

CHOLSEY PARISH COUNCIL

To all members of the Council, you are hereby summoned to attend the meeting of Cholsey Parish Council on Wednesday 17th September 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.

11th September 2025
Claire Bird, Clerk to the Council

A G E N D A

1. To co-opt new members to the Parish Council
 2. To elect a Vice Chair following the resignation of J. Finch
 3. To receive apologies for absence
 4. Public participation session: to hear questions or comments from members of the public (max. 15 mins)
 5. To receive Declarations of Personal or Pecuniary Interest for any agenda items (*note, this does not preclude later declarations*)
 6. To approve the Minutes of the meeting held on 16th July 2025 (Appendix A) and receive update on any Minute items
 7. To receive any reports from County and/or District Councillors
 8. To note Clerk's report (verbal), in particular:
 - a) To note the signing of a new lease with Cholsey Tennis Club
 - b) To discuss Streets of Light display in Forty memorial shelter (correspondence 1st Sep '25)
 - c) To note upcoming Parish Council events
 9. To note Estate Manager's report (Appendix B)
 - a) To agree next steps for Skate Park extension proposal
 - b) To discuss renovation of the Station Road allotment hedge (eastern boundary)
 - c) To receive an update on the management of the butterfly garden adjacent to the Council burial grounds and to agree naming of this site
 10. To receive update from the Transport Committee (Cllr Collins), in particular
 - a) To approve a Councillor member to serve on the Transport Committee following the resignation of J. Finch
 - b) To receive an update on the proposed A329 pedestrian crossing
 11. Finance
 - a) To receive External Auditor's report 2024/2025 (Appendix C) and note the publication of the conclusion of audit notice
 - b) To receive update from the Finance Committee
 - c) To approve a Councillor member to serve on the Finance Committee
 - d) To agree whether to allow a 'fish and chip van' street trader to operate from the Pavilion car park
 - e) To agree whether to continue to receive the Parish share of Community Infrastructure Levy (CIL) from South Oxfordshire District Council
 - f) To approve bank reconciliations (Appendix D)
 - g) To approve new payments and note payments received (Appendix E)
 12. To consider new planning applications and planning amendments at 11th September 2025
- | | |
|--------------|--|
| P25/S2530/LB | Installation of Air Conditioning Unit. 4 Hermitage Court |
|--------------|--|

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13. To note planning application comments submitted under Scheme of Delegation process Jul-Sep 2025

P25/S1833/LB	Replacement of back door. 5 The Forty – Comment
P25/S1780/S73	S73 application to vary conditions 1 (approved plans), 8 (Design Code), 29 (noise assessment), 37 (Travel Plan) on application P22/S2257/FUL. Land North of A4130 Wallingford Bypass Wallingford – Comment
P25/S1984/S73	Variation of condition 2 (approved plans) - change to design and appearance of proposed buildings and some alterations to the original footprint on application P15/S1020/FUL (Erection of eco-school). Treehouse School 2A Cross Road – Support
P25/S2171/HH	First floor side extension and two storey rear extension, addition of roof solar panels. 13 Queens Road – Object (partial)
P25/S2383/HH	Single storey rear extension; new extension roof; garage conversion. 45 Station Road – Comment
P25/S1989/HH	Ground floor in-fill extension with partial first floor extension. Eagle Cottage 23 Ilges Lane – Comment
P25/S2465/HH	Ground floor side extension and external alterations. 51 Wallingford Road – Comment

14. To note South Oxfordshire District Council planning decisions as at 11th September 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 Granted by SODC
P25/S1845/HH	Two-storey side extension, ground floor side extension and new front porch. 10 Kennedy Crescent Granted by SODC
P25/S1929/HH	Single storey side/rear extension and insertion of roof window. 70 Station Road Granted by SODC
P25/S1833/LB	Replacement of back door. 5 The Forty Granted by SODC
P25/S1295/FUL	Sub-division of land and construction of a self-build 2 storey dwelling. 14 Cross Road Granted by SODC

15. Items for report or inclusion on next agenda

16. To confirm the date of next Full Council meeting – Wednesday 15th October 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 16th July 2025 at 7.15pm at The Pavilion, Cholsey

Present were Cllr D. Bamford, Cllr P. Jenkins, Cllr G. Herbert, Cllr J. Hope-Smith (as Parish Councillor and County Councillor, until 8.20pm), Cllr L. Nixon (Chair), Cllr K. Pomlett and Cllr S. Schäfer

Also present were C. Bird (Clerk); S. Smith (Assistant Clerk and RFO); one member of public

Start time: 7.20pm

End time: 9.20pm

To receive apologies for absence

Apologies were accepted from Cllr J. Finch, Cllr J. Collins and Cllr M. Smith.

Cllr Jenny Finch is stepping down from her role as Parish Councillor for personal reasons. The Parish Council extended its well wishes and thanks to Cllr Finch for all her efforts including as Vice Chair and on the Transport Committee.

The Clerk will arrange a notice of casual vacancy.

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

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

One resident representing St Mary's Church attended to speak about item 10a on the agenda.

It was therefore agreed to move this item to the first point of discussion.

45. Finance

a) To agree whether to make a contribution to the costs of repairing St Mary's Churchyard walls

Cllr Nixon reminded the meeting that St Mary's Churchyard has recently been officially closed and responsibility has transferred [under Section 215 (3) of the *Local Government Act 1972*] to South Oxfordshire District Council (SODC). SODC requires a number of works to be carried out to the churchyard as part of the transfer, including some repairs to various old churchyard walls.

The Church Fabrics Committee has received two quotes for the required works in the range of £5-6K. It was confirmed during discussion that the Diocese has not been approached to help fund the required repairs and that in the absence of other funding the cost of repairs would need to be covered by the Church community. The resident then left the meeting.

It was **resolved** not to make a contribution to the costs of the churchyard wall repairs (6 votes, with one abstention). Councillors were of the opinion that funding sources within the Church of England should be investigated in the first instance.

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

There were none.

47. To approve the Minutes of the meeting held on 18th June 2025 (Appendix A) and receive update on any Minute items

It was **resolved** to approve the Minutes of the meeting held on 18th June 2025 and they were signed by Cllr Nixon.

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

Reports from County Cllr Hope-Smith and District Cllr A.-M. Simpson's were noted with thanks.

49. 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

The draft new lease with Cholsey Tennis Club was discussed and it was **resolved** to proceed to signing.

b) To receive an update on the transfer of Cholsey Meadows Play Space and agree next steps

As minuted at the 18th June 2025 Council meeting, the play area cannot be transferred as it currently stands because it is smaller than the Play Space required by the S106 agreement to be provided by the developer. A number of Councillors had subsequently raised the possibility of providing additional community facilities for older children (e.g. multi-use games area, basketball hoop and/or table tennis table)

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on the area of land adjacent to the existing younger children's play area. This would fulfil the requirements of the approved landscape plan for a larger Play Space.

Cllr Nixon and the Clerk attended the Cholsey Community Development Trust (CCDT) Trustees meeting on 8th July 2025 to discuss options and took away the following viewpoints expressed by CCDT Trustees on behalf of the community:

- a strong view that older and younger children's play areas should not be located adjacent to each other, due to concerns about antisocial behaviour, and that the land originally allocated to Play Space is not suitable for additional recreational facilities;
- a strong view that instead of being converted to Play Space as originally allocated, the area of land next to the current play area should continue to be used as overspill parking by CCDT for community events and for additional storage.

The CCDT is also concerned that the future refurbishment of the play area, while needed to improve durability and quality of play, should be carried out in a way that does not result in significantly more cars visiting the development.

It was noted that the current fenced-in younger children's play area at Cholsey Meadows is approximately the same size as the younger children's play area at the Station Road Recreation Ground.

In light of CCDT's viewpoint, it was **resolved** to pursue the option outlined by SODC's Legal and Planning teams for a new planning application to be submitted for the play area as currently implemented, and *not* to request that the developer provide a larger play area as originally approved. The Clerk will contact SODC's Infrastructure Implementation Officer regarding next steps.

Cllr Hope Smith left the meeting due to another commitment.

c) To discuss and agree response to SODC's Community Governance Review 2025/2026

Correspondence received on 9th July 2025 regarding SODC's Community Governance Review was discussed and it was **resolved** not to request changes for Cholsey at this time.

d) To receive an update on the Recreation Ground path project and agree next steps

Questions remain about the route of the proposed accessible path in terms of what is feasible. The Clerk had therefore submitted a request for pre-planning advice in May but has been informed that due to a significant IT system upgrade the SODC Planning team are not currently able to offer this service. Recommendations for landscape planning consultants will be sought to assist with a full planning application.

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

It was **resolved** to amend the Burial Regulations to allow kerbs and slabs for new burials in the Council burial grounds.

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

The Estate Manager's report was noted.

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

Cllr Schäfer gave an update in Cllr Collins' absence. The Transport Committee met on 24th June to discuss the condition and accessibility of Cholsey Station. Meeting attendees included Transport Committee Councillor and non-Councillor members, Great Western Railways, officer and councillor representatives of SODC and Oxfordshire County Council, Wallingford Town Council, and Olly Glover MP. Minutes including next actions have been published on the Parish Council's web site at:

<https://cholseyparishcouncil.gov.uk/past-meetings/>

52. To receive feedback from Oxfordshire Food Summit event, 16th June 2025 (Cllr Herbert)

Cllr Herbert attended the Oxfordshire Food Summit event run by Good Food Oxfordshire, which has published a Food Strategy for Oxfordshire, working with multiple stakeholders including City and District Councils. A Food Poverty Action Plan is part of this work. Cllr Herbert is keen to discuss what parish councils can do, as the tier of local council most closely connected to community. It was agreed to investigate this further.

53. Finance cont.

- ### **a) To agree response to grant request from St Mary's Church towards refreshments at its Summer outreach activities**

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It was **resolved** to make the requested grant of £250 towards refreshments at St Mary's Church Summer activities. The organisers have provided assurance that the funding would not be used to promote religious beliefs in accordance with the Council's Grants Policy.

b) To agree response to grant request from CCDT towards insulation of the floor of the Great Hall, Cholsey Meadows

It was **resolved** to make the requested grant of £7190 (50% of the total project cost) towards underfloor insulation of the Great Hall, Cholsey Meadows, subject to confirmation of multiple quotes having been obtained. It was discussed that the Hall hosts events and activities that benefit a wide community and the project is in line with Goal 1 of the Council's Strategic Plan (objective: reduce carbon emissions). The grant will be made using Community Infrastructure Levy (CIL) funds.

c) To receive quotes from the Pavilion Trust for replacement of the Pavilion automatic doors mechanism and to agree how to proceed

J. Wheeler, Chair of the Pavilion Trust, had obtained three quotes for the replacement of the Pavilion automatic doors mechanism. Cholsey Parish Council is owner and landlord of the Pavilion building and it was **resolved** to instruct WES Doors to replace the door mechanism at a cost of £4,168.50 excl VAT. CIL funds will be used for this work.

d) To agree whether to change the Councils' arrangements for its Payroll contractor

It was **resolved** to move from Power Team to AA Accounting and Bookkeeping with immediate effect. The cost to the Parish Council will not change.

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

The payments report was approved.

54. 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 It was resolved to make no comment on this application.
P25/S1803/FUL	Erection of new medical centre and 65 dwellings, with associated access road and green infrastructure. Land north of A4130 Wallingford Bypass It was resolved to comment: It is important that any expansion of the medical practice should be provided with sufficient parking space even if this results in less housing being made available. It is noted that 4-storey residential buildings are not in keeping with the current development. If approved, sufficient parking is required
P25/S1845/HH	Two-storey and ground floor side extensions and new front porch. 10 Kennedy Crescent It was resolved to comment: The proposal removes a garage (listed as store) and therefore changes the overall parking spaces available to the property. Policies to address: CNP H7 including requirement for EV charging point for side extension CNP para CNP 149
P25/S1929/HH	Single storey side/rear extension and insertion of roof window. 70 Station Road It was resolved to comment: Cholsey Parish Council wishes to comment: The proposal removes access to a garage and therefore changes the overall parking spaces available to the property. Policies to address: CNP H7 including requirement for EV charging point for side extension CNP para CNP 149

55. To note planning application comments submitted under Scheme of Delegation process July 2025

P25/S1295/FUL	Sub-division of land and construction of self-build 2-storey dwelling. 14 Cross Road The following comment was submitted on behalf of the Council: The application should be in accordance with all recommendations made by the relevant teams; in particular the Environment Protection Team. As an infill, the plans should be sympathetic to the neighbour at 7 Slade Road, who has raised an objection. If approved, the build should be in line with CNP H2, H5 (charging point), and H6. Policy H2 - this policy supports new homes on infill sites within the village built up boundary Policy H6 - this policy determines that new homes of 3 bedrooms should have 2 allocated parking spaces
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56. 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

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57. Items for report or inclusion on next agenda

Food poverty in our community

White Cross Farm gravel extraction Public Inquiry – Cllr Pomlett reported that the Rule 6 team have been giving evidence on behalf of Cholsey Parish Council, Crowmarsh Parish Council and Wallingford Town Council, defending the County Council decision to reject this application. The Inquiry will conclude on 22nd July. We do not know when the Public Inspector's report and decision will be published but it is likely to be later this year.

Part Night Lighting poll – it was agreed there may be interest in this scheme within Cholsey

58. To confirm the date of next Full Council meeting – Wednesday 17th September 2025, 7.15pm, Pavilion, Station Road, Cholsey

DRAFT

Estate Manager's Report to Parish Council September 2025

Allotments

Action plans have been received from tenants and follow-up inspections are underway.

The hosepipe ban implemented by Thames Water for this area has meant that our regulations concerning use of water is restricted to filling containers only with hosepipes.

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

Cholsey Meadows – 6, Ilges Lane – 8, Station Road – 8.

Cholsey Meadows site

All plots on the Cholsey Meadows are occupied.

Ilges Lane site

1 plot has become vacant on the Ilges Lane site.

Station Road site

All plots on the Station Road site are occupied except for SR02, we are waiting for test results.

Cholsey Community Orchards

St George's Orchard

A large close boarded fence has been erected by SOHA on the boundary of St George's Orchard and the sheltered bungalows, replacing the trees/bushes and chain link fencing. Unfortunately, the shrubs, which were on the orchard side have been dug up and the trees/bushes which formed the boundary have been removed. The spoil from the work has been left in piles on the orchard side.

I contacted SOHA and spoke to an officer who said she would arrange a member of the team to take a look at the site, I asked if I could be present when they visited.

A meeting has been arranged for Friday 12th September.

Cholsey Meadows Community Orchard

The allotment tenant continues to look after this orchard. He has asked for some stakes to support the apple and pear trees. I have taken a couple of long stakes to the orchard for him but I believe more will be needed.

The Forty

The grass cutting contractor mowed and removed the waste after the scything was completed.

Our maintenance person will now mow as and when necessary until the end of the season.

Growing Better Together

Community Allotment

The 'Paint the Plot' event was held on 23rd August, organised by our events coordinator supported by our environment coordinator.

The next public event will be held on Saturday 13th September, organised by the events coordinator supported by the estate manager. Activities will again include painting banners and raised beds.

There is also a session being held on Wednesday 17th September for the Cholsey Brownies, organised by the events coordinator.

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 have informed Vistry that the gate catch on one of the gates has broken, allowing it to swing open, and the other gate catch is going the same way. I asked if they had made any progress with Home Front and the repairs. They are still waiting for a reply from Home Front.

There is no further update on the transfer. The Clerk continues to follow this up via SODC.

Recreation Ground Play Area.

The grass seed has successfully germinated in the young children's play area and the maintenance person has levelled the footpath to the Tennis Club gate.

Skatepark

I am working with the skatepark users group on the skatepark extension project. I have received a design and quote from Bendcrete (which the users group gained independently) and am seeking quotes from other specialist skatepark companies.

Hedges

Station Road Boundary hedge

Our maintenance person will begin cutting hedges around the estate now the nesting season is over.

The Station Road Boundary hedge on the Station Road allotment site and Station Road footpath need attention.

The chain link fencing is unstable, there is a lot of deadwood and brambles which at times extend onto the footpath, these are regularly cut back.

There are 2 possible options for this hedge.

- Option 1 – coppice the hedge as we have at the Ilges Lane site. However, there will be an issue with leaving the allotment site open and there would need to be a temporary barrier fence erected.
- Option 2 – remove dead wood, ivy, brambles to the boundary (there is chain link fencing which I assume is the boundary) and remove the chain link fencing which is falling over. New hedging can then be planted in any gaps.

Approval from OCC highways would likely be needed for this work.

Costings:

Option 1 – both inhouse and contractor feel this would leave the site very open for some time.

Option 2, inhouse – 70–100 hours maintenance person time + costs of wire fencing and posts along the length

Option 2, contractor – 2-3 days work for 2 people. £TBC + install wire fencing along the length.

Trees

I am waiting to hear from the tree surgeon when he is able to schedule in the work to be completed on the trees.

Verges

The second cut and collect of the urban verges has been scheduled to commence Wednesday 24th September.

Butterfly Area

The butterfly area at the end of Section 3 burial ground, is managed by a volunteer.

We agreed that it would be an idea to give the area some identity and call it '**Hobbs' Meadow**' after the volunteer who first initiated the area. I have contacted Mr Hobbs and he gave his permission for this to happen.

The volunteer now looking after the meadow has offered to make a rustic bench for the area and we would like to include information notices about the wildlife that can be found there. I will task the maintenance person to mow pathways during the season, the volunteer will scythe the area in August/September. There is a petrol mower available at St Mary's but it will need servicing and repairs, we need to research if the mower is worth a service and repair or if a new one needs to be purchased.

The volunteer is happy to continue looking after the area although we need to find more volunteers as there is some work to be done.

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.

Section 3 - External Auditor Report and Certificate 2024/25

In respect of **Cholsey Parish Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The Internal Auditor has ticked 'Not covered' to control objective F on the Annual Internal Audit Report which suggests that the council does not operate a petty cash system. The council's bank reconciliation shows a petty cash balance, and the council should therefore ensure control objective F is considered and marked with a 'Yes' or 'No' response in the future if petty cash exists.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name



External Auditor Signature

Moore

Date

27/08/2025

Date: 10/07/2025

Cholsey Parish Council

Page 1

Time: 12:27

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 1 - Current Bank Account**

User: 7278.S.SMITH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account No 60108094 00	30/06/2025	655	77,491.92
			<u>77,491.92</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			77,491.92
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			77,491.92
		Balance per Cash Book is :-	77,491.92
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 4 - Reserves Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Reserves Acc No 65565027 00	30/06/2025		94,393.83
			<u>94,393.83</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			94,393.83
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			94,393.83
		Balance per Cash Book is :-	94,393.83
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 7 - Unity 12 month term**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity 12 month term	30/06/2025		256,217.22
			<u>256,217.22</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			256,217.22
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			256,217.22
		Balance per Cash Book is :-	256,217.22
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 6 - Unity Current Acc**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity current Acc	30/06/2025		4,634.79
			<u>4,634.79</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			4,634.79
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			4,634.79
		Balance per Cash Book is :-	4,634.79
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 9 - Unity Instant Access**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Instant Access	30/06/2025		15,094.37
			<u>15,094.37</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			15,094.37
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			15,094.37
		Balance per Cash Book is :-	15,094.37
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date of meeting...17/09/2025.....

Signatures of
authorising councillors:

Payments made between meetings			Approval details. Note: all totals inc VAT if relevant
Amazon	Office equipment	£56.96	Authorised by Clerk on 11.07.2025
Allotment holder	Refund of overpayment	£11.05	Authorised by Finance Committee via email on 14.07.2025
AHS	Community Allotment work (grant used)	£150.00	Authorised by Finance Committee via email on 14.07.2025
Castle water	Burial Ground water	£13.32	Authorised by Finance Committee via email on 14.07.2025
Castle water	Allotment water	£96.74	Authorised by Finance Committee via email on 14.07.2025
Castle water	Allotment water	£197.54	Authorised by Finance Committee via email on 14.07.2025
Castle water	Allotment water	£347.91	Authorised by Finance Committee via email on 14.07.2025
Ebay	Water butt for Station Garden - CHEC	£62.95	Authorised by Clerk on 17.07.2025
Ebay	Storage boxes for Springline project (grant used)	£28.10	Authorised by Clerk on 21.07.2025
Amazon	Photo paper	£9.88	Authorised by Clerk on 29.07.2025
Amazon	Watering cans for Community Allotment (grant used)	£20.40	Authorised by Clerk on 28.07.2025
Post office	Postage	£10.79	Authorised by Clerk on 28.07.2025
Amazon	Office equipment	£11.59	Authorised by Clerk on 30.07.2025
Staff expenses	Springline expenses (grant used)	£7.75	Authorised by Finance Committee via email on 30.07.2025
Winterbrook Nurseries	Chairperson expenses (Councillor leaving)	£20.00	Authorised by Finance Committee via email on 30.07.2025
AA Morgan	Monthly payroll	£59.40	Authorised by Finance Committee via email on 30.07.2025
Shire Pest Solutions	Removal of wasp nests	£60.00	Authorised by Finance Committee via email on 30.07.2025
Shield	Monthly dog & general waste collections	£306.79	Authorised by Finance Committee via email on 30.07.2025
Robert Dyas	Water butts for Community Allotment (grant used)	£115.98	Approved by Clerk on 04.08.2025
St Marys Church	Grant for community Summer activities	£250.00	Approved at PC meeting on 16.07.2025
Vistaprint	Burial Ground signs	£56.07	Approved by Clerk on 07.08.2025
Castle water	Burial Ground water	£8.32	Authorised by Finance Committee via email on 06.08.2025
Hutt & Sons	Compost for Community Allotment (grant used)	£150.00	Authorised by Finance Committee via email on 06.08.2025
Hawthorn	Monthly pest control	£168.00	Authorised by Finance Committee via email on 06.08.2025
ASAP	Monthly IT support and provision	£227.52	Authorised by Finance Committee via email on 06.08.2025

Lawncare	Maintenance equipment servicing and parts	£251.18	Authorised by Finance Committee via email on 06.08.2025
Amazon	Stationary	£4.49	Approved by Clerk on 13.08.2025
Amazon	Stationary	£7.99	Approved by Clerk on 13.08.2025
Screwfix	Guttering for Community Allotment (grant used)	£49.74	Authorised by Finance Committee via email on 06.08.2025
Amazon	Community Allotment event supplies (grant used)	£37.49	Approved by Clerk on 20.08.2025
Amazon	Printer paper	£20.10	Approved by Clerk on 21.08.2025
Staff expenses	Postage	£4.70	Authorised by Finance Committee via email on 20.08.2025
Bibby (Tactical)	Extra verge cutting cost	£114.00	Authorised by Finance Committee via email on 20.08.2025
J.Drewe	Monthly grass cutting	£1,374.00	Authorised by Finance Committee via email on 20.08.2025
Swift	Quarterly machine rental and printing costs	£214.54	x2 invoices Authorised by Finance Committee via email on 20.08.2025
Amazon	Springline project equipment (grant used)	£19.99	Approved by Clerk on 08.09.2025
Amazon	Springline project equipment (grant used) & maintenance equipment	£39.45	Approved by Clerk on 08.09.2025
Amazon	Community Allotment event supplies (grant used)	£11.99	Approved by Clerk on 08.09.2025
Land Registry	Title deed and plan download fees	£14.00	Authorised by Clerk on 08.09.2025
Castle water	Allotment water	£130.03	Authorised by Finance Committee via email on 05.09.2025
Castle water	Allotment water	£256.91	Authorised by Finance Committee via email on 05.09.2025
Castle water	Allotment water	£67.88	Authorised by Finance Committee via email on 05.09.2025
Castle water	Burial Ground water	£8.32	Authorised by Finance Committee via email on 05.09.2025
AA Morgan	Monthly payroll	£59.40	Authorised by Finance Committee via email on 05.09.2025
Shield	Monthly dog & general waste collections	£373.20	Authorised by Finance Committee via email on 05.09.2025
Creative Haus	Annual website hosting fee	£110.00	Authorised by Finance Committee via email on 05.09.2025
Mulberry	Staff training	£18.00	Authorised by Finance Committee via email on 05.09.2025
ASAP	Monthly IT support and provision	£227.52	Authorised by Finance Committee via email on 05.09.2025
Hawthorn	Monthly pest control	£168.00	Authorised by Finance Committee via email on 05.09.2025
		£6,029.98	
Automatic payments			Note: all totals inc VAT if relevant
Virgin Media	Monthly phone and broadband	£47.30	Paid by Direct Debit.
Grundon	Monthly burial ground waste collection	£92.16	Paid by Direct Debit.
HMRC	3 months of PAYE & NI	£3,626.56	Paid by Direct Debit.

Nest	Staff pensions	£156.67	Paid by Direct Debit.
Staff wages	Jul-25	£4,805.74	Total of individual BACS payments.
Gap HR	Monthly HR support	£56.40	Paid by Direct Debit.
PWLB	Wall repair loan repayment	£500.63	Paid by Direct Debit.
PWLB	Pavilion mortgage	£13,876.45	Paid by Direct Debit.
Virgin Media	Monthly phone and broadband	£47.39	Paid by Direct Debit.
Grundon	Monthly burial ground waste collection	£64.87	Paid by Direct Debit.
Nest	Staff pensions	£177.44	Paid by Direct Debit.
Staff wages	Aug-25	£5,031.47	Total of individual BACS payments.
Gap HR	Monthly HR support	£56.40	Paid by Direct Debit.
	TOTAL	£28,539.48	
Payments for agreement			
	TOTAL	£0.00	
<u>Income received</u>			
Burial/memorial fees	Since last meeting.	£824.25	
SODC	2nd half of precept	£105,986.50	
HMRC	VAT return	£13,904.37	
Allotment fees	So far this year	£7,988.55	
	TOTAL	£128,703.67	
<u>Income expected</u>			
	TOTAL	£0.00	