



Chipperfield Parish Council,
The Village Hall
The Common, Chipperfield
Herts.
WD4 9BS
Tel : 01923 263 901
Email : parishclerk@chipperfield.org.uk
website: www.chipperfieldparishcouncil.gov.uk

CHIPPERFIELD PARISH COUNCIL MEETING

To: Councillors: Paul Foxall Chair, Eamonn Flynn Deputy Chair, Geoff Bryant, Wendy Bathurst, Carly-Anne Heaphy, Luke Hinton, Kevan Cassidy and Malcolm Paton.

Notice is hereby given that the meeting of the Council to which you are summoned to transact the business set out below will be held at The Blackwells The Common WD4 9BS on Tuesday 9th December 2025 at 7.45 pm

Mrs Usha Kilich Parish Clerk
4th December 2025

59/25 APOLOGIES FOR ABSENCE

To receive apologies for absence

60/25 DECLARATIONS OF INTEREST

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

61/25 PUBLIC PARTICIPATION 15 minutes time allowed.

62/25 MINUTES

- a. To approve the minutes of the meeting of 18th November 2025
- b. To discuss any matters arising from previous meetings

63/25 REPORT FROM BOROUGH/COUNTY COUNCILLORS

To receive a report from Borough/County Councillors

64/25 CHAIRMANS REPORT & CORRESPONDANCE RECEIVED

For any items you cannot "click" please email the Clerk for information.

- a. Traffic issues raised by a member of the public by St Paul School
- b. Dangerous and illegal parking on Langley Road (information shared with PCSO)

65/25 CLERKS REPORT (verbal)

- a. To update and discuss the current action report
- b. Latest news from Dacorum Borough Council

66/25 FINANCE AND GENERAL PURPOSES

- a. Cllr Foxall proposes to approve the YTD Summary for November 2025
- b. Cllr Foxall proposes to approve the Receipts and Payment Summary for November 2025

- c. Cllr Foxall proposes to approve the Bank Reconciliation as of November 2025
- d. Cllr Foxall proposes to discuss and approve Budget 2026/27
- e. Cllr. Foxall proposes discontinuing funding for the Chip News domain beginning in the 2026/27 financial year.
- f. Cllr Foxall proposes to apply for a Corporate Purchasing Card.

67/25 REPORT FROM WORKING GROUPS AND COMMITTEES

1. OPEN SPACES

SANG update

2. YOUTH AND EDUCATION

3. POLICE REPORT

4. HIGHWAYS

5. PLANNING

6. ALLOTMENT

68/25 Exclusion of Press and Public; To **RESOLVE** that under Section 1 of the Public Bodies (admission to meetings) Act 1960 the public and press be excluded for the remainder of the meeting, because it is likely that publicity would prejudice the public interest by reason of the confidential business to be transacted or for other special reasons stated in the resolution, arising from the nature of the business proceedings.
Allotment update

69/25 Future Agenda Items

70/25 DATE OF NEXT MEETING

The next meeting will be held on the 6th January 2025 following the planning meeting @ 7.45 at The Blackwells The Common WD4 9BS.



Minutes of the meeting of the Chipperfield Parish Council held on 18th November 2025 at 7.45 at
The Blackwells, The Common Chipperfield WD4 9BS.
The meeting commenced at 20:07

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

In attendance: Mrs U Kilich (Proper Officer) and District Councillor S Riddick.

47/25 APOLOGIES FOR ABSENCE

To receive apologies for absence

Apologies for absence received from District Councillor P Walker.

48/25 DECLARATIONS OF INTEREST

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

There were no declarations of interest to record.

49/25 PUBLIC PARTICIPATION 15 minutes time allowed.

50/25 MINUTES

- a. To approve the minutes of the meeting of 28th October 2025
Resolved, proposed by Cllr Flynn, seconded by Cllr Paton to approve the minutes of 28th October 2025 as a true and accurate representation of the meeting. Unanimously agreed.
- b. To discuss any matters arising from previous meetings
Nothing to discuss.

51/25 REPORT FROM BOROUGH/COUNTY COUNCILLORS

To receive a report from Borough/County Councillors

Cllr S Riddick informed members that Tuffs Farm planning application was approved at the recent DMC meeting.

52/25 CHAIRMANS REPORT & CORRESPONDANCE RECEIVED

For any items you cannot “click” please email the Clerk for information.

- a. Update on fingerpost – amended quote received (£5k approved in September 2025) – Cllr Bryant informed members that, with the amended quote of £3,417.60 and the installation costs included, the total expenditure will be just under £5,000.
- b. To discuss the traffic calming measure around Chipperfield and local area (email from Flaunden) – Cllr Foxall suggested determining how other Parish Councils have responded to this issue. Once this information has been gathered, CPC may then consider whether to engage further.

- c. To discuss and update on the grant applications for 2026/27 – All organisations awarded grants for 2025/26 have provided reports on how the funds were used. Submission of this information was a condition for their grant applications for 2026/27.
- d. To express our sincere gratitude to the member of the public for their generous contribution towards the replanting efforts around the memorial area
- e. To discuss and update on Budget 2026/27 – Cllr Foxall informed members that Dacorum Borough Council will release information on grant funding for 2026/27 in due course. CPC will finalise its 2026/27 budget once this information has been received.
- f. School Admissions [Consultation 2027/28](#) Neighbouring LA's District and Borough Councils and Diocesan Representatives.

53/25 CLERKS REPORT (verbal)

- a. To update and discuss the current action report – the Clerk reported on the following matters:
 - CPC's domain will be transferred from Fasthosts to TEEC
 - CPC to apply for Unity Corporate Purchasing Card
 - To update Scottish Widows mandate with F&GP Councillors
 - To submit Road Audit report to Cllr Richard Roberts
 - CiL information to be on CPC website
- b. Latest news from Dacorum Borough Council – circulated to members once a week

54/25 FINANCE AND GENERAL PURPOSES

- a. Cllr Foxall proposes to approve the YTD Summary for October 2025
Resolved, proposed by Cllr Cassidy, seconded by Cllr Flynn to approve the YTD Summary for October 2025. Unanimously agreed.
- b. Cllr Foxall proposes to approve the Receipts and Payment Summary for October 2025
Resolved, proposed by Cllr Cassidy, seconded by Cllr Flynn to approve the Receipts and Payments Summary for October 2025. Unanimously agreed.
- c. Cllr Foxall proposes to approve the Bank Reconciliation as of October 2025
Resolved, proposed by Cllr Cassidy, seconded by Cllr Flynn to approve the Bank Reconciliation as of October 2025. Unanimously agreed.
- d. Cllr Foxall proposes to approve £100 to clear allotment plot 7ab.
Resolved, proposed by Cllr Flynn, seconded by Cllr Bryant to approve the £100 spend on the allotment site. Unanimously agreed.

55/25 REPORT FROM WORKING GROUPS AND COMMITTEES

1. OPEN SPACES

SANG update – Friends of Chipperfield are scheduled to meet on Thursday, 20th November to carry out work on the glade. Pil Pond is reported to be in good condition. Cllr Bathurst attended the Nature Recovery Seminar, which was noted to be well organised. Cllr Paton informed members that, within the next month or two, new signage

will be installed and the paths resurfaced.

Apostles Pond – Nothing to report.

2. YOUTH AND EDUCATION – Nothing to report

3. POLICE REPORT – Dangerous parking email received which will be shared with the PCSO

4. HIGHWAYS – Nothing to report

5. PLANNING – Nothing to report

6. ALLOTMENT – Water turned off plot 7ab has been cleared. Plot 6ab is now vacant.

56/25 Exclusion of Press and Public; To **RESOLVE** that under Section 1 of the Public Bodies (admission to meetings) Act 1960 the public and press be excluded for the remainder of the meeting, because it is likely that publicity would prejudice the public interest by reason of the confidential business to be transacted or for other special reasons stated in the resolution, arising from the nature of the business proceedings.

57/25 Future Agenda Items
Budget 2026/27

58/25 DATE OF NEXT MEETING
The next meeting will be held on the 6th January 2025 following the planning meeting @ 7.45 at The Blackwells The Common WD4 9BS.

The meeting concluded at 9.07

Clerk Actions from Recent Meetings	Comment	Agenda Item / Due Date	Notes
Adminstration			
Transfer the domain from Fasthost to TEEC	The Clerk to follow up for the transfer	Nov-25	
To apply for Unity Trust Credit Card	The Clekr to put an application	Nov-25	
To update the Scottish Widows Mandate with F&GP Councillors	Update mandate	Dec-25	
CIL update for the website		Nov-25	
OPEN SPACES			
SANG and pond updates	Monthly update for the Chip News		
Village Clock update	To revisit early 2026	Jan-26	
Finger posts installation	CIlr Bryant/Clerk	Nov-25	
Allotments			
Turn the water off in mid November	Clerk/Warden	Nov-25	
Inform allotment holders no parking during winter months	Clerk/Warden	Nov-25	
HIGHWAYS			
to submit road audit report to Richard Roberts		Nov-25	
Awaiting PCC Grant approval		Dec-25	

Case closed or dealt with

Detailed Receipts & Payments by Budget Heading 30/11/2025

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Administration							
1076 Precept	67,400	67,400	0			100.0%	
1080 Bank Interest	0	1,000	1,000			0.0%	
1081 Scottish widows interest	0	2	2			0.0%	
Administration :- Receipts	67,400	68,402	1,002			98.5%	0
4000 Clerks Wages	14,073	22,304	8,231		8,231	63.1%	
4001 Pension Contribution Clerk	4,167	7,500	3,333		3,333	55.6%	
4030 Payroll Services	302	550	248		248	54.9%	
4031 HMRC payment	6,750	8,500	1,750		1,750	79.4%	
4055 Telephone and Internet	456	800	344		344	57.0%	
4060 Printing and Stationery	274	300	26		26	91.4%	
4065 Postage	0	60	60		60	0.0%	
4070 Room Hire	635	600	(35)		(35)	105.8%	
4075 Insurance General	1,269	1,300	31		31	97.6%	
4080 Legal & Professional Fees	0	500	500		500	0.0%	
4081 registration for ICO	47	40	(7)		(7)	117.5%	
4085 Training	0	500	500		500	0.0%	
4090 Subscriptions	1,110	1,500	390		390	74.0%	
4095 Website	0	500	500		500	0.0%	
4100 Publications/Communication	0	100	100		100	0.0%	
4105 Audit Fees	825	900	75		75	91.7%	
4115 Chairmans Allowance	324	300	(24)		(24)	107.9%	
4120 Bank Charges	48	72	24		24	66.7%	
4125 Annual General Meeting	0	100	100		100	0.0%	
4130 Wreaths	0	150	150		150	0.0%	
4135 Refreshments	0	100	100		100	0.0%	
4140 New Office Expenditure	0	1,000	1,000		1,000	0.0%	
4141 Office Rent	300	700	400		400	42.9%	
4145 IT Support	316	500	184		184	63.2%	
4150 Election costs	0	1,000	1,000		1,000	0.0%	
4206 electricity office	386	300	(86)		(86)	128.6%	
Administration :- Indirect Payments	31,281	50,176	18,895	0	18,895	62.3%	0
Net Receipts over Payments	36,119	18,226	(17,893)				
180 CIL							
1078 CIL	20,373	0	(20,373)			0.0%	20,373
CIL :- Receipts	20,373	0	(20,373)				20,373
4191 CIL Projects	3,875	0	(3,875)		(3,875)	0.0%	3,875
CIL :- Indirect Payments	3,875	0	(3,875)	0	(3,875)		3,875
Net Receipts over Payments	16,498	0	(16,498)				
6000 plus Transfer From EMR	3,875	0	(3,875)				
6001 less Transfer To EMR	20,373	0	(20,373)				

Detailed Receipts & Payments by Budget Heading 30/11/2025

Cost Centre Report





















	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	0	0	0				
<u>200 Open Spaces</u>							
1003 Tennis club Rent	600	600	0			100.0%	
1300 filming income	300	175	(125)			171.4%	
Open Spaces :- Receipts	900	775	(125)			116.1%	0
4003 Pension cont for Warden	2,092	3,200	1,108		1,108	65.4%	
4085 Training	0	200	200		200	0.0%	
4090 Subscriptions	0	250	250		250	0.0%	
4136 Allotment AGM	30	100	70		70	30.0%	
4200 Clock Repairs	1,267	250	(1,017)		(1,017)	506.8%	1,267
4205 Clock Electricity	94	500	406		406	18.8%	
4210 Clock Service	0	500	500		500	0.0%	
4215 Village Maintenance	5,718	2,000	(3,718)		(3,718)	285.9%	5,591
4216 New Street Furniture	0	1,000	1,000		1,000	0.0%	
4220 Finger Post Repairs	0	200	200		200	0.0%	
4225 Equipment Repairs /Maint.	0	250	250		250	0.0%	
4226 Safety Equipment	146	250	104		104	58.4%	
4230 Storage Rental/Electricity	113	150	37		37	75.1%	
4240 Plants	0	150	150		150	0.0%	
Open Spaces :- Indirect Payments	9,459	9,000	(459)	0	(459)	105.1%	6,858
Net Receipts over Payments	(8,559)	(8,225)	334				
6000 plus Transfer From EMR	6,858	0	(6,858)				
Movement to/(from) Gen Reserve	(1,701)	(8,225)	(6,524)				
<u>220 Concurrent Costs</u>							
1100 Concurrent Services Inc	8,393	8,393	0			100.0%	
1150 Wardens Grant Recieved	8,176	7,713	(463)			106.0%	
Concurrent Costs :- Receipts	16,569	16,106	(463)			102.9%	0
4025 Warden Wages	8,085	12,106	4,021		4,021	66.8%	
4235 Hedge Trimming	0	600	600		600	0.0%	
4300 Wardens Expenses	0	50	50		50	0.0%	
4305 Vehicle Fuel	508	600	92		92	84.7%	
4310 Vehicle Insurance	0	450	450		450	0.0%	
4315 Vehicle Road Tax	345	335	(10)		(10)	103.0%	
4320 Vehicle Service / Maint.	557	1,000	443		443	55.7%	
4330 Garage Rent	525	800	275		275	65.6%	
Concurrent Costs :- Indirect Payments	10,019	15,941	5,922	0	5,922	62.9%	0
Net Receipts over Payments	6,550	165	(6,385)				

Detailed Receipts & Payments by Budget Heading 30/11/2025

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
250 Allotments							
1000 Allotment Rents	2,396	2,600	204			92.2%	
1001 Allotment deposit	225	150	(75)			150.0%	225
1301 Donations to Council	513	0	(513)			0.0%	
1303 Locality Budget for Hedges	0	500	500			0.0%	
Allotments :- Receipts	3,134	3,250	116			96.4%	225
4090 Subscriptions	84	66	(18)		(18)	127.3%	
4137 Refund of allotment deposit	0	150	150		150	0.0%	
4138 Allotment hedges/trees	414	500	86		86	82.8%	
4145 IT Support	214	200	(14)		(14)	107.0%	
4350 Allotment Maintenance	778	1,500	722		722	51.9%	
4355 Running Costs	75	400	325		325	18.8%	
4360 Water Rates	626	600	(26)		(26)	104.3%	
Allotments :- Indirect Payments	2,190	3,416	1,226	0	1,226	64.1%	0
Net Receipts over Payments	944	(166)	(1,110)				
6001 less Transfer To EMR	225	0	(225)				
Movement to/(from) Gen Reserve	719	(166)	(885)				
300 Grants							
4400 Section 137	0	10,000	10,000		10,000	0.0%	
4405 Grants	5,150	0	(5,150)		(5,150)	0.0%	
Grants :- Indirect Payments	5,150	10,000	4,850	0	4,850	51.5%	0
Net Payments	(5,150)	(10,000)	(4,850)				
999 VAT Data							
115 VAT on Receipts	2,731	0	(2,731)			0.0%	
VAT Data :- Receipts	2,731	0	(2,731)				0
515 VAT on Payments	2,867	0	(2,867)		(2,867)	0.0%	
VAT Data :- Indirect Payments	2,867	0	(2,867)	0	(2,867)		0
Net Receipts over Payments	(137)	0	137				
Grand Totals:- Receipts	111,107	88,533	(22,574)			125.5%	
Payments	64,842	88,533	23,691	0	23,691	73.2%	
Net Receipts over Payments	46,265	0	(46,265)				
plus Transfer From EMR	10,733	0	(10,733)				
less Transfer To EMR	20,598	0	(20,598)				
Movement to/(from) Gen Reserve	36,400	0	(36,400)				

Bank Reconciliation up to 30/11/2025 for Cashbook No 3 - Unity Trust Bank Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
03/11/2025	DD	78.72		78.72		R 	DACORUM BC
03/11/2025	DD	30.00		30.00		R 	Zen Internet
03/11/2025	0311		60.00	60.00		R 	Receipt(s) Banked
03/11/2025	0311		300.00	300.00		R 	Receipt(s) Banked
11/11/2025	BACS	350.00		350.00		R 	Elbourn JB
11/11/2025	DD	38.40		38.40		R 	Zen Internet
11/11/2025	DD	13.69		13.69		R 	Scottish Power
11/11/2025	DD	6.00		6.00		R 	The Right Fuel Card
20/11/2025	BACS	311.28		311.28		R 	Castle Water
20/11/2025	DD	13.88		13.88		R 	Scottish Power
20/11/2025	BACS	3,195.94		3,195.94		R 	Community Action Dacorum
20/11/2025	BACS	34.80		34.80		R 	Community Action Dacorum
20/11/2025	BACS	802.39		802.39		R 	Pension Contributions
20/11/2025	BACS	100.00		100.00		R 	Elbourn JB
24/11/2025	BACS	1,232.00		1,232.00		R 	Shantock Nurseries Ltd
24/11/2025	BACS	3,417.60		3,417.60		R 	MiddlePeak Engineering Ltd
26/11/2025	BACS	180.00		180.00		R 	Cart & Horses
26/11/2025	DD	47.00		47.00		R 	Information Commissioner
26/11/2025	BACS	6.00		6.00		R 	Unity Trust Bank
30/11/2025	3011		513.34	513.34		R 	Receipt(s) Banked
		<u>9,857.70</u>	<u>873.34</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Chipperfield Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 30 November 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

30/11/2025	Current Account Training	0.00
30/11/2025	SCOTTISH WIDOWS	86,442.48
30/11/2025	Unity Trust Bank Account	95,002.61

181,445.09

Receipts not on Bank Statement

0.00

Closing Balance

181,445.09

All Cash & Bank Accounts

1	Current Bank A/c	0.00
2	Scottish Widows	86,442.48
3	Unity Trust Bank Account	95,002.61

Other Cash & Bank Balances **0.00**

Total Cash & Bank Balances **181,445.09**

CHIPPERFIELD PARISH COUNCIL BUDGET 2026/27

	2024/25		2025/26		2026/27	
	Budget	Actual YTD	Budget	Agreed	Budget	Agreed
100 Administration						
1076 Precept	62623	62623	67400	67400	70650	4.82% precept increase from 2024/25
1080 Bank Interest	1000	0	1000	0	900	
1081 Scottish widows interest	2	1231	2	0	0	
Total Income	63625	63854	68402	67400	71550	
4000 Clerks Wages	21160	20907	22304	10711	22973	
4001 Pension Contribution Clerk	7396	6523	7500	3269	5000	
4030 Payroll Services	500	440	550	244	450	
4031 HMRC payment	8000	9748	8500	5133	10200	
4055 Telephone and Internet	800	652	800	399	900	
222 Printing and Stationery	600	0	300	274	300	
4065 Postage	60	0	60	0	60	
4070 Room Hire	600	286	600	635	600	
4075 Insurance General	1300	1254	1300	1269	1300	

4080 Legal & Professional Fees	500	0	500	0	500
4081 registration for ICO	40	35	40	0	60
4085 Training	1500	1625	500	0	500
4090 Subscriptions	1500	1348	1500	1110	1500
4095 Website	500	130	500	0	500
4100 Publications/Communication	150	160	100	0	100
4105 Audit Fees	900	815	900	825	1000
4115 Chairmans Allowance	300	8	300	144	300
4120 Bank Charges	72	71	72	36	100
4125 Annual General Meeting	100	0	100	0	150
4130 Wreaths	100	0	150	0	150
4135 Refreshments	100	17	100	0	100
4140 New Office Expenditure	500	0	1000	0	500
4141 Office Rent	600	300	700	300	600

4145 IT Support	500	792	500	316	800
4150 Election costs	1000	13	1000	0	0
4206 electricity office	1000	131	300	386	700
Overhead Expenditure	49778	45255	50176	25051	49343
200 Open Spaces					
1003 Tennis club Rent	600	0	600	0	600
1078 CIL	0	2177	0	20373	0
1300 filming income	300	500	175	0	0
Total Income	900	2677	775	20373	600
4003 Pension cont for Warden	2800	3153	3200	1726	2637
4085 Training	200	0	200	0	200
4090 Subscriptions	250	0	250	0	250
4136 Allotment AGM	100	0	100	30	100
4200 Clock Repairs	250	600	250	1267	1000
4205 Clock Electricity	500	150	500	81	200
4210 Clock Service	500	235	500	0	500

4215 Village Maintenance	2000	1415	2000	5691	2000
4216 New Street Furniture	1000	1749	1000	0	1000
4220 Finger Post Repairs	200	0	200	0	200
4225 Equipment Repairs /Maint.	250	0	250	0	250
4226 Safety Equipement	250	0	250	146	150
4230 Storage Rental/Electricity	150	155	150	89	150
4240 Plants	150	0	150	0	150
Overhead Expenditure	8600	7457	9000	9030	8787
220 Concurrent Costs					
1100 Concurrent Services Inc	8599	8393	8393	8393	8393
1150 Wardens Grant Recieved	7713	8175	7713	8176	4000
Total Income	16312	16568	16106	16569	12393
4025 Warden Wages	10000	10784	12106	6316	12469
4085 Training	200	0	0	0	0
4235 Hedge Trimming	2000	0	600	0	600

4300 Wardens Expenses	50	0	50	0	50
4305 Vehicle Fuel	600	642	600	446	900
4310 Vehicle Insurance	350	396	450	0	450
4315 Vehicle Road Tax	320	55	335	345	350
4320 Vehicle Service / Maint.	600	1168	1000	557	1000
4330 Garage Rent	800	712	800	459	900
Overhead Expenditure	14920	13757	15941	8123	16719
250 Allotments					
1000 Allotment Rents	2425	2882	2600	1946	2800
1001 Allotment deposit	200	300	150	225	0
1002 Allotment income	0	0	0	0	0
1303 Locality Budget for Hedges	500	0	500	0	0
Total Income	3125	3182	3250	2171	2800
4090 Subscriptions	66	0	66	84	85
4137 Refund of allotment deposit	50	0	150	0	0
4138 Allotment hedges/trees	500	345	500	414	500

4145 IT Support	160	0	200	214	300
4350 Allotment Maintenance	1500	1960	1500	328	1500
4355 Running Costs	400	0	400	75	400
4360 Water Rates	665	202	600	314	744
Overhead Expenditure	3341	2507	3416	1429	3529
300 Grants					
4400 Section 137	7989	5975	10000	5150	8965
Overhead Expenditure	7989	5975	10000	5150	8965
999 VAT Data				2041	
115 VAT on Receipts	0	1610	0	2731	0
515 VAT on Payments		2814			
Total Income	0	1204	0	2731	0
Total Budget Income	83962	87891	88533	109244	87343
Expenditure	84628	77765	88533	50824	87343