

CHOLSEY PARISH COUNCIL

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 25th 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). Cllr Pomlett 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