

## CHADDLEWORTH PARISH COUNCIL

Clerk to The Parish Council: Mr David Jennings

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### MINUTES

**Tuesday 5<sup>th</sup> March 2024**, Chaddleworth Parish Council meeting held in Chaddleworth Village Hall, Upper End, Chaddleworth, RG20 7DY

**Councillors Present:** Cllr. G. Beard, Cllr. K. Brady, Cllr. S. McAllister-Lovelock, Cllr. J. Wilson, Cllr. A. Woodroffe.

**Clerk:** Mr D Jennings

**Members of the Public:** four

1. **APOLOGIES**: None.
2. **DECLARATIONS OF INTEREST ON AGENDA ITEMS**: None.
3. **MINUTES FROM PREVIOUS PARISH COUNCIL MEETING**: held on 9<sup>th</sup> January 2024 we confirmed and adopted.
4. **PUBLIC QUESTIONS**:
  - 4.1. The new co-chair of Chaddleworth and Shefford Schools PTFA charity updated the council on their recent activity and future plans. Cllr. A. Woodroffe kindly agreed to be the point of contact from Chaddleworth Parish Council.
  - 4.2. The Connecting Communities in Berkshire (CCB) Rural Housing Enablement Officer described this newly restarted service including surveying local needs and potentially combining with neighbouring parishes.
5. **PLANNING APPLICATIONS RECEIVED**: None.
6. **FINANCE**: The regular Statement of Accounts (below) and Expenditure versus Budget tables (Appendix 1) were presented by the Clerk.

<b>Statement of Accounts</b>			
<b>Payment and Receipts Jan, Feb 2024 + New</b>			
Payments brought forward from previous statement	£	8,844.85	
Receipts brought forward from previous statement	£	16,000.00	
<b>Payments</b>			
<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Budget Area</b>
25 Jan 24	MRS ANDERSON CHADDLEWORTH PARIS	£ 20.00	Dog/Litter Waste Bins
25 Jan 24	CHADDLEWORTH VILLAGE HALL RENT	£ 25.00	Hire of Halls
25 Jan 24	MR DAVID JENNINGS CPC CLERK SALARY	£ 369.46	Salary
20 Feb 24	Heads Farm Partnership Invoice 31886	£ 2,919.99	Village Repairs Budget
20 Feb 24	THE ALPHA XPERIENCE Invoice 00013359	£ 132.65	Newsletter Printing
26 Feb 24	MRS ANDERSON CHADDLEWORTH PARIS	£ 20.00	Dog/Litter Waste Bins
26 Feb 24	CHADDLEWORTH VILLAGE HALL RENT	£ 25.00	Hire of Halls
26 Feb 24	MR DAVID JENNINGS CPC CLERK SALARY	£ 369.46	Salary
Total		<b>£ 3,881.56</b>	
<b>Receipts</b>			
05 Mar 24	WEST BERKSHIRE DIS CN	£ 117.04	Dog/Litter Waste Bins
Total Receipts		<b>£ 117.04</b>	
<b>Financial Position to date</b>			
Balance carried forward 31 Mar 23	£	22,955.99	
Income for year 22-23 to date.	£	16,117.04	
Less payments for year 22-23 to date	£	12,726.41	
Total	£	<b>26,346.62</b>	
<b>Projected Year End 2022/2023</b>			
Opening balance	£	22,955.99	
Add forecasted Income for year 22-23	£	16,000.00	
Less forecasted payments	£	19,985.00	
Forecasted year end balance	£	<b>18,970.99</b>	
<b>David Jennings</b>			
Clerk/Responsible Financial Officer			
04 Mar 24			

7. **NEIGHBOURHOOD PLAN:** A member of the public asked if they can help with this and Cllr. G Beard would like to progress this also. The Council discussed the idea of a 'Town Hall' to gain input from the Parish and that this might be combined with the Annual Parish Meeting on 4<sup>th</sup> June and the Village Fete on 8<sup>th</sup> June. Additional information and requests for input would be sought via Chaddleworth News and the Chaddleworth and Shefford Schools' Newsletter.

8. **VILLAGE ENTRANCE GATES and ROADSIDE MAINTENANCE:**

The Council **unanimously agreed** to thank Ben and Heads Farm Contracting for the completion of the Village Speed Awareness Entrance Gares Refurbishment. The Council noted that the project had been so ably led by Cllr. G. Stanley and are greatly saddened that he has passed. The council **unanimously agreed** that more bulbs and flowers should be planted and Cllr. G Breard volunteered to make a photographic survey of the merited locations.

It was noted that the verges have especially encroached into the roads around the parish this winter. It was suggested to contact Heads Farm in case they might have machinery to assist, to contact West Berkshire Council to request road signs be cleaned and the idea

of an 'Action Day' was suggested to which one member of the public would like also to get involved.

## **9. COUNCILLOR'S REPORTS:**

Cllr. S. McAllister-Lovelock reported from the recent Saunders Wynn and Coventry Educational Foundation meeting that requests were granted where these were made by residents of the parish. Cllr. S. McAllister-Lovelock also reported that a large tree along the footpath from Crosspitt Cottages has fallen and needs to be tackled so he will approach Heads Farm about this.

Cllr. A. Woodroffe reported that he and Cllr J. Wilson had attended the memorial service for G. Stanley earlier in the day and the council **unanimously agreed** that we should recognise his contribution in a suitable way. Cllr A. Woodroffe kindly agreed to check with the next-of-kin to agree what would be suitable. Cllr. A. Woodroffe also noted that the Downland Patient Participation Group (PPG) should have a member from the current Council and kindly volunteered to contact them.

Cllr. K. Brady reported that the hedge at the top of the footpath steps opposite Monks Orchard needs cutting back and will do this.

Cllr. G. Beard reported that the Downland Volunteer Group HandEbus is running regular Friday excursions and that the Group is seeking more volunteer drivers.

Cllr. J. Wilson reported that the eight salt bins are full and that the spare old salt bin at School Hill can be disposed of. Six of the bins now also have scoops and two further scoops are needed.

## **10. CLERK REPORT:**

10.1. The Clerk reported that the Returning Office at West Berkshire Council has provided the notice for the Council's vacancy and this will be displayed. Should an election not be claimed, the Council may then fill the vacancy by co-option.

10.2. The Clerk reported the options provided by Metro Bank for making payments in future and the Council **unanimously agreed** to adopt the option to amend the signing rules on Metro Bank's systems to One to Sign (David Jennings and Jim Wilson remaining the current signatories with full online banking access) and to approve all payments in advance via email and by at least two councillors.

10.3. The Clerk reported the suggestion from West Berkshire Council to move bin emptying services to a private supplier and on one proposal received for these services from Tactical Facilities Management who are now providing these services in Welford and Great Shefford parishes. The Council asked the Clerk to obtain a 2<sup>nd</sup> quotation from another service provider and to provide the comparison of costs between WBC and the two quotations for consideration.

## **11. MATTERS FOR FUTURE CONSIDERATION:**

11.1. Undertaking a Rural Housing Needs survey

**12. DATE OF NEXT MEETING:** the next planned meeting is the Annual Meeting on Tuesday 7<sup>th</sup> May 2024 at 7:30pm in Chaddleworth Village Hall.

## Appendix 1

Receipts	To Date	Budget 2023/2024	%
	£	£	
Precept	16,000.00	16,000.00	100%
Bank Interest	-		
Member Bid	-		
CIL funding	-		
Sundry	-		
<b>VAT reclaim 2020/21</b>			
Total	16,000.00	16,000.00	100%
Payments	To Date	Budget 2022/2023	
	£	£	
Salaries			
Salary	4,064.06	5,320.00	76%
Pension	-	-	
<b>Sub-total</b>	4,064.06	5,320.00	76%
General Office & Administration			
Clerk Expenses	-	780.00	0%
Councillor Expenses	-	50.00	0%
Postage and Stationery	-	100.00	0%
Subscriptions and Training	431.46	375.00	115%
Parish Insurance	432.48	500.00	86%
Newsletter Printing	886.40	1,150.00	77%
Hire of Halls	275.00	300.00	92%
Website Hosting	101.87	150.00	68%
(New Item) Website Refresh	-	1,000.00	0%
Audit	-	100.00	0%
GDPR registration	35.00	35.00	100%
<b>Sub-total</b>	<b>2,162.21</b>	<b>4,540.00</b>	£ 0.48
Open Spaces			
Churchyard Maintenance	-	200.00	0%
Field Rents	300.00	300.00	100%
Grass Cutting	1,909.52	2,000.00	95%
Playground Inspection	99.00	100.00	99%
Playground Repairs	-	1,000.00	0%
Dog/Litter Waste Bins	735.03	595.00	124%
Memorial Garden	104.73	500.00	21%
Grit Bins	-	300.00	0%
Village Repairs Budget	2,919.99	1,000.00	292%
Defibrillator	988.16	-	New
<b>Sub-total</b>	<b>7,056.43</b>	<b>5,995.00</b>	118%
Donations	-	1,630.00	0%
(New Item) CORONATION	459.00	1,000.00	46%
By Elections	-	1,500.00	0%
		£	
Total	13,741.70	<b>19,985.00</b>	69%
VAT spend (included above, to be reclaimed)	]		
Sinking Funds	To Date	Budget	
	£	£	£
<b>Playground Capital Replacement Fund</b>	-	<b>2,000.00</b>	-
CIL	-	-	