

CHILBOLTON PARISH COUNCIL
DRAFT – Minutes of the Annual Parish Council meeting
held on Monday 15 May 2023; 18:30 at Chilbolton Village Hall

PRESENT: Cllrs Geoff Cockram (GC), Rick Franke (RF), David Griffiths (DG), David Hall (DH), Julian Hudson (JH), Sue Larcombe (SL), George Marits (GM). Mandy Denyer (Clerk) (MD)
Members of Public: NONE

1. Apologies - Cllr Tony Ewer (TE). All wished TE a speedy recovery.
2. Election of Chairman and to receive the Chairman's declaration of acceptance of office and written undertaking to observe the code of conduct – DG informed that he had spoken with TE and TE is happy to continue as Chair, if that is the wish of the Cllrs. DH proposed TE, DG seconded and Cllrs voted unanimously. TE was therefore elected Chairman.
3. Election of Vice-Chairman and to receive the Vice-Chairman's declaration of acceptance of office and written undertaking to observe the code of conduct – DH proposed DG, RF seconded and Cllrs voted unanimously. DG was therefore elected Vice-Chairman.
4. To receive declarations of acceptance of office and written undertakings to observe the code of conduct from remaining councillors – All remaining Cllrs completed the acceptance of office forms.
5. Registration of Pecuniary Interest (RoPI)– All Cllrs, with the exception of RF, completed their RoPI. MD to send unsigned copies to TVBC and update the CPC website. Signed copies will be kept in the CPC files.
ACTION: RF and MD
6. To declare any Declarations of Interest for this meeting - NONE
7. To sign as a correct record the minutes of the meeting held on [3 April 2023](#) – These were agreed and signed as an accurate record of the meeting.
8. Appointment of Committees, Working Parties/Groups, their members and agree their Terms of Reference (ToR): -
 - a) [Planning Committee](#): Members: SL, TE, GC and JH
 - b) [Flood Advisory Group](#): Members: GM, T Gilmour, N Watson, M Grove and G Kelly
 - c) [Chilbolton Open Spaces Committee](#): Members: DG, JH, RF, DH, A Purver, E Noble, M Grove, N Horne, T Gilmour and T Heaton
 - d) [War Memorial Playing Field Development Group \(WMPF DG\)](#): Members: N Horne, E Noble, T Heaton, DH
 - e) [Chilbolton Strategy Group Working Party](#): Cllrs agreed to the revised ToR and DG signed the agreed ToR. Members: TE, SL and several non-Cllr members.
 - f) [Community Fundraising Group](#): It was agreed to close down this group. DH will report on fundraising matters as a monthly report and liaise with COSC and the WMPF DG on fundraising matters.

All ToR's were agreed. MD to update website.

ACTION: MD

Cllrs were reminded that a Chairman for each committee/group is to be appointed at their next meetings.

9. Appoint Lead Councillors/Representatives: -
 - a) Highways: GC
 - b) Village Hall: CPC rep TE and WMPF rep DGDH was appointed Fundraising lead councillor.
10. To review the following policy documents: -
 - a) [Standing Orders](#)
 - b) [Code of Conduct](#)The above policies were reviewed and it was agreed no amendments were necessary

Agreed and Signed (Chairman)

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11. Annual Report Finance (Mandy Denyer, Clerk/RFO) to include: -

a) Approval of the Annual Governance Statement and Accounting Statements for 2022/23 –

Prior to the meeting MD circulated the following: -

[Receipts and Batty and WMPF Capital Account](#), [1st Quarter payments](#), [2nd Quarter payments](#), [3rd Quarter payments](#), [4th quarter payments](#), [receipts and payments account](#) and [year end bank reconciliation](#). The Receipts and Payment account and Year End Bank Reconciliation were approved and signed by the Chairman.

Prior to the meeting MD circulated to Cllrs the Annual Governance and Accountability Return ([AGAR](#)) 2022/23 form. MD also circulated a [list of assertions](#) for the completion of the AGAR. Cllrs, having satisfied themselves that the assertions were correct, approved the Section 1 of the AGAR – The Annual Governance Statement, and it was duly signed by the Clerk/RFO and Chairman.

Section 2 – Accounting Statements was then considered, approved and duly signed by the Chairman.

MD to submitted 2022/23 accounts to BDO LLP.

ACTION: MD

b) Notice of the period for the exercise of Public Rights – [Monday 5 June to Friday 14 July 2023](#).

c) Declaration of Conflict of Interests with BDO LLP – All Cllrs confirmed they had no conflicts of interest with BDO LLP.

d) [Monthly Finance report](#) – to inc. approval of accounts for payment
GM checked, agreed and signed the monthly bank reconciliation check.

Approval of accounts for payment –

Prior to the meeting DG and TE gave approval for the Business Stream invoice to be paid and Cllrs approved the purchase and payment of £216.04 for Coronation mugs (Everything Branded).

Four additional payments for approval:

Chilbolton Stores (Coronation catering) £165;

A Bond (Green Canopy and Common) £1096.30 of which DG has paid £191.30 (A Bond to be paid £905 and DG to be reimbursed £191.30);

Reimbursement to TE re framing of King portrait (coronation fund exp) £290.00

Reimbursement to DG for parking signage on Common £84.52 – All – Payments was approved.

Additional receipts: £500 TVBC Coronation grant, £2500 Chilbolton Village Hall part-funded grant and £9.20 allotment fee.

12. [Annual Flood Advisory Group](#) Report – Cllr Marits

13. [Annual Highways report](#) – Cllr Cockram

14. [Annual Open Spaces Committee](#) Report – Cllr Griffiths. DG gave a brief update: Ladder boards and information boards are now installed on the Common. HCC have replaced the Purlygig Bridge. DG to query if the nails to aid non-slipping should be installed. **Action: DG**

SL asked if the old signage boards should be re-purposed. DG will discuss the matter with COSC. **Action: DG**

15. [Annual Planning](#) report – Cllr Larcombe

16. [Annual Village Hall](#) report – Cllr Ewer

17. [Annual Community Fundraising Group](#) report – Cllr Hall

18. [Annual Strategy Work Group](#) report – Cllr Ewer

TE also circulated an annual [Chairman's report](#).

DG gave his thanks to everyone for their reports and for all their hard work over the past year.

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19. Correspondence

3/4/23 - Southern Water Pioneering solutions to reduce storm overflows will bring nature back to communities ([15523 1](#))

17/4/23 - SSEN community resilience funding ([15523 4](#))

21/4/23 - Public Consultation from Test Valley Borough Council - Proposal to extend a Public Spaces Protection Order – Dog Control (deadline for comments 19/5/23) ([155223 5](#)) – agreed no comment necessary.

21/4/23 - Public Consultation from Test Valley Borough Council - Proposal to extend a Public Spaces Protection Order PSPO: Alcohol Related ASB. (Deadline for comments 19/5/23) ([15523 6](#)) – agreed no comment necessary.

4/5/23 - RPA re changing from BPS to Delinked payments for WD ([15523 13](#)) – COSC notified (to check eligibility)

9/5/23 – A thank you re Common ([15523 19](#))

20. Questions from public – (3 mins. per person) - NONE

21. Any other business – For information ONLY

MD reminded Cllrs that she is on leave 22/5-26/5 incl.

SL gave an update on the Chilbolton Open Gardens: Everything is set for 2nd July '23. There are 12 gardens that can be visited and tickets will be £6 per person. Tea and cakes will be available to purchase at SL property on the day. The siting of the toilet is to be confirmed. DH will check that the Abbots Mitre are happy for visitors to use the pub toilets. SL to speak with the Painter's to see if the field behind the church can be used for parking. Alternative parking can be at WD or at Village Hall (provided permission is given by the management committee). It was agreed that any profits raised will be divided between the Hampshire Air Ambulance and the Chilbolton Community fund.

DH informed Cllrs that Wherwell are setting up a separate group to investigate and negotiate the commercial aspects of the RE Projects Development proposed solar farm in Wherwell. He suggested that a CPC Cllr should be part of that group. Cllrs agreed and DH was appointed as CPC's Cllr representative.

GC informed that the cone at the top of Joys Lane indicating that the Common gravel area was full has been misused (i.e the cone was put out, but the gravel area had spaces available for parking). It was agreed that DG will remove the cone/sign and place it in the container should it be needed. **Action: DG**

SL raised that there should be better signage to alternative parking at WD when the gravel area on the Common is full, especially for those entering the village from the May Fly end of the village. SL to draw up a plan of what signage and where it should go for COSC to discuss. **Action: SL**

GM gave thanks to MD for accurately producing the year end accounts. All Cllrs echoed GM praise.

GC asked if there was anything that CPC could do to help Chilbolton Stores. After a lengthy discussion, it was agreed that at next month's CPC meeting the matter would be discussed in more detail. But in principal all Cllrs are keen to help in any way possible.

22. Items for the next agenda – to discuss and decide how CPC can help Chilbolton Stores.

23. Date of the next meeting – Monday 5 June 2023; 18:30 at Chilbolton Village Hall
All MONTHLY reports are to be circulated by 12:00 Friday 26 May 2023.

There being no further business to discuss the meeting was closed at 20:00.

Agreed and Signed (Chairman)

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