

MEETING OF CHOLSEY PARISH COUNCIL, WEDNESDAY 17TH JUNE 2026
AGENDA

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

11th June 2026
Claire Bird, Clerk to the Council

1. To co-opt new members to the Parish Council
2. To receive apologies for absence
3. Public participation: to hear questions or comments from members of the public (*max. 15 mins*)
4. To receive Declarations of Personal or Pecuniary Interest for any agenda items (*note, this does not preclude later declarations*)
5. To approve the Minutes of the meeting held on 20th May 2026 (Appendix A) and receive update on any Minute items
6. To receive any reports from County and/or District Councillors
7. To note Clerk's report (verbal), in particular:
 - a. To receive update on the Council's new website and approve an Accessible Documents policy (Appendix B)
8. To note Estate Manager's report (Appendix C)
9. To receive update from the Transport Committee (Cllr Collins)
10. To review progress on the Strategic Action Plan
11. To consider collaborating with local residents on a screening of the People's Emergency Briefing
12. To receive update from the Neighbourhood Plan Working Group (Cllr Fox), in particular:
 - a. To agree Terms of Reference for the Neighbourhood Plan Working Group (Appendix D)
 - b. To agree appointment of a third Councillor to the Neighbourhood Plan Working Group
13. To appoint Parish Council Representatives to Cholsey 1000 Plus and Cholsey Volunteers
14. Finance
 - a. To consider three quotes obtained by the Environmental Coordinator for a bench to be located on the Forty Community Meadow
 - b. To agree fees for Recreation Grounds use for business activities, such as exercise classes
 - c. To consider three quotes for providing external Health and Safety support to the Council
 - d. To approve new payments and note payments received (Appendix E)
15. To note the Planning Inspectorate's decision (May 2026) to grant permission for the extraction of sand/gravel at White Cross Farm (MW.0155/21). This follows a Public Inquiry (July 2025) to consider London Rocks' appeal of Oxfordshire County Council's planning refusal (September 2024).
16. To consider new planning applications and planning amendments as at 11th June 2026
 - a. P26/S1372/HH, 9 Cross Road: Conversion of garage to ancillary living accommodation.
 - b. P26/S1602/HH, 50 Papist Way: Single-storey rear extension, two-storey side extension and loft conversion.
17. Items for report or inclusion on next agenda
18. To confirm the date of next Full Council meeting – Wednesday 15th July 2026, 7.15pm, Pavilion, Station Road, Cholsey

**Minutes of the Annual meeting of Cholsey Parish Council duly convened and held on Wednesday
20th May 2026 at 7.15pm at The Pavilion, Cholsey**

Present were Cllr J. August, Cllr D. Bamford (Chair), Cllr C. Fox, Cllr P. Jenkins, Cllr G. Herbert, Cllr J. Hope-Smith (as Parish Councillor and County Councillor), Cllr S. Schäfer and Cllr M. Smith

Also present were C. Bird (Clerk); District Cllr A.-M, Simpson (until 7.35pm), one member of public (until 8.30pm)

Start: 7.20pm

End: 10.05pm

1. To elect a Chair for the year ahead and to receive their Declaration of Acceptance of Office

Cllr Nixon had contacted the Clerk to indicate her willingness to act as Chair for the year ahead. There were no other nominations. It was unanimously **resolved** to elect Cllr Lis Nixon as Chair of the Council. Proposer: Cllr Smith; Seconder: Cllr Bamford. The Clerk will arrange signing of a declaration of acceptance form.

2. To elect a Vice Chair for the year ahead and to receive their Declaration of Acceptance of Office

It was unanimously **resolved** to elect Cllr Judy Collins as Vice Chair of the Council. Proposer: Cllr Smith; Seconder: Cllr Bamford. The Clerk will arrange signing of a declaration of acceptance form.

3. To receive apologies for absence

Apologies were accepted from Cllr J. Collins and Cllr L. Nixon.

It was **resolved** that Cllr Bamford would act as Chair for the meeting.

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

A member of public attended to understand more about the Parish Council's operations.

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

There were none.

6. To approve the Minutes of the meeting held on 22nd April 2026 (Appendix A) and receive update on any Minute items

It was **resolved** to approve the Minutes of the meeting held on 22nd April 2026 and they were signed by Cllr Bamford.

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

District and County Councillor reports were noted with thanks.

8. To receive the minutes and recommendations from the last meeting of the Finance Committee, held on 5th May 2026 (Appendix B), in particular:

a. To agree transfers to Ear-marked and General Reserves

Cllr Bamford, acting as Chair of the Finance Committee, reported the Parish Council's surplus of approximately £60k in 2025/2026. This is due to a combination of increased burials income and bank interest, underspend (e.g. churchyard grass cutting), deferred action on planned projects, and intended reserve building. The transfers to Ear-marked and General Reserves detailed in Minute F30 of the 5th May 2026 Finance Committee meeting were noted and agreed. The Responsible Financial Officer will make the necessary bank transfers.

b. To review and adopt a draft Investment Policy (Appendix C)

It was **resolved** to adopt the draft Investment Policy.

c. To discuss and agree investment of Community Infrastructure Levy (CIL) funds held by Unity Trust Bank in appropriate Instant Access and Notice accounts

The Council currently holds approx. £260K in Community Infrastructure Levy (CIL) funds. Active projects which may draw on these funds in 2026/2027 include a potential all-weather Recreation Ground path and skatepark extension. It was agreed to make the following transfers of CIL funds:

£100K from Current account into Instant Access account (1.95% interest)
£100K from Current account into a 32-day notice account (2.70% interest)
£45K from Current into a 95-day notice account (2.90% interest)
£15K to remain in Current account

The draft Minutes of the 5th May 2026 Finance Committee meeting were noted.

9. To receive the minutes and recommendations from the last meeting of the Staffing Committee, held on 25th March 2026 (Appendix D)

The draft Minutes of the 25th March 2026 Staffing Committee meeting were noted.

10. To approve Terms of References for the following Committees/Working Groups (Appendix E):

- a. Finance Committee
- b. Staffing Committee
- c. Transport Committee
- d. To note that Terms of Reference are required for new Neighbourhood Plan Working Group

It was **resolved** to approve the existing Committee Terms of Reference with no amendments.

The Clerk has prepared a draft Terms of Reference for discussion at the forthcoming Neighbourhood Plan Working Group meeting. It will then be brought to Full Council.

11. To appoint Councillor members to serve on the following Committees/Working Groups:

a. Finance Committee Previously: DB, JC, PJ, MS

It was **resolved** that Cllr Bamford, Cllr Collins, Cllr Jenkins and Cllr Smith continue to serve on the Finance Committee.

b. Staffing Committee Previously: JA, CF, GH, SS

It was **resolved** that Cllr August, Cllr Fox, Cllr Herbert and Cllr Schäfer continue to serve on the Staffing Committee.

c. Transport Committee Previously: JA, JC, JH-S, SS

It was **resolved** that Cllr August, Cllr Collins, Cllr Hope-Smith and Cllr Schäfer continue to serve on the Transport Committee.

d. Neighbourhood Plan Working Group Previously: JA, CF

It was **resolved** that Cllr August and Cllr Fox continue to serve on the Neighbourhood Plan Working Group. It was noted that more members are needed for the Working Group.

e. Planning Lead(s) Previously: PJ, MS

It was **resolved** that Cllr Jenkins and Cllr Smith continue to act as Planning Leads.

12. To approve and adopt the following (Appendix E)

- a. **Standing Orders – last reviewed May 2025**
- b. **Financial Regulations – last reviewed May 2025**
- c. **Code of Conduct – last reviewed May 2025**
- d. **Scheme of Delegation – last reviewed May 2025**
- e. **Complaints procedure – last reviewed May 2025**
- f. **Publication scheme – last reviewed May 2025**
- g. **GDPR Data Protection Policy – last reviewed May 2025**
- h. **Health and Safety Policy – last reviewed April 2024**
- i. **Employment policies and procedures**
 - i. **To approve delegating this item to the Staffing Committee**

It was **resolved** to approve and adopt the above Council policies and procedures.

It was **resolved** to delegate approval of the Employment policies to the Staffing Committee.

13. To confirm Parish Council Representatives to:

a. Pavilion Trust *Previously: DB*

It was **resolved** that Cllr Bamford will continue in this role.

It was previously agreed that Cllr Nixon and the Clerk will meet with the Pavilion Trust Chair on a quarterly basis. The next update meeting is due to be arranged.

b. Cholsey 1000 Plus *Previously:*

It was agreed to contact S. Jeffs to ask whether Cholsey 1000 Plus would like a CPC representative (previously V. Bolt) and what would be helpful.

c. CCDT *Previously: JC*

It was **resolved** that Cllr Collins will continue in this role.

d. Grundon *Previously: DB*

It was **resolved** that Cllr Bamford will continue in this role.

e. Defibrillator checking *Previously: PJ*

It was **resolved** that Cllr Jenkins will continue in this role.

It was agreed that Cllr August would approach Cholsey Volunteers to ask if they would like a representative from the Council.

14. To review arrangements with other local authorities, not-for-profit bodies and businesses

- a. **Grass cutting (J. Drewe) and verge cutting (Tactical Facilities Management)**
- b. **Waste services (Shield Group; Grundon)**
- c. **HR consultant (GAP HR)**
- d. **IT support (ASAP Computer Services)**
- e. **Payroll accountants (AA Morgan)**
- f. **Office rental (Cholsey Pavilion Trust)**
- g. **Finance and allotment software (Rialtas)**
- h. **Internal auditor (Mulberry Local Authority Services)**
- i. **Phone and Broadband (Virgin Media)**
- j. **Website and gov.uk domain (Aubergine)**

The above arrangements were reviewed and approved to continue.

15. To note that this Council has adopted the General Power of Competence as of 18th December 2024

The Council's GPC status was noted.

16. To review the Council's asset register

The Council's asset register was reviewed and noted.

17. To agree arrangements for the Council's insurance cover

It was **resolved** to continue insurance cover with Zurich; this will be the third year of a three-year agreement.

18. To review Council and/or staff memberships to other bodies

- a. OALC: £1056 inc. VAT
- b. SLCC (Clerk's membership): £253
- c. Information Commissioners Office: £52
- d. Community First Oxfordshire: £70
- e. Parish Online: £192 inc. VAT
- f. Institute of Cemetery and Crematorium Management: £105 inc. VAT
- g. National Allotment Society: £84 inc. VAT
- h. Oxfordshire Neighbourhood Plans Alliance: £50

The above arrangements were reviewed and approved to continue.

19. To agree dates of ordinary meetings of the Full Council up to and including the next annual meeting of the Council: on the third Wednesday of the Month at 7.15pm, except for August 2026 (no meeting)

It was agreed to continue with monthly Full Council meetings on the third Wednesday of the Month. There will be no meeting in August 2026.

20. To note Clerk's report (verbal) including:

- a. **To consider correspondence from Cholsey Tennis Club (21st April 2026) seeking the Council's endorsement for a District Council grant application towards court resurfacing**

It was resolved to write to the Tennis Club confirming the Council's support for their grant application to SODC.

- b. **To note the expiry of the 25 year ground lease dated 3rd July 2002 between the Council and Cholsey Bluebirds Football Club relating to the Jubilee Field Sporting Pavilion, and to agree to engage a qualified solicitor to review the lease arrangement.**

It was agreed to engage a qualified solicitor and begin the process of reviewing the lease.

21. To note Estate Manager's report (Appendix F)

The Estate Manager's report was noted. Councillors were encouraged to support the Estate Manager in the next allotment inspections, as this gives a valuable insight into the allotment sites and communities.

22. To consider a proposal from a resident (10th May 2026) to support community food growing in Cholsey and discuss whether to explore funding opportunities for such a project.

Cllr Herbert and the Clerk had met with a resident on 30th April. The resident is an experienced food grower and could offer practical sessions, workshops and talks for allotment holders and other residents wishing to successfully grow their own food. This could support a number of Strategic Plan goals. Councillors had an initial discussion, including about how this potential project overlaps with the community allotment offering. The impact on internal staff resources would also need to be considered. It was agreed that next steps should be to establish whether there is interest within the community and investigate potential sources of grant funding.

23. To receive update from the Transport Committee, in particular:

- a. **To receive an update on Electric Vehicle charger installation in the Pavilion car park, as part of Oxfordshire County Council's EV Microhubs scheme, and agree whether to proceed with a site feasibility study for the project (Clerk)**

It was **resolved** to sign a Letter of Intent to proceed with a non-binding site feasibility study for the EV Microhubs scheme. The Clerk confirmed that there is no cost to the Council of participating in the scheme, except for officer time liaising with Connected Kerb and Oxfordshire County Council prior to launch.

24. Finance

a. To note the 2025/2026 year-end accounts (Appendix G)

The 2025-2026 year-end accounts were noted, including the surplus and movements to reserves (see also Minute 8).

b. To note and approve the reconciled bank balances as at 31st March 2026 (Appendix H)

The reconciled bank balances were noted and signed by Cllrs Herbert and Schäfer

c. To confirm cheque and banking signatories *At present: DB, JC, PJ, LN*

The existing cheque and banking signatories were approved to continue.

d. To agree response to grant request from Cholsey Horticultural Society towards entertainment at the Cholsey Village Show in August 2026

It was **resolved** (5 votes for; 1 vote for a higher figure; 1 vote for a lower figure; 1 abstain) to make a grant of £500 to Cholsey Horticultural Society towards entertainment at the Cholsey Village Show.

e. To agree response to grant request from Cholsey Community Library towards blinds and remote openers for roof windows

The grant request was discussed. Councillors asked the Clerk to discuss this further with the Library Committee, to ensure that opening the roof windows would make sufficient difference to the space, and to check whether other potential solutions have been considered.

f. To approve new payments and note payments received (Appendix I)

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

25. Audit 2025/2026: to consider the 2025/2026 AGAR submission to the External Auditor

a. To receive and review the report from the Internal Auditor for 2025/2026

The report was noted with thanks to the RFO and Clerk. The Internal Auditor's opinion is that the systems and internal procedures at Cholsey Parish Council are well established and followed. However the Clerk explained that the Council will not be able to select 'YES' to the new Assertion 10 on the AGAR form for 2025/2026. This is because we do not currently have a WCAG 2.2 AA-compliant website. We approached our current website provider about this in November 2025 and shortly after this they gave us notice to discontinue their website offering. At the 17th December 2025 meeting, Council therefore resolved to appoint Aubergine (who are accessibility compliance experts in our industry) to develop a new website for the Council. The Clerk continues to work with Aubergine on this and the new website is expected to launch in June.

It was noted that other aspects of Assertion 10 compliance are in hand – including gov.uk email addresses, GDPR policies and data audit, IT policy.

b. To agree the Annual Governance Statement for 2025/2026

It was unanimously **resolved** to agree the Council's Annual Governance Statement for 2025/2026 and it was signed by the Clerk and the Chair. The Council has selected 'NO' for Assertion 10 because it did not have a WCAG 2.2 AA-compliant website during 2025-2026. The Council has selected 'YES' to all other assertions.

c. To agree the Accounting Statement for 2025/2026

It was unanimously **resolved** to agree the Council's Accounting Statement for 2025/2026 and it was signed by the Chair.

d. To consider the draft Statement of Variance

The Statement of Variance was noted. Key variances included the receipt of less CIL money, and the receipt of more burial fees income and bank interest.

e. To agree dates for the Notice of Public Rights

The dates for the Notice of Public Rights were agreed, commencing on Tuesday 3rd June and ending on Monday 14th July. The Clerk will publish the notice on the Council website and notice boards.

26. To consider planning applications as at 14th May 2026

a. P26/S1094/HH, The Elms West End: Erection of storage building.

It was **resolved** to make no comment on this application.

- b. P26/S1111/FUL, Laurence Hall Church Road: Removal of existing buggy shelter and construction of a new single storey meeting room extension with 900mm wide access door from the corridor linking the toilets to the main hall. Demolition of existing external chimney breast at front of building and construction of new main entrance doors with covered porch and ramped access. Remodelling of existing toilet accommodation to provide two unisex toilets with disabled access and baby changing facilities. Removal of existing constriction in access to the toilet area. Removal of existing toilet ceiling and installation of insulation and new ceiling. Removal of the stud wall between the parish office and storage space and conversion to one space with toilet access from office. Insulation to the walls and roof in this area. Replacement of existing 'time expired' roofing and replacement with new matching slates and retention of existing ridge terracotta tiles. New enclosing walls to original entrance porch to create additional storage space. External appearance to match existing. New open sided buggy shelter to replace existing storage shed. Remodelled vehicle entrance and car park with a separate pedestrian access. Remodelled fencing and planting alongside the roadway footpath.**

It was **resolved** to support this application provided all planning rules and guidance are adhered to, including comments by the Highways Agency.

c. P26/S1184/LB, 4 Church Road: Installation of remedial support/restraint to SE elevation chimney stack.

It was **resolved** to support this application, as necessary work to ensure the safety and integrity of a Listed Building.

d. P26/S1196/HH, 27 Lapwing Lane. Single-storey rear extension and associated internal layout changes.

It was **resolved** to make no comment on this application.

e. P26/S1246/HH, 4 The Rowans: Front porch

It was **resolved** to make no comment on this application.

27. Items for report or inclusion on next agenda

Whitecross Farm – outcome of appeal (permission granted) for sand and gravel extraction

Neighbourhood Plan Working Group update

Cholsey Brook update

28. To confirm the date of the next Full Council meeting – Wednesday 17th June, 7.15pm, Cholsey Pavilion

Cholsey Parish Council

Accessible Documents Policy

1. Introduction

This policy explains how accessible the documents published on the Cholsey Parish Council website are. It covers PDFs, Word documents, spreadsheets, presentations and other downloadable files. For information about the accessibility of our website itself, please see our Website Accessibility Statement.

Cholsey Parish Council is committed to meeting the requirements of the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 and the WCAG 2.2 AA standard.

2. Our approach to accessible documents

When creating new documents, we aim to:

- use properly tagged, structured PDFs
- use clear headings and logical reading order
- write in plain English
- add alt text to meaningful images and diagrams
- ensure tables are used only for data and include headers
- ensure good colour contrast and readable fonts
- avoid scanned or image-only documents
- ensure links are descriptive

We also aim to ensure that documents are accessible on mobile devices and compatible with assistive technologies.

3. How accessible our documents are

Most new documents published after September 2018 should meet WCAG 2.2 AA.

However, we know that some documents are not fully accessible, including:

- older agendas, minutes and reports
- Neighbourhood Plan documents and evidence base
- documents supplied by third parties
- historic scanned documents
- maps and diagrams without text alternatives

Where possible, we will improve accessibility when documents are updated.

4. Content outside the scope of the regulations

The regulations do not require us to fix:

- documents published before 23 September 2018 that are not essential to providing services
- third-party documents we did not create
- documents where making them accessible would be a disproportionate burden

However, we will provide accessible versions on request.

5. Disproportionate burden

As a small parish council with limited staff and resources, it may not be possible to make some older or complex documents fully accessible. This includes:

- large evidence-base documents for the Neighbourhood Plan
- technical reports created by external consultants
- historic scanned documents

We will always consider requests for accessible formats and provide the information in an alternative format wherever possible.

6. Requesting accessible formats

If you need a document in a different format, please contact:

Email: clerk@cholseyparishcouncil.gov.uk Phone: 01491 652 255

We will respond within 14 days.

7. Reporting accessibility problems

If you find an accessibility issue not listed here, please contact the Parish Clerk.

If you are not satisfied with our response, you can contact the Equality Advisory and Support Service (EASS).

8. How we test our documents

We carry out periodic internal accessibility checks using:

- automated tools
- screen reader testing
- manual checks against WCAG 2.2 AA

Our last review was carried out in May 2026.

9. What we are doing to improve accessibility

We will:

- publish new documents in accessible formats
- provide staff with guidance on creating accessible documents
- review this policy annually
- improve older documents when they are updated or replaced

Estate Manager's Report to Parish Council June 2026

Allotments

The allotment inspections have now been carried out. My thanks to the councillors who supported them.

The next step is, for those plots which failed to meet the set standard, tenants will be sent a letter explaining that they are in breach of the Allotment Tenancy Agreement and will ask for an action plan to bring their plot up to the required standard unless there are extenuating circumstances. I also intend to send out positive letters to those tenants who are cultivating their plots well.

The waiting list for each site as follows:

Cholsey Meadows – 7, Ilges Lane – 1, (not until 2027), Station Road – 1 (not until 2027)

This week I have received an email from an Ilges Lane tenant who is terminating his tenancy, this means there are 2 vacant medium size plots at Ilges Lane. There is also a vacant plot on Cholsey Meadows. Our maintenance person has cut all the brambles down to ground level on this plot, but it will be a challenge to in-coming tenants. I have offered all these plots to all on the waiting list and have so far received emails from 2 declining the offers, because one is too challenging and another not their preferred site.

These vacant plots will need to be kept tidy by PC and advertised as being available.

Community Orchards

St George's and Cholsey Meadows

These community orchards continue to be maintained by volunteers; we are very grateful for their support.

Recreation Grounds and Play Areas

The Bluebirds 6-a-side tournament was a successful event. There will need to be some mitigation in the future for the amount of dust caused by vehicles exiting Whitehead Meadow via the Church Road gate.

Cholsey Meadows Play Area

I believe the piece of play equipment which showed the RA15 in the report has now been repaired, but is still closed off by heras fencing. I have been in contact with Vistry and am awaiting a reply.

Other minor repairs have taken place, but there still remains only 1 toddler swing, not 2 and the new fencing is broken in places.

Recreation Ground Play areas, outdoor gym and Skatepark

The maintenance person will make the outstanding minor repairs to the play equipment.

I have contacted companies about servicing and repairing as necessary to the cable rider.

One company will charge £599 for a service and then once discovered what needs repairing, an additional cost. Unable to say how much.

The other company quoted £4612.00 for service and repairs according to the annual inspection report.

I will try obtain a further quote for comparison.

The Forty

The maintenance person and a volunteer have begun to mow the pathways through and around the periphery of the wild flower area as in previous years.

The maintenance person will be replacing bollards during the summer.

Red Telephone Kiosks

The restoration of the adopted red telephone kiosks continues to be a challenge.

Both the kiosks, one on Papist Way and one on the Forty are positioned on OCC adopted highway/footpath. I have been advised that should we need to do any work on their land, a permit needs to be obtained from OCC highways.

Further to this, I have been advised that the telegraph pole next to/leaning against the Forty kiosk (the kiosk is also leaning towards the telegraph pole) has been identified to be replaced. It would be efficient to manage these 2 works to coincide, but it would mean communication with the telecom company to arrange this.

The kiosk at the Forty is also positioned within the conservation area. I have been advised from SODC that a Lawful Development Certificate would need to be obtained in order to do any works in that area.

There is also the added challenge, with the Forty kiosk, of the tree which overhangs the kiosk, growing from the garden of a resident, the wiring from the telegraph pole and the SODC waste bin in close proximity to the kiosk.

I would like to know what the Parish Council's decision is about progressing with this project, bearing in mind the restoration costs range from £6000 - £7000.

TERMS OF REFERENCE

Neighbourhood Plan Working Group, Cholsey Parish Council

1. Document History

Version 1: Approved at Full Council meeting, [insert date]

2. Working Group remit

To lead the preparation, review and delivery of the Cholsey Neighbourhood Plan on behalf of Cholsey Parish Council, the qualifying body.

To monitor and advise on the Neighbourhood Plan budget and bring recommendations to Full Council.

To gather and analyse evidence, engage with residents and stakeholders, and develop policy proposals for consideration by the Parish Council.

To design and deliver community engagement activities, ensuring broad and inclusive participation.

To liaise with South Oxfordshire District Council, statutory consultees, landowners and other relevant organisations as required.

To draft consultation materials and support the Parish Council through Regulation 14 consultation, Regulation 16 submission, Examination and Referendum stages.

To regularly report back and make recommendations to Full Council as requested.

3. Appointment of Members

The Working Group will be comprised of at least three Councillor members, who are appointed by Full Council. The Council will appoint one of the elected members to be the Working Group's Chair.

The Working Group may co-opt non-Councillor members whose presence would assist the Working Group. Non-Councillor members shall meet the eligibility criteria to be a Councillor in the Parish of Cholsey.

The Working Group Chair may also invite appropriate experts and interested parties to Working Group meetings to advise the Working Group. Such invited participants may contribute to discussion but will not have voting rights and do not count towards the quorum.

4. Quorum

A meeting will be quorate when both of the following conditions are met:

- At least two of the three Parish Councillor members are present; and
- At least 50% of the total Working Group membership (rounded up to the nearest whole

number) is present.

Invited experts or observers do not count towards the quorum.

5. Duties and scope of responsibilities

- Working Group members should declare and manage conflicts of interest in accordance with the Council's adopted Code of Conduct.
- The Working Group Chair will be responsible for calling meetings and ensuring that meeting notes are kept as appropriate.
- The Working Group Chair will maintain a central register of decisions and recommendations made by the Working Group.
- Councillor members of the Working Group will ensure that progress reports are made to Full Council as requested.
- The Working Group will prepare a project plan and timetable for the Neighbourhood Plan and monitor progress against it.
- The Working Group will gather evidence, commission or request specialist input where required, and ensure that all work complies with national policy, the Local Plan and relevant legislation.
- The Working Group will design and deliver community engagement and consultation activities, ensuring transparency and inclusivity.
- The Working Group will ensure that all personal data collected during community engagement and consultation activities is handled in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, and in compliance with Cholsey Parish Council's adopted Data Protection Policy.
- The Working Group will draft policy options, supporting documents and consultation materials for consideration by the Parish Council.
- The Working Group has no power to authorise expenditure on behalf of the Parish Council.
- The Working Group has no powers to alter or temporarily suspend these Terms of Reference without Full Council approval.
- All powers shall be exercised in accordance with the Standing Orders and other policies adopted by the Council.

6. Meetings

The Working Group will meet every month, or as frequently as the project demands.

7. Voting

The Working Group will seek to make decisions by consensus. Where a vote is required, each Parish Councillor member and each co-opted member will have one vote.

Decisions will be made by a simple majority of those present and voting. The Chair will have a casting vote in the event of a tie. Invited experts or observers may contribute to discussion but do not have voting rights.

8. Review

This Terms of Reference document was approved for use at the meeting of the Parish Council on [insert date] and shall be reviewed at least annually, or sooner should legislation dictate. It will be published on the Parish Council's website.

Signed by Cllr Lis Nixon, Chair of Cholsey Parish Council

Date of meeting: 17.06.2026

Signatures of authorising
councillors:

Payments made between meetings			Approval details. Note: all totals inc VAT if relevant
Amazon	Maintenance tools	£27.07	Approved by Clerk on 18.05.2026
Freddies Flowers	Councillor gift	£43.00	Approved by Clerk on 18.05.2026
Lidl	Community Allotment expense	£3.49	Approved by Finance Committee via email on 15.05.2026
Mr& Mrs Parks	Community Allotment expense	£4.29	Approved by Finance Committee via email on 15.05.2026
Castle Water	Burial ground water	£28.66	Approved by Finance Committee via email on 15.05.2026
SLCC	Staff training	£46.20	Approved by Finance Committee via email on 15.05.2026
Mulberry	Internal audit	£218.70	Approved by Finance Committee via email on 15.05.2026
J.Drewe	Monthly grass cutting	£1,422.00	Approved by Finance Committee via email on 15.05.2026
Castle Water	Allotment water	£83.04	Approved by Finance Committee via email on 15.05.2026
Castle Water	Allotment water	£48.78	Approved by Finance Committee via email on 15.05.2026
Castle Water	Allotment water	£128.83	Approved by Finance Committee via email on 15.05.2026
Tactical Facilities	Verge cutting	£582.00	Approved by Finance Committee via email on 21.05.2026
Swift	Printing cost	£6.00	Approved by Finance Committee via email on 21.05.2026
XRS Geomatics	Topo survey (CIL to be used)	£1,890.00	Approved by Finance Committee via email on 21.05.2026
Amazon	Staff office diary	£11.99	Approved by Clerk on 03.06.2026
Tesco	Community Allotment expense	£5.15	Approved by Finance Committee via email on 04.06.2026
Staff expense	Key cutting	£15.00	Approved by Finance Committee via email on 04.06.2026
Staff mileage	To and from Pangbourne x2	£15.12	Approved by Finance Committee via email on 04.06.2026
AA Morgan	Monthly payroll	£59.40	Approved by Finance Committee via email on 04.06.2026
ASAP computer services	Wipe and reconfigure laptop	£147.62	Approved by Finance Committee via email on 04.06.2026
Hawthorn	Monthly pest control	£168.00	Approved by Finance Committee via email on 04.06.2026
ASAP computer services	Monthly IT support and email provision	£228.48	Approved by Finance Committee via email on 04.06.2026
Shield	Monthly dog and general waste collection	£382.20	Approved by Finance Committee via email on 04.06.2026

Appendix E

Zurich	Annual insurance premium	£3,462.48	Approved by Finance Committee via email on 04.06.2026
Swift	Quarterly printer hire and printing costs	£194.41	Approved by Finance Committee via email on 04.06.2026
Cholsey Hort Soc	Flower Show grant	£500.00	Approved by Finance Committee via email on 10.06.2026
ASAP computer services	Annual virus protection	£252.00	Approved by Finance Committee via email on 10.06.2026
SLCC	Recreation Ground project management fee - CIL	£2,293.68	Approved by Finance Committee via email on 10.06.2026
Castle Water	Burial Ground water	£14.54	Approved by Finance Committee via email on 10.06.2026
Staff expenses	Community Allotment expense	£8.50	Approved by Finance Committee via email on 10.06.2026
		£12,290.63	
Automatic payments			Note: all totals inc VAT if relevant
Virgin Media	Monthly phone & broadband	£62.12	Paid by Direct Debit.
Grundon	Monthly waste collection - Burial Ground	£67.56	Paid by Direct Debit.
Nest	Staff pensions - Feb 2026	£174.41	Paid by Direct Debit.
Staff wages	Apr-26	£5396.21	Total of individual BACS payments.
Gap HR	Monthly HR support	£56.40	Paid by Direct Debit.
	TOTAL	£360.49	
Payments for agreement			
	TOTAL		
Income received			
Burial fees	Received since last meeting	£1,378.00	
CIL	Apr-26	£2,043.00	
Allotment fees received	2026/27	£3,088.15	
Community Allotment donation	From a resident	£50.00	
	TOTAL	£1,378.00	
Income expected			
	TOTAL	£0.00	