

Chaddleworth Parish Council

CLERK TO THE COUNCIL: Mrs Kim Lloyd
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Minutes from the Annual Parish Council Meeting held on Tuesday 1st May 2018

Councillors present: Cllr Murphy (Chair), Cllr Mills, Cllr Wilson, Parish Clerk K Lloyd, District Councillor Clive Hooker and 3 members of the public.

1. **Apologies** –Cllr Ballard and Cllr Mcallister
The Clerk also reported Cllr Renaut had given her resignation. PC were sorry to hear this and **Thanked** Lisa for all she had done while on Council.
2. **Declarations of Interest** - None
3. **Nomination and Election of Chairman** – Cllr Mills and Cllr Wilson nominated Cllr Murphy to remain as Chairman.
4. **Signing Declaration of Office –Chairman**
Cllr Murphy agreed to remain as Chairman and signed the Declaration of Office.
5. **Nomination and Election of Vice Chairman**
Cllr Ballard was nominated by Cllr Wilson and Cllr Mills
6. **Signing Declaration of Office – Vice Chairman**
Cllr Ballard was not present in meeting, Cllr Ballard's agreement to remain as Vice Chairman and signatory to the Declaration of Office will be added to the June agenda.
7. **Planning** – None
8. **Open Forum- un minuted** – The open Forum was moved to item 8 instead of agenda item 14.

C. Murphy

Clive Hooker -District Councillor present in meeting gave his annual report

Thank you for inviting me to address your Parish Assembly to report on the activities and achievements of West Berkshire Council. If there are any questions you have, I will do my best to answer them. I am happy to take any comments and observations you have.

Highlights

The government continues to concentrate on reducing the country's debt. In order to help achieve this, Councils, the Fire Service and Police have had funding reductions. Whilst there is no doubt that there was quite a lot of room for economies, there is really little or no scope for further economies without impacting the services received.

So finance has again been a severe problem with the further reduction by the Government of the Revenue Support Grant to near zero and the cap on any increase in the Council Tax. Social services and in particular the needs of an increasing elderly population are straining resources.

Educational achievements are improving.

There have been extensions to schools and new schools planned to cope with the rising number of children.

The local plan is being rolled forward together with a transport plan to take them up to 2036.

The roads are in good shape although the recent snow and ice has caused some damage

Finance

In line with government policy the reduction in the Revenue Support Grant continued with a reduction from £34M in 2013/14 to £3.7M this year. Next year, 2018/19, it will effectively be zero. With the increasing pressure on social services caused by the increase in longevity of the population, the health services keeping us alive and the population increase, pressure on expenditure has increased. There has also been pressure from inflation and pay increases. However, new housing has increased the revenue from the Council Tax. Thus the reductions in expenditure and seeking new sources of income have continued. The changes have included staff reductions, reductions in grants to local charities and good causes, finding cheaper ways of providing services, sharing services with other councils (for example trading standards) and investing in property. The reduction in staff has led to some non-essential services being severely stretched – for example planning enforcement. A council can borrow money very cheaply, so in common with many other councils, West Berkshire is borrowing to buy commercial properties as a way of generating income. This should yield about £500K per year.

To balance the books the Council raised the Council Tax in 2017 – 18 by 4.99%. 3% of this was dedicated to social services. This year, 2018 - 19 it raised it by 5.99% again with 3% for social services. From time to time the government has come up with grants for special purposes, recently one for road maintenance.

Clive Hooker

The Council has joined a government scheme for the retention of the business rate. This in reality is the forthcoming increase in the business rate. 70% of this will go to the Berkshire Local Enterprise Partnership to fund large infrastructure projects across the county and 30% will come to the Council and this is estimated to be £1.6M. This is most welcome and led to the increase of the grant to the Citizens Advice Bureau from £40K to £80K and that together with a grant from the Greenham Trust of £80k has preserved this vital service. CAB will therefore now receive a total of £160,000, which is a considerable increase from the £40,000 available following the budget review.

Communities

With the restrictions on funding the Council is concentrating on helping communities to help themselves by devolution. Much of this work has been with parish and town councils.

An example of this is the transfer of the Hungerford library building to the town council, where in addition to providing a library, it is used by the local community led by the Friends of Hungerford Library. In Thatcham the play areas are being transferred to the town council.

Incidentally all the libraries apart from Wash Common are open. In many cases the local communities have put in a lot of voluntary effort and grants from parish councils. A group has been set up to try and reopen the Wash Common Library which shows some sign of success.

The numbers of volunteers at libraries, Shaw House, Newbury Town Museum, the Duke of Edinburgh's Award Program and other areas has risen from about 200 to over 500. As a by-product, many people get a lot of enjoyment and fulfilment from volunteering.

The Civil Contingencies Team now have a Vulnerable People Plan to help identify vulnerable people if there is a major incident.

Locally the 'kitchen garden' at Shaw House is being developed to allow and encourage local residents to enjoy healthy eating.

Social services

The Safeguarding of Children and Vulnerable Adults has been simplified with a single telephone number for help. There was an encouraging Ofsted inspection that there had been a lot of progress in working with partner organisations to improve the safeguarding of children. The priority is to ensure a quick and appropriate response.

A previous Care Quality Commission inspection had found the Willows Edge adult social care home as 'inadequate' a recent inspection now shows it to be 'good'.

There has been a problem with recruiting and retaining social workers with 50% vacancies. This caused a lot of expense in employing agency staff. This has now improved to a 10% vacancy rate.

Education

The Council's priority is to improve educational attainment.

Currently, the schools judged by Ofsted to be at least 'good' has risen to 95%. The remaining four schools are improving. Some of the schools are Academies and therefore not under the

Ch. Mum/Aptm

Council's control. Further capacity has been and will be needed to meet the growing population.

There has been a good improvement in attainment of learning of disadvantaged pupils and this is an area of priority for the Council.

£4.8M has been spent on school improvements. At Fir Tree Primary School additional places for Autistic children have been provided. At Speenhamland School there are 60 new places for reception children. A new primary school will be built at Highwood Copse and next year there is hope that the Theale primary school will be replaced. Also a new school is expected as part of the North Newbury development.

Roads

About £6M has been spent on the District's roads with a further £6M next year. About 100 roads were resurfaced. The roads are in good condition although the recent snow caused quite a lot of damage that is taking time to repair.

A new road from the A339 into the London Road Estate had been built in preparation for the Estate's redevelopment. Next year a link should be provided from the A339 into the expected Sandford development. These were financed from the Berkshire Local Enterprise Partnership.

17 more flood alleviation schemes have been completed with the remaining work being of a more minor nature.

95% of Berkshire now enjoys super-fast broadband with 99% still being the target.

Waste Collection

WBC will charge an annual subscription of around £50 per household for the collection of garden waste from July 2018. This works out at less than £2 per collection.

Residents will be able to opt in to the subscription service. Subscribers will continue to use the green bin and will receive a bin sticker to show that the service has been paid for. The green bin can be put out with recycling every fortnight.

Subscribers will still be able to put food in the green bin for recycling.

Non-subscribers will stop receiving a garden waste collection, however, if desired, WBC will still collect food for recycling and will provide a kerbside food caddy on request. Caddies can be put out with recycling every fortnight.

The existing extra chargeable green waste collection service will stop. Residents will be able to request additional bins as part of this subscription service and additional charges will apply.

There will be no service concessions.

It is estimate this proposal will create an income of up to £600,000 this year and £900,000 every year thereafter. This additional income will assist in paying for the rubbish and recycling collection service.

G. Munro

Planning

The Council believes in being a plan led according to the Council's Development Plan Document. To this end, the plan takes us up to 2026 and defines where development should take place and what policies are required to control that development. Several developers have tried to claim in appeals with Her Majesty's Inspectors that we do not have a 5 year land supply for housing but, in all but one case, the Council has won the appeal. There is a rule that 30% of dwellings on a brown field site and 40% on a greenfield site should be affordable. Regretfully government decided that if developers could claim that proving the affordable housing would make a development unviable they could omit it. There is now an industry exploiting this loop hole and therefore the provision of affordable housing is disappointing. The expected delivery was 1000 units by 2020 that now looks more like 685. As an aside, government edicts are littered with "unintended consequences" with viability being one, and the conversion of offices to housing without the need for permission another.

Disappointingly the Sandleford development still does not have planning permission following two refused planning applications due to disagreements between the two developers and the Council insisting that it should be done according to the local plan. A third planning application has recently been submitted, which will be considered by Officers shortly. Should the disagreement continue after the third application has been submitted, the Council will seriously consider a compulsory purchase of the site.

It was a pleasure to see a start being made on the Stirling Cables site. It is heavily contaminated and it will take some time to clear this prior to development.

Plans for the redevelopment of the site between Market Street and the railway station are in place and the first visible sign of this will be the move of the bus station to the Wharf later this year.

There is now a proposal for a very large development at Grazley on the West Berkshire Wokingham border. This straddles the two districts. If this goes ahead, it will take a lot of the development pressure in the future.

All the Berkshire councils are rolling forward their local plans and transport plans to 2036. The policies have just completed consultation. There has been a call for sites that has ended and the results are being analysed and will go out to consultation in a few months, after which a decision will be taken as to where development will take place. It is understood that the Christmas Tree Field and land north of Vodafone are being put forward.

During the past year my Council responsibilities have included:-

Chairman for the Western Area Planning Committee
Deputy Portfolio Holder for Planning
Member of the District Planning Committee
Member of the Planning Advisory Group
Member of the Development Industry Forum
Outside duties include:-
Saunders Wynn and Coventry Trust at Chaddleworth

C. Saunders

I have attended most of the West Ilsley, East Ilsley, Beedon, Brightwalton, Chaddleworth, Leckhampstead Parish Council meetings and the Farnborough Parish assemblies.

Clive Hooker
District Councillor for Downlands Ward
May 2018

9. **Chairman's Report 2017/18**

First of all I would like to thank Kim Lloyd because a council is only as good as its Clerk and we are very lucky to have such a good efficient Clerk as her.

Then I would like to thank the rest of the Parish Council. We meet twice as often as most other Councils and we also spend a good deal of time outside of these meetings on Council business that does not get reported.

Locally we all need to recognise the input into Village Life by Lea Naples and Graham Uff who between them commit a lot of time and effort into the community. Also the Entertainment Committee for the Easter Egg Hunt and other items.

I would also like to thank Clive Hooker our District Councillor who has come to our aid on a number of occasions. Also Richard Benyon our MP who when asked has given us much needed support (signage & school allocation) Also I would like to thank the local landowners/tenants who have been very supportive, in particular The Hambro's especially with supporting the local cricket team, the Cooper family, the Griffith-Jones and the Whidborne family

This year has been as busy as usual and we completed the following.

1, We have at great expense 'due to the prevaricators' at WBC placed 5 signs advertising The Ibex.

2, Glenn Miller Close has a new refurbished play area.

Our Councillors have attended many meetings on behalf of Chaddleworth and I thank them all on your behalf for that.

Thank you

10. **Annual Finance Report 2017/18** – The Clerk read out the finance report.

We started the year with a balance of £5,368.66

INCOME

£23,207 is the Total Income for the year

The precept was set at £17,000

We received a S106 Agreement from the Ibex development of £3,216.58. This was donated to Welford Associates towards the cost of the GMC playground refit.

VAT Claimed £2,650.43

Grants

No grant applications submitted in this account year but the Clerk did submit a grant application on behalf of Welford Associates for the Glenn Miller Close Playground, Greenham Common Trust awarded £1,880.00

C. Miller

EXPENDITURE

£18,266. Is the Total Expenditure

Under Village Maintenance

A Total of £3,454.96 was spent;

The biggest expense was 'The Ibex Signage' of £1,905.00.

(£343 also spent in 2016/17 for the planning app a total of £2,248 on the Ibex Signage)

The concrete base used for a waiting area for the school bus for GMC children cost £1,200.

Cutting back the hedge opposite the bus waiting area was £150.00

Two salt bins were purchased costing £140.00 and £59.96 was spent on rose bushes and feed for the war memorial garden all of this a total of £3,454.96.

Grass Cutting cost (£1,875.00) an increase of £555.00 from 2016/17 the previous contractor carried out 15 cuts at £110.00 opposed to 12 cuts the previous year this was due to the weather climate.

The new grass contractors started in January at £85.00 per visit of 16 visits a year (£1,360 per annual) following the previous contractors proposed increase to £120 per cut of a maximum of 16 cuts a year if required; the parish will gain a saving of £560 in 2018/19.

Litter/waste is increased due to the cost of emptying the second dog waste bin that was installed.

Football Field is increased due to new goal nets at £49.89.

Budget review

2016-17 we overspent by £2,174 on the forecasted budget.

2017-18 we underspent by £2,893 from the expenditure of £13,944 this is minus the £3,216-S106 agreement and VAT refunded £1,105 - (the 2017-18 budget was set at £16,837)

Year-end balance 31 March 2018 £10,308.79 (50% increase from last year)

Forthcoming year the precept is £15,500 our budget for 2018-19 is £18,715. *(If the full budget was spent, a balance of £7,093 on 31 March 2019)*

The Clerk also gives Thanks to the Councillors for all their time and efforts spent on Council business.

C. Munro

11. To review Internal Council officers

- a) **Nomination of Footpaths Officer** – Cllr Mcallister was nominated by all but he was not present in the meeting, he will be asked in the June meeting if still happy to remain as the ROW PC representative.

12. To review and nominate external organisation representatives

- a) **Downland Patients Representative Group** – Cllr Murphy nominated. Cllr Murphy said he would remain as the representative.
- b) **Village Hall Representative** – Cllr Ballard nominated. Cllr Ballard was not present in the meeting. He will be asked in the June meeting if he still would remain as the VH PC Representative.
- c) **Saunders Wynn and Coventry Foundation** representative – Cllr Murphy nominated. Cllr Murphy said he would remain as the representative.

13. Adoption of

Financial Regulations

Standing Orders

Freedom of Information Policy

Complaints Procedure

All model documents were adopted and the Chairman signed all documents.

14. Minutes of the meeting of the 10 April 2018 to be agreed, proposed and signed.

Cllr Mills proposed and Cllr Murphy seconded the minutes to be a true representation of the meeting. Cllr Murphy signed the minutes.

15. Finance

- a) Bank Accounts

Balances on 6 April 2018

Parish Council	£8,932.88
Bakers Trust	£7,097.43
Reserve Fund	£159.16
Football Field	£1,261.71

b) Cheques to approve in meeting

S/O	Mrs H Anderson (Litter picking)	£20.00
S/O	Kim Lloyd (Clerk)	£402.22
100499	Chaddleworth Village Hall	£25.00
100500	Francis Carne Associates (Dog Waste Stickers)	£14.12
100501	Kim Lloyd (Clerk) Stamps	£15.00
100502	GMG Services & Solutions Ltd	£170.00
100503	Came and Company Insurance (approved agenda item 17)	£354.47

16. Risk Assessment review /sign off

The Risk Assessment was reviewed and signed by the Chairman, no reported accidents to PC on parish land – The benches, bus shelter and playground were all satisfactory, the Clerk said she would add Salt Bins to the risk assessment for 2018/19. Cllr Mills mentioned the Bark will need topping up soon under the multi-climbers.

Cr. Murphy

17. Renewal of Insurance Policy review

The policy was emailed to PC before the meeting, found to be satisfactory and PC approved to raise cheque.

18. Electric Car Charging Point - Nothing to report.

19. Grips /Drainage Clearance Ownership

The Clerk has an answer from Russell Crockford (Highways WBC) reporting that WBC would be happy for the parish to take over ownership of clearing the fulley grates and roadside grips but only within the 30mph section of Chaddleworth. According to their records there are 68 gullies within the 30mph speed limits but they don't have a record for any of the number of grips but they don't envisage this would be very many. He then referred the Clerk/PC to the Parish Portal website on WBC website for more guidance.

Cllr Murphy said there are hardly any grips/gulley in the 30mph limit, the ones we want attended to are all outside the limit. Cllr Murphy asks what we do about these ones.

The Clerk is still waiting for a reply following Cllr Murphey question – On-going.

Clerk

20. The Ibex Signage update

Cllr Murphy and Cllr Ballard met Christopher Vidler, Senior Engineer highways (Traffic) from WBC on 25th April at all 5 sites of the signs for The Ibex. Cllr Murphy reported that they really are 'nit pickers' and although most of the signs are in the right location some of them are 2 feet into Highways land and will have to be moved. One was in dispute because the MOD insists they own the land and Highways was unsure.

Since the site meeting Mr Vidler confirmed that Site No.1 (Hangman's Stone Lane) on their records would indicate that the extent of the public highway at this location is in fact to the top of the bank rather than the existing fence line and would suggest that the sign seems to straddle the highway boundary but under the circumstances and the absence of a suitable alternative location and subject to permission from the MOD they were happy for the Ibex direction sign to stay where it is. Cllr Murphy said the original approval told us we should not site them on Highways land but they weren't specific about where that is! I had gained permission from the 5 landowners but I'm sure they don't know where their land ceases to be theirs and becomes Highways. In one place at Egypt Hill, Leckhampstead the Engineer accepted that Highways signs were partially on private land!

Chaddleworth PC will be even poorer as we have to foot the bill to move these signs.

Cllr Murphy then met with the contractor that had originally installed the signs to ask for them to be re-positioned. The work was to be done on the 30th April. Cllr Murphy had previously emailed PC/Clerk with the quote of £380.00 plus VAT which had been approved.

21. The Wessex Saw Mill

A letter dated 24TH April, from Ashley Gray Customer Quality Team at the Planning Inspectorate wrote the decision must be seen as final as only a successful high court

C. Murphy

challenge could have resulted in it being reconsidered and the 42 day statutory period allowed for such challenges has expired. Cllr Murphy asked Parish Council If they agreed to Cllr Murphy continuing with the dispute over the findings in the Inspectorate report. Cllr Wilson and Cllr Mills agreed.

22. Councillors Questions and Reports

Cllr Wilson reported the notice board door has been reported it keeps opening.

23. Clerk Correspondence

GDPR

The Clerk had booked onto a General Data Protection Regulation course on Wednesday 9th May in reading. The clerk said she has been bombarded with emails on GDPR and we needed to know what needs to be done from a PC perspective. The Clerk reported the cost of the course is £43 and proposed to go halves with Great Shefford at a cost of 21.50. All approved and thanked the Clerk for attending.

The Clerk will add GDPR to the June meeting.

Parking

The Clerk had received a telephone call from a resident asking if PC could do anything about the parking issue in Nodmore. The Clerk had informed the resident PC could not do anything. PC discussed the matter and felt the matter could only be solved by a bit of goodwill.

Audit

The Clerk received the audit instructions along with the Annual Governance and Accountability Return 2017/18. (AGAR). The Smaller Authorities Audit Appointments (SAAA) was formally appointed in January 2016 to appoint a local auditor; PKF Littlejohn was employed for 5 years. The Clerk received the AGAR via email, no postal copies now sent. The Clerk reported if the gross income or gross expenditure did not exceed £25,000 there would not be a charge for the audit; PC can certify itself as exempt unless a limited assurance review is requested by PC. The Clerk still has to carry out the normal procedure of the audit, but the 'reconciliation, 'explanation of variances' and the 'public elector notice' is now only published on our website and not submitted to the auditors if a PC certifies as exempt.

The Clerk will certify PC as exempt and the AGAR will be completed by the Clerk in the normal way, the internal audit is asked to be carried out as normal practise. Parish Council must approve and sign off the AGAR in the June meeting. The Clerk mentioned the deadline date with the previous auditors was 5 July but with the new auditors it is 11 June. The clerk has stated preparing everything for the audit and waiting to hear from our internal auditor and when the internal audit can be carried out ready for our next meeting on the 5th June.

24. Matters for future consideration - None

25. Date of next meeting - Tuesday 5 June 2018 at 7.30pm

Close – 10.25pm

