

## CHOLSEY PARISH COUNCIL

To all members of the Council, you are hereby summoned to attend the meeting of Cholsey Parish Council on Wednesday 20<sup>th</sup> November 2024 at 7.15pm to be held at The Great Hall, Cholsey Meadows, Cholsey for the purpose of transacting the following business.

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

14<sup>th</sup> November 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 16<sup>th</sup> October 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 receive update on meeting with Bluebirds and Cholsey United, 6<sup>th</sup> November 2024
7. To note Estate Manager's report (Appendix B)
8. To receive update from the Transport Committee (Cllr Collins), in particular:
  - a) To discuss Public Realm preliminary proposal
9. Finance
  - a) To receive update from Finance Committee meeting, 13<sup>th</sup> November 2024 (Cllr Bamford)
  - b) To discuss preliminary budget and precept request 2025/2026
  - c) To discuss the Cholsey Parish Council - Cholsey Pavilion Trust lease and agree next steps
  - d) To agree annual allotment plot rents for 2025/2026
  - e) To agree burial ground fees for 2025/2026
  - f) To agree ground rents and other related fees for 2025/2026
  - g) To agree s137 donation to the Royal British Legion
  - h) To approve new payments and note payments received (Appendix C)
10. To consider new planning applications and planning amendments as at 13<sup>th</sup> October 2024

P24/S3448/HH	Ground floor front and rear extension, 17 Celsea Place
P24/S3538/HH	Two storey side extension, replacement porch, 3 Hithercroft Cottages
P24/S2895/S73	Variation of Condition 2 to move access to the site, 75 Honey Lane

11. To note South Oxfordshire District Council planning decisions as at 13<sup>th</sup> October 2024

P24/S2588/HH	Single storey rear extension, 43 Rotherfield Road, <b>Granted by SODC</b>
P22/S4164/FUL	Change of use, Land east of Reading Road, <b>Appeal dismissed by Planning Inspector</b>

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 discuss tenders for estate grass-cutting contract 2025/2026 and agree to appoint a contractor for this work

14. Staffing

- a) To receive update from the Staffing Committee meeting held 6<sup>th</sup> November 2024
- b) To agree staff hours and hourly pay rates for 2025/2026

15. Items for report or inclusion on next agenda

16. To confirm the date of next Full Council meeting – Wednesday 18th December, 7.15pm, Pavilion, Station Road, Cholsey

## CHOLSEY PARISH COUNCIL

### Minutes of the meeting of Cholsey Parish Council duly convened and held on Wednesday 16<sup>th</sup> October 2024 at 7.15pm at The Pavilion, Cholsey

**Present were** Cllr V. Bolt, Cllr. J. Collins, Cllr J. Finch, Cllr G. Herbert, Cllr J. Hope-Smith, Cllr P. Jenkins, Cllr K. Ofield (from 7.45pm), Cllr L. Nixon (Chair) Cllr K. Pomlett, Cllr M. Smith

Also present were C. Bird (Clerk), District Cllr A.M. Simpson (until 7.25pm)

Start time: 7.15pm

End time: 9.15pm

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

Apologies were accepted from Cllr D. Bamford and Cllr S. Schäfer.

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

There were none.

#### **96. To receive Declarations of Personal or Pecuniary Interest for any agenda items**

Cllr Bolt and Cllr Collins declared personal interests in item 13b (Bonfire night grant request) due to their Cholsey Community Development Trust (CCDT) roles.

#### **97. To approve the Minutes of the meeting held on 18th September 2024 (Appendix A) and receive update on any Minute items**

It was **resolved** to approve the Minutes of the meeting held on 18th September 2024 and they were signed by Cllr Nixon.

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

A report from the District Councillors was noted with thanks.

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

##### **a) To approve and adopt a General Risk Policy and Register (Appendix B)**

It was **resolved** to approve the General Risk Policy and Register policy for adoption, subject to the correction of errors noted by Cllr Collins. Cllr Hope Smith will also review the document with respect to residual risk.

##### **b) To approve and adopt an Internal Controls Policy (Appendix C)**

It was **resolved** to approve the Internal Controls Policy for adoption.

##### **c) To approve and adopt a Training and Development policy (Appendix D)**

It was **resolved** to approve the Training and Development Policy for adoption.

##### **d) To discuss and approve the Oxfordshire Councils Charter**

It was **resolved** to approve the Oxfordshire Councils Charter, a framework for better partnership working in Oxfordshire, including shared commitments and principles.

#### **100. To note Estate Manager's report (Appendix E), in particular:**

##### **a) To discuss quotes for grass-tile surfacing for the Recreation ground goal wall and skate park bunds and agree expenditure for this work**

It was **resolved** to proceed with 'Contractor D' subject to their quotes being re-confirmed. It was agreed to spend up to £5170 for this work, and to proceed with 'Contractor C' should 'Contractor D's quotes, when re-confirmed, exceed this amount.

##### **b) To agree next step in management of the Millennium Wood, including expenditure involved**

It was agreed to proceed with a review of the Millennium Wood by the arboriculturist who completed the recent tree survey for the Council, up to an expenditure of £300.

#### **101. To discuss and agree how to proceed with the transfer of the Cholsey Meadows Play Space together with the "Play Space Maintenance and Replacement Contribution" (under the Section 106 Agreement related to land at former Fairmile Hospital Cholsey) from the developer Vistry to the Parish Council, via South Oxfordshire District Council, in light of new information received from SODC 2<sup>nd</sup> October 2024**

## CHOLSEY PARISH COUNCIL

It was **resolved** to proceed with the transfer of the Cholsey Meadows Play Space from the developer Vistry to the Parish Council, via South Oxfordshire District Council (SODC). It has been clarified that the area to be transferred shall be the area marked 'C' on Plan 2 in the approved landscape plan for the site. It is noted that this is a larger area than the current fenced-in Play Space.

The Clerk will contact other interested parties [Cholsey Meadows Management Company (CMMC) and CCDT] regarding this on behalf of the Parish Council.

### **102. To discuss a draft Action Plan in response to the Strategic Plan 2024-2029**

It was **resolved** to adopt the draft Action Plan. The Clerk will prepare a version for publication which will be circulated to Council. It was noted that the Action Plan is a working document and will continue to evolve. The Councillors were encouraged to continue to send updates/comments on the Plan.

### **103. To receive update from the Transport Committee (Cllr Collins)**

Cllr Collins reported that the newly formed Transport Committee met on Tuesday 8<sup>th</sup> October. Three non-Councillor members were appointed to the Committee and local residents with experience of accessibility difficulties also participated. Key projects discussed included railway station accessibility and renovation, an all-weather recreation ground path, and cycling infrastructure. Draft minutes have been published on the Parish Council website.

On 10th October Oxfordshire County Council (OCC) approved the introduction of 20mph speed limits in Cholsey, following their consultation in July. This means that most roads in the village will become 20mph, with a reduction in speed limit along sections of the Wallingford Road to 40mph and 30mph.

We are also awaiting the implementation of changes approved by OCC to parking restrictions in the village.

Cllr Collins confirmed that the beacon lights on the zebra crossing on Wallingford Road will be connected by Scottish and Southern Energy (SSE) in late October.

### **104. To discuss concerns regarding footpath accessibility in the village (Cllr Pomlett, Cllr Collins)**

There are continued concerns among residents and Councillors about the encroachment of vegetation and soil on roads and pavements. This is the responsibility of OCC Highways but they do not have the budget and capacity to ensure all paths remain sufficiently clear across the county.

The Clerk had been in touch with the OCC Volunteer Coordination Team who can provide support to community groups to clear footpaths safely.

Householders and landowners should also be reminded to cut back hedges that are over growing pavements, outside of the nesting season.

It was agreed that Cllr Pomlett would lead on this initiative on behalf of the Parish Council.

### **105. To receive update on Rural Housing Needs Survey (Cllr Pomlett)**

Following the previous full Council meeting, Cllr Pomlett had met with Cllrs Herbert, Ofield and Schäfer to discuss this project which would inform the next Neighbourhood Plan. He has subsequently written to Community First Oxfordshire (CFO) to clarify the work and costs involved. Next steps will then be agreed.

### **106. Finance**

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

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

#### **b) To agree response to 2024/2025 S137 grant request for Cholsey Bonfire night**

It was **resolved** to make an S137 grant of £150 to CCDT for Cholsey Bonfire night 2024.

#### **c) To approve bank account reconciliations (Appendix F)**

The bank reconciliations were approved and signed by Cllrs Ofield and Pomlett.

#### **d) To approve new payments and note payments received (Appendix G)**

The payments were approved and signed by Cllrs Ofield and Pomlett.

## CHOLSEY PARISH COUNCIL

### 107. To consider new planning applications and planning amendments as at 10<sup>th</sup> October 2024

P24/S2895/HH	Variation of Condition 2 to move access to the site, 75 Honey Lane It was <b>resolved</b> to comment that the Parish Council continues to object strongly to this application due to safety concerns regarding vehicular access to the site via Honey Lane.
P24/S2588/HH	Amendment to reduce width of single storey rear extension, 43 Rotherfield Road It was <b>resolved</b> to comment that the Parish Council wishes to note the concerns raised by residents at 2 Ruttle Close regarding safeguarding of light; the Cholsey Neighbourhood Plan Policy 'CNP HN7' is of relevance to the application.

### 108. To note South Oxfordshire District Council planning decisions as at 10<sup>th</sup> October 2024

P24/S1858/HH	Two storey side and rear extension, 8 Rowland Road, <b>Granted by SODC</b>
P24/S2259/HH	Single storey extension, 33 Station Road, <b>Granted by SODC</b>
P24/S2602/HH	Two storey front extension and ground floor side extension, 29 Papist Way, <b>Granted by SODC</b>

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

Finance Committee update  
Staffing Committee update  
Emergency Plan  
Streets of Light – Cllr Bolt  
Car park renovation progress  
Meeting with Bluebirds football club representatives  
Office refit underway

### 110. To confirm the date of next Full Council meeting – Wednesday 20<sup>th</sup> November, 7.15pm, The Great Hall, Cholsey Meadows

## **Estate Manager's Report to Parish Council November 2024**

### **Allotments**

The waiting lists for 3 allotment sites are as follows:

Cholsey Meadows – 7 (1 small plot vacant but meeting with applicant this week)

Ilges Lane – 6 (2 medium plots vacant, emailed applicant next on list)

Station Road – 7 (No plots vacant)

The water has now been turned off at the Ilges Lane and Station Road allotment site to over winter, the maintenance person needs to do some work on the stop valve at Cholsey Meadows site.

This is good timing as the plumber will be commencing the work on replacing the trough at Ilges Lane site and putting the additions to the water supply on Cholsey Meadows site.

The next allotment inspection needs to take place this month, to monitor the progress of those plots that were contacted and asked for an action plan; if any councillor is available to assist please let me know.

### **The Forty**

The horse chestnut and the walnut tree were identified in the arboriculturist's survey as needing urgent work, the walnut in particular. Decaying branches and deadwood have been removed and made safe.

The memorial stone was cleaned, leaves raked up and the poppies were placed around the Forty for Remembrance Sunday.

### **Growing Better Together**

The 'Apple Day' event was successful with lots of apples pressed to provide tasty apple juice for all who visited. We shall run this again next year.

### **Community Allotment**

The group will be applying for a district councillor grant, aiming to raise funds for purchasing items for the community allotment.

### **Recreation Grounds and Play Areas**

#### **Cholsey Meadows Play Area**

The maintenance person continues to make a visual inspection of this play area and the grass cutting contractors have continued to cut the grass here.

There is nothing to report regarding the transfer which is currently with solicitors.

Station Road Play Area.

Following on from the quotes received for the grass tiles as outlined in the last council meeting, I have contacted the contractors concerned and am awaiting an update.

Recreation Ground, Whitehead Meadow, Jubilee Field, Burial ground grass cutting

I have obtained the following quotes from contractors:

Grounds Maintenance Option 1

*16 x cuts per annum (i.e. 2 x cuts per month April – October incl.):*

- Cholsey Recreation ground
- Whitehead Meadow (all)
- Jubilee Field
- Children’s enclosed play area, Station Road
- Children’s play area, Cholsey Meadows
- Churchyard (section 1 on map) and burial ground (sections 2, 3, 4, 5 on map), St Mary’s Church, Church Road.

*1 x ‘cut and collect’ in early September:*

- The Forty

<b>Contractor</b>	<b>TOTAL: Recreation Ground, Whitehead Meadow, Jubilee Field and St Mary’s sections 1,2,3,4,5</b>	<b>St Mary’s Section 1</b>	<b>St Mary’s Sections 2,3,4,5</b>
		X16 cuts included	X16 cuts included
<b>A</b>	Total £10730.00 + vat (£12876.00)	£2720.00 + vat (£3264.00)	£2400.00 + vat (£2880.00)
<b>B</b>	Total £15878.00 inclusive of vat	£4576.00 incl. vat	£4576.00 incl. vat
<b>C</b>	Total £27145.00 inclusive of vat	£4680.00 incl. vat	£4680.00 incl. vat
<b>D</b>	Total £16000.00 + vat (£19200.00)	£2560.00 + vat (£3072.00)	£1600.00 + vat (£1920.00)

## Grounds Maintenance Option 2

16 x cuts per annum (i.e. 2 x cuts per month April – October):

- Cholsey Recreation ground
- Whitehead Meadow (floodlit section from lime tree to football training area)
- Jubilee Field
- Children’s enclosed play area, Station Road
- Children’s play area, Cholsey Meadows
- Churchyard and burial ground, St Mary’s Church, Church Road

3 x ‘cut and collect’ in March, May and September, plus 2 x cuts per month (from April – October) of a strip around the edge of this section of meadow, leaving the centre to grow on:

- Whitehead Meadow (section from the entrance at Church Road to the lime tree)

1 x ‘cut and collect’ in early September:

- The Forty

<b>Contractor</b>	<b>Recreation Ground, Whitehead Meadow, Jubilee Field, St Mary’s sections 1,2,3,4,5</b>	<b>Recreation Ground, Whitehead Meadow, Jubilee Field, St Mary’s sections 1,2,3,4,5</b>	<b>St Mary’s Section 1</b>	<b>St Mary’s Section 2,3,4,5</b>
	<b>Without removal of waste from Whitehead Meadow</b>	<b>With removal of waste from Whitehead Meadow</b>	X16 cuts included	X16 cuts included
<b>A</b>	Total £11290.00 + vat (£13548.00)	Total £12340.00 + vat (£14808.00)	£2720.00 + vat (£3264.00)	£2400.00 + vat (£2880.00)
<b>B</b>	Total £16178.00 incl. vat	Total £16578.00 incl. vat	£4576.00 incl. vat	£4576.00 incl. vat
<b>C</b>	Total £24915.00 incl. vat	Total £27817.50 incl. vat	£4680.00 incl. vat	£4680.00 incl. vat
<b>D</b>	Total £14800.00 + vat (£17760.00)	In addition; £3000 + vat (£3600.00)	£2560.00 + vat (£3072.00)	£1600.00 + vat (£1920.00)

### Millennium Wood.

The maintenance person and I will be meeting with the arboriculturist to identify trees in the wood which may need work. We are hoping that any work needed will be done in-house.

### Hedges

Our Maintenance Person will begin cutting back the hedges over the winter period.

I have contacted the contractor who is responsible for carrying out the first phase of coppicing the boundary hedge on the Ilges Lane allotment site and asked for a date when they will be able to continue with the next phase of coppicing this year. I am waiting for the dates to be given.

### Verges

We have managed to contact OCC highways regarding the urban and rural mapping of verges.

An onsite meeting will be arranged with a member of their department, to agree the verges that are the Parish's responsibility.

Once this meeting has happened, a verge management plan can be formed, and quotes can be obtained for the verge cutting for next year.

### Trees

The arboriculturist has completed her survey of the trees, they had been unable to get to the trees because of overgrowth at boundaries. Some trees have been identified as needing some work within the next 3 – 6 months.

I will be sending out the specifications to tree surgeons for quotes.

### Bluebirds Football Club

A meeting was held with Bluebirds chair and a representative from Cholsey United to discuss any concerns and a way to go forward.

In light of this meeting a number of points were raised for Parish Council discussions.



Date of meeting....20/11/2024.....

Signatures of authorising councillors:

Payments made between meetings			
MKM building	New office noticeboard supplies	£42.19	Authorised by the Clerk
Blinds2Go	New blind for the office	£89.50	Authorised by the Chair via email on
Cholsey Pavilion Trust	CHEC swap shop hall hire	£31.00	Authorised by Finance Committee via email on 21.10.2024
OALC	Officer training	£42.00	Authorised by the Clerk
OALC	Officer training	£42.00	Authorised by the Clerk
Creative Haus	Annual website hosting charge	£90.00	Authorised by Finance Committee via email on 21.10.2024
Cholsey CDT	S137 donation for fireworks night	£150.00	Authorised by Finance Committee via email on 21.10.2024
Mulberry	Interim audit	£237.72	Authorised by Finance Committee via email on 21.10.2024
Swift	Quarterly hire & printing charges	£125.38	Authorised by Finance Committee via email on 21.10.2024
Amazon		£4.20	Authorised by the Clerk
Amazon	Drawing pins & files	£24.97	Authorised by Clerk - files are to be returned for refund of £19.98
Castle Water	Burial Ground water	£11.39	Authorised by Finance Committee via email on 24.10.2024
Power Team	Monthly payroll	£59.40	Authorised by Finance Committee via email on 24.10.2024
Shield	Monthly dog & general waste collections	£265.19	Authorised by Finance Committee via email on 24.10.2024
Dave Miners	Office decorating & paint	£488.96	Authorised by Finance Committee via email on 24.10.2024
Castle Water	Allotment water	£31.43	Authorised by Finance Committee via email on 24.10.2024
Castle Water	Allotment water	£25.42	Authorised by Finance Committee via email on 24.10.2024
Castle Water	Allotment water	£75.51	Authorised by Finance Committee via email on 24.10.2024
Power Team	Monthly payroll	£59.40	Authorised by Finance Committee via email on 06.11.2024
ASAP	Monthly IT support & provision	£227.52	Authorised by Finance Committee via email on 06.11.2024
West Berks & Oxon Training	Chainsaw training for Maintenance Person	£306.00	Authorised by Finance Committee via email on 06.11.2024
J.Drewe	Monthly grass cutting + The Forty	£2,366.02	Authorised by Finance Committee via email on 06.11.2024

Land Registry	Purchase of title deeds & plan	£6.00	Authorised by the Clerk
Young's tree services	Tree work on The Forty	£2,520.00	Authorised by Finance Committee via email on 13.11.2024
Screwfix	Chainsaw protective clothing	£204.56	Authorised by Finance Committee via email on 13.11.2024
Hawthorn	Monthly pest control	£168.00	Authorised by Finance Committee via email on 13.11.2024
Screwfix	Maintenance equipment	£47.47	Authorised by Finance Committee via email on 13.11.2024
LB Plumbing	Installation of new allotment trough x1	£739.20	Authorised by Finance Committee via email on 13.11.2024
		<b>£8,480.43</b>	
<b>Automatic payments</b>			
Virgin media	Telephone & broadband	£86.70	Inc. VAT. £29.85 will be invoiced to the Happy Hub for their share
Grundon	Waste collection at the Burial Ground	£96.37	Inc VAT. Paid by Direct Debit
Nest	Monthly pensions	£143.04	Paid by Direct Debit
HMRC	Quarterly PAYE & NI payment	£2,103.51	Paid by Direct Debit
Salaries	Oct-24	£4,616.38	Paid by Direct Debit
Gap HR	Monthly HR support	£56.40	Inc VAT. Paid by Direct Debit
	<b>TOTAL</b>	<b>£7,102.40</b>	
<b>Payments for agreement</b>			
	<b>TOTAL</b>	<b>£0.00</b>	
<b>Income received</b>			
CIL		£26,762.85	Will be transferred to CIL savings account
Burial/memorial fees		£840.00	
HMRC VAT return		£3,903.33	
	<b>TOTAL</b>	<b>£31,506.18</b>	
<b>Income expected</b>			
	<b>TOTAL</b>	<b>£0.00</b>	

