



Chipperfield Parish Council,
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CHIPPERFIELD PARISH COUNCIL

Minutes of the meeting of the Chipperfield Parish Council held on 13th May 2025 at 7.45 at the Blackwell The Common Chipperfield WD4 9BS. The meeting started at 19.55

Councillors Present: K Cassidy (Chair), E Flynn (Vice Chair), G Bryant, W Bathurst, M Paton, L Hinton, CA Heaphy, and P Foxall.

In attendance: Mrs U Kilich (Proper Officer).

01/25 ELECTION OF CHAIR

To elect a Chair for the ensuing Council year

This item was opened by Cllr Flynn, who nominated Cllr Foxall as Chair for the year 2025/26, this motion was seconded by Cllr Cassidy. Unanimously agreed.

02/25 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIR

The Chair to sign the Declaration of Acceptance of Office of Chair

Cllr Foxall signed the declaration of acceptance of office.

03/25 ELECTION OF VICE CHAIR

To elect a Vice Chair

Cllr Cassidy nominated Cllr Flynn as Vice Chair, seconded by Cllr Foxall. It was unanimously agreed to appoint Cllr Flynn as Vice Chair for the year 2025/26.

04/25 DECLARATION OF ACCEPTANCE OF OFFICE OF VICE CHAIR

The Vice Chair to sign the Declaration of Acceptance of Office of Vice Chair

Cllr Flynn signed the declaration of acceptance of office.

05/25 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies of absence received from Cllr P Walker and Cllr S Riddick.

06/25 DECLARATIONS OF INTEREST

To declare an interest linked to any item on the agenda.

There were no declarations of interest to record.

07/25 PUBLIC PARTICIPATION 15 minutes time allowed.

There were no members of public present.

08/25 MINUTES

To approve the minutes of the meeting of 22nd April 2025.

Resolved, proposed by Cllr Cassidy seconded by Cllr Paton that these Minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chair, unanimously agreed.

09/25 REPORT FROM BOROUGH/COUNTY COUNCILLORS

To receive a report from Borough/County Councillors
Nothing to report.

10/25 Cllr Foxall proposes the following for COMMITTEE's & WORKING PARTY MEMBERS
Resolved, proposed by Cllr Foxall, seconded by Cllr Cassidy to accept the Committees and Working Party Groups listed below. Unanimously agreed.

Members	Kevan Cassidy	Eamonn Flynn	Malcolm Paton	Geoff Bryant	Wendy Bathurst	Carly-Anne Heaphy	Luke Hinton	Paul Foxall
Committees								
Planning	x	x	x	Chair			x	x
Human Resources		Chair			x			x
Allotment		Chair	x				x	
Working Parties								
Open Space			x		Chair			
Highways	x	x						x
Youth & Education						x	x	
Police Report								x
Finance & General Purpose	x	x	x				x	Chair
Social media						x	x	
Represent								
Village Hall				x				
Chip News				x				
Chip Care	x							

11/25 Chairman's Report

- a. Cllr Foxall proposes to approve the Year-to-Date Summary 2025/26
Resolved, proposed by Cllr Foxall, seconded by Cllr Cassidy to approve the YTD Summary for April 2025/26. Unanimously agreed.
- b. Cllr Foxall proposes to approve the Bank Reconciliation and Receipts and Payments Summary for 2025/26
Resolved, proposed by Cllr Hinton, seconded by Cllr Bryant to approve the Bank Reconciliation, Receipts and Payment Summary for April 2025/26. Unanimously agreed.
- c. Cllr Foxall proposes to approve the Annual Governance and Accountability Return (AGAR 2024/25) and Audit Report for 2024/25
Resolved, proposed by Cllr Foxall, seconded by Cllr Cassidy to approve the AGAR for Year End 2024/25 and the Audit Report for 2024/25. Unanimously agreed. The Chair and the RFO signed the AGAR document.

- d. Cllr Foxall proposes to renew Insurance Policy and approve total cost £1,268.98 with the current provider.
Resolved, proposed by Cllr Foxall, seconded by Cllr Cassidy to accept the renewal quote for the Council's insurance. Unanimously agreed.
- e. Cllr Foxall proposes to approve the necessary work to the Village clock for £1267.00 plus VAT
Resolved, proposed by Cllr Bryant, seconded by Cllr Flynn to approve the quote to carry out the necessary work. Unanimously agreed.
- f. **PRECEPT:** Notification of parish funding was confirmed as received on 17 April 2025
The total being £83,969.00

Precept Demand	£67,400.00
Concurrent Services	£ 8,393.00
Wardens Grant	£ 8,176.00
<u>Total for 2025/26</u>	<u>£83,969.00</u>

- e. An update on SANG and Apostles Pond – The Open Space Working Group is scheduled to meet with the SANG Officer (DBC) in June 2025 to plan the upcoming eDNA testing. A new leaflet highlighting the village's heritage is currently in development, with the artwork potentially being created by a local young resident. Additionally, the Friends of Chipperfield are also set to meet in June 2025.
- f. To approve the following Policies and Procedures
Resolved, proposed by Cllr Foxall, seconded by Cllr Bryant to adopt the Policies and Procedures apart from the **three** policies that are deferred to June 2025.
Unanimously agreed.
- i. Allotment Cultivation, Disputes, Rules and Regulations
 - ii. Asset Management
 - iii. Budget Virement
 - iv. Code of Conduct
 - v. Communications
 - vi. Complaints Procedure
 - vii. Dignity at Work
 - viii. Equality & Diversity
 - ix. Financial Regulations (defer to meeting in June 2025)
 - x. Freedom of Information
 - xi. GDPR
 - xii. Grants and Donations
 - xiii. Grievance
 - xiv. Habitual or Vexatious Complaints Policy (now changed to Reasonable or Vexatious Complaints Policy)
 - xv. Investment Policy
 - xvi. Press & Media
 - xvii. Publication Scheme
 - xviii. Recruitment
 - xix. Risk Assessment (defer to June 2025)
 - xx. Standing Order (defer to June 2025)
 - xxi. Terms of Reference

- 12/25 1. Open Space** - Cllr Paton encouraged members to visit Bunkers Park to view the newly installed benches, as they are similar to those being proposed for The Common. Additionally, a few damaged benches have been identified and should be reported to DBC for repair.
- 2. Youth and Education** - The school has replaced the outdoor classroom, which is regularly used by the children. Nursery enrolment numbers are currently lower than expected. The Deputy Head at St Pauls School will take responsibility for maintaining the allotment currently assigned to the school. The SATs results will be provided at a later meeting.
- 3. Police Report** – The Police and Crime Commissioner (PCC) has scheduled a meeting with the Council on 16th May 2025 to discuss any issues requiring attention.
- 4. Highways** – The fingerpost near Osteria requires replacement, and Osteria should be requested to reposition the olive trees.
At the Annual Parish Meeting, Cllr Richard Roberts suggested to Cllr Bryant that the Council undertake a Village Audit to identify issues on local roads, such as potholes, damaged signage, and blocked drains. The compiled list should be submitted to Cllr Roberts, who will review and determine the necessary work to be carried out in Chipperfield. Each Council member is asked to observe their surroundings and prepare a list of identified issues.
- 5. Planning** – According to information received from DBC, there have been 65 appeals: 20 were refused, 6 granted, 36 are pending, and 3 applications have been withdrawn. The Baptist Church is currently addressing the planning conditions, and Tuffs Farm is reviewing a revised scheme.
- 6. Allotments** – The Warden has provided a list of allotments that are not being adequately maintained. Letters have been sent to the respective allotment holders to address the issue.

13/25 The next Council Meeting will be held on the 17th of June 2025 at 7.45 pm at The Blackwells The Common WD4 9BS.