

CHOLSEY PARISH COUNCIL

To all members of the Council, you are hereby summoned to attend the meeting of Cholsey Parish Council on Wednesday 19th November 2025 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.

13th November 2025
Claire Bird, Clerk to the Council

A G E N D A

1. To co-opt new members to the Parish Council
2. To receive apologies for absence
3. Public participation session: 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 15th October 2025 (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 confirm dates of the ordinary meetings of the Full Council in 2026
 - b) To receive update from quarterly meeting with representatives of the Pavilion Trust
 - c) To agree response to Oxfordshire County Council Highways Asset Response Team (HART), correspondence received 27th October 2025
 - d) To agree representation at Wallingford Medical Practice Patient Participation Group AGM on 24th November, 6.30pm
8. To note Estate Manager's report (Appendix B), in particular:
 - a) To receive update on Skate Park extension proposal
9. To receive update from the Transport Committee (Cllr Collins)
10. To agree next steps in the review of Parish Council website provision (Cllr Pomlett)
11. To approve a Councillor member to serve on the Staffing Committee following the resignation of K. Ofield
12. Finance
 - a) To receive update from the Finance Committee meeting, 12th November 2025 (Cllr Bamford)
 - b) To note Internal Auditor's report from interim audit, 23rd October 2025, and agree next steps
 - c) To discuss preliminary budget and precept request 2026/2027
 - d) To agree annual allotment plot rents for 2026/2027
 - e) To agree burial ground fees for 2025/2026
 - f) To agree ground rents and other related fees for 2026/2027
 - g) To agree whether to continue receiving grass cutting contribution from the NHS for the Fairmile burials area within the Parish Council's burial ground
 - h) To agree response to grant request from Cholsey Preschool towards improving sustainability and climate resilience
 - i) To agree response to grant request from Cholsey 1000 Plus to refurbish the Millennium Wood plinth and plaque
 - j) To agree response to donation request from Citizen's Advice Oxfordshire
 - k) To approve bank reconciliations (Appendix C)
 - l) To approve new payments and note payments received (Appendix D)

CHOLSEY PARISH COUNCIL

13. To consider new planning applications and planning amendments at 13th November 2025

P25/S3298/HH	Part double part single storey rear extension, car port and front porch. 30 Crescent Way
P25/S3361/HH	Two storey side/rear extension, garage and modified access. 6 Rowland Road

14. To note South Oxfordshire District Council planning decisions as at 13th November 2025

P25/S1984/S73	Variation of condition 2 (approved plans) - change to design and appearance of proposed buildings and some alterations to the original footprint on application P15/S1020/FUL (Erection of eco-school) Treehouse School 2A Cross Road Granted by SODC
P25/S2949/HH	Demolition of existing conservatory and garage, erect single storey side extension, and orangery. 9 Honey Lane Granted by SODC
P25/S2749/HH	Single-storey side extension. 5 Little Lane Granted by SODC
P25/S2996/HH	Garage conversion, single-storey extension, alterations to form annex and parking space. 1 Downside Granted by SODC

15. To consider and if thought fit, to resolve to temporarily exclude the press and public

Pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 the Committee will be asked to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

16. Staffing

- a) To agree staff hours and hourly pay rates for 2025/2026

17. Items for report or inclusion on next agenda

To confirm the date of next Full Council meeting – Wednesday 17th December 2025, 7.15pm, Pavilion, Station Road, Cholsey

CHOLSEY PARISH COUNCIL

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

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

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

Start time: 7.20pm

End time: 9.40pm

75. To receive apologies for absence

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

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

There were none.

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

There were none.

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

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

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

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

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

District Cllr Topping then left the meeting.

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

80. To note Clerk’s report (verbal), in particular:

a) To note Parish Council’s response to correspondence regarding Union flags raised on Oxfordshire County Council lampposts in the village

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

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

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

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

CHOLSEY PARISH COUNCIL

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

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

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

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

b) To receive update on Forty Meadow community survey

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

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

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

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

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

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

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

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

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

83. Finance

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

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

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

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

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

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

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

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

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

CHOLSEY PARISH COUNCIL

84. To consider new planning applications and planning amendments at 8th October 2025

P25/S2952/S73	Variation of condition 2 on application P24/S2895/S73 for minor external elevational changes and internal amendments. Cardynham 75 Honey Lane It was resolved to comment: The continual changes to the planning application for this property continue to impact the neighbours on both sides. It is increasingly difficult to ascertain from the latest plans what the further changes are. There has been a disregard for previous objections from both CPC and neighbouring properties.
P25/S2949/HH	Demolition of existing conservatory and garage, erect single storey side extension, and orangery. 9 Honey Lane It was resolved to comment: The build should be in accordance with CNP H7, including requirement for EV charging point for side extension
P25/S2996/HH	Garage conversion, single-storey extension, alterations to form annex and parking space. 1 Downside It was resolved to comment: The conversion will add to the previous extensions to this property (granted in 2013) and will further increase the overall footprint of the property. The build should be in accordance with CNP H7 including requirement for EV charging point for side extension
P25/S2749/HH	Single-storey side extension. 5 Little Lane It was resolved to comment: Whilst no objections raised, it is noted that the extension flat roof has a railing in the drawing. This provides the application with a de facto roof terrace - not declared in the application. Build to be in accordance with CNP H7
P25/S3025/HH	First floor rear extension and internal layout changes. 14 Agatha Christie Way It was resolved to comment: The Parish Council notes the neighbouring resident's concerns about a loss of privacy, which should be considered. Build to be in accordance with CNP H7

85. To note South Oxfordshire District Council planning decisions as at 8th October 2025

P25/S2383/HH	Single storey rear extension; new extension roof; garage conversion. 45 Station Road Granted by SODC
P25/S2465/HH	Ground floor side extension and external alterations. 51 Wallingford Road. Granted by SODC
P25/S1989/HH	Ground floor in-fill extension with partial first floor extension. Eagle Cottage 23 Ilges Lane. Granted by SODC
P25/S2171/HH	First floor side extension and two storey rear extension, addition of roof solar panels. 13 Queens Road. Granted by SODC
P25/S2530/LB	Installation of Air Conditioning Unit. 4 Hermitage Court Refused by SODC

86. Items for report or inclusion on next agenda

OCC Councillor Priority Fund

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

Hydrology and ecology of the brook (Cllr Bamford)

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

87. To confirm the date of next Full Council meeting – Wednesday 19th November 2025, 7.15pm, Pavilion, Station Road, Cholsey

Estate Manager's Report to Parish Council November 2025

Allotments

Allotment tenants have been sent reminders about a) the water supply will be turned off from week beginning 3rd November 2025 to avoid frost damage b) the use of bonfires to be restricted to any day during the hours of 14.00 and 16.00.

The second of the bi-annual allotment inspection is due this month.

I have had a few enquiries about allotment plots and the waiting list for each site as follows:

Cholsey Meadows – 8, Ilges Lane – 8, Station Road – 9.

Cholsey Community Orchards

St George's Orchard

As a result of the meeting on 12th September 2025, SOHA arranged for their contractor to rectify the issue which has now been completed and have offered a grant to purchase new hedging whips. The purchase of these whips will be carried out by the CHEC group.

Cholsey Meadows Community Orchard

No update.

The Forty

The Forty is now being prepared for Remembrance Sunday on 9th November 2025.

The maintenance person and myself will hang up the poppies and alter the clock.

Growing Better Together

Community Allotment

The events held at the Community Allotment have had a reasonable amount of success being a new venture. The events with the scouts/explorers/brownies have been very successful.

Apple Day

The Apple Day afternoon was again very successful.

Many people visited, we had lots of apples and hence a lot of apple juice. Cholsey Horticultural Society provided the refreshments based around apples.

Recreation Grounds and Play Areas

The company who installed the new swings have completed a post installation inspection and also inspected the other equipment at no cost.

Cholsey Meadows Play Area

The maintenance person continues to undertake a visual inspection of the play equipment and has expressed concerns over the condition of the equipment. These concerns have been indicated to Vistry, who have also been sent a copy of the last full inspection, as it is Vistry's responsibility and not Cholsey Parish Council's responsibility to maintain this play area.

Regarding the transfer of responsibility for the play area to Cholsey Parish Council, Vistry have stated that an amended planning application will be submitted once they have received the results of a survey.

Skatepark

No update.

Maintenance Person

Our maintenance person continues to be committed and enjoys the variety of work that is necessary for the smooth running of the estate.

Hedges

Our maintenance person will begin cutting hedges around the estate.

Station Road Boundary hedge

The Station Road boundary hedge with the Station Road Allotment site will be rejuvenated in the same manner as the car park boundary hedge was rejuvenated.

This work will commence towards the end of November, beginning of December and will continue during most of the winter months. Most of the work will take place from the allotment side. I have completed a risk assessment and need to make 'Men at Work' notices and to advise, via social media, of the work being carried out.

Trees

The tree surgeon is completing the work needed on the remaining trees.

Verges

The second cut and collect of the urban verges has been scheduled to commence the week beginning Monday 3rd November.

Date: 09/10/2025

Cholsey Parish Council

Page 1

Time: 11:49

**Bank Reconciliation Statement as at 30/09/2025
for Cashbook 1 - Current Bank Account**

User: S.SMITH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account No 60108094 00	30/09/2025		155,673.87
			<u>155,673.87</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			155,673.87
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			155,673.87
		Balance per Cash Book is :-	155,673.87
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 30/09/2025
for Cashbook 4 - Reserves Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Reserves Acc No 65565027 00	30/09/2025		94,393.83
			<u>94,393.83</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			94,393.83
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			94,393.83
		Balance per Cash Book is :-	94,393.83
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 22/10/2025
for Cashbook 6 - Unity Current Acc**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity current Acc	22/10/2025		269,063.18
			<u>269,063.18</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			269,063.18
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			269,063.18
		Balance per Cash Book is :-	269,063.18
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 22/10/2025
for Cashbook 9 - Unity Instant Access**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Instant Access	30/09/2025		15,179.97
			<u>15,179.97</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			15,179.97
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			15,179.97
		Balance per Cash Book is :-	15,179.97
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 22/10/2025
for Cashbook 7 - Unity 12 month term**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity 12 month term	22/10/2025		0.00
			0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date of
meeting: 19/11/2025

Signatures of
authorising
councillors:

Payments made between meetings			Approval details. Note: all totals inc VAT if relevant
Land Registry	Title deed and plan downloads - Whitehead Meadow	£14.00	Authorised by the Clerk on 08.10.2025
Land Registry	Title deed and plan downloads - Recreation Ground	£14.00	Authorised by the Clerk on 08.10.2025
Amazon	Laminating sheets and batteries	£16.47	Authorised by the Clerk on 13.10.2025
Amazon	Batteries	£6.76	Authorised by the Clerk on 15.10.2025
Amazon	Clothes rail for swapshop - funded by annual CHEC grant. 1 of 2.	£34.99	Authorised by the Clerk on 16.10.2025
Amazon	Clothes rail for swapshop - funded by annual CHEC grant. 2 of 2.	£34.99	Authorised by the Clerk on 16.10.2025
Amazon	New computer keyboard and mouse	£19.99	Authorised by the Clerk on 20.10.2025
Amazon	Weighing scales for swapshop - funded by annual CHEC grant.	£42.74	Authorised by the Clerk on 20.10.2025
Castle Water	Burial Ground water	£5.55	Authorised by Finance Committee via email on 15.10.2025
Staff expenses	Mend the Gap t-shirts - funded by grant	£55.20	Authorised by Finance Committee via email on 15.10.2025
Community First	Annual subscription	£70.00	Authorised by Finance Committee via email on 15.10.2025
OALC	Councillor training	£138.00	Authorised by Finance Committee via email on 15.10.2025
Hawthorn Pest	Monthly pest control	£168.00	Authorised by Finance Committee via email on 15.10.2025
Cholsey CDT	Great Hall - underfloor heating donation. CIL to be used.	£7,190.00	Authorised by Full Council at PC meeting on 16.07.2025
WES Doors	Pavilion door maintenance. CIL to be used.	£4,764.00	Authorised by Full Council at PC meeting on 16.07.2025
Royal British Legion	Annual Remembrance Day donation	£50.00	Authorised by the Clerk on 05.11.2025
Staff expenses	Blutac	£1.40	Authorised by Finance Committee via email on 03.11.2025
Castle Water	Burial Ground water	£13.32	Authorised by Finance Committee via email on 03.11.2025
AA Morgan	Monthly payroll	£59.40	Authorised by Finance Committee via email on 03.11.2025
Cholsey CDT	Bonfire night donation	£150.00	Authorised by Finance Committee via email on 03.11.2025
ASAP	Monthly IT support and provision	£227.52	Authorised by Finance Committee via email on 03.11.2025
Shield	Monthly dog and general waste collections	£382.20	Authorised by Finance Committee via email on 03.11.2025
M.Ellwood	Community Allotment coordinator - funded by grant	£800.00	Authorised by Chair and Chair of Finance Committee via email on 03.11.2025

Entikera	Mend the Gap artwork repro costs - funded by grant	£1,200.00	Authorised by Chair and Chair of Finance Committee via email on 04.11.2025
Swift	Quarterly printing costs and photocopier hire	£160.15	Authorised by Finance Committee via email on 03.11.2025
SODC	Pre-planning application fee – Recreation ground path	£717.50	Authorised by Chair and Chair of Finance Committee via email on 03.11.2025
Etsy	Bee houses for Station Garden - funded by annual CHEC grant	£60.99	Authorised by the Clerk on 10.11.2025
Tanner Trading	PPE gloves for Maintenance Person	£38.92	Authorised by the Clerk on 10.11.2025
Tactical	Second verge cut cost	£1,260.00	Authorised by Finance Committee via email on 12.11.2025
Community volunteer	Mileage for Speedwatch equipment collection	£25.20	Authorised by Finance Committee via email on 12.11.2025
Staff expenses	Mileage	£12.60	Authorised by Finance Committee via email on 12.11.2025
J.Drewe	Monthly grass cutting	£1,374.00	Authorised by Finance Committee via email on 12.11.2025
		£19,107.89	
Automatic payments			Note: all totals inc VAT if relevant
Virgin Media	Monthly phone & broadband	£47.98	Paid by Direct Debit.
Grundon	Monthly waste collection - Burial Ground	£64.56	Paid by Direct Debit.
Nest	Staff pensions - October 2025	£156.67	Paid by Direct Debit.
Staff wages	Oct-25	£4,805.74	Total of individual BACS payments.
Gap HR	Monthly HR support	£56.40	Paid by Direct Debit.
HMRC	Jul-Sept PAYE and NI	£3,539.81	Paid by Direct Debit.
	TOTAL	£8,671.16	
Payments for agreement			
	TOTAL	£0.00	
<u>Income received</u>			
SODC	CIL receipt	£3,051.50	
Chiltern Conservation	Mend the Gap grant #4	£3,500.00	
Burial/memorial fees	Received since last meeting	£315.00	
	TOTAL	£6,866.50	
<u>Income expected</u>			
	TOTAL	£0.00	