

CHADDLEWORTH PARISH COUNCIL

Clerk to The Parish Council: Mrs Kim Lloyd

Tel No.: 07867 310121

chaddleworth.pc@outlook.com

MINUTES

TUESDAY 7 JULY 2020– 7.00PM. THIS WAS A REMOTE MEETING USING ZOOM.

Cllr's Present: Cllr. Murphy (Chair)

Cllr. Ballard (Vice Chair)

Cllr. Mcallister

Cllr. Wilson.

Clerk: Mrs K Lloyd.

Members of the Public: 1.

The Clerk announced this meeting will be recorded for minute purposes and the recording will be deleted once the minutes are approved.

1 **APOLOGIES.**

Cllr. Mills unfortunately does not have the resources to attend remote meetings. Cllr. Mills will be issued Agendas/Minutes and kept up to date on agenda items.

Cllr. Homersham emailed her resignation to the Clerk and Chairman before this meeting, unfortunately due to work commitments she was not able to give the time to the Parish Council. The members of the Parish Council, Thank Georgie Homersham for all her work and time she had given while on the Parish Council.

2 **DECLARATIONS OF INTEREST.**

No Declarations of Interest received but one dispensation from Cllr. Murphy for item 13 to allow Cllr. Murphy to give an update on the item. The dispensation is in the interests of persons living in the authority's area.

3 **MINUTES FROM PREVIOUS PARISH COUNCIL MEETING.**

Members then **RESOLVED UNANIMOUSLY** to confirm and adopt the minutes of the Parish Council meeting held on Monday 2 JUNE 2020.

4 **PUBLIC QUESTIONS.**

One member of the public asked the parish council to consider supporting opening up rural footpaths to cyclists.

5 **PLANNING APPLICATIONS RECEIVED.**

No planning applications at time of publishing agenda.

6 FINANCE.

Members then **RESOLVED UNANIMOUSLY** to approve the July payments, pending the newsletter invoices as the Clerk asked for more confirmation on the monthly prints. This will be confirmed through email and added to the final payment sheet as shown in Appendix 1.

The Q1 Expenditure vs Budget was reviewed, with no further questions.

The Cashflow 2020/21 for July was noted.

(All finance documents emailed to members of the Parish Council before the meeting)

7 INTERNAL AUDIT REPORT.

The internal audit was emailed to the members of the Parish Council before the meeting.

In conclusion the internal auditor considered that, within the Parish Council, the management of processes by the Clerk and Councillor's is continuing to be well controlled and monitored.

8 (AGAR) ANNUAL GOVERNANCE ACCOUNTABILITY RETURN 2019/20 PART 2 AGAR.

(a) The members of the Parish Council approved, and the Chairman signed the Annual Governance Statement 2019/20 Section 1.

(b) The members of the Parish Council approved, and the Chairman signed the Annual Accounting Statement 2019/20 Section 2.

The AGAR will be emailed to the external auditors and published with the notice on the website and noticeboard in due course.

9 RECREATION GROUND SIGNAGE.

Following an incident in the playground involving a dog. It was reported to the Parish Council and agreed by the members of the Council that 'No Dogs Allowed' signage will be erected outside the recreation ground. The Parish Council please ask all dog walkers not to exercise their dogs in the recreation ground.

10 PLAYGROUND RE-OPENING GUIDELINES AND THE SAFETY CHECK.

Following the latest government guidelines playgrounds can now be opened if it was felt safe to do so by who was responsible for the playground. The Playground equipment was due its annual Safety Check in March, but unfortunately this did not take place due to Covid-19 lockdown. The Clerk is chasing for the safety check to be carried out asap but was informed there is a wait. The Playground unfortunately cannot be opened without the annual safety check. Once this was complete, the members of the Parish Council agreed it would be opened. The Clerk said from reading Clerk forums and emails, it is split that some playgrounds are opening, and some are waiting for more clearer government guidance.

The Clerk said the only way is for the user to take responsibility for themselves and for the parish council to erect signs showing the Covid-19 requirements for using the equipment.

Cllr. Mcallister said he would refresh the current signage.

Cllr. Wilson noted when the inspector was there, the inspector raised the matter of replenishing the bulk and reported some rotting timber.

11 SEPTIC TANK VENT.

Cllr. Murphy reported that he had replaced the vent.

The members of the Parish Council thanked Cllr. Murphy.

12 BUS SHELTER WORK QUOTE.

Scofell had emailed a map of the area to the Clerk. The members of the Parish Council clarified the area shown in the map which needs regular cutting. The Clerk will confirm with Scofell and their quote will be discussed in the September meeting.

Cllr. Murphy asked the Clerk and members to look at the new public noticeboard and think about replacing the Parish Council noticeboard with one of these, as the Parish Council noticeboard is in need for repair.

13 VILLAGE HALL ROOF REPAIR.

Cllr. Murphy reported the works was due to start the 1st April but was not possible due to Covid-19. The work is now scheduled to start 8th July. The first job is to strip the roof, therefore fine weather is required.

14 VILLAGE HALL CAR PARK RE-SURFACE.

Cllr. Murphy said following the Parish Council accepting the quote in our last meeting, they were due to start, but because of Covid-19 work load it is delayed. The roof repair will now need to be completed first, then the car park re-surface can be started.

The Clerk contacted our District Cllr. Clive Hooker regarding this year's Members Bid in between meetings, after finding out the members bid was open. Cllr. Hooker has now confirmed to the Clerk and Cllr. Murphy that the application is submitted. If the bid is successful up to 50% of the invoice for the car park re-surface could be granted through a member's bid. Cllr. Ballard and all thanked the Clerk for raising the bid to Cllr. Hooker.

15 CHADDLEWORTH St ANDREW'S C.E SCHOOL.

The Chaddleworth School site is opening to children to reduce the number of children per classroom to aid social distancing guidelines. The Clerk will add the information to the website and is also shown here as Appendix 2.

16 CHAPEL COTTAGE – KISSING GATE.

No further update.

17 HORSE RIDING ON PUBLIC FOOTPATHS.

Cllr. Wilson had noted horse riders using a public footpath and had approached them, but to then find out they were family members of the tenant and had permission to ride.

Cllr. Mcallister reported that he spoke to the tenants of the land following this, who also said they would endeavour to ride on the field edge to set an example. They also confirmed that no verbal or written permission had been given to horse riders to ride on the public footpath.

18 NORRIS LANE SIGNAGE.

It was reported by Cllr. Murphy that the sign that says 'no horses' keeps being taken down in Norris Lane. The owner of the road provided the sign and post and it is their property. Since, the sign has been put back up.

19 THE IBEX PUBLIC HOUSE.

Cllr. Murphy reported the owner of the Ibex said it was not possible to claim the business rate grant as he was not technically the tenant, and that limited funds were available to support the new social distancing guidelines.

The owner of the Ibex also reported a bench was removed from the garden; a note was added to the Chaddleworth Newsletter asking if anyone knew about its whereabouts.

20 COUNCILLORS /CLERK REPORTS.

Cllr. Wilson said he wanted to make a comment on declaration of interest but said he would leave this to a later meeting.

Cllr Murphy said he was going to email West Berkshire Council following the Clerks latest correspondences to ask for more specific, clearer instructions on declarations of interests. Cllr. Ballard said he was also going to ask for a meeting with the District Councillor regarding this matter.

The Clerk will make the declaration of interest an agenda item in the following meeting for an update from the Councillors if applicable.

Email. 24/06 for the new model Code of Conduct template from NALC, which was emailed to the members of the Parish Council, is being considered. Consultation deadline is 17th August. Cllr. Murphy has made comments to the content to the matter of Declaration of Interest in the new template. Cllr. Murphy asked members to comment if they could on the consultation.

21 MATTERS FOR FUTURE CONSIDERATION

Following the Public Questions item. 'Cyclists on Rural Footpaths' will be added to the September agenda.

22 DATE OF NEXT MEETING

The date of the next REMOTE meeting is Tuesday 1ST September 2020 at 7pm.

This will be a remote meeting unless government guidance is received to allow the members to meet again.

Meeting Closed. 7.56pm

Appendix 1.

Statement of Accounts Accounts for Payment JULY 2020

Expenditure brought forward 20-21 £3,538.25

Payments

Cheque No	Payee	Description	Amount
DD	ICO	GDPR Annual Registration	£ 35.00
SO	Kim Lloyd	Clerk Salary	
800028	Vale Press	April Newsletter	£ 85.00
800028	Vale Press	May Newsletter	£ 85.00
800029	Clere Group Ltd	June Newsletter	£ 75.00
800029	Clere Group Ltd	July Newsletter	£ 83.00
800025	David Weller	Internal Audit	£ 50.00
800026	Scofell	Grass Mowing -July.	£ 225.00
800027	Autela Payroll Services Ltd	Q1 - Clerk Payroll	£ 71.67
			<u>£ 1,151.67</u>

Receipts

Total Receipts £ -

Financial Position as at 7 July 2020

Balance carried forward 31/03/20	£ 13,687.75
Income for year 20-21 to date.	£ 8,367.50
Less payments for year 20-21 to date	£ 3,538.25
Total including Reserves	<u>£ 18,517.00</u>

Projected Year End 2020/21

Opening balance	£ 13,687.75
Add forecasted Income for year 20-21	£ 16,735.00
Less forecasted payments	£ 18,408.50
Forecasted year end balance	<u>£ 12,014.25</u>

Kim Lloyd
Clerk/Responsible Financial Officer
07-Jul-20

Appendix 2.

News from Chaddleworth School.

Hello - just wanted to let you know our plans for Chaddleworth school over the last few weeks of term. Would it be possible to share them with the community as well?

We have stayed open at Shefford school for children of critical workers and vulnerable children from the initial lockdown on 23rd March. Since then, our EYFS, year 1 and year 6 have returned and now it is the turn of year 2,3 4 and 5 to return. To achieve this, a group 15 of our children will be working at the Chaddleworth school site from 1st July. Parents will be driving onto the school playground, parking, and dropping off their children so not blocking the road.

Timetable

Wed 1st July - 11.45 - 2.00

Mon 6th July - 8.45 - 3.15

Tues 7th July - 8.45 - 3.15

Wed 8th July - 8.45 - 3.15

Mon 13th July - 8.45 - 3.15

Tues 14th July - 8.45 - 3.15

Wed 15th July - 8.45 - 3.15

Staff will be at the school earlier and later than these times and the school bus will continue to run, picking up at 9am and dropping off at 3pm. We have been working with our parents to put this plan together and are looking forward to seeing more of our children. They have been busy at home with the home learning which we've put on our website. If you wanted to find out more, this is a really good way of seeing what our school has to offer -

<https://www.csfschools.org/home-learning> We have Collective Worship and activity weeks as well as reading, writing, maths and topic which the teachers update daily. They also reply to emails from parents daily and the children send in their learning which is then made into a class video on Mondays. Last week was arts week and the children tell us that it helped with their emotional wellbeing as well as nurturing their artistic skills.

We have completed a risk assessment based on government and West Berkshire guidelines to ensure we offer the safest possible environment for the children and consider the needs of our neighbours as well.

We value all feedback so please contact me if you have any questions or comments.

Thank you.

Take care,

Alison Stephenson

Acting Headteacher/DSL

Chaddleworth St Andrew's and Shefford Church of England Federated Primary Schools

Shefford site RG17 7DB

01488 648657