

Chaddleworth Parish Council

Clerk to the Council: Mrs Kim Lloyd

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MINUTES

MONDAY 14 MAY 2019 – 7.30PM IN THE VILLAGE HALL

Present: Cllr. Murphy (Chair)

(Vice Chair) Cllr. Wilson, Cllr. Ballard, Cllr. Mcallister, Cllr. Beard.

Clerk: Mrs K Lloyd

In attendance: 4 members of the public

1. APOLOGIES RECEIVED.

Cllr Homersham and Cllr Clive Hooker, District Councillor sent their apologies.

2. DECLARATIONS OF INTEREST ON AGENDA ITEMS.

No Declarations of interest.

3. SIGNING THE DECLARATION OF OFFICE FOR NEW CANDIDATES FOLLOWING THE ELECTION PROCESS.

Following the election process;

6 electors had nominated themselves to stand on Council. (6 places were available on Council) Gareth Beard was 1 of the 6 that nominated and was elected onto Council.

Cllr. Beard signed the Declaration of Office and the Clerk witnessed.

4. NOMINATION AND ELECTION OF CHAIRMAN.

Cllr. Beard had previously emailed Council members to say he would like to nominate himself as Chairman. Cllr. Murphy reminded members of Cllr. Beards nomination for Chairman. Cllr. Murphy also nominated himself for Chairman.

Cllr. Mcallister nominated Cllr Beard for Chairman.

Cllr. Ballard nominated Cllr Murphy for Chairman.

Cllr. Wilson seconded Cllr Murphy for Chairman.

Cllr. Murphy thanked Council Members and signed the Declaration of Office for Chairman and the Clerk witnessed.

5. NOMINATION AND ELECTION OF VICE CHAIRMAN.

Cllr. Murphy asked for nominations for Vice-Chairman. Cllr. Wilson nominated himself to re-stand as Vice Chairman, Cllrs. Mcallister and Murphy seconded Cllr. Wilson.

A member of the public interrupted the meeting and prompted the Chairman that he had not clearly asked the Council Members for nominations for Vice-Chairman. The Chairman apologised and asked again if there were any further nominations for Vice-Chairman -no one came forward. Cllr. Wilson then signed the Declaration of Office and the Clerk witnessed.

6. DECLARATION OF OFFICE FOR ALL OTHER RE-ELECTED MEMBERS.

Cllrs. Mcallister and Ballard signed the Declaration of Office after being re-elected following their nominations following the election process, the Clerk witnessed.

7. MEMBERS OF INTEREST FORMS

The Clerk passed the forms to Council Members and asked to have them returned in the next meeting.

8. OPEN FORUM - un minuted

9. PLANNING APPLICATIONS RECEIVED.

None at time of publishing agenda.

10. THE CHAIRMANS ANNUAL REPORT.

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 an efficient Clerk as her. She gets better every year. Believe me I have heard from other Councils stories of how bad some Clerks can be so we can be very thankful. I am personally sad that Kim has left the village but I hope that things work out well for her, she deserves it.

I would like to thank the rest of the Parish 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 and Graham Uff who between them commit a lot of time and effort into the community.

The Entertainments Committee for the Easter Egg Hunt and other items that they do.

I would also like to thank Clive Hooker our District Councillor who has come to our aid on a number of occasions. 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's and the Whidborne family. This year I would like to single out for my thanks to Carolyn von Stumm who has been particularly helpful and accommodating to us.

My final tribute goes to Councillor Joe Mills who has served the village unstintingly for over 35 years. When I first came to the village over 41 years ago I had heard tales of this 'legendary' character from many parishioners. It was a while before I met him but when I did I was not disappointed. He has been a village stalwart for nearly all of his life apart from the times when he played some pranks on Village Hall attendees by placing a damp cloth over the chimney of the stove that was used to heat the Hall. Also his 'unsuppressed' motorbike that ruined the pictures on the old 405 lines TV's in Nodmore. I will miss him greatly and hope very much that he will come back to join us.

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

11. TO REVIEW INTERNAL COUNCIL OFFICERS.

Cllr. Mcallister nominated himself to remain as the Footpaths Officer (ROW). Cllr Wilson seconded.

12. TO REVIEW EXTERNAL ORGANISATION REPRESENTATIVES.

- a) Downland Patients Representative Group
Cllr Murphy nominated himself to remain as representative, Cllrs. Mcallister and Wilson seconded.
- b) Village Hall Representative -
Cllr Ballard nominated himself to remain as representative, Cllrs. Mcallister and Murphy seconded.
- c) Saunders Wynn and Coventry Foundation representative
Cllr Murphy nominated himself to remain as representative, Cllrs. Mcallister and Wilson seconded.

School Representative - The Clerk said Cllr. Beard had asked about the Parish Council Representative for the School. Cllr Murphy asked Cllr Beard if he would like to be a School Representative for the Parish Council and said it would be a great support. Cllr. Beard nominated himself; Cllr's. Murphy and Ballard seconded his nomination. Cllr. Murphy asked Cllr. Beard to contact the School in first instance as the Parish Council /School has not had a Parish Council School Representative for some time and protocol may have changed.

13. ADOPTION OF MODEL DOCUMENTS

All Model Documents were approved and adopted for 2019/20 -no amendments were raised.

Financial Regulations

Standing Orders

Freedom of Information Policy

Complaints Procedure

14. MINUTES OF THE LAST MEETING.

Members **RESOLVED UNANIMOUSLY** to confirm and adopt the minutes of the Parish Council meeting held on Tuesday 2 APRIL 2019.

15. RENEWAL OF INSURANCE POLICY REVIEW.

Members reviewed and agreed to renewal the insurance policy for the year. Came and Company's 3 year discounted agreement will expire in 2020. The Clerk will pursue quotes for the renewal date 1st June 2020.

16. FINANCE

a) Bank Accounts

Balances on 5 April 2019

Parish Council	£11,507.62
Bakers Trust	£8,627.95
Football Field	£1,261.71

b) Cheques to approve in meeting

S/O	Kim Lloyd (Parish Clerk)	£429.78
S/O	Mrs H Anderson (Litter picking)	£20.00
S/O	Chaddleworth Village Hall	£23.00
100553	Vale Press (March & April Newsletter)	£170.00
100554	Mr G Murphy (payment for Brass Plagues for Memorial Trees from Timpson)	£109.98
100555	GMG Services & Solutions Ltd (April Rota)	£170.00
100556	Came and Company (Insurance)	£368.65

17. THE CLERKS ANNUAL FINANCE REPORT.

We started the year with a balance of £10,308.79

Income Total Income for the 2017/18 year was £15,748.26.

Which was the precept set at £15,500 and a VAT Claim for £248.26.

Expenditure

Total expenditure for the 2017/18 year is £13,287.72.

Village Maintenance

A total of £841.58 was spent, a breakdown of;

£380.00 reposition of The Ibex signs

£230.00 cutting the War Memorial hedge

£200.00 on cleaning the road signs

£31.58 on the Norris Field footpath signs and stakes for memorial trees.

Grass Cutting

A total of £1,961.00 was spent. (The budget for GMG who started in January 2018 do 16 visits @ £85.00 =£1,360)

The extra spent this year is on;

£516.00 paid to S & S Management (previous grass contractor) being overdue invoices from 2015/16.

£85.00 from last year (March 2018 invoice) was paid in this account year.

Litter/waste

Increased by £54.71 due to the £4 per month increase to Mrs Anderson.

Chadd News

Is increased to £300.52 due to only receiving 9 invoices in the last financial year when it should have been 11. Also an increase this year for the colour prints.

Donations

Increase due to Memorial Trees (£120.00) and £100 (being £900.00) increase to the Village Hall.

Playground

Increase due to spending £719.00 for the work done on the fence posts and the access.

Budget review

We were under budget by £6,004. (Budget set at £16,837, spent £13,042)

End.

The Audit

The Clerk reported because Chaddleshworth was under the £25,000 threshold for income and expenditure, no limited assurance review (external audit) is required. Saving the parish £200.00. The Clerk had spoken to PKF Littlejohn the external auditors who confirmed to the Clerk the AGAR statements can be signed off (and published on the website before the statutory deadline 01/07/19) before an internal audit is carried out. The Clerk was told an internal audit is not statutory, if an external audit is not required. The Clerk said it was still good practise to have an internal audit as it is someone checking the Clerks work and would not recommend not having one, all Council Members agreed to having an internal audit.

The Clerk reported that David Coffield, our resident internal auditor would like to retire this year. David has provided an internal audit to Chaddleshworth Parish Council, for no cost, for the last number of years, and the Parish Council would like to give Thanks to David Coffield

for the past audits. The Clerk said she would obtain quotes from auditors and report back in the next Council meeting.

The Clerk asked Cllr. Murphy (Chairman) to sign AGAR, Part 2 of the Certificate of Exemption which is emailed to PKF Littlejohn. This shows Chaddleshworth's income and expenditure and to confirm Chaddleshworth are exempt from the external audit. Cllr Murphy signed the 'Certification of Exemption'. The AGAR Accounting Statements Section 1/2 will be an agenda item for the next meeting.

18. METRO BANKING.

Cllrs. Murphy and Ballard both signed the letter the Clerk had written with instructions to move bank accounts from Barclays to the Metro Bank, as agreed in the meeting of February 5th 2019.

To note. The authorised signatories will need to go into the Metro Bank with their ID once the Clerk has given Metro Bank the February minutes and the signed constitution letter. The Clerk will inform you when.

It was agreed by Members of Council to transfer £2,000.00 from the Parish Council account into the (New) Metro Reserve Account once opened.

19. RISK ASSESSMENT REVIEW/SIGN OFF.

This document is to show good Parish Council record practise and is not statutory.

The Clerk explained the document to Council Members and then realised she had not reminded Council Members to check the maintenance of the War Memorial and Benches which is listed on the document. It was agreed to make this an agenda item for next month. Cllr. Murphy said he would check the Bench's and War Memorial before the next meeting. The Clerk thanked Cllr. Murphy.

20. PLAYGROUND - GMG QUOTE

After further discussion it was agreed to leave the playground as it stands but monitor use. The external inspection report found everything to be Low-Risk.

21. ROAD SURFACE.

Cllr. Murphy contacted West Berkshire Council regarding the road/track surface at the junction of Sheephouse Way and the un-named track going west past Corner Cottage. The area was very uneven and a trip hazard. There is a 'tarmacadam' patch that has been recently effected.

West Berkshire Council had acknowledged the email and is sending someone out to look at the area in question.

22. NORRIS FIELD/UPPER END ROAD SIGNAGE.

Cllr Murphy brought it to the attention of Council that 2 replacement road signs at Norris Field and Upper End were changed. Norris Field has 'disappeared'. From the salt bin at the junction of Spray Lane/Norris Field there is now a sign that states UPPER END (1-10 Norris Field). At the junction of Norris Lane/Upper End there is a sign that states UPPER END with a left and right arrow. Cllr. Murphy had reported this to 'Traffic Department'.

23. THE IBEX - ASSET COMMUNITY VALUE UPDATE.

Cllr Murphy confirmed the The Ibex is now at long last registered again as an Asset of Community Value. (ACV) for the next 5 years.

However no paperwork has appeared from West Berkshire Council as yet, but an email confirming this has been received.

24. MEMORIAL TREE PLAQUES AND DEDICATION CEREMONY UPDATE.

The plaques are now complete and ready to be put up. It was suggested by Graham Uff from Chadd News (member of public, present in the meeting) to take pictures of the Memorial Trees/Plaques so a dedication article could be written for the newsletter.

25. COUNCILLOR QUESTIONS AND REPORTS.

Cllr. Mcallister reported the hedge on the path by Waylands was becoming overgrown, Cllr Mcallister said he would monitor and do the cutting when necessary. Council Members thanked Cllr. Mcallister.

Cllr. Murphy asked if the dilapidated style was still in place on the ROW footpath by Chapel Cottage since the new style had been erected. Cllr. Mcallister said he would look and let the Clerk know.

Cllr. Beard reminded Council of a grant being available from Scottish and Southern for community resilience to enhance community facilities, services and communication – particularly to support local response to a significant emergency event. The Clerk reminded Council this grant had been reviewed before but the Parish Council did not apply as nowhere was suitable to store emergency equipment, if granted.

Cllr. Ballard gave an update on the Village Hall as Parish Council representative. There were now two applications with the Good Exchange. The Committee was also looking into the Token Grant offer grant in supermarkets. They were reviewing quotes for re-boardings inside the hall to reduce heating and there was a breakdown of full quotes being prepared. All PATS testing had now been completed.

Cllr. Beard proposed to enquire about siting an electric car charge in the Village Hall car park. Cllr Murphy explained what area belonged to whom, Cllr. Beard said he would look into more details and ask the Clerk to make it an agenda item for next time, if applicable.

Patient Participation Group

Notes of meeting held on 13th June 2019 at The Surgery, Chieveley read out by Cllr Murphy.

Dr Cave the Practice Leader introduced everyone and then informed us that the new Primary Care Network was about to start (15th May 2019). The Downlands has now amalgamated with Eastfield and Strawberry Hill in Newbury. This gives a combined total of 46,000 patients in the group and fits the Governments 30,000 - 50,000 target.

This will now ensure that the 'new' money from Government will come into the Network. In 5 years' time that will be worth ~£500,000. A big plus point is that the Network will all be using the same 'software' so wherever in the Network patients are directed the doctors will have access to the patients records.

Doctor Cave explained that the new position of 'Social Prescriber' will 'signpost' patients to the correct area of expertise for their particular problem. Experience of Social Prescribers working in other Networks had led to a 28% reduction in appointments to GP's, freeing up valuable time. He mentioned that within the Network there was a practising Dermatologist whereas the Royal Berkshire Hospital had 'lost' 8 of theirs and now does not currently have any!

Regarding telephone calls to the Surgery Robert Weir the Practice Manager told us that 20% of people ring off when not getting straight through. He said the 'target' for answering calls is 3 minutes. Last month the average was 2 minutes 47 seconds so that target was

being met. There are 8 lines into the Practice where there only used to one several years ago so this has helped.

Robert went on to tell us that there is a 'new' website for the Downlands Practice that should be able help patients with some of their questions.

Sanjay Shah the new Pharmacist has taken up his post (1st April 2019) and has already had a positive effect on the Practice. He is very 'business oriented' and has started to make changes to the Pharmacy that will help make it run more smoothly.

26. CLERK CORRESPONDENCE.

No further correspondence.

27. MATTERS FOR FUTURE CONSIDERATION.

Nothing from the open forum.

28. DATE OF NEXT MEETING.

To confirm the next meeting on Tuesday 4 June 2019 at 7.30pm.

Meeting Closed.