

CHOLSEY PARISH COUNCIL

To all members of the Council, you are hereby summoned to attend the meeting of Cholsey Parish Council on Wednesday 18th September 2024 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 September 2024,
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 17th July 2024 (Appendix A) and receive update on any Minute items
5. To receive any reports from County and/or District Councillors
6. Transport (Cllr Collins), in particular:
 - a) To approve Councillor members to serve on the Transport Committee
 - b) To discuss and agree whether to participate in Oxfordshire County Council (OCC) Public EV Microhubs Scheme (Appendix B)
 - c) To receive update from the OCC Highways Engagement team visit, 21st Aug '24
7. To note Clerk's report (verbal), in particular:
 - a) To receive update on meeting with Chair of Tennis Club, 2nd Sep '24, and note instruction of the Council's solicitor to prepare a new lease between the Council and Club
 - b) To discuss Streets of Light display in Forty memorial shelter (correspondence 23rd Aug '24)
 - c) To agree response to OALC subscription vote (correspondence 20th Aug '24)
 - d) To discuss and agree plan for applying to District Councillor Community Grant Scheme
8. To note Estate Manager's report (Appendix C) in particular:
 - a) To discuss quotes for allotment plumbing and agree expenditure for this work
 - b) To receive update on safety surfacing for play area swings, skatepark bunds, football practice wall
 - c) To note timeline for renewal of the lease between the Council and the Pavilion Trust
 - d) To note anticipated expenditure required to maintain the Pavilion building in 2024 and 2025
9. To discuss and agree whether to proceed with the transfer of the Cholsey Meadows Play Space together with the "Play Space Maintenance and Replacement Contribution" (under the Section 106 Agreement related to land at former Fairmile Hospital Cholsey) from the developer Vistry to Cholsey Parish Council, via South Oxfordshire District Council
10. To discuss and adopt revised Burial Regulations (Appendix D)
11. To agree to reconvene the Cholsey Neighbourhood Plan Working Group (Cllr Pomlett)
12. To discuss and agree how to proceed with a Rural Housing Needs Survey (Cllr Pomlett)
13. Finance
 - a) To note conclusion of external audit and External Auditor's report 2023/2024 (Appendix E)
 - b) To receive Fun in the Park 2024 report from Cholsey Village CIC
 - c) To approve new payments and note payments received (Appendix F)

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14. To consider new planning applications and planning amendments as at 12th September 2024

P24/S2588/HH	Single storey rear extension, 43 Rotherfield Road
P24/S2602/HH	Two storey front extension and ground floor side extension, 29 Papist Way
P24/S1858/HH	Two storey side and rear extension, decked area and garage, 8 Rowland Road Amended plans

15. To note planning application comments submitted under Scheme of Delegation process August 2024

P24/S1881/FUL	Vehicular access and field gate, Land at Caps Lane – No comment
P24/S2270/HH	Single storey rear extension, 40 Papist Way – No comment
P24/S2173/LB	Replacement of sash windows, 10 Hermitage Court – Support
P24/S2259/HH	Single storey extension, 33 Station Road – No comment

16. To note South Oxfordshire District Council planning decisions as at 12th September 2024

P24/S1844/HH	New entrance porch, 19 Downside Granted by SODC
P24/S2173/LB	Replacement of sash windows, 10 Hermitage Court Granted by SODC

17. To note Oxfordshire County Council planning decisions as at 12th September 2024

MW.0115/21	Extraction and processing of sand/gravel, White Cross Farm Refused by OCC
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18. Items for report or inclusion on next agenda

19. To confirm the date of next Full Council meeting – Wednesday 16th October, 7.15pm, The Pavilion

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Minutes of the meeting of Cholsey Parish Council duly convened and held on Wednesday 17th July 2024 at 7.15pm to be held at The Pavilion, Cholsey

Present were Cllr D. Bamford, Cllr V. Bolt, Cllr J. Hope-Smith, Cllr P. Jenkins, Cllr L. Nixon, Cllr M. Smith

Also present were C. Bird (Clerk; via conference call), V. Beardall Richards (Environment Coordinator) until 8.15pm, Jenny Figueiredo (EV Charging Project Manager, Oxfordshire County Council) until 8pm, Steffi Schäfer, Kyn Pomlett

Start time: 7.20pm

End time: 9.20pm

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

It was unanimously **resolved** to co-opt Steffi Schäfer and Kyn Pomlett as members of Cholsey Parish Council. Declarations of acceptance forms were completed.

The Council currently has one vacant seat.

2. To receive apologies for absence

Apologies were accepted from Cllr J. Collins, Cllr J. Finch, Cllr G. Herbert and Cllr K. Ofield.

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

There were none.

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

Cllrs Bolt and Jenkins declared personal interests for item 13c.

5. To approve the Minutes of the meeting held on 26th June 2024 (Appendix A) and receive update on any Minute items

It was **resolved** to approve the Minutes of the meeting held on 26th June and they were signed by Cllr Nixon.

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

Reports from the County and District Councillors were noted.

7. To receive a presentation from Oxfordshire County Council (OCC) on Public EV charging across rural Oxfordshire

Jenny Figueiredo (OCC) provided a brief overview of Electric Vehicle (EV) adoption in Oxfordshire, and the infrastructure required to increase wider adoption of EVs.

8. To receive an update on a Community Speedwatch project (Environment Coordinator)

The Environment Coordinator gave a brief update on this community project, and the Council confirmed its support for this.

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

a) To approve and adopt an Equality policy (Appendix B)

It was **resolved** to approve the Equality policy for adoption.

b) To approve and adopt an updated Grants policy (Appendix C)

It was **resolved** to approve the Grants policy for adoption.

c) To agree next steps regarding the Land at Wallingford Road allotments

It was agreed that access to this site is not suitable for community allotments and the Council **resolved** to seek consent from the Secretary of State to deregister the land as allotment land. Councillors noted that this had been agreed as an action with the previous Clerk.

10. To note Estate Manager's report (Appendix D)

The Estate Manager's update was noted.

11. To discuss and agree expenditure on office refit project (Cllr Smith)

Cllr Smith had approached three companies for quotes for this project. It was **resolved** (with one abstention) to go ahead with the quote received from Glenside Commercial Interiors with expenditure (excluding VAT) as follows:

Claire Bird, Parish Clerk; 01491 652255; clerk@cholseyparishcouncil.gov.uk

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Up to £6600 (from 2024/2025 Council budget) for office refit, including furniture delivery, installation, appropriate disposal of old furniture, power modules and monitor arms.

Up to £600 (from 2024/2025 Council budget) for IT equipment (docking stations, monitors, keyboards).

Up to £400 (from 2024/2025 Council budget) to cover the single glazing office hatch with noticeboard to improve draughtproofing.

Up to £1220 for new flooring (funded by CIL).

12. To receive a Transport update, in particular:

a) To approve Terms of Reference for the Transport Committee (Appendix E)

It was **resolved** to approve the new Transport Committee Terms of Reference for adoption. Cllrs Collins and Schäfer will join the Committee, along with Cllr Finch.

b) To discuss any matters to be raised with the OCC Highways Engagement team during their planned site visit

A number of areas were discussed and noted by the Clerk. Councillors will email the Clerk with any further matters before the meeting on 21st August.

13. Finance

a) To receive an update from the Finance Committee (Cllr Bamford)

Cllr Bamford gave an update following the Finance Committee meeting on Monday FC met on Monday 15th July. Minutes of this meeting are available on the Council website. First quarter accounts are on track; CIL funds currently held date back to 2021/2022; the Responsible Finance Officer is setting up the agreed bank provider changes; the Committee will continue to consider the level of funds held in general reserve and recommend changes to annual budgeting accordingly.

b) To agree response to 2024/2025 grant request from CCDT to part-fund a goal post at Cholsey Meadows

It was **resolved** to approve the grant request of a £250 contribution towards a goal post at Cholsey Meadows. The grant will be made using CIL funds.

c) To agree response to 2024/2025 grant request from Cholsey 1000 Plus to part-fund a new Community PA System

It was **resolved** to make an S137 grant to Cholsey 1000 Plus of £500 towards a new Community PA System.

d) To approve bank account reconciliations (Appendix F)

The bank account reconciliations were approved and signed by Cllrs Hope Smith and Pomlett.

e) To approve new payments and note payments received (to follow)

The new payments were approved and signed by Cllrs Hope Smith and Pomlett.

14. To consider planning applications as at 10th July 2024

P24/S1858/HH	Two storey side and rear extension, decked area and garage, 8 Rowland Road The Council resolved to object to the application with the following comment: This is an excessive extension in comparison to the original footprint of the dwelling. Garage is not sufficient size for a vehicle and raises concerns there will be sufficient parking as the property would be extended to 4 bedrooms. Neighbourhood Plan policies to address: CNP H5, CNP H6, CNP H7
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15. To note planning decisions as at 10th July 2024

P24/S1601/HH	First floor extension and modified roof, 68 West End, Granted by SODC
P24/S1321/LB	Solar panels installation, Kentwood House, 81 Station Road, Granted by SODC

16. Items for report or inclusion on next agenda

Civility and Respect pledge

Car park renovation

Neighbourhood Plan

Rural Housing Needs survey

17. To confirm the date of next Full Council meeting – Wednesday 18th September, 7.15pm, The Pavilion

Claire Bird, Parish Clerk; 01491 652255; clerk@cholseyparishcouncil.gov.uk

Cholsey Parish Council

Report subject	Proposed EV Microhub, The Pavilion, Cholsey
Meeting	Full Council
Meeting date	18 th Sept 2024
Report author	Vicky Beardall-Richards (Environmental Co-ordinator)
Report contact details	estatemanager@cholseyparishcouncil.gov.uk

1. Proposal

It is proposed that the Council **resolves** to apply to be part of Community Microhub Scheme offered by OCC.

2. Overview

2.1 Strategic fit

Provide two EV charging points in line with the 2024-2029 Strategic Plan (adopted 21st February 2024) which includes the following objectives:

Strategic Goal 1 – To protect our environment by taking action against climate change and biodiversity loss

Strategic Objective 1a – Increase active travel

Action – work to make pavements and footpaths more accessible by reducing air pollution

Strategic Objective 1b – Save energy and reduce use of fossil fuels

Action – Investigate provision of Electric Vehicle charging infrastructure

Strategic Goal 2 – To support and improve the health, wellbeing and safety of Cholsey residents

Strategic Objective 2a – Improve health

Action – Reduce pollution..

2.2 Project funding

It is expected that the cost of this project will cost neutral to CPC, however, there will be a cost in admin time and legal contracts may need to be drawn up. There will also be funding needed for a sign if CPC so wish to put one up.

2.3 Further background

On 17th July 2024 Jenny Figueiredo, EV Charging Project Manager for OCC, came to speak to Cholsey Parish Council. The main points of her presentation relevant to the proposal are as follows:

- In 2023, 2.5% of Oxfordshire's cars were registered as Battery Electric Vehicles (BEVs). By 2030, this is expected to be 20%.
- OCC is preparing the infrastructure around the county to support the predicted increase.
- There are lots of barriers to people moving to BEVs, but the two main ones are upfront costs and lack of reliable public chargers. (People need to know the chargers are regularly spaced around where they live and travel so that they won't run out of charge before they make the change to BEVs)
- Current public EV charging provision identifies large gaps where there are limited EV charging points in South Oxfordshire. OCC is aiming to fill these gaps, and Cholsey is within this identified area.
- On-street EV Charging points are not always ideal due to high installation costs, create local disruption during installation and lead to conflict with other car owners. Additionally, they lead to general street clutter and these obstructions do not fit with the commitment OCC has to increasing active travel.
- Park and Charge Oxfordshire (Easy Charge) is the current scheme for District owned car parks. Our local Park & Charge sites are Henley and Wallingford. They are put in groups so that users know there will reliably be a space to use. Block size was also a funding requirement.
- Utilisation of the twenty Park & Charge hubs in district owned car parks is increasing.
- Henley use is at capacity, and it is expected more chargers will be installed. Wallingford is yet to be fully used but it is expected with the rise in numbers of BEVs there will be a correlating increase in usage.
- Park & Charge sites have become sites for EV Car Clubs, which is another way to help people give up car ownership or try EV cars if they are a bit nervous of buying one.
- OCC have chosen sites based on where EV uptake is expected to increase the fastest and people don't have autonomy to put chargers in.
- Central government provided £3.5 million for Oxfordshire to put in public EV charging points over the next couple of years, to provide the network of EV charging points to accommodate the predicted increase in BEVs,
- The funding that OCC is receiving is being allocated to the following schemes:
 - More Residential EV Hubs in council car parks
 - Cable gullies to private homes
 - Roadside EV charging when there is no other option.
 - **Community EV Microhubs** at community building/car parks
- **Community EV Microhubs scheme**
 - The scheme aims to fund EV Microhubs to fill geographical gaps.
 - The scheme aims to fund EV Microhubs to meet needs of rural/deprived areas.
 - The proposed scheme is open to non-profit community building owners, e.g. Cholsey Parish Council and will be launched autumn 2024.

- The standard offer will be a double 7kW AC charger. This is a fairly slow charger, which a BEV owner would ideally use to top up or leave their car overnight to charge.
 - OCC procures a Chargepoint Operator (CPO) to install, operate and maintain the chargers on a 15-year full concession contract and receives the income.
 - The scheme will use the existing building energy supply (reduces connection cost), and the CPO pays the site back for the power used. CPC's energy supply is from a ground source heat pump, so is a renewable source of energy.
 - Details are being worked on regarding land leasing arrangements, contracts, payments for power etc.
 - OCC is looking to fund a minimum of 100 community Microhubs by the end of 2026.
 - The location of the double EV charger point in the car park is not yet specified. It is possible that, as The Microhub will use The Pavilion's electricity as a source to reduce costs, is likely to be as close to The Pavilion as possible.
- **Suitability of Cholsey Pavilion car park for an EV Microhub**
 - Fully accessible for the public 24/7
 - Safe and secure with CCTV and overlooked by properties.
 - Site is a place that can have signage encouraging fair use.
 - Is close to residents who do not have access to home charging points.
 - Has a high number of visitors from outside of the village who use the car park and could use the facility.
 - Fills a geographical hole where there are few public chargers.

- **Concerns and questions raised.**

Car Parking

The main concern raised is that the car park is often full and EV charging points would be taking away useful parking spaces.

Over the last few months staff have been counting the number of cars in the carpark to gain evidence as to when and how often the car park is full. Graph 1 shows the data collected from July to Sept. Graph 2 rearranges the data to show the number of cars at different times of any given day. Staff attempted to get a broad range of times; day, evening and weekends, however, more data has been collected in working hours. Even given this skew in the date, the following conclusions can be drawn.

- Capacity is approximately 47 cars (depending on whether the cars are parked efficiently) with 3 disabled parking bays.
- It is clear from local knowledge that the car park is heavily used at some peak times. However, the car park has not been recorded being completely full at any point and counting of the cars shows that there are least two spaces available, and the car park is not as full as perceived.
- If the predictions of increase of BEV ownership to 20% by 2030 is correct then when the pavilion car park is full, then out of the 47 cars in the car park, between 4 and 5 would be

BEVs and could make use of the facility, therefore we are adding to the provision CPC offers to the public.

Can we restrict access at busy times?

It is seen to not be fair to the operator to stop people using the chargers at certain time as then there will be a financial loss to the operator. However, this is not set in stone, and this is something that could be explored by the council if access restrictions are found to be necessary.

Can we run a scheme ourselves independently of OCC?

It would only be possible for the Council to run a scheme itself if it were to become eligible for the General Power of Competence (GPC). CPC currently does not have GPC and therefore does not have the legal powers to sell electricity.

Running a scheme independently would mean more responsibilities and potentially risks for CPC.

We also have the option of exploring putting in rapid chargers with the CPO. Again, the result may mean more responsibilities or extra cost for CPC.

Concerns about lack of use

The usage of existing Park & Charge sites varies - why this is so is unknown. OCC is looking into why certain places have greater adoption as they are trying to provide a public service, and operators are also examining this to maximise profitability. Wealth of the area, cultural changes, perceived safety and security, tourism etc, could be factors influencing uptake.

Life Span and replacement concerns

The life span of the chargers will depend what chargers are used but will likely be 7 or 8 years. As this is a concession, it's the responsibility of the concessionaire to keep them working, up to date with regulation, and OCC would expect therefore updated and/or replaced at some point during the 15-year contract. At the end of the 15 years, as the contract is currently written, the concessionaire is required to remove their kit and leave the site ready for alternative arrangements – e.g. for another concessionaire to come along and install and run a charger, or for a site owner to decide to install and run their own (since at that stage it will likely be a profitable concern). There is also an option for a discussion about the kit being passed to the site owner at the end of the contract, should the site owner want to do this.

Lack of uptake in the long-term and removal of the charger

If the scheme isn't working it would be possible to remove the chargers from the site, however, OCC are still working out with the operators the finer detail of this. The concessionaire will have invested in the kit and intended to make some return on this investment later in the term, so I think there might be some compensation due to the concessionaire if sites are removed. OCC are currently working on the legal docs for third parties such as CPC.

Cholsey Meadows as an alternative provision?

Cholsey Meadows is also a good site, however, it is not owned by Cholsey Parish Council. We can only apply for Cholsey Pavilion site as a Council. It is possible that we can support any future applications at Cholsey Meadows and in the future, that Cholsey has two Microhubs to meet the predicted needs of villagers and visitors to Cholsey.

2.4 Powers and duties

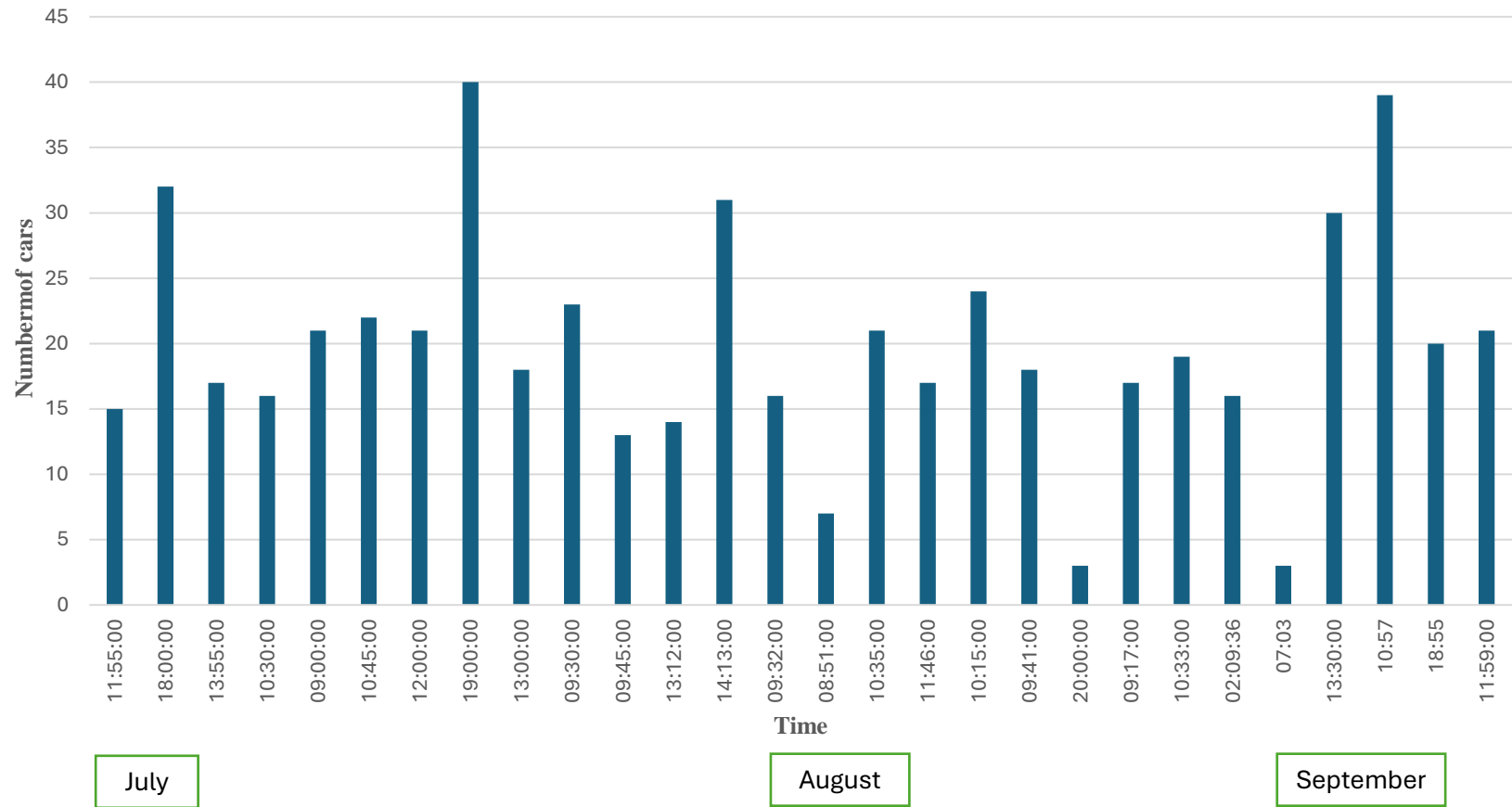
The Parish Council has a statutory duty to consider the effects on Biodiversity and Crime and disorder in the area. As the Council has also declared a Climate Emergency, this must be considered in decision making.

The Parish Council has the power to lease land long-term (LGA 1972 s127; General Disposal Consent (England) 2003).

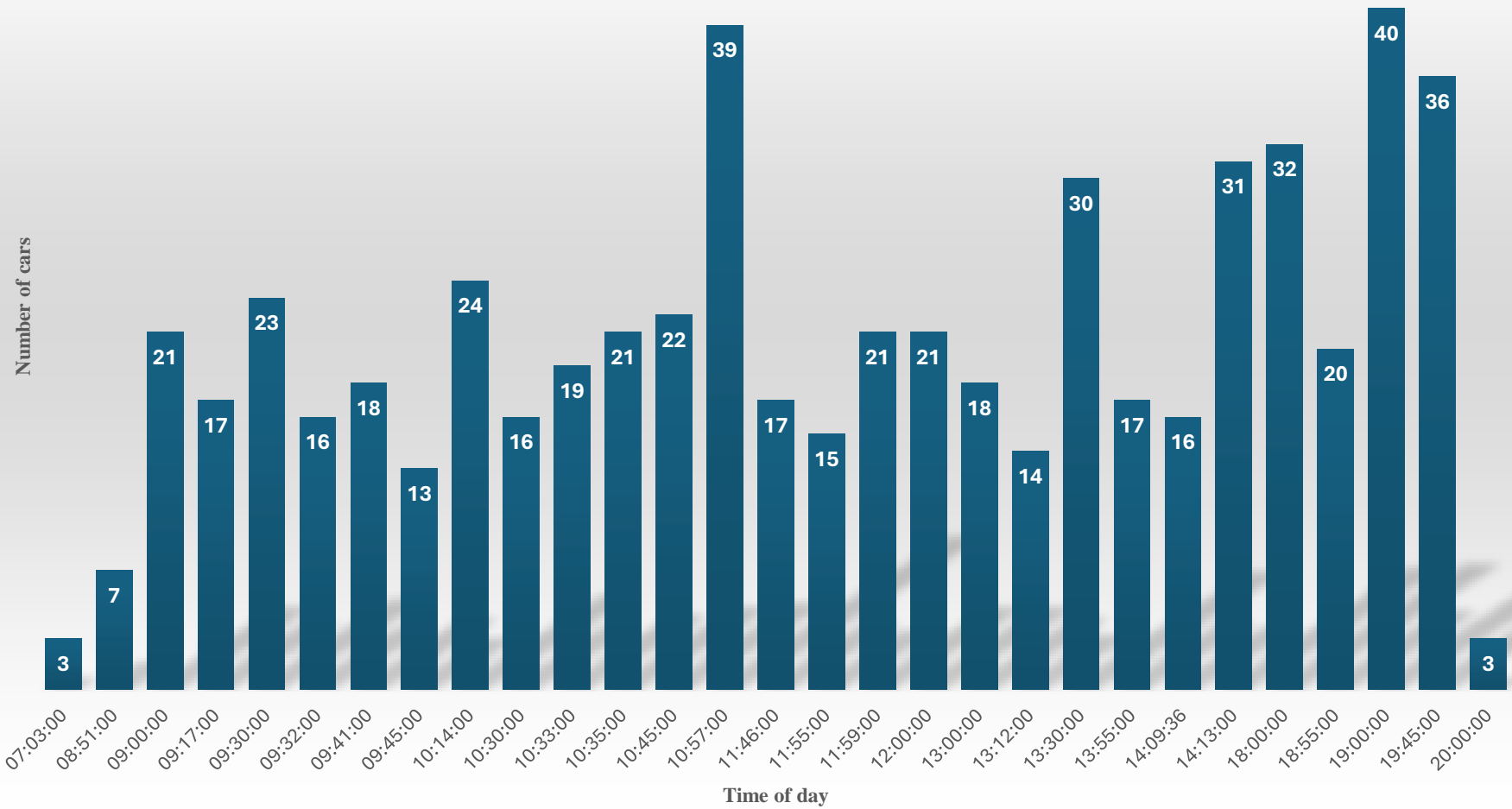
2.5 Environmental Co-ordinator recommendation

I recommend that Cholsey Parish Council apply to be part of the Community Microhub Scheme pilot scheme.

Graph showing number of cars in Cholsey Pavilion Carpark at a variety of times throughout the day in July, August and September 2024



Graph 2 showing the number of cars at varying times on any given day



Estate Manager's Report to Parish Council September 2024

Allotments

There has been a renewed interest in applications for allotment plots. The waiting lists now stand at Cholsey Meadows – 6, Ilges Lane – 7, Station Road – 6.

As a result of second and third letters being sent to tenants, I have received Action Plans from those tenants concerned (these will be inspected in November to monitor progress) and there were 2 terminations. This means we have 2 extra vacant plots to be offered to those on the waiting list with 1 vacant plot at Cholsey Meadows (awaiting to hear from prospective tenant), 2 vacant plots at Ilges Lane and 1 vacant plot at Station Road.

I have received quotes from plumbing contractors to replace the broken trough at Ilges Lane, to add an additional trough at Cholsey Meadows plus place taps on all troughs at Cholsey Meadows.

Quotes are as follows:

Description of work		
<u>Ilges Lane Allotment Site</u>		
Replace broken trough with new galvanised trough, include labour and materials		
<u>Cholsey Meadows Allotment Site</u>		
Install new trough to supply far end plots using underground water pipe from (illegal) tap		
Install garden taps to all troughs, total 4, include labour and materials.		
Contractor A	£2473.00 + vat	Total £2967.60
Contractor B	£2080.00 + vat	Total £2496.00
Contractor C	not received	

I have also received a request from an allotment tenant on the Ilges Lane site. As you go into the site using the Rothwells Close entrance, several tenants have been tending to the triangle at the entrance and it is looking very smart. However, cars are being parked on this area and the tenants would like permission to erect some posts to prevent this from happening. I have been given a quote for the materials from the tenants who have offered to do the work. The cost of 14 x 1.2m 3x3 posts £60.00 cash or £62.90 +vat.

Growing Better Together

Community Allotment

The vegetable plants in the raised bed have produced courgettes and tomatoes which have been donated to 'Cholsey Food Bank'.

There is the possibility of applying for grant funding for the community allotment.

Needs include:

Poly Tunnel, size 8' x 10' (2.44m x 3.05m) to include braces, ventilation, doors front and back, staging on both sides.
Cost £820.00

Various Raised Beds. Cost approx. £200.00 each

Tools. £500.00

Compost (to fill beds) and for seedlings. 1cu.m bag costs £50.00 from local source will fill a bed. Bags of compost for seedlings.

Pots, trays, bamboo sticks etc

There are 3 sheds on the plot with padlocks, which contain plastic chairs, plastic table and BBQ.

There are also several pallets to make community compost bins.

Community Orchard

The St George's Community Orchard and the Community Orchard at the Cholsey Meadows Allotment Site are producing apples. Some trees have died at Cholsey Meadows, but an allotment holder has contacted me asking if I know where we can rehome 3 of the trees on their plot, these would be ideal to replace the dead trees. One of the allotment holders on the site regularly mows a pathway through the trees.

There will be an 'Apple Day' event held at the Pavilion, with apple pressing for juice and apple games for the children on Saturday 5th October 1.00pm – 4.00pm.

The Forty

The Forty was scythed down at the end of August and waste raked up by Environment Coordinator and volunteers.

The grass cutting contractor will be mowing and collecting during the week beginning 9th September, once seeds have dropped.

The maintenance person will be replacing more of the bollards around the Forty which have rotted and moved.

The coronation memorial hut will also be painted.

Recreation Grounds and Play Areas.

Recreation Ground

The two benches on Whitehead Meadow and the brown bench in the toddler play area have now been fixed to the ground, this will, hopefully, prevent any moving of the benches.

Bluebirds Floodlights

The new floodlights for Bluebirds are now operational

The digging of trenches was kept to a minimum and around the periphery of that area. This produced a small amount of spoil which has been used to fill the hole by the football wall, or flattened around the periphery.

For your information, Bluebirds have made a request for the nettles, along the bankside of Cholsey Brook, to be reduced. They have said that there is considerable loss of equipment, footballs, in the nettles which are now encroaching towards their pitches. They have agreed they are prepared to fund some form of moveable netting to place in front of the nettles, but this will only be for a short distance.

A discussion will be held with the Environment Coordinator as to a way forward for this area and will report at a later date. It was noted that you are unable to get to the bank of the brook because of the overgrown nettles along this stretch.

Playgrounds

All the play areas continue to be visually monitored by the maintenance person and logged weekly.

Cholsey Meadows Play Area

The transfer of the Cholsey Meadows play area is now being handled by Vistry solicitors, SODC solicitors and Cholsey Parish Council solicitors.

Station Road Play Area.

The rubber tiles under the old set of swings in the toddler play area were alerted in this years inspection report to the tree roots lifting the tiles and the worn area under the swings.

I am obtaining quotes from various contractors to replace with the grass tiles as on the rest of the play area. The contractors did raise concerns about the presence of the tree roots, advising that the same issue would occur should the tiles be replaced in the same position. We discussed the possibility of moving the swings, the tiles have been placed on top of a concrete/tarmac base. It has been suggested that a new bay of just 2 swings be purchased, positioned closer to the 'gravity bowl' and 'spinning plate' (nexus momentum) and turned 90°. This would move the swings away from the roots.

I will be discussing with the arboriculturist if the tree roots can be removed.

The other areas we have looked at are the bunds around the skatepark. In order for grass tiles to be laid around the skatepark the areas would need to be re-seeded/turfed before grass tiles could be laid.

This would also need to happen at the football wall. The hole would need to be filled, the area re-seeded/turfed and then the grass tiles could be placed on top.

Hedges and Verges

The urban and rural verges were cut by our contractor in July.

There is a need for a management plan for the grass verges.

Hedges

The coppiced hedge on the boundary of East End and Ilges Lane allotment site is showing lots of hawthorn re-growth. The Environment Coordinator is in the process of obtaining hedging whips to fill in gaps in this hedge and others around the estate. This will be a task for the maintenance person, but we could try to get some volunteers together to also help.

The rest of the coppicing will then take place this winter.

The maintenance person will also be tasked with hedge cutting beginning this winter.

Trees

The 28 monthly tree condition survey will have taken place on 5th and 6th September and a report will follow.

I will discuss with the arboriculturist to advise about a management plan for the Millennium Wood.

The arboriculturist could write a plan but at an extra cost.

The Pavilion

The Pavilion building is now 11+ years old and I have found that warranties and guarantees are beginning to expire (see photos below).

- 1). The seals around the double glazing units and outside doors has become hard and are missing/moved and are in need of replacement. The seals around the double glazing units in the skylights in the Foyer are allowing ingress of water, during a particularly excessive rainstorm on 24/08/2024, buckets had to be placed under the leaks.
- 2). One of the solar panels has shattered/crazed glass front, another has cracked, and when the wind blows in a certain direction a panel flaps, possibly loose.

- 3). Outside the wood panelling needs maintenance and some brickwork need pointing.
- 4). Lead(?) flashing, in high winds, is lifted and allows water ingress. A roofer has been employed twice in almost 3 years to re-lay/replace the flashing.
- 5). The Rainwater Harvesting System has not been used for some time. There are 2 x 5000 litre underground tanks full of dirty water. The report from a rainwater harvesting contractor listed the faults as;
 - a) Both tanks to be emptied and fully washed and refilled by an outside contractor. The extra cost tbc.
 - b) Open gullies to be covered by outside contractor. The extra cost tbc.
 - c) New pump needed £300.00 + vat)
 - d) New panel, sensor bar 3 x solenoids £240.00 + vat) Quotes from engineer who wrote report.
 - e) visit plus recommission £391.00 + vat)

These quotes from the contractor are dated 23/06/2023.

There would then need to be a maintenance programme established at a cost from £500.00 - £2000.00 + vat for each service.

Extra Legionella testing at £65.00 + vat.

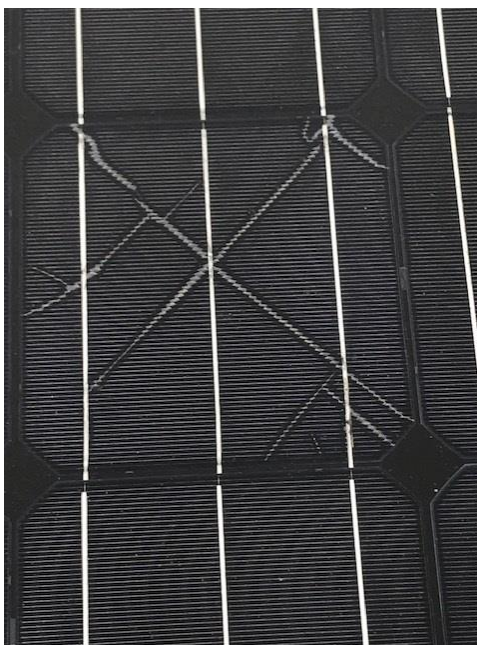
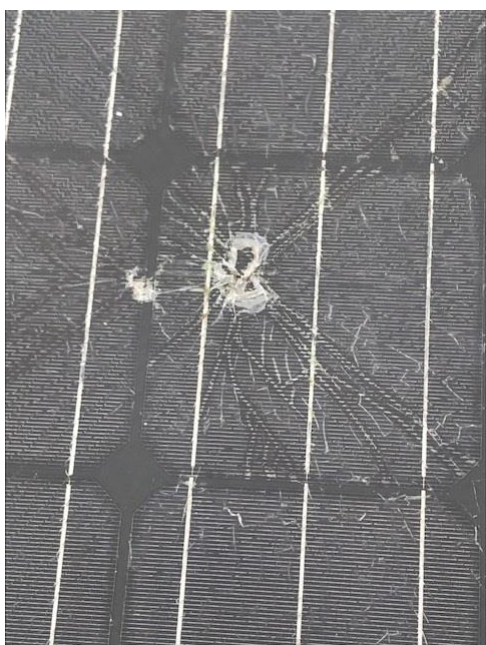
Photographs of Pavilion repairs

Skylights and double glazing seals





Solar Panels



Flashing





CHOLSEY BURIAL GROUND

RULES AND REGULATIONS

First implemented: September 2024

Revised on:



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1. INTRODUCTION

The purpose of this document is to set out the Rules and Regulations which apply to Cholsey Burial Ground, property of Cholsey Parish Council. It provides a useful guide to members of the public who require use of the services available.

All graves will be sold subject to the Rules and Regulations set out in this document (which may be amended and updated by the Council at any time). The rules apply to all areas of the Burial Ground, known as Section 2, Section 3, Section 4 and Section 5.

Should anyone have any queries in connection with the Rules and Regulations set out in the documents, in the first instance they should contact the Assistant Clerk at the Parish Council office, see page 16 for Useful Contacts.



2. TERMS OF REFERENCE

In this Rules and Regulations document, unless the content otherwise requires, the following terms shall have the meaning given to them below:

“The Council” means Cholsey Parish Council.

“Burial Ground” means the burial areas owned and provided by Cholsey Parish Council – Sections 2, 3, 4 and 5.

“Cremation Regulations 2008” means the Cremation (England and Wales) Regulations 2008

“Exclusive Right of Burial” / “EROB” means a plot deed granted and issued in accordance with the rules on page 7.

“Memorial” means an object serving as a remembrance and, for the purposes of these rules, includes a headstone, cross, kerbs, slab, landing, edging, chippings, vase, flat memorial tablet, wooden grave markers, temporary grave markers and those memorials permitted under Regulation 12.

“Memorial Rules” means those rules set out under Regulation 12 of this Policy Document.

“Assistant Clerk” means the officer at Cholsey Parish Council responsible for giving permission for burials and authorisation for memorial additions or amendments.

“Estate Manager” means the officer at Cholsey Parish Council responsible for the grounds maintenance at the Burial Ground.

“Rules and Regulations” means this document which sets out the Rules and Regulations of Cholsey Burial Ground, as agreed by Cholsey Parish Council.

“Register of Burials” means a register of all burials in the Burial Ground kept and maintained by the Council

“Right of Burial” means a right of burial granted in accordance with Regulation 5.

“Table of Fees” means the list of fees and charges for burial and memorial services permitted by Cholsey Parish Council

“Interment” means the act of burying a body or cremated remains (ashes)

“Burial Authority form” is the form which provides all relevant information of the deceased, the details for the requested burial, the grave details, details of the next of kin and, once completed, the fees required by Cholsey Parish Council.

“BRAMM” stands for British Register of Accredited Memorial Masons.

“NAMM” stands for National Association of Memorial Masons.

“BS8415” is the nationally recognised British Standard for memorials.

3. GENERAL RULES & GUIDANCE

3.1 Scattering of ashes is not permitted in any part of the Burial Ground.

3.2 No person shall trade any goods or services within the Burial Ground except with the prior written permission of the Assistant Clerk. This is to help protect visitors' consumer rights and to ensure that the bereaved can visit the Burial Ground without fear of being disturbed.

3.3 Dogs are permitted in the Burial Ground but must be kept on leads and their waste be disposed of responsibly.

3.4 Motor vehicles of any kind are not permitted in the Burial Ground except with prior written permission from the Estate Manager. This protects our Burial Ground and the Church grounds from unnecessary damage and avoids disturbance to visitors and wildlife.

3.5 All funeral corteges must remain at the main entrance gates of the site and arrive by the agreed start time.

3.6 The Parish Council staff will work with appointed Funeral Directors and Grave Diggers to ensure efficient operation of the funeral service and interment.

3.7 The Council reserves the right to exclude from the site any persons not being mourners or persons directly connected with a funeral at the Burial Ground during a funeral service or interment.

In some cases, it may be necessary to close the site to visitors if a large funeral is expected, or at the request of the Police or another authority.

3.8 If any damage is caused to the Burial Ground land, walls or premises by any cause whatsoever, the person or persons committing such damage will be held responsible by the Council.

3.9 No professional photography or filming will be allowed in the Burial Ground except with the written consent from the Parish Council.

3.10 Employees of the Council shall not be allowed to execute any private work within the Burial Ground. Staff shall not personally accept any form of payment or gratuity from members of the public.

If you require works within the Burial Ground please contact the Parish Council office.

3.11 Music is not permitted to be played in the Burial Ground without prior written permission from the Parish Council.

3.12 Dead flowers, spent wreaths or other articles of waste or litter must be placed in the bin at the entrance gate or taken away. Any items found to be "past their best" may be removed without notice and disposed of by Parish Council employees. This allows us to keep the areas tidy for all visitors.

3.13 All persons in the Burial Ground must take all reasonable steps to take care in order to protect their own safety. Any children under the age of 16 must be accompanied by a responsible adult.

3.14 Visitors must conduct themselves in a quiet and orderly manner and must keep to the paths, except when visiting graves.

3.15 All persons admitted to the Burial Ground will be subject to the Rules and Regulations set out in this document. Any person infringing on the regulations will be removed from the Burial Ground by a member of staff or Councillor from the Parish Council.

4. BOOKINGS

4.1 Any initial booking for a burial (including burials of cremated remains) must first be made to the Assistant Clerk of the Parish Council either by telephone, email or in person and confirmed in writing as soon as possible thereafter using the form referred to in point 4.2 below.

4.2 For all types of burial a Cholsey Parish Council specific Burial Authority form must be fully completed and returned to the Assistant Clerk who will check the details and give written permission (usually by email) if the booking is accepted. The form must be signed by the person requesting the interment and delivered to the Assistant Clerk at least 5 working days prior to the burial.

This is to allow enough time to check the records and mark the grave. Cholsey Parish Council will try wherever possible to facilitate burials on the date and time requested but this is dependent on the provision of statutory documentation and staff availability to carry out the necessary checks and preparatory work.

4.3 It is a legal requirement that a burial of any type can only be carried out with the consent of Cholsey Parish Council, the burial authority, and with permission from the grave owner named on the EROB.

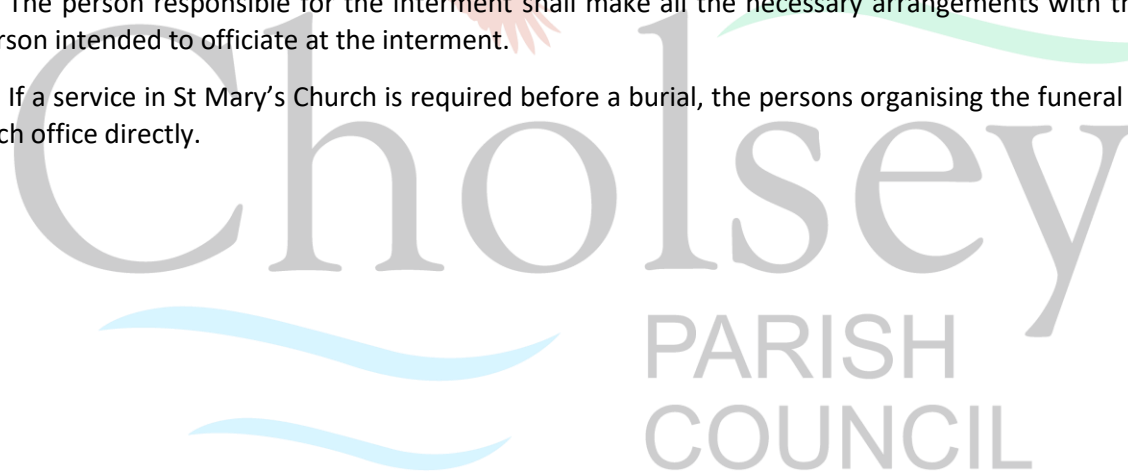
If the deceased is named as the grave owner, then they already have the legal right to be interred in the burial plot but the ownership will need to be transferred to the next legally rightful owner before any memorial can be erected. See Regulation 6.

4.4 All fees will be provided at the time of booking and detailed by the Assistant Clerk on the authorised Burial Authority form. Payment must be received before any interment takes place or the service will not be permitted.

In most circumstances the Funeral Director will pay the fees on behalf of the bereaved.

4.5 The person responsible for the interment shall make all the necessary arrangements with the Reverend or other person intended to officiate at the interment.

4.6 If a service in St Mary's Church is required before a burial, the persons organising the funeral should contact the Church office directly.



5. EXCLUSIVE RIGHTS OF BURIAL – BURIAL PLOT OWNERSHIP

5.1 An Exclusive Right of Burial (EROB) allows the purchaser of such a right to burial in an agreed grave space. All grave spaces in Cholsey Burial Ground require an EROB to be issued.

5.2 No one may be buried in a grave space without the permission of the owner, that is the person named on the EROB.

5.3 If the deceased is the person named as the owner then it is possible for them to be buried in the grave space. The legal ownership should then be transferred, see Regulation 6.

5.4 The person/s purchasing a grave space can reserve a space in the Burial Ground (subject to availability) but they are not able to choose a specific burial plot. When they are to be buried, the next plot in line will be opened.

5.5 An EROB may be granted for a period of no more than 75 years, beginning on the date on which the grant is made and upon such terms and conditions as the Council deem appropriate. The fee for an EROB to reserve a plot is available from the Parish Council office or can be found here cholseyparishcouncil.gov.uk/burials

5.6 An EROB does not constitute any ownership of land. It is purely the right to have a burial in a specific grave. The rights are granted on the understanding that the owner of the grave complies with the Rules and Regulations set out in this document. It is important that the public are aware that a grave is sold on a lease basis and that the only rights with that lease are to a burial in a specific grave and to place a subsequent memorial.

5.7 On the purchase of the EROB a paper deed will be issued to the person/s by whom or on whose behalf the EROB is purchased.

5.8 The purchase of the EROB for any grave includes the right to erect and maintain a memorial on that grave space subject to the regulations concerning memorials in Regulation 12.

5.9 The holder of the EROB may surrender his/her right at any time in respect of the grave or grave space where the said right has not been exercised i.e. where no burial has taken place and no memorial has been placed on the grave. In all cases, the fee repayable to the owner will be that of the original fee paid to purchase the EROB.

Some people purchase a grave in advance but then later decide it is no longer required. As the grave is unused it is permissible for the Parish Council to sell an EROB to another person.

PARISH
COUNCIL

6. TRANSFER OF EROB

6.1 An EROB may be transferred by deed or bequeathed by Will.

6.2 In cases where the owner of the EROB is still alive, the transfer may be done by completion of a Deed of Assignment. This is available from the Council office. The form should be completed and signed by the current EROB holder and the person taking ownership then submitted to the Parish Council office, together with the original EROB. A new EROB deed will then be issued to the new owner.

This is the recognised legal way of transfer of grave rights where the deed holder is alive.

6.3 Where the owner of the EROB is deceased, and provided the ownership hasn't been specifically left to another person, then upon production of a Will or Letters of Administration, the EROB may be legally transferred to the person in possession of the Letters or Administration or named as the beneficiary of the residue of the estate on the grave owner's Will.

The grave rights form part of the estate of the deceased and can thereby be transferred to the appropriate person upon proof being submitted to the Assistant Clerk at the Parish Council office.

6.4 In cases where the owner is deceased and there is no Will or Letters of Administration available then the EROB may not be transferred to another person until a Statutory Declaration has been signed by the applicant wishing to apply for a burial, memorial or further inscription. The Statutory Declaration requires any other any other person/s equally entitled to counter sign it and it must be witnessed by a Solicitor or Commissioner for Oaths.

6.5 A fee set by the Parish Council will be charged for this service.

7. PLAN OF BURIAL GROUND

7.1 In accordance with current legislation, the Council keeps plans showing all used and reserved grave spaces. These plans are kept in the Parish Council office and are available for inspection, free of charge, at an agreed time by appointment only.

8. REGISTER OF BURIALS

8.1 All burials carried out in the Burial Ground are recorded in the Register of Burials. This is kept in the Parish Council office and is available for inspection, free of charge, at an agreed time by appointment only.

8.2 If requested, searches of the Register of Burials can be carried out by the Assistant Clerk and a certified copy of an entry or entries relating to any grave space or interment will be provided.

A fee will be payable prior to searches, the Assistant Clerk can provide fee details.

9. BURIAL PROCEDURE

NOTE: At least 7 working days notice must be given prior to an interment and the completed Burial Authority form must be given at least 5 working days before.

9.1 Written permission from the Cholsey Parish Council office must be given before any burial, please see Regulation 4.

9.2 The appropriate fees are to be paid before any interment is carried out.

9.3 Prior to a burial being undertaken, the green certificate for burial or certificate of cremation must be provided to the Assistant Clerk for completion.

These are legal documents that must be submitted prior to any burial and which are then sent to the Registrars after a burial. Should a valid reason be given for the absence of either of these documents, and on confirmation from the Registrars Service, it is possible to facilitate a burial once a completed standard declaration has been provided.

9.4 The Assistant Clerk will mark the grave at least 2 working days before the burial date and inform the grave digger of the grave's location

9.5 A grave space can only be opened by a fully accredited grave digger and only Cholsey Parish Council can give permission for a grave to be dug.

9.6 All bodies brought to Cholsey Burial Ground for burial must be contained in a suitable coffin, cremated remains must be held in a suitable container. They must be biodegradable and fit within the permitted grave space, see Regulation 10. The coffin or container must be clearly marked for identification purposes and specify the full name and age of the deceased.

It is a possible that a Council officer or councillor will attend a burial service and check the name plate prior to burial.

9.7 The person arranging the funeral, or his/her representative, are responsible for ensuring they have sufficient persons to transfer coffins from the vehicle/Church and lower into the prepared grave.

9.8 The person arranging the funeral, or his/her representative, must mark the grave with a simple temporary grave marker immediately following the burial detailing the deceased's full name and date of burial. This is to ensure the grave can be identified until a permanent memorial is permitted and fitted. See Regulation 12 for information regarding memorials.

Example:



9.9 In cases where a new plot is being opened, the Assistant Clerk will prepare and sign an EROB deed and deliver to the appropriate family member for safe keeping after the burial. *Please note Regulation 5.*

10. GRAVE SPACE REGULATIONS & GRAVE AFTERCARE

Note: refer to diagram #1 at the end of this document.

10.1 Grave spaces in the Burial Ground shall be in accordance with the following measurements:

Underground - Full adult coffin grave space 120cm/4ft wide x 240cm/8ft long

Underground – Full ashes grave space 50cm/20in x 50cm/20in long

In order to effectively layout and plan spaces in the Burial Ground, it is necessary to provide a maximum dimension for each grave space. Should a larger space be required, a request to the Assistant Clerk should be submitted.

PLEASE NOTE THAT THE ABOVE MEASUREMENTS ARE DIFFERENT TO THE MAXIMUM PERMITTED MEMORIAL SIZES, SEE Regulation 12.

10.2 It is not possible for anyone to choose a specific grave space for a new plot, this is always the next available space in line.

10.3 It is the responsibility of the persons organising the funeral to make sure a sufficient grave space is dug (in line with the above regulations) in order to admit the coffin size specified on the notice of interment.

10.4 A grave shall be suitably matted, dressed & made safe prior to a burial taking place.

10.5 Graves are to be excavated at a maximum of double depth 195cm/6.5ft deep, to allow for a maximum of two burials in each plot.

10.6 The position of the head and the foot of a grave space shall be as designated by the council.

In order to manage the layout of the Burial Ground, Cholsey Parish Council will decide on the location of sections and graves within those section.

10.7 After each burial, a layer of warning tape shall be placed into the grave 6 inches above the last coffin buried so as to provide a guide of the depth of the last coffin in the event that there may be future excavations in the grave space.

This ensures that previous burials are not disturbed during the reopening of existing graves.

10.8 The area on top of the grave, other than a headstone, must be left to grass or low planting and only within the permitted measurements. Any space around the permitted area should not be touched or maintained by anyone other than Council staff or contractors.

Above ground – Coffin grave space 75cm/30in wide x 200cm/80in long

Above ground – Ashes grave space 50cm/20in wide x 50cm/20in long

NOTE: Kerbs and slabs are not permitted for any new burials since June 2023.

GRAVE AFTERCARE

10.9 The Council will manage the aftercare and maintenance of the Burial Ground as they see fit. This includes levelling, turfing, seeding areas within the area of the Burial Ground as required.

The Council employ staff and contractors to carry out grounds maintenance duties as required. Although families may choose to tend to their own graves, major works e.g. pruning trees, should be requested through the Parish Council office.

10.10 Any planting on a grave space shall not overgrow the permitted area of the **above ground** grave space, see Rule 10.8.

10.11 Should a grave become overgrown, untidy or start to look neglected, in the view of Cholsey Parish Council, the person/s named on the EROB will be written to giving a 14-day notice period to tidy up the grave. If, after that time, the grave still remains untidy then the Council will instruct an employee or contractor to remove what is necessary.

11. BURIAL OF STILLBORN CHILDREN AND FOETAL REMAINS

11.1 No interment of a stillborn child shall be permitted unless the Registrar's Certificate for Disposal or the Coroner's Order for Burial is deposited with the Assistant Clerk before burial. This is a statutory requirement.

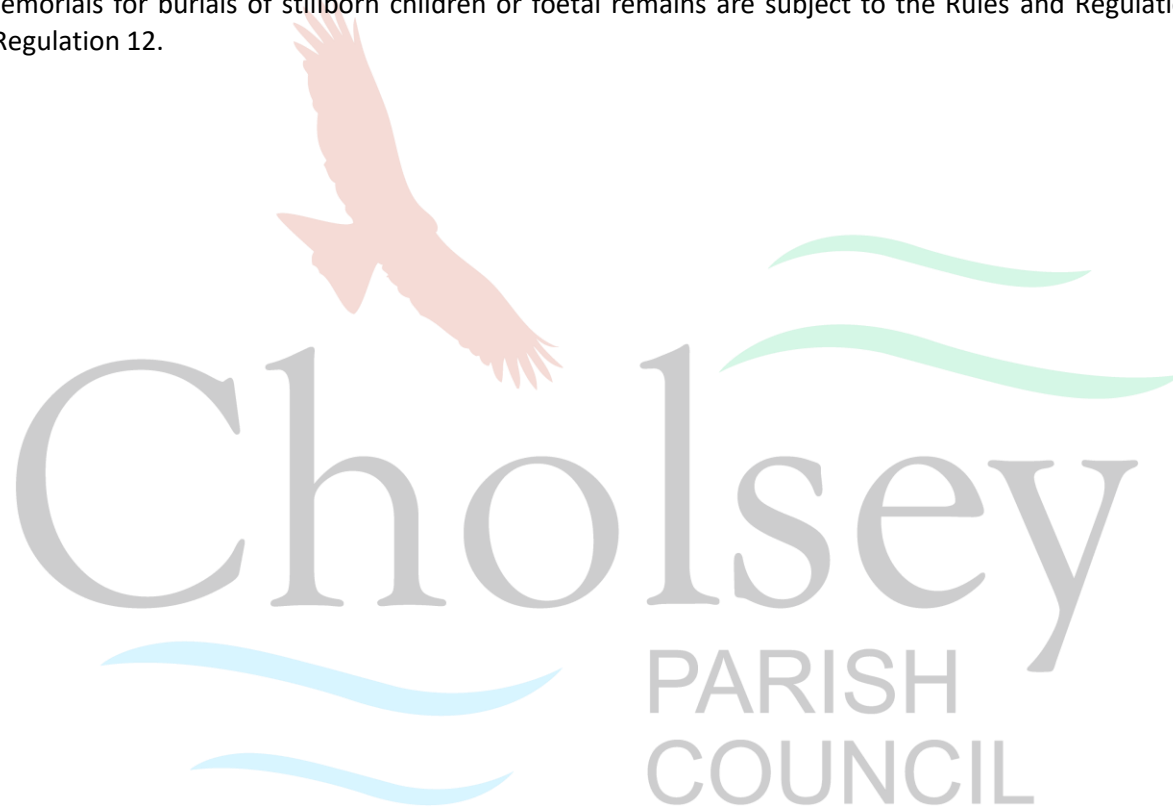
11.2 The body of any stillborn child brought to the Burial Ground for burial must be enclosed in a suitable, biodegradable receptacle.

To properly respect the deceased, and also to prevent distress that may be caused to other visitors or staff, it is essential that the body of any deceased child or foetus is properly covered.

11.3 Burial of stillborn children or foetal remains is permitted in any privately owned grave space, subject to permission being granted by the Parish Council.

Note: in a full sized grave space a cradle may be prepared at the bottom of the grave to permit an additional two full burials at a later date.

11.4 Memorials for burials of stillborn children or foetal remains are subject to the Rules and Regulations set out under Regulation 12.



12. MEMORIALS – TYPES, RULES AND REGULATIONS

12.1 A completed application for a permit must be submitted to Cholsey Parish Council BEFORE any memorial or permanent fixture is erected on any grave and permission must be granted by the Parish Council beforehand. An application can be downloaded here: <https://cholseyparishcouncil.gov.uk/burials> or obtained from the Parish Office. The form also provides further guidelines. Forms must be sent to assistantclerk@cholseyparishcouncil.gov.uk

12.2 An application can only be made by the person/s named on the Exclusive Rights of Burial document as they are the legal owner of the grave.

12.3 Kerbs & slabs are not permitted on new burial plots, this includes gravel and chippings. This decision was voted for by full council in June 2023.

12.4 Memorial benches & trees are not permitted in the Burial Ground without prior approval from the Parish Council. An application form and policy information can be found here: <https://cholseyparishcouncil.gov.uk/burials> or obtained from the Parish Office.

12.5 A memorial must be dignified and made entirely of natural stone or wood.

12.6 For a coffin grave space, only a head stone or cross will be considered. It must be positioned at the head end of the grave space, in line with adjacent monuments, or where marked by the Council. Maximum dimensions, **including the base, are 75cm wide x 75cm high**. Any new headstone or cross must be inscribed on the back with the grave number details. These dimensions are as of 1st June 2023. Refer to diagram #1 at the end of this document.

12.7 For a cremated remains grave space, only a horizontal tablet set level with the ground, or a “desk” tablet will be considered. Maximum dimensions, **including any base, are 45cm wide x 50cm high (desk style) x 45cm deep (horizontal tablet style)**. Any new horizontal cremation tablet must be inscribed on the bottom edge with the grave number details. Any new desk style tablet must have this information inscribed on the back. These dimensions are as of 1st June 2023.

12.8. Inscriptions will only be permitted in black, white, grey, brown, silver or gold.

12.9. Photos or portraits on memorials are not permitted.

12.10 No maker’s name or other advertisement of any kind may be shown on any memorial.

12.11 The maker and fitter must be BRAMM registered.

12.12 No homemade memorials or surrounds are permitted.

12.13 A memorial can only be erected once the required fees have been paid to the Parish Council and a fitting date has been agreed by the Estate Manager. Our current fees can be found here: <https://cholseyparishcouncil.gov.uk/burials>

12.14 The upkeep and maintenance of any memorial within the Burial Ground remains the responsibility of the person/s named on the Exclusive Rights of Burial deed.

12.15 If a memorial needs to be removed by a stone mason for professional cleaning or maintenance, this can only be requested by the person/s named on the EROB. They would then need to get permission from the Assistant Clerk for agreed dates and times to remove it and re-fit it.

12.16 The Parish Council take no responsibility for damage caused to memorials or other items placed on graves. The Burial Ground is a public space open to other visitors, members of the public, contractors and wildlife and endures all kinds of weather. A memorial mason will be able to advise of any insurance options available to the grave owner.

12.17 The maker/stonemason must check with the Assistant Clerk and agree a date and time for fitting the memorial. This is to ensure no other services or maintenance activities in the Burial Ground or Church are disturbed.

12.18 All memorials (including those being re-fixed after a further burial has taken place) are only to be fixed in line with BS8415:2018, the nationally recognised standard for memorials. This states the minimum requirements for the fitting of memorials and ensures they are safely fitted by the recognised standards of today.

12.19 All memorials installed must be granted a “Guarantee of Conformity” by the mason who installed it, guaranteeing it has been made to the best standard set by NAMM at the time of installation and should last for a minimum of 30 years. This guarantee should be given to the person/s ordering the memorial. If at any point during the life of the memorial it becomes loose or unstable and this cannot be attributed to ground conditions or disturbance, the mason should, under the terms of the guarantee, fix the memorial to the current standard at no cost.

MEMORIAL & BENCH SAFETY INSPECTIONS

Historically there have been a number of accidents in cemeteries around the UK due to unsafe memorials, some of these incidents have resulted in fatalities. Whilst memorials are the responsibility of the registered grave owner, Cholsey Parish Council has a responsibility for ensuring the Burial Ground is a safe site for both staff and contractors to work in and for the public to visit.

12.20 All memorials over 60cm/24in in height will be inspected by trained staff at least once during a 5 year rolling period to assess its safety. This will be done through both a visual assessment and a hand wobble test to determine if there is any movement in the memorial and to what extent.

12.21 Once inspected, the memorial will fall in to one of three categories:

Category 1 – Memorial is unsafe and poses a risk. It will require immediate attention to make safe and protect the public from possible harm.

Category 2 – Memorial is safe but there are minor concerns and it should be reassessed in 12 months time to ensure it hasn't deteriorated further.

Category 3 – Memorial is safe and should be re-inspected in 5 years time as part of the next round of inspections, or as part of any other check e.g. when checking memorials around a planned burial ahead of excavation.

12.22 Staff undertaking the inspections will record the details of every memorial and their assessment of it. These details will be recorded electronically at Cholsey Parish Council and kept on file. The details recorded will include:

- * Date of inspection
- * Name of inspector
- * Grave identification details (section, row & number)
- * Safety category (as above, 1, 2 or 3)
- * Details of any actions taken.

12.23 Should a memorial be identified as a Category 1 and be deemed as unsafe, the inspection staff will take immediate action to make the memorial temporarily safe or cordon it off until permanent repairs can be made by the grave owner. A photo of the memorial will also be taken before any action is carried out. These actions will be based on a number of factors considered by the inspection staff and may include:

- * Laying the memorial flat – in most cases this will invariably be where a memorial can be laid down on the plot or within an existing kerb set so as not to cause a new trip hazard. A warning sign will be placed near the memorial.
- * Staked and banded – The memorial will be fastened tightly to a wooden post which will act as a temporary support. The banding will also hold a warning sign. The stake and band will be re-inspected every 12 months to ensure neither have deteriorated.

*Cordoned off – in some cases it may be necessary to cordon off a particular memorial or an area containing a number of memorials, due to their safety. Warning signs will be placed around a memorial or group of memorials.

* Removal – in extreme cases it may be necessary to remove a memorial from a grave and place in to storage if none of the above options are suitable.

All of the above are regarded as temporary fixes and should not be seen as a permanent solution to deal with unsafe memorials, they are intended to reduce or remove the risk of a memorial causing harm or damage to someone.

12.24 If a memorial fails the safety inspection, Cholsey Parish Council will endeavour to contact the grave owner to inform them of the temporary actions taken and the actions required by them to make the memorial permanently safe. Correspondence will only be sent provided that the registered grave owner is not recorded as being buried in the grave, or if it is apparent that the registered address no longer exists. For any memorials over 50 years of age, no correspondence will be sent but a notice will be left on the grave space for a period of no less than 12 months.

12.25 The registered grave owner has the responsibility to ensure the memorial is made safe through it being re-fitted to the current BS8415 standard and works must be carried out by a BRAMM registered memorial mason. The memorial should be fitted using NAMM accredited anchors. Do-it-yourself repairs will not be permitted. All costs associated with organising a memorial to be repaired or made safe, including the reversal of any works undertaken by Council staff, remain the responsibility of the grave owner.

12.26 Any memorial that fails the safety inspection and that has been installed within the last 6 years, the Parish Council will contact the memorial mason directly to request repairs be made to ensure it is fully compliant with BS8415. *The “stability guarantee” of a memorial is the responsibility of the memorial mason, they may provide a longer guarantee but the legal standard period that must be covered following the installation is 6 years.*

12.27 Should grave owners fail to take action within 12 months then the Council will look to apply a semi-permanent solution to make the memorial safe. This will involve either laying it flat or sinking the memorial in to the ground, or other suitable action.

12.28 Benches in the Burial Ground will be inspected once a year. If they are deemed unsafe, the Council will cordon off the bench and put up a warning sign. Where possible, they will write to the owner and ask them to remove, fix or replace the bench (subject to the relevant permit). If the bench hasn't been made safe within 3 months of inspection, it will be removed and disposed of. Any memorial plaque, if possible, shall be removed from the bench, recorded and kept safe at the Parish Council office.

UNAUTHORISED MEMORIALS

Local Authorities' Cemeteries Order 1977 – no tombstone or other memorial may be placed in a cemetery without the permission of the officer appointed for that purpose by the burial authority. If permission has not been granted the burial authority is permitted to remove the memorialisation from the site.

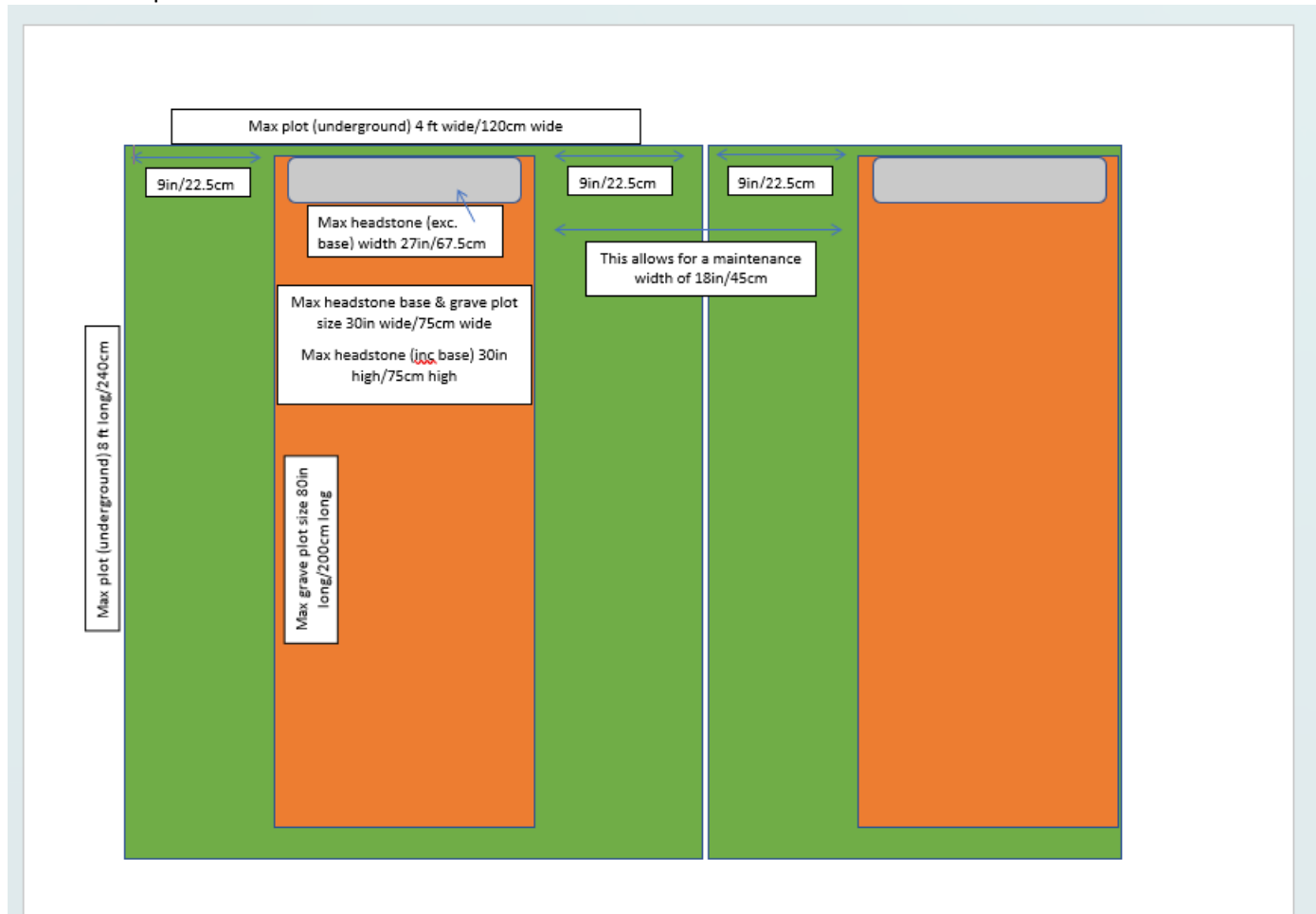
12.28 Should any unauthorised items be placed on or around any grave, or any memorial put in place that contravenes the rules, the grave will be photographed and, where possible, the owner will be written to. If the items are not removed within 3 months then the Council will remove them and store them for a period of 1 month. After that time the items will be destroyed.

12.29 The Council, in its capacity as a burial authority, is legally entitled to recover the cost it may incur in removing any unauthorised item or memorial from the person/s to whose order the item or memorial was placed or, within 2 years of the placing, from the personal representative of such a person.

12.30 Memorials or decorations hung in trees or hedges will be removed and destroyed.

Diagram #1

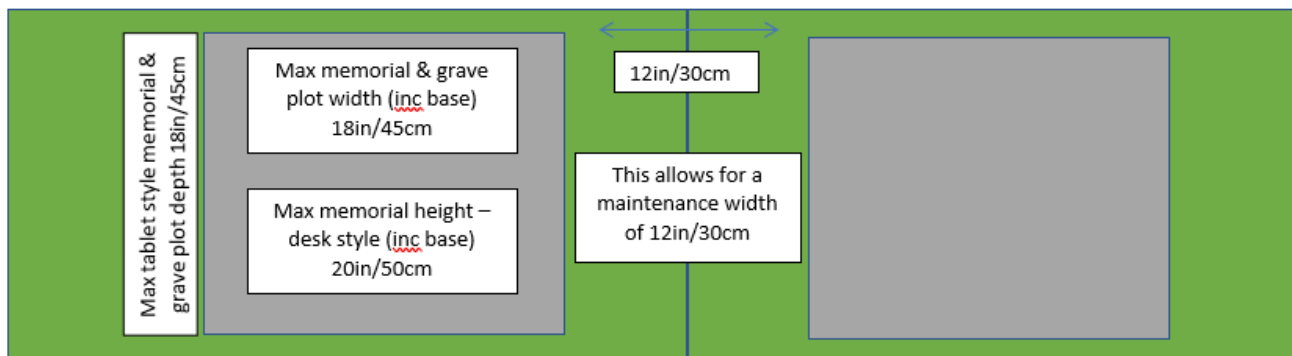
Coffin burial plot & memorial dimensions:



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Diagram #2

Ashes burial plot & memorial dimensions:



USEFUL CONTACTS

Cholsey Parish Council

E: assistantclerk@cholseyparishcouncil.gov.uk

W: cholseyparishcouncil.gov.uk

T: 01491 652255

St Mary's Church

E: admin@stmaryscholsey.org

T: 01491 651812

Funeral Directors:

Chadwicks Funeral Service

W: chadwicksfuneralservice.com

T: 01491 378382

Memorial Masons:

Rayfield Stone

W: www.rayfieldstone.co.uk

T: 01491 902101

Reeves Memorials Ltd

T: 01865 251231

Set in Stone Didcot Ltd

01235812500



Cholsey Burial Ground – processes briefly explained.

For full details please refer to our Rules & Regulations document.

1. Booking a Burial

Step 1: The family's chosen Funeral Director will usually contact the Parish Council's Assistant Clerk by phone or email to check availability and make an initial booking, at least **7 working days** before the preferred date. The family can also contact us directly.

Step 2: The Parish Council's Burial Authority form must be completed in full and returned to the Assistant Clerk, along with any other required legal documentation. The form is available from the Parish Council office or website, see point 7 below. The must be done at least **5 working days** before the burial.

Step 3: Once the form is reviewed and legal paperwork checked, the Assistant Clerk will confirm if the burial can go ahead and the fees required. **These must be paid before the burial date.**

Step 4: The Funeral Director and/or family are responsible for organising the funeral. If a service in St Mary's Church is required then the Church Office must be contacted separately.

2. Exclusive Rights of Burial (EROB)

What is an EROB?

Exclusive Right of Burial is the name for the lease of a burial plot for a set period of time. Only those named on the document can be buried in the specified plot or request a memorial/make changes to a memorial on the plot for the duration of the period covered by the lease, subject to permission from the Parish Council. If the EROB is for a reserved plot for future use, the burial plot will be the next available in line at the time of the first interment.

How to Purchase an EROB:

- Contact the Assistant Clerk at the Parish Council office to reserve a plot for future use.
- If the EROB is for a new plot following a recent interment, the family will be contacted to arrange details for the EROB.
- Once purchased, a deed is issued for the burial plot which must be kept safe by the family.

Transferring Ownership:

- Ownership can be transferred by deed, Will, or statutory declaration.
- Forms for transfer are available at the Parish Council office.

3. Arranging Memorials

Step 1: Only the EROB holder can request a memorial.

Step 2: The EROB holder must contact a memorial mason & discuss your options. Only a BRAMM-registered mason can install memorials following **BS8415 standards**.

Step 3: Complete the Parish Council's Memorial Permit application and submit to the Assistant Clerk for approval, this is usually done by the memorial mason. The memorial being requested must follow the size and material guidelines as detailed in our Rules & Regulations.

Step 4: Once approved, the Assistant Clerk will sign and return the permit to the mason.

Step 5: The mason must confirm the date and for fitting the memorial with the Assistant Clerk to check it is possible and won't be disturbing any planned funerals or maintenance work.

4. Grave Maintenance and Aftercare

Council's Role:

- The Council is responsible for general maintenance of the Burial Ground, including mowing of the grass and pruning of hedges and trees.

Family's Role:

- Families may maintain graves, but larger tasks (e.g. cutting branches) require Parish Council permission.
 - Graves that become untidy will require action by the EROB holder who will be written to. If the plot is not maintained within **14 days**, the Council may step in.
 - Only the holder of the EROB may request further inscriptions or cleaning/maintenance of a memorial, this is subject to permission from the Parish Council.
-

5. Memorial Safety Checks

Step 1: The Council will inspect memorials over **60cm** for safety every **5 years**. A hand-wobble test and visual check will be conducted by trained officers..

Step 2: If a memorial is deemed unsafe, the Council will:

- Contact the EROB holder or owner of the bench where possible.
- Take temporary action (e.g. staking the memorial or cordoning it off) until it can be repaired.

Step 3: The EROB holder is responsible for arranging repairs through a BRAMM-registered mason.

Step 4: If, after 12 months, the grave owner fails to take action then the council will look to apply a semi-permanent solution to make the memorial safe. This may involve lying it flat or sinking it into the ground.

6. Burial of Stillborn Children or Foetal Remains

- Please contact the Assistant Clerk for information.
-

7. Key Contacts

Cholsey Parish Council

- **Email:** assistantclerk@cholseyparishcouncil.gov.uk
 - **Phone:** 01491 652255
 - **Website:** <https://cholseyparishcouncil.gov.uk/burials>
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For more information please visit our website or contact the Parish Council office using the details above.

Section 3 - External Auditor Report and Certificate 2023/24

In respect of **Cholsey Parish Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Incomplete information was provided with the intermediate testing supporting data submitted with regards to the consideration of points raised within the external audit report. The parish council should in future ensure that all the necessary supporting information is provided with their annual submission.

3 External auditor certificate 2023/24

We ~~certify~~ ~~do not certify~~* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name



External Auditor Signature

Date

01/08/2024

Date of meeting....**18/09/2024**.....

Signatures of authorising councillors:

Payments made between meetings			
HAGS	Playground maintenance	£1,515.25	Inc VAT. Approved by the Finance Committee via email on 17/07/2024
HAGS	Playground maintenance	£4,357.44	Inc VAT. Approved by the Finance Committee via email on 17/07/2024
Vitsaprint	Burial Ground signs	£27.24	Inc VAT. Approved by the Clerk.
Amazon	Graffiti remover	£13.00	Inc VAT. Approved by the Clerk.
Amazon	Safety gloves	£5.24	Inc VAT. Approved by the Clerk.
Power Team	Monthly payroll	£59.40	Inc VAT. Approved by the Finance Committee via email on 24/07/2024
CCDT	Goal posts - CIL payment	£250.00	Resolved at meeting on 17/07/2024
ASAP	Monthly IT support & email provision	£258.36	Inc VAT. Approved by the Finance Committee via email on 24/07/2024
Cholsey 1000	PA system - s137	£500.00	Resolved at meeting on 17/07/2024
Swift	Quarterly printing charges	£134.92	Inc VAT. Approved by the Finance Committee via email on 24/07/2024
Hawthorn	Monthly pest control - April	£168.00	Inc VAT. Approved by the Finance Committee via email on 31/07/2024
Hawthorn	Monthly pest control - July	£168.00	Inc VAT. Approved by the Finance Committee via email on 31/07/2024
ASAP	Monthly IT support & email provision	£227.52	Inc VAT. Approved by the Finance Committee via email on 31/07/2024
Shield	Monthly dog & general waste collection	£265.19	Inc VAT. Approved by the Finance Committee via email on 31/07/2024
J.Drewe	Monthly grass cutting - July	£1,916.02	Inc VAT. Approved by the Finance Committee via email on 31/07/2024
Amazon	Cord for securing unsafe memorials	£23.74	Inc VAT. Approved by the Clerk.
Land Registry	Allotment title plan fee	£3.00	Approved by the Clerk.
Amazon	Wooden stakes for securing unsafe memorials	£88.50	Approved by the Clerk.
Castle Water	Burial Ground water	£11.57	Inc VAT. Approved by the Finance Committee via email on 07/08/2024
BGG	Verge cutting - Cholsey, Moulsoford & Ipsden	£1,746.00	Inc VAT. Approved by the Finance Committee via email on 07/08/2024
Castle Water	Allotment water	£15.41	Inc VAT. Approved by the Finance Committee via email on 07/08/2024
Castle Water	Allotment water	£5.39	Inc VAT. Approved by the Finance Committee via email on 07/08/2024
Castle Water	Allotment water	£305.49	Inc VAT. Approved by the Finance Committee via email on 07/08/2024
Land Registry	Allotment title plan fee	£3.00	Approved by the Clerk.

Land Registry	Allotment title plan fee	£3.00	Approved by the Clerk.
Land Registry	Allotment title plan fee	£6.00	Approved by the Clerk.
Land Registry	Allotment title plan fee	£6.00	Approved by the Clerk.
Village Van Services	Relocation of park benches	£20.00	Inc VAT. Approved by the Finance Committee via email on 12/08/2024
Lawncare	Mower maintenance	£33.00	Inc VAT. Approved by the Finance Committee via email on 12/08/2024
Lawncare	Hedge cutter maintenance	£55.20	Inc VAT. Approved by the Finance Committee via email on 12/08/2024
Group GA	Car park lights maintenance	£530.32	Inc VAT. Approved by the Finance Committee via email on 14/08/2024
Glenside	50% of office refit project	£4,665.30	Inc VAT. Approved by the Finance Committee via email on 14/08/2024
Power Team	Monthly payroll	£59.40	Inc VAT. Approved by the Finance Committee via email on 29/08/2024
Shield	Monthly dog & general waste collection	£265.19	Inc VAT. Approved by the Finance Committee via email on 29/08/2024
Moore	External auditor fees	£1,008.00	Inc VAT. Approved by the Finance Committee via email on 29/08/2024
Swift	Printer charge	£6.00	Inc VAT. Approved by the Finance Committee via email on 29/08/2024
Amazon	Garden trolley for maintenance person	£149.00	Inc VAT. Approved by the Clerk.
B&M	Paint samples for office refit project	£8.75	Approved by the Clerk.
B&M	Paint samples for office refit project	£9.00	Approved by the Clerk.
Hawthorn	Monthly pest control - Aug	£168.00	Inc VAT. Approved by the Finance Committee via email on 09/09/2024
ASAP	Monthly IT support & email provision	£227.52	Inc VAT. Approved by the Finance Committee via email on 09/09/2024
J.Drewe	Monthly grass cutting - Aug	£1,916.02	Inc VAT. Approved by the Finance Committee via email on 09/09/2024
Castle Water	Allotment water	£97.27	Inc VAT. Approved by the Finance Committee via email on 09/09/2024
Castle Water	Allotment water	£91.72	Inc VAT. Approved by the Finance Committee via email on 09/09/2024
Castle Water	Burial Ground water (leak allowance now resolved)	£534.24	Inc VAT. Approved by the Finance Committee via email on 09/09/2024
Castle Water	Allotment water	£97.27	Inc VAT. Approved by the Finance Committee via email on 09/09/2024
Screwfix	Maintenance items for securing park benches	£76.64	Inc VAT. Approved by the Clerk.
Office Needs Direct	New office noticeboards x2	£134.40	Inc VAT. Approved by the Clerk.
		£22,234.92	
Automatic payments			
Virgin Media	Monthly phone & broadband - July	£82.62	Inc VAT. Happy Hub to pay £29.85.
Grundon	Monthly waste collection - Burial Ground	£66.54	Inc VAT.

Nest	Staff pensions - July	£143.04	
HMRC	April, May & June PAYE & NI	£2,582.11	
Staff wages	Jul-24	£4,544.68	
Gap HR	Monthly HR support	£56.40	Inc VAT.
PWLB	Church wall mortgage	£500.63	
PWLB	Pavilion mortgage	£13,876.45	
Virgin Media	Monthly phone & broadband - Aug	£82.62	Inc VAT. Happy Hub to pay £29.85.
Nest	Staff pensions - Aug	£143.04	
Grundon	Monthly waste collection - Burial Ground	£67.27	Inc VAT.
Staff wages	Aug-24	£4,901.88	
Gap HR	Monthly HR support	£56.40	Inc VAT.
	TOTAL	£27,103.68	
Payments for agreement			
	TOTAL	£0.00	
Income received			
VAT return	HMRC	£2,013.51	
SODC	2nd half of precept	£99,009.50	
Burial/memorial fees	July & Aug	£900.00	
NHS	Contribution for Burial Ground grass cutting	£1,906.68	
Ipsden PC	Verge cutting cost for their area	£365.00	
Mend the gap	1st instalment for Springline project	£3,200.00	
	TOTAL	£107,394.69	
Income expected			
Moulsford PC	Verge cutting cost for their area	£345.00	
	TOTAL	£345.00	