

CHADDLEWORTH PARISH COUNCIL

Clerk to The Parish Council: Mr David Jennings

Telephone Number: 07827 309401

Email: chaddleworth.pc@outlook.com

MINUTES

Tuesday 5th May 2025, Chaddleworth Parish Council meeting held in Chaddleworth Village Hall, Upper End, Chaddleworth, RG20 7DY

Councillors Present: Cllr. G. Beard, Cllr. K. Brady, Cllr. I. Bush, Cllr. P. King, Cllr. A. Woodroffe

Clerk: Mr D Jennings

Members of the Public: one

1. **ANNUAL MEETING: ELECTION OF THE CHAIR and VICECHAIR** for forthcoming year.
 - 1.1. Cllr. G Beard asked whether any other Councillor would like to put themselves forward for the Chair role. None did.
 - 1.2. Cllr. G Beard was nominated and seconded as Chair for the forthcoming year and this was **unanimously supported**.
 - 1.3. Cllr. P. King was nominated and seconded as Vice-Chair for the forthcoming year and this was **unanimously supported**.
 - 1.4. The chairman and vice chairman signed the Declaration of Acceptance of Office.
2. **APOLOGIES:** Received from Cllr. S. McAllister-Lovelock and Ward Member Cllr. Clive Hooker.
3. **DECLARATIONS OF INTEREST ON AGENDA ITEMS:** Cllr. G. Beard and Cllr. K Prady declared an interest in the Chaddleworth Community Plan item as committee members of one of the stakeholder organisations.
4. **MINUTES FROM PREVIOUS PARISH COUNCIL MEETINGS:** The minutes of the previous meeting held 4th March 2025 were agreed by Councillors present and duly signed by Chair Cllr G. Beard.
5. **PUBLIC QUESTIONS:** A question on the timing and format of the Parish Council's elections was raised and answered.
6. **ANNUAL MEETING:**
 - 6.1. **MEMBERS INTEREST FORM:** the chairman and vice chairman completed Declaration of Interests forms. No other councillors declared any amendments to their accepted members interest forms.
 - 6.2. **APPOINTMENT OF COUNCILLORS TO COMMITTEES AND OUTSIDE BODIES**
 - 6.2.1. Public Rights of Way representative: Cllr. I. Bush
 - 6.2.2. Chaddleworth Village Hall representative: Cllr G. Beard
 - 6.2.3. Chaddleworth & Shefford Federated Schools (&PTFA) representative: Cllr G. Beard
 - 6.2.4. Saunders Wynn and Coventry Educational Foundation representative: Cllr. S. McAllister-Lovelock
 - 6.2.5. The Downland Practice Patient Participation Group representative: Cllr. A. Woodroffe
 - 6.3. **STANDING ORDERS AND FINANCIAL REGULATIONS** for forthcoming year were approved unanimously and signed by Chair Cllr G. Beard.
 - 6.3.1. The RESERVES POLICY and RISK ASSESSMENT were **approved unanimously** and signed by Chair Cllr G. Beard. It was noted that these may be reviewed and updated during the year as merited.
 - 6.3.2. The NALC Standing Orders model policy is updated Mar25 which we will check for changes which we might adopted and utilise. **ACTION:** Cllr. G. Beard.
 - 6.3.3. The NALC Financial Regulations model policy is updated Mar25 which we will check for changes which we might adopted and utilise. **ACTION:** Cllr. A. Woodroffe and Clerk.

- 6.4. **ASSET REGISTER:** This was **approved unanimously** and adopted for the forthcoming year – Appendix 1.
- 6.4.1. 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.
- 6.5. **MEETING DATES:** Were agreed 1st July 2025, 2nd September 2025, 4th November 2025, 6th January 2026 and 3rd March 2026 (each Ordinary meetings) and 12th May 2026 (the Annual Meeting) and the **Annual Parish Meeting** (which acts as an annual democratic point of communication enabling the Parish Council to explain what it has been doing over the last year and providing an opportunity for the electors to have their say on anything they consider is important to the people of the Parish) was agreed for 2nd June 2026, each at 7:30pm in Chaddleworth Village Hall. After checking if any other might be convenient for more Councillors, it was agreed that Tuesday remains the best day of the week for meeting.
- 6.5.1. The **Annual Parish Meeting** in June this year was discussed and it was **agreed unanimously** to move this one week later to **Tuesday 10th June 2025** so that more Councillors can attend and so that there is time to advertise the event in the June edition of Chaddleworth News. **Action:** Clerk to communicate and invite attendees.
- 6.5.2. That a Council meeting might be needed to agree the Internal Audit and AGAR forms at the beginning of June was discussed and it was agreed this can be held either before or after the Annual Parish Meeting on Tuesday 10th June 2025.

7. PLANNING APPLICATIONS RECEIVED:

- 7.1. None received.
- 7.2. 22/00207/HOUSE Old Vicarage, Main Street, Chaddleworth, Newbury, West Berkshire, RG20 7EW £7,124.78 CIL payment is received. Note: CIL reporting is required to WBC and funds will be reclaimed if not used in 5 years.
- 7.3. Note: Consultation on the Hungerford Neighbourhood Plan (Regulation 16 Consultation) shared 04Apr25.

8. FINANCE:

- 8.1. The regular Statement of Accounts since last ordinary meeting was reviewed (appended below) and accepted.
- 8.2. The Budget vs Expenditure for year 2024-2025 (complete) was reviewed (appended below) and accepted.
- 8.3. The Budget vs Expenditure for year 2025-2026 (to date) was reviewed (appended below) and accepted.
- 8.4. Bank Reconciliation 2024-2025 (complete) was reviewed (appended below) and accepted.
- 8.5. Certificate of Exemption – AGAR 2024/25 Part 2 was reviewed and approved, and signed by Chair Cllr G. Beard (to be published on our WWW).
- 8.6. That the Tactical FM service is paid for via Bibby Commercial Finance Limited was noted. **Action:** RFO to enquire if there is another direct method of payment possible.

9. CLLR. G. STANLEY MEMORIAL: The planting of the memorial Japanese Acer tree was discussed and understood that in autumn would be best to allow the tree to establish roots before the spring growth season. The bench may be moved now that the repair/replacement of the playground fence is complete. Cllr. P. King kindly offered to assist.

10. CHADDLEWORTH COMMUNITY PLAN: Cllr. P. King kindly provided an update on six weeks of progress already and that the steering group is now eight or nine people strong. The process advised by West Berkshire Council is being followed and this has been shared at the recent Easter Egg Hunt and Rockaoke events, with feedback being obtained, and will also be shared at the VE 80th Anniversary Chaddleworth Beacon event. The local stakeholders (organisations, business, etc) are being canvassed ahead of the Chaddleworth Summer Fete where more information will be shared whilst questionnaire is being drawn up for a full launch thereafter. The Council were **unanimous in their compliments** on the activity and progress so far.

11. MAINTENANCE:

- 11.1. The Annual Playground Inspection report received 21Mar25 (70 pages). As the larger swings were rated High Risk, these have been removed until repair replacement is complete. The smaller swings were rated Moderate Risk – each for damage and rot.
- 11.2. Additional bark chippings have been added. The Council **unanimously thanked all** who helped with this work.
- 11.3. Repair/replacement of the playground fence is completed. Three comments from members of the public received and will be fed back to the contractor for fixing.
- 11.4. New playground signs are now needed. **Action:** Clerk. Note: sign wording needs updating as per the Playground Inspection Report to include the Council's contact details.
- 11.5. Repair/replacement of the playground swings is needed. The Council discussed the quotation which has been provided locally and that this is an urgent issue which needed resolution. The Council **unanimously agreed** to proceeding with the work so long as a further quotation is obtained and that this is not significantly lower. **Action:** Clerk.
- 11.6. The requested maintenance to the War Memorial will be completed once weather is better. **Action:** Cllr. K. Brady
- 11.7. Whether any grit is needed in the various grit bins (including in Glenn Miller Close) is to be checked. **Action:** Cllr. G. Beard.
- 11.8. It has been reported that some new roses are needed for the Memorial Garden. The Council may support this from the allocated budget once the cost is ascertained.
- 11.9. Defibrillator Phone Box (opposite The Ibex Inn) replacement glass, parts and top panels have been ordered – to be installed once received.

12. **THE IBEX INN AS AN ASSET OF COMMUNITY VALUE (ACV):** The nomination was approved at the West Berkshire panel meeting 04Apr25 and they also said that it 'was a very good nomination – we really appreciated the amount of supporting evidence you provided, which made the decision much simpler.' Owners have until Fri30May25 to notify for a review, otherwise it is added to the list.

13. WEST BERKSHIRE COUNCIL ITEMS:

- 13.1. Note: Local Plan review updated shared 30Apr25. The Local Plan Review sets out the vision and objectives on how West Berkshire could develop over the next 15 years - from the location of new homes to how we protect our countryside, guide sustainable growth, and support local services and infrastructure. The Inspector has concluded that the Local Plan Review is sound and legally compliant and can be adopted, provided the recommended changes, known as Main Modifications (of which there are 111), are made. West Berkshire Council will meet on Tuesday 10 June to consider the Inspector's recommendations and decide whether to formally adopt the plan as part of the Development Plan for West Berkshire.
- 13.2. 'Daisy's Dream' briefing attended by Clerk and information available for child bereavement support; Also, VIA Drug & Alcohol Services, West Berkshire Directory and West Berkshire Active briefings attend and information of services available.
- 13.3. District Parish Conference attended by Cllr. G. Beard and Clerk, and slides shared.
- 13.4. Dog bin emptying has moved to Tactical Facilities Management now and the services has started well. The bins will be relabelled soon once they have implemented their new website.

14. COUNCILLOR'S REPORTS:

- 14.1. Cllr. A. Woodroffe reported that the Downland Practice Patient Participation Group minutes from late April are to be distributed; commented that perhaps there are plans to grow an offshoot/cutting from the fallen beech tree at St Andrew's Churchyard.

15. CLERK'S REPORT:

- 15.1. West Downland Benefice PCC has thanked Chaddleworth Parish Council for the donation towards St Andrew's Churchyard maintenance.
- 15.2. U.S., UK and Canadian military personnel, along with local community members honoured the brave multinational crew of the 101st Squadron Lancaster DV290 that crashed at RAF Welford 31st March 2025, 1944. 81 years have passed since their tragic loss while returning from a WWII mission over Nuremberg, Germany. We continue the tradition of remembering their sacrifice. The Clerk attended and laid a wreath on behalf of Chaddleworth Parish.
- 15.3. There is an opportunity to join Connecting Communities in Berkshire, CCB @ £35. CCB support local affordable housing, community consultations and a variety of other help and advice and training. Cllr. P. King kindly agreed to look at this for the next meeting. **Action:** Cllr. P. King.
- 15.4. The insurance from Clear Councils is due for renewal @ £584.61 before 01Jun25. Cllr. G. Beard kindly agreed to check the documents provided and the cover included. **Action:** Cllr. G. Beard.
- 15.5. Terrorism (Protection of Premises) Act 2025: The Act, otherwise known as Martyn's Law, received Royal Assent in April. This milestone follows years of tireless campaigning by Figen Murray, whose son, Martyn Hett, was one of 22 people tragically killed in the Manchester Arena terrorist attack in 2017. This new legislation will require venues and event organisers to implement security measures to help reduce the risk and impact of terrorist attacks. The government has stated that there will be an implementation period of at least 24 months before the Act comes into force. In the meantime SLCC website supports councils' understanding of the new requirements. <https://www.slcc.co.uk/martyns-law/>

16. OTHER ACTION POINTS: None

17. MATTERS FOR FUTURE CONSIDERATION: None

18. DATE OF NEXT MEETING: the next planned Ordinary Meeting is to be held Tuesday 1st July 2025 at 7:30pm in Chaddleworth Village Hall.

19. Appendix 1: Register of Assets

CHADDLEWORTH PARISH COUNCIL		
REGISTER OF ASSETS		
May 2025		
	Value at Purchase	Date of Purchase
Muliti-Play Unit (Playdale Twist)	£13,759	Sep 03
Hamlets Giggleswick Multitplay	£7,669	unknown
Sussex Swing	£2,089	unknown
Embankment Slide	£1,473	Feb 09
Two cradle swings	£248	May 21
Tunnel bicycle value		May 21
Playground Sprung Rider		unknown
Playground Fence (renovated)		Apr 25
Sports Field Goals & Nets	£363	Jan 23
Sports Field Fence		unknown
War Memorial & Bus Shelter Land	£1,000	unknown
War Memorial		unknown
Tommy Memorial Statue	£200	May 22
Bus Shelter (Built by Murphy Enterprises)	£2,866	Jan 05
Grit Bins (8 of these)	£1,000	unknown
Phone Box	£1,000	unknown
Defibrillator and Cabinet (opposite The Ibex Inn)	£1,400	unknown
Defibrillator and Cabinet (Chaddleshworth Village Hall)	£750	Oct 23
Memorial Garden Arbor and Fencing	£250	May 22
Parish Council Noticeboard	£312	Jun 20
Clerk Laptop	£360	May 17
Clerk Arnold-Baker on Local Council Administration	£165	Sep 23
Village Speed Awareness Gates (renovated)	£2,920	Feb 24
Total	£37,824	

Note: Assets audited November 2024 (pictures taken).

20. Statement of Accounts:

Statement of Accounts			
Payment and Receipts 03Mar25 to 31Mar25			
Payments brought forward from previous statement	£	13,440.78	
Receipts brought forward from previous statement	£	20,169.49	
Payments			
Date	Description	Amount	Budget Area
11 Mar 25	Chaddleworth Parochial Church Counc CPC for Chuchyard	£ 200.00	Churchyard Maintenance
25 Mar 25	MRS ANDERSON CHADDLEWORTH PARIS	£ 20.00	Dog/Litter Waste Bins
25 Mar 25	MR DAVID JENNINGS CPC CLERK SALARY	£ 433.42	Salary
28 Mar 25	THE ALPHA XPERIENCE Inv 00014173	£ 134.75	Newsletter Printing
28 Mar 25	THE PLAY INSPECTION INVOICE 76640	£ 258.00	Playground Inspection
28 Mar 25	SCOFELL COMMERCIAL LANDSCAPES INVOICE 35760	£ 267.96	Grass Cutting & Roadside Maintenance
28 Mar 25	MR DAVID JENNINGS PlaygroundBarkChip	£ 604.00	Playground Repairs
28 Mar 25	Royal British Legion Poppy Appeal ChaddleworthPC	£ 40.00	Donations
Total		£ 1,958.13	
Receipts			
31 Mar 25		5 £ 5.16	Interest
Total		£ 5.16	

Statement of Accounts			
Payment and Receipts 01Apr25 to date			
Payments brought forward from previous statement	£	-	
Receipts brought forward from previous statement	£	-	
Payments			
Date	Description	Amount	Budget Area
25 Apr 25	MRS ANDERSON CHADDLEWORTH PARIS	£ 20.00	Dog/Litter Waste Bins
25 Apr 25	MR DAVID JENNINGS CPC CLERK SALARY	£ 449.54	Salary
30 Apr 25	THE ALPHA XPERIENCE Inv 00014217	£ 137.52	Neighbourhood Plan
30 Apr 25	Heads Fam Partnership Invoice 150	£ 3,058.50	Playground Repairs
30 Apr 25	HAMPSHIRE ASSOCIATION OF LOCAL COU INV-7444	£ 122.86	Subscriptions and Training
30 Apr 25	BIBBY COMMERCIAL FINANCE LIMITED SE 0001347388/001/	£ 35.36	Dog/Litter Waste Bins
04 May 25	SCOFELL COMMERCIAL LANDSCAPES INVOICE 35987	£ 267.96	Grass Cutting & Roadside Maintenance
Total		£ 4,091.74	
Receipts			
29 Apr 25	WEST BERKS COUNCIL-601507-65453468 765414-WEST BER	£ 7,500.00	Precept
30 Apr 25		£ 5.00	Interest
06 May 25	WEST BERKS COUNCIL-601507-65453468 765414-WEST BER	£ 7,124.78	CIL funding
Total		£ 14,629.78	

21. Budget vs Expenditure 2024-2025 (complete)

Chaddleworth Parish Council				
Expenditure vs Budget 2024/2025			100%	part of year
Receipts	To Date	Budget 2024/2025	%	Delta
	£	£		
Precept	£ 19,000.00	£ 19,000.00	100%	
Bank Interest	£ 72.84			
Member Bid				
CIL funding				
Sundry	£ 117.04			
VAT reclaim	£ 1,937.15			
Total	£ 21,127.03	£ 19,000.00	111%	£ 2,127
Payments	To Date	Budget 2024/2025		
	£	£		
Salaries				
Salary	£ 5,201.04	£ 5,400.00	96%	
Pension	£ -	£ -		
Sub-total	£ 5,201.04	£ 5,400.00	96%	
General Office & Administration				
Clerk Expenses	£ 28.00	£ 200.00	14%	
Councillor Expenses	£ -	£ 50.00	0%	
Postage and Stationery	£ 165.73	£ 100.00	166%	
Subscriptions and Training	£ 281.34	£ 400.00	70%	
Parish Insurance	£ 440.99	£ 500.00	88%	
Newsletter Printing	£ 991.00	£ 1,100.00	90%	
Hire of Halls	£ 200.00	£ 200.00	100%	
Website Hosting	£ 103.07	£ 350.00	29%	
(New Item) Website Refresh	£ -			
Audit	£ 160.00	£ 175.00	91%	
GDPR registration	£ 35.00	£ 40.00	88%	
Sub-total	£ 2,405.13	£ 3,115.00	77%	
Open Spaces				
Churchyard Maintenance	£ 200.00	£ 200.00	100%	
Field Rents	£ 350.00	£ 350.00	100%	
Grass Cutting & Roadside Maintenance	£ 1,988.84	£ 3,000.00	66%	
Playground Inspection	£ 258.00	£ 110.00	235%	
Playground Repairs	£ 839.80	£ 2,000.00	42%	
Dog/Litter Waste Bins	£ 743.19	£ 750.00	99%	
Memorial Garden	£ 63.73	£ 250.00	25%	
Grit Bins	£ -	£ 300.00	0%	
Village Repairs Budget	£ 248.04	£ 1,000.00	25%	
Defibrillator	£ 379.14	£ -	New	
Sub-total	£ 5,070.74	£ 7,960.00	64%	
Donations	£ 1,720.00	£ 1,630.00	106%	
D-Day 80th	£ 1,002.00	£ 1,000.00	100%	
Neighbourhood Plan	£ -	£ 1,500.00		
Asset Replacement Fund	£ -			
		£ -		
Total	£ 15,398.91	£ 20,605.00	75%	-£ 5,206
Sinking Funds	To Date	Budget		
Playground Capital Replacement Fund		£ 2,000.00	0%	
CIL	£ -	£ -		

22. Budget vs Expenditure 2025-2026 (to-date)

Chaddleworth Parish Council				
Expenditure vs Budget 2025/2026			8%	part of year
Receipts	To Date	Budget 2025/2026	%	Delta
	£	£		
Precept	£ 7,500.00	£ 15,000.00	50%	
Bank Interest	£ 5.00			
Member Bid				
CIL funding	£ 7,124.78	£ 7,125		
Sundry				
VAT reclaim 2025/26				
Total	£ 14,629.78	£ 22,124.78	66%	-£ 7,495
Payments	To Date	Budget 2025/2026		
	£	£		
Salaries				
Salary	£ 449.54	£ 5,320.00	8%	
Pension	£ -	£ -		
Sub-total	£ 449.54	£ 5,320.00	8%	
General Office & Administration				
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	£ -	£ 500.00	0%	
Newsletter Printing	£ -	£ 1,150.00	0%	
Hire of Halls	£ -	£ 200.00	0%	
Website Hosting	£ -	£ 150.00	0%	
(New Item) Website Refresh	£ -			
Audit	£ -	£ 100.00	0%	
GDPR registration	£ -	£ 35.00	0%	
Sub-total	£ 122.86	£ 3,465.00	4%	
Open Spaces				
Churchyard Maintenance	£ -	£ 200.00	0%	
Field Rents	£ -	£ 300.00	0%	
Grass Cutting & Roadside Maintenance	£ 267.96	£ 4,000.00	7%	
Playground Inspection	£ -	£ 100.00	0%	
Playground Repairs	£ 3,058.50	£ 2,000.00	153%	
Dog/Litter Waste Bins	£ 55.36	£ 650.00	9%	
Memorial Garden	£ -	£ 500.00	0%	
Grit Bins	£ -	£ 300.00	0%	
Village Repairs Budget	£ -	£ 1,000.00	0%	
Defibrillator	£ -	£ 364.00	0%	
Sub-total	£ 3,381.82	£ 9,414.00	36%	
Donations	£ -	£ 1,630.00	0%	
VE-Day 80th	£ -	£ 1,000.00	0%	
Neighbourhood Plan	£ 137.52	£ 1,500.00		
By Elections	£ -	£ -		
Total	£ 4,091.74	£ 22,329.00	18%	-£ 18,237
Reserves (Sinking Funds)	To Date	Budget		
	£	£		
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		£ -		
Total	£ -	£ 27,811.82		

23. Bank Reconciliation 2024-2025 (complete)

Chaddleworth Parish Council Financial Year End Bank Reconciliation

Prepared by David Jennings (Clerk/RFO)

Date: 31 March 2025

Balance per bank statements

Metro Community Account	£	24,334.51
Football Field Account	£	1,211.82
Reserve Account	£	7,156.60

	£	32,702.93
--	---	-----------

Less: Unpresented cheques

	£	-
--	---	---

Add: Unbanked cash

	£	-
--	---	---

Net balance

	£	32,702.93
--	---	------------------

Cash Book

Opening Balance as at 1 April 2024	£	26,974.81
Add: Receipts in the year	£	21,127.03
Less: Payments in the year	£	15,398.91

Closing balance per cash book as at 31 March 2025

	£	32,702.93
--	---	------------------

Discrepancy:

	£	-
--	---	---
