

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 9 January 2023; 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), George Marits (MG), Mandy Denyer (Clerk) (MD), HCC/TVBC Cllr David Drew (DD)
Members of Public: Julian Hudson (JH), Terry Gilmour (TG), Andrew Kent (AK), Colin Ruffals (CR)

1. Apologies: Cllr Sue Larcombe (SL)
2. Declarations of Interest: NONE
3. To Co-opt new Councillor: Due to the resignation of Kate Bradley, notice was given under Rule 8(3) of the of the Local Elections (Parishes and Communities) (England and Wales) Rules 2006, that there was 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. 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 had only received one application, from Mr Julian Hudson (JH) (currently a member of COSC and the Planning Committee). DH proposed and DG seconded to co-opt JH. Cllrs unanimously agreed. JH completed the Declaration of Acceptance to Office and continued the meeting as a Councillor. JH has completed the Registration of Pecuniary Interests; MD to forward to TVBC. **Action: MD**
TE welcomed Julian Hudson to CPC.
4. To sign as a correct record the minutes of the meeting held on 5 December 2022: These were agreed and signed as an accurate record of the meeting.

Item 10 was discussed at this point of the meeting as DD had to go to another meeting.

10 HCC and District Councillor reports:

DD circulated the attached HCC reports: -

[9123 32](#) DD Useful info about Streetworks Jan23,

[9123 32a](#) DD Hampshire-Highways-Newsletter-Dec-22-TestValley

[9123 32b](#) Residents should know that I took this up with County Highways before Xmas

[9123 32c](#) DD HCC Update January 2023.

DD to chase HCC Highways to remove sign from junction of Drove Rd and Coley Lane.

DD reported the following for TVBC: -

There are local elections in May. ID will be needed at polling stations. TVBC can supply ID to anyone who has not got suitable ID.

Re Tunnel Tech; DD is aware of the problem of unpleasant smell. He said that as the smell does not contain toxic chemicals there is little TVBC can do about this but to ensure that 'Best Available Techniques' are used.

TE asked that DD support the Community Asset Fund grant application for the Adventure Tower and to support an application from the Village Hall Committee to providing a 'warm hub' to be run monthly from 16 January and then potentially bi-weekly. DD said he would support these applications.

DD then left the meeting.

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 – DG, TE and MD to go to Basingstoke on Thursday morning (5/1) to open account.

Action: MD, DG and TE

Agreed and Signed (Chairman)

Page 1 of 6

Mandy Denyer (Clerk)

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 9 January 2023; 18:30 at Chilbolton Village Hall

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.....’.

Update from WMPF Development Group – 9/1/23 ([9123 31](#)). DH suggested and Cllrs agreed that the final negotiated quote should be held until the end of March '23, by which time the outcome of the grant application will be known.

Table Tennis Table (TTT) –

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

Action: On Hold

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

Action: On Hold

DG reported that the TTT has in fact been used as evidenced from the worn surfaces at each end of the table, which indicates that people are bringing their own bats and balls. It was agreed to review the situation in the Spring to see if a box with bats and balls should be supplied.

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 – A meeting was held with TVBC’s Graham Smith on 22 Dec '22. TE briefed Cllrs on the meeting. Mr Smith is to provide TE with documents detailing the procedure of how Settlement Boundaries are derived at (i.e. what can and cannot be included and why).

TE requested that CPC be involved in any future discussions/consultations re the Chilbolton Settlement Boundary and informed Mr Smith that CPC will be seeking that the Settlement Boundary around Test Valley Farm be reinstated to how it was.

TE has requested formal minutes of this meeting.

A follow up meeting with Mrs Karen Dunn is to be arranged.

(CPC has submitted comments on the latest Test Valley Farm planning application).

Actions: TE/Ongoing

CR then left the meeting

Agreed and Signed (Chairman)

Page 2 of 6

Mandy Denyer (Clerk)

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 9 January 2023; 18:30 at Chilbolton Village Hall

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.

This planning application has been approved. Freelands must request permission to cross the Common to carry out any works.

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

Action: Complete

Item 8 was then discussed:

To discuss building waste outside 3 Branksome Close and decide on any action that may be required: DH informed that his informal chat did not go so well. The owners believe that they have 3 years to complete their project and to clear the site. DH proposed that CPC write to the owners asking for a report as to when the material will be removed and that if no action is taken by the next CPC meeting, CPC will discuss and consider next steps. Cllrs agreed. DH to draft letter.

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.

Meeting postponed.

Action: Ongoing

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). Response from EPT ([9123 5b](#)).

Action: Complete

Item 6D was then discussed.

Open Spaces Committee (COSC):

- i. COSC meeting minutes: Prior to the meeting DG circulated the attached DRAFT minutes of the COSC meeting held on 8 December '22 ([9123 25](#)).

DG reported: -

That Natural England have requested a management plan for the Common. DG and MG to meet to discuss.

That the Lengthsman will not carry out the clearing of the Abbots Stream next year, and suggested that a digger be used. As the Common is a SSSI NE insist on the ditch being cleared by hand.

DG/COSC to investigate who will perform the task from now on.

Action: DG/COSC

WD working parties have been hindered by Christmas holidays and bad weather.

The Lengthsman has been asked to clear the vegetation from the boundary adj. to the TTT and the Common.

WMPF Boundary – Surveyor has been and marked the boundary. MD to invoice adj. land owner once the invoice from the surveyor has been received, 50% or up to £150. DG to arrange for posts to be installed to mark the boundary

Action: DG

DG and GC to meet and discuss where WMPF boundary needs to be cleared.

Action: DG & GC

DG to liaise with K Bradley re the Green Canopy project.

Action: DG

TE asked if Cllrs had any objections to him discussing with Mr Saunders: -

1. To make the WMPF boundary a straight line rather than dog-legged and
2. If there is any possibility of providing a permissive footpath from Coley Lane to WMPF via the ‘bee field’. Cllrs had no objections.

Action: TE

DG to draft letter to Wessex River Trust thanking them for their work on the river.

Action: DG

Agreed and Signed (Chairman)

Page 3 of 6

Mandy Denyer (Clerk)

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 9 January 2023; 18:30 at Chilbolton Village Hall

- ii. Cow Common 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 the yellow area showing the conservation area is wrong and needs altering. This has been done and submitted to Green Space for re-working.
- iii. Cow Common gravel area redesign update: DG asked for Cllrs approval to move the gate leading to the Old Inn further into the gravel area so as to make this area more obvious that it is an access point. Cllrs Agreed.
- iv. Professional Tree Survey update: [see matters arising](#).
- v. Fishing Rights update: TE informed that there has been no update from Strutt and Parker regarding the latest draft agreement.

DG reported that a tree has fallen across the Test Way on the Common. He has made arrangements for this to be cleared. In the meantime walkers will have to use the WMPF.

RF then left the meeting.

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 ([9123_20](#)).

GM checked, agreed and signed the bank reconciliation check.

i. Approval of accounts for payment – the listed payments, plus JRB Ltd (Dog waste bags) £537.60 were approved by Cllrs.

It was agreed to discuss item iii prior to item ii

iii. To discuss WMPF DG request re allocation of previous years WMPF Capital/running costs:

Prior to the meeting MD circulated the attached report ([9123_20a](#)) and request ([9123_20b](#)) to Cllrs.

After discussion, Cllrs agreed that only this year's expenditure should be reallocated and not previous financial years.

ii. To discuss and finalise budget for 2023/24 and to set precept:

Prior to the meeting MD circulated the attached report ([9123_20c](#)).

After discussion, Cllrs agreed that it was sensible and justifiable to maintain a month's average running costs in bank account at year end. The draft budget provided ([9123_20c](#)) was therefore agreed. It was therefore proposed and agreed that the precept should be increased from £14500 to £16805. Chilbolton has 538 Band D Equivalent Dwellings, and therefore the proposed increase in the precept equates to a rise of £4.28 per year for Band D properties. (The precept in 2014/15 was £12500. It was then raised by £1000 in 2015/16 to £13500 and last raised in 2020/21 to £14500).

MD to submit precept application to TVBC, once new bank account is opened.

Action: MD

Item 7 was then discussed.

To discuss and decide transfer of website hosting: Prior to the meeting MD circulated the attached email from M Treadwell ([9123_14](#)). DH informed that CPC has until April 2024 to move its web hosting and will present a report to Cllrs on the way forward at the March CPC meeting. Thanks was given to M Treadwell.

Agreed and Signed (Chairman)

Page 4 of 6

Mandy Denyer (Clerk)

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 9 January 2023; 18:30 at Chilbolton Village Hall

DH then left the meeting.

- B. Flood Advisory Group: Prior to the meeting GM circulated the attached report ([9123 23](#)). GM also reported that Frog Lane is still flooding and he and DD will chase HCC to remedy the situation. GM also reported that water levels are rising.
- C. Highways: Prior to the meeting GC circulated the attached report ([9123 27](#)). GM reported that he has reported a pothole in the footpath at the top of Station Rd.
- E. Planning Committee: Prior to the meeting SL circulated the attached report ([9123 7](#)) and minutes of the meetings held on 5 and 19 December '22 ([9123 7a](#) and [7b](#) respectively).
- i. Update re TVBC meeting to discuss Settlement Boundary: [See matters arising](#)
TE asked for Cllrs consent to introduce CPC to the residents of Valley Field Park. Cllrs agreed. **Action: TE/SL**
- F. Village Hall: TE reported that the car park has been resurfaced, the garden will be tidied up, the Durnford Rm will be repainted and volunteers will be running a 'warm hub' serving soup to residents. TE to discuss further with the organisers.
- G. Community Fundraising Group update: Prior to the meeting DH circulated the attached report ([9123 26](#)).
- H. Strategy Working Group update: TE discussed some ideas of what the village may do in the future and asked Cllrs to submit any ideas.
9. To discuss smell in village emanating from Tunnel Tech and decide on any action to be taken: Prior to the meeting TG circulated the attached report written by AK ([9123 29](#) and [29a](#) - AK informed that the wording used within his report is that of DEFRA and the TVBC operating permit for Tunnel Tech). TG and AK informed Cllrs of their actions over the past c. 10 years in dealing with Tunnel Tech and TVBC. AC informed that DD comment earlier was incorrect. DD mentioned that there is not much that can be done because the smell is not toxic. AK informed that it is a statutory requirement that odours are kept within business boundaries. Tunnel Tech has plans to cover the elevated conveyor, but AK said that this would not make any difference to the emissions of odour; the whole process needs to be covered. TG and AK informed that this is precisely what has had to happen with Tunnel Techs sister company (Tunnel Tech North) in Doncaster following legal proceedings with Bassetlaw District council as shown in attachment 29a.
After discussion, the following actions were agreed: -
TG to draft a letter (to inc. the above report), to be sent via MD, to the Chief Executive of TVBC, Mrs Caroline Nokes MP and cc'd DD. **Action: TG**
TE to contact Bassetlaw District Council for a full report of how they achieved the outcome with Tunnel Tech North. (TG to supply TE with contact details). **Action: TE**
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](#))

Agreed and Signed (Chairman)
Page 5 of 6

Mandy Denyer (Clerk)

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 9 January 2023; 18:30 at Chilbolton Village Hall

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](#)) – No comment to be submitted

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](#)). No attendees.

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

4/1/23 – Resident email re Common and Footpaths ([9123 28](#)).

7/1/23 – Resident email re Joys Lane building project ([9123 30](#)) – Cllrs agreed it was kind of the owners to inform CPC and that no further requirements were needed.

12. Questions from public: NONE.

13. Any Other Business:

MD reported that H Bradley has returned the documents removed from Hampshire Archives that were required for the registration of CPC owned land with the Land Registry. These and CPC minutes from January '05 to April '15, AGAR returns & Payment and receipts accounts from 2006/07 to 2014/15 and Planning minutes from 2011 to 2014, will be returned to/ deposited with the Hampshire Archives and CPC website updated, hopefully before the end of January '23.

Action: MD

GM informed that the May CPC meeting is scheduled for the day of King Charles II coronation. MD to ask TVBC if this places any restrictions on holding a meeting on that day. If not, MD to check that Cllrs are happy to meet on that day.

Action: MD

14. Items for the next agenda: NONE at this time.

15. Date of the next scheduled meeting: Monday 6 February 2023; 18:30 at Chilbolton Village Hall.

All monthly reports to be circulated by 12:00 Monday 30 January '23.

There being no further business to discuss the meeting was closed at 20:45.

Agreed and Signed (Chairman)

Page 6 of 6

Mandy Denyer (Clerk)