

CHOLSEY PARISH COUNCIL

Minutes of the meeting of Cholsey Parish Council duly convened and held on Wednesday 13th September 2023 at 7.30pm at The Pavilion, Station Road, Cholsey

Present were Cllr Bolt (Chair), Cllr J. Collins, Cllr G. Herbert, Cllr Hope Smith, Cllr K. Pomlett, Cllr C. Worley

Also present were C. Bird (Clerk), V. Beardall Richards (Environmental Coordinator 7.30-9pm), SODC Cllr A-M. Simpson (7.30-8pm), two members of the public (7.30-7.50pm)

Start time: 7.30pm

End time: 10.15pm

79. To receive apologies for absence

Apologies were received from Cllr D. Bamford, Cllr J. Finch, Cllr P. Jenkins, Cllr L. Nixon and Cllr Smith.

80. To receive Declarations of Personal and Pecuniary Interest for any agenda items

None received.

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

Two members of public (a Station Rd allotment holder and a resident living next to the Ilges Lane allotments) attended the meeting to speak about item 86b, the Allotment bonfire policy.

82. To approve and sign the minutes of the meeting held on 23rd August 2023

Approved with amendment to Minute 74, paragraph 3 which will read:

'Cllr Worley and Cllr Collins had discussed the Oxfordshire County Council's Community EV Microhubs Scheme – they felt that chargers in the Pavilion car park would not necessarily benefit Cholsey residents and should not be a priority at this time. Councillors suggested that the Clerk forward details to the Cholsey Meadows Management Company.'

83. To receive any reports from County and/or District Councillor

SODC Cllr Simpson's report was noted with thanks.

84. To note the Clerk's Report (verbal), in particular:

a. To discuss and agree process for filling two Councillor vacancies

It was agreed that the Clerk would draft a Councillor advert to include the skills and experience that the Council would particularly like to prioritise. The Clerk will promote the two Councillor vacancies, including at the Cholsey Meadows residents event on 21st September.

b. To discuss and agree the Clerk enrolling on CiLCA training

It was unanimously **resolved** to spend £750-£1000 on enrolment and training for the Clerk to complete CiLCA. The CiLCA qualification involves approximately 200 hours of study and coursework and must be completed within a year of enrolment. It was agreed that up to 100 hours of this time would be paid as overtime for the Clerk if required.

c. To discuss any items arising from the OALC August Update newsletter and SODC August Parish newsletter

It was agreed to publicise the Fix My Street super user role and to explore the TOE Environmental grant and Defibrillator funding further.

85. To receive update from the Staffing Committee, in particular:

a. To agree the appointment of a new Maintenance Person

It was **resolved** on the recommendation of the Staffing Committee to appoint Antony Swiatoniowski as the new Maintenance Person.

CHOLSEY PARISH COUNCIL

b. To agree to adopt new contract templates and staff handbook prepared in consultation with GAP HR (appended)

It was **resolved** to adopt the new contract templates and staff handbook with one amendment to dependency leave arrangements (to be unpaid) and subject to sick pay arrangements (in addition to SSP) being reviewed and agreed with the Staffing Committee. The Council wishes to thank GAP HR for working with the Clerk to produce these detailed documents.

86. To note the Estate Manager's Report, in particular:

a. To agree the Recreation Ground Management plan (appended)

It was **resolved** to adopt the Recreation Ground Management plan with the following additions:

- an introductory section to explain the plan's aims and set it in context
- detail of arrangements for grass cutting, litter and dog waste management
- cross references to hedge and tree management plans where applicable

Cllr Worley asked about maintenance of the mounds around the skatepark – there is some wear from use. The Clerk will catch up with the Estate Manager on this when she is back in the office.

b. To review and agree any changes to the Allotment bonfire policy

It was agreed that this topic would be deferred until the next full Council meeting so that Councillors can consider input from residents and allotment holders.

c. To agree a Hedge Management plan for the next 3 years (appended)

It was **resolved** to adopt the Hedge Management plan with a few minor edits to clarify hedge locations and the agreed management actions.

It was agreed that the aim is for the Maintenance Person to maintain the hedges where possible using Council-owned equipment, but that where work needed is significant, an external contractor will be used.

It was agreed that the Ilges Lane allotment hedge has reached the stage where it needs to be coppiced and that this should be carried out in three stages to minimise impact on nature and residents. The Clerk will liaise with the Estate Manager and Maintenance Person to decide whether this work can be undertaken by the Maintenance Person or an external contractor. It was unanimously **resolved** to pay the estimated costs of £5700 for an external contractor to coppice the hedge if this is deemed necessary.

The Clerk will find out whether there are plans to re-plant the hedge that has been removed from the tennis court boundary.

d. To discuss the Cholsey Meadows Youth and Community Garden Project

It was agreed that this topic would be deferred until the next full Council meeting as the Council is awaiting more information from the proposer.

e. To discuss litter bins in the recreation ground

Cllr Worley proposed that the Council consider removing the litter bins and replacing with signs asking users to take their litter home. There was concern that this could result in more rubbish being left on the recreation ground. Cllr Collins proposed a combined approach – leaving the bins in place for now and introducing signage.

CHOLSEY PARISH COUNCIL

87. To receive update from the Transport Working Group (Cllr Worley)

a. To agree response to the East End 20mph speed limit Oxfordshire County Council (OCC) consultation

It was **resolved** to support the East End 20mph speed limit proposal.

b. To discuss traffic calming on A329

Cllr Worley and Cllr Collins are meeting with OCC representatives on 27th September and will raise ideas including changes to the layby slip roads and electronic signage.

c. To agree whether to express an interest in the OCC EV Microhubs Scheme

The Clerk shared further information provided by OCC about the potential demand for community EV chargers from residents.

It was unanimously **resolved** to work with the Cholsey Meadows Management Company to express an interest on behalf of the Cholsey Meadows site. Cllr Worley will contact CMMC.

It was unanimously **resolved** not to express an interest in the scheme for the Cholsey Pavilion carpark due to continued concern that this would not benefit local residents.

88. Finance

a. To approve payments made and note payments received

The payments were approved.

89. To agree responses to planning applications as at 6th September 2023

P23/S2856/HH	Single storey rear extension, front porch, internal reconfigurations 35 Crescent Way It was resolved to support the application.
P23/S2932/HH	Single storey side extension Mulberry House, Caps Lane It was resolved to make no comment.

90. To note planning decisions as at 6th September 2023

P23/S1751/HH	Rear extension and porch 47 Ilges Lane Granted by SODC
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91. Items for information or inclusion on future agenda

Thames Water bathing water status submission – to be submitted by Cllr Hope Smith

The Draughtbusters project is underway – Cllr Herbert is leading for CPC

Leavesley appeal – Cllr Pomlett reported that a response to a letter from the Secretary of State requesting more information will shortly be submitted by the Rule 6 team on behalf of the Parish Council. We continue to defend the Neighbourhood Plan from this speculative planning application.

Allotment bonfire policy
Youth and Community Garden Project

Next meeting of full Council: 7.30pm, 4th October 2023, The Pavilion