



CHIPPERFIELD PARISH COUNCIL

MINUTES of the meeting of the Chipperfield Parish Council held on Tuesday 6th August 2019 @ 7.45 pm following Planning Meeting in the **Blackwell 10 The Common, Chipperfield**

To Councillors: *H Laverack - **Chairman**, - E Flynn **Vice Chairman**, W Bathurst, G Bryant T McGuinness CA Heaphy and J Sayers.*

In attendance Mrs C Butcher Acting Clerk to the Council.

33/19 CHAIRMANS ANNOUNCEMENTS

The Chairman will announce details of the arrangements in case of fire or other events that might require the meeting room or building to be evacuated.

34/19 APOLOGIES FOR ABSENCE

Apologies received from Cllr Cassidy and Cllr Barratt

35/19 DECLARATIONS OF INTEREST

To declare interest linked to any of the Resolutions – none made.

36/19 MINUTES OF THE LAST MEETING

It was proposed by Cllr Bryant, seconded by Cllr Flynn and RESOLVED that the minutes of the meeting held on the 25th June were a true reflection of the proceedings. Cllr Laverack signed the minutes but reported minor alterations to be made.

37/19 CHAIRMANS REPORT & CORRESPONDENCE RECEIVED

To receive the Chairman's report and note any correspondence received

1. Fit Fed & Read (RR 01 July 2019) - The item to be discussed at the next meeting on the 29th of October 2019.
2. AGAR report received from PKF Littlejohn auditors - Cllr Laverack reported that the external report on Annual Governance and Accountability Return for 2018/19 has been audited with no issues to report.
3. Parking Standard - Cllr Bryant will draft a letter to DBC to put out to consultants, Cllr Bryant also informed members the closing date to submit views is the 30th August 2019.

Councillor

Date

38/19 FINANCE AND GENERAL PURPOSE

a. Accounts Summary 1st Quarter

There was a prolonged discussion about the RBS accounting system. The financial statement for the first quarter shows a spend of 39.9% (last page of financial statement) when we are only 25% through the year. This apparent anomaly is attributed to a weakness in the RBS software reporting system. This apparent anomaly occurs because several one-off payments occur in the first quarter, the most significant being grants at £9,000 plus several subscriptions, insurance and audit fees etc. The RBS system does not provide a monthly report of activities, so it is difficult to establish our position month by month. Councillor Laverack will write to RBS informing them that their system, whilst designed around parish council accounting, it does not provide adequate management reports for effective financial control. In the meanwhile, Councillor Cassidy will create an excel spreadsheet and obtain the monthly figures from Usha for monthly reporting.

b. DBC grant application refused

It was disappointing that DBC refused CPC's grant application (for Queen Street car park repairs). Councillor Laverack suggested that the Clerk should write to DBC for those parish/town councils that were awarded the grant along with detail of the criteria which may assist us with future applications.

c. Chipperfield Highways

Due to a car accident taking place at the Larder/Kia crossroads it was felt by councillors to take the necessary steps to prevent further accidents taking place. Councillor Flynn suggested CPC write to no. 5 and 7 The Street Chipperfield to cut back the hedge. This is the continuing problem at the crossroad which needs continuing effort by the highways with the support of the Council. Cllr McGuinness reported that Councillor Roberts is still looking after Highways although he is still on Adult Services. Steve Johnson had been recommended to Cllr McGuinness; Cllr Laverack suggested Chief Executive at HCC is copied in on emails.

d. Youth gang

A considerable amount of damage and anti-social behaviour is being reeked by youth gangs in the village. There appears to be two gangs, one young and the other 14-15-year olds with the latter being the most troublesome. PCSO Bardi is fully aware of the problems CPC are facing with the youth gang, should the "youth gang" persist in causing problems PCSO Bardi will be notified and he will inform the parents of the culprits. Cllr McGuinness has asked PCSO Bardi to patrol the area more frequently. Cllr Bathurst confirmed an official report had been done regarding the incident in Scatterdells Lane. Cllr Laverack will write an article for Chip News on the subject.

Councillor

Date

e. Little Wynch

- (i) The legal department is in the process of engaging a barrister to take court action to resolve the boundary dispute.
- (ii) A letter has been sent to Mr Charman re the signs on The Common. Nargis Sultan (DBC legal) will update CPC after the 12th August 2019. At this point, the signs will be removed by DBC if Mr Charman has not done so.

f. Royal Oak Community Asset

The Clerk has completed the relevant forms, the application is now with the legal team at DBC.

g. White House

Following a meeting with DBC, it has been agreed that CPC will send a letter to the White House for them to remove the top section of the illegal fence leaving the area open and remain Common Land. Further informing them that cultivation must remain the responsibility of DBC and not used as a private lawn. The Clerk will draft a letter and send to Luke Johnson (DBC Woodland Officer) for approval.

Cllr Heaphy spoke of the grass being constantly “driven” over; this leaves the area looking in a complete mess. The resident fitted the posts and rails to protect the grass, Cllr Laverack explained the Common Management Plan to Cllr Sayers. Cllr Bathurst pointed out in years to come if the house was to be sold, there would be problems when DBC land has been “taken”.

Cllr Bathurst was disappointed at not having been asked to attend the meeting.

h. Management of dogs

DBC is introducing a dog related Public Spaces Protection order across the whole borough which will have an impact on the play areas and public open spaces. The leaflets sent have been displayed on all CPC notice boards.

i. NALC Draft Data Sharing Code of Practice

The Information Commissioners Office (ICO) has issued a new consultation on the data sharing code of practice. The original code was published in 2011 and is required to be updated by the Data Protection Act 2018

j. Village Hall Car Park

The village hall has requested that the area be set for Village Hall parking and prevent vehicles from ‘Martlet’ parking there. Having obtained the necessary documents from the land registry, the car park is on Common Land and so does not belong to the Village Hall or Martlet. However, it has been highlighted the fact that the signs posted by ‘Martlet’ are illegal and should be removed since they are claiming the area as a driveway and right of way. Cllr Laverack suggested that notification be given to Martlet but the only way forward for the Village Hall would be to apply to DBC for a lease like that held by the Cricket Club.

Councillor

Date

k. Bus Shelter

Early May CPC was notified of receiving a grant of £7k for bus shelter, the Clerk has emailed Rachel Hall as well as Daniel Tancock to see when the £7k will be received. Unfortunately, no-one has emailed back. It was suggested to copy Chief Exec on the email.
Update: Since the F&GP meeting the problem is in the process of being resolved.

l. Finger Post

Following the incident where the Finger Posts have been vandalised, Cllr Laverack suggested the posts are replaced with the same as the existing (wooden) one and not metal. The Clerk will place the order and will put an insurance claim for fixed assets.

39/19 REPORT FROM BOROUGH/COUNTY COUNCILLORS

- (i) Cllr Riddick commented on the completed works on the new burial ground and it is looking good.
- (ii) Cllr Riddick informed members of his meeting with Wayside residents and the ongoing problem with application. There is an issue of a Lawful Development Certificate being signed off in 1956 and was approved then, Cllr Riddick is of the opinion this will run on.
- (iii) Cllr Riddick informed members that there were perspective buyers for the Wyvendale Garden Centre on Tower Hill. It is his understanding it will remain as a garden center.
- (iv) Land Rover Garage has sought pre-application advice from DBC.
- (v) Cllr Riddick spoke of the huge pressure on borough councils to build and how they do not want Central Government to dictating otherwise.

40/19 REPORT FROM WORKING GROUPS

1. OPEN SPACES

Cllr Bathurst informed members that she is happy to report the Common has retained its Green Flag award, CPC will receive a new flag and plaque. Cllr Bathurst suggested the plaque be fitted on plywood and onto the post by the information board at the Cricket Club.

Sam Buckton (Cambridge Natural Sciences Grad) has discovered a couple of naturally scarce insect on the Common, one is a longhorn beetle and a tiny soldier-fly that feeds on decaying pine wood. This is the first time it has been recorded in the County. Both were discovered near the Heath Glad that was opened last year and are a testament to the good management of the Common by Luke Johnson. Sam Buckton also discovered a Chestnut gall on the young Sweet Chestnut near The Windmill, this is a new non-native invader, it has been reported to Defra. The tree may have to be removed to protect the mature Chestnuts on the Common.

A dangerous dead branch overhanging by the cricket nets had been reported to DBC, this was investigated promptly, the contractors have been instructed to remove.

Councillor

Date

2. YOUTH AND EDUCATION

Nothing to report.

3. POLICE REPORT

Cllr McGuinness informed members that it has been a quiet 2 months, he did query if all crimes were being reported.

4. HIGHWAYS

Please see 38/19 item C.

5. PLANNING

Cllr Bryant spoke of the applications in Chipperfield being very low, there has generally been a reduction in applications, however, it appears major applications have been received. Cllr Bryant informed he attended the Planning Conference with the Clerk at DBC. Requests have been made to Sara Wheelan for the presentation file but have not been received yet. Cllr Bryant informed members of the pressure for local councils to develop a number of homes by 2036.

6. ALLOTMENTS

Following the presentation of the allotment accounts, holders have requested a meeting and with a view of requesting a reduction of the allotment rent. Cllr Laverack suggested that a further meeting at this point would not be productive but that we should review how the allotments and its finances are managed. The accounts show that the allotments are subsidised by the council and not in line with the principal of revenue neutral. Several issues were discussed:

- a. Cllr Bathurst suggested that by making holders responsible for the areas bordering their plots would reduce the amount of work required by the ranger. (rangers time could be utilised elsewhere on the common).
- b. Cllr Laverack pointed out that the removal of the tennis club four plots has impacted on the accounts and suggested that this revenue is placed back into the allotment finances.
- c. Cllr Laverack suggested taking off £66.00 for the Allotment Association and the Software maintenance cost. The association subscription provides legal advice plus other benefits for council protection so should remain a council cost. The allotment software was purchased to reduce the amount of Clerk's time so again should remain a council cost. Cllr Laverack to work with Usha to formulate a response with adjusted accounts to allotment holders.

It was noted that not all plot holders are Chipperfield residents but currently benefit from Chipperfield precept allotment subsidy.

41/19 DATE OF NEXT MEETING

The next meeting will be held on the 29th October 2019 following the planning meeting @ 7.15 pm in the Blackwells 10 The Common Chipperfield WD4 9BS

Councillor

Date

The Meeting closed @ 9.18 pm.