

CHOLSEY PARISH COUNCIL

Minutes of the meeting duly convened and held on Wednesday 11th January 2023 at 7.30pm at The Pavilion, Station Road, Cholsey

Present were V. Bolt (meeting Chair), J. Finch, J. Collins, P. Jenkins, L. Nixon, G. Herbert, K. Pomlett, J. Hope-Smith, M. Smith (from 8 pm)

Also present C. Bird (Clerk); District Councillor Simpson; C. Worley; three members of the public (7.30-7.45pm); J. Wheeler on behalf of Cholsey Pavilion Trust (8pm-8.10pm)

Start time: 7.30pm

End time: 9.30pm

176. To co-opt new members to the Parish Council

It was **resolved** to co-opt Colin Worley as Parish Councillor and a declaration of acceptance was signed before the Clerk.

177. To receive apologies for absence

Apologies were received from Cllr Bamford and District Councillor Murphy

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

Three residents attended the meeting to update the Council on Station Road parking ticketing. Cllr Collins gave an update on investigations made so far, including conversations with Cllr Bloomfield, Clerks from other local Parish Councils and SOHA. She will next be in touch with contacts at Oxfordshire County Council.

The residents affected will keep a log of parking tickets received.

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

Cllr Simpson's report was noted with thanks. She may be able to provide a contact to advise on the management of community woodland.

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

There were none.

181. To approve and sign the minutes of the meeting held on 7th December 2022

It was **resolved** to approve the minutes of the meeting held on 7th December and they were signed by Cllr Bolt.

182. To approve new members of the Finance and Personnel Committees

It was agreed that Cllr Collins will join the Council Finance Committee, and Cllr Nixon will join the Personnel Committee.

183. To receive and discuss a proposal from Cholsey Pavilion Trust on Custodian Trustees

John Wheeler had provided a paper ahead of the meeting and attended to explain the rationale for the Cholsey Pavilion Trust converting from an Unincorporated Trust to a Charitable Incorporated Organisation. It was **resolved** for Cholsey Parish Council to be released from the role of Custodian Trustee of the CPT.

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184. To approve the Precept request for 2023/2024

It was **resolved** to request a precept of £177,971 for 2023/2024 to fund the Parish Council's work in the next financial year and to recover the projected deficit in 2022/2023. The precept represents an increase of approximately £10 in 2023/2024 compared with 2022/2023 for a Band D dwelling in the village (for the Parish Council part of the council tax). This precept request is based on the draft budget presented to the Council in December 2022 (attached as an appendix).

185. To update on Strategic Plan

Cllr Nixon outlined the plan for a facilitated session to begin work on the strategic plan. A potential date of 8th February was identified.

186. To note the Clerk's Report

The report was noted.

187. To discuss Station Road parking issues

This was discussed under item 3.

188. To consider planning applications as at 5th January 2023

P22/S4243/FUL	Change of use from agricultural to B2 Westfield Farm It was resolved to make no comment.
P22/S3271/HH	Changes to windows 13 Kennedy Crescent It was resolved with two absentions to object on the grounds of privacy and change in the character of the property (reference Cholsey Neighbourhood Plan policy CNP H2)
P22/S4526/HH	Single storey rear extension 9 Schuster Close It was resolved to make no comment.
P22/S4562/HH	Extension to existing rear extension 23 Reading Road It was resolved to make no comment.
P22/S4590/S73	S73 application, variation of condition on P20/S3618/N5B 2A Honey Lane It was resolved to make no comment.
P22/S4578/HH	Single storey rear extension and front entrance canopy The Winter Barn, 5 Abbey Close It was resolved to object on the grounds of privacy and change in the character of the property (reference Cholsey Neighbourhood Plan policy CNP H2)
P22/S4544/A	Signage for Winterbook Meadows Land North of A4130 It was resolved to make no comment.
P22/S1569/HH	Rear extension of coach house (amended drawings) The Hazels, 12 Church Road It was resolved to make no comment.

189. To note planning decisions

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P22/S3416/HH	Single storey side extension 58 Rothwells Close Granted by SODC
P22/S3896/HH	S73 application, variation of condition Blue Bonnets, 31 West End Granted by SODC
P22/S3595/LB	Reduction of external ground levels 81 Station Road Granted by SODC
P22/S3784/FUL	Two storey extensions and alterations Larkmead Vets, Ilges Lane Granted by SODC
P22/S4109/HH	Single storey rear extension 10 Nicolls Close Granted by SODC
P22/S3911/LDP	Conversion of garage 1 Goldfinch Lane Granted by SODC
P22/S3811/HH	Rear extension 83 Ilges Lane Granted by SODC
P22/S3940/HH	Rear and side two-storey extension 41 West End Granted by SODC

190. To approve payments

The following payments were approved:

Payments made between meetings		
A.Boreland	Call out fee - allotment burst water pipe	£20.00
Salaries	Dec-22	£5,911.10
Lidl	MHSW expenses	£5.38
HP laptops	Previously agreed in PC meeting	£499.97
Adventure plus	FITP - unreceived invoice from 2022	£390.00
Hawthorn	Monthly pest control	£168.00
Grundon	Waste collection	£55.42
Total		£7,049.87
Payments for agreement		
Wooden Bridge Co	30% deposit	£2,700.00
SLCC	Clerk's membership	£70.00
OALC	Clerk training (Clerk's Knowledge)	£132.00
OALC	A.Clerk training (cemetery management)	£132.00
Colliers	Maintenance supplies	£40.19
ASAP	Monthly support & membership	£216.72
Hawthorn	Monthly pest Control	£168.00
Nest	Staff pensions	£134.45
HMRC	PAYE & NI	£624.81
Balanced	Monthly payroll	£54.00
Rialtas	Allotment software	£276.60

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Total		£4,548.77
AUTOMATIC PAYMENTS		
Grundon	Waste collection	£59.39
Total		£59.39
PAYMENTS RECEIVED 01.12.2022 - 07.01.2023		
Bluebirds	VAT return	£5,070.56
Tiagos	Vendor fees	£43.00
Funerals	Burial/memorial fees	£180.00
Bluebirds	Bluebirds ground rent for 2022	£65.00
Ipsden PC	Verge cutting	£150.00
TOTAL		£5,508.56
PAYMENTS EXPECTED		
TOTAL		£0.00

191. Items for report or inclusion on next agenda

- Update on Ilges Lane allotment hedge. Cllr Smith hopes to meet with Bellway in early February.
- Council input needed on design and funding for bench on the Forty (Cllr Hope Smith)
- The broken wooden footbridge to Millennium Wood had to be closed on 6th January on advice that the structure is no longer safe. The EA permit is currently being worked on by the kit bridge supplier.
- Mud in the Pavilion carpark
- Graffiti on youth hut in the recreation ground
- Neighbourhood plan link on the web site
- Status of the transport plan. C. Worley plans to join the CHEC Transport group.
- Litter problems near Tesco now that the bin outside the shop has been removed
- Recent parking issues at the Pavilion and on surrounding streets: a complaint was made on Saturday 8th January about cars blocking disabled access to the pavilion; the matter has been raised with Bluebirds

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Cholsey Parish Council, Finance report, December 2022

			22/23		22/23		23/24
100	General Administration		Budget		Projected		Draft Budget
1076	Precept		158947		158947		177971
1090	Interest Received		150		50		0
		Total Income	159097		158997		177971
4000	Insurance		1750		2232		2400
4005	Audit Fees		1250		1150		1200
4020	Annual Subscriptions		1250		1057		1200
4025	Website		70		209		409
4026	IT Infrastructure		1600		1450		0
4050	Meeting Hall Rental		300		300		300
4060	Training		2000		2000		2000
		Overhead Expenditure	8250		8398		7509
		Movement to/(from) Gen Reserve	150847		150599		170462
110	Accommodation						
4100	Office Rental		2500		2500		2750
		Overhead Expenditure	2500		2500		2750
		Movement to/(from) Gen Reserve	(2,500)		(2,500)		(2750)
120	The Burial Ground						
1200	Burial/Memorial Fees		3500		7000		5000
1210	Grass Cutting Income		2200		2200		2200
		Total Income	5700		9200		7200
4210	Waste Removal		700		780		800
4240	Mortgage (PWLb) - Wall Repairs		1001		1001		1001
4500	Water		130		300		200
4505	Maintenance		1700		1250		1500
4600	Grass Cutting		6000		7350		7000
4635	Pest Control		840		1008		900
		Overhead Expenditure	10371		11689		11401
		120 Net Income over Expenditure	-4671		-2489		(4201)
6000		plus Transfer from EMR	0		0		0
		Movement to/(from) Gen Reserve	(4,671)		(2,489)		(4,201)
130	Staff						
1902	Pavilion Trust Wages Contribut		10600		8277		0
1903	Income MHSW		150		0		250
		Total Income	10750		8277		250
4040	Sundry Expenses		100		150		100
4329	Staff wages		90438		73000		80500
4330	PAYE & Employee NIC		0		7840		
4335	Employer NIC		1000		2180		1700
4336	Pension Payments		1000		1775		500
4345	Mileage & Travel Expenses		100		100		50
4357	Sundry Costs MHSW		500		400		250

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		Overhead Expenditure	93338		85445		83600
		Movement to/(from) Gen Reserve	(82,588)		(77,168)		(83350)
140	Office						
1900	Miscellaneous Income		0		208		0
		Total Income	0		0		0
4040	Sundry Expenses		100		156		100
4055	Professional Fees		0		378		500
4400	Printing		0		360		360
4405	Office Supplies/Stationery		400		250		250
4410	Postage		100		10		10
4415	Telephone/Broadband		700		1070		500
4420	Office Equipment		500		875		200
4425	Photocopier Contract		400		220		250
4427	Payroll		540		648		700
4430	Accounts Software		130		130		175
4435	IT Support		0		1936		2000
		Overhead Expenditure	2920		6033		5045
		Movement to/(from) Gen Reserve	(2,920)		(6,033)		-5045
150	Allotments						
1500	Allotment Rents		2350		2260		2420
1900	Miscellaneous Income		0		500		0
		Total Income	2350		2760		2420
4500	Water		1000		400		500
4505	Maintenance		1000		1430		500
		Overhead Expenditure	2000		1830		1000
		Movement to/(from) Gen Reserve	350		930		1420
160	Open Spaces						
1705	Verge Cutting Grant		1759		1759		1759
1899	CHEC donations		0		1280		0
1900	Miscellaneous Income		500		516		600
		Total Income	2259		3555		2359
4040	Sundry Expenses		25		25		25
4210	Waste Removal		100		3		100
4505	Maintenance		500		200		500
4600	Grass Cutting		6000		4000		5000
4601	Maintenance equipment		0		329		300
4620	Fuel		50		50		50
4621	CHEC Expenditure		3000		2500		2000
4625	Play Equipment Repairs		400		0		0
4627	Skate Park		0		0		1000
4635	Pest Control		850		1008		1100
4640	Safety Inspections		140		150		540
4645	Dog Waste Disposal		3000		3781		1560
4655	Tree & Hedge Maintenance		3000		12000		12000

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4660	Sundry Works		600		725		500
		Overhead Expenditure	17765		24771		24675
		160 Net Income over Expenditure	-15506		-21216		-22316
6000		plus Transfer from EMR	0		0		0
6001		less Transfer to EMR	0		0		0
		Movement to/(from) Gen Reserve	(15,506)		(21,216)		-22316
170	Sundries						
1085	CIL		0		0		0
1700	Bluebirds Pavilion Lease		90		65		75
1710	Tennis Club Lease		150		260		150
1950	Summer Play Scheme - inc		500		300		200
		Total Income	740		625		425
4700	S137 Donations		2000		8750		5000
4705	Citizens Advice Bureau		900		900		900
4715	Election costs		0		0		200
4722	Youth Club Grant		5000		5000		0
4725	Library Organiser		3000		3000		3000
4730	Summer Play Scheme - exp		1500		1386		1500
4731	Defibrillators		200		0		200
		Overhead Expenditure	13100		19036		10800
		170 Net Income over Expenditure	-12360		(18411)		-10375
6001		less Transfer to EMR	0		0		0
		Movement to/(from) Gen Reserve	(12,360)		(18,411)		-10375
176	Neighbourhood Plan						
4051	Neighbourhood Plan - exp		500		7259		500
		Overhead Expenditure	500		7259		500
		Movement to/(from) Gen Reserve	(500)		(7,259)		(500)
180	The New Pavilion						
4505	Maintenance		2000		0		2000
4800	Mortgage (PWLb)		27753		27753		27753
		Overhead Expenditure	29753		27753		29753
		Movement to/(from) Gen Reserve	(29,753)		(27,753)		(29,753)
		Total Budget Income	180896		183414		190625
		Expenditure	180597		195040		177033
		Net Income over Expenditure	299		(11626)		13592
		plus Transfer from EMR	0		0		0
		less Transfer to EMR	0		0		0
		Movement to/(from) Gen Reserve	299		(11,626)		13592