

CHADDLEWORTH PARISH COUNCIL

Clerk to The Parish Council: Mr David Jennings

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MINUTES

Tuesday 4th July 2023, Chaddleworth Parish Council Annual Meeting

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

Councillors Present: Cllr. G. Beard, Cllr. S. McAllister-Lovelock, Cllr. G. Stanley, Cllr. J. Wilson, Cllr. A. Woodroffe
Clerk: Mr D Jennings
Members of the Public: two

1 **APOLOGIES**

Apologies were received from Cllr. K. Brady and Ward Member Cllr. Clive Hooker.

2 **DECLARATIONS OF INTEREST ON AGENDA ITEMS**

No specific interests were declared.

3 **MINUTES FROM PREVIOUS PARISH COUNCIL MEETING**

held on 9th May 2023 we confirmed and adopted.

4 **PUBLIC QUESTIONS**

A member of the public described the poor visibility at the junction between School Hill and Main Street and has emailed West Berkshire Council about this – but has not received a response from them. They also noted the verges have not been cut and that there is a resulting risk to all road users – especially pedestrians of which many are children. They also noted that a number of properties have hedging that is overhanging the road and that section 154 of the Highways Act 1980 might be utilised by West Berkshire Council to require owners/occupiers promptly remove such danger, obstruction or interference.

5 **PLANNING APPLICATIONS RECEIVED:**

It was noted that the Councils support of Planning application 23/00831/HOUSE had been submitted.

FINANCE

Statement of Accounts			
Accounts for Payment Apr, May, Jun 2023			
Expenditure brought forward 23-24 09May23 (zero as new-year)			£ -
Payments			
Cheque No	Payee	Description	Amount
DD *	Mr J Mills	BALC Membership	£ 122.47
DD *	Mr R Doncaster	King Charles III Coronation Shield - backing and coating	£ 134.00
DD *	Scofell	Grass Cutting - Invoice 30471	£ 238.69
DD *	Scofell	Grass Cutting - Invoice 30702	£ 238.69
DD *	West Berkshire Council	Grounds Maintenance - Invoices 565939	£ 117.04
DD	Alpha Xperience	Newsletter Printing - Jun	£ 104.65
DD	David Jennings	Clerk Salary - Apr, May	
SO *	David Jennings	Clerk Salary - Jun	
SO *	Chaddleworth Village Hall	Hall Rent - Apr, May, Jun	£ 75.00
SO *	Alpha Xperience	Newsletter Printing - Apr, May	£ 174.50
SO *	Mrs H Anderson	Litter Picking - Apr, May, Jun	£ 60.00
PAID *			£ 2,373.42
Receipts			
BACS	West Berkshire Council	Precept	£ 8,000.00
Total Receipts			£ 8,000.00
Financial Position to date			
Balance carried forward 31/03/23			£ 22,955.99
Income for year 22-23 to date.			£ 8,000.00
Less payments for year 22-23 to date			£2,373.42
Total			£ 28,582.57
Projected Year End 2022/2023			
Opening balance			£ 22,955.99
Add forecasted Income for year 22-23			£ 19,500.00
Less forecasted payments			£ 17,169.20
Forecasted year end balance			£ 20,283.21
David Jennings			
Clerk/Responsible Financial Officer			
04 Jul 23			

The regular Statement of Accounts (above) and Expenditure versus Budget tables (Appendix 1) were presented by the Clerk. It was noted that a new budget period is commenced. It was also noted that a method of emailing needed payments to Metro is now being utilised instead of cheques. It was suggested and agreed that these might be issued to the council in conjunction with the agenda for each meeting and that printed copies might be available at meetings for all attending.

It was noted that the Metro Bank mandate forms form adding a third signatory, the Vice-Chair, have been obtained and the Clerk and Vice-Chair will complete these.

7 **7 VILLAGE ENTRANCE GATES & 9 ROADSIDE MAINTENANCE & 10 VISIBILITY AT BOTTOM OF SCHOOL HILL** (these were discussed together):

The condition of junctions, signs, village entrance gates and verges were discussed. It was agreed that Cllr Wilson will write to West Berkshire Council (copying Cllr Hooker) to seek a meeting with them in order to establish a specific contact point with them and to understand their responsibilities, their plan for maintenance and the timescales for these. Action: Cllr. J Wilson

It was noted that all members of the Parish should take care when driving or walking on the roads, and to make sure that their children keep safe also. It was further noted to request drivers in the Parish to take care not to cut the corner when turning right into School Hill from Main Street (from the direction of The Ibex Inn). Visibility

8 **LOCAL FLOODING**

It was decided the Council would contact the landowner directly to make sure that the grip is both correctly placed and is clear. Action: Cllr. J Wilson to contact the landowner.

11 **PLAYGROUND MAINTENANCE**

The low branch has been removed. The chippings would benefit from being topped up with a few large bags sourced from Belcher or via previous supplier. Action: Clerk to seek this. There has also been a request to remove the tunnel as it is unhygienic. It was noted that a member of the public had previously volunteered to make a cleaning of the playground and Cllr. A. Woodroffe agreed to approach the person concerned about the tunnel to see what is needed and whether they might also support this cleaning. It was further noted that during such a cleaning event it would be useful is a list of any other maintenance needed was made for future correction. Action: Cllr. A. Woodroffe.

12 **STANDARD DOCUMENTS UNDER REVIEW**

The review of Standing Orders has been allocated and is in-progress. The Complaints Policy has been reviewed by Councillor Woodroffe and is ready for the Clerk to gain adoption. The review of Code of Conduct (JW, GB), Privacy (KB), Risk (GS), Liabilities (Clerk) documents are in-progress.

13 **COUNCILLORS' REPORTS**

Cllr. Woodroffe noted that a local meeting will be held once there is progress on the Norris Lane road. A member of the public also noted that Gigaclear have been inspecting for work planned in the near future. It was also noted that Gigaclear have finished installing 'Superfast' in Glenn Miller Close.

The defibrillator, cabinet and phone box were discussed and it was noted that The Ibex Inn kindly provide the power for this.

Cllr McAllister-Lovelock noted that the vegetation along the footpaths is mostly dying back and they are clear. It was noted that the footpath along the side of Chapel Cottage is unused, however it is not currently passable without heed or hindrance and it was suggested a polite letter be drafted to remind the owner/resident of the standards to maintain for the path and style. Action: Clerk, Cllr McAllister-Lovelock.

Cllr. G. Beard provided an update on the three recent Chaddleworth Entertainments events held (Open Gardens, Mid-Summer Beacon and Fete).

14 **CLERK REPORTS**

It was noted that the Clerk Salary for Mar was refunded by the previous Clerk and has not been drawn by the current Clerk, that payments to AlphaXperience for the printing of Chaddleworth News are moving from June to payment on invoice, that the Charles III Coronation Shield is added to the Register of Assets, that this issue where Scofield had not been cutting 'Skittle Alley' is resolved, that the Clerk had attended the SLCC Berkshire Branch AGM which included a presentation on 'Development & Delivery of Neighbourhood Plan' by Warfield PC. The Clerk thanked Clive Hooker for putting them in touch with Dr Sarah Marshman, Clerk to Compton Parish Council. As a result of this, Chaddleworth will host the next West Berkshire Clerk's Forum meeting on Wednesday 19th July at 10am. It was also noted that, via BALC (membership is renewed) we expect to hear of training events available and the Clerk will provide the website and login details. The Clerk has been strongly recommended to have a copy of the 'Local Council Administration' book (also known as 'The Yellow Book') @ £165. The council agreed to this and it will become one of our assets. The Clerk apologised for the delay in issuing the draft minutes from the last meeting and will aim to do these within 1 week of the meeting go-forward. The Clerk gave a short report from the recent Annual Parish Meeting, noted we have the WBC Winter Policy for review in email and noted that we are invited to participate in the 6th June 2024 D-Day 80th Anniversary 'Light of Peace' Beacon day. It was suggested that we make contact with RAF Welford and the RAF Welford Historical Society to understand their plans for this also. It was also noted that local stories relating to D-Day would be good to hear – for example Arthur 'Waggy' Smith from Norris Lane – which stories would these be and who would be best to relay them? The Clerk described the current production of Chaddleworth News @ 10 edition/year and suggested that in future 6 regular editions be produced – each on the month after the Parish Council meeting. Having noted that this would allow a saving against budget that could be used for one-off flyers when needed and that any immediate news is already communicated via Facebook and noticed boards, the Council agreed to this suggestion.

15 **MATTERS FOR FUTURE CONSIDERATION**

No additional matters were raised.

16 **DATE OF NEXT MEETING**

The next Parish Council meeting will be on Tuesday 5th September 2023 at 7:30pm in Chaddleworth Village Hall.

Appendix 1

Chaddleworth Parish Council

Budget 2023/2024

Receipts	To Date	Budget 2022/2023	Delta	Note
	£	£		
Precept	£ 8,000.00	£ 16,000.00		
Bank Interest	£ -			
Member Bid	£ -			
CIL funding	£ -			
Sundry	£ -			
Total	£ 8,000.00	£ 16,000.00	-£ 8,000	
VAT reclaim 2020/21	£ -	£ -		To be investigated

Payments	YTD	Budget		
Salaries				
Salary	£ 1,108.38	£ 5,320.00		
Pension	£ -	£ -		
Sub-total	£ 1,108.38	£ 5,320.00		
General Office & Administration				
Clerk Expenses	£ -	£ 780.00		
Councillor Expenses	£ -	£ 50.00		
Postage and Stationery	£ -	£ 100.00		
Subscriptions and Training	£ 122.47	£ 375.00		
Parish Insurance	£ -	£ 500.00		
Newsletter Printing	£ 174.50	£ 1,150.00		
Hire of Halls	£ 75.00	£ 300.00		
Website hosting	£ -	£ 150.00		
(New Item) Website	£ -	£ 1,000.00		
Audit	£ -	£ 100.00		
GDPR registration	£ -	£ 35.00		
Sub-total	£ 371.97	£ 4,540.00		
Open Spaces				
Churchyard Maintenance	£ -	£ 200.00		
Field Rents	£ -	£ 300.00		
Grass Cutting	£ 716.07	£ 2,000.00		
Playground Inspection	£ -	£ 100.00		
Playground Repairs	£ -	£ 1,000.00		
Dog/Litter Waste Bins	£ 340.95	£ 595.00		
Memorial Garden	£ 104.73	£ 500.00		
Grit Bins	£ -	£ 300.00		
Village Repairs Budget	£ -	£ 1,000.00		
Sub-total	£ 1,161.75	£ 5,995.00		
Donations	£ -	£ 1,630.00		
(New Item) CORONATION	£ 459.00	£ 1,000.00		
By Elections	£ -	£ 1,500.00		
		£ -		
Total	£ 3,101.10	£ 19,985.00	-£ 16,884	
VAT spend (included above)				To be included

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