

## CHADDLEWORTH PARISH COUNCIL

Clerk to The Parish Council: Mr David Jennings

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### MINUTES

**Tuesday 4<sup>th</sup> March 2025**, Chaddleworth Parish Council meeting held in Chaddleworth Village Hall, Upper End, Chaddleworth, RG20 7DY

**Councillors Present:** Cllr. G. Beard, Cllr. K. Brady, Cllr. I. Bush, Cllr. P. King,  
Cllr. S. McAllister-Lovelock, Cllr. A. Woodroffe

**Clerk:** Mr D Jennings

**Members of the Public:** none

1. **APOLOGIES:** None (all Councillors present).
2. **IN MEMORIAM TO JO NAYLOR:** The Council were very sad to learn the news that Jo Naylor passed away in February 2025. For West Berkshire Council, Jo has supported Chaddleworth Parish Council on numerous occasions of 20 years, in Strategic Support and then more recently in the Building Communities Together Team including most recently assisting with our Chaddleworth Community Plan activity. In turn Jo made a positive impact on residents of Chaddleworth Parish and Jo will be hugely missed.
3. **COUNCIL VACANCY:** An application has been received for the vacancy and, following a short interview preceding the meeting, The Council nominated, seconded and **UNANIMOUSLY AGREED** to co-opt and welcome Miss I. Bush. Cllr. I Bush signed the Acceptance of Office form, and the Clerk witnessed this.
4. **DECLARATIONS OF INTEREST ON AGENDA ITEMS:** None.
5. **MINUTES FROM PREVIOUS PARISH COUNCIL MEETINGS:** The minutes of the previous meeting held 14<sup>th</sup> January 2025 were agreed by Councillors present and duly signed by Chair Cllr G. Beard.
6. **PUBLIC QUESTIONS:** None.
7. **PLANNING APPLICATIONS RECEIVED:** None.
8. **FINANCE:**
  - 8.1. The regular Statement of Accounts since last ordinary meeting was reviewed (below) and accepted.
  - 8.2. The Budget vs Expenditure for year 2024-2025 to date was reviewed (below) and accepted.
  - 8.3. Previous items West Berkshire Heritage Forum and Chaddleworth Entertainments are paid. Latest VAT reclaim has also been received.
9. **CLLR. G. STANLEY MEMORIAL:** The old stump has been removed to allow space for the planting of the memorial Japanese Acer tree and the move of the bench following the repair/replacement of the playground fence.
10. **CHADDLEWORTH COMMUNITY PLAN:** Cllr. P. King kindly provided an update that two volunteers have responded to join the steering group following the recent request in Chaddleworth News and hopes more will follow. Following initial steering group meetings, feedback from the community will be sought at the Easter Egg Hunt event, the VE Day Beacon and via posters around the parish and on social media. The questionnaire will then be drawn up and then launched at the Annual Parish Meeting and Chaddleworth Summer Fete. The council discussed the topic of responses by households versus individuals and it is confirmed the steering group are considering this.
11. **MAINTENANCE:**
  - 11.1. The annual Playground Inspection Report is expected during March.
  - 11.2. More bark chippings are needed for the playground. **Action:** Clerk to find suppliers and order.

- 11.3. The replacement of the playground fence will be completed by Heads Farm Contracting once the weather permits.
- 11.4. Cllr. G. Beard kindly agreed to check the grit bins to see what supplies are needed.
- 11.5. The Clerk reported completing the routine defibrillator checks, replacing the battery in the older one, and finding a broken glass pane in the Phone Box (opposite The Ibex Inn). It was agreed that this should be replaced, and a small number of spare panes be held also. Cllr. K. Brady suggested also adding available 'Defibrillator' signs to the two viable top panels of the box and the Council agreed this was a good idea. **Action:** Clerk to obtain the items.
12. **THE IBEX INN AS AN ASSET OF COMMUNITY VALUE (ACV):** This has been submitted, and we await feedback from the Asset of Community Value Listing Panel (ACV Panel). It was suggested to also notify Ward Member Cllr. Clive Hooker. **Action:** Clerk.
13. **WEST BERKSHIRE COUNCIL ITEMS:**
- 13.1. The Council discussed proposal from West Berkshire Council for the Parsh Council to provide assistance in relation to vegetation overhanging the highway from private property. West Berkshire District Council would consent to a Parish/ Town Council to administer the sending of letters, in the form approved by the Council, relating to nuisance and obstruction, in particular overhanging vegetation, with the exception that any formal or final notices must be served by West Berkshire Council, this function being reserved to the principal authority pursuant to the highways legislation. The Council **unanimously agreed** to support this, noting that before any letters might be sent under this process, the Council would approach the issue themselves either personally or via a letter. Note: Maintenance of public footpaths and bridleways is a shared responsibility between local highway authorities and landowners. Local authorities are responsible for maintaining the surface of the paths, removing obstructions, and ensuring the public's right to use the paths is protected. Landowners are responsible for maintaining gates and stiles, and ensuring the path is free from obstructions like overgrowth.
- 13.2. The Council discussed the transfer of the Dog Bin Emptying service currently completed by West Berkshire Council (via a subcontractor) to Chaddleworth Parish Council. The Council agreed to proceed with the offer from Tactical Facilities Management from April subject to their Terms and Conditions and References being checked. **Action:** Cllr. G. Beard to check Terms and Conditions and Clerk to obtain reference(s) from neighbouring parishes.
- 13.3. The recent news release from West Berkshire Council regarding Ridgeway Council was noted.
14. **COUNCILLOR'S REPORTS:**
- 14.1. Cllr. A. Woodroffe reported that the Downland Practice Patient Participation Group met on 5<sup>th</sup> February and notes from that meeting are to follow.
- 14.2. Cllr. S. McAllister-Lovelock reported that the footpaths remain muddy but without other issue; the Saunders Wynn and Coventry Educational Foundation has recently met and approved some applications; and regarding playground checks (as already covered).
- 14.3. Cllr. K. Brady noted the maintenance of public footpaths and bridleways is often needed by landowners and West Berkshire Council; that the requested maintenance to the War Memorial will be completed once weather is better.
- 14.4. Cllr. G. Beard reported attending the recent West Berkshire Council community forum meeting on Highways which included news of their increased budget.
15. **CLERK REPORT:** No further items.
16. **OTHER ACTION POINTS:** None
17. **MATTERS FOR FUTURE CONSIDERATION:** None
18. **DATE OF NEXT MEETING:** the next planned Annual Meeting is to be held Tuesday 6<sup>th</sup> May 2025 at 7:30pm in Chaddleworth Village Hall.

## 19. Statement of Accounts:

<b>Statement of Accounts</b>			
<b>Payment and Receipts 14Jan25 to-date</b>			
Payments brought forward from previous statement	£	10,254.11	
Receipts brought forward from previous statement	£	19,138.76	
<b>Payments</b>			
Date	Description	Amount	Budget Area
16 Jan 25	CHADDLEWORTH VILLAGE HALL CVH 2025.326	£ 75.00	Hire of Halls
27 Jan 25	MRS ANDERSON CHADDLEWORTH PARIS	£ 20.00	Dog/Litter Waste Bins
27 Jan 25	MR DAVID JENNINGS CPC CLERK SALARY	£ 433.42	Salary
30 Jan 25	THE ALPHA XPERIENCE Inv 00014051	£ 162.90	Newsletter Printing
10 Feb 25	Mrs Carolyn E W von Stumm CPC 03	£ 350.00	Field Rents
25 Feb 25	MRS ANDERSON CHADDLEWORTH PARIS	£ 20.00	Dog/Litter Waste Bins
25 Feb 25	MR DAVID JENNINGS CPC CLERK SALARY	£ 433.42	Salary
26 Feb 25	West Berkshire Heritage Forum Chaddleshworth PC	£ 50.00	Donations
26 Feb 25	MR DAVID JENNINGS SLCC Membership	£ 160.00	Subscriptions and Training
26 Feb 25	MR DAVID JENNINGS A4 Paper	£ 23.49	Postage and Stationery
26 Feb 25	MR DAVID JENNINGS Printer Toner	£ 142.24	Postage and Stationery
26 Feb 25	MR DAVID JENNINGS Gov.UK Ibex Title	£ 14.00	Clerk Expenses
26 Feb 25	MR DAVID JENNINGS Gov.UK Ibex Title2	£ 14.00	Clerk Expenses
26 Feb 25	MR DAVID JENNINGS DeFib battery	£ 286.20	Defibrillator
03 Mar 25	Chaddleshworth Entertainments CPC D Day 2024	£ 1,002.00	D-Day 80th
Total		<b>£ 3,186.67</b>	
<b>Receipts</b>			
13 Jan 25	HMRC VTR-200517-53992543 446207-HMRC VTR-&--&-XSV12	£ 568.41	VAT reclaim
23 Jan 25	HMRC VTR-200517-53992543 446207-HMRC VTR-&--&-XSV12	£ 452.50	VAT reclaim
03 Mar 25	Reserve account interest	£ 9.82	Interest
Total		<b>£ 1,030.73</b>	
<b>Financial Position to date</b>			
Balance carried forward 31 Mar 24	£	27,927.19	* Provisional subject to audit actions
Income for year 24-25 to date	£	20,169.49	
Less payments for year 24-25 to date	£	13,440.78	
Total		<b>£ 34,655.90</b>	
<b>Projected Year End 2024/2025</b>			
Opening balance	£	27,927.19	
Add forecasted Income for year 24-25	£	19,000.00	
Less forecasted payments	£	22,329.00	
Forecasted year end balance		<b>£ 24,598.19</b>	
<b>David Jennings</b>			
Clerk/Responsible Financial Officer			
03 Mar 25			

## 20. Budget vs Expenditure

Chaddleworth Parish Council				
Expenditure vs Budget 2024/2025			92%	part of year
<b>Receipts</b>	<b>To Date</b>	<b>Budget 2024/2025</b>	<b>%</b>	<b>Delta</b>
	£	£		
Precept	£ 19,000.00	£ 19,000.00	100%	
Bank Interest	£ 148.58			
Member Bid				
CIL funding				
Sundry				
VAT reclaim 2024/25	£ 1,020.91			
<b>Total</b>	<b>£ 20,169.49</b>	<b>£ 19,000.00</b>	<b>106%</b>	<b>£ 1,169</b>
<b>Payments</b>	<b>To Date</b>	<b>Budget 2024/2025</b>		
	£	£		
<b>Salaries</b>				
Salary	£ 4,767.62	£ 5,320.00	90%	
Pension	£ -	£ -		
<b>Sub-total</b>	<b>£ 4,767.62</b>	<b>£ 5,320.00</b>	<b>90%</b>	
<b>General Office &amp; Administration</b>				
Clerk Expenses	£ 28.00	£ 780.00	4%	
Councillor Expenses	£ -	£ 50.00	0%	
Postage and Stationery	£ 165.73	£ 100.00	166%	
Subscriptions and Training	£ 281.34	£ 400.00	70%	
Parish Insurance	£ 440.99	£ 500.00	88%	
Newsletter Printing	£ 856.25	£ 1,150.00	74%	
Hire of Halls	£ 200.00	£ 200.00	100%	
Website Hosting	£ 103.07	£ 150.00	69%	
(New Item) Website Refresh	£ -			
Audit	£ 160.00	£ 100.00	160%	
GDPR registration	£ 35.00	£ 35.00	100%	
<b>Sub-total</b>	<b>£ 2,270.38</b>	<b>£ 3,465.00</b>	<b>66%</b>	
<b>Open Spaces</b>				
Churchyard Maintenance	£ -	£ 200.00	0%	
Field Rents	£ 350.00	£ 300.00	117%	
Grass Cutting & Roadside Maintenance	£ 1,720.88	£ 4,000.00	43%	
Playground Inspection	£ -	£ 100.00	0%	
Playground Repairs	£ 235.80	£ 2,000.00	12%	
Dog/Litter Waste Bins	£ 723.19	£ 650.00	111%	
Memorial Garden	£ 63.73	£ 500.00	13%	
Grit Bins	£ -	£ 300.00	0%	
Village Repairs Budget	£ 248.04	£ 1,000.00	25%	
Defibrillator	£ 379.14	£ 364.00	104%	
<b>Sub-total</b>	<b>£ 3,720.78</b>	<b>£ 9,414.00</b>	<b>40%</b>	
Donations	£ 1,680.00	£ 1,630.00	103%	
D-Day 80th	£ 1,002.00	£ 1,000.00	100%	
Neighbourhood Plan	£ -	£ 1,500.00		
By Elections	£ -			
		£ -		
<b>Total</b>	<b>£ 13,440.78</b>	<b>£ 22,329.00</b>	<b>60%</b>	<b>-£ 8,888</b>
<b>Sinking Funds</b>	<b>To Date</b>	<b>Budget</b>		
Playground Capital Replacement Fund		£ 2,000.00	0%	
CIL	£ -	£ -		