

CHOLSEY PARISH COUNCIL

Minutes of the meeting duly convened and held on Wednesday 5th April 2023 at 7.30pm at The Pavilion, Station Road, Cholsey

Present were Cllr D. Bamford (Chair), Cllr G. Herbert, Cllr K. Pomlett, Cllr P. Jenkins, Cllr J. Hope-Smith, Cllr C. Worley, Cllr J. Collins (from 7.40pm)

Also present C. Bird (Clerk); District Councillor Simpson (from 7.30pm-8.30pm)

Start time: 7.35pm

End time: 9.40pm

236. To receive apologies for absence

Apologies were received from Cllr Bolt, Cllr Finch, Cllr Nixon, and Cllr Smith

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

There were none.

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

Cllr Simpson's report was noted with thanks.

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

There were none.

240. To approve and sign the minutes of the meeting held on 17th March 2023

It was **resolved** to approve the minutes of the meeting held on 17th March and they were signed by Cllr Bamford.

241. To discuss Floatability S137 grant request

This item was deferred until the next Council meeting on 19th April.

242. To note the Clerk's Report

a. To update on skate park noise assessment

A skate park noise assessment has been commissioned by the Parish Council and will be carried out from 14-17 April, weather allowing. Permission has been given by two households to set up the necessary recording equipment on their properties.

Cllr Bamford and the Estate Manager have recently met with SODC's Safety Officer and Environmental Health Officer. The Council is awaiting a report from the Safety Officer following his visit.

The Clerk will write to residents who have expressed concerns asking them to ensure that they send their diaries to the Environmental Health Officer.

b. To discuss next steps following Strategic Plan meeting of 15th March 2023

This will be a key item on the Council meeting agenda for 19th April.

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243. To note the Estate Manager's Report

a. To discuss and agree next steps regarding Cholsey Meadows play area

An up-to-date RoSPA inspection report was commissioned at the request of SODC and received in February 2023. SODC have now indicated that they would be happy to proceed with transfer of responsibility for the play area. However, there is a lot of work that needs doing, including replacement of broken swings. It was agreed that the Clerk would arrange a meeting with the key parties involved in the process, to discuss the potential transfer of the play area to the District Council and then on to the Parish Council.

b. To discuss vehicular use of Whitehead Meadow

Vehicle access in wet conditions continues to damage the path leading to Whitehead Meadow. It was agreed that a policy document for granting access needs to be reinstated, and security of access reviewed.

c. To discuss granting permission for mini colour run on Recreation Ground, at the Coronation Sunday Picnic in the Park

It was **resolved** to grant permission for the mini colour run on the Coronation weekend.

Cllr Worley confirmed that minor repairs to the skatepark and improvements in drainage will be carried out under warranty. There may also be the need to undertake work to protect the skate park bunds. This work would not be under warranty and the Estate Manager is investigating options.

Council asked that the Estate Manager continue to contact the Environment Agency to ensure that permission for the replacement of the Millennium Woods footbridge is moving forward.

244. To discuss Community engagement ideas (Cllr Collins)

a. Councillor photos and bios

The Council would like to have a board in the Pavilion foyer showing Councillor and Staff photos.

b. Youth voice

Ideas for seeking the views of young people in the village were discussed. This would be a good area of focus for the Annual Community meeting in May.

c. Annual Community meeting update

A proposed date of 20th May 2023 for the Annual Community meeting (also known as the Annual Parish meeting) was agreed. The Strategic Plan will be a key focus.

245. Finance Committee update (Cllr Bamford)

The Finance Committee met on 22nd March 2023. Minutes are available on the Parish Council web site. The Committee consists of Cllr Bamford, Cllr Collins and Cllr Pomlett, with the Clerk and Assistant Clerk in attendance, and will meet quarterly going forward.

246. Staffing Committee update

The Staffing Committee consists of Cllr Nixon, Cllr Finch and Cllr Herbert, with the Clerk in attendance. The appraisal process is now underway; job descriptions will be reviewed to ensure they are accurate; HR policies require review and the Committee are exploring the best way of doing this.

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247. To consider planning applications as at 29th March 2023

P23/S0927/HH	Two storey side extension, single storey rear extension and front porch 6 Larkfield It was resolved to make no comment.
P23/S0954/HH	Single storey rear extension 5 Charles Road It was resolved to make no comment.
P23/S1116/HH	Erection of detached garage (retrospective) 40 Crescent Way It was resolved to comment: the Parish Council notes that any future change of use of the building should require a new planning application. The Parish Council strongly discourages retrospective planning applications.

248. To note planning decisions as at 29th March 2023

There were none.

249. To approve payments

The appended payments were approved.

250. Items for report or inclusion on next agenda

Transport Plan update
Annual Community meeting
Green Fair on May 7th – another good opportunity to engage with residents
Parish Council Chair from May
Room hire arrangements for *ad hoc* Parish Council discussions
Forty Project signage
Restoring muddy areas in the recreation ground

The SODC planning department has asked the planning inspectorate whether 13th April is still the target decision date for the Leavesley appeal.

Estate Manager's Report to Parish Council April 2023

Hedges

Work on hedges will begin in September.

My intention, once time allows, is to create a management plan for the Parish hedges, with costings, for the Parish Council to discuss before September.

St Mary's Graveyard

The pest control company have been working on the amount of mole activities at the cemetery.

The annual headstone wobble test has to be carried out.

Allotments

The current waiting lists are;

Cholsey Meadows - 7

Station Road - 11

Ilges Lane - 6

I have asked for advice from Hawthorn Pest Control about the rodents at Ilges Lane site. They have visited the site and given advice. I will be contacting the tenants who have chickens on their plots to ask that they ensure that all chicken feed is kept in metal containers, kept off the floor and chickens are kept in healthy and hygienic conditions. I will also be sending them a leaflet published by the National Allotment Society.

Invoices for the new rental year will be sent out this month, at the increased annual rent and in addition to the new Allotment Tenancy Agreement which will need to be signed by each tenant. They will also be informed of the 2 allotment inspections to be held each year in June and November.

Recreation Grounds and Play Areas.

I have met with the Parish Council environment coordinator and a village resident who has specialism with ecology and we discussed creating a management plan for the recreation areas and other areas within the village. The environment coordinator will create such a management plan with some contribution from the estate manager.

Whitehead Meadow

Possibly as a result of the very wet weather and usage by vehicles, the entrance and track into Whitehead Meadow is extremely muddy and churned up. I forwarded an email from a concerned resident, with photos, to councillors.

Do council agree that the Church Road entrance and track onto Whitehead Meadow needs to be closed off to all vehicles for a set time for the track to recover.

Parking on Whitehead Meadow/Bluebirds football club

Following on from the meeting with Bluebirds Football Club in February, I have written to Cholsey Primary School (the bursar) asking if they could allow Bluebirds to use their car park for home matches.

I received a prompt reply asking questions which only Bluebirds could answer and so forwarded the reply to Bluebirds. Once the questions have been answered, the school will then put the proposal to governors. I am waiting to hear of any progress.

Meeting with SODC Community Safety Officer

The Chair and I met with the community safety officer and the environmental health officer from SODC with regard to the anti-social behaviour reported about the skatepark.

I will be receiving a report from the safety officer shortly.

Cholsey 1000 Plus Jubilee bench

The bench has been delivered and is awaiting installation.

Playgrounds

All the Play Areas have now been inspected and we have received the reports resulting from these inspections. All areas covered in the report are at low risk.

The landing area surfaces for the separate pieces are beginning to show their age and a number of the highlighted risks (although low) in the reports, are for raised corners and weed/grass growth causing raised surfaces. The maintenance team will be investigating and attempt to make repairs where they are able.

Cholsey Meadows Play Area

The maintenance team continue to complete their weekly visual checks on the play area. The gate latch has again been broken and the maintenance team are purchasing a new latch and will repair.

A copy of the Cholsey Meadows Play area inspection report has been sent to SODC for the officer to compare with Home England/Vistry's inspection report dated March 2020. We can hope that this will aid progress for a resolution to this issue.

Further update will be discussed at meeting as a separate agenda item.

Station Road Play Area inspection.

The maintenance team continue to complete their visual checks on this play area.

The inspection report has highlighted a few low risk issues which can be repaired by the maintenance team. The shackles and chains on the swings etc are now showing wear and will need to be monitored and replaced in the near future.

The Forty

I have met with the Environment Coordinator and another member of Chec group to discuss the maintenance of the Forty. It was decided that the EC will complete the first mow of the season to mark out the pathways around and across the Forty, the maintenance team will then continue to mow these pathways as and when necessary keeping a well maintained edge to the area.

They will also complete the replacement of a few bollards that is needed.

Bridges

The Bridge Company have applied to Environment Agency for a permit and have included their Environment Assessment.

I have asked an ecologist what fees would be charged for an environment assessment to be completed, it would cost £375.00 + vat + mileage at a rate of £0.55/mile.

I have not heard from the bridge company or from environment agency if this will be a necessary expense, however, should we obtain an assessment now, as this could further delay obtaining the permit or do we hope that the environment assessment completed by the bridge company is sufficient?

I have explored all avenues to my knowledge to contact the footpaths officer for OCC as work will need to be completed on their footpath which leads up to the bridge, to ask for permission to do this. At the time of writing this report no contact has been made.

Trees

Since clearing an allotment plot on Station Road site, an uprooted tree has been discovered among the undergrowth, in order to be able to offer the plot to someone the tree will need to be removed and will require a tree surgeon or for a member of our maintenance team to be enabled to use a chainsaw.

Maintenance Team

The maintenance team continue to work well.

The team have used wood chippings left over from the tree work last year to lay a path along the Whitehead Meadow track to Church Road and at the entrance to the recreation ground from the car park to give pedestrians a slightly drier path.

Bus Stops

Papist Way

The roof has now been repaired. The maintenance team have suggested that a wooden seat can be fixed across the brick plinths, it may need some reinforcement by the addition of another plinth, but we have the materials for this.

The Forty

Repairs have now been completed to the roof. However, the roof rotten and will need repairing/replacing in near future.

Tesco Litter Bin

I have spoken with the Manager at Tesco Express, who explained the reason why the litter bin was removed from outside the store. He still has the litter bin and would be prepared to contribute to the cost of having the bin emptied, but it would need to be daily as the bin was well used.

Date of meeting....05.04.2023.....

Payments made between meetings			
OALC	Annual membership 23/24	£870.01	Inc VAT. Authorised via email 23/03
Hawthorn	Pest control. Feb 2023	£168.00	Inc VAT. Authorised via email 23/03
GLS	Office equipment	£46.80	Inc VAT. Authorised via email 23/03
Pav. Trust	Room hire	£15.00	Authorised via email 23/03
SLCC	Clerk's manual	£52.30	Inc VAT. Authorised via email 23/03
TDP	Jubilee bench (grant paid by Cholsey1000)	£690.97	Inc VAT. Authorised via email 23/03
Staff expenses	Mileage	£11.20	Authorised via email 23/03
Staff expenses	Parking	£3.00	Authorised via email 23/03
Hawthorn	Pest control. Jan 2023	£168.00	Inc VAT. Authorised via email 23/03
Hawthorn	Pest control. Mar 2023	£168.00	Inc VAT. Authorised via email 23/03
OALC	Staff training	£36.00	Inc VAT. Authorised via email 23/03
SODC	Dog bins	£1,130.22	Inc VAT. Authorised via email 23/03
Screwfix	CHEC group supplies	£54.03	Inc VAT. Authorised by Vicky Beardall on behalf of CHEC group.
TLC	CHEC group supplies	£151.04	Inc VAT. Authorised by Vicky Beardall on behalf of CHEC group.
Mail order trees	CHEC group supplies - replacement S'park trees	£152.51	Inc VAT. Authorised by Vicky Beardall on behalf of CHEC group.
British Owl Project	CHEC group - barn owl boxes	£150.00	Authorised via email 30/03
EC expenses	CHEC group - BT garden plants	£161.82	Inc VAT. Authorised via email 30/03
EC expenses	Pavilion garden plants	£191.28	Inc VAT. Authorised via email 30/03
Castle Water	Station Rd allotments water	£205.08	Authorised via email 30/03
Cantwell (previously Balanced)	Feb payroll fees	£54.00	Inc VAT. Authorised via email 30/03
Cantwell (previously Balanced)	Mar payroll fees	£54.00	Inc VAT. Authorised via email 30/04
OCC	Parking review (CIL to be used)	£3,320.00	Authorised via email 23/03
	TOTAL	£7,853.26	
Automatic payments			
Virgin media	Phone & broadband	£83.08	
Grundon	Refuse collection - churchyard	£61.58	Inc VAT
Salaries	Mar-23	£7,145.69	
Nest	Mar-23 staff pension	£139.59	
	TOTAL	£7,429.94	

Payments for agreement

ASAP	IT support & licenses	£239.28	Inc VAT
Adventure Plus	FITP climbing wall (deposit to secure lower fee)	£86.00	
	TOTAL	£325.28	

Income received since last meeting

Cholsey Youth Grant	Returned	£5,000.00	
Tennis Club lease	2022	£130.00	
Burial fees		£55.00	
Vendor fees		£43.00	
	TOTAL	£325.28	

PAYMENTS EXPECTED

	TOTAL	£0.00	