



# Chipperfield Parish Council

Minutes of the meeting of the of the Chipperfield Parish Council held on Monday 16<sup>th</sup> June 2014 held in the Small Hall, The Common, Chipperfield at 7.45 pm

Present:-

Councillor E Flynn (Vice Chairman)  
Councillor P Ingram  
Councillor S Mant  
Councillor D Nobbs  
Councillor Webby

In Attendance: Mrs J Dawes, Clerk to the Council  
County Councillor Roberts

**34/14 Chairman's Announcements**

In the absence of Councillor Laverack Councillor Flynn took the chair and announced details of the arrangements in case of fire or other events that might require the meeting room or buildings evacuation

**35/14 Apologies for Absence**

Apologies for Absence were received from Councillor H Laverack  
Councillor W Bathurst and Councillor G Kempston

**36/14 Declarations of Interest**

There were no declarations of interest.

**37/14 Minutes of the Last Meeting**

It was proposed by Councillor Mant, seconded by Councillor Nobbs and **RESOLVED** that the minutes of the meeting held on Monday 20<sup>th</sup> May 2014 be signed as a true record.

**38/14 Matters Arising**

Arising from minute 12/14, the Clerk that the list of representative would be confirmed at the next meeting.

**39/14 Report from Borough / County Councillor**

Councillor Roberts announced that HCC had made a major decision today and that it had agreed to retain all 82 children's centres across the County.

Ideas for expenditure of the locality budget next year were needed. He agreed to provide £500 for each sign for the main roads into Chipperfield. He would ask Geoff Bailey at HCC to provide a mock up of the sign.

A suggestion of a footpath had been raised at the Annual Parish Meeting between Blackwells and Queen Street. It was agreed that Councillor Webby would meet with the school to establish whether this has been identified under their Safer Routes to School scheme.

Cllr Webby

Signed..... Dated.....

Councillor Robert raised the question of installing a footpath between Chipperfield and Bovingdon. The Council requested that it not be tarmac like a pavement but more of a footpath. The overgrown hedges would need to be cut back to allow for access. It was agreed that overgrown hedges were a problem all around the village and highways have not been actively pursuing the land owners. The Clerk was asked to prepare a standard letter asking landowners to cut back their hedges, that could be given out by the Warden when he was out on his rounds.

Clerk

Councillor Mant spoke about the recent Parish Council highways meeting and that the Parish Council were keen to have more bus shelters installed. One location had been identified and a questionnaire would be placed in spotlight regarding the best location for 2 more. Councillor Roberts agreed that he would fund half the cost of the bus shelters from his budget.

Parking outside the Larder and the danger to cars pulling out onto the cross roads was also raised. Councillor Roberts agreed that he would ask the HCC Safety Scheme Team to have a look. The Parish was pushing for the Drive Safe Scheme to come to the Village and would be placing an advert in the Chipperfield News asking for volunteers to come forward.

The yellow lines had still not been repainted. DBC claim it is the responsibility of HCC and HCC claim that it is DBC. Councillor Roberts agreed to get it done out of his budget and asked the Clerk to email him.

A large number of cones were required to help with the parking on the night of the firework display. Councillor Ingram volunteered to collect the cones and put them out if HCC could supply them. The Clerk was asked to email Councillor Roberts and he would make the enquiries.

40/14

**Reports from outside bodies**

Councillor Nobbs had attended the meeting of the Chipperfield Care. Mark Jarrad had been appointed Chairman and the group was running smoothly.

41/14

**Clerks Report**

The Notice of Audit had been put on the web site and the notice board. Now that the Internal Audit was over the Audit return can be signed and made available to the public. The annual return would be placed on the website after this meeting

The Allotment AGM will be held next Monday 23<sup>rd</sup> here in the small Hall. At present all plots are allocated and inspections are being carried out.

Staff Appraisals will be held over the next week and the Clerk will be forwarding her own appraisal form to the members of the personnel committee so that it can also be carried out.

The Clerk was in the process of setting up Councillors email addresses and

Signed..... Dated.....

they should be ready to go live by the end of the month She would also investigate the possibility of having a councillors area on the web site where members could log in to collect papers for the meetings

preliminary discussions had been held with DBC regarding the piece of land in front of the Small Hall and the Flower bed by the Kia Garage to see if the Parish can carry out some improvement works. A report will come back when more information has been received

The Warden has replanted the War Memorial flower bed and re-seeded the grass around it and it is starting to look a lot better.

The website continues to be visited and the figures for May are attached to these minutes.

42/14

**The Royal Oak Registration as a Community Asset**

Mr Vyse attended the meeting to discuss the Royal Oak. An official offer has not yet been made, however enquiries were being made. It had been decided to call a community meeting to discuss the approach and to make a decision on the way forward. The Clerk was asked to make enquiries regarding any other parishes who have successfully taken part in this process and to contact HAPTC to ask what the parish is able to do in these cases.

Clerk

43/14

**Dacorum Borough Council – Recycling Roadshow**

An email had been received regarding the placing of the DBC roadshow vehicle on the Common opposite the Two Brewers to promote the distribution of the new wheelie bins for half a day on 1<sup>st</sup> October. The Parish Council agreed to the siting and thanked DBC for asking.

44/14

**Police Report**

There had been 3 incidents during May. 2 at Blackwells where the Police had arrested a man and 1 in Tower Hill where offenders had stolen tools from a shed. There had been reports of the Cricket Pavilion being used by people for drug taking. Councillor Ingram had reported and asked the PCSO to keep watch.

45/14

**Finance & General Purposes**

There had been no meeting this month

46/14

**Press and Media Policy**

Councillor Webby suggested some alterations to the wording of the policy and would email the information through to the Clerk so that the Policy could be adopted at the next meeting

Cllr Webby

47/14

**Village Defibrillator**

The Clerk provided a paper on a community defibrillator. Grants were available to purchase these essential pieces of equipment. The most central location would be near the Two Brewers and the Clerk was asked to discuss the matter with them. Councillor Ingram would supply the name of

Cllr Ingram  
Clerk

Signed..... Dated.....

the new manager to the Clerk. The Clerk was asked to look into obtaining the grant and come back to the next meeting.

**48/14 Internal Audit Report 2013/14**

The internal audit had been carried out by Auditing Solutions Ltd. Overall it had been a good audit with only one recommendation action point. It was proposed by Councillor Mant, seconded by Councillor Flynn and **RESOLVED** that the report be accepted.

**49/14 Accounts and Audit for the year ending 31<sup>st</sup> March 2014**

It was proposed by Councillor Mant, seconded by Councillor Nobbs and **RESOLVED** that the Annual Return be signed.

**50/14 Monthly Accounts and accounts for payment**

It was proposed by Councillor Ingram, seconded by Councillor Mant and **RESOLVED** that the financial information as attached to these minutes be approved.

**51/14 Open Spaces Report**

There was no report this month.

**52/14 Events working group**

There was nothing to report

**53/14 Allotments Report**

This had been covered in the Clerks report

**54/14 Youth & Education Report**

St Pauls had received an outstanding Ofsted report. The Clerk was asked Clerk to write to the Headteacher and congratulate her and her team.

**55/14 Highways, Road Safety and Transport Report**

This had been dealt with under reports from County Councillor

**56/14 Correspondence**

There was no correspondence.

**57/14 Items for the Next Agenda**

Press & Media Policy  
Signs  
Pavement  
Defibrillator

**58/14 Date of Next Meeting**

The next meeting is to be held on 18<sup>th</sup> August 2014 after the Planning Committee meeting in the Small Hall.

Signed..... Dated.....

The meeting closed at 9.52pm

Signed..... Dated.....

**Payments Made June**

Date	Cheque	Name	Column1	Amount
05/06/2014	100235	Mr P Sadler	Wages June	513.38
05/06/2014	100236	Mr A Orchard	Wages June	190.53
05/06/2014	100237	Mrs J Dawes	Wages June & Expenses	874.79
05/06/2014	100238	Broker Network Ltd	Insurance	711.33
05/06/2014	100239	Virgin Media Business	Telephone & Broadband	50.24
05/06/2014	100240	Garden Scene	Supplies for war memorial	92.56
05/06/2014	100241	Chippfield News	APM advert	110.00
05/06/2014	100242	Staples	Stationery	54.98
05/06/2014	100243	Taylor's Tools (UK)Ltd	Equipment repair	147.62
05/06/2014	100244	Auditing Solutions Ltd	Audit	360.00
05/06/2014	100245	CDA Herts	Subscription	30.00
01/06/2014	DD	Dacorum Borough Council	Garage Rental	44.16
<b>Total Payments for May</b>				<b>3179.59</b>

**Bank Reconciliation as at 31<sup>st</sup> May 2014**

Scottish Widows	77,000.00
NatWest Reserves	44804.46
NatWest Current	0.00
	<u>121,804.46</u>

Less Outstanding cheques

100213	55.00
100222	1200.00
100224	550.00
100229	339.16
100230	577.50
100231	51.41
100232	234.71
100233	17.87
	<u>1,255.00</u>

**Total Balance** 120,549.46

Signed..... Dated.....