

# CHOLSEY PARISH COUNCIL

To all members of the Council, you are hereby summoned to attend the meeting of Cholsey Parish Council on Wednesday 12<sup>th</sup> July 2023 at 7.30pm to be held at The Pavilion, Station Road, Cholsey for the purpose of transacting the following business.

6<sup>th</sup> July 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 21<sup>st</sup> June 2023
6. To receive update from the Annual Community meeting subgroup on community engagement activities and discuss next steps in the strategic plan process
7. To note the Clerk's Report (verbal)
  - a. To note items of correspondence and agree next actions
  - b. To approve full Council meeting dates for the remainder of 2023/2024
  - c. To discuss any items arising from the OALC June Update newsletter and SODC June Parish newsletter
8. To note the Estate Manager's Report
9. To receive update from the Transport Working Group (Cllr Worley)
10. Finance
  - a. To receive update from the Finance Committee (Cllr Bamford)
  - b. To approve payments made and note payments received
11. To consider planning applications as at 5<sup>th</sup> July 2023

P23/S1460/A	Two non-illuminated advertising displays New Barn Farm Quarry
P23/S2115/HH	Demolition of conservatory and rebuild Riverside, Reading Road
P23/S2070/HH	Erection of outbuilding The Hazels, 12 Church Road

**12. To note planning decisions as at 5<sup>th</sup> July 2023**

P23/S0339/FUL	Change of use: farmland siting of mobile home, Farmyard to South East of Wallingford Road, <b>Granted by SODC</b>
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**13. Items for report or inclusion on next agenda**

# CHOLSEY PARISH COUNCIL

## **Minutes of the meeting of Cholsey Parish Council duly convened and held on Wednesday 21st June 2023 at 7.30pm at The Pavilion, Station Road, Cholsey**

**Present were** Cllr D. Bamford, Cllr V. Bolt, Cllr J. Collins, Cllr J. Finch, Cllr G. Herbert, Cllr Hope Smith, Cllr P. Jenkins, Cllr L. Nixon (Chair), Cllr K. Pomlett

**Also present** C. Bird (Clerk), four members of the public (7.30-8pm), SODC Cllr A. Simpson (from 8.45pm to 9.10pm)

Start time: 7.30pm

End time: 9.45pm

### **35. To receive apologies for absence**

Apologies were received from Cllr M. Smith, Cllr C. Worley and SODC Cllr Manning

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

Four residents attended the meeting to voice their continued concerns about the skatepark's location and the recently completed environmental noise survey (discussed in Minute 40).

Cllrs Bamford and Nixon stated that from the Parish Council's perspective, the survey has been carried out as agreed by a professional third party, and the Council accepts the report's conclusions. The Council has also met with representatives from SODC (Environmental Health and Safety Officers) and will continue to explore ways of reducing anti-social behaviour in the recreation ground.

### **37. To receive any reports from County and/or District Councillor**

This item was postponed until after the Clerk's report agenda item, at 9pm, following Cllr Simpson's arrival. The District Councillors' report was noted with thanks.

### **38. To receive Declarations of Personal and Pecuniary Interest for any agenda items**

There were none.

### **39. To approve and sign the minutes of the meeting held on 24<sup>th</sup> May 2023**

It was **resolved** to approve the minutes of the meeting held on 24<sup>th</sup> May and they were signed by Cllr Nixon.

### **40. To discuss the AIRO Report REG/7468 (commissioned by the Council) dated 31<sup>st</sup> May 2023 and presenting an Environmental Noise Survey at Skate and Mini-Wheel Park, Recreation Ground, Cholsey**

The conclusions of the report were noted.

Councillors discussed potential ways of reducing antisocial behaviour in the recreation ground, particularly involving music in the evening. A meeting with local PCSOs is being planned. Cllr Finch and the Estate Manager had recently attended a community Crime Summit in Wallingford.

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### **41. To agree whether to appoint an external HR provider to support the Council with HR policies and procedures (Staffing Committee)**

Quotes from three organisations were considered and it was unanimously **resolved** to establish a 24-month retainer contract for HR support with Gap HR Services Ltd, budget £47/month plus VAT from July 2023.

### **42. To receive update on plans for Cholsey Community Support Services (Cllr Bamford)**

Cllr Bamford's update was noted and it was agreed that he should continue discussions regarding setting up a Community Interest Company for the CCSS.

### **43. To receive update following Annual Community meeting of 10<sup>th</sup> June and agree next steps with community engagement (Annual Community meeting subgroup)**

The Annual Community meeting on 10<sup>th</sup> June attracted 60 participants. The Clerk will produce a summary of contributions made at the event. The subgroup has visited the Treehouse School to hear from the children and will be visiting Cholsey Primary School w/c 26<sup>th</sup> June. There are plans to attend village events during July and August to gather more input from the community, to inform the strategic plan.

### **44. To note the Clerk's Report (verbal)**

#### **a. To agree process for responding to hello@ emails received**

It was agreed that timely responses would be sent via the Clerk, unless agreed otherwise in individual cases. The Clerk will seek input from Councillors as appropriate.

#### **b. To discuss and agree frequency of full Council meetings**

The current schedule of fortnightly meetings is not sustainable and a survey of other councils suggests it is unusual for full Council to meet as frequently, but we need to find a way of working that best suits Cholsey Parish Council. Various options were discussed. Linked to this, the Clerk will work on a scheme of delegation for the Council.

#### **c. To agree responses to the following invitations:**

##### **i. Treehouse School, Cholsey Open Gardens Event, 25th Jun**

Councillors are encouraged to attend if they would like to; a group of Councillors had also visited the Treehouse on 21<sup>st</sup> June.

##### **ii. Cholsey Meadows, 'Getting to know each other' event, 21st Sept**

Cllr Bolt and Cllr Collins will attend

#### **d. To discuss items arising from the OALC May Update newsletter**

Cllr Nixon noted that there is a lot of valuable information in the monthly newsletter and that this will be a regular item on the agenda going forward.

### **45. To note the Estate Manager's Report**

#### **a. To agree 'Breach of Allotment Tenancy Agreement' policy**

The Breach of Allotment Tenancy Agreement' policy was unanimously approved.

#### **b. To agree whether to approve memorial bench request received (Smith)**

The memorial bench request was unanimously approved.

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### c. To discuss and agree plan for management of areas at front of the Pavilion

The flower bed at the front of the Pavilion needs attention, unfortunately the ground is currently very hard and plants such as couch grass need removing. As the next step Cllr Herbert will discuss the workload involved in replanting the bed with perennials with the Environmental Coordinator.

The Council has been let down by the bridge company appointed to instal the new Millennium Woods footbridge. The company has mishandled the Environment Agency application process. It was **resolved** to terminate the agreement with the bridge contractor and to see alternative solutions as a matter of urgency.

### 46. To receive update from the Transport Working Group

#### a. To agree the Council's preferred location for a potential pedestrian crossing on the A329

It was unanimously agreed to pursue the possibility of a pedestrian crossing near the junction of Papist Way and Ferry Lane.

### 47. Audit 2022-23

#### a. To receive the internal auditor's report for the 2022-23 financial year

Received and noted.

#### b. To agree the annual governance statement for 2022-23

Agreed and signed by the Chair and Clerk.

#### c. To agree the accounting statement for 2022-23

Agreed and signed by the Chair.

#### d. To agree dates for public rights

It was **resolved** that the period for public rights would commence on 23<sup>rd</sup> June 2023.

#### e. To discuss and agree increase in Fraud and Dishonesty insurance cover

It was agreed to increase the Fraud and Dishonesty insurance cover from £150K to £400K.

### 48. Finance

#### a. To approve payments made and note payments received

The appended payments were approved.

### 49. To consider planning applications as at 14<sup>th</sup> June 2023

P23/S1751/HH	Rear extension and porch 47 Ilges Lane It was <b>resolved</b> to make no comment.
P23/S1889/HH	Single storey side extension 1A Ferry Lane It was <b>resolved</b> to make no comment.
P23/S1937/FUL	Alterations to rear roof and wall The Red Lion, 39 Wallingford Road It was <b>resolved</b> to support the application.
P23/S1961/HH	Two storey rear extension and adjoining single storey extension 30 Papist Way It was <b>resolved</b> to make no comment.

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### 50. To note planning decisions as at 14<sup>th</sup> June 2023

P23/S0927/HH	Two storey side extension, single storey rear extension, front porch 6 Larkfield Cholsey, <b>Granted by SODC</b>
P23/S1116/HH	Erection of detached garage (retrospective) 40 Crescent Way, <b>Granted by SODC</b>
P23/S1335/LB	Structural repairs and alterations 2 Ilges Lane, <b>Granted by SODC</b>
P23/S1297/HH	Demolition of garage and replacement garage/studio 5 Fairfield, <b>Granted by SODC</b>
P23/S0726/FUL	Erection of two semi-detached houses 17 Charles Road, <b>Refused by SODC</b>
P23/S0649/LB	Window replacement and internal alterations 5 The Forty, <b>Granted by SODC</b>

### 51. Items for report or inclusion on next agenda

Continuation of community engagement to inform the strategic plan  
Strategic plan writing process  
Councillor bios for the web site  
Car park improvement works  
Flash flooding in the village  
uWatch

## Estate Manager's Report to Parish Council June 2023

### Hedges

Nothing to report.

I hope to have a plan for the next Parish Council meeting in August.

### St Mary's Graveyard

A complaint was received about part of section 4 not being cut. After contacting the contractor, he explained that the machine had broken. The contractors have been at the graveyard this week beginning 03/07/23 cutting the grass.

### Allotments

The current waiting lists are; Cholsey Meadows – 4; Station Road – 7; Ilges Lane –2

The Allotment plot inspections have now been completed and those tenants whose plots are not of an acceptable standard will be receiving letters asking for an action plan.

### Recreation Grounds and Play Areas.

We are hoping to have the Recreation Ground Management Plan for the next Parish Council meeting in August.

### Playgrounds

#### Cholsey Meadows Play Area

The maintenance team continue to complete their weekly visual checks on the play area and our grass cutting company continue to trim inside the play area.

There is no update available about the transfer of ownership.

#### Station Road Play Area.

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

### The Forty

The length of the grass on the mown pathways will be monitored and will determine if it is mown weekly or fortnightly.

### Millennium Wood Bridge

Local tradesmen have been approached to build a temporary footbridge to replace the bridge that had to be removed.

## **Trees**

We have received a complaint from a resident regarding the self-seeded sycamore on the boundary of the Ilges Lane allotment site. The tree has become large, is close to and overshadowing her property. I believe a tree surgeon will be needed to remove this sycamore. I am asking for quotes from tree surgeons.

## **Maintenance Team**

The maintenance team continue to work well.

During the night of Wednesday 29<sup>th</sup> June 2023, the metal Gardeners Store was broken into. The petrol strimmer and petrol extendable hedge trimmer were taken.

The incident has been reported to the police.

This is quite a blow to our maintenance team as the strimmer, in particular at the moment, is used all the time, and so will have an impact upon the work they do. The loss of the hedge trimmer will impact in September.

The container is constructed with separate panels and put together in 2021 by a team of people. Would it be in the council's interest to find out if the door panel could be purchased separately to replace the broken one?

Date of meeting....12.07.2023.....

Signatures of authorising councillors:

Payments made between meetings			
Mulberry	Internal audit fee	£287.28	Agreed by FC via email
ASAP computers	Monthly IT support	£239.28	Agreed by FC via email
All Services 4 U	Locksmith to secure green container	£282.00	Agreed by FC via email
Staff salaries	May-23	£5,894.31	
Staff pensions	May-23	£131.12	
	<b>TOTAL</b>	<b>£6,833.99</b>	
Automatic payments			
	<b>TOTAL</b>	<b>£0.00</b>	
Payments for agreement			
Shield Maintenance	Dog waste bins	£169.00	Inc VAT
ASAP computers	Monthly IT support	£254.76	Inc VAT
BGG garden & trees	Verge cutting	£1,218.00	Inc VAT. Moulsoford to be invoiced for their share (£348 less VAT)
GA	Library lighting (funded by CIL)	£2,567.74	Inc VAT
Rhythm Zone	Fun in the Park entertainment	£140.00	
J.Drewe	Grass cutting	£1,749.98	Inc VAT
	<b>TOTAL</b>	<b>£6,099.48</b>	
Income received			
Total allotment rents this year	Apr-Jun	£2,664.00	
Total burial/memorial fees this year	Apr-Jun	£875.00	
Refund for bridge deposit		£2,700.00	Inc. VAT
	<b>TOTAL</b>	<b>£6,239.00</b>	
PAYMENTS EXPECTED			
Moulsoford PC	Verge cutting portion	£315.00	
	<b>TOTAL</b>	<b>£315.00</b>	