

## CHADDLEWORTH PARISH COUNCIL

Clerk to The Parish Council: Mr David Jennings  
Telephone Number: 07827 309401  
Email: [clerk@ChaddleworthParish.gov.uk](mailto:clerk@ChaddleworthParish.gov.uk)

### MINUTES

**Tuesday 3<sup>rd</sup> March 2026**, Chaddleworth Parish Council meeting held in Chaddleworth Village Hall, Upper End, Chaddleworth, RG20 7DY

**Councillors Present:** Cllr. G. Beard, Cllr. K. Brady, Cllr. P. King, Cllr. S. McAllister-Lovelock  
Cllr. A. Woodroffe  
**Ward Member:** Cllr. C. Hooker  
**Clerk:** Mr D Jennings  
**Members of the Public:** (none)

1. **APOLOGIES:** received from Cllr. P. Hambro.
2. **DECLARATIONS OF INTEREST ON AGENDA ITEMS:** None.
3. **MINUTES FROM PREVIOUS PARISH COUNCIL MEETINGS:** The minutes of the previous meeting held 13<sup>th</sup> January 2026 were agreed by Councillors present and duly signed by Chair Cllr G. Beard.
4. **PUBLIC QUESTIONS:** (Not minuted).
  - 4.1. Ward Member Cllr. Clive Hooker noted the recent West Berkshire Council (WBC) 4.5 hour budget meeting agreeing a 4.99% increase, debating one amendment regarding exact-scope and that major budget gaps are being approached via central government ad future finance plans.
5. **PLANNING APPLICATIONS RECEIVED:**
  - 5.1. Application 26/00278/CERTE; Excavation and formation of an agricultural yard; Two Acre Dairy, Manor Farm, Chaddleworth, Newbury; Council **unanimously agreed** to respond Object. Council does not object to the application as documented. The basis for the objection is that the excavation has resulted in a large amount of spoil freshly located in Two Acre Plantation which has an effect on the area, an area which has public footpath and bridleway passing through; is within Designated Rural Areas; is within Biodiversity Opportunity Area; is within the North Wessex Downs National Landscape; is nearby to Ancient Woodland, Local Wildlife Sites. The spoil is very large and obvious from the passing footpath, bridleway, neighbouring highways and this has been raised with the Council by our parishioners.
  - 5.2. It is noted that previous Planning Application 25/02772/HOUSE has been granted.
6. **FINANCE:**
  - 6.1. The regular Statement of Accounts since last ordinary meeting was reviewed and accepted (Appendix 1 below).
  - 6.2. The Budget vs Expenditure for year 2025-2026 (to date) was reviewed and accepted (Appendix 1 below).
  - 6.3. It was noted that Metro Bank now charges £3/month for each current account and The Council **unanimously agreed** to closing the legacy Football and Bakers accounts which are redundant.  
**ACTION:** Clerk
7. **ACTION ITEMS**
  - 7.1. Updated Standing Orders based on the NALC model policy as updated Mar25 were reviewed and **unanimously adopted** by The Council (action closed).
  - 7.2. 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. **Action:** Cllr P. Hambro & Clerk (carried, awaiting new Metro Bank statements).
  - 7.3. AGS Assertion 10: ICO Model Publication Scheme and updated Freedom of Information Policy and Publication Guide were reviewed and **unanimously adopted** by The Council (action closed).

- 7.4. 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.
- 7.5. 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 (carried to next renewal).
8. **CHADDLEWORTH COMMUNITY PLAN:** Cllr. P. King reported that utilising the Chaddleworth Community Plan has progressed well. Following the incredible 80% response rate to our community survey last autumn, the results were reported and now there is a draft plan issued for comments and feedback. The report and plan are well described on our website. We are following the WBC Community Planning Guide and we have moved through step 6b (Data Analysis and Development of Recommendations) onto step 7 (Feedback of Survey Results) by which the draft Action Plan is published and seeks within 1-month the community response and final remarks.
- 8.1. We have been seeking WBC support since the end of October 2025. **Action:** Clerk to refresh this request including Ward Member Cllr. C. Hooker in CC.
- 8.2. The Plan does need a formal review meeting of The Council and therefore The Council **unanimously agreed** an Extraordinary Meeting is merited sooner than the next scheduled meeting. **Action:** Clerk to call EGM 31<sup>st</sup> March
- 8.3. A grant application has been received from Chaddleworth Yogis. Following the strong feedback from the Chaddleworth Parish Plan survey that exercise (such as Yoga) would be welcomed in Chaddleworth Village Hall, this is an initial trial period launched in January 2026 to gain initial participation and experience ahead of a longer-term full launch later in the year. Chaddleworth Yogis provides physical wellbeing, community connection and health to Chaddleworth Parish residents. The grant application covers the hire of Chaddleworth Village Hall for this period, the classes (including tuition, equipment, organisation, etc) are being given free of charge during this trial period. The Council **unanimously agreed** to approve the grant within the Neighbourhood Plan budget.
9. **CLLR. G. STANLEY MEMORIAL:** The memorial Japanese Acer tree is to be planted. Cllr. P. King has kindly offered to assist. Local provider from Leckhampstead Thicket for a plaque matching others already in-place has been provided 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 (carried).
- 10.2. Following comprehensive report of the status of nine grit bins located in the Parish, grit has been checked, refreshed, scoops included in each bin and also a bucket added to each, reserve grit stock now held by Clerk. Two bins to be replaced in summer. Action Closed.
- 10.3. New playground signs are needed. **Action:** Clerk (carried).
11. **FURTHER PARISH COUNCIL POLICY UPDATES**
- 11.1. Environment (to be discussed in future once the Chaddleworth Parish Plan results are available). Noted that Cllr. G. Beard would like to lead this.
- 11.2. An Adult safeguarding and prevention of antisocial behaviour policy was discussed. Initial information from West Berkshire Council and a model policy from NALC is available. Cllr. A. Woodroffe kindly volunteered to review and suggest what is needed. **Action:** Clerk, Cllr. A. Woodroffe.

## **12. WEST BERKSHIRE COUNCIL ITEMS:**

- 12.1. The District Parish Conference on 5 February in Lambourn was cancelled.
- 12.2. *Electronic Vehicle Charging Infrastructure*: Cllr. G. Beard reported that WBC are planning as part of their rural EV infrastructure the installation of 2 charge points on the entrance to Nodmore Road. The planning, charge scheme and usage targeted by these is not currently clear. Ward Member Cllr. C. Hooker understood these concerns and offered to channel this feedback.
- 12.3. *Community Emergency Plans*: The national template and JEPU guidance to assist in discussing and forming a community plan has been provided by West Berkshire Council. The Council **unanimously agreed** that this should be looked into and therefore included in the Parish Council Policy Updates agenda item. **Action:** clerk.
- 12.4. *Rights of Way Improvement Plan (ROWIP)*: recently published 2025–2035, which sets out priorities for managing and enhancing public rights of way is available and it noted of interest to especially to the Chaddleworth Community Plan team.
- 12.5. *West Berkshire Council Vehicle Activated Sign (VAS) and Speed Indicator Device (SID) Policy*: recently published sets out process criteria, funding options, and application requirements for Parish Councils. A briefing is offered on Thursday 2<sup>nd</sup> April but is regrettably during office hours and is therefore not readily accessible to this Council's members.

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

- 13.1. Cllr. K. Brady reporting receiving concerns from the parish about the recent siren testing at RAF Welford, especially at these very sensitive and unhappy times people are understandably nervous, whether there any way to check online or be notified in advance of future planned tests? **Action:** Clerk to ask; and concerns about the amount of roadside litter at the moment to which it was noted that the Chaddleworth Community Plan has results and action in this regard.
- 13.2. Cllr. S. McAllister-Lovelock reported from the Saunders Wynn and Coventry Educational Foundation charity that grants have been approved including via the school for children of the parish.
- 13.3. Cllr. G. Beard reported that the RAF Welford Memorial Service is being held 31<sup>st</sup> March 2026, and will attend to lay an RBL Poppy Wreath on behalf of the parish.

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

- 14.1. It was noted that Clerk will attend BALC events 'Digital and Data Compliance' and 'Year End and Officer Update' And also clerk has attended SLCC training 3<sup>rd</sup> March 2026 and will attend 2<sup>nd</sup> June 2026 and two further sessions thereafter. And also that the next West Berkshire Clerks forum is being held 17<sup>th</sup> March 2026 and clerk will attend.
- 14.2. It was noted that the faulty Openreach manhole cover on School Hill initially reported by a member of the public in November and made safe then has, after many chases to the service provider, been repaired.

## **15. OTHER ACTION POINTS:** None

## **16. MATTERS FOR FUTURE CONSIDERATION:** None additional to above.

## **17. DATE OF NEXT MEETING:** the next meeting is anExtraordinary Meeting to be held Tuesday 31<sup>st</sup> March then is the Annual Meeting each to be held Tuesday 12<sup>th</sup> May 2025 at 7:30pm in Chaddleworth Village Hall.

## 18. APPENDIX 1: Statement of Accounts:

Statement of Accounts 2025/2026			
Payment and Receipts 13Jan26 to date			
Payments			
Date	Description	Amount	Budget Area
13 Jan 26	GOCARDLESS	£ 2.99	Website Hosting and Email
19 Jan 26	GOCARDLESS	£ 11.99	Website Hosting and Email
19 Jan 26	MR DAVID JENNINGS Salt Buckets	£ 13.32	Grit Bins
19 Jan 26	MR DAVID JENNINGS Rock Salt	£ 198.84	Grit Bins
21 Jan 26	Chaddleworth Entertainments VineCravenLooHire	£ 150.00	VE-Day 80th
21 Jan 26	Chaddleworth Entertainments DakotaSwingBand	£ 500.00	VE-Day 80th
26 Jan 26	MRS ANDERSON CHADDLEWORTH PARIS	£ 20.00	Dog/Litter Waste Bins
26 Jan 26	MR DAVID JENNINGS CPC CLERK SALARY	£ 449.54	Salary
27 Jan 26	BIBBY COMMERCIAL FINANCE LIMITED SE SI-5030	£ 35.36	Dog/Litter Waste Bins
28 Jan 26	Bank Fee	£ 3.00	Bank Fee
30 Jan 26	THE ALPHA XPERIENCE Inv 00014809	£ 183.60	Newsletter Printing
13 Feb 26	GOCARDLESS	£ 2.99	Website Hosting and Email
17 Feb 26	GOCARDLESS	£ 11.99	Website Hosting and Email
19 Feb 26	SLCC Enterprises Ltd BK225026 1	£ 36.00	Subscriptions and Training
19 Feb 26	SLCC Enterprises Ltd BK225027 1	£ 36.00	Subscriptions and Training
25 Feb 26	MR DAVID JENNINGS CPC CLERK SALARY	£ 449.54	Salary
25 Feb 26	MRS ANDERSON CHADDLEWORTH PARIS	£ 20.00	Dog/Litter Waste Bins
27 Feb 26	MR DAVID JENNINGS RBL 1 I wreath RAF	£ 30.00	Donations
27 Feb 26	Mrs Carolyn E W von Stumm CPC 04	£ 350.00	Field Rents
27 Feb 26	BIBBY COMMERCIAL FINANCE LIMITED SE SI-5171	£ 35.36	Dog/Litter Waste Bins
27 Feb 26	Bank Fee	£ 3.00	Bank Fee
02 Mar 26	Society of Local Council Clerks MEM257776 1	£ 116.00	Subscriptions and Training
28 Jan 26	Account Maintenance Fee	£ 3.00	Bank Fee
27 Feb 26	Account Maintenance Fee	£ 0.01	Bank Fee
<b>Total</b>		<b>£ 2,662.53</b>	
Receipts			
<b>Total</b>		<b>£ -</b>	

## 19. APPENDIX 1: Budget vs Expenditure 2025-2026 (to-date)

Chaddleworth Parish Council				
Expenditure vs Budget 2025/2026			92%	part of year
Receipts	To Date	Budget 2025/2026	%	Delta
	£	£		
Precept	£ 15,000.00	£ 15,000.00	100%	
Bank Interest	£ 100.95			
Member Bid				
CIL funding	£ 7,124.78			
Sundry				
VAT reclaim	£ 2,230.35	£ 1,600.00		
<b>Total</b>	<b>£ 24,456.08</b>	<b>£ 16,600.00</b>	<b>147%</b>	<b>£ 7,856</b>
Payments	To Date	Budget 2025/2026		
	£	£		
<u>Salaries</u>				
Salary	£ 4,944.94	£ 5,400.00	92%	
Pension	£ -	£ -		
<b>Sub-total</b>	<b>£ 4,944.94</b>	<b>£ 5,400.00</b>	<b>92%</b>	
<u>General Office &amp; Administration</u>				
Clerk Expenses	£ -	£ 200.00	0%	
Councillor Expenses	£ -	£ 50.00	0%	
Postage and Stationery	£ 51.29	£ 100.00	51%	
Subscriptions and Training	£ 352.86	£ 400.00	88%	
Parish Insurance	£ 584.61	£ 500.00	117%	note 1
Newsletter Printing	£ 715.70	£ 1,100.00	65%	
Hire of Halls	£ 125.00	£ 200.00	63%	
Website Hosting and Email	£ 192.95	£ 350.00	55%	
Bank Fee	£ 9.01	£ -	New	note 4
Audit	£ 160.00	£ 175.00	91%	
GDPR registration	£ 47.00	£ 40.00	118%	note 1
<b>Sub-total</b>	<b>£ 2,238.42</b>	<b>£ 3,115.00</b>	<b>72%</b>	
<u>Open Spaces</u>				
Churchyard Maintenance	£ 72.98	£ 200.00	36%	
Field Rents	£ 350.00	£ 350.00	100%	
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	£ 608.96	£ 750.00	81%	
Memorial Garden	£ 105.94	£ 250.00	42%	
Grit Bins	£ 212.16	£ 300.00	71%	
Village Repairs Budget	£ -	£ 1,000.00	0%	
Defibrillator	£ 107.00	£ -	New	note 3
<b>Sub-total</b>	<b>£ 13,059.65</b>	<b>£ 7,960.00</b>	<b>164%</b>	
Donations	£ 1,640.00	£ 1,630.00	101%	
VE-Day 80th	£ 650.00	£ 1,000.00	65%	
Neighbourhood Plan	£ 920.45	£ 1,500.00		
		£ -		
<b>Total</b>	<b>£ 23,453.46</b>	<b>£ 20,605.00</b>	<b>114%</b>	<b>£ 2,848</b>

### 19.1. Overbudget item notes:

- 19.1.1. An increase in supplier costs (future budget to change)
- 19.1.2. Unexpected necessary work not included in the original budget (fence and swing replacements), covered by CIL funding
- 19.1.3. Battery replaced in this year rather than last.
- 19.1.4. The bank has introduced a monthly current account fee.

## 20. APPENDIX 2: Bank Reconciliation

### Chaddleworth Parish Council

#### Financial Year End Bank Reconciliation

Prepared by David Jennings (Clerk/RFO)

Date: 02 Mar 2026

Balance per bank statements	
Metro Community Account	£ 10,727.19
Reserve Account	£ 22,969.37
Football Field Account	£ 8.99
	£ 33,705.55
Less: Unpresented cheques	£ -
Add: Unbanked cash	£ -
Net balance	£ 33,705.55

#### Cash Book

Opening Balance as at 1 April 2025	£ 32,702.93
Add: Receipts in the year	£ 24,456.08
Less: Payments in the year	£ 23,453.46

Closing balance per cash book as at 31 March 2026 **£ 33,705.55**

Discrepancy: **£ -**

## 21. 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>£ 22,911.82</b>	<b>£ -</b>