

## CHADDLEWORTH PARISH COUNCIL

Clerk to The Parish Council: Mr David Jennings

Telephone Number: 07827 309401

Email: [chaddleworth.pc@outlook.com](mailto:chaddleworth.pc@outlook.com)

### MINUTES

**Tuesday 1<sup>st</sup> July 2025**, Chaddleworth Parish Council meeting held in Chaddleworth Village Hall, Upper End, Chaddleworth, RG20 7DY

**Councillors Present:** Cllr. G. Beard, Cllr. P. King, Cllr. S. McAllister-Lovelock, Cllr. A. Woodroffe  
**Ward Member:** Cllr. Clive Hooker  
**Clerk:** Mr D Jennings  
**Members of the Public:** one

1. **APOLOGIES:** Received from Cllr. K. Brady and Cllr. I. Bush.
2. **DECLARATIONS OF INTEREST ON AGENDA ITEMS:** None.
3. **MINUTES FROM PREVIOUS PARISH COUNCIL MEETINGS:** The minutes of the previous meeting held 6<sup>th</sup> May 2025 and 10<sup>th</sup> June March 2025 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 completion of the Great Shefford flood alleviation scheme, latest Members Bids including Great Shefford speed indicator device and Brightwalton bus shelter refurbishment, about Unitary Council changes and concerns, about the adoption of the local plan by West Berkshire Council.
5. **PLANNING APPLICATIONS RECEIVED:** None received.
6. **FINANCE:**
  - 6.1. The regular Statement of Accounts since last ordinary meeting was reviewed and accepted with one amendment (appended below).
  - 6.2. The Budget vs Expenditure for year 2025-2026 (to date) was reviewed and accepted (appended below). It was noted that some items have exceeded the budgeted amount, that the overall expenditure will be monitored as the financial year progresses and that the next budget needs to reflect some increases in the next period.
  - 6.3. The Tactical FM service is paid for via Bibby Commercial Finance Limited. The RFO is enquiring if there is another direct method of payment possible.
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. **Action:** Cllr. G. Beard.
  - 7.2. The NALC Financial Regulations model policy is updated Mar25 which we will check for changes which we might adopted and utilised. **Action:** Cllr. A. Woodroffe and Clerk.
  - 7.3. ASSET REGISTER: The Council discussed whether any liabilities need to be listed in addition to the assets – an example being whether the playground and playing field might need to be restored to original condition if their lease was ended. **Action:** Clerk to enquire for examples from other Parish Councils.
  - 7.4. The opportunity to join Connecting Communities in Berkshire, CCB who provide support for local affordable housing needs surveys, community consultations and a variety of other help, advice and training. Cllr. P. King agrees this is of value to the council and especially to the Chaddleworth Community Plan activity. **Action:** Clerk to take up the membership.
  - 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.

8. **CHADDLEWORTH FETE REPORT:** Cllr. G. Beard reported that the Chaddleworth Fete was a great success and thanked all involved in making it so. Special thanks is noted to Brightwalton Village Hall for the loan of marquees. Also noted that the Chaddleworth Entertainments new and refurbished marques is of benefit to many occasions.
9. **CHADDLEWORTH COMMUNITY PLAN:** Cllr. P. King reported that local stakeholder feedback has been received and there was also a stall for the Plan at the Chaddleworth Summer Fete. The survey questionnaire is being drawn up next for a trial in August and launch in September. There will then be 16 zones to cover and volunteers are needed to assist with the distribution and collection of the survey.
10. **CLLR. G. STANLEY MEMORIAL:** The planting of the memorial Japanese Acer tree is anticipated in autumn to best to allow the tree to establish roots before the spring growth season. Cllr. P. King has kindly offered to assist.
11. **MAINTENANCE:**
- 11.1. New playground signs are needed. Note: sign wording needs updating as per the Playground Inspection Report to include the Council's contact details – so the new signage will follow after the new chaddleworth.gov.uk domain is active. **Action:** Clerk.
  - 11.2. Repair/replacement of the playground swings has been approved with Heads Farm Contracting and installation will follow their delivery which is due mid-July.
  - 11.3. The requested maintenance to the War Memorial will be completed once weather is better. **Action:** Cllr. K. Brady
  - 11.4. Whether any grit is needed in the various grit bins (including in Glenn Miller Close) is to be checked. **Action:** Cllr. G. Beard.
  - 11.5. It has been reported that some new roses are needed for the Memorial Garden in the Autmn. The Council may support this from the allocated budget once the cost is ascertained.
  - 11.6. Defibrillator Phone Box (opposite The Ibex Inn) replacement glass, parts and top panels have been installed.
12. **WEST BERKSHIRE COUNCIL ITEMS:**
- 12.1. It was noted that the West Berkshire Council Climate Forum, attended by Cllr. G. Beard, have unfortunately removed the public participation part.
  - 12.2. The Volunteer Centre West Berkshire Knowledge Sharing event was held in Shaw House 25<sup>th</sup> June and attended by the Clerk.
  - 12.3. The next District Parish Conference is scheduled Tuesday 15<sup>th</sup> July in Theale Library and online with the main theme of The Ridgeway Council proposal.

**13. COUNCILLOR'S REPORTS:**

- 13.1. Cllr. A. Woodroffe asked if there should be a local tree policy with some basic guidance for parishioners. The council agreed to add this as a future agenda item.
- 13.2. Cllr. G. Beard reported receiving excellent newsletters from the Chaddleworth St Andrew's and Shefford Church of England Federated Primary Schools.

**14. CLERK'S REPORT:**

- 14.1. The regular Chaddleworth Annual Parish Meeting, which used to be known as the Assembly, a meeting for the electors of the Parish who have the right to attend and to speak on any matter of local interest was held on Tuesday 10<sup>th</sup> June 2025. Thank you to everyone who attended and shared their latest news. Local organisation who presented included The West Downland Benefice, the Saunders Wynn and Coventry Educational Foundation, Great Shefford Under 5s, Chaddleworth and Shefford Schools Parent, Teachers and Friends Association, Chaddleworth Cricket Club, Great Shefford Bell Ringers, Chaddleworth Village Hall, Chaddleworth Entertainments, The Ibex Inn, Chaddleworth Community Plan, The Downland Volunteer Group, Chaddleworth Parish Council and Chaddleworth News.
- 14.2. The West Berkshire Parish Clerks Forum was held in Chaddleworth Village Hall on Thursday 5<sup>th</sup> June 2025. Twelve local clerks attended and shared their experience, expertise and issues.
- 14.3. The 2025 edition of the Practitioners' Guide has now been released, introducing important updates that must be implemented by March 2026, particularly in relation to AGAR compliance. Key Changes in the 2025 Guide Include: Email Management: All authorities are now required to use a generic email account hosted on an authority-owned domain. For example: clerk@abcparishcouncil.gov.uk New Assertion 10: This has been added to clarify data compliance responsibilities, which were previously covered under Assertion 3. We've identified that your council currently does not have a compliant, authority-owned email address.

**15. OTHER ACTION POINTS: None**

**16. MATTERS FOR FUTURE CONSIDERATION: Tree policy (as above).**

**17. DATE OF NEXT MEETING: the next planned Ordinary Meeting is to be held Tuesday 2<sup>nd</sup> September 2025 at 7:30pm in Chaddleworth Village Hall.**

## 18. Statement of Accounts:

<b>Statement of Accounts 2025/2026</b>			
<b>Payment and Receipts 07May25 to date</b>			
<b>Payments</b>			
<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Budget Area</b>
07 May 25	THE ALPHA XPERIENCE Inv 00014234	£ 32.85	Newsletter Printing
23 May 25	Clear Insurance Management Ltd LC CHAD 11525 MPNX	£ 584.61	Parish Insurance
27 May 25	MRS ANDERSON CHADDLEWORTH PARIS	£ 20.00	Dog/Litter Waste Bins
27 May 25	MR DAVID JENNINGS CPC CLERK SALARY	£ 449.54	Salary
04 Jun 25	THE ALPHA XPERIENCE Inv 00014285	£ 134.75	Newsletter Printing
04 Jun 25	SCOFELL COMMERCIAL LANDSCAPES INVOICE 36227	£ 267.96	Grass Cutting & Roadside Maintenance
04 Jun 25	BIBBY COMMERCIAL FINANCE LIMITED SE SI-3649	£ 35.36	Dog/Litter Waste Bins
06 Jun 25	Claire Connell Invoice 2142	£ 160.00	Audit
20 Jun 25	MR DAVID JENNINGS Chaddleworth.net	£ 103.07	Website Hosting
25 Jun 25	MRS ANDERSON CHADDLEWORTH PARIS	£ 20.00	Dog/Litter Waste Bins
25 Jun 25	MR DAVID JENNINGS CPC CLERK SALARY	£ 449.54	Salary
01 Jul 25	SCOFELL COMMERCIAL LANDSCAPES INVOICE 36490	£ 267.96	Grass Cutting & Roadside Maintenance
01 Jul 25	BIBBY COMMERCIAL FINANCE LIMITED SE SI-3793	£ 35.36	Dog/Litter Waste Bins
Total		<b>£ 2,561.00</b>	
<b>Receipts</b>			
08 May 25	HMRC VTR-200517-53992543 446207-HMRC VTR-&--&-XS	£ 880.07	VAT reclaim
Total		<b>£ 880.07</b>	

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

Chaddleworth Parish Council				
Expenditure vs Budget 2025/2026			25%	part of year
<b>Receipts</b>	<b>To Date</b>	<b>Budget 2025/2026</b>	<b>%</b>	<b>Delta</b>
	£	£		
Precept	£ 7,500.00	£ 15,000.00	50%	
Bank Interest	£ 14.65			
Member Bid				
CIL funding	£ 7,124.78	£ 7,125		
Sundry				
VAT reclaim 2025/26				
<b>Total</b>	<b>£ 14,639.43</b>	<b>£ 22,124.78</b>	<b>66%</b>	<b>-£ 7,485</b>
<b>Payments</b>	<b>To Date</b>	<b>Budget 2025/2026</b>		
	£	£		
<b>Salaries</b>				
Salary	£ 1,348.62	£ 5,320.00	25%	
Pension	£ -	£ -		
<b>Sub-total</b>	<b>£ 1,348.62</b>	<b>£ 5,320.00</b>	<b>25%</b>	
<b>General Office &amp; Administration</b>				
Clerk Expenses	£ -	£ 780.00	0%	
Councillor Expenses	£ -	£ 50.00	0%	
Postage and Stationery	£ -	£ 100.00	0%	
Subscriptions and Training	£ 122.86	£ 400.00	31%	
Parish Insurance	£ 584.61	£ 500.00	117%	
Newsletter Printing	£ 167.60	£ 1,150.00	15%	
Hire of Halls	£ -	£ 200.00	0%	
Website Hosting	£ 103.07	£ 150.00	69%	
(New Item) Website Refresh	£ -			
Audit	£ 160.00	£ 100.00	160%	
GDPR registration	£ -	£ 35.00	0%	
<b>Sub-total</b>	<b>£ 1,138.14</b>	<b>£ 3,465.00</b>	<b>33%</b>	
<b>Open Spaces</b>				
Churchyard Maintenance	£ -	£ 200.00	0%	
Field Rents	£ -	£ 300.00	0%	
Grass Cutting & Roadside Maintenance	£ 803.88	£ 4,000.00	20%	
Playground Inspection	£ -	£ 100.00	0%	
Playground Repairs	£ 3,058.50	£ 2,000.00	153%	
Dog/Litter Waste Bins	£ 166.08	£ 650.00	26%	
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>£ 4,028.46</b>	<b>£ 9,414.00</b>	<b>43%</b>	
Donations	£ -	£ 1,630.00	0%	
VE-Day 80th	£ -	£ 1,000.00	0%	
Neighbourhood Plan	£ 137.52	£ 1,500.00		
By Elections	£ -			
		£ -		
<b>Total</b>	<b>£ 6,652.74</b>	<b>£ 22,329.00</b>	<b>30%</b>	<b>-£ 15,676</b>
<b>Reserves (Sinking Funds)</b>	<b>To Date</b>	<b>Budget</b>		
	£	£		
3 month's running costs		£ 6,600.00		
General Contingency		£ 3,000.00		
Asset Replacement Fund		£ 13,000.00		
Insurance Excess		£ 300.00		
Professional Fees Contingency		£ 1,600.00		
Election Expenses		£ 1,600.00		
Football Fund		£ 1,211.82		
Defibrillator Contingency		£ 500.00		
CIL		£ -		
<b>Total</b>	<b>£ -</b>	<b>£ 27,811.82</b>		