notice to residents ([9123\\_5a](#))

16/12/22 – Response from TVBC re Tunnel Tech ([9123\\_5b](#))

8/12/22 - Insurance enquiry re ESTIMATE of additional premium re installation of adventure tower ([9123\\_6](#))

13/12/22 - HALC advice re installation of CCTV at WMPF ([9123\\_8](#)) – COSC to discuss at 12/1/23 meeting

13/12/22 - David Drew re Freelands app 22/02897/FULLN ward report ([9123\\_9](#))

13/12/22 - RPA agreement opportunities ([9123\\_10](#)) – COSC to discuss

15/12/22 – Southern Water Freeze/Thaw advice ([9123\\_13](#)) – Asked webmaster to circulate. Notice put in shop and CPC website

16/12/22 - TVBC Andover Public Realm Design Guide Supplementary Planning Document (SPD) 2022 ([9123\\_16](#))

16/12/22 - TVBC re Council tax base rate ([9123\\_17](#))

18/12/22 – MT re Website hosting ([9123\\_14](#))

19/12/22 – HALC EGM ([9123\\_18](#))

21/12/22 - Hampshire Climate Change Community Action event (to be held on 1/2/23 14:00-16:00) ([9123\\_19](#))

22/12/22 – TVBC implementation of ID for UK elections ([9123\\_21](#)) – forwarded to Webmaster for email circulation

22/12/22 - TVBC re information for Parish Council Elections on Thursday 4 May 2023 ([9123\\_22](#))

30/12/22 - HCC Passenger Transport Forum January 2023 ([9123\\_24](#)) – NB: link to register/join meeting is incorrect

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