

CHADDLEWORTH PARISH COUNCIL

Clerk to The Parish Council: Mrs Kim Lloyd

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MINUTES

TUESDAY 3 NOVEMBER 2020 at 7PM. THIS WAS A REMOTE MEETING USING ZOOM.

Cllr's Present:

Cllr. Murphy (Chair)

Cllr. Ballard (Vice Chair)

Cllr. Mcallister

Cllr. McNamara

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 cannot attend remote meetings due to not having the resources.

Cllr. Wilson sent his apologies.

2 DECLARATIONS OF INTEREST

Cllr Murphy declared an interest on Planning Application 20/02290/House Tower Hill.

3 MINUTES FROM PREVIOUS PARISH COUNCIL MEETING

Members then **RESOLVED UNANIMOUSLY** to confirm and adopt the minutes of the Parish Council meeting held on Tuesday 6 October 2020

4 PUBLIC QUESTIONS.

A member of the public informed the members that the Chaddleworth School can be used as a venue to hire for meetings, parties etc. This is an alternative when the Village Hall was not in use.

5 PLANNING APPLICATIONS RECEIVED.

One Planning Application was considered, and two decision notices were noted.

(Cllr. Murphy left the meeting)

20/02290/HOUSE Tower Hill House, Tower Hill. Existing garage store to be demolished and replaced with new garage, playroom, and study.

<http://planning.westberks.gov.uk/rpp/index.asp?caseref=20/02290/HOUSE>

The members of the Parish Council resolved to 'No Objections' for this planning application.

(Cllr. Murphy re-joined the meeting)

Decision Notices:

20/01890/COND1 - Chaddleworth Rectory, Main Street, Application for approval of details reserved by Conditions (6) Access surfacing and (11) Boundary treatment of planning permission

19/01701/FUL - Conversion of coach house to 2 bed dwelling. **WBC 'Approves' Planning Permission.**

20/01753/HOUSE - The Martins, Botmoor Way for Two storey side extension built over existing extension and formation of new windows inside and rear walls. **WBC 'Granted' Planning Permission.**

6 GREAT SHEFFORD POST OFFICE

The Parish Council received a letter from the Postmaster in Great Shefford asking for the Parish Councils support to consider comments towards an objection of the proposed Planning Application for a farm shop in the Great Shefford Public house.

After a discussion, it was agreed for members of the Parish Council to write individually if they wanted too, but no response from the Parish Council will be submitted as this is an adjacent parish. Parishioners can obviously write a personal response to the Planners at West Berkshire Council if they wish to do so.

7 FINANCE

Members **RESOLVED UNANIMOUSLY** to approve the November payments as shown in Appendix 1.

The 2020/21 Cashflow was noted for November.

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

8 BANK ACCOUNT – ONLINE BANKING

Following the last meeting the Clerk reported that making cheque payments really is becoming a thing of the past. It is becoming more difficult, as more businesses do not accept cheque payments anymore, especially during the COVID.

Metro Bank charge £20 per month to move to a dual signature process. This fee can be avoided by the Clerk alone making the online transactions following payments that are approved in the meeting. It would mean the account can stay as it is and not move to a dual authorisation account which charges a fee. The Clerk proposed two options:

Option 1. The Parish Council wait and move bank accounts after COVID has calmed and Banks are not so busy.

The disadvantages with option 1 are not only companies only accepting online payments but the extra cost of postage which could be avoided, and delays in businesses being paid.

Option 2. The Parish Council stay with their current bank and the Clerk registers for online banking, without dual signatory authorisation which saves a fee of £20.00 a month.

The Clerk said if option 2 was agreed , the Bank Statement could be emailed to two members of the Parish Council with the meeting payment sheet and the members would be asked to cross-check both to ensure they marry up with the payments that was approved in the meeting.

The Clerk said every quarter the members should be cross-checking the bank statements with the meeting payment sheet. The auditors look for a record that must be kept evidencing the approval of payments, such as a member signing and dating the bank statements and invoices to confirm they are both accurate and marry up with what was approved, if option 2 is implemented, this requirement would then be done monthly.

In the following meeting under finance, it can be minuted that the payment sheet and bank statement from the last meeting payments was accurate or to report any inaccuracies.

The financial regulations need to be amended if online banking is carried out.

Cllr. Murphy proposed option 2 and after further discussion all members present **RESOLVED UNANIMOUSLY** to implement option 2. Cllr. Murphy and Cllr. McNamara nominated themselves to check the bank statements against the meeting payment sheet.

The Clerk will contact Metro to update the mandate from dual to single authorisation and register for online banking
ACTION: Clerk.

9 PLAYGROUND

Cllr. Murphy reported the two surrounds on the Climbers were repaired by the members of the Parish Council at no cost for labour. Saving the Parish £100's of pounds. Cllr. Murphy said the signs that said they could not use the climbers had now been removed, but the COVID signage remains.

Since, this repair the Climbers wood chippings have been replenished, again by the members of the Parish Council and volunteers from the village who came to help spread the wood chip. Cllr. Murphy said **A big Thank to everyone involved.** Between us all we have saved so much money that would have had to come out of the precept, being our council tax.

Cllr. Ballard proposed increasing the Playground reserves fund for next year. The Clerk reminded the members it is the Budget setting in Decembers meeting.

Cllr. Murphy said after being alerted to the state of the toddler swings, he had ordered 2 new toddler swings with extra-long chains which will need to be cut. Cllr. Murphy had received approval from Parish Council through email for this expenditure. Cllr. Murphy will carry out the replacement repair when the materials are received. The members of the Parish Council thanked Cllr. Murphy.
ACTION: Cllr. Murphy

The Clerk said that Cllr. Mcallister who nominated himself to inspect the playground once a month will save the parish around £35 for one inspection visit, if outsourced. The Clerk will create and send a Playground visual check list to Cllr. Mcallister. The Clerk and all members thanked Cllr. Mcallister.
ACTION: Clerk.

10 VILLAGE HALL CAR PARK RE-SURFACE

Cllr. Murphy reported the works are now finished. Two invoices have been received but only circulated to the Parish Council on the day of this meeting. The original with the additional second invoice for the extra work are to be approved. The members said they would look at both invoices and visit the car park before approving. The invoices will be approved through email once inspected.

ACTION: All

11 NOTIFICATION RE. PROPERTY BOUNDARY

No further update from the resident or West Berkshire Council. The members agreed to write to the resident in January, if they had not heard anything further, to ask if there are any future developments.

12 VANDALISM AT THE BUS SHELTER

Cllr. Murphy reported two notices have now been removed from the bus shelter because they have been defaced (burnt) a few times. The local police have been contacted regarding anti-social behaviour. The police said they will visit the village from time to time to patrol the area.

13 LORAWAN GATEWAY

Cllr. Murphy asked the members of the Council if they would like him to find out more regarding the Lorawan Gateway. This item was brought to the Parish Councils attention through the West Berkshire District Council Conference slide presentation.

ACTION: Cllr. Murphy

14 LOCKDOWN WOODS – FREE TREES FOR PARISHES

The Parish Council received an email from the Woodland Trust offering several hundred trees at no cost. They were ordered for someone that now did not want them. Cllr. Murphy contacted Sovereign to ask if Trees could be planted in the land behind St Andrews Close. This would help as a wind break and in turn help the environment. Cllr. Murphy had ordered 50 free trees which will be delivered to Cllr. Murphy. Cllr. Murphy said Sovereign had shown positive interest in the scheme, but it was still to be confirmed. If Sovereign refused permission, we could open it up to the three landowners in the village to find out if they want them. **ACTION: Cllr. Murphy**

15 VILLAGE REPSONSE TO THE DOWNLAND PRACTICE

Cllr. Murphy forwarded an email to the Parish Council from a resident in the village. It was asked if the Parish Council would consider contributing towards the Downland Practice regarding their support through Covid-19.

Cllr. Mcallister reminded the members that Chaddleworth already donate £100 towards the Handy Bus once a year. Cllr. Ballard then raised the thoughts of how much the members of the Parish Council had saved the Parish on the recent works in the Playground and that perhaps some of this could be put to a good cause. With all this in mind the members **RESOLVED UNANIMOUSLEY** to donate an extra £100 this year to the Handy Bus as a one-off extra contribution. Cllr. Murphy said he would write to the Downland Practice regarding the extra donation.

ACTION: Cllr. Murphy

16 WEST BERKSHIRE COUNCIL COMMUNITY CHAMPION AWARDS 2020

The members nominated one deserving person for the Thank you West Berkshire Council Community Champions Award. The Clerk will investigate what is required and speak to Cllr Murphy for a submission. The deadline is 20 November.

ACTION: Cllr. Murphy /Clerk.

17 COUNCILLORS /CLERK REPORTS

Cllr. McNamara raised the conversation of the amount of dog waste seen in the village recently. The Clerk informed the members that West Berkshire Council are not adding any further waste collections at this current time to their contract.

The village currently have two waste bins, the members agreed one located at the bottom of School Hill could go to help some of the dog waste problem. After discussion it was agreed to carry this item over until January to find out if West Berkshire Council may start adding more waste bins collections to the contract. The Clerk said she was aware of one dog waste bin collection every two weeks locally costing £15.50 a month to give an idea of cost if outsourced. West Berkshire Council fee is £56 a year for the current two bins currently in situ.

18 MATTERS FOR FUTURE CONSIDERATION

None.

19 DATE OF NEXT MEETING

The date of the next REMOTE meeting is Tuesday 1st December 2020 at 7pm.
This will be the budget setting meeting.

Appendix 1

Statement of Accounts Accounts for Payment NOVEMBER 2020

Expenditure brought forward 20-21 £6,927.07

Payments

| Cheque No | Payee | Description | Amount |
|---|------------------------|---------------------------------------|------------|
| SO | Mrs H Anderson | Litter Collection - Nov | £ 20.00 |
| SO | Kim Lloyd | Clerk Salary - Nov | £ 442.00 |
| SO | Chadd Village Hall | Village Hall Rent - Nov | £ 23.00 |
| 800039 | John Ballard | Payment for Barlows Playground Timber | £ 395.33 |
| 800040 | H Giles | Woodchippings | £ 450.00 |
| 800041 | H Giles | Delivery of woodchippings | £ 60.00 |
| 800042 | Playground Inspections | Annual Playground Inspections | £ 81.00 |
| 800043 | Scofell | July Invoice - Grass Mowing | £ 225.00 |
| 800043 | Scofell | October - Grass Mowing | £ 225.00 |
| * = Approved / Paid in between meetings | | | £ 1,921.33 |

Receipts

| | | | |
|----------------|------------|--------------------------------|--------|
| 01.10.20 | Metro Bank | Bank Interest on Reserve Acct. | £ 1.66 |
| Total Receipts | | | £ 1.66 |

| | |
|--------------------------------------|-------------|
| Balance carried forward 31/03/20 | £ 13,687.75 |
| Income for year 20-21 to date. | £ 17,136.53 |
| Less payments for year 20-21 to date | £8,848.40 |
| Total including Reserves | £ 21,975.88 |