

# Chaddleworth Parish Council

## Minutes of the Parish Council Meeting held on Tuesday 17 January 2017

**Councillors present:** Cllr Murphy (Chair), Cllr Mills, Cllr Bourne, Cllr Pooley, Cllr Ballard, Cllr Mcallister and Parish Clerk K Lloyd. Public – 3 members of the public.

1. **Apologies** - District Councillor -Cllr C Hooker.
2. **Declarations of Interest** – None.
3. **Planning** –Decision Notice – Wessex Saw Mill – WBC Refused application.
4. **Minutes of the meeting of 22 November 2016 and 6<sup>th</sup> December 2016 to be agreed, proposed and signed.** Cllr Mills proposed and Cllr Pooley seconded both minutes. Cllr Murphy signed both minutes.
5. **Open Forum-** un minuted
6. **Finance**
  - a) **Bank Accounts**

Balances on 6 January 2017

Parish Council	£2,214.85
Bakers Trust	£6,526.33
Reserve Fund	£5'956.36
Football Field	£1,311.60

### b) Cheques already approved

100397	West Berkshire Council (Planning Permission for Ibex Signage) (12.01.17)	£140.00
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### c) Cheques to approve in meeting

100398	Kim Lloyd (Parish Clerk) (£365.04 +£161.56 for website administration/training (from designated grant fund)Plus £5.89 on envelopes and staples	£532.49
100399	Mrs H Anderson (Litter picking)	£16.00
100400	Chaddleworth Village Hall (£800.00 donation)	£825.00
100401	The Downland Practise –(Handy Bus Donation)	£100.00
100402	Kevin Brady (for united hosting upgrade to Silver Web hosting due to more space required for Website)	£40.44
100403	Autela Payroll Services – (Qtr invoice & pension enrolment invoice)	£60.00
100404	Appleton Design Associates Ltd – (VAT charged)	£100.00
100405	Mr G. Murphy (payment for Ordnance Survey Map- ref. Ibex Signage)	£8.09
100406	Close Invoice Finance	£85.40
100407	Kim Lloyd – payment for Transparency Grant, laptop/scanner/software (from designated grant Fund)*	£462.96

**d) Transfer of funds from Reserve Account into Parish Council Account signatory**

The Clerk asked for authorisation to transfer the climbing frame invoice payment from the Reserve account (RA) to the Parish Council account (PCA). Payment was made from the PCA and not the RA as not enough funds were available in the RA at time of payment. Cllr Murphy and Cllr Pooley both signed the bank transfer authorisation letter. **Clerk**

\*The Clerk has now purchased a PC laptop, scanner and software following the transparency code requirement. The full grant has now been spent. The Clerk will forward proof of payment to Jayne Kirk at NALC as instructed. The items will be added to the PC Asset Register. **Clerk**

**7. Proposals for the Community Members Bid Grant 2017 (deadline 31 Jan)**

No proposals were made, the Clerk also highlighted we don't have a lot of funds available this year to match fund any big projects. Cllr Ballard raised the question of the Glenn Miller playground. It was thought this could be a bid for next year. **(Cllr Ballard 2018 Jan proposal)**

8. **Chaddleworth Website update** – The Clerk reported she had nearly added all the documentation to the website, (i.e. Agendas, Mins, SO, F-Regs etc.) The Clerk will launch the website over the next week and will notify PC when it is live. The Clerk said she will put a note in the next newsletter. The Clerk will be the administrator of the website; this extra duty will need to be added to the Clerks contract/job description. **Clerk**

9. **Defibrillator installation update** - The Clerk reported she had met with the electrician who installed GS and Brightwalton Defibrillators. The Electrician needs to gain access to the Studio; the Clerk is co-ordinating the works and will bring a quote to the next meeting. **Clerk**

10. **The Ibex Signage update** – Cllr Murphy had informed PC previously by email that planning application was required for the signage. Cllr Murphy said he had spent so much time on completing forms for the application for the 5 Ibex finger post signs. Cllr Murphy had previously obtained from the Clerk a cheque for the planning application to WBC for £140.00. (Previously approved by PC). Cllr Murphy was going to WBC offices next week to hand over the application; it will then take 6 weeks to complete. **Cllr Murphy**

11. **School Children Shelter – GMC update** - The landowner had given permission for some kind of shelter for the children. After discussion with the landowner it was thought to add a small pathway away from the road with a hardstanding waiting area, possibly 3-4 slabs for the children to stand and wait for the bus with a hedge behind to shelter them from the elements. This would stop the children crossing the road when the bus stops which causes an obstruction on their view when crossing the road. The coach company had already been asked if they could stop in GMC but due to health and safety this is not an option. Cllr Murphy asked the Clerk to contact Peter Noll for a meeting on site to quote.

**Clerk/Cllr Murphy /Cllr Ballard**

12. **S106 funds update** – Cllr Murphy reported he has been chasing the department Manager to request a copy of what criteria they were following on how the funds can be spent. – On-going.

**Cllr Murphy/Clerk**

13. **Councillors Questions and Reports** – Cllr Ballard asked the Clerk if PC are now responsible for the salt bins. Cllr Ballard said some need replacing. The Clerk confirmed the Parish is and said we have funds in the budget next year to consider replacing. To be actioned.

#### 14 Clerk Correspondences

- **Playground inspection** carried out this month – The Clerk reported an inspection from Playground Services is to be carried out in January, the inspection was requested to be done in December following the Climber works but the Clerk had not received a report, the Clerk chased and was informed they are carrying out the inspection in the next week.
- **Library Review** – The Clerk had previously emailed the matter of closure of all libraries if parishes could not contribute £150,000. The Clerk reported that BALC had asked for more clarification on the matter. Cllr Murphy said he thinks around 6 people use the mobile library service but we wouldn't know how many in the parish use the public library in Newbury etc. **The Clerk said there is a meeting on 7<sup>th</sup> February in WBC offices for more information.**
- **Speed limit reports / Review** - The Clerk reported an online tool to report speeding traffic is now in place for anyone to report a speeding / traffic issue. The Clerk said PC are copied in the reports, The Clerk will forward all Chaddleworth reports onto PC.  
The **speed limit review** group will only meet once a year now opposed to two in previous years due to staff cut-backs. All speed issues should now be reported to PC and PC are asked to forward reports by 1<sup>st</sup> June 2017 and the speed limit review will take place in October/November 2017. Anybody can use the online tool to report speed issues at 'West Berkshire Council' website – (Report Speeding Traffic)  
<https://www.westberks.gov.uk/index.aspx?articleid=31711>
- **Next SID training** – 8 February 2017 in WBC offices at 6.30pm (2hrs) - no Councillors came forward.

#### 15 Matters for future consideration – none

Cllr Murphy stood and addressed the meeting.

Cllr Murphy reported that after he had said he would stand down in January's meeting he had been approached by many people in the parish who asked him to stay on, along with his council members. After giving it a lot of thought Cllr Murphy had decided to stay on the Parish Council for at least another year, where he could give his parish knowledge to the new council members. Cllr Mills also had decided to continue. Cllr Bourne had decided to still resign, Parish Council thanked Cllr Bourne for all she has done while on Council.

**Cllr Pooley was resigning from Parish Council. Cllr Murphy said he was very sad to see Cllr Pooley leave Council. He had served his Community for 38 years, not just as a Councillor, but a Vice-Chair and Chairman. He has been at the forefront of maintaining our school from closure in the past years. The time and the care Cllr Pooley has given his Community since becoming a Councillor has been much valued. We from Parish Council and on behalf of the Community wish him well and thank him wholeheartedly for his commitment to the Parish. A book token was then presented to Michael Pooley.**

It was then discussed who would take over the duties of Cllr Pooley.  
Cllr Murphy said he would take over the representative for the Downlands Practise.  
Cllr Mcallister agreed to be the representative for the Rights of Way  
Cllr Ballard agreed to be the representative for the Village Hall.  
Cllr Pooley will hand over all documentation to the appropriate representatives.