

## CHADDLEWORTH PARISH COUNCIL

Clerk to The Parish Council: Mr David Jennings

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### MINUTES

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

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

**Clerk:** Mr D Jennings

**Members of the Public:** none

1. **APOLOGIES**: Apologies were received from Cllr. G. Beard
2. **ANNUAL MEETING: ELECTION OF THE CHAIRMAN** for forthcoming year.
  - 2.1. Cllr. J Wilson advised that he would now stand down from the Council as the commitments to work and spending considerable time away do not allow for this role also. **Action: council vacancy**
  - 2.2. Cllr. K. Brady was nominated and seconded as Vice-Chair for the forthcoming year and this was **unanimously accepted**.
  - 2.3. In absence, Cllr. G Beard was nominated and seconded as Chair for the forthcoming year and this was **unanimously accepted**.
  - 2.4. Cllr. J Wilson left the meeting
  - 2.5. The remainder of the Annual Meeting was **unanimously agreed** to be postponed until a further meeting including the Chair. The remainder of this meeting was led by the Vice-Chair.
3. **COUNCIL VACANCY**: No applications for the council's vacancy(s) received at this meeting.
4. **DECLARATIONS OF INTEREST ON AGENDA ITEMS**: None.
5. **MINUTES FROM PREVIOUS PARISH COUNCIL MEETING**: agreed by Councillors present, but to be signed by Chair at next meeting.
6. **ANNUAL MEETING**: Postponed to next meeting.
7. **PUBLIC QUESTIONS**: None
8. **PLANNING APPLICATIONS RECEIVED**:
  - 8.1. Planning Application 24/00803/HOUSE **supported unanimously** without objections.

## 9. FINANCE:

9.1. The End of Year finance for year 2023-2024 was reviewed.

<b>Chaddleworth Parish Council</b>				
<b>Expenditure vs Budget 2023/2024</b>				
<b>Receipts</b>	<b>To Date</b>	<b>Budget 2023/2024</b>	<b>%</b>	<b>Delta</b>
	<b>£</b>	<b>£</b>		
Precept	£ 16,000.00	£ 16,000.00	100%	
Bank Interest	£ -			
Member Bid	£ -			
CIL funding	£ -			
Sundry	£ 117.04			
VAT reclaim 2023/34	£ 916.24			
<b>Total</b>	<b>£ 17,033.28</b>	<b>£ 16,000.00</b>	<b>106%</b>	<b>£ 1,033</b>
<b>Payments</b>	<b>To Date</b>	<b>Budget 2022/2023</b>		
	<b>£</b>	<b>£</b>		
<b><u>Salaries</u></b>				
Salary	£ 4,064.06	£ 5,320.00	76%	
Pension	£ -	£ -		
<b>Sub-total</b>	<b>£ 4,064.06</b>	<b>£ 5,320.00</b>	<b>76%</b>	
<b><u>General Office &amp; Administration</u></b>				
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>	<b>48%</b>	
<b><u>Open Spaces</u></b>				
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	£ 852.07	£ 595.00	143%	
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>£ 7,173.47</b>	<b>£ 5,995.00</b>	<b>120%</b>	
Donations	£ -	£ 1,630.00	0%	
(New Item) CORONATION	£ 459.00	£ 1,000.00	46%	
By Elections	£ -	£ 1,500.00	0%	
		£ -		
<b>Total</b>	<b>£ 13,858.74</b>	<b>£ 19,985.00</b>	<b>69%</b>	<b>-£ 6,126</b>
<b>Sinking Funds</b>	<b>To Date</b>	<b>Budget</b>		
	<b>£</b>	<b>£</b>		
Playground Capital Replacement Fund	£ 2,000.00	£ 2,000.00	100%	
CIL	£ -	£ -		

9.2. The review of the Certificate of Exemption – AGAR 2023/24 Part 2 was postponed to the next meeting.

### 9.3. The regular Statement of Accounts since last meeting was reviewed

#### 9.3.1. Statement of Accounts to end March 2024:

<b>Statement of Accounts</b>				
<b>Payment and Receipts Mar 2024 (FY)</b>				
Payments brought forward from previous statement			£	12,843.45
Receipts brought forward from previous statement			£	16,000.00
<b>Payments</b>				
Date	Description	Transaction Type	Amount	Budget Area
22 Mar 24	WEST BERKSHIRE DIS INVOICE 591281	Outward Faster Payment	£ 80.00	By Elections
22 Mar 24	MR DAVID JENNINGS CPCSaltBin+Scoops	Outward Faster Payment	£ 106.07	Grit Bins
25 Mar 24	MRS ANDERSON CHADDLEWORTH PARIS	Standing Order	£ 20.00	Dog/Litter Waste Bins
25 Mar 24	CHADDLEWORTH VILLAGE HALL RENT	Standing Order	£ 25.00	Hire of Halls
25 Mar 24	MR DAVID JENNINGS CPC CLERK SALARY	Standing Order	£ 369.46	Salary
Total			£	<b>600.53</b>
<b>Receipts</b>				
15 Apr 24	HMRC VTR-200517-53992543 446207-HMRC VTR-&--&-	BACS Payment Received	£ 916.24	VAT reclaim
16 Apr 24	WEST BERKS COUNCIL-601507-65453468 765414-	BACS Payment Received	£ 117.04	Dog/Litter Waste Bins
Total			£	<b>1,033.28</b>
<b>Financial Position to date</b>				
Balance carried forward 31 Mar 23			£	22,955.99
Income for year 22-23 to date.			£	17,033.28
Less payments for year 22-23 to date			£	13,443.98
Total			£	<b>26,545.29</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				
31 Mar 24				

#### 9.3.2. WBC credit note for bin emptying services is now applied

#### 9.3.3. Previous FY VAT is reclaimed

### 9.3.4. Statement of Accounts since 1st April 2024:

<b>Statement of Accounts</b>				
<b>Payment and Receipts Apr 2024 to-date</b>				
Payments brought forward from previous statement			£	-
Receipts brought forward from previous statement			£	-
<b>Payments</b>				
Date	Description	Transaction Type	Amount	Budget Area
04 Apr 24	THE ALPHA XPERIENCE Inv 00013459	Outward Faster Payment	£ 132.65	Newsletter Printing
25 Apr 24	MRS ANDERSON CHADDLEWORTH PARIS	Standing Order	£ 20.00	Dog/Litter Waste Bins
25 Apr 24	MR DAVID JENNINGS CPC CLERK SALARY	Standing Order	£ 433.42	Salary
30 Apr 24	SCOFELL COMMERCIAL LANDSCAPES INVOICE 33145	Owing	£ 245.84	Grass Cutting
01 May 24	WEST BERKSHIRE DIS INVOICE 593919	Owing	£ 156.91	Dog/Litter Waste Bins
15 Apr 24	Local Councils Insurance Renewal	Owing	£ 440.99	Parish Insurance
09 Apr 24	Berkshire Association of Local Councils Membership	Owing	£ 121.34	Subscriptions and Training
Total			£ 1,551.15	
<b>Receipts</b>				
30 Apr 24	WEST BERKS COUNCIL-601507-65453468 765414-WEST	BACS Payment Received	£ 9,500.00	Precept
Total			£ 9,500.00	
<b>Financial Position to date</b>				
Balance carried forward 31 Mar 24			£ 26,590.29	* Provisional subject to accou
Income for year 24-25 to date.			£ 9,500.00	
Less payments for year 24-25 to date			£ 1,551.15	
Total			£ 34,539.14	
<b>Projected Year End 2024/2025</b>				
Opening balance			£ 26,590.29	
Add forecasted Income for year 24-25			£ 19,000.00	
Less forecasted payments			£ 22,329.00	
Forecasted year end balance			£ 23,261.29	
<b>David Jennings</b>				
Clerk/Responsible Financial Officer				
07 May 24				

### 9.3.5. New FY commenced; initial precept received

9.4. The Budget vs Expenditure for year 2024-2025 to date was reviewed:

<b>Chaddleworth Parish Council</b>			
<b>Expenditure vs Budget 2024/2025</b>			
<b>Receipts</b>	<b>To Date</b>	<b>Budget 2024/2025</b>	<b>%</b>
	<b>£</b>	<b>£</b>	
Precept	£ 9,500.00	£ 19,000.00	50%
Bank Interest			
Member Bid			
CIL funding			
Sundry			
VAT reclaim 2024/25			
<b>Total</b>	<b>£ 9,500.00</b>	<b>£ 19,000.00</b>	<b>50%</b>
<b>Payments</b>	<b>To Date</b>	<b>Budget 2024/2025</b>	
	<b>£</b>	<b>£</b>	
<b><u>Salaries</u></b>			
Salary	£ 433.42	£ 5,320.00	8%
Pension	£ -	£ -	
<b>Sub-total</b>	<b>£ 433.42</b>	<b>£ 5,320.00</b>	<b>8%</b>
<b><u>General Office &amp; Administration</u></b>			
Clerk Expenses	£ -	£ 780.00	0%
Councillor Expenses	£ -	£ 50.00	0%
Postage and Stationery	£ -	£ 100.00	0%
Subscriptions and Training	£ 121.34	£ 400.00	30%
Parish Insurance	£ 440.99	£ 500.00	88%
Newsletter Printing	£ 132.65	£ 1,150.00	12%
Hire of Halls	£ 25.00	£ 200.00	13%
Website Hosting	£ -	£ 150.00	0%
(New Item) Website Refresh	£ -		
Audit	£ -	£ 100.00	0%
GDPR registration	£ -	£ 35.00	0%
<b>Sub-total</b>	<b>£ 719.98</b>	<b>£ 3,465.00</b>	<b>21%</b>
<b><u>Open Spaces</u></b>			
Churchyard Maintenance	£ -	£ 200.00	0%
Field Rents	£ 300.00	£ 300.00	100%
Grass Cutting & Roadside Maintenance	£ -	£ 4,000.00	0%
Playground Inspection	£ -	£ 100.00	0%
Playground Repairs	£ -	£ 2,000.00	0%
Dog/Litter Waste Bins	£ 196.91	£ 650.00	30%
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>£ 496.91</b>	<b>£ 9,414.00</b>	<b>5%</b>
Donations	£ -	£ 1,630.00	0%
D-Day 80th	£ -	£ 1,000.00	0%
Neighbourhood Plan	£ -	£ 1,500.00	
By Elections	£ -		New
		£ -	
<b>Total</b>	<b>£ 1,650.31</b>	<b>£ 22,329.00</b>	<b>7%</b>
<b><u>Sinking Funds</u></b>	<b>To Date</b>	<b>Budget</b>	
Playground Capital Replacement Fund		£ 2,000.00	0%
CIL	£ -	£ -	

10. **CCB RURAL HOUSING NEEDS SURVEY & NEIGHBOURHOOD PLAN:** To be discussed further in next full meeting.

11. **BIN EMPTYING SERVICES:** The Clerk is awaiting alternative quotations. To be discussed further in next full meeting.

12. **ROADSIDE MAINTENANCE:** The Council noted the reoccurring issue of the Veolia waste collection lorries driving over the curb at St Andrews Cloes. Cllr. K. Brady volunteered to look at the issue and offer an action plan. The Clerk will write a letter to the Merrilees Cottage property to ask for attention to the hedge encroaching into the road opposite this junction.

### 13. **COUNCILLORS' REPORTS:**

During the meeting, the council noted that some litter is visible around the Parish and noted that it would be better if people would clear it when they see it and not drop it in the first place.

Cllr. S. McAllister-Lovelock reported that the Playground fence and bench need attention, the Clerk to contact Heads Farm Contracting for this, and that the Playground wood/bark chippings need topping up, Cllr. K. Brady volunteered to ask Joe Mills about how best to arrange this.

Cllr. A. Woodroffe reported that the PTFA/School have not been in further contact and that the Downland Patient Participation Group (PPG) have been contacted but have not, so far, replied.

Following an email from Jan Dalton, the council **unanimously agreed** to placing a tree and plaque in memorial to Cllr G. Stanley. **Action:** Clerk to inform the landowner and progress.

### 14. **CLERK'S REPORT:**

14.1. The Clerk noted that the Standing Orders are updated to now include the co-option of new Councillors. Once these are agreed (at the next meeting) and as the Returning Office at West Berkshire Council has advised an election is not required to fill the casual vacancy, the Council may then fill the vacancy by co-option.

14.2. The Clerk reported that the vacancy in the affordable housing in St Andrew's Close has been awarded to the candidate from the Council's waiting list.

14.3. The Clerk noted that the Council should move web and email channels to a **.gov.uk** domain and will research how to achieve this.

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

15.1. Undertaking a Rural Housing Needs survey

### 16. **DATE OF NEXT MEETING(S):**

16.1. The next extraordinary meeting is **Tuesday 28<sup>th</sup> May 2024** at 7:30pm in Chaddleworth Village Hall. This meeting is to complete those items of this meeting which were postponed.

16.2. The Annual Parish Meeting (APM) is planned for **Tuesday 4<sup>th</sup> June 2024**.

The next planned ordinary meeting is Tuesday 2<sup>nd</sup> July 2024 at 7:30pm in Chaddleworth Village Hall.