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**Aldworth Parish Council**

**Minutes of the Full Council Meeting**

Monday 11th September 2023, 7.30pm at Aldworth Village Hall

Minute ref: 003/110923/PCM

**Members Present:** Cllr. Kate Walters, Cllr. Ilona Herbent, Cllr. Graham Rutter & Cllr. Laura Coyle

**Members Absent:** 0

**Officers Present:** Mrs Ella Fletcher (Clerk & RFO)

**In Attendance:** Two members of the parish.

**Meeting Start Time:** 19.34pm

**Meeting End Time:** 20.49pm

1. Cllr. Walters welcomed all to the meeting. No apologies were received and accepted from Cllr. Walters and quorum was achieved.

2. Cllr. Walters introduced Laura Coyle (elected Councillor for the Basildon Ward) to the meeting.

2.1 Laura asked if the Parish wish to submit a project grant members bid. The footpath project was discussed, but it was agreed we are not able to proceed with it at this time as we do yet have visuals or a clear & defined plan of proposed works.

2.2 Laura advised that she has been in contact with a member of the parish regarding potholes between Westridge Green & Aldworth Road. Laura confirmed that re-surfacing is due to take place next financial year by WBC.

2.3 The Lost Ways campaign was discussed, and Laura agreed to support the Parish in any way she can.

2.4 Laura mentioned she will be holding ‘Ward Surgeries’ in Streatley Parish, which she will extend to Aldworth Parish. This is in the form of a drop in, where members of the public can discuss matters with Laura.

2.5 Laura agreed that she would be happy to attend a drop in at one of our Saturday markets. The Clerk will organise this directly with Laura.

2.6 Laura mentioned that Aldworth Parish should be receiving weekly planning application updates from WBC. The Clerk confirmed they are not currently receiving this, and so Laura agreed to advise WBC to add us to the distribution list.

2.3 Laura discussed the possibility of attending further meetings, however advised Aldworth & her home parish of Streatley have a regular meeting clash.

3. There were no declarations of disclosable pecuniary interests or other non-registerable interest by members, nor the Clerk.

4. There were no questions or comments from the member of public present, nor were there any representations put forward from any member.

5. Last meetings minutes were approved and signed by Cllr. Walters.

6. Actions from last meeting’s minutes were updated as follows:

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| **Actions from the Meeting:** | | | |
|  | **Description** | **Assigned to** | **Completed** |
| 1 | The Glebe salt bin replacement quotation | Clerk | Yes |
| 2 | Follow up footpath proposal from Chris Owens | Cllr. Walters | On hold |
| 3 | Full bank reconciliation | Clerk | Yes |
| 4 | Written letters to residents with road vegetation overgrowth | Clerk | Yes |
| 5 | Confirmation APC own Shoulder of Mutton village green | Clerk | Ongoing |
| 6 | Conf. both pubs want a copy to display of village photograph | Clerk | Yes |
| 7 | Measuring of existing village photograph | Cllr. Rutter | Yes |
| 6 | Quotations for village photograph | Clerk | Yes |
| 8 | TVP drop-in session to be confirmed with both Saturday market organiser and TVP contact | Clerk & Cllr. Walters | Ongoing |
| 9 | Training for the Clerk to be confirmed | Clerk | Ongoing |

7. Defibrillator update received, and checks are all up to date as per the weekly rota.

8. Future grant for footpath remedial works was discussed. It was agreed we need to wait until we have received a proposal from Chris Owens before we can move forward with any quotations. Cllr. Kate Walters is already in touch with Chris.

9. The future use of Shoulder of Mutton Lamb was discussed. The Clerk has not been able to contact Land Registry over the phone. The Clerk will make further contact with Land Registry in the form of a letter to request the title deeds for all three village greens. Once we are in receipt of this, we can continue discussions over future use.

10. The Lost Ways campaign was discussed. Cllr. Walters is confident we have enough paper applications from members of the Parish to be able to submit the campaign to WBC. Laura agreed at the start of the meeting that she would also offer support. The Clerk will need to return to Aldworth to locate paper copies in filing cabinet and post to the relevant person(s) at WBC.

11. The following items were discussed:

11.1 Meeting the Councillors event – it was agreed that this is not required. All members of the Parish are welcome to attend the Parish’s bi-monthly meetings to meet members of the PC & the Clerk. Taking photographs of each member and adding to the website and notice board was also discussed but not concluded.

11.2 Frames for King’s Coronation photo – it was agreed the Clerk will order frames for both prints (for the village hall & The Bell pub).

11.3 Suggestion box – it was agreed the Clerk will order a small suggestion box for members of the parish to use, to be located at the village hall.

11.4 Thames Valley drop-in sessions - the Clerk advised they did not have a response from TVP with further potential dates. The Clerk will reach out to TVP again in a few weeks.

11.5 Glebe entrance – ways to highlight the entrance were discussed. It was agreed the Clerk will investigate contacting the Highways Agency regarding the potential for a ‘concealed entrance’ sign or a ‘slow’ sign close to the entrance.

11.6 Speeding concerns – the potential of requesting a speed limit change in particular areas was discussed. The Clerk agreed to investigate this further with the Highways Agency & TVP.

12. The following matters were discussed for future consideration:

12.1 The cleaning & maintenance of the village gates located at the entrance of Westridge Green from Streatley Hill. It was agreed the Clerk will obtain quotations.

12.2 The possibility of St John’s Ambulance attending a Saturday market to demonstrate how to use the defibrillator correctly. The Clerk will reach out to St John’s Ambulance.

12.3 The unblocking of 3x drains at Ambury Road. The Clerk will contact WBC to arrange this to take place.

13. The Clerk’s report to cover finances was presented and it was agreed an email summary would be sent to each of the Parish Council members.

14. There were no further questions or comments from members of the public.

With there being no further business to discuss, Cllr. Walters thanked everyone for attending and the meeting ended at 20.49pm.

Signed: …………………………………………………………….

Position: ……………………………………………………………

Date: ……………………………………………………………….

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| **Actions from the Meeting:** | | | |
|  | **Description** | **Assigned to** | **Completed** |
| 1 | Contact Land Registry for title number & deeds for village greens | Clerk |  |
| 2 | Contact Chris Owens in 4 weeks ref. ongoing footpath discussions | Cllr. Walters |  |
| 3 | Future dates for TVP to attend another Saturday market drop in | Clerk |  |
| 4 | Lost Ways campaign submission | Clerk |  |
| 5 | Finance and budget summary to be emailed to APC members | Clerk |  |
| 6 | Order village photo frames & suggestion box | Clerk |  |
| 7 | Contact Highways with suggestions to highlight Glebe entrance | Clerk |  |
| 6 | Contact Highways to discuss reduction of speed limit in village | Clerk |  |
| 8 | Contact St Johns Ambulance ref. defib demo | Clerk |  |
| 9 | Obtain quotation for village gates maintenance | Clerk |  |
| 10 | Request for WBC to unblock 3x drains on Ambury Road | Clerk |  |