

## CHADDLEWORTH PARISH COUNCIL

Clerk to The Parish Council: Mr David Jennings

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### MINUTES

**Tuesday 11<sup>th</sup> November 2025**, Chaddleshworth Parish Council meeting held in Chaddleshworth Village Hall, Upper End, Chaddleshworth, RG20 7DY

**Councillors Present:** Cllr. K. Brady, Cllr. G. Beard, Cllr. P. Hambro, Cllr. P. King, Cllr. S. McAllister-Lovelock, Cllr. A. Woodroffe  
**Ward Member:** Cllr. Clive Hooker  
**Clerk:** Mr D Jennings  
**Members of the Public:** (none)

1. **APOLOGIES:** (none)

2. **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 Mr Peter Hambro. Cllr. P. Hambro signed the Acceptance of Office form, and the Clerk witnessed this.

3. **DECLARATIONS OF INTEREST ON AGENDA ITEMS:** None.

4. **MINUTES FROM PREVIOUS PARISH COUNCIL MEETINGS:** The minutes of the previous meeting held 2<sup>nd</sup> September 2025 were agreed by Councillors present and duly signed by Chair Cllr G. Beard.

5. **PUBLIC QUESTIONS:** (Not minuted).

5.1. Ward Member Cllr. Clive Hooker noted the recent West Berkshire Council (WBC) Parish District Conference session, that Leckhampstead Parish takes the pop-up library from the available catalogue of additional services, that two member's bids had been received and one was successful, outlined the current status of the local government reform including the preference from WBC for the Ridgeway Council, that the next election cycle is in 2027 with the possibility of ward changes afterwards and responded to a question from the Council about the move to 3-weekly bin collections that they are bedding in and those needing additional support are being responded to.

6. **PLANNING APPLICATIONS RECEIVED:** None received.

7. **FINANCE:**

7.1. The regular Statement of Accounts since last ordinary meeting was reviewed and accepted (appended below).  
7.2. The Budget vs Expenditure for year 2025-2026 (to date) was reviewed and accepted (appended below).  
7.3. The request for the budgeted maintenance support from Chaddleshworth Village Hall has been received and the council **unanimously agreed** to grant this. Requests for the remaining budgeted donations to Welford Associates, contributing towards the playground upkeep and West Berkshire Council Library Service are in progress.

8. **ACTION ITEMS**

8.1. The NALC Standing Orders model policy is updated Mar25 which we will check for changes which we might adopted and utilised. Cllr. G. Beard has looked and has some optimisation for some clauses to provide, in particular towards declaration of interest (passive) and future meeting agenda items. **Action:** Cllr. G. Beard.  
8.2. The NALC Financial Regulations model policy is updated Mar25 which we will check for changes which we might adopted and utilised. **Action:** Cllr. A. Woodroffe and Clerk.

- 8.3. Asset Register: It has been advised that any potential costs arising from assets (for example whether the playground and playing field might need to be restored to original condition at lease end) should be handled under the financial reserve policy and provision. (action closed).
  - 8.4. AGS Assertion 10: The new email address [clerk@ChaddleworthParish.gov.uk](mailto:clerk@ChaddleworthParish.gov.uk) and the new website [www.ChaddleworthParish.gov.uk](http://www.ChaddleworthParish.gov.uk) are now active. Following HALC training 2<sup>nd</sup> December, changes and additions to Council's policy's to be prepared. **Action:** Clerk.
  - 8.5. The insurance from Clear Councils has been renewed. Cllr. G. Beard kindly agreed to check the documents provided and the cover included. **Action:** Cllr. G. Beard.
- 9. CHADDLEWORTH COMMUNITY PLAN:** Cllr. P. King reported that the survey results have been received and processed. Nearly 80% of Chaddleworth Parish households responded, which exceeds the required statistically meaningful 'confidence level' The results will be reported in the December edition of Chaddleworth News and on the Parish Council website. The next step is to develop the resulting recommendations and action plan and for this the Council is following and seeking the support of West Berkshire Council as described in their Community Planning Guide. The delivery of the recommendations will be across several community organisations including Chaddleworth Parish Council.
- 10. CLLR. G. STANLEY MEMORIAL:** The memorial Japanese Acer tree is to be planted. Cllr. P. King has kindly offered to assist. Local provider in Leckhampstead Thicket is suggested by Cllr. K. Brady and Penwood Nurseries also suggested.
- 11. MAINTENANCE:**
- 11.1. The requested maintenance to the War Memorial is to be completed. **Action:** Cllr. K. Brady
  - 11.2. Whether any grit is needed in the various grit bins (including in Glenn Miller Close) is to be checked. **Action:** Cllr. G. Beard.
  - 11.3. New roses are needed for the Memorial Garden are to be planted, for which the budget will cover. It is also noted that the bench may need replacement in future and that reserves should be set aside for this. (action closed).
  - 11.4. Following a dry spell, the reseeded playground grass has now grown, and it is now fully open. New playground signs are needed. **Action:** Clerk.
- 12. FURTHER PARISH COUNCIL POLICY UPDATES**
- 12.1. Environment (to be discussed in future once the Chaddleworth Parish Plan results are available).
  - 12.2. Trees Management: the Council agreed not to progress this as there are none with our maintenance. It was noted that Heads Farm Contracting are obtaining a felling licence for addressing safety because of ash tree dieback.
- 13. WEST BERKSHIRE COUNCIL ITEMS:**
- 13.1. The District Parish Conference on 21Oct25 and Climate Forum on 22Oct25 were attended by Chair and Clerk.
- 14. COUNCILLOR'S REPORTS:**
- 14.1. Cllr. G. Beard reported from the Remembrance Day ceremony at the Chaddleworth War Memorial and thanked Sue Ridgeway, Peter Hambro and the many who attended; that the RAF Welford ceremony was unfortunately not held as the US government shutdown did not allow; noted that the Downland Volunteer Group have free trips during December and are reaching their 40<sup>th</sup> anniversary.
  - 14.2. Cllr. A. Woodroffe reported from the September meeting of the Downland Practice Patient Participation Group for which minutes will be shared and noted that weight-loss funding has been removed.
- 15. CLERK'S REPORT:**
- 15.1. Bleed Control Kits have been added in each defibrillator cabinet.
- 16. OTHER ACTION POINTS:** None
- 17. MATTERS FOR FUTURE CONSIDERATION:** None additional to above.
- 18. DATE OF NEXT MEETING:** the next planned Ordinary Meeting is to be held Tuesday 13<sup>th</sup> January 2025 at 7:30pm in Chaddleworth Village Hall.

## 19. Statement of Accounts:

Statement of Accounts 2025/2026			
Payment and Receipts 01Sep25 to date			
<b>Payments</b>			
Date	Description	Amount	Budget Area
01 Sep 25	DOWNLAND VOLUNTEER GROUP CPC donation DVG	£ 150.00	Donations
01 Sep 25	SCOFELL COMMERCIAL LANDSCAPES INVOICE 37003	£ 267.96	Grass Cutting & Roadside Maintenance
12 Sep 25	THE ALPHA XPERIENCE Inv 00014492	£ 308.88	Neighbourhood Plan
12 Sep 25	LONDON HEARTS DONATION 32836	£ 107.00	Defibrillator
15 Sep 25	GOCARDLESS	£ 2.99	Website Hosting and Email
15 Sep 25	MR DAVID JENNINGS CPP Postbox	£ 45.00	Neighbourhood Plan
17 Sep 25	GOCARDLESS	£ 11.99	Website Hosting and Email
25 Sep 25	MRS ANDERSON CHADDLEWORTH PARIS	£ 20.00	Dog/Litter Waste Bins
25 Sep 25	MR DAVID JENNINGS CPC CLERK SALARY	£ 449.54	Salary
30 Sep 25	THE ALPHA XPERIENCE Inv 00014538	£ 113.20	Newsletter Printing
13 Oct 25	GOCARDLESS	£ 2.99	Website Hosting and Email
13 Oct 25	Michael Hedges St Andrews CY	£ 72.98	Churchyard Maintenance
16 Oct 25	BIBBY COMMERCIAL FINANCE LIMITED SE SI-4311	£ 35.36	Dog/Litter Waste Bins
16 Oct 25	SCOFELL COMMERCIAL LANDSCAPES INVOICE 37266	£ 267.96	Grass Cutting & Roadside Maintenance
17 Oct 25	GOCARDLESS	£ 11.99	Website Hosting and Email
17 Oct 25	MR DAVID JENNINGS RBL 2 l wreaths	£ 60.00	Donations
27 Oct 25	MRS ANDERSON CHADDLEWORTH PARIS	£ 20.00	Dog/Litter Waste Bins
27 Oct 25	MR DAVID JENNINGS CPC CLERK SALARY	£ 449.54	Salary
27 Oct 25	BIBBY COMMERCIAL FINANCE LIMITED SE SI-4487	£ 35.36	Dog/Litter Waste Bins
30 Oct 25	SCOFELL COMMERCIAL LANDSCAPES INVOICE 37531	£ 267.96	Grass Cutting & Roadside Maintenance
Total		<b>£ 2,700.70</b>	
<b>Receipts</b>			
05 Sep 25	HMRC VTR-200517-53992543 446207-HMRC VTR-&--&-XS	£ 1,350.28	VAT reclaim
30 Sep 25	WEST BERKS COUNCIL-601507-65453468 765414-WEST	£ 7,500.00	Precept
Total		<b>£ 8,850.28</b>	

## 20. Budget vs Expenditure 2025-2026 (to-date)

Chaddleworth Parish Council				
Expenditure vs Budget 2025/2026			58%	part of year
<b>Receipts</b>	<b>To Date</b>	<b>Budget 2025/2026</b>	<b>%</b>	<b>Delta</b>
	£	£		
Precept	£ 15,000.00	£ 15,000.00	100%	
Bank Interest	£ 48.98			
Member Bid				
CIL funding	£ 7,124.78	£ 7,125		
Sundry				
VAT reclaim	£ 2,230.35			
<b>Total</b>	<b>£ 24,404.11</b>	<b>£ 22,124.78</b>	<b>110%</b>	<b>£ 2,279</b>
<b>Payments</b>	<b>To Date</b>	<b>Budget 2025/2026</b>		
	£	£		
<b>Salaries</b>				
Salary	£ 3,146.78	£ 5,320.00	59%	
Pension	£ -	£ -		
<b>Sub-total</b>	<b>£ 3,146.78</b>	<b>£ 5,320.00</b>	<b>59%</b>	
<b>General Office &amp; Administration</b>				
Clerk Expenses	£ -	£ 780.00	0%	
Councillor Expenses	£ -	£ 50.00	0%	
Postage and Stationery	£ 51.29	£ 100.00	51%	
Subscriptions and Training	£ 164.86	£ 400.00	41%	
Parish Insurance	£ 584.61	£ 500.00	117%	note 1
Newsletter Printing	£ 348.50	£ 1,150.00	30%	
Hire of Halls	£ -	£ 200.00	0%	
Website Hosting and Email	£ 133.03	£ 150.00	89%	note 4
(New Item) Website Refresh	£ -			
Audit	£ 160.00	£ 100.00	160%	note 2
GDPR registration	£ 47.00	£ 35.00	134%	
<b>Sub-total</b>	<b>£ 1,489.29</b>	<b>£ 3,465.00</b>	<b>43%</b>	
<b>Open Spaces</b>				
Churchyard Maintenance	£ 72.98	£ 200.00	36%	
Field Rents	£ -	£ 300.00	0%	
Grass Cutting & Roadside Maintenance	£ 1,875.72	£ 4,000.00	47%	
Playground Inspection	£ -	£ 100.00	0%	
Playground Repairs	£ 9,726.89	£ 2,000.00	486%	note 3
Dog/Litter Waste Bins	£ 387.52	£ 650.00	60%	
Memorial Garden	£ -	£ 500.00	0%	
Grit Bins	£ -	£ 300.00	0%	
Village Repairs Budget	£ -	£ 1,000.00	0%	
Defibrillator	£ 107.00	£ 364.00	29%	
<b>Sub-total</b>	<b>£ 12,170.11</b>	<b>£ 9,414.00</b>	<b>129%</b>	
Donations	£ 210.00	£ 1,630.00	13%	
VE-Day 80th	£ -	£ 1,000.00	0%	
Neighbourhood Plan	£ 680.45	£ 1,500.00		
By Elections	£ -			
		£ -		
<b>Total</b>	<b>£ 17,696.63</b>	<b>£ 22,329.00</b>	<b>79%</b>	<b>-£ 4,632</b>

### 20.1. Overbudget item notes:

1. An increase in supplier costs (future budget to change)
2. An increase in supplier costs (future budget to change)
3. Unexpected necessary work not included in the original budget (fence and swing replacements)
4. Will overrun slightly due to overlap of old & new website and email  
@ChaddleworthParish.gov.uk

## 21. Bank reconciliation

### Chaddleworth Parish Council Financial Year End Bank Reconciliation

Prepared by David Jennings (Clerk/RFO)

Date: 11 Nov 2025

Balance per bank statements		
Metro Community Account	£	18,493.01
Reserve Account	£	19,705.58
Football Field Account	£	1,211.82
	£	39,410.41
Less: Unpresented cheques	£	-
Add: Unbanked cash	£	-
Net balance	£	<b>39,410.41</b>

#### Cash Book

Opening Balance as at 1 April 2025	£	32,702.93
Add: Receipts in the year	£	24,404.11
Less: Payments in the year	£	17,696.63
	£	<b>39,410.41</b>

Closing balance per cash book as at 31 March 2026

Discrepancy:	£	-
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## 22. Reserves

Reserves (Sinking Funds)	Budget £	In Main £	In Reserve £	In another £
3 month's running costs	£ 6,600.00	£ 6,600.00	£ -	
General Contingency	£ 3,000.00	£ -	£ 3,000.00	
Asset Replacement Fund	£ 13,000.00	£ -	£ 13,000.00	
Insurance Excess	£ 300.00	£ 300.00	£ -	
Professional Fees Contingency	£ 1,600.00	£ -	£ 1,600.00	
Election Expenses	£ 1,600.00	£ -	£ 1,600.00	
Football Fund	£ 1,211.82	£ -	£ -	£ 1,211.82
Defibrillator Contingency	£ 500.00	£ -	£ 500.00	
CIL	£ -	£ 7,124.78	£ -	
<b>Total</b>	<b>£ 27,811.82</b>	<b>£ 14,024.78</b>	<b>£ 19,700.00</b>	<b>£ 1,211.82</b>