

CHOLSEY PARISH COUNCIL

To all members of the Council, you are hereby summoned to attend the meeting of Cholsey Parish Council on Wednesday 15th November 2023 at 7.30pm to be held at held at The Pavilion, Station Road, Cholsey for the purpose of transacting the following business.

9th November 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 25th October 2023
5. To receive any reports from County and/or District Councillor
6. To note the Clerk's Report (verbal)
 - a. To discuss any items arising from the OALC October Update newsletter and Community First Oxfordshire Autumn newsletter
7. To receive update on the 5-year Strategic plan (Strategic plan subgroup)
8. To note the Estate Manager's report, and in particular:
 - a. To agree annual allotment plot rents for 2024/2025
9. To receive update from the Transport Leads (Cllr Worley)
10. Finance
 - a. To agree an additional online payment authoriser for Council bank accounts
 - b. To approve payments made and note payments received

11. To agree responses to planning applications as at 9th November 2023

P23/S3468/HH	Single rear extension, two-storey side extension, front porch 2 Brentford Close
P23/S3564/HH	Side extension and additional parking 58 Rothwells Close
P23/S3609/HH	Annexe Outbuilding Little Lollington, Westfield Road

12. To note planning decisions as at 9th November 2023

P23/S2856/HH	Single storey rear extension, front porch, internal reconfiguration 35 Crescent Way Granted by SODC
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13. 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 25th October 2023 at 7.30pm at The Great Hall, Cholsey Meadows, Cholsey

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

Also present were C. Bird (Clerk), SODC Cllr B. Manning

Start time: 7.35pm

End time: 9.45pm

106. To receive apologies for absence

Apologies were accepted from Cllr Mark Smith and Cllr Johnny Hope Smith

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

Cllr Collins has an interest in planning application P23/S3469/HH.

With respect to Minute 114c, Cllr Bolt and Cllr Collins declared interests due to their CCDT roles.

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

There were none.

109. To approve and sign the minutes of the meeting held on 4th October 2023

It was **resolved** to approve the minutes of the meeting held on 4th October and they were signed by Cllr Nixon.

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

SODC Cllr Manning's report was noted with thanks.

The Clerk passed on concerns from residents about the disposal of building materials on the new Poppy Fields development. Cllr Manning said that SODC Councillors had also become aware of this matter and it was being looked into by Environmental Health.

Cllr Bamford raised concerns about a recent lightning hit at an anaerobic digester in Oxfordshire. Cllr Manning will look into protections at the Benson site.

111. To note the Clerk's Report

a. To review progress and achievements in Oct 2023 – Oct 2024

The Clerk's report was noted.

b. To approve full Council meeting dates for 2024

The following meeting dates have been agreed for 2024.

10 January (including final agreement of 2024/2025 budget and precept submission)

31 January

21st February

13th March

17th April

8th May (Annual Council meeting)

5th June

26th June

17th July

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It is proposed that Council does not meet in August, and then meets monthly from September 2024 onwards (dates to be confirmed).

c. To agree participation in Town and Parish Council Charter summit, 26th Oct
Councillors were asked to let the Clerk know by the end of the meeting whether they were able to attend.

112. To discuss the 5-year Strategic plan – priority areas and objectives

The Clerk has collated all input from community engagement events since the Annual Community Meeting in June; this is shaping the Strategic plan's priorities and objectives. The Strategic Plan subgroup will next meet on Monday 30th October, with the goal of a draft written plan by the end of November. Council members were happy for the subgroup to proceed with this work.

113. To note the Estate Manager's report, in particular:

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

Having considered feedback from allotment holders and residents, it was unanimously **resolved** to amend the allotment bonfire policy to allow bonfires only in the Winter months (outside of British Summer Time).

The Allotment bonfire policy will therefore read as follows:

'Bonfires are allowed for the burning of materials from the Allotment only i.e. diseased plants and dried out organic material that will burn without smoke or hazardous residue between the hours of 16.00 and 18.00 in Winter, agreed and confirmed by the Council. For these purposes, Winter is defined as being from when British Summer Time ends in October until British Summer time begins in March. These dates/times will be displayed on the notice boards. All fires must be attended at all times and not cause a nuisance to neighbouring residents or other plot holders. When lighting a bonfire take into consideration weather conditions, e.g windy conditions, direction of wind, very dry conditions. All fires must be completely extinguished before leaving the site. The tenant shall not bring or allow to be brought on to the Allotment Site any materials for the burning of such waste.'

b. To agree purchase of replacement and new dog waste bins

It was agreed to purchase two replacement dog waste bins (Papist Way and at the Station Road end of the Recreation ground) and an extra bin near Pancroft Farm at a cost of £460 + VAT. The two bins requiring replacement are 18 years old.

Cllr Bolt asked the Parish Office team to review the provision of bins more generally, including the possibility of dual use bins.

114. Finance

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

The Finance Committee had met on 16th October. The Council's 2023/2024 accounts year to date were reviewed and expenditure is currently within overall budget.

CIL expenditure year to date includes: Pavilion enhancements (Happy Hub blinds, CCTV upgrades, thermostats, library lighting) and the EA permit application for the replacement footbridge.

The bank account balances as at 11th October 2023 were approximately:

Current account: £84K

Reserves account: £89K

CIL account: £363K

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Of the above reserves, £8500 are earmarked for certain areas of spending; the Council therefore has approximately £80K in general reserves.

General reserves should be between 50% and 200% of annual precept, therefore the Council needs to aim for approximately £90K in general reserves. This will be considered when budgeting for 2024/2025. It was noted that the Council needed to draw on reserves for replacement of the Pavilion air source heat pumps.

The Finance Committee will next meet on 22nd November to discuss the 2024/2025 budget in detail. A proposal on diversifying the Council's banking providers will also be brought to the full Council meeting in December.

b. To review and adopt revised Financial Risk Assessment

The Financial Risk Assessment was approved subject to the current red/amber/green annotation (intended to demonstrate priority) being replaced with a Priority Level column (levels 1-3) and a Risk status column (red, amber, green).

c. To discuss and agree upon S137 grant request for Cholsey Bonfire night

It was **resolved** to make an S137 donation of £250 towards the 2023 Cholsey Bonfire night. The vote was unanimous with two abstentions (Cllr Bolt and Cllr Collins due to their CCDT roles).

d. To approve payments made and note payments received

The payments were approved.

115. To receive update from the Transport Leads (Cllr Worley)

a. To agree next steps in the grant application process towards a possible recreation ground footpath project

The application for an SODC grant towards a recreation ground footpath project will not be submitted for the November deadline, due to the Council being advised that full planning permission may be required. The project remains active and Council will investigate other options.

Cllr Worley had received frustrating news from Oxfordshire County Council that the project to install an A329 puffin crossing, which was about to go out for public consultation, has been cancelled. The Parish Council will contact County Cllr Felix Bloomfield to ask for a meeting to discuss the project.

116. To note outcome of JT Leavesley appeal and discuss Cholsey Neighbourhood Plan next steps

On 10th October 2023, the Secretary of State dismissed JT Leavesley's appeal and refused planning permission for the proposed development on Land off Papist Way (Ref. P21/S1503/O). Council will begin work on next steps for Cholsey's Neighbourhood Plan.

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117. To agree responses to planning applications as at 18th October 2023

P23/S3262/HH	Dropped kerb in front of property 74 Papist Way It was resolved to support the application.
P23/S3315/HH	Installation of green roof and passive house standard insulation and glazing (retrospective application) 13 Kennedy Crescent It was resolved to submit an objection as follows: Cholsey Parish Council has no objection to the installation of green/living roofs in principle. However, the Council has a significant concern regarding this application that the living roof may be used as a roof garden space for recreational purposes in the future. The internal access staircase should be removed in its entirety so that the roof space cannot be accessed for these purposes. Retrospective applications are not supported by the Council and are strongly discouraged. CNP H7 (pertaining to extensions to existing buildings) is the Neighbourhood Plan policy of relevance to this application. The Council does not feel that the build is unobtrusive/in keeping with neighbouring properties.
P23/S3380/HH	Single and two storey extensions Wellfields House, Caps Lane It was resolved to comment as follows: Expanding to five bedrooms potentially increases the number of vehicle parking requirements - future occupancy. Any windows overlooking The Bungalow must not impact neighbours' privacy.
P23/S3469/HH	Installation of air source heat pump Kentwood House, 81 Station Road Cllr Collins left the meeting room before discussion of this application. It was resolved to support the application.

118. To note planning decisions as at 18th October 2023

P23/S2932/HH	Single storey side extension Mulberry House, Caps Lane Granted by SODC
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119. Items for information or inclusion on future agenda

Strategic plan

Cllr Jenkins reiterated concerns about a verge area needing attention at Buckthorn Lane/Honey Lane

Pavilion car park flooding (Cllr Bolt)

Environmental working group review of climate action plan (Cllr Herbert)

Transport Working Group meeting (Cllr Worley)

Emergency Plan (Cllr Herbert)

Budget 2024/2025

Estate Manager's Report to Parish Council November 2023

Hedges

The maintenance person has begun cutting the hedge at the Station Road entrance. We are awaiting advice for the way forward concerning a self-seeded sycamore which has taken over part of this hedge and if taken out will leave a large gap which will need to be planted up with native hedging.

Allotments

The current waiting lists are; Cholsey Meadows – 3 Station Road – 10; Ilges Lane –3

Allotment inspections will be taking place during the week beginning 20th November, mainly to check that the action plans of some plots are progressing.

The maintenance person will fix a post into the ground at the Ilges Lane site to keep the large metal gate at the top of Rothwells Close open during the day at the request of tenants.

Allotment Rents

The annual rent is due 1st April each year and are as follows;

For the year 2023/2024

Plot size	Cholsey Meadows Site	Station Road Site	Ilges Lane Site
Large	£42.00 15m x 15m (approx)	£20.00	£20.00
Medium	£22.00 15m x 7m (approx)	£10.00	£10.00
Small	£16.50 20m x 4m (approx)	£5.50	£5.50

I would propose that the rents remain as of the above for the year 2024/2025, as the rents were increased for the year 2023/2024 by approximately 10%.

Recreation Grounds and Play Areas.

Jubilee Field

After the considerable rainfall we have had, it was noticed that Jubilee Field was covered with water.

Church Road entrance gate.

Awaiting to hear from Bluebirds regarding a meeting to discuss access.

Recreation Ground

The rubbish bins in the toddler playground, by the skatepark and by the Youth hut are now being emptied by a contractor. The contractor has been given a key to Station Road gate to enable them to empty these bins and also the dog waste bins.

We are waiting for SSEN to complete a scan of the area where the Outdoor Gym is to be located for electric cabling. I am concerned where the electric cable runs from the back of the Pavilion to the Youth hut and then on to Bluebirds floodlights on Whitehead Meadow.

GA have advised that Freshair Gym should complete their own scan before they begin the installation, this has been confirmed by Freshair Gym.

Playgrounds

Cholsey Meadows Play Area

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

The rubbish bin is now being emptied by a contractor.

The clerk has contacted Vistry for an update.

Station Road Play Area.

I have contacted the company who originally installed the play equipment to visit and assess the repairs needed to all the broken equipment. I was informed they would arrange to visit during the first 2 weeks of November.

The Forty

The maintenance person has replaced the bollards and is busy preparing for Remembrance Sunday.

The poppies have been hung up around the chestnut tree and the walnut tree.

Millennium Wood Bridge

The clerk has contacted the Environment Agency for an update.

Dog Waste Bins

The dog waste bins have been ordered and awaiting delivery.

Date of meeting....15/11/2023.....

Signatures of authorising councillors:

Payments made between meetings			
SLCC	Clerk CiLCA qualification	£450.00	Agreed at a previous PC meeting. Min ref 2023/84B Paid by debit card.
HMRC	PAYE payments x2 months	£869.86	Agreed by Finance Committee via email on 06.11.2023
Village Van Services	Assistance with relocating two office cupboards	£20.00	Agreed by Finance Committee via email on 06.11.2023
CCDT	S137 donation for Cholsey fireworks	£250.00	Agreed by Finance Committee via email on 02.11.2023
Fresh Air Fitness	Deposit for outdoor gym (CIL payment)	£5,940.00	Agreed by Finance Committee via email on 02.11.2023
Colliers	Screws & ballast for Forty posts	£22.79	Agreed by Finance Committee via email on 02.11.2023
Hemmingway	Monthly payroll	£54.00	Agreed by Finance Committee via email on 02.11.2023
Shield Maintenance	Monthly dog bin collections	£169.00	Agreed by Finance Committee via email on 02.11.2023
ASAP	Monthly IT support and provision	£254.76	Agreed by Finance Committee via email on 02.11.2023
Earth Anchors	Replacement & new dog bins	£588.00	£552 Agreed by Finance Committee via email on 02.11.2023. Delivery not accounted for so please sign the email order confirmation to say the revised amount has been acknowledged. Paid by debit card.
Feet First (staff expenses)	Key cutting	£8.00	Agreed by Finance Committee via email on 25.10.2023
Screwfix (staff expenses)	WD40 for maintenance person	£7.59	Agreed by Finance Committee via email on 25.10.2023
Nisa Local (staff expenses)	Fuel for mower & strimmer	£17.12	Agreed by Finance Committee via email on 25.10.2023
Gov.uk (councillor expenses)	Land Registry checks	£18.00	Agreed by Finance Committee via email on 23.10.2023
Amazon	CHEC clothes rails for swap shop	£73.98	Agreed by CHEC Team
	TOTAL	£8,743.10	
Automatic payments			
Staff salaries	Oct-23	£5,980.48	
Nest - staff pensions	Oct-23	£131.12	
GapHR	Monthly HR support	£56.40	
Grundon	Burial ground waste collection	£91.75	
	TOTAL	£6,259.75	

Payments for agreement

Payments for agreement			
Cholsey Pavilion Trust	Office annual rent	£2,750.00	
	TOTAL	£2,750.00	
<u>Income received</u>			
Allotment rents		£10.00	
	TOTAL	£10.00	
<u>Income expected</u>			
	TOTAL	£0.00	