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### CHIPPERFIELD PARISH COUNCIL

**MINUTES** of the meeting of the Chipperfield Parish Council held on 16<sup>th</sup> February 2021 @ 7.45 pm following Planning Meeting. (Meeting was held via Zoom). The meeting commenced at 8.05 pm.

*Councillors Present: K Cassidy- **Chairman**, G Bryant, T McGuinness, C A Heaphy, J Sayers, and L Hinton.*

*In attendance: Mrs U Kilich Clerk, County Cllr R Roberts, Cllr Riddick and Cllr Adeleke*

**61/20 APOLOGIES FOR ABSENCE**

To receive apologies for absence  
Cllr Flynn sent his apologies, and Cllr Sutcliffe left the meeting at 7.55 pm.

**62/20 DECLARATIONS OF INTEREST**

To declare interest linked to any of the Resolutions.  
There was no declaration of interest to record.

**63/20 MINUTES**

To approve the minutes of the meeting of 12<sup>th</sup> January 2021.  
Minutes of the meeting held on 12<sup>th</sup> January 2021 were circulated with the agenda. Those Councillors present agreed that the minutes of Chipperfield Parish Council held on 12<sup>th</sup> January 2021 were a true representation of the meeting and the minutes were signed by Cllr Cassidy.

**64/20 CHAIRMANS REPORT & CORRESPONDENCE RECEIVED**

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

- a. HCC Budget Survey 14/01/2021
- b. HCC Sports Partnership
- c. Census 2021 – information circulated to Chip News.
- d. Planning Enforcement Team update – Cllr Bryant suggested the system is used to CPC's advantage.
- e. Local Plan Consultation Extended 28<sup>th</sup> February 2021 – CPC Planning Committee will respond to DBC.
- f. Planning Consultation Strategy CPRE – for information only.

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Cllr Cassidy

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Date

**65/20 FINANCE AND GENERAL PURPOSE**

**a. To discuss Accounts Summary YTD**

It was reported that the F&GP Working Group met on the 9<sup>th</sup> of February week to discuss the accounts, adverse variance was reported in January 2021, no further variance to report. Cllr Cassidy advised members that CPC will have a surplus of £10k, it is anticipated that CPC to spend money on the posts around the Common once quotes have been received.

**b. Update on WCAG 2.1**

It is anticipated the Council’s website should be ready to go live on the 22<sup>nd</sup> of February 2021, Cllr Sayers suggested that the Facebook page should also be ready around the same time. Cllr Sayers advised member that if they can contribute anything for Facebook on weekly basis.

**c. Clerk’s Appraisal and two meetings with Human Resource Committee**

Cllr Sayers informed members that the Clerk has expressed to have an annual appraisal, Cllr Sayers recommended that CPC have two meetings in the diary to hold an appraisal. In addition to annual appraisal and subsequent pay review it was felt it better to have an additional interim performance meeting. It was recommended to put both these meeting in the diary as soon as agreed.

**d. To consider Terms of References**

Standing orders and Terms of Reference have been updated and circulated for feedback. Both the Standing Order and Financial Regulations are the same as last years. It was suggested by Cllr Cassidy to approve all the policies in March 2021 which will give council members time to read the report thoroughly and make comments. Cllr Sayers pointed out that the Code of Conduct should include the Open Space working group. Cllr Bryant asked to review one of the clauses on the Planning ToR when considering pre-app. Cllr Bryant suggested that the pre-app meeting does not need to have a set of quorums and that in practice pre-app meetings are more likely to occur during normal business hours so not all the Planning Committee may be able to attend. However, most pre-applications meetings should be conducted with a maximum number of councillors possible. Cllr Cassidy stated he would prefer there to be a set minimum number of attendees to ensure a balanced opinion is reached, however, he will amend and re-circulated the planning ToR for comment.

**e. To consider replacing/fixing the mower**

Cllr Cassidy reported that the mower will cost £400 to fix, however, should CPC decide to purchase a new one, the cost will be approximately £500 plus VAT. Cllr Bryant suggested in carrying out a full search on the type of the machine CPC needs, before settling on the amount, the machine should be serviceable. Cllr Cassidy will discuss with Peter Sadler to find an appropriate mower.

**f. To appoint Internal Auditor**

To appoint Audit Solutions, amend F&GP ToR to include looking at three years. It was proposed by Cllr Sayers seconded by Cllr McGuinness that CPC should appoint Audit Solutions, this was unanimously **RESOLVED**.

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Cllr Cassidy

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Date

**g. Broadband in Chipperfield**

Cllr Bryant circulated an email where he approached Open Reach who advised Cllr Bryant that broadband will be coming to Chipperfield in due course. In terms of repeater/wi-fi for the phone box, Cllr Cassidy sent an email Francis West who has some knowledge in this field, Cllr Cassidy has not received a reply.

**h. Hertfordshire Waste Local Plan 11/01/2021**

Cllr Roberts suggested that CPC comments on Minerals Plan and should be involved in consultation especially if it has implications on Chipperfield.

**i. To review Action List**

Posts around the Common; Cllr Bryant offered to get an alternative quote for the posts around the Common, however, the description on the quote was not clear. Cllr Bryant has received the quote; the next step is to find someone to install the posts.

Little Wynch; Cllr Cassidy emailed Clayton Rae who informed CPC that this is being dealt with and will update CPC on any development. Clayton Rae informed CPC that a meeting was going to take place mid-January and would update CPC with development.

Croft Estates S106; Cllr's were interested in whether any s106 cash was available to update or develop either of play areas in Chipperfield. As this has not previously been agreed upon CPC (or DBC) would not have incorporated it into any planning stipulation. CPC should investigate what is required and be prepared to try and add it to the next (if there are any) major development plans. Cllr Hinton noted the play area behind the Paddock has fallen into disrepair and CPC should target that or approach DBC for help.

**j. To review Meeting Protocol**

Cllr Cassidy informed members he did not wish to make any changes in the way CPC conducts Council meetings and feels confident that CPC act with the utmost respect towards other members of the council.

**k. To consider the use of the telephone box**

Discussed under item (g) Broadband in CPC.

**l. Cricket Club contract Luke Hinton**

Cllr Hinton informed members that he will follow up on the contract issues.

**m. To approve wooden posts on the Common**

Discussed under (i) Action List

**n. To discuss National Design Code**

National Design Code for Planning, Cllr Bryant will write to Dacorum B.C expressing his wish that CPC should be involved in producing the code with the Village Design Statement in mind.

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Cllr Cassidy

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Date

**o. To approve and adopt**

- (i) Standing Order
- (ii) Financial Regulations
- (iii) Risk Assessment
- (iv) Code of Conduct
- (v) Grant Awarding Policy
- (vi) Privacy Policy

Cllr Cassidy informed members that all the items above items will be deferred to March 2021, this will give council members to read and report before adopting.

**66/20 REPORT FROM BOROUGH/COUNTY COUNCILLORS**

To receive a report from Borough/County Councillor (s)

Cllr Riddick informed members that the Garden Scene is on the agenda at DMC on 18<sup>th</sup> February 2021, Appeal on Clover Leaf has been approved on 4<sup>th</sup> February 2021. Foskett Nursery Stoney Lane development of 6 houses has been approved. Cllr Riddick informed members that S106 agreements which are implications put on development as specific need and specific value, i.e., new bus stop, a new crossing. Community Infrastructure Levy is more flexible which identifies the needs of community.

Cllr Adeleke would like feedback on if anyone is experiencing any problems accessing members at Dacorum Borough Council.

Cllr Roberts informed members that he will contact Samantha Parfitt for s106 to upgrade the play equipment in Croft Estate. The County Council is proposing a 2% increase in the general precept and 2% on the precept for Adult Social Care. Cllr Roberts will send an integrated works program for council members.

**67/20 REPORT FROM WORKING GROUPS**

**1. OPEN SPACES**

Nothing to report on Open Space, however, the Warden suggested that there are a couple of bins that will need replacing in due course. Cllr Hinton advised member of litter left by Land Rover Garage, this may need monitoring.

**2. YOUTH AND EDUCATION**

Nothing to report.

**3. POLICE REPORT**

Nothing to report, no crime figures available.

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Cllr Cassidy

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Date

**4. HIGHWAYS**

Nothing to report.

**5. PLANNING**

CDA Housing Needs Survey report has been delayed due to Covid. Cllr Bryant will be able to present the results at next Full Council meeting in March 2021.

**6. ALLOTMENTS**

Nothing to update.

**68/20 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.

**69/20 DATE OF NEXT MEETING**

The next meeting will be held on the 30<sup>th</sup> of March 2021 and will following the planning meeting which starts @ 7.15 and will by Virtual Meeting (joining details from the Parish Clerk).

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Cllr Cassidy

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Date