

CHOLSEY PARISH COUNCIL

To all members of the Council, you are hereby summoned to attend the meeting of Cholsey Parish Council on Wednesday 18th March 2026 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.

12th March 2026
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 February 2026 (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 review Data Audit Report, March 2026 (Appendix B)
 - b) To approve and adopt revised Privacy Notice (Appendix C)
 - c) To discuss correspondence received regarding appropriate use of the Skate Park facility
 - d) To discuss three separate requests received from a refreshment truck, circus, and fun fair to visit the Recreation Ground in 2026
7. To discuss and agree how to respond to the 'Local Government Reorganisation in Oxfordshire' consultation open until 26th March 2026
8. To discuss Estate Manager's report (Appendix D)
9. To receive update from the Transport Committee (Cllr Collins), in particular:
 - a) Street parking: to receive update following site visit with OCC officer on 10th March 2026 and to receive a resident's petition regarding street parking near Cholsey Station
 - b) Potholes/road resurfacing
 - c) EV chargers in Pavilion car park
10. To receive update on Neighbourhood Plan (Cllr Nixon), in particular:
 - a) To appoint members to a Neighbourhood Plan Working Group
11. To appoint a Parish Council representative to the Pavilion Trust (*previously J. Finch*)
12. Finance
 - a) To agree response to 2026/2027 grant request for the Cholsey Community Library
 - b) To agree response to 2026/2027 grant request for the Cholsey Village CIC (contribution to employment of Children's Centre staff)
 - c) To agree response to 2026/2027 grant request for the Cholsey Village CIC (contribution to Fun in the Park Summer 2026)
 - d) To agree whether to renew the Council's internal audit contract with Mulberry Local Authority Services Ltd from audit year 2026/2027
 - e) To agree whether to continue with Council membership of OALC in 2026/2027 at a cost of £1056 inc. VAT
 - f) To approve new payments and note payments received (Appendix E)

CHOLSEY PARISH COUNCIL

13. To consider new planning applications and planning amendments at 12th March 2026

| | |
|---------------|--|
| P26/S0402/S73 | Variation of Condition 2 (approved plans) of P23/S3015/RM for minor external elevational changes and internal amendments Application for approval of Reserved Matters (appearance, landscaping, layout and scale) following outline planning permission P21/S0267/O for subdivision of plot to form a new detached two storey open market dwelling, with some matters reserved and associated infrastructure. Summerhouse 75a Honey Lane |
| P26/S0262/FUL | Construction of a self-build single detached dwelling. 8 Papist Way |
| P26/S0592/AG | Erection of traditional portal frame agricultural building. Land at Waterloo Farm to south west of Waterloo Close |
| P26/S0640/HH | Single storey rear extension. 91 Papist Way |

14. To note South Oxfordshire District Council planning decisions as at 12th March 2026

| | |
|---------------|---|
| P25/S3971/S73 | Variation of condition 2 (approved plans) on application ref. P25/S1176/HH - revised internal layout of outbuilding. First floor rear extension and new outbuilding to replace existing. 8 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 22nd April 2026, 7.15pm, Pavilion, Station Road, Cholsey

CHOLSEY PARISH COUNCIL

Minutes of the meeting of Cholsey Parish Council duly convened and held on Wednesday 18th February 2026 at 7.15pm at The Pavilion, Cholsey

Present were Cllr J. August, Cllr D. Bamford, Cllr J. Collins, Cllr C. Fox, Cllr P. Jenkins, Cllr G. Herbert, 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), S. Smith (Assistant Clerk), District Cllr C. Topping (District Councillor) until 7.45pm; three members of the public

Start: 7.20pm

End: 9.15pm

135. To receive apologies for absence

Cllr K. Pomlett has resigned from his role as Parish Councillor due to other commitments. 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.

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

A member of the public spoke in support of planning application P26/S0184/FUL.

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

There were none.

138. To approve the Minutes of the meeting held on 21st January 2026 (Appendix A) and receive update on any Minute items

It was **resolved** to approve the Minutes of the meeting held on 21st January 2026 and they were signed by Councillor Nixon.

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

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

District Cllr Topping highlighted South Oxfordshire District Council's Community Infrastructure Levy Grant Fund which is currently open. He updated the Council on a planning enforcement case on Sandy Lane. The Parish Council's frustration with retrospective planning applications was discussed.

County Cllr Hope Smith updated the Council on challenges with potholes. Nationwide problems are extreme this year due to very wet weather and years of underfunding for infrastructure. He explained that the type of repairs that can be made are constrained by wet conditions but that the number of repair teams has been doubled. The Councillors discussed that Station Road and Wallingford Road are particularly bad at this time. County Cllr Hope Smith emphasised the continued importance of reporting via Fix My Street, particularly via resident Super Users, including repairs that have failed soon after being repaired.

Cllr Schafer asked about the gully clearing which has recently been completed by Oxfordshire County Council (OCC) contractors across the county. She noted that many of the gulleys are blocked again because the material removed from them was left very nearby and so has washed back into them.

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

a) To agree date for the 2026 Annual Community Meeting

After discussion, it was agreed that rather than the Parish Council Chair opting to convene a Parish/Community meeting in May 2026, the Council would focus resources this year on community events and consultations for a specific purpose, guided by project timelines. Upcoming priorities where community input will be vital include a street parking review (with OCC) and the Neighbourhood Plan. Activities including a new website, adopting a communications plan, introducing a regular newsletter, councillor surgeries etc. will also continue to build on the Council's communication and accountability.

141. To note Estate Manager's report (Appendix B), in particular:

a) To discuss restoration of the Council's two telephone kiosks

The two telephone kiosks are Parish Council assets and require maintaining – this will involve specialist restoration off site. The Estate Manager has provided an initial sense of what is possible and likely costs.

CHOLSEY PARISH COUNCIL

The Council agreed that if possible both kiosks should remain in their current locations once restored. If due to ground conditions, the kiosk on The Forty cannot remain in its current location, it should be relocated elsewhere on The Forty. The Papist Way kiosk should continue to be a defibrillator station. Ideas for future use of the Forty kiosk will be discussed at a later stage. The Estate Manager will prepare a comparable summary of the quotes received for the March meeting.

b) To discuss siting of benches on the Forty

It was agreed that at least two benches should be provided on the Forty – one undercover in the memorial shelter, and one on the Forty itself nearby wildflower planting and/or a tree. This will be part of a wider project to install benches at other key points on village routes.

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

a) To discuss the Council writing to Oxfordshire County Council regarding the state of the roads in the village and the future resurfacing of key routes (Cllr August)

It was agreed to write to OCC on this matter. It was noted that several key routes in the village require full resurfacing; Station Road for example is increasingly busy with commuters from the wider area. Cllr August has drafted a letter which she will share with the Clerk and Chair. County Cllr Hope Smith requested that he be copied.

Cllr August has also submitted the Parish Council's action list to the OCC Highways Asset Response Team (HART). Where actions identified are not within HART's remit, Cllr August will add them to Fix My Street (she noted that many are already there).

b) To receive update on Cholsey Station following a meeting with GWR and OCC representatives on 22nd January 2026

Cllr Collins reported that a meeting on 22nd January 2026 with GWR (Z. Bailey) and OCC representatives (P. Brunskill and B. Evans) was positive. Cllr Collins, Cllr August and Cllr Hope Smith attended for the Parish Council. Improved signage to the car park and anti-slip surfacing for the underpass were requested. Cllr Collins has subsequently submitted a grant application to GWR for a feasibility study to improve cycle parking provision. Evidence for the car park being at capacity on weekdays was presented. GWR are now actively looking at acquiring land to expand the car park. Observations about the local bus timetable, including changes that would improve commuter connections, have been forwarded to OCC. Medium to long-term improvements were also discussed including a drop-and-go area, step-free access funding bid, and improved walkways for pedestrians.

c) To receive update on A329 puffin crossing consultation

OCC's formal consultation for the A329 puffin crossing is now live, with a deadline of 13th March. The Clerk has contacted those who responded to the Parish Council's informal survey to encourage them to respond.

143. To receive update on Neighbourhood Plan (Cllr Nixon), in particular:

a) To appoint members to a Neighbourhood Plan Working Group

b) To agree response to the National Planning Policy Framework (NPPF) consultation open until 10th March 2026

Cllr Nixon noted that the Cholsey Neighbourhood Plan is due to be renewed by October 2027. The District Council Neighbourhood Planning team have recently published templates and are keen to provide support. Councillors were asked to contact Cllr Nixon and the Clerk asap if they are able to join the Neighbourhood Plan Working Group.

Before the Working Group convenes, a priority is to submit a response to the National Planning Policy Framework consultation. Cllr Nixon had circulated a draft, and Councillors are requested to provide any further input by 3rd March so that it can be submitted by the Clerk on behalf of the Council.

144. Finance

a) To note 2025/2026 accounts at the end of the third quarter (Appendix C)

The 2025/2026 ytd accounts were noted and Cllr Bamford confirmed these are on track. The Council extended thanks to the Assistant Clerk for her detailed explanatory notes and continued strong financial management.

b) To discuss proposals received from consultants to provide project management support for the Recreation Ground all-weather path and Skatepark extension projects and agree expenditure for this work

CHOLSEY PARISH COUNCIL

The Clerk approached four external consultants, recommended by OALC, regarding project management support for two potential projects: a Recreation Ground all-weather path and Skatepark extension. Phases of project work include planning application, public consultation, funding applications, and tendering through to contract.

The first consultant confirmed that they do not manage Skate Park projects.

The second consultant met on site with Cllr August and the Clerk on 29th February 2026 but has since confirmed by email that they are unable to provide support for all aspects of the projects.

Proposals were received from the remaining two consultants contacted.

Based on these, it was **resolved** to appoint Local Council Consultancy (LCC) to manage and deliver the projects (subject to Council approving these to proceed) at a maximum cost of £6935, excluding VAT and mileage expenses, as outlined in their proposal. The consultant anticipates the need for two in-person site visits. They will act as first point of contact for all matters, including preparing reports for Council, liaising with the Clerk as needed. The decision was made based on LCC's competitive, itemised quote to deliver the requirements in full, and a recommendation from a neighbouring Parish Council.

c) To note receipt of a Soha Community Fund grant to support the Ilges Lane Community Allotment Project

The Council has been awarded a grant of £2900 by Soha, to run weekly sessions at the Community Allotment Spring-Autumn 2026. A job description and advert for a Community Coordinator to deliver the sessions has been approved by the Staffing Committee.

d) 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.

e) To approve bank reconciliations (Appendix D)

The bank reconciliations were approved and signed by Cllrs August and Schäfer.

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

The payments were approved and signed by Cllrs August and Schäfer.

145. To consider new planning applications and planning amendments at 11th February 2026

| | |
|---------------|---|
| P26/S0184/FUL | Change of use of agricultural land to provide dog exercise area, including area for car parking and turning (retrospective). Bypass Field, Bosley Way It was resolved to comment: Cholsey Parish Council does not support retrospective applications; this is against the spirit of the planning application process. The Council does not object in principle to the change of land use, but concerns about safe vehicle entry/exit to the site should be addressed (particularly for those exiting to the right). The business website states prices for up to 12 dogs using the site at one time, which suggests multiple vehicles may be accessing the site per hour session. |
|---------------|---|

146. To note South Oxfordshire District Council planning decisions as at 11th February 2026

| | |
|--------------|---|
| P25/S3826/HH | Single storey rear extension. 19 Papist Way. Granted by SODC. |
| P25/S3842/HH | Two storey rear extension, detached outbuilding and alterations (part retrospective). The Dower House, Hithercroft. Granted by SODC. |

147. Items for report or inclusion on next agenda

Local Government Reorganisation consultation

Telephone kiosks

Village gateways

Feedback from Connecting Local Action event, 11th March – Cllr Herbert

148. To confirm the date of next Full Council meeting – Wednesday 18th March 2026, 7.15pm, Pavilion, Station Road, Cholsey

Cholsey Parish Council – Data Audit Report

Date Completed: 11th March 2026

Clerk/Responsible Officer: Claire Bird

Reviewed By: Full Council , 18th March 2026

1. Overview

This data audit sets out how Cholsey Parish Council processes personal data during duties and functions. It is designed to ensure compliance with UK GDPR and Data Protection Act 2018, promote transparency and support accountability.

2. Data Inventory Table

| Data Category | What Personal Data? | Who It Relates To | Purpose | Lawful Basis | How It's Collected | How It's Stored | Retention Period | Shared With |
|--------------------------------------|--|------------------------------------|-------------------------------------|--------------------------------|---|--|---|--|
| Council Minutes & Agendas | Names, roles, attendance, public comments | Councillors, staff, general public | Governance, public record | Legal Obligation | Directly at meetings or submissions | Public website, secure cloud storage and hard copy | Indefinite (archival) | Public website |
| Planning Comments | Name, address, comment content | Public | Responding to planning applications | Public Task | Email/post; via SODC website | Secure cloud storage, hard copy | 6 years | SODC Planning |
| Job applicants | Name, contact details including addresses, emails and telephone numbers, NI number, past employers, education history, eligibility to work, criminal offence disclosure, interview records | General public | Employment | Legal Obligation | Directly from applicant via email/post | Secure cloud storage, hard copy in locked file | 6 months post-application | Councillors and officers involved in recruitment process |
| Councillor Records | Name, address, email address, application form. Signed Declaration of Acceptance form; Register of Interest form; Photograph; signature on minutes and official documents | Councillors | Governance, public record | Legal Obligation & Public Task | Email or hard copy directly from Councillor | Secure cloud storage; hard copy in locked file | Term plus 1 year; Minutes indefinitely (archival) | Public website; SODC; Auditor |
| Staff Records | Name, address, job application, proof of eligibility to work, payroll data, performance management records, sickness leave forms | Employees | Employment | Legal Obligation & Contract | Directly from staff | Secure cloud storage, hard copy in locked file, payroll software with access control | 6 years post-employment | Payroll provider, HMRC, Auditor |

| | | | | | | | | |
|---|---|---|---|-----------------------------|--|--|--|---|
| Volunteers (CHEC, Station Gardening, Springline, Speedwatch) | Name, contact info, availability, health and safety/training records, correspondence, emergency contact/health details | Volunteers | To maintain contact and organise activities | Consent & Public Task | Directly from volunteer | Secure cloud storage, hard copy in locked file, personal phone (phone numbers) | 2 years after last activity | |
| Resident correspondence | Name, contact info, content including photographs | General public | Responding to queries | Public Task | Email/post | Secure cloud storage/email server | Routine: 3 years; Complaints: 6 years | Councillors, SODC or OCC if necessary to resolve query |
| To come in 2026: Newsletter Mailing List | Name, email address | General public | Community engagement | Consent | Online signup | MailChimp or Microsoft Forms | Until unsubscribed | MailChimp |
| CCTV (Pavilion Trust) | Video footage | Visitors to council property | Security | Legitimate Interest | CCTV system | DVR | Max 30 days unless incident | Police (if required) |
| Finance | Name, contact details, payment details , grant applications | Staff, contractors, public | To make and receive payments | Public Task & Contract | Directly from person or via bank | Secure cloud storage, accounting software with access control, hard copy in locked cabinet | Until no longer needed or 6 years | Councillors for authorisation and monitoring, Auditors, Banking institutions. |
| Contracts and procurement | Name, contact details, payment details, references, quotes, insurance documents, health and safety documents | Contractors, consultants, solicitors, tenants, agreement partners | To engage contractors on Council activities | Public Task & Contract | Directly from person or via bank | Secure cloud storage, hard copy in locked cabinet | Until no longer needed or 6 years | Councillors, solicitors, auditors. |
| Burial plot deeds | Name, contact details including addresses, emails and telephone numbers | General public | To administer burials | Legal obligation | Directly from person, family or via funeral director | Locked fireproof filing cabinet in locked office | Until no longer needed or indefinite (archival) | Funeral director; church office (old churchyard burials) |
| Allotment tenants | Name, contact details including addresses, emails and telephone numbers, correspondence | General public | To provide allotments to residents and manage tenancies | Legal obligation & Contract | Directly from tenant | Secure cloud storage, hard copy in locked file, allotment software with access control | Until no longer needed or 6 years after tenancy ends | |
| Survey respondents | Survey responses, name, contact details including location, email address, optional demographic data including age, employment status | General public | Community engagement | Public Task & Consent | General Public via online forms | Secure cloud storage | 2 years post decision | Councillors (responses are anonymised or redacted); SODC or OCC if relevant |

| | | | | | | | | |
|---------------------------|--|----------------|------------|---------------------|--|--|--|--|
| Electoral register | Names, contact addresses for all parish electors | General public | Governance | Legitimate Interest | Email from District Council (password protected documents) | Secure cloud storage and password protection of document | 1 year (once new register is issued, previous register is destroyed) | |
| | | | | | | | | |
| | | | | | | | | |

3. Data Processors (External Parties)

| Processor | Purpose | Data Shared | DPA in Place? (Data Processing Agreement) | Other info |
|--|---|---|---|--|
| Payroll Provider - AA Morgan | Monthly payroll | Employee details | Yes and in place until terminated | All information sent and received is password protected and administered by an online login protected payroll system |
| HMRC | Statutory reporting | Employee pay/tax | No DPA required. The Council shares employee data with HMRC for payroll, tax and pension purposes. HMRC acts as a data controller under relevant UK tax legislation. Article 6(1)(c) – Legal obligation | |
| Website Host - Creative Haus and Aubergine | Council website | Public documents | Yes and in place until terminated | |
| Email Provider (e.g. Outlook/Microsoft) | Communication | Emails | Yes and in place until terminated | |
| MailChimp | Newsletter | Subscriber emails | To come in 2026 | |
| External Auditors - Moore | Financial audit | Invoices, pay, contracts | Data shared with the appointed external auditor as part of statutory audit requirements under the Local Audit and Accountability Act 2014. Auditor publishes their own privacy notice | |
| Internal Auditor - Mulberry LAS | Internal audit of council governance, financial | Including access to payroll, personnel, and | Yes and in place until March 2026 | |
| ASAP | IT support | All electronic information | Yes and in place until terminated | |
| ChatGPT | | | | |
| South Oxfordshire District Council | Governance, planning, assistance with queries | Contact details - names, addresses, emails | | |

| | | | | |
|----------------------------|------------------------------------|--|---|---|
| Oxfordshire County Council | Assistance with resident queries | Contact details - names, addresses, emails | | |
| Rialtas | For Accounts and Allotment records | Contact details - names, addresses, emails, telephone numbers | Yes and in place until terminated | https://rialtas.co.uk/privacy-statement-and-data-protection/ |
| COOP and Unity Bank | Council banking | Account names, numbers, councillors and staff identity documents and personal identification details | Banks act as data controllers, deciding how and why they process personal data (e.g., identity checks, account management).The Council provides necessary personal data (e.g., signatory details) for the bank's lawful purposes, not under the Council's instruction. Therefore, under UK GDPR, no Data Processing Agreement is required. The council will share only necessary data, keep a record of what is shared and why and use banks with appropriate data protection measures. | Individual approved user and signator logins |

4. Security Measures

Password-protected cloud storage and email accounts

Daily backups

Paper files stored in locked cabinet/locked room

Anti-virus and firewall protection

Limited access to personal data internally

Annual review of IT and data handling procedures

5. Data Subject Rights

Cholsey Parish Council recognises and facilitates individuals' rights under UK GDPR, including:

Right to access

Right to rectification

Right to erasure (where applicable)

Right to restrict processing

Right to data portability (where applicable)

Right to object

Right to lodge a complaint with the ICO

Data subject requests should be made in writing to the Clerk and will be responded to within one month.

6. Next Steps & Recommendations

- Annual data protection and cybersecurity training for staff and councillors
- Review consent procedures (esp. mailing lists, volunteer sign ups)
- Review and update document retention and disposal policy; ensure applied consistently
- Review and update privacy notice; ensure issued as necessary
- Review security of contact data stored on mobile phones
- Review working from home security arrangements
- Ensure all hard copy data is stored with sufficient security; implement clear desk practices
- Ensure all third-party processors have up-to-date agreements
- Ensure new newsletter functionality is set up to be GDPR compliant
- Maintain an incident log for data breaches

7. Supporting Documents Prepared

- Completed Data Audit Template
- Privacy Notice (Public)
- Data Protection Policy
- Document Retention Scheme
- Consent form (if applicable)
- Data Breach Procedure
- Data Processor Agreements (or confirmations)
- Data Protection Impact Assessment template

| Approved by Full Council | Date |
|--------------------------|--------|
| To be reviewed | Mar-27 |

Cholsey Parish Council Privacy Notice

This privacy notice tells you what to expect us to do with your personal information.

- [Contact details](#)
- [What information we collect, use, and why](#)
- [Lawful bases and data protection rights](#)
- [Where we get personal information from](#)
- [How long we keep information](#)
- [Who we share information with](#)
- [How to complain](#)

Contact details

Cholsey Parish Council, Cholsey Pavilion, Station Road, Cholsey, Oxfordshire, OX10 9PT, GB

Telephone: 01491 652255

Email: clerk@cholseyparishcouncil.gov.uk

What information we collect, use, and why

Cholsey Parish Council is a public authority and has certain powers and obligations. Most of the personal data we collect and use is processed for compliance with legal obligations or to carry out a public task. We may also process personal data to enter into a contract, e.g. with an allotment tenant. Sometimes the use of personal data will require us to obtain consent, e.g. newsletter distribution. Most personal data is provided to us by an individual directly. This may be via a form, or simply in the ordinary course of correspondence by email, telephone or post. However, in some cases personal data may be supplied to us by third parties or collected from publicly available resources.

We collect or use the following information for **service updates or marketing purposes**:

- Names and contact details
- Addresses
- Marketing preferences
- Records of consent, where appropriate

We collect or use the following information for **research or archiving purposes**:

- Names and contact details
- Recorded images, such as photos or videos

- Records of consent, where appropriate

We collect or use the following information to **comply with legal requirements**:

- Name
- Contact information
- Identification documents
- Financial transaction information
- Criminal offence data (including Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks)
- Any other personal information required to comply with legal obligations
- Health and safety information

We collect or use the following information for **recruitment purposes**:

- Contact details (eg name, address, telephone number or personal email address)
- Date of birth
- National Insurance number
- Employment history (eg job application, employment references or secondary employment)
- Education history (eg qualifications)
- Right to work information
- Details of any criminal convictions (eg Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks)

We collect or use the following personal information for **dealing with queries, complaints or claims**:

- Names and contact details
- Address
- Payment details
- Financial transaction information
- Information relating to health and safety
- Correspondence

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible [lawful bases](#) in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO's website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [Read more about the right of access.](#)
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [Read more about the right to rectification.](#)
- **Your right to erasure** - You have the right to ask us to delete your personal information. [Read more about the right to erasure.](#)
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [Read more about the right to restriction of processing.](#)
- **Your right to object to processing** - You have the right to object to the processing of your personal data. [Read more about the right to object to processing.](#)
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [Read more about the right to data portability.](#)
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [Read more about the right to withdraw consent.](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information for **service updates or marketing purposes** are:

- **Consent** - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Our lawful bases for collecting or using personal information for **research or archiving purposes** are:

- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.
- Public task – we have to collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organisation such as ours. All of your data protection rights may apply, except the right to erasure and the right to portability.

Our lawful bases for collecting or using personal information for **legal requirements** are:

- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.
- Public task – we have to collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organisation such as ours. All of your data protection rights may apply, except the right to erasure and the right to portability.

Our lawful bases for collecting or using personal information for **recruitment purposes** are:

- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.
- Public task – we have to collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organisation such as ours. All of your data protection rights may apply, except the right to erasure and the right to portability.

Our lawful bases for collecting or using personal information for **dealing with queries, complaints or claims** are:

- Public task – we have to collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organisation such as ours. All of your data protection rights may apply, except the right to erasure and the right to portability.

Where we get personal information from

- Directly from you
- Councils and other public sector organisations
- Publicly available sources
- Previous employers

How long we keep information

For information on how long we keep personal information, see our retention schedule at

<https://cholseyparishcouncil.gov.uk>

Who we share information with

Data processors

Payroll provider

This data processor does the following activities for us: They process our payroll information

HMRC

This data processor does the following activities for us: legally responsible for payroll, tax and pension purposes

Website host

This data processor does the following activities for us: hosts the Parish Council's website

External and internal auditors

This data processor does the following activities for us: they conduct our annual audit

IT Support provider

This data processor does the following activities for us: they provide IT support to us including email accounts

Accounting software

This data processor does the following activities for us: they provide software and support to manage our accounts and allotment records

Banking institutions

This data processor does the following activities for us: they provide bank accounts to the Council

Other local government organisations e.g. District and County Council

This data processor does the following activities for us: they help us respond to queries that come under their responsibility

Others we share personal information with

- Professional or legal advisors
- Relevant regulatory authorities
- External auditors or inspectors
- Professional consultants
- Emergency services
- Publicly on our website, social media or other marketing and information media

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Last updated: March 18th 2026

Estate Manager's Report to Parish Council March 2026

Allotments

New tenants are being offered available plots.

The invoices and new Allotment Tenancy Agreements will be emailed to all tenants after 1st April 2026.

The waiting list for each site as follows:

Cholsey Meadows – 6, Ilges Lane – 6, Station Road – 4.

Recreation Grounds and Play Areas

St Mary's Church Labyrinth for Cholsey village flower show.

I have been approached by a member of the church about the possibility of sectioning off a 9m x 9m area, allowing the grass to grow so that by August they would be able to mow a labyrinth pathway.

I have measured and identified 4 possible areas and would like to know if the Council will support this project. I can then take it forward with the Church and Cholsey Horticultural Society.

Cholsey Meadows Play Area

I have continued to update Vistry with the condition of the play equipment following the visual inspection carried out by the maintenance person.

No update regarding the transfer.

Skatepark

There is a meeting being held with a consultant regarding the Skatepark extension and the 'all-weather footpath on the recreation ground.

Hedges

The 3rd phase coppicing of the Ilges Lane/East End boundary hedge has been completed and The Treehouse School has kindly donated some hedging whips to help with the rejuvenation.

I have asked for volunteers to help with the planting of these whips on Sunday 15th March.

We have also received a kind donation of left over whips from Withymead Nature Reserve to be planted along the hedge-line of the Station Road/Allotment site boundary.

I have asked for volunteers to help with the planting of these whips on Sunday 8th March.

Red Telephone Kiosks

Both the kiosks stand on OCC Highways adopted land. I have contacted OCC Highways and have been told that we would possibly need to obtain a permit to remove the kiosks. I am waiting to hear from the permit department for advice.

Following advice in the adoption agreement with BT, I have contacted Historic England to check that neither of the telephone kiosks is listed with them, both are unlisted.

However, the Kiosk at the junction of The Forty and Church Road, lies within the village Conservation Area. I have contacted SODC planning for advice as we may need to apply for planning permission to remove this kiosk.

Also, this kiosk is in a challenging place with regards to its physical position.

The kiosks are transported on a flat bed lorry. This means that the kiosk will need to be lifted from the ground by a hoist and placed on the lorry.

The kiosk is leaning close to (or on) a telegraph pole, which is serving telephone wires and, I believe, and electrical wire. There is an OCC highways road sign within its vicinity and tree branches from the garden of a close neighbour overhang the kiosk.

I have not made further contact with the restoration companies with specific requests for the restoration of the kiosks.

Date of meeting: 18.03.2026

Signatures of authorising
councillors:

| Payments made between meetings | | | Approval details. Note: all totals inc VAT if relevant |
|--------------------------------|---|-------------------|---|
| Screwfix | Comm Allotment maintenance, Pavilion pothole repair, allotment fence repair | £184.22 | Authorised by Finance Committee via email on 23.02.2026 |
| Post Office | Postage | £2.95 | Authorised by Clerk on 12.02.2026 |
| Castle Water | Burial Ground water | £20.16 | Authorised by Finance Committee via email on 23.02.2026 |
| Young's Tree Services | Tree maintenance work | £3,204.00 | Authorised by Finance Committee via email on 23.02.2026 |
| Swift | Quarterly printer charge | £6.00 | Authorised by Finance Committee via email on 23.02.2026 |
| Amazon | Stationary - notepads | £9.59 | Authorised by Clerk on 23.02.2026 |
| AA Morgan | Monthly payroll | £59.40 | Authorised by Finance Committee via email on 26.02.2026 |
| AHS Services | Community Allotment maintenance - covered by grant | £125.00 | Authorised by Finance Committee via email on 26.02.2026 |
| ASAP Computer Services | Monthly IT support and email provision | £228.48 | Authorised by Finance Committee via email on 26.02.2026 |
| Shield | Monthly dog and general waste collections | £340.60 | Authorised by Finance Committee via email on 26.02.2026 |
| Amazon | Rope for The Forty - CHEC | £5.60 | Authorised by Clerk on 26.02.2026 |
| Amazon | Tree ties for Cholsey Meadows orchard | £15.18 | Authorised by Clerk on 04.03.2026 |
| Oxon Neighbourhood Plan Assoc | Annual subscription | £50.00 | Authorised by Finance Committee via email on 05.03.2026 |
| Kelvin Bowles | Allotment hedge coppicing work | £1,500.00 | Authorised by Finance Committee via email on 05.03.2026 |
| Amazon | Tree stakes for Cholsey Meadows orchard | £127.98 | Authorised by Clerk on 05.03.2026 |
| Hawthorn | Monthly pest control | £168.00 | Authorised by Finance Committee via email on 05.03.2026 |
| R.Carrozza | Springline artist fee - covered by grant | £2,500.00 | Authorised by Finance Committee via email on 05.03.2026 |
| A.Dillon | Springline artist fee - covered by grant | £2,500.00 | Authorised by Finance Committee via email on 05.03.2026 |
| Amazon | Clothes rail for swap shop - CHEC | £73.98 | Authorised by Clerk on 09.03.2026 |
| Amazon | Folder for label storage - CHEC | £8.99 | Authorised by Clerk on 09.03.2026 |
| | | £11,130.13 | |
| Automatic payments | | | Note: all totals inc VAT if relevant |
| Virgin Media | Monthly phone & broadband | £67.10 | Paid by Direct Debit. |
| Grundon | Monthly waste collection - Burial Ground | £67.88 | Paid by Direct Debit. |

| | | | |
|-------------------------------|-----------------------------|-------------------|------------------------------------|
| Nest | Staff pensions - Feb 2026 | £165.67 | Paid by Direct Debit. |
| Staff wages | Feb-26 | £4,893.01 | Total of individual BACS payments. |
| Gap HR | Monthly HR support | £56.40 | Paid by Direct Debit. |
| PWLB | Annual mortgage charge | £13,876.45 | Paid by Direct Debit. |
| | TOTAL | £19,126.51 | |
| Payments for agreement | | | |
| | | | |
| | | | |
| | TOTAL | £0.00 | |
| Income received | | | |
| Burial fees | Received since last meeting | £929.25 | |
| Mend the Gap | Springline grant | £6,200.00 | |
| | TOTAL | £929.25 | |
| Income expected | | | |
| | | | |
| | TOTAL | £0.00 | |