

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 3 June 2024; Chilbolton Village Hall, 18:30

Present: Cllrs Tony Ewer (Chairman) (TE), David Griffiths (Vice-Chairman) (DG), Geoff Cockram (GC), Julian Hudson (JH), Sue Larcombe (SL), Mandy Denyer (Clerk) (MD), HCC/TVBC Cllr David Drew (DD)
Members of public: Four

1. Apologies: Cllr Rick Franke (RF), David Hall (DH) and George Marits (GM)
2. Declarations of Interest: NONE. DG and SL confirmed no changes to their RoPI forms and signed the Acceptance of Office forms.
3. To sign as a correct record the minutes of the meeting held on 13 May 2024: These were agreed and signed as an accurate record of the meeting.

4. Matters Arising:

COSC –

There is a dead ash tree that have fallen on the Common boundary fence. RN to remove tree from fence when ground conditions permit. **Action: Ongoing**

Sleeper bridge on the Common will need repairing – The plan has been approved. The AB quote for the repair of the sleep bridge using tropical hardwood was approved. Notices need to be displayed in advance to give warning of works to be carried out.

Draft letter to Old Inn Cottage was discussed re contribution to costs of repairs. DG to amend. **Action: Ongoing/DG**

Common car parking signs update - DG agreed to get these installed signs along Coley Lane prior to Easter. AB has been instructed to install signs. Fixings are required holding up the installation. **Action: In hand**

COSC to investigate feasibility and cost of reinstating the path around the WMPF (from behind the pavilion to the Whiteland Path), thereby removing the need to fence the WMPF to apply for the Enclosed Sports Area' under the TVBC Public Spaces Protection Order. DG asked AB to investigate - It can be done but will be a big job and ground conditions may not be suitable for a path to run in this location. COSC and AB agree that this is not a viable option and therefore fencing within the WMPF will be required to apply for Enclosed Sports Area under the TVBC Public Spaces Protection Order **Action: CLOSED**

Change of layout to horse entrance gate on Joys Lane – COSC/DG to get quote. HCC to pay for gate. Fencing needs to be put up around this horse access point to prevent parking in this area. **Action: COSC/DG**

JH to investigate use of 'smart gate code lock'. JH will circulate his findings. **Action: JH**

JH to investigate solutions to prevent the blocking of the pedestrian gate onto the Common. **Action: JH**

Letter to grazier (3624_7) and grazing agreement for 2024 **Action: Complete**

West Down Access rights - MD to chase for a response from HCC regarding a recent request for information regarding Rights of Way/Access via West Down and for documentation that was mentioned in the Head of Terms prior to the Lease Agreement being signed (to CC Chief Executive of HCC so that the request is passed onto the correct person/department). Response received ([3624_15](#)). DG and TE to meet Mike Harding on site. **Action: Complete**

Agreed and Signed (Chairman)

Counter-signed (Vice-Chairman)

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 3 June 2024; Chilbolton Village Hall, 18:30

AG informed that he has been requested by HCC to supply his land deeds at the time of his purchase. AG believes that SW is responsible for the removal of the newly installed barrier to prevent access to TVF from WD. CPC to write to SW asking if they or a contractor had indeed removed the barrier without consent. **Action: MD**

As AG is in ongoing discussions with HCC, CPC will not take any action to replace the barrier (as requested by HCC) until the matter is finalised by HCC. (AG will forward any correspondence from HCC to CPC). **Action: on hold**

Flood Advisory -

Clearing of ditch from Joys Lane to river: GM to liaise with contractor re clearing ditch with machinery. **Action: GM**

Planning/SL and TE –

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](#)). SL to forward communications to DD, who will look into the matter. DD to chase for a response from Mr Gogan. **Action: SL/Ongoing**

TE and SL to introduce CPC to the residents of Valley Field Park in early spring 2024. **Action: TE/SL**

SL to inform the Orchard, Lynton Meadow owners of CPC decision re request for funds for hedging. **Action: Complete**

Open Gardens Event

DH to speak with Abbots Mitre re ticketing tent **Action: Complete**
MD to speak with Mr B Hook re horse and carriage ride around gardens **Action: Closed**

Assets of Community Value – MD to re-register Village Hall and Abbots Mitre (and inform Abbots Mitre) by August '24. **Action: MD**

Thank you cards to be purchased for the warm hub/afternoon tea volunteers. **Action: Complete**

DG to complete Declaration of Acceptance of Office (Vice-Chairman) **Action: Complete**
SL and RF to complete declarations of acceptance of office – Completed by SL. **Action: RF**
DG, SL and RF to confirm no changes to RoPI's or complete new forms. Confirmed by DG and SL. **Action: RF**

Freedom of Information request ([51324 18](#)) – Request for information as to who instructed this request was responded to – ‘....The guidance issued by the Information Commissioner’s Office (ICO) confirms that a request for disclosure under the FOIA is ‘applicant and motive blind’ and is a disclosure to the public at large..... It is also within the ICO’s guidance that we do not need to provide a reason as to why we have requested this information, nor who we have been instructed by’. CPC have to bear the initial cost of £450 in response to any FOI requests. **Action: Complete**

5. 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 ([3624 22](#)).
DH checked, agreed and signed the bank reconciliation check.
 - i. Approval of accounts form payment: listed payments within the report were approved.

In addition payment for Play Safety annual play area inspection fee (£117.60) and Strictly Tables and Chairs [part-funded grant for the Village Hall] (£2495.94) were approved.

Agreed and Signed (Chairman)

Counter-signed (Vice-Chairman)

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 3 June 2024; Chilbolton Village Hall, 18:30

Cllrs discussed and agreed to waive financial regulations because both projects are urgently required, in the opinion of the Cllrs, both of the following prices are value for money and both contractors are local businesses. Therefore Hampshire Rural Management WD fencing (£2298) and Common Sleeper bridge repair by A Bond (£5695) are to be included in the 24/25 budget (and payments approved). MD to adjust budget accordingly. **Action: MD**

- ii. Discuss and Decide on moving HSBC savings account to Metro Bank savings account:
Cllrs discussed the implications between the two types of Metro Bank savings accounts (fixed term and instant access).
After discussion, Cllrs unanimously agreed/resolved to open a fixed rate community saving account with Metro Bank. The account will be opened with the transfer of funds from the HSBC savings account (c. £7146). Financial regulations will apply.
Amanda Denyer will have one to sign authority to use full online banking services.
(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 the account). **Action: MD**
- iii. Discuss and agree new Financial Regulations (as per NALC new model): Prior to the meeting MD circulated the new model financial regulations that include previously agreed sums/matters ([3624 22a](#)). After discussion, Cllrs agreed/resolved to adopt these new financial regulations. MD to publish on website. **Action: MD**

- B. Flood Advisory Group: Prior to the meeting GM circulated the attached report ([3624 16](#)) and agreed minutes of the meeting held on 5.3.24 ([3624 16a](#)). Cllrs discussed and agreed to the draft letter ([3624 16b](#)) being sent via post (marked Private and Confidential) to the CEO of Sothern Water. **Action: MD**

DG to draft letter to Southern Water seeking reimbursement for damages caused by the tankering. **Action: DG**

- C. Highways: Prior to the meeting GC circulated the attached report ([3624 20](#)).
After discussing GC report, it was agreed that GC to initiate the project (£270 was approved). CPC will budget for the project in '25/26 financial year.
GC to ask HCC if JH can design the installation thereby reducing the professional fees. **Action: GC**

GC informed that the pot holes along Coley Lane have yet to be repaired and the temporary fix of the pot hole by the Old School House is deteriorating.

MD informed of potholes along Winchester Street (from Old School House to the 90 degree turn heading towards Wherwell). GC to report to HCC. **Action: GC**

- D. Open Spaces Committee (COSC):
 - i. Draft minutes of the meeting held on Thursday 16.5.24 were circulated prior to the meeting ([3624 23](#)).
 - ii. Fishing rights update: TE informed that he has chased for the Grant of Deed that is apparently yet to be signed by the Church Commissioners.
 - iii. To discuss and decide on enclosing the WMPF to be able to apply for an 'Enclosed Sports Area' under the TVBC Public Spaces Protection Order: ([see matters arising](#)).

Agreed and Signed (Chairman)

Counter-signed (Vice-Chairman)

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 3 June 2024; Chilbolton Village Hall, 18:30

The correspondence received from a resident re flooding on Common was discussed ([see correspondence](#)). It is the opinion of COSC and Wessex River Trust ([see correspondence](#)) that reinstating the boarding beside the Purlygig Bridge would not have prevented the flooding of the footpath. In due course action will be taken to rake the shifted gravel and/or install more. In the meantime, it is an obvious hazard and people should take care.

DG will investigate the matter of protruding spikes as reported by a resident ([see correspondence](#)) to see if they can be removed/cut down/knocked down flush.

DG reported that a number of WMPF trees have fallen onto the adjacent property fencing. RN to quote for their removal.

With regards to the Ash tree branch over hanging the container, it would be safer to use a cherry picker to remove this branch. As there is an immediate threat to CPC insured property, with the insurer’s approval, this cost would be covered by CPC insurance. [Extract from policy schedule - The Insurer will pay for necessary and reasonable costs and expenses incurred by the Insured with the Insurer’s consent for the lopping or removal of trees for which the Insured is responsible if such trees are considered by an arborologist or other qualified person to be an immediate threat to life or to the Property Insured.]

AG recommended a resident of Chilbolton for tree works (Mr Z Nicholls).

HCC’s funding has decreased which means there is much less funding for footpath clearing ([see correspondence](#)). RN recommended to DG that a mulcher could be hired to clear vegetation (but not side growth) and he had volunteered to use the machinery. Cllrs agreed that DG should investigate this option.

The matter of whose responsibility it is to cut back hedging and clear vegetation from highways was discussed. If the hedge or vegetation is coming from a property HCC can order the home owner to cut back the hedge/vegetation especially if sightlines are affected. If there is no adjoining property then the responsibility is with HCC/TVBC.

MD to write to HCC to request hedging is cut back along Coley Lane. (See [item 8](#) re Little Drove Rd). **Action: MD**

DG reported that there had been no formal objections to the closure of the Common gate over the Bank Holiday weekend. There were a number of verbal thank you’s for doing so.

E. Planning Committee: Prior to the meeting SL circulated the attached report ([3624 24](#)) and minutes of the meetings held on [10.04.24](#), [22.04.24](#) and [08.05.24](#). SL had nothing further to report.

F. Village Hall: Prior to the meeting GC circulated the attached report ([3624 21](#)). GC informed that the Village Hall gardener had had an accident and that they are looking for a temporary gardener.

TE informed that the 80th memorial of 110th American Paratroopers event will be held on 8th September 2024. Cllrs agreed to the sharing of the costs with the Village Hall for a modest function to be held at the Village Hall.

G. Community Fundraising update:

i. To include update on Wherwell Solar Farm:

Prior to the meeting DH circulated the attached report ([3624 27](#)). DD response ([3624 27a](#)). Cllrs agreed with DD that Parish Councils aren’t the determining authority for this application, and that

Agreed and Signed (Chairman)

Counter-signed (Vice-Chairman)

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 3 June 2024; Chilbolton Village Hall, 18:30

discussion with REPD re any financial contributions to the Parish Council’s will not undermine the determination of the application.

Open Gardens: SL informed that the event is nearly finalised. Cllrs discussed the request for some of the funds raised being donated to the Samaritans. After discussion, Cllrs agreed that a donation this time was not possible. However, an application for grant funding can be applied for consideration within the next financial years budget (application must be made by November)

H. Strategy Working Group (SWG) update: TE informed that there will be a SWG meeting on Friday (7/6/24) at 13:30 at the Village Hall to discuss the TVBC draft housing needs survey and all Cllrs are welcome.

6. HCC and TVBC Councillor reports:

Prior to the meeting DD circulated the attached HCC report ([3624 28](#)).

DD gave a verbal report as follows for TVBC:

- Photo ID required for voting.
- Urban meadow creation – see link for more details ([Urban meadow creation | Test Valley Borough Council](#)).
- TVBC ranked fourth best for money management.
- Waste Collections and recycling will be done through one bin.
- A local charity (Koala) that provides support to autistic and neurodivergent people has been given a £50K boost from Test Valley Borough Council to launch a new community hub (for more details see link ([Huge funding boost for community hub supporting autistic and neurodivergent people | Test Valley Borough Council](#)))

Whilst not in our parish, TE notified DD of the damaged fencing at the junction of Coley Lane and the Mayfly Bridge and large ditches/drop offs along the A3057.

Member of public asked about funding for repair of potholes. DD informed that HCC’s requirement is to make the road safe. This can be either a temporary fix (which can be done sooner and cheaper) or a more permanent and more expensive repair.

7. Correspondence:

The Draft letter and attachments in response to Hugh James Solicitors Freedom of Information request was approved by Cllrs ([3624 29](#)). A copy is to be sent to Mrs Karen Dunn and Mark Lee of TVBC for their information.

Action: MD

7/5/24 - email re The Orchard, Lynton Meadows ([3624 3](#)) 17/5/24 SL response ([3624 3a](#))

8/5/24 - Letter to SW CEO (sent via post) (cc via email to Cllr Drew and Caroline Nokes MP) ([3624 4](#))

14/5/24 response from Caroline Nokes ([3634 4a](#))

23/5/24 SW response ([3624 4b](#))

10/5/24 - Wessex River Trust email to MG re Flooding around Purlygig Bridge ([3624 5](#))

12/5/24 - Resident email re car blocking pedestrian gate on Common ([3624 6](#))

1/5/24 - resident email re Common and vacant property on Joys Lane, responses and follow up emails ([3624 8](#))

Agreed and Signed (Chairman)

Counter-signed (Vice-Chairman)

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 3 June 2024; Chilbolton Village Hall, 18:30

- 14/5/24 - Letter to A Coutts (Common Grazier) ([3624 7](#))
- 14/5/24 - Letter to A Ferrier (CE of TVBC) re Settlement boundary/TVF ([3624 9](#)) and A Ferrier response ([3624 9a](#))
- 16/5/24 - HALC May '24 Newsletter ([3624 10](#))
- 12/5/24 - Resident email re Common track and Bridge repair ([3624 11](#))
- 28/4/24 - R Nightingale re Tree Warden ([3624 13](#)) – MD has requested information from Insurers
- 21/5/24 - HCC response re WD access rights ([3624 15](#))
- 23/5/24 - HALC County Forum launch ([3624 17](#))
- 24/5/24 - HCC Future Services changes to planned decision-making dates ([3624 19](#))
- 28/5/24 - CPC letter to K Dunn (TVBC Legal) re TVF Settlement Boundary/Code of Conduct ([3624 14](#))
- 28/5/24 - Resident report of Spikes in Purlygig river ([3624 25](#))
- 30/5/24 - HCC Update on Seasonal Vegetation Management on Public Rights of Way ([3624 26](#))

8. Questions from public:

AG informed that the width of Little Drove Road has been decreasing over the years because fallen branches haven't been removed and that hedging and vegetation have not been cut back. MD to write to the Observatory (as adjacent land owners) asking for them to arrange for the hedge to be cut back and to HCC Highways regarding the vegetation. **Action: MD**

9. Any other business:

DG informed that a number of people have asked why Stocks Green has not been cut. DG explained that there are 30 Bee Orchids and 3 Pyramidal Orchids on Stocks Green. Cutting of the green will only be done once the orchids have set seeds. TE to add this information to his parish magazine article. **Action: TE**

10. Items for the next agenda: None at this time/

11. Date of next scheduled meeting: Monday 1 July 2024, Chilbolton Village Hall, 18:30.
All monthly reports are to be circulated by 12:00 Monday 24 June 2024.

There being no further business to discuss the meeting was closed at 20:40.

Agreed and Signed (Chairman)

Counter-signed (Vice-Chairman)