

CHOLSEY PARISH COUNCIL

To all members of the Council, you are hereby summoned to attend the meeting of Cholsey Parish Council on Wednesday 15th January 2025 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.

9th January 2025

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 18th December 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)
7. To receive update from the Environment Coordinator, including:
 - a) To discuss a proposal to plant additional cherry trees along the Station Road entrance to the Recreation Ground and agree expenditure if appropriate
8. To discuss and approve the draft Biodiversity Action Plan (Appendix B)
9. 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, in light of new information received
 - b) To discuss quotes for renovation of the Pavilion car park and agree expenditure for this work
10. To receive update from the Transport Committee (Cllr Collins)
11. Finance
 - a) To agree the Parish Council's precept request for 2025/2026
 - b) To discuss the Cholsey Parish Council – Cholsey Pavilion Trust lease and agree next steps
 - c) To approve new payments and note payments received (Appendix D)
12. To consider new planning applications and planning amendments at 9th January 2025 – *none received*
13. To note South Oxfordshire District Council planning decisions at 9th January 2025 – *none received*
14. Items for report or inclusion on next agenda
15. To confirm the date of next Full Council meeting – Wednesday 19th February 2025, 7.15pm, Pavilion, Station Road, Cholsey

CHOLSEY PARISH COUNCIL

Minutes of the meeting of Cholsey Parish Council duly convened and held on Wednesday 18th December 2024 at 7.15pm at The Pavilion, Cholsey

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

Also present were C. Bird (Clerk), District Councillor C. Topping (7.15-7.30pm)

Start time: 7.15pm

End time: 8.50pm

127. To receive apologies for absence

Apologies were accepted from Cllr V. Bolt, Cllr J. Hope-Smith, Cllr Ofield and Cllr S. Schäfer.

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

There were none.

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

There were none.

130. To approve the Minutes of the meeting held on 20th November 2024 (Appendix A) and receive update on any Minute items

It was **resolved** to approve the Minutes of the meeting held on 20th November 2024 and they were signed by Cllr Nixon.

131. 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."

The Clerk has successfully completed the Certificate in Local Council Administration (CiLCA) qualification and the Parish Council has two-thirds of its 13 seats filled by elected members. The Council therefore meets the conditions of eligibility to adopt the General Power of Competence.

It was **resolved** to adopt the General Power of Competence from 18th December 2024.

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

The District Councillors' report was noted with thanks.

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

- a) To approve and adopt revised Publication Scheme (Appendix B)

It was **resolved** to adopt the revised Publication Scheme.

- b) To discuss and agree Action Plan for publication

It was **resolved** to publish the Action Plan for 2025 on the Parish Council web site.

134. 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

The quotes were discussed. Regarding the lowest price quote (Contractor B), Councillors were concerned that the design of the swings may encourage climbing of the structure and present a safety risk.

It was **resolved** to proceed with Contractor A subject to reconfirmation of the model of swing to be installed.

135. 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)

The research and advice provided to date was discussed.

It was **resolved** to seek pre-planning advice for a path following the revised route from the Pavilion, via the West End entrance point to Church Road. The Parish Council's current preference is for a self-binding gravel path with edging, with an approximate width of 1.5 metres.

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On other transport-related matters, the Wallingford Road zebra crossing lights are now connected and functioning. The Transport Committee will next meeting on 18th February 2025.

136. To discuss and agree next steps with the draft Community Emergency Plan (Cllr Smith)

Cllr Smith gave an update on progress and next steps were agreed.

137. Finance

- a) To approve budget 2025/2026 (Appendix E)

It was **resolved** to approve the 2025/2026 budget.

- b) To discuss and agree whether to allow a pizza-van company to operate from the Pavilion car park on a weekday evening

It was **resolved** to allow the pizza-van company to operate from the Pavilion car park. This will most likely be on Tuesday evenings fortnightly. The Clerk will liaise with the business owner on specific arrangements.

- c) To approve new payments and note payments received (Appendix F)

It was **resolved** to approve the payments; payments received were noted.

138. To consider new planning applications and planning amendments as at 12th November 2024

P24/S3903/HH	Front porch extension and replacement garage, 4 College Close It was resolved to make no comment on this application.
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139. To note South Oxfordshire District Council planning decisions as at 12th November 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

140. Items for report or inclusion on next agenda

Precept request

Environment Coordinator update

Flooding in front of Red Lion

141. To confirm the date of next Full Council meeting – Wednesday 15th January 2025, 7.15pm, Pavilion, Station Road, Cholsey

DRAFT Cholsey Parish Council Biodiversity Action Plan

SITE/OBJECTIVE	ACTION	OUTCOME	TARGET	REPORTING/PUBLICITY
Recreation Ground	Implement Recreation ground management plan (adopted Sept 2023)	Management of the recreation ground that considers people and biodiversity	Updated yearly and implemented yearly	CPC website
Recreation Ground	Explore alternative methods for management of Whitehead Meadow	Management of the recreation ground that considers people and biodiversity	2025	CPC website and Facebook. The Forty mag?
Whole council area	Produce and implement verge management plan	Management of the verges that considers people and biodiversity	New contractors and plan in place for 2025	CPC website and Facebook site. The Forty mag?
Allotments	Manage and rejuvenate hedgerows on allotment land	Management of the hedgerows that considers people and biodiversity. Link with local school and BTCV Green Gym.	Updated yearly and implemented yearly	CPC website and Facebook site. The Forty mag?
The Forty	Agree plans for Forty wildlife meadow project from Summer 2025	Management of The Forty that considers people and biodiversity	2025	CPC website and Facebook. The Forty mag?
Whole council area	Investigate funding options for planting of trees on 76 sites	Increase tree number in Cholsey	2025	CPC website and Facebook. The Forty mag?

	(identified by OCC) on OCC owned verges			
Whole council area	Support planting of trees in residents gardens	Increase tree number in Cholsey	2025	CPC website and Facebook. The Forty mag?
Cholsey and Aston Parishes	Undertake Citizen Science and art project ('The Spring Line project'), funded by Mend The Gap	Increased awareness of local wildlife	2025	CPC website, Facebook, The Forty mag, Schools, community groups
St Mary's Church	Work with Cholsey Church and their EcoChurch programme to look at opportunities with the churchyard to increase biodiversity	Management of the burial grounds that considers people and biodiversity	2025	CPC website and Facebook. St Mary's Church website and Facebook page. The Forty mag?
St Mary's Church	Work with Cholsey Church to create sensory garden in Lawrence Hall.	Creation of a garden space that is for people and flora and fauna	2025	CPC website and Facebook. St Mary's Church website and Facebook page. The Forty mag?
Whole village, including Cholsey Recreation Ground	Encourage residents to remove litter and pick up after their dogs	Sustain and enhance natural habitats	Biannual litter pick. Ongoing.	CPC website and Facebook. The Forty mag?
Burial Ground, Butterfly Garden	Work with Phil Dyson to find ways to support him with the management of the area	Ensuring the project is sustainable and continues for many years into the future	Plan in place spring 2025	CPC website and Facebook. St Mary's Church website and Facebook page. The Forty mag?
Station Road Gardening Project	Support and coordinate Station Gardening Team, liaise with GWR and Bee Friendly Trust regarding	Increased biodiversity in an otherwise barren space, with the benefit of	Ongoing. New planters to be installed by end 2025	CPC website and Facebook.

	existing pollinator friendly planters as well as securing new planters on the platform	improving the space for the users of the station		
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Continued commitments

SITE/OBJECTIVE	COMMITMENT	OUTCOME	TARGET (years)	REPORTING/PUBLICITY
The built landscape	Ensure that planning consultations are considered against the requirements of the Neighbourhood Plan.	Protect/enhancing habitats	Ongoing	CPC
The built landscape	Ensure that developments have been carried out in line with the planning permissions given which have considered the requirements of the Neighbourhood Plan.	Protect/enhancing habitats	Ongoing	CPC
Support CHEC Wildlife Group and other community projects increasing biodiversity	Support the CHEC group	Protect/enhancing habitats	Ongoing	CHEC Facebook page and The Forty
Whole village	Continue to help run Growing Better Together and encourage	Increase biodiversity	Ongoing	CPC website and Facebook. The Forty mag?

	wherever possible gardening and growing that increases biodiversity and refrains from using pesticides, chemical weedkillers and peat-based compost.			
Whole council area	Continue commitment to not use glyphosate weedkiller on council land and increase knowledge of residents of the negative aspects of glyphosate.	Increase biodiversity	Ongoing	CPC website and Facebook. The Forty mag?
BT Garden	Support CHEC's BT Garden project	Advice and support management of The BT Garden that considers people and biodiversity	Ongoing	CPC website and Facebook. The Forty mag?
Community Orchard	Support and advise when necessary	Increase biodiversity and the opportunities for people to be in green space	Ongoing	CPC website and Facebook. The Forty mag?

This Action Plan was adopted on XXX (Minute reference YYY) and will be reviewed annually.

Estate Manager's Report to Parish Council January 2025

Allotments

I have had a few enquiries about allotment plots and the waiting list for each site as follows:

Cholsey Meadows – 2

Ilges Lane – 8

Station Road – 7

There are 0 plots available at Cholsey Meadows and Station Road and 2 plots available at Ilges Lane where I am waiting for a response from someone on the waiting list.

The Forty

No update

Growing Better Together

Community Allotment

No update

Recreation Grounds and Play Areas

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.

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

Hedges

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

Trees

I am waiting for quotes from tree surgeons for the rest of the work needed as a result from the tree survey.

Pavilion Car Park

The right-side car park area (from entrance) has been repaired by the maintenance person. 2 tonne of gravel and 1 tonne of type 1 was used to fill holes and level parking area.

Quotes received from contractors for discussion and decision for the left side of car park:

<u>Contractor</u>	<u>Installation</u>	<u>Net</u>	<u>Total</u>
	To supply labour, plant and materials		
A	(Installation of fully permeable shingle car park) Excavate 250mm deep Replace all concrete edge with similar. Install French drain system Type 1 stone @150mm Shingle mats Gravel 20mm @ 50mm	£61,466.40 (excl. vat) (NB. Dated 12/03/24)	£73,759.77 (inc.vat)
B	Excavate 220mm deep Install timber edge along hedge side (concrete edge to remain) Terram non-woven membrane Type 3 stone @ 150mm Geotextile membrane 2-6 limestone suds @ 30mm 40mm paving grids fill with angular stone	£43,434.70 (excl. vat) (NB. Dated 12/03/24)	£52,121.64 (inc. vat)
C	Excavate 250mm deep Replace all concrete edge with similar Install membrane 40/20 Clean stone @ 200mm Lay 6/4 mm grit 50mm grass blocks 20mm Oxford shingle @ 60mm to fill	£49,720.00 (excl.vat) (NB. Dated 12/12/24)	£59,664.00 (inc. vat)

Date of meeting....15/01/2025.....

Signatures of authorising councillors:

Payments made between meetings			
Cholsey Pavilion Trust	Room hire fees	£15.00	Authorised by the Finance Committee via email on 06.01.2025
Staff mileage	Maintenance Person Apr-Dec 2024	£42.40	Authorised by the Finance Committee via email on 06.01.2025
Power Team Accountants	Monthly payroll	£59.40	Inc VAT. Authorised by the Finance Committee via email on 06.01.2025
Venners Arboriculture	Tree consultancy work	£95.00	Authorised by the Finance Committee via email on 06.01.2025
ASAP Computer Services	Monthly IT support & provision (November)	£227.52	Inc VAT. Authorised by the Finance Committee via email on 06.01.2025
ASAP Computer Services	Monthly IT support & provision (December)	£227.52	Inc VAT. Authorised by the Finance Committee via email on 06.01.2025
Shield Maintenance	Monthly dog & general waste bin collection charges	£265.19	Inc VAT. Authorised by the Finance Committee via email on 06.01.2025
Cholsey Pavilion Trust	Annual office rental	£2,850.00	Authorised by the Finance Committee via email on 06.01.2025
Citizens Advice Bureau	Annual donation	£900.00	Payment resolved at meeting on 16.10.2024
Screwfix/Trade UK	Temper tool for car park gravel	£44.98	Inc VAT. Authorised by the Finance Committee via email on 06.01.2025
		£4,727.01	
Automatic payments			
Virgin Media	Monthly phone & broadband	£84.84	Inc VAT. £29.85 invoiced to the Happy Hub for their share.
Staff wages	Dec-24	£4,615.88	
Grundon	Monthly bin collection charge - Burial Ground	£68.71	Inc VAT.
Gap HR	Monthly HR support	£56.40	Inc VAT
Gap HR	Additional HR support fees	£32.76	Inc VAT
	TOTAL	£4,858.59	
Payments for agreement			
	TOTAL	£0.00	
Income received			
Burial/memorial fees		£150.00	
Allotment rents		£11.05	
	TOTAL	£161.05	
Income expected			
	TOTAL	£0.00	