

# 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

Date of meeting....21.06.2023.....

Signatures of authorising councillors:

Payments made between meetings			
Canva	Council responsibilities poster	£27.50	Inc VAT. Paid on debit card
Gallagher	Insurance renewal	2736.85	Inc. VAT. Auth by FC via email on 25/05
Lawncare	Strimmer maintenance	£30.00	Inc. VAT. Auth by FC via email on 31/05
Higgs	Community meeting posters	£25.00	Inc VAT. Paid on debit card
Floatability	S137 donation	£100.00	Minute 17b on 10.05.2023 meeting
	<b>TOTAL</b>	<b>£2,919.35</b>	
Automatic payments			
Grundon	Churchyard waste	£82.19	Inc VAT
	<b>TOTAL</b>	<b>£82.19</b>	
Payments for agreement			
Shield	Dog waste collection	£169.00	Inc VAT
J.Drewe	Grass cutting	£1,749.98	Inc VAT. Churchyard, Rec Ground & CM play area
KP Stationers	Community meeting supplies	£21.09	Inc VAT
A.Debtford	Defib maintenance supplies	£273.60	Inc VAT
ASAP	Monthly IT support	£254.76	Inc VAT
Hort Soc	Flower Show grant, S137	£800.00	Minute 31c on 24.05.23 meeting
Airo	Environmental noise survey at Skatepark	£2,444.40	Inc VAT
A1 Sovereign	ACM flyers	£37.50	
A1 Sovereign	ACM flyers & poster	£72.10	Inc. VAT
Pop up Play Village	Fun in the park	£112.92	
Community First	Annual membership	£70.00	
Grand Design Blinds	50% deposit for Happy Hub blinds	£1,501.58	Inc VAT. To come from CIL
	<b>TOTAL</b>	<b>£7,506.93</b>	
Income received			
Allotment rents	So far in 23/24	£2,547.00	
Burial fees	So far in 23/24	£715.00	
VAT return	Owing from 22/23	£1,194.27	
CIL	Apr-23	£136,162.69	
SODC	23/24 verge cutting grant	£1,758.78	
1st half 23/24 Precept	Apr-23	£88,985.50	
	<b>TOTAL</b>	<b>£231,363.24</b>	
PAYMENTS EXPECTED			
	<b>TOTAL</b>	<b>£0.00</b>	