

CHADDLEWORTH PARISH COUNCIL

Clerk to The Parish Council: Mrs Kim Lloyd

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MINUTES

TUESDAY 2 JUNE 2020– 7.00PM. THIS WAS A REMOTE MEETING USING ZOOM.

Cllr's Present: Cllr. Murphy (Chair)

Cllr. Ballard (Vice Chair)

Cllr. Mcallister

Cllr. Homersham

Cllr. Wilson.

Clerk: Mrs K Lloyd.

Members of the Public: None.

The Clerk announced this meeting will be recorded for minute purposes and the recording will be deleted once the minutes are approved.

1 **APOLOGIES**

Cllr. Mills unfortunately does not have the resources to attend remote meetings. Cllr. Mills will be issued Agendas/Minutes and kept up to date on agenda items.

2 **DECLARATIONS OF INTEREST**

Cllrs. Murphy and Ballard declared an interest on the village hall item 8.

MINUTES FROM PREVIOUS PARISH COUNCIL MEETING

Members then **RESOLVED UNANIMOUSLY** to confirm and adopt the minutes of the Parish Council meeting held on 3 March 2020.

3 **PUBLIC QUESTIONS**

None.

4 **PLANNING APPLICATIONS RECEIVED.**

No planning applications at time of publishing agenda.

Decision Notices.

20/00766/HOUSE -The White House – Roof re-design has been granted by West Berkshire Council.

5 **FINANCE**

The Payments for June as shown in Appendix 1 was approved. The Clerk raised two further payments in the meeting that was not shown on the agenda. One for the zoom payment licence and the other for the Chairman's expense, both payments to support hosting remote meetings during the Covid-19 lockdown. The Cashflow 2020/21 for June was emailed for information to the members of the Parish Council.

Appendix 2 is for information only of previous payments approved and paid during Covid-19 when no meetings took place and approvals from the Parish Council was made by email.

The end of year accounts was previously emailed to the members of the Parish Council. The summary is shown as Appendix 3. If anyone would like to see a copy of the budget, please email the Clerk.

6 NEW FINANCIAL REGULATIONS

An updated template for the Financial Regulations (FR) was received from HALC. The Clerk amended the relevant sections and emailed to the members of the Parish Council for their review. All agreed to the amendments following the Clerk's management and advice, the revised FR was adopted.

7 CERTIFICATE OF EXEMPTION 2019/20 PART 2 AGAR.

The Chairman was passed the Certificate of Exemption by the Clerk before the meeting. This was approved and signed by the Chairman during the remote meeting. The Chairman will return to the Clerk to submit to the auditors.

8 VILLAGE HALL RENT PAYMENTS

During Covid-19 lockdown, the Parish Council are not allowed to meet. The Clerk asked if the Parish Council members approve the standing order payments of £23 per month to the Village Hall to remain in place, when the hall is not being used.

The 3 Members then **RESOLVED UNANIMOUSLY** to continue paying the monthly standing orders.

9 BUS SHELTER WORK

Cllr. Murphy previously had mowed the grass and cut back the hedge at the bus shelter, which the members of Parish Council thanked him for. Cllr. Murphy proposed the grass cutting contractors should include this in their work schedule, and to ask for a quote. All agreed.

Cllr. Mcallister said he would strim the footpath 'Skittle Alley' in the coming weeks, the members asked if this should be included in the quote. Cllr. Mcallister kindly said he did not mind carrying on strimming Skittle Alley for the foreseeable, the members of the Parish Council thanked Cllr. Mcallister.

ACTION: Clerk.

10 VILLAGE HALL CAR PARK RE-SURFACE

Cllr. Murphy obtained a quote; this was emailed to the members of the Parish Council and a hard copy to Cllr. Mills. Over the last two months further quotes had been sourced, but for the work involved it had been difficult to achieve more quotes. Cllr. Murphy met the contractor and on further review, felt they were a reputable company.

Cllr. Mills (not in attendance) had given his opinion, which was valued from his expertise in this area, who said the quote looked reasonable and would approve. Cllr. Mcallister agreed the quote was reasonable. Cllr. Wilson did not agree to the expenditure as felt the village hall car park, at this time, was not in need to be resurfaced and felt the expenditure was a lot of money.

The members of the Parish Council then discussed the expenditure further. Cllr. Ballard raised the thoughts that the car park resurfaced will aid towards village hall bookings when the hall is in great need to increase income. Cllr. Homersham said when this item was originally raised in the winter months, the matter of the mud was unsightly, and something needed to be done. Cllr. Murphy also thought the resurfaced car park should last for at least 20 years once complete. Permission had been granted from the landowners' agent.

A 4 – 1 Majority Vote (excluding, Cllr Mills, who was in favour) for the village hall car park to be resurfaced was **RESOLVED** approving the quote expenditure of £4,485.20.

Cllr. Murphy said he will contact the contractor as the work needs to be coordinated around the Village Hall roof works.

ACTION: Cllr. Murphy.

11 CHAPEL COTTAGE – KISSING GATE.

It was reported that the West Berkshire Council, Rights of Way Officer cannot visit the site due to the Covid-19, therefore no further updates on the kissing gate.

Cllr. Murphy said the landowner was discussing to apply for an Extinguishment Order on the footpath.

12 CORONAVIRUS SUPPORT VOLUNTEERS

The Parish Council would like to give the highest praise to the Coronavirus Support Volunteer group that was formed in Chaddleworth at the beginning of lockdown.

Big Thanks goes to Nikkie Macnamara for providing the Covid-19 cards for free and supporting the volunteer group. The Parish Council acknowledge the support all the volunteers are providing to the Chaddleworth residents, of running errands for shopping, collecting prescriptions, and just being there for the more vulnerable and not expecting anything in return.

Thanks, and appreciation to all the volunteers for looking after everyone so well through these difficult times.

13 COUNCILLORS /CLERK REPORTS

Cllr. Murphy reported the village hall roof materials have been delivered and was waiting to hear when the works will start, which was scheduled to start 1st April but due to Covid-19 no work could take place.

Cllr. Murphy reported the Hardship fund notices is advertised on all noticeboards around the village and on the website and newsletters. No applications have been received so far.

Saunders and Wynn Coventry Educational Foundation charity adopted a new application form and again no applications have been received.

A resident reported to the Parish Council that the septic tank vent in the village hall car park had been broken. Cllr. Murphy said the vent had been damaged a few times now and after discussion, it was agreed to try and source a flush vent, or a dome/taller vent in its place.

Cllr. Wilson said he would take on this action and investigate further.

ACTION: Cllr. Wilson.

Cllr. Mcallister recently fixed the sign at Waylands and was approached by the owner of Waylands who raised concerns of the number of cyclists using the footpath alongside Waylands, and the question of installing a kissing gate. Cllr. Mcallister informed him to contact West Berkshire Council, Rights of Way team and asked him to keep the Parish Council informed.

The Members of the Parish Council thanked Cllr. Mcallister for fixing the sign.

Cllr. Homersham proposed to forward a quote for the newsletter printing. This will be emailed before the next meeting and added to the July agenda.

ACTION: Cllr. Homersham

14 MATTERS FOR FUTURE CONSIDERATION

Waylands Kissing Gate, if applicable.

15 DATE OF NEXT MEETING

The date of the next REMOTE meeting is Tuesday 7th July 2020 at 7pm.

APPENDIX 1.

Statement of Accounts
Accounts for Payment June 2019

Payments

Cheque No	Payee	Description	Amount
800021	Came and Company	PC Insurance	£ 414.23
800022	Scofell	Grass Cutting (March missed payment)	£ 225.00
	Scofell	Grass Cutting (June)	£ 225.00
SO	Mrs K Lloyd	Clerk June Salary	
SO	Mrs Anderson	Litter Pick	£ 20.00
SO	Chadd Village Hall	Hall Hire	£ 23.00
800023	Mrs K Lloyd Clerk	Zoom Liceince	£ 23.98
800024	Mr G Murphy	Expense to host remote meeting	£ 55.99
			<u>£ 1,429.20</u>

Receipts

Total Receipts	<u>£ -</u>
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ACCOUNT BALANCE ON:	30 th April 2020
Chaddleworth Parish Council	£19,369.89
Reserve Account	£1,001.13
Football Field	£1,211.82

APPENDIX 2.

Statement of Accounts
Accounts for Payment April 2020

Payments

Cheque No	Payee	Description	Amount
800012	Mrs Von Strumm	Void	
800013	Mrs Von Strumm	Field Rents	£ 300.00
800014	Grahame Murphy	Noticeboard payment	£ 266.00
SO	Kim Lloyd	Clerk Payment	
SO	Mrs Anderson	Litter Pick	£ 20.00
SO	Chadd Village Hall	Hall Hire	£ 23.00
Total Payment			<u>£ 1,051.00</u>

Receipts

30.04.20	Metro	Interest in Reserve Account	£ 0.37
Total Receipts			<u>£ 0.37</u>

Statement of Accounts
Accounts for Payment May 2019

Payments

Cheque No	Payee	Description	Amount
800015	Autela Payroll	Payroll for Q4	£ 49.75
800016	Vale Press	Newsletter Printing	£ 148.00
800017	Scofell	Grass Cutting	£ 225.00
800018	Kim Lloyd	Expenses -12 x 2nd class stamps	£ 7.80
800019	WBDC	Dog Waste Bins Annual Charge	£ 67.50
800020	WBDC	Charge for the admin election May 2019	£ 75.00
SO	Kim Lloyd	May Salary	
SO	Mrs Anderson	Litter Pick	£ 20.00
SO	Chadd Village Hall	Hall Hire	£ 23.00
			<u>£ 1,058.05</u>

Receipts

BACS	WBDC	Precept	£ 8,367.50
Total Receipts			<u>£ 8,367.50</u>

Appendix 3

End of year summary to 31/03/2020

We started the year on 1 April 2019 with a balance of: **£12,769.33**

Total Net Income **£15,500.76**
Precept, plus 0.76p bank interest.

VAT Reclaim (not banked at year end) **£399.87**
Total Gross Income £15,900.63

Total Net Expenditure **£14,182.47**
Total VAT **£399.87**
Total Gross Expenditure £14,582.34

Budget 2019/20: **£17,748.36**
We end the year underbudget by: **-£3,557.24**

The following items were over budget.

Village Maintenance item.

Including.

Noticeboard £266.

Plaque /engraving £109.98.

Slow Down Signs £29.97.

Football Field Gate £670.00.

Total **£1075.95**
(budget set at £1,000)

Field Rents Item.

Legal Fees for the new 10-year lease.

£1,529.50

Rent Fees

£500.00

Total **£2029.50**
(budget set at £300)

We end this year with a **bank balance of: £14,253.75**
Expenditure of uncleared cheques **- £566.00**
Total Bank balance **£13,687.75**

VAT Reclaim (not banked at year end) **+ £399.87**
Final Year end Figure **£14,087.62**

Prepared by Kim Lloyd.
Clerk/RFO. 31/03/2020