

**CHILBOLTON PARISH COUNCIL MEETING TO BE HELD ON
MONDAY 6 MARCH 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 SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON [6 FEBRUARY 2023](#)**
4. **[MATTERS ARISING](#) (Not covered within monthly routine reports)**
5. **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 decide on the Grant Request from a village group to provide Ukraine with a generator
 - B. [Flood Advisory Group](#) – Cllr Marits
 - C. Highways – Cllr Cockram – Nothing to report, other than the pot hole by the Old School House has been repaired
 - 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](#)
 - iv. [Professional Tree Survey update \(Cllr Griffiths and Franke\)](#)
 - v. [Fishing rights update](#) (Cllr Ewer)
 - E. [Planning Committee](#) – Cllr Larcombe
 - i. Update re TVBC meeting to discuss Settlement Boundary
 - ii. To discuss proposed Wherwell Solar Farm
 - F. Village Hall – Cllr Ewer – Nothing to report
 - i. Update of Village hall Warm Hub
 - G. Community Fundraising Group update – Cllr Hall – Nothing to report
 - H. Strategy Working Group update – Cllr Ewer – Nothing to report
6. **Policy reviews:** (As far as MD is aware, there have been no issues with these policies in the past year). The following hyperlinks open a new webpage -
 - a) [Business Continuity Plan](#)
 - b) [Scheme of Delegation](#)
 - c) [Website Privacy policy](#)
 - d) [Safeguarding Policy](#)
 - e) [Constitution](#)
 - f) [GDPR policy](#)
7. **Review of building waste materials outside 3 Branksome Close and decide on any action that may be required**
8. **Update re smell in village emanating from Tunnel Tech and decide on any action to be taken**
9. **HCC and DISTRICT COUNCILLOR REPORT – Cllr Drew**
10. **[CORRESPONDENCE](#)**
11. **QUESTIONS FROM PUBLIC – (3 mins. per person)**
12. **ANY OTHER BUSINESS – For information ONLY**
13. **ITEMS FOR NEXT AGENDA**
14. **Date of next scheduled meeting – Monday 3 April 2023; 18:30, Chilbolton Village Hall**

Mandy Denyer (Parish Clerk)

Published 27/2/23

4. Matters Arising:

Finance –

Check on all the CPC assets yet to be undertaken – DG and RF will check.

Action: Closed

2022/23 check now due. Volunteers are required to check each area where CPC assets are.

Action: Ongoing

SSE contract end and renewal quote - Cllrs agreed to stay with SSE current supplier. MD renewed Contract

Action: Complete

COSC –

To install dragons teeth opposite the recycling centre by Easter 2023 – DG has requested quote from A bond

Action: COSC

Warden arrangements for 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.

DG/COSC to investigate who will clear Abbots Stream in future. Natural England to be approached to establish whether a mechanical digger can be used for this purpose.

Action: DG/COSC

DG and GC to meet and discuss where WMPF boundary needs to be cleared to enable gate to be moved to the boundary and permanent posts installed.

Action: DG & GC

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

Action: DG

TE to discuss with WMPF adj. land owner (Mr Saunders) if there is any possibility of providing a permissive footpath from Coley Lane to WMPF via the 'bee field'.

Action: TE

DG to draft letter to Wessex River Trust thanking them for their work on the river –COSC recommend delaying letter until Summer '23 so as to see the full effect the changes have made to the river.

Action: DG/on hold

SL suggested a PR exercise be undertaken to publicise the recent improvements on the Common. A draft to be prepared for Cllrs to consider.

Action: SL

Play Adventure Tower – TE has arranged for CAF grant application to be increased by £4000, which equates to an extra £2,000 extra onto the amount applying for, and is in discussion with J Brain re CPC's 50% contribution. TE and EN have also been in discussions with the supplier (Caledonian).

Planning –

Request for TPOs to be placed on trees at Winston, Village Street not granted – Response from TVBC ([6223 2](#)).

CPC to challenge this decision. SL email to TVBC ([6323 11](#))

Action: SL/Ongoing

A number of trees have been felled on the Watch Cottage boundary with Colely Lane, immediately opposite Fenstanton and it is unclear why. TE to speak to Watch Cottage owner.

Action: TE

TE and SL to introduce CPC to the residents of Valley Field Park in early spring.

Action: TE/SL

Tunnel Tech –

TE to send draft letter to Caroline Nokes MP ([6223 4](#)).

Action: TE

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

AOB:

MD to return of documents to Hampshire Archives

Action: MD

CPC agreed some form of party/celebration should take place on Coronation Day 6/5/23. Liaison with Parish Church and Abbots Mitre to consider best venue and form it should take.

Action: TE

Consideration to be given to upgrade the bench on Coronation 'plot'

Action: CPC

Wherwell Proposed Solar Farm:

The company should be invited to do a consultation presentation at the Village Hall

Action: GC

A joint response with Wherwell PC was also suggested and TE will discuss with their Chairman.

Action: TE

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5A. 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.

CiL funds expected re Fenstanton – £ 14225.96

PAYMENTS NECESSARY SINCE 6 FEBRUARY 2023-

Online payments were made to: -

Chilbolton Village Hall: £600 part-funded grant [approved by Cllrs at 6/2/23 meeting]

CABI: £249.60 Supply of weevils for Common [approved by GM and DG]

Abbots Ann Pest control: £275 for mole catching on WMPF [approved by DG, TE and GM]

Hampshire Conservation Volunteers: £70 for bramble and hawthorn clearance on Common [approved by DG, GM and TE]

HSBC: £8 banking charges

TVBC: £510.29 bin emptying on WD and WMPF [approved by DG and TE]

DD payments – SSE: £36.70 Pavilion Electric [DD approved Sept '22]

Chq payments - NONE

MARCH 2023 PAYMENTS FOR APPROVAL –

Online Payments: -

A Denyer – Salary £ , Exps £35, reimbursement (printer ink) £48.52

Aviva pension – Employer contribution –

Chq payments: - NONE

DD payments: - NONE

CURRENT ACCOUNT RECEIPTS – Receipts since last report –

2022/23 ACCOUNTS -

1. Bank Reconciliation as at 30/1/23 attached [here](#)
2. Current acc Receipts, Batty and WMPF acc's spreadsheet attached [here](#)
3. 1st Quarters Payments spreadsheet attached [here](#)
4. 2nd Quarters Payments spreadsheet attached [here](#)
5. [3rd Quarter Payments spreadsheet attached here](#)

6. 4th quarter payments spreadsheet attached [here](#)

Metro Bank – Registration for online banking complete. Currently MD private mobile registered with Metro to receive banking security codes. A newer CPC mobile is required to receive these codes. Once this has been received the registered contact number will be updated to CPC mobile number.

Part-Funded Grant re local group purchase of 3 generators for Ukraine – Via TE, a local group has requested financial assistance with purchasing 3 generators to be sent to Ukraine. 3 Cllrs agreed to assist with a part-funded grant ([see attached](#) - 2 more Cllrs are required for a majority approval). The group were informed that any invoice/receipt needs to be in the name of Chilbolton Parish Council for CPC to assist. As yet no documentation has been received from the group.

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5B. Flood Advisory Group:

Ground water levels have come down , as can be seen by the reduction in water running along the ditch by the Abbots Mitre.

Southern Water did a survey through the length of Village street the other day and also did a major clean of the drain at the Old school house.

M G Marits

Hyperlink to: [Agreed minutes of last FAG meeting 25/10/22](#)

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5D. Open Spaces Committee (COSC):

i. COSC minutes of meeting held on 16/2/23:

Present: Cllrs David Griffiths (Chairman) (DG) and Julian Hudson (JH),
Non-Cllr members: Moya Grove (MG), Emma Noble (EN), Abby Purver (AP)

1. Apologies: Terry Gilmour (TG), Nick Horne (NH), Rick Franke (RF), Trish Heaton (TH)
2. Declaration of interests: None
3. Approval of Minutes – Thursday 12 January 2023 – 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 reports as follows:
 - A. Finance Report – Prior to the meeting the Clerk circulated the attached report ([21623 2](#)).
Nothing to add.
 - B. Allotments – TG had nothing to report.
 - C. Common – Prior to the meeting MG circulated the attached report ([21623 4](#)) plus the FAG Common report ([21623 3](#)).
COSC discussed looking into amending bylaws to deal with some of the problems experienced on the Common in summer as suggested by the office of Caroline Nokes MP. COSC decided that it is not necessary to investigate these currently, but should be borne in mind in future should the situation change. In coming to this decision COSC took into account the difficulty of enforcing any bye laws.

MG confirmed that one educational visit has been carried out. Sparsholt college had a successful visit. They have a Freshwater Course and lecturers have suggested that students could clear the Abbots Stream as part of that course. There are two further educational visits scheduled.

DG reported that work on the gravel area redesign stopped during the cold weather but George Whitfield has now done a very nice wooden barrier along the ditch reusing wood removed from the river bank by WRT. Thanks to George for also clearing out the ditch. DG disposed of a lot of litter that had been removed from the ditch. Soon George will move the gate to The Old Cottage/WMPF in line with the gravel area redesign. George has installed the new retaining post for the new gate at the Joys Lane entrance.

MG reported a successful day of scrub clearance on the Common last weekend carried out by the Hampshire Conservation Volunteers and DG. DG and MG have thanked the leader for the work.

Regarding the proposed use of machinery to clear the Abbotts Stream in future, MG has not yet heard back from Alison Graham-Smith of Natural England.

MG discussed the possibility that more income could possibly be generated by moving from Higher Level Stewardship (HLS) to the new Countryside Stewardship Higher Tier (CSHT). DG to speak to Glynne Evans about this as it will require further study.

DG spoke to George Whitfield about putting up the amended ladder boards. George said he can install the boards on the Chilbolton side of the Purleygigg Stream, but the river is too high to put up the ones on the other side as they are very heavy and need to be taken over the ford by vehicle. AP and EN suggested they may be able to carry these ladder board over the bridge with a small team of helpers. DG to ask George if he would be able to install the ladder boards if help was provided in taking them to the required spot.

DG reported that the new information boards are under production and should be ready for delivery soon.

AP reported that she has adjusted the horse gate at the Long Bridge with the help of Matt Purver by moving the weight to the other side so that it now self closes without swinging violently. However, if it is pushed too far it will swing right back and will not self close. This will need rectifying before the cows return. A post could be put in behind the gate to stop it swinging back too far.

Further to the above update on the horse gate at the Long Bridge, AP confirmed that HCC have offered a free replacement metal gate which is wider than the current one so a new gate post will be needed. COSC agreed to the installation of this replacement gate and DG will liaise with George Whitfield to have it installed. HCC can deliver the gate to DG's house. AP will liaise with the British Horse Society who have offered to provide an adapter to make the gate's closing mechanism suitable for horse riders.

DG and MG confirmed that there were no updates on the fishing rights.

MG reported that Corinne Davis-Cooke, the new Community Engagement Ranger for the HCC Countryside Service, is coming on Thursday 9th March at 10am; meeting at the gravel area on the Common, to discuss rights of way and other matters. MG encouraged as many members to attend as possible.

DG reported that the lengths man has cleared a large patch of bramble that was obscuring the view from the picnic area on the WMPF across the Common.

The large tree that had fallen across the Test Way as it runs alongside the WMPF was removed by Roy (instructed by John Rowles) at no expense to CPC or HCC. COSC expressed thanks to JR.

DG reported that George Whitfield will be tasked with filling the pot holes on the Common's gravel roads. There is gravel on site and probably no more will be needed.

DG will be taking down the 'no parking' signs that are dilapidated and will replace them with new ones. Also DG has removed the fallen and rotten dragons teeth. There are now gaps in the dragons teeth which George will be asked to close.

D. Machinery Maintenance – Nothing to report

E. Parish Paths – As above, DG reported that the fallen tree has been removed from the Test Way. Further, TVBC will be writing to the owners of Watch Cottage to ask them to remedy the potential danger caused by barbed wire as raised by Mandy Denyer.

F. Village Greens –

There is serious vehicle tyre damage to the grass verge between Poplar Dene and the Abbot's Mitre. There is now only one dragons tooth left. DG to recommended replacing the teeth. COSC also suggested that dragons teeth are put on the verge in front of Abbots Orchard and Beech Lodge to prevent vehicles driving onto the verge. CPC will be asked to approve this action.

MG reported that the Flood Advisory Group has recommended the reinstatement of a pond in front of the two houses aforementioned. This is only an idea at the moment.

G. Chilbolton War Memorial Playing Fields (CWMPF)

- i. Update on CWMPF Development Group and Adventure Tower proposal update – COSC agreed that we would hold off placing an order for the adventure tower until after the grant has been secured due to concerns that we would lose match funding if the grant was refused, and also because there is a probability that placing an order and paying a deposit would be construed by TVBC as 'work started' and therefore would not be included in any grant calculation.
- ii. Discussion on installation of CCTV (advice from HALC [12123 1](#)) – COSC agreed that we will wait until NH gets back to discuss this
- iii. DG reported that the basketball back boards have been shattered, apparently by objects being thrown at them. EN will liaise with NH about a repair.
- iv. DG reported that the mole man has been back at CWMPF and has now dealt with the problem.
- v. EN reported that the hedge grant has been approved and the plants will now be ordered to go along the fence line behind the table tennis table.

H. West Down –

DG reported that work had been held up for a long time due to poor weather. However at recent working parties there has been an average of 9 people and excellent progress has been made.

6. To discuss making local legislation to protect the Common (re correspondence received from The Rt Hon Caroline Nokes MP ([9123 3](#))) – See above, we will not look to seek bylaws currently.
7. To discuss and decide on Chainsaw Safety equipment – Should CPC provide or ask users to provide own and sign a disclaimer of some sort? – COSC decided that we will decide on this issue after RF has completed his chainsaw course.
8. To discuss ways to make Virgin Media and BT junction boxes around the village more aesthetically pleasing – COSC decided this was an interesting project, but to discuss further when NH returns.
9. Green Canopy Project – DG met with Kate Bradley who has secured funding of around £2500 for the Green Canopy Project. He met with Sheila and Glynne Evans to discuss what types of tree would be best suited. DG confirmed that Rick Nightingale is able to source the trees at a good price. We have funding for 9 mature trees and 11 saplings. Sheila and Glynne Evans recommended planting predominantly on West Down and possibly on the far end of the playing field, either side of where the bonfire is sometimes lit. The species suggested were oak, wild cherry, crab apple, rowan and field maple. DG is progressing this.
10. Correspondence –
10/01/23 - Email to HCC rights of way re barbed wire adj. to footpaths ([6223 1](#)) – HCC have investigated and provided the following report ([6323 6](#))

18/1/23 - RPA Countryside Stewardship payment rates have been updated ([6223 7](#)) – forwarded to COSC

12/1/23 - SSE re non eligible supplies - WMPF pavilion ([6223 12](#))

25/1/23 - SSE contract end and renewal quote - WMPF Pavilion ([6223 13](#)) (SSE renewal quote and British Gas comparison ([6223 13a](#))). CPC Cllrs discussed and agreed to renew the contract with SSE. The Clerk has informed SSE.

27/1/23 - Environmental Land Management funding update ([6223 15](#)) – Forwarded to COSC

6/2/23 - HCC New countryside access ranger details ([6223 29](#))

11. Questions from Public – None

12. Any Other Business – None

13. Items for next agenda - None

14. Date of the next meeting – Scheduled date is on Thursday 9 March at 6.30pm at Poplar Dene, Village Street.
All monthly reports to be circulated by 12:00 Wednesday 1 March 2023.

There being no further business to discuss the meeting was closed at 8.15pm

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5E. Planning report:

Old Inn Cottage - Objections have been submitted as per committee's discussions

Winston - Cllr Larcombe has written to the tree team , Andy Sherlock, regarding the TPO's for the 2 Betula Trees, voicing Andrew Kent's serious concerns.

The enforcement officer has confirmed that planning permission is necessary for the outdoor kitchen built at the back of the garage. The owner has been informed and the application will need to be made or the structure removed.

Oakwood – Amended plans show parking for 4 cars in line with policy HD5, VNP. Julian has produced a track checking drawing which shows that this is only just about achievable to the detriment of the soft landscaping. No amendment has been made to the black metal windows and black cladding both of which is considered to be totally unsuitable in a conservation area.

Fenstanton - No response from the planning officer regarding the amended plan which still shows the staircase to the attic floor instead of a more usual hatch and drop down staircase.

TVF – No news on committee hearing date. No amended plans.

Middlebarn Farm- Permission given. We have now asked head of planning, Mr Finch for all site measurements old barns and new build, so we can ascertain if any CAIL is going to be payable.

Observatory – Permission given

Solar Farm, Wherwell – Cllr Ewer has spoken to Sean Hutton, chair of Wherwell PC and it has been agreed that we will make joint representation once the plans are submitted. We need to establish if it encroaches on the protected from West Down.

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10. Correspondence:

7/2/23 - Freeland emails to TVBC re Tunnel Tech smell ([6323 1](#)). 8/2/23 emails continued ([6323 1a](#)). 9/2/23 TVBC email to Freelands ([6323 1b](#)). There have also been a number of other emailed reports from Freelands to TVBC.

7/2/23 - HALC EGM Agenda 23rd February 2023 ([6323 2](#))

8/2/23 - email to SSE re pavilion electric contract ([6323 3](#)). 9/2/23 SSE renewal confirmation email ([6323 3a](#))

9/2/23 - TVAPTC - Transport forum and changes to bus service for villages ([6323 4](#))

13/2/23 - Proposed Solar Development – Parcels of land to the west of Winchester Road, Wherwell, SP11 7HW ([6323 5](#))

13/2/23 - HCC response re Barbed wire adjacent to Footpaths (Whitelands Path) ([6323 6](#)) – Forwarded to COSC

14/2/23 - Test Valley Tourism Information Exchange Event ([6323 7](#))

14/2/23 - TE email to TVBC re CiL ([6323 8](#)) and TVBC response ([6323 8a](#))

17/2/23 - Lengthsman Scheme 2023/24 agreement ([6323 10](#)) – signed and returned 22/2/23

18/2/23 -SL email to TVBC re Winston trees ([6323 11](#))

19/2/23 - resident email to TVBC Planning re TVF planning application ([6323 14](#)) – Forwarded to Planning Committee

21/2/23 - TVBC notification of Commonwealth Day Flag Raising Ceremony ([6323 12](#)) – TE to attend

21/2/23 - Consultation on Hampshire County Council's new draft Guidance on Planning Obligations and Infrastructure Requirements – closes 31-3-23 ([6323 13](#)) – Forwarded to Cllrs

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