

**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 19th 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 10th 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

It was **resolved** to accept the renewal invitation from Gallagher.

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 24th 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 10th 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			
	TOTAL	£0.00	
Automatic payments			
Salaries (11 part-time employees)	Apr-23	£5,982.15	
NEST pensions	Apr-23	£131.12	
	TOTAL	£6,113.27	
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
	TOTAL	£1,633.26	
INCOME RECEIVED IN 22/23 BY YEAR END			
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		
	TOTAL	£10,124.00	
PAYMENTS EXPECTED			
	TOTAL	£0.00	

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 3rd May 2023

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

19. To note planning decisions as at 3rd May 2023

P23/S0756/HH	Two storey side extension, single storey rear extension, front porch 2 Brentford Close Granted by SODC
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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

Detailed Income & Expenditure by Budget Heading 31/03/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration							
1076 Precept	158,947	158,947	0			100.0%	
1090 Interest Received	29	150	121			19.7%	
General Administration :- Income	158,976	159,097	121			99.9%	0
4000 Insurance	2,232	1,750	(482)		(482)	127.6%	
4005 Audit Fees	1,449	1,250	(199)		(199)	116.0%	
4020 Annual Subscriptions	454	1,250	796		796	36.3%	
4025 Website	209	70	(139)		(139)	298.6%	
4026 IT Infrastructure	1,469	1,600	131		131	91.8%	
4045 Member's Travel Expenses	0	30	30		30	0.0%	
4050 Meeting Hall Rental	300	300	0		0	100.0%	
4055 Professional Fees	3,320	0	(3,320)		(3,320)	0.0%	3,320
4060 Training	1,606	2,000	394		394	80.3%	
General Administration :- Indirect Expenditure	11,040	8,250	(2,790)	0	(2,790)	133.8%	3,320
Net Income over Expenditure	147,937	150,847	2,910				
6000 plus Transfer from EMR	3,320						
Movement to/(from) Gen Reserve	151,257						
110 Accommodation							
4100 Office Rental	2,500	2,500	0		0	100.0%	
Accommodation :- Indirect Expenditure	2,500	2,500	0	0	0	100.0%	0
Net Expenditure	(2,500)	(2,500)	0				
120 The Burial Ground							
1200 Burial/Memorial Fees	7,848	3,500	(4,348)			224.2%	
1210 Grass Cutting Income	1,758	2,200	442			79.9%	
The Burial Ground :- Income	9,606	5,700	(3,906)			168.5%	0
4210 Waste Removal	662	700	38		38	94.6%	
4240 Mortgage (PWLb) - Wall Repairs	1,001	1,001	(0)		(0)	100.0%	
4500 Water	243	130	(113)		(113)	187.2%	
4505 Maintenance	329	1,700	1,371		1,371	19.4%	
4600 Grass Cutting	6,125	6,000	(125)		(125)	102.1%	
4635 Pest Control	980	840	(140)		(140)	116.7%	
The Burial Ground :- Indirect Expenditure	9,341	10,371	1,030	0	1,030	90.1%	0
Net Income over Expenditure	266	(4,671)	(4,937)				

Detailed Income & Expenditure by Budget Heading 31/03/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130 Staff							
1902 Local group wages contribution	8,392	10,600	2,208			79.2%	
1903 Income MHSW	0	150	150			0.0%	
Staff :- Income	8,392	10,750	2,358			78.1%	0
4040 Sundry Expenses	82	100	18		18	81.9%	
4329 Staff wages	73,981	90,438	16,457		16,457	81.8%	
4330 PAYE & Employee NIC	4,983	0	(4,983)		(4,983)	0.0%	
4335 Employer NIC	1,893	1,000	(893)		(893)	189.3%	
4336 Employer pension contributions	1,686	1,000	(686)		(686)	168.6%	
4345 Mileage & Travel Expenses	135	100	(35)		(35)	134.7%	
4357 MHSW expenses	237	500	263		263	47.4%	
4360 OPW Sundry Costs	0	200	200		200	0.0%	
Staff :- Indirect Expenditure	82,997	93,338	10,341	0	10,341	88.9%	0
Net Income over Expenditure	(74,605)	(82,588)	(7,983)				
140 Office							
1900 Miscellaneous Income	783	208	(575)			376.6%	90
Office :- Income	783	208	(575)			376.6%	90
4040 Sundry Expenses	121	100	(21)		(21)	120.6%	
4055 Professional Fees	378	0	(378)		(378)	0.0%	
4400 Printing	483	0	(483)		(483)	0.0%	
4405 Office Supplies/Stationery	447	400	(47)		(47)	111.7%	
4410 Postage	8	100	92		92	7.6%	
4415 Telephone/Broadband	867	700	(167)		(167)	123.8%	
4420 Office Equipment	695	500	(195)		(195)	139.1%	
4425 Photocopier Contract	55	400	345		345	13.8%	
4427 Payroll	630	540	(90)		(90)	116.7%	
4430 Accounts Software	66	130	64		64	50.5%	
4435 IT Support	1,610	0	(1,610)		(1,610)	0.0%	
4720 Contingencies	15	50	35		35	30.0%	
4810 Miscellaneous Purchases	577	0	(577)		(577)	0.0%	
Office :- Indirect Expenditure	5,951	2,920	(3,031)	0	(3,031)	203.8%	0
Net Income over Expenditure	(5,168)	(2,712)	2,456				
6001 less Transfer to EMR	90						
Movement to/(from) Gen Reserve	(5,258)						

Detailed Income & Expenditure by Budget Heading 31/03/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>150 Allotments</u>							
1500 Allotment Rents	2,276	2,350	74			96.9%	
1900 Miscellaneous Income	500	0	(500)			0.0%	500
Allotments :- Income	2,776	2,350	(426)			118.1%	500
4440 Allotment Software	56	0	(56)		(56)	0.0%	
4500 Water	222	1,000	778		778	22.2%	
4505 Maintenance	652	1,000	348		348	65.2%	
Allotments :- Indirect Expenditure	929	2,000	1,071	0	1,071	46.5%	0
Net Income over Expenditure	1,847	350	(1,497)				
6001 less Transfer to EMR	500						
Movement to/(from) Gen Reserve	1,347						
<u>160 Open Spaces</u>							
1705 Verge Cutting Grant	1,759	1,759	0			100.0%	
1899 CHEC donations	1,280	0	(1,280)			0.0%	
1900 Miscellaneous Income	1,188	500	(688)			237.6%	
Open Spaces :- Income	4,227	2,259	(1,968)			187.1%	0
4040 Sundry Expenses	19	25	6		6	76.6%	
4210 Waste Removal	3	100	97		97	2.9%	
4505 Maintenance	2,820	500	(2,320)		(2,320)	564.0%	2,250
4600 Grass Cutting	4,103	6,000	1,897		1,897	68.4%	
4601 Maintenance equipment	329	0	(329)		(329)	0.0%	
4620 Fuel	47	50	3		3	93.5%	
4621 CHEC Expenditure	2,635	3,000	365		365	87.8%	706
4625 Play Equipment Repairs	0	400	400		400	0.0%	
4635 Pest Control	980	850	(130)		(130)	115.3%	
4640 Safety Inspections	146	140	(6)		(6)	104.2%	
4645 Dog Waste Disposal	4,727	3,000	(1,727)		(1,727)	157.6%	
4655 Tree & Hedge Maintenance	10,617	3,000	(7,617)		(7,617)	353.9%	
4660 Sundry Works	244	600	356		356	40.7%	
4665 Vandalism	0	100	100		100	0.0%	
4810 Miscellaneous Purchases	222	0	(222)		(222)	0.0%	
Open Spaces :- Indirect Expenditure	26,892	17,765	(9,127)	0	(9,127)	151.4%	2,956
Net Income over Expenditure	(22,666)	(15,506)	7,160				
6000 plus Transfer from EMR	2,956						
Movement to/(from) Gen Reserve	(19,709)						

Detailed Income & Expenditure by Budget Heading 31/03/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>170 Sundries</u>							
1085 CIL	139,932	0	(139,932)			0.0%	139,932
1700 Bluebirds Pavilion Lease	65	90	25			72.2%	
1710 Tennis Club Lease	390	150	(240)			260.0%	
Sundries :- Income	140,387	240	(140,147)			58494.4	139,932
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	0	5,000	5,000		5,000	0.0%	
4725 Library Organiser	3,000	3,000	0		0	100.0%	
4730 Summer Play Scheme - exp	1,776	1,500	(276)		(276)	118.4%	
4731 Defibrillators	0	200	200		200	0.0%	
Sundries :- Indirect Expenditure	13,526	13,100	(426)	0	(426)	103.3%	0
Net Income over Expenditure	126,861	(12,860)	(139,721)				
6001 less Transfer to EMR	139,932						
Movement to/(from) Gen Reserve	(13,071)						
<u>175 Summer Play Scheme</u>							
1950 Summer Play Scheme - inc	251	500	249			50.1%	
Summer Play Scheme :- Income	251	500	249			50.1%	0
Net Income	251	500	249				
<u>176 Neighbourhood Plan</u>							
4051 Neighbourhood Plan - exp	7,259	500	(6,759)		(6,759)	1451.8%	
Neighbourhood Plan :- Indirect Expenditure	7,259	500	(6,759)	0	(6,759)	1451.8%	0
Net Expenditure	(7,259)	(500)	6,759				
<u>180 The New Pavilion</u>							
4505 Maintenance	0	2,000	2,000		2,000	0.0%	
4800 Mortgage (PWL B)	27,753	27,753	0		0	100.0%	
The New Pavilion :- Indirect Expenditure	27,753	29,753	2,000	0	2,000	93.3%	0
Net Expenditure	(27,753)	(29,753)	(2,000)				
<u>190 Childrens Centre</u>							
4915 Childrens Centre Running Costs	326	100	(226)		(226)	325.5%	
Childrens Centre :- Indirect Expenditure	326	100	(226)	0	(226)	325.5%	0
Net Expenditure	(326)	(100)	226				

Detailed Income & Expenditure by Budget Heading 31/03/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	325,399	181,104	(144,295)			179.7%	
Expenditure	188,514	180,597	(7,917)	0	(7,917)	104.4%	
Net Income over Expenditure	<u>136,885</u>	<u>507</u>	<u>(136,378)</u>				
plus Transfer from EMR	6,276						
less Transfer to EMR	140,522						
Movement to/(from) Gen Reserve	<u>2,640</u>						