

**YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF
CHILBOLTON PARISH COUNCIL TO BE HELD ON
MONDAY 7 OCTOBER 2024
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 [2 SEPTEMBER 2024](#)
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. approval of accounts for payment
 - i. To discuss and decide on an honorarium payment to Internal auditor
 - B. Flood Advisory Group – Cllr Marits [no report at time of publishing]
 - C. [Highways](#) – Cllr Cockram – i) Update on village gateway signage
 - D. Open Spaces Committee (COSC)– Cllr Griffiths to inc.
 - i. [COSC meeting minutes](#)
 - ii. [Update on the repair of the Common Sleeper Bridge](#)
 - iii. [Update on proposed repair of Test Way at the Purylgig Bridge](#)
 - E. [Planning Committee](#) – Cllr Larcombe
 - F. [Village Hall](#) – Cllr Cockram
 - G. [Community Fundraising update](#) – Cllr Hall To include update on Solar Farm
 - H. Strategy Working Group update – Cllr Ewer [no report at time of publishing]
6. HCC and TVBC Councillor report – Cllr Drew
7. POLICY REVIEWS:
 - I. [Financial Regulations](#)
 - II. [Financial Risk Assessment](#)
 - III. [Grants Policy](#)
 - IV. [Expenses Policy](#)
 - V. [Part-Funded Grant Policy](#)
 - VI. [Emergency Plan](#)
 - VII. [Common Gate Closure Policy](#)
8. Resident request: Maintenance of Stonefield Park memorial
9. [CORRESPONDENCE](#)
10. QUESTIONS FROM PUBLIC – (3 mins. per person)
11. ANY OTHER BUSINESS – For information ONLY
12. ITEMS FOR NEXT AGENDA
13. Date of next scheduled meeting –_Monday 4 November 2024; 18:30, Chilbolton Village Hall

Mandy Denyer (Parish Clerk)
Published 01/10/24

4 Matters Arising:

COSC –

There is a dead ash tree that have fallen on the Common boundary fence. Under the new Deed of Grant for the Fishing Rights the responsibility for the removal of the tree now falls to the Church Commissioners and their Fishing Rights holder (i.e Freelands). TE will contact Freelands. **Action: TE**

Sleeper bridge on the Common - Repaired **Action: Complete**

Common car parking signs update – There is one more sign to be installed at the top of Joys Lane. DG to arrange for AB to install. **Action: DG**

MD to write to SW asking if they or a contractor had removed the WD barrier to TVF – see SW response in correspondence (SW will pay £250.37 (yet to be received) **Action: Complete**

Reinstate WD/TVF - CPC will not take any action to replace the barrier (as requested by HCC) until the matter between TVF and HCC has been finalised. **Action: on hold**

GM and/or to draft letter to Southern Water seeking reimbursement for damages caused by the tinkering – to be discussed with SW at site meeting (meeting date to be confirmed for 24/10) **Action: Ongoing**

MD to update blue badge notices re common gate closure **Action: Complete**

Whitelands Path resurfacing inside the WMPF - DG to ask AB to measure the area and prepare a plan for HCC approval **Action: DG**

proposed extension of Purlygig Bridge – DD to chase HCC, see correspondence for response **Action: Complete**

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. DD to chase for a response from Mr Gogan. **Action: SL/Ongoing**

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

Highways –

GC to ask HCC if JH can design the village gateways thereby reducing the professional fees. **Action: GC**

JH to liaise with GC

GC to request from the provider of gateways for necessary permissions, delivery and installation as this might be a simpler way ahead. **Action: GC**

Finance –

MD to chase insurers for revised renewal invitation. **Action: Complete**

SL to check for any outstanding Open Gardens expenses **Action: SL**

BT removing landline service and moving to Broadband VOIP Service only – MD sent agreed letter via post **Action: Complete**

‘welcome party’ for new Chilbolton residents - JH to supply a fully costed plan for the event for consideration **Action: JH**

[Back to Agenda](#)

5A Finance Report:

S106 Funds as at November '23 – (TVBC s106 [Explanation of categories](#)): -

Available (spreadsheet) -	Outstanding (to be paid prior to occupation) (Spreadsheet) -
Children's Play Space = £ 1771.90	Children's Play Space = £ 1220.10
Informal Recreation = £121.43	Informal Recreation = £ 2628.99
Formal Recreation = £ 4531.61	Formal Recreation = £ 2865.53
TOTAL available for CPC = £ 6424.94	TOTAL outstanding for CPC = £ 6714.62

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.

Payments necessary since 2 September '24-

A Denyer (Salary etc) - £551.51 [approved at 2/9/24 CPC meeting]
Your Parking Sign (Common signage) - £216 [approved at 2/9/24 CPC meeting]
Chilbolton Stores (Community event) - £1075 (CVH invoiced £200) [approved at 2/9/24 CPC meeting]
BDO LLP (External audit) - £378 [approved by DG and TE]
Clear Councils (Insurance) - £924.63 [approved at 2/9/24 CPC meeting and 3 yr LTU approved by Cllrs via email]
Hampshire Rural Management (WD Vegetation management) - £350 [approved by DG and TE]
Sutcliffe Play – (WMPF running costs) - £588.72
DD payments – SSE (Pavilion electric) - £63.23

October '24 payments for approval –

A Denyer (Salary, Exps) – £
Chilbolton Village hall hire (July – Sept) £58.50

Current Account Receipts – Receipts since last report –

RPA Delinked (2nd instalment - WD) - £545.66
Common Track repair contribution £394.08 (all 3 properties have now paid their contribution)
E Noble – Sale of WMPF/pavilion fridges (WMPF Capital) - £60
Chilbolton Village Hall (Community event contribution) - £200

Payment queries -

Grass and Grounds invoice 4774 dated 13/8/24:

This is on hold as NH disputes that the whole of the WMPF was cut on one of the days invoiced for. He has tried to get a full detailed response from G&G but to no avail. I have now emailed them suggesting (as per NH suggestion) that 30% of one of the invoiced cuts should be paid. Grass and Grounds response is attached [here](#). Cllrs need to decide if to continue to dispute or pay the invoice in full.

DG/AB reimbursement:

Having reconciled the AB invoices and the reimbursements made to DG for the installation of the new horse gate onto the Common via Joys Lane; there is an overpayment of £84.18. It could be that AB has not invoiced for the machinery hire. I have therefore asked that AB invoice CPC £84.18 or refund DG and then DG refund CPC. As yet there has been no response from either DG or AB.

2024/25 Accounts to date –

Current acc Receipts, Batty and WMPF acc's spreadsheet attached [here](#)

1st Quarters Payments spreadsheet attached [here](#)

2nd Quarters payments spreadsheet attached [here](#)

3rd Quarters payments spreadsheet attached [here](#)

Bank Reconciliation as at 21/8/24 attached [here](#)

Precept budget review (as at 30/9/24) attached [here](#)

Ringfenced budget review (as at 30/9/24) attached [here](#)

Budget review summary (as at 30/9/24) attached [here](#)

[Back to Agenda](#)

5C Highways:

A formal Application has been submitted to HCC Traffic Management for the installation of Village Gateways at the three main village entry points – Winchester Street/Martins Lane junction, Winchester Road and Coley Lane at the Test Way crossing. An application fee of £270 is payable once the application has undergone an initial assessment.

This is the first step in the process and would be followed by a scoping meeting with HCC, a design stage, community consultation, final design and delivery. Parish Council budget restrictions this year mean that it is unlikely that we can progress beyond the scoping meeting stage until the new 2025/26 financial year.

Potholes located at the Drove Road/Village Street junction and along Village Street close to Broxton House have been reported to HCC.

[Back to Agenda](#)

5Di COSC DRAFT minutes of meeting held on 12/9/24:

PRESENT: Cllr David Griffiths (Chairman) (DG), Moya Grove (MG), Trish Heaton (TH), Emma Noble (EN)
Members of Public: None

1. Apologies: Nick Horne (NH), Julian Hudson (JH), Terry Gilmore (TG)
2. Declaration of Interests: None
3. Approval of Minutes – Thursday 8 August 2024: One amendment was made and then agreed and signed as an accurate record of the meeting.
4. Matters Arising:
5. Chairman's Report:

Further to the Chairman's report, DG noted that the tree on the far side of the Common has finally been removed. It is understood that Freelands undertook this work.

DG has asked Andy Bond to restore Pond Green which was damaged by Southern Water's tankers.

DG has chased Rick Nightingale about doing the climbing survey of the ash tree on Chilbolton War Memorial Playing Field (CWMPF). MG raised the fact that there is a buzzard's nest in this tree.

EN is going to get keys to the pavilion and CWMPF gate cut for those requiring them following the previous locks failing and having to be cut off.

DG requested Grass and Grounds undertake a cut today, but so far it has not been done. DG will chase.

Regarding the boggy patch in the rhubarb / butterbur area on CWMPF, Andy Bond has provided details and measurements for a path which have been submitted to Corinne Davis-Cooke the Countryside Ranger at HCC for approval.

Simon Martin will be paid £350 to use his machine to cut the side growth on the concrete road and the car park on West Down.

HCC have yet to fix the overhead barrier on West Down. DG will consider arranging a chain and padlock to sort the problem.

DG is considering whether it is worth continuing with the working party due to a lack of volunteers.

DG has given Rick Nightingale permission to chop down the trees on West Down that he has marked as being dangerous with a red cross.

6. To take questions and/or discuss and decide on any proposals within the monthly update reports as follows: -

A) Finance – Prior to the meeting the Clerk circulated the attached report ([91224 1](#))

- i. Finance transactions since last COSC meeting:
EN reported that she has sold the Coke fridge for £40 as it was not required by the football team and will look to sell the other fridge as well.
- ii. To update on meeting to discuss Rural Payment Agency stewardship agreements and future funding arrangements:

MG reported that a meeting took place earlier today with herself, EN, DG, Tony Ewer and Alison Graham-Smith (AG-S) of Natural England (NE) in attendance. It was confirmed that Environmental Land Management is the name of the new government scheme. Under this banner, there is the Sustainable Farming Incentive and Countryside Stewardship. The latter is not yet up and running and this is the one that the Common and West Down will most likely fall under. It allows for educational access, but only for under 18s. Because the Common is a common and West Down is not, two arrangements will need to be put in place because each come under different headings. The Common will probably fit into the Species Rich Grassland (GS6) category which would entitle us to £646 per hectare per year. As there is at least 17 hectares this would amount to more than £11,492. The Commoners will need to agree to any plans put forward for the Common in order to qualify for funding. AG-S has said she will send us paperwork and information. MG will contact JH to see what actions he has taken so far as he was unable to make the meeting.

B) Allotments – Prior to the meeting TG had nothing to report.
Nothing to report.

C) Common – Prior to the meeting MG circulated the attached report ([91224 2](#))

I. Update on Purlygig Bridge:

MG reported that following this afternoon's meeting with AG-S an application will need to be made to NE before any work is carried out. MG has the permission form. AG-S was certain the removal of the revetment boards did not cause the issue. AG-S said that revetment boards must not be put back along the river bank.

MG has contacted Wessex River Trust to ask what type of gravel they used and which contractor, as special gravel and equipment will be required due to the sensitive nature of the area (SSSI).

AG-S reviewed the suggested plan by a Wherwell resident, but due to the use of boarding this was deemed to be not a suitable remedy. She also confirmed that some of the materials suggested would not be permissible. MG noted that if work was not carried out to the requirements laid down by NE, a Stop Notice to the Parish Council could be issued and if not complied with, CPC would be liable.

Councillor David Drew has been contacted with a request that he take the matter up with HCC. DG will contact him again to see if he will consider a councillor's contribution to this work and whether it would be suitable for an application under the Community Asset Fund.

II. Update on Sleeper Bridge repair:

This work will be started shortly with a £1000 contribution from the Old Inn Cottage and Hutton's will do the work.

III. Rick Nightingale has cleared the ditch by Old Cottage. MG asked if a request could be made next time to put the arisings to one side close to the ditch so that small creatures can crawl back in.

D) Machinery Maintenance:
Nothing to report.

E) Parish Paths:
See chairman's report.

F) Village Greens:
Stocks Green has now been partially cut. Jenny Hamilton is overseeing this work in order to protect the orchids.

DG will look at the state of the sign to do with the Queen's Golden Canopy with a view to having it repaired / replaced.

G) War Memorial Playing Fields –
Update from NH via email:

Football club - you are aware of their enthusiasm to adopt the CWMPF as their home and get their season underway. The pavilion has been redecorated. They have become involved in preparing the pitch where it appears G&G has not done a proper additional cut and collect. The club has requested an additional cut and collect this week. I do not consider that G&G has done as well as they should have to get the pitch into playing order and there are examples where their work has not been good enough.

The club has changed the gate and pavilion padlocks and we need to get copies of the new keys to existing holders. Who should pay?

Anti-bird spikes to be replaced on the swings. For me to arrange.

Pump track - nothing to report but we believe that we need more material to build it.

I. Update on Wild Flower areas:

It was agreed that before taking any further action we will wait to see if we have a response from the advert put in the Parish Magazine asking for a volunteer to oversee the wild flower areas.

II. Update on play equipment repairs following annual inspection:

NH reported via email that he has the replacement toddler swing seats and these will be replaced in due course.

NH also reported he has been unable to find a retailer of direct metal backboards to replace those on the basketball court so will now make local enquiries with a contact who has helped in the past.

III. Update on communications with Vita Play re play equipment timbers:

NH reported via email that a letter has been sent regarding the climbing stack by CPC. A response, apparently from the new owner of the business states they have no documentation on our project and it has been agreed that the Parish Clerk will send them what paperwork we have. It is planned that there will then be a meeting arranged.

H) West Down:

DG will in due course produce an updated management plan for West Down.

I) Tree Warden report:

Nothing to report at the moment. As above, DG has given Rick Nightingale permission to deal with the trees on West Down with red dots due to being dangerous.

7. To Discuss and decide on Lengthsman tasks for the following month (**to include number of hours allocated per task**):

EN confirmed that footpath 16 has been cut back and the lower part of the Mark Way but further up is very overgrown and growth is almost touching in the middle in places. EN suggested that the lengthsman be asked to start at the top and work down.

8. Correspondence:

31/7/24 - Contact form for 101 online re parking at Joys Lane junction ([2924 16](#)) 12/8/24 response from TV Rural Neighbourhood Policing team re Parking Restriction Joys Lane junction ([2924 16a](#)). CPC also informed that police cannot place police cones at junction. 12/8/24 JH and DD emails re parking restrictions ([2924 16b](#)). 30/8/24 HCC response re Parking Restrictions ([2924 16e](#)).

[Extract from the CPC Sept '24 draft minutes – MD contacted the police and asked for enforcement but was told that this is a HCC matter and that they would not put out police cones on the junction. MD contacted HCC and via DD was told that because HCC have limited funding and there have been no reports of Personal Injury Accident (PIA) data on the Police database for this junction there was nothing they could do to. However, they did mention that the police can, even without there being yellow lines; enforce the Highway Code (Waiting and parking - Parking (239 to 247) - Highway Code for parking causing an obstruction) under their powers within 10m of a junction. Therefore it was agreed that next year MD will contact the police prior to the gate closure and ask that they regularly visit the area to enforce the Highway Code at this junction. DD suggested that CPC also investigate the possibility of having white lines (e.g. virtual footpath) installed].

25/7 and 30/7/24 - Chilbolton Residents emails re Parking on Village Street and Joys Lane junction ([2924 17](#)).

05/8/24 - COSC response re WD teasel field query 1724_9 ([2924 18](#)). 8/8/24 further email and COSC response ([2924 18a](#))

2/8/24 - Wherwell resident email re Cow Common footbridge repair and MD response ([2924 20](#)). 5/8/24 Further email and response ([2924 20a](#)) – Wherwell resident liaising with JH re their proposal for repair to path.

30/7/24 - Non-resident email re Common and River and TE response ([2924 21](#))

16/8/24 - Common access for disabled and response ([2924 26](#) photo not Inc. in attached). Permission was given to use email and photo as evidence and therefore sent to Beth Rutherford (HCC Countryside services).

21/8/24 – Letter to Vita Play re Clamber Stack ([2924 29](#)). 21/8/24 Vita Play response, 4/9/24 further email from Vita Play ([71024 3](#)).

9. Questions from Public:

10. Any Other Business – For information only:

11. Items for the next agenda:

12. Date of the next meeting – Scheduled date is Thursday 10 October 2024 at Poplar Dene, Village Street. There being no further business to discuss the meeting was closed at 08:00

[Back to Agenda](#)

5E Planning:

Nothing to add to the minutes as written.

No update on Fenstanton and TVF waiting response on our legal challenge, Tony will report.

TV's barrister's report very waffly, nothing firm. Tony has asked our KC for an opinion.

We had a very good meeting with the planning team at TV reference the possible development of downsize and affordable housing. They genuinely felt it was an exciting project. It will have to COM9, community project rules. Again Tony will report. ~We are now waiting for the Painter's planners first thoughts on possible layout of site.

[Minutes of the planning meeting held on 16/9/24](#)

[Back to Agenda](#)

5F Village Hall:

As part of the commemoration of the 80th Anniversary "Operation Market Garden", following the memorial service at the Airfield, the Hall hosted a warm reception for guests, organisers and the community.

Following the summer 'Afternoon Tea' events, the popular weekly Warm Hub has recommenced.

[Back to agenda](#)

5G Community Fundraising:

Following the success of the events held in 2023 and 2024, CPC proposes to hold another Chilbolton Open Gardens event in 2025. Sunday 15th June has been proposed as a date subject to checking any clashes with other events, particularly Stockbridge Open Gardens.

The Community Projects Fund remains at £9997.44, largely sourced from the 2023 and 2024 Open Gardens events and the CIL payment from Fenstanton. CPC agreed to contribute £750 from the fund to the catering costs for the Operation Market Garden 80th Anniversary commemoration event held in August but this has yet to be transferred.

No new village projects have currently been proposed for funding and allowing this balance to grow allows us a buffer in the event of continued pressure on the precept budget or to provide seed funding for the set up of the Community Land Trust later in the year.

The Planning Application for the Wherwell Solar Farm (23/02225/FULLN) has not been called into NAPC and, from a Community Fund point of view, the recommendation is that we assume no income from the operation of a Solar Farm for the foreseeable future.

[Back to Agenda](#)

8 Correspondence:

3/9/24 - HALC info re Community Voices in Decarbonisation Planning Event - 17th September 2024, Southampton ([71024 1](#))

3/9/24 - Letter to BT re turning landlines into VOIP service sent via post ([71024 2](#))

8/9/24 - Wherwell Resident proposal for repair to Test Way-Purlygig Bridge ([71024 4](#)) – COSC to consider

11/9/24 - WRT re Problems with the restoration on Chilbolton Common ([71024 5](#))

17/9/24 - TVBC K Dunn email re Interpretation of Chilbolton Neighbourhood Plan Policy HD1 ([71024 6](#))

17/9/24 - HALC September '24 newsletter ([71024 7](#))

18/9/24 - SW response re West Down barrier ([71024 8](#)) – Payment yet to be received

24/9/24 - HCC email to DD re Chilbolton Cow Common Purlygig bridge ([71024 9](#))

[Back to agenda](#)