



Chipperfield Parish Council,
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CHIPPERFIELD PARISH COUNCIL

Annual Minutes of the meeting of the Chipperfield Parish Council held on 14th May 2024 at 7.45 at the Blackwell, The Common Chipperfield WD4 9BS

Councillors Present: K Cassidy (Chair), E Flynn, G Bryant, M Paton, C Heaphy-Jones and P Foxall.

In attendance: Mrs U Kilich (Proper Officer).

01/24 ELECTION OF CHAIR

To elect a Chair for the ensuing Council year

Resolved, proposed by Cllr Foxall seconded by Cllr Flynn to appoint Cllr Cassidy as Chair for the year 2024/25. Unanimously agreed.

02/24 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIR

The Chair to sign the Declaration of Acceptance of Office of Chair

Cllr Cassidy signed the declaration of acceptance of office.

03/24 ELECTION OF VICE CHAIR

To elect a Vice Chair

Resolved, proposed by Cllr Cassidy, seconded by Cllr Foxall to appoint Cllr Flynn as Vice Chair for year 2024/25. Unanimously agreed.

04/24 DECLARATION OF ACCEPTANCE OF OFFICE OF VICE CHAIR

The Vice Chair to sign the Declaration of Acceptance of Office of Vice Chair

Cllr Flynn signed the declaration of acceptance of office.

05/24 APOLOGIES FOR ABSENCE

To receive apologies for absence

Resolved, proposed by Cllr Cassidy, seconded by Cllr Bryant to accept apologies of absence from Cllr Hinton, and Cllr Bathurst for the reason stated in the email. Unanimously agreed.

Apologies of absence also received from Cllr Riddick, Cllr Walker, and Cllr Adeleke.

06/24 DECLARATIONS OF INTEREST

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

There were no declarations of interest to record.

07/24 PUBLIC PARTICIPATION 15 minutes time allowed.

Nothing to report.

08/24 MINUTES

To approve the minutes of the meeting of 9th April 2024.

Resolved, proposed by Cllr Foxall seconded by Cllr Bryant that these Minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman, Unanimously agreed.

09/24 REPORT FROM BOROUGH/COUNTY COUNCILLORS

To receive a report from Borough/County Councillors

10/24 Cllr Cassidy proposed the following for COMMITTEE's & WORKING PARTY MEMBERS

Resolved, proposed by Cllr Cassidy, seconded by Cllr Flynn to accept the proposed committees and working party. Unanimously agreed.

Members	Kevan Cassidy	Eamonn Flynn	Malcolm Paton	Geoff Bryant	Wendy Bathurst	Carly-Anne Heaphy	Luke Hinton	Paul Foxall
Committees								
Planning	x	x	x	Chair			x	x
Human Resources	Chair	x			x			
Allotment	x	x				Chair	x	
Working Parties								
Open Space	x	x	x		Chair			x
Highways	x	x	x					
Youth & Education						x	x	
Police Report	x							
Finance & General Purpose	x	x	x				x	x
Social Media						x	x	
Represent								
Village Hall				x				
Chip News				x				
Chip Care	x							

11/24 Chairman's Report

- a. Year to Date Summary 2024/25

Resolved, proposed by Cllr Flynn, seconded by Cllr Cassidy to approve the YTD Summary. Unanimously approved.

- b. Cllr Cassidy proposes to approve the Annual Governance and Accountability Return 2023/24.
Resolved, proposed by Cllr Cassidy, seconded by Cllr Flynn to approve the AGAR 2023/24. Both the Chair and Clerk signed the AGAR 2023/24. All in favour.
- c. To review the Insurance Policy and approve total cost £1,254.11.
Resolved, proposed by Cllr Foxall, seconded by Cllr Flynn to approve and renew the insurance policy. Unanimously agreed.
- d. Cllr Cassidy proposes to purchase a bin to be positioned outside the Post Office. To approve up to £700 for purchase and installation.
Resolved, proposed by Cllr Flynn, seconded by Cllr Cassidy. Unanimously agreed.
- e. **PRECEPT:** Notification of parish funding was confirmed as received on 5th April 2024. The total being £79,191.15.

Precept Demand	£62,623.00
Council Tax Support Grant	£ 00.00
Concurrent Services	£ 8,393.00
<u>Wardens Grant</u>	<u>£ 8,175.15</u>
Total for 2024/25	£79,191.15

- e. Total CIL amount received for 2024/25 £2,176.77.
Cllr Cassidy informed members that a total of £2,176.77 has been received towards CiL.
- f. Cllr Cassidy to update on the progress of the phone box – Cllr Cassidy has received the paint, the School Caretaker will be informed to carry out the painting.
- g. Van renewal not imminent – Biggerstaff have commented during the last service, the vehicle is good for another two to three years.
- h. Obtaining quote from SRT on clearing paths – The Clerk will obtain the quote to clear the paths. Possibly offer the job to the Warden.
- i. Herts Highways on flooded roads, Nunfield, Dunny Lane, outside the Blackwells and Langley Road – Cllr Richard Roberts has been informed of the flooded roads. To obtain a quote from private company to ascertain the costs for clearing the flood.
- j. An update on SANG and Apostles Pond – No update
- k. Revisit plan of action asking residents to cut back hedges and parking on pavements – To distribute letters to residents to cut back the hedges and no parking on pavements.
- l. To discuss the Village Clock with recent question raised about the noise and vibration – to investigate whether the degree of vibration and deal with the outcome.
- m. Unity Trust Training account for the purpose of Community Governance – The Clerk will be using the account for the training on Community Governance. There will be no financial bearing on CPC.
- n. To approve the following Policies and Procedures
Resolved, proposed by Cllr Flynn, seconded by Cllr Foxall to approve the Policies and Procedures. Unanimously agreed.

- i. Allotment Disputes
- ii. Budget Virement
- iii. Code of Conduct
- iv. Communications
- v. Complaints Procedure
- vi. Dignity at Work
- vii. Equality & Diversity
- viii. Financial Regulations (to amend latest FR once updated)
- ix. Freedom of Information
- x. GDPR
- xi. Grants and Donations
- xii. Grievance
- xiii. Investment Policy
- xiv. Press & Media
- xv. Publication Scheme
- xvi. Recruitment
- xvii. Risk Assessment
- xviii. Standing Order
- xix. Terms of Reference
- xx. Working Party Standing Orders

12/24 1. Open Space

Nothing to report

2. Youth and Education

Nothing to report

3. Police Report

Nothing to report

4. Highways

Flooding reported to County Councillor

5. Planning

Cllr Cassidy will follow up with the Two Brewers in regards to the poor maintenance of the old far buildings behind the Two Brewers which are listed buildings. The unsightly repairs to the track from Windmill to Mahogany Hall will be followed up as part of the SANG discussions with DBC. This is in response to a member writing in to the Council.

6. Allotments

An inspection was carried out in April and some notices of required improvement issues and a further inspection will be carried out in June 2024.

13/24 The next Council Meeting will be held on the 18th June 2024 at 7.45 pm at the Blackwells
The Common Chipperfield WD4 9BS.

The meeting concluded at 20.45