

CHOLSEY PARISH COUNCIL

To all members of the Council, you are hereby summoned to attend the meeting of Cholsey Parish Council on Wednesday 6th December 2023 at 7.30pm to be held at The Pavilion, Station Road, Cholsey for the purpose of transacting the following business.

30th 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 15th November 2023
5. To receive any reports from County and/or District Councillor
6. To note the Clerk's Report, in particular:
 - a. To discuss and agree start time of Parish Council meetings
 - b. To discuss next steps in responding to Joint Local Plan consultation
7. To note the Estate Manager's report, in particular:
 - a. To agree annual allotment plot rents for 2024/2025
 - b. To agree amendment to grass cutting agreement with Oxfordshire County Council
 - c. To agree match-funding of up to £1500 for two replacement defibrillators
8. To discuss the 5-year Strategic plan
9. Finance
 - a. To appoint a fourth member to serve on the Finance Committee
 - b. To agree provisional budget 2024/2025
 - c. To agree changes to bank account arrangements
 - d. To agree to make a transfer of £7800 (under S137) to Cholsey Village CIC to fund Cholsey Community Support Service staff costs, Jan-Mar 2024 inclusive
 - e. To agree response to S137 grant request from Home Start
 - f. To agree response to donation request from Citizen's Advice Oxfordshire South and Vale
 - g. To approve payments made and note payments received
10. To agree responses to planning applications as at 29th November 2023 – none received
11. To note planning decisions as at 29th November 2023

P23/S2977/HH	Two storey side extension and single storey front extension 40 Crescent Way Granted by SODC
P23/S3262/HH	Dropped kerb in front of property 74 Papist Way Granted by SODC
P23/S3315/HH	Installation of green roof and passive house standard insulation and glazing (retrospective application) 13 Kennedy Crescent Granted by SODC
P23/S3564/HH	Side extension and additional parking 58 Rothwells Close Granted by SODC
12. To consider and, if thought fit, to resolve to temporarily exclude the press and public
Pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 the Committee will be asked to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted
13. To receive update from the Staffing Committee (Cllr Finch), in particular:
 - a. To agree next actions on Health and Safety requirements
 - b. To discuss staffing requirements for 2024/2025
 - c. To discuss Parish Office job evaluation and pay for 2024/2025
14. Items for information or inclusion on future agenda

CHOLSEY PARISH COUNCIL

Minutes of the meeting of Cholsey Parish Council duly convened and held on Wednesday 15th November 2023 at 7.30pm at The Pavilion, Station Road, Cholsey

Present were Cllr V. Bolt, Cllr J. Collins, Cllr G. Herbert, Cllr J Hope Smith, Cllr P. Jenkins, Cllr L. Nixon (Chair), Cllr M. Smith, Cllr C. Worley

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

Start time: 7.35pm

End time: 9.15pm

120. To receive apologies for absence

Apologies were accepted from Cllr David Bamford and Cllr Jenny Finch.

Cllr Pomlett has stepped down as Parish Councillor due to other commitments at this time.

The Clerk will arrange a notice of casual vacancy.

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

There were none.

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

There were none.

123. To approve and sign the minutes of the meeting held on 25th October 2023

It was **resolved** to approve the minutes of the meeting held on 25th October and they were signed by Cllr Nixon.

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

Cllr Manning will seek input from SODC Planning on Parish Councillors concerns about an increase in retrospective planning applications.

125. To note the Clerk's Report (verbal)

The Clerk reported that the Environment Agency permit to allow replacement of the Millennium Woods footbridge has been received on 15th November.

Works have been undertaken via Vistry, the Cholsey Meadows developer, including replacing the toddler swings in the Cholsey Meadows play area.

A date for the installation of an outdoor gym has been scheduled for 30 Nov/1 Dec.

126. To receive update on the 5-year Strategic plan (Strategic plan subgroup)

Cllr Collins updated Council on progress with the Strategic plan. A draft will be circulated to Council by the end of November.

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

a. To agree annual allotment plot rents for 2024/2025

The Councillors requested that allotment plot rents be increased, in line with anticipated cost increases – both direct costs and administrative time.

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

Cllr Worley is actively pursuing improvements to the station, including accessibility, through a number of routes and will report back on this.

CHOLSEY PARISH COUNCIL

Cllr Worley is also continuing to pursue the puffin crossing project with Oxfordshire County Council.

He reported that the X40 bus service to Oxford will now increase in frequency to 3x an hour, with a newer fleet of buses.

The Transport Working Group will meet on 28th November.

129. Finance

a. To agree an additional online payment authoriser for Council bank accounts

Cllr Worley will take on a role of online payment authoriser, following the resignation of Cllr Pomlett. It was noted that the Finance Committee will also require a new member.

b. To approve payments made and note payments received

The payments were approved.

130. 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 It was resolved to submit an objection as follows: The Highways Agency have highlighted parking issues that must be addressed. The application is contrary to Cholsey Neighbourhood Plan, policy CNP H7. The conservatory has already been demolished and the new rear extension and side extension have been built before this element of the application has been approved by SODC. This is an encroachment of the planning process.
P23/S3564/HH	Side extension and additional parking 58 Rothwells Close It was resolved to make no comment.
P23/S3609/HH	Annexe Outbuilding Little Lollingdon, Westfield Road It was resolved to object to this application due to concerns that this outbuilding could be used as separate living accommodation. The previous application referred to in the letter dated 24 Oct 23 is no longer valid as planning regulations have changed since Apr 2000. The Cholsey Neighbourhood Plan is now in place, and Policy CNP 1 applies.

131. 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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132. Items for information or inclusion on future agenda

2024/2025 Budget

Staffing Committee update

Climate and Ecological Emergency Action plan (Cllr Herbert)

Strategic Plan

Citizens Advice and Home Start donations

Proposal for pétanque court (Cllr Hope Smith)

Estate Manager's Report to Parish Council December 2023

Hedges

Cutting back the hedges is continuing throughout the winter months.

Allotments

The current waiting lists are; Cholsey Meadows – 3 Station Road – 11; Ilges Lane –3

Allotment inspections have taken place.

My thanks to the councillors who took part on the cold days.

The water has been turned off at Ilges Lane site and Station Road site and meter readings taken.

I am obtaining quotes from local contractors for clearance of several very overgrown vacant plots to get them ready to offer to people on waiting lists for next season.

Allotment Communications

All allotment tenants will be emailed to inform them of the change in the bonfire clause, Conditions of use 2.3 in the tenancy agreement, giving 12 months notice, and the rent increase, according to the Allotment Tenancy Agreement 2.2, to be notified by December the previous year

Recreation Grounds and Play Areas.

Jubilee Field

The maintenance person has strimmed the overgrowth along the chain link fencing in preparation for the grass cutting contractors to mow as close to the fence following a request from Cholsey Bluebirds. The bramble patch, according to the Recreation Ground Management plan, has only been trimmed back to tidy it up.

Church Road entrance gate.

Awaiting to hear from Bluebirds regarding a meeting to discuss access, Monday 4th December has been suggested.

Recreation Ground

An officer from SSEN came and scanned the area for the Outdoor Gym installation and there are no electricity cables running under the gym area.

There is, however, a cable running close to the area which follows a path towards, I assume, Cholsey Bluebirds floodlights.

Outdoor Gym

The installation for the Outdoor Gym will begin on Thursday 30th November and will take approximately 2 days.

Playgrounds

Cholsey Meadows Play Area

The weekly visual checks for this play area continue to be made and the rubbish bin is emptied weekly by our contractor.

The toddler swings have been replaced and new seats have been installed on the other 2 junior swings. Also the post on the Balance Trail has been replaced and the other posts secured into the ground so are no longer wobbly.

Vistry have stated that they will ask their Maintenance contractor to look at the boundary fencing and gate.

Station Road Play Area.

HAGS have not sent out an engineer yet to inspect the broken play equipment. I have chased them up and awaiting a response.

The Forty

I have received a proposed plan for the management of the Forty for 2024 and will discuss with the Environment Coordinator.

Millennium Wood Bridge

The Environment Agency has forwarded the Bespoke Permit for the replacement of the footbridge over Cholsey Brook into the Millennium Wood.

I have contacted the contractor and he will begin the replacement on Tuesday 5th December.

Dog Waste Bins

We have received the dog waste bins and the Maintenance Person has been scheduled to replace them. However, a specific tool needs to be purchased along with 2 new posts.

Defibrillators

The defibrillator at Cholsey Cricket Pavilion on Cholsey Meadows has been taken. I have asked SCAS if there has been a call for the defib by a paramedic and it was not returned, they are looking into this. In the meantime I have reported it taken, online, with Thames Valley Police, as there seems to be increase in anti-social behaviour on Cholsey Meadows, particularly around the play area. We were informed by CMMC, the toddler swings, having been initially replaced, were removed and one left lying on the ground.

This now leaves only 1 working defibrillator in the village. To my knowledge, there is a defibrillator available by the entrance door to the Pavilion and one inside Tesco Express, these will only be available if the premises are open.

Reference: BD/S101 agreement

**Communities
County Hall
New Road
Oxford
OX1 1ND**

Cholsey Parish Council
The Pavilion
Station Road
Cholsey
Oxon
OX10 9PT

**Bill Cotton
Corporate Director
Communities**

29 September 2023

Dear Claire

RE S101 Grass cutting agreement between Oxfordshire County Council and Cholsey Parish Council dated 28 September 2016 ("the Agreement")

As you may be aware, on 21 February 2023, the Oxfordshire County Council ("the County Council") adopted the attached Highway Verge and Vegetation Management policy. As a result, the Schedule 1 to the above agreement has been reviewed and amended in line with that policy and the County Council wishes to replace the existing Schedule 1 with the attached replacement Schedule 1.

This can be done in accordance with clause 13 of the above Agreement, which allows the Agreement to be varied by written agreement between the parties. It also states that such variation should then be attached to the Agreement.

Accordingly, I am sending you two copies of this letter signed for and on behalf of the Council with a copy of the replacement Schedule 1 attached to each copy. Please sign both copies to confirm the Parish Council's agreement to replacement of the schedule and then return one copy to the Council. You should keep the other signed copy and attach it to the Agreement, following which the Parish Council should then start to apply the delegated functions in accordance with the revised Schedule 1. Next year's agreement will contain this revised Schedule 1.

If you have any questions or concerns, please contact Belinda Davies .

Please sign overleaf....

By signing this letter the County Council and Cholsey Parish Council agree that Schedule 1 to the Agreement is removed and replaced by the Schedule 1 attached to this letter.

Yours sincerely

Signed 
For and on behalf of Oxfordshire County Council on 29 September 2023

Signed
For and on behalf of Cholsey Parish Council on[date]

Yours faithfully

Belinda Davies
Admin Support

Direct line:
Email: grasscutting@oxfordshire.gov.uk

SCHEDULE 1 – PART 1 – Grass Cutting (Urban)

Delegated Function	Conditions	Other Requirements	Notes
<p>Cutting of grass verges within the urban area (inside 30mph speed limit), with reference to attached OCC Verge and Vegetation Policy dated Feb 2023</p>	<p>1. Minimum Standards for undertaking delegated function.</p> <p>1.1 Sufficient to ensure compliance with duty to maintain the highway specified in Section 41 of the Highways Act 1980</p> <p>1.2 To undertake a nature led and risk-based approach to verge maintenance with the following minimum levels of service</p> <p>1.3 Cutting regimes should seek to enhance biodiversity</p> <p>1.4 1 cut per year on visibility splays dependant on growth</p> <p>1.5 1 cut per year for fully adopted highway urban verge areas</p> <p>1.6 1 cut per year, at the end of the growing season or such time to maintain their habitat value, on Road Verge Nature Reserves</p> <p>1.7 Full width cut-backs on a cyclical basis of ½ of the adopted verges in Areas of Outstanding</p>	<p>1. Health and Safety standards include:</p> <p>1.1 A site risk assessment to be carried out.</p> <p>1.2 Personal protective equipment to be worn/ used and correct for the speed of the road being worked on.</p> <p>1.3 Personal protective equipment to be supplied and used which is suitable for the tools/machines being utilised</p> <p>1.4 Correct type of grass cutting equipment to be used for different environments (steep verges etc).</p> <p>1.5 Training must be given to operatives utilising any form of cutting or mowing equipment or specialist equipment</p>	<p>Funding available see Schedule 2.</p>

	<p>Natural Beauty every year at the end of the growing season.</p> <p>1.8 Wildlife refuges 1m wide at the rear of verges 3m or more, to be cleared in rotation every 5 years</p> <p>2. All work should be notified in advance to StreetWorks.TrafficManagement@Oxfordshire.gov.uk and postponed if required so as to ensure that there is no conflict with other highway works or street works</p>	<p>2. Cuttings may be left to mulch on the highway verge ,but preferably, collected and disposed of commercially or composted in the community. Cuttings should not be taken to local household recycling sites</p>	
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SCHEDULE 1 – PART 2 – Grass Cutting (Rural)

Delegated Function	Conditions	Other Requirements	Notes
<p>Cutting of grass verges as identified within the rural area (outside 30mph speed limit) with reference to attached OCC Verge and Vegetation Policy dated Feb 2023</p>	<ol style="list-style-type: none"> 1. Minimum Standards for undertaking delegated function <ol style="list-style-type: none"> 1.1 Sufficient to ensure compliance with duty to maintain the highway specified in Section 41 of the Highways Act 1980 1.2 One cut per year, utilising a 1m wide swathe cut along the roadside edge in rural verge areas outside of urban 30mph speed limits 1.3 One cut per year, utilising a 1m wide strip to the rear of the footway /cycleway/shared use facility and a full width cut between the footway/cycleway/shared use facility and the carriageway 2. All work should be notified in advance to StreetWorks.TrafficManagement@Oxfordshire.gov.uk and postponed if required so as to ensure that there is no conflict with other highway works or street works 	<ol style="list-style-type: none"> 1. Health and Safety standards include: <ol style="list-style-type: none"> 1.1 A site risk assessment to be carried out. 1.2 Personal protective equipment (PPE) to be worn/used and correct for the speed of the road being worked on 1.3 Personal protective equipment to be supplied and used which is suitable for the tools/machines being utilised 1.4 Correct type of grass cutting equipment to be used for different environments (steep verges etc.) 1.5 When using specialist equipment staff must be appropriately trained. 2. Cuttings may be left to mulch on the highway verge, disposed of commercially or composted in the community. Cuttings should not be taken to local household recycling sites 	<p>Funding available see Schedule 2</p>

	<p>3. Care must be taken to ensure that potentially valuable wildlife habitats are not disturbed. Key sites are designated as road verge nature reserves and can be identified at www.tverc.org.</p>		<p>Additional roadside nature reserves may be requested.</p>
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		<u>Last financial year</u>		<u>23/24 budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	<u>General Administration</u>									
1076	Precept	158,947	158,947	177,971	177,971	0	0	0	0	0
1090	Interest Received	150	227	0	3,088	0	0	0	0	0
	Total Income	159,097	159,174	177,971	181,059	0	0	0	0	0
4000	Insurance	1,750	2,232	2,400	3,027	0	0	3,180	0	0
4005	Audit Fees	1,250	1,449	1,200	1,079	0	0	1,350	0	0
4015	Chairperson's Allowance	0	0	0	0	0	0	200	0	0
4016	Annual Community Meeting exp	0	0	0	0	0	0	200	0	0
4020	Annual Subscriptions	1,250	454	1,200	925	0	0	1,250	0	0
4025	Website	70	209	409	90	0	0	138	0	0
4026	IT Infrastructure	1,600	1,469	0	0	0	0	0	0	0
4045	Member's Travel Expenses	30	0	0	0	0	0	0	0	0
4050	Meeting Hall Rental	300	300	300	67	0	0	100	0	0
4055	Professional Fees	0	3,320	0	-3,320	0	0	1,000	0	0
4060	Training	2,000	1,606	2,000	1,014	0	0	1,500	0	0
	Overhead Expenditure	8,250	11,040	7,509	2,882	0	0	8,918	0	0
	100 Net Income over Expenditure	150,847	148,134	170,462	178,177	0	0	-8,918	0	0
6000	plus Transfer from EMR	0	3,320	0	-3,320	0	0	0	0	0
	Movement to/(from) Gen Reserve	150,847	151,454	170,462	174,857	0		(8,918)		
110	<u>Accommodation</u>									
4100	Office Rental	2,500	2,500	2,750	0	0	0	3,000	0	0

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		<u>Last financial year</u>		<u>23/24 budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	2,500	2,500	2,750	0	0	0	3,000	0	0
	Movement to/(from) Gen Reserve	(2,500)	(2,500)	(2,750)	0	0		(3,000)		
120	<u>The Burial Ground</u>									
1200	Burial/Memorial Fees	3,500	7,848	5,000	2,025	0	0	5,000	0	0
1210	Grass Cutting Income	2,200	1,758	2,200	1,733	0	0	2,000	0	0
	Total Income	5,700	9,606	7,200	3,758	0	0	7,000	0	0
4210	Waste Removal	700	662	800	393	0	0	1,175	0	0
4240	Mortgage (PWLB) - Wall Repairs	1,001	1,001	1,001	501	0	0	1,001	0	0
4500	Water	130	243	200	363	0	0	400	0	0
4505	Maintenance	1,700	329	1,500	0	0	0	1,500	0	0
4600	Grass Cutting	6,000	6,125	7,000	4,767	0	0	7,700	0	0
4635	Pest Control	840	980	900	420	0	0	840	0	0
	Overhead Expenditure	10,371	9,341	11,401	6,443	0	0	12,616	0	0
	120 Net Income over Expenditure	-4,671	266	-4,201	-2,685	0	0	-5,616	0	0
6001	less Transfer to EMR	0	0	0	125	0	0	0	0	0
	Movement to/(from) Gen Reserve	(4,671)	266	(4,201)	(2,810)	0		(5,616)		
130	<u>Staff</u>									
1902	Local group wages contribution	10,600	8,392	0	22	0	0	0	0	0
1903	Income MHSW	150	0	250	100	0	0	0	0	0
	Total Income	10,750	8,392	250	122	0	0	0	0	0

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		<u>Last financial year</u>		<u>23/24 budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4040	Sundry Expenses	100	82	100	58	0	0	100	0	0
4329	Staff wages	90,438	73,981	80,500	42,280	0	0	62,500	0	0
4330	PAYE & Employee NIC	0	4,983	0	0	0	0	0	0	0
4335	Employer NIC	1,000	1,893	1,700	277	0	0	1,500	0	0
4336	Pension contributions	1,000	1,686	500	918	0	0	1,480	0	0
4345	Mileage & Travel Expenses	100	135	50	0	0	0	50	0	0
4350	Protective Clothing	0	0	0	0	0	0	75	0	0
4357	MHSW expenses	500	237	250	42	0	0	0	0	0
4360	OPW Sundry Costs	200	0	0	0	0	0	0	0	0
	Overhead Expenditure	93,338	82,997	83,100	43,576	0	0	65,705	0	0
	130 Net Income over Expenditure	-82,588	-74,605	-82,850	-43,454	0	0	-65,705	0	0
6001	less Transfer to EMR	0	0	0	100	0	0	0	0	0
	Movement to/(from) Gen Reserve	(82,588)	(74,605)	(82,850)	(43,554)	0		(65,705)		
140	Office									
1900	Miscellaneous Income	208	783	0	0	0	0	0	0	0
	Total Income	208	783	0	0	0	0	0	0	0
4040	Sundry Expenses	100	121	100	181	0	0	100	0	0
4055	Professional Fees	0	378	500	0	0	0	0	0	0
4400	Printing	0	483	360	351	0	0	500	0	0
4405	Office Supplies/Stationery	400	447	250	157	0	0	250	0	0
4410	Postage	100	8	10	0	0	0	10	0	0
4415	Telephone/Broadband	700	867	500	480	0	0	500	0	0

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		<u>Last financial year</u>		<u>23/24 budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4420	Office Equipment	500	695	200	48	0	0	200	0	0
4425	Photocopier Contract	400	55	250	120	0	0	280	0	0
4427	Payroll	540	630	700	270	0	0	600	0	0
4428	HR support	0	0	0	235	0	0	950	0	0
4430	Accounts Software	130	66	175	175	0	0	277	0	0
4435	IT Support	0	1,610	2,000	1,673	0	0	2,250	0	0
4720	Contingencies	50	15	0	0	0	0	0	0	0
4810	Miscellaneous Purchases	0	577	0	2,503	0	0	0	0	0
	Overhead Expenditure	2,920	5,951	5,045	6,192	0	0	5,917	0	0
	140 Net Income over Expenditure	-2,712	-5,168	-5,045	-6,192	0	0	-5,917	0	0
6000	plus Transfer from EMR	0	0	0	2,503	0	0	0	0	0
6001	less Transfer to EMR	0	90	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(2,712)	(5,258)	(5,045)	(3,689)	0		(5,917)		
150	Allotments									
1500	Allotment Rents	2,350	2,276	2,420	2,846	0	0	3,130	0	0
1900	Miscellaneous Income	0	500	0	0	0	0	0	0	0
	Total Income	2,350	2,776	2,420	2,846	0	0	3,130	0	0
4440	Allotment Software	0	56	175	227	0	0	249	0	0
4500	Water	1,000	222	500	730	0	0	750	0	0
4505	Maintenance	1,000	652	500	90	0	0	1,750	0	0
4657	Hedge maintenance	0	0	0	0	0	0	1,900	0	0
	Overhead Expenditure	2,000	929	1,175	1,047	0	0	4,649	0	0

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		<u>Last financial year</u>		<u>23/24 budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
150 Net Income over Expenditure		350	1,847	1,245	1,799	0	0	-1,519	0	0
6001	less Transfer to EMR	0	500	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>350</u>	<u>1,347</u>	<u>1,245</u>	<u>1,799</u>	<u>0</u>		<u>(1,519)</u>		
160	<u>Open Spaces</u>									
1705	Verge cut inc (Cholsey)	0	0	0	1,759	0	0	1,759	0	0
1706	Verge cut inc (Ips & M'ford)	0	0	0	0	0	0	920	0	0
1899	CHEC donations	0	1,280	0	0	0	0	0	0	0
1900	Miscellaneous Income	500	1,188	600	1,457	0	0	645	0	0
Total Income		<u>500</u>	<u>2,468</u>	<u>600</u>	<u>3,216</u>	<u>0</u>	<u>0</u>	<u>3,324</u>	<u>0</u>	<u>0</u>
4040	Sundry Expenses	25	19	25	14	0	0	25	0	0
4055	Professional Fees	0	0	0	2,055	0	0	2,000	0	0
4210	Waste Removal	100	3	100	-7	0	0	835	0	0
4505	Maintenance	500	2,820	500	-1,784	0	0	500	0	0
4600	Grass Cutting	6,000	4,103	5,000	4,287	0	0	5,250	0	0
4601	Maintenance equipment	0	329	300	1,125	0	0	450	0	0
4602	Verge cut exp (Cholsey)	0	0	0	0	0	0	790	0	0
4603	Verge cut exp (Ips & M'ford)	0	0	0	0	0	0	920	0	0
4606	Maintenance equip servicing	0	0	0	0	0	0	200	0	0
4620	Fuel	50	47	50	0	0	0	50	0	0
4621	CHEC Expenditure	3,000	2,635	2,000	121	0	0	0	0	0
4625	Play Equipment Repairs	400	0	0	245	0	0	300	0	0
4627	Skate Park	0	0	1,000	0	0	0	1,000	0	0

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		<u>Last financial year</u>		<u>23/24 budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4628	Outdoor gym	0	0	0	0	0	0	500	0	0
4635	Pest Control	850	980	1,100	420	0	0	1,100	0	0
4640	Safety Inspections	140	146	540	0	0	0	200	0	0
4645	Dog Waste Disposal	3,000	4,727	1,560	975	0	0	1,820	0	0
4651	Bridge maintenance	0	0	0	0	0	0	250	0	0
4655	Tree & Hedge Maintenance	3,000	10,617	12,000	1,090	0	0	12,000	0	0
4656	Tree surveys	0	0	0	0	0	0	2,000	0	0
4660	Sundry Works	600	244	500	235	0	0	500	0	0
4665	Vandalism	100	0	0	0	0	0	0	0	0
4810	Miscellaneous Purchases	0	222	0	1,162	0	0	0	0	0
	Overhead Expenditure	17,765	26,892	24,675	9,939	0	0	30,690	0	0
	160 Net Income over Expenditure	-17,265	-24,424	-24,075	-6,724	0	0	-27,366	0	0
6000	plus Transfer from EMR	0	2,956	0	691	0	0	0	0	0
6001	less Transfer to EMR	0	0	0	2,250	0	0	0	0	0
	Movement to/(from) Gen Reserve	(17,265)	(21,468)	(24,075)	(8,282)	0	0	(27,366)		
170	Sundries									
1085	CIL	0	139,932	0	136,163	0	0	0	0	0
1700	Bluebirds Pavilion Lease	90	65	75	0	0	0	75	0	0
1710	Tennis Club Lease	150	390	150	0	0	0	150	0	0
1950	Summer Play Scheme - inc	0	0	200	193	0	0	0	0	0
	Total Income	240	140,387	425	136,355	0	0	225	0	0
4700	S137 Donations	2,000	8,750	5,000	900	0	0	29,000	0	0

Continued on next page

		<u>Last financial year</u>		<u>23/24 budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4705	Citizens Advice Bureau	900	0	900	0	0	0	900	0	0
4715	Election Costs	0	0	200	200	0	0	0	0	0
4720	Contingencies	500	0	0	0	0	0	0	0	0
4722	Youth Club Grant	5,000	0	0	0	0	0	0	0	0
4725	Library Organiser	3,000	3,000	3,000	0	0	0	0	0	0
4730	Summer Play Scheme - exp	1,500	1,776	1,500	1,639	0	0	0	0	0
4731	Defibrillators	200	0	200	228	0	0	4,150	0	0
	Overhead Expenditure	13,100	13,526	10,800	2,967	0	0	34,050	0	0
	170 Net Income over Expenditure	-12,860	126,861	-10,375	133,389	0	0	-33,825	0	0
6001	less Transfer to EMR	0	139,932	0	136,163	0	0	0	0	0
	Movement to/(from) Gen Reserve	(12,860)	(13,071)	(10,375)	(2,774)	0		(33,825)		
175	<u>Summer Play Scheme</u>									
1950	Summer Play Scheme - inc	500	251	0	0	0	0	0	0	0
	Total Income	500	251	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	500	251	0	0	0		0		
176	<u>Neighbourhood Plan</u>									
4051	Neighbourhood Plan - exp	500	7,259	500	0	0	0	500	0	0
	Overhead Expenditure	500	7,259	500	0	0	0	500	0	0
	Movement to/(from) Gen Reserve	(500)	(7,259)	(500)	0	0		(500)		
180	<u>The New Pavilion</u>									

Continued on next page

		<u>Last financial year</u>		<u>23/24 budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4505	Maintenance	2,000	0	2,000	8,184	0	0	3,000	0	0
4506	Car park	0	0	0	0	0	0	1,000	0	0
4800	Mortgage (PWLb)	27,753	27,753	27,753	13,876	0	0	27,753	0	0
	Overhead Expenditure	29,753	27,753	29,753	22,061	0	0	31,753	0	0
6000	plus Transfer from EMR	0	0	0	8,184	0	0	0	0	0
	Movement to/(from) Gen Reserve	(29,753)	(27,753)	(29,753)	(13,876)	0		(31,753)		
190	<u>Childrens Centre</u>									
4915	Childrens Centre Running Costs	100	326	0	0	0	0	0	0	0
	Overhead Expenditure	100	326	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(100)	(326)	0	0	0		0		
	Total Budget Income	179,345	323,838	188,866	327,356	0	0	13,679	0	0
	Expenditure	180,597	188,514	176,708	95,106	0	0	197,798	0	0
	Net Income over Expenditure	-1,252	135,324	12,158	232,249	0	0	-184,119	0	0
	plus Transfer from EMR	0	6,276	0	8,058	0	0	0	0	0
	less Transfer to EMR	0	140,522	0	138,638	0	0	0	0	0
	Movement to/(from) Gen Reserve	(1,252)	1,079	12,158	101,670	0		(184,119)		

Date of meeting....06/12/2023.....

Signatures of authorising councillors:

Payments made between meetings			
Staff salaries	Nov-23	£5,919.16	
Colliers	Allotment maintenance items	£23.28	Authorised by Finance Committee via email on 21/11
Cholsey CDT	Hall hire for Councillor training	£40.00	Authorised by Finance Committee via email on 27/11
Hawthorn	Monthly pest control	£168.00	Authorised by Finance Committee via email on 21/11
Mulberry	Interim audit fees	£256.62	Authorised by Finance Committee via email on 21/11
HMRC	Nov PAYE & NI	£353.74	Authorised by Finance Committee via email on 21/11
Swift	Printer fees	£6.00	Authorised by Finance Committee via email on 21/11
Amazon	MHSW expenses	£15.98	Authorised by Finance Committee via email on 21/11
J.Drewe Landscaping	Grass cutting	£1,914.99	Authorised by Finance Committee via email on 29/11
Youth Club	Community Drop in room hire Sept 22 - Sept 23	£300.00	Authorised by Finance Committee via email on 29/11
Amazon	Wall year planner 2024	£7.69	
	TOTAL	£9,005.46	
Automatic payments			
Virgin Media	Telephone & broadband	£83.18	No invoice. Still unable to login to online account
Nest	Staff pensions	£137.19	Direct Debit
Gap HR	Monthly HR support	£56.40	Direct Debit
	TOTAL	£276.77	
Payments for agreement			
Shield	Dog waste & general waste collections	£252.20	Inc VAT
ASAP	Monthly IT support & services	£254.76	Inc VAT
Hemmingway	Monthly payroll	£54.00	Inc VAT
Mulberry	Councillor training	£665.28	Inc VAT
	TOTAL	£665.28	
Income received			
CAPA	For allotment projects	£1,050.00	
HMRC	VAT return	£3,522.64	
Allotment rent	Received this financial year	£2,770.50	
	TOTAL	£7,343.14	
Income expected			
	TOTAL	£0.00	