



## CHIPPERFIELD PARISH COUNCIL

**MINUTES** of the meeting of the Chipperfield Parish Council held on Tuesday 19<sup>th</sup> May 2020 @ 7.45 pm following Planning Meeting.

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

In attendance: Mrs U Kilich Clerk

Notice is hereby given that the meeting of Chipperfield Parish Council to which you are summoned to transact the business set out below will be held by Virtual Meeting.

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### **01/20 CHAIRMANS ANNOUNCEMENTS**

No announcement was necessary.

### **02/20 APOLOGIES FOR ABSENCE**

To receive apologies for absence

### **03/20 DECLARATIONS OF INTEREST**

To declare interest linked to any of the Resolutions.  
No declaration to report.

### **04/20 MINUTES**

To approve the minutes of the meeting of 3<sup>rd</sup> March 2020.  
It was proposed by Cllr Bryant, seconded by Cllr Flynn, and **RESOLVED** that the minutes of the meeting held on the 3<sup>rd</sup> March 2020 were a true reflection of the proceedings. Cllr Laverack to sign the minutes.

### **05/20 CHAIRMANS REPORT & CORRESPONDENCE RECEIVED**

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

#### **1. HAPTC Various updates on Zoom Meetings and Covid 19**

The Clerk updated council members that HAPTC have planned Zoom meeting every Thursdays for an hour, the meeting is highly informative.

#### **2. White House Railings**

The reflectors have now been installed on the post outside the White House.

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**Councillor Laverack**

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**Date**

**3. New Burial Ground**

No further update, the new car park looks good.

**4. Eon Changes to Tariff**

Correspondence received from Eon to inform CPC on changes to the tariff.

**5. Dacorum Environmental Forum Minutes**

Information circulated DEF meeting due to take place on the 7<sup>th</sup> May was cancelled and received minutes from Feb 2020 meeting.

**06/20 FINANCE AND GENERAL PURPOSE**

**a. Accounts Summary YTD**

The Clerk informed members that as the audit has not taken place, the accounts for 19/20 has not been closed off on RBS software. The Clerk prepared an Excel spreadsheet showing income and expenses for April and May (up to and including 19<sup>th</sup> May 20). Cllr Laverack mentioned that he anticipated of £5k surplus at the end of 2020/21.

**b. Signing off Annual Governance and Accountability Return 2019/20**

Cllr Laverack informed members that AGAR forms must be completed every year to ensure that the parish council is adhering to the regulations. The Clerk informed members that AGAR 2019/20 has been completed and is with the internal auditor, it is anticipated AGAR form will be ready for June's meeting. According to variance report circulated to all members shows that there are two large variances, which is linked to fixed assets. The Fixed Assets has gone up from £52k to £71, this is for the car park and the posts outside the White House.

**c. Chip Care Grant**

Cllr Laverack informed members that Chip Care has been working with couple of young ladies who are volunteering to do peoples shopping, prescription collection and so on. The funds they raised is now running low, Cllr Laverack proposed that CPC donate £500 towards Covid 19 emergency fund in two stages to Chip Care who would monitor the funds. The first £250 to be released immediately and the second payment can be retained until which time the funds are required by Chip Care. It was unanimously **RESOLVED** to make donation of £500 to Chip Care.

**d. Age Concern Dacorum**

Cllr Laverack informed members that Age Concern Dacorum have also asked for grant to help those that are vulnerable, however, it was felt that CPC have already **RESOLVED** to help Chip Care it would not be appropriate to help Age Concern Dacorum. The grant for Age Concern Dacorum was denied.

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**Councillor Laverack**

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**Date**

e. **New Development**

This is the extension of the Martlets; CPC's concerns are over the access to the car park which is on Common Land. Martlets have indicated they currently have right of way, there is a possibility that the right of way may be extended. Adriana Livingstone has been informed of CPC's concern as well as the Planning Case Officer.

f. **Web Content Accessibility Guidelines (GB)**

Cllr Bryant informed members that this is a legislative requirement for CPC's website which must be meet certain criteria for persons that have some form of disability. There is a significance change to the website, therefore, Cllr Bryant suggested CPC should appoint a website provider who has relevant experience. Cllr Bryant informed members that there is one company in Milton Keynes that stands out, but further research is necessary. Cllr Bryant urged other members to scrutinize CPC's current website and suggest other changes to be made.

g. **Little Wynch**

Cllr Laverack informed members that, CPC received an email from the Legal Department at Dacorum BC, the next step is to apply to the Land Registry to make a determination of the boundary, Legal Team have obtained quote for the first application being £1200, CPC has asked for a quote for the second stage. CPC has been informed that Estates or Clean Green and Safe do not have the budget, DBC are suggesting that CPC assist with all or some of the costs. Cllr Laverack has written to Sally Marshall that being told the matter can only proceed if fully funded by CPC is outrageous, bearing in mind the upkeep of the The Common Land falls under DBC jurisdiction.

h. **Accident by Spice Village**

Cllr McGuinness informed members that the white lines have been re-instated, there is not much to report since the lockdown.

i. **Police Commissioner Grant for SID (TM)**

Cllr McGuinness reported that the Police Commissioner Grant has been approved for installation of Speed Indicator Device. There are three possible locations suggested, Cllr McGuinness informed if some thought could be given on the matter and report at the next meeting.

j. **Sculpture Park Postponed**

The Clerk informed that the proposal to mount an exhibition on 5<sup>th</sup> to the 7<sup>th</sup> June has been cancelled.

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**Councillor Laverack**

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**Date**

k. **Andy Orchard 12-week self-isolation**

The Clerk informed members that Andy Orchard has been advised to self-isolate for 12 weeks as he has underlining health issues. Peter Sadler is currently taking on Andy's responsibilities.

l. **Complaint re Land at Tower Hill.**

Cllr Laverack informed members that a complaint had been received regarding a privately owned land to the side of the road named Tower Hill which falls in Green Belt area. It was reported that builders dump waste from their sites, this was reported to the Enforcement Officer as DBC. Cllr Flynn said the site is being cleared up.

m. **Complaint of attack by a dog in the Woodland**

It was reported that another complaint was received about an incident where a member of the public was attacked by a dog at The Common, Chipperfield Common has been busy since the lockdown. The complaint was sent to Dog Warden at DBC, Cllr Heaphy suggested in getting the children involved by creating a sign displaying aimed at dog walkers. This will be reported at the next meeting.

**1. Approval of Annual Governance Accountability Return 2020/21**

n. **Financial Statement as at 31<sup>st</sup> March 2020**

As discussed earlier, the statement was not available as the internal auditor has not signed off the accounts for CPC.

o. **Audit 2019/20**

Audit for 2019/20 is being carried out now.

p. **Earmarked Reserves**

Earmarked Reserves statement was circulated prior to the meeting taking place.

**2. PRECEPT:** Notification of parish funding was confirmed as received on 6<sup>th</sup> April 2020. The total being £63,901.

Precept Demand	£47,633
Council Tax Support Grant	£905
Concurrent Services	£8,394
<u>Wardens Grant</u>	<u>£6,969</u>
<u>Total for 2020/21</u>	<u>£63,901</u>

Total CIL amount received for 2020/21 was £0

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**Councillor Laverack**

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**Date**

### 3. INSURANCE

Review of insurance arrangements for the Parish Council due 1<sup>st</sup> June 2020. It is recommended by Cllr Bryant that CPC remains with Came & Company. It unanimously **RESOLVED** to renew the insurance with Came & Co.

### 4. SUBSCRIPTIONS

Review of Council's/and or staff subscriptions to other bodies. The Clerk recommends the Council continues to subscribe to HAPTC and SLCC.

### 5. 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 4 Community Governance)

### 6. Meeting Dates

Schedule of meeting dates for 2020/2021 was circulated all council members prior to the meeting.

### 07/20 REPORT FROM BOROUGH/COUNTY COUNCILLORS

To receive a report from Borough/County Councillor (s)  
Nothing to report.

### 08/20 REPORT FROM WORKING GROUPS

#### 1. OPEN SPACES

Cllr Bathurst was reluctant to submit a P3 grant application for paths due to the current situation. Cllr Bathurst felt that the money can be used by Herts County Council for other issues that may be more appropriate for HCC. The Clerk will find out from Sarah Holloway if P3 grant applications are being received or there is a temporary block.

#### 2. YOUTH AND EDUCATION

Cllr Heaphy informed members that the school is currently closed, there is full intake this year which is good news for St Paul's School.

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**Councillor Laverack**

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**Date**

### 3. POLICE REPORT

Cllr McGuinness reported the crime figures for February and March have been the lowest which saw Burglary Other 1 and Other Crimes 1, drug dealing is still a problem. Cllr Laverack informed members that he was alerted to a fire in the Woodland, it was suggested the Clerk make some enquiries.

### 4. HIGHWAYS

Item discussed earlier on Police Commissioners Grant.

### 5. PLANNING

Cllr Bryant reported that the number of planning applications has reduced compared to previous year, there are no contentious planning application to consider. Housing Needs Survey was scheduled to take place during April 2020, this has now been postponed due to Covid 19. Cllr Bryant will update all members as to when the survey will take place it is likely to be Spring next year.

### 6. ALLOTMENTS

Cllr Heaphy informed members that the allotment is looking better, there are no vacant plots. Peter Sadler is spending Thursdays on the allotment tidying up.

### 09/20 DATE OF NEXT MEETING

The next meeting will be held on the 23<sup>rd</sup> June 2020 following the planning meeting @ 7.15 by Virtual Meeting.

**The meeting closed at 9.15pm.**

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**Councillor Laverack**

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**Date**