



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, Geoff Bryant, Wendy Bathurst, Carly-Anne Heaphy, Luke Hinton, Kevan Cassidy and Malcolm Paton Deputy Chair.

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 15th September 2026 at 7.45 pm**

Mrs Usha Kilich Parish Clerk
10th September 2026

AGENDA

26/26 APOLOGIES FOR ABSENCE

To receive apologies for absence

27/26 DECLARATIONS OF INTEREST

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

28/26 PUBLIC PARTICIPATION 15 minutes time allowed.

29/26 MINUTES

- a. To approve the minutes of the meeting of
 - 23rd June Full Council Meeting
- b. To discuss any matters arising from previous meetings

30/26 REPORT FROM BOROUGH/COUNTY COUNCILLORS

- a. To receive a report from Borough/County Councillors

31/26 CHAIRMANS REPORT & CORRESPONDANCE RECEIVED

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

- a. Impact on Chipperfield of latest Government Planning [Policy](#)
- b. DBC announce changes to weekly planning application list
- c. DBC on the latest LGR Update
- d. AGAR 2025/26 signed off by PKF Littlejohn, the report is on Chipperfield PC website
- e. Village Clock service took place on 7th August 2026
- f. Urgent road works taking place in Chipperfield/Kings Langley

- g. Three Rivers Regulation 19 [Consultation](#) 4/08/2026
- h. Longfield Development 11/08/2026
- i. Oak tree taken down in Longfield 31/07/2026
- j. An allotment holder asked if the water charges for the allotment can be apportioned as the Council uses the water to water the Memorial area
- k. Update on Tennis Club planning application (still with DBC. Bat survey required and recently completed).
- l. Village Clock chime is a minute ahead, reported to Smiths of Derby.
- m. Filming Summary
- n. Chipperfield Clarendon Crick Club thanked CPC for the grant
- o. TTRO submitted to Herts for Temporary Road Closure 8th November 2026

32/26 CLERKS REPORT (verbal)

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

33/26 FINANCE AND GENERAL PURPOSES

- a. Cllr Paton proposes to approve the following financial documents
 - YTD Summary for August 2026
 - Bank Reconciliation as of August 2026
 - Receipts and Expenditures for August 2026
- b. Cllr Paton proposes to approve £504 for the external audit fee to PKF Littlejohn.
- c. Cllr Paton proposes to approve the expenditure for servicing the village clock for £656.40
- d. Cllr Paton proposes to appoint Audit Solutions for 2026/27 and complete to complete the Terms of Agreement form

34/26 REPORT FROM WORKING GROUPS AND COMMITTEES

1. OPEN SPACES

Tree Works Planned for Chipperfield, [click here](#) for more information.
 Update from CCWG Meeting
 Bin replacement by DBC on the Common

2. YOUTH AND EDUCATION

3. POLICE REPORT

4. HIGHWAYS

5. PLANNING

6. ALLOTMENT –

- a. Approve Allotment related policies and procedures
- b. Blackwells Trustees Grant Application rejected
- c. Allotment Interest Form updated and will need to be completed by all new applicants
- d. Request received by an allotment holder for a small storage unit
- e. To replace one of the taps on the allotment site

35/26 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.

36/26 Future Agenda Items

Obtain a quote for replacing a top on the allotment

37/26 DATE OF NEXT MEETING

The next meeting will be held on the 27th October 2026 following the planning meeting @ 7.45 at The Blackwells The Common WD4 9BS.



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CHIPPERFIELD PARISH COUNCIL

Minutes of the meeting of the Chipperfield Parish Council held on 23rd June 2026 at 7.45 at the Blackwell The Common Chipperfield WD4 9BS.

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

In attendance: Mrs U Kilich (Proper Officer) and one member of the public.

14/26 APOLOGIES FOR ABSENCE

To receive apologies for absence

Resolved, proposed by Cllr Cassidy, seconded by Cllr Flynn to approve the apologies for absence Cllr Hinton and Cllr Heapy-Jones. Unanimously agreed. Apologies also received from Borough Councillors P Walker and S Riddick.

15/26 DECLARATIONS OF INTEREST

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

There were no declarations of interest to record.

16/26 PUBLIC PARTICIPATION 15 minutes time allowed.

17/26 MINUTES

- a. To approve the minutes of the meeting of 12th May 2026 and Allotment Meeting 9th June 2026
Resolved, proposed by Cllr Paton seconded by Cllr Bathurst to approve the minutes of Full Council on 12th May 2026. Unanimously agreed.
Resolved proposed by Cllr Flynn, seconded by Cllr Paton to approve the Allotment Minutes from 9th June 2026 as a true and accurate representation of the meeting. Unanimously agreed.
- b. To discuss any matters arising from previous meetings
There were no matters arising from the previous meetings.

18/26 REPORT FROM BOROUGH/COUNTY COUNCILLORS

- a. To receive a report from Borough/County Councillors
- b. Impact on Chipperfield of latest Government Planning Policy
Discussion held on local government reorganisation and potential impact on parish councils, including possible reduction or restructuring of planning responsibilities and uncertainty regarding future governance structures.
Concerns raised regarding reduced influence of district councillors and potential merger scenarios affecting parish boundaries.

19/26 CHAIRMANS REPORT & CORRESPONDANCE RECEIVED

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

- a. Update on filming in Chipperfield

A meeting with the location manager was held on 23 June 2026, during which Cllr Foxall presented CPC's requirements regarding the upcoming film production.

The filming company has issued notices to residents, which have been circulated to those directly affected. Parking arrangements have been agreed, with the village green designated for parking and S. Werrell confirming capacity to accommodate parking needs.

It was noted that the District Council (DBC) will provide sign-off upon completion of the project, and it was also agreed that Chipperfield Parish Council (via the Chair Cllr Foxall) also be included in the final sign-off process.

Regarding equipment, generators will be placed with the cooperation of neighbouring residents, who have volunteered to accommodate them within their gardens.

Any damage to the lane or surrounding infrastructure will be the responsibility of the filming company to reinstate.

Overall, the update confirms arrangements for an early July filming event on the Common, including parking on grassland, generator placement, resident coordination, and agreed post-production reinstatement and sign-off procedures.

- b. Cannisters found on the Common which have been removed – item resolved.
- c. Update on connectivity in the parish
Ongoing issues with broadband/fibre connectivity noted. Residents encouraged to request fibre installation where feasible.
- d. Feasibility and cost of using planning consultants for complex applications
Discussion on potential use of external planning consultants for complex planning objections. Proposal to explore costs and feasibility further with the consultant after a potential meeting.
- e. Dacorum Environmental Forum Minutes from 14th May 2026 – for information.
- f. Local Government Reorganisation Presentation (Council only) PowerPoint shared with the councillors.

20/26 CLERKS REPORT (verbal)

- a. To update and discuss the current action report - the Clerk informed members of any outstanding items that need attention.
- b. Latest news from Dacorum Borough Council – shared with Councillors.

21/26 FINANCE AND GENERAL PURPOSES

- a. Cllr Foxall proposes to approve the YTD Summary for May 2026
Resolved, proposed by Cllr Flynn, seconded by Cllr Cassidy to approve the YTD Summary for May 2026. Unanimously agreed.
- b. Cllr Foxall to approve the Receipts and Payment Summary for May 2026
Resolved, proposed by Cllr Flynn, seconded by Cllr Cassidy to approve the Receipts and Payments for May 2026. Unanimously agreed.

- c. Cllr Foxall proposes to approve the Bank Reconciliation as of May 2026
Resolved, proposed by Cllr Flynn, seconded by Cllr Cassidy to approve the Bank Reconciliation for May 2026. Unanimously agreed.
- d. Cllr Foxall proposes to approve the cost for treating hornet's nest on the allotment, for single treatment of £40
Resolved, proposed by Cllr Cassidy seconded by Cllr Paton to approve cost for treating the hornet's nest at the allotment. Unanimously agreed.
- e. Cllr Foxall proposes to use the second Unity Trust bank account for the sole purpose of Allotment Deposit account.
Resolved, proposed by Cllr Cassidy, seconded by Cllr Flynn to use the second Unity Trust bank account for the Allotment Deposit account. Unanimously agreed.
- f. Cllr Foxall proposes to amend Section 2 Box 11 as a "Yes" instead of "No". This is a new requirement following implementation of Assertion 10. The box was incorrectly completed. Both the Chair and the Clerk to initial the changes.
Resolved, proposed by Cllr Bathurst, seconded by Cllr Flynn to amend Section 2 Box 11 as a "Yes". Unanimously agreed. The Chair and the Clerk initialled the changes.

22/26 REPORT FROM WORKING GROUPS AND COMMITTEES

1. OPEN SPACES

Update provided on reptile mats installation and Friends of Chipperfield Common activities. Dog waste bin replacements underway. Community picnic reported as successful.

2. YOUTH AND EDUCATION – Sunday school fayre will be taking place.

3. POLICE REPORT – Nothing to report

4. HIGHWAYS – Speed Indicator Devices will be installed between July and October 2026.

5. PLANNING – Reported in Planning Committee Meeting.

6. ALLOTMENT –

Update from Allotment AGM Meeting 9th June 2026

a. it was suggested that CPC review of allotment rules recommended due to inconsistencies across multiple documents. Proposal to consolidate into a single updated policy document.

b. Feedback proposed to CTC and CCFC re boundaries and allotments

d. Update on Tennis Court proposal – Cllr Foxall reminded the Tennis Club of the need to keep the allotment area tidy. The Tennis Club is also required to undertake a bat survey as part of the planning application, due to the installation and use of floodlights.

It was confirmed that plot 24B will be taken over by the Tennis Club in due course.

f. Freedom of Information Requests – CPC answered an FOI request submitted.

e. Latest forecast indicates a full allotment rental increase in 26/27 to £78 p.a..- This will be on the agenda for September 2026 for discussion and approval.

23/26 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.

24/26 Future Agenda Items

- a. To approve allotment related policies.
- b. To approve rent increase to £78 p.a.
- c. To consider to reinstate the Allotment AGM Refreshments

25/26 DATE OF NEXT MEETING

The next meeting will be held on the 15 September 2026 following the planning meeting @ 7.45 at The Blackwells The Common WD4 9BS.

The meeting concluded at 20.27.

Chipperfield Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Chipperfield Parish Council for the year ended 31 March 2026 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Chipperfield Parish Council on application to:	
(a) <u>Mrs U Kilich Proper Officer</u> <u>THE VILLAGE HALL</u> <u>THE COMMON</u> <u>WSDG 9BS</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) <u>Monday to Thursday</u> <u>9am to 12 noon</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £ <u>0</u> (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>Mrs U Kilich</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>4/08/2026</u>	(e) Insert the date of placing of the notice

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of **Chipperfield Parish Council – HT0028**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The AGAR was not accurately completed before submission for review. The AGAR has been amended.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF LITTLEJOHN LLP

Date

16/07/2026

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

CHIPPERFIELD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		Yes' means that this authority...
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

21/04/2026

and recorded as minute reference:

115/25 HOC

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

SIGNATURE REQUIRED

SIGNATURE REQUIRED

<https://www.chipperfieldparishcouncil.gov.uk/>

WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

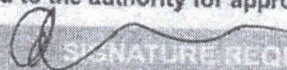
CHIPPERFIELD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	125,055	135,180	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	62,623	67,400	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	25,267	46,466	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	51,115	51,061	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	26,650	32,871	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	135,180	165,114	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	135,180	165,114	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	80,745	88,191	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?			For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

 SIGNATURE REQUIRED

Date

21/04/2026

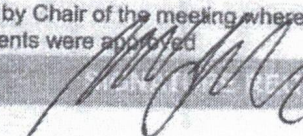
I confirm that these Accounting Statements were approved by this authority on this date:

21/04/2026

as recorded in minute reference:

115/25-RECE

Signed by Chair of the meeting where the Accounting Statements were approved

 SIGNATURE REQUIRED

Detailed Receipts & Payments by Budget Heading 31/08/2026

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Administration							
1076 Precept	70,650	70,650	0			100.0%	
1080 Bank Interest	0	900	900			0.0%	
Administration :- Receipts	70,650	71,550	900			98.7%	0
4000 Clerks Wages	8,978	22,973	13,995		13,995	39.1%	
4001 Pension Contribution Clerk	1,935	5,000	3,065		3,065	38.7%	
4030 Payroll Services	266	450	185		185	59.0%	
4031 HMRC payment	5,282	10,200	4,918		4,918	51.8%	
4055 Telephone and Internet	170	900	730		730	18.9%	
4060 Printing and Stationery	160	300	140		140	53.3%	
4065 Postage	0	60	60		60	0.0%	
4070 Room Hire	453	600	148		148	75.4%	
4075 Insurance General	1,281	1,300	19		19	98.5%	
4080 Legal & Professional Fees	0	500	500		500	0.0%	
4081 registration for ICO	0	60	60		60	0.0%	
4085 Training	0	500	500		500	0.0%	
4090 Subscriptions	1,418	1,500	82		82	94.6%	
4095 Website	0	500	500		500	0.0%	
4100 Publications/Communication	0	100	100		100	0.0%	
4105 Audit Fees	945	1,000	55		55	94.5%	
4115 Chairmans Allowance	0	300	300		300	0.0%	
4120 Bank Charges	35	100	65		65	35.0%	
4125 Annual General Meeting	0	150	150		150	0.0%	
4130 Wreaths	0	150	150		150	0.0%	
4135 Refreshments	0	100	100		100	0.0%	
4140 New Office Expenditure	0	500	500		500	0.0%	
4141 Office Rent	600	600	0		0	100.0%	
4145 IT Support	741	800	59		59	92.6%	
4206 electricity office	615	700	85		85	87.9%	
Administration :- Indirect Payments	22,879	49,343	26,464	0	26,464	46.4%	0
Net Receipts over Payments	47,771	22,207	(25,564)				
180 CIL							
4191 CIL Projects	2,950	0	(2,950)		(2,950)	0.0%	2,950
CIL :- Indirect Payments	2,950	0	(2,950)	0	(2,950)		2,950
Net Payments	(2,950)	0	2,950				
6000 plus Transfer From EMR	2,950	0	(2,950)				
Movement to/(from) Gen Reserve	0	0	0				

Detailed Receipts & Payments by Budget Heading 31/08/2026

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Open Spaces							
1003 Tennis club Rent	0	600	600			0.0%	
1079 HCC Grant/DBC Grant	500	0	(500)			0.0%	
1300 filming income	500	0	(500)			0.0%	
Open Spaces :- Receipts	1,000	600	(400)			166.7%	0
4085 Training	0	200	200		200	0.0%	
4090 Subscriptions	0	250	250		250	0.0%	
4136 Allotment AGM	0	100	100		100	0.0%	
4200 Clock Repairs	0	1,000	1,000		1,000	0.0%	
4205 Clock Electricity	56	200	144		144	28.2%	
4210 Clock Service	1,147	500	(647)		(647)	229.4%	
4215 Village Maintenance	84	2,000	1,916		1,916	4.2%	
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 Equipement	0	150	150		150	0.0%	
4230 Storage Rental/Electricity	88	150	62		62	58.6%	
4240 Plants	0	150	150		150	0.0%	
Open Spaces :- Indirect Payments	1,375	6,150	4,775	0	4,775	22.4%	0
Net Receipts over Payments	(375)	(5,550)	(5,175)				
220 Concurrent Costs							
1100 Concurrent Services Inc	8,393	8,393	0			100.0%	
1150 Wardens Grant Recieved	4,087	4,000	(87)			102.2%	
Concurrent Costs :- Receipts	12,480	12,393	(87)			100.7%	0
4003 Pension cont for Warden	983	2,637	1,654		1,654	37.3%	
4025 Warden Wages	4,417	12,469	8,052		8,052	35.4%	
4235 Hedge Trimming	0	600	600		600	0.0%	
4300 Wardens Expenses	0	50	50		50	0.0%	
4305 Vehicle Fuel	396	900	504		504	44.0%	
4310 Vehicle Insurance	0	450	450		450	0.0%	
4315 Vehicle Road Tax	0	350	350		350	0.0%	
4320 Vehicle Service / Maint.	242	1,000	758		758	24.2%	
4330 Garage Rent	329	900	571		571	36.5%	
Concurrent Costs :- Indirect Payments	6,367	19,356	12,989	0	12,989	32.9%	0
Net Receipts over Payments	6,114	(6,963)	(13,077)				

Detailed Receipts & Payments by Budget Heading 31/08/2026

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>250 Allotments</u>							
1000 Allotment Rents	120	2,800	2,680			4.3%	
1001 Allotment deposit	255	0	(255)			0.0%	255
Allotments :- Receipts	<u>375</u>	<u>2,800</u>	<u>2,425</u>			<u>13.4%</u>	<u>255</u>
4090 Subscriptions	0	85	85		85	0.0%	
4138 Allotment hedges/trees	0	500	500		500	0.0%	
4145 IT Support	0	300	300		300	0.0%	
4350 Allotment Maintenance	0	1,500	1,500		1,500	0.0%	
4355 Running Costs	0	400	400		400	0.0%	
4360 Water Rates	0	744	744		744	0.0%	
Allotments :- Indirect Payments	<u>0</u>	<u>3,529</u>	<u>3,529</u>	<u>0</u>	<u>3,529</u>	<u>0.0%</u>	<u>0</u>
Net Receipts over Payments	<u>375</u>	<u>(729)</u>	<u>(1,104)</u>				
6001 less Transfer To EMR	255	0	(255)				
Movement to/(from) Gen Reserve	<u>120</u>	<u>(729)</u>	<u>(849)</u>				
<u>300 Grants</u>							
4400 Section 137	5,000	8,965	3,965		3,965	55.8%	
Grants :- Indirect Payments	<u>5,000</u>	<u>8,965</u>	<u>3,965</u>	<u>0</u>	<u>3,965</u>	<u>55.8%</u>	<u>0</u>
Net Payments	<u>(5,000)</u>	<u>(8,965)</u>	<u>(3,965)</u>				
<u>999 VAT Data</u>							
115 VAT on Receipts	1,107	0	(1,107)			0.0%	
VAT Data :- Receipts	<u>1,107</u>	<u>0</u>	<u>(1,107)</u>				<u>0</u>
515 VAT on Payments	1,105	0	(1,105)		(1,105)	0.0%	
VAT Data :- Indirect Payments	<u>1,105</u>	<u>0</u>	<u>(1,105)</u>	<u>0</u>	<u>(1,105)</u>		<u>0</u>
Net Receipts over Payments	<u>2</u>	<u>0</u>	<u>(2)</u>				
Grand Totals:- Receipts	85,612	87,343	1,731			98.0%	
Payments	39,675	87,343	47,668	0	47,668	45.4%	
Net Receipts over Payments	<u>45,937</u>	<u>0</u>	<u>(45,937)</u>				
plus Transfer From EMR	2,950	0	(2,950)				
less Transfer To EMR	255	0	(255)				
Movement to/(from) Gen Reserve	<u>48,632</u>	<u>0</u>	<u>(48,632)</u>				

Chipperfield Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 August 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

01/04/2026	Current Account Training	0.00
31/07/2026	Scottish Widows Account	119,550.96
31/08/2026	Unity Trust Bank Account	91,500.19

211,051.15

Receipts not on Bank Statement

0.00

Closing Balance

211,051.15

All Cash & Bank Accounts

1	Current Bank A/c	0.00
2	Scottish Widows	119,550.96
3	Unity Trust Bank Account	91,500.19

Other Cash & Bank Balances

0.00

Total Cash & Bank Balances

211,051.15

Bank Reconciliation up to 31/08/2026 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>
04/08/2026	DD	34.80		34.80		R 	DACORUM BC
04/08/2026	DD	80.32		80.32		R 	Garaage Rent
10/08/2026	DD	12.43		12.43		R 	The Right Fuel Card
10/08/2026	DD	13.69		13.69		R 	Scottish Power
10/08/2026	DD	7.50		7.50		R 	Zen Internet
10/08/2026	BACS	504.00		504.00		R 	PKF Litltejohn
10/08/2026	BACS	600.00		600.00		R 	Gav & Sons Scaffolding
10/08/2026	BACS	656.40		656.40		R 	Smith of Derby Ltd
10/08/2026	BACS	462.00		462.00		R 	SLCC
19/08/2026	BACS	757.40		757.40		R 	Pension Contributions
19/08/2026	BACS	38.40		38.40		R 	Community Action Dacorum
19/08/2026	BACS	3,480.15		3,480.15		R 	Community Action Dacorum
20/08/2026	2008		500.00	500.00		R 	Receipt(s) Banked
24/08/2026	DD	16.87		16.87		R 	Scottish Power
24/08/2026	DD	81.74		81.74		R 	The Right Fuel Card
26/08/2026	BACS	229.20		229.20		R 	TEEC
26/08/2026	BACS	40.00		40.00		R 	CDA Herts
31/08/2026	BACS	7.00		7.00		R 	Unity Trust Bank
		<u>7,021.90</u>	<u>500.00</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate



Chipperfield Parish Council
Chipperfield Village Hall,
The Common,
Chipperfield, Herts, WD4 9EQ

July 2026

Dear Sirs

The purpose of this letter is to set out the basis on which we (are to) act as internal auditors of the Council and the respective areas of responsibility of the Council and of ourselves.

As Councillors of the above Council, you are responsible for maintaining proper accounting records and preparing financial statements, which give a true and fair view and comply with the Local Government Act Accounts and Audit Regulations 1996, as amended periodically. You are also responsible for making available to us, as and when required, the Council's accounting records and all other necessary records and related information for us to undertake our review in accordance with the requirements of the "Governance and Accountability Manual – The Practitioner's Guide", including minutes of all Council and Committee meetings.

As a privately owned company we conform our total independence from the Council's decision-making processes and maintenance of accounting and other records. Our annual programme of work is as set out in our standardised detailed programme of work, suitably tailored to meet the requirements of the Council and to take account of the various financial systems in operation and is based on the requirements of the detail set out in the Governance and Accountability Manual – "The Practitioner's Guide".

We have a responsibility to report to the members whether, in our view, the financial statements, as summarised at Section 2 of the statutory Annual Governance and Accountability Return (AGAR), are in accordance with the Council's accounting records, whether they are supported by appropriate systems of internal financial control in the areas specified in the Internal Audit Report embodied in the AGAR and our detailed annual report to the Council, also whether they comply with all relevant legislation. In arriving at our view, we are required to consider the requirements set out in the Governance and Accountability Manual – "The Practitioner's Guide", and to report on any in respect of which we are not satisfied.

We have a professional responsibility to report if the financial statements do not comply in any material respect with Statements of Standard Accounting Practice and Financial Reporting Standards, as applicable to local Councils, unless in our opinion the non-compliance is justified in the circumstances.

Our audit will be conducted in accordance with Part 2, Regulation 5 of the Accounts and Audit Regulations as set out in the Local Audit and Accountability Act 2014 (as amended periodically) and the Auditing Standards issued by the accountancy bodies and will have regard to relevant Auditing Guidelines. Furthermore, it will be conducted in such a manner as we consider necessary to fulfil our responsibilities and will include such tests of transactions and of ownership and valuation of assets and liabilities as we consider necessary.

We shall expect to obtain such relevant and reliable evidence as we consider sufficient to enable us to draw reasonable conclusions therefrom. The nature and extent of our tests will vary according to our assessment of the Council's accounting systems, and where we may wish to place reliance on the systems of internal control and may cover any aspect of the Council's business operations.

We shall report to you any significant weaknesses in or observations on, the Council's systems which come to our notice and which we consider should be brought to your attention. We will also examine annually the Council's approach to the assessment and formal adoption of the risks associated with the various financial and related systems in the Council.

We shall obtain an understanding of the accounting systems in order to assess their adequacy as a basis for the preparation of the financial statements and to establish whether proper accounting records have been maintained.

All evidence obtained, whether in electronic or hard copy format, will be retained in accordance with the General Data Protection Legislation, Auditing Solution's GDPR, and Document & Data retention policies, and the General Data Protection Regulation Non-Disclosure Agreement issued in concert with this Agreement.

As part of our normal audit procedures, we may request you to provide written confirmation of oral representations, which we have received from you during the audit.

In order to assist us with the examination of your financial statements, as summarised in the AGAR, we shall request sight of all relevant supporting documents, including those relating to the chairman's certification of the AGAR, which are due to be issued with the financial statements. We reserve the right to attend relevant meetings of the Council and to receive notice of all meetings.

We may ask, additionally, for confirmation in writing that all the transactions undertaken by the Council have been properly reflected and recorded in the accounting records, and our audit report on your Council's financial statements may refer to this confirmation.

The responsibility for the prevention and detection of irregularities and fraud rests with the Council. Notwithstanding this, we shall endeavour to plan our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records resulting from irregularities or fraud, but our examination should not be relied upon to disclose irregularities and frauds that may exist. We also require that, in the event of any suspected irregularity being identified by members or the Council's Clerk, we are advised immediately and, if appropriate, consulted on the appropriate courses of action that should be applied to examine the position further.

We shall not be treated as having notice, for the purposes of our audit responsibilities, of information provided to members of our firm other than those engaged on the audit (e.g. information provided in connection with accounting and other services).

Agreement of terms

Once it has been agreed, this letter and contract will remain effective for future years, until it is either cancelled by the Council or ourselves. We respectively ask that, should the Council wish to cancel the contract, due notice is given by 30th September latest in the financial year under review, as work on the year's review will have either commenced prior to or shortly after that date. We shall be grateful if you could confirm in writing your agreement of the terms of this letter or let us know if they are not in accordance with your understanding of our terms of appointment.

Please indicate your agreement by signing this letter and returning to this office.

On behalf of Auditing Solutions Ltd	Signature	Chipperfield Parish Council	Signature
Stuart J Pollard Director	<i>Stuart Pollard</i>	Dated: 16 th September 2026	<i>Usha Kishor</i> Parish Clerk

Chipperfield Parish Council

ALLOTMENTS DISPUTE POLICY (July 2026)

1. Introduction

Allotment tenants should have a clear and fair, published policy for dealing with disputes, such as alleged lack of cultivation of plots. This policy clearly states the inspection process, enforcement process including timescales involved and the appeals process and that consideration will be given to mitigating circumstance such as illness or injury of the plot holder.

2. Inspection

2.1 Any officer or agent of the council, or landowner, shall be entitled at any time, when instructed by the council, to enter and inspect the allotment garden.

2.2 Inspections on allotment sites will be held bi-monthly between March and October and less frequently during November to February.

2.3 The inspections will look at the current Allotment Policy document, as well as the individual Tenancy Agreement signed by each Tenant, as the criteria for identifying whether a plot holder is not complying with the rules laid out to them.

2.4 A photograph of any plot that is classed as contrary to the licence will be taken as evidence.

3. Enforcement - Improvement Letter

3.1 The first course of action, if a plot is identified as not complying with their tenancy licence, will be an Improvement letter.

3.2 This letter will detail the unacceptable criteria and indicate what is required to bring the plot up to the required standard.

3.3 The plot holder is given 14 days to rectify the situation and/or explain satisfactorily the reasons for the plot's unacceptable condition.

3.4 The Clerk and the Allotment Committee should be made aware of any special circumstances relating to a plot holder whose plot is unacceptable, e.g. illness. Any information gathered will be dealt with confidentially and each instance will be dealt with on an individual basis.

3.5 The Clerk and the Allotment Committee will be authorised to make the decision on whether a Formal Warning Letter is issued.

4. Enforcement - Formal Warning Letter

4.1 After the rectification period and in the absence of an improvement or explanatory letter, a final warning letter will be issued, reaffirming the statements in the improvement letter. The tenant must show an immediate improvement within 14 days of the date of issue of the letter or an explanation as to why the improvement letter was ignored, failing which the licence will be terminated.

4.2 The Clerk and the Allotment Committee will be authorised to make the decision on whether a Notice to Quit is issued.

5. Enforcement - Notice to Quit

5.1 If there is no immediate improvement or acceptable explanation within the timescale, a termination letter, (Notice to Quit), will be issued to the plot holder. The plot holder will then be given 14 days to remove any crops, tools and structures left on the site.

5.2 All Notices to Quit will be sent by email or a letter through the post.

5.3 In the event of a serious breach of the Tenancy Licence, the Council reserves the right to serve immediate Notice to Quit, without progression through all stages as detailed in this procedure.

6. Appeals Process

6.1 A plot holder may appeal (in writing) against the termination within 14 days of the receipt of the termination letter.

6.2 The appeal should detail the reasons for the lack of improvement and reasons why the termination letter should be withdrawn.

6.3 The plot holder will retain ownership of the plot whilst the appeal is being considered.

6.4 The Allotment Committee will inform the Finance and General Purposes (F&GP) Committee of the appeal and the F&GP committee will appoint 3 councillors, not connected, if possible, to the Allotment Committee, to act as the Appeals Panel who must make a decision and reply to the plot holder within 14 days of receipt of the appeal.

6.5 There are three options for the Appeals Panel to consider:

I Uphold the termination.

II Re-instate the plot holder with a probationary period of 6 months, where any further breach of the Allotment Terms and Conditions will result in immediate termination with no right of appeal.

III Re-instate the plot holder with no probation.

6.6 The appeal hearing should be minuted and circulated to both the plot holder and panel to ensure there is a record of the process.

6.7 The minutes will also be recorded as received at the next available Allotment Committee meeting.

6.8 The decision of the Appeals Panel is final.

6.9 If a probationary period is agreed on, a review will be dealt with by the Appeals Panel and a decision will be made by the panel as to whether the conditions of the probationary period have been met. If there are no issues, the tenant will remain on the plot. If there are breaches of the conditions of probationary or tenancy agreement, the panel have a right to immediately terminate the tenancy with no further right of appeal.

CHIPPERFIELD PARISH COUNCIL

ALLOTMENTS POLICY (2026)

[This document forms part of a set of documents which cover the aspects of renting an allotment plot from Chipperfield Parish Council, (CPC). In addition to this document, there is the Allotment Dispute Policy and the actual Tenancy Agreement, which is issued and signed once an allotment has been assigned. Any non-compliance with these policies is allowed only by express, written, permission from the Council]

1. Allotment Law

The tenancy is subject to this Allotments Policy, maintained by the Council, and to:

The Small Holdings and Allotments Act 1908 (SHAA 1908),

The Allotments Act 1922 (AA 1922),

The Allotments Act 1925 (AA 1925), and

The Allotments Act 1950 (AA 1960).

General planning laws also apply to allotments.

2. Definitions and Interpretation

- 2.1 Council (Us/We) – Chipperfield Parish Council
- 2.2 Tenant (You) – The tenant that has or will sign the tenancy agreement for plots. This person will be liable for all aspects of the plot.
- 2.3 Plot – The area of land that has been leased to you within the tenancy agreement you will have signed.
- 2.4 Allotment site – The entire area within the boundary markings where the allotments are.
- 2.5 Visitors – Anyone that you invite onto the allotment site with you.

3. Inspections

We will arrange and carry out regular site inspections to ensure that the plots are being used in compliance with these Rules and are well maintained.

Any member of the Council or members of the Council's Allotment

Committee may, at any time, access any plot or structure to carry out these inspections and to take photographs as evidence.

4. Eligibility – A tenant must:

4.1 Be over 18 years of age.

4.2 Be on the waiting list.

5. Keeping the council informed

5.1 It is your responsibility to keep the Council updated on any changes in your circumstances which may affect your ability to maintain your plot in accordance with these rules.

5.2 The Council will endeavour to provide support and advice to any plot holder who requires assistance, particularly where individual circumstances may affect their ability to manage their plot on short term basis.

5.3 It is your responsibility to ensure your contact details held by the Clerk are up to date. The Council will not be responsible for you not receiving communications if your contact details are not up to date.

6. Co-workers

6.1 You may enlist the assistance of family members to help you cultivate your allotment. These are known as co-workers.

- 6.2 You can register one co-worker per plot with the council.
- 6.3 The registered co-worker will be offered the allotment plot should you decide to terminate the tenancy, or in the case of death.
- 6.4 To be registered, the co-worker must also fit the eligibility criteria detailed above.

7. The Tenant of the allotment garden must:

- 7.1 Pay the current annual rent, (due by 31st October each year), as set by the Allotments Committee, and agreed by the full Council, on direction of the Parish Clerk.
- 7.2 Clearly display their plot number in a prominent position at the front of the allotment plot.
- 7.3 Keep the plot free from weeds, tidy, well manured, and at least 50% maintained in a proper state of cultivation and fertility.
- 7.4 Where an allotment holder is in possession of more than one allotment plot and fails to properly maintain or cultivate any of those plots in accordance with the current allotments policy, the Council reserves the right to ask the allotment holder to downsize to one/half plot.
- 7.5 Keep the plot and the surrounding area clear of litter, refuse, or other rubbish.
- 7.6 Maintain all structures in a good state of repair and condition.
- 7.7 Inform the Clerk if you are temporarily not able to tend to your plot.
- 7.8 Dogs must be kept on the lead and not secured to any water tanks.
- 7.9 Ensure any children under the age of 16 years old are accompanied, and supervised, by an adult.

- 7.10 Observe and perform any other special condition which we, from time to time, consider necessary to preserve the allotments from deterioration, and of which notice to applicants for the allotments is given in accordance with this Policy.
- 7.11 A maximum of one full plot, (or two halves), will be allocated to a tenant at any given time. This does not apply to existing allotment holders who already rent more than one plot, for historical reasons.

8.The Tenant of the allotment garden must not:

- 8.1 Cause any nuisance or annoyance to the occupier of any other plot.
- 8.2 Harass, intimidate, or abuse anyone on the allotment site including indirect threats towards or malicious comments about other tenants.
- 8.3 Use your plot for purposes other than cultivation, without the express written consent of the Council, (e.g. for keeping chickens).
 - 8.3.1 Carry out any form of business or grow produce for sale.
 - 8.3.2 Store materials except for those to aid cultivation and maintenance.
 - 8.3.2 Store lubricants, flammable or dangerous chemicals other than those used to fuel machinery for the maintenance of the site.
 - 8.3.4 Park any vehicle on the allotment site during winter months, from October to March each year.
- 8.4 Use harmful materials such as barbed wire, nails, and glass except glass used in a greenhouse of approved size, (8'x6').
- 8.5 When lighting a bonfire, which should take place rarely, cause any smoke nuisance as defined by the Environmental Protection Act 1990 (Sec 80).

- 8.6 Use carpet, underlay or similar material as a weed suppressant, (Because they can leach toxic chemicals into the ground, which may contaminate, or otherwise affect the quality of, the soil and produce grown in it).
- 8.7 Plant any invasive plants, shrubs, or trees other than fruiting trees grown on a dwarf rooting stock to limit height and in any case not to allow any plant to exceed two metres in height.
- 8.8 Allow your plot to become overgrown.
- 8.9 Obstruct any path we have set out for other occupiers of the allotment site.
- 8.10 Live in or sleep overnight in any part or the allotment site.
- 8.11 Park overnight on any part of the Allotment site.

9. Harassment and Equal Opportunities

- 9.1 We condemn all forms of discrimination, harassment or victimisation.
 - 9.1.1 If you, either whilst visiting the allotment plots or communicating with any Council member, cause or take part in discriminatory behaviour, harassment or intimidation, you will not be allowed to keep your allotment plot, and we may inform the police.
 - 9.1.2 If you have a visitor who causes or takes part in discriminatory behaviour, harassment or intimidation, you will not be allowed to keep your allotment plot, and we may inform the police.
 - 9.1.3 Any form of verbal or written communication to the Clerk, Councillors or any other member of the Council which is repeated contact on the same matter or by the same party or by another party on the same or similar theme will be deemed as harassment and bullying and all

parties will not be allowed to keep their plot, and we may inform the police.

9.1.4 If the Council believes there is any form of harassment, bullying or intimidation, they will write to you to request you cease and desist.

Should the behaviours continue, you will be considered as having breached these rules.

9.1.5 We will not disadvantage anyone in their application for an allotment plot because of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

10. Tenant Requesting Termination

10.1 You must inform our Clerk in writing if you wish:

10.1.1 To give up your plot. Your rent will not be reimbursed. The plot will Subsequently be made available to the next individual on the allotment waiting list, who will be charged rent.

10.1.2 To transfer your plot to a family member. Your family member will not be charged rent until the next allotment rent renewal date.

11. Breach of Rules

11.1 We may end your tenancy by giving you one month's notice if you:

11.1.1 Breach these Rules.

11.1.2. Fail to pay your rent within 30 days of the invoice.

11.2 If we suspect that you have breached these Rules (except in the case of bullying, harassment or intimidation):

11.2.1. You will be contacted in writing, in the first instance, to notify you of the potential breach. You will be given an opportunity to explain and propose a resolution, or you can request a meeting with councillors and the Clerk to discuss further.

11.2.2. If satisfied you have breached the Rules, they will require you, within one month, to rectify the breach or make significant improvements. Our Clerk will send you a written confirmation of this requirement.

11.2.3. If you fail to comply with these requirement(s), our Clerk will send you a written notice to quit your plot within one month.

11.3 If the Council deem you to have bullied, harassed or intimidated any member of the Council, and you have failed to comply with clause 9.1.4, you will be given immediate notice, in writing, to quit your plot.

Chipperfield Parish Council

TENANCY AGREEMENT FOR ALLOTMENT HOLDERS

THIS AGREEMENT made on this <Agreement date in words>
BETWEEN the Chipperfield Parish Council (hereinafter called the Council) and <Name of Tenant> of
<Address of Tenant>, (hereinafter called the Tenant), by which it is agreed that:

- 1 : The Council agrees to let and the Tenant agrees to hire as a tenant, from <Tenancy start date>, the Allotment Garden, the area being one <Half or Full> plot, which is part of the Allotment Gardens provided by the Council at The Common and at the current rent of <current annual rent>, and numbered <Plot reference number> in the Council Allotment Register.
- 2 : The Tenant shall pay a yearly rent on the commencement of the tenancy and thereafter by the 31st day of October each year.
- 3 : On the signing of the agreement the Tenant shall pay the council the full yearly rent.
- 4 : The Clerk to The Council is the sole manager of the allotment site.
- 5 : Clarification, specifications and guidelines to the following terms and conditions are contained in Annex A which forms an integral part of this agreement.
- 6 : This agreement shall be determined upon the following events:
 - a. The death of the tenant, except where there are joint tenants in which case the surviving tenant(s) shall continue the tenancy.
 - b. By either party giving to the other twelve months written notice.
 - c. In the event of the Tenant becoming bankrupt or compounds with their creditors.
 - d. By re-entry of the Council having given one month's notice in the event of the rent being outstanding for a period of 30 days whether legally demanded or not.
 - e. In the event of a breach of the conditions and obligations within this agreement.

THE TENANT HEREBY AGREES: (Articles)

1. **Sub-Letting:** Not to under let or assign or part with the possession of the allotment garden without the prior consent in writing of the Council. All new Tenants will be bound by a new Tenancy Agreement.
2. **Change of Address:** To forthwith notify the Council of any change of address.
3. **Reporting:** To report to the Clerk any areas of concern within the allotment boundaries as soon as possible.
4. **Access by Council:** To permit any officer or other representative of the Council to enter the allotment and inspect the condition thereof and any building erected or being erected.
5. **Adherence to the Law:** At all times during the tenancy to comply with and observe fully all enactments, statutory instruments, local and parochial byelaws, orders or regulations affecting the Allotment Field. The Tenant also agrees to comply with the current Allotment Policy as approved by the Council.

6. **Security:** Not to leave any gate or barrier unsecured when vacating the allotment field.
7. **Notices:** Not to erect any notice or advertisement on the allotment site. Notices may be placed on the site noticeboard with the agreement of the Clerk.
8. **Water Supply:** Not to use a hosepipe for any other purpose than to fill water butts/baths and to ensure that no tap keys are left on the taps after use. *See [Annex A3](#)*
9. **Cultivation:**
 - a. To use their allotment plot as an allotment garden and for no other purpose without the prior written consent of the Council.
 - b. To keep the allotment cultivated in good order avoiding weed infestation or any other condition that has a detrimental effect for neighbouring tenants. Failure to meet this condition may result in the Council taking remedial action as set out in [Annex A4](#).
 - c. If during the allotment year you are unable to cultivate or maintain your plot, either you or your representative must contact the Clerk, in writing, as soon as possible.
10. **Nuisance:** Not to cause or permit any nuisance or annoyance to the occupier or any other allotment gardener. Not to obstruct or encroach on any path or roadway set out by the Council for the use of the occupiers of the allotment gardens within the said allotment.
11. **Children:** Children are very welcome and encouraged to accompany their parents on the plots but must be supervised at all times and not allowed to play on or interfere with other Tenants' gardens.
12. **Verges and Paths:** To maintain paths and verges for everyone's benefit. Bordering verges and paths are the responsibility of each tenant as determined in [Annex A5](#).
13. **Composting:** The Council encourages organic gardening and the composting of vegetative rubbish to help sustain and improve the condition of the soil. Composting should take place within the holder's own plot.
14. **Material General:** Not to place any sort of material onto the surrounding hedges, verges or access routes. Manure delivered to the plot must be retained within the Tenant's specific plot and not in any other location.
15. **Import or Removal of Material:**
 - a. Not to carry away any soil, mineral, gravel, sand or clay from the allotment site.
 - b. Not, without the permission of the Council, to import any materials onto the allotment unless for the sole purpose of aiding the cultivation of the allotment.
16. **Boundary Hedges:** Not, without the written consent of the Council, to cut or prune any boundary hedges, timber or other trees.
17. **Tree Planting:** Not to plant any trees other than dwarf fruit trees that will grow to less than 2 metres in height. They must not be planted where they would shade neighbouring plots and must not be planted less than a distance equivalent to their full-grown height from the edge of the plot.
18. **Rubbish Disposal:** Not to place any non-compostable rubbish on plots or surrounding areas. Any such rubbish should be removed from the allotment field by the Tenant and properly disposed of.
19. **Structures including Sheds and poly tunnels:**
 - a. Not, without prior written consent of the Council, to erect any structure on the allotment garden. Any building for which specific consent has been granted must be in accordance with plans or specifications submitted to the Tenant and in accordance with the parameters set out in Annex 6.
 - b. Not to erect any such structures outside the specific defined boundary of the Tenant's plot.

20. **Dogs:** To ensure that any dog brought into said allotment site is securely kept on a leash. All dog fouling to be removed and disposed of by way of the appropriate bin.
21. **Bonfires:** Not to light bonfires if there is a risk of smoke being taken by prevailing winds towards the School, Blackwell's café, the football field or tennis courts when these are in use. Bonfires should be kept under control at all times and not left unattended.
22. **Livestock:** Not to keep any animals or livestock on the allotment garden unless permitted by statute without the prior written consent of the Council.
23. **Determination:** To yield up the allotment at the determination of the tenancy trimmed or cultivated. Failure to do so will result in the loss of the deposit.
24. **Fences:** Not to erect fences above 1 metre in height. Rabbit fences of chicken netting, (and other fences of similar material), are permitted. The use of barbed wire is forbidden.
25. **Council Officers:** The Council asks you to respect our staff at all times. A zero-abuse policy operates, (Physical, written and verbal), towards any member of our team, Failure to do so may result in a notice to quit.

THE COUNCIL HEREBY AGREES:

1. To use its reasonable endeavours to ensure that the Tenant has peaceful use of the Allotment Field without interruption except as permitted under these terms and conditions.
2. To maintain a water supply between the months of February and November, or any other period dictated by the prevailing conditions.
3. To maintain the bordering 4 metre strip and all boundary hedges, fences and gates situated beyond the 4-metre strip.
4. To control and maintain all unallocated plots and plots that have been re-entered under event 6d to these terms and conditions.
5. To liaise with any Tenants nominated representatives.
6. To maintain a waiting list with priorities given as set out in Annex 7.

Agreement:

The parties do hereby agree to the terms and conditions as set out in this agreement.

(In the case of joint tenants, all parties must sign)

Signed _____ 1st Tenant Print name: _____

Signed _____ 2nd Tenant (if applicable) Print name: _____

Dated _____

Signed _____ (For and on behalf of Chipperfield Parish Council)

ANNEX A

1. **Probationary period:** New tenants will be subject to a probationary period to give the new tenant sufficient time to bring the plot up to a minimum cultivated standard as required by these terms and conditions. The Council will take appropriate action as set out in Annex A4 if the tenant fails to meet these standards. The probationary period will be six weeks but reduced to four weeks during the months of May, June and July.
2. **Deposits:** The deposit of <£ current deposit amount> will be used to cover any work which may have to be undertaken by the Council in the event that the tenant fails to meet the cultivation conditions set out in this agreement. If the deposit is utilised by the Council, then a new deposit will become immediately payable should the tenant wish to continue with the plot. The deposit will be returned, following the next Council meeting after the tenancy is surrendered, provided that no reparation payments due from the tenant are outstanding.
3. **The Water Supply:** The water supply to the Allotment Field is metered and the use of a hose pipe or sprinkler connected directly to the water mains to water any individual plot is forbidden, unless express permission is granted by the Council due to exceptional circumstances. Water containers are provided which can be filled by hose from the mains taps within the Allotment Field to enable hand watering of the allotment garden. No taps are provided for mains pipes, (to prevent vandalism), but each tenant will be given a key for their own use against a deposit of <£ current key deposit amount>. Hose pipes used for filling water containers must be kept on the plots or removed from site. They must not block access paths or be left on or under hedges. The water supply is turned off at the mains during the winter from November to February to prevent frost damage to the supply. The Council is very aware of the carriage of water and airborne pests which cause diseases. New tenants will be provided with covered water butts, but the Council will keep water storage under review specifically with a view to replacing the current bath storage with water butts.
4. **Cultivation of Plots:** It is the responsibility of the tenant, or their representative, to ensure that the plot(s) do not affect other tenants. Tenants should appreciate that weeds can grow at a rate of one foot per week at the height of the growing season. Where plots do not meet the requirements of article 9, the Council may:
 - a. Use the Tenant's deposit in order to take remedial action as explained in Annex 2 above. Each case will be dealt with on its own merits and will be at the sole discretion of the Council and will consider whether or not the tenancy will be offered for the next allotment year.
 - b. Give written warning by 1st class post of two weeks to clear the area, Failure to do so will result in the Council strimming the site at the cost of the tenant's deposit. If the plot then remains uncultivated the tenant will, by written notice of one week's notice, have their tenancy terminated.
5. **Verges and Paths:** The maintenance of verges and paths are the responsibility of the individual tenant. For the avoidance of doubt, when facing the school and tennis courts, all paths bordering the front and left of your plot will be your responsibility for their maintenance.
6. **Structures:** No structure shall be placed on the allotment field without the written consent of the Council. Where permission is granted to erect a structure, the following conditions must be met:
 - a. **All structures** – Shall be erected within the defined boundary of the plot not causing any obstruction to paths and tracks.
 - b. **Sheds** – Tenants will be limited to one shed per plot and not have dimensions greater than six feet, (Max L6' x W6' x H6'). All sheds erected on a plot must be in accordance with the dimensions provided.
 - c. **Poly tunnels** – The use of poly tunnels shall be limited to the following: -
 - i. Poly tunnel should not be higher than 6ft at the highest point.
 - ii. The poly tunnel must be kept in good repair with no flapping plastic sheeting.
 - iii. The poly tunnel should be positioned so as to avoid shading the neighbouring plots.
 - iv. "Length" of tunnel should be limited to one plot length.

- d. **Fruit frames** – Shall be limited to the following: -
 - i. Must not be higher than 2 metres at the highest point.
 - ii. Must be kept in good repair with no gaps in the netting.
 - iii. Should be positioned so as to avoid shading neighbouring plots.
 - iv. Should be used for soft fruit plants and bushes only.
- e. **Cold frames** – Use shall be limited to the following: -
 - i. Cold frames must be constructed from durable materials using treated timber, aluminium or similar.
 - ii. Glazing is to be of polycarbonate, acrylic or other shatterproof material.
 - iii. Maximum dimensions of 1m (W) x 2m (L) x 1m (H).
 - iv. Maximum of two cold frames per plot.
 - v. Should not be unsightly and must not interfere with or present a nuisance to other tenants.
 - vi. Must not present a health and safety hazard.
- f. **Greenhouses** – Tenants shall be limited to one greenhouse per plot: -
 - i. Greenhouse frames must be constructed from durable materials using treated timber, aluminium or similar.
 - ii. Glazing is to be of glass, polycarbonate, or acrylic material.
 - iii. Maximum dimensions of 8' by 6'.
 - iv. Should not be unsightly and must not interfere with or present a nuisance to other tenants.
 - v. Must not present a health and safety hazard.
 - vi. Any broken panes to be removed from site and replaced immediately.
- 7. **Waiting List:** A waiting list will be maintained by the Clerk who will allocate vacant plots in the following priority order:
 - i. Residents of Chipperfield who are not existing tenants.
 - ii. Existing tenants who have completed a satisfactory, "Existing Tenant Exchange", application form and have forwarded the same to the Clerk, (subject to satisfactory history of cultivation of plot/plots).
 - iii. Residents of Bovingdon or Flaunden.
 - iv. Anybody residing outside of Chipperfield, Bovingdon or Flaunden.

The above preference criteria may be reviewed at any time in the light of demand for plots.