



Chipperfield Parish Council,  
The Village Hall  
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### **CHIPPERFIELD PARISH COUNCIL**

**MINUTES** of the meeting of the Chipperfield Parish Council held on 16<sup>th</sup> May 2023 @ 7.45 at the Village Hall The Common Chipperfield WD4 9BS

*Councillors Present: K Cassidy- **Chairman**, E Flynn- Vice Chair, T McGuinness, G Bryant, W Bathurst, L Hinton, C Heaphy, P Foxhall*

*In attendance: Mrs U Kilich (Proper Officer) and Borough Councillor Adeleke Gbola.*

#### **01/23 ELECTION OF CHAIR**

To elect a Chair for the ensuing Council year

This item was chaired by the current Vice-Chair, Cllr Flynn.

Resolved, proposed by Cllr Flynn, seconded by Cllr Bryant to appoint Cllr Cassidy as Chair for the year 2023/24. Unanimously agreed.

#### **02/23 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIR**

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

Cllr Cassidy signed the declaration of acceptance of office.

#### **03/23 ELECTION OF VICE CHAIR**

To elect a Vice Chair

Resolved, proposed by Cllr Cassidy, seconded by Cllr Bryant to appoint Cllr Flynn as Vice Chair for year 2023/24. Unanimously agreed.

#### **04/23 DECLARATION OF ACCEPTANCE OF OFFICE OF VICE CHAIR**

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

Cllr Flynn signed the declaration of acceptance of office.

#### **05/23 APOLOGIES FOR ABSENCE**

To receive apologies for absence

There were no apologies of absence to record.

#### **06/23 DECLARATIONS OF INTEREST**

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

There were no declaration of interest to record.

#### **07/23 PUBLIC PARTICIPATION 15 minutes time allowed.**

There were no members of the public

#### **08/23 MINUTES**

To approve the minutes of the meeting of 4<sup>th</sup> April 2023.

Resolved, proposed by Cllr Flynn seconded by Cllr Hinton that these Minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman, Unanimously agreed.

**09/23 REPORT FROM BOROUGH/COUNTY COUNCILLORS**

To receive a report from Borough/County Councillors

Report received from Cllr Adeleke

- Councillors were thanked for the Support of the entire Ward during the May 2023 Borough Elections
- Advised Change of Administration will have ramification on us as Ward Councillors, on our deliveries and most importantly, relationship with Officers
- It is no longer “Business-as-usual”
- Expected changes to affect the Local Plan, Planning, Council Finances, Housing and Environmental issues
- Assured Councillors and Residents that we will continue to work hard on their behalf and ensure that the level of Support they enjoy from us will not diminished or compromised in any way.

**10/23 Cllr Cassidy proposed the following for COMMITTEE’s & WORKING PARTY MEMBERS**

Resolved, proposed by Cllr Cassidy, seconded by Cllr Flynn to accept the Committees and Working Parties listed below. Unanimously agreed.

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

**11/23 Chairman’s Report**

- a. Year to Date Summary 2023/24

Resolved, proposed by Cllr Cassidy, seconded by Cllr Hinton to approve the YTD Summary for 2023/24.

- b. Cllr Cassidy proposes to approve the Annual Governance and Accountability Return 2022/23

Resolved, proposed by Cllr Cassidy, seconded by Cllr McGuinness for the Chair and RFO to sign AGAR for 2022/23. Unanimously agreed. Cllr Cassidy mentioned that the Internal Audit

report was a positive one, however, to note that the sum of Precept must be minuted, once the budget has been approved.

- c. To review the Insurance Policy and approve total cost £1,233.26.  
Resolved, proposed by Cllr Flynn, seconded by Cllr Bryant to approve the insurance policy renewal at £1233.26. Unanimously agreed.

- d. **PRECEPT:** Notification of parish funding was confirmed as received on 5<sup>th</sup> April 2023. The total being £74,360.00.

Precept Demand	£58,254.00
Council Tax Support Grant	£ 00.00
Concurrent Services	£ 8,393.00
<u>Wardens Grant</u>	<u>£ 7,713.00</u>

Total for 2022/23 £74,360.00

- e. Total CIL amount received for 2023/24 £137.35.
- f. Cllr Cassidy to update on Village Maintenance and Action Plan – Update and review the action list going forward, items pending are traffic calming measure, SANG, electrical cables on the allotment. Apostles, but also the other ponds, Luke Johnson is waiting for the wildlife trust to respond concerning some issues and questions put to them.
- g. An update on SANG – Cllr Cassidy informed members that a report has been submitted to Dacorum Borough Council – Claire Covington.
- h. To discuss waste transfer on Martlets – Cllr Cassidy informed members that Planning Enforcement have been notified.
- i. Traffic calming measures – Cllr Cassidy reported that there have been few accidents by the crossroads and Courtaulds, it was suggested in cutting back the hedges on the corner of Dunny Lane (with permission of the owner), and to engage with Herts Highways for patrol to survey the traffic.
- j. Present DBC with wish list regarding green common related issues – Cllr Cassidy suggested that Open Spaces identify what is needed on the Common. The ideas will be put to DBC Officers.
- k. To approve the following Policies and Risk Assessment  
Cllr Cassidy suggested that each member will go through at least two policies/procedures. The Clerk and the Chair will review Standing Order, Financial Regulations, Code of Conduct and Risk Assessment. The remainder of the documents will be reviewed by rest of the members.
- i. Allotment Disputes
  - ii. Code of Conduct
  - iii. Communications Policy
  - iv. Complaints Policy
  - v. Dignity at Work Policy
  - vi. Equal Opportunities and Diversity Policy
  - vii. Facebook Policy
  - viii. Financial Regulations
  - ix. Freedom of Information Policy
  - x. GDPR Policy
  - xi. Grants and Donations Policy
  - xii. Grievance Policy
  - xiii. Health & Safety Policy
  - xiv. Investments Policy
  - xv. Publication Scheme
  - xvi. Press and Media Policy
  - xvii. Recruitment and Selection Policy

- xviii. Risk Assessment
- xix. Standing Orders
- xx. Terms of Reference
- xxi. Terms of Reference for Working Party

**12/23**

**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
- b. A qualified Clerk (CiLCA) (Level 6 Community Governance)

**13/23**

**Correspondence received.**

- a. Affordable Housing – To identify relevant space for affordable housing and to engage DBC.
- b. HAPTC news on VAT for Kings Coronation – for information only
- c. Dan Stevens PCC email Dacorum Inter Parish Network – Action, write to Dan Stevens to inform him that CPC would like to be involved and to share information.
- d. Members News from DBC – for information only
- e. Cllr Riddick’s email to DBC re 1 The Street, Chipperfield - Planning Ref: 23/00999/FUL The application was not approved at the Planning Meeting 16<sup>th</sup> May 2023.
- f. ERTA Voluntary Transport for further information please [click here](#)
- g. Japanese Knotweed found on Tower Hill (reported to HCC) – This was reported to HCC, however, they responded saying that it was not urgent enough to treat. It appears that the Japanese Knotweed has been treated.
- h. Vandalised mirror on Dunny Lane and by Osteria restaurant – Informed Dan Stevens PCC.
- i. Parking issues on Nunfield – The building work has now been completed, that may relieve the parking issues.
- j. To discuss and update CPC webpage on SANG - To update the web page that the report has been submitted to DBC.
- k. Waste transfer from Martlets – discussed earlier
- l. To place a strategy on dealing with new DBC Council regarding the Common – SANG reported has been reported, the trees around the Common are managed by the Village Warden.

**14/23**

**REPORT FROM WORKING GROUPS**

**1. Open Space**

Friends of Chipperfield are meeting on 18<sup>th</sup> May, there is a new member starting. The task is to clear the paths near Apostles pond.

**2. Youth and Education**

New Head Teacher starts in September 2023. The capital funding for the playground has been approved by DBC.

**3. Police Report**

Nothing to report

#### **4. Highways**

Nothing to report

#### **5. Planning**

Cllr Bryant informed members that building behind Osteria and the Martlets are of a concern.

#### **6. Allotments**

There are kids running around the allotment that are coming from the Blackwells. The fencing around the allotment needs to be investigated.

**15/23**

**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.

**16/23**

The next Council Meeting will be held on the 27<sup>th</sup> June at 7.45 pm The Village Hall  
The Common Chipperfield WD4 9BS.