

CHADDLEWORTH PARISH COUNCIL

Clerk to The Parish Council: Mr David Jennings

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MINUTES

Tuesday 9th May 2023, Chaddleworth Parish Council Annual Meeting

held in Chaddleworth Village Hall, Upper End, Chaddleworth, RG20 7DY

Councillors Present: Cllr. G. Beard, Cllr. K. Brady, Cllr. S. McAllister-Lovelock, Cllr. G. Stanley, Cllr. J. Wilson, Cllr. A. Woodroffe

Clerk: Mr D Jennings

Ward Member: Cllr. Clive Hooker

Members of the Public: four

1 **ANNUAL MEETING - APPOINTMENT OF THE NEW COUNCIL (ELECTION YEAR)**

- 1.1 The persons elected as Parish Councillors for Chaddleworth 05Apr23 are William G Beard (Gareth), Kevin J Brady, Shane G McAllister-Lovelock, Graham Stanley, James R Wilson (Jim) and Alexander J Woodroffe (Alex).
- 1.2 Cllr. J. Wilson was nominated as Chair for the forthcoming year and this was unanimously accepted.
- 1.3 Cllr. G. Beard was nominated as Vice-Chair for the forthcoming year and this was unanimously accepted.
- 1.4 The Chair and Vice-Chair completed the Acceptance of Office form and all councillors completed, amended or accepted their members interest forms. The Clerk has each of these on record.
- 1.5 Councillors were appointed to committees or other outside bodies unanimously as follows:
 - 1.5.1 Public Rights of Way representative: Cllr. S. McAllister-Lovelock
 - 1.5.2 Chaddleworth Village Hall representative: Cllr. G. Beard
 - 1.5.3 School representative: Cllr. A. Woodroffe
 - 1.5.4 Saunders and Wynn: Cllr. S. McAllister-Lovelock
- 1.6 Copies of the Parish Council's Standard Documents were considered to see if any need to be reviewed, replaced, or updated:
 - 1.6.1 Standing Orders: Cllrs. Agreed these need to be reviewed and updated. Agreed to achieve this via a shared, structured approach. Action: Clerk will allocate equally portions of the existing Standing Orders to each Cllr. for review so that they are all covered (each Cllr. may review more than those allocated as they wish to).
 - 1.6.2 Financial Regulations: accepted unanimously and signed by Cllr. J. Wilson.
 - 1.6.3 Code of Conduct: Agreed that the Chair and Vice-Chair would review. Action: Cllrs. J Wilson and G. Beard to review.
 - 1.6.4 Complaints Procedure; Vexatious Complaints Policy: It was agreed that these policies would be reviewed and combined. Action: Cllr. A. Woodroffe to review.
 - 1.6.5 Freedom of Information: accepted unanimously and signed by Cllr. J. Wilson.
 - 1.6.6 General Privacy Notice: Cllr. K. Brady asked about Councillor-specific email addresses and it was noted that the Standing Orders may have pertinence to this.

Action: Cllr. K Brady to review this in association with the Standing Orders review.

- 1.6.7 Risk Assessment: The initial document recently prepared was shared and it was agreed needs to be updated.

Action: Cllr G. Stanley to review.

- 1.7 The asset register was reviewed and adopted unanimously for the forthcoming year (Appendix 1). Cllr. G Beard asked if there was also a list of liabilities that we might need to be prepared to encounter.

Action: Clerk to check the insurance schedule and policy; the Council to provide also any liabilities that should be listed.

- 1.8 The dates, times and place of ordinary meetings of the full Council for the year ahead and for the Annual Parish Meeting were discussed and unanimously agreed as follows:

1.8.1 Ordinary meetings will be held on the first Tuesday of every other month at 19:30 (4th July 2023, 5th September 2023, 7th November 2023, 2nd January 2024, 5th March 2024 and 7th May 2024).

- 1.8.2 The Annual Parish Meeting (which used to be known as the Assembly, is a meeting for the electors of the Parish, who have the right not only to attend but also to speak on any matter of local interest. All community groups are also welcomed to attend and provide a talk on their group's activities, or simply to have a table to showcase their material) will be held on Tuesday 6th June 2023.

Action: Clerk to advertise the meeting on the local notice boards, Facebook and in Chaddleworth News and to invite the organisations known and active in Chaddleworth.

- 2 **APOLOGIES:** No apologies were received.

- 3 **DECLARATIONS OF INTEREST ON AGENDA ITEMS:** It was noted that several Cllrs. have an interest in the planning application received.

- 4 **MINUTES FROM PREVIOUS PARISH COUNCIL MEETING:** held on 7th February 2023 we confirmed and adopted.

- 5 **PUBLIC QUESTIONS**

Ward Member Cllr. Clive Hooker updated on recent election activity (38% turnout resulting in 23 Lib/ Dem, 11 Cons, 2 Green and 1 Labour councillors elected), resulting committee representation impact (which is proportional – e.g. planning), issues raised on the doorstep (particularly green bin cost, housing plans) and on possible future considerations for these in light of the new West Berkshire Council elected (in particular possible impacts via cost savings and to the Local Plan and, as a consequence, more Parish Councils might need to prepare a Neighbourhood Plan. Bryan Lyttle from WBC might be able to give a talk on this).

- 6 **PLANNING APPLICATIONS RECEIVED**

Planning application 23/00831/HOUSE (Mr and Mrs King, Chestnuts, 49 Upper End, Chaddleworth, Newbury RG20 7DY) was unanimously supported by the Council.

FINANCE

Statement of Accounts			
Accounts for Payment February, March 2023			
Expenditure brought forward 22-23 06.02.2023			£13,009.60
Payments			
Cheque No	Payee	Description	Amount
800139 *	Mr J Mills	Rope for Flag	£ 5.75
800140 *	Mr J Mills	Tree for Memorial Garden	£ 63.98
800141 *	N J Bull	W.H.Ponsonby Memorial Plaque	£ 35.00
800142 *	Mrs C E W von Stumm	Field Rent	£ 300.00
800143 *	Mr S McAllister-Lovell	Flowers for Rev. Miri	£ 46.95
800144 *	Mr R Doncaster	King Charles III Coronation Shield	£ 325.00
800145 *	Scofell	Grass Cutting - Invoice 30278	£ 238.69
800146 *	West Berkshire Council	Grounds Maintenance - Invoice 563810	£ 163.91
SO *	Kim Lloyd	Clerk Salary - March	£ 483.60
DD *	Chaddleworth Village Hall	Hall Rent - March	£ 25.00
DD *	Alpha Xperience	Newsletter Printing - March	£ 87.25
SO *	Mrs H Anderson	Litter Picking - March	£ 60.00
PAID *			£ 1,835.13
Receipts			
BACS	West Berkshire Council	TBC	£ 151.20
Total Receipts			£ 151.20
Financial Position to date			
Balance carried forward 31/03/22			£ 17,952.41
Income for year 22-23 to date.			£ 19,848.31
Less payments for year 22-23 to date			£14,844.73
Total			£ 22,955.99

The regular Statement of Accounts was provided by the Clerk.

The Budget vs Expenditure tables (Appendix 2) and the End-of-Year RFO Report (Appendix 3) were presented by the Clerk.

It was suggested that a statement of accounts could be provided in future agendas and Cllr. K. Brady offered to provide an example of this.

It was agreed that a third signatory, the Vice-Chair, should be added to the Metro Bank mandate so that transaction may be continued in the eventuality that one signatory is absent. The Clerk will obtain the necessary form(s).

- 8 **THE MONDAY CLUB:** This is proceeding. It was suggested that some more prominence might be achieved for the Club via Chaddleworth News.
- 9 **HIGH SPEED INTERNET IN CHADDLEWORTH:** A comprehensive report was shared by Cllr. Stanley. The action plan is, following an example from Brightwalton, to take this to a potential supplier. It is also suggested that a small user group in the Parish might take some measures of the existing performance. The situation in the Parish whereby out connectivity via BT was relatively early and, unfortunately, subsequent GigaClear connection was not made was noted. It was also noted that GigaClear are shortly to install into Glen Millar Close via overhead posts. It was also noted that the coming rollout of 5G might enable some 'rural trials'.
- 10 **VILLAGE ENTRANCE GATES:** It was noted that the Mount Lane gate needs replacement which will increase the maintenance cost, that WBC has moved to plastic gates now (possibly recycled), that the gates were originally placed for 'traffic calming'

hence there not being one in Norris Lane. Cllr. Clive Hooker also noted that the next round of 'match funding' may be available soon which might be a backup-plan if WBC would not provide the maintenance. The Chair volunteered to pursue the maintenance needed with WBC.

Action: Cllrs. J Wilson to contact WBC.

LOCAL FLOODING: It was noted that the ground is sodden and there is nowhere for the water to flow to. It was also noted that other work by WBC planned in Hangman's Stone Lane and near Butts Wood was expected but has not been completed. The Chair volunteered to also pursue with WBC Highways Agency their plans and timescales for local maintenance. The Council also asked to bring forward any specific examples of maintenance needed.

Action: Cllrs. J Wilson to contact WBC (Peter House).

11 **NORRIS LANE ROAD:** No further contact has been received.

12 **NODMORE SUBSIDED DRAIN:** This has been repaired.

13 **CLERK REPORTS:**

The handover from the previous Clerk is completed, although some files and the laptop still owing.

The Metro Bank mandate change is completed for the recent council changes. The Clerk awaits further advice from Metro Bank for completing payments electronically rather than via cheques.

14 **COUNCILLORS' REPORTS**

It was noted that a playground clean has been offered by a member of the public. Cllr. A. Woodroffe will contact them. Cllr. S. McAllister-Lovelock will clear a low branch at the playground.

With the Council's unanimous support, Cllr. S. McAllister-Lovelock thanked Ben for the strimming of verges at road junctions in the Parish.

With the Council's unanimous support, Cllr. S. McAllister-Lovelock thanked former Councillors Grahame Murphy, John Ballard and Joe Mills and former Clerk Kim Lloyd for their many years of service.

Cllr. S. McAllister-Lovelock reported of recent attendance to Saunders Wynn and Coventry Educational Foundation charity meeting and will do so at the next meeting also.

Cllr. G. Beard provided an update on the Downland Volunteer Group (DVG) following very low use of the recent Handy Bus relaunch and they seek any feedback on timing, destinations, etc. It was suggested that The Ibex Inn might have a 'local ideas and feedback board' to allow another channel for parish communication. It was also suggested that more DVG adverts and user's stories might be shared.

Cllr. K. Brady reported that The Big Coronation Lunch was well attended and went very well.

15 **MATTERS FOR FUTURE CONSIDERATION:** No additional matters were raised.

16 **DATE OF NEXT MEETING:** The next Parish Council meeting will be on Tuesday 4th July 2023 at 7:30pm in Chaddleworth Village Hall.

Appendix 1

CHADDLEWORTH PARISH COUNCIL REGISTER OF ASSETS

May 2023

Multi-play unit		£13,759
Playdale twist, Purchased and installed Sept 2003		
Sussex Swing		£2,089
Supplier and purchase date unknown		
Two cradle swings		£248
Tunnel bicycle value and purchase price and date unknown		
Embankment Slide purchased 5/02/09		£1,473
Hamlets Giggleswick Multiplay		£7,669
Bus Shelter		£2,866
Built by Murphy Enterprises in January 2005		
War Memorial and Fuel Allotment Land		
Approx 12 acres,	Nominal Value	£1,000
Grit Bins		£1,000
Phone box		£1,000
Defibrillator and cabinet		£1,400
Memorial Garden Arbor and Fencing		£250
Tommy Memorial Statue		£200
Parish Council Noticeboard		£312
Clerk Laptop/Printer		£360
Total		<u>£33,626</u>

Appendix 2

Chaddleworth Parish Council

Budget 2022/2023

Receipts	To Date	Budget 2022/2023	Delta	Note
	£	£		
Precept	£ 19,500.00	£ 19,500.00		
Bank Interest	£ 0.31			
Member Bid	£ -			
CIL funding	£ -			
Sundry	£ 348.00			
	£ -			
Total	£ 19,848.31	£ 19,500.00	£ 348	Over budget
VAT reclaim 2020/21	£ -	£ -		To be investigated

Payments	YTD	Budget		
<u>Salaries</u>				
Salary	£ 6,187.92	£ 5,023.20		
Pension	£ -	£ -		
Sub-total	£ 6,187.92	£ 5,023.20		
<u>General Office & Administration</u>				
Clerk Expenses	£ -	£ 780.00		
Councillor Expenses	£ 12.20			
Postage and Stationery	£ 32.64	£ 80.00		
Subscriptions and Training	£ 123.31	£ 275.00		
Parish Insurance	£ 406.49	£ 450.00		
Newsletter Printing	£ 1,048.16	£ 1,150.00		
Hire of Halls	£ 284.00	£ 276.00		
Website hosting	£ 16.19	£ 150.00		
Audit	£ 50.00	£ 50.00		
GDPR registration	£ -	£ 35.00		
Sub-total	£ 1,972.99	£ 3,246.00		
<u>Open Spaces</u>				
Churchyard Maintenance	£ -	£ 200.00		
Field Rents	£ 300.00	£ 300.00		
Grass Cutting	£ 1,860.87	£ 1,905.00		
Playground Inspection	£ 87.54	£ 85.00		
Playground Repairs	£ 381.46	£ 1,000.00		
Dog/Litter Waste Bins	£ 472.84	£ 500.00		
Memorial Garden	£ 98.98	£ 500.00		
Grit Bins	£ 80.00	£ 300.00		
Village Repairs Budget	£ 52.70	£ 1,000.00		
Sub-total	£ 3,334.39	£ 5,790.00		
Donations	£ 1,365.00	£ 1,810.00		
Jubilee	£ 686.58			
By Elections	£ -	£ 1,500.00		
		£ -		
Total	£ 13,546.88	£ 17,169.20	£ 3,622	Under budget
VAT spend (included above)	£ 467.00			

Sinking Funds		Budget
Playground Capital Replacement Fund	£ 6,000.00	£ 2,000.00
CIL	£ -	£ -

Appendix 3 – End-of-year RFO Report

Chaddleworth Parish Council End of Year Report for 2022-2023

At the beginning of the 2022 financial year the funds carried forward were £17,952.41.

In 2022-23 the income was £19,848.31 and the total expenditure was £13,546.88.

As of 31 March 2022, the Council balance is £14,253.84, this includes the Reserves of £6,000 made towards the Playground Capital Replacement.

The Council has underspent in the 2021-22 budget by £3,622 and has therefore been fortunately able to manage a reduction in the 2023/2024 budget — and consequentially the Council Tax precept for this period.

This end of financial year report is provisional and is subject to completion of the subsequent internal and external audits. With there also being a change of Clerk during this financial period, some in-progress items are noted (for example the VAT reclaim from 2021 – 2022).

The Clerk would also like to Thank the Councillors — both past and present - on behalf of the village for all they do for the community. The money that is saved from the Councillors doing jobs around the village in their own time, at no cost to the village is remarkable! This in turn reduces the Council Tax for the residents of Chaddleworth because the Parish Council are able to reduce the Precept.

Clerk /Responsible Finance Officer — May 2023.