

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 4 November 2024; 18:30, Chilbolton Village Hall

PRESEENT: Cllrs David Griffiths (Vice Chairman) (DG), Geoff Cockram (GC), Julian Hudson (JH), Sue Larcombe (SL), George Marits (GM), Mandy Denyer (Clerk) (MD), Emma Noble (EN) TVBC/HCC Cllr David Drew (DD). Members of Public: One

1. Apologies: Cllrs Tony Ewer (Chairman) (TE), David Hall (DH)
In the absence of TE, DG chaired the meeting.
2. Declarations of Interest: NONE
3. Co-Option of new Councillor: EN was the only applicant and DG informed Cllrs of the great work that she has done for COSC. DG proposed that EN be co-opted and, JH seconded and all Cllrs present unanimously agreed. EN was therefore welcomed to CPC. EN completed the Declaration of Acceptance to Office and was asked to complete RoPI within 28 days for MD to put on CPC website and forward to TVBC. **Action: EN/MD**
4. To sign as a correct record the minutes of the meeting held on 7 October '24: These were agreed and signed as an accurate record of the meeting.

5. Matters Arising:

COSC:

Common car parking signs update – There is one more sign to be installed at the top of Joys Lane. However, after discussion it was agreed that this would not be installed until March/April '25. **Action: On hold**

Reinstate WD/TVF barrier – MD to ask HCC for an update re matter between TVF and HCC. If no response, CPC will reinstate the barrier by the end of the year. HCC M Hardy has responded ([41124_24](#)) and DG to meet with him on site. The barrier is to be reinstated asap after meeting with M Hardy. **Action: DG/COSC**

GM and/or DG to draft letter to Southern Water seeking reimbursement for damages caused by the tankers at Rectory Green - Repairs have been made to the Green and a letter sent to SW ([41124_28](#)). SW responded asking that they be notified at the time of any damage so that they can investigate. They have requested sight of the repair invoice. MD to forward to SW. **Action: MD**

Whitelands Path resurfacing inside the WMPF – DG informed that the cost of this project will be in the region of £1000 (HCC to provide labour), and that COSC intend to carry out this work in the Spring. Cllrs agreed to this cost. **Action: DG/In Hand**

Notices are to be displayed to advertise that the Test Way Path (Purlygig) is flooded and not yet repaired to due third party delays in agreement and that people should wear appropriate footwear. **Action: Complete**

The tree trunk stepping stones that were placed by unknown parties were removed and notice put up asking that they not be replaced. These notices were then removed, twice, by unknown parties. It was agreed by Cllrs that it would be a waste of time and expense to keep replacing the notices. See [item 6Dii](#) for information on the proposed repair to the path.

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. DD to chase for a response from Mr Gogan. **Action: Closed**

Letter sent to TVBC legal team regarding the Wherwell Solar Farm application ([41124_1](#)). Application was withdrawn from the NAPC.

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Planning/Strategy Working Group:

TVBC interpretation of Chilbolton Neighbourhood Plan Policy HD1. Letter sent to Mrs K Dunn ([41124_2](#)). Acknowledgement of receipt of the letter has been received but no detailed response as yet.

Highways:

GC to ask HCC if JH can design the village gateways thereby reducing the professional fees. 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: On hold until HCC respond to formal application**

Finance:

SL to check for any outstanding Open Gardens expenses. SL confirmed there are no expenses for 2024 Open Gardens. **Action: Closed**

Engagement letter for the internal auditor. MD couldn't find a template so produced a draft Engagement letter circulated to Cllrs ([41124_18](#)). See [item 6av](#).

Honorarium payment to the internal auditor – Internal Auditor requested that funds be used for COSC. Therefore MD has allocated £100 to WMPF Capital (as well as the £120 from 23/24 internal audit). **Action: Complete**

Query re Installation of new horse gate on Common: AB has issued an invoice for the balance. **Action: Complete**

Maintenance of Stonefield Park memorial: TE to find out who is responsible for its upkeep. **Action: TE**

6. To take questions and to discuss and decide on any proposals within the monthly reports as follows:

A. Finance:

Prior to the meeting MD circulated the attached report ([41124_20](#)). GM checked, agreed and signed the bank reconciliation check.

- i. Approval of accounts for payment: There was an additional payment made prior to this meeting (approved by TE and DG) A Bond for the labour to repair rectory green £175. The following payments were approved by Cllrs: A Denyer (salary and stationery reimbursements) £903.07 (which includes back pay re wage increase), Business Stream (WD water) £84.03, reimbursement to DG for machinery fuel £24.50.

MD queried the cost of WD water this year as an actual meter reading has not be done since Jan '24. MD to request that the meter be read before the next quarter invoice. DG to check that the water trough is not constantly filling or leaking. **Action: MD & DG**

MD informed that, finally, TVBC have agreed to release S106 children play area funds (£1771.90) for the installation of the Adventure Play Tower. Funds will be allocated to WMPF Capital account.

- ii. To discuss and decide on Village Shop grant application ([41124_7](#)): Cllrs approved the release of the budgeted £1000 grant for the village shop.
- iii. To discuss any project to be included in the 25/26 budget: Cllrs, at this time are not aware of any precept projects to be budgeted for except for perhaps Community Land Trust costs. SL to discuss with TE and inform MD so that she may add this to the draft budget to be considered at the next CPC meeting. **Action: SL/TE/MD**
- iv. To discuss and decide on resident request re Open Gardens 2025 funds to charity ([41124_14](#)): After brief discussion Cllrs had no objections. MD to inform resident. **Action: MD**

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- v. To discuss and decide on the Draft Engagement Letter for Internal Auditor ([41124_18](#)): After brief discussion, the letter was agreed provided that DH was content with the letter. MD to forward to DH for his comments. **Action: MD/DH**

Item 7 of the agenda was then discussed.

7. HCC and TVBC Councillor report:

Prior to the meeting DD circulated the attached HCC report ([41124_32](#)) and HCC Future Services - Member Q&A decision summary 2024 ([41124_32a](#)). DD urged everyone to read the Q&A so that they are aware of HCC plans, and gave a brief summary.

The member of the public then gave a report regarding bus service in Chilbolton: The resident has spoken with the manager of the bus station in Andover and was informed that the manager had attended a recent meeting at HCC to discuss changes to the bus timetables. The manager informed that at present there are no proposals to save rural bus routes but he will continue to fight for these. He requested that if any one writes to HCC that they copy him into correspondence (simon.canham@stagecoachbus.com). The resident also spoke with Unity (run by TVBC) and the only suggestion is to use the Connect service which runs once a week on Tuesday at a cost of £7 (return). Unity is investigating grants etc but there is nothing concrete at present.

DD reported verbally the following re TVBC: -

- Another successful fly tipping prosecution - A man was fined £2000.
- Winter Fuel Support – there was a cross party motion to support those who need help. More info can be found [here](#).
- Test Valley Net Zero Innovation Network– more info can be found [here](#).
- Fixed point photography locations across Test Valley to monitor changes in the landscape – more info can be found [here](#).
- Wellbeing fair – Chantry Centre 7/11/24 – more info can be found [here](#).
- More concerns have been raised with regards to the Wherwell Solar Farm planning application. The application is not likely to go to the NAPC until at least December '24.

DD then left the meeting and then the meeting.

B. Flood Advisory Group:

Prior to the meeting MG circulated the attached report ([41124_21](#)) and minutes of the meeting held on 21 May '24 ([41124_21a](#)). In addition GM reported that ground water level is down 5cm. The SW meeting was postponed and is rescheduled for 14 Nov '24. GM informed that he had forwarded Southern Water Infiltration Reduction Plans 2024 ([41124_31](#)) to FAG members.

C. Highways:

GC reported that HCC have yet to respond to the Village Gateway formal application (GC to forward information to DD so he may chase) and that he has reported the pot hole in Gravel Hill. **Action: GC**

As requested prior to the meeting by TE, MD raised the issue of hedging encroachment and moss on the pavements of Station Rd ([41124_29](#)). Cllrs were informed that the main area in question will be dealt with in the next week or two.

Cllrs also discussed another residents email relating to similar matters ([41124_10](#)). After discussion, it was agreed that a statement should be put into the next parish magazine asking all residents to deal with hedging adjacent to highways (which includes footpaths) now and certainly before Spring and bird nesting season and to ensure that all cuttings are tidied up afterwards. MD to ask the resident for more details as to which addresses in particular need to be reminded of their responsibility to keep highways clear. **Action: DG & MD**

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D. Open Spaces Committee (COSC):

i. COSC meeting minutes: Prior to the meeting DG circulated the attached draft minutes of the meeting held on 17 October '24 ([41124_25](#)).

ii. Update on proposed repair of Test Way at Purlygig Bridge:

DG and MG to meet with M Blackmore (Wessex River Trust) on site tomorrow; others are welcome to join. R Nightingale has provided COSC with plan and estimated cost (exc. gravel costs) for a temporary repair. Cllrs agreed to this cost (£1874.36) and were made aware that this did not include the supply or cost of hoggin and flint shingle nor the transporting, spreading and compacting of said materials to the bridge area from the point of delivery.

DG highlighted that in correspondence from HCC ([71024_9](#)) they have accepted that there would have been flooding even if the boards were in place [*extract from attached correspondence – ‘While looking into this issue our team spoke to the OWC team who advised that the river most certainly would have burst its banks and flooded causing damage. However, their opinion was that the boarding would have provided some protection and would have made repairs easier and simpler. OWC have also advised that flooding is likely to occur again this winter due to ground water levels remaining high’*].

MG has completed the necessary form for Natural England consent for the temporary repair which is to be checked by DG and sent to NE via the Clerk. **Action: DG/MD**

Cllrs present agreed that the cost of a permanent repair should be split 50/50 between the ring fenced Common funds and Precept footpath in the 2025/26 budget. COSC are to investigate any grants that may be applied for. However, the temporary repair costs will be allocated solely to the ring fenced Common account.

Cllrs discussed resident’s email re Common track repairs ([41124_22](#)). DG agreed that due to the exceptional wet weather the new repair is not holding up as well as expected. JH agreed to investigate whether there is a more substantial/permanent/cost effective solution. Of course any permanent alterations to the track will require NE consent. MD to inform resident. **Action: JH & MD**

Regarding West Down (WD), DG informed that

- there was only one volunteer at the recent WD working party and COSC will have to look into using a contractor again for the clearing of vegetation within the enclosed area,
- that vegetation growing up/onto the WD fencing needs to be removed or there will be damage to the fence itself,
- he will ask that the cattle be removed asap,
- the annual top cut (outside the enclosed area) will take place soon. The contractor is aware, and will do his best, to avoid cutting teasels.

Regarding Footpaths, DG informed that the Lengths Man has cut the far end of the Mark Way (EN confirmed that a good job had been done, but now the middle section needs attention) and that the Brockley Warren path is in need of cutting. MD informed that the farm that has previously cut this path has been taken over by contractors and all farm equipment has been sold so they are more than likely unable to cut this path anymore. DG to investigate an alternative. **Action: DG**

DG informed that the football team have expressed concern over the amount of dog mess left on the playing field. DG has spoken to the team manager about CPC previous efforts to stop this and suggested that maybe small regular signage across the field might help. It was noted that the team leave their goal nets in place and some Cllrs are concerned that these may be vandalised. DG to speak with the team manager regarding this. **Action: DG**

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E. Planning Committee:

Prior to the meeting SL circulated the attached report ([41124_23](#)) and minutes of the meeting held on 7 and 21 October '24 ([41124_9a](#) and [9b](#) respectively). SL reported that the Enforcement Officer had responded with regards to Fenstanton builders parking on Station Rd ([41124_23a](#)) and that as it is not specified in the Construction Management Plan where on Station Road vehicles will be parked, the Enforcement Officer could do no more than simply suggest they park considerately and safely.

SL informed that the TVBC Ecologist has recommended refusal of the Test Valley Farm planning application.

F. Village Hall: GC reported the AGM will be held at the end of December and that Howard Barrie will take over as Chairman of the Management Committee.

G. Community Fundraising update:

Prior to the meeting DH circulated the attached report ([41124_26](#)). It was noted that DH will only be able to assist COSC with the financial side of applying for new RPA grants and that subject matter experts will need to continue to lead on content issues such as the Common Management Plan. DG to make COSC aware of this.

Action: DG

H. Strategy Working Group: Due to the absence of TE no report was given.

8. To discuss 'Welcome Event': JH sought Cllrs approval to produce information boards etc for this event. Cllrs agreed. However, GC suggested that as the event was to be a joint CPC and Village Hall Committee venture that JH should liaise with H Barrie. It was also agreed that the event should be held in Spring and not January.

A 'Welcome Pack' to be handed to new residents upon moving into their new home was briefly discussed and considered a good idea. JH to also discuss this with H Barrie.

Action: JH

9. To discuss non-resident request re memorial plaque/s ([41124_15](#)): After discussion, Cllrs had no objections to this gentleman's proposal and agreed that CPC would consider the placing of a memorial plaque at WD (but the design must first be approved by CPC). MD to inform the gentleman.

Action: MD

GC asked about the brick ruins and the concrete triangular posts on WD. DG informed that these are relics from the use of WD by the Air Forces during WWII. The concrete posts marked the limit of military land. It was suggested that these should be marked in some way. COSC to investigate.

Action: COSC

10. Correspondence:

8/10/24 - CPC letter to TVBC (Simon Finch) re Application 23/02225/FULLN Solar Farm ([41124_1](#))

8/10/24 - CPC letter to TVBC (Karen Dunn) re interpretation of policy HD1 ([41124_2](#))

8/10/24 - Neighbourhood planning newsletter ([41124_3](#))

9/10/24 - Letter to HCC and NE re Chilbolton Common SSSI bridleway repairs ([41124_4](#))

9/10/24 - Email to HCC M Hardy re WD barrier to TVF ([41124_17](#))

25/10/24 – HCC response re WD barrier to TVF ([41124_24](#))

11/10/24 - HALC October Newsletter ([41124_5](#))

11/10/24 - TVBC Member's Allowances Independent Remuneration Panel ([41124_6](#))

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- 10/10/24 - Village Shop Grant application 24/25 ([41124_7](#)) – to be discussed under Finance
- 15/10/24 - Hampshire County Council Passenger Transport Forums ([41124_8](#)) [JH to attend one of the meetings]
- 14/10/24 - Resident complaint re Village Disgrace ([41124_10](#)). Discussed under Highways.
- 18/10/24 - TVAPTC National Planning Reform Teams meeting ([41124_11](#)) - JH to attend
- 17/10/24 - Additional info from DD - HIWFRS Safety Plan consultation toolkit and Hampshire County Council Future Services - Member Q&A+decision summary 2024 ([41124_12](#) and [13](#))
- 19/10/24 - non-resident request re memorial for WWII use of Chilbolton Airfield ([41124_15](#)) – To be discussed (item 9 on agenda)
- 21/10/24 - resident request re Open Gardens 2025 funds to charity ([41124_14](#)) – to be discussed under finance
- 23/10/24 - COSC letter to WRT re help with Test Way/Purlygig path repair ([41124_16](#)) WRT Response ([41124_16a](#))
- 24/10/24 - HALC re NJC pay increases for 2024/25 ([41124_19](#))
- 24/10/24 - Track repairs not holding ([41124_22](#)). Discussed under COSC
- 29/10/24 - HALC re Remote Attendance and Proxy Voting ([41124_27](#))
- 30/10/24 – SW letter re tanker damage to Rectory Green ([41124_28](#))
- 30/10/24 – Resident email re Station Rd pavements ([41124_29](#)). Discussed under Highways
- 1/11/24 - Launch of the New Police and Crime Plan 2024–2028 ([41124_30](#))
- 1/11/24 - Southern Water Infiltration Reduction Plans 2024 ([41124_31](#)). Forwarded to COSC.
- DG and MD informed that a new resident to Chilbolton had emailed to see how they might help as a volunteer. MD replied giving them info re COSC and Village Hall

11. Questions from public: The member of public requested that CPC write a ‘Thank You’ letter to the Church for the newly installed Church gate. **Action: MD**
12. Any other business: NONE
13. Items for next agenda: To discuss draft 25/26 budget.
14. Date of next scheduled meeting: Monday 2 December ’24, 18:30 Chilbolton Village Hall.

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

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