

# CHOLSEY PARISH COUNCIL

To all members of the Council, you are hereby summoned to attend the meeting of Cholsey Parish Council on Wednesday 24<sup>th</sup> May 2023 at 7.30pm to be held at The Pavilion, Station Road, Cholsey for the purpose of transacting the following business.

17<sup>th</sup> May 2023  
Claire Bird, Clerk to the Council

1. To receive apologies for absence
2. To hear questions or comments from members of the public (max 15 mins)
3. To receive any reports from County and/or District Councillor
4. To receive Declarations of Personal and Pecuniary Interest for any agenda items
5. To approve and sign the minutes of the meeting held on 10<sup>th</sup> May 2023
6. To discuss implications of no longer having General Power of Competence
7. To review and approve Terms of Reference for the Climate and Environmental Emergency Working Group
8. To note the Clerk's Report (verbal)
9. To receive update from the Annual Community meeting planning subgroup and agree next steps
10. To note the Estate Manager's Report including
  - a. To receive update on the footbridge replacement and decide upon design
11. Finance
  - a. To receive burial ground fees proposal and decide whether to approve revised fees
  - b. To receive quotes for Pavilion enhancements (thermostats, CCTV, lighting and Children's Centre roof blind) and decide whether to use CIL funding for these purposes
  - c. To receive Cholsey Village Show S137 grant request and decide whether to approve this
  - d. To approve payments made and note payments received
12. To consider planning applications as at 17<sup>th</sup> May 2023

|              |   |
|--------------|---|
| P23/S1663/HH | Single storey rear extension<br>85 Ilges Lane |
|--------------|---|
13. To note planning decisions as at 17<sup>th</sup> May 2023

|              |   |
|--------------|---|
| P23/S0954/HH | Single storey rear extension<br>5 Charles Road <b>Granted by SODC</b> |
|--------------|---|
14. Items for report or inclusion on next agenda

**Minutes of the Annual meeting of Cholsey Parish Council duly convened and held on  
Wednesday 10th May 2023 at 7.30pm at The Pavilion, Station Road, Cholsey**

**Present were** Cllr D. Bamford, Cllr Bolt, Cllr J. Collins, Cllr J. Finch, Cllr G. Herbert, Cllr J. Hope Smith, Cllr P. Jenkins, Cllr L. Nixon, Cllr K. Pomlett, Cllr Smith, Cllr C. Worley

**Also present** C. Bird (Clerk)

Start time: 7.30pm

End time: 9.40pm

1. To elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office

Cllr Nixon was **proposed** by Cllr Bolt and **seconded** by Cllr Worley **Carried**  
Cllr Nixon signed the declaration of acceptance of office in the presence of the Clerk.

2. To elect the Vice Chair of the Council and to receive the Vice Chair's Declaration of Acceptance of Office

Cllr Bolt was **proposed** by Cllr Bamford and **seconded** by Cllr Herbert **Carried**  
Cllr Bolt signed the declaration of acceptance of office in the presence of the Clerk.

3. To receive apologies for absence

There were none.

4. Public participation session: to hear questions or comments from members of the public (maximum 15 mins)

There were none.

5. To receive Declarations of Personal or Pecuniary Interest for any agenda items

There were none.

6. To approve the minutes of the meeting held on 19th April 2023 (see Appendix)

It was **resolved** to approve the minutes of the meeting held on 19<sup>th</sup> April and they were signed by Cllr Nixon.

7. To note that at least two-thirds of Council members have been declared elected but that the Council does not have a CiLCA-qualified Clerk and so will no longer have General Power of Competence as from 10<sup>th</sup> May 2023

Noted. The implications of no longer having General Power of Competence to be revisited at the next Council meeting.

8. To approve Terms of References for the following Committees/Working Groups:

- a) Finance Committee (see draft in Appendix)

Approved. The Clerk will publish the Finance Committee Terms of References on the Council website.

- b) Staffing Committee (see draft in Appendix)

Approved. The Clerk will publish the Staffing Committee Terms of References on the Council website.

- c) Transport Working Group (see Appendix)

Approved.

- d) Neighbourhood Plan Working Group

To be reviewed at a future meeting.

- e) Environmental Initiatives Working Group

To be reviewed at the next Council meeting.

9. To appoint members to serve on the following Committees/Working Groups:

- a) Finance Committee

Cllr Bamford, Cllr Collins and Cllr Pomlett to continue to serve on the Finance Committee. It was resolved that Cllr Worley would join the Committee as the fourth member.

- b) Staffing Committee

Cllr Nixon to step down from the Staffing Committee having assumed the role of Council Chair. Cllr Finch and Cllr Herbert to continue to serve on the Staffing Committee. It was resolved that Cllr Bolt would join the Committee as the third member.

- c) Transport Working Group

Cllr Worley and Cllr Colins to continue to serve on the Transport Working Group, coopting additional members as appropriate.

- d) Neighbourhood Plan Working Group

Cllr Pomlett and Cllr Worley to continue to serve on the Neighbourhood Plan Working Group, coopting additional members as appropriate.

- e) Environmental Initiatives Working Group

Cllr Herbert, Cllr Hope Smith and Cllr Collins to continue to serve on the Climate and Environmental Emergency Working Group (note clarification of working group title), coopting additional members as appropriate.

- f) Planning Lead(s)

Cllr Smith and Cllr Jenkins to continue to act as Planning Leads on behalf of the Council.

10. To discuss requirements and remit for other possible Working Groups and Leads, e.g. Strategic Plan Working Group, Estate Lead

It was agreed to revisit the need for a Strategic Plan Working Group following the Annual Community meeting in June.

It was agreed not to appoint an Estate Lead from within the Councillors at this time. The Estate Manager will continue to seek support from specific Councillors as appropriate depending on the project.

11. To confirm Parish Council Representatives to:

- a) Pavilion Trust – Cllr Bolt and Cllr Finch
- b) Cholsey 1000 Plus – Cllr Bolt
- c) CCDT – Cllr Collins

- d) CMMC – Cllr Nixon will write to the CMMC introducing herself as the new Chair
- e) The Day Centre – Cllr Finch to assume this role
- f) Grundon - Cllr Bamford
- g) Defibrillator checking – Cllr Finch checks the defibrillators on Papist Way and by Tesco (this defibrillator is currently out of action, awaiting new parts). The Maintenance team checks the Cholsey Meadows defibrillator as part of their weekly checks.
- h) Oxfordshire County Council Parish Transport Group – Cllr Worley to assume this role
- i) Oxfordshire Neighbourhood Plan Alliance – Cllr Pomlett

12. To approve and adopt the following

- a) Standing Orders for Cholsey Parish Council (see Appendix)

The Standing Orders were approved. The Clerk will publish this document on the Council website.

- b) Financial Regulations for Cholsey Parish Council (see Appendix)

The Financial Regulations were approved with the following changes:

- Removal of clause 3.1 (three-year forecast) as this is not currently Council practice
- Finance Committee to review section 11 (Contracts) of the Financial Regulations particularly 11.1.e pertaining to practicalities of the tendering process

The Clerk will publish the document on the Council website.

- c) Code of Conduct (see Appendix)

The Code of Conduct was approved. The Clerk will publish this document on the Council website.

- d) Complaints procedure (requirement to be noted and a policy drafted for review at July 2023 meeting)

Noted; policy to be reviewed at future meeting.

- e) Publication scheme (requirement to be noted and a scheme drafted for review at July 2023 meeting)

Noted; scheme to be reviewed at future meeting.

- f) Communications policy (requirement to be noted and a policy drafted for review at July 2023 meeting)

Noted; policy to be reviewed at future meeting.

- g) Employment policies and procedures (project currently underway to review and revise as appropriate)

Cllr Nixon and the Clerk have met with two HR companies, and are in touch with a third, and will report progress at a future meeting.

13. To review the Council asset register and note the need to add estimated replacement costs for insurance purposes

The asset register was approved and will be added to as needed. The Clerk will arrange for an asset sticker system to be introduced.

14. To review and decide on any alterations to the Council insurance policy renewal

The renewal of the Council insurance policy was approved.

15. To confirm appointment of an Internal Auditor

The appointment of Mulberry and Co. as internal auditor was approved and the audit meeting will take place in June.

16. To note Clerk's report (verbal)

- a) To update on skate park noise assessment

The skate park noise assessment was carried out over the weekend of 28 April to 1 May. The report is expected within 3 weeks and will then be shared with the Council. The Clerk will write to residents who have expressed concern to confirm that the assessment has been carried out.

- b) To update on Estate matters including Cholsey Meadows play area, Millennium footbridge replacement (full Estate Manager's report scheduled for 24<sup>th</sup> May Council meeting)

Cllr Bamford, Cllr Pomlett, the Estate Manager and the Clerk met with representatives of SODC and Vistry in April to discuss the Cholsey Meadows play area. Responsibility for the play area has not yet been transferred from the developer to SODC (or to the Parish Council). The next step is for Vistry to organise a visit by the original play equipment company to discuss repairs needed. The play area is currently under warranty.

We await progress with the Environment Agency permission and the OCC Footpaths Officer with regards to the Millennium wood footbridge replacement. The Estate Manager is continuing to chase this.

- c) To update on progress with community engagement with the Strategic Plan process, including the Annual Community meeting, and agree next steps

Plans are being progressed to advertise the Annual Community meeting on 10<sup>th</sup> June. The key aim of the meeting this year is to seek input from the community on the Council's proactive strategic plan work, as well as letting residents know what the Council is currently responsible for. Cllr Collins is preparing content for the meeting, and posters/social media posts are being worked on.

17. Finance

- a) To note finance report for 2022/2023 year end

The finance report for 2022/2023 year end was noted by Council and will also be reviewed in detail by the Finance Committee.

It was noted that the year-end result is better than was anticipated in December 2022 when the Council was projecting an overspend of approx. £11,600 (mostly due to storm damage to trees and defending the Neighbourhood plan). In fact the Council will not have a deficit in 2022/2023 mainly due to planned spending not going ahead, for example:

- The Youth Club is not currently active and the annual grant provided by the Council was therefore returned
- Work on the Ilges allotment hedge was delayed due to the nesting season and will need to be carried out in the new financial year

- Projected spending on allotments and burial ground has not yet been carried out due to other priorities
- Savings have made in other budgeted areas e.g. training

b) To discuss and decide upon Floatability S137 grant request

It was **resolved** to make an S137 donation of £100 towards the Floatability grant request.

c) To discuss in principle the use of CIL to fund Pavilion enhancements (thermostats, CCTV, lighting, Children's Centre roof blind)

The use of CIL funds to pay for required works on the Pavilion was agreed in principle, with final approval dependent on quotes being obtained.

d) To approve payments and note payments received

The following payments were approved.

| Payments made between meetings              |   |                   |         |
|---|---|-------------------|---------|
|   |   |                   |         |
|   | <b>TOTAL</b>  | <b>£0.00</b>      |         |
| Automatic payments                          |   |                   |         |
| Salaries (11 part-time employees)           | Apr-23  | £5,982.15         |         |
| NEST pensions                               | Apr-23  | £131.12           |         |
|   | <b>TOTAL</b>  | <b>£6,113.27</b>  |         |
| Payments for agreement                      |   |                   |         |
| CHEC expenditure (Solopress)                | Banner  | £94.07            | Inc VAT |
| Hawthorn Pest Control                       | Burial Ground & Allotments                                  | £168.00           | Inc VAT |
| J.Drewe                                     | Grass cutting   | £709.99           | Inc VAT |
| ASAP computer services                      | Monthly computer software & support                         | £254.76           | Inv VAT |
| Shield Maintenance                          | Dog bins (April)  | £156.00           | Inc VAT |
| Shield Maintenance                          | Dog bins (May)  | £169.00           | Inc VAT |
| Hemmingway                                  | Payroll   | £54.00            | Inc VAT |
| MHSW expenses                               | Activity supplies   | £27.44            | Inc VAT |
|   | <b>TOTAL</b>  | <b>£1,633.26</b>  |         |
| <b>INCOME RECEIVED IN 22/23 BY YEAR END</b> |   |                   |         |
| Allotment rents 22/23                       |   | £2,276.00         |         |
| Burial/memorial fees 22/23                  |   | £7,848.00         |         |
| Vendor fees                                 |   | £473.00           |         |
|   | 2023/24 ALLOTMENT RENT INVOICES SENT AND PAYMENTS COMING IN |                   |         |
|   | <b>TOTAL</b>  | <b>£10,124.00</b> |         |
| PAYMENTS EXPECTED                           |   |                   |         |
|   |   |                   |         |
|   | <b>TOTAL</b>  | <b>£0.00</b>      |         |

e) To note reconciled bank statement for current account

Noted.

- f) To agree cheque and banking signatories – 3 Council members

It was resolved to add Cllr Bamford as a banking signatory, alongside Cllr Bolt and Cllr Pomlett.

18. To consider planning applications as at 3<sup>rd</sup> May 2023

|                      |  |
|----------------------|--|
| <b>P23/S0726/FUL</b> | Erection of two semi-detached houses<br>17 Charles Road<br>It was <b>resolved</b> to object for the following reasons: <ul style="list-style-type: none"> <li>- Concerns that the two properties are not in keeping with the neighbouring properties</li> <li>- There is a lack of information based on the legal right of way that must be resolved</li> <li>- Council requests a sunlight and daylight survey</li> </ul> |
| <b>P23/S1297/HH</b>  | Demolition of garage and replacement garage/studio<br>5 Fairfield<br>It was <b>resolved</b> to make no comment   |
| <b>P23/S0649/LB</b>  | Windows replacement and internal alterations<br>5 The Forty<br>It was <b>resolved</b> to support this application  |
| <b>P23/S1335/LB</b>  | Structural repairs and alterations<br>2 Ilges Lane<br>It was <b>resolved</b> to support this application   |
| <b>P23/S1338/HH</b>  | New frontage hardstanding and vehicular crossover (drop kerb)<br>75 Honey Lane<br>It was <b>resolved</b> to object to this application based on the new vehicular access being in close proximity to junction.   |

19. To note planning decisions as at 3<sup>rd</sup> May 2023

|                     |   |
|---------------------|---|
| <b>P23/S0756/HH</b> | Two storey side extension, single storey rear extension, front porch<br>2 Brentford Close<br><b>Granted by SODC</b> |
|---------------------|---|

20. Items for report or inclusion on next agenda

All Councillors to consider OALC training opportunities; Clerk to arrange for Cllr Finch to attend Essentials of Employing people training

Telephone box on Forty

Bridleway changes were noted by Cllr Smith

# CHOLSEY PARISH COUNCIL

## TERMS OF REFERENCE Climate and Environmental Emergency Working Group

### Issue History

| Issue N° | Date of Adoption | Reference in Minute Book | Details of Change Made                 |
|----------|------------------|--------------------------|--|
| 1        | 21.7.2021        |                          | Approved by full Council               |
| 2        |                  |                          | Staff Appraisal responsibility removed |

### Definitions

In this document the following terms have the meanings assigned to them below:

|                      |  |
|----------------------|--|
| Alternate Member     | A person elected to serve as an alternate if an elected member cannot serve on the Climate and Environmental Emergency Working Group |
| Chairman             | The Chairman of the Working Group  |
| Clerk                | The Clerk to the Council   |
| Working Group        | The Climate and Environmental Emergency Working Group of the Council   |
| Working Group Member | Any person participating in the Working Group's work under the arrangements set out in the Section headed 'Membership'               |
| Council              | Cholsey Parish Council "PC"  |
| Member               | An elected or co-opted member of the Cholsey Parish Council  |

### General

These Terms of Reference define the Council's specific responsibilities delegated to the Climate and Environmental Emergency Working Group and were first approved by Cholsey Parish Council at its Meeting held on 21.7.2021

The conduct of all aspects of the Working Group's work will be governed by the Council's Standing Orders.

The Working Group has no power to authorise expenditure on behalf of the Council.

Members of the public have no rights to attend meetings of the Working Group but may attend in compliance with the Membership and Quorum section.

### Duties & Scope of Responsibilities of the Working Group

The Working Group will undertake the following duties on behalf of the Council;

1. To work towards the PC and parish Neighbourhood Plan Objectives to reduce Greenhouse Gas (GHG) emissions significantly
2. To promote within the PC and Parish the protection and restoration of the natural world to prevent widespread biodiversity and species loss, to increase the GHG sinks.

### Objectives

The Working Group will do this by;

1. Monitoring within the PC so that every proposal, action and idea is considered in the light of its environmental impact, and every effort made to carry out such proposals in a way that reduces the impact on the environment. For every WG, committee and PC member



(engaged on PC duties) to assess ways of reducing impact with eventual aim of being carbon neutral.

2. Contributing towards the PC neighbourhood plan
3. Drawing up an Environmental Plan for PC/Parish
4. Monitoring and reporting the risks from climate change and biodiversity loss in the Parish, e.g. from flooding, habitat loss, air pollution
5. Helping to find sustainable solutions, recommending good practice to PC and Parish
6. Establishing and supporting a range of community and PC led environmental groups supporting the overall WG strategy... e.g. Transport, Community Renewable Energy, Domestic Energy reduction, Waste reduction, Wildlife preservation, Food and Growing, Carbon Footprint Education group
7. Supporting an Environment Coordinator employed by the PC to support the overall WG strategy.
8. Staying abreast of local, county and national Climate and Environment Emergency (CEE) initiatives and disseminating to the PC and Parish where appropriate
9. Liaising with stakeholders including all working groups/ committees in the council
10. Monitoring and reviewing progress and subsequent reporting to PC (at least quarterly).

### **Other Duties and Responsibilities**

1. Undertake such other tasks as may from time to time be remitted to it by the PC.

### **Powers**

The Climate and Environmental Emergency Working Group (CEEWG) will have no powers other than the power to undertake the tasks specified under the heading 'Duties and Scope of Responsibilities'. In particular it will have no delegated financial powers.

### **Membership and Quorum**

1. The Working Group shall comprise of at least 3 members, a maximum of 8, of which the majority shall be PC members. Others shall be co-opted from the Cholsey Environmental Champions (CHEC) subgroups. The meeting shall be quorate when 3 members are in attendance
2. In the event that one or more of the Working Group Members is unable to serve\* the following arrangements will be adopted:
  - a) The first Working Group Member unable to serve will be replaced by the Alternate Member.
  - b) If any further Working Group Members or the Alternate Member are unable to serve they will be replaced by qualified councillors appointed by the Council's Chairman.
  - c) If one of the Working Group Members unable to serve is the Chairman, then the revised Working Group, when fully formed, will elect its own Chairman at the relevant meeting.

d) Any person serving as a Working Group Member under the arrangements in this clause shall have the same powers (s)he would have possessed had (s)he been elected by the Council.

- For the avoidance of misunderstanding the Alternate Member only attends a meeting if an elected Working Group Member is unable to participate.

## Meetings

1. **To be chaired** by the PC member with Lead Responsibility.
2. **Calling meetings:** The Chairman will be responsible for calling all meetings:
  - The Chairman may make alternative arrangements to undertake this task or to assist him/her in undertaking the work but must ensure that a conflict of interest is not thereby created.
3. **Minutes:** The Chairman will be responsible for ensuring that proper minutes are kept of all Working Group meetings and that where necessary appropriate reports are generated and circulated.
  - The Chairman may make alternative arrangements to undertake this task or to assist him/her in undertaking the work but must ensure that a conflict of interest is not thereby created.
4. **Ordinary Meetings.** The Working Group will meet at least bi-monthly. The meeting will be summoned by the Chairman or by such other person appointed for the task.
5. **Extraordinary Meetings:** when necessary may be held on dates between the Ordinary Meetings. Extraordinary meetings will be called using the arrangements set out in Standing Orders 6.3 or 6.4 as appropriate.

## Alterations to these Terms of Reference

1. The Working Group has no powers to alter or temporarily suspend these Terms of Reference.
2. The Council may change these Terms of Reference using the procedure set out in the Council's Standing Order 25.2.