

# Chaddleworth Parish Council

## Minutes of the Annual Parish Council Meeting held on Tuesday 2 May 2017

**Councillors present:** Cllr Murphy (Chair), Cllr Mills, Cllr Wilson, Cllr Renaut, Parish Clerk K Lloyd and Cllr Clive Hooker District Councillor.

1. **Apologies** - Cllr Ballard, Cllr Mcallister.
2. **Declarations of Interest** – None.
3. **Nomination and Election of Chairman**- Cllr Mills nominated Cllr Murphy, Cllr Wilson seconded and Cllr Renault agreed.
4. **Signing Declaration of Office –Chairman**  
Cllr Murphy agreed to stay on as Chairman and signed the Declaration of Office, witnessed by the Clerk
5. **Nomination and Election of Vice Chairman**  
No nominations made. Reported by the Chairman and Clerk that Cllr Ballard who was not in the meeting had previously said he would stand as Vice-Chairman. The Chairman proposed Cllr Ballard as Vice-Chair, Cllr Mills seconded, and all agreed.
6. **Signing Declaration of Office – Vice Chairman** – Cllr Ballard not in meeting, Clerk to ask Cllr Ballard to sign the Declaration of Office in the June meeting.
7. **Planning** - None
8. **Chairman's Report 2016/17**

First of all I would like to thank Kim Lloyd because a council is only as good as its Clerk and we are very lucky to have such a good efficient Clerk as her.

Then I would like to thank the rest of the Council. We meet twice as often as most other Councils and we also spend a good deal of time outside of these meetings on Council business that does not get reported. Locally we all need to recognise the input into Village Life by Lea Naples who organises the Memorial Garden rota, The Entertainment Committee for the Fete and other items. Also the two Editors of the Village Newsletter Lizzie Hartley-Russell and Jess Carter

I would also like to thank Clive Hooker our District Councillor who has already made an impact on the village. Also Richard Benyon our MP who when asked has given us much needed support (signage & school allocation) Also I would like to thank the local landowners/tenants who have been very supportive, in particular The Hambro's especially with supporting the local cricket team, the Cooper family, the Griffith-Jones and the Whidborne family

This year has been as busy as usual and we completed the following.

- 1, We have refurbished the War Memorial.

2. We have refurbished the Main Street steps

3 The Ibex has re-opened and is doing well

4 We have refurbished the Play Area

Our Councillors have attended many meetings on behalf of Chaddleworth and I thank them all on your behalf for that.

Thank you.

## **9. Annual Finance Report 2016/17**

We started the year with a balance of **£7,905.35**

### **INCOME**

**£22,320** is the total income for the year. The precept was set at £15,500. We received Parish Funding for Council Tax Support of £156.44.

### **Grants**

- Members Community Bid awarded the Parish £1,763 towards half of the cost for the War Memorial repair.
- Transparency Code grants awarded the Parish £1,127. This gave the parish a laptop, software, scanner and the website development along with the Clerks training and time.  
(There was no extra cost to the parish for the website which is now up and running)
- Greenham Common grant awarded £2,687 towards half of the cost of the playground climber.
- **Defibrillator**  
Entertainments Committee donated £500 towards the Defibrillator.  
Contributions from the public towards the Defibrillator was £585 this was through the crowdfunding website  
The British Heart Foundation also awarded the Parish a reduction to half the cost of a defibrillator following a grant application.

**This is a total of £6,663 awarded to the Parish in grants and donations.**

(No VAT had been claimed for 2016-17 due to no time following a busy year of ongoing projects and grant applications however the Clerk has made a claim for £1,544 which will show in 2017-18)

### **EXPENDITURE**

The expenditure is **£24,857** from this figure we minus the grants awarded above which gives the parish an actual spend of **£18,194**.

The biggest expense was the War Memorial we spent £2,345 more than half awarded from the members bid as this includes the flint, gravel replaced, hedge cut back and plants for the memorial garden (£582 extra cost).

The next biggest expense was the climbing frame repair a total of £3,110 (note: we paid more than half of the grant awarded (£212) due to an extra repair on the infants swing leg post).

We spent £800 on repairing the steps (from Main St to the VH) and cutting back the hedge.

Additional payment of £10 per month (£60 for 2016-17) is for the Clerks payroll, something the Clerk was doing herself at no extra cost to the Parish but due to the new pension regulation code it's too complicated to continue. An increase on the grass cutting by £220 from last year (2 extra cuts)

£343 is the payment 'so far' in 2016-17 towards the Ibex signage (under 'sundries' on Income and Exp. report)

We spent £60 on the Defibrillator purchase and installation (also £100 donation to 'South Central Ambulance Services' for the CPR/Defib training). Considering the cost of a defibrillator with cabinet is around £1,400 we did very well!

We spent only £23 on the bus shelter repair due to our Chairman Grahame who gave up his own time to save the Parish money. (Thank you Grahame)

### **Donations**

PCC contacted the Clerk to inform they had no contributions towards the Church grounds from 2014 when the current Clerk took over. No requests had been made. It was agreed to pay previous years contributions of £600.00 being £200 a year from 2014.

£100 was donated towards the CPR/Defibrillator training, £100 donated towards the Handy bus, £40 to BHF for the poppy wreath and £800 towards the Village Hall.

-----  
£2,174 over spent on the forecasted budget set for 2016-17, this would have been a lot more if we were not awarded the grants.

### **Our year-end balance is £5,368.**

Forthcoming year the precept is £17,000 our budget for 2017-18 is £16,800. *(If we were to spend our full budget we will have £5'568 on 31 March 2018)*

The Clerk also gives thanks to the Councillors' past and present' for all their time and efforts while on Council.

Kim Lloyd – Parish Clerk/RFO

---

### **10. To review Internal Council officers**

- a) **Nomination of Footpaths Officer** – Cllr Mcallister had previously agreed to be the ROW representative. (Cllr Macallister not in meeting)
- b) **Agreement of School Governor Representative** – Cllr Renault agreed to be the PC representative for the School. The Clerk will inform the school governors.  
PC thanked Cllr Renault.

**Clerk**

### **11. To review External Organisation Representatives**

- a) **Downland Patients Representative Group** – Cllr Murphy agreed to remain as representative.
- b) **Village Hall Representative** – The Clerk reminded PC, Cllr Ballard had previously agreed to be representative.
- c) **Saunders Wynn and Coventry Foundation representative** – Cllr Murphy agreed to remain as representative.

**12. Adoption of  
Financial Regulations  
Standing Orders  
Freedom of Information Policy  
Complaints Procedure**

All model documents were adopted with no amendments. The Chairman signed each document.

**13. Minutes of the meeting of 4 April 2017** Cllr Renault proposed and Cllr Wilson seconded the minutes. Cllr Murphy signed the minutes.

**14. Open Forum-** un minuted – it was asked from the Entertainment Committee to **Thank Lady Eliza** on behalf of the Parish for the use of the walled garden for the annual Easter Hunt.

**15. Finance**

a) Bank Accounts

**Balances on 7 April 2017**

Parish Council	£4,262.90
Bakers Trust	£6,526.55
Reserve Fund	£159.16
Football Field	£1,311.60

b) Cheques to approve in meeting

100423	Kim Lloyd (Parish Clerk)	£381.17
100424	Mrs H Anderson (Litter picking)	£16.00
100425	Chaddleworth Village Hall	£25.00
100426	Close Invoice Finance – (April & May newsletter)	£148.48
100427	Mr J Mills (rose buses, feed for memorial garden)	£40.00
100428	CCB Annual Subscription	£30.00
100429	S and S Management	£396.00

The Clerk reported the first half the precept had been paid into the PC account of £8,500 no Council Support Tax had been received this year due to government cut-backs. The Clerk had also submitted a VAT application for £1,544.61.

**16. Risk Assessment** - The risk assessment was reviewed and signed by the Chairman.

Cllr Murphy asked if the Playground bench would be more secure placed on slabs. Cllr Mills said the inspection report was low risk and did not feel it was necessary. The grass contractor can also move the bench at present when cutting, all agreed. Cllr Murphy said he would re- varnish all benches.

**Cllr Murphy**

**17. The Ibex Signage update**

Cllr Murphy reported he and Cllr Ballard attended the WAPC meeting on 5<sup>th</sup> April. Cllr Murphy said he was given 10 minutes to talk in support in the meeting. Cllr Hooker (District Councillor) also spoke in support for the application reminding the planners that after supporting the application for the pub, 'why not give support for the signage? No decision was made and the application was deferred. Cllr Murphy sent an email of disappointment to WAPC following the meeting. Cllr Hooker said he is still supporting and hoped the application would still be approved for brown signage. Cllr Murphy has asked for pricing for brown signs and is chasing quotations.

Cllr Murphy is asking what the specification is for brown signage from WAPC. - On-going.

Cllr Murphy thanked Cllr Hooker once again for his efforts.

**Cllr Murphy**

**18. GMC Playground Grant - release of S106 funds.**

The Clerk reported, Greenham Common Trust had confirmed a grant funding offer for Glenn Miller Close Playground for grant funding of £1,880.00 using their Reactive Grant Round Spring 2017 and Scheme Reactive Grants. The nominated bank account for GMC/Welford Associates will be credited £1,880.00. The Clerk has also asked for the release of the S106 money from WBC to be paid into the PC account. The Clerk is chasing this payment and has informed Cllr Ballard and Clair Muir who is co-ordinating the playground refurbishment of the procedure. CMJ Services had been chosen to carry out the works in the playground; the Clerk has 3 quotations from other playground suppliers from Clair Muir for PC records.

**Clerk**

**19. Councillors Questions and Reports**

Cllr Mills reported he had planted the rose bushes in the war memorial garden.

**Cllr Murphy and all Thanked Cllr Mills on behalf of the Parish for his hard work in keeping the garden looking well maintained.**

**20. Correspondence**

None

**21. Matters for future consideration**

None

**22. Date of next meeting - Tuesday 6 June 2017 at 7.30pm**

Close