

CHOLSEY PARISH COUNCIL

Minutes of the meeting of Cholsey Parish Council duly convened and held on Wednesday 15th October 2025 at 7.15pm at The Pavilion, Cholsey

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

Also present were C. Bird (Clerk), District Councillor C. Topping (until 7.45pm)

Start time: 7.20pm

End time: 9.40pm

75. To receive apologies for absence

Apologies were accepted from Cllr J. August, Cllr G. Herbert, Cllr L. Nixon, Cllr K. Pomlett and Cllr M. Smith.

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

There were none.

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

There were none.

78. To approve the Minutes of the meeting held on 17th September 2025 (Appendix A) and receive update on any Minute items

It was **resolved** to approve the Minutes of the meeting held on 17th September 2025 and they were signed by Cllr Jenkins.

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

Updates from the District Councillors were noted including a disappointing and unexpected setback for the Joint Local Plan. Public Inspectors conducting an Independent Examination of the South Oxfordshire and Vale of White Horse Joint Local Plan 2041 have recently recommended that the Plan be withdrawn, citing a failure to adequately discharge the Duty to Cooperate with Oxford City Council. South Oxfordshire District Council do not agree with this conclusion and are considering next steps, particularly in light of a recent letter sent by the Minister for Planning and Housing to the Planning Inspectorate in support of local plans.

The Councillor Community Grant Scheme was highlighted for sharing with local residents. Cllr Topping also requested feedback from the Parish Council on a current application to upgrade a phone mast adjacent to Cholsey Meadows. The Clerk will circulate the consultation letter to the Parish Council for comment. It was noted that a planning enforcement investigation is underway for a property on Sandy Lane.

District Cllr Topping then left the meeting.

County Cllr Hope-Smith updated the Parish Council on matters including the Oxford temporary congestion charge, County Councillor Priority fund, and a project to develop a “digital twin” of the county’s mobile phone network.

80. 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

It was noted that the Parish Council had agreed and shared (via its website, Facebook page, and direct correspondence with concerned residents) the below statement on 3rd October 2025, regarding the Union flags that had been raised on lampposts on the Forty roundabout:

‘Cholsey Parish Council is aware of the Union flags that have been placed on the Forty intersection. In response to enquiries from residents, we can confirm that these were not put in place, or requested, by the Parish Council.

The flags have been installed on lampposts that are Oxfordshire County Council assets by unknown persons. They are high up and not easily removed.

Cholsey’s Parish Councillors have discussed this topic and the following approach has been agreed:

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- 1. The Parish Council does not have the permissions or insurance in place to add or remove items from assets that are not our own. Therefore, please could all concerned residents report their views to Oxfordshire County Council via <https://fixmystreet.oxfordshire.gov.uk/> (this is fairly straightforward to do)*
- 2. As we have been contacted by a significant number of residents about the flags, including the possibility of distraction to motorists and pedestrians on a busy double roundabout, we will also contact the County Council directly to pass on residents' concerns.*

Residents should not hesitate to contact the Parish Council. We are here to represent and support our community to the best of our abilities and powers.'

It was noted that Oxfordshire County Council's current policy on flags on highway infrastructure is to take immediate action to remove them only if they are causing a hazard. They welcome individuals to fly flags on their own private property.

The possibility of a village flag pole was discussed and whether this would help respond to the current situation. Costs and practicalities would need to be explored. It was agreed not to pursue this option at this time, and to review again at a meeting in 2026.

b) To receive update on Forty Meadow community survey

The Clerk had shared with Councillors a draft communications piece intended to support residents in considering the Forty Meadow community survey, planned to launch in December.

This was approved by Councillors to go forward for graphic design work, subject to amendments requested by Cllr Schäfer. As an ecologist Cllr Schäfer felt that reference in one of the included viewpoints to ticks being an increased hazard on the Forty was not scientifically accurate and would therefore be misinformation. The Clerk will liaise with the original author and Cllr Schäfer on this point and then finalise the content for design and publication.

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

The Transport Committee met on 7th October and draft minutes are available on the Parish Council website. Of particular note:

Station refurbishment: This is now underway. Cllr Collins has been in contact with the manager overseeing these works and will be meeting with District Cllr Topping to look at the condition of the station walls when plaster has been removed.

A329 crossing: Cllr Collins and the Clerk are working on informal consultation for this project as a priority.

Buses: concerns about changes to the timetable for bus route 33 have been raised by Cllr Collins and County Cllr Hope Smith with Thames Travel. Transport Committee members also discussed concerns about the adequacy of new bus infrastructure and parking provision for the new Wallingford medical practice. T. Bedeman is pursuing this and is a Transport Committee member.

82. To approve a Councillor member to serve on the Staffing Committee following the resignation of K. Ofield

This item was deferred to the November meeting due to the number of Councillors present. It was noted that Cllr Herbert and Cllr Schäfer are current Staffing Committee members. A third member is needed for the Committee to be quorate. In the meantime, Staffing matters, including hours and rates of pay for 2026/2027 will be brought to full Council for decision.

83. Finance

a) To agree response to grant request from Cholsey Preschool towards a playground shelter and window blinds

The grant request has not yet been received. This item was therefore deferred until a future meeting.

b) To agree response to 2025/2026 grant request for Cholsey Bonfire night

It was **resolved** to make a grant of £150 to CCDT for Cholsey Bonfire night 2025. This is the same amount as the grant provided in 2024.

It was discussed that the current budget of £2000 for small community grants has not been revisited for a number of years and that an increase should be considered for the next financial year if budget allows.

c) To agree donation to the Royal British Legion for poppy wreath

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

d) To approve new payments and note payments received (Appendix B)

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

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84. 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 It was resolved to comment: The continual changes to the planning application for this property continue to impact the neighbours on both sides. It is increasingly difficult to ascertain from the latest plans what the further changes are. There has been a disregard for previous objections from both CPC and neighbouring properties.
P25/S2949/HH	Demolition of existing conservatory and garage, erect single storey side extension, and orangery. 9 Honey Lane It was resolved to comment: The build should be in accordance with CNP H7, including requirement for EV charging point for side extension
P25/S2996/HH	Garage conversion, single-storey extension, alterations to form annex and parking space. 1 Downside It was resolved to comment: The conversion will add to the previous extensions to this property (granted in 2013) and will further increase the overall footprint of the property. The build should be in accordance with CNP H7 including requirement for EV charging point for side extension
P25/S2749/HH	Single-storey side extension. 5 Little Lane It was resolved to comment: Whilst no objections raised, it is noted that the extension flat roof has a railing in the drawing. This provides the application with a de facto roof terrace - not declared in the application. Build to be in accordance with CNP H7
P25/S3025/HH	First floor rear extension and internal layout changes. 14 Agatha Christie Way It was resolved to comment: The Parish Council notes the neighbouring resident's concerns about a loss of privacy, which should be considered. Build to be in accordance with CNP H7

85. 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

86. Items for report or inclusion on next agenda

OCC Councillor Priority Fund

OCC Community Climate Adaptation workshop and webinar – Cllr Schäfer will register for the webinar event

Hydrology and ecology of the brook (Cllr Bamford)

Graffiti on football wall; fallen posts on Forty (Cllr Jenkins)

87. To confirm the date of next Full Council meeting – Wednesday 19th November 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	
<u>Income received</u>			
Burial/memorial fees	Received since last meeting	£231.00	
Sole Luna	Vendor hire	£40.00	
	TOTAL	£271.00	
<u>Income expected</u>			
CIL	Expected mid October	£3,051.50	
	TOTAL	£3,051.50	