

## Cholsey Parish Council

### Minutes of the Annual Parish Council meeting duly convened and held on Wednesday 5<sup>th</sup> May 2021 at 7.30pm via Zoom

Present were Cllrs C Worley (Chair), D. Bamford, M. Gray, V. Bolt, M. Dyer-Lynch, P Jenkins, S Park, K Pomlett, G. Herbert, M. Smith, I Neill, D. Seed and J. Hope-Smith.

Also present the Clerk, the Environmental Coordinator and two members of the public.

Mr Gray opened the meeting.

**1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office**

Cllr Worley was **proposed** by Cllr Pomlett and **seconded** by Cllr Jenkins **Carried** Unanimously

Cllr Worley to sign the declaration of acceptance of office in the presence of the Clerk.

**2. To receive remarks from retiring Chair**

Cllr Gray wished Cllr Worley luck and reported what a great experience it has been. He mentioned the Pavilion as an enormous achievement along with the Happy Hub. He thanked Cllrs Dyer-Lynch, Bolt and Jenkins for all their work over the years. He noted it is important to listen to residents and to have the power of your convictions and be brave.

Cllr Bolt thanked Cllr Gray for all the hard work and especially for the personal help he has given people.

**3. To elect a Vice Chair**

Cllr Worley **proposed** Cllr Bolt **seconded** Cllr Neill **Carried** Unanimously

**4. To appoint members to serve on the under mentioned Committees/Working Groups:**

- a) Finance Committee – Cllrs Neill (Chair), Bamford and Worley
- b) Personnel Working Group Cllrs Bamford (Lead), Dyer-Lynch, Herbert, and Neill
- c) Estate Management Working Group Cllrs Seed (Lead) and Bolt
- d) Communications Working Group Cllr Pomlett
- e) Environmental Initiatives Working Group Cllrs Herbert (Lead), Hope-Smith and Seed
- f) Community Support Working Group Cllrs Bamford (Lead), Dyer-Lynch and Herbert
- g) Neighbourhood Development Plan Working Group Cllr Pomlett and Mrs Guiver
- h) Planning Working Group Cllr Jenkins(Lead) and Smith
- i) Transport Initiatives Working Group Vacant

**Proposed** Cllr Worley **Seconded** Cllr Bolt **Carried** Unanimously

The new groups will need terms of reference.

## Cholsey Parish Council

### Public Participation Session

A resident spoke on behalf of the planning application at Kentwood Farm and gave a history of the site.

Cllr Bolt declared a personal interest and spoke in support of the application.

#### 5. To receive apologies for absence

District Cllr Simpson

#### 6. To receive any declarations of pecuniary or personal interest from Members

Mrs Bolt declared a personal interest in the Kentwood Farm planning application.

#### 7. To note report from the Environmental Coordinator

The Environmental Coordinator gave a report on her work (appendix A)

Coordinating with the transport group was discussed. Cllrs Herbert and Bolt to act as liaison until someone takes the lead.

Cllr Gray left the meeting.

#### 8. Clerk's Report

The Clerk reported that ITV had sought permission to film in the graveyard. This has highlighted the fact that as it is a closed churchyard (s215(2) Local Government Act 1972) the Parish Council is responsible for the cost of maintenance but the Church retains the ownership and therefore is the body who decides this kind of matter and will be entitled to the filming fees. The matter to be discussed at another point.

#### 9. To approve the minutes of the meetings held on 7th April and 28th April 2021

Minutes 7<sup>th</sup> April

**Proposed** Cllr Pomlett **Seconded** Cllr Bolt **Carried** Unanimously

Minutes 28<sup>th</sup> April

**Proposed** Cllr Dyer-Lynch **Seconded** Cllr Pomlett **Carried** Unanimously with one abstention

#### 10. To report Matters Arising from

a) From the minutes of 7<sup>th</sup> April 2021

None

b) From the Action Point Register

- Notice board at Cholsey Meadows has gone.
- Cllr Park has is unable to help with FITP but she has contacted the Hort Soc about having a combined event later in the summer or to combine with skatepark opening.
- The Forty Grass cutting consultation overlaps with Environment Group.

#### 11. To note skate park report and make decision regarding path

The work is underway and making good progress but don't yet have a finish date. It has been suggested that a path be added which would have the added benefit of creating disabled access and be part of a safe access to school. Cllr Seed to investigate a grasscrete path as opposed to a laid path.

## Cholsey Parish Council

Considered concrete table tennis table at a cost of £5000. Agreed to further investigation.

### **12. To approve and adopt the following:-**

- a) Standing Orders for Cholsey Parish Council.
  - b) Financial Regulations for Cholsey Parish Council.
  - c) Complaints policy
  - d) Freedom of Information requests policy
  - e) Risk Assessment
  - f) Grants Policy
- Need GDPR policy.

**Proposed** Cllr Worley **Seconded** Cllr Jenkins **Carried** Unanimously

### **13. To review the Council asset register**

The asset register was reviewed it was agreed it should be amended to include insurance value.

**Proposed** Cllr Seed **Seconded** Cllr Worley **Carried** Unanimously

### **14. To review the Council insurance policy and discuss/decide on alterations**

The insurance policy was reviewed and agreed.

**Proposed** Cllr Seed **Seconded** Cllr Neill **Carried** Unanimously

### **15. To appoint an Internal Auditor.**

It was agreed to appoint IAC Audit

**Proposed** Cllr Bolt **Seconded** Cllr Neill **Carried** Unanimously

### **16. To appoint Parish Council Representatives to:**

- a) The Day Centre - Cllr Dyer-Lynch
- b) Cholsey 1000 Plus - Cllrs Dyer-Lynch and Bolt
- c) The Youth Club vacant
- d) Cholsey and Wallingford Railway vacant
- e) Public Transport Rep – Mrs Herbert

### **17. To agree cheque signatories**

It was agreed to make Cllrs Worley, Neill, Bolt, Jenkins and Dyer-Lynch cheque signatories.

### **18. To discuss return to face-to-face meetings**

Council considered that the risk of holding on person meetings remains high as not all members or staff have received vaccinations.

It was agreed to delegate powers to Clerk as agreed at the meeting of 20<sup>th</sup> March 2020. The Clerk to make decisions in accordance with online meetings to be held on 19<sup>th</sup> May and 2<sup>nd</sup> June 2021. The meeting scheduled for 16<sup>th</sup> June to be moved to June 23<sup>rd</sup> and to be held as an in-person meeting to approve the AGAR.

**Proposed** Cllr Worley **Seconded** Cllr Pomlett **Carried** Unanimously with 1 abstention

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### 19. To note Estate Managers Report

Noted.

### 20. To consider planning applications as at 29<sup>th</sup> April 2021

<b>P21/S1503/O</b>	Outline application for access for Mixed Use Development comprising, up to 350 C3 residential dwellings, C2 Care and Assisted Living, E(a) retail, E(g) employment space, F2 Community Building, E(e) Daycare Nursery, Open Space and Landscaping' Land off Papist Way Cholsey Cllr Jenkins <b>Proposed</b> OBJECT <b>Seconded</b> Mr Worley <b>Carried</b> Unanimously
<b>P21/S1307/FUL</b>	Removal of condition 18 (Construction Traffic Management) on application P19/S2924/FUL Erection of 106 dwellings including affordable housing provision, parking, open space and woodland and other associated works. Land Rear (South East) of Wallingford Road Cholsey Application was discussed. Cllr Jenkins <b>Proposed</b> NO OBJECTION <b>Seconded</b> Cllr Bolt <b>Carried</b> with one abstention
<b>P21/S1180/FUL</b>	Change of use of redundant single storey dwelling to use as farm office Kentwood Farm Bungalow Papist Way Cllr Jenkins took through council through the application and <b>Proposed</b> FULLY SUPPORT <b>Seconded</b> Cllr Smith <b>Carried</b> unanimously with 1 abstention
<b>P21/S1529/HH</b>	Proposed detached garage with studio The Homestead 25 West End Mr Jenkins took council through the application. There have been no objections from the neighbours. Application was discussed as concerns were raised that it isn't a garage as it has a kitchen and shower. The plans are not clearly defined as being a potentially a habitable property. Cllr Jenkins <b>Proposed</b> NO OBJECTION <b>Seconded</b> Cllr Bolt <b>Carried</b> Unanimously
<b>P21/S1237/FUL</b>	To build a single lane, England & Wales Cricket Board approved enclosed cricket training facility on the edge of the existing cricket pitch. Scale estimate 32m long x 4m wide x 4m high. The Cricket Pavilion Cllr Jenkins <b>Proposed</b> FULLY SUPPORT <b>Seconded</b> Cllr Seed <b>Carried</b> Unanimously

### 21. Finance

PAYMENTS FOR APPROVAL			
Nick Robins	Grass Cutting	Public Health Act 1875 s164	£2,058.00
Swift Digital	Photocopyer Contract	LGA 1972 s111	£66.00
Balanced	Payroll	LGA 1972 s112	£54.00
Pavilion Trust	Office Hire	LGA 1972 s111	£2,500.00
Hawthorn Pest Control	Pest control	Public Health Act 1875	£140.00
Came and Company	Insurance	LGA 1972 s111	£1,706.93

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The Parish Office, The Pavilion, Station Road, Cholsey

## Cholsey Parish Council

Bendcrete Leisure Ltd	Skate Park	LG (Misc Provs) 1976	£35,556.00
Castle Water	Allotment Water	Smallholdings & Allotments Act 1908 ss 23, 26, 42	£37.30
Total			£42,118.23
<b>AUTOMATIC PAYMENTS</b>			
Virgin Media	Phone/Broadband	LGA 1972 s111	£62.63
Grundon	Waste Removal	Open Spaces Act ss 9 & 10	£70.52
Nest	Pensions	Pensions Act 2008	£166.84
Staff	salaries	LGA 1972s112	£6,287.85
Total			£6,587.84
<b>PAYMENTS RECEIVED</b>			
Tiagos	Vendor Fees		£43.00
Howard Chadwick	Burial Ground Fees		£75.00
Residents	Allotment Rents		£1,395.00
SODC	CIL		£5,511.00
SODC	Precept		£67,710.50
OCC	Grass cutting Grant		£1,758.78
TOTAL			£76,493.28

### CURRENT ACCOUNT

Current Account Balance to date		£90,556.05
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### RESERVES ACCOUNT

Reserves Account Balance to date		£38,911.35
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### PROJECTS ACCOUNT

Projects Account Balance to date		£175,486.82
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#### **Projects Account =**

25904.45 - non earmarked  
 £643.32 - Skate Park  
 £1342.36 - Cemetery - walls, paths etc  
 £4,122.69 - Play equipment  
 Total CIL - £143,474

**Proposed** Cllr Neill **Seconded** Cllr Bolt **Carried** Unanimously

#### **22. Items for report or inclusion on next agenda**

- Cllr Dyer-Lynch concerned about lights on the Bellway site being on from midnight to 5 am. (Cllr Worley to follow up)

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- The style in churchyard has broken open.
- Verges in need of a cut – chase BGG
- Parish Path Warden and laptop for Estate Manager
- Apologies from Cllr Herbert for next meeting.