

## CHADDLEWORTH PARISH COUNCIL

Clerk to The Parish Council: Mr David Jennings

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### MINUTES

**Tuesday 13<sup>th</sup> January 2026**, Chaddleworth Parish Council meeting held in Chaddleworth Village Hall, Upper End, Chaddleworth, RG20 7DY

**Councillors Present:** Cllr. K. Brady, Cllr. G. Beard, Cllr. P. Hambro, Cllr. P. King, Cllr. A. Woodroffe

**Clerk:** Mr D Jennings

**Members of the Public:** (none)

1. **APOLOGIES:** received from Cllr. S. McAllister-Lovelock and Ward Member Cllr. Clive Hooker
2. **DECLARATIONS OF INTEREST ON AGENDA ITEMS:** Cllr. P. Hambro declared on playground repairs and did not vote on this matter.
3. **MINUTES FROM PREVIOUS PARISH COUNCIL MEETINGS:** The minutes of the previous meeting held 11<sup>th</sup> November 2025 were agreed by Councillors present and duly signed by Chair Cllr G. Beard.
4. **PUBLIC QUESTIONS:** (Not minuted).
5. **PLANNING APPLICATIONS RECEIVED:**
  - 5.1. Planning Application 25/02772/HOUSE; New dormer window to the front of the property and a velux window, first floor rear extension, ground floor side store extension with rooflights; 28 Nodmore, Chaddleworth, Newbury, RG20 7ES. Council **unanimously agreed** to respond No Objections.
6. **FINANCE:**
  - 6.1. The regular Statement of Accounts since last ordinary meeting was reviewed and accepted with one correction (Appendix 2 below).
  - 6.2. The Budget vs Expenditure for year 2025-2026 (to date) was reviewed and accepted (Appendix 2 below).
  - 6.3. Use of the available Community Infrastructure Levy (CIL) for the unexpected playground repairs in order to maintain the reserve level was proposed and **unanimously agreed**. Action: Clerk to complete WBC forms.
  - 6.4. It was proposed that the earmarked Football Fund be moved into the overall reserve account and this was **unanimously agreed**.
  - 6.5. The draft budget for 26/27 was reviewed (see Appendix 1) including Reserves. The Council **unanimously agreed** the draft budget and the supporting precept figure of £18,000 for West Berkshire Council. It is noted that this represents £88.22 for Band D properties.
7. **ACTION ITEMS**
  - 7.1. 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.
  - 7.2. Updated Financial Regulations utilising the NALC model policy update Mar25 were presented and had been reviewed in advance by Cllr. A. Woodroffe. Following a short discussion, the Council **unanimously agreed** to adopt the new version (action closed).
    - 7.2.1. Financial Regulation 2.6 '*at least at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO*' was discussed and Cllr. P. Hambro kindly volunteered for this task. **Action:** Clerk.
  - 7.3. AGS Assertion 10: The council reviewed new IT Policy, and Data Protection Policy, supporting Data Map, supporting and Appropriate Policy Document (ADP) and updated Privacy Policy. Following a short discussion, the Council **unanimously agreed** to adopt these (action closed).

- 7.3.1. The Council suggested that a second [admin@ChaddleworthParish.gov.uk](mailto:admin@ChaddleworthParish.gov.uk) account should be available for contingency in case access to the main Clerk account is unavailable. **Action:** Clerk to contact service provider to arrange.
- 7.4. 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. **CHADDLEWORTH COMMUNITY PLAN:** Cllr. P. King reported that the survey results have been published in the December edition of Chaddleworth News and on the Council website. The recommendations and action plan is being developed and shortly to be finalised. Following this, stakeholders will be engaged to share this detail and feedback on their possible actions (including Chaddleworth Parish Council). The team are still seeking feedback, and ultimately approval, from West Berkshire Council as described in their Community Planning Guide but requests for this have not been responded to (if WBC do not respond soon, they will seek the Ward Member's advice). The process then continues to plan publication with feedback invited, and then (roughly by the end of March) to the start-up of the ongoing governance and progression of activity.
9. **CLLR. G. STANLEY MEMORIAL:** The memorial Japanese Acer tree is to be planted. Cllr. P. King has kindly offered to assist. Local provider in Leckhampstead Thicket is suggested by Cllr. K. Brady and Penwood Nurseries also suggested. Cllr. P. Hambro has a good contact in Wooley.
10. **MAINTENANCE:**
- 10.1. The requested maintenance to the War Memorial is to be completed. **Action:** Cllr. K. Brady
- 10.2. Cllr. G. Beard presented a comprehensive report of the status of nine grit bins located in the Parish (see appendix 3). **Action:** Clerk to order needed rock salt.
- 10.3. New playground signs are needed. **Action:** Clerk.
11. **FURTHER PARISH COUNCIL POLICY UPDATES**
- 11.1. Environment (to be discussed in future once the Chaddleworth Parish Plan results are available).
12. **WEST BERKSHIRE COUNCIL ITEMS:**
- 12.1. The District Parish Conference on 5 February in Lambourn was noted.
13. **COUNCILLOR'S REPORTS:**
- 13.1. Cllr. P. Hambro kindly reported that Rev. M. Griffiths is working on big things for the youth of the community and looks forward to involving Chaddleworth Parish Council to support these.
- 13.2. Cllr. G. Beard reported that the new Downland Volunteer Group HandeBus 'Fantastic Fridays' timetable is issued and shared on the parish noticeboards and social media; covered the Chaddleworth Entertainments event funding and the support from the Council.
14. **CLERK'S REPORT:** (nothing further)
15. **OTHER ACTION POINTS:** None
16. **MATTERS FOR FUTURE CONSIDERATION:** None additional to above.
17. **DATE OF NEXT MEETING:** the next planned Ordinary Meeting is to be held Tuesday 3<sup>rd</sup> March 2025 at 7:30pm in Chaddleworth Village Hall.

## 18. APPENDIX 1: 25/26 BUDGET

### Chaddleworth Parish Council

#### Budget 2025/2026 Draft

This summary is to help set the budget. These proposals from RFO to be amended and adopted after Council consideration.

Receipts	25/26 £	26/27 £	Change?	Comments
Precept	£ 15,000.00	£ 18,000.00		Represents £88.22 for Band D (reduced from £95.71 24/25)
Bank Interest				
Member Bid				
CIL funding				
Sundry				
VAT reclaim	£ 1,600.00	£ 2,000.00		
<b>Total</b>	<b>£ 16,600.00</b>	<b>£ 20,000.00</b>	<b>£ 3,400.00</b>	

Payments	25/26 £	26/27 £		Comments
<b>Salaries</b>				
Salary	£ 5,400.00	£ 5,600.00	£ 200.00	NLC salary rates and scale level are available for 25/26. There is likely to be a further small increase in 26/27.
Pension	£ -	£ -	£ -	Is not required by the current Clerk.
<b>Sub-total</b>	<b>£ 5,400.00</b>	<b>£ 5,600.00</b>	<b>£ 200.00</b>	
<b>General Office &amp; Administration</b>				
Clerk Expenses	£ 200.00	£ 200.00	£ -	Historically agreed for electricity, heating, general office costs and storage of historic files @ £780.
Councillor Expenses	£ 50.00	£ 50.00	£ -	
Postage and Stationery	£ 100.00	£ 100.00	£ -	
Subscriptions and Training	£ 400.00	£ 300.00	-£ 100.00	Includes BALC membership. Reduced to reflect low utilisation in previous year.
Parish Insurance	£ 500.00	£ 650.00	£ 150.00	Reflects increase in supplier costs.
Newsletter Printing	£ 1,100.00	£ 1,200.00	£ 100.00	Allows for 10% increase and 6 colour editions of 24 pages.
Hire of Halls	£ 200.00	£ 200.00	£ -	£25 per meeting (6 x £25 + 2 further meetings)
Website Hosting	£ 350.00	£ 400.00	£ 50.00	Increased to cover .gov.uk email for councillors
			£ -	
Audit	£ 175.00	£ 175.00	£ -	This is the internal auditor cost. CPC won't have an external audit if under £25,000 threshold of income and expenditure.
GDPR registration	£ 40.00	£ 60.00	£ 20.00	Set cost for Data Protection Registration.
<b>Sub-total</b>	<b>£ 3,115.00</b>	<b>£ 3,335.00</b>	<b>£ 220.00</b>	

Payments	25/26	26/27		Comments
<b>Open Spaces</b>				
Churchyard Maintenance	£ 200.00	£ 200.00	£ -	
Field Rents	£ 350.00	£ 350.00	£ -	
Grass Cutting & Roadside Maintenance	£ 3,000.00	£ 2,500.00	-£ 500.00	Reduced in line with low utilisation in previous year.
Playground Inspection	£ 110.00	£ 200.00	£ 90.00	Reflects increase in supplier costs.
Playground Repairs	£ 2,000.00	£ 2,000.00	£ -	To cover routine maintenance needed .
Dog/Litter Waste Bins	£ 750.00	£ 850.00	£ 100.00	Increased to cover potential cost of emptying 2 additional bins by Tactical FM.
Memorial Garden	£ 250.00	£ 250.00	£ -	
Grit Bins	£ 300.00	£ 300.00	£ -	
Village Repairs Budget	£ 1,000.00	£ 1,000.00	£ -	
Defibrillator	£ -	£ -	£ -	
<b>Sub-total</b>	<b>£ 7,960.00</b>	<b>£ 7,650.00</b>	<b>-£ 310.00</b>	
			£ -	
Donations	£ 1,630.00	£ 1,630.00	£ -	£250 Welford Associates a contribution towards the playground upkeep. £250 towards Newbury Library. £150 towards the Downland Volunteer bus. £900 towards the Village Hall upkeep. £80 towards RBL – Poppy Wreaths.
National Event	£ 1,000.00	£ 500.00	-£ 500.00	Reduced for minor community/national event support.
Neighbourhood Plan	£ 1,500.00	£ 3,000.00	£ 1,500.00	Budget to cover implementation of recommendations. Note: any underspend 25/26 to be held in reserve.
			£ -	
<b>Total</b>	<b>£ 20,605.00</b>	<b>£ 21,715.00</b>	<b>£ 1,110.00</b>	The Payments exceed Receipts by an amount already held in excess of reserve.

Reserves (Sinking Funds)	25/26 £	26/27 £		Comments
4 month's running costs	£ 6,600.00	£ 6,600.00		4 months budget to be held in current account
General Contingency	£ 3,000.00	£ 3,000.00		
Asset Replacement Fund	£ 15,000.00	£ 17,000.00		+£2K/y accumulation until £20K and held in reserve account
Insurance Excess	£ 300.00	£ 300.00		
Professional Fees Contingency	£ 1,600.00	£ 1,600.00		Based on fees incurred for field lease
Election Expenses	£ 1,600.00	£ 1,600.00		To be held in reserve account
Football Fund	£ 1,211.82	£ 1,211.82		To be held in separate account
Defibrillator Contingency	£ 500.00	£ 500.00		
CIL	£ -	£ -		Amount TBC Apr25
<b>Total</b>	<b>£ 29,811.82</b>	<b>£ 31,811.82</b>		

<b>Reserves (Sinking Funds)</b>	<b>25/26</b>	<b>26/27</b>	<b>Comments</b>
	<b>£</b>	<b>£</b>	
4 month's running costs	£ 6,600.00	£ 6,600.00	4 months budget to be held in current account
General Contingency	£ 3,000.00	£ 3,000.00	
Asset Replacement Fund	£ 15,000.00	£ 17,000.00	+£2K/y accumulation until £20K and held in reserve account
Insurance Excess	£ 300.00	£ 300.00	
Professional Fees Contingency	£ 1,600.00	£ 1,600.00	Based on fees incurred for field lease
Election Expenses	£ 1,600.00	£ 1,600.00	To be held in reserve account
Football Fund	£ 1,211.82	£ 1,211.82	To be held in separate account
Defibrillator Contingency	£ 500.00	£ 500.00	
CIL	£ -	£ -	
<b>Total</b>	<b>£ 29,811.82</b>	<b>£ 31,811.82</b>	

## 19. APPENDIX 2: Statement of Accounts:

<b>Statement of Accounts 2025/2026</b>			
<b>Payment and Receipts 11Nov25 to date</b>			
<b>Payments</b>			
<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Budget Area</b>
13 Nov 25	GOCARDLESS	£ 2.99	Website Hosting and Email
17 Nov 25	GOCARDLESS	£ 11.99	Website Hosting and Email
25 Nov 25	MRS ANDERSON CHADDLEWORTH PARIS	£ 20.00	Dog/Litter Waste Bins
25 Nov 25	MR DAVID JENNINGS CPC CLERK SALARY	£ 449.54	Salary
05 Dec 25	CHADDLEWORTH VILLAGE HALL CPC Donation	£ 900.00	Donations
05 Dec 25	THE ALPHA XPERIENCE Inv 00014708	£ 183.60	Newsletter Printing
05 Dec 25	BIBBY COMMERCIAL FINANCE LIMITED SE 0001347388/	£ 35.36	Dog/Litter Waste Bins
05 Dec 25	EEML - PREIM Welford Client Acc Glenn Miller Play	£ 250.00	Donations
09 Dec 25	WEST BERKSHIRE DISTRICT INVOICE 643795	£ 250.00	Donations
15 Dec 25	GOCARDLESS	£ 2.99	Website Hosting and Email
15 Dec 25	MRS J MILLS Memorial Garden	£ 105.94	Memorial Garden
17 Dec 25	GOCARDLESS	£ 11.99	Website Hosting and Email
23 Dec 25	BIBBY COMMERCIAL FINANCE LIMITED SE 0001347388/	£ 35.36	Dog/Litter Waste Bins
29 Dec 25	MRS ANDERSON CHADDLEWORTH PARIS	£ 20.00	Dog/Litter Waste Bins
29 Dec 25	MR DAVID JENNINGS CPC CLERK SALARY	£ 449.54	Salary
02 Jan 26	CHADDLEWORTH VILLAGE HALL 2026.108 CCP	£ 240.00	Neighbourhood Plan
02 Jan 26	CHADDLEWORTH VILLAGE HALL 2026.108 CPC	£ 125.00	Hire of Halls
Total		<b>£ 3,094.30</b>	
<b>Receipts</b>			
Total		<b>£ -</b>	

## 20. APPENDIX 2: Budget vs Expenditure 2025-2026 (to-date)

Chaddleworth Parish Council				
Expenditure vs Budget 2025/2026			75%	part of year
<b>Receipts</b>	<b>To Date</b>	<b>Budget 2025/2026</b>	<b>%</b>	<b>Delta</b>
	<b>£</b>	<b>£</b>		
Precept	£ 15,000.00	£ 15,000.00	100%	
Bank Interest	£ 73.69			
Member Bid				
CIL funding	£ 7,124.78			
Sundry				
VAT reclaim	£ 2,230.35	£ 1,600		
<b>Total</b>	<b>£ 24,428.82</b>	<b>£ 16,600.00</b>	<b>147%</b>	<b>£ 7,829</b>
<b>Payments</b>	<b>To Date</b>	<b>Budget 2025/2026</b>		
	<b>£</b>	<b>£</b>		
<b>Salaries</b>				
Salary	£ 4,045.86	£ 5,400.00	75%	
Pension	£ -	£ -		
<b>Sub-total</b>	<b>£ 4,045.86</b>	<b>£ 5,400.00</b>	<b>75%</b>	
<b>General Office &amp; Administration</b>				
Clerk Expenses	£ -	£ 200.00	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	£ 532.10	£ 1,100.00	48%	
Hire of Halls	£ 125.00	£ 200.00	63%	
Website Hosting and Email	£ 162.99	£ 350.00	47%	
(New Item) Website Refresh	£ -			
Audit	£ 160.00	£ 175.00	91%	
GDPR registration	£ 47.00	£ 40.00	118%	note 1
<b>Sub-total</b>	<b>£ 1,827.85</b>	<b>£ 3,115.00</b>	<b>59%</b>	
<b>Open Spaces</b>				
Churchyard Maintenance	£ 72.98	£ 200.00	36%	
Field Rents	£ -	£ 350.00	0%	
Grass Cutting & Roadside Maintenance	£ 1,875.72	£ 3,000.00	63%	
Playground Inspection	£ -	£ 110.00	0%	
Playground Repairs	£ 9,726.89	£ 2,000.00	486%	note 2
Dog/Litter Waste Bins	£ 498.24	£ 750.00	66%	
Memorial Garden	£ 105.94	£ 250.00	42%	
Grit Bins	£ -	£ 300.00	0%	
Village Repairs Budget	£ -	£ 1,000.00	0%	
Defibrillator	£ 107.00	£ -	New	note 3
<b>Sub-total</b>	<b>£ 12,386.77</b>	<b>£ 7,960.00</b>	<b>156%</b>	
Donations	£ 1,610.00	£ 1,630.00	99%	
VE-Day 80th	£ -	£ 1,000.00	0%	
Neighbourhood Plan	£ 920.45	£ 1,500.00		
		£ -		
<b>Total</b>	<b>£ 20,790.93</b>	<b>£ 20,605.00</b>	<b>101%</b>	<b>£ 186</b>

### 20.1. Overbudget item notes:

1. An increase in supplier costs (future budget to change)
2. Unexpected necessary work not included in the original budget (fence and swing replacements)
3. Battery replaced in this year rather than last.

## 21. APPENDIX 2: Bank Reconciliation

### Chaddleworth Parish Council

#### Financial Year End Bank Reconciliation

Prepared by David Jennings (Clerk/RFO)

Date: 04 Jan 2026

Balance per bank statements		
Metro Community Account	£	13,398.71
Reserve Account	£	21,730.29
Football Field Account	£	1,211.82
	£	<u>36,340.82</u>
Less: Unpresented cheques	£	-
Add: Unbanked cash	£	-
Net balance	£	<u><b>36,340.82</b></u>

#### Cash Book

Opening Balance as at 1 April 2025	£	32,702.93
Add: Receipts in the year	£	24,428.82
Less: Payments in the year	£	20,790.93
	£	<u><b>36,340.82</b></u>

Closing balance per cash book as at 31 March 2026

Discrepancy:	£	-
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## 22. APPENDIX 2: Reserves

Reserves (Sinking Funds)	To Date £	Budget £	In Main £	In Reserve £	In another £
3 month's running costs	£ 6,600.00	£ 6,600.00	£ 6,600.00	£ -	
General Contingency	£ 3,000.00	£ 3,000.00	£ -	£ 3,000.00	
Asset Replacement Fund	£ 15,000.00	£ 15,000.00	£ -	£ 15,000.00	
Insurance Excess	£ 300.00	£ 300.00	£ 300.00	£ -	
Professional Fees Contingency	£ 1,600.00	£ 1,600.00	£ -	£ 1,600.00	
Election Expenses	£ 1,600.00	£ 1,600.00	£ -	£ 1,600.00	
Football Fund	£ 1,211.82	£ 1,211.82	£ -	£ -	£ 1,211.82
Defibrillator Contingency	£ 500.00	£ 500.00	£ -	£ 500.00	
Neighbourhood Plan	£ -	£ -			
CIL	£ -	£ -	£ -	£ -	
<b>Total</b>	<b>£ 29,811.82</b>	<b>£ 29,811.82</b>	<b>£ 6,900.00</b>	<b>£ 21,700.00</b>	<b>£ 1,211.82</b>

### 23. APPENDIX 3: Grit Bin Status

#	Place	What3Words	Grid Ref	Status
1	Top of School Hill	///baguette.canine.aunts	51.49254, -1.39820	100% full
2	Bottom of School Hill	///loved.imparting.chitchat	51.49357, -1.40132	10% full
3	Bottom of Norris Field	///reckon.delighted.strategy	51.49607, -1.39906	100% full
4	Upper End, junction Tower Hill	///awake.intention.cover	51.49663, -1.40651	66% full
5	Opposite Ibex	///panel.eyelashes.forecast	51.49319, -1.40237	50% full
6	Tower Hill, by footpath gate	///pages.forced.windmills	51.49741, -1.40734	66% full
7	Glenn Miller Close	///hulk.chap.garden	51.48231, -1.40683	Is a large green bin with rock salt, some bagged
8	St Andrew's Church, Mount Lane	///lotteries.quarrel.fuss	51.49801, -1.40876	66% full
9	Nodmore, by footpath	///legs.feels.processor	51.49126, -1.40244	33% full

- An inspection on the weekend on 3rd January revealed all bins had scoops available for decanting into alternative containers or to spread directly onto the road.
- Most bins are fairly full some of the rock salt has a crust on the top which can make it difficult to extract. The exceptions are 2 bins which are practically empty (bins 2. and 5).
- For the prolonged cold snap, it is recommended that the grit bins less than 66% full be replenished.
- The hinge on bin 4 Upper End/Tower Hill is damaged and allowing water to enter. This bin merits replacement later in the year. The old bin at bottom of School Hill needs disposal.