

Cholsey Parish Council

MINUTES

<b>Meeting</b>	Wednesday 21 <sup>st</sup> August 2019 in the Pavilion, Station Road, Cholsey
<b>Chair</b>	Mr M Gray
<b>Attendees</b>	P. Jenkins, Val Bolt, C. Worley, V Artene, I. Neill, P. Turner, M. Dyer-Lynch, J Hope Smith and G. Herbert. 21 members of the public.
<b>Apologies</b>	Mr D. Seed

<b>69</b>	<b>To hear questions or comments from members of the public</b> A resident raised concerns about the verges especially over farm hill as vehicles approach at speed in the middle of the road. Rabbits in the burial ground have dug up bulbs. The rabbit fencing needs to be replaced. The Blue Bonnets proposals are over development and unneighbourly and should be challenged by the Parish Council. A resident asked when the gate at Ilges Lane will be put up as it is very dangerous. He also noted that since the not a public right away sign was removed many more dog walkers are going through. Unused allotments are not being kept properly and will become unlettable. He believes there are 9 free allotments.												
<b>70</b>	<b>To receive any reports from County and/or District Councillors</b> Mr Gray reported Wallingford Road is almost done and he hopes it will be open before school starts. Papist Way is going to be resurfaced. Celsea Place needs to be finished but when Wallingford Road reopens.												
<b>71</b>	<b>To receive Declarations of Pecuniary Interest for any agenda items.</b> There were none.												
<b>72</b>	<b>To approve and sign the minutes of the meeting held on 3<sup>rd</sup> July and 17<sup>th</sup> July 2019</b> The minutes of the meeting held on 3 <sup>rd</sup> July were approved as a true record and signed by the Chair. <table border="1" data-bbox="236 1149 1441 1216"> <tr> <td><b>Proposed</b></td> <td>Mr Gray</td> <td><b>Seconded</b></td> <td>Mr Jenkins</td> <td><b>Carried</b></td> <td>10 in favour 1 abstention</td> </tr> </table> The minutes of the meeting held on 17 <sup>th</sup> July were approved as a true record and signed by the Chair. <table border="1" data-bbox="236 1272 1441 1339"> <tr> <td><b>Proposed</b></td> <td>Mr Gray</td> <td><b>Seconded</b></td> <td>Mr Jenkins</td> <td><b>Carried</b></td> <td>8 in favour 3 abstentions</td> </tr> </table>	<b>Proposed</b>	Mr Gray	<b>Seconded</b>	Mr Jenkins	<b>Carried</b>	10 in favour 1 abstention	<b>Proposed</b>	Mr Gray	<b>Seconded</b>	Mr Jenkins	<b>Carried</b>	8 in favour 3 abstentions
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<b>73</b>	<b>To report matters arising from:</b>												
<b>a)</b>	<b>The minutes of 3<sup>rd</sup> July 2019</b> Mr Worley and Mr Gray to meet with Archstone. They will ask them about energy efficiency. Clerk to ask SODC if spare bins can go to top of Ilges Lane and one at Silly Bridge.												
<b>b)</b>	<b>The Action Point Register</b> Talking to contractors about car park												
<b>74</b>	<b>To agree to consult on proposals for The Forty</b> It was agreed to consult with residents about proposals to manage The Forty as a wildflower meadow. A consultation event will take place at Community Café on a Saturday morning.												
<b>75</b>	<b>Agree response to review of polling places</b> It was agreed that both Polling Stations have good access for residents though there is some confusion over which Polling Station some residents should use.												
<b>76</b>	<b>Neighbourhood Plan pledges, commitments and upcoming development</b> Mr Worley confirmed it is now the responsibility of the Parish Council to carry out the plan. Pledges are to be added to Action Point Register. Access is required to the Neighbourhood Plan documents for the new website. It was agreed that going forward the sub-committee would deal with developers and report back to full council.												
<b>77</b>	<b>Agree representative to Oxfordshire Neighbourhood Plans Alliance</b>												

	Mr Worley and Mr Jenkins agreed to act as representatives.											
<b>78</b>	<p><b>Confirm use of St Georges Close Allotments as a Community Orchard</b> It was agreed that the St Georges Close allotments should be used as a community orchard. The Chelsey Tomorrow group are making good progress with the plans and have got the neighbours on board.</p> <table border="1"> <tr> <td><b>Proposed</b></td> <td>Mrs Bolt</td> <td><b>Seconded</b></td> <td>Mrs Neill</td> <td><b>Carried</b></td> <td>Unanimously</td> </tr> </table>						<b>Proposed</b>	Mrs Bolt	<b>Seconded</b>	Mrs Neill	<b>Carried</b>	Unanimously
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<b>79</b>	<b>Planning</b>											
	P19/S2267/HH	<p>Replace existing conservatory at rear with part two storey/part single storey extension. Add single storey bay window to rear of kitchen. Add two storey extension to front. Remodel front and build a first-floor extension over existing family room. Internal modifications. <b>Blue Bonnets 31 West End</b> Mr Jenkins took Council through the plan. Considers it overdevelopment and there is no room for parking. Unneighbourly and overbearing especially as neighbours are bungalows. Four bedrooms and only two parking spaces. Look at Neighbourhood Plan. Dangerous on walking route to school. Mr Jenkins proposed refusal.</p> <table border="1"> <tr> <td><b>Proposed</b></td> <td>Mr Jenkins</td> <td><b>Seconded</b></td> <td>Mr Gray</td> <td><b>Carried</b></td> <td>Unanimously</td> </tr> </table>					<b>Proposed</b>	Mr Jenkins	<b>Seconded</b>	Mr Gray	<b>Carried</b>	Unanimously
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	P19/S2163/HH	<p>Second floor extension over existing garage, and ground floor front extension. <b>33 Rothwells Close.</b> Mr Jenkins took council through the proposals. There have been no neighbour objections and he proposed Council Fully Support the application</p> <table border="1"> <tr> <td><b>Proposed</b></td> <td>Mr Jenkins</td> <td><b>Seconded</b></td> <td>Mrs Neill</td> <td><b>Carried</b></td> <td>Unanimously</td> </tr> </table>					<b>Proposed</b>	Mr Jenkins	<b>Seconded</b>	Mrs Neill	<b>Carried</b>	Unanimously
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	P19/S2278/HH	<p>Rebuilding of existing garage to attached to cottage to provide kitchen and ancillary accommodation to the property. <b>1 Hithercroft Cottages</b> The property is currently derelict with huge garden. One neighbour has mentioned the need for new septic tank. Mr Jenkins proposed Fully Supports subject to the comments about a septic tank being taken into account.</p> <table border="1"> <tr> <td><b>Proposed</b></td> <td>Mr Jenkins</td> <td><b>Seconded</b></td> <td>Mrs Neill</td> <td><b>Carried</b></td> <td>Unanimously</td> </tr> </table>					<b>Proposed</b>	Mr Jenkins	<b>Seconded</b>	Mrs Neill	<b>Carried</b>	Unanimously
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	P19/S2373/HH	<p>Single storey rear extension <b>68 West End</b> There have been no comments from neighbours and Mr Jenkins proposed Fully Supports.</p> <table border="1"> <tr> <td><b>Proposed</b></td> <td>Mr Jenkins</td> <td><b>Seconded</b></td> <td>Mrs Turner</td> <td><b>Carried</b></td> <td>Unanimously</td> </tr> </table>					<b>Proposed</b>	Mr Jenkins	<b>Seconded</b>	Mrs Turner	<b>Carried</b>	Unanimously
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	P19/S2408/HH	<p>New extension and alterations. <b>62 Caps Lane</b> Mr Jenkins reported he had some reservations as the plans double the size of property but it is a huge plot. Mr Jenkins proposed No objections</p> <table border="1"> <tr> <td><b>Proposed</b></td> <td>Mr Jenkins</td> <td><b>Seconded</b></td> <td>Mr Worley</td> <td><b>Carried</b></td> <td>Unanimously</td> </tr> </table>					<b>Proposed</b>	Mr Jenkins	<b>Seconded</b>	Mr Worley	<b>Carried</b>	Unanimously
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	P19/S2323/HH	<p>Proposed extension and alterations <b>4 Panters Road</b> Mr Jenkins noted the plans were similar to other extensions in Panters Road and proposed fully supports.</p> <table border="1"> <tr> <td><b>Proposed</b></td> <td>Mr Jenkins</td> <td><b>Seconded</b></td> <td>Mr Gray</td> <td><b>Carried</b></td> <td>Unanimously</td> </tr> </table>					<b>Proposed</b>	Mr Jenkins	<b>Seconded</b>	Mr Gray	<b>Carried</b>	Unanimously
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	P19/S2357/HH	<p>Installation of a Velux Cabrio Balcony Window to the front of the house in the roof. <b>Cardynham 75 Honey Lane</b> Mr Jenkins proposed fully supports.</p> <table border="1"> <tr> <td><b>Proposed</b></td> <td>Mr Jenkins</td> <td><b>Seconded</b></td> <td>Mr Gray</td> <td><b>Carried</b></td> <td>Unanimously</td> </tr> </table>					<b>Proposed</b>	Mr Jenkins	<b>Seconded</b>	Mr Gray	<b>Carried</b>	Unanimously
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<b>80</b>	<p><b>Finance</b> <b>To discuss Internal Audit report</b> The Internal Audit report was discussed.</p>											

Petty Cash – the Clerk explained that it had not been possible to reconcile the petty cash before the internal auditors visit however this has subsequently been completed and a new system of recording petty cash implemented.

Risk Register – confirming the risk register was overlooked in 2018-19 however this has already been reviewed in 2019-20 and added as a standard item to the Annual Meeting of the Parish Council agenda.

Bank Reconciliations – the finance committee have arranged a rota to check the bank reconciliations quarterly. The first review has already taken place.

Staff Contracts – the personnel committee will meet in the Autumn to start the process of providing staff with contracts.

Asset Register – as per Risk Register.

PAYMENTS			
HMRC	PAYE & NI	500017	£128.55
Virgin Media	Telephone/Broadband	500018	£67.46
Heritage tree Services Ltd	Hire of Flail for Cholsey Meadows Allots	500019	£75.00
Hawthorn Pest Control	Pest Control	500020	£140.00
Nick Robins Ltd	Grass Cutting	500021	£741.00
Swift Business Services Ltd	Photocopier Contract	500022	£159.51
Cholsey Youth Club	Room hire NP	500023	£18.00
Cholsey Library	Room Hire	500024	£144.00
Grundon Waste Management	Waste Removal Churchyard	500025	£53.17
C Hunt	MHSW Expenses	500026	£37.44
SODC	Uncontested Election Fees	500027	£100.00
P. Turner	Glasses	500028	£33.78
GLS	Stationery	500029	£40.70
M. Gray	Office 365	500030	£79.99
Charlton Environmental Ltd	Weed spraying	500031	£396.00
			£2,214.60

AUTOMATIC PAYMENTS			
Nest	Pension Contributions	DD	£68.27
Staff	Staff Salaries	DD	£5,726.65
			£5,794.92

PAYMENTS RECEIVED			
Abingdon Stone and Marble	Burial ground Fees		£50.00
Reynolds	Vendor Fee		£53.75
OCC	Grass Grant		£1,758.78
Fair	Hire of Rec		£500.00
May Fair	Fundraising for MHSW		£74.00
Drop In	MHSW		£134.86
Donations	Skate Park		£30.00
Ipsden and Moulsoford PCs	Grass Verge payments		£690.00
Residents	Allotment Fees		£701.00
TOTAL			£3,992.39

CURRENT ACCOUNT						
Current Account Balance to date						£83,674.48
RESERVES ACCOUNT						
Reserves Account Balance to date						£38,186.64
PROJECTS ACCOUNT						
Projects Account Balance to date						£119,637.59
<p><b>Projects Account =</b>            £25577.18 - non earmarked            £364.92 - Skate Park            £1342.36 - Cemetery - walls, paths etc            £4,122.69 - Play equipment            £88123.40 - CIL Payments</p>						
<b>Proposed</b>	Mr Gray	<b>Seconded</b>	Mrs Bolt	<b>Carried</b>	Unanimous	
<b>81</b>	<p><b>To receive the Estate Manager's report for July</b>            The Estate Managers report was noted.            A sign is needed asked people to allow the grass cutters to cut the children's play areas.</p>					
<b>82</b>	<p><b>To receive list of recent correspondence and Publications and Notice</b></p> <ol style="list-style-type: none"> <li>1. CPRE Newsletter</li> <li>2. SSEN Stakeholder Workshop</li> <li>3. The Bunk</li> <li>4. Clerks and Councils Direct</li> <li>5. CPRE Letter</li> <li>6. Request fro £150 from 1000 plus for Agatha Christie Weekend</li> <li>7. Thank you from Hort Soc</li> <li>8. Countryside Voice</li> </ol>					
<b>83</b>	<p><b>To receive news items or updates from the Chair</b>            Fun in the Park tremendous success.</p>					
<b>84</b>	<p><b>To receive Councillors' Incident Reports and Items for future agenda</b></p> <ul style="list-style-type: none"> <li>- Mrs Turner reported that the Happy Hub have now been put on a formal lease. The cleaning going well and a new painter has been found. Following problems with the Disabled Loo it has been decided to put a radar lock on the door and changing tables are to be moved.</li> <li>- Mrs Bolt reported that the temporary classroom has been put up at school.</li> <li>- Station Road hedge needs to be cut desperately.</li> <li>- Mrs Herbert reported that concerns had been raised about weeds being sprayed. Need to find out what is being used and if there is a better way.</li> <li>- Mr Bamford reported that he has completed the fix my street super user training and got high vis and spray can. For reporting potholes, drains and hedges. David can see reports from the site and then with Highways and mark if action needed. 28 days for potholes. Hedges letter will be written within 24 hours. Need accurate pictures of hedge. Inspected faults with Mandy Bell of three substantial faults which were repaired in 36 hours. Do people know how to use fix my street. Need to encourage people to use fix my street and add to website.</li> <li>- Mr Gray reported that the drainage at the Red Lion is to be looked at whilst Wallingford Road is closed. Drainage at East End Farm much better as ditch cleared.</li> <li>- Path from vets to Reading Road – Geoff Barrel coming out to see it in the next few weeks.</li> <li>- Talk to Chair of Benson about skate park funding – Mr Gray to follow up.</li> <li>- Why did Highways repair road outside Red Lion – had been patched so many times it needed decent repair.</li> </ul>					

	<ul style="list-style-type: none"> <li>- Three road signs that need attention. Lapwing Lane (stolen) Honey Lane/Papist Way vandalised and Crescent Way/Papist Way destroyed. Report to District Council.</li> <li>- Richard Corey-Wright has now left the village but has done a lot of work re-planning the graveyard leaving space for benches. Write letter of thanks.</li> </ul>
<b>85</b>	A staffing matter was discussed.

There being no further business the meeting was declared closed at 10pm.