

# CHOLSEY PARISH COUNCIL

To all members of the Council, you are hereby summoned to attend the meeting of Cholsey Parish Council on Wednesday 23<sup>rd</sup> August 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> August 2023

Claire Bird, Clerk to the Council

1. To receive apologies for absence
2. To receive Declarations of Personal and Pecuniary Interest for any agenda items
3. To hear questions or comments from members of the public (max 15 mins)
4. To approve and sign the minutes of the meeting held on 12<sup>th</sup> July 2023
5. To receive any reports from County and/or District Councillors
6. To receive an update on community engagement activities and agree next steps in the strategic plan process (Annual Community meeting subgroup)
7. To note the Clerk's Report (verbal), in particular:
  - a. To agree whether to engage Mulberry and Co to provide bespoke Councillor training for all Councillors at a cost of £450 +VAT (plus mileage).
  - b. To agree how to respond to the Wallingford Bathing Water Project Consultation (request received from Thames21)
  - c. To agree whether to express support for the Agatha Christie 'Timelines' project (request received from Darren Evans, CEO of After Cloud)
  - d. To discuss any items arising from the OALC July Update newsletter and SODC July Parish newsletter
8. To note the Estate Manager's Report (appended)
9. To receive an update on Cholsey Community Support Services and agree to the formation of a Community Interest Company to manage this (Cllr Bamford)
10. To receive an update from the Transport Working Group, in particular:
  - a. To agree street parking proposals for the subsequent public consultation to be conducted by Oxfordshire County Council (Cllr Worley)
11. Finance
  - a. To agree whether to enter into a 3-year agreement with Mulberry and Co for the provision of internal audit services at a fixed rate
  - b. To approve payments made and note payments received (appended)
12. To agree responses to planning applications as at 16<sup>th</sup> August 2023

P23/S2553/LB	Installation of air source heat pump Kentwood House 81 Station Road
P23/S2272/HH	Dropped kerb access to property 25 Crescent Way

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### 13. To note planning decisions as at 16<sup>th</sup> August 2023

P23/S1663/HH	Single storey rear extension 85 Ilges Lane <b>Granted by SODC</b>
P23/S4164/FUL	Change of use of land to informal private leisure use Land east of Reading Road <b>Refused by SODC</b>
P23/S0717/HH	Single storey side extension 20 Honey Lane <b>Granted by SODC</b>
P23/S0718/LB	Single storey side extension, listed building 20 Honey Lane <b>Granted by SODC</b>
P23/S1460/A	Two advertising displays New Barn Farm Quarry <b>Granted by SODC</b>
P23/S1889/HH	Single storey side extension 1A Ferry Way <b>Granted by SODC</b>
P23/S1338/HH	New frontage hardstanding and vehicular crossover (drop kerb) 75 Honey Lane <b>Refused by SODC</b>
P23/S1961/HH	Two storey rear extension and adjoining single storey extension 30 Papist Way <b>Granted by SODC</b>
P23/S1937/FUL	Alterations to rear roof and wall The Red Lion, 39 Wallingford Road, <b>Granted by SODC</b>
P23/S2115/HH	Demolition of conservatory and rebuild Riverside, Reading Road <b>Granted by SODC</b>

### 14. Items for information or inclusion on future agenda

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## Minutes of the meeting of Cholsey Parish Council duly convened and held on Wednesday 12th July 2023 at 7.30pm at The Pavilion, Station Road, Cholsey

**Present were** Cllr D. Bamford, Cllr J. Finch, Cllr G. Herbert, Cllr P. Jenkins, Cllr L. Nixon (Chair), Cllr K. Pomlett. Cllr C. Worley, Cllr M. Smith (from 7.45pm)

**Also present** C. Bird (Clerk), one member of the public (7.30-7.45pm)

Start time: 7.30pm

End time: 9.50pm

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

Apologies were received from Cllr V. Bolt, Cllr J. Collins, Cllr Hope Smith, SODC Cllr A. Simpson and SODC Cllr B. Manning

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

A resident attended the meeting to talk about using the recreation ground skatepark - in particular the benefits for exercise and learning, and the sense of supportive community among those who use the skatepark, young and old.

He was concerned that he had recently experienced verbal abuse from a resident who was unhappy that he was using the skatepark at approximately 6.45am on a Sunday morning. He is aware of concerns from neighbouring residents about the skatepark and asked how the Council is responding.

Cllr Nixon explained that the Council is continuing to look at options and will be meeting the local PCSOs in early August. The households nearest the skatepark have expressed concern about antisocial behaviour, particularly in the evening and into the night. A particular group of users bring lights and music to the facility.

The Council thanked the resident for coming to the meeting to share his views.

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

The District Councillor's report received by email was noted.

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

There were none.

### **5. To approve and sign the minutes of the meeting held on 21<sup>st</sup> June 2023**

It was **resolved** to approve the minutes of the meeting held on 21<sup>st</sup> June and they were signed by Cllr Nixon.

### **6. To receive update from the Annual Community meeting subgroup on community engagement activities and discuss next steps in the strategic plan process**

Councillors have visited both village schools (Treehouse and Cholsey Primary) to gather feedback from the children. Further engagement activities are planned including at the Community Larder, with the WI, at the Village show on 19th August and at the Great Hall on 21st September.

Residents' feedback received so far will be reviewed at the August Parish Council meeting.

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

### **a. To note items of correspondence and agree next actions**

Correspondence had been received via Facebook on i) the use of bonfires on allotments and ii) late June verge cutting.

Cllr Herbert suggested that the Council should not allow burning of materials on the three allotment sites, due to likelihood of very dry conditions increasing in the summer, and health hazards for residents living nearby with breathing difficulties.

A review of the policy and decision regarding allotment bonfires will be added to a future agenda.

It was proposed to review the verge-cutting contract for 2024/2025 (urban and rural) and to consider asking the contractor not to cut a small number of areas that have particular value for nature, provided they can be cost effectively maintained through other means. Cllr Herbert will investigate sources of grant funding available for mapping such areas.

### **b. To approve full Council meeting dates for the remainder of 2023/2024**

The following dates were confirmed. The Clerk will find out whether it is possible for the Council to meet on certain dates at the Great Hall, Cholsey Meadows.

23rd August 2023

13th September 2023

4th October 2023

25th October 2023

15th November 2023

6th December 2023

### **c. To discuss any items arising from the OALC June Update newsletter and SODC June Parish newsletter**

Cllr Nixon highlighted a number of grants and training opportunities in the OALC Update newsletter. Cllr Smith has recently used the planning surgery session offered by SODC and found this very valuable.

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

The Clerk gave an update on various estate items on behalf of the Estate Manager:

- The flower bed at the front of the Pavilion will be weeded in preparation for planting with perennials.
- The Estate Manager will prepare a hedge management plan for consideration at the next full Council meeting
- The Environmental Coordinator and Estate Manager have been working on a recreation ground management plan for discussion at the next full Council meeting
- Allotment plots have been inspected and letters to plot holders will be sent where work is needed
- Cholsey Meadows play area – since the April meeting between the developer Vistry,

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SODC and the Parish Council, the Clerk has been chasing Vistry regularly and is hopeful that the necessary repair works will now be carried out by the developer. This will then enable transfer of the play area to the Parish Council via SODC, should the Parish Councillors decide to approve this.

- Millennium footpath bridge – following the mistakes made by the bridge contractor in the Environment Agency permit application process, the Council's agreement with the bridge contractor has been terminated and the deposit returned. A new contractor has been found and the EA permit is now being worked on in-house by the Estate Manager. We have been informed that a bespoke permit application is required because the surrounding area is a protected habitat and species location (deciduous woodland and water vole).

It was unanimously **resolved** to accept the quote of £1,380 plus VAT from Barry Robson to construct a footbridge, replacing like with like.

- A self-seeded sycamore tree on an allotment plot at Ilges Lane needs to be removed as it has become too large.

It was unanimously **resolved** to secure the services of a tree surgeon to remove the tree.

- It was agreed that it would not be a financially wise decision to claim on the Council's insurance for the recent theft of two power tools, given the likely effect on the insurance premium in the following year.
- The current Maintenance team have decided to step down due to other commitments. The Clerk and Estate Manager will advertise the position and ensure that the job description is up to date.

### **9. To receive update from the Transport Working Group (Cllr Worley)**

Cllr Worley will contact OCC to ask for the public consultation on a pedestrian crossing on the Reading Road to go ahead.

Cllr Worley is working on an updated proposal for the parking review and will bring this to full Council.

### **10. Finance**

#### **a. To receive update from the Finance Committee (Cllr Bamford)**

The Finance Committee met on 10th July and draft minutes will be published on the Council web site. Cllr Bamford will continue as Chair of the Finance Committee which meets quarterly. Other committee members are Cllr Collins, Cllr Pomlett and Cllr Worley, with the Clerk and Assistant Clerk/RFO attending meetings as officers.

The Committee is working on an updated financial risk assessment for full Council to review.

Expenditure for the first quarter of 2023/2024 is on track, with one key unbudgeted spend on the skatepark noise survey.

A CIL (Community Infrastructure Levy) payment of approx. £136K has been received in connection with Poppy Fields phase 2. This has been moved to a separate CIL Projects account. CIL has most recently been spent on Happy Hub roof blinds, library lighting and thermostat upgrades in the Pavilion building. The strategic plan under development will be

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important for informing how remaining CIL money is spent.

Given the level of reserves, particularly CIL, currently held by the Council, a review of banking providers is prudent. The Finance Committee will develop an investment strategy and a proposal for revised banking arrangements for consideration by full Council.

## **b. To approve payments made and note payments received**

The payments were approved.

## **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 It was <b>resolved</b> to make no comment.
P23/S2115/HH	Demolition of conservatory and rebuild Riverside, Reading Road It was <b>resolved</b> to make no comment.
P23/S2070/HH	Erection of outbuilding The Hazels, 12 Church Road It was <b>resolved</b> to make no comment.

## **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 future agenda**

CHEC Energy group Draughtbusters project  
August meeting with PCSOs  
Transport plan update  
Emergency plan  
Leavesley appeal and Neighbourhood Plan  
Cholsey Community Support Services inc. Happy Hub - update on CIC proposal  
The need for clearing of drains/gulleys by OCC  
Broken fencing between church and school  
Car park improvement works (this is dependent on parish office team workload)  
Closure of Westfield Road for filming 21 August

Strategic plan writing process  
Councillor bios for the web site  
uWatch

Next meeting of full Council: 7.30pm, 23<sup>rd</sup> August 2023, The Pavilion

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

### Hedges

The Hedge Management Plan for the village will be available for councillors at the next meeting in September.

### St Mary's Graveyard

I have received a communication from a member of the Church Properties Committee concerning the collapse of the footpath in the path from the main gate leading to the church.

### Allotments

The current waiting lists are; Cholsey Meadows – 5 Station Road – 10; Ilges Lane – 5

Letters were sent to all tenants who did not achieve the set standard according to the Allotment Tenancy Agreement and the inspections which took place in June. The letters asked for an action plan to be sent to the Estate Manager within 14 days of the date of the letter. I have received several action plans, which will be monitored, but we have a few tenants who have not responded, and upon visiting their plots, no further work has taken place on the plots, these tenants will be receiving a second letter explaining the urgency if they wish for the continuation of their tenancy. Obviously, extenuating circumstances have been and will be taken into account.

### St George's Close Community Orchard. (Allotment)

I have had a meeting with and a communication from 'Cholsey's Tomorrow Group'.

A letter, dated 25<sup>th</sup> March 2019, was sent to the Council asking for permission to plant some fruit trees on Whitehead Meadow. This was not approved. An alternative site was found for the planting of fruit trees on the unused allotment site at St George's Close and the Community Orchard was formed, looked after by the Cholsey's Tomorrow Group. The group have now asked for there to be some formality with their use of this space. I have given the group a current Allotment Tenancy Agreement which names the group as the tenants and an annual rent of £0.00. Therefore the group would now have the same rights as a tenant.

I hope this meets the Council's approval.

### Youth and Community Allotment at Cholsey Meadows.

I received a communication from the Deputy CEO of Oxfordshire Youth about the availability of an allotment on Cholsey Meadows for the purpose of leading a youth and community project on an ongoing basis which supports positive activity, connection to nature, and improves intergenerational bonds within the community.

We met at the allotment site and I showed her a possible area where this project could happen. It is not a designated plot, as we have a waiting list, but an area at the back of the plots which is a 'Community Garden' which has been uncultivated and is now scrub area.

The project leader aims to put a plan together to present to the Council at their next meeting in August.

### **Recreation Grounds and Play Areas.**

The Recreation Ground Management Plan will be available for councillors at the next meeting in September.

#### **Playgrounds**

##### **Cholsey Meadows Play Area**

The visual checks for this play area continue to be made.

An update on this play area. I have received an email from Vistry explaining that they are making contact with Home Front about the repairs to the equipment. I had to remind them that since the list of repairs had been compiled, there has been vandalism to the play area, one of the gates has been removed and one of the upright posts on the Balance Trail has also been removed. We have stored these in the metal container as I felt they could possibly be lost if left. On my visits to the play area, (last one Monday 14<sup>th</sup> August), no repairs have taken place.

##### **Station Road Play Area.**

The visual checks for this play area continue to be made.

One of the toddler swing seats needs to be replaced as the plastic safety bar has partly broken.

### **The Forty**

The pathways on the Forty are continuing to be mown. Due to the resignation of our Maintenance Team, my thanks goes to a volunteer from the Environment Group, who is mowing these pathways when needed.

### **Millennium Wood Bridge**

The application for the Bespoke Permit for the replacement of a temporary/permanent bridge from the Environment Agency was submitted on Tuesday 8<sup>th</sup> August 2023. I have not heard from the agency apart from their generic email to say they are very busy and will respond as soon as possible.

A resident has contacted the Environment Agency asking, through freedom of information, for a progress report on the initial application made in March.

### **The Footpath Group.**

The clerk received a communication from a member of the footpath volunteers explaining that they had received another windfall of bricks for the footpaths. The communication explained how they were intending to progress with the brick footpath.

The footpath in question is OCC footpath 167/4/30 and any work completed on their footpath would need their permission as OCC would be liable should anything happen. A while ago, the OCC footpath's officer, on a visit, did question a volunteer who was working on the laying of bricks, who had given permission for the work.



## **Trees**

The sycamore tree on the boundary of Ilges Lane allotment site and the bungalow on Rothwells Close is to be removed on Tuesday 22<sup>nd</sup> August 2023.

## **Maintenance Team**

The maintenance Team resigned from their position giving 4 weeks notice, their position ended on Wednesday 9<sup>th</sup> August when they were on holiday.

The post has been advertised around the village and on social media.

Since then I have made inspections of the play areas for Health and Safety and have emptied the bins on the Recreation Grounds, bins at the Youth Hut, the Skatepark and the Toddler Play Area. Other duties have not been carried out.

We also need to replace the equipment stolen when the break-in to the metal container happened in order for the new Maintenance Person to begin work immediately. I have researched the cost for replacing this equipment as follows;

Echo long reach petrol hedge trimmer	£659.00
Echo petrol brushcutter/trimmer	from £379.00 - £549.00.

## **The Pavilion.**

The library lighting, new upgraded room thermostats and the upgrade for the CCTV has now happened and all working, although the CCTV to the estate managers laptop needs tweeking.

Date of meeting....23.08.2023.....

Signatures of authorising councillors:

Payments made between meetings			
HMRC	PAYE and NI	£205.70	For June 2023. Agreed by FC via email
Staff salaries	Net salaries	£5,949.26	Jul-23
Vistaprint	CPC tablecloth	£61.08	Inc VAT. Paid by d.card
Vistaprint	CPC banner	£80.49	Inc VAT. Paid by d.card
Amazon	Chalkboards for burial plot markers	£24.99	Inc VAT. Paid by d.card
Amazon	Refuse bags for outdoor bins	£40.65	Inc VAT. Paid by d.card
TDP	Memorial bench	£614.06	Memorial bench for resident - permission previously given. Inc VAT
Swift	Printer supplier	£112.93	Agreed by FC via email
Gallaghers	Insurers - increase in fidelity cover	£289.96	Agreed by FC via email
Cholsey PT	ACM hall hire	£46.50	Agreed by FC via email
Hemmingway	Monthly payroll	£54.00	Agreed by FC via email
Hawthorn	Pest control	£168.00	Agreed by FC via email
MHSW expenses	MHSW drop-in supplies	£7.99	Agreed by FC via email
Mulberry	Clerk & A.Clerk training	£455.28	Agreed by FC via email
J.Drewe	Grass cutting	£1,749.98	Agreed by FC via email
BGG	Ipsden verge cutting	£402.00	Agreed by FC via email
ASAP	Monthly IT support	£254.76	Agreed by FC via email
A1 Sovereign	Flyers & posters	£29.80	Agreed by FC via email
GA	Pavilion CCTV upgrade	£3,949.20	Agreed by council - CIL
GA	Pavilion thermostats upgrade	£3,304.14	Agreed by council - CIL
	<b>TOTAL</b>	<b>£17,800.77</b>	
Automatic payments			
Grundon	Cemetery waste removal	£65.78	Inc VAT (Paid 20.07.2023)
Grundon	Cemetery waste removal	£61.19	Inc VAT (DD payment due 20.08.2023)
PWLB	Pavilion mortgage	£13,876.45	DD payment due by end of August
PWLB	Church wall mortgage	£500.63	DD paid on 09.08.2023
Gap HR	HR services	£56.40	Inc VAT (Paid 21.07.2023)
Gap HR	HR services	£56.40	Inc VAT (Paid 28.07.2023)
	<b>TOTAL</b>	<b>£14,616.85</b>	

Payments for agreement			
Nest	Staff Pensions	£131.12	For July 2023
HMRC	PAYE and NI	£406.69	For Jul 2023
Creative Haus	Website hosting	£90.00	
	<b>TOTAL</b>	<b>£627.81</b>	
<u>Income received</u>			
Refund for Traffic Reg Order		£3,320.00	
VAT return		£1,689.68	
NHS burial ground grass cutting		£1,733.20	
Wooden Bridge Co deposit refund		£2,700.00	
Fee for memorial bench requested		£662.97	Ex.VAT
Ipsden PC	Verge cutting	£335.00	
	<b>TOTAL</b>	<b>£10,440.85</b>	
<u>Income expected</u>			
	<b>TOTAL</b>	<b>£0.00</b>	