

## CHOLSEY PARISH COUNCIL

### **Minutes of the meeting of Cholsey Parish Council duly convened and held on Wednesday 5th June 2024 at 7.15pm at The Pavilion, Station Road, Cholsey**

**Present were** Cllr D. Bamford, Cllr V. Bolt, Cllr G. Herbert, Cllr L. Nixon (Chair), Cllr P. Jenkins, Cllr M. Smith

**Also present were** C. Bird (Clerk), one member of the public, District Cllr B. Manning (from 8.50pm)

Start time: 7.20pm

End time: 9.05pm

#### **27. To receive apologies for absence**

Apologies were accepted from Cllr J. Collins, Cllr J. Finch, Cllr J. Hope Smith and Cllr K. Ofield.

Apologies were also received from District Cllr Simpson and County Councillor Bloomfield.

Cllr Raisey-Skeats has resigned from his role of Parish Councillor for health reasons. The Clerk will arrange a notice of casual vacancy.

The Parish Council currently has 10 of 13 Councillor seats filled and therefore three Councillor vacancies.

#### **28. Public participation session: to hear questions or comments from members of the public (max. 15 mins)**

There were none.

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

Cllr Bamford declared an interest in planning application MW.0115/21 due to its proximity to his property.

#### **30. To approve the Minutes of the meeting held on 8th May 2024 (Appendix A) and receive update on any Minute items**

It was **resolved** to approve the Minutes of the meeting held on 8th May and they were signed by Cllr Nixon.

It was noted that Nationwide are not currently accepting new business accounts and so a new provider for the CIL Projects bank account may need to be considered.

#### **31. To receive any reports from County and/or District Councillors**

Reports received from the District Councillors and County Councillor were noted.

#### **32. To note Clerk's report (verbal), in particular:**

##### **a) To share feedback from the Annual Community Meeting, 11<sup>th</sup> May**

Feedback from residents at the event was discussed.

##### **b) To receive update following a catch-up meeting with Cholsey Bluebirds FC, 9<sup>th</sup> May**

The Clerk's update was noted.

##### **c) To discuss correspondence from the OCC Highway Engagement Team (received 22<sup>nd</sup> May)**

It was agreed to arrange a site visit with the newly formed team. The Clerk will arrange this, liaising with the Transport Lead. Councillors will compile a list of Highway concerns.

##### **d) To discuss correspondence from Community First Oxfordshire's Rural Housing Enabling Service (received 25<sup>th</sup> April)**

It was agreed to discuss the possibility of a Housing Needs Survey with CFO. The Clerk will arrange this.

##### **e) To discuss correspondence from R. Bailey regarding lithium battery fires (received 17<sup>th</sup> May)**

It was **resolved** to write in support of a campaign to improve safety in this area.

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### **33. To note the Estate Manager's report (Appendix B), in particular:**

#### **a) To review and adopt the Tree Risk Management Plan (Appendix C)**

It was **resolved** to adopt the Tree Risk Management Plan.

The Council expressed their thanks to the Estate Manager for her efforts in improving allotment plots and reducing the allotment waiting list.

### **34. To receive update on the Recreation Ground path community survey and agree next steps**

The Clerk reported that 193 responses to the online survey have been received so far. The survey will be closed on 14<sup>th</sup> June and the results analysed.

### **35. To receive update from the Transport Leads (Cllr Collins and Cllr Raisey-Skeats)**

It was noted that a public consultation on 20mph speed limits for Cholsey will likely be carried out by Oxfordshire County Council in August.

### **36. To receive update on the office refit proposal and agree budget spend (Cllr Smith)**

Cllr Smith's update was noted and it was agreed that he would continue to take this forward with the office team. Council have allocated £5000 in the 2024/2025 budget for this project, and up to a further £1000 has previously been approved for expenditure on the internal office window if needed.

### **37. 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**

The report was noted. The Internal Auditor's opinion is that the systems and internal procedures at Cholsey Parish Council are well established and followed.

#### **b) To agree the Annual Governance Statement for 2023/2024**

It was unanimously **resolved** to agree the Council's Annual Governance Statement for 2023/2024 and it was signed by the Clerk and the Chair.

#### **c) To agree the Accounting Statement for 2023/2024**

It was unanimously **resolved** to agree the Council's Accounting Statement for 2023/2024 and it was signed by the Chair.

#### **d) To consider the draft Statement of Variance**

The Statement of Variance was noted. The key variance is due to receipt of CIL funds in 2023/2024.

#### **e) To agree dates for the Notice of Public Rights**

The dates for the Notice of Public Rights were agreed, commencing on Tuesday 11<sup>th</sup> June and ending on Monday 22<sup>nd</sup> July. The Clerk will publish the notice on the Council website and notice boards.

The Council expressed their thanks to the RFO and Clerk for a successful internal audit and the work this entailed.

### **38. Finance**

#### **a) To agree response to 2024/2025 S137 grant request from the Cholsey Village Show**

It was unanimously **resolved** to make a grant of £400 to this year's Village Show.

#### **b) To agree response to 2024/2025 S137 grant request from Home Start**

It was unanimously **resolved** to make a grant of £250 to Home Start.

#### **c) To approve new payments and note payments received (Appendix D)**

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

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### 39. To consider planning applications as at 30<sup>th</sup> May 2024

P24/S1601/HH	First floor extension and modified roof, 68 West End  It was <b>resolved</b> to comment that in line with Policy CNP H7, confirmation is required that sufficient parking will be available once works complete.
P24/S1321/LB	Installation of solar panels, Kentwood House, 81 Station Road  It was <b>resolved</b> to support this application.
MW.0115/21	Extraction and processing of sand and gravel, Land at White Cross Farm  It was <b>resolved</b> to continue to object to this application on the grounds given previously.

### 40. To note planning decisions as at 30<sup>th</sup> May 2024

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

### 41. Items for report or inclusion on next agenda

Village welcome signage

Verge cutting

Reporting antisocial behaviour to 101

Recreation ground survey results

Mend the Gap proposal

Community allotment

Scheme of delegation

### 42. To confirm the date of the next Full Council meeting – Wednesday 26<sup>th</sup> June, 7.15pm, Great Hall, Cholsey Meadows