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 MEETING**

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

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 27th October 2026 at 7.45 pm**

Mrs Usha Kilich Parish Clerk
22nd October 2026

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**AGENDA**

**38/26 APOLOGIES FOR ABSENCE**

To receive apologies for absence

**39/26 DECLARATIONS OF INTEREST**

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

**40/26 PUBLIC PARTICIPATION 15 minutes time allowed.**

**41/26 MINUTES**

a. To approve the minutes of the meeting of
   - 15th September Full Council Meeting

b. To discuss any matters arising from previous meetings

**42/26 REPORT FROM BOROUGH/COUNTY COUNCILLORS**

a. To receive a report from Borough/County Councillors

**43/26 CHAIRMANS REPORT & CORRESPONDANCE RECEIVED**

**For any items you cannot "click" please email the Clerk for information.**

a. LGR Update meeting cancelled by DBC
b. Complaints received regarding the recent work on the Common
c. Remembrance Sunday 8th November 2026 Road Closure in place.
d. The Street request for speed bumps
e. RE: HLB Resurfacing Decisions - 2nd October 2026 Deadlines
f. Notice of Scoping Consultation
g. To discuss and agree on installation of fingerpost by Kia Garage

**44/26 CLERKS REPORT (verbal)**

a. To update and discuss the current action report
b. Clerk to update on the way AGAR 2026/27 will need to be completed in line with Assertion 10
c. Latest news from Dacorum Borough Council

**45/26 FINANCE AND GENERAL PURPOSES**

a. Cllr Foxall proposes to approve the following financial documents
    - YTD Summary for September 2026
    - Bank Reconciliation as of September 2026
    - Receipts and Expenditures for September 2026
b. Cllr Foxall proposes to discuss and agree and award the grant applications for 2027/28. List attached, discussed by F&GP with recommendation to FC.
c. Cllr Foxall informed members that CPC has received £225 in Community infrastructure Levy
d. Cllr Foxall informed member that CPC has received £9k from Dacorum Borough Council for Future Investment Fund
e. Cllr Foxall proposes to approve the following two policies
    i. Co-option Policy
    ii. Lone Working Policy

**46/26 REPORT FROM WORKING GROUPS AND COMMITTEES**

1. **OPEN SPACES**

2. **YOUTH AND EDUCATION**

3. **POLICE REPORT**

4. **HIGHWAYS**

5. **PLANNING**

6. **ALLOTMENT –**
    a. The scheduled Allotment Meeting for 13th October 2026 cancelled.
    b. There are two half plots vacant, the Clerk has approached members on the waiting list.

**47/26 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.

**48/26 Future Agenda Items**

a. **Budget 2027/28**

**49/26 DATE OF NEXT MEETING**

**The next meeting will be held on the 17th November 2026 following the planning meeting @ 7.45 at The Blackwells The Common WD4 9BS.**

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# Chipperfield Parish Council

## Full Council Minutes
## Meeting held on Tuesday 15 September 2026

| | |
|---|---|
| **Chair** | Vice-Chair Cllr Paton took the meeting in the absence of Cllr Foxall (Chair) |
| **Present** | Cllrs: K Cassidy, E Flynn, G Bryant, W Bathurst and C A Heaphy-Jones |
| **In attendance** | Usha Kilich, Parish Clerk/RFO; Borough Cllr P Walker; two members of the public |
| **Apologies** | Cllr Hinton and Cllr Paul Foxall |

**26/26 APOLOGIES FOR ABSENCE**

**RESOLVED:** The apologies received from Cllr Hinton and Cllr Paul Foxall were accepted.

**27/26 DECLARATIONS OF INTEREST**

No declarations of interest were made.

**28/26 PUBLIC PARTICIPATION 15 minutes time allowed.**

A member of the public attended to observe the meeting. No matters were raised.

**29/26 MINUTES**

a. To approve the minutes of the meeting of
   - 23rd June Full Council Meeting
     Cllr E Flynn's name had been recorded incorrectly in the draft minutes. The correction was agreed.

     **RESOLVED:** Subject to the agreed correction, the minutes of the Full Council meeting held on 23 June 2026 were approved as an accurate record.

b. To discuss any matters arising from previous meetings
   There were no matters arising from previous meetings.

**30/26 REPORT FROM BOROUGH/COUNTY COUNCILLORS**

To receive a report from Borough/County Councillors
Borough Councillor P Walker reported that local government reorganisation proposals had been paused for the time being. The consequences and future timetable remained uncertain. It was noted that the pause might result in local elections proceeding in 2027, but further government guidance was awaited.

**31/26 CHAIRMANS REPORT & CORRESPONDANCE RECEIVED**

**For any items you cannot "click" please email the Clerk for information.**

a. Impact on Chipperfield of latest Government Planning Policy – for information only.

b. DBC announce changes to weekly planning application list – noted, no action necessary.

c. DBC on the latest LGR Update – The move to LGR has been paused as stated by Borough Councillor P Walker.

d. AGAR 2025/26 signed off by PKF Littlejohn The relevant documentation was available on the Council's website and had been circulated with the agenda papers.
**RESOLVED:** The completion of the external audit was noted and the Clerk was thanked for her work.

e. Village Clock service took place on 7th August 2026 – This was biannual service.

f. Urgent road works taking place in Chipperfield/Kings Langley – work completed.

g. Three Rivers Regulation 19 Consultation 4/08/2026 – no action necessary.

h. Longfield Development 11/08/2026 – Application discussed at Planning Meeting, it was unanimously agreed to submit objection for the proposal.

i. Oak tree taken down in Longfield 31/07/2026 – Planning and Enforcement update. This was investigated and concluded that the removal of an oak tree was neither protected nor within the Conservation Area, consequently, no enforcement action could be taken.

j. An allotment holder asked if the water charges for the allotment can be apportioned as the Council uses the water to water the Memorial area.
Members established that the Warden watering the memorial area used water from several sources and occasionally filled containers at the allotments. Members considered that attempting to calculate and administer a small apportionment would be disproportionate.
The Clerk would reply explaining that the use was occasional, involved a small quantity of water and supported maintenance of a community memorial area.

k. Update on Tennis Club planning
Application relating to use of allotment land for an additional tennis court.
Dacorum Borough Council had requested a bat survey, which had been completed. No further decision had been received. County Cllr Richard Roberts had submitted a representation in support of the application.
**RESOLVED:** The position would continue to be monitored.

l. Village Clock chime is a minute ahead, reported to Smiths of Derby – the time has been corrected and the clock operating correctly.

m. Filming Summary - Report concerning filming at a private residence during June, July and August 2026.
The Council received a report from Cllr Foxall. Dacorum Borough Council had not liaised sufficiently with the Parish Council and had concluded parking arrangements without involving it. Following direct engagement by the Parish Council, the production company responded positively to concerns: generators were moved away from the bridleway; posts around the car park were removed and professionally reinstated; residents received updates; and heavy vehicle use of the unmade section of the Common was reduced. There had been some disturbance from traffic, parking and noise on filming days. Feedback from village businesses was mixed. The production company had made a voluntary goodwill payment of £500 to the Parish Council following its positive experience in the village.
**RESOLVED:** The report and £500 goodwill payment were noted.

n. Chipperfield Clarendon Crick Club thanked CPC for the grant to buy new bench.
The Cricket Club had thanked the Council and used the grant to purchase a new bench.

o. TTRO submitted to Herts for Temporary Road Closure 8th November 2026 – The Clerk has submitted the relevant application for the road closure.

**32/26 CLERKS REPORT (verbal)**

a. To update and discuss the current action report – The opening of the Unity Trust Allotment Deposit Bank Account remains in progress. The Clerk confirmed that she had contacted the Office of the Police and Crime Commissioner to follow up on the two Speed Indicator Devices (SIDs).

b. Latest news from Dacorum Borough Council – weekly news from DBC circulated to Council members.

**33/26 FINANCE AND GENERAL PURPOSES**

**a.** Cllr Paton proposes to approve the following financial documents

- YTD Summary for August 2026
- Bank Reconciliation as of August 2026
- Receipts and Expenditures for August 2026

Resolved, proposed by Cllr Paton, seconded by Cllr Bathurst to approve the three financial documents presented to Councillors. Unanimously agreed.

**b.** Cllr Paton propose to approve £504 for the external audit fee to PKF Littlejohn.
Resolved, proposed by Cllr Paton, seconded by Cllr Cassidy to approve the external audit fee to PKF Littlejohn for the sum of £504.00. Unanimously agreed.

**c.** Cllr Paton proposes to approve the expenditure for servicing the village clock for £656.40
Resolved, proposed by Cllr Paton, seconded by Cllr Flynn to approve the sum of £656.40 for the servicing of the Village Clock.

**d.** Cllr Paton proposes to appoint Audit Solutions for 2026/27 and complete to complete the Terms of Agreement form.
Resolved proposed by Cllr Paton, seconded by Cllr Flynn to approve the Terms of Agreement to appoint Audit Solutions for 2026/27. Unanimously agreed.

**34/26 REPORT FROM WORKING GROUPS AND COMMITTEES**

**1. OPEN SPACES**

Tree Works Planned for Chipperfield, click here for more information.
The scheduled of proposed tree works was reviewed. The works mainly concerned sycamores affected by squirrel damage and trees suffering from ash dieback; no contentious works were identified. Members also noted works in Kings Langley.

Update from Chipperfield Common Working Group meeting (CCWG)
Members discussed public comments about the appearance of the newly surfaced path. It was explained that the surface would weather naturally, as had occurred with the earlier accessible path. The works were included in the published SANG management plan and had been reported in Chipperfield News and at the Annual Parish Meeting. The scheme resurfaced an existing accessible route, added links from the Queen Street and Blackwells car parks, and provided a boardwalk around the Spanish chestnut tree to protect its roots.
The contractor could provide approximately £5,000 of community work connected with its activities. Possible use of surplus aggregate to improve the Queen Street and Windmill car parks was discussed.
**RESOLVED:** The preferred use, subject to confirmation, was repair or improvement work to the Queen Street and Windmill car parks. Further suitable ideas could be submitted before the contractor completed its works.

Bin replacement by DBC on the Common
**Proposal:** Replacement, addition and possible relocation of bins on and around the Common. The location of existing bins would be reviewed with the Warden.
**RESOLVED:** The requested location would be raised with the relevant officer and considered as part of the wider bin review.

Apostles Pond and tree works
**Proposal:** Further works around Apostles Pond.
Planned work included repollarding Lime trees, removing selected trees south of the pond, gradually reducing mature Beech trees to improve light to the pollarded Limes, and removing regrowth from the pond. The work was expected to take place around November 2026.

Pond and reptile surveys
**Proposal:** Ecological monitoring on the Common.
A further pond survey was being considered, potentially at Manor Pond rather than Pill Pond. Reptile monitoring had moved to a fortnightly cycle and a toad had been recorded during the latest survey.

Walk on the Common
**Proposal:** Guided walk and volunteering event.
The annual guided walk with Steven Werrell was expected to take place on 12 October 2026, alongside a Friends of Chipperfield Common activity, to encourage further volunteering.
**RESOLVED:** Noted, subject to confirmation of the date.

Dacorum Environmental Forum
**Proposal:** Report from Cllr Wendy Bathurst.
Cllr Bathurst reported on Dacorum Borough Council's Local Nature Recovery Strategy. Dacorum was progressing well and had established a steering group involving organisations including Natural England, Hertfordshire and Middlesex Wildlife Trust, the Environment Agency and the Box Moor Trust. Chipperfield Common featured in the opportunity mapping, including pond work and the control of invasive Laurel and Holly. Hertfordshire County Council might be able to support future projects once priorities were agreed. Steven Werrell was leading this work alongside his SANG responsibilities and an additional officer was expected to be recruited.
**RESOLVED:** The report was noted and Cllr Bathurst was thanked.

**2. YOUTH AND EDUCATION**
Solar panels had been installed on the school roof, the playground had been replaced, and new toilets had been installed for both key stages. Reception was full and the school had begun the new academic year with staffing changes. The school was considering arrangements for exporting surplus solar generation to the grid; battery storage was not presently considered cost-effective. The official opening of the Football Club facilities had also taken place. The next phase would include improvements to changing and toilet facilities.

**3. POLICE REPORT –** No report.

**4. HIGHWAYS**
The speed indicator devises had been installed, although it is not operational.

**5. PLANNING**
The Council would update DBC Planning Portal with two objections on Tuffs Farm and Longfield proposals.

**6. ALLOTMENT**
a. Approve Allotment related policies and procedures
Resolved, proposed by Cllr Paton, seconded by Cllr Bathurst to approve the Allotment related policies and procedures. Unanimously agreed.

b. Blackwells Trustees Grant Application rejected
To inform members that CPC' grant application for Blackwells Trustees was rejected.

c. Allotment Interest Form updated and will need to be completed by all new applicants. Anyone wishing to take an allotment will be required to complete an Allotment Interest Form.

Resolved, proposed by Cllr Paton seconded by Cllr Bathurst to approve the Allotment Interest Form. Unanimously agreed.

d. Request received by an allotment holder for a small storage unit

e. To replace one of the taps on the allotment site – a tap by the tennis club is completely worn out and will need replacement as soon as possible.

**35/26 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.

**36/26 Future Agenda Items**
Obtain a quote for replacing a tap on the allotment

**37/26 DATE OF NEXT MEETING**
**The next meeting will be held on the 27th October 2026 following the planning meeting @ 7.45 at The Blackwells The Common WD4 9BS.**

**The meeting concluded at 20.48**

**CHIPPERFIELD PARISH COUNCIL**

**Payments and Receipts for September 2026**

| Date | Ref | Amount Paid | Amount Banked | Statement | Payee / Description |
|---|---|---|---|---|---|
| 02/09/2026 | DD | 80.32 | | 80.32 | Dacorum Borough Council Garage Rent |
| 02/09/2026 | BACS | 32.98 | | 32.98 | Shantock Nurseries Ltd |
| 04/09/2026 | DD | 34.80 | | 42.30 | Zen Internet |
| 04/09/2026 | BACS | 184.80 | | 184.80 | SLCC Training on Allotment Tenancy |
| 04/09/2026 | DD | 13.69 | | 13.69 | Scottish Power Storeroom |
| 16/09/2026 | BACS | 197.24 | | 197.24 | Castle Water Allotment |
| 16/09/2026 | DD | 12.43 | | 12.43 | The Right Fuel Card |
| 16/09/2026 | DD | 17.14 | | 17.14 | Scottish Power Village Clock |
| 16/09/2026 | BACS | 908.75 | | 908.75 | Pension Contributions |
| 16/09/2026 | BACS | 4,386.92 | | 4,425.32 | Payroll and HMRC (Backdated Pay) |
| 25/09/2026 | BACS | 84.00 | | 84.00 | The National Allotment Society  Membership |
| 25/09/2026 | BACS | 388.75 | | 388.75 | Village Hall Office Rent and Electricity |
| 25/09/2026 | BACS | | 9,000.00 | 9,000.00 | Dacorum Borough Council future Investment Fund |
| 30/09/2026 | DD | 83.10 | | 83.10 | The Right Fuel Card |
| 30/09/2026 | BACS | 7.00 | | 7.00 | Unity Trust Bank Bank Charges |

| | | |
|---|---|---|
| **TOTALS** | **6,431.92** | **9,000.00** |

## Chipperfield Parish Council Current Year

### Bank - Cash and Investment Reconciliation as at 30 September 2026

**Confirmed Bank & Investment Balances**

Bank Statement Balances

| | | | |
|---|---|---|---|
| 30/09/2026 | Current Account Training | 0.00 | |
| 30/09/2026 | Scottish Widows Account | 119,550.96 | |
| 30/09/2026 | Unity Trust Bank Account | 94,022.37 | |
| | | | **213,573.33** |

Receipts not on Bank Statement

| | | |
|---|---|---|
| | | **0.00** |
| **Closing Balance** | | **213,573.33** |

All Cash & Bank Accounts

| | | |
|---|---|---|
| 1 | Current Bank A/c | 0.00 |
| 2 | Scottish Widows | 119,550.96 |
| 3 | Unity Trust Bank Account | 94,022.37 |
| | Other Cash & Bank Balances | 0.00 |
| | **Total Cash & Bank Balances** | **213,573.33** |

**Chipperfield Parish Council Current Year**

**Detailed Receipts & Payments by Budget Heading 30/09/2026**

**Cost Centre Report**

| | | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 100 | Administration | | | | | | | |
| 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 | 11,254 | 22,973 | 11,719 | | 11,719 | 49.0% | |
| 4001 | Pension Contribution Clerk | 2,306 | 5,000 | 2,694 | | 2,694 | 46.1% | |
| 4030 | Payroll Services | 298 | 450 | 153 | | 153 | 66.1% | |
| 4031 | HMRC payment | 6,637 | 10,200 | 3,563 | | 3,563 | 65.1% | |
| 4055 | Telephone and Internet | 206 | 900 | 694 | | 694 | 22.9% | |
| 4060 | Printing and Stationery | 160 | 300 | 140 | | 140 | 53.3% | |
| 4065 | Postage | 0 | 60 | 60 | | 60 | 0.0% | |
| 4070 | Room Hire | 453 | 600 | 148 | | 148 | 75.4% | |
| 4075 | Insurance General | 1,281 | 1,300 | 19 | | 19 | 98.5% | |
| 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 | 1,418 | 1,500 | 82 | | 82 | 94.6% | |
| 4095 | Website | 0 | 500 | 500 | | 500 | 0.0% | |
| 4100 | Publications/Communication | 0 | 100 | 100 | | 100 | 0.0% | |
| 4105 | Audit Fees | 945 | 1,000 | 55 | | 55 | 94.5% | |
| 4115 | Chairmans Allowance | 0 | 300 | 300 | | 300 | 0.0% | |
| 4120 | Bank Charges | 42 | 100 | 58 | | 58 | 42.0% | |
| 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 | 900 | 600 | (300) | | (300) | 150.0% | |
| 4145 | IT Support | 741 | 800 | 59 | | 59 | 92.6% | |
| 4206 | electricity office | 704 | 700 | (4) | | (4) | 100.6% | |
| | Administration :- Indirect Payments | **27,343** | **49,343** | **22,000** | **0** | **22,000** | **55.4%** | **0** |
| | **Net Receipts over Payments** | **43,307** | **22,207** | **(21,100)** | | | | |
| 180 | CIL | | | | | | | |
| 4191 | CIL Projects | 2,950 | 0 | (2,950) | | (2,950) | 0.0% | 2,950 |
| | CIL :- Indirect Payments | **2,950** | **0** | **(2,950)** | **0** | **(2,950)** | | **2,950** |
| | **Net Payments** | **(2,950)** | **0** | **2,950** | | | | |
| 6000 | plus Transfer From EMR | 2,950 | 0 | (2,950) | | | | |
| | **Movement to/(from) Gen Reserve** | **0** | **0** | **0** | | | | |

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| | | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 200 | Open Spaces | | | | | | | |
| 1003 | Tennis club Rent | 0 | 600 | 600 | | | 0.0% | |
| 1079 | HCC Grant/DBC Grant | 9,500 | 0 | (9,500) | | | 0.0% | |
| 1300 | filming income | 500 | 0 | (500) | | | 0.0% | |
| | Open Spaces :- Receipts | **10,000** | **600** | **(9,400)** | | | **1666.7%** | **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% | |
| 4200 | Clock Repairs | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4205 | Clock Electricity | 69 | 200 | 131 | | 131 | 34.7% | |
| 4210 | Clock Service | 1,147 | 500 | (647) | | (647) | 229.4% | |
| 4215 | Village Maintenance | 112 | 2,000 | 1,888 | | 1,888 | 5.6% | |
| 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 | 104 | 150 | 46 | | 46 | 69.4% | |
| 4240 | Plants | 0 | 150 | 150 | | 150 | 0.0% | |
| | Open Spaces :- Indirect Payments | **1,432** | **6,150** | **4,718** | **0** | **4,718** | **23.3%** | **0** |
| | **Net Receipts over Payments** | **8,568** | **(5,550)** | **(14,118)** | | | | |
| 220 | Concurrent Costs | | | | | | | |
| 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 | 1,183 | 2,637 | 1,454 | | 1,454 | 44.9% | |
| 4025 | Warden Wages | 5,511 | 12,469 | 6,958 | | 6,958 | 44.2% | |
| 4235 | Hedge Trimming | 0 | 600 | 600 | | 600 | 0.0% | |
| 4300 | Wardens Expenses | 0 | 50 | 50 | | 50 | 0.0% | |
| 4305 | Vehicle Fuel | 475 | 900 | 425 | | 425 | 52.8% | |
| 4310 | Vehicle Insurance | 0 | 450 | 450 | | 450 | 0.0% | |
| 4315 | Vehicle Road Tax | 0 | 350 | 350 | | 350 | 0.0% | |
| 4320 | Vehicle Service / Maint. | 242 | 1,000 | 758 | | 758 | 24.2% | |
| 4330 | Garage Rent | 396 | 900 | 504 | | 504 | 44.0% | |
| | Concurrent Costs :- Indirect Payments | **7,807** | **19,356** | **11,549** | **0** | **11,549** | **40.3%** | **0** |
| | **Net Receipts over Payments** | **4,673** | **(6,963)** | **(11,636)** | | | | |

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**Chipperfield Parish Council Current Year**

**Detailed Receipts & Payments by Budget Heading 30/09/2026**

**Cost Centre Report**

| | | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 250 | Allotments | | | | | | | |
| 1000 | Allotment Rents | 120 | 2,800 | 2,680 | | | 4.3% | |
| 1001 | Allotment deposit | 255 | 0 | (255) | | | 0.0% | 255 |
| | Allotments :- Receipts | **375** | **2,800** | **2,425** | | | **13.4%** | **255** |
| 4085 | Training | 154 | 0 | (154) | | (154) | 0.0% | |
| 4090 | Subscriptions | 70 | 85 | 15 | | 15 | 82.4% | |
| 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% | |
| 4360 | Water Rates | 197 | 744 | 547 | | 547 | 26.5% | |
| | Allotments :- Indirect Payments | **421** | **3,529** | **3,108** | **0** | **3,108** | **11.9%** | **0** |
| | **Net Receipts over Payments** | **(46)** | **(729)** | **(683)** | | | | |
| 6001 | less Transfer To EMR | 255 | 0 | (255) | | | | |
| | **Movement to/(from) Gen Reserve** | **(301)** | **(729)** | **(428)** | | | | |
| 300 | Grants | | | | | | | |
| 4400 | Section 137 | 5,000 | 8,965 | 3,965 | | 3,965 | 55.8% | |
| | Grants :- Indirect Payments | **5,000** | **8,965** | **3,965** | **0** | **3,965** | **55.8%** | **0** |
| | **Net Payments** | **(5,000)** | **(8,965)** | **(3,965)** | | | | |
| 999 | VAT Data | | | | | | | |
| 115 | VAT on Receipts | 1,107 | 0 | (1,107) | | | 0.0% | |
| | VAT Data :- Receipts | **1,107** | **0** | **(1,107)** | | | | **0** |
| 515 | VAT on Payments | 1,199 | 0 | (1,199) | | (1,199) | 0.0% | |
| | VAT Data :- Indirect Payments | **1,199** | **0** | **(1,199)** | **0** | **(1,199)** | | **0** |
| | **Net Receipts over Payments** | **(92)** | **0** | **92** | | | | |
| | Grand Totals:- Receipts | **94,612** | **87,343** | **(7,269)** | | | **108.3%** | |
| | Payments | **46,153** | **87,343** | **41,190** | **0** | **41,190** | **52.8%** | |
| | **Net Receipts over Payments** | **48,459** | **0** | **(48,459)** | | | | |
| | plus Transfer From EMR | **2,950** | 0 | (2,950) | | | | |
| | less Transfer To EMR | **255** | 0 | (255) | | | | |
| | **Movement to/(from) Gen Reserve** | **51,154** | **0** | **(51,154)** | | | | |

# CHIPPERFIELD PARISH COUNCIL | GRANTS 2027–28

*Grant allocations • 2026/27 comparison and 2027/28 awards*

| Applicant | Reason / purpose | Statutory power | Requested 2026/27 | Granted 2026/27 | Requested 2027/28 | Granted 2027/28 |
|---|---|---|---|---|---|---|
| Chipperfield Village Hall | Two projects one to commence and one planned. See supporting documents | Section 19 Local Gov't Act (Misc's Provisions) Act 1976 | £5,000.00 | £1,500.00 | £4,000.00 | £1,000.00 |
| Chipperfield Clarendon Cricket Club | Extra grass seed and fertiliser due to severe summer | Section 19 Local Gov't Act (Misc's Provisions) Act 1976 | £1,500.00 | £500.00 | £500.00 | £400.00 |
| Chipperfield Corinthians Youth Football Club | Provide grassroots | Section 19 Local Gov't Act (Misc's Provisions) Act 1976 | £350.00 | £350.00 | £500.00 | £500.00 |
| Chipperfield Corinthians senior Football Club | Promote playing of competitive football | Section 19 Local Gov't Act (Misc's Provisions) Act 1976 | £0.00 | £0.00 | £750.00 | £500.00 |
| St Pauls Church | Maintenance of the churchyard. | Section 19 Local Gov't Act (Misc's Provisions) Act 1976 | £1,000.00 | £1,000.00 | £1,000.00 | £1,000.00 |
| Chipperfield Burial Ground Trust (previously Project Group) | | Local Government Act 1972 s214(2) | £0.00 | £0.00 | £0.00 | £0.00 |
| Friends of St Pauls School | Purchase of new chairs | Section 137 Local Gov't Act 1972 | £2,000.00 | £1,500.00 | £3,500.00 | £1,500.00 |

| | | | | | | |
|---|---|---|---|---|---|---|
| British Legion * | Poppy appeal wreath | Section 137 Local Gov't Act 1972 | £300.00 | £150.00 | £150.00 | £150.00 |
| Chipperfield Events Committee | | | £0.00 | £0.00 | £0.00 | £0.00 |
| Chipperfield Tennis Club | | | £0.00 | £0.00 | £0.00 | £0.00 |
| Chipperfield Events CIC | | | £0.00 | £0.00 | £0.00 | £0.00 |
| Juicebox Live Development & Training CIC | | | £0.00 | £0.00 | £0.00 | £0.00 |
| Chipperfield Horticultural Soc | Encourage gardening for young members | Section 137 LGA 1972 | £150.00 | £150.00 | £0.00 | £0.00 |
| **TOTAL GRANTS** | | | **£10,300.00** | **£5,150.00** | **£10,400.00** | **£5,050.00** |

** Allocated by CPC without formal application*

*All amounts in GBP (£) • Edit individual awards to update the totals automatically*

Chipperfield Parish Council,
The Village Hall
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Herts
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website:www.chipperfieldparishcouncil.gov.uk

# Chipperfield Parish Council

**Minutes of the Finance and General Purposes Working Group**

Date and time: 20/10/2026 at 10am
Venue: Zoom
Attendance and apologies: Cllr's Foxall, Paton, Flynn, Cassidy and Hinton. No apologies to record

These draft minutes record the discussion in the supplied transcript. The meeting was described as an informal preparatory discussion for Full Council. Recommendations below remain subject to formal consideration and approval by Full Council.

## 1 & 2 Accounts Summary YTD

Members reviewed the account summary and expenditure reports. Expenditure stood at approximately 52% at the halfway point of the financial year and was considered broadly in line with the annual budget.

The Clerk explained that the apparent overspend on office rent arose from the timing of invoicing by the Village Hall, rather than a rent increase. Payments totalled £300 in 2025/26 and £900 in 2026/27, giving a combined total of £1,200 over two years against an annual rent of £600. The current year's budget provision was £700. Reports for both years had been circulated.

## 3 Update on SANG and Complaints Received

Members received an update on the recent walk around the Common with Steven Werrell. Residents had been given an opportunity to raise concerns and ask questions about the wider programme of works. Members welcomed his constructive response and noted that positive feedback had also been received.

Two matters required follow-up: adequate space for horses to access the bridleway beside the proposed welcome area near the cricket car park; and concerns about the camber on some resurfaced paths. Steven had indicated that the path works could be checked against the contractor's specification and remedial work sought where necessary.

Action: The matters would be followed up at the working group meeting with Steven scheduled for the following day. The Clerk would circulate the positive resident email if it had not already been shared.

## 4 Grant applications for 2027 to 2028

Members considered grant applications against uncertainty over future Dacorum Borough Council funding. It was reported that concurrent services and warden funding had reduced from approximately £16,000 to £12,000 in the current year. A further £9,000 had been received as transition funding. The timing and extent of future reductions were unknown, and no further transition payment was assumed.

Members discussed balancing grant support, expenditure and the precept, while seeking to maintain funding for the warden service. A grant allocation broadly comparable with the existing £5,150 provision was proposed.

The Village Hall's reserves and ability to contribute to its own works were considered. Members also discussed the school's request for classroom chairs, sports club needs, churchyard maintenance and the Royal British Legion contribution. The youth football application concerned replacement goals following safety advice. The

senior football application concerned clubhouse furniture; wider financial and fire safety requirements were also discussed.

Concerns were raised about the cricket club's reported league investigation. No finding was established at this meeting. Members also recognised the wider community benefit of the cricket ground and its maintenance.

The following grant recommendations were supported for submission to Full Council:

| Organisation or purpose | Amount |
|---|---|
| Village Hall | £1,000 |
| Cricket Club | £400 |
| Youth Football Club | £500 |
| Senior Football Club | £500 |
| St Paul's Church | £1,000 |
| Burial ground | £0 |
| School | £1,500 |
| Royal British Legion | £150 |
| **Total** | **£5,050** |

Action: The Clerk to present the recommended grants, totalling £5,050, to Full Council. The recorded burial ground entry and applicant names should be checked against the application schedule.

## 5 Damage to the fingerpost

Members discussed damage to the fingerpost, including a broken directional arm, a crack in the upright and damage to a second arm. It was reported that Geoff might hold the broken arm and its separate lettering; this required confirmation.

The replacement quotation was considered high and was understood to exclude installation and to rely on the existing lettering being supplied. Installation was estimated at approximately £600, with the overall repair potentially costing £1,400 to £1,500. Alternative quotations would be sought before any commitment was made.

The Clerk reported an insurance excess of £250 and advice that a claim could affect the low claims bonus. Members considered the potential effect on future premiums alongside the recoverable amount. The preference was to explore reduced repair costs and fund the work from CIL, subject to further consideration, rather than proceed with an insurance claim at this stage.

Actions: The Clerk to contact Geoff to confirm that he holds the damaged arm and lettering, report back to members and make clear that no supplier had been appointed. Eamon to approach cabinetmaker Steve Barton. The Clerk to seek a further quotation, aiming for three quotations in total, and bring the costs back for consideration.

# 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
The Common
Chipperfield
WD4 9BS

**Supplier No:** 106124
**Date:** 22-Sep-2026
**Page:** 1 of 1

| Invoice Date | Our Reference | Invoice Number | Your Reference | Amount Payable (£) |
|---|---|---|---|---|
| 17-Sep-2026 | 8402596 | PP260917 | Fit For future Investment Fund | 9,000.00 |
| The amount shown on the right will be credited to your bank account on or before 25-Sep-2026 | | | | **9,000.00** |

**Payment Account Details**

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

Chipperfield Parish Council,

The Village Hall

The Common, Chipperfield

WD4 9BS

Tel: 01923 263 901

email: parishclerk@chipperfield.org

website: www.chipperlfieldparishcouncil.gov.uk

## 1. Purpose and scope

The Council will take reasonably practicable steps to protect employees, councillors, volunteers and others undertaking authorised Council work alone. Lone working means working without close or direct supervision. This policy applies to office work, home working, travel, evening meetings, allotment inspections, Chipperfield Common and SANG-related visits.

## 2. Responsibilities

The Council is responsible for assessing risks, providing suitable arrangements, training and equipment, and reviewing incidents. The Clerk implements agreed arrangements and ensures staff understand them. Where the Clerk works alone, the Chair or a nominated councillor will be the designated check-in contact. Lone workers must follow procedures, report hazards and stop work where they feel unsafe.

## 3. Risk assessment and authorisation

Before lone working, assess the location, task, time of day, access and exits, mobile reception, weather, personal circumstances where relevant, likelihood of confrontation and access to help. Higher-risk tasks require a separate written assessment and may require two people. Lone working is not authorised for activities requiring a second person under applicable safety rules or where risks cannot be adequately controlled.

## 4. Office and home working

Keep doors and exits secure and accessible; do not admit unexpected visitors if unsafe. Arrange appointments where possible. Avoid meeting an aggressive or unknown visitor alone. Ensure electrical equipment and workstations are suitable. Agree reasonable contact arrangements for home working and out-of-hours office work.

## 5. Allotment inspections and enforcement

Inform the nominated contact of the site, expected start and finish times and planned route. Carry a charged phone; wear appropriate footwear; avoid isolated areas in poor weather. Do not enter unsafe structures or confront tenants about breaches alone where hostility is foreseeable. Arrange accompanied visits for contentious inspections, tenancy enforcement or reported threatening behaviour. Leave immediately if threatened.

## 6. Common, SANG and outdoor visits

Check weather, daylight, terrain, access and mobile signal. Do not work alone near water, unstable trees, machinery, construction operations or other identified high-risk hazards unless a specific assessment confirms adequate controls. Avoid physical intervention with members of the public. Contractors must manage their own safe systems of work and coordinate relevant site risks with the Council.

## 7. Evening meetings and travel

Consider safe arrival and departure, lighting, parking, building security and arrangements for closing premises. Where a meeting ends late, agree a departure check-in. Do not undertake unnecessary lone visits in darkness to isolated sites.

## 8. Contact and escalation procedure

Before an off-site visit, the worker provides the designated contact with location, activity, phone number, expected completion time and an agreed check-in deadline. If the worker does not check in, the contact calls promptly, retries using agreed methods, and checks the last known location without putting themselves at risk. If there is reason to suspect immediate danger, call 999; otherwise escalate promptly under the Council emergency contact procedure. Record and review any failed check-in.

## 9. Emergencies, incidents and wellbeing

In an emergency call 999 and provide an accurate location. Withdraw from threatening situations; do not attempt to restrain anyone. Report accidents, near misses, abuse and threats to the Clerk or, where the Clerk is affected, the Chair. Consider first-aid provision, personal circumstances and work-related stress in the assessment. Apply applicable accident reporting requirements.

## 10. Training, monitoring and review

Provide induction on risk assessments, de-escalation, check-ins, emergencies and reporting. Test contact procedures periodically. Review this policy annually and sooner after a significant incident, change of duties or change of site risks.

## 11. Data protection

Use contact and location information only for proportionate safety purposes; restrict access and retain records in accordance with Council retention and data protection arrangements.

## Appendix A — Lone working visit record

Worker / contact number: _____

Location and purpose: _____

Date, start and expected finish: _____

Designated check-in contact / number: _____

Check-in deadline and method: _____

Actual return / close-out time: _____

Hazards, controls or incident notes: _____

## Appendix B — Site-specific risk assessment prompts

For each activity record: hazard; who may be harmed; existing controls; further action; owner; due date; review date. Assess office visits, allotment enforcement, remote outdoor visits, evening meetings, slips/trips, violence, poor signal, weather, lone driving and emergencies as relevant.

## Reference guidance

Health and Safety Executive: https://www.hse.gov.uk/lone-working/ ; https://www.hse.gov.uk/lone-working/employer/manage-the-risks-of-working-alone.htm

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# CHIPPERFIELDPARISH COUNCIL

## PROCEDURE FOR APPOINTING PARISH COUNCILLOR

| | |
|---|---|
| Version | V26.0 |
| Date approved by Full Council | N/A |
| Date approved by Full Council | 27/10/2026 |

# CHIPPERFIELD PARISH COUNCIL

## Procedure for co-opting a Parish Councillor

Parish Councils are permitted the power to co-opt a person on to council to fill a casual vacancy when the requirements to hold an election have not been met (the vacancy has been the subject of a public notice and less than 10 registered voters have requested an election by the deadline specified by the returning officer).

Although seeking 'expressions of interest' is not a legal requirement, the National Association of Local Councils (NALC) recommends that Councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.

The Parish Council will advertise the vacancy to seek and encourage 'expressions of interest' by a specified date from anyone in the parish who is eligible to stand as a parish councillor. The attached form will be used as the basis of ascertaining a candidate's suitability to put his or herself forward for co-option. At the next Full Council meeting:

- Clerk to confirm that each candidate is qualified to become a Councillor and is not disqualified from being a Councillor as set out in the Local Government Act 1972 S79 and S80.
- Chair to give candidates an opportunity to speak if they are in attendance and to allow members the chance to ask questions of the candidates.
- Only councillors present at the meeting may nominate, second or vote upon a person to fill the vacancy. A councillor may only nominate or second one candidate.
- The Chair will offer opportunity for debate on the order of priority to offer co-option to the candidates. In most cases, the candidates will be asked to leave the room while this process takes place.
- Voting for the new Councillor will be by a show of hands. The Chair will initiate a vote in alphabetical order. Councillors have one vote each.
- An absolute majority vote is required for each candidate from all members present and entitled to vote. If there are no more than two candidates for one vacancy and no one of them at the first count receives a majority, the candidate with the least number of votes will be eliminated and the remainder will be put to the vote again until an absolute majority is obtained (LGA 1972 Sch. 12. Para 39). One person will be chosen for each vacancy.
- The successful candidate will then be declared co-opted to the Council and summoned to attend the next Council meeting.

The above procedure will take place in open Council.

The Clerk will notify Electoral Services of the new councillor appointment and organise Declaration of Acceptance of Office paperwork. All new councillors, must, within 28 days of appointment, register their interests with DBC – forms to be supplied by the Clerk.

The attached form will be used as the basis of ascertaining a candidate's suitability to put his or herself forward for co-option.

# CHIPPERFIFELD PARISH COUNCIL

**Application form for role of Parish Councillor on Chipperfield Parish Council**

| | |
|---|---|
| Full name | |
| Home address<br>Inc. Postcode | |
| Telephone number | |
| Mobile number | |
| Email | |

It is a condition of being a Parish Councillor that your phone number and email address (official email address will be supplied) be made public via notice boards and website.

LEGAL QUALIFICATIONS FOR BEING A COMMUNITY COUNCILLOR
*To qualify you must be able to answer 'Yes' to both of the questions below*

| | |
|---|---|
| Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country? | Yes / No |
| Are you 18 or over? | Yes / No |

*To qualify you must be able to answer 'Yes' to at least one of the questions below*

| | |
|---|---|
| Are you on the electoral register for Chipperfield | Yes / No |
| Have you lived either in Chipperfield or within 3 miles of its boundary, for at least a year? | Yes / No |
| Have you been the owner or tenant of land in Chipperfield for at least a year? | Yes / No |
| Have you had your only or main place of work in Chipperfield for at least a year? | Yes / No |

DISQUALIFICATIONS

*You must be able to answer No to all of the questions below to be eligible to serve as a councillor*

| | |
|---|---|
| Are you the subject of a bankruptcy restrictions order or interim order? | Yes / No |
| Have you within the last five years been convicted of an offence in the UK, the<br>Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine? | Yes / No |
| Are you disqualified by order of a court from being a member of a local authority? | Yes / No |

Please briefly outline of why you are interested in being a parish councillor.

| |
|---|
| |

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business, or trade union experience.

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise.

Are there any questions you would like to ask the Council?

Signed

Date