



Aldworth Parish Council

Minutes of the Annual Meeting of the Parish Council

Wednesday 11th May 2022 at 7.30pm in Aldworth Village Hall

Minute ref: 001/110522/AMPC

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|----------------------------|---|
| Members Present: | Cllr. Tim Chapman, Cllr. Donna Roach, Cllr, Nick Williams, Cllr. John Clark |
| Members Absent: | Cllr. Kate Walters |
| Officers Present: | Mrs Fenella Woods (Clerk & RFO) |
| In Attendance: | 2 members of public. |
| Meeting Start Time: | 19.45pm |
| Meeting End Time: | 21.02pm |

- 001/22 Cllr. Chapman was unanimously **elected** as the Chairman of the Parish Council for the Municipal year 2022 to 2023.
- 002/22 Cllr. Roach was unanimously **elected** as the Vice Chairman of the Parish Council for the Municipal year 2022 to 2023.
- 003/22 Cllr. Chapman and Cllr, Roach duly **signed** the 'Declaration of Acceptance of Office' forms for the Municipal year 2022 to 2023 and the Clerk will submit these to the Monitoring Officer.
- 004/22 Cllr. Chapman welcomed all to the meeting. Cllr. Walters gave her apologies for absence which were **accepted**, and quorum was achieved.
- 005/22 There were no declarations of interest declared, nor any requests for dispensation.
- 006/22 No report was received from our District Cllr. Alan Law.
- 007/22 There were no questions or comments received from members of the public present, nor any representations from any member.
- 008/22 The minutes of the previous meeting on 16th March 2022 were read and **approved** as an accurate record. Cllr, Chapman **signed** a copy for the file.

- 009/22 Annual Governance and Accountability Return 2021 to 2022:
- a) The Internal Audit Report was **reviewed** by the Council. There were no recommendations to consider. The Council thanked Heelis & Lodge for their attention to detail and thanked the Clerk for preparing the documentation.
 - b) All members present resolved to **approve** the Annual Governance Statement.
 - c) All members present **reviewed** the Accounting Statement and the Receipts and Payments Summary and no questions were raised.
 - d) All members present resolved to **approve** the Annual Accounting Statement and the Receipts and Payments Summary.
- All AGAR documentation was duly **signed** by Cllr. Chapman and the Clerk. These documents will now be sent to PKF Littlejohn, the External Auditors, confirming that we are **exempt** from a limited assurance review.
- 010/22 Cllr. Chapman, Cllr. Roach and Cllr, Clark **remain** on the Staffing Committee and the Terms of Reference were reviewed with no changes to be made.
- 011/22 The Standing Orders were reviewed; an amendment to section 18 (Financial Controls and Procurement) had been made by NALC (National Association of Local Councils) relating to the end of the Brexit transition period. All were in favour of **accepting** these amendments. No other changes have been made to the 'model' Standing Orders, although a full refresh would be completed by NALC later this year. The Clerk will advise when this has taken place and will present the Council with the refreshed version once they have been issued.
- 012/22 The Financial Regulations were reviewed, and the Clerk advised no changes had been made to the 'model' document by NALC. The Council **resolved** that no changes were required.
- 013/22 The annual subscriptions to BAFL / NALC / HALC (National and Country Level Associations) were **approved** for £71.05 combined. It was agreed to continue to pay 50% towards the cost of the Clerk's membership to the SLCC in conjunction with East Ilsley Parish Council at £112.00, £56.00 between the two Parishes.
- 014/22 The Direct Debit was reviewed; Our data protection fee of £35.00 per year, payable to the Information Commissioner's Office, was reviewed and **approved** by all members present.
- 015/22 The Asset Register was reviewed and **approved**.
- 016/22 The combined Public Liability and Employer Insurance through Gallagher is up for renewal on 31st May 2022. The Clerk had not received a renewal quotation prior to the meeting. Fortunately, representatives from Gallagher were at the SLCC Southeast Conference and the Clerk advised them that this was still outstanding. A quotation was sent though that afternoon. Total cost for 2022 / 2023 is £900.20, but a discount was applied in light of meeting each other at the conference. The amount was reduced to £851.22! All were in favour to **accept** this quotation and the Clerk would inform them of this. It was noted that we intend to have the Well House surveyed and the result could impact the required cover. Once the survey has been conducted the Clerk will submit the results to Gallagher for a review.
- 017/22 The Complaints Policy, Freedom of Information Policy, Data Protection Policy, Media Policy, and various Employment Policies were reviewed and **approved**, with no changes required.

018/22 Section 137 spend during 2021 / 2022 was **confirmed** as £350.00. The Government has set the value of Section 137 for 2022 to 2023 as £8.82 per Elector. Aldworth Parish has 232 Electors as of January 2022 and the confirmed total for this financial year is £2,046.24. All members present **approved** this value.

019/22 It was **agreed** that future meetings of the Parish Council would take place on the second Wednesday in the months of July, September, November, January, March, and May.

- Wednesday 13th July 2022
- Wednesday 14th September 2022
- Wednesday 9th November 2022
- Wednesday 11th January 2023
- Wednesday 8th March 2023
- Wednesday 10th May 2023

The Clerk will make the bookings with the Village Hall for the above dates.

The Staffing Committee Meeting will be scheduled for November 2022.

020/22 The following areas of responsibility have been **approved** for 2022 / 2023 as:

Traffic Officer = Cllr. Donna Roach
 Village Greens Officer = Cllr. Donna Roach
 Footpaths Officer = Cllr. Kate Walters
 Playground Officer = Cllr. Nick Williams
 Digital Officer = Cllr. John Clark
 Amenities Officer = Cllr. Tim Chapman

021/22 The 2021 / 2022 Action log was **reviewed**. It was agreed to chase up the outstanding actions with West Berkshire Council (Ambury Road Drains / Line Painting on roads / Flooded bend at Westridge Green) and transfer them to the 2022 / 2023 Action Log. The Clerk will continue to update the log as we progress through the year and seek updates in time for Ordinary Meetings.

022/22 Platinum Jubilee Events:

A successful meeting was held at The Bell pub in early May, and a great number of volunteers were in attendance. Plans have now been made for various activities, posters will be put up in the village, and they will be added to The Leaflet and our website.

Thursday 2nd June – Beacon Lighting near Bower Farm

Sunday 5th June – Jubilee Church Service at 11am, followed by a Fun day in the Cricket Ground

The following purchases were **approved**:

£28.99 – Union Jack Bunting
 £34.14 – Paper Cups
 £24.15 – Napkins
 £49.99 – Life-sized cut-out of The Queen
 £6.99 – Jubilee Party Game

Another purchase, nearer the time, will be made for alcoholic and non-alcoholic beverages for the Beacon-Lighting event. The purchase was **approved**, and the Clerk will advise of the final cost once purchased. All Jubilee purchases will be made using Local Government Act 1972, section 145.

- 023/22 A Section 137 grant request had been received from the West Berkshire hub of the Citizens' Advice Bureau to help with their continued support of the people in West Berkshire. All councillors present were in **favour** of offering £100.00, which would be 'match-funded' to £200.00. The Clerk will process the donation.
- 024/22 It was **agreed** to seek funding from the District Councillor, Alan Law, via the Members' Bid Grant to help with the costs of the Well Survey. The Clerk would seek a quotation for the survey and apply for the Grant. This is time sensitive as Cllr. Law requires the form to be completed by 16th May, ready for a 3rd June submission. If quotations have not been received by that point, we may miss out. The Clerk will keep the council up to date with progress.
- 025/22 Planning Applications:
- 22/00937/HOUSE: Chandlers – 3 bay car port and home studio – **No Objection**
 22/01028/LBC2: Pibworth House – replacement roof tiles – **No Objection**
 22/01046/FUL and 22/01044/LBC2 – Pibworth House – conversion of outbuildings – **No Objection**
 22/01079/FUL: Bower Farm – Calving Sheds – It was agreed that a separate, short, online meeting should be held with Mr. and Mrs. E Walters in attendance. As the tenants of Bower Farm, they would be able to offer more detailed information about their planning application, which would help in the parish council's decision-making process.
- The clerk will complete the Parish Observation Sheets for the above applications, stating 'no objections', with the decision about Bower Farm still pending.
- 026/22 The Clerk advised that at the end of April the current account balance was £13,000.92. The VAT126 Claim for 2021 / 2022 (£583.85), Precept Payment 1 (£4,310.00) and The Parish Plan Grant for Playground Repairs (£1,154.30) had all be received in April.
- A quotation had been received for playground safety surface-patching work by Play Source at a cost of £1,358.00. Play Source was the only company able to offer such a service, thus we only received one quotation. The Parish Plan Grant to pay for 85% of the work has been received and all Councillors present **approved** the motion to proceed with the work. The Clerk will advise Play Source to schedule us in for the repairs. Thanks go to West Berkshire Council for their assistance with this work.
- 027/22 There were no matters for future consideration proposed.
- 028/22 A member of public raised the issue of speeding in the village, particularly on the B4009 between Aldworth and Westridge Green, near The Glebe and Bell Lane. Cllr. Roach spoke of the meeting held earlier this year with Chris Vidler from West Berkshire Council and the disappointing result of the meeting. We will continue to monitor it and look at possibly arranging for from SIDs to be in situ as a deterrent (SIDs = Speed Indicator Devices). However, this process requires the training of volunteers and a full site risk assessment to be completed prior to the loan of equipment so we will revisit this in a future meeting.

With there being no further business to discuss, the Chairman thanked those present for attending and the meeting closed at 21.02pm.

Signed:

Position:

Date:

| Actions from the Meeting: | | | |
|----------------------------------|---|--------------------|------------------|
| | Description | Assigned to | Completed |
| 1 | Send Declaration of Office Forms to the Monitoring Officer | Clerk | ✓ |
| 2 | Submit the Exemption Certificate to PKF Littlejohn | Clerk | ✓ |
| 3 | Upload the Annual Accounts to the Website when the Exercise of Public Rights begins in June | Clerk | |
| 4 | Upload all approved policies for 2022 / 2023 to the website | Clerk | |
| 5 | Process payment for Insurance before the end of May | Clerk | |
| 6 | Book the Village Hall for the agreed dates | Clerk | ✓ |
| 7 | Chase up outstanding actions with West Berkshire Council from the Action Log and create a new log for 2022 / 2023 | Clerk | |
| 8 | Continue with Platinum Jubilee organising and purchase beverages for the Beacon Lighting | Clerk / KW | |
| 9 | Process £100 donation to the Citizens Advice West Berkshire Hub | Clerk | ✓ |
| 10 | Source a quote for the Well Survey and try to achieve a grant from Cllr. Alan Law | Clerk | |
| 11 | Submit Parish Observation Sheets and plan a new meeting for Bower Farm application | Clerk | |
| 12 | Arrange for Play Source to complete the playground safety surface patch works | Clerk | ✓ |
| 13 | Add SID training to a future agenda | Clerk | |