



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

CHIPPERFIELD PARISH COUNCIL MEETING

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

Notice is hereby given that the meeting of the Council to which you are summoned to transact the business set out below will be held at The Blackwells the Common WD4 9BS on Tuesday 13th January 2026 at 7.45 pm

Mrs Usha Kilich Parish Clerk
8th January 2026

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 9th 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 7th 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 17th of February 2026 following the planning meeting @ 7.45 at The Blackwells The Common WD4 9BS.



Minutes of the meeting of the Chipperfield Parish Council held on 9th 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 18th November 2025

Resolved, proposed by Cllr Bryant, seconded by Cllr Paton to approve the Minutes of 18th 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 7th 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 6th 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 |
|---|---|------------------------|---------------------------------------|
| Adminstration | | | |
| 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 | |
| | | | |
| OPEN SPACES | | | |
| 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 | Cllr Bryant/Clerk | Nov-25 | In progress |
| Allotments | | | |
| 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 |
| | | | |
| HIGHWAYS | | | |
| 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 & 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 |
|--|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| 100 Administration | | | | | | | |
| 1076 Precept | 67,400 | 67,400 | 0 | | | 100.0% | |
| 1080 Bank Interest | 0 | 1,000 | 1,000 | | | 0.0% | |
| 1081 Scottish widows interest | 0 | 2 | 2 | | | 0.0% | |
| Administration :- Receipts | 67,400 | 68,402 | 1,002 | | | 98.5% | 0 |
| 4000 Clerks Wages | 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 | 34,347 | 50,176 | 15,829 | 0 | 15,829 | 68.5% | 0 |
| Net Receipts over Payments | 33,053 | 18,226 | (14,827) | | | | |
| 180 CIL | | | | | | | |
| 1078 CIL | 20,373 | 0 | (20,373) | | | 0.0% | 20,373 |
| CIL :- Receipts | 20,373 | 0 | (20,373) | | | | 20,373 |
| 4191 CIL Projects | 4,248 | 0 | (4,248) | | (4,248) | 0.0% | 3,948 |
| CIL :- Indirect Payments | 4,248 | 0 | (4,248) | 0 | (4,248) | | 3,948 |
| Net Receipts over Payments | 16,125 | 0 | (16,125) | | | | |
| 6000 plus Transfer From EMR | 3,948 | 0 | (3,948) | | | | |
| 6001 less Transfer To EMR | 20,373 | 0 | (20,373) | | | | |

Detailed Receipts & 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 |
|---------------------------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------------|-------------------------|
| Movement to/(from) Gen Reserve | (300) | 0 | 300 | | | | |
| <u>200 Open Spaces</u> | | | | | | | |
| 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 | 1,413 | 775 | (638) | | | 182.4% | 0 |
| 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 Equipment | 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 | 9,669 | 9,000 | (669) | 0 | (669) | 107.4% | 6,858 |
| Net Receipts over Payments | (8,255) | (8,225) | 30 | | | | |
| 6000 plus Transfer From EMR | 6,858 | 0 | (6,858) | | | | |
| Movement to/(from) Gen Reserve | (1,397) | (8,225) | (6,828) | | | | |
| <u>220 Concurrent Costs</u> | | | | | | | |
| 1100 Concurrent Services Inc | 8,393 | 8,393 | 0 | | | 100.0% | |
| 1150 Wardens Grant Recieved | 8,176 | 7,713 | (463) | | | 106.0% | |
| Concurrent Costs :- Receipts | 16,569 | 16,106 | (463) | | | 102.9% | 0 |
| 4025 Warden Wages | 8,982 | 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 | 11,116 | 15,941 | 4,825 | 0 | 4,825 | 69.7% | 0 |
| Net Receipts over Payments | 5,453 | 165 | (5,288) | | | | |

Detailed Receipts & 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 |
|---------------------------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>250 Allotments</u> | | | | | | | |
| 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 | 2,816 | 3,250 | 434 | | | 86.6% | 360 |
| 4090 Subscriptions | 84 | 66 | (18) | | (18) | 127.3% | |
| 4137 Refund of allotment deposit | 0 | 150 | 150 | | 150 | 0.0% | |
| 4138 Allotment hedges/trees | 414 | 500 | 86 | | 86 | 82.8% | |
| 4145 IT Support | 214 | 200 | (14) | | (14) | 107.0% | |
| 4350 Allotment Maintenance | 778 | 1,500 | 722 | | 722 | 51.9% | |
| 4355 Running Costs | 75 | 400 | 325 | | 325 | 18.8% | |
| 4360 Water Rates | 626 | 600 | (26) | | (26) | 104.3% | |
| Allotments :- Indirect Payments | 2,190 | 3,416 | 1,226 | 0 | 1,226 | 64.1% | 0 |
| Net Receipts over Payments | 626 | (166) | (792) | | | | |
| 6001 less Transfer To EMR | 360 | 0 | (360) | | | | |
| Movement to/(from) Gen Reserve | 266 | (166) | (432) | | | | |
| <u>300 Grants</u> | | | | | | | |
| 4400 Section 137 | 0 | 10,000 | 10,000 | | 10,000 | 0.0% | |
| 4405 Grants | 5,150 | 0 | (5,150) | | (5,150) | 0.0% | |
| Grants :- Indirect Payments | 5,150 | 10,000 | 4,850 | 0 | 4,850 | 51.5% | 0 |
| Net Payments | (5,150) | (10,000) | (4,850) | | | | |
| <u>999 VAT Data</u> | | | | | | | |
| 115 VAT on Receipts | 2,731 | 0 | (2,731) | | | 0.0% | |
| VAT Data :- Receipts | 2,731 | 0 | (2,731) | | | | 0 |
| 515 VAT on Payments | 2,940 | 0 | (2,940) | | (2,940) | 0.0% | |
| VAT Data :- Indirect Payments | 2,940 | 0 | (2,940) | 0 | (2,940) | | 0 |
| Net Receipts over Payments | (210) | 0 | 210 | | | | |
| Grand Totals:- Receipts | 111,302 | 88,533 | (22,769) | | | 125.7% | |
| Payments | 69,661 | 88,533 | 18,872 | 0 | 18,872 | 78.7% | |
| Net Receipts over Payments | 41,641 | 0 | (41,641) | | | | |
| plus Transfer From EMR | 10,806 | 0 | (10,806) | | | | |
| less Transfer To EMR | 20,733 | 0 | (20,733) | | | | |
| Movement to/(from) Gen Reserve | 31,714 | 0 | (31,714) | | | | |

Chipperfield Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 December 2025

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 |

176,821.31

Receipts not on Bank Statement

0.00

Closing Balance

176,821.31

























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**

Total Cash & Bank Balances **176,821.31**

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

| <u>Date</u> | <u>Cheque/Ref</u> | <u>Amnt Paid</u> | <u>Amnt Banked</u> | <u>Stat Amnt</u> | <u>Difference</u> | <u>Cleared</u> | <u>Payee Name or Description</u> |
|-------------|-------------------|------------------|--------------------|------------------|-------------------|---|----------------------------------|
| 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 |
| | | <u>6,147.40</u> | <u>1,523.62</u> | | | | |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

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 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

Account Number

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:

Member 1

Cllr Kevan Cassidy

Member 1's
telephone number:

| | |
|------------------------------|-------------------|
| Member 2 | Cllr 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: | | |

| | |
|----------------------------------|------------------|
| Total Ongoing Expenditure | 87,343.00 |
|----------------------------------|------------------|

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

| | | |
|---------|--|--|
| Item 1: | | |
| Item 2: | | |
| Item 3: | | |

| | |
|----------------------------------|-------------|
| Total One Off Expenditure | 0.00 |
|----------------------------------|-------------|

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 |
| Total Income | (16,693.01) |
| Net Expenditure to be met from Precept | 70,650.00 |

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) |
| Tax Base for 2026/27 | 907.50 |

Parish Precept Calculation and Information

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



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
website: 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.