



Chipperfield Parish Council,
The Village Hall
The Common, Chipperfield
Herts.
WD4 9BS

Tel : 01923 263 901

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CHIPPERFIELD PARISH COUNCIL 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 17 February 2026 at 7.45 pm

Mrs Usha Kilich Parish Clerk
11 February 2026

83/25 APOLOGIES FOR ABSENCE

To receive apologies for absence

84/25 DECLARATIONS OF INTEREST

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

85/25 Election of Chair for the Allotment Committee

The current Allotment Committee Chair, Cllr E Flynn has expressed his intention to step down and will open the floor for nominations for the appointment of a new Chair.

86/25 PUBLIC PARTICIPATION 15 minutes time allowed.

87/25 MINUTES

- a. To approve the minutes of the meeting of 13th January 2026.
- b. To discuss any matters arising from previous meetings

88/25 REPORT FROM BOROUGH/COUNTY COUNCILLORS

To receive a report from Borough/County Councillors

89/25 CHAIRMANS REPORT & CORRESPONDANCE RECEIVED

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

- a. Scottish Widows lowering interest rate on savings account from 1.10% to 0.95% AER
- b. Unity Trust bank charges to be increased to £7 per month
- c. Dacorum Environmental Forum Agenda and Minutes
- d. Road Safety issue raised by a member of the public.
- e. DBC General Planning Update for Council members only
- f. Government launch consultation on Hertfordshire's Local Government Reorganisation proposals

- g. DBC Further Consultation for budget review
- h. Email received regarding the village clock and associated report
- i. Email received regarding the Allotment Minutes of 7th January 2026
- j. Email received regarding Allotment Holders Meeting on 26th January 2026
- k. Email received on the results from Police and Crime Commissioner to discuss the Road Safety Budget

90/25 CLERKS REPORT (verbal)

- a. To update and discuss the current action report
- b. Latest news from Dacorum Borough Council

91/25 FINANCE AND GENERAL PURPOSES

- a. Cllr Foxall proposes to approve the YTD Summary for January 2026
- b. Cllr Foxall proposes to approve the Receipts and Payment Summary for January 2026
- c. Cllr Foxall proposes to approve the Bank Reconciliation as of January 2026
- d. Cllr Foxall proposes to approve allotment deposit increase from £75 to £100
- e. Cllr Foxall proposes to approve the amended Allotment Rules
- f. Cllr Foxall proposes to approve £150 plus VAT for WCAG 2.2 Level AA compliant audit
- g. Cllr Foxall proposes to appoint Audit Solutions to carry out the internal audit for 2025/26 this being their last year. CPC will need to engage with another provider for 2026/27
- h. Cllr Foxall proposes to approve the annual subscription £916.28 with HAPTC for 2026/27
- i. Cllr Foxall proposes to approve the charges applied by Community Action Dacorum from 1 April 2026 as follows
 - New yearly payroll charge (paid in April) will be £68 plus VAT
 - New monthly payroll charge including pension will be £32 plus VAT
 - Community Action Dacorum Annual Membership Charge £45.00
- j. Cllr Foxall proposes to approve the following policies
 - Accessibility Policy
 - Members Interest Policy
 - Privacy Policy
 - Records Management Policy and Retention Schedule

92/25 REPORT FROM WORKING GROUPS AND COMMITTEES

1. OPEN SPACES

SANG update – Meeting notes

2. YOUTH AND EDUCATION

3. POLICE REPORT

4. HIGHWAYS

5. PLANNING

6. ALLOTMENT – To discuss the Tennis Club Proposal with the Allotment Holders

93/25 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.

94/25 Future Agenda Items

95/25 DATE OF NEXT MEETING

The next meeting will be held on the 30th of March 2026 following the planning meeting @ 7.45 at The Blackwells The Common WD4 9BS.



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Minutes of the meeting of the Chipperfield Parish Council held on 13th January 2026 at 7.45 at The Blackwells, The Common Chipperfield WD4 9BS.

The meeting commenced at 8.05pm

Councillors Present: P Foxall (Chair), G Bryant, E Flynn, K Cassidy, W Bathurst, and M Paton.

In attendance: Mrs U Kilich (Proper Officer).

71/25 APOLOGIES FOR ABSENCE

To receive apologies for absence

Resolved, proposed by Cllr Bathurst, seconded by Cllr Flynn to accept apologies for absence from

Cllr Hinton. Unanimously agreed. Apologies for absence also received from Cllr R Roberts and Cllr G Adeleke.

72/25 DECLARATIONS OF INTEREST

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

There were no declarations of interest to record.

73/25 PUBLIC PARTICIPATION 15 minutes time allowed.

There were no members of the public present.

74/25 MINUTES

a. To approve the minutes of the meeting of 9th December 2025

Resolved, proposed by Cllr Bathurst, seconded by Cllr Paton to approve the Minutes of 9th December 2025 as a true and accurate representation of the meeting.

Unanimously agreed.

b. To discuss any matters arising from previous meetings

Nothing to discuss

75/25 REPORT FROM BOROUGH/COUNTY COUNCILLORS

To receive a report from Borough/County Councillors. No report received.

76/25 CHAIRMANS REPORT & CORRESPONDANCE RECEIVED

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

a. A request for salt bin, referred to Herts County Council

b. Tower Hill Road Safety (email shared with County Councillor R Roberts)

c. To discuss and make a decision on the foliage obstructing traffic sightlines by the Kia Garage– Cllr Bryant will instruct the relevant contractor to remove all the foliage by the garage.

d. Chip News to appointment two members, one appointment has been made.

77/25 CLERKS REPORT (verbal)

- a. To update and discuss the current action report – Leander has experienced difficulties in sourcing the appropriate material for the fingerpost. Councillor Bryant is in communication with Leander to resolve the issue.
- b. Latest news from Dacorum Borough Council shared with Councillors.

78/25 FINANCE AND GENERAL PURPOSES

- a. Cllr Foxall proposes to approve the YTD Summary for December 2025
Resolved, proposed by Cllr Cassidy, seconded by Cllr Flynn to approve the YTD Summary for December 2025. Unanimously agreed.
- b. Cllr Foxall proposes to approve the Receipts and Payment Summary for December 2025
Resolved, proposed by Cllr Cassidy seconded by Cllr Flynn to approve Receipts and Payment Summary for December 2025. Unanimously agreed.
- c. Cllr Foxall proposes to approve the Bank Reconciliation as of December 2025
Resolved, proposed by Cllr Cassidy, seconded by Cllr Flynn to approve the Bank Reconciliation as of December 2025. Unanimously agreed.
- d. Cllr Foxall proposes to discuss and approve the Precept for 2026/27 £70,650 which is a 4.59% increase from 2025/26
Resolved, proposed by Cllr Cassidy, seconded by Cllr Flynn to approve the Precept for 2026/27 for £70,650 which is 4.59% increase from 2025/26. Unanimously agreed.
- e. Cllr. Foxall proposes to approve the insurance quote received for the council vehicle at £418.37
Resolved, proposed by Cllr Cassidy, seconded by Cllr Flynn to approve the quote for the council vehicle. Unanimously agreed.
- f. Cllr Foxall proposes to approve General Reserves Policy which is in line with the Practitioners Guide.
Resolved, proposed by Cllr Cassidy, seconded by Cllr Flynn to approve the General Reserves Policy. Unanimously agreed.

79/25 REPORT FROM WORKING GROUPS AND COMMITTEES**1. OPEN SPACES**

SANG update – The Council expressed its disappointment regarding items being thrown into the pond, particularly after considerable time and financial resources had been invested in maintaining its cleanliness. The most recent Friends of the Common (FoC) meeting was well attended, and the next meeting is scheduled for 15 January 2026. Concerns were raised about the excessive number of signposts on the Common, with some signs having been relocated. The easy access route has now been signed as a bridleway, and it was noted that additional signage should be installed along the centre of the path. Resurfacing of the path will be undertaken in due course. In addition, a new path is being created adjacent to the churchyard.

2. **YOUTH AND EDUCATION** – Nothing to report.
3. **POLICE REPORT** – Nothing to report
4. **HIGHWAYS** – A meeting has been requested with the County Councillor
5. **PLANNING** – Nothing to report
6. **ALLOTMENT** – Update from the meeting on held on 7th January 2026.
The meeting was productive. Allotment Holders have requested a meeting with the Tennis Club which will be scheduled once the revised plans have been drawn. Allotment Holders have scheduled a meeting for 26 January 2026.

80/25 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.

81/25 Future Agenda Items

82/25 DATE OF NEXT MEETING

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

The meeting concluded at 20.36

Clerk Actions from Recent Meetings	Comment	Agenda Item / Due Date	Notes
Administration			
Transfer the domain from Fasthosts to TEEC	The Clerk to follow up for the transfer	Nov-25	Actioned 24/11/2025
To apply for Unity Trust Credit Card	The Clerk to put an application	Nov-25	In progress
To update the Scottish Widows Mandate with F&GP Councillors	Update mandate	Dec-25	Application sent off
CIL update for the website	Website	Jan-26	
OPEN SPACES			
SANG and pond updates	Monthly update for the Chip News	Ongoing	
Village Clock update	To revisit early 2026	Jan-26	No further update
Finger posts installation	Clr Bryant/Clerk	Nov-25	In progress
Allotments			
Turn the water off in mid November	Clerk/Warden	Nov-25	Actioned
Inform allotment holders no parking during winter months	Clerk/Warden	Nov-25	Actioned
HIGHWAYS			
to submit road audit report to Richard Roberts		Nov-25	Report submitted to RR on 18/11/2025
Awaiting PCC Grant approval		Dec-25	Received feed back on the agenda for 17/02/2026 for approval

Case closed or dealt with

Detailed Receipts & Payments by Budget Heading 31/01/2026

Cost Centre Report

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Administration								
1076 Precept		67,400	67,400	0			100.0%	
1080 Bank Interest		0	1,000	1,000			0.0%	
1081 Scottish widows interest		0	2	2			0.0%	
	Administration :- Receipts	67,400	68,402	1,002			98.5%	0
4000 Clerks Wages		17,537	22,304	4,767		4,767	78.6%	
4001 Pension Contribution Clerk		5,065	7,500	2,435		2,435	67.5%	
4030 Payroll Services		360	550	190		190	65.4%	
4031 HMRC payment		8,368	8,500	132		132	98.4%	
4055 Telephone and Internet		570	800	230		230	71.3%	
4060 Printing and Stationery		274	300	26		26	91.4%	
4065 Postage		0	60	60		60	0.0%	
4070 Room Hire		680	600	(80)		(80)	113.3%	
4075 Insurance General		1,269	1,300	31		31	97.6%	
4080 Legal & Professional Fees		0	500	500		500	0.0%	
4081 registration for ICO		47	40	(7)		(7)	117.5%	
4085 Training		0	500	500		500	0.0%	
4090 Subscriptions		1,110	1,500	390		390	74.0%	
4095 Website		0	500	500		500	0.0%	
4100 Publications/Communication		0	100	100		100	0.0%	
4105 Audit Fees		825	900	75		75	91.7%	
4115 Chairmans Allowance		286	300	14		14	95.3%	
4120 Bank Charges		60	72	12		12	83.3%	
4125 Annual General Meeting		0	100	100		100	0.0%	
4130 Wreaths		0	150	150		150	0.0%	
4135 Refreshments		0	100	100		100	0.0%	
4140 New Office Expenditure		0	1,000	1,000		1,000	0.0%	
4141 Office Rent		300	700	400		400	42.9%	
4145 IT Support		316	500	184		184	63.2%	
4150 Election costs		0	1,000	1,000		1,000	0.0%	
4206 electricity office		386	300	(86)		(86)	128.6%	
	Administration :- Indirect Payments	37,451	50,176	12,725	0	12,725	74.6%	0
	Net Receipts over Payments	29,949	18,226	(11,723)				
180 CIL								
1078 CIL		20,373	0	(20,373)			0.0%	20,373
	CIL :- Receipts	20,373	0	(20,373)				20,373
4191 CIL Projects		4,248	0	(4,248)		(4,248)	0.0%	3,948
	CIL :- Indirect Payments	4,248	0	(4,248)	0	(4,248)		3,948
	Net Receipts over Payments	16,125	0	(16,125)				
6000	plus Transfer From EMR	3,948	0	(3,948)				
6001	less Transfer To EMR	20,373	0	(20,373)				

Detailed Receipts & Payments by Budget Heading 31/01/2026

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(300)	0	300				
<u>200 Open Spaces</u>							
1003 Tennis club Rent	600	600	0			100.0%	
1079 HCC Grant/DBC Grant	513	0	(513)			0.0%	
1300 filming income	300	175	(125)			171.4%	
Open Spaces :- Receipts	1,413	775	(638)			182.4%	0
4003 Pension cont for Warden	2,457	3,200	743	743	743	76.8%	
4085 Training	0	200	200	200	200	0.0%	
4090 Subscriptions	0	250	250	250	250	0.0%	
4136 Allotment AGM	30	100	70	70	70	30.0%	
4200 Clock Repairs	1,267	250	(1,017)	(1,017)	(1,017)	506.8%	1,267
4205 Clock Electricity	119	500	381	381	381	23.7%	
4210 Clock Service	0	500	500	500	500	0.0%	
4215 Village Maintenance	6,342	2,000	(4,342)	(4,342)	(4,342)	317.1%	5,591
4216 New Street Furniture	0	1,000	1,000	1,000	1,000	0.0%	
4220 Finger Post Repairs	0	200	200	200	200	0.0%	
4225 Equipment Repairs /Maint.	0	250	250	250	250	0.0%	
4226 Safety Equipement	146	250	104	104	104	58.4%	
4230 Storage Rental/Electricity	141	150	9	9	9	94.2%	
4240 Plants	0	150	150	150	150	0.0%	
Open Spaces :- Indirect Payments	10,503	9,000	(1,503)	0	(1,503)	116.7%	6,858
Net Receipts over Payments	(9,089)	(8,225)	864				
6000 plus Transfer From EMR	6,858	0	(6,858)				
Movement to/(from) Gen Reserve	(2,231)	(8,225)	(5,994)				
<u>220 Concurrent Costs</u>							
1100 Concurrent Services Inc	8,393	8,393	0			100.0%	
1150 Wardens Grant Recieved	8,176	7,713	(463)			106.0%	
Concurrent Costs :- Receipts	16,569	16,106	(463)			102.9%	0
4025 Warden Wages	9,879	12,106	2,227	2,227	2,227	81.6%	
4235 Hedge Trimming	0	600	600	600	600	0.0%	
4300 Wardens Expenses	0	50	50	50	50	0.0%	
4305 Vehicle Fuel	714	600	(114)	(114)	(114)	119.0%	
4310 Vehicle Insurance	418	450	32	32	32	93.0%	
4315 Vehicle Road Tax	345	335	(10)	(10)	(10)	103.0%	
4320 Vehicle Service / Maint.	557	1,000	443	443	443	55.7%	
4330 Garage Rent	656	800	144	144	144	82.0%	
Concurrent Costs :- Indirect Payments	12,569	15,941	3,372	0	3,372	78.8%	0
Net Receipts over Payments	4,000	165	(3,835)				

Detailed Receipts & Payments by Budget Heading 31/01/2026

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	2,516	2,600	84			96.8%	
1001 Allotment deposit	360	150	(210)			240.0%	360
1303 Locality Budget for Hedges	0	500	500			0.0%	
Allotments :- Receipts	2,876	3,250	374			88.5%	360
4090 Subscriptions	84	66	(18)		(18)	127.3%	
4137 Refund of allotment deposit	0	150	150		150	0.0%	
4138 Allotment hedges/trees	414	500	86		86	82.8%	
4145 IT Support	214	200	(14)		(14)	107.0%	
4350 Allotment Maintenance	778	1,500	722		722	51.9%	300
4355 Running Costs	75	400	325		325	18.8%	
4360 Water Rates	626	600	(26)		(26)	104.3%	
Allotments :- Indirect Payments	2,190	3,416	1,226	0	1,226	64.1%	300
Net Receipts over Payments	686	(166)	(852)				
6000 plus Transfer From EMR	300	0	(300)				
6001 less Transfer To EMR	360	0	(360)				
Movement to/(from) Gen Reserve	626	(166)	(792)				
300 Grants							
4400 Section 137	0	10,000	10,000		10,000	0.0%	
4405 Grants	5,150	0	(5,150)		(5,150)	0.0%	
Grants :- Indirect Payments	5,150	10,000	4,850	0	4,850	51.5%	0
Net Payments	(5,150)	(10,000)	(4,850)				
999 VAT Data							
115 VAT on Receipts	3,672	0	(3,672)			0.0%	
VAT Data :- Receipts	3,672	0	(3,672)				0
515 VAT on Payments	3,113	0	(3,113)		(3,113)	0.0%	
VAT Data :- Indirect Payments	3,113	0	(3,113)	0	(3,113)		0
Net Receipts over Payments	558	0	(558)				
Grand Totals:- Receipts	112,303	88,533	(23,770)			126.8%	
Payments	75,225	88,533	13,308	0	13,308	85.0%	
Net Receipts over Payments	37,078	0	(37,078)				
plus Transfer From EMR	11,106	0	(11,106)				
less Transfer To EMR	20,733	0	(20,733)				
Movement to/(from) Gen Reserve	27,451	0	(27,451)				

Chipperfield Parish Council Current Year
Receipts and Payments January 2026

Date	Method of Payment	Amnt Paid	Amnt Banked	Stat Amnt	Payee Name or Description
06/01/2026	DD	78.72		78.72	Dacorum Borough Council Garage Rent
06/01/2026	DD	68.4		68.4	Zen Internet Telephone and Wifi
06/01/2026	DD	13.69		13.69	Scottish Power Electricity for the Village Clock
06/01/2026	DD	9.96		9.96	The Right Fuel Card
06/01/2026	BACS	22.5		22.5	The Small Hall (hall hire)
06/01/2026	BACS	492		492	CJ Saunders Farm
07/01/2026	Direct Receipt		60	60	Allotment Rent
07/01/2026	Direct Receipt		940.87	940.87	HMRC 126 VAT Receipt
14/01/2026	BACS	-300		-300	Elbourn JB
14/01/2026	BACS	300		300	Elbourn JB Correction of previous payment
14/01/2026	BACS	418.37		418.37	Howden Insurance Village Van
14/01/2026	BACS	802.39		802.39	Pension Contributions
14/01/2026	BACS	34.8		34.8	Community Action Dacorum Payroll Services
14/01/2026	BACS	3267.22		3267.22	Community Action Dacorum Staff Salary & HMRC payent
14/01/2026	DD	16.34		16.34	Scottish Power Electricity for the storeroom
26/01/2026	DD	76.79		76.79	The Right Fuel Card
26/01/2026	BACS	256.8		256.8	Heartbeat Battery for the Defib
26/01/2026	BACS	6		6	Unity Trust Bank Bank Charges
		5563.98	1000.87		

Presented to F&GP 2/02/2026

Chipperfield Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 January 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

31/01/2026	Current Account Training	0.00
31/01/2026	SCOTTISH WIDOWS	86,442.48
31/01/2026	Unity Trust Bank Account	85,815.72
		172,258.20

Receipts not on Bank Statement

0.00
172,258.20

Closing Balance

All Cash & Bank Accounts

1	Current Bank A/c	0.00
2	Scottish Widows	86,442.48
3	Unity Trust Bank Account	85,815.72
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	172,258.20

CHIPPERFIELD PARISH COUNCIL

ALLOTMENT RULES POLICY

1. Allotment Law

1.1 The tenancy is subject to the Allotment Rules made by the Council and to the Small Holdings and Allotments Act 1908 (SHAA 1908), the Allotments Act 1922 (AA 1922), the Allotments Act 1925 (AA 1925) and the Allotments Act 1950 (AA 1960). General planning laws also apply to allotments.

2. Definitions and Interpretation

2.1 Council (Us/We) – Chipperfield Parish Council

2.2 Tenant (You) – The tenant that has or will sign the tenancy agreement for plots. This person will be liable for all aspects of the plot.

2.3 Plot – The area of land that has been leased to you within the tenancy agreement you will have signed.

2.4 Allotment site – The entire area within the boundary markings where the allotments are.

2.5 Visitors – Anyone that you invite onto the allotment site with you.

3. Inspections

3.1 We will arrange and carry out regular site inspections to ensure that the plots are being used in compliance with these Rules and are well maintained.

Any member of the Council or members of the Council's Allotment Committee may, at any time, access any plot or structure to carry out these inspections and to take photographs as evidence.

4. Eligibility – A tenant must:

- 4.1 Be over 18 years of age.
- 4.2 Not already have an allotment in another area of Dacorum
- 4.3 Be on the waiting list.

5. Keeping the council informed

- 5.1 It is your responsibility to keep the Council updated in any changes in your circumstances which may affect your ability to maintain your plot in accordance with these rules.
- 5.2 The Council will endeavour to provide support and advice to any plot holder who requires assistance, particularly where an individual circumstances may affect their ability to manage their plot on short term basis
- 5.3 It is your responsibility to ensure your contact details held by the Clerk are up to date. The Council will not be responsible for you not receiving communications if your contact details are not up to date

6. Co-workers

- 6.1 You may enlist the assistance of family members to help you cultivate your allotment. These are known as co-workers.
- 6.2 You can register one co-worker per plot with the council.
- 6.3 The registered co-worker will be offered the allotment plot should you decide to terminate the tenancy, or in the case of death.
- 6.4 To be registered, the co-worker must also fit the eligibility criteria detailed above.

7. The Tenant of the allotment garden must:

- 7.1 Pay the annual rent (due by 31st October) set by the Allotment Committee on direction of the parish clerk and shown in the table below.
- 7.2 Clearly display their plot number in a prominent position at the front of the

allotment plot

7.3 Keep the plot free from weeds, tidy, well manured, and at least 60% maintained in a proper state of cultivation and fertility.

7.4 Where an allotment holder is in possession of more than one allotment plot and fails to properly maintain or cultivate any of those plots in accordance with the allotment rules, the Council reserves the right to ask the allotment holder to downsize to one/half plot.

7.5 Keep the plot and the surrounding area clear of litter, refuse, or other rubbish

7.6 Maintain all structures in a good state of repair and condition.

7.7 Inform the Allotment Committee if you are temporarily not able to tend to your plot.

7.8 Keep one half of the width of the grass pathways surrounding their plot clear of obstruction and in good order and condition.

7.9 Dogs must be kept on the lead and not secured to any water tanks

7.10 Ensure any children under the age of 16 years old are accompanied by an adult.

7.11 Observe and perform any other special condition which we, from time to time, consider necessary to preserve the allotments from deterioration, and of which notice to applicants for the allotments is given in accordance with these Rules.

7.12 A maximum of one full plot (two halves) will be allocated to a tenant at any given time. This applies to new allotment holders.

8.The Tenant of the allotment garden must not:

8.1 Cause any nuisance or annoyance to the occupier of any other plot

8.2 Harass, intimidate, or abuse anyone on the allotment site including indirect threats towards or malicious comments about other tenants.

8.3 Use your plot for purposes other than cultivation e.g.

- 8.3.1 Carry out any form of business or grow produce for sale.
- 8.3.2 Store materials except for those to aid cultivation and maintenance.
- 8.3.2 Store lubricants, flammable or dangerous chemicals other than those used to fuel machinery for the maintenance of the site.
- 8.3.4 Park any vehicle during winter months from October to March each year
- 8.4 Use harmful materials such as barbed wire, nails, and glass except glass used in a greenhouse of approved size. (8x6)
- 8.5 When lighting a bonfire, which should take place rarely, cause any smoke nuisance as defined by the Environmental Protection Act 1990 (Section 80).
- 8.6 Use carpet, underlay or similar material as a weed suppressant (Because they can leach toxic chemicals into the ground, which may affect the quality of the soil and produce grown in it).
- 8.7 Plant any invasive plants, shrubs, or trees other than fruiting trees grown on a dwarf rooting stock to limit height and in any case not to allow any plant to exceed 12 feet in height.
- 8.8 Allow your plot to become overgrown.
- 8.9 Obstruct any path we have set out for other occupiers of the allotment site.
- 8.10 Live in or sleep overnight in any part of the allotment site.
- 8.11 Park overnight on any part of the Upper Allotment site.

9. Without permission and approval from the CPC Allotment Committee and Chair (ACC), the tenant must not:

- 9.1. Underlet, assign or part with tenancy of the allotment or any part of it (Section 27 (4) of the Allotment Act 1908)
- 9.2. Cut or prune any boundary hedges, timber, or other trees

- 9.3. Carry away soil or any mineral, gravel, sand, or clay.
- 9.4. Import any materials onto the allotment, unless for the sole purpose of aiding the cultivation of the allotment.
- 9.5. Fence any part of their allotment (The Allotment Committee will approve the materials).
- 9.6. Lay any paving or other edging materials (which must be restricted to what is necessary to help cultivate your plot).
- 9.7. Erect any structure on the allotment site. The ACC will only allow a structure for the sole purpose of aiding the cultivation of the allotment. The ACC will usually restrict this to one shed and/or one greenhouse per plot, that is:
 - 9.7.1. No greater than 8'x6',
 - 9.7.2. Standard design and materials,
 - 9.7.3. Neutral paint colour in keeping with the rest of the site.
- 9.8. At the end of your tenancy, you will immediately remove any allotment building you have erected.

10. Harassment and Equal Opportunities

- 10.1. We condemn all forms of discrimination, harassment or victimisation.
 - 10.1.1. If you, either whilst visiting the allotment plots or communicating with any Council member, cause or take part in discriminatory behaviour, harassment or intimidation, you will not be allowed to keep your allotment plot, and we may inform the police.
 - 10.1.2 If you have a visitor who causes or takes part in discriminatory behaviour, harassment or intimidation, you will not be allowed to keep your allotment plot, and we may inform the police
 - 10.1.3 Any form of verbal or written communication to the Clerk, Councillors or any

other member of the Council which is repeated contact on the same matter or by the same party or by another party on the same or similar theme will be deemed as harassment and bullying and all parties will not be allowed to keep their plot, and we may inform the police.

10.1.4 If the Council believes there is any form of harassment, bullying or intimidation, they will write to you to request you cease and desist. Should the behaviours continue, you will be considered as having breached these rules.

10.1.5. We will not disadvantage anyone in their application for an allotment plot because of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

11. Tenant Requesting Termination

11.1. You must inform our Clerk in writing if you wish:

11.1.1. To give up your plot. Your rent will not be reimbursed. The plot will subsequently be made available to the next individual on the allotment waiting list, who will be charged rent.

11.1.2. To transfer your plot to a family member. Your family member will not be charged rent until the next allotment rent renewal date.

12. Breach of Rules

12.1. We may end your tenancy by giving you one month's notice if you:

12.1.1. Breach these Rules.

12.1.2. Fail to pay your rent within 40 days of the invoice.

12.2 If we suspect that you have breached these Rules (except in the case of bullying, harassment or intimidation):

12.2.1. You will be contacted in writing, in the first instance, to notify you of the

potential breach. You will be given an opportunity to explain and propose a resolution, or you can request a meeting with councillors and the Clerk to discuss further.

12.2.2. If satisfied you have breached the Rules, they will require you, within one month, to rectify the breach or make significant improvements. Our Clerk will send you a written confirmation of this requirement.

12.2.3. If you fail to comply with these requirement(s), our Clerk will send you a written notice to quit your plot within one month.

12.3 If the council deem you to have bullied, harassed or intimidated any member of the Council, and you have failed to comply with clause 10.1.4, you will be given immediate notice, in writing, to quit your plot.

13. Bank Details for Bank Transfer

Bank: Unity Trust

Account Name: Chipperfield Parish Council

Bank Account Number: 20461179

Sort Code: 608301

12. Allotment Charges: October 2026 to be determined

Allotment Rules reviewed on 17/02/2026

Chipperfield Parish Council

Accessibility Policy

1. Introduction

Chipperfield Parish Council is committed to ensuring that its services, information, and facilities are accessible to everyone. We aim to make our activities inclusive and accessible, regardless of disability, age, gender, race, religion, or other protected characteristics.

This policy supports the Council's duties under:

- Equality Act 2010
- Public Sector Equality Duty
- UK General Data Protection Regulation (UK GDPR)
- Relevant accessibility regulations and guidance

2. Scope

This policy applies to:

- The Parish Council's website and online content
- Public meetings and consultations
- Communications with residents and stakeholders
- Parish Council facilities and services

3. Website Accessibility

Chipperfield Parish Council aims to ensure that its website is accessible and usable for as many people as possible. We will seek to ensure that:

- Website content is clear, simple, and written in plain English
- Pages are compatible with screen readers and assistive technologies
- Images include appropriate alternative text where required
- Documents are provided in accessible formats where reasonably practicable

The Council will work towards meeting the requirements of the **Web Content Accessibility Guidelines (WCAG) 2.1 Level AA**, where proportionate and practicable for a small parish council.

If you experience difficulty accessing information on our website, please contact us and we will make reasonable efforts to provide the information in an alternative format.

4. Accessible Documents and Alternative Formats

Where requested and reasonably practicable, the Parish Council will provide information in alternative formats, such as:

- Large print
- Electronic formats compatible with assistive technology
- Plain text versions of documents

Requests should be made to the Clerk to the Council using the contact details below.

5. Meetings and Events

The Parish Council aims to ensure that public meetings and events are accessible. This includes:

- Holding meetings in venues that are physically accessible where possible
- Providing reasonable adjustments on request
- Allowing assistance dogs at meetings

Anyone requiring specific arrangements to attend a meeting is encouraged to contact the Clerk in advance.

6. Communication and Engagement

We are committed to communicating clearly and inclusively. This includes:

- Using plain language in correspondence
- Responding promptly and helpfully to accessibility-related requests
- Considering accessibility needs when consulting with the community

7. Reasonable Adjustments

In line with the Equality Act 2010, Chipperfield Parish Council will make reasonable adjustments to avoid placing individuals with disabilities at a substantial disadvantage when accessing our services or information.

8. Contact Details

If you have difficulty accessing any part of our services or would like to request information in an alternative format, please contact:

Clerk to the Council

Chipperfield Parish Council

(Insert address)

Email: clerk@chipperfield-pc.gov.uk

Phone: (Insert phone number)

9. Review

This Accessibility Policy will be reviewed at least every **three years**, or sooner if legislation or guidance changes.

Adopted by Chipperfield Parish Council on: (insert date)

Next review date: (insert date)

Chipperfield Parish Council

Members' Interests Policy

1. Introduction

Chipperfield Parish Council is committed to maintaining high standards of conduct and transparency. This Members' Interests Policy sets out how councillors must declare and manage interests in accordance with:

- Localism Act 2011
- Relevant Regulations made under the Act
- The Parish Council's Code of Conduct
- Guidance issued by the National Association of Local Councils (NALC)

This policy supports openness, accountability, and public confidence in the decision-making of the Parish Council.

2. Scope

This policy applies to all elected and co-opted members of Chipperfield Parish Council.

3. Register of Members' Interests

All councillors are required by law to complete and maintain a **Register of Members' Interests**.

Each councillor must:

- Complete a declaration of interests within **28 days** of election, co-option, or appointment
- Notify the Monitoring Officer of any change to their interests within **28 days** of the change

The Register of Members' Interests is maintained by the District Council's Monitoring Officer and is available for public inspection.

4. Disclosable Pecuniary Interests (DPIs)

Disclosable Pecuniary Interests are defined in legislation and include interests relating to:

- Employment, office, trade, profession, or vocation
- Sponsorship
- Contracts
- Land and property
- Licences

- Corporate tenancies
- Securities

If a councillor has a DPI in any matter being considered at a meeting:

- The interest **must be declared** at the meeting
- The councillor **must not participate** in the discussion or vote
- The councillor **must withdraw** from the meeting room while the item is considered

Failure to comply with DPI requirements may constitute a criminal offence.

5. Other Registerable Interests

In addition to DPPIs, councillors must register and declare other interests as required by the Parish Council's Code of Conduct, including:

- Membership of other public bodies
- Membership of charities or voluntary organisations
- Interests that could reasonably be regarded as affecting a councillor's impartiality

Where such an interest exists, the councillor should declare it and act in accordance with the Code of Conduct and any advice given by the Monitoring Officer.

6. Interests of Close Associates

Where required by the Code of Conduct, councillors must also consider the interests of:

- Their spouse or civil partner
- A person with whom they are living as a spouse or civil partner

Such interests may need to be declared where relevant to matters under consideration.

7. Meetings and Declarations

At the start of each Parish Council meeting, councillors will be asked to declare any interests relating to items on the agenda.

Declarations will be:

- Recorded in the minutes
- Managed in accordance with this policy and the Code of Conduct

8. Sensitive Interests

Where a councillor believes that disclosure of an interest could lead to intimidation or risk of harm, they may apply to the Monitoring Officer for the interest to be treated as a **sensitive interest**, in accordance with legislation.

9. Advice and Guidance

Councillors are encouraged to seek advice from:

- The Clerk to the Council
- The District Council's Monitoring Officer

Early advice can help avoid breaches of this policy or the Code of Conduct.

10. Breaches and Complaints

Any allegation that a councillor has failed to comply with this policy or the Code of Conduct will be dealt with under the District Council's arrangements for handling standards complaints.

11. Review

This policy will be reviewed at least every **four years** or sooner if there are changes to legislation or NALC guidance.

Adopted by Chipperfield Parish Council on: 17th February 2026
Next review date: May 2030

Chipperfield Parish Council

Privacy Notice (NALC-Aligned)

1. Introduction

Chipperfield Parish Council is a local authority and is committed to protecting your personal data and respecting your privacy. This Privacy Notice explains how we collect, use, store, and protect your personal information in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Guidance issued by the National Association of Local Councils (NALC)

This notice applies to residents, service users, contractors, suppliers, staff, councillors, and anyone who interacts with the Parish Council.

2. Data Controller and Contact Details

Chipperfield Parish Council is the Data Controller.

Clerk to the Council / Data Protection Lead

Chipperfield Parish Council
The Village Hall
The Common
Chipperfield, Hertfordshire
WD4 9BS
Email: clerk@chipperfieldparishcouncil.gov.uk
Phone: 01923263901

3. How We Use Your Information

We use personal data to enable the Parish Council to:

- Fulfil its statutory and legal obligations
- Deliver local services and facilities
- Communicate with residents and stakeholders
- Manage consultations, meetings, and decision-making
- Process complaints and enquiries
- Manage contracts, finance, and governance

We will only collect and use personal data where it is necessary and relevant.

4. Lawful Bases for Processing

Under UK GDPR, the Parish Council processes personal data under the following lawful bases:

- **Public task** – where processing is necessary to perform a task in the public interest or under official authority
- **Legal obligation** – where processing is required by law
- **Contract** – where necessary for the performance of a contract
- **Consent** – where explicitly obtained
- **Legitimate interests** – where applicable and not overridden by individual rights

5. Types of Personal Data We Collect

Depending on your interaction with the Parish Council, we may collect:

- Name and title
- Postal address
- Email address and telephone number
- Records of correspondence and enquiries
- Consultation and survey responses
- Meeting attendance and representations
- Financial information (where required)
- Website usage data and IP addresses

We do not collect special category data unless there is a clear legal requirement to do so.

6. Sharing Your Information

We may share your personal data where necessary with:

- Other local authorities or public bodies
- Contractors and service providers acting on our instructions
- Professional advisers (e.g. auditors, insurers)
- Regulators and government bodies where legally required

All third parties are required to handle your data securely and lawfully.

7. Data Retention

Personal data is retained in accordance with the Parish Council's Records Management and Retention Schedule, based on guidance from NALC and the Local Government Association.

Retention periods vary depending on the type of record but typically range from **2 to 6 years**, or longer where required by statute. Data is securely deleted or anonymised once no longer required.

8. Your Rights

You have the following rights under data protection law:

- To be informed about how your data is used
- To access personal data held about you
- To request correction of inaccurate data
- To request erasure (where applicable)
- To restrict or object to processing
- To withdraw consent (where consent is the lawful basis)

Requests should be submitted in writing to the Clerk to the Council.

9. Data Security

The Parish Council takes appropriate technical and organisational measures to protect personal data, including:

- Secure storage and restricted access
- Password-protected systems
- Encrypted devices and backups where appropriate
- Staff and councillor awareness of data protection responsibilities

Cookies and Website Use

10. Cookies

The Parish Council website may use cookies to ensure effective operation and to improve user experience. Cookies do not identify you personally.

You can control cookies through your browser settings. Disabling cookies may affect website functionality.

11. Website Analytics

The website may use anonymised analytics (such as Google Analytics) to monitor website performance and usage. Analytics cookies are first-party cookies and do not collect personally identifiable information.

12. Complaints

If you are dissatisfied with how the Parish Council has handled your personal data, you may raise a concern with us directly.

You also have the right to complain to the Information Commissioner's Office (ICO):

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire

SK9 5AF
www.ico.org.uk

This Privacy Notice will be reviewed periodically and updated as required.

Chipperfield Parish Council

Records Management Policy and Retention Schedule

1. Purpose

Chipperfield Parish Council recognises the importance of proper records management. This policy and retention schedule sets out how the Council manages, retains, and disposes of records in line with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Local Government Act 1972
- Freedom of Information Act 2000
- NALC and Local Government Association (LGA) guidance

2. Scope

This policy applies to all records created, received, or held by Chipperfield Parish Council, whether in paper or electronic format, including emails and digital files.

3. Responsibilities

- **The Parish Council** is responsible for adopting this policy.
- **The Clerk to the Council** is responsible for implementing the policy and ensuring records are managed correctly.
- **Councillors and staff** must ensure that records are created, stored, and disposed of in accordance with this schedule.

4. Records Management Principles

The Parish Council will ensure that records are:

- Accurate and up to date
- Stored securely and accessed only by authorised persons
- Retained only for as long as necessary
- Disposed of securely when no longer required

5. Retention Schedule

Governance and Administration

Record Type	Retention Period	Legal Basis / Notes
Council minutes	Permanent	Local Government Act 1972 s228

Agendas and supporting papers	6 years	Audit and legal reference
Standing Orders, policies, codes	Until superseded + 6 years	Governance record
Councillor declarations of interest	Term of office + 6 years	Transparency requirements
Election records	1 year	Electoral law

Finance and Audit

Record Type	Retention Period	Legal Basis / Notes
Annual accounts and AGAR	Permanent	Audit and public record
Bank statements	6 years	Audit purposes
Invoices, receipts, vouchers	6 years	VAT / audit
Payroll records	6 years	HMRC
VAT records	6 years	HMRC
Insurance policies	Expiry + 6 years	Claims reference

Staffing and HR (where applicable)

Record Type	Retention Period	Legal Basis / Notes
Employee personnel files	Termination + 6 years	Employment law
Contracts of employment	Termination + 6 years	Legal reference
Pension records	75 years	LGPS guidance
Sickness records	3 years	Health & employment

Correspondence and Complaints

Record Type	Retention Period	Legal Basis / Notes
General correspondence	2 years	Operational need
Significant correspondence	6 years	Legal reference
Complaints	6 years	Ombudsman guidance

Planning and Property

Record Type	Retention Period	Legal Basis / Notes
Planning consultation responses	2 years	Advisory role
Property deeds	Permanent	Legal ownership
Lease agreements	Term + 6 years	Legal reference
Asset register	Permanent	Audit requirement

Data Protection and Information Rights

Record Type	Retention Period	Legal Basis / Notes
Subject Access Requests	3 years	ICO guidance
Data breach records	6 years	Accountability principle
ICO correspondence	6 years	Regulatory compliance

Website and IT

Record Type	Retention Period	Legal Basis / Notes
Website content	Until superseded	Transparency
Website analytics data	26 months	Google Analytics default
Backup data	Rolling cycle	Business continuity

6. Disposal of Records

Records will be securely disposed of once their retention period has expired. Paper records will be shredded; electronic records will be permanently deleted.

A disposal log will be maintained by the Clerk to record destroyed records.

7. Review

This policy and retention schedule will be reviewed at least every **three years** or sooner if legislation or guidance changes.

Adopted by Chipperfield Parish Council on: 17th February 2026
Next review date: May 2026