

# CHOLSEY PARISH COUNCIL

## Minutes of the meeting of Cholsey Parish Council duly convened and held on Wednesday 6th December 2023 at 7.30pm at The Pavilion, Station Road, Cholsey

**Present were** Cllr D. Bamford, Cllr J. Collins, Cllr G. Herbert, Cllr L. Nixon (Chair), Cllr M. Smith, Cllr C. Worley

**Also present were** C. Bird (Clerk), SODC Cllr A. Simpson (7.35-7.45pm)

Start time: 7.35pm

End time: 9.40pm

### 133. To receive apologies for absence

Apologies were accepted from Cllr V. Bolt, Cllr J. Finch, Cllr J. Hope Smith and Cllr P. Jenkins.

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

There were none.

Cllr Bamford has an interest in item 9a in his role as a Director of the Cholsey Village CIC.

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

There were none.

### 136. To approve and sign the minutes of the meeting held on 15<sup>th</sup> November 2023

It was **resolved** to approve the minutes of the meeting held on 15<sup>th</sup> November and they were signed by Cllr Nixon.

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

Cllr Simpson's report was noted with thanks.

### 138. To note the Clerk's Report, in particular:

#### a. To discuss and agree start time of Parish Council meetings

It was agreed that the start time of Parish Council meetings will be 7.15pm from January 2024.

#### b. To discuss next steps in responding to Joint Local Plan consultation

It was agreed that Councillors would look at this ready for further discussion in January

Other updates: The vacancy arising from Cllr Pomlett's resignation has been advertised; the new outdoor gym was completed on 4<sup>th</sup> December; the Millenium Woods footbridge was installed on 5<sup>th</sup> December. The Ilges Lane hedge coppicing project (Phase 1) will commence on 19<sup>th</sup> December.

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

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

It was **resolved** to increase annual rents slightly to reflect costs of managing the allotment sites. The new rents (due in April) are as follows with 2023/2024 rents in brackets for comparison. Councillors would like to carry out a full review of allotments including plot rents during 2024.

Plot size	Cholsey Meadows site	Station Road site	Ilges Lane site
Large	£43.50 (£42.00) 15m x 15m (approx)	£21.00 (£20.00)	£21.00 (£20.00)
Medium	£23 (£22.00) 15m x 7m (approx)	£10.50 (£10.00)	£10.50 (£10.00)
Small	£17 (£16.50) 20m x 4m (approx)	£6.00 (£5.50)	£6.00 (£5.50)

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### **b. To agree amendment to grass cutting agreement with Oxfordshire County Council**

It was **resolved** to accept the revised Schedule 1 provided by OCC and continue with the S101 verge cutting agreement, applying the delegated functions in accordance with the revised Schedule. The revised Schedule reflects OCC's Highway Verge and Vegetation Management policy 2023.

### **c. To agree match-funding of up to £1500 for two replacement defibrillators**

It was **resolved** to accept the offer of match-funding and make a payment of £1500 in total to London Hearts for the provision of two new defibrillators and cabinets.

### **140. To discuss the 5-year Strategic plan**

The latest version of the Strategic Plan document had been circulated to Councillors and final comments were requested by 12<sup>th</sup> December.

It was also agreed to discuss the next iteration of the Cholsey Neighbourhood Plan early in 2024.

### **141. Finance**

#### **a. To appoint a fourth member to serve on the Finance Committee**

It was **resolved** to appoint Cllr Mark Smith as fourth member of the Finance Committee in the short term.

#### **b. To agree provisional budget 2024/2025**

Councillors were happy with the provisional budget. The following amendments were suggested:

- Addition of budget to allow for an overhaul of the Parish Office including review of office furniture/storage, display screen equipment and flooring; waste removal.
- Increase in the budget line for maintenance of the Pavilion building
- Increase in the budget line for maintenance of Pavilion car park

The budget will be finalised at the 10<sup>th</sup> January 2024 full Council meeting and the precept request agreed.

Cllr Worley requested that an entry be added to the 2024/2025 budget to allow for the provision of public-access toilets at the Pavilion, as proposed in the Transport Plan. As no figures were available and the subject needs to be discussed with the Pavilion Trust, it was agreed that no budget entry will be made at this time.

#### **c. To agree changes to bank account arrangements**

It was **resolved** to go ahead with the Finance Committee's recommendations regarding banking providers. The Council will therefore have three bank providers for different needs (current/reserves, CIL) rather than the current single provider.

#### **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**

Cllr Bamford temporarily left the meeting due to his role as a Director of the new CIC.

It was unanimously **resolved** (Cllr Bamford abstained) 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**

It was unanimously **resolved** to make a S137 donation of £300 to Home Start.

Proposed: Cllr Herbert                      Seconded: Cllr Collins

#### **f. To agree response to donation request from Citizen's Advice Oxfordshire South and Vale**

It was unanimously **resolved** to make a donation of £900 to Citizen's Advice.

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

The payments were approved.

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**142. To agree responses to planning applications as at 29<sup>th</sup> November 2023 – none received**  
There were no new planning applications.

**143. To note planning decisions as at 29<sup>th</sup> November 2023**

P23/S2977/HH	Two storey side extension and single storey front extension 40 Crescent Way <b>Granted by SODC</b>
P23/S3262/HH	Dropped kerb in front of property 74 Papist Way <b>Granted by SODC</b>
P23/S3315/HH	Installation of green roof and passive house standard insulation and glazing (retrospective application) 13 Kennedy Crescent <b>Granted by SODC</b>
P23/S3564/HH	Side extension and additional parking 58 Rothwells Close <b>Granted by SODC</b>

**144. 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**

It was **resolved** to temporarily exclude the press and public. No members of the press or public were present.

**145. To receive update from the Staffing Committee (Cllr Finch), in particular:**

**a. To agree next actions on Health and Safety requirements**

Next actions were agreed.

**b. To discuss staffing requirements for 2024/2025**

Cllr Herbert gave an update as Cllr Finch (Chair of the Staffing Committee) is away. It was unanimously **resolved** to proceed with the Staffing Committee's recommendation on staff hours and roles for 2024/2025.

**c. To discuss Parish Office job evaluation and pay for 2024/2025**

The Clerk temporarily left the meeting.

Council employees are not currently on model local government (NJC) contracts or pay scales.

There are no current plans to move to the model industry contract. Council debated whether to use the local government NJC pay scales to set staff hourly rates.

It was unanimously **resolved** to move to hourly rates in line with local government NJC pay scales from the 2024/2025 financial year – with the relevant Spinal Column Point (SCP) being determined by NALC job evaluation advice.

Proposed: Cllr Worley                      Seconded: Cllr Smith

**146. Items for information or inclusion on future agenda**

Precept request and finalised budget 2024/2025

Strategic plan

Neighbourhood Plan

Local Plan consultation

Office revamp plan

Leases/fees – Bluebirds, Cholsey United, Tennis club

Biodiversity duty/policy

Emergency plan

Cholsey Meadows play area

Tree management plan