

CHOLSEY PARISH COUNCIL

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

8th October 2025
Claire Bird, Clerk to the Council

A G E N D A

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 17th September 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 note Parish Council's response to correspondence regarding Union flags raised on Oxfordshire County Council lampposts in the village
 - b) To receive update on Forty Meadow community survey
7. To receive update from the Transport Committee (Cllr Collins)
8. To approve a Councillor member to serve on the Staffing Committee following the resignation of K. Ofield
9. Finance
 - a) To agree response to grant request from Cholsey Preschool towards a playground shelter and window blinds
 - b) To agree response to 2025/2026 grant request for Cholsey Bonfire night
 - c) To agree donation to the Royal British Legion for poppy wreath
 - d) To approve new payments and note payments received (Appendix B)

10. To consider new planning applications and planning amendments at 8th October 2025

P25/S2952/S73	Variation of condition 2 on application P24/S2895/S73 for minor external elevational changes and internal amendments. Cardynham 75 Honey Lane
P25/S2949/HH	Demolition of existing conservatory and garage, erect single storey side extension, and orangery. 9 Honey Lane
P25/S2996/HH	Garage conversion, single-storey extension, alterations to form annex and parking space. 1 Downside
P25/S2749/HH	Single-storey side extension. 5 Little Lane
P25/S3025/HH	First floor rear extension and internal layout changes. 14 Agatha Christie Way

11. To note South Oxfordshire District Council planning decisions as at 8th October 2025

P25/S2383/HH	Single storey rear extension; new extension roof; garage conversion. 45 Station Road Granted by SODC
P25/S2465/HH	Ground floor side extension and external alterations. 51 Wallingford Road. Granted by SODC
P25/S1989/HH	Ground floor in-fill extension with partial first floor extension. Eagle Cottage 23 Ilges Lane. Granted by SODC
P25/S2171/HH	First floor side extension and two storey rear extension, addition of roof solar panels. 13 Queens Road. Granted by SODC
P25/S2530/LB	Installation of Air Conditioning Unit. 4 Hermitage Court Refused by SODC

12. Items for report or inclusion on next agenda

13. To confirm the date of next Full Council meeting – Wednesday 19th November 2025, 7.15pm, Pavilion, Station Road, Cholsey

CHOLSEY PARISH COUNCIL

Minutes of the meeting of Cholsey Parish Council duly convened and held on Wednesday 17th September 2025 at 7.15pm at The Pavilion, Cholsey

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

Also present were C. Bird (Clerk); J. August; one member of public until 8.30pm

Start time: 7.20pm

End time: 9.30pm

59. To co-opt new members to the Parish Council

It was unanimously **resolved** to co-opt Jennifer August as member of Cholsey Parish Council. Proposer: Cllr Nixon; Seconder: Cllr Collins. Cllr August signed a declaration of acceptance in presence of the Clerk.

60. To elect a Vice Chair following the resignation of J. Finch

It was unanimously **resolved** to elect Cllr Jenkins as Vice Chair of the Council. Proposer: Cllr Smith; Seconder: Cllr Collins. Cllr Jenkins signed the declaration of acceptance of office in the presence of the Clerk.

61. To receive apologies for absence

Apologies were accepted from Cllr D. Bamford, Cllr G. Herbert and Cllr K. Pomlett.

Cllr K. Ofield has resigned from her role as Parish Councillor due to other commitments and the Council thanked her for her efforts. 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.

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

There were none.

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

There were none.

64. To approve the Minutes of the meeting held on 16th July 2025 (Appendix A) and receive update on any Minute items

It was **resolved** to approve the Minutes of the meeting held on 16th July 2025 and they were signed by Cllr Nixon.

65. 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.

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

a) To note the signing of a new lease with Cholsey Tennis Club

The signing of the new lease with Cholsey Tennis Club by the Club's Trustees and Cllrs Nixon and Bamford on behalf of Cholsey Parish Council was noted. The signed leases are currently with the Council's solicitor for final actions.

b) To discuss Streets of Light display in Forty memorial shelter (correspondence 1st Sep '25)

It was **resolved** to approve the proposal for a temporary Streets of Light display in the Forty memorial shelter.

c) To note upcoming Parish Council events

The following events were noted:

- Springline Mammal Magic, 4th October
- Apple Afternoon, 4th October
- Transport Committee meeting, 7th October
- Clothes Swap Shop, 18th October
- Finance Committee meeting, 12th November – 2026/2027 budget
- Springline Reveal (culmination of this project including unveiling the artwork), 21st November

CHOLSEY PARISH COUNCIL

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

a) To agree next steps for Skate Park extension proposal

It was agreed to identify a Councillor to work with Officers on next steps. A completed project proposal document will be brought to a forthcoming full Council meeting. Representatives of the skatepark user group had previously attended the Annual Community Meeting and Village Show to present their ideas. Methods of further community consultation were discussed.

b) To discuss renovation of the Station Road allotment hedge (eastern boundary)

It was agreed that the Council's Maintenance person would undertake this project in his normal paid hours, before February 2026 when nesting season resumes, subject to risk assessment and the necessary permissions. It was agreed that the hedge will not be coppiced; instead dead wood, ivy and brambles will be removed, along with the existing chain link fencing. New hedging will be planted in resulting gaps.

Cllr August asked whether as part of the works, the footway could be widened by clearing back vegetation and soil. The Clerk said that this would be the intention but will depend on the stability of the bank as work gets underway.

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

The Estate Manager's report was noted. The naming of the area was discussed and it was agreed that the Clerk would research this possibility further, given the future intended use of this site as burial grounds when further space is required.

68. 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

It was **resolved** to appoint Cllr Hope-Smith to the Council's Transport Committee as a third Councillor member.

b) To receive an update on the proposed A329 pedestrian crossing

Cllr Collins and Cllr Schäfer met with representatives of Oxfordshire County Council at the proposed site on 29th August. Following this meeting, OCC have sent a proposed plan for the location of the pedestrian crossing, slightly North of the A329/Ferry Lane/Papist Way junction. There were no objections to the proposed plan at this stage. The next step is to undertake informal consultation led by the Parish Council. Depending on the outcome, OCC's formal consultation would then follow. Cllr Collins and the Clerk will develop a plan for informal consultation.

Cllr Collins, Cllr Hope Smith and the Clerk had recently met online with the OCC Officer responsible for changes to street parking restrictions in the village. A discussion document outlining possible future steps will be prepared by the OCC Officer, as a precursor to arranging a public meeting for residents to share their views.

Cllr August suggested that improved signage at the Station to indicate availability of further parking via the ramp access would be helpful. Cllr Collins will pursue this suggestion.

69. Finance

a) To receive External Auditor's report 2024/2025 (Appendix C) and note the publication of the conclusion of audit notice

The successful completion of the 2024/2025 Audit was noted. The Conclusion of Audit Notice has been published online and on noticeboards on 11th September 2025. The Council extended their many thanks to S.Smith (RFO) and C. Bird (Clerk) for their continued strong management of the Council's finances and governance.

b) To receive update from the Finance Committee

The Finance Committee met on 21st July 2025. It was noted that accounts at the end of the first quarter show spending for the year is broadly on track. It was noted that the Council does not currently hold any Community Infrastructure Levy funds (CIL) that were received more than 5 years ago (this is the maximum term it can be held). The oldest CIL funds held were received 3 years ago.

CHOLSEY PARISH COUNCIL

The £2K annual budget for ad hoc grants was discussed – it was agreed that those requesting grants should allow at least three months for requests to go through the appropriate Council decision process; therefore all grant requests for a financial year should be received by December of that financial year.

c) To approve a Councillor member to serve on the Finance Committee

Cllr Smith will continue to serve as Finance Committee member along with Cllr Bamford, Cllr Collins and Cllr Jenkins.

d) To agree whether to allow a ‘fish and chip van’ street trader to operate from the Pavilion car park

It was **resolved** to allow the fish and chip van to operate from the Pavilion car park subject to appropriate insurance, risk assessment and street trading licence being provided. This will most likely be once a month on Sunday or Monday evenings but this is to be confirmed. The Assistant Clerk will liaise with the business owner on specific arrangements.

e) To agree whether to continue to receive the Parish share of Community Infrastructure Levy (CIL) from South Oxfordshire District Council

It was **resolved** to continue to receive the Parish share of Community Infrastructure Levy (CIL) from South Oxfordshire District Council.

f) To approve bank reconciliations (Appendix D)

The bank reconciliations were approved and signed by Cllrs Schafer and Hope Smith

g) To approve new payments and note payments received (Appendix E)

The payments were approved and signed by Cllrs Schafer and Hope Smith

70. To consider new planning applications and planning amendments at 11th September 2025

P25/S2530/LB	Installation of Air Conditioning Unit. 4 Hermitage Court It was resolved to object to the application on the grounds that it is not in keeping with listed building status, in line with the Heritage Officer's comments.
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71. To note planning application comments submitted under Scheme of Delegation process Jul-Sep 2025

P25/S1833/LB	Replacement of back door. 5 The Forty – The following comment was submitted on behalf of the Council: Cholsey Parish Council supports this application.
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 – The following comment was submitted on behalf of the Council: Cholsey Parish Council wishes to comment that any expansion of the medical practice must be provided with sufficient off road parking space even if this results in less housing being made available.
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 – The following comment was submitted on behalf of the Council: Cholsey Parish Council wishes to express support for this application.
P25/S2171/HH	First floor side extension and two storey rear extension, addition of roof solar panels. 13 Queens Road – The following comment was submitted on behalf of the Council: Cholsey Parish Council wishes to make the following comments with reference to the Cholsey Neighbourhood Plan: CNP H7 - Partial objection due to significant increase against original footprint of property which does not safeguard adjoining residents. No objection is made to single side extension. CNP H7 If approved in full, the significant extension will increase bedrooms and will require sufficient parking (loss of the garage with 4th bedroom listed as study). CNP HO6 149 (charge point required for any extensions
P25/S2383/HH	Single storey rear extension; new extension roof; garage conversion. 45 Station Road –The following comment was submitted on behalf of the Council: Cholsey Parish Council wishes to note the need for this application to comply with the following Cholsey Neighbourhood Plan policies: CNP H7 CNP HO6 149 (charge point required for any extensions)

CHOLSEY PARISH COUNCIL

P25/S1989/HH	Ground floor in-fill extension with partial first floor extension. Eagle Cottage 23 Ilges Lane – The following comment was submitted on behalf of the Council: Cholsey Parish Council wishes to note the need for this application to comply with the following Cholsey Neighbourhood Plan policies: CNP H7 CNP HO6 149 (charge point required for any extensions)
P25/S2465/HH	Ground floor side extension and external alterations. 51 Wallingford Road – The following comment was submitted on behalf of the Council: Cholsey Parish Council wishes to comment: this work appears to be already well underway without planning permission being in place. Request SODC conduct a site visit to ensure compliance with planning regulations. Whilst not stated, this should be classed as a retrospective application. Application to comply with following: CNP H7. CNP HO6 149 (charge point required for any extensions)

72. 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

73. Items for report or inclusion on next agenda

Verge cutting – it was noted that the second cut and collect of urban verges will be carried out this month
 Station Road entrance to Recreation Ground
 Gulley clearing
 Councillor Register of Interests
 Remembrance day preparations
 Forty meadow trial consultation
 Village benches

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

Date of meeting...15/10/2025

Signatures of authorising councillors:

Payments made between meetings			Approval details. Note: all totals inc VAT if relevant
Post office	Postage	£5.55	Approved by the Clerk on 15.09.2025
Staff expenses	Community allotment event supplies - covered by grant	£7.50	Approved by the Finance Committee via email on 15.09.2025
Staff expenses	Mend the Gap travel expenses - covered by grant	£10.70	Approved by the Finance Committee via email on 15.09.2025
Staff expenses	Councillor leaving gift - Chair person's allowance	£11.99	Approved by the Finance Committee via email on 15.09.2025
Colliers	Maintenance supplies	£12.21	Approved by the Finance Committee via email on 15.09.2025
J.Drewe Landscaping	Monthly grass cutting	£1,624.00	Approved by the Finance Committee via email on 15.09.2025
Moore	External audit fees	£756.00	Approved by the Finance Committee via email on 15.09.2025
Castle Water	Allotment water	£186.99	Approved by the Finance Committee via email on 24.09.2025
New Leaf	Mend the Gap hours - covered by grant	£583.32	Approved by the Finance Committee via email on 24.09.2025
Castle Water	Allotment water	£119.67	Approved by the Finance Committee via email on 24.09.2025
Castle Water	Allotment water	£67.88	Approved by the Finance Committee via email on 24.09.2025
Screwfix	Strimmer oil and PPE	£27.73	Approved by the Finance Committee via email on 01.10.2025
Nisa Local	Fuel for maintenance equipment	£17.05	Approved by the Finance Committee via email on 01.10.2025
Staff expenses	Mend the Gap travel expenses - covered by grant	£9.30	Approved by the Finance Committee via email on 01.10.2025
AA Morgan	Monthly payroll	£59.40	Approved by the Finance Committee via email on 01.10.2025
ASAP	Monthly IT support and email provision	£227.52	Approved by the Finance Committee via email on 01.10.2025
Shield	Monthly dog and general water collections	£358.80	Approved by the Finance Committee via email on 01.10.2025
Amazon	Mend the Gap equipment - covered by grant	£8.54	Approved by the Clerk on 02.10.2025
Amazon	Mend the Gap equipment - covered by grant	£16.72	Approved by the Clerk on 02.10.2025
Amazon	Mend the Gap printer card - covered by grant	£2.15	Approved by the Clerk on 02.10.2025
Field Studies	Mend the Gap equipment - covered by grant	£10.00	Approved by the Clerk on 02.10.2025
		£4,123.02	

Automatic payments			Note: all totals inc VAT if relevant
Virgin Media	Monthly phone & broadband	£50.05	Paid by Direct Debit.
Grundon	Monthly waste collection - Burial Ground	£37.27	Paid by Direct Debit.
Nest	Staff pensions - September 2025	£156.67	Paid by Direct Debit.
Staff wages	Sep-25	£4,805.94	Total of individual BACS payments.
Gap HR	Monthly HR support	£56.40	Paid by Direct Debit.
	TOTAL	£5,106.33	
Payments for agreement			
	TOTAL	£0.00	
Income received			
Burial/memorial fees	Received since last meeting	£231.00	
Sole Luna	Vendor hire	£40.00	
	TOTAL	£271.00	
Income expected			
CIL	Expected mid October	£3,051.50	
	TOTAL	£3,051.50	