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CHIPPERFIELD PARISH COUNCIL

MINUTES of the meeting of the Chipperfield Parish Council, held on Monday 20th Aug 2018
in the **Village Hall The Common, Chipperfield**

*To Councillors: H Laverack - **Chairman**, - E Flynn – **Deputy Chairman**, W Bathurst, K Cassidy, C Luff
G Bryant McGuinness CA Heaphy*

In attendance Mrs. U Kilich Clerk to the Council

73//18 CHAIRMANS ANNOUNCEMENTS

The Chairman announced details of the arrangements in case of fire or other events that might require the meeting room or building to be evacuated.

74/18 APOLOGIES FOR ABSENCE

There were no apologies to record.

75/18 DECLARATION OF INTERESTS

There were no declarations of interest

76/18 MINUTES OF LAST MEETING

It was **PROPOSED** by Cllr Cassidy, seconded by Cllr Bathurst and **RESOLVED** that the minutes of the meeting held on the 9th July 2018 were a true reflection of the proceedings. Councillor Laverack pointed out a spelling error on page two of the minutes which should read “One-off Projects” the Clerk will record the item to be amended. Councillor Laverack signed the minutes.

77/18 CHAIRMANS REPORT & CORRESPONDENCE

Councillor Laverack reported on the Finance and General-Purpose Meeting held on the 6th August 2018:

- a. Risk Assessment to be completed by the Clerk and circulate the document in time for the next F&GP meeting for the 25th September for approval. Risk Assessment should be completed as per the procedures, items no longer owned by the parish should reflect on the asset register and recorded correctly.
- b. Chipperfield Corinthians Football Club, Councillor Laverack informed the Council that it was nice to receive a thank you letter for the grant awarded to the club in 2017.

Signed _____

Dated _____

- c. Common car park. Following John Vigor's email complaint about the dust due to the hot weather, Councillor Laverack informed the Council that this was the only complaint ever received about the main car park and that the costs implication to deal with one complaint cannot be justified by CPC. However, since DBC are responsible for car park maintenance on the common, the Clerk to forward the complaint to the Green Clean Safe department at DBC.
- d. Hours of work (Clerk) Councillor Laverack informed the Council working arrangements for the Clerk; the times will be from 8 am to 5 pm on Tuesdays and Thursdays, from 2 pm to 5 pm on Mondays and Fridays.
- e. Public opening hours will be from 10 am to 12 on Tuesdays and Thursdays and 3 pm to 4 pm on Mondays and Fridays, the office will be closed on Wednesdays.
- f. Financial reports will be produced to F&GP a week prior to full council meeting taking place which will be reported to council members. The purpose of the meeting will be to review the financial reports, bank reconciliations and financial control, the outcome will be discussed at the Council meeting for final decisions.
- g. Schedule of Planning and Council meeting, the Clerk prepared a schedule for all Planning, Council and F&GP meetings up until and including May 2019.
- h. Covered in item (g).
- i. General Data Protection Regulation (GDPR) affects Chipperfield Parish Council in relations to allotment holder's data, the rental agreement will be amended to reflect that CPC is complying with GDPR.
- j. CPC storage facility, it was reported that a meeting set up to ascertain what is in the storage was cancelled due to bad weather. A new meeting is to be convened giving CPC the opportunity to decide what records to keep and what to clear out of the storage. We await to see what the developer offers in replacement for the container.
- k. It is a requirement that parish councils officially appoint an internal auditor, Councillor Laverack proposed to officially appoint Auditing Solutions Ltd for 2018/19, it was unanimously agreed by the council.

Action: Clerk to email Audit Solutions to carry out auditing for 2018/19.
- l. Councillor Laverack reported that the Council need to be transparent and open to the public when dealing with planning matters. In view of this, Cllr. Laverack requested that the terms of reference and procedures of the planning committee be reviewed at the next planning meeting and forwarded for approval.

78/18 Open Space

- a. Clock service booked 29th August 18. Councillor Laverack informed the Council that the clock will be serviced on the 29th August 2018.

Signed _____

Dated _____

- b. Councillor Bathurst reported that The Common had achieved the Green Flag award for the thirteenth year. Cllr. Bathurst attended the presentation for the award at The Forum on 20th July and had her photo taken with head on Keep Britain Tidy who run the scheme. The flag will be hoisted at the cricket club in the autumn.
- c. Trees in Nunfield (removal)
Councillor Bathurst reported that two trees were cut down by Dacorum in Nunfield in early July after a request from Housing Department as they were causing damage,
- d. Councillor Bathurst reported her concern about the dying tree, Herts Highways reported that the work will be done in Autumn.
- e. Locality budget received from County Councillor Roberts will be used to trim the hedge and clear the path on the side of Whippendell Hill, the work will commence in September 2018. However, Councillor Bathurst reported that this had been completed.
- f. Dog waste bins the Clerk informed the members that the service which was outsourced to TBS Hygiene Ltd has now been brought back in by DBC, initially there was talks of the charges would be passed to the parish council, Councillor Cassidy informed that the letter states that there will be no extra costs to parish councils. Councillor Laverack requested that the Clerk ascertain the position for CPC.
- g. Public Space Protection Order Consultation the Clerk to report at the next meeting after an investigation.
- h. Armistice Day Celebration Councillor Laverack informed the Council that due to Health and safety issues Chris Price has informed CPC that a beacon could not be lit on the common. The Clerk will inform Mark Jarrad of the decision made by DBC.

79/18 Youth and Education

There was no report, but Councillor Luff informed the Council there will be a woodlands education at the next school governors' meeting.

80/18 Police Report

Councillor McGuinness informed the Council there has been at least one motor vehicle break-in each month from February to June, Councillor McGuinness said this is likely to rise during the month of July due to the holiday period and social media awareness.

81/18 Highways Smiley Face

Councillor McGuinness had spoken to Councillor Roberts about Smiley Face and was informed the installation of SID (Speed Indicator Device) will be in Autumn, Councillor McGuinness also sent an email to Peter Wright but has not yet received a reply.

82/18 Planning

Item covered under Planning Meeting by Councillor Bryant, nothing further to report.

Signed _____

Dated _____

83/18 Allotments

Nothing to report.

84/18 Report from Borough/County Councillors

Councillor Riddick commented that there has been a lot of interest on Garden Scene Development, despite no planning application having been received.

The meeting closed at 8.20pm.

85/18 DATE OF NEXT MEETING

The next meeting will be held on the 2nd October 2018 following the planning meeting at approximately 7.45, to be held in the Village Hall, The Common WD4 9BS

Signed _____

Dated _____