



Chipperfield Parish Council,  
The Village Hall  
The Common, Chipperfield  
Herts.  
WD4 9BS

Tel : 01923 263 901

Email : [parishclerk@chipperfield.org.uk](mailto:parishclerk@chipperfield.org.uk)  
website: [www.chipperfieldparishcouncil.gov.uk](http://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 13<sup>th</sup> January 2026 at 7.45 pm

Mrs Usha Kilich Parish Clerk  
8<sup>th</sup> January 2026

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### 71/25 APOLOGIES FOR ABSENCE

To receive apologies for absence

### 72/25 DECLARATIONS OF INTEREST

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

### 73/25 PUBLIC PARTICIPATION 15 minutes time allowed.

### 74/25 MINUTES

- a. To approve the minutes of the meeting of 9<sup>th</sup> December 2025
- b. To discuss any matters arising from previous meetings

### 75/25 REPORT FROM BOROUGH/COUNTY COUNCILLORS

To receive a report from Borough/County Councillors

### 76/25 CHAIRMANS REPORT & CORRESPONDANCE RECEIVED

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

- a. A request for salt bin
- b. Tower Hill Road Safety (email shared with County Councillor R Roberts)
- c. To discuss and make decision on the foliage by Kia Garage and Osteria
- d. Chip News to appointment two members

### 77/25 CLERKS REPORT (verbal)

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

**78/25 FINANCE AND GENERAL PURPOSES**

- a. Cllr Foxall proposes to approve the YTD Summary for December 2025
- b. Cllr Foxall proposes to approve the Receipts and Payment Summary for December 2025
- c. Cllr Foxall proposes to approve the Bank Reconciliation as of December 2025
- d. Cllr Foxall proposes to discuss and approve the Precept for 2026/27 £70,650 which is a 4.59% increase from 2025/26
- e. Cllr. Foxall proposes to approve the insurance quote received for the council vehicle at £418.37
- f. Cllr Foxall proposes to approve General Reserves Policy which is in line with the Practitioners Guide

**79/25 REPORT FROM WORKING GROUPS AND COMMITTEES****1. OPEN SPACES**

SANG update

**2. YOUTH AND EDUCATION****3. POLICE REPORT****4. HIGHWAYS****5. PLANNING****6. ALLOTMENT** – Update from the meeting on held on 7<sup>th</sup> January 2026**80/25 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.****81/25 Future Agenda Items****82/25 DATE OF NEXT MEETING**

The next meeting will be held on the 17<sup>th</sup> of February 2026 following the planning meeting @ 7.45 at The Blackwells The Common WD4 9BS.



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**Minutes** of the meeting of the Chipperfield Parish Council held on 9<sup>th</sup> December 2025 at 7.45 at  
The Blackwells, The Common Chipperfield WD4 9BS.

Councillors Present: P Foxall (Chair), G Bryant, and M Paton.

In attendance: Mrs U Kilich (Proper Officer) a member of the public, and District Councillor's P Walker and S Riddick.

#### **59/25 APOLOGIES FOR ABSENCE**

To receive apologies for absence

Resolved, proposed by Cllr Paton, seconded by Cllr Bryant to accept apologies for absence from Cllr's Bathurst, Hinton, Flynn and Cassidy. Unanimously agreed.

#### **60/25 DECLARATIONS OF INTEREST**

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

There were no declarations of interest to record.

#### **61/25 PUBLIC PARTICIPATION 15 minutes time allowed.**

#### **62/25 MINUTES**

a. To approve the minutes of the meeting of 18<sup>th</sup> November 2025

Resolved, proposed by Cllr Bryant, seconded by Cllr Paton to approve the Minutes of 18<sup>th</sup> November 2025 as a true and accurate representation of the meeting. Unanimously agreed.

b. To discuss any matters arising from previous meetings

Nothing to report.

#### **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 – Email shared with Cllr Roberts.
- b. Dangerous and illegal parking on Langley Road (information shared with PCSO) – Email shared with PCSO Humphreys.

#### **65/25 CLERKS REPORT (verbal)**

- a. To update and discuss the current action report – The Clerk gave an update on the current action list, the fingerposts order has been completed.
- b. Latest news from Dacorum Borough Council – The Clerk shared the latest news received from Dacorum Borough Council

## **66/25 FINANCE AND GENERAL PURPOSES**

- a. Cllr Foxall proposes to approve the YTD Summary for November 2025  
Resolved, proposed by Cllr Paton, seconded by Cllr Bryant to approve the YTD Summary for November 2025. Unanimously agreed.
- b. Cllr Foxall proposes to approve the Receipts and Payment Summary for November 2025  
Resolved, proposed by Cllr Paton seconded by Cllr Bryant to approve the Receipts and Payment Summary for November 2025. Unanimously agreed.
- c. Cllr Foxall proposes to approve the Bank Reconciliation as of November 2025  
Resolved, proposed by Cllr Paton seconded by Cllr Bryant to approve the Bank Reconciliation for November 2025. Unanimously agreed.
- d. Cllr Foxall proposes to discuss and approve Budget 2026/27  
Resolved, proposed by Cllr Bryant, seconded by Cllr Paton to approve the Budget for 2026/27. Unanimously agreed.
- e. Cllr. Foxall proposes discontinuing funding for the Chip News domain beginning in the 2026/27 Financial Year.  
Resolved, proposed by Cllr Foxall, seconded by Cllr Bryant to discontinue funding for the Chip News domain as of 2026/27.
- f. Cllr Foxall proposes to apply for a Corporate Purchasing Card.  
Resolved, proposed by Cllr Paton, seconded by Cllr Bryant to submit an application for Corporate Purchasing Card once the application has been completed.

## **67/25 REPORT FROM WORKING GROUPS AND COMMITTEES**

### **1. OPEN SPACES**

SANG update – The ponds have been cleared and plans to maintain the ponds. There have been mixed feelings about the signs around the common. Dacorum Borough Council have plans to resurface the paths on the common.

### **2. YOUTH AND EDUCATION**

Nothing to report

### **3. POLICE REPORT**

Nothing to report

### **4. HIGHWAYS**

Nothing to report

### **5. PLANNING**

There has been reduced planning application, two appeals going through the system.

### **6. ALLOTMENT**

Cllr Foxall informed members that an Allotment Meeting has been scheduled for 7<sup>th</sup> January 2026 at 7.30 pm.

## **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**

Foliage by Kia Garage and Osteria.  
Members to recruit Chip News Sales and Treasurers.

**70/25 DATE OF NEXT MEETING**

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

**The meeting concluded at 20.33**

Clerk Actions from Recent Meetings	Comment	Agenda Item / Due Date	Notes
<b>Administration</b>			
Transfer the domain from Fasthosts to TEEC	The Clerk to follow up for the transfer	Nov-25	Actioned 24/11/2025
To apply for Unity Trust Credit Card	The Clerk to put an application	Nov-25	In progress
To update the Scottish Widows Mandate with F&GP Councillors	Update mandate	Dec-25	In progress
CIL update for the website	Website	Jan-26	
<b>OPEN SPACES</b>			
SANG and pond updates	Monthly update for the Chip News	Ongoing	
Village Clock update	To revisit early 2026	Jan-26	No further update
Finger posts installation	Clr Bryant/Clerk	Nov-25	In progress
<b>Allotments</b>			
Turn the water off in mid November	Clerk/Warden	Nov-25	Actioned
Inform allotment holders no parking during winter months	Clerk/Warden	Nov-25	Actioned
<b>HIGHWAYS</b>			
to submit road audit report to Richard Roberts		Nov-25	Report submitted to RR on 18/11/2025
Awaiting PCC Grant approval		Dec-25	Emailed Stephanie Evans on 24/11/2025

Case closed or dealt with

## Detailed Receipts &amp; Payments by Budget Heading 31/12/2025

## Cost Centre Report

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Administration</b>								
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	<b>67,400</b>	<b>68,402</b>	<b>1,002</b>			<b>98.5%</b>	<b>0</b>
4000 Clerks Wages		15,805	22,304	6,499		6,499	70.9%	
4001 Pension Contribution Clerk		4,616	7,500	2,884		2,884	61.5%	
4030 Payroll Services		331	550	219		219	60.1%	
4031 HMRC payment		7,559	8,500	941		941	88.9%	
4055 Telephone and Internet		513	800	287		287	64.1%	
4060 Printing and Stationery		274	300	26		26	91.4%	
4065 Postage		0	60	60		60	0.0%	
4070 Room Hire		657	600	(57)		(57)	109.5%	
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		286	300	14		14	95.3%	
4120 Bank Charges		54	72	18		18	75.0%	
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	<b>34,347</b>	<b>50,176</b>	<b>15,829</b>	<b>0</b>	<b>15,829</b>	<b>68.5%</b>	<b>0</b>
	<b>Net Receipts over Payments</b>	<b>33,053</b>	<b>18,226</b>	<b>(14,827)</b>				
<b>180 CIL</b>								
1078 CIL		20,373	0	(20,373)			0.0%	20,373
	CIL :- Receipts	<b>20,373</b>	<b>0</b>	<b>(20,373)</b>				<b>20,373</b>
4191 CIL Projects		4,248	0	(4,248)		(4,248)	0.0%	3,948
	CIL :- Indirect Payments	<b>4,248</b>	<b>0</b>	<b>(4,248)</b>	<b>0</b>	<b>(4,248)</b>		<b>3,948</b>
	<b>Net Receipts over Payments</b>	<b>16,125</b>	<b>0</b>	<b>(16,125)</b>				
6000	plus Transfer From EMR	3,948	0	(3,948)				
6001	less Transfer To EMR	20,373	0	(20,373)				

## Detailed Receipts &amp; Payments by Budget Heading 31/12/2025

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Movement to/(from) Gen Reserve</b>	<b>(300)</b>	<b>0</b>	<b>300</b>				
<b><u>200 Open Spaces</u></b>							
1003 Tennis club Rent	600	600	0			100.0%	
1079 HCC Grant/DBC Grant	513	0	(513)			0.0%	
1300 filming income	300	175	(125)			171.4%	
Open Spaces :- Receipts	<b>1,413</b>	<b>775</b>	<b>(638)</b>			<b>182.4%</b>	<b>0</b>
4003 Pension cont for Warden	2,275	3,200	925	925	71.1%		
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	107	500	393	393	21.5%		
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 Equipement	146	250	104	104	58.4%		
4230 Storage Rental/Electricity	126	150	24	24	83.8%		
4240 Plants	0	150	150	150	0.0%		
Open Spaces :- Indirect Payments	<b>9,669</b>	<b>9,000</b>	<b>(669)</b>	<b>0</b>	<b>(669)</b>	<b>107.4%</b>	<b>6,858</b>
<b>Net Receipts over Payments</b>	<b>(8,255)</b>	<b>(8,225)</b>	<b>30</b>				
6000 plus Transfer From EMR	6,858	0	(6,858)				
<b>Movement to/(from) Gen Reserve</b>	<b>(1,397)</b>	<b>(8,225)</b>	<b>(6,828)</b>				
<b><u>220 Concurrent Costs</u></b>							
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	<b>16,569</b>	<b>16,106</b>	<b>(463)</b>			<b>102.9%</b>	<b>0</b>
4025 Warden Wages	8,982	12,106	3,124	3,124	74.2%		
4235 Hedge Trimming	0	600	600	600	0.0%		
4300 Wardens Expenses	0	50	50	50	0.0%		
4305 Vehicle Fuel	642	600	(42)	(42)	107.0%		
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	590	800	210	210	73.8%		
Concurrent Costs :- Indirect Payments	<b>11,116</b>	<b>15,941</b>	<b>4,825</b>	<b>0</b>	<b>4,825</b>	<b>69.7%</b>	<b>0</b>
<b>Net Receipts over Payments</b>	<b>5,453</b>	<b>165</b>	<b>(5,288)</b>				

## Detailed Receipts &amp; Payments by Budget Heading 31/12/2025

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>250 Allotments</b>							
1000 Allotment Rents	2,456	2,600	144			94.5%	
1001 Allotment deposit	360	150	(210)			240.0%	360
1303 Locality Budget for Hedges	0	500	500			0.0%	
Allotments :- Receipts	<b>2,816</b>	<b>3,250</b>	<b>434</b>			<b>86.6%</b>	<b>360</b>
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	<b>2,190</b>	<b>3,416</b>	<b>1,226</b>	<b>0</b>	<b>1,226</b>	<b>64.1%</b>	<b>0</b>
<b>Net Receipts over Payments</b>	<b>626</b>	<b>(166)</b>	<b>(792)</b>				
6001 less Transfer To EMR	360	0	(360)				
<b>Movement to/(from) Gen Reserve</b>	<b>266</b>	<b>(166)</b>	<b>(432)</b>				
<b>300 Grants</b>							
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	<b>5,150</b>	<b>10,000</b>	<b>4,850</b>	<b>0</b>	<b>4,850</b>	<b>51.5%</b>	<b>0</b>
<b>Net Payments</b>	<b>(5,150)</b>	<b>(10,000)</b>	<b>(4,850)</b>				
<b>999 VAT Data</b>							
115 VAT on Receipts	2,731	0	(2,731)			0.0%	
VAT Data :- Receipts	<b>2,731</b>	<b>0</b>	<b>(2,731)</b>				<b>0</b>
515 VAT on Payments	2,940	0	(2,940)		(2,940)	0.0%	
VAT Data :- Indirect Payments	<b>2,940</b>	<b>0</b>	<b>(2,940)</b>	<b>0</b>	<b>(2,940)</b>		<b>0</b>
<b>Net Receipts over Payments</b>	<b>(210)</b>	<b>0</b>	<b>210</b>				
Grand Totals:- Receipts	<b>111,302</b>	<b>88,533</b>	<b>(22,769)</b>			<b>125.7%</b>	
Payments	<b>69,661</b>	<b>88,533</b>	<b>18,872</b>	<b>0</b>	<b>18,872</b>	<b>78.7%</b>	
<b>Net Receipts over Payments</b>	<b>41,641</b>	<b>0</b>	<b>(41,641)</b>				
plus Transfer From EMR	<b>10,806</b>	<b>0</b>	<b>(10,806)</b>				
less Transfer To EMR	<b>20,733</b>	<b>0</b>	<b>(20,733)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>31,714</b>	<b>0</b>	<b>(31,714)</b>				

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**Chipperfield Parish Council Current Year**

**Bank - Cash and Investment Reconciliation as at 31 December 2025**

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**Confirmed Bank & Investment Balances**

**Bank Statement Balances**

31/12/2025	Current Account Training	0.00
31/12/2025	SCOTTISH WIDOWS	86,442.48
31/12/2025	Unity Trust Bank Account	90,378.83
		<b>176,821.31</b>

**Receipts not on Bank Statement**

0.00
<b>176,821.31</b>

**Closing Balance**

**All Cash & Bank Accounts**

1	Current Bank A/c	0.00
2	Scottish Widows	86,442.48
3	Unity Trust Bank Account	90,378.83
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>176,821.31</b>

## Bank Reconciliation up to 31/12/2025 for Cashbook No 3 - Unity Trust Bank Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/12/2025	BACS	78.72		78.72		R	DACORUM BC
01/12/2025	BACS	300.00		300.00		R	Geoff Bryant
01/12/2025	BACS	88.00		88.00		R	Shantock Nurseries Ltd
01/12/2025	DD	75.40		75.40		R	The Right Fuel Card
08/12/2025	DD	68.40		68.40		R	Zen Internet
08/12/2025	DD	13.69		13.69		R	Scottish Power
08/12/2025	BACS	774.30		774.30		R	Cart & Horses
08/12/2025	0812		252.42	252.42		R	Receipt(s) Banked
08/12/2025	0812		317.22	317.22		R	Receipt(s) Banked
10/12/2025	DD	9.96		9.96		R	The Right Fuel Card
11/12/2025	BACS	22.50		22.50		R	THE SMALL HALL
11/12/2025	11122025		122.82	122.82		R	Receipt(s) Banked
17/12/2025	DD	14.14		14.14		R	Scottish Power
17/12/2025	BACS	802.39		802.39		R	Pension Contributions
17/12/2025	BACS	34.80		34.80		R	Community Action Dacorum
17/12/2025	BACS	3,267.22		3,267.22		R	Community Action Dacorum
22/12/2025	BACS	3.40		3.40		R	Refund of overpayment
22/12/2025	BACS	513.34		513.34		R	Anon
22/12/2025	2212		122.82	122.82		R	Receipt(s) Banked
22/12/2025			513.34	513.34		R	Receipt(s) Banked
22/12/2025	2212		60.00	60.00		R	Receipt(s) Banked
29/12/2025	DD	75.14		75.14		R	The Right Fuel Card
29/12/2025	2912		135.00	135.00		R	Receipt(s) Banked
31/12/2025	BACS	6.00		6.00		R	Unity Trust Bank
		<b>6,147.40</b>	<b>1,523.62</b>				

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

## Local Government Finance Act 1992 - Precept Form

Parish of (please select from the dropdown list)

Chipperfield

**Please complete and return to [parishreturns@dacorum.gov.uk](mailto:parishreturns@dacorum.gov.uk) by 23rd January 2026**

To Dacorum Borough Council, being the Billing Authority for the Borough. The Town/Parish Council as stated above under Section 41 of the Local Government Finance Act 1992 hereby give notice that in respect of the financial year beginning on 1st April 2026, the sum outlined in the table below is required to meet the expenses of the Council ascertained as shown on this form. We hereby require the levy of the said sum as an additional item of Council Tax for the Town/Parish.

Please make payment by the 30th April 2026 to:

Sort Code

[REDACTED]

Account Number

[REDACTED]

Signed at the meeting of the Town/Parish Council on the date shown below by the Chairman and two members of the Town/Parish Council:

Date

13th January 2026

Chairman

Cllr Paul Foxall

Chairman's  
telephone number:

[REDACTED]

Member 1

Cllr Kevan Cassidy

Member 1's  
telephone number:

[REDACTED]

Member 2

Clir Eamonn Flynn

Member 2's  
telephone number:

*Estimate of expenses of the Town/Parish Council for the financial year 2026/27:*

**Estimate 2026/27**

**Ongoing Expenditure (General Admin). Please ensure this includes all expenditure in relation to concurrent services and wardens.**

**Please specify below:**

Item 1:	Staff Costs	53,729.00
Item 2:	Admin Costs	19,685.00
Item 3:	Open Spaces	13,929.00
Item 4:		
Item 5:		
Item 6:		
<b>Total Ongoing Expenditure</b>		<b>87,343.00</b>

**One Off Costs (Eg Parish Plan, Office Refurbishment etc)**

Item 1:		
Item 2:		
Item 3:		
<b>Total One Off Expenditure</b>		<b>0.00</b>

**Income Please ensure this includes all income in relation to concurrent services and wardens. (enter as a minus figure)**

General Income	(4,212.64)
Use of Reserves	0.00
Wardens Grant	(4,087.79)
Concurrent Services Grant	(8,392.58)
Cemeteries Grant	0.00
<b>Total Income</b>	<b>(16,693.01)</b>
<b>Net Expenditure to be met from Precept</b>	<b>70,650.00</b>

## Key Information for 2026/27

### 2026/27 Tax Base Calculation

November Tax Base	958.30
Manual Adjustments	0.00
Starting Tax Base	958.30
Council Tax Support Adjustment	(37.02)
Non Collection Allowance	(13.82)
<b>Tax Base for 2026/27</b>	<b>907.50</b>

### Parish Precept Calculation and Information

Precept Demand	70,650.00
Tax Base	907.50
<b>2026/27 Band D Tax</b>	<b>77.85</b>
2025/26 Band D Tax	74.43
<b>Band D Tax Increase / (Decrease)</b>	<b>3.42</b>
<b>Band D Tax Change (%)</b>	<b>4.59%</b>



66 London Road, St Albans, Hertfordshire, AL1 1NW  
Email: st.albans.clients@howdeninsurance.co.uk

Tel: 01727 854525

Chipperfield Parish Council  
Chipperfield Village Hall  
The Common  
Chipperfield  
Herts  
WD4 9BS

6th January 2026

Our ref: CHIPPAR-01

Dear Sir/Madam

## Invoice

**Our Ref:** CHIPPAR-01

**Re:** 4682178CV002598

**Premium Due:** £418.37

Please make all cheques payable to A-Plan t/a Howden.

Should you wish to make a BACS payment our details are below:

Sort Code: 54-21-23

Account Number: 31934234

Please use reference: CHIPPAR-01

Yours sincerely

*Robert Bolitho*

Robert Bolitho

If you need any extra help such as visiting us in branch, understanding your documentation or working out what cover you need, let us know. We're always happy to help, whatever your need.



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

## **RESERVES POLICY**

### **1. INTRODUCTION**

1.1 The Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

1.2 The Local Government Finance Act 1992 (as amended requires) local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority must hold. It is the responsibility of the Responsible Financial Officer (RFO) to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

1.3 Reviewing the Council's Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of reserves.

1.4 Any decision to set up a reserve must be given by the Council.

1.5 Expenditure from reserves can only be authorised by the Council

1.6 Reserves can be categorised as 'general' or 'earmarked'

### **2. TYPES OF RESERVE**

The Council will hold reserves for these three main purposes:

- A working balance – this forms part of the general reserves.
- A contingency fund– this also forms part of general reserves.
- A means of building up funds, sometimes called 'earmarked' to meet known or predicted requirements.

### **3. GENERAL RESERVES**

3.1 The general reserves are a balance on the Council's revenue account which is not held for any specific purpose other than to cushion the council's finances against any unexpected short-term problems in the council's cash flow, or to allay the impact of unexpected events or emergencies.

3.2 The general reserves are to be maintained at a level based upon a risk assessment carried out annually by the RFO when setting the budget for the forthcoming year. Any surplus on the general reserves above the required balance may be used to fund capital

expenditure, be appropriated to nominated reserves or used to limit any increase in the precept.

3.3 The Council has resolved that its general reserves should be maintained at a level sufficient to cover six months of net expenditure.

#### **4. EARMARKED RESERVES**

4.1 Nominated reserves represent:

- ring-fenced balances of grant funds or third-party allocations reserved for specific purposes.
- amounts generally built up over a period which are nominated for specific items of expenditure to meet known or anticipated liabilities or projects and intended to reduce the impact of meeting the full expenditure in one year.

4.2 The Council, when establishing an earmarked reserve, will set out:

- The reason / purpose of the reserve.
- How and when the reserve can be used.
- Procedures for the management and control of the reserve.
- A process and timescale for review of the reserve to ensure continuing relevance and adequacy.

4.3 As part of the calculation of an earmarked reserve, consideration must be given as to when the projected expenditure will fall due. If the earmarked reserve is to be built up over a period of years, annual increases in the relevant reserve should be on a proportionate incremental rather than a fixed annual basis (i.e. the sum set aside increases by a set percentage each year), so that the financial liability falls progressively on those taxpayers more likely to benefit from the final implementation of the relevant asset or service.

#### **5. GOVERNANCE ISSUES**

5.1 The Reserves Policy will be reviewed annually by the Council.

5.2 The Clerk/RFO will consider the likely needs of the general and nominated reserves for the forthcoming financial year as part of the process of setting the revenue budget, having regard to the predicted outturn of the current year income & expenditure. However, the reserves budget as such will be presented for the Council's approval and at that point the Council will have the opportunity to review the levels of reserves held in accordance with the Council's Financial Regulations and may make proposals for the creation of additional nominated reserves as part of the budgeting process.