



## **CHIPPERFIELD PARISH COUNCIL**

MINUTES of the meeting of the Chipperfield Parish Council, held on Monday 9<sup>th</sup> July 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 T.Mc Guinness CA Heaphy*

*In attendance* Mrs. C Butcher Clerk to the Council

---

**43//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.

**44/18 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Barratt & Cllr Riddick

**45/18 DECLARATION OF INTERESTS**

There were no declarations of interest

**46/18 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 21<sup>st</sup> May 2018 were a true reflection of the proceedings

**47/18 CHAIRMANS REPORT & CORRESPONDENCE**

Cllr Laverack spoke of correspondence received.

1. From a resident requesting a new surface on the common car park adjacent to the road. The Clerk to reply to the resident stating this will be an agenda item for the next F & GP meeting and then full council
2. Correspondence was received from a resident in Scatterdells stating several concerns including speeding and the size of developments.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

**48/18 FINANCE AND GENERAL PURPOSE**

## AUDIT REPORT

It was PROPOSED by Cllr Laverack, seconded by Cllr Bryant that changes are made to the financial regulations to enable effective management of the council.

### One

It was PROPOSED to amend sections 4.1 and 4.5 of the Financial Standing Orders to read:

**4.1 Expenditure** on revenue items may be authorised up to the amounts included For that class of expenditure in the approved budget. The authority is to be **Determined by:**

- The Council for all items over £5,000
- A duly delegated committee of the council for items over £600 or the clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £600.

Such authority is to be evidenced by a minute or by an authorization slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

**4.5** In cases of extreme risk to the delivery of council services, the Clerk may authorize revenue expenditure on behalf of the council which in the Clerk's Judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work whether there is any budgetary provision for the expenditure, subject to a limit of £600.

The Clerk shall report such action to the Chairman as soon as possible and to the council as soon as practicable thereafter.

**Two** It was PROPOSED by Cllr Laverack, seconded by Cllr Cassidy and RESOLVED that a sum of £2000 be transferred from earmarked reserves and allocated to 'One of Projects' in the 2018/19 budget. This allocation is to be controlled under section 4 (authority to spend) of the financial standing orders. Any unspent amounts are to be transferred back to earmarked reserves and re-allocate each year as appropriate.

Further that: a sum allocated within earmarked reserves under the heading 'unspecified projects' this sum to be advised by F & GP for approval of full council in due course.

Cllr Laverack stated the above changes were necessary to meet the immediate operational needs of the council but that further scrutiny should be undertaken by the F&GP Group further improve operational efficiency.

### **Correction to Clerks pay scale**

Cllr Laverack informed council an adjustment needed to be made to the Clerks pay scale and backdated to April 2016 in accordance with the NALC national agreement.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

### **Recruitment of new Parish Clerk**

It was **PROPOSED** by the personnel group in liaison with F & GP working group **RESOLVED unanimously**.

1. That the current allocated time for the administration of CPC business be kept at 26 hours per week.
2. That Usha Kilich being a fully CILCA qualified Clerk be appointed to the position of Clerk to the Council on the 30<sup>th</sup> July for a total of 20 contracted hours per week at the NALC spinal point level 36.
3. That an option to employ an assistant to the Clerk for the remaining 6 hours per week to be established. Action under this option to be determined by the F & GP group in liaison with the Clerk when and if necessary without further reference to full council. Finance to cover this option to be contained within the annual budget.
4. That the council move to online banking to improve administration efficiency.
5. That all systems and processes be reviewed to seek means of improving efficiency.
6. That the council office opening hours be reviewed to meet the need for efficient administration of the council whilst maintaining a high level to the community

### **49/18 PLANNING PROPOSAL**

Cllr Bryant spoke of his proposal to enlist the services of a planning consultant for larger developments, with the consultant assisting CPC planners with the aim of achieving a more informed decision-making process on major projects.

This item was not a formal agenda item but was an importance issue covering a Proposed major new development with the village. It was thus **Proposed by Cllr Laverack, seconded by Cllr Flynn** that in accordance with S/O 25a, that S/O 9 be Suspended for this meeting only thereby allowing a vote to put to council that a Planning consultant be employed at a cost of £500 specifically for the Garden Scene Development only.

Five Cllrs voted for, one Cllr voted against and one Cllr abstained. **It was thereby Resolved that the motion be carried.**

### **50/18 REPORT FROM BOROUGH//COUNTY COUNCILLORS**

There was no report

### **51/18 REMEMBRANCE DAY**

Following a request by the British Legion it was **PROPOSED** and **RESOLVED** unanimously that the Parish Council will fund a beacon for Armistice day

### **52/18 MEETING DATES AND VENUE**

It was **PROPOSED** and **RESOLVED** that future meetings be held in Blackwells commencing on Tuesday 11<sup>th</sup> September. The Clerk to book and update councillors.

### **53/18 RESIGNATION OF CLERK**

Cllr Laverack asked council to note the Clerks resignation. Cllr Laverack, on behalf of all councillors, thanked the Clerk for dedication to task and helping the Council through some difficult times.

**54/18 DATE OF NEXT MEETING**

**The next meeting will be held on the 20<sup>th</sup> August 2018 following the planning meeting at approximately 7.45, to be held in the Village Hall, The Common WD4 9BS**

**Carole Butcher  
Clerk to the Council**

**Clerk to the Council  
The Village Hall,  
The Common, wd4 9bs**

**Signed \_\_\_\_\_**

**Dated \_\_\_\_\_**