

## CHADDLEWORTH PARISH COUNCIL

Clerk to The Parish Council: Mr David Jennings

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### MINUTES

**Tuesday 2<sup>nd</sup> September 2025**, Chaddleworth Parish Council meeting held in Chaddleworth Village Hall, Upper End, Chaddleworth, RG20 7DY

**Councillors Present:** Cllr. K. Brady, Cllr. G. Beard, Cllr. P. King  
**Ward Member:** (none)  
**Clerk:** Mr D Jennings  
**Members of the Public:** one

1. **APOLOGIES:** Received from Cllr. S. McAllister-Lovelock, Cllr. A. Woodroffe.
2. **COUNCIL VACANCY:**
  - 2.1. Cllr. I. Bush has resigned for personal reasons. **Agreed unanimously**, the council thanked Cllr. I Bush for supporting Chaddleworth Parish Council.
  - 2.2. The Councillor Vacancy is being advertised and so far, one member of the public is interested in filling the council vacancy via co-option. **Action:** Clerk will send the application form.
3. **DECLARATIONS OF INTEREST ON AGENDA ITEMS:** None.
4. **MINUTES FROM PREVIOUS PARISH COUNCIL MEETINGS:** The minutes of the previous meeting held 1<sup>st</sup> July 2025 were agreed by Councillors present and duly signed by Chair Cllr G. Beard.
5. **PUBLIC QUESTIONS:** Not minuted.
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). It was noted that some items have exceeded the budgeted amount, that the overall expenditure will be monitored as the financial year progresses and that the next budget needs to reflect some increases in the next period.
  - 7.3. The Tactical FM service is paid for via Bibby Commercial Finance Limited. The RFO has enquired if there is another direct method of payment possible, however there is not.
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: Whether any liabilities need to be listed in addition to the assets – an example being whether the playground and playing field might need to be restored to original condition if their lease was ended or that this might be handled best as a financial reserve. **Action:** Clerk to progress.
  - 8.4. AGS Assertion 10 – Digital and data compliance (.gov.uk domain for website and email) is noted and the changes needed are commenced. **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.

- 8.6. Membership of Connecting Communities in Berkshire, CCB who provide support for local affordable housing needs surveys, community consultations and a variety of other help, advice and training, has been commenced. (Action closed).
9. **CHADDLEWORTH COMMUNITY PLAN:** Cllr. P. King reported that the survey trial was well supported and thanked those who contributed. The process now progresses including drop-in sessions and the volunteer group taking the survey form to properties across 16 zones. More than 137 responses are needed from the circa 200 households for a statistically meaningful 'confidence level'. The initial results are expected to be reported before Christmas and a feedback event may be planned.
10. **CLLR. G. STANLEY MEMORIAL:** The planting of the memorial Japanese Acer tree is anticipated in autumn to best to allow the tree to establish roots before the spring growth season. 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 playground refurbishment has progressed well. Some ground repair and reseeded is underway and the restricted areas may be reopened soon. New playground signs are needed. **Action:** Clerk.
  - 11.2. The car park beside Chaddleworth Village Hall is leased by Chaddleworth Parish Council. When, from time to time, this is utilised and a kind donation made this it to the support and maintenance of Chaddleworth Village Hall. The Council **agreed unanimously** this is appropriate.
  - 11.3. The requested maintenance to the War Memorial is to be completed. **Action:** Cllr. K. Brady
  - 11.4. Whether any grit is needed in the various grit bins (including in Glenn Miller Close) is to be checked. **Action:** Cllr. G. Beard.
  - 11.5. It has been reported that some new roses are needed for the Memorial Garden in the Autumn. The Council may support this from the allocated budget once the cost is ascertained. It is also noted that the bench may need replacement in future and that reserves should be set aside for this.
12. **FURTHER PARISH COUNCIL POLICY UPDATES**
- 12.1. The suggested Grants Awards policy was **agreed unanimously** and adopted.
  - 12.2. Environment (to be discussed in future once the Chaddleworth Parish Plan results are available).
  - 12.3. Trees Management (to be discussed in future).
13. **WEST BERKSHIRE COUNCIL ITEMS:**
- 13.1. Cllr. K. Brady reported that the footpath adjacent to Waylands is overgrown again and will approach the owner.
14. **COUNCILLOR'S REPORTS:** None additional to above.
15. **CLERK'S REPORT:**
- 15.1. The Downland Volunteer Group have provided a letter including the request for Chaddleworth Parish Council to make the planned donation of £150. This was **agreed unanimously**.
  - 15.2. It was noted that the Metro Bank mandate should be changed to add Cllr. Gareth Beard with one-to-sign, full permissions and remove ex-Cllr. Jim Wilson. This was **agreed unanimously**. **Action:** Clerk. It was noted that a separate Chaddleworth Bakers Trust account will be opened by that separate charitable entity for which Chaddleworth Parish Council is the land-deed holding trustee.
  - 15.3. Some library and health posters have been displayed on notice boards.
  - 15.4. The January meeting will now be held one week later on 13<sup>th</sup> January.
  - 15.5. It was noted that rubbish at the top of Buckham Hill has been cleared and a fault raised with WBC to collect the remaining dumped tyre.
  - 15.6. It was noted that a footpath signpost is damaged near Butts Wood, a fault raised with WBC and they expect to repair during the autumn.
  - 15.7. The clerk will be attending HALC Digital and Data Compliance training event 2<sup>nd</sup> December and anticipate consequential GDPR Policy needed.
  - 15.8. The council **agreed unanimously** to the suggestion of adding Bleed Control kits alongside each defibrillator (£49.50 ex-VAT).
16. **OTHER ACTION POINTS:** None

**17. MATTERS FOR FUTURE CONSIDERATION:** None additional to as above.

**18. DATE OF NEXT MEETING:** the next planned Ordinary Meeting is to be held Wednesday 12<sup>th</sup> November 2025 at 7:30pm in Chaddleworth Village Hall.

## 19. Statement of Accounts:

<b>Statement of Accounts 2025/2026</b>			
<b>Payment and Receipts 01Jul25 to date</b>			
<b>Payments</b>			
<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Budget Area</b>
28 Jul 25	THE ALPHA XPERIENCE Inv 00014403	£ 54.30	Neighbourhood Plan
28 Jul 25	BIBBY COMMERCIAL FINANCE LIMITED SE SI-3948	£ 35.36	Dog/Litter Waste Bins
14 Aug 25	Connecting Communities in Berkshire CCB 4570	£ 42.00	Subscriptions and Training
26 Aug 25	BIBBY COMMERCIAL FINANCE LIMITED SE SI-4194	£ 35.36	Dog/Litter Waste Bins
27 Aug 25	Heads Farm Partnership Invoice 164	£ 6,211.91	Playground Repairs
27 Aug 25	SCOFELL COMMERCIAL LANDSCAPES INVOICE 36758	£ 267.96	Grass Cutting & Roadside Maintenance
29 Aug 25	THE ALPHA XPERIENCE Inv 00014467	£ 67.70	Newsletter Printing
29 Aug 25	Heads Farm Partnership Invoice 169	£ 456.48	Playground Repairs
01 Sep 25	MR DAVID JENNINGS Printer toner	£ 51.29	Postage and Stationery
Total		<b>£ 7,222.36</b>	
<b>Receipts</b>			
	(none)		
Total		<b>£ -</b>	

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

Chaddleworth Parish Council				
Expenditure vs Budget 2025/2026			42%	part of year
<b>Receipts</b>	<b>To Date</b>	<b>Budget 2025/2026</b>	<b>%</b>	<b>Delta</b>
	£	£		
Precept	£ 7,500.00	£ 15,000.00	50%	
Bank Interest	£ 19.22			
Member Bid				
CIL funding	£ 7,124.78	£ 7,125		
Sundry				
VAT reclaim 2025/26	£ 880.07			
<b>Total</b>	<b>£ 15,524.07</b>	<b>£ 22,124.78</b>	<b>70%</b>	<b>-£ 6,601</b>
<b>Payments</b>	<b>To Date</b>	<b>Budget 2025/2026</b>		
	£	£		
<b>Salaries</b>				
Salary	£ 2,247.70	£ 5,320.00	42%	
Pension	£ -	£ -		
<b>Sub-total</b>	<b>£ 2,247.70</b>	<b>£ 5,320.00</b>	<b>42%</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	£ 235.30	£ 1,150.00	20%	
Hire of Halls	£ -	£ 200.00	0%	
Website Hosting	£ 103.07	£ 150.00	69%	
(New Item) Website Refresh	£ -			
Audit	£ 160.00	£ 100.00	160%	note 2
GDPR registration	£ 47.00	£ 35.00	134%	
<b>Sub-total</b>	<b>£ 1,346.13</b>	<b>£ 3,465.00</b>	<b>39%</b>	
<b>Open Spaces</b>				
Churchyard Maintenance	£ -	£ 200.00	0%	
Field Rents	£ -	£ 300.00	0%	
Grass Cutting & Roadside Maintenance	£ 1,071.84	£ 4,000.00	27%	
Playground Inspection	£ -	£ 100.00	0%	
Playground Repairs	£ 9,726.89	£ 2,000.00	486%	note 3
Dog/Litter Waste Bins	£ 276.80	£ 650.00	43%	
Memorial Garden	£ -	£ 500.00	0%	
Grit Bins	£ -	£ 300.00	0%	
Village Repairs Budget	£ -	£ 1,000.00	0%	
Defibrillator	£ -	£ 364.00	0%	
<b>Sub-total</b>	<b>£ 11,075.53</b>	<b>£ 9,414.00</b>	<b>118%</b>	
Donations	£ -	£ 1,630.00	0%	
VE-Day 80th	£ -	£ 1,000.00	0%	
Neighbourhood Plan	£ 326.57	£ 1,500.00		
By Elections	£ -			
		£ -		
<b>Total</b>	<b>£ 14,995.93</b>	<b>£ 22,329.00</b>	<b>67%</b>	<b>-£ 7,333</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)

## 21. Bank reconciliation

### Chaddleworth Parish Council Financial Year End Bank Reconciliation

Prepared by David Jennings (Clerk/RFO)

Date: 02 Sep 2025

Balance per bank statements		
Metro Community Account	£	12,343.43
Reserve Account	£	19,675.82
Football Field Account	£	1,211.82
	£	33,231.07
Less: Unpresented cheques	£	-
Add: Unbanked cash	£	-
Net balance	£	33,231.07

#### Cash Book

Opening Balance as at 1 April 2025	£	32,702.93
Add: Receipts in the year	£	15,524.07
Less: Payments in the year	£	14,995.93

Closing balance per cash book as at 31 March 2026	£	33,231.07
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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>

22.1. Pertaining notes: Moneys are now moved to reserve account in line with reserves policy.