

and to request more speed restriction signage.

It was recognised that there was a problem with large vehicles parking outside the Larder restricting vision and it was agreed that something should be done about it.

Resolving the flooding of Langley Road was put forward as a suggestion for the Locality Budget. It was agreed that the Highways Working Group should take a look at the problem and come up with some suggestions on how the bank could be protected and stop collapsing.

It was proposed by the Chair to move item 259 up the running order and to discuss it at this point in the proceedings.

251/13 Reports from meetings with other organisations

There were no reports.

252/13 Clerks Report

The Clerk reported on the recent Clerks meeting that she had attended. Clerks were reminded that it is Election time again next year. The Elections are due to be held in May and the District Councils will inform us by November what the likely charge for the elections will be. It must be noted that even if all Councillors are elected unopposed the Parish will still incur fees for the elections but at a reduced rate.

The main build up throughout February has been to have the new web page up and running for the 1st of March and I am pleased to report that this has happened.

Precept

The request for the precept had been approved. The figure requested is unchanged from last year.

Website

www.chipperfieldparishcouncil.gov.uk is now a live site. At the end of each month a analytical report is sent through that tells the Council about traffic on the site, a copy of the report that was received at the end of February had been circulated.

253/13 Police Report

Councillor Ingram introduced the police report for February. There had been just 1 crime reported during the month which had been an attempted break in at the Post Office, all anti break in systems had worked and the thieves had escaped empty handed.

254/13 Finance & General Purposes Report

The accounts and end of year estimates had been discussed, at present an estimated £6,000 surplus was being forecast. The group discussed the feedback on the recent meeting with the District and County Councillors and concern was again expressed over the in action on the encroachment issues at Little Winch and Chapel Croft.

Signed..... Dated.....

255/13

Monthly Accounts and Accounts for Payment

The monthly statement of accounts paid and the bank reconciliation as at 28th February 2014 as attached, were discussed. It was proposed by Councillor Flynn, seconded by Councillor Ingram and **RESOLVED** that the list of cheques be approved. It was proposed by Councillor Mant, seconded by Councillor Ingram and **RESOLVED** that the financial statement and bank reconciliation be approved

256/13

Internal and External Communications Policy

It was proposed by Councillor Mant, seconded by Councillor Flynn and **RESOLVED** that the policy as attached to these minutes be adopted.

257/13

Annual Parish Meeting

The APM would now be held in the Parish Rooms after the Village Hall had double booked that evening. The Police and Crime Commissioner, David Lloyd had agreed to be the guest speaker for the evening and organisations receiving their grant cheques would be invited to speak. A question and answer session would take place at the end.

258/13

Open Spaces Report

A meeting had been arranged with Colin Chambers for 27th March to discuss various matters.

259/13

Archies Ices

The proprietor of Archies Ices attended the meeting to make a report on her business. She had applied to DBC to have a licence to sell ice creams on the Common during the summer. DBC have said that this could take some time and she was asking the Parish Council for its support.

It was proposed by Councillor Laverack, seconded by Councillor Mant and **RESOLVED** that a letter of support be sent to DBC for the issue of a licence to sell ice creams.

Clerk

260/13

Events Working Group Report

A meeting had been held with the Cricket Club, the Police and a representative from Community Action Group Dacorum regarding the Fireworks event last year. The only issue arising had been because of the traffic although no complaints had been received. The police had stated that they can not guarantee cover at this years event and marshalling would have to be done by volunteers. However, it was unclear at this stage whether this years event would take place due to sponsorship.

261/13

Allotments Report

There were 3 vacant allotments at present. A letter had gone out to the tennis club regarding reinstating the ball catch on the fence but no response had yet been received. The Clerk was asked to arrange a meeting with the Chairman to discuss this.

Clerk

262/13

Youth & Education Report

There was no report.

Signed..... Dated.....

263/13 **Highways, Road Safety and Transport Report**

Highways had been discussed at minute 250/13.

264/13 **Correspondence**

There was no correspondence.

265/13 **Items for the Next Agenda**

To be notified to the Clerk.

Date of Next Meeting

The next meeting is to be held on 14th April 2014 after the Planning Committee meeting in the Village Hall.

The meeting closed at 10.00 pm

Signed..... Dated.....

Date	Cheque	Name	Reason	Amount £
01/03/2014	100185	Mrs J Dawes	March Wages & Expenses	896.05
10/03/2014	100186	Mr A Orchard	March Wages	172.43
10/03/2014	100187	Mr P Sadler	March Wages	487.50
10/03/2014	100188	S R Goble	Payroll Services	45.00
10/03/2014	100189	HMRC	Q4 Tax & NI	1048.35
10/03/2014	100190	Virgin Media Business	Telephone & Broadband	50.90
10/03/2014	100191	Biggerstaff's Garage	New tyre	64.80
10/03/2014	100192	Staples	Stationery & Shredder	219.34
10/03/2014	100193	J Dawes for Adobe	Adobe contribute for website	230.01
10/03/2014	100194	H Laverack	Chairmans Allowance	122.42
10/03/2014	100195	Smiths of Derby	Clock service & repairs	554.40
			March Cheques	3891.20
01/03/2014	DD	Affinity Water	Water Rates Allotments	35.95
01/03/2014	DD	Dacorum Borough Council	Garage rent	42.00
03/03/2014	DD	Right Fuelcard	Fuel for tools	23.00
10/03/2014	DD	Right Fuelcard	Fuel for vehicle	54.55
			March Total Expenditure	4046.70

Cheques 100185 to 100193 and 100195 signed by
H Laverack and D Nobbs

Cheque 100194 signed by S Mant and D Nobbs

Signed..... Dated.....

Bank reconciliation as at 28th February 2014

Scottish Widows	77,000
NatWest Reserves	12482.58
NatWest Current	0
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	89,482.58

Less Outstanding cheques

10/02/2014	100175	34.97
10/02/2014	100176	198.30
10/02/2014	100177	50.70
10/02/2014	100178	45.00
10/02/2014	100181	154.53
10/02/2014	100182	220.00
10/02/2014	100184	12.60

716.10

Total Balance

88,766.48

less March Expenditure -4046.7

Projectected forecast for end
March 84,719.78

Current account balance at end of March
estimated **8435.88**

Signed..... Dated.....

Chipperfield Parish Council Internal and External Communication Policy

In order to serve our parishioners efficiently and effectively we must have robust lines of internal and external communication. Whilst it is important not to over communicate it is essential that all areas of responsibility are kept fully informed and that all communication is has a two way flow as outlined below.

1. The Clerk

a. Inflow:

The Parish Clerk is the effective executive of the council and must be aware of all activities that involve parishioners, local organisations and all external authorities including DBC, HCC and police. To this end all communication in the above areas must be copied to The Clerk.

b. Outflow:

In conjunction with the above councillors must be kept informed of all activities within their area of responsibility. The Clerk will therefore copy all communication to the individual member's area of responsibility e.g. a communication relating to highways must be copied to all members of the highways working group.

In addition The Clerk will copy all above communication to the Chairman.

2. The Chairman

Communications with The Chairman is the same as that of The Clerk for both inflow and outflow.

3. Working Groups

All communication within working groups is to be copied to all members of that particular group plus copied to the Clerk and the Chairman.

4. Representatives and special task groups

As for working groups.

5. Miscellaneous

If, whilst communicating in line with the above, a topic is seen to have an impact on another area of responsibility a copy is to be sent to the appropriate councillor(s) as appropriate.

6. Email Procedure.

When responding to any communication ensure that you **reply to all** not just **reply** since this will only reply to the sender and not include all other addressees.

To simplify the above members should consider setting up specific groups in their individual email systems. This way, members can be informed in accordance with the above by a single click.

Signed..... Dated.....