



## Chipperfield Parish Council

Minutes of the meeting of the of the Chipperfield Parish Council held on Monday 14<sup>th</sup> April 2014 held in the Village Hall, The Common, Chipperfield at 7.45 pm

Present:- Councillor H Laverack (Chairman)  
Councillor E Flynn (Vice Chairman)  
Councillor W Bathurst  
Councillor P Ingram  
Councillor G Kempston  
Councillor S Mant  
Councillor D Nobbs

In Attendance: Mrs J Dawes, Clerk to the Council  
1 Member of the Public

A resident of the Parish reported that there was a lot of rubbish caught between the two fences on the Croft Close footpath and asked if the Warden could clear it.

There was a lot of dog fouling on footpaths around the area and also the bridle path that forms part of the Jasmine Way. It was the Council's intention to have the Warden trained so that he could issue tickets for dog fouling.

- |      |   | <b>Action</b> |
|------|---|---------------|
| 1/14 | <b><u>Election of Chairman</u></b><br>It was proposed by Councillor Nobbs, seconded by Councillor Flynn and <b><u>RESOLVED</u></b> that Councillor Laverack be voted Chairman for the municipal year 2014/15                |               |
| 2/14 | <b><u>Declaration of Acceptance of Office</u></b><br>The declaration was signed.  |               |
| 3/14 | <b><u>Election of Deputy Chairman</u></b><br>It was proposed by Councillor Mant, seconded by Councillor Kempston and <b><u>RESOLVED</u></b> that Councillor Flynn be elected Deputy Chairman for the municipal year 2014/15 |               |
| 4/14 | <b><u>Chairman's Announcements</u></b><br>The Chairman announced details of the arrangements in case of fire or other events that might require the meeting room or buildings evacuation                                    |               |
| 5/14 | <b><u>Apologies for Absence</u></b><br>Apologies for Absence were received from Councillor Webby (these apologies were received after the meeting due to no signal)   |               |
| 6/14 | <b><u>Declarations of Interest</u></b><br>There were no declarations of interest.   |               |

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

7/14                    **Minutes of the Last Meeting**  
It was proposed by Councillor Flynn, seconded by Councillor Ingram and **RESOLVED** that the minutes of the meeting held on Monday 14<sup>th</sup> April 2014 be signed as a true record.

8/14                    **Matters Arising**  
Arising from minute 283/13, the Clerk confirmed that there were parking restriction signage outside Didsbury Cottages.

9/14                    **Report from Borough / County Councillor**  
There was no report

10/14                  **Appointment of members of Working Groups**  
The working groups were appointed with no change to the attached list.

11/14                  **Appointment of members of Committees**  
The Committees were appointed with no change to the attached list.

12/14                  **Appointment of Representatives for outside bodies**  
This item was deferred to allow for further discussion and would be agreed at the next meeting. Clerk

13/14                  **Finance & General Purposes Report**  
A lot of good feedback had been received regarding the Annual Parish Meeting it however had been disappointing that a number of clubs had not attended to receive their grant cheques. The Clerk was asked to send the letter to the Chairmen of the groups in future years. Clerk

A letter had been received from the Chipperfield Project Group confirming that they would be erecting a brick and flint wall on the proposed cemetery extension.

Disappointment was expressed over the negative report in the Watford Observer and a letter of response had been drafted. This would be amended slightly before being sent out to the editor. P Ingram

The Clerk circulated a draft Press and Media Policy to councillors that would be on the next agenda. Clerk

The Clerks report is attached to these minutes.

### **Police Report**

There had been 1 reported crime during April which had been damage to a room at the Two Brewers. There had also been a report of two break ins at Blackwells, nothing was taken on the first occasion, however cctv footage showed someone walking around on the second occasion.

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

- 14/14 **Councils Liability Insurance Renewal**  
The Schedule of Insurance for the forthcoming year was reviewed. It was proposed by Councillor Laverack, seconded by Councillor Flynn and **RESOLVED** that the insurance be renewed for 1 year.
- 15/14 **Monthly Accounts and Accounts for Payment**  
The monthly statement of accounts paid and the bank reconciliation as at 30<sup>th</sup> April 2014 as attached, were discussed. It was proposed by Councillor Flynn, seconded by Councillor Nobbs and **RESOLVED** that the list of cheques and the bank reconciliation be approved.
- 16/14 **Open Spaces Report**  
OS would need to speak to Clayton regarding the P3 grant and develop a scheme for the year. It was believed that the Green Flag had again been awarded but the flag had not yet been received.  
  
It was hoped that the friends of Chipperfield Common would be meeting again soon, however not much could be done at present due to the birds nesting and the tadpoles in the ponds.  
  
A number of posts and fences around the parish were still broken, the Clerk would report them to Colin.
- 17/14 **Events Working Group Report**  
A brief update on the proposed filming was discussed, DBC were discussing the proposals with the parish.
- 18/14 **Allotments Report**  
The tap was still not working despite the Clerk chasing the contractor up to have this fixed, Councillor Laverack agreed to contact him. The inspections were currently being carried out. H Laverack.
- 19/14 **Youth & Education Report**  
There was no report.
- 20/14 **Highways, Road Safety and Transport Report**  
The highways group were holding a meeting on 21<sup>st</sup> May. Where they would be discussing bus shelters and speeding amongst other things. Councillor Laverack would draft a letter to the water board regarding the leak on Tower Hill that had still not been resolved. H Laverack
- 21/14 **Correspondence**  
There was no correspondence.
- 22/14 **Items for the Next Agenda**  
Press & Media Policy  
Annual Return for the 2013/14 Audit  
Defibrillator
- 23/14 **Date of Next Meeting**

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

The next meeting is to be held on 16<sup>th</sup> June 2014 after the Planning Committee meeting in the Small Hall.

The meeting closed at 9.20 pm

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

Clerks Report May 2014

May is one of the busiest months of a Parish Council and this May has been no exception. Auditing Solutions have been in and carried out the year end Audit. This was a thorough audit, and a number of procedures were checked and whilst I have not yet received his report, no serious issues were flagged. The Annual Return was signed off and will be ready for approval at the June meeting. (I did not want to put it on this agenda in case any issues needed addressing).

Under this new regime the council will be subject to an interim audit part way through the year and things that will be reviewed will include staff contracts and payroll. This is a much more vigorous system than before and ensures that the Council meets its duties under the financial regulations.

As a result of audit, I wish to prepare a

An enquiry was received regarding filming and DBC agreed that the Parish Council could manage the booking if the company did not want to use The Common, however The Common is required for parking of vehicles and is now being handled by DBC with the agreement that the fee will be split between us.

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

**Minute 15/14**

**Bank Reconciliation as of 30<sup>th</sup> April 2014**

|                  |          |
|------------------|----------|
| Scottish Widows  | 77,000   |
| NatWest Reserves | 52974.77 |
| NatWest Current  | 0.00     |
|                  | <hr/>    |
|                  | 129,975  |

Less Outstanding cheques

|        |        |
|--------|--------|
| 100208 | 487.50 |
| 100209 | 184.63 |
| 100211 | 22.97  |
| 100212 | 751.53 |
| 100213 | 55.00  |
| 100217 | 12.59  |

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**1,514**

**Total Balance**

128,461

**Cheques for Payment in May**

| Date       | Cheque | Name   | Column1                       | Amount £        |
|------------|--------|--|-------------------------------|-----------------|
| 12/05/2014 | 100218 | St Pauls C of E Primary School               | Grant                         | 2000.00         |
| 12/05/2014 | 100219 | Chipperfield Tennis Club                     | Grant                         | 750.00          |
| 12/05/2014 | 100220 | Chipperfield Clarendon Cricket Club          | Grant                         | 1200.00         |
| 12/05/2014 | 100221 | Chipperfield Project Group                   | Grant                         | 1000.00         |
| 12/05/2014 | 100222 | Chipperfield Village Hall                    | Grant                         | 1200.00         |
| 12/05/2014 | 100223 | Chipperfield Corinthians Football Club       | Grant                         | 1000.00         |
| 12/05/2014 | 100224 | Chipperfield Corinthians youth Football Club | Grant                         | 550.00          |
| 12/05/2014 | 100225 | St Pauls Church                              | Grant                         | 1500.00         |
| 12/05/2014 | 100226 | Mr Steven Dawes                              | Refreshment for APM           | 107.81          |
| 12/05/2014 | 100227 | St Pauls C of E Primary School               | Grant                         | 50.00           |
| 13/05/2014 | 100228 | Mrs J Dawes                                  | Wages May                     | 885.39          |
| 13/05/2014 | 100229 | Mr A Orchard                                 | Wages May                     | 339.16          |
| 13/05/2014 | 100230 | Mr P Sadler                                  | Wages May                     | 577.50          |
| 12/05/2014 | 100231 | Virgin Media Business                        | Telephone and Broadband       | 51.41           |
| 12/05/2014 | 100232 | Staples                                      | Supplies and stationery       | 234.71          |
| 12/05/2014 | 100233 | W Jarman & Sons                              | Wardens Supplies              | 17.87           |
| 01/05/2015 | DD     | Dacorum Borough Council                      | Garage Rental                 | 44.16           |
|            |        |  | <b>Total Payments for May</b> | <b>11508.01</b> |

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