CHIPPERFIELD PARISH COUNCIL

## parish council minutes

Minutes of the meeting of the Chipperfield Parish Council held on Monday 20th October 2014 in the Small Hall, The Common, Chipperfield at 8.10 pm.

Present: Councillor Harry Laverack– Chairman

Councillor Wendy Bathurst

Councillor Eamonn Flynn

Councillor Peter Ingram

Councillor Guy Kempston

Councillor Stephen Mant

Councillor David Nobbs

In Attendance: Mrs Jan Dawes - Clerk to the Council

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|  | **CHAIRMANS ANNOUNCEMENTS** | **Action** |
|  | The chairman announced details of the arrangements in case of fire or other events that might require the meeting room or building to be evacuated. |  |
|  | **APOLOGIES FOR ABSENCE** |  |
|  | Apologies for absence were received from Councillor Webby. |  |
|  | **DECLARATIONS OF INTEREST** |  |
|  | There were no declarations of interest. |  |
|  | **MINUTES OF LAST MEETING** |  |
|  | It was proposed by Councillor Ingram, seconded by Councillor Laverack and **RESOLVED** that the minutes of the meeting held on 18th August 2014 be signed as a true record. |  |
|  | **MATTERS ARISING** |  |
|  | There were no matters arising |  |
|  | **REPORT FROM BOROUGH/COUNTY COUNCILLOR** |  |
|  | There were no District or Borough Councillors in attendance. |  |
|  | **TO RECEIVE REPORTS FROM MEMBERS WHO HAVE ATTENDED MEETINGS WITH OTHER ORGANISATIONS** |  |
|  | Councillor Bathurst had attended a meeting of the Friends of Chipperfield Common where they had carried out work on Pill Pond.  Councillor Ingram had attended a meeting of the British Legion. The annual appeal 2013 had raised £6,207.88. Helen Harmer was stepping down after raising £30,766 over the past 5 years. The Clerk was asked to write to Helen and thank her for all her hard work. |  |
|  | **CLERKS REPORT** |  |
|  | The Clerk reported that her appraisal had been carried out and signed off. She would be attending a meeting with Councillor Ingram to discuss the siting of the defibrillator at the Two Brewers, The Manager had kindly offered to hold a “launch” reception once the equipment is in place. |  |
|  | **POLICE REPORT** |  |
|  | Councillor Ingram reported on the latest crime figures  Langley Road, offenders have walked the grounds of the property and have gone to the shed, offenders then have gained access to the shed and have removed a ride on lawnmower worth £1000.  St Paul’s Church, offenders have gone into the church which is open to the public and have forced open 4 cupboards, no items were removed during the burglary.  Scatterdells Lane, offenders have entered the grounds of the property and have approached the shed, offenders then have broken the padlock to gain entry and have removed a petrol lawnmower.  Chapelcroft, offenders have entered the insecure yard of business premises and have removed tiles and roofing materials Worth£1000.  Dunny Lane offenders have stolen a pedal cycle while was left abandoned on Dunny Lane.  Croft Lane, offender/victim had a road rage, offender then have pushed victim causing them to fall on the ground. |  |
|  | **FINANCE & GENERAL PURPOSES REPORT** |  |
|  | There had been no meeting of the F & GP group this month. |  |
|  | **ACCOUNTS AND AUDIT 2013/14** |  |
|  | An unqualified audit had been received from the external auditors. The report was noted. |  |
|  | **OFFICE FACILITIES FOR PARISH COUNCIL** |  |
|  | The Clerk reported that an opportunity had arisen for the Parish Council to have an office in the Village Hall. It was proposed by Councillor Flynn, seconded Councillor Bathurst and **RESOLVED** that this matter be progressed further in order that a firm proposal can be brought to council at the earliest opportunity. It was further agreed that a working group comprising of Councillors Bathurst, Flynn, Mant and the Clerk be formed. |  |
|  | **RESOURCES MANAGEMENT** |  |
|  | Councillor Laverack supplied a list of outstanding tasks and it was agreed that these tasks be included into outstanding action points in the minutes. | Clerk |
|  | **MONTHLY ACCOUNTS AND ACCOUNTS FOR PAYMENT** |  |
|  | It was proposed by Councillor Flynn, seconded by Councillor Bathurst and resolved that the monthly accounts as attached to these minutes be approved. |  |
|  | **OPEN SPACES GROUP** |  |
|  | Councillor Ingram’s report is attached to these minutes. The council were encouraged by the better response from DBC and that the programme of dates for the Friends of Chipperfield Common had been set.  Little Winch had still not been resolved and it was understood that another letter had been received from the owners solicitor. Councillor Laverack would discuss the matter further with District Councillor Organ to find out what the current position was and why the site had still not been surveyed.  The flag raising ceremony for the Green Flag would take place on 14th November, the Clerk was asked to organize a small buffet after the event. | H Laverack  Clerk |
|  | **EVENTS WORKING GROUP** |  |
|  | The Clerk was asked to follow up with DBC about the outstanding actions required for the Firework display. |  |
|  | **ALLOTMENTS GROUP** |  |
|  | Councillor Bathurst confirmed that the gate post between the allotments and the football field has been re-erected. There was a large tree leaning over from the White House that required attention, Councillor Laverack would supply contact details for the property. She confirmed that she would be meeting the fencing contractor on site to discuss the removal of the wooden gates at the tennis court end. |  |
|  | **HIGHWAYS WORKING GROUP** |  |
|  | It was agreed that another advert would be placed in the Chipperfield News regarding volunteers for the Drive safe scheme. |  |
|  | **CORRESPONDENCE** |  |
|  | There was no correspondence. The Clerk was asked to arrange a meeting with the Chairman and President of the Cricket Club | Clerk |
|  | **DATE OF NEXT MEETING** |  |
|  | The next meeting will be held on Monday 15th December 2014 7.15pm in the small hall the common Chipperfield. |  |

The meeting closed at 9.15 pm

Actions arising from this meeting

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Minute | Action Due | Who by | Date due: | Completed |
| 132/14 | Include outstanding actions in minutes | Clerk | 15/12/14 | 5/11/14 |
| 134/14 | Discuss situation re Little Winch | H Laverack | 15/12/14 |  |
| 134/14 | Buffet for Green Flag | Clerk | 14/11/14 | 4/11/14 |
| 138/14 | Meeting with Cricket Club | Clerk | 15/12/14 | 28/11/14 |
|  |  |  |  |  |

**List of outstanding actions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Activity** | **Nomination** | **Progress** | **Target Date** |
| **Parish Clerk** | Dog attack | Police | ongoing |  |
|  | Dog warden training |  |  |  |
|  | Chainsaw training |  |  |  |
|  | Councillors email addresses |  |  |  |
|  | Wendy Complaint | HL | complete | complete |
|  |  |  |  |  |
| **F & GP** | Traffic speed control | JD/HL | progressing |  |
|  | Defibrillator | JD/ PI | progressing |  |
|  | Village charter |  |  |  |
|  | Village hall project | F&GP + WB | progressing |  |
|  | Press release policy |  |  |  |
|  |  |  |  |  |
| **Highways** | Change of bus time table |  |  |  |
|  | Bus shelters |  |  |  |
|  | Village signs | JD | ordered awaiting supply and fit |  |
|  | Village sign refurb | PG |  |  |
|  |  |  |  |  |
| **Planning** | Blackwells finger sign |  |  |  |
|  | Cricket club request for sign |  |  |  |
|  | Neighbourhood plan |  |  |  |
|  |  |  |  |  |
| **Open Spaces** | Annual walk |  | complete |  |
|  | Little Winch | HL + OS | ongoing |  |
|  | Clearance of fallen trees |  |  |  |
|  | Green Flag ceremony | PI |  | 14/11/14 |
|  | Additional post at Blackwells car park |  |  |  |
|  |  |  |  |  |
| **Allotments** | gate lock | JD |  |  |
|  | Gate removal | WB |  |  |
|  | Repair of football field gate | WB |  |  |

Monthly accounts and cheques for payment

