

CHOLSEY PARISH COUNCIL

To all members of the Council, you are hereby summoned to attend the meeting of Cholsey Parish Council on Wednesday 21st January 2026 at 7.15pm to be held at The Pavilion, Cholsey for the purpose of transacting the following business.

Members of the public and press are invited to attend all Council meetings.

15th January 2026
Claire Bird, Clerk to the Council

A G E N D A

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 December 2025 (Appendix A) and receive update on any Minute items
5. To receive any reports from County and/or District Councillors
6. To note Clerk's report (verbal), in particular:
 - a) To approve and adopt an IT policy (Appendix B)
 - b) To agree attendance at the SODC Neighbourhood Planning event 28th January 2026
 - c) To agree response to Wallingford School admission consultation (correspondence received 15th December 2025)
7. To receive a report on results of the Forty Management Community Survey and agree a management plan for the Forty going forward (Appendix C)
8. To receive report (verbal) from the Environment Coordinator on the Springline Project
9. To note Estate Manager's report (Appendix D)
10. To receive update from the Transport Committee (Cllr Collins), in particular:
 - a) To receive updates on the following:
 - i. Station accessibility, condition and parking provision (Cllr Collins)
 - ii. A329 pedestrian crossing (Cllr Collins)
 - iii. Community Speedwatch (Environment Coordinator)
 - iv. Recreation Ground all-weather path (Clerk)
 - v. Village gateways (Clerk and Cllr L. Nixon)
 - b) To agree next steps in response to the proposal to restore an ancient pathway between Cholsey and Moulsford
11. To review other projects for 2026 and agree next steps, in particular:
 - a) Skatepark extension project (Clerk)
 - b) Community allotment: to agree whether to appoint a Community Allotment Coordinator to run weekly sessions at the allotment (Clerk and Environment Coordinator)
 - c) Cholsey Brook (Environment Coordinator)
 - d) Cholsey Neighbourhood Plan (Cllr K. Pomlett)
 - e) Parish Council website (Clerk and Cllr K. Pomlett)
12. Finance
 - a) To review a proposal from Local Council Consultancy to provide project management support for the Recreation Ground all-weather path and Skatepark extension projects
 - b) To approve new payments and note payments received (Appendix E)

CHOLSEY PARISH COUNCIL

13. To consider new planning applications and planning amendments at 15th January 2026

| | |
|---------------|--|
| P25/S3842/HH | Two storey rear extension, detached outbuilding and alterations (part retrospective). The Dower House, Hithercroft |
| P25/S3826/HH | Single storey rear extension. 19 Papist Way |
| P25/S3971/S73 | Variation of condition 2 (approved plans) on application ref. P25/S1176/HH - revised internal layout of outbuilding. First floor rear extension and new outbuilding to replace existing. 8 Cross Road. |

14. To note South Oxfordshire District Council planning decisions as at 15th January 2026

| | |
|--------------|--|
| P25/S3545/HH | Remove conservatory, replace with single storey rear extension and new roof over existing and proposed, 30 Lapwing Lane. Granted by SODC. |
| P25/S3671/HH | Two-storey side and rear extensions, single storey porch and alterations, 8 Papist Way. Granted by SODC. |

15. Items for report or inclusion on next agenda

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

CHOLSEY PARISH COUNCIL

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

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

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

Start: 7.15pm

End: 8.55pm

106. To receive apologies for absence

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

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

There were none.

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

There were none.

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

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

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

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

District Cllrs Simpson and Topping left the meeting.

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

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

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

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

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

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

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

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

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

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

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

CHOLSEY PARISH COUNCIL

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

114. Finance

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

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

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

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

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

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

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

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

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

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

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

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

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

117. Items for report or inclusion on next agenda

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

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

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

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

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

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

Cholsey Parish Council IT AND EMAIL POLICY

21st January 2026

1. Introduction

Cholsey Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Cholsey Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Cholsey Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Cholsey Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Cholsey Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Cholsey Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Cholsey Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Council-provided email accounts must be used for all official communication. This ensures sensitive information is handled in a controlled environment with appropriate security measures. It provides a clear record of communications, which is essential for transparency and accountability.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Cholsey Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote work

Mobile devices provided by Cholsey Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. 'Bring Your Own Device' policy

Cholsey Parish Council recognises that members and employees may sometimes use personally owned devices (e.g. smartphones, tablets, laptops) to conduct Parish Council business.

All users of personal devices for council business must:

- Ensure devices are secured with strong passwords or biometric authentication, and auto-lock after a short period of inactivity;
- Keep devices updated with the latest security patches and antivirus software;
- Use encrypted connections (e.g. VPN or secure Wi-Fi) when accessing council data;
- Avoid using public Wi-Fi unless protected by a secure connection;

- Enable remote wipe capabilities where possible;
- Immediately report any loss, theft, or suspected breach to the Clerk;
- Only access or process personal data for legitimate council purposes;
- Cooperate fully with audits or investigations related to data protection;
- Permanently delete all council-related data from personal devices and email accounts once no longer required or upon leaving the Council.

The council reserves the right to restrict access to council systems from any device that does not meet security standards.

11. Email monitoring

Cholsey Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

12. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

13. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the Parish Council Clerk for investigation and resolution. Report any email-related security incidents or breaches to the Clerk immediately.

14. Training and awareness

Cholsey Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

15. Council Property

All hardware and software issued by Cholsey Parish Council remains the property of the Council. When using such equipment:

- You are responsible for all equipment and software until you return it.
- It will be insured by the Parish Council against loss and damage in accordance with the terms and conditions of the Council insurance but must be always kept secure.
- You are expected to take reasonable care of the equipment, and it should be returned in good, clean condition. When travelling it should not be left unattended. If left in a motor vehicle it should be locked in the boot out of sight.

- You are the only person authorised to use the equipment and software issued to you.
- If you discover any mechanical, electronic, or software defects or malfunctions, you should immediately bring such defects or malfunctions to the Council's attention.
- Upon the request of the Council at any time, for any reason, you will immediately return any laptop, equipment, and all software to the Council.

16. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

17. Related Policies

This policy should be read in conjunction with the Council's Social Media Policy.

18. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

19. Contacts

Cholsey Parish Council contracts the professional services of ASAP Computer Services to provide IT services including security, support, mailboxes, Microsoft licenses, backups, and advice. Employees experiencing technical issues should report these to the Parish Council Clerk providing as much detail as possible. The Clerk is the Data Controller.

All staff and councillors are responsible for the safety and security of Cholsey Parish Council's IT and email systems. By adhering to this IT and Email Policy, Cholsey Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

Date: _____

Signature: _____

Role: _____

Cholsey Parish Council

| | |
|-------------------------------|--|
| Report subject | Forty Management: Community survey results |
| Meeting | Full Council |
| Meeting date | 21st January 2026 |
| Report author | Claire Bird (Clerk) |
| Report contact details | clerk@cholseyparishcouncil.gov.uk |

1. Community survey results

An advisory online community survey (using Microsoft Forms) regarding the management of The Forty was open for responses from 10am, 27th November 2025 until 5pm, 5th January 2026. The survey and an accompanying article exploring the topic were promoted on the Parish Council website, via social media (Parish Council and Cholsey Village Facebook pages), village noticeboards, and in the Winter 2025 issue of the Forty magazine delivered to all households (c. 2200 copies). Hardcopies of the survey and article were also available at the Cholsey Pavilion, Cholsey Day Centre and Heather's Café on the Forty. No hardcopy responses were received.

The article exploring the management of the Forty can be found at the end of this report. It includes a description of the two options, summer mowing or summer meadow management, an update from ecologists working on the 3-year summer meadow trial, and two different perspectives from residents in favour of each option.

157 responses were received and the results were as follows.

1.1 How would respondents like the Forty to be managed going forward (Questions 1 and 2)

Questions 1 and 2 asked respondents how they would like the Forty to be managed (summer meadow, summer mowing, or no strong preference).

In response to Question 1, of the 157 respondents, 74% responded that they would prefer summer meadow management (i.e. 'no mow' except for paths and border around the edge until the end of July); 24% would prefer regular mowing in June and July after buttercup time; and 2% did not feel strongly either way.

Question 1:

1. Cholsey Parish Council is considering the summer management of The Forty in Cholsey.

Option 1: Management as a summer meadow

- continuing the 3-year trial approach, with the aim to increase biodiversity
- a meadow area is left to grow after daffodils and buttercups flower, until the end of July
- borders and paths to the war memorial are mowed to define the meadow and maintain access
- in early August, the meadow is scythed by volunteers using traditional methods, then mowed regularly until the end of the growing season
- maintenance: targeted species control (e.g. wild carrot pulled in summer 2024 to reduce its dominance in 2025)
- monitoring: a local ecologist surveys the site and tracks changes in density of flower and grass species

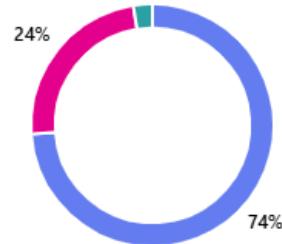
Option 2: Summer mowing in June and July

- as prior to the trial, The Forty would be mowed regularly after buttercup flowering and throughout the summer
- mowing would be carried out by a Council contractor

Please take some time to read more at https://cholseyparishcouncil.gov.uk/wp-content/uploads/2025/11/CPP_The_Forty_Article_Spread_DIGITAL.pdf before completing the below questions. Survey results will inform next steps along with ecological data.

How would you like the Forty to be managed going forward?

| | |
|---|-----|
| <input checked="" type="radio"/> I would prefer summer meadow management, i.e. 'no mow' (except for paths and border around the edg...) | 116 |
| <input checked="" type="radio"/> I would prefer regular mowing in June and July after buttercup time | 37 |
| <input type="radio"/> I do not feel strongly either way | 4 |



74 free-text comments were then received under Question 2, which provided space for comments following Question 1. These cannot be made public for confidentiality reasons but a copy (redacted as necessary to maintain anonymity) is provided separately to Councillors in confidence, to assist in their decision making.

The below word cloud of Question 2 responses has been generated via Microsoft Forms:

18 respondents (24%) answered areas for this question.



The Clerk used AI (ChatGPT) to produce the below summary of the comments received under Question 2:

Management of The Forty – Summary of Survey Responses

Consultation Context

- Total electorate: ~3,500 residents
- Survey responses received: 157 (~4.5% of electorate)
- The response rate is typical for a voluntary parish-level consultation (*for comparison, response rates to previous Parish Council surveys: Recreation Ground Path June 2024: 204 responses; A329 crossing November 2024: 132 responses - Clerk*); however, it does not provide a statistically representative cross-section of all residents.
- Responses demonstrate strong engagement and detailed views among participants, but a majority of residents did not participate.
- Results should be considered alongside ecological data, professional advice, and other evidence when determining next steps.

Summary of Responses

The survey demonstrated a range of strongly held and, in some cases, opposing views among respondents.

- **Support for summer meadow (Option 1):** A majority of respondents expressed support for continuing the summer meadow approach. Key reasons cited included biodiversity benefits, enhanced habitat for insects, birds, and plants, educational and recreational value for children, visual interest, and appreciation for volunteer involvement. Some respondents noted improved access via defined mown paths and borders.
- **Support for regular mowing (Option 2):** A smaller but significant group of respondents preferred a return to regular summer mowing, emphasizing the appearance and function of The Forty as the village's central green. Concerns included untidiness, impact on the war memorial, reduced usability, accessibility issues, fire risk, and health concerns such as hay fever. Some questioned the appropriateness of a meadow at such a prominent village location.
- **Compromise approaches:** Several respondents suggested hybrid solutions, such as combining mown paths or seating areas with meadow sections, structured planting using native species, and interpretive signage to explain biodiversity benefits. Clear communication and active management were highlighted as essential to avoid perceptions of neglect.
- **Overall observation:** Responses reflect a tension between maintaining a traditional village green aesthetic and adopting environmentally beneficial management practices. While opinions are strongly held among respondents, the survey does not represent the views of the entire electorate.

Headline Findings

- Majority of respondents support the summer meadow approach for biodiversity and visual appeal.

- A notable minority prefer regular mowing to maintain a formal village green appearance.
- Compromise solutions, such as partial mowing and clear paths, were suggested.
- The Forty is widely regarded as a key and symbolic village space, requiring visible and careful management.
- The survey indicates strong engagement among respondents, but the low response rate means views may not reflect the wider electorate.

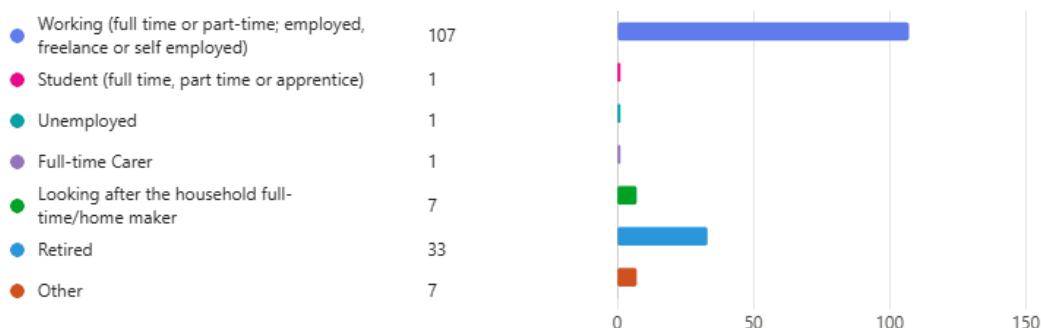
2. Demographic information

Questions 3-6 provide demographic information about the 157 respondents.

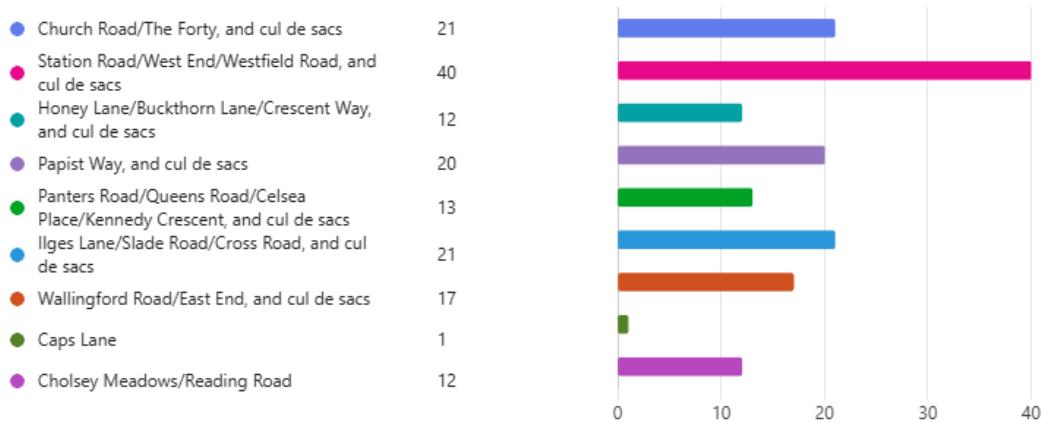
68% of respondents are working; 21% are retired

62% of respondents are aged 19-54; 31% are aged 55 or over (7% prefer not to say)

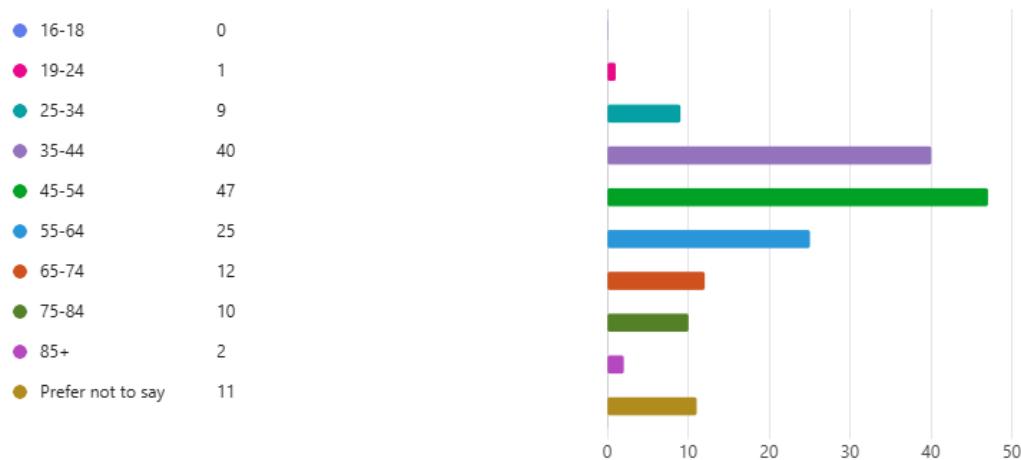
3. Are you...?



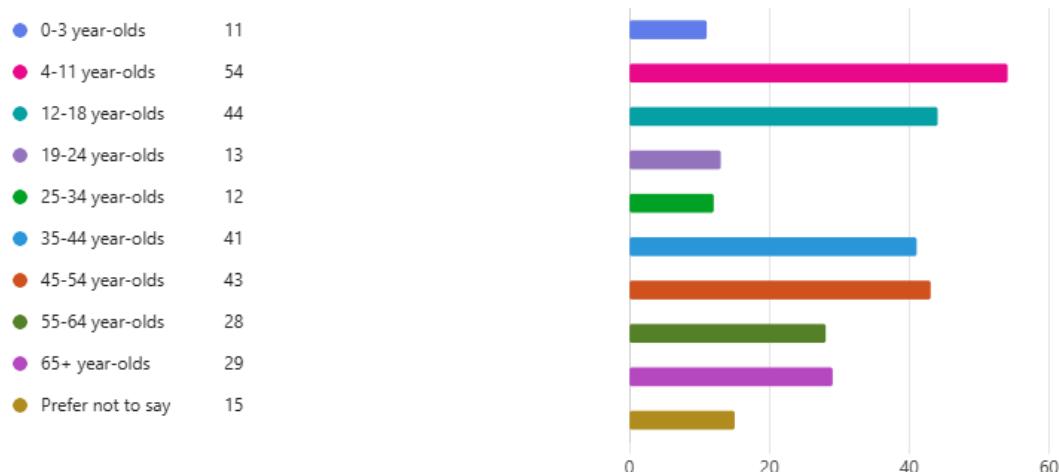
4. Please help give us a sense of whereabouts in Cholsey you live



5. How old are you?



6. Who lives in your household, including yourself? Please select all that apply.



3. Duties and Powers

- 3.1.1 Under the 2021 Environment Act, public authorities (including town and parish councils) in England must consider what they can do to conserve and enhance biodiversity. CPC has published a Biodiversity Policy and Action Plan and made a commitment to 'protect and enhance spaces for nature' in its 5-Year Strategic Plan.
- 3.1.2 The Parish Council has a statutory duty to consider the effects of decisions on Crime and disorder in the area.
- 3.1.3 The Parish Council has the power to provide and manage recreation grounds, public walks and open spaces¹

¹ Public Health Act 1875, s164; Open Spaces Act 1906, s10

Estate Manager's Report to Parish Council January 2026

Allotments

The waiting list for each site as follows:

Cholsey Meadows – 8, Ilges Lane – 8, Station Road – 7.

Cholsey Meadows Allotment site

Last month the access track from Ferry Lane to the allotment site was closed for repairs being carried out to the track.

I enquired with the workers, who had authorised the work, as they hadn't informed the Parish Council that the access track would be closed. Thames Water had contracted the work.

Following from this, I have been researching as to who has responsibility for the maintenance of this track, which is proving quite difficult.

Community Allotment

The guttering around the 2 largest sheds and water butts have been installed. The felt rooves on the sheds will be repaired as there are some leaks, and I will be purchasing consumables to begin the season in the spring.

Cholsey Community Allotment

- 1) Poly Tunnel was purchased using a donation made from CAPA, and with the help of volunteers was installed on the plot.

19/04/2025



25/05/2025



06/07/2025



- 2) Four apple trees were donated and planted by volunteers.



- 3) Four raised beds were built and planted.



- 4) An 'Events Coordinator' was employed and began working on 19/05/2025, planning activities for events.
 - a) 27/04/2025 Community Seed swap event.



b) 03/06/2025
Cholsey Cubs Event 1



The Events Coordinator, for the two consecutive meetings with the cubs, arranged activities which included making bird feeders, making bug hotels, painting the raised bed and then planting with vegetable plants.

c) 04/06/2025
Cholsey Cubs Event 2
Feedback from the cubs leader said that the cubs had 'a lovely time and such a great space'.
d) 11/07/2025 Explorers event



The activities arranged with the Explorers included pruning of overgrown fruit trees, a pallet bug hotel, filling with compost and painting the remaining raised beds, painting the sheds.

Feedback from the Explorers Leaders was that it was 'a very good event and would definitely want to come again.'

e) 23/08/2025 Paint the plot event
This event was advertised to all residents and included decorating the remaining raised beds, planting any plants, toasting marshmallows.
It was also advertised via SOHA residents.
f) 13/09/2025 Paint the Plot event
Very similar to the previous event.

g) 17/09/2025 Brownies event.

The activities very similar to the cubs events.

Planning for 2026 (and beyond), we are looking for funding to run regular weekly sessions at the Community Allotment.

Cholsey Community Orchards

St George's Orchard

A small group of volunteers went to St Georges orchard on Sunday 7th December, and planted most of the hedging whips purchased with the grant from SOHA. I have kept a few back to plant should any fail.

Cholsey Meadows Community Orchard

No update.

Recreation Grounds and Play Areas

The annual RoSPA inspection has been booked to take place during February.

This inspection includes all play equipment, both in the Station Road recreation ground and the Cholsey Meadows play area (currently the responsibility of the developer, Vistry), the gym equipment and the skatepark.

A report on the findings is then emailed to the Estate Manager.

Cholsey Meadows Play Area

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

No update regarding the transfer.

Skatepark

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.

The maintenance person will be attending the RPII Routine Inspection training course in April to provide him with the skills and knowledge to make quarterly assessments, a requirement for the play equipment/areas.

Quarterly Inspections require a more detailed assessment focusing on wear and tear, operational checks and overall safety.

Hedges

The majority of the hedges have now been trimmed, leaving the maintenance person the time to rejuvenate the hedge along the boundary between the Station Road allotment site and Station Road. This work is now well underway.

The hedge around the burial ground will be trimmed once the work on the Station Road hedge has been completed.

The 3rd phase coppicing of the Ilges Lane/East End boundary hedge is being arranged with the contractor to take place before the end of February. There have been a few difficulties with historic chicken wire fencing needing removal which the current tenant has helped with, and removal of waste.

Date of meeting: 21.01.2026

Signatures of authorising councillors:

| Payments made between meetings | | | Approval details. Note: all totals inc VAT if relevant |
|--|---|------------------|---|
| Amazon | Litterpicks x2 for CHEC | £5.99 x2 | Agreed by Clerk on 18.12.2025 |
| Amazon | Binbag holders x2 for CHEC | £14.50 x2 | Agreed by Clerk on 18.12.2025 |
| Oxfordshire Playing Fields Association | Annual membership | £61.00 | Agreed by Finance Committee via email on 19.12.2025 |
| OALC | New councillor training | £156.00 | Agreed by Finance Committee via email on 19.12.2025 |
| OALC | Staff playground inspection training | £422.00 | Agreed by Finance Committee via email on 19.12.2025 |
| New Leaf | Mend the Gap expense - covered by grant received. | £583.32 | Agreed by Finance Committee via email on 22.12.2025. |
| Amazon | 2026 wall calendar for office | £6.64 | Agreed by Clerk on 05.01.2026 |
| Amazon | Printer paper | £20.84 | Agreed by Clerk on 05.01.2026 |
| AA Morgan Accounting | Monthly payroll | £59.40 | Agreed by Finance Committee via email on 06.01.2026 |
| Hawthorn | Monthly pest control - Nov and Dec | £336.00 | Agreed by Finance Committee via email on 06.01.2026 |
| Shield | Monthly dog and general waste collections | £340.60 | Agreed by Finance Committee via email on 06.01.2026 |
| Wellers | Solicitor fees for Tennis Club lease | £1,803.60 | Agreed by Finance Committee via email on 06.01.2026 |
| Amazon | Anti-slip tape for bridge | £27.98 | Agreed by Clerk on 12.01.2026 |
| Rebecca Carozza | Mend the Gap expense - covered by grant received. | £250.00 | Agreed by Finance Committee via email on 12.01.2026. |
| Castle Water | Allotment water | £19.42 | Agreed by Finance Committee via email on 12.01.2026 |
| Aubergine | New website set up and annual subscription | £1,138.80 | Agreed by Finance Committee via email on 12.01.2026 |
| Cholsey Pavilion Trust | Annual office rental | £3,000.00 | Agreed by Finance Committee via email on 12.01.2026 |
| SLCC | Staff training | £46.20 | Agreed by Finance Committee via email on 12.01.2026 |
| National Allotment Society | Annual membership | £84.00 | Agreed by Finance Committee via email on 12.01.2026 |
| ASAP | Monthly IT support and email provision | £228.48 | Agreed by Finance Committee via email on 12.01.2026 |
| Screwfix | Maintenance supplies | £136.11 | Agreed by Finance Committee via email on 12.01.2026 |
| | | £8,720.39 | |
| Automatic payments | | | Note: all totals inc VAT if relevant |
| Virgin Media | Monthly phone & broadband | £46.80 | Paid by Direct Debit. |
| Grundon | Monthly waste collection - Burial Ground | £68.56 | Paid by Direct Debit. |
| Nest | Staff pensions - Dec 2025 | £156.67 | Paid by Direct Debit. |
| Staff wages | Dec | £4,805.74 | Total of individual BACS payments. |

| | | | |
|------------------------|-----------------------------|------------------|-----------------------|
| Gap HR | Monthly HR support | £56.40 | Paid by Direct Debit. |
| | TOTAL | £5,134.17 | |
| Payments for agreement | | | |
| | TOTAL | £0.00 | |
| <u>Income received</u> | | | |
| Allotment fees | Received since last meeting | £195.25 | |
| Burial fees | Received since last meeting | £1,575.00 | |
| | TOTAL | £1,770.25 | |
| <u>Income expected</u> | | | |
| | | | |
| | TOTAL | £0.00 | |