

CHOLSEY PARISH COUNCIL

Minutes of the meeting duly convened and held on Wednesday 1st February 2023 at 7.30pm at The Pavilion, Station Road, Cholsey

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

Also present C. Bird (Clerk); L. Caswell (Estate Manager); District Councillor Simpson

Start time: 7.30pm

End time: 10pm

192. To receive apologies for absence

There were none.

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

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

Cllr Simpson's report was noted.

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

There were none.

196. To approve and sign the minutes of the meeting held on 11th January 2023

It was **resolved** to approve the minutes of the meeting held on 11th January and they were signed by Cllr Bolt.

197. To note the Clerk's Report

The precept request has been submitted and the Clerk and Assistant Clerk will prepare a 2023/2024 budget for publication.

The Council's new internal auditor visited on 1st February to carry out an interim report which will be shared with Councillors when received.

Cllr Bamford, Cllr Worley and the Clerk had met with a group of six residents on 25th January regarding noise associated with the skate park. It was agreed that the Clerk will investigate commissioning a noise assessment report and the costs involved, and report back. The residents have been asked to keep diaries and contact the police when there are incidents of antisocial behaviour.

198. To note the Estate Manager's Report

Allotment waiting lists are now at 12 or below for each of the three Council allotment sites: Station Road, Ilges Lane and Cholsey Meadows.

The process of transferring responsibility for the Cholsey Meadows play area continues. The play area must have an up to date RoSPA report and be deemed in a satisfactory state by the South Oxfordshire District Council's legal team before it can be transferred from the developer to SODC and then on to the Parish Council. In the meantime, although the Parish Council does not have responsibility for the area, including repairs, we have been making

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sure it is safe to use – through weekly visual inspections – and paying for grass cutting.

The Estate Manager is continuing to progress the replacement of the broken bridge to the Millennium Woods as quickly as possible. It is dependent on an Environment Agency permit being acquired and then the kit bridge can be manufactured to specification and installed.

The Estate Manager will meet with the Cholsey Bluebirds Chairman regarding parking problems at the Pavilion on weekends. She will look at options for clearly marking areas where disabled access is needed.

Replacement parts have been ordered for the two Lifepak CR Plus defibrillators managed by the Council. We will need to look at replacing these over coming years, and the budget required for this.

199. To agree management plan for the Ilges Lane allotment hedge

The Estate Manager and either Cllr Smith or Cllr Jenkins will be meeting with Bellway representatives on 8th February. They will discuss how managing the hedge has become difficult due to the fencing of new properties being erected close to it.

The Council discussed the options for managing the hedge going forward.
Options include:

- Coppicing the hedge to ground level, allowing the hedge to regrow with planting of new whips as necessary, and then laying the regrowing hedge in 3+ years time, ensuring that it is possible to maintain routinely.
- Cutting the hedge on the allotment side only, and cutting the height down to the level of the erected fencing.

Both options entail significant costs and have various disadvantages, but the hedge needs to be managed.

A vote was held with seven Councillors voting for coppicing; three councillors voting for cutting back; one abstention.

It was **resolved** based on current information to go ahead with coppicing the hedge before the Spring nesting season.

200. To approve the replacement of three floodlights on the recreation ground by Cholsey Bluebirds

It was **resolved** to approve Cholsey Bluebirds to fund and arrange the replacement of three floodlights on the recreation ground.

201. To discuss resident's feedback about litter on Ilges Lane

The bin that had previously been provided and emptied by Tesco has been removed. The Estate Manager will find out whether it is possible for SODC to provide a bin outside Tesco, and correspond with the Tesco store manager on this.

202. To update on Station Road parking issues

Cllr Collins provided an update on correspondence with Oxfordshire County Council which has been useful. It was agreed that Cllr Collins and Cllr Worley would meet with OCC's representative to discuss possibilities further.

203. To discuss CPC Transport Plan and agree Transport Lead role

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It was **resolved** that Cllr Worley become the Council's Transport Lead and in this capacity will Chair a Transport Working Group made up of Councillors and residents. Cllr Collins will join the Working Group. CHEC transport group members will be invited to join the Council Working Group.

Cllr Worley will circulate a version of the Transport Plan as it currently stands. It will need to be considered alongside the Council's new Strategic Plan as this is developed and the Neighbourhood Plan.

204. To agree Parish Council representative to the Cholsey Community Development Trust (CCDT)

It was **resolved** that Cllr Collins will join the CCDT as Parish Council representative.

205. To agree Parish Council representative to the Cholsey Pavilion Trust (CPT)

It was **resolved** that Cllr Finch will join the Cholsey Pavilion Trust as Parish Council representative.

206. To consider planning applications as at 25th January 2023 – none received since previous agenda

There were none.

207. To note planning decisions as at 25th January 2023

P22/S4243/FUL	Change of use from agricultural to B2 Westfield Farm Granted
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208. To approve annual grant for Cholsey Community library

It was **resolved** to approve the annual grant for Cholsey Community library for 2023/2024 and 2022/2023 retrospectively.

209. To approve payments

The following payments were approved:

Payments made between meetings			Notes
MHSW expenses	Phone top up	£10.00	Authorised via email 12.01.23 by DB
MHSW expenses	Food costs	£8.89	Authorised via email 12.01.23 by DB
HH staff expenses	First aid course	£40.00	Authorised via email 12.01.23 by DB
CHEC expenses	To D.Seed	£14.45	Authorised via email 12.01.23 by DB
Staff expenses	Stamps	£7.60	Authorised via email 12.01.23 by DB
OALC	Staff training inv # 3784	£36.00	Authorised via email 12.01.23 by DB
OALC	Staff training inv # 3783	£36.00	Authorised via email 12.01.23 by DB
OALC	Staff training inv # 3781	£36.00	Authorised via email 12.01.23 by DB
OALC	Staff training inv # 2362	£36.00	Authorised via email 12.01.23 by DB
MHSW expenses	Food costs	£4.53	Authorised via email 25.01.23 by DB
MHSW expenses	Food costs	£5.82	Authorised via email 25.01.23 by DB
Staff salaries	Jan-23	£5,825.24	Paid on 25.01.2023

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Amazon	Office stationery & equipment	£44.17	Paid by debit card
Total		£6,104.70	
Payments for agreement			
West Berks Council	HH staff DBS check	£64.00	
Allotment Soc	Annual membership	£66.00	Inc VAT
GLS	Office stationery & equipment	£119.93	Inc VAT
Balanced	Monthly payroll	£54.00	Inc VAT
HMRC	Monthly staff tax	£551.53	
Shield Maintenance	Dog bins monthly charge	£156.00	Inc VAT
Total		£1,011.46	
AUTOMATIC PAYMENTS			
PWLB	Mortgage - pavilion	£13,876.45	
PWLB	Mortgage - church wall	£500.63	
Nest	Staff pensions	£121.85	
Virgin media	Broadband & phone	£88.34	
Total		£14,587.27	
PAYMENTS RECEIVED 01.01.2023-30.01.2023			
Cholsey Volunteers	HH staff overtime for warm space	£63.00	
Memorial fees	Cheques paid in	£185.00	
TOTAL		£248.00	
PAYMENTS EXPECTED			
TOTAL		£0.00	

210. Items for report or inclusion on next agenda

- Cllr Pomlett reported that the Oxfordshire Neighbourhood Plans Alliance have offered their support in the campaign against Leavesley's planning appeal
- Update on Station Road parking following OCC meeting assuming this goes ahead
- Transport plan