

CHOLSEY PARISH COUNCIL

To all members of the Council, you are hereby summoned to attend the meeting of Cholsey Parish Council on Wednesday 18th December 2024 at 7.15pm to be held at The Pavilion, Cholsey for the purpose of transacting the following business.

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

12th December 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 20th November 2024 (Appendix A) and receive update on any Minute items
5. To consider and decide whether to make the following resolution:
"Cholsey Parish Council resolves from 18th December 2024 until the next relevant Annual Meeting of the Council, having met the conditions of eligibility as defined in the Localism Act 2011 and The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence."
6. To receive any reports from County and/or District Councillors
7. To note Clerk's report (verbal), in particular:
 - a) To approve and adopt revised Publication Scheme (Appendix B)
 - b) To discuss and agree Action Plan for publication
8. To note Estate Manager's report (Appendix C), in particular:
 - a) To discuss quotes for removal and replacement of swings in the younger children's play area on the Recreation Ground and agree expenditure for this work
9. To receive update from the Transport Committee (Cllr Collins), in particular:
 - a) To discuss a revised route and next steps for the all-weather Recreation Ground path project (Appendix D)
10. To discuss and agree next steps with the draft Community Emergency Plan (Cllr Smith)
11. Finance
 - a) To approve budget 2025/2026 (Appendix E)
 - b) To discuss and agree whether to allow a pizza-van company to operate from the Pavilion car park on a weekday evening
 - c) To approve new payments and note payments received (Appendix F)
12. To consider new planning applications and planning amendments as at 13th October 2024

P24/S3903/HH	Front porch extension and replacement garage, 4 College Close
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13. To note South Oxfordshire District Council planning decisions as at 13th October 2024

P24/S3448/HH	Ground floor front and rear extension, 17 Celsea Place, Granted by SODC
P24/S2895/S73	Variation of Condition 2 to move access to the site, 75 Honey Lane Granted by SODC
14. Items for report or inclusion on next agenda
15. To confirm the date of next Full Council meeting – Wednesday 15th January 2025, 7.15pm, Pavilion, Station Road, Cholsey

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Minutes of the meeting of Cholsey Parish Council duly convened and held on Wednesday 20th November 2024 at 7.15pm at The Pavilion, Cholsey

Present were Cllr D. Bamford, Cllr J. Collins, Cllr G. Herbert, Cllr J. Hope-Smith, Cllr P. Jenkins, Cllr L. Nixon (Chair) Cllr K. Pomlett, Cllr M. Smith

Also present were C. Bird (Clerk), two members of the public

Start time: 7.20pm

End time: 9.40pm

111. To receive apologies for absence

Apologies were accepted from Cllr V. Bolt, Cllr Finch, Cllr Ofield and Cllr S. Schäfer.

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

Representatives of a maintenance contractor attended to introduce themselves to the Council in person.

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

There were none.

114. To approve the Minutes of the meeting held on 16th October 2024 (Appendix A) and receive update on any Minute items

It was **resolved** to approve the Minutes of the meeting held on 16th October 2024 and they were signed by Cllr Nixon.

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

District Cllr Simpson's report received by email was noted with thanks.

116. To note Clerk's report (verbal), in particular:

a) To receive update on meeting with Bluebirds and Cholsey United, 6th November 2024

The Clerk and Chair reported that a recent meeting with the Chairs of Bluebirds and Cholsey United was positive and helpful. Key topics included parking challenges on match days, pitch maintenance and the football pavilion. Bluebirds are going to begin staggering kick-off times for their matches and will continue to urge considerate parking, including the use of the Red Lion carpark by away teams. Further solutions to ease the situation will also be explored.

On other matters, the Clerk reported that Oxfordshire County Council will be planting approximately 20 trees on highway verges in the village in the coming weeks, with a focus on the Queen's Road area.

The Cholsey Environment Champions (CHEC) 'Wildlife Group', including Cllr Hope-Smith and the Environment Coordinator, met on 11th November to discuss plans for the Forty Community Meadow project. They had discussed using part of the s137 budget allocated to CHEC in 2024/2025 to purchase native wildflower plug plants for the project, and this was agreed by the Councillors in principle.

117. To note Estate Manager's report (Appendix B)

The Estate Manager's report was noted with thanks.

The next allotment plot inspections will be carried out in December.

The Estate Manager is progressing the tree works identified by the September tree survey, including urgent works on trees on the Forty and in the Recreation Ground. Quotes for the next tier of work will be obtained from tree surgeons.

The second phase of Ilges Lane hedge coppicing will take place next week

118. To receive update from the Transport Committee (Cllr Collins), in particular:

a) To discuss Public Realm preliminary proposal

It was agreed to send the preliminary high-level proposal to OCC for their views.

On other transport-related matters, Cllr Collins continues to chase for the Wallingford Road zebra crossing lights to be connected properly. This has been a very frustrating process.

Cllr Collins also continues to pursue the A329 puffin crossing with OCC, and has recently had input from County Cllr Bloomfield.

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The campaign to improve the station's condition and accessibility continues. Cllr Finch has recently met with MP Olly Glover. Cllr Collins and two residents supporting the project will meet with a resident of Goring who was very active in improving station accessibility there.

Cllr Finch and the Environment Coordinator had recently met with OCC Transport planners regarding an active travel infrastructure project between local towns and villages.

We continue to wait for OCC to implement the agreed parking restriction changes and 20mph speed limits.

119. Finance

a) To receive update from Finance Committee meeting, 13th November 2024 (Cllr Bamford)

Cllr Bamford reported that the recent interim internal audit had been successful. 2024/2025 spending is currently on track. CIL funds have been moved to a new banking provider.

It was agreed to upgrade to Rialtas Cloud Software from January or as soon as possible, to enable the Clerk to train to use the software.

b) To discuss preliminary budget and precept request 2025/2026

The preliminary budget was noted and a final version will be reviewed at the December Council meeting.

c) To discuss the Cholsey Parish Council - Cholsey Pavilion Trust lease and agree next steps

The Council discussed next steps in reviewing the lease which is due for renewal in March 2025.

d) To agree annual allotment plot rents for 2025/2026

It was **resolved** to implement the following allotment fees for 2025/2026.

Allotment fees

Plot sizes	2024/2025	2025/2026
Full plot	£21.00	£22.05
Half plot	£10.50	£11.05
Quarter plot	£6.00	£6.30
Cholsey Meadows large	£43.50	£45.70
Cholsey Meadows medium	£23.00	£24.15
Cholsey Meadows small	£17.00	£17.85

Note: Cholsey Meadows plots are larger

e) To agree burial ground fees for 2025/2026

It was **resolved** to implement the following burial ground fees for 2025/2026.

Burial Ground fees

Service description	2024/2025	2025/2026
Burial fee, including plot purchase	£500.00	£525.00
Reservation of a burial plot	£400.00	£420.00
Fee payable on burial in a purchase plot	£100.00	£105.00
Ashes internment fee, including plot purchase	£210.00	£220.50
Reservation of an ashes internment plot	£145.00	£152.25
Fee payable on ashes internment in purchased plot	£95.00	£99.75
New burial plot headstone fee	£100.00	£105.00
New cremation plot tablet fee	£65.00	£68.25
Additional inscription fee	£40.00	£42.00
Wooden cross fee	£40.00	£42.00

f) To agree ground rents and other related fees for 2025/2026

The following were agreed:

Bluebirds ground rent: £75 (in accordance with current lease)

Tennis ground rent: £200 (a new lease will be dependent on improvements to public court access)

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g) To agree s137 donation to the Royal British Legion

The Parish Council reuses its poppy wreath to avoid waste. It was therefore **resolved** to make an s137 donation of £50 to the Royal British Legion.

h) To approve new payments and note payments received (Appendix C)

The payments were approved and signed by Cllrs Herbert and Hope-Smith.

120. To consider new planning applications and planning amendments as at 13th October 2024

P24/S3448/HH	Ground floor front and rear extension, 17 Celsea Place It was resolved to object to this application with the following comment: The front extension is not in keeping with the current street view. CNP H7 states: the scale, height and form fit unobtrusively with the existing building and the character of the street scene. The rear extension does not impact in the same manner
P24/S3538/HH	Two storey side extension, replacement porch, 3 Hithercroft Cottages It was resolved to make no comment on this application.
P24/S2895/S73	Variation of Condition 2 to move access to the site, 75 Honey Lane The Parish Council continues to have concerns about this application, including the ground works entailed. It was agreed that Cllr Smith would write to SODC's Senior Planning Officer.

121. To note South Oxfordshire District Council planning decisions as at 13th October 2024

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

122. 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.

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

After discussion it was agreed to proceed with Contractor B for 2025, with the proviso that the Estate Manager works closely with them to regularly monitor and resolve any issues that needs addressing.

A report on options for managing Whitehead Meadow will be written by the officers, working with Cllr Schäfer, to enable the Council to make a decision on this. The report will be brought to a future meeting.

124. Staffing

a) To receive update from the Staffing Committee meeting held 6th November 2024

An update from the Staffing Committee was noted, including training plans.

b) To agree staff hours and hourly pay rates for 2025/2026

No change to staff hours is currently anticipated.

It had previously been agreed to move to hourly rates in line with local government NJC pay scales. The Council will set 2024/2025 hourly rates at the published 2023/2024 NJC pay rate applicable for each SCP.

It was **resolved** to adopt the following hourly pay rates for 2025/2026:

Clerk: 22 hours per week, SCP 31 upon completion of CiLCA

Responsible Finance Officer/Assistant Clerk: 16 hours per week, SCP 21

Estate Manager: 14 hours per week, SCP 16

Environment Coordinator: 12 hours per week, SCP 16

Maintenance Person: 10 hours per week, SCP 14

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125. Items for report or inclusion on next agenda

Emergency Plan

Final 2025/2026 budget

Super User, Fix My Street (Cllr Pomlett)

Footpath accessibility project (Cllr Pomlett, Cllr Jenkins)

Environmental Coordinator update (January)

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

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Cholsey Parish Council Publication Scheme

Cholsey Parish Council has adopted the Information Commissioner's Model Publication Scheme under the Freedom of Information Act 2000. The model publication scheme is reproduced at the end of the below table which sets out the information made publicly available by Cholsey Parish Council. This document was last revised in **December 2024**.

Some of the information will be available only in hard copy and the Parish Council is entitled to make a charge for its provision. It has been decided, however, that subject to certain limitations, reasonable quantities of hard copies of information will be provided free of charge. Please see the model publication scheme for further information.

For queries regarding this document, contact the Clerk at clerk@cholseyparishcouncil.gov.uk or call 01491 652255

Information available from Cholsey Parish Council under the model publication scheme

Information	How to obtain	Charge
Class 1: Who we are and what we do:		
Who's on the Council	Web site Hard copy	Free See scheme
Contact details for Parish Clerk and Council Members	Web site Hard copy	Free See scheme
Location and accessibility of Council office	Web site Hard copy	Free See scheme
Staffing structure	Web site Hard copy	Free See scheme
Forthcoming meeting dates	Web site Hard copy	Free See scheme
Class 2 – What we spend and how we spend it:		
For the current and previous Financial Year as a minimum:		
Annual Return form and Auditor's Report	Website Hard copy	Free See scheme

Finalised Budget	Website and SODC website Hard copy	Free See scheme
Precept	Website and SODC website Hard copy	Free See scheme
Financial Standing Orders and Regulations	Website Hard copy	Free See scheme
Procurement information and expenditure exceeding £500	Website Hard copy	Free See scheme
Members allowances and expenses	View at office	Free
Class 3: What are our priorities and how we are doing		
Neighbourhood Plan	Website Hard copy	Free See scheme
Strategic Plan and Action Plan	Website Hard copy	Free See scheme
Chair's report to the Annual meeting (if applicable)	Web site Hard copy	Free See scheme
Class 4: How we make decisions		
Agendas of meetings	Parish Council notice board (Pavilion and The Forty) Web site Hard copy	Free See scheme
Minutes of meetings	Web site Hard copy	Free See scheme
Documents supporting agenda items	Web site Hard copy	Free See scheme
Responses to consultation papers	Hard copy/inspection	Free See scheme
Responses to planning applications	Via SODC website; Parish Council Minutes	Free
List of grants given	Web site Hard copy	Free See scheme

Class 5: Our policies and procedures		
Procedural Standing Orders	Website Hard copy	Free See scheme
Committee Terms of reference	Website Hard copy	Free See scheme
Code of Conduct	Website Hard copy	Free See scheme
Complaints procedure	Website Hard copy	Free See scheme
Equality policy	Website Hard copy	Free See scheme
Delegated authority in respect of the Clerk and Committees (Scheme of Delegation)	Website Hard copy	Free See scheme
GDPR Data protection policies	Website Hard copy	Free See scheme
Class 6: Lists and registers		
Assets register	By inspection	Free
Members Declaration of Acceptance of Office	By inspection	Free
Register of Members' interests	Website and SODC website	Free
Register of Gifts and Hospitality	By inspection	Free
Burial Ground Registers	By inspection	Free
Class 7: Services we offer		
Allotments: Sites, rents, availability	Website/Enquiry at office	Free
Burial Grounds: Charges, Regulations	Website/Enquiry at office	Free
Recreation Grounds: Recreation Ground, Jubilee Field, Whitehead Meadow	Web site/Enquiry at office	Free
Bus shelters, benches, bins, memorials (details in Asset Register)	Enquiry at office	Free

The Information Commissioner's Model Publication Scheme

Introduction

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned Scheme, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications Scheme.
- To specify the information which is held by the authority and falls within the classifications Scheme.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of information

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Cholsey Parish Council Information Requests Policy

1. Introduction

Cholsey Parish Council's Publication Scheme outlines the information that is routinely made available by the Council online and in hard copy. This includes policies and procedures, agendas and minutes, financial information and strategic plans.

In addition, information held by Cholsey Parish Council that is not routinely published under its Publication Scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information ("FOI") Act 2000 ("the Act").

The Council is committed to ensuring transparency, accountability, and compliance with the Act, while safeguarding the Council's resources from misuse. This policy outlines the procedures for handling requests for information and details how the Council will manage vexatious or repeated requests.

2. Legislation

This policy is governed by the Freedom of Information Act 2000, the Environmental Information Regulations 2004, the Data Protection Act 2018, and the General Data Protection Regulation (GDPR). The policy ensures compliance with legal requirements while promoting good governance.

3. Scope

This policy applies to all FOI requests received by the Parish Council and includes information held in any format. It covers both the release of information and the handling of requests that may be considered vexatious, repetitive, or unreasonable.

4. Right to information

Under the Act, any individual has the right to request information held by the Parish Council, subject to certain exemptions. The Council will provide assistance to applicants making requests for information and will respond within the statutory time limit of 20 working days, in accordance with Section 10 of the Act.

5. How to make a request

- FOI requests must be made in writing (by letter, email, or any written format).
- Requests must include the name of the applicant, an address for correspondence, and a clear description of the information sought.
- Requests should be sent to the Parish Clerk at clerk@cholseyparishcouncil.gov.uk or Cholsey Parish Council, The Pavilion, Station Road, Cholsey OX10 9PT

6. Responding to requests

Upon receiving a request, the Parish Council will:

1. Acknowledge receipt of the request within 5 working days.
2. Clarify the request if necessary.
3. Determine whether the Council holds the requested information.
4. Provide the information, or issue a refusal notice, within 20 working days.

Where information is exempt from disclosure under the Act, the Council will explain the reasons for refusing the request, specifying the exemption(s) relied upon.

7. Fees

The Council may charge a fee for responding to FOI requests, in accordance with the Freedom of Information (Fees and Appropriate Limit) Regulations 2004. If a fee applies, the applicant will be informed in writing and the response timeline will be suspended until payment is received.

8. Refusal of requests

Requests may be refused if:

- The information is exempt under one or more exemptions provided in the Act (e.g., national security, commercial sensitivity, personal data).
- The request exceeds the cost limit set by the Act (currently £450 for local authorities).
- The request is considered vexatious or repetitive (as detailed in Section 12 and Section 14 of the Act).

The refusal notice will explain the grounds for refusal, including details of any applicable exemptions, and will inform the requester of their right to appeal.

Dealing with Vexatious and repeated requests

9. Vexatious requests

A request can be considered vexatious under Section 14(1) of the Act if it is deemed to cause a disproportionate or unjustified level of disruption, irritation, or distress. The Parish Council may refuse a request as vexatious if one or more of the following criteria are met:

- The request lacks serious purpose or value.
- The request is designed to harass, intimidate, or cause undue inconvenience to the Council or its staff.
- The request repeats issues already addressed, without presenting new evidence or circumstances.
- The request imposes a significant burden on the Council's resources, due to its frequency, scope, or complexity.

In determining whether a request is vexatious, the Council will take into account:

- The context and history of the request.
- The likely impact on Council staff and resources.
- The need to balance public access to information against the misuse of the FOI process.

10. Repeated requests

Under Section 14(2) of the Act, the Parish Council is not obliged to comply with repeated requests from the same individual or group if:

- The request is identical or substantially similar to a previous request.
- A reasonable amount of time has not passed since the previous request (typically 12 months).

If a request is refused on the basis of it being repeated, a refusal notice will be issued, explaining the reasons.

11. Refusal procedure for vexatious and repeated requests

When refusing a request as vexatious or repeated, the Council will:

1. Issue a refusal notice within 20 working days of receipt of the request.
2. Clearly state that the request has been refused under Section 14(1) or Section 14(2) of the Act.
3. Provide the requester with information on their right to appeal the decision and the process for doing so.

12. Appeals and Complaints

Applicants who are dissatisfied with the Council's handling of their FOI request, including any refusal to disclose information, may request an internal review. Complaints should be made in writing to the Parish Clerk within 40 working days of the response.

The internal review will be conducted by an independent member of the Council, who was not involved in the original decision. A response will be issued within 20 working days of the complaint being received.

If the applicant remains dissatisfied after the internal review, they may refer the matter to the Information Commissioner's Office (ICO).

13. Data Protection and Privacy

The Council will ensure that all personal data provided by applicants in the course of an FOI request is handled in accordance with the Data Protection Act 2018 and GDPR. Personal information will only be used for the purposes of processing the FOI request.

14. Record retention and management

The Parish Council is committed to maintaining accurate and thorough records of all Freedom of Information requests and the responses provided. These records are necessary for transparency, legal compliance, and potential review or appeal processes.

a. Retention of FOI requests and responses

All written FOI requests (including email and postal correspondence) will be logged and securely stored by the Parish Clerk. The record will include:

- The name of the requester.
- The date of the request.

- The nature of the request.
- The date of the Council's response.
- Any associated documentation, including correspondence, refusal notices, and exemptions applied.

FOI requests and the corresponding responses will be retained for a period of 5 years from the date of closure of the request. After this period, the records will be securely disposed of, unless required for ongoing legal or audit purposes.

b. Record of vexatious or repeated requests

Where a request has been deemed vexatious or repeated, the following additional records will be kept:

- The justification for classifying the request as vexatious or repeated.
- Any internal reviews or appeals filed by the requester.
- The outcomes of those reviews or appeals.

These records will also be retained for 5 years from the date of closure of the request.

c. Internal review and appeals records

If a requester asks for an internal review or submits a complaint regarding how the Parish Council handled their FOI request, records of the internal review, the decisions made, and all related correspondence will be kept for 5 years following the conclusion of the review process.

d. Data security and privacy

The Parish Council will take appropriate measures to ensure that all records related to FOI requests are securely stored and protected from unauthorized access. Personal data provided by the requester will be managed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

15. Review of Policy

This policy will be reviewed annually as part of the Publication Scheme or as required by legislative changes.

Adopted by Cholsey Parish Council on: **[Insert Date]**

Next Review Due: **[Insert Date]**

Estate Manager's Report to Parish Council December 2024

Allotments

Allotment plot inspections to check on progress of action plans have taken place.

My thanks to those councillors who have assisted with these inspections.

The Forty

No update

Growing Better Together

Community Allotment

The group applied for a district council grant to raise funds for purchasing items for the community allotment.

Recreation Grounds and Play Areas

The annual playground and equipment inspection will take place in February.

The areas included in this inspection are the toddler and youth play areas on the recreation ground, the skatepark, the outdoor gym equipment and Cholsey Meadows play area.

Cholsey Meadows Play Area


The maintenance person continues to make a visual inspection of this play area.


There is nothing to report regarding the transfer.

Station Road Play Area.

These are the quotes received for the removal of the old swings and replacement of 1 bay/2 flat seat swings away from the silver birch roots.

	Description	Total
Contractor A	<p align="center">Installation of New Swing</p> <p>Remove & dispose of existing Rubber Tiles Remove and dispose of Existing swing Install new swing onto grass next to existing swings Install EcoSmart 24m2 EcoSmart Market leading Rubber Grass Mat 1m x 1.5m x 23mm. Weighing 13.5kg per Mat. Tested to BS EN 1177. Slip and fall resistant to British Standard BS 7188. 10 Year Product Guarantee, 5 year Install Guarantee. A 10mm outer wall for strength and durability Unique blend of</p>	£7,874.01 + vat

	recycled, reclaimed, and natural rubber makes this product a cost effective, environmentally friendly safety surface. Price includes High Quality Ground Stabilising Mesh, Pegs and Cable ties.	
Contractor B	2 Bay Swing and tiles To remove the above item including rubber tiles into contractor's skip	£850.00 + vat
	1 Bay 2 Flat Seat Swing To supply and install the above item	£2790.00 + vat
	To supply and spread top soil and seed to the area	£1670.00 + vat
	To supply and lay 14 No. grass mats complete with mesh, pegs and ties	
	To supply and erect temporary HERAS security fencing for a period of 4 weeks to let the grass grow Please note if it needed for longer we will need to provide an additional quote	£350.00 +vat
		Total £5660.00 + vat
Contractor C	<u>Equipment</u> 2.4m Eco Swing with Flat Seats with Installation Into Grass <u>Surfacing</u> 16x Grassguard Tiles £752.56 Installation R1 <u>Removals</u> Optional subsidised removal off site of spoil and/or waste material created from our installation works. R2 Removal & Disposal Of Existing Swings, Surfacing R3 Removal & Re-installation Of Existing Bench Re-installation Sub Total £2,078.64	£3,809.28 £752.56 £250.00 £1,482.00 £346.64 £376.11

	<p>Miscellaneous (Welfare, Site Security, Other) Price 1 W1 Provide heras type fencing (as recommended by the Health & Safety Executive) for the duration of the contract. Other items/services</p> <p>Provide secure overnight storage, or split multiple deliveries, for the duration of the contract (Site/Access Dependent) Other items/services</p> <p>Provide re-filling of on site water supply for installations for the duration of the contract - Assuming fresh water tap accessible via client within 1 mile of installation site (0.5 mile in built up areas) Other items/services Compliance Package (5 Years, 2x Visits Per Annum)</p> 	<p>£1,079.19</p> <p>£66.02</p> <p>£399.00</p> <p>Total</p> <p>£8560.80</p>
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Millennium Wood.

The maintenance person and I met with the arboriculturist to walk around and discuss the Millennium wood.

The result of this meeting is that once the maintenance person has completed the Chainsaw Course, he would be able to complete a lot of the work needed such as coppicing the hazel, removing deadwood from identified trees.

There is a problem with the Ash to the left of the entrance from Jubilee Field in that it has some decay fungus which has led to recent branch breakages. This will need a tree surgeon to assess what work would be possible because the tree is on the bank of the brook and is overhanging the brook to the far bank. I have included this tree in the specifications which I have sent to tree surgeons for quotes.

There will also be a need to pollard the Goat Willow (about 6 trees) situated near the new wooden bridge in the near future, as they have become very tall.

Hedges

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

Phase 2 of the coppicing of the Ilges Lane Allotment boundary hedge with East End development has now taken place.

The Environmental Coordinator is obtaining hedging whips to infill the gaps in all hedges.

Verges

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

We are trying to arrange an onsite meeting 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

I have forwarded the specifications to tree surgeons for quotes for the rest of the work needed on the estate trees as highlighted by the arboriculturist report. One tree will need to be felled by a tree surgeon, the maintenance person will be able to fell the two dead trees near the 1000+ bench on Jubilee Field. Other work includes removal of deadwood and crown cleaning.

I will bring the quotes to the next Council meeting.

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.

Grass Cutting 2025

I have met with the grass cutting contractor for 2025 and have agreed that they will inform me the week prior to when they anticipate they will visit to cut grass, twice a month. This will be dependant on weather conditions, but should they need to cancel because of adverse weather, they will inform me when they expect to visit again.

Cholsey Parish Council

Report subject	Proposed all-weather path across the Recreation Ground, Cholsey
Meeting	Full Council
Meeting date	18 th December 2024
Report author	Claire Bird (Clerk)
Report contact details	clerk@cholseyparishcouncil.gov.uk

1. Recommendation

It is proposed that:

- The Council RESOLVES to seek pre-planning advice to construct an all-weather path following the revised route outlined in this report, from the Pavilion entrance of the Recreation Ground to the Church Road entrance of the Recreation Ground.

2. Overview

2.1 Project proposal

In line with the 2024-2029 Strategic Plan, it is proposed that constructing an all-weather path across the Recreation Ground, which is managed by the Parish Council, would improve access to this valued green space. It would also provide a safer walking route to Cholsey Primary School in all seasons.

2.2 Community support

An online community survey undertaken in May-June 2024 indicated community support for an all-weather path, while also providing valuable feedback and suggestions. The results can be found at: <https://cholseyparishcouncil.gov.uk/community-survey-all-weather-recreation-ground-path/>. Cholsey Primary School has previously expressed strong support in principle for the project.

2.3 Project funding

The Parish Council would hope to fund this project through grant applications and existing Community Infrastructure Levy (CIL) funds.

3. Detailed consideration

3.1 Route

Cllr Jenny Finch (CPC Transport Committee) and the Clerk met with Oxfordshire County Council (OCC) Transport Planners in September 2024 to discuss the project. OCC advised revisiting the 'desire lines' of users of the Recreation Ground to ensure the route of the path meets community needs. Cllr Finch, Cllr Judy Collins (CPC Transport Committee) and the Clerk have subsequently met with Kieran Foster, a Countryside Access Consultant currently working on a project for Mend The Gap. Informed by these discussions we would like to propose a revision to the route initially outlined. The revised route (approximate) is shown below:



This route is proposed for the following reasons:

- The identification of a strong desire line (by the Parish Council, OCC Planners and Kieran Foster) from the West End entrance path to the Recreation Ground to the Church Road entrance.
- The desire line for e.g. pushchairs to access the toddler play area adjacent to the Pavilion.
- The revised route would continue to facilitate access to the older children’s play area and youth hut.
- The route would provide one of the most direct routes possible from the Pavilion to the Church Road entrance, facilitating school commutes and recreational use in all weathers, while avoiding marked football pitches.
- Depending on community need, a subsequent Phase 2 of the project could be to construct a path from the Station Road entrance of the Recreation Ground to the skatepark.

3.2 Path construction: width and materials

The community survey highlights a desire for the Parish Council to use natural materials for the path where possible. Ground conditions and durability must be considered; discussions with contractors will therefore inform decisions about the best materials and method of construction. We continue to seek input on the optimal width for the path, so that it meets the needs of users while also being in keeping with the Recreation Ground as a popular green space.

3.3 Permissions and safety considerations

- 3.3.1 South Oxfordshire District Council have confirmed that the path would require planning permission¹.
- 3.3.2 An Environment Agency permit would also be required to undertake work adjacent to Cholsey Brook.
- 3.3.3 The path will need to be a sufficient distance (3 yards) from marked football pitches to allow for run-off (safety area around pitch).² Consideration should also be given to grass cutting and the occasional use of the Recreation Ground by vehicles.

3.4 Duties and Powers

- 3.4.1 The Parish Council has a statutory duty to consider the effects of decisions on Biodiversity and Crime and disorder in the area. As the Council has also declared a Climate Emergency, this must be considered when agreeing construction materials for this project.
- 3.4.2 The Parish Council has the power to provide and manage recreation grounds, public walks and open spaces³

¹ Confirmed by SODC Cllr Anne-Marie Simpson by email 17th January 2024.

² The FA Guide to Pitch and Goal Post Dimensions

³ Public Health Act 1875, s164; Open Spaces Act 1906, s10

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Cholsey Parish Council
Annual Budget - By Centre

		<u>Last financial year</u>		<u>24/25 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	177,971	177,971	198,019	198,019	0	0	211,973	0	0
1090	Interest Received	0	3,088	0	2,894	0	0	0	0	0
	Total Income	177,971	181,059	198,019	200,913	0	0	211,973	0	0
4000	Insurance	2,400	3,027	3,180	3,190	0	0	3,242	0	0
4005	Audit Fees	1,200	1,079	1,350	1,186	0	0	1,247	0	0
4015	Chairperson's Allowance	0	0	200	173	0	0	200	0	0
4016	Annual Community Meeting exp	0	0	200	247	0	0	250	0	0
4020	Annual Subscriptions	1,200	1,108	1,250	1,099	0	0	1,585	0	0
4025	Website	409	138	138	138	0	0	145	0	0
4050	Meeting Hall Rental	300	407	100	0	0	0	100	0	0
4055	Professional Fees	0	-3,320	1,000	46	0	0	2,500	0	0
4060	Training	2,000	2,663	1,500	220	0	0	1,800	0	0
	Overhead Expenditure	7,509	5,101	8,918	6,299	0	0	11,069	0	0
	100 Net Income over Expenditure	170,462	175,958	189,101	194,614	0	0	200,904	0	0
6000	plus Transfer from EMR	0	-3,320	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	170,462	172,638	189,101	194,614	0		200,904		
110	<u>Accommodation</u>									
4100	Office Rental	2,750	2,750	3,000	0	0	0	3,250	0	0
	Overhead Expenditure	2,750	2,750	3,000	0	0	0	3,250	0	0
	Movement to/(from) Gen Reserve	(2,750)	(2,750)	(3,000)	0	0		(3,250)		

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		<u>Last financial year</u>		<u>24/25 Budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
120	<u>The Burial Ground</u>									
1200	Burial/Memorial Fees	5,000	3,975	4,000	3,645	0	0	4,000	0	0
1210	Grass Cutting Income	2,200	1,733	2,000	1,907	0	0	2,000	0	0
	Total Income	7,200	5,708	6,000	5,552	0	0	6,000	0	0
4210	Waste Removal	800	728	1,175	372	0	0	1,780	0	0
4240	Mortgage (PWL B) - Wall Repairs	1,001	1,001	1,001	501	0	0	1,001	0	0
4500	Water	200	393	400	890	0	0	400	0	0
4505	Maintenance	1,500	168	1,500	235	0	0	1,500	0	0
4600	Grass Cutting	7,000	6,500	7,700	5,720	0	0	7,700	0	0
4635	Pest Control	900	770	840	490	0	0	885	0	0
	Overhead Expenditure	11,401	9,560	12,616	8,208	0	0	13,266	0	0
	120 Net Income over Expenditure	-4,201	-3,852	-6,616	-2,656	0	0	-7,266	0	0
6001	less Transfer to EMR	0	125	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(4,201)	(3,977)	(6,616)	(2,656)	0		(7,266)		
130	<u>Staff</u>									
1902	Local group wages contribution	0	22	0	0	0	0	0	0	0
1903	Income MHSW	250	100	0	0	0	0	0	0	0
	Total Income	250	122	0	0	0	0	0	0	0
4040	Sundry Expenses	100	58	100	0	0	0	50	0	0
4329	Staff wages	80,500	67,504	62,500	35,715	0	0	69,615	0	0
4335	Employer NIC	1,700	1,385	1,500	1,349	0	0	6,475	0	0

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		<u>Last financial year</u>		<u>24/25 Budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4336	Pension contributions	500	1,502	1,480	1,025	0	0	1,120	0	0
4345	Mileage & Travel Expenses	50	56	50	0	0	0	50	0	0
4350	Protective Clothing	0	0	75	0	0	0	100	0	0
4357	MHSW expenses	250	246	0	0	0	0	0	0	0
	Overhead Expenditure	83,100	70,751	65,705	38,089	0	0	77,410	0	0
	130 Net Income over Expenditure	-82,850	-70,629	-65,705	-38,089	0	0	-77,410	0	0
6000	plus Transfer from EMR	0	190	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	100	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(82,850)	(70,539)	(65,705)	(38,089)	0		(77,410)		
140	Office									
1930	Phone & broadband inc	0	0	360	210	0	0	378	0	0
	Total Income	0	0	360	210	0	0	378	0	0
4040	Sundry Expenses	100	184	100	482	0	0	0	0	0
4055	Professional Fees	500	0	0	0	0	0	500	0	0
4400	Printing	360	502	500	198	0	0	325	0	0
4405	Office Supplies/Stationery	250	204	250	124	0	0	200	0	0
4410	Postage	10	0	10	9	0	0	10	0	0
4415	Telephone/Broadband	500	738	500	518	0	0	550	0	0
4420	Office Equipment	200	68	5,000	4,714	0	0	500	0	0
4422	IT equipment	0	0	0	0	0	0	1,000	0	0
4425	Photocopier Contract	250	180	280	165	0	0	235	0	0
4427	Payroll	700	540	600	410	0	0	625	0	0

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Cholsey Parish Council
Annual Budget - By Centre

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		<u>Last financial year</u>		<u>24/25 Budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4428	HR support	0	513	950	358	0	0	800	0	0
4430	Accounts Software	175	175	277	192	0	0	1,330	0	0
4435	IT Support	2,000	2,740	2,250	1,467	0	0	2,400	0	0
4810	Miscellaneous Purchases	0	2,783	0	0	0	0	0	0	0
Overhead Expenditure		5,045	8,626	10,717	8,636	0	0	8,475	0	0
140 Net Income over Expenditure		-5,045	-8,626	-10,357	-8,426	0	0	-8,097	0	0
6000	plus Transfer from EMR	0	2,503	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(5,045)	(6,124)	(10,357)	(8,426)	0		(8,097)		
150	Allotments									
1500	Allotment Rents	2,420	2,922	3,130	2,918	0	0	3,290	0	0
1900	Miscellaneous Income	0	1,050	0	0	0	0	1,000	0	0
Total Income		2,420	3,972	3,130	2,918	0	0	4,290	0	0
4440	Allotment Software	175	227	249	249	0	0	262	0	0
4442	Community Allotment	0	0	0	0	0	0	1,000	0	0
4500	Water	500	1,558	750	1,009	0	0	1,000	0	0
4505	Maintenance	500	3,374	2,250	479	0	0	2,250	0	0
4657	Hedge maintenance	0	0	1,900	0	0	0	1,900	0	0
Overhead Expenditure		1,175	5,159	5,149	1,737	0	0	6,412	0	0
150 Net Income over Expenditure		1,245	-1,188	-2,019	1,181	0	0	-2,122	0	0
6000	plus Transfer from EMR	0	1,115	0	89	0	0	0	0	0
6001	less Transfer to EMR	0	1,050	0	0	0	0	0	0	0

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		<u>Last financial year</u>		<u>24/25 Budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		1,245	(1,122)	(2,019)	1,269	0		(2,122)		
160	<u>Open Spaces</u>									
1705	Verge cut inc (Cholsey)	0	1,759	1,759	1,759	0	0	1,759	0	0
1706	Verge cut inc (Ips & M'ford)	0	0	920	710	0	0	1,575	0	0
1899	CHEC donations	0	94	0	0	0	0	0	0	0
1900	Miscellaneous Income	600	1,725	645	258	0	0	600	0	0
	Total Income	600	3,578	3,324	2,727	0	0	3,934	0	0
4040	Sundry Expenses	25	14	25	0	0	0	25	0	0
4055	Professional Fees	0	2,055	2,000	0	0	0	500	0	0
4210	Waste Removal	100	270	835	555	0	0	875	0	0
4505	Maintenance	500	-67	500	95	0	0	500	0	0
4600	Grass Cutting	5,000	5,646	5,250	3,823	0	0	5,800	0	0
4601	Maintenance equipment	300	1,194	650	166	0	0	500	0	0
4602	Verge cut exp (Cholsey)	0	0	790	745	0	0	1,700	0	0
4603	Verge cut exp (Ips & M'ford)	0	0	920	710	0	0	1,575	0	0
4606	Maintenance equip servicing	0	0	200	217	0	0	225	0	0
4620	Fuel	50	56	50	32	0	0	50	0	0
4621	CHEC Expenditure	2,000	508	0	0	0	0	0	0	0
4625	Play Equipment Repairs	0	245	5,000	6,172	0	0	4,000	0	0
4627	Skate Park	1,000	370	1,000	0	0	0	1,000	0	0
4628	Outdoor gym	0	9,900	500	0	0	0	500	0	0
4635	Pest Control	1,100	770	1,100	490	0	0	1,065	0	0
4640	Safety Inspections	540	323	200	0	0	0	300	0	0

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		<u>Last financial year</u>		<u>24/25 Budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4645	Dog Waste Disposal	1,560	2,494	1,820	1,202	0	0	3,450	0	0
4651	Bridge maintenance	0	0	250	0	0	0	250	0	0
4655	Tree & Hedge Maintenance	12,000	2,540	12,000	0	0	0	9,000	0	0
4656	Tree surveys	0	0	2,000	1,200	0	0	0	0	0
4660	Sundry Works	500	235	500	430	0	0	500	0	0
4810	Miscellaneous Purchases	0	1,162	0	250	0	0	0	0	0
	Overhead Expenditure	24,675	27,715	35,590	16,086	0	0	31,815	0	0
	160 Net Income over Expenditure	-24,075	-24,137	-32,266	-13,359	0	0	-27,881	0	0
6000	plus Transfer from EMR	0	12,246	0	1,528	0	0	0	0	0
6001	less Transfer to EMR	0	2,250	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(24,075)	(14,140)	(32,266)	(11,831)	0		(27,881)		
165	<u>Mend the Gap</u>									
1898	Mend the Gap inc	0	0	20,000	3,200	0	0	0	0	0
	Total Income	0	0	20,000	3,200	0	0	0	0	0
4741	MTG - Surveying equip	0	0	2,000	0	0	0	0	0	0
4742	MTG - Artist fees	0	0	10,000	0	0	0	0	0	0
4743	MTG - Art display material	0	0	1,500	0	0	0	0	0	0
4744	MTG - Repro costs for art	0	0	1,000	0	0	0	0	0	0
4745	MTG - Art installation costs	0	0	100	0	0	0	0	0	0
4746	MTG - Coordinator time	0	0	3,500	0	0	0	0	0	0
4747	MTG - Promo & printing	0	0	100	0	0	0	0	0	0
4748	MTG - Contingency	0	0	1,800	0	0	0	0	0	0

Continued on next page

		<u>Last financial year</u>		<u>24/25 Budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	0	0	20,000	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	3,200	0		0		
170	<u>Sundries</u>									
1085	CIL	0	136,163	0	33,756	0	0	0	0	0
1700	Bluebirds Pavilion Lease	75	75	75	0	0	0	75	0	0
1710	Tennis Club Lease	150	150	150	0	0	0	150	0	0
1950	Summer Play Scheme - inc	200	193	0	0	0	0	0	0	0
	Total Income	425	136,580	225	33,756	0	0	225	0	0
4700	S137 Donations	5,000	10,500	28,900	23,103	0	0	32,000	0	0
4705	Citizens Advice Bureau	900	900	900	0	0	0	900	0	0
4706	Community magazine	1,250	0	0	0	0	0	0	0	0
4715	Election Costs	200	200	0	0	0	0	0	0	0
4725	Library Organiser	3,000	3,200	0	0	0	0	0	0	0
4730	Summer Play Scheme - exp	1,500	1,639	0	0	0	0	0	0	0
4731	Defibrillators	200	1,888	3,650	0	0	0	200	0	0
	Overhead Expenditure	12,050	18,327	33,450	23,103	0	0	33,100	0	0
	170 Net Income over Expenditure	-11,625	118,254	-33,225	10,652	0	0	-32,875	0	0
6001	less Transfer to EMR	0	136,163	0	33,756	0	0	0	0	0
	Movement to/(from) Gen Reserve	(11,625)	(17,909)	(33,225)	(23,103)	0		(32,875)		
176	<u>Neighbourhood Plan</u>									
4051	Neighbourhood Plan - exp	500	0	500	50	0	0	500	0	0

Continued on next page

		<u>Last financial year</u>		<u>24/25 Budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4055	Professional Fees	0	0	0	0	0	0	2,000	0	0
	Overhead Expenditure	500	0	500	50	0	0	2,500	0	0
	Movement to/(from) Gen Reserve	(500)	0	(500)	(50)	0		(2,500)		
180	<u>The New Pavilion</u>									
4505	Maintenance	2,000	8,186	5,000	0	0	0	10,000	0	0
4506	Car park	0	0	2,300	496	0	0	1,750	0	0
4800	Mortgage (PWL B)	27,753	27,753	27,753	13,876	0	0	27,753	0	0
	Overhead Expenditure	29,753	35,939	35,053	14,372	0	0	39,503	0	0
6000	plus Transfer from EMR	0	8,184	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(29,753)	(27,754)	(35,053)	(14,372)	0		(39,503)		
	Total Budget Income	188,866	331,019	231,058	249,275	0	0	226,800	0	0
	Expenditure	177,958	183,928	230,698	116,580	0	0	226,800	0	0
	Net Income over Expenditure	10,908	147,091	360	132,695	0	0	0	0	0
	plus Transfer from EMR	0	20,918	0	1,616	0	0	0	0	0
	less Transfer to EMR	0	139,688	0	33,756	0	0	0	0	0
	Movement to/(from) Gen Reserve	10,908	28,322	360	100,556	0		0		

Date of meeting....18/12/2024.....

Signatures of authorising councillors:

Payments made between meetings			
Ikea	Storage for office	£54.00	Authorised by the Clerk on 20.11.2024
Power Team Accountants	Monthly payroll	£59.40	Authorised by Finance Committee via email on 25.11.2024
Hawthorn	Pest control services	£732.00	Authorised by Finance Committee via email on 25.11.2024
LB Plumbing	New allotment taps & troughs	£1,756.80	Authorised by Finance Committee via email on 25.11.2024
Glenside Commercial	Balance of office refit	£4,665.30	Authorised by Finance Committee via email on 25.11.2024
Royal Mail	Postage fees	£2.50	Authorised by the Clerk on 23.11.2024
Amazon	De-icer salt	£17.74	Authorised by the Clerk on 28.11.2024
Amazon	Office folders	£13.48	Authorised by the Clerk on 28.11.2024
Royal British Legion	S137 donation	£50.00	Authorised by Full Council on 20.11.2024
SLCC	Assistant Clerk training	£84.00	Authorised by the Clerk on 23.11.2024
Castle Water	Burial Ground water meter	£7.56	Authorised by Finance Committee via email on 03.12.2024
Purely Plants	Plants & compost for CHEC. S137.	£26.99	Authorised by Finance Committee via email on 03.12.2024
OALC	Staff training	£132.00	Authorised by Finance Committee via email on 03.12.2024
Staywell OUH	Occupation Health assessment	£165.00	Authorised by Finance Committee via email on 03.12.2024
Parish Online	Annual subscription	£192.00	Authorised by Finance Committee via email on 03.12.2024
Shield Maintenance	Monthly dog & general waste collections	£265.19	Authorised by Finance Committee via email on 03.12.2024
Artist Surfaces	Mend the Gap cost (grant funded)	£1,366.34	Authorised by Finance Committee via email on 03.12.2024
Cholsey Library	S137 donation	£3,400.00	Authorised by Full Council on 10.01.2024
Castle Water	Station Road water meter	£37.62	Authorised by Finance Committee via email on 03.12.2024
Castle Water	West End water meter	£27.60	Authorised by Finance Committee via email on 03.12.2024
Hawthorn	Monthly pest control - Oct	£168.00	Authorised by Finance Committee via email on 25.11.2024
LB Plumbing	New allotment trough	£739.20	Authorised by Finance Committee via email on 25.11.2024

Young's Tree Services	Tree surgery work	£2,520.00	Authorised by Finance Committee via email on 25.11.2024
Blanchfords	Pavilion car park gravel	£151.40	Authorised by the Clerk on 09.12.2024
Screwfix	Tamper - maintenance equipment	£44.98	Authorised by the Clerk on 11.12.2024
Hawthorn	Monthly pest control - Nov	£168.00	Authorised by Finance Committee via email on 12.12.2024
		£16,847.10	
Automatic payments			
Gap HR	Extra HR support hours	£117.00	Paid by direct debit
Staff wages	Nov-24	£4,616.18	Paid by direct debit
Nest	Staff pensions	£143.04	Paid by direct debit
Gap HR	Monthly HR support	£56.40	Paid by direct debit
Gap HR	Extra HR support hours	£32.76	Paid by direct debit
	TOTAL	£4,965.38	
Payments for agreement			
	TOTAL	£0.00	
<u>Income received</u>			
Amazon	Refund	£19.98	
Vendor hire	Two months of hire.	£86.00	
Burial/memorial fees		£145.00	
Happy Hub	Phone & broadband costs	£29.85	
	TOTAL	£280.83	
<u>Income expected</u>			
	TOTAL	£0.00	