



Chipperfield Parish Council,
The Village Hall
The Common, Chipperfield
Herts.
WD4 9BS
Tel: 01923 263 901
email: parishclerk@chipperfield.org.uk
website: www.chipperfieldparishcouncil.gov.uk

CHIPPERFIELD PARISH COUNCIL ANNUAL MEETING

To: Councillors: Paul Foxall Chair Eamonn Flynn Deputy Chair, Geoff Bryant, Wendy Bathurst, Carly-Anne Heaphy, Luke Hinton, Kevan Cassidy, and Malcolm Paton.

Notice is hereby given that the meeting of the Council to which you are summoned to transact the business set out below will be held at the Blackwells The Common WD4 9BS on Tuesday 12th May 2026 at 7.45 pm.

UKilich
Mrs Usha Kilich Parish Clerk
7th May 2026

01/26 ELECTION OF CHAIR

To elect a Chair for the ensuing Council year

02/26 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIR

The Chair to sign the Declaration of Acceptance of Office of Chair

03/26 ELECTION OF VICE CHAIR

To elect a Vice Chair

04/26 DECLARATION OF ACCEPTANCE OF OFFICE OF VICE CHAIR

The Vice Chair to sign the Declaration of Acceptance of Office of Vice Chair

05/26 APOLOGIES FOR ABSENCE

To receive apologies for absence

06/25 DECLARATIONS OF INTEREST

To declare an interest linked to any item on the agenda.

07/26 PUBLIC PARTICIPATION 15 minutes time allowed.

08/26 MINUTES

To approve the minutes of the meeting of 21 April 2026.

09/26 REPORT FROM BOROUGH/COUNTY COUNCILLORS

To receive a report from Borough/County Councillors

10/26 Cllr Foxall proposes the following for COMMITTEE's & WORKING PARTY MEMBERS

Members	Kevan Cassidy	Eamonn Flynn	Malcolm Paton	Geoff Bryant	Wendy Bathurst	Carly-Anne Heaphy	Luke Hinton	Paul Foxall
Committees								
Planning	x	x	x	Chair			x	x
Human Resources		x			x			x
Allotment		x	Chair				x	x
Working Parties								
Open Space		x	x		Chair			x
Highways	x	x						x
Youth & Education						x	x	
Police Report								x
Finance & General Purpose	x	x	x				x	Chair
Social Media						x	x	
Represent								
Village Hall				X				
Chip News				X				
Chip Care	x							

11/26 Finance and General Purposes

- Cllr Foxall proposes to approve the Year to Date Summary April 2026
- Cllr Foxall proposes to approve the Bank Reconciliation and Receipts and Payments Summary for April 2026
- Cllr Foxall proposes to approve the CIL expenditure schedule for 2025/26
- PRECEPT:** Notification of parish funding was confirmed as received on 17 April 2026 The total being £83,130.37

Precept Demand	£70,650.00
Concurrent Services	£ 8,393.00
<u>Wardens Grant</u>	<u>£ 4,087.37</u>

Total for 2026/27 £83,130.37

12/26 Chair's Report

- Cllr Foxall to advice member of FOI received for allotments
- Cllr Foxall informed members that another email has been received regarding the additional Tennis Court.

- An update on SANG and Apostles Pond
- Scottish Power electricity charges will increase from 1 April 2026.

13/26 General Power of Competence

To agree by resolution that the Parish Council is entitled to use the above power as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

The Parish Council is entitled as it has a. A two thirds electoral mandate; A qualified Clerk CiLCA and Level 6 Community Governance.

14/26 To approve the following Policies and Procedures. There are no changes to any of the Policies listed below from 2025.

- i. Allotment Cultivation, Disputes, Rules and Regulations
- ii. Asset Management
- iii. Budget Virement
- iv. Code of Conduct
- v. Communications
- vi. Complaints Procedure
- vii. Dignity at Work
- viii. Equality & Diversity
- ix. Financial Regulations
- x. Freedom of Information
- xi. GDPR
- xii. General Reserves Policy
- xiii. Grants and Donations
- xiv. Grievance
- xv. Habitual or Vexatious Complaints Policy
- xvi. Investment Policy
- xvii. IT Policy
- xviii. Press & Media
- xix. Publication Scheme
- xx. Recruitment
- xxi. Risk Assessment
- xxii. Standing Order
- xxiii. Terms of Reference
- xxiv. Working Party Standing Orders

12/26 1. Open Space

2. Youth and Education

3. Police Report

4. Highways

5. Planning

6. Allotments

13/26

The next Council Meeting will be held on the 16th June 2025 at 7.45 pm
The Blackwell The Common WD4 9BS.



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Minutes of the meeting of the Chipperfield Parish Council held on 21st April 2026 at 7.45 at The Blackwell The Common Chipperfield WD4 9BS.

The meeting started at 19.58

Councillors Present: P Foxall Chair, K Cassidy, G Bryant, E Flynn, L Hinton, C Heaphy-Jones, M Paton, and W Bathurst,

In attendance: Mrs U Kilich (Proper Officer), and Borough Councillor S Riddick.

108/25 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies for absence received from Borough Councillor P Walker.

109/25 DECLARATIONS OF INTEREST

To declare an interest linked to any item on the agenda.

There were no declarations of interest to record.

110/25 PUBLIC PARTICIPATION 15 minutes time allowed.

111/25 MINUTES

- a. To approve the minutes of the meeting of 17th February 2026, 31st March and EOM 10th March 2026
Resolved proposed by Cllr Foxall, seconded by Cllr Bryant to approve the Minutes of the meeting for the 17th February 2026. Unanimously agreed.
Resolved, proposed by Cllr Cassidy, seconded Foxall to approve the Minutes of the meeting on 31st March 2026. Unanimously agreed.
Resolved, proposed by Cllr Foxall, seconded by Cllr Bryant to approve the EOM for 31st March 2026. Unanimously agreed.
- b. To discuss any matters arising from previous meetings
Nothing to report.

112/25 REPORT FROM BOROUGH/COUNTY COUNCILLORS

To receive a report from Borough/County Councillors

Cllr Riddick reported that at the last Development Management Committee meeting there was only one application that was discussed, the major development in Tring. The application was refused.

113/25 CHAIRMANS REPORT & CORRESPONDANCE RECEIVED

For any items you cannot “click” please email the Clerk for information.

- a. Lack of reliable Connectivity 27/03/2026 - A fibre connection directly to the premises might help
- b. Affordable Housing – email received to see if the parish council wanted to pursue affordable housing scheme

114/25 CLERKS REPORT (verbal)

- a. To update and discuss the current action report. Fingerpost will be installed by the end of April 2026.
- b. Latest news from Dacorum Borough Council

115/25 FINANCE AND GENERAL PURPOSES

- a. Cllr Foxall proposes to approve the YTD Summary for March 2026
Resolved, proposed by Cllr Flynn, seconded by Cllr Bryant to approve the YTD Summary for March 2026. Unanimously agreed.
- b. Cllr Foxall to approve the Receipts and Payment Summary for March 2026
Resolved, proposed by Cllr Flynn, seconded by Cllr Bryant to approve the Receipts and Payment Summary for March 2026. Unanimously agreed.
- c. Cllr Foxall proposes to approve the Bank Reconciliation as of March 2026
Resolved, proposed by Cllr Flynn, seconded by Cllr Bryant to approve the Bank Reconciliation as of March 2026. Unanimously agreed.
- d. Cllr Foxall proposes to discuss and decide on the domain contribution for Chip News
Resolved, proposed by Cllr Foxall, seconded by Cllr Cassidy to pay £130.00 for the village domain for the current year only. Unanimously agreed.
- d.e.
- e-f. Cllr Foxall proposes to discuss and decide on clock chime quotation and report received
Resolved, proposed by Cllr Foxall, seconded by Cllr Cassidy, that the Council would not make a contribution towards the clock chime, based on the quotation and report provided. This was unanimously agreed.
- f.g. Cllr Foxall proposes to approve the insurance renewal £1230.59
Resolved, proposed by Cllr Hinton, seconded by Cllr Cassidy to renew the insurance for the current year. Unanimously agreed.
- g-h. Cllr Foxall to approve the meeting schedule for 2026/27
Resolved, proposed by Cllr Hinton, seconded by Cllr Flynn to approve the meeting schedule for 2026/27. Unanimously agreed.

4.i. Cllr Foxall proposes to approve the following documents relating to Audit 2025/26

- To approve the Asset Register for March 2026
Resolved, proposed by Cllr Flynn seconded by Cllr Bathurst
Unanimously agreed.
- To review and approve the Internal Audit Summary and Year End Internal Audit Observations
Resolved, proposed by Cllr Paton, seconded by Cllr Hinton to approve the Audit Summary and Year End Internal Audit Observations. Unanimously agreed.
- To review the Internal Audit Report for 2025/27
Resolved, proposed by Cllr Cassidy seconded by Cllr Bryant to approve the Internal Audit report. Unanimously agreed.
- To approve AGAR Section 1 Annual Governance Statement 2025/26
Resolved, proposed by Cllr Flynn seconded by Cllr Bryant
Unanimously agreed.
- To approve AGAR Section 2 Accounting Statements 2025/26
Resolved, proposed by Cllr Foxall seconded by Cllr. Bryant
Unanimously agreed.

To approve the dates for the Exercise of Public Rights
Resolved, proposed by Cllr Flynn seconded by Cllr. Bryant
Unanimously agreed.

116/25 REPORT FROM WORKING GROUPS AND COMMITTEES

1. OPEN SPACES

Chipperfield Common Working Group report from meeting on 15th April 2026
The Working Group provided an update on ongoing and planned works across Chipperfield Common.

It was reported that the path resurfacing works have now been issued to tender. The Pond and Glade works have been completed, and the Tree Safety Works are currently underway.

A further meeting is scheduled for May 2026, at which the Group will meet with a contractor to discuss and progress future works and development plans for the Common.

Consideration is being given to the creation of a welcome area for visitors to the Common. Additional amenities are also under review, including the potential installation of picnic tables and the allocation of a budget for new litter bins. The Group also discussed improvements to signage, including engraved wooden posts similar to that of Bunkers Park. It was confirmed that “No Horses” and “No Parking” signs will be installed to help manage site usage and protect the area. In relation to environmental monitoring, fresh water sampling of the pond is scheduled to take place on 25 June 2026.

Finally, it was noted that a number of community events are planned to take place on the Common over the coming months.

2. YOUTH AND EDUCATION

There are 29 children for reception year which is good. The tree on the school premises has been removed.

3. POLICE REPORT

Nothing to report.

4. HIGHWAYS

The two speed indicator devices will be installed at the two sites between July and October 2026.

5. PLANNING

Nothing to report

6. ALLOTMENT –

Inspection to commence on the allotment site

117/25 Exclusion of Press and Public; To RESOLVE that under Section 1 of the Public Bodies (admission to meetings) Act 1960 the public and press be excluded for the remainder of the meeting, because it is likely that publicity would prejudice the public interest by reason of the confidential business to be transacted or for other special reasons stated in the resolution, arising from the nature of the business proceedings.

118/25 Future Agenda Items

119/25 DATE OF NEXT MEETING

The next meeting will be held on the 12 May 2026 following the planning meeting @ 7.45 at The Blackwells The Common WD4 9BS.

The meeting concluded at 20.59

Detailed Receipts & Payments by Budget Heading 30/04/2026

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>							
1076 Precept	70,650	70,650	0			100.0%	
1080 Bank Interest	0	900	900			0.0%	
Administration :- Receipts	70,650	71,550	900			98.7%	0
4000 Clerks Wages	1,733	22,973	21,240		21,240	7.5%	
4001 Pension Contribution Clerk	449	5,000	4,551		4,551	9.0%	
4030 Payroll Services	138	450	313		313	30.6%	
4031 HMRC payment	971	10,200	9,229		9,229	9.5%	
4055 Telephone and Internet	24	900	876		876	2.6%	
4060 Printing and Stationery	0	300	300		300	0.0%	
4065 Postage	0	60	60		60	0.0%	
4070 Room Hire	25	600	575		575	4.2%	
4075 Insurance General	0	1,300	1,300		1,300	0.0%	
4080 Legal & Professional Fees	0	500	500		500	0.0%	
4081 registration for ICO	0	60	60		60	0.0%	
4085 Training	0	500	500		500	0.0%	
4090 Subscriptions	916	1,500	584		584	61.1%	
4095 Website	0	500	500		500	0.0%	
4100 Publications/Communication	0	100	100		100	0.0%	
4105 Audit Fees	525	1,000	475		475	52.5%	
4115 Chairmans Allowance	0	300	300		300	0.0%	
4120 Bank Charges	7	100	93		93	7.0%	
4125 Annual General Meeting	0	150	150		150	0.0%	
4130 Wreaths	0	150	150		150	0.0%	
4135 Refreshments	0	100	100		100	0.0%	
4140 New Office Expenditure	0	500	500		500	0.0%	
4141 Office Rent	0	600	600		600	0.0%	
4145 IT Support	550	800	250		250	68.8%	
4206 electricity office	0	700	700		700	0.0%	
Administration :- Indirect Payments	5,337	49,343	44,006	0	44,006	10.8%	0
Net Receipts over Payments	65,313	22,207	(43,106)				
<u>200 Open Spaces</u>							
1003 Tennis club Rent	0	600	600			0.0%	
Open Spaces :- Receipts	0	600	600			0.0%	0
4085 Training	0	200	200		200	0.0%	
4090 Subscriptions	0	250	250		250	0.0%	
4136 Allotment AGM	0	100	100		100	0.0%	

Detailed Receipts & Payments by Budget Heading 30/04/2026

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4200 Clock Repairs	0	1,000	1,000		1,000	0.0%	
4205 Clock Electricity	12	200	188		188	6.2%	
4210 Clock Service	0	500	500		500	0.0%	
4215 Village Maintenance	0	2,000	2,000		2,000	0.0%	
4216 New Street Furniture	0	1,000	1,000		1,000	0.0%	
4220 Finger Post Repairs	0	200	200		200	0.0%	
4225 Equipment Repairs /Maint.	0	250	250		250	0.0%	
4226 Safety Equipement	0	150	150		150	0.0%	
4230 Storage Rental/Electricity	13	150	137		137	8.7%	
4240 Plants	0	150	150		150	0.0%	
Open Spaces :- Indirect Payments	25	6,150	6,125	0	6,125	0.4%	0
Net Receipts over Payments	(25)	(5,550)	(5,525)				
<u>220 Concurrent Costs</u>							
1100 Concurrent Services Inc	8,393	8,393	0			100.0%	
1150 Wardens Grant Recieved	4,087	4,000	(87)			102.2%	
Concurrent Costs :- Receipts	12,480	12,393	(87)			100.7%	0
4003 Pension cont for Warden	183	2,637	2,454		2,454	6.9%	
4025 Warden Wages	702	12,469	11,767		11,767	5.6%	
4235 Hedge Trimming	0	600	600		600	0.0%	
4300 Wardens Expenses	0	50	50		50	0.0%	
4305 Vehicle Fuel	72	900	828		828	8.1%	
4310 Vehicle Insurance	0	450	450		450	0.0%	
4315 Vehicle Road Tax	0	350	350		350	0.0%	
4320 Vehicle Service / Maint.	0	1,000	1,000		1,000	0.0%	
4330 Garage Rent	67	900	833		833	7.4%	
Concurrent Costs :- Indirect Payments	1,024	19,356	18,332	0	18,332	5.3%	0
Net Receipts over Payments	11,456	(6,963)	(18,419)				
<u>250 Allotments</u>							
1000 Allotment Rents	30	2,800	2,770			1.1%	
Allotments :- Receipts	30	2,800	2,770			1.1%	0
4090 Subscriptions	0	85	85		85	0.0%	
4138 Allotment hedges/trees	0	500	500		500	0.0%	
4145 IT Support	0	300	300		300	0.0%	
4350 Allotment Maintenance	0	1,500	1,500		1,500	0.0%	
4355 Running Costs	0	400	400		400	0.0%	

Detailed Receipts & Payments by Budget Heading 30/04/2026

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4360 Water Rates	0	744	744		744	0.0%	
Allotments :- Indirect Payments	<u>0</u>	<u>3,529</u>	<u>3,529</u>	<u>0</u>	<u>3,529</u>	<u>0.0%</u>	<u>0</u>
Net Receipts over Payments	<u>30</u>	<u>(729)</u>	<u>(759)</u>				
<u>300 Grants</u>							
4400 Section 137	0	8,965	8,965		8,965	0.0%	
Grants :- Indirect Payments	<u>0</u>	<u>8,965</u>	<u>8,965</u>	<u>0</u>	<u>8,965</u>	<u>0.0%</u>	<u>0</u>
Net Payments	<u>0</u>	<u>(8,965)</u>	<u>(8,965)</u>				
<u>999 VAT Data</u>							
115 VAT on Receipts	321	0	(321)			0.0%	
VAT Data :- Receipts	<u>321</u>	<u>0</u>	<u>(321)</u>				<u>0</u>
515 VAT on Payments	250	0	(250)		(250)	0.0%	
VAT Data :- Indirect Payments	<u>250</u>	<u>0</u>	<u>(250)</u>	<u>0</u>	<u>(250)</u>		<u>0</u>
Net Receipts over Payments	<u>70</u>	<u>0</u>	<u>(70)</u>				
Grand Totals:- Receipts	83,481	87,343	3,862			95.6%	
Payments	6,637	87,343	80,706	0	80,706	7.6%	
Net Receipts over Payments	<u>76,844</u>	<u>0</u>	<u>(76,844)</u>				
Movement to/(from) Gen Reserve	<u>76,844</u>	<u>0</u>	<u>(76,844)</u>				

Chipperfield Parish Council April 2026 Payments and Receipts

Date	Cheque/Ref	Amnt Paid	Amnt Bank	Stat Amnt	Payee Name or Description
01/04/2026	DD	80.32		80.32	Dacorum Borough Council
07/04/2026	DD	25.9		25.9	Zen Internet
08/04/2026	DD	13.69		13.69	Scottish Power
08/04/2026	DD	9.96		9.96	The Right Fuel Card
08/04/2026	804		320.87	320.87	HMRC VAT 126
08/04/2026	804		30	30	Allotment Rent
08/04/2026	804		83130.4	83130.4	Dacorum Borough Council
15/04/2026	BACS	504		504	Rialtas Business Solutions
15/04/2026	BACS	916.28		916.28	HAPTC
15/04/2026	BACS	25		25	St Pauls Church
15/04/2026	BACS	120		120	Community Action Dacorum
15/04/2026	BACS	3235.11		3235.11	Salary and HMRC
15/04/2026	BACS	45		45	Community Action Dacorum
15/04/2026	BACS	802.39		802.39	Pension Contributions
15/04/2026	DD	12.96		12.96	Scottish Power
22/04/2026	TFR	32000		32000	Scottish Widows
23/04/2026	BACS	630		630	Auditing Solutions
27/04/2026	BACS	77		77	The Right Fuel Card
27/04/2026	BACS	130		130	R Evans
27/04/2026	DD	2.45		2.45	Zen Internet
30/04/2026	BACS	7		7	Unity Trust Bank

38637.1 83481.2

Presented to Full Council on 12th May 2026

Chipperfield Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 1 April 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

01/04/2026	Current Account Training	0.00
30/04/2026	Scottish Widows Account	119,550.96
01/04/2026	Unity Trust Bank Account	122,407.39

241,958.35

Receipts not on Bank Statement

0.00

Closing Balance

241,958.35

All Cash & Bank Accounts

1	Current Bank A/c	0.00
2	Scottish Widows	119,550.96
3	Unity Trust Bank Account	122,407.39
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	241,958.35

Community Infrastructure Levy

Monitoring Report

Reporting year – 1 April 2025 to 31 March 2026.

Submit to DBC or publish on the Town/Parish Council

website by 30 April 2026.

- a) Total CIL receipts carried forward from previous year (unspent CIL up to 31 March 2025)

£ 88,077.00

- b) Total CIL receipts for the reporting year (October 2025 + April 2026 payment)

£ 20,372.00

- c) CIL expenditure for the reporting year – please itemise below.

£ 11,106.00

Infrastructure Item	Expenditure (c)
Village Clock Repairs	£1,267.00
Two Finger Posts (Purchase and Installation)	£9,839.00

- d) Total retained amounts (a + b – c)

£ 97,343.00

- e) Infrastructure priorities for following year.

Item	Estimated cost
Village Protection	£46,307
General Contingency	£7,909
Fixed Assets	£13,022
Village Clock	£9,733
CiL 2025/26 (to be ringfenced)	£20,372

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Remittance Advice of Payment by BACS

Dacorum Borough Council
The Forum
Marlowes
Hemel Hempstead
Herts
HP1 1DN

Tel: (01442) 228 388
E-Mail: payments@dacorum.gov.uk

Chipperfield Parish Council
The Village Hall
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Supplier No: 106124
Date: 14-Apr-2026
Page: 1 of 1

Invoice Date	Our Reference	Invoice Number	Your Reference	Amount Payable (£)
08-Apr-2026	8395661	PP260408	Parish Precept & Grants 2026/27	83,130.37
The amount shown on the right will be credited to your bank account on or before 17-Apr-2026				83,130.37

Payment Account Details

Sort Code: 608301
Account Number: 20461179
Account Name: Chipperfield Parish Council