

CHADDLEWORTH PARISH COUNCIL

Clerk to The Parish Council: Mr David Jennings

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MINUTES

Tuesday 12th September 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
Clerk: Mr D Jennings
Members of the Public: none

- 1 **APOLOGIES**: Apologies were received from Cllr. A. Woodroffe.
- 2 **DECLARATIONS OF INTEREST ON AGENDA ITEMS**: No specific interests were declared.
- 3 **MINUTES FROM PREVIOUS PARISH COUNCIL MEETING**: held on 4th July 2023 we confirmed and adopted with the correction of two typographic errors.
- 4 **PUBLIC QUESTIONS**: None.
- 5 **PLANNING APPLICATIONS RECEIVED**:
It was noted that West Berkshire Council has received a section 31(6) Highways Act 1980 statement and map from the owner of Ibex Field, Chaddleworth which has also been displayed on the village notice boards.

The council discussed a 'neighbourhood plan' and whether they should undertake a project to create a fresh one for Chaddleworth Parish. This would require a small parish working group as was done some years ago also. **Action**: Clerk to advertise in the Chaddleworth News seeking volunteers to mobilise this.

FINANCE

Statement of Accounts			
Payment and Receipts Jul, Aug 2023			
Payments brought forward from previous statement	£	2,373.42	
Receipts brought forward from previous statement	£	8,000.00	
Payments			
Date	Description	Amount	Budget Area
17 Jul 23	THE ALPHA XPERIENCE INVOICE 00012969	£ 104.65	Newsletter Printing
17 Jul 23	SCOFELL COMMERCIAL LANDSCAPES INVOICE 30942	£ 238.69	Grass Cutting
17 Jul 23	BHIB LTD LC002603	£ 432.48	Insurance
17 Jul 23	WEST BERKSHIRE DIS INVOICE 571859	£ 117.04	Dog/Litter Waste
25 Jul 23	MRS ANDERSON CHADDLEWORTH PARIS	£ 20.00	Dog/Litter Waste
25 Jul 23	CHADDLEWORTH VILLAGE HALL RENT	£ 25.00	Hire of Halls
25 Jul 23	MR DAVID JENNINGS CPC CLERK SALARY	£ 369.46	Salary
28 Jul 23	ICO	£ 35.00	GDPR registration
25 Aug 23	MRS ANDERSON CHADDLEWORTH PARIS	£ 20.00	Dog/Litter Waste
25 Aug 23	CHADDLEWORTH VILLAGE HALL RENT	£ 25.00	Hire of Halls
25 Aug 23	MR DAVID JENNINGS CPC CLERK SALARY	£ 369.46	Salary
30 Aug 23	K BRADY HOSTINGUK NET 1334	£ 101.87	Website
30 Aug 23	David Jennings ILCA TRAINING	£ 144.00	Training
30 Aug 23	David Jennings ARNOLD BARKET LCA	£ 164.99	Training
30 Aug 23	SCOFELL COMMERCIAL LANDSCAPES INVOICE 31163	£ 238.69	Grass Cutting
Total		£ 2,406.33	
Receipts			
	(none)		
Total Receipts		£ -	
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	£	4,779.75	
Total		£ 26,176.24	
Projected Year End 2022/2023			
Opening balance	£	22,955.99	
Add forecasted Income for year 22-23	£	16,000.00	
Less forecasted payments	£	19,985.00	
Forecasted year end balance		£ 18,970.99	
David Jennings			
Clerk/Responsible Financial Officer			
12 Sep 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 will shortly be ½ way completed and that some reallocation of any surplus may be merited.

The Clerk asked the Council to consider gaining bank interest on the portion of the finances that are not required to meet the bank's minimum required amount and that are additional to the budgeted expenditure for the current financial year. It was clarified that separate provisions and reserves would be kept separate. **Action:** Clerk to contact the bank to arrange suitable interest earning accounts.

7 **VILLAGE ENTRANCE GATES and ROADSIDE MAINTENANCE:**

It was noted with thanks that the hedge at the junction with School Hill has been cut back. It was also noted that the hedge of Rosemeirion has become overgrown whilst the property is for-sale. It is understood that this will be attended to following the completion of the sale which is expected shortly.

The Council discussed using a local service to address needed roadside maintenance without being frustrated by the lack of response by WBC and others. **Action:** Clerk to advertise this in Chaddleworth News and to contact local suppliers of such services.

The Council further **agreed** that the five Village speed-awareness white entrance gates should be repaired or replaced with long-lasting wood such as oak (not with plastic) and so that the subsequent maintenance needed is minimal. **Action:** Clerk to gain quotations for this.

8 **LOCAL FLOODING**

Cllr. J Wilson has talked with the field owner adjacent to Mount Lane who is very supportive. They discussed the history of a previous tenant filling in the grips shortly after they were cleared and the owner supports the gully and soak-away improvement if a report is funded by WBC/CPC. It was noted that this grip is now open and that, on 5th August after heavy rain, was working well. That there is often some flooding on School Hill towards Leckhampstead Thicket was noted and that, if this reoccurs, the landowner may be notified to attend to the grips here. It was also noted that there is an ongoing water leak here which has been advised to Thames Water.

Action: It was discussed and agreed that an inventory of the Parish's Grips be made in order to support their future checking and maintenance. Cllr. J Wilson kindly volunteered to create this initially.

Action: Clerk to re-report and chase Thames Water for the repair to this issue.

9 **STANDARD DOCUMENTS UNDER REVIEW**

The review of standard documents has been completed. The Risk Assessment (GS) is in-progress.

10 **COUNCILLORS' REPORTS**

Cllr. A Woodroffe, Parish Councillor with responsibility for School Liaison, met with Alison Stephenson, Headteacher - St Andrews School and made introductions. Alison gave a tour of the school and discussed plans for the school this academic year. Alex and Alison agreed to meet again after Christmas when the children would be more present at the Chaddleworth site. Alison noted that the meeting room at the school was very good and could be hired for use. It may be worth considering holding one council meeting a year at the school.

It was commented that the bollards on the byway on Buttsfield Road might need a 'beware' sign. **Action:** Clerk to contact the landowner initially and, if needed, ask WBC for a sign.

It was noted that Cllr. G. Breard has attended the WBC Climate Change Forum.

It was noted that the parish grit bins will need filing before the winter. **Action:** Cllr. J Wilson kindly volunteered to organise this.

It was noted that the Chair, Cllr. J Wilson, has received a copy of the Affordable Housing contract (1992).

On behalf of the parish, Cllr. J Wilson attended the Connecting Communities in Berkshire (CCB) Warm and Welcoming Spaces forum. It was also noted that CCB are holding an Everyday First Aid event in Chaddleworth Village Hall on 21st September.

11 **CLERK REPORTS**

The Clerk reported that the defibrillator had old firmware so was temporarily removed from service, shipped, updated, returned and returned to service. The Council discussed and

unanimously agreed that a 2nd defibrillator might be purchased and be located at Chaddleworth Village Hall (budget circa £1,800). **Action:** Clerk initially to contact CVH for agreement to this.

The clerk reported that letters for overgrown footpaths in the parish had been sent and satisfactory responses received.

The Clerk reported having taken and achieved Introduction to Local Council Administration (ILCA) certification, having hosted the West Berkshire Clerks' forum meeting on 19Jul23, attended the Citizens Advice West Berkshire AGM and attended and emailed WBC 'Meet the Contractor Event' about bin emptying. Some actions are to follow from them including a refund for services not provided.

D-Day 80th events scheduled 06Jun24 were discussed and Cllr. K Brady knows a list of planned events over 5 days (Beacon, Cricket Club event, Fete, Ibex Inn swing band). RAF Welford is involved in communication and it is envisaged to seek a display from the RAF Welford Historical Society in Chaddleworth Village Hall.

It was noted that the regular Play equipment inspection for insurance has been scheduled.

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

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

Appendix 1

Chaddleworth Parish Council

Expenditure vs Budget 2023/2024

Receipts	To Date	Budget 2022/2023	%
	£	£	
Precept	£ 8,000.00	£ 16,000.00	50%
Bank Interest	£ -		
Member Bid	£ -		
CIL funding	£ -		
Sundry	£ -		
Total	£ 8,000.00	£ 16,000.00	50%
VAT reclaim 2020/21	£ -	£ -	

Payments	YTD	Budget	
<u>Salaries</u>			
Salary	£ 1,847.30	£ 5,320.00	35%
Pension	£ -	£ -	
Sub-total	£ 1,847.30	£ 5,320.00	35%
<u>General Office & Administration</u>			
Clerk Expenses	£ -	£ 780.00	0%
Councillor Expenses	£ -	£ 50.00	0%
Postage and Stationery	£ -	£ 100.00	0%
Subscriptions and Training	£ 431.46	£ 375.00	115%
Parish Insurance	£ 432.48	£ 500.00	86%
Newsletter Printing	£ 383.80	£ 1,150.00	33%
Hire of Halls	£ 125.00	£ 300.00	42%
Website Hosting	£ 101.87	£ 150.00	68%
(New Item) Website Refresh	£ -	£ 1,000.00	0%
Audit	£ -	£ 100.00	0%
GDPR registration	£ 35.00	£ 35.00	100%
Sub-total	£ 1,509.61	£ 4,540.00	33%
<u>Open Spaces</u>			
Churchyard Maintenance	£ -	£ 200.00	0%
Field Rents	£ 300.00	£ 300.00	100%
Grass Cutting	£ 1,193.45	£ 2,000.00	60%
Playground Inspection	£ -	£ 100.00	0%
Playground Repairs	£ -	£ 1,000.00	0%
Dog/Litter Waste Bins	£ 497.99	£ 595.00	84%
Memorial Garden	£ 104.73	£ 500.00	21%
Grit Bins	£ -	£ 300.00	0%
Village Repairs Budget	£ -	£ 1,000.00	0%
Sub-total	£ 2,096.17	£ 5,995.00	35%
Donations	£ -	£ 1,630.00	0%
(New Item) CORONATION	£ 459.00	£ 1,000.00	46%
By Elections	£ -	£ 1,500.00	0%
		£ -	
Total	£ 5,912.08	£ 19,985.00	30%
VAT spend (included above)			

Sinking Funds		Budget	
Playground Capital Replacement Fund	£ -	£ 2,000.00	0%
CIL	£ -	£ -	