

# CHOLSEY PARISH COUNCIL

**Minutes of the meeting duly convened and held on Wednesday 5th October 2022 at 7.30pm at The Pavilion, Station Road, Cholsey**

**Present were** Cllrs D. Bamford (Chair), V. Bolt, P. Jenkins, J. Finch, G. Herbert, J. Hope-Smith, K. Pomlett

**Also present** the Clerk Claire Bird, the Estate Manager Lesley Caswell, District Cllr Simpson, Lucy Dalby, Judy Collins and Lis Nixon

**101. To observe a minute's silence in memory of HM Queen Elizabeth II**

A minute's silence was observed.

**102. To co-opt two members to the Parish Council**

It was **resolved** to co-opt Judy Collins and Lis Nixon as Parish Councillors and declarations of acceptance were signed before the Clerk.

**103. To receive apologies for absence – Irene, Sam, Mark**

Apologies were received from Cllrs Neill, Park, Smith and Ford.

**104. To hear questions or comments from members of the public (max 15 mins)**

There were none.

**105. To receive any reports from County and/or District Councillor**

Cllr Simpson's report was noted.

**106. To receive Declarations of Personal and Pecuniary Interest for any agenda items**

There were none.

**107. To approve and sign the minutes of the meetings held on 7<sup>th</sup> September 2022**

It was **resolved** to approve the minutes of the meeting held on 7<sup>th</sup> September 2022 and they were signed by the Chair.

**108. To note the Clerk's Report**

The report was noted.

**109. To note Estate Manager's Report and discuss hedge management**

It was **resolved** to engage external contractors to return Council-owned hedges to a state that is manageable by the Maintenance team, including hedge-laying the Ilges Lane allotment hedge. The Estate Manager will require a budget of £4400 for this. Further advice will be sought regarding the Station Road allotment hedge.

The broken bridge leading to the Millennium Wood is the Parish Council's responsibility and will be repaired or replaced. Quotes will be obtained for this work.

A second damaged bridge nearby has been reported to the OCC as this is their responsibility.

**110. To agree date for Strategic Plan meeting**

It was **resolved** to discuss the Strategic Plan at the 19<sup>th</sup> October 2022 Parish Council meeting.

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## 111. To note a report on the Leavesley Appeal

Following the recent Public Inquiry process, the Inspector is expected to make his report to the Secretary of State by end of October.

It was agreed to extend thanks to community members who contributed so much to the Inquiry process at a Parish Meeting.

## 112. To note an update on the Neighbourhood Plan

The updated Cholsey Neighbourhood Plan is expected to be made (finalised) by SODC on 14<sup>th</sup> October.

## 113. To confirm use of email addresses

Noted and in progress

## 114. To resolve to sign up to the civility and respect pledge

It was **resolved** to carry this forward to a meeting in the near future.

## 115. To note Finance Report (see Appendix)

The Finance Report was noted

## 116. To approve payments

Payments made between meetings		
MHSW food supplies		£5.98
Sept wages		£6,312.15
J.Drewe Landscaping	August grounds maintenance. Inc VAT	£979.99
Stephensen Halliday	Neighbourhood plan defence. Inc VAT	£4,997.82
Youngs Tree services	Village tree maintenance. Inc VAT	£7,308.00
Nest	Staff pensions	£174.35
SODC	Planning app for path	£28.35
J.Drewe Landscaping	June grounds maintenance. Inc VAT	£1,609.99
<b>Total</b>		<b>£21,416.63</b>
Payments for agreement		
HMRC	Employee & employer NI etc	£908.98
MHSW expenses	Community support group	£13.45
Castle Water	West End allotments - water	£161.84
Balanced	Payroll	£54.00
OALC	New Clerk training	£132.00
ICCM	Subscription fee	£95.00
J.Drewe	Grounds maintenance	559.99
OALC	Clerk & A.Clerk training	£132.00
OALC	Clerk & A.Clerk training	£132.00
OALC	New Clerk training	£66.00
Colliers	Maintenance supplies	£15.87
OALC	Councillor training	£132.00

Mrs C Bird, Parish Clerk – 01491 652255

clerk@cholseyparishcouncil.gov.uk

Cholsey Parish Council, The Pavilion, Station Road, Cholsey OX10 9PT

## CHOLSEY PARISH COUNCIL

OALC	Councillor training	£132.00
Staff expenses	Estate Manager	£20.00
MHSW expenses	Community support group	£9.55
Moore	External audit fees	£960.00
Total		£3,524.68
<b>AUTOMATIC PAYMENTS</b>		
Virgin media		£83.08
Grundon		£78.18
Total		£161.26
<b>PAYMENTS RECEIVED</b>		
Burial fees since last meeting		£1,130.00
Allotment rent since last meeting		£0.00
Monthly vendor fee		£43.00
TOTAL		£1,173.00
<b>PAYMENTS EXPECTED</b>		
PT wage contributions		£8,276.69
TOTAL		£8,276.69

### 117. To note conclusion of Audit

It was resolved to note the conclusion of Audit. The external Auditor made no comment.

### 118. To consider planning applications as at 28<sup>th</sup> September 2022

P22/S3351/HH	Remove existing garage flat roof extend wall height and add pitched roof for storage area. 3 Rowland Road Cholsey It was <b>resolved</b> to make no comment.
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### 119. Items for report or inclusion on next agenda

- The strategic plan
- CHEC report at the 16<sup>th</sup> November meeting

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## Cholsey Parish Council

### Bank - Cash and Investment Reconciliation as at 28 September 2022

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

28/09/2022	Current Account No 60108094 00	133,441.78
28/09/2022	Projects Account 60108094 50	201,655.00
31/08/2021	Reserves Acc No 65565027 00	24,911.35
31/03/2020	Petty Cash	1.13

**360,009.26**

##### Other Cash & Bank Balances

**0.00**

**360,009.26**

##### Unpresented Payments

**0.00**

**360,009.26**

##### Receipts not on Bank Statement

**0.00**

#### **Closing Balance**

**360,009.26**

##### All Cash & Bank Accounts

1	Current Bank Accounts	133,441.78
2	Projects Account	201,655.00
4	Reserves Account	24,911.35
5	Petty Cash	1.13
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>360,009.26</b>

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - Skatepark	1,143.32		1,143.32
321 EMR - Burial Ground	1,162.36		1,162.36
322 EMR - Playground Equipment	4,122.69		4,122.69
323 EMR - CIL	97,270.37	136,162.69	233,433.06
324 EMR - Transport	2,197.00		2,197.00
	<b><u>105,895.74</u></b>	<b><u>136,162.69</u></b>	<b><u>242,058.43</u></b>

## Detailed Income &amp; Expenditure by Budget Heading 28/09/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u> <u>General Administration</u>							
1076 Precept	158,947	158,947	0			100.0%	
1090 Interest Received	0	150	150			0.0%	
General Administration :- Income	<b>158,947</b>	<b>159,097</b>	<b>150</b>			<b>99.9%</b>	<b>0</b>
4000 Insurance	2,232	1,750	(482)		(482)	127.6%	
4005 Audit Fees	350	1,250	900		900	28.0%	
4020 Annual Subscriptions	235	1,250	1,015		1,015	18.8%	
4025 Website	209	70	(139)		(139)	298.6%	
4026 IT Infrastructure	1,530	1,600	70		70	95.6%	
4040 Sundry Expenses	4	0	(4)		(4)	0.0%	
4045 Member's Travel Expenses	0	30	30		30	0.0%	
4050 Meeting Hall Rental	0	300	300		300	0.0%	
4053 Defending Neighbourhood Plan	180	0	(180)		(180)	0.0%	
4060 Training	561	2,000	1,439		1,439	28.1%	
General Administration :- Indirect Expenditure	<b>5,301</b>	<b>8,250</b>	<b>2,949</b>	<b>0</b>	<b>2,949</b>	<b>64.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>153,646</b>	<b>150,847</b>	<b>(2,799)</b>				
<u>110</u> <u>Accommodation</u>							
4100 Office Rental	0	2,500	2,500		2,500	0.0%	
Accommodation :- Indirect Expenditure	<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(2,500)</b>	<b>(2,500)</b>				
<u>120</u> <u>The Burial Ground</u>							
1200 Burial/Memorial Fees	4,818	3,500	(1,318)			137.7%	
1210 Grass Cutting Income	0	2,200	2,200			0.0%	
The Burial Ground :- Income	<b>4,818</b>	<b>5,700</b>	<b>882</b>			<b>84.5%</b>	<b>0</b>
4210 Waste Removal	359	700	341		341	51.3%	
4240 Mortgage (PWLb) - Wall Repairs	501	1,001	500		500	50.0%	
4500 Water	243	130	(113)		(113)	187.2%	
4505 Maintenance	42	1,700	1,658		1,658	2.5%	
4600 Grass Cutting	3,267	6,000	2,733		2,733	54.4%	
4635 Pest Control	280	840	560		560	33.3%	
The Burial Ground :- Indirect Expenditure	<b>4,691</b>	<b>10,371</b>	<b>5,680</b>	<b>0</b>	<b>5,680</b>	<b>45.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>127</b>	<b>(4,671)</b>	<b>(4,798)</b>				

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>130 Staff</b>							
1902 Pavilion Trust Wages Contribut	0	10,600	10,600			0.0%	
1903 Income MHSW	0	150	150			0.0%	
Staff :- Income	<b>0</b>	<b>10,750</b>	<b>10,750</b>			<b>0.0%</b>	<b>0</b>
4040 Sundry Expenses	0	100	100		100	0.0%	
4301 Wages	6,414	0	(6,414)		(6,414)	0.0%	
4329 Staff wages	29,932	90,438	60,506		60,506	33.1%	
4330 PAYE & Employee NIC	3,910	0	(3,910)		(3,910)	0.0%	
4335 Employer NIC	1,020	1,000	(20)		(20)	102.0%	
4336 Pension Payments	910	1,000	91		91	91.0%	
4345 Mileage & Travel Expenses	0	100	100		100	0.0%	
4357 Sundry Costs MHSW	138	500	362		362	27.7%	
4360 OPW Sundry Costs	0	200	200		200	0.0%	
Staff :- Indirect Expenditure	<b>42,324</b>	<b>93,338</b>	<b>51,014</b>	<b>0</b>	<b>51,014</b>	<b>45.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(42,324)</b>	<b>(82,588)</b>	<b>(40,264)</b>				
<b>140 Office</b>							
1900 Miscellaneous Income	208	0	(208)			0.0%	
Office :- Income	<b>208</b>	<b>0</b>	<b>(208)</b>				<b>0</b>
4040 Sundry Expenses	0	100	100		100	0.0%	
4055 Professional Fees	350	0	(350)		(350)	0.0%	
4400 Printing	160	0	(160)		(160)	0.0%	
4405 Office Supplies/Stationery	165	400	235		235	41.2%	
4410 Postage	0	100	100		100	0.0%	
4415 Telephone/Broadband	447	700	253		253	63.9%	
4420 Office Equipment	164	500	336		336	32.7%	
4425 Photocopier Contract	0	400	400		400	0.0%	
4427 Payroll	432	540	108		108	80.0%	
4430 Accounts Software	0	130	130		130	0.0%	
4435 IT Support	437	0	(437)		(437)	0.0%	
4720 Contingencies	0	50	50		50	0.0%	
4810 Miscellaneous Purchases	1	0	(1)		(1)	0.0%	
Office :- Indirect Expenditure	<b>2,156</b>	<b>2,920</b>	<b>764</b>	<b>0</b>	<b>764</b>	<b>73.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,948)</b>	<b>(2,920)</b>	<b>(972)</b>				
<b>150 Allotments</b>							
1500 Allotment Rents	2,218	2,350	132			94.4%	
1900 Miscellaneous Income	500	0	(500)			0.0%	
Allotments :- Income	<b>2,718</b>	<b>2,350</b>	<b>(368)</b>			<b>115.7%</b>	<b>0</b>

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4500 Water	58	1,000	942		942	5.8%	
4505 Maintenance	630	1,000	370		370	63.0%	
Allotments :- Indirect Expenditure	<b>688</b>	<b>2,000</b>	<b>1,312</b>	<b>0</b>	<b>1,312</b>	<b>34.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,030</b>	<b>350</b>	<b>(1,680)</b>				
<u>160 Open Spaces</u>							
1705 Verge Cutting Grant	1,759	1,759	0			100.0%	
1899 CHEC donations	50	0	(50)			0.0%	
1900 Miscellaneous Income	1,490	500	(990)			298.0%	
Open Spaces :- Income	<b>3,299</b>	<b>2,259</b>	<b>(1,040)</b>			<b>146.0%</b>	<b>0</b>
4040 Sundry Expenses	0	25	25		25	0.0%	
4210 Waste Removal	3	100	97		97	2.9%	
4500 Water	55	0	(55)		(55)	0.0%	
4505 Maintenance	92	500	408		408	18.3%	
4600 Grass Cutting	1,283	6,000	4,717		4,717	21.4%	
4601 Maintenance equipment	329	0	(329)		(329)	0.0%	
4620 Fuel	40	50	10		10	79.9%	
4621 CHEC Expenditure	1,324	3,000	1,676		1,676	44.1%	
4625 Play Equipment Repairs	0	400	400		400	0.0%	
4635 Pest Control	700	850	150		150	82.4%	
4640 Safety Inspections	0	140	140		140	0.0%	
4645 Dog Waste Disposal	1,076	3,000	1,924		1,924	35.9%	
4655 Tree & Hedge Maintenance	7,025	3,000	(4,025)		(4,025)	234.2%	
4660 Sundry Works	75	600	525		525	12.5%	
4665 Vandalism	0	100	100		100	0.0%	
Open Spaces :- Indirect Expenditure	<b>12,002</b>	<b>17,765</b>	<b>5,763</b>	<b>0</b>	<b>5,763</b>	<b>67.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(8,703)</b>	<b>(15,506)</b>	<b>(6,803)</b>				
<u>170 Sundries</u>							
1085 CIL	136,163	0	(136,163)			0.0%	136,163
1700 Bluebirds Pavilion Lease	0	90	90			0.0%	
1710 Tennis Club Lease	0	150	150			0.0%	
1950 Summer Play Scheme - inc	0	500	500			0.0%	
Sundries :- Income	<b>136,163</b>	<b>740</b>	<b>(135,423)</b>			<b>18400.4</b>	<b>136,163</b>
4700 S137 Donations	8,750	2,000	(6,750)		(6,750)	437.5%	
4705 Citizens Advice Bureau	0	900	900		900	0.0%	
4720 Contingencies	0	500	500		500	0.0%	
4722 Youth Club Grant	5,000	5,000	0		0	100.0%	



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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4725 Library Organiser	0	3,000	3,000		3,000	0.0%	
4730 Summer Play Scheme - exp	1,386	1,500	114		114	92.4%	
4731 Defibrillators	0	200	200		200	0.0%	
Sundries :- Indirect Expenditure	<b>15,136</b>	<b>13,100</b>	<b>(2,036)</b>	<b>0</b>	<b>(2,036)</b>	<b>115.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>121,027</b>	<b>(12,360)</b>	<b>(133,387)</b>				
6001 less Transfer to EMR	136,163						
<b>Movement to/(from) Gen Reserve</b>	<b>(15,136)</b>						
<u>176 Neighbourhood Plan</u>							
4051 Neighbourhood Plan - exp	5,165	500	(4,665)		(4,665)	1033.0%	
Neighbourhood Plan :- Indirect Expenditure	<b>5,165</b>	<b>500</b>	<b>(4,665)</b>	<b>0</b>	<b>(4,665)</b>	<b>1033.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(5,165)</b>	<b>(500)</b>	<b>4,665</b>				
<u>180 The New Pavilion</u>							
4505 Maintenance	0	2,000	2,000		2,000	0.0%	
4800 Mortgage (PWL B)	13,876	27,753	13,877		13,877	50.0%	
The New Pavilion :- Indirect Expenditure	<b>13,876</b>	<b>29,753</b>	<b>15,877</b>	<b>0</b>	<b>15,877</b>	<b>46.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(13,876)</b>	<b>(29,753)</b>	<b>(15,877)</b>				
<u>190 Childrens Centre</u>							
4915 Childrens Centre Running Costs	326	100	(226)		(226)	325.5%	
Childrens Centre :- Indirect Expenditure	<b>326</b>	<b>100</b>	<b>(226)</b>	<b>0</b>	<b>(226)</b>	<b>325.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(326)</b>	<b>(100)</b>	<b>226</b>				
Grand Totals:- Income	<b>306,152</b>	<b>180,896</b>	<b>(125,256)</b>			<b>169.2%</b>	
Expenditure	<b>101,666</b>	<b>180,597</b>	<b>78,931</b>	<b>0</b>	<b>78,931</b>	<b>56.3%</b>	
<b>Net Income over Expenditure</b>	<b>204,487</b>	<b>299</b>	<b>(204,188)</b>				
less Transfer to EMR	136,163						
<b>Movement to/(from) Gen Reserve</b>	<b>68,324</b>						