

CHOLSEY PARISH COUNCIL

MINUTES

Meeting	Wednesday 2 nd May 2018 at 7:30pm in the Pavilion, Station Road, Cholsey.
Chair	Mr M Gray
Attendees	Mrs P Turner, Mrs M Dyer-Lynch, Mrs I Neill, Mr P Jenkins, Mr J Hope-Smith, Mr P Ramsay and Mrs V Artene
Apologies	Mrs V Bolt, Mr P Taylor, Mr R Whitfield and Mr J Adelson.

1	To elect a Parish Council Chair					
	Mr Jenkins nominated Mr Gray. There were no other nominations. Mr Ramsay proposed Mr Gray be re-elected.					
	Proposed	Mr Jenkins	Seconded	Mr Ramsay	Carried	1 abstention

2	To hear questions or comments from members of the public (max 15mins)					
	There were none.					

3	To elect a Parish Council Vice-Chair					
	Mrs Dyer-Lynch nominated Mrs Turner as Vice Chair. Mrs Neill seconded the proposal. Mr Adelson nominated Mr Ramsay as Vice Chair. Mrs Artene seconded the proposal. A ballot was held to elect the vice-chair. The ballot was a draw so the Chair flipped a coin. Mr Ramsay was elected.					
	Proposed		Seconded		Carried	

4	To elect a Spokesperson and Vice-Spokesperson for Planning					
	Mr Gray proposed Mr Jenkins be elected as Spokesperson for planning.					
	Proposed	Mr Gray	Seconded	Mrs Turner	Carried	1 abstention
	Mr Gray proposed Mrs Neill be elected as Vice-Spokesperson for planning.					
	Proposed	Mr Gray	Seconded	Mr Ramsay	Carried	1 abstention

5	To elect a Finance Committee					
	Mr Gray proposed Mr Taylor, Mr Ramsay and Mr Adelson as the Finance Committee					
	Proposed	Mr Gray	Seconded	Mrs Neill	Carried	With 1 abstention

6	To discuss the status of the Personnel Working Party					
	Mr Gray explained that Council had originally decided to appoint a working party as a working party makes suggestions to council whereas a Committee makes decisions. Mr Ramsay explained he had suggested making the working party as the Council now has 11 employees and there needs to be more structure. It was agreed to continue with a working party meeting on a regular basis.					
	Proposed		Seconded		Carried	

7	To elect a Personnel Working Party					
	Mr Jenkins proposed Mr Whitfield, Mrs Neill, Mr Gray, Mr Hope-Smith, Mrs Dyer-Lynch and Mrs Turner as the Personnel Working Party.					
	Proposed	Mr Jenkins	Seconded	Mrs Artene	Carried	With 5 abstentions

8 a)	To elect Parish Council Representatives to: The Day Centre					
	Mrs Dyer-Lynch confirmed she would be willing to continue as Day Centre representative. Mr Gray proposed Mrs Dyer-Lynch be re-elected.					
	Proposed	Mr Gray	Seconded	Mrs Turner	Carried	With 1 abstention

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b)	To elect Parish Council Representatives to: CWRPS					
	Mr Gray proposed Mr Hope-Smith be elected as Council's representative to CWPRS.					
	Proposed	Mr Gray	Seconded	Mr Ramsay	Carried	With 1 abstention
9 a)	To consider electing Parish Council Representatives to: Cholsey 1000+					
	Mr Gray proposed that Mrs Dyer-Lynch and Mrs Bolt who currently represent Council on Cholsey 1000+ should continue in the role.					
	Proposed	Mr Gray	Seconded	Mrs Turner	Carried	With 1 abstention
b)	To consider electing Parish Council Representatives to: The Recreation Ground Sports Clubs					
	Mr Gray advised that this role is effectively filled currently by the Parish Office.					
c)	To consider electing Parish Council Representatives to: The River Users Group					
	It was agreed to ask Mr Taylor if he would be the Council representative.					
d)	To consider electing Parish Council Representatives to: The Cemetery Working Party					
	Mr Gray proposed that as long as the existing members were happy to continue that they be re-elected.					
	Proposed	Mr Gray	Seconded	Mr Adelson	Carried	With 1 abstention
e)	To consider electing Parish Council Representatives to: The Youth Club					
	Mr Gray confirmed he would be willing to continue as Council's representative to the Youth Club Mr Ramsay proposed Mr Gray be re-elected.					
	Proposed	Mr Ramsay	Seconded	Mr Jenkins	Carried	With 1 abstention
f)	To consider electing Parish Council Representatives to: The Rural Transport Committee					
	Mr Jenkins proposed Mrs Neill as Rural Transport representative.					
	Proposed	Mr Jenkins	Seconded	Mrs Dyer-Lynch	Carried	With 1 abstention
g)	To consider electing Parish Council Representatives to: The CDT					
	Mr Ramsay proposed Mrs Neill as CDT representative.					
	Proposed	Mr Ramsay	Seconded	Mr Gray	Carried	With 1 abstention
10	To receive Declarations of Interest for any agenda items					
	There were no declarations of interest for any agenda items.					
11	To approve and sign the minutes of the meetings held on 4th and 18th April 2018					
	The minutes of the meetings held on the 4 th and 18 th April were approved as a true record and signed by the Chair.					
	Proposed	Mr Ramsay	Seconded	Mrs Dyer-Lynch	Carried	With 4 abstentions
12 a)	To report matters arising from the minutes of 4th April					
	Mr Gray will act representative to the Armistice Day committee.					
b)	from the action point register					
		The Clerk will write to the owner of the hedge using the County Council letter as a template				
	16/080 - 151	It was agreed if it is not completed in the next two months CIL money will be used to put up the signs.				
		The Clerk will write to the developer of the Honey Lane property asking for the agreed £15,000				
		The Clerk will chase up the owner of the Solar Farm				
		The Estate Manager will contact Reading Asphalt				

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13	To consider the current management structure of the Parish Council Staff					
	Mr Gray reported that the Clerk has responsibility for all the staff but does not manage everyone. Mr Ramsay expressed concerns about Mr Gray as a non-employee managing members of staff. The role of the Clerk was discussed.					
14	To discuss the name of the spine road at Cholsey Meadows					
	Deferred to next meeting.					
15	To discuss request from Cholsey Pre-School for a donation					
	It was agreed to donate £150 to Cholsey Pre-School.					
	Proposed	Mr Ramsay	Seconded	Mrs Neill	Carried	Unanimously
16	To discuss request from the Day Centre for a donation					
	It was agreed to donate £128 for the Day Centre to purchase two more chairs					
	Proposed	Mr Gray	Seconded	Mr Ramsay	Carried	Unanimously
17	GDPR Update					
	Mr Gray reported that the staff have taken note of the new GDPR regulations. A data audit has commenced and a clear desk policy has been adopted. The allotment letters have been changed to reflect the new regulations and members of the public have been excluded from the office. It was also noted and agreed that all Councillors should have a dedicated Council email address.					
18	To discuss the renewal of the Pavilion Lease					
	It was agreed in principle that the Parish Council would renew the Pavilion Lease with the Pavilion Trust. A vote will be taken next month.					
19	To approve the Neighbourhood Plan to go forward to regulation 15					
	Mr Ramsay reported that the Parish Council needed to approve the Neighbourhood Plan in order for it to go to Regulation 15 (SODC Consultation). Mr Gray proposed approval of the Neighbourhood Plan.					
	Proposed	Mr Gray	Seconded	Mrs Neill	Carried	Unanimously
20	Planning					
	To consider Planning Applications as at 26th April 2018:					
	P18/S1010/FUL	Land North Charles Road - Residential development (15 dwellings), including access road necessitating relocation and amendment to 2 houses previously consented on neighbouring 60 dwelling residential development 'Meadow View' consented by P17/S0875/RM Mr Venners gave the Parish Council an outline of the proposal. Council discussed the proposal. It was noted that the housing mix does not support the Neighbourhood Plan housing mix and the landowner has not engaged with the Neighbourhood Plan committee. Mr Jenkins proposed refusal.				
	Proposed	Mr Jenkins	Seconded	Mr Gray	Carried	Unanimously
	P18/S0497/HH	6A Cross Road - A single-storey extension across the width of the existing house Mr Jenkins took council through the proposal for a straightforward rear extension and proposed approval.				
	Proposed	Mr Jenkins	Seconded	Mrs Neill	Carried	Unanimously
	P18/S1282/LB P18/S1281/HH	The Island Cottage, The Forty - Partial demolition/removal of external WC, lean to and internal walls, new extensions to include WC/ boot room and utility and alterations to existing layout/doors & windows to a residential dwelling. Mr Jenkins took council through the proposal and proposed approval				
	Proposed	Mr Jenkins	Seconded	Mr Gray	Carried	7 in favour 1 against

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21	Finance			
(a)	The following accounts for payment were approved.			
	Virgin Media Payments	Phone and Internet April	205860	£63.65
	Cholsey Community Library	Annual Grant	205861	£2,900.00
	M. Gray	Chairmans Allowance 2017-18	205862	£200.00
	M. Gray	Carpet Cleaning Fluid	205863	£8.98
	Nick Robins Ltd	Burial Ground Grass cut	205864	£282.00
	Nick Robins Ltd	Recreation Ground Cut	205865	£330.00
	West Berkshire District Council	DBS Check	205866	£64.00
	Cholsey Community Library	Room Hire	205867	£72.00
	Ladybird First Aid	Defib Training for APM	205868	£60.00
	Charlton Environmental Ltd	Weedspraying April 2018	205869	£414.00
	Charlton Environmental Ltd	Weedspraying October 2017	205870	£396.00
	Castle Water	Water supply allotments	205871	£105.73
	Castle Water	Water supply allotments	205872	£53.41
	Came and Company	Insurance	205873	£1692.53
	K Le Masurier	Travel Expenses	205874	£7.90
	L Dalby	Travel Expenses and Photocopying Fees	205875	£11.90
	Cholsey Pavilion Trust	Repair Café Donation	205876	£92.00
	K Le Masurier	Repair Café Donation	205877	£58.00
	Petty Cash	Petty Cash	205878	£50.00
				£6,862.10
	Proposed	Mr Ramsay	Seconded	Mr Hope-Smith
			Carried	7 infavour 1 abstention

	Finance			
(b)	To note automatic payments			
	Nest	Pension Payments	DD	£86.72
	Staff	Staff Salaries	DD	£5724.91
				£6,862.10
(c)	To note payments between meetings			
	HMRC	PAYE & NI	205859	£336.43
(d)	To note payments received			
	SODC	Precept first payment		£59,072.50
	Residents	Allotments		£471.75
	H Chadwick	Burial Ground Fees		£160.00
	Abingdon Stone and Marble	Burial Ground Fees		£80.00
				£59,784.25
(e)	To note account balances			
	Current Account			£54,098.05
	Reserves Account			£40,911.35
	Projects Account			£32,406.75

22	To receive lists of recent Correspondence and Publications and Notices			
	1. LETTERS (including e-mails)			
	a) OALC – Training events, Expressway and Standing Orders			
	b) OCC – Town and Parish Event			
	2. REPORTS, PLANS & STRATEGIES			

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3. NOTICES, POSTERS and FLYERS

- a) SODC – Press Releases
 - 5 Year housing Land Supply
 - Superfast Broadband
 - Survey on Sports and Leisure
- b) Community Led Housing Event

4. MAGAZINES and NEWSLETTERS

- a) TVP – Neighbourhood Policing Newsletter
- b) Deputy Police and Crime Commissioner Newsletter
- c) CPRE – News April 2018
- d) CPRE – Countryside Voice
- e) News from Sustainable Wallingford
- f) OALC – Newsletter
- g) OCC – Oxfordshire Matters

23	To receive the Estate Manager’s report for April	
	Council reviewed the Estate Managers report. It was agreed to arrange a meeting with The Bluebirds to discuss the use of the recreation ground.	
24	To receive news items or up-dates from the Chair	
	Mr Gray reported that the Estate Manager has resigned as her family is moving from the area.	
25	To receive Councillors’ Incident Reports and Items for future Agenda	Action
	<ul style="list-style-type: none"> - Mrs Dyer-Lynch reported that the Wallingford Road signs need cleaning. - Mr Ramsay asked the Clerk to contact SODC regarding the outstanding CIL money owed. - Mrs Neill reported concerns that the Cricket Club shed is a storage container – Clerk to contact SODC Planning. - Mr Jenkins reported over grown tree on the end of Ilges Lane to Reading Road. 	

There being no further business the meeting closed at 21.30.