

# Chaddleworth Parish Council

## Minutes of the Parish Council Meeting held on Wednesday 20 July 2016

**Councillors present:** Cllr Murphy (chair), Cllr Mills, Cllr Bourne, Parish Clerk K Lloyd

1. **Apologies** – Cllr Pooley , Cllr Ballard , Clive Hooker District Councillor
2. **Declarations of Interest** on agenda items - none.
3. **Planning** – None
4. **Minutes of the meeting of the 24 May and 21 June 2016 to be agreed, proposed and signed.**  
The minutes could not be signed as there was no councillor present who was in the meeting for the 24 May . The minutes will be signed in the September meeting when Cllr Pooley is present The minutes for the June meeting will also be signed in the September meeting.
5. **Open Forum-** (not minuted)
6. **Finance**
  - a) Bank Accounts

### Balances on 7 June 2016

Parish Council	£7,663.84
Bakers Trust	£6,015.89
Reserve Fund	£3,269.16
Football Field	£1,311.60

### b) Cheques to approve in meeting

100360	Kim Lloyd (Parish Clerk) £365.04 +£55.83 ink /postage	£420.87
100361	Mrs H Anderson (Litter picking)	£16.00
100362	Chaddleworth Village Hall	£25.00
100363	Close Invoice Finance – (May newsletter)	£83.52
100364	S and S Management Services Ltd (June cuts)	£264.00
100365	Peter Noll (hedge cutting)	£240.00
100366	British Heart Foundation	£400.00

### Audit

The Clerk reported the 'Notice of Exercise of Electors rights' had been placed on the parish council noticeboard on 29 June along with the Accounting Statements the inspection period is running from 1 July to 11 August. Any person interested has the right to inspect for the year ended 31 March 2016, please contact the Clerk if anyone wishes to look at the accounts.

### 7. 107 Local Bus Service

The clerk reported as previously emailed to councillors that West Berkshire Council will not be able to afford to continue paying for the peak time Monday to Friday 107 Local Bus Service from this September.

They have contacted the Parish Councils that the 107 serves (Brightwalton, Chaddleworth, Leckhampstead, Peasemore and Winterbourne) to ask if the parishes are able to make any financial

contributions towards a peak time service. If this is not the case, then after this September the parishes will only be served by the Monday to Friday off peak West Berkshire Council minibuses service that gets people into Newbury at 1135 and leaves Newbury at 1335. As previously emailed to councillors it was found that, Brightwalton and Leckhampstead could not contribute. WBC hoped the education sector would have contributed the bulk of the financial support, leaving perhaps a shortfall for the parish councils to cover. This has not happened. They have had no offers of any financial support for these journeys and don't think that is going to change.

It's looking as if the education sector would rather do their own thing to get their students in. Many of them have their own minibuses and so can offer more flexible transport to their students, changing the routes daily etc. to cater for their specific needs.

The indication of shortfall is £60,000 a year across all parishes and the educational sector. The clerk asked how many people use the bus from Chaddleworth to WBC; they confirmed that only 1 to 2 people use the bus.

After discussion the decision was reached that Chaddleworth Parish Council did not have the funds to contribute in this financial year. Cllr Murphy has already written to WBC but will write a letter again to try to prevent the loss of the 107 peak time bus service. The Clerk mentioned about getting in touch with the Downland Volunteer Group who continue to provide transport for residents <http://www.downlandvolgroup.org/index.htm> to see if anything could be scheduled for Chaddleworth. The Clerk said she may ask if Lyn Fisher-Garrett (village agent) could help with the project.

**Clerk / Cllr Murphy**

#### **8. War Memorial Works update**

Cllr Murphy said he had been chasing the contractor to find out when the works were going to begin. The works were going to start in July but Cllr Murphy had now been informed the work will start around 8<sup>th</sup> August or the week before.

The Clerk said she had received the quote for removing the old Newbury Flint with the dirt in it and replacing it with new flint for £150 plus VAT including the new gravel. Cllr Murphy proposed and Cllr J Mills seconded and asked the Clerk to confirm with Peter Noll. Cllr Murphy also proposed for the hedge cutting around the steps in Main Street and around the War Memorial. The Clerk pointed out the works had already been carried out and an invoice already received. Cllr Murphy did not know the works had already been carried out, Cllr J Mills and Cllr Bourne was happy with the work costs and seconded this.

#### **9. Steps leading to Park maintenance -Quote**

Cllr Murphy met with Peter Noll to discuss the works on the steps leading to the park from Main Street. The Clerk reported a quote had been received for £700 plus VAT for concrete and £600 plus VAT for Wooden steps. It was confirmed that concrete steps was the best option. Cllr Murphy proposed and Cllr Mills seconded this, the Clerk was asked to contact Peter Noll to confirm the quote.

**Clerk**

#### **10. Playground Junior Climbing Frame Quotes/Grant update**

A quote had been received from Playdale for £11,106.43 for the Twist Plus incorporating a stainless steel slide and £10,448.82 for a plastic slide. (Note: an additional cost of removing the old climbing frame is £995.00). Sovereign Play Equipment also sent a quote of £14,928.58 for the Captain Mannering. The Clerk said she had been in conversations with Sovereign to ask if the quote could

be reduced as the budget was for around £10,000. After chasing Sovereign the Clerk had received an email stating they could do it for £10,000.

The Councillors and Clerk discussed the options of the two climbing frames, after a full discussion all felt the Twist Plus would give more play variety to children i.e. more climbing, a net, a spiders web hangout seat etc. It felt the Captain Mannering was just a walk through and more for the younger age group. The Clerk also mentioned that Playdale equipment dose appear to be everywhere in parks which is a good recommendation. Cllr Murphy met with the Playdale representative on the second visit and was impressed with the elements shown. The following points were than raised.

- Confirm the guarantee was for 20 years on all timber, and what guarantee on other elements?
- If Playdale remove the old item will the existing concrete footings be removed?
- Ask Cllr M Pooley (chairman of hall) if the village hall can be used for the toilets/storage to reduce the cost of £398.00?
- Can we incorporate the stainless steel slide we already have in situ as there is nothing wrong with it, to reduce the cost?

The Clerk will ask the questions to Playdale and email and corresponded with councillors before confirming quote.

The Clerk said she would try and negotiate the quote down to £10,000 if possible.

It was agreed the Clerk will submit the grant for Greenham Common as the deadline of submission is before our next PC meeting. It was proposed by Cllr Murphy and Cllr Mills and Cllr Bourne seconded that the clerk submits the grant once all questions above are received and discussed. if we were **not** successful with the grant then we would not have the funds to purchase the item therefore the faulty elements would be replaced on the climbing frame as per quote already received for £2,235.30 from Playdale.

**Clerk**

#### **11. Chaddleworth Website Compliance to Transparency Code / Grant**

The Clerk reported that she had spoken to Kevin Brady concerning the website and Kevin was happy for the Clerk to take over the project. The Clerk said she had been looking at quotes and had spoken to a webmaster that developed the Boxford website. The Clerk asked the councillors to review the website as an example for the Chaddleworth website. The Clerk felt the website was pleasing to the eye and appeared user friendly. It was a wordpress website. The Clerk has spoken to the Webmaster who said he would develop the website with the help of the Clerk for £500.00. The webmaster normally only develops corporate websites but originally coming from Boxford said he would develop a community website for Chaddleworth. The Clerk also looked into a grant from NAIC and hoped to pursue this option. Cllr Murphy proposed the Clerk to continue and submit a grant to NALC, and to pursue with the Chaddleworth Website. Cllr Mills and Cllr Bourne seconded this.

**Clerk**

#### **12. Clerk Payroll**

The Clerk (as previously emailed to PC) reported the payment for a payroll company would be £10.00 per month rising to £12.85 per month in October/November 2017 following the pension regulator legislation. There would be a further £30.00 set up fee for Nest Pension scheme, obviously this would not be charged if it was not required. There would also be a one off payment of £30.00 for the set-up of the payroll. The Clerk reported she had contacted three Payroll companies and they all did not give contracts or TOC. Following the problems with Douglass Tonks (previous payroll company) it was felt a contract would need to be supplied before employing a payroll company. The Clerk said after speaking with Autela Payroll Services (the Clerks selected company as recommended by local clerks and the most competitive) that they would put some

terms and conditions or a contract together by our next PC meeting. Awaiting contract before continuing.

### **13. Councillors Questions and Reports**

Cllr Murphy reported four awards so far for £1095.00 from the Saunders and Wynn Educational Foundation was awarded.

Cllr Mills proposed a token of gratitude was awarded to Caroline Perou for the ongoing administration of the Chaddleworth Newsletter over the last 28 years. Cllr Murphy and Cllr Bourne seconded this; a donation of £50.00 was agreed. Cllr Mills proposed to buy a tree or shrub that could be presented to Mr and Mrs Perou. All agreed.

### **14. Correspondence**

**School** -The Clerk reported after hearing updates from parents of children at the school, that the Year 1 and 2 teacher had been replaced but the classes was not moving back to the Chaddleworth site. The Clerk wrote to Mary Harwood for an update on the situation. Mary wrote back stating; They are not moving back to Chaddleworth School in September, but are using the school for small group work. Mrs Brown, who is our Early Years teacher, is going at the need of term. We have appointed Mrs Higgins and Mrs De Leth - who are both very experienced teachers, to take Early years, Yr1 and Y2 between them. Although the National averages for the Yr 6 tests were 53% and the West Berks Average 54% our 2 schools together achieved 75% and our 3 Chaddleworth Children achieved 100%.

Cllr Murphy said he would write to Mary to ask what happened to the vacancy for the new Head Teacher. As we remember Mary telling us that a new Head may wish to continue with St Andrews as before. It seems that Chaddleworth is now consigned to being just a place for extra studies and not a core area.

**Cllr Murphy**

**Overgrown Footpaths** -Lyn Fisher- Garrett sent an email to the Clerk stating two footpaths were overgrown. One being opposite the village hall on the edge of the Manor Field and the second footpath opposite the steps in Main Street the route to the cricket ground. The Clerk was asked to contact Cllr M Pooley (ROW rep) who was not in the meeting.

**Clerk**

### **DEFIBRILLATOR**

The Clerk was very happy to announce that Chaddleworth had been successful in the grant for a defibrillator from the British Heart Foundation; all they ask for is a donation of £400.00.

The Clerk said the defibrillator will need to be added to the insurance as the Clerk heard a local one had been recently stolen. With this in mind Cllr Mills raised the concern to perhaps wait until tenants are in The Ibex before installing to help prevent theft. All agreed. The clerk will look into CPR training options. The Clerk also reported the 'crowdfunding' fundraiser web link had so far raised £510.00.

**Thank you Chaddleworth**

Parish Council would like to say a big Thank you to all that have contributed to this project. The funds will go towards the donation to BHF, the installation of the Defibrillator and training costs, this will still amount to more than the £510.00 currently raised so if anyone would like to contribute please go to <http://crowdfunding.justgiving.com/ChaddleworthDefibrillator> or contact the Clerk on 639203. Thank you.

**Clerk**

**15. Matters for future consideration**

Defibrillator plan

Website content

Clerks Payroll

**16. Date of next meeting - Tuesday 20 September 2016 7.30pm**

Close 9.40pm

DRAFT