

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 7 November 2022; Chilbolton Village Hall at 18:40

The meeting started 10 minutes late due to the over-running of the Planning Committee meeting beforehand.

PRESENT: Cllrs Tony Ewer (TE) (Chairman), David Griffiths (DG) (Vice-Chairman), Kate Bradley (KB), Geoff Cockram (GC), Rick Franke (RF), David Hall (DH), Sue Larcombe (SL), George Marits (GM), Amanda (Mandy) Denyer (MD) (Clerk), TVBC/HCC Cllr David Drew (DD) arrived at 19:05
Members of public: NONE

1. Apologies: NONE
2. Declarations of Interest: NONE
3. To sign as a correct record the minutes of the meeting held on 3 October 2022 – These were agreed and signed as an accurate record of the meeting.

4. Matters Arising (not in monthly reports):

Finance –

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

Action: DG & RF

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

Action: RF

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

Action: MD/DG

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

Action: DG

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

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

Action: SL

Green Canopy project – Round one sponsorships and competition winners have been put on the News page of CPC website ([News – Chilbolton Parish Council](#)). Thanks were given to MD daughter, Miss R Amor, for the Green Canopy design for the website.

Agreed 2023 meeting dates – MD has informed village hall bookings secretary and parish magazine (reminder: the Annual Parish Assembly will be on Monday 24 April not 20th).

Action: Complete

Signed and Agreed(Chairman)

Counter signed(Vice-Chairman)

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- 5. To take questions and to discuss and decide on any proposals within the monthly routine reports as follows:
 - A. Finance Report: Prior to the meeting MD circulated the attached report ([71122 26](#)). There is an error in the bank reconciliation within the report – The WMPF Capital transfer to Current account should be £639.37 and therefore balance available for CPC should be £6458.50 (these changes were initialled by MD and GM on the bank rec). GM checked, agreed and signed the bank reconciliation.
 - i. Approval of accounts for payment: In addition to the listed payments made since 3 Oct '22, MD informed that the following payments had been made: D Griffiths reimbursement for WMPF key cutting £8 and G Whitefield for materials for Common gravel area redesign £332.62. Payments for approval: MD salary and exps £460.20 and reimbursement to DG for machinery fuel £51.00. Notification of agreed Direct Debit for SSE (Pavilion Electric) £34.35. Payments were approved.
 - ii. Test Valley School presentation evening sponsorship ([71122 6](#)) - £25 (as per 2022/23 budget) was agreed by Cllrs. DG to attend presentation evening. **Action: MD & DG**
 - iii. Changing banks ([5922 7](#)) – Cllrs discussed and unanimously agreed/resolved that CPC would open one Community Current account with Metro Bank in the name of Chilbolton Parish Council. The account should be opened with a nominal amount of funds and the account should be used from 1st April 2023 (i.e. the start of the 2023/24 financial year). Financial Regulations (specifically No.s 5 and 6) will apply.

Amanda Denyer will have one to sign authority to use full online banking (with no debit card required). [These agreed minutes are to be signed by the Chairman and counter-signed by the Vice-Chairman in accordance with the needs of Metro Bank to open a Community Current Account]. **Action: MD**

KB informed Cllrs about CiL funding and how funding is allocated (more information can be found [here](#)); 80% towards the infrastructure identified on TVBC Regulation 123 list, 15% towards the Neighbourhood Portion of CIL (Parish Councils will be entitled to 25% of CIL receipts from development within their parish if they have an adopted Neighbourhood Development Plan) and 5% towards the administrative costs of CIL.

The Neighbourhood portion will be passed to Parish/Town Councils on a regular basis. Regulation 59C from the 2013 amendment to the CIL regulations outlines how the local council can spend the Neighbourhood Portion.

- B. Flood Advisory Group: Prior to the meeting GM had nothing to report. Minutes of the FAG meeting held on 14 June 2022 attached here ([71122 32](#)). TE asked what the local water level was? GM informed that it was still low and a 'dip' will be made soon.
- C. Highways: Prior to the meeting GC circulated the attached report ([71122 25](#)).
- D. Open Spaces Committee (COSC):
 - i. COSC DRAFT minutes of the meeting held on 13 October 2022 ([71122 24](#)). WMPF Boundary ([71122 28](#)) was discussed. After discussion, it was agreed that TE will speak with the neighbouring land owner to discuss using a professional to use GPS pegging to accurately locate the boundary. TE gave an estimated cost of £300. TE will ask the neighbouring land owner if he is willing to go 50/50 on the cost. Cllrs agreed that CPC will fund up to £300, if necessary. All Cllrs agreed that CPC did not wish to enter into a potentially expensive legal dispute regarding the boundary.

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Removal of the Cows from the Common has been delayed due to the need to have the cattle TB tested. The cows should be removed by the end of November.

Cow Common Code ([71122 34](#)) was discussed and agreed by Cllrs.

- ii. Cow Common Signage update – Ladder boards are ready for DG to collect. SL informed Cllrs that there has been a delay in the production of the information boards.
- iii. Update on Wessex River Trust project – DG informed that the project is underway and going well, despite the weather. A track will be laid across the Common for machinery to travel on so as to limit the damage to the Common.
- iv. Cow Common gravel area redesign – DG informed that this is almost complete and he has received compliments and thanks from the residents. A barrier is to be erected along the top of the left hand ditch (as you enter from Joys Lane).
- v. Professional Tree Survey update – RF informed that the 2nd part of the chainsaw course that he was enrolled on at Sparsholt College is unlikely to go ahead. RF will ask for a refund and MD and RF will look into alternative training providers. RF also informed that a site walk with a local professional had been delayed. He hopes that this will be done in the next few weeks. **Action: MD & RF**
- vi. Gate closure Policy update – To be finalised at COSC November meeting.
- vii. Fishing rights – TE informed Cllrs that he is to set up a meeting with Strutt and Parker to finalise the Fishing Rights agreement. CPC will be looking for an agreement on, but not limited to, the following points: -
 - a) That permission is sought before any vehicle is taken onto the Common. This is a requirement of our SSSI agreement with Natural England.
 - b) Freelands wish to mow between the Common cattle fencing and the river. It was been pointed out that this may attract picnickers to area and if Freelands wish to lock the gates that they would need to install stiles as the area is part of the Common and therefore Open Access land.
 - c) ‘Private – No Access’ signs to be replaced with ‘Private Fishing’ signs.

TE informed that H Bradley (local solicitor) has agreed to look at the agreement once it has been drawn up. If all is agreed, the agreement will be added to the title deed.

KB informed DG that trees that are to be planted for the Green Canopy project must be planted by March 2023.

RF informed that work to be carried out on the pavilion and container roofs has been postponed to the Spring of 2023.

Cllrs discussed a requested to consider naming the tree on Stocks Green the Queen Elizabeth II tree. Cllrs had no objection and DG to speak with JH (the donator of the tree).

Cllrs discussed and agreed that the green itself should remain named Stocks Green.

- E. Planning Committee: Prior to the meeting SL circulated the attached report ([71122 4](#)) and minutes of the meetings held on 3 and 31 Oct 2022 ([71122 4a](#) and [4b](#) respectively).

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Cllrs discussed Fenstanton building contractors parking on Station Rd that they are causing issues for residents leaving their properties due to the obscuring of sightlines. It was agreed that GC will try and speak with the contractors and ask them to park further up Station Rd.

SL informed that the application for the land adj. to 12 Branksome Close was approved at the TVBC Northern Area Planning Committee (NAPC) meeting. The Freelands application for a single storey pool house has been given permission.

SL informed that the Planning Committee objection has been sent to TVBC regarding Test Valley Farm (TVF) latest planning application. However, GC raised concerns with the wording in part of the submission. After discussion, it was agreed that SL should amend the submission and ask TVBC to delete the first comment. SL asked DD if the new TVF application will go to NAPC. DD informed that it would.

Cllrs discussed the issue of the Settlement Boundary and in particular the document that has been compiled by residents disputing the settlement boundary process. TE informed that he had sought advice from HALC on the matter. Their advice was that the current settlement boundary cannot be changed and that the only way this could now be amended would be to raise the matter in the next Local Plan consultations. With this in mind, Cllrs agreed that a meeting should be set up with TVBC to present the residents findings so TVBC can investigate the matter and consider changing the settlement boundary back to how it was in the next Local Plan. **Action: TE**

- F. Village Hall: Prior to the meeting TE informed the following – ‘The village hall film show on Friday 4th November is “Phantom of the Open”. This really looks like a fun film about the U K golf open’. The December film show will be ‘Elvis’. TE informed that the film show were running at a loss and asked all to encourage people to attend.
- G. Community Fundraising Group: DH informed that the WMPF Development Group (WMPF DG) project was the replacement of the mound and slide with an adventure tower. He will work with the WMPF DG to find ways of raising funds for this project. SL suggested Open Gardens.

Cllrs discussed the use, or lack of, the Table Tennis Table. It was suggested that bats should be made available on site. MD to investigate a locker for the storage of bats. **Action: MD**

- H. Strategy Working Group (SWG) update –TE reported that the Group will set up a meeting with a local parish council that have set up a Community Land Trust (CLT). The SWG suggested working with local land owners to see if affordable housing can be incorporated in any development of land that they have ‘flagged’ as available in a recent Strategic Housing Land Availability Assessment (SHLAA). Cllrs agreed.

- 6. HCC and District Councillor report:
DD circulated the attached HCC report ([71122 35](#)) and gave the following report for TVBC:
A woman has been fined for littering with a cigarette out of her car.
TVBC has a range of support towards to the cost of living – info can be found [here](#)
Energy Efficiency Grants are available – more info can be found [here](#)
Test Valley Borough Council have been awarded top small business friendly award – more info can be found [here](#)
The St Mary remembrance parade will be held this Sunday (6/11/22).

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TE asked DD how could CPC get more affordable housing in the parish? DD said that the best way was to set up a CLT.

GM asked DD to chase HCC Highways re work that should have been carried out on Frog Lane. DD then left the meeting.

7. Correspondence:

5/10/22 - WRT Interpretation board ([71122 2](#)) – COSC discussed and agreed A1 size with 2 oak legs

7/10/22 - TVBC further response re Freeland applications ([71122 3](#))

9/10/22 - TVAPTC - TVBC Energy workshop information ([71122 5](#))

10/10/22 - Test Valley School presentation evening sponsorship request ([71122 6](#)) – to be discussed under Finance

12/10/22 - St John Ambulance onsite first aid training course quote and info ([71122 7](#)) – Quote for budgeting purpose only at this stage.

12/10/22 - DEFRA Solent Nutrient Market Pilot ([71122 8](#))

13/10/22 - Walk the Test Way (25/9/22) feedback ([71122 9](#))

14/10/22 - HALC email re HCC Flood Risk Management - Landowners leaflet ([71122 10a](#) (leaflet [71122 10](#))) – FAG to discuss

14/11/22 - TVBC NAPC notification re land adj to 12 Branksome Close ([71122 11](#)) – SL attended meeting

14/10/22 -TVBC notification of NAPC decision re 21/02241/FULLN TVF ([71122 12](#))

13/10/22 - Email re WMPF slide mound unsafe condition ([71122 13](#)) – responded that the next stage of the WMPF Development Group is to replace the slide and mound with an adventure tower.

17/10/22 - HALC October '22 Newsletter ([71122 14](#))

19/10/22 - HSBC letter re changes to TandCs business price list and additional conditions ([71122 15](#))

14/10/22 - TVBC re energy efficiency grants for local residents (sustainable warmth) - ([71122 16](#)) – added to CPC website and asked Webmaster to circulate

21/10/22 - Quotes for Common and WD top cuts from Vesper and Greenjack countryside services ([71122 17](#) and [17a](#)) – Majority of Cllrs agreed to DG proposal to accept the Vesper quote. Vesper has been notified.

24/10/22 - HALC re Centre for Sustainable Energy Planning Support - PLACE project information for groups ([71122 18a](#))

13 and 24/10/22 - resident emails to Planning Committee re construction parking at Fenstanton ([71122 19](#))

25/10/22 - Southern Water re hose Pipe Ban ([71122 20](#))

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7/10/22 – (forwarded from TG) Southern Water Allotment quote for mains water ([71122 21](#)) – COSC to discuss

26/10/22 - NE consent for Wessex River Trust works on Purlygig river ([71122 22](#))

28/10/22 –HALC re DLUHC committees funding inquiry ([71122 23](#)) – Cllrs agreed no response necessary.

1/11/22 – RPA Environmental Stewardship changes to Terms and Conditions ([71122 27](#)) – COSC to check

2/11/22 – SSE changes to account and source of electricity table ([71122 28](#))

2/11/22 – RPA Common ES 2023 extension ([71122 29](#)) – COSC to check and agree

3/11/22 – TVAPTC 24/11/22 meeting agenda etc ([71122 30](#))

3/11/22 – Winchester Local Plan regulation 18 Consultation ([71122 31](#))

3/11/22 – TVBC Supplementary Planning Document consultation ([71122 33](#)) – Planning committee to discuss.
Direct link to TVBC consultation document – <https://www.testvalley.gov.uk/planning-and-building/planningpolicy/supplementary-planning-documents/infrastructure-and-developer-contributions-supplementary-planning-document>

Action: Planning Committee

8. Questions from public: NONE

9. Any Other Business: DG will be holding a memorial service at 10:55 at the WMPF on Friday 11th November 2022.

10. Items for next agenda: Celebrating of the King Charles III Coronation.

11. Date of next scheduled meeting: Monday 5 December 2022; Chilbolton Village Hall at 18:30.
All monthly reports to be circulated by 12:00 Monday 28 December 2022.

There being no further business to discuss the meeting was closed at 20:50.

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