

CHOLSEY PARISH COUNCIL

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

Present were Cllr J. August, Cllr D. Bamford, Cllr J. Collins, Cllr C. Fox, Cllr G. Herbert, Cllr J. Hope-Smith (as Parish Councillor and County Councillor), Cllr N. Malha, Cllr L. Nixon (Chair) and Cllr M. Smith

Also present were C. Bird (Clerk), District Cllr A-M. Simpson (until 7.40pm), District Cllr C. Topping (until 7.40pm)

Start: 7.15pm

End: 8.55pm

106. To receive apologies for absence

Apologies were accepted from Cllr P. Jenkins, Cllr K. Pomlett and Cllr S. Schäfer.

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

There were none.

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

There were none.

109. To approve the Minutes of the meeting held on 19th November 2025 (Appendix A) and receive update on any Minute items

It was **resolved** to approve the Minutes of the meeting held on 19th November 2025 and they were signed by Cllr Nixon.

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

Updates from the District and County Councillors were noted with thanks.

District Cllrs Simpson and Topping left the meeting.

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

a) To approve and adopt a revised Risk Management Policy and Register (Appendix B)

It was **resolved** to approve the revised Risk Management Policy and Register as follows:

- Business Continuity – Addition of: Key worker insurance cover to provide Clerk or RFO locum cover in the event of long-term absence.
- Data Protection, GDPR – Addition of: Payslips and payroll reports are sent and received using secure password protected documents and emails.

112. To receive update from the Transport Committee (Cllr Collins), in particular:

a) To approve a fourth Councillor member to serve on the Transport Committee

It was **resolved** to appoint Cllr J. August to the Council's Transport Committee as the fourth Councillor member.

Cholsey Station: Cllr Collins has shared her survey of carpark and cycling space provision at the Station with Great Western Railways, including the finding that the carpark is currently at capacity by 11.30am Tuesday to Thursday termtimes. Cllr Collins has scheduled a meeting with GWR's new Regional Development Manager on 22nd January 2026 to discuss this.

Recreation ground path: Cllr Collins, the Clerk and Estate Manager met with an SODC Planning Officer on 3rd December for a site visit to inform the pre-planning advice process. The SODC Officer will provide a response letter once comments from organisations consulted during the process have been received. These include the County Archaeological Service, Ecology Officer, Tree Officer and Sport England.

113. To receive update on proposals received for a new Parish Council website and agree to award the contract for this work (Cllr Pomlett)

The Parish Council's existing provider will cease their provision on 31st July 2026. The Council contacted six website providers and has received four proposals from providers experienced in parish council websites. Cllr Pomlett and the Clerk have reviewed the proposals and recommend 'Aubergine' based on the following considerations: design and functionality, use of WordPress, accessibility expertise, parish council experience, collaborative approach to site build, training provision. It was **resolved** to appoint Aubergine to develop and host a new Parish Council website at an anticipated cost of £899 (plus VAT) for

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set up/year 1, and an ongoing annual cost of £299 from year 2. A revised quote will be requested based on any additional functionality (e.g. forms and polls module) identified as required. The Clerk will contact Aubergine to initiate the design and migration process and the Parish Council's existing provider to update them.

114. Finance

a) To approve budget for 2026/2027 (Appendix C)

It was **resolved** to approve the budget for 2026/2027.

b) To agree the Parish Council's precept request for 2026/2027

It was **resolved** to request a precept of £215,264 for 2026/2027.

This equates to a Band D council tax of £119.06 (Parish Council element) in 2026/2027 compared with £117.79 in 2025/2026 – a 1% increase.

c) To agree to become a member of the Oxfordshire Playing Fields Association

It was **resolved** to become a member of the Oxfordshire Playing Fields Association at a cost of £61.

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

It was **resolved** to approve the payments and they were signed by Cllrs August and Malha; payments received were noted.

115. To consider new planning applications and planning amendments at 11th December 2025

P25/S3545/HH	Remove conservatory, replace with single storey rear extension and new roof over existing and proposed, 30 Lapwing Lane. It was resolved to comment: Build to be in accordance with CNP H7
P25/S3671/HH	Two-storey side and rear extensions, single storey porch and alterations, 8 Papist Way. It was resolved to comment: Build to be in accordance with CNP H7. CNP HO6 – 149 to be enforced (charge point required for any extensions).

116. To note South Oxfordshire District Council planning decisions as at 11th December 2025

P25/S3025/HH	First floor rear extension and associated internal layout changes, 14 Agatha Christie Way. Granted by SODC
P25/S3298/HH	Part double part single storey rear extension, car port and front porch. 30 Crescent Way. Granted by SODC
P25/S3361/HH	Two storey side/rear extension, garage and modified access, 6 Rowland Road. Granted by SODC
P23/S4341/LB	Renovation of Western range of building, 2 Ilges Lane. Granted by SODC
P23/S4339/HH	Renovation of Western range of building, 2 Ilges Lane. Granted by SODC

117. Items for report or inclusion on next agenda

Medical Practice Patient Participation Group (PPG) AGM, 24th November – Cllr Malha attended and reported back to Council.

Highways Asset Response Team (HART) – Cllr August has compiled a spreadsheet of suggestions on behalf of the Council. It is strongly encouraged to include What3Words location on requests for action. Station Road allotment hedge – the Council maintenance person is making good progress with the rejuvenation works

Potholes – increasing due to weather conditions; need to be reported on Fix My Street ideally with photos
Grundon quarry planning proposal (Cllr Bamford)

Cllr Nixon thanked all Councillors, with a particular welcome to new joiners, and the office team for their efforts in 2025. In particular the Transport Committee led by Cllr Collins has been very active.

Cllr Nixon was thanked for her careful chairing and her role in providing regular support to the Clerk.

118. To confirm the date of next Full Council meeting – Wednesday 21st January 2026, 7.15pm, Pavilion, Station Road, Cholsey