

CHOLSEY PARISH COUNCIL

To all members of the Council, you are hereby summoned to attend the meeting of Cholsey Parish Council on Wednesday 5th June 2024 at 7.15pm to be held at The Pavilion, Station Road, Cholsey for the purpose of transacting the following business.

Members of the public and press are invited to attend all Council meetings.

30th May 2024,
Claire Bird, Clerk to the Council

AGENDA

1. To receive apologies for absence
2. Public participation session: to hear questions or comments from members of the public (max. 15 mins)
3. To receive Declarations of Personal or Pecuniary Interest for any agenda items (*note, this does not preclude later declarations*)
4. To approve the Minutes of the meeting held on 8th May 2024 (Appendix A) and receive update on any Minute items
5. To receive any reports from County and/or District Councillors
6. To note Clerk's report (verbal), in particular:
 - a) To share feedback from the Annual Community Meeting, 11th May
 - b) To receive update following a catch-up meeting with Cholsey Bluebirds FC, 9th May
 - c) To discuss correspondence from the OCC Highway Engagement Team (received 22nd May)
 - d) To discuss correspondence from Community First Oxfordshire's Rural Housing Enabling Service (received 25th April)
 - e) To discuss correspondence from R. Bailey regarding lithium battery fires (received 17th May)
7. To note the Estate Manager's report (Appendix B), in particular:
 - a) To review and adopt the Tree Risk Management Plan (Appendix C)
8. To receive update on the Recreation Ground path community survey and agree next steps
9. To receive update from the Transport Leads (Cllr Collins and Cllr Raisey-Skeats)
10. To receive update on the office refit proposal and agree budget spend (Cllr Smith)
11. Audit 2023/2024: to consider the 2023/2024 AGAR submission to the External Auditor
 - a) To receive and review the report from the Internal Auditor for 2023/2024
 - b) To agree the Annual Governance Statement for 2023/2024
 - c) To agree the Accounting Statement for 2023/2024
 - d) To consider the draft Statement of Variance
 - e) To agree dates for the Notice of Public Rights
12. Finance
 - a) To agree response to 2024/2025 S137 grant request from the Cholsey Village Show
 - b) To agree response to 2024/2025 S137 grant request from Home Start
 - c) To approve new payments and note payments received (Appendix D)

13. To consider planning applications as at 30th May 2024

P24/S1601/HH	First floor extension and modified roof, 68 West End
P24/S1321/LB	Installation of solar panels, Kentwood House, 81 Station Road
MW.0115/21	Extraction and processing of sand and gravel, Land at White Cross Farm

14. To note planning decisions as at 30th May 2024

P24/S1170/HH	Hip to gable loft conversion, 34 Papist Way, Granted by SODC
P24/S1169/HH	Hip to gable loft conversion, 32 Papist Way, Granted by SODC

15. Items for report or inclusion on next agenda
16. To confirm the date of the next Full Council meeting – Wednesday 26th June, 7.15pm, Great Hall, Cholsey Meadows

CHOLSEY PARISH COUNCIL

Minutes of the Annual meeting of Cholsey Parish Council duly convened and held on Wednesday 8th May 2024 at 7.15pm at The Pavilion, Station Road, Cholsey

Present were Cllr D. Bamford, Cllr V. Bolt, Cllr J. Collins, Cllr J. Finch, Cllr G. Herbert, Cllr J. Hope-Smith (from 7.30pm), Cllr L. Nixon (Chair), Cllr K. Ofield, Cllr S. Raisey-Skeats, Cllr M. Smith

Also present were C. Bird (Clerk), SODC Cllr A.M. Simpson (7.15-7.30pm)

Start time 7.20pm

End time 9.10pm

1. To elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office

It was unanimously **resolved** to elect Cllr Lis Nixon as Chair of the Council. Cllr Nixon signed the declaration of acceptance of office in the presence of the Clerk. The Council expressed their thanks to Cllr Nixon for her work in her first year as Chair.

2. To elect the Vice Chair of the Council and to receive the Vice Chair's Declaration of Acceptance of Office

The Council expressed their appreciation to Cllr Bolt for her many years of service as Vice Chair of the Parish Council

It was unanimously **resolved** to elect Cllr Finch as Vice Chair of the Council. Cllr Finch signed the declaration of acceptance of office in the presence of the Clerk.

3. To receive apologies for absence

Apologies were accepted from Cllr P. Jenkins.

Cllr Miners has resigned from his role of Parish Councillor. The Clerk will arrange a notice of casual vacancy.

The Parish Council currently has 11 of 13 Councillor seats filled and therefore two Councillor vacancies.

4. Public participation session: to hear questions or comments from members of the public (maximum 15 mins)

There were none.

5. To receive Declarations of Personal or Pecuniary Interest for any agenda items (*note, this does not preclude later declarations*)

There were none.

6. To approve the Minutes of the meeting held on 17th April 2024 (Appendix A) and receive update on any Minute items

The Clerk noted an error in Minute 209 of the draft Minutes: this should read 'Church Road' not 'Station Road'. The corrected Minute therefore reads:

'It was **resolved** to undertake a short survey of the community to establish whether the construction of an all-weather path across the Recreation Ground would be supported by residents. The Clerk will produce a draft version with the aim of starting the survey at the Annual Community Meeting. Cllrs Bolt, Finch and Raisey-Skeats will work with Council employees on this project.

It was discussed that it is not feasible for the path to be routed to the back entrance of Cholsey Primary School due to seasonal flooding of the School's playing field. It was therefore agreed that, if this project proceeds, the path would need to be routed from the Pavilion entrance of the Recreation Ground to the Church Road entrance of the Recreation Ground.'

It was **resolved** to approve the corrected Minutes of the meeting held on 17th April and they were signed by Cllr Nixon.

7. To receive any reports from County and/or District Councillors

The SODC Councillors' report was noted with thanks.

8. To receive the minutes and recommendations from the last meeting of the Finance Committee, held on 1st May 2024 (Appendix B), in particular:

CHOLSEY PARISH COUNCIL

- a) **To agree transfers to Ear-marked and General Reserves**
- b) **To agree to transfer the CIL bank account to a new provider**

The draft Minutes of the 1st May 2024 Finance Committee meeting were noted.

Cllr Bamford, Chair of the Finance Committee, highlighted that the Council's 2023/2024 year-end balance is +£28,322 compared with the budgeted +£10,908, due to spending below budget in a number of areas.

It was therefore unanimously **resolved** to proceed with transfers from the current account to Ear-marked and General Reserves, as recommended by the Finance Committee:

Movements to Ear-marked reserves:

Pavilion: £15,000

Trees/hedges: £9000 – for anticipated work due to 2024 tree survey

Burial ground maintenance: £1250

Professional fees: £500 – for anticipated solicitor fees

Open space maintenance: £500

Skatepark maintenance: £600

Movement to General reserves: approx. £1.5K

It was unanimously **resolved** to proceed with the Finance Committee's recommendation to transfer the CIL Projects bank account to a new provider. The Responsible Finance Officer will open two new Nationwide accounts for the Council – a 35 day notice account (to hold c.£100K of CIL funds), and a 1 year saver (to hold c.£250K).

The Council expressed their thanks to the Responsible Finance Officer and Clerk for their financial management and detailed reporting.

9. To receive the minutes from the last meeting of the Staffing Committee, held on 28th February 2024 (Appendix C)

The draft Minutes of the 28th February 2024 Staffing Committee meeting were noted.

10. To approve Terms of References for the following Committees/Working Groups:

- a) **Finance Committee (Appendix D)**
- b) **Staffing Committee (Appendix E)**
- c) **Transport Working Group (Appendix F)**
- d) **Station Working Group (Appendix G)**
- e) **Climate and Ecological Emergency Working Group (Appendix H)**

It was **resolved** to approve the Finance Committee, Staffing Committee and Station Working Group Terms of Reference.

It was agreed that the Transport Working Group and Climate and Ecological Emergency Working Group Terms of Reference require review. The Clerk will work with the relevant Councillors on this and any draft amendments will be brought to a future meeting of Council for consideration.

11. To appoint members to serve on the following Committees/Working Groups:

- a) **Finance Committee *Previously: DB, JC, MS***

It was **resolved** that Cllr Bamford, Cllr Collins and Cllr Smith continue to serve on the Finance Committee. Cllr Jenkins had indicated in the 1st May Finance Committee meeting that he would be willing to join the Committee. It was **resolved** to appoint Cllr Jenkins to the Finance Committee as the fourth member.

- b) **Staffing Committee *Previously: JF, VB, GH***

It was **resolved** that Cllr Bolt and Cllr Herbert continue to serve on the Staffing Committee. Cllr Finch will step down from the Committee following her appointment as Vice-Chair of the Council. It was **resolved** to appoint Cllr Ofield to the Staffing Committee as the third member.

CHOLSEY PARISH COUNCIL

c) Transport Working Group *Previously: JC NEED ONE MORE MEMBER*

It was **resolved** that Cllr Collins continue to serve on the Transport Working Group. It was **resolved** to appoint Cllr Raisey-Skeats to the Transport Working Group as the second Councillor member.

d) Station Working Group *Previously: JC, JF, KO*

It was **resolved** that Cllr Collins, Cllr Finch and Cllr Ofield continue to serve on the Station Working Group.

e) Climate and Ecological Emergency Working Group *Previously: GH, JC, JHS*

It was **resolved** that Cllr Collins, Cllr Herbert and Cllr Hope-Smith continue to serve on the Climate and Ecological Emergency Working Group.

f) Planning Lead(s) *Previously: PJ, MS*

It was **resolved** that Cllr Jenkins and Cllr Smith continue to act as Planning Leads for the Council.

12. To approve and adopt the following

- a) Standing Orders for Cholsey Parish Council (Appendix I)**
- b) Financial Regulations for Cholsey Parish Council (Appendix J)**
- c) Code of Conduct (Appendix K)**
- d) Complaints procedure (Appendix L)**
- e) Publication scheme (Appendix M)**
- f) GDPR Data Protection Policy (Appendix N)**
- g) Employment policies and procedures (Appendix O)**

It was **resolved** to approve and adopt the above Council policies and procedures which have all been reviewed during the past year. It was noted that new Model Financial Regulations have recently been published by NALC. The Clerk and Responsible Finance Officer will review and adapt these for Council's consideration at a future meeting.

13. To confirm Parish Council Representatives to:

- a) Pavilion Trust *Previously: VB, JF***
- b) Cholsey 1000 Plus *Previously: VB***
- c) CCDT *Previously: JC***
- d) Grundon *Previously: DB***
- e) Defibrillator checking *Previously: JF***

It was **resolved** that the existing Council representatives on the above organisations continue in their roles.

14. To review arrangements with other local authorities, not-for-profit bodies and businesses

- a) Grass cutting (J. Drewe) and verge cutting (Oxfordshire County Council and BGG)**
- b) Waste services (Shield Group; Grundon)**
- c) HR consultant (GAP HR)**
- d) Payroll accountants (Power Team accountants)**
- e) Office rental (Cholsey Pavilion Trust)**
- f) Finance and allotment software (Rialtas)**
- g) Internal auditor (Mulberry Local Authority Services)**
- h) Phone and Broadband (Virgin Media)**
- i) HCI gov.uk domain**

The above arrangements were reviewed and approved to continue.

It was noted that ASAP (IT Support) should be added to the list of ongoing arrangements. The Council's contract with ASAP was approved to continue in 2024/2025.

15. To note that this Council is not eligible for General Power of Competence; Local Government Act 1972 Section 137 spending is applicable, with a limit of £10.81 per elector in 2024/2025

The Council's GPC status and Section 137 spending limit were noted.

16. To review the Council's asset register (Appendix P)

The Council's asset register was reviewed. Work is ongoing to add all insurance replacement values e.g. for the Forty war memorial. Cllr Smith asked the Clerk to ascertain the ownership of the entry signs into the village.

CHOLSEY PARISH COUNCIL

17. To agree arrangements for the Council's insurance cover

It was unanimously **resolved** to cancel the Council's cover with Hiscox, and to accept Zurich's insurance quote for a 3-year premium at £3190.49 per year, subject to their Long Term Agreement details.

18. To review Council and/or staff memberships to other bodies

- a) OALC: £954 inc. VAT
- b) SLCC (Clerk's membership): £55
- c) Information Commissioners Office: £35
- d) Community First Oxfordshire: £70
- e) Parish Online: £192 inc. VAT
- f) Institute of Cemetery and Crematorium Management: £100 inc. VAT
- g) National Allotment Society: £66 inc. VAT
- h) Oxfordshire Neighbourhood Plans Alliance: £50

The above arrangements were reviewed and approved to continue.

19. To review Council's expenditure in 2023/2024 incurred under S137 of the Local Government Act (Appendix Q)

The s137 expenditure report for 2023/2024 was noted.

20. To agree dates of ordinary meetings of the Full Council up to and including the next annual meeting of the Council

The following meeting dates were agreed: 5th June, 26th June, 17th July, and then from 18th September 2024 on the third Wednesday of the Month (all meetings to start at 7.15pm at Cholsey Pavilion or the Great Hall as advertised)

The Clerk will work on a draft scheme of delegation for the Council's consideration, including for Planning application comments.

21. To note Clerk's report (verbal) including:

a) Annual Community meeting preparation

Preparations are almost complete for the Annual Community meeting, including materials on the Strategic Plan, environment initiatives, community growing, allotments, play/leisure, emergency plan, and transport.

A community survey for the possible all-weather Recreation Ground path project will be launched at the Community meeting. Cllr Finch approved the draft survey on behalf of the subgroup working on this project.

The Clerk confirmed that the individuals who had been camping on the Recreation Ground have moved on following a verbal and written warning, and with the assistance of SODC Housing. The site has been cleaned up by the Parish Council's waste contractor, Shield; no hazardous materials of concern were found.

22. Finance

a) To approve 2023/2024 year-end accounts (Appendix R)

It was unanimously **resolved** to approve the 2023/2024 year-end accounts. The surplus of c.£28K was noted; the Finance Committee had received a detailed explanation of variances against budget from the RFO and Clerk (see 1st May 2024 Finance Committee draft Minutes).

b) To note the reconciled bank balances as at 31st March 2024 (Appendix S)

The reconciled bank balances as at 31st March 2024 were noted.

c) To confirm cheque and banking signatories *At present: DB, VB, JC*

It was agreed that Cllrs Bamford, Bolt and Collins will continue as banking signatories and will be joined by Cllr Nixon.

d) To approve new payments and note payments received (Appendix T)

The payments were approved and signed by Cllr Herbert and Cllr Ofield.

e) To agree whether to spend up to £1000 on replacing internal Parish Office window

It was resolved (with one abstention) to spend up to £1000 on replacing the internal Parish Office window to reduce draughts/heat loss from the office in cold weather. Cllr Smith will look into options for draught proofing.

CHOLSEY PARISH COUNCIL

23. To consider planning applications as at 1st May 2024

P24/S1170/HH	Hip to gable loft conversion, 34 Papist Way It was resolved to comment that in line with policy CNP H7, confirmation is required that sufficient parking will be available with an increase in number of bedrooms (increase three to four)
P24/S1169/HH	Hip to gable loft conversion, 32 Papist Way It was resolved to comment that in line with policy CNP H7, confirmation is required that sufficient parking will be available with an increase in number of bedrooms (increase three to four)
P24/S1275/HH	Vehicle access change, Fairways, Church Road It was resolved to comment that in line with Policy CNP H7, confirmation is required that sufficient parking will be available once works complete
P24/S1223/HH	Single storey rear extension, 18 Rothwells Close It was resolved to make no comment on this application.
P24/S1380/HH	Single storey rear extension and garage conversion, 6 Goldfinch Lane It was resolved to comment that in line with Policy CNP H7, as the garage will no longer be available, confirmation is required that sufficient parking will be available once works are complete.

24. To note planning decisions as at 1st May 2024

P24/S0610/HH	Two storey side extension and single storey rear extension 5 Cross Road Granted by SODC
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25. Items for report or inclusion on next agenda

Internal auditor report and AGAR submission 2023/2024
 Electric-Vehicle Charging – visit by OCC Project Manager
 Grant requests from HortSoc and Home Start
 Civility and Respect Pledge
 Transport Working Group TOR
 CEE Working Group TOR
 Scheme of delegation
 Working party at the Church clearing the paths – 18th May (Cllr Bolt)
 Station Working Group update – discussions with GWR are continuing (Cllr Collins)
 20mph consultation
 Cholsey Meadows leisure/play facilities including football goals (Cllr Finch)
 Office refit – proposal currently being worked on (Cllr Smith)
 Wallingford Road potholes (these have been reported on Fix My Street)

26. To confirm the date of the next Full Council meeting – Wednesday 5th June, 7.15pm, Cholsey Pavilion

Cllr Collins gave her advance apologies for the 5th June Council meeting.

Estate Manager's Report to Parish Council June 2024

Allotments

Cholsey Meadows Allotment Site

The waiting list for a plot on the Cholsey Meadows site is now down to 1 with all of the plots tenanted apart from 1 small plot. The 1 person on the waiting list would like a large plot. I plan to advertise the small plot via CMMC?

Ilges Lane Allotment site

The waiting list for the Ilges Lane site is now at 4 people with 3 plots available, although these plots are not the best. I am meeting with one prospective tenant and waiting to hear from the others.

Station Road Allotment site

The waiting list for the Station Road site is now at 6 with 4 plots available. I have emailed these prospective tenants offering them plots and am awaiting responses.

Recreation Grounds and Play Areas.

Cholsey Bluebirds Football.

The clerk and I are continuing to keep dialogue open with Cholsey Bluebirds committee and discussed their organisation for the use of Whitehead Meadow for parking, access to and exit from Whitehead Meadow and the grass cutting of Jubilee field for the 6-a-side Tournament.

Recreation Ground

A contractor has been employed to fit the grass mats around the table tennis table which is being used regularly, although we do not have a date yet for this to be completed.

Playgrounds

The annual inspection of the play equipment, including the new outdoor gym equipment, took place at the end of February.

Cholsey Meadows Play Area

No update.

Station Road Play Area.

Some of the repairs to the play equipment have been completed. The rest of the repairs have been booked in for 29th May 2024, this includes a second spring for the Lion Seesaw and further repairs to the cable ride.

The Forty

Mowing of the footpaths around and through the wild area continues each week and the maintenance person has now replaced the rotten bollards, as a result the Forty is looking well.

Defibrillators

The pads and battery pack for the defibrillator on Papist way expire in July. This defibrillator is the same model that was replaced on the wall of Tesco Express. We have a new pads and battery pack with an expiry date of January 2026, so we shall use this as a replacement.

Please note, this model of defibrillator went out of production in 2019 and is becoming more difficult to purchase pads, batteries and spares. The defibrillator will probably need to be replaced within the next 2 years.

Pavilion Car Park

Three of the car park street lights were not working, I commissioned the electrical company used by the Pavilion Trust to replace bulbs and fuses. The lights are now working.

Tree Risk Assessment Surveys.

The agreed arboriculturalist has been contacted to carry out the tree survey and this will happen in early September.

I have attached a draft Tree Risk Management Plan for councillors to read and discuss.

Cholsey Parish Council

Tree Risk Management Plan.

Introduction

Organisations such as Local Authorities must ensure public safety, whilst at the same time maintaining a natural and environmentally diverse landscape. It is only reasonable that organisations and landowners manage their trees so that their land is relatively safe for people to visit who can reasonably expect not to be harmed.

The following Tree Risk Management Plan has been developed by Cholsey Parish Council following current guidance from the National Tree Safety Group (NTSG) in their document 'Common Sense Risk Management of Trees'.

A 'Tree Risk Management Plan' (TRMP) is, in essence, a pro-active tree survey system that identifies the issues of management and records the way in which trees are assessed and managed so that a realistic response to the issue of tree risk and management is given.

It is a systematic approach that can help to demonstrate that the Council has dispensed its duty with 'reasonable care' and takes appropriate action as necessary to protect the general public.

Despite how proactive a tree inspection regime is, trees are living organisms and their circumstances and conditions can alter over relatively short time frames. In some cases decline or the causes of failure are not always obvious and, even with a proactive inspection regime in place, it will not always be possible to predict when a tree might fail. The implementation of a TRMP will not provide a zero risk environment.

Cholsey Parish Council's TRMP is underpinned by these 5 principles;

- trees provide a wide variety of benefits to society
- trees are living organisms that naturally lose branches or fall
- the overall risk to human safety is extremely low
- Cholsey Parish Council have a legal duty of care
- Cholsey Parish Council take a balanced and proportionate approach to tree safety management

Tree Safety Strategy

By a "strategy", we mean a plan that guides management decisions and practice, in a reasonable and cost-effective way, typically covering three essential aspects:

- zoning: appreciating tree stock in relation to people or property (see table below)
- formal tree inspection: assessing obvious tree defects, the frequency will be every 28 months for red zone and approximately, every 5 years for green zone.
- managing risk at an acceptable level: identifying, prioritising and undertaking safety work according to level of risk as identified in the formal tree inspections.

Risk Zones Areas

The trees which should come under 'Red Zones' are the trees near houses, roads, play areas, benches and those areas that have high levels of public use.

The trees in areas which do not fall into these categories should be categorised as 'Green Zones'

Ultimately, the trees in 'Red Zones' should receive more regular checks and have any recommended work carried out by a suitably qualified tree surgeon as soon as possible and take priority over trees in 'Green Zones'.

NB Maps showing the different areas are in appendix.

Millennium Wood

Where a woodland or copse is to be surveyed it is not cost effective to survey, record their data and tag each tree. Therefore, the process for a copse or woodland will consist of a walked survey though the woodland noting when it has been surveyed. If features of a tree that require remedial works are identified, then the tree should be tagged, and the works recorded against that tag number. The tag ensures that the specific tree is easily identified, and the remedial works carried out on the correct tree.

Table of Risk Zone areas

	<u>Zone</u>	<u>Number of Trees</u>	<u>Frequency of survey</u>
<u>Recreation Ground</u> <u>Whitehead Meadow</u> <u>Jubilee Field</u>	Red Zone	139	Every 28 months
<u>St Mary's Burial Ground</u>	Red Zone	87	Every 28 months
<u>The Forty</u>	Red Zone	2	Every 28 months
<u>Ilges Lane Allotment site</u>	Red Zone	4	Every 28 months
<u>The Millennium Wood</u>	Green Zone	Originally 80	Every 54 months?

Inspections

- 1) Informal observations of trees which are essentially those day-to-day observations of trees made by owners and employees of the area with a reasonable local knowledge of the trees and location and see them during the course of their daily lives and work. While not going out of their way to make an assessment of the condition of the tree, they are nonetheless aware of it and any changes that may occur. Informal observation may be considered reasonable and appropriate and reports of problems by staff or members of the public are a fundamental part of informal observations and should be acted upon.

Frequency of inspection: informal observations contribute significantly to public safety, being important for deciding when action is needed and when more formal assessment is appropriate. they are generally on-going and undertaken as a given part of daily life on a site with trees and public access.

- 2) Detailed inspections may be undertaken by an appropriately competent person, experienced in the field of investigation that is to be carried out. Whoever is commissioning the detailed inspection should satisfy themselves as to the suitability of the inspector's qualifications, experience and professional indemnity and public liability insurance. A specialist involved in conducting a detailed tree inspection should be able to demonstrate the reasonable basis for allocating risks according to priority and identify cost-effective ways of managing those tree-related risks.

Frequency of inspection: Detailed inspection of a tree will normally be undertaken every 28 months, giving an inspection in full leaf and in winter dormancy. Alternatively, if the tree is a special tree it may be placed on a regular inspection regime that is determined by its location and the risk it poses.

- Inspections will cover the protected species under the Wildlife & Countryside Act 1981 and any evidence of bats will be investigated. Where evidence of birds nesting is found no work will be carried out until the nesting season is over.
- The Council will respond to enquiries from the public within ten working days and emergency calls as soon as is practicable given the circumstances of the case.
- Maintain a programme of proactive tree inspections to ensure the risks to people and property from Council owned trees are as low as reasonably practicable.
- All identified works necessary to alleviate health & safety concerns will be undertaken following risk assessment inspections.

Managing Risks

Reducing risks by maintaining the health of trees and actioning the detailed inspection report as soon as possible.

Ways to reduce risks in well-used areas include:

- deterring informal parking beneath trees; damage to roots may not be apparent for many years and increases risk of failure
- re-locating facilities such as play equipment, seats, picnic tables, information boards, commemorative plaques,
- re-routing paths and tracks where legally allowed
- redesigning mown paths in areas of long grass, a proven method of directing people away from high-risk zones
- placing structures and assembly points beyond the falling range of trees.

Effective ways of deterring access area:

- planting brambles and thorny shrubs
- using logs or piles of deadwood
- allowing grass to grow
- leaving brushwood around the tree
- temporary exclusion in adverse weather conditions

Keeping Records

Records, including maps, provide the basis for safety management reviews and, in the extremely rare event of an accident, can support evidence of reasonable tree management. It is not necessary to record every tree inspected. However, records of trees presenting a serious risk and requiring treatment are useful, as is a record of how they have been treated. When inspections are carried out, records can demonstrate that the owner or manager has met a key component of their duty of care.

Other useful ways of demonstrating reasonable assessment and management of trees include recording recommendations for work and when tree work has been carried out.

General

The Council will resist the removal of any tree unless it is:

- i) dead, dying, or diseased
- ii) identified for removal following a risk assessment procedure or planning consent.
- iii) a tree causing an obstruction to a public highway, public right of way, where the obstruction cannot be removed by pruning the tree or other reasonable measures.
- iv) a tree causing a legal nuisance to an adjoining property, where pruning would not address the problem. Felling would only be acceptable when justified by the facts of the case and where pruning would not remedy the problem.
- v) circumstances where pruning has been undertaken to remedy a severe problem and proved to be unsuccessful.
- vi) thinning out young and developing trees following principles of best arboricultural practice.

The Council will also resist;

- vii) unnecessary pruning of the Cholsey village tree stock, whilst ensuring resources are allocated to remedy health & safety concerns.
- viii) pruning works undertaken by the Council will follow best arboricultural practice and where possible be scheduled, so as not to be detrimental to the tree species involved.

Lesley Caswell

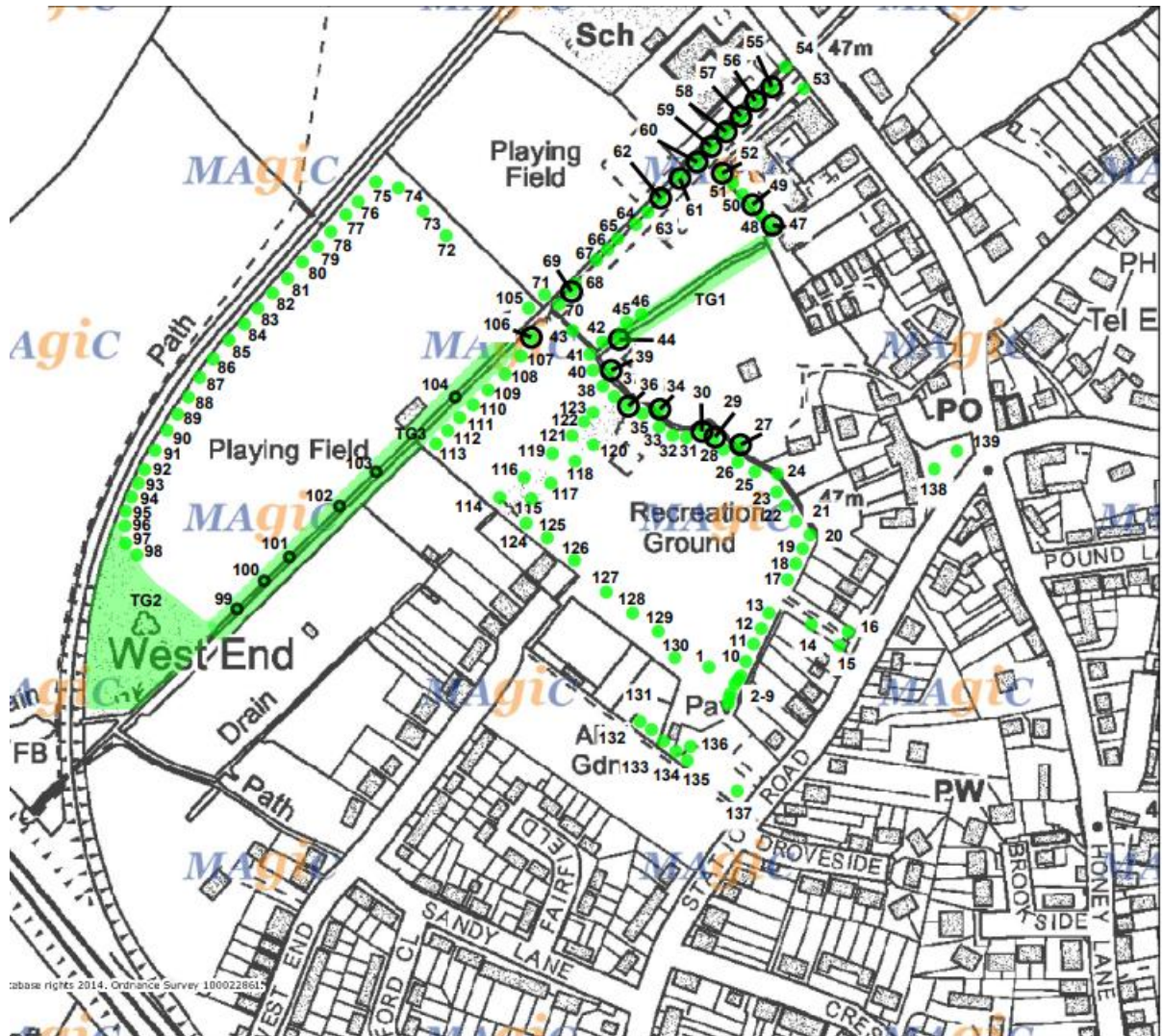
Estate Manager

Cholsey Parish Council

22/05/2024

Appendix

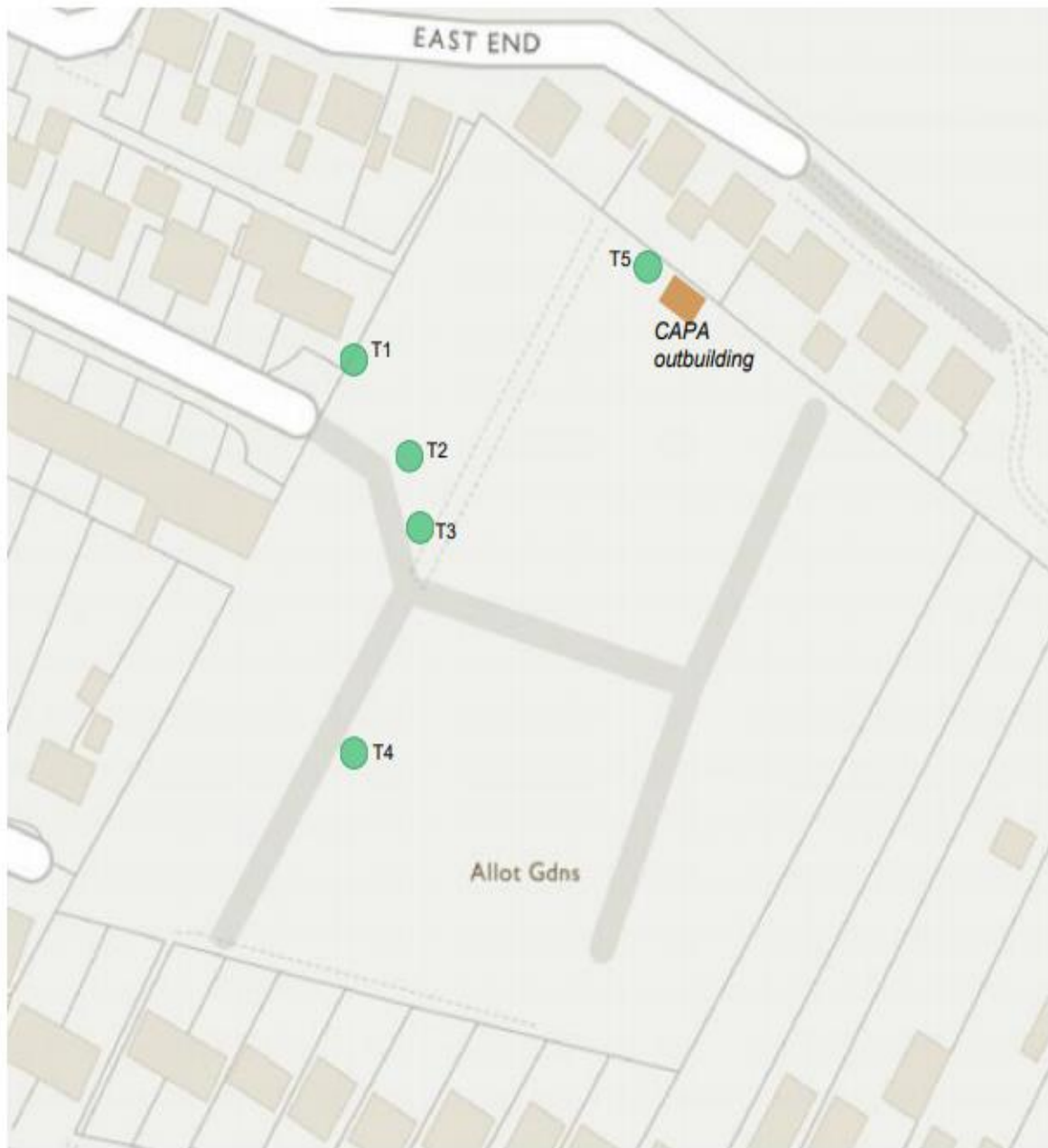
Recreation Ground, Whitehead Meadow, Jubilee Field Tree Map (2022)



St Mary's Church Tree Map (2022)



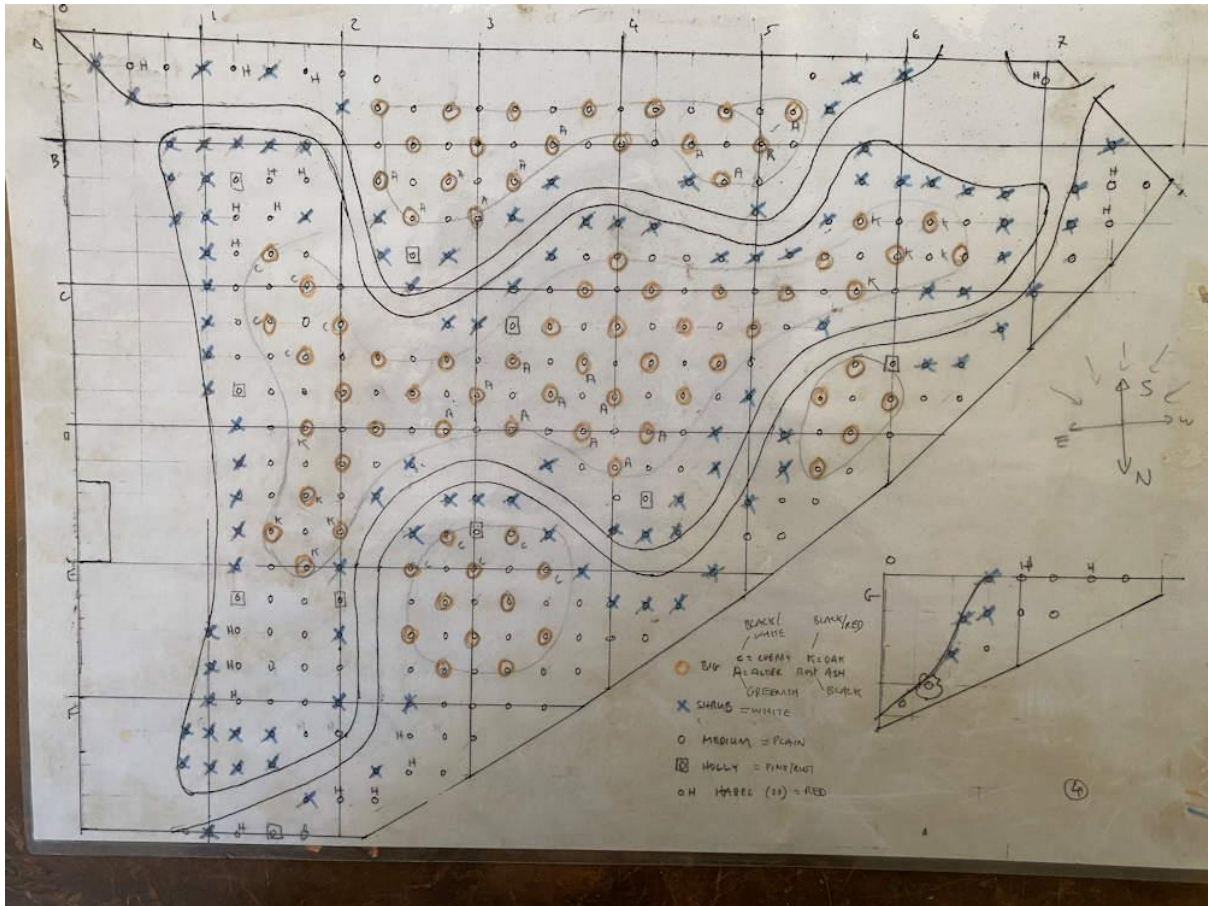
Ilges Lane Allotment Site Tree map (2022)



T1 – self seeded sycamore now felled beginning 2024.

Millennium Wood

Original Planting of trees



Date of meeting....05/06/2024

Signatures of authorising councillors:

Payments made between meetings

Payments made between meetings			
Amazon	Command Strips for ACM presentation	£17.40	Inc VAT. Authorised by Clerk on 07/05/2024
Zurich	2024/25 insurance	£3,190.49	Approved at 08/05/2024 full council meeting
J.Drewe	April grass cutting	£1,871.02	Inc VAT. Authorised via email by Finance Committee 13/05/2024
Hawthorn	Monthly pest control	£168.00	Inc VAT. Authorised via email by Finance Committee 13/05/2024
Shield	Hazard waste clearance	£515.52	Inc VAT. Authorised via email by Finance Committee 13/05/2024
OALC	New Councillor training	£72.00	Inc VAT. Authorised via email by Finance Committee 13/05/2024
Amazon	Weed matting for allotment clearance	£101.96	Inc VAT. Authorised by Clerk on 14/05/2024
A1 Sovereign	Annual Community Meeting printing	£208.44	Inc VAT. Authorised via email by Finance Committee 20/05/2024
Mulberry	New Councillor training	£54.00	Inc VAT. Authorised via email by Finance Committee 20/05/2024
Mulberry	Internal audit 2023/24	£177.54	Inc VAT. Authorised via email by Finance Committee 20/05/2024
Sovereign Design	25% deposit for table tennis surfacing	£383.29	Inc VAT. Authorised via email by Finance Committee 20/05/2024
Community First	Annual membership fee	£70.00	Authorised by the Finance Committee on 20/05/2024
Staff expenses	Mower fuel	£25.36	Inc VAT. Authorised via email by Finance Committee 20/05/2024
Amazon	Staff work diaries	£19.95	Inc VAT. Authorised by Clerk on 22/05/2024
Glenside	Provision of plans for the office	£300.00	Inc VAT. Authorised by the Finance Committee on 30/05/2024
		£7,174.97	
Automatic payments			
Virgin Media	Telephone & broadband	£84.42	Inc VAT. £29.85 invoiced to Happy Hub for their charges.
HMRC	PAYE & NI	£861.04	Direct Debit for April 2024
Nest	Staff Pensions	£145.82	
Staff salaries	May-24	£4,571.25	
Gap HR	HR advice	£35.10	Inc VAT
Gap HR	Monthly support fees	£56.40	Inc VAT
Grundon	Burial ground waste collections	£86.38	Inc VAT
	TOTAL	£5,840.41	

Payments for agreement			
Power Team	Monthly payroll	£59.40	
Shield	Monthly dog & general waste collections	£265.19	
	TOTAL	£324.59	
<u>Income received</u>			
Allotment rents	Payments received to date for 2024/25 fees	£4,923.00	
Vendor hire	April & May 2024	£86.00	
Burial fees		£230.00	
Happy Hub	Apr & May phone & broadband provision	£59.70	
	TOTAL	£5,298.70	
<u>Income expected</u>			
	TOTAL	£0.00	