

CHOLSEY PARISH COUNCIL

To all members of the Council, you are hereby summoned to attend the meeting of Cholsey Parish Council on Wednesday 16th July 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.

10th July 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 June 2025 (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 discuss and agree whether to proceed with a new lease with Cholsey Tennis Club prepared by the Parish Council's solicitor
 - b) To receive an update on the transfer of Cholsey Meadows Play Space and agree next steps
 - c) To discuss and agree response to SODC's Community Governance Review 2025/2026
 - d) To receive an update on the Recreation Ground path project and agree next steps
 - e) To discuss an amendment to the Burial Regulations to allow kerbs and slabs for new burials in the Council burial grounds following resident feedback
7. To note Estate Manager's report (Appendix B)
8. To receive update from the Transport Committee (Cllr Collins)
9. To receive feedback from Oxfordshire Food Summit event, 16th June 2025 (Cllr Herbert)
10. Finance
 - a) To agree whether to make a contribution to the costs of repairing St Mary's Churchyard walls
 - b) To agree response to grant request from St Mary's Church towards refreshments at its Summer outreach activities
 - c) To agree response to grant request from CCDT towards insulation of the floor of the Great Hall, Cholsey Meadows
 - d) To receive quotes from the Pavilion Trust for replacement of the Pavilion automatic doors mechanism and to agree how to proceed
 - e) To agree whether to change the Councils' arrangements for its Payroll contractor
 - f) To approve new payments and note payments received (Appendix C)
11. To consider new planning applications and planning amendments at 10th July 2025

P25/S1682/HH	Single storey detached garage and leisure room, detached greenhouse and amendments to site plan approved under P24/S3538/HH. 3 Hithercroft Cottages
P25/S1803/FUL	Erection of new medical centre and 65 dwellings, with associated access road and green infrastructure. Land north of A4130 Wallingford Bypass
P25/S1845/HH	Two-storey and ground floor side extensions and new front porch. 10 Kennedy Crescent
P25/S1929/HH	Single storey side/rear extension and insertion of roof window. 70 Station Road
12. To note planning application comments submitted under Scheme of Delegation process Jul 2025

P25/S1295/FUL	Sub-division of land and construction of self-build 2-storey dwelling. 14 Cross Road -Comment
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13. To note South Oxfordshire District Council planning decisions as at 10th July 2025

P25/S1490/HH	Extension to integral garage. The Paddock, 45 West End. Granted by SODC
P25/S1313/LB	Reroofing and replacement of gutters. 4 Church Road. Granted by SODC
14. Items for report or inclusion on next agenda
15. To confirm the date of next Full Council meeting – Wednesday 17th September 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 June 2025 at 7.15pm at The Pavilion, Cholsey

Present were Cllr D. Bamford, Cllr J. Collins, Cllr J. Finch, Cllr P. Jenkins, Cllr J. Hope-Smith (as Parish Councillor and County Councillor), Cllr L. Nixon (Chair), Cllr K. Pomlett, Cllr S. Schäfer, Cllr M. Smith

Also present were C. Bird (Clerk); one member of public

Start time: 7.15pm

End time: 9.25pm

29. To receive apologies for absence

Apologies were accepted from Cllr G. Herbert.

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

There were none.

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

There were none.

32. To approve the Minutes of the meeting held on 21st May 2025 (Appendix A) and receive update on any Minute items

It was **resolved** to approve the Minutes of the meeting held on 21st May 2025 and they were signed by Cllr Nixon.

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

Cllr Hope-Smith's report was noted with thanks.

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

a) To receive update on the transfer of Cholsey Meadows play area to the Parish Council, further to the resolution made at the 16th October 2024 Council meeting

As minuted at the 16th October 2024 Council meeting, the play area to be transferred is a larger area than the currently fenced-in Play Space according to the approved landscape plan for the site. In correspondence received 27th May 2025, South Oxfordshire District Council (SODC)'s Infrastructure Implementation Officer reports that the play area cannot be transferred as it currently stands because it is smaller than the Play Space required to be provided by the developer. SODC's Legal and Planning teams have now outlined two options: for the developer to provide the larger play area as originally approved or for a new planning application to be submitted for the play area as currently implemented.

The Parish Council's position remains that it wishes to proceed with the transfer of responsibility from the developer to the Parish Council as quickly as possible, to be able to provide a functional play area for the community. As a next step, the Clerk will arrange discussions with community stakeholders including CCDT and Cholsey Meadows Management Company.

b) To share feedback from the Annual Community Meeting, 7th June

It was agreed that the meeting was well-prepared for, with lots of informative displays, and the challenge continues to be to encourage residents to come along. The Clerk has written an article for the Summer issue of the Forty magazine about the meeting.

c) To note upcoming Parish Council events

The following events were noted: Springline Project events include Solstice Walk and Draw 21st June, Springline on tour at the Cholsey School Fete 28th June, Learning to love wasps talk 22nd July; Transport Committee meeting focusing on Cholsey Station 24th June; Gravel Pit Public Inquiry 15-17th July

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

The Estate Manager's report was noted with thanks. Allotment inspections are underway; community allotment infrastructure and events are progressing well; a new tap has been installed on Ilges Lane allotments; the Pavilion car park renovation has been completed; new swings have been installed in the younger children's play area with a plan in place to complete the remaining groundworks.

Cllr Jenkins requested that new dog waste signs be purchased.

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36. To review progress on the Strategic Action Plan adopted at the 16th October 2024 Council meeting

The Clerk was asked to update the Action Plan to indicate which projects have been completed. All Councillors were asked to review the Council's Action Plan and send feedback to the Clerk in the first instance, so that next steps can be agreed.

37. To receive an update on Skate Park development proposals (Cllr Finch)

Cllr Finch has recently met with the group of residents keen to take two Skate Park projects forward: a small extension to the Skate Park to provide better facilities particularly for beginners; a Skate Jam event in August.

A site visit by the company that constructed the Skate Park is being arranged.

Cllr Finch will meet with the group again in two weeks; the Clerk will ensure that a conditions of use form, risk assessments and insurance are in place for the Skate Jam event.

38. To receive update from the Transport Committee (Cllr Collins)

The Transport Committee will meet on 24th June with a focus on the poor accessibility and condition of Cholsey Station. Key stakeholders expected to attend the meeting include representatives of Great Western Railway, Oxfordshire County Council, South Oxfordshire District Council, Cholsey and Wallingford Heritage Railway and MP Ollly Glover. Unfortunately no representative from Network Rail is available.

The Council expressed sadness for the recent passing of B. Cooke who with her husband had been active members of the Transport Committee and strong advocates for accessibility.

39. Finance

a) To discuss and agree whether to receive an anonymous donation to be used to reimburse the costs incurred by a resident group of holding a Skate Park competition in Summer 2025

It was **resolved** to receive a donation for a Skate Jam event to be held on the Recreation Ground and to use this donation solely for the benefit of the Skate Park user community, including through reimbursing receipts for this event incurred by the organisers.

b) To agree response to grant request from Cholsey Horticultural Society towards entertainment at the Cholsey Village Show in August 2025 (decision deferred from 16th April 2025 Council meeting)

It was **resolved** to make a grant of £400 towards entertainment at the Cholsey Village Show 2025. Cllr Nixon and Cllr Bamford had met with the show organisers to discuss other fundraising activities that could help support the show into the future.

c) To agree response to donation request from Home Start Southern Oxfordshire

It was agreed that the Clerk would speak with J. Tyndall on behalf of the Happy Hub and Cholsey Volunteers about the promotion of Home Start's services and how they could be of value to residents.

d) To discuss future funding of the CIC Happy Hub (Cllr Bamford)

Cllr Bamford gave an update on behalf of the Happy Hub Children's Centre, including current activities and plans for the future, e.g. offering more sessions in afternoons and in the school holidays. The Parish Council has been supporting the Happy Hub with an annual grant; Cllr Bamford noted that this will likely remain essential to the Hub's continued operation, and that this is similar to Wallingford Town Council's support of the Wigod Way Family Centre. The Council agreed in principle that it would continue to support the Happy Hub in 2026/2027. It was requested that a 3-year development plan, including financial modelling, be prepared by the Happy Hub management team.

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

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

40. To consider new planning applications and planning amendments at 12th June 2025

P25/S1490/HH	Extension to integral garage to front of property. The Paddock, 45 West End It was resolved to comment: the application is within Policy CNP 7 parking requirements. From CNP para 149: All new homes and all extensions to existing homes where the extension has vehicular access should be equipped with charge points for electric vehicles.
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41. To note South Oxfordshire District Council planning decisions as at 12th June 2025

P25/S1176/HH	First floor rear extension and new outbuilding to replace existing. 8 Cross Road Granted by SODC
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42. Items for report or inclusion on next agenda

Community Development Officer (J.Wheeler)

White Cross Farm Gravel pit Public Inquiry – Cllr Pomlett reported that the Cholsey/Wallingford/Crowmarsh Rule 6 team has submitted its evidence documents to the Public Inspectorate. The Parish Council expressed many thanks to B. Guiver and W. Tobitt for their continued work on this.

Telephone box, Church Road (Cllr Jenkins)

Trees in the brook – liaising with appropriate parties on this (Cllr Jenkins)

Transport Committee meeting

Brambles overgrowing footpath on Wallingford Road (Cllr Schäfer)

43. To confirm the date of next Full Council meeting – Wednesday 16th July 2025, 7.15pm, Pavilion, Station Road, Cholsey

Estate Manager's Report to Parish Council July 2025

Allotments

The 6-monthly inspection of the allotment plots have now taken place.

The results show that overall, there has been an improvement in the condition of tenanted plots, although, some need attention and I will be following the 'Policy for Tenants who are in breach of the Allotment Tenancy Agreement' by sending out letters/emails asking for an action plan for the allotment plot.

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

Cholsey Meadows – 7 Ilges Lane – 6 Station Road – 8

Station Road site

We are now waiting for a soil sample to be taken from SR02 and a decision made, once we have the results from the testing, to let this plot out.

Cholsey Community Orchards

A working party gathered at the St Georges Orchard to do some tidying up and to thin out some of the apples, there is a lot of fruit on the trees which need to be thinned out to enable the apples left to thrive.

The Forty

It has been decided to scythe the Forty earlier this year at the beginning of August. Due to the very hot weather, the plants have now gone over. This will mean our Maintenance person will need to mow the Forty earlier than anticipated.

Growing Better Together

Community Allotment

The polytunnel has now been erected on the Community Allotment with the help of 3 volunteers and myself. There is still staging to be put into place inside the tunnel. It can now be used for planting and storing.

On Monday 7th July the Cholsey Explorers visited the Community Allotment to construct a pallet bug hotel, line and fill the 3 raised beds and then planted the plants grown by the Cholsey Cubs, painted the sheds and raised beds with fence paint and pruned back the overgrowth.

We thank them for their time and efforts on a job well done!

Recreation Grounds and Play Areas

The maintenance person continues with the visual checks of all the play equipment and completes litter picks when necessary.

The grass cutting contractors continue to cut in the Recreation Ground, Whitehead Meadow, Jubilee Field and the play areas including the Cholsey Meadows play area.

Cholsey Meadows Play Area

I sent Vistry a copy of the Playground Inspection from earlier this year as I had noted, on a visit to the area, that the Cholsey Meadows playground equipment has some distinctive issues.

Vistry have replied to this saying they will remediate the highlighted items and have asked Home Front for a price to do so.

There is no further update on the transfer.

Recreation Ground Play Area.

The maintenance person has now filled the void around the roots of the silver birch with the topsoil compound, donated by Grundon, and it has been seeded with a multi-purpose grass seed. The maintenance person will water when necessary.

The remedial work has been completed to the swings and the heras fencing has been removed, the swings can now be fully used.

Maintenance Person

Our maintenance person continues to be committed and enjoys the variety of work that is necessary for the smooth running of the estate.

Hedges

No update

Trees

I will be contacting the tree surgeon towards the end of this month to complete the work on the trees that had to be postponed because of the early nesting birds. This includes the felling of an ash by the brook which is in decline, some crown cleans and removal of deadwood.

Verges

I have asked our verge cutting contractor to schedule in the second cut and collect of the urban grass verges towards the end of August.

They will also be strimming, raking and removing waste from the grass banks near the junction of Honey Lane and Papist Way.

Date of meeting....16/07/2025.....

Signatures of authorising councillors:

Payments made between meetings			
Amazon	Office stationery and Community Allotment supplies	£44.28	Inc VAT. Authorised by Clerk on 16.06.2025.
MKM	Community Allotment supplies	£71.10	Inc VAT. Authorised by Finance Committee via email on 18.06.2025. Grant used.
J.Drewe	Monthly grass cutting	£1,374.00	Inc VAT. Authorised by Finance Committee via email on 18.06.2025
Bouchier Fencing	Bollards for car park	£393.50	Inc VAT. Authorised by Finance Committee via email on 18.06.2025
Screwfix	Allotment noticeboards supplies	£32.33	Inc VAT. Authorised by Finance Committee via email on 18.06.2025
Earth Anchors	New dog waste bins & fittings	£681.60	Inc VAT. Authorised by Finance Committee via email on 18.06.2025
Amazon	Community Allotment supplies	£5.21	Inc VAT. Authorised by Clerk on 03.07.2025. Grant used.
Amazon	Mend the Gap supplies.	£7.99	Inc VAT. Authorised by Clerk on 03.07.2025. Grant used.
B&M	Community Allotment supplies & grass seed for park	£29.49	Inc VAT. Authorised by Clerk on 02.07.2025. Grant used.
Hawthorn	Monthly pest control	£168.00	Inc VAT. Authorised by Finance Committee via email on 02.07.2025
ASAP	Monthly IT support & email provision	£227.52	Inc VAT. Authorised by Finance Committee via email on 02.07.2025
Shield	Monthly dog & general waste collections	£306.79	Inc VAT. Authorised by Finance Committee via email on 02.07.2025
Cholsey Horticultural Society	Grant for Village Show event	£400.00	Authorised by Finance Committee via email on 02.07.2025
New Leaf	Mend the Gap working hours	£972.20	Inc VAT. Authorised by Finance Committee via email on 02.07.2025. Grant used.
J.Drewe	Monthly grass cutting	£1,374.00	Inc VAT. Authorised by Finance Committee via email on 02.07.2025
Amazon	Community Allotment supplies	£2.49	Inc VAT. Authorised by Clerk on 06.07.2025
Amazon	Hose for maintenance person	£35.95	Inc VAT. Authorised by Clerk on 09.07.2025
Amazon	Bucket for maintenance person	£5.83	Inc VAT. Authorised by Clerk on 09.07.2025
ASAP	1 Year IT antivirus protection	£324.60	Inc VAT. Authorised by Finance Committee via email on 09.07.2025
		£6,456.88	

Automatic payments			
Virgin Media	Monthly phone & broadband	£47.17	Inc VAT. Paid by Direct Debit.
Information Commissioners Office	Annual membership	£47.00	
Grundon	Monthly waste collection at Burial Ground	£65.92	Inc VAT. Paid by Direct Debit.
Staff wages	Jun-25	£5,191.61	
Gap HR	Monthly HR support	£56.40	Inc VAT. Paid by Direct Debit.
Nest	Staff pensions	£193.02	
	TOTAL	£5,601.12	
Payments for agreement			
	TOTAL	£0.00	
<u>Income received</u>			
Burial/memorial fees	Since last meeting.	£1,215.75	
	TOTAL	£1,215.75	
<u>Income expected</u>			
	TOTAL	£0.00	