



Buckland & Chipping Parish Council

Clerk: Caroline Scott, Lye End Farm, Sandon, Herts, SG9 0RS

Tel: 07542 758 948

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www. bucklandandchipping-pc.gov.uk

MEETING No 341 of BUCKLAND & CHIPPING PARISH COUNCIL

Parish Council Meeting

Monday 5th January 2026, 7.30pm at The Manor House, Buntingford

To: Cllrs Jeff Kenyon (Chair), Penny Baxter-Newman (Vice), Helen Dauris, Mark Seymour,

You are summoned to attend Meeting No 341 to transact the business on this agenda.

Public and press are welcome to attend, although under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, they may be excluded for the discussion of confidential business. Please note that Public participation is not permitted, except during the time designated for public comments.

C Scott

Mrs C Scott,

Date: 29th December 2025

Clerk to Buckland and Chipping Parish Council

To assist in the speedy and efficient despatch of business, members requiring further information or clarification on items included on the agenda are requested to enquire prior to the meeting.

AGENDA

In accordance with The Openness of Local Government Bodies Regulations 2014, SI 2095, only non-confidential business (press and public present) may be filmed, recorded, photographed, broadcast, or reported via social media by any person. Recording and reporting the Council's meetings is subject to the law, including the Human Rights Act, the Data Protection Act, and the laws of libel and defamation, and it is the responsibility of those doing so to comply.

- 341.1** Apologies for absence
To receive apologies for absence.
- 341.2** Co-option of Councillor
- 341.3** Declarations of Interest and dispensations
 - 1. To receive declarations of interest from councillors on items on the agenda *(including non-pecuniary, with the nature of the interest)*. *Members with a Disclosable Pecuniary Interest (DPI) in any agenda item, whether registered or not, must not participate in any discussion on the matter, cannot vote on the matter and must leave the room whilst any discussion or voting is taking place.*
 - 2. To receive and consider members' written requests for dispensations for declarable interests (if any)
 - 3. To grant any requests for dispensation as appropriate
- 341.4** Minutes:
 - 1. To confirm the minutes of Buckland and Chipping Parish Council Meeting 340 3rd November 2025

- 341.5 Reports to the Council**
To receive reports from representatives on outside bodies, local authorities and agencies
1. CENTRAL Crime Report November 2025
- 341.6 Public Comments: Limited to 15 minutes**
Members of the public and councillors can raise matters of concern.
- 341.7 Policies**
1. Financial Risk Assessment
 2. Calendar of meetings
- 341.8 Planning**
To receive a planning report on applications and decisions
1. [3/25/1864/CLEO](#) - The Old Mission Hall A10 Through Chipping Village Chipping Hertfordshire SG9 0PQ
- 341.9 Finance**
1. To note receipt of income
 2. To receive summary report of receipts and payments against budget
 3. To receive bank reconciliation
 4. To receive quotes
 5. To authorise payments of Invoices made in accordance with the budget
 6. Community Defibrillator & CPR Awareness Training
 7. To approve asset register
 8. To approve budget for 2026-27
 9. To approve percept for 2026-27
- 341.10 Reports from Working Parties and Committees**
1. Bonfire Night – Update and report from working party
 2. Staff review date and location to be confirmed
 3. Consideration for extra events for 2026
 4. Meeting with PCC January 28th re: storage
 5. January Newsletter:
 1. to discuss content
 2. to agree an editor
 3. to agree delivery date as Saturday
- 341.11 To note items for future agendas:** and to receive any other items for future consideration

341.12 Date of next Ordinary Parish Council Meeting: 7.30pm, Monday 2nd March 2026,
Manor House, Buntingford



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MEETING No 340 of BUCKLAND & CHIPPING PARISH COUNCIL

Parish Council Meeting

Monday 3rd November 2025, 7.30pm at The Manor House, Buntingford

Present: Cllrs Jeff Kenyon(Chair), Penny Baxter-Newman (Vice), Helen Dauris

Attending: C Scott(Clerk), 5 parishioners

Minutes

Meeting opened 19:30

340.1 Apologies for absence

To receive apologies for absence. **None**

340.2 Co-option

1. To review applications for the vacancy of Buckland and Chipping Parish Councillor – **resolved** to accept Mark Seymour as Councillor

Proposed Cllr J Kenyon, seconded Cllr H Dauris, Cllr M Seymour signed acceptance form

340.3 Declarations of interest and dispensations

1. To receive declarations of interest from councillors on items on the agenda

2. To receive and consider members' written requests for dispensations for declarable interests (if any)

3. To grant any requests for dispensation as appropriate

None

340.4 Minutes:

1. To confirm the minutes of Buckland and Chipping Parish Council Meeting [339 1st September 2025](#) as an accurate record of proceedings

Resolved - Proposed Cllr P Baxter-Newman, seconded Cllr H Dauris

340.5 Reports to the Council

To receive reports from representatives on outside bodies, local authorities and agencies

1. [Central crime report Sept 25](#)

2. [Central crime report Oct 25](#)

340.6 Public Comments: Limited to 15 minutes

Members of the public and councillors can raise matters of concern.

One parishioner reported the green sign about the Moat, the moat area is not easy to access for pedestrians. Parishioner also commented on the pond beside Malyons needs clearing of bushes and is happy to contact a horticultural colleges.

340.7 Finance

1. To note [receipt of income](#) - **noted**

2. To receive [summary report of receipts and payments](#) against budget -**noted**

3. To receive [bank reconciliation](#) - **noted**

4. To receive quotes –
 - a. New Arnold Baker Administration 14th Edition book £180 - clerk to consult Sandon PC to share expense
 - b. CT Gardens Ltd, £190 per visit on planned 12 cuts between April to October 2026 – **Approved**
 - c. Bus cleaning quotes need to be sourced
5. To authorise [payments of Invoices](#) made in accordance with the budget **resolved** Cllr P Baxter-Newman, seconded Cllr H Dauris
6. Bank Mandate – **resolved** proposed Cllr J Kenyon, seconded Cllr H Dauris to remove former councillor Robert Arkle from the mandate
7. Community Defibrillator & CPR Awareness Training – to add an item to the newsletter
8. To approve budget for 2026-27 – budget to be revisited in January 2026 meeting

340.8 Planning

To receive a planning report on applications and decisions – **all below are applications are awaiting decision on EHDC website**

Clerk to enquire about delays in planning applications

1. 3/25/1400/HH - Popeswell Chipping Hertfordshire SG9 0PQ – no objection
2. X/25/0458/CND - The Countryman Chipping Hertfordshire SG9 0PG – no objection
3. 3/25/1141/LBC - Malyons Bury Weir Lane Buckland Hertfordshire SG9 0PU - **Granted Consent subject to Conditions**

340.9 Reports from Working Parties and Committees

1. Bonfire Night – all is in order and help needed on Saturday
2. Remembrance Day – 11am on 11th November at the Church
3. Carol Service – St Andrew's Church, Buckland – a carol service will take place 20th December 1pm.
4. Storage solution – to continue, follow up with PCC for storing the container
5. Litter bins – chase EHDC bins
6. November/December Newsletter:
 1. to discuss content – Cllr M Seymour article,
 2. to agree an editor – C Scott & Cllr J Kenyon editors all items in by Monday 17th November
 3. to agree delivery date as Saturday – 22nd November

340.10 To note items for future agendas: and to receive any other items for future consideration – Budget, precept, storage

340.11 Date of next Ordinary Parish Council Meeting: 7.30pm, Monday 5th January 2025, Manor House, Buntingford

Meeting closed 21:24

Neighbourhood Policing Report NOVEMBER 2025

*NO RECORDED CRIMES – Does not include reports for domestic incidents, mental health, child protection investigations, or sexual offences. Not all reported incidents end up being recorded as crimes and will therefore not appear on the report.

ASPENDEN

*NO RECORDED CRIMES

BRAUGHING

- 1x Criminal Damage – No suspect identified, investigations ongoing.
- 1x Interference with Motor Vehicle - No suspect identified, investigations ongoing.
- 1x Theft From Motor Vehicle - No suspect identified, investigations ongoing.

BUCKLAND

- 2x Criminal Damage – 2x Hare Coursing/Damage to Fields, 2x vehicles seized for destruction.

BUNTINGFORD

- 1x Attempted Burglary – No entry gained, no suspect identified, investigations ongoing.
- 1x Theft – No suspect identified.
- 1x Theft from Shops – No suspects identified.
- 1x Harassment – Ongoing neighbour dispute.
- 2x Common Assault – 2x No further action.
- 2x Possession of Class B – 2x Community Resolutions issued.
- 1x Production or being concerned in production of a controlled drug Class B – 2x Suspects arrested and interviewed.

CHIPPING

*NO RECORDED CRIMES

PUCKERIDGE

- 1x Public Order Offence – Suspect identified.
- 1x Harassment – Suspect identified, investigations ongoing.
- 1x Criminal Damage – 1x No suspect identified, investigations ongoing. 1x Hare Coursing/Damage to Fields, 1x vehicle seized for destruction.

STANDON

- 1x Criminal Damage – 1x Hare Coursing/Damage to Fields, 1x vehicle seized for destruction.
- 1x Possession of Class B – 1x Community Resolutions issued.

THROCKING

*NO RECORDED CRIMES

WYDDIAL

*NO RECORDED CRIMES

Other news and updates:

The Neighbourhood Policing Team recently conducted OPERATION QUANDRO over three nights. Officers changed their shifts to work later into the night, stopping vehicles and suspects of interest, and following leads from relevant intelligence reports. The operation

saw several seizures of drugs, four vehicles and an e-scooter seized, and a drug driver arrested. A vehicle from Bedfordshire linked to organised crime was stopped by the team. Although no offences were established, the message was clear – we are onto you, stay out of Hertfordshire!

With Hare Coursing taking place regularly across rural areas nationally, four vehicles linked to offences have been seized in East Herts. The team also caught a suspect vehicle and it's occupants in Hunsdon. Three suspects were arrested and their dogs were seized for re-homing.

Whilst on patrol, Sergeant Miller caught a fly-tipper in the act! The offender was made to remove his mess and issued with a Community Resolution.

The constabulary are particularly keen for local people to give us feedback on policing via the Herts Connected surveys. We will be looking to set our policing priorities for the upcoming quarter and would very much appreciate if you could share the link and QR code below on social media:-

<https://bit.ly/hertspolice-psf>



If you need to report a crime in progress, please call 999, for all others please use 101 or online reporting <https://www.herts.police.uk/ro/report/ocr/af/how-to-report-a-crime/>

The Herts Connected system delivers Hertfordshire police's crime alerts. Registered local residents can receive the latest crime or emergency updates and alerts, as well as information about policing events in your area. Local residents can get involved in helping to make their local area a safer place, tell us what police should be doing in their area, shape the initiatives that help to keep people and property safe, and tell us what matters are causing local communities harm.

The more residents that register, the better informed and safer our communities will be. We would be most grateful if you could continue to share the link below in any parish communications, and especially on social media, to encourage as many local residents as possible to sign up.

<https://www.hertsconnected.co.uk/>

Your cooperation is very much appreciated.

Additional Crime Prevention Advice can be found via this link:

<https://www.herts.police.uk/cp/crime-prevention/> Thank you

East Herts Rural Highlights Video 2024-25

<https://youtu.be/bnf6PE4uuvv?feature=shared>

Buckland & Chipping Parish Council
Financial Risk Assessment January 2026

| | Risk | Procedures to Address | Reassess/carry out |
|----|---|--|---|
| F | Lack of general financial control | | |
| F1 | Lack of responsible officer | Appointment of permanent Clerk | When Clerk resigns or when separate RFO necessary due to workload |
| F2 | Lack of Financial SOs | Produce Financial Standing Orders for Council to review and adopt | Annually - May |
| F3 | Lack of overview | Chairman's responsibility to check periodically Internal Auditor's report Regular reporting of Budget v. Actual to Council | Ongoing Annually – expected June Each meeting |
| F4 | Lack of Power to spend | Clerk to check Council spending within powers | Ongoing |
| F5 | Loss/destruction of financial documentation | RFO/Clerk to hold RFO to lock away cheque book | Ongoing Ongoing |
| F6 | Loss of computerised records | Saved to the online server | As used |
| F7 | Cyber attack | Get firewall software installed and keep firewall up to date, secure log in systems | Annually - January |
| F8 | Lack of skill in systems | Training for Clerk | As needed |
| | Accounting errors | | |
| A1 | Incorrect data entry | Clerk to enter on computer software, RFO to examine entries on schedule before submission to Council Clerk to do bank reconciliation through software or manually Councillors to be vigilant on reviewing management accounts | Ongoing Monthly |
| A3 | Discrepancies in reports to Council | Statement of payments reported, checked | Bi - Monthly |
| A4 | VAT discrepancies | VAT reconciled to financial schedule VAT reclaimed annually | Monthly Ongoing |
| | Budget overspend | | |
| B1 | Overspend against Budget | RFO to check sufficient funds available when expenditure incurred Budget v. actual examined | Bi-monthly |
| | Misappropriation of public funds | | |
| M1 | Expenditure without legal payment authority | Prior approval for spending authorised by Council, is in compliance with Financial Regs. | Ongoing |
| M2 | Payment of invoice without authority from council | All online payments to be listed on a schedule and authorised for payment by Council | Bi -Monthly |

Buckland & Chipping Parish Council
Financial Risk Assessment January 2026

| | | | |
|--|---|---|--|
| M3 | New cheque book misappropriation | Cheque books to be stored securely with Clerk | Ongoing |
| M4 | Cheque misuse | Cheques agreed against the approved schedule to be signed by two councillors. All signatories must initial the cheque stubs. | Ongoing |
| M5 | Online payments | Only RFO to set up payments and authorised by 2 Councillors Mandate permissions to be put in place for a minimum 2 Councillors, making sure one councillor is not a signatory in co-ordination with financial regulations. | Ongoing |
| M6 | Incoming cash and cheque misappropriation | All cash and cheques are stored securely and banked within 2 weeks. | Ongoing |
| M7 | Theft of funds | Bank statements to be reconciled and signed off by Clerk. Ensure Fidelity Insurance in place against theft of funds by staff, councillors and other persons. | Monthly Reviewed annually |
| | Insurance and Liability | | |
| L1 | Level of cover inadequate | Reviewed by RFO in association with Council. | Annually May for renewal in June and as necessary |
| L2 | Inadequate records of possessions | Asset Register maintained by Clerk and listed in Notes to the Accounts at Audit. Deeds and other legal documents relating to assets stored securely | Annually - January Ongoing |
| | | | |
| NOTE! The assessed severity of the risk takes account of the combined effect of the probability of occurrence and the severity of the impact | | Low Risk No further action required | Medium Risk Additional work required on countermeasures / safeguards |
| | | | High Risk Urgent action required to address risk |
| Assessor (RFO) & Signature C Scott Date: | | Reviewed and adopted by Buckland and Chipping Parish Council at its meeting on 05/01/2026. Councillor: Signature | Reviewed: 5 th January 2026 Next review due: January 2027 |



Buckland & Chipping Parish Council

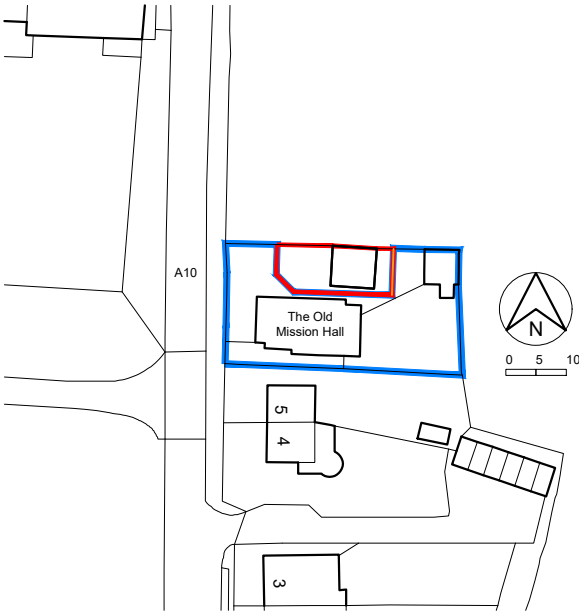
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CALENDAR OF MEETINGS 2026 to MARCH 2027

| Month/Date Monday | | Time | Meeting | Venue |
|------------------------------|-------------|---------------|--|---------------------------|
| May | 11th | 7pm | PARISH Annual | St Andrew's Church |
| May | 11th | 7.30pm | Council Annual | St Andrew's Church |
| June | 1st | 7.30pm | Council Ordinary (AGAR Special) | St Andrew's Church |
| July | 6th | 7.30pm | Council Ordinary | St Andrew's Church |
| September | 7th | 7.30pm | Council Ordinary | St Andrew's Church |
| November | 2nd | 7.30pm | Council Ordinary | Manor House |
| 2026 January | 11th | 7.30pm | Council Ordinary | Manor House |
| March | 1st | 7.30pm | Council Ordinary | Manor House |



SITE LOCATION PLAN
1 / 1250

| | | |
|--------------------------------|---|--|
| Revision / Risk Assessment No. | Init. | Date |
| Client | - | - |
| Project Title | Old Mission Hall Chipping Hertfordshire SG9 0PQ | |
| Drawing Title | PLANNING Site Location Plan | |
| Date | November 2025 | |
| Scale | 1/1250 @ A3 | |
| Drawn By | Mwb | |
| Project No. | OC35 2025 | Bury Barn, Brent Pelham Hertfordshire SG9 0AU |
| Drawing No. | FGF PR01 | m : + 44 (0) 7968 598 308 t : + 44 (0) 1279 778 039 |
| Revision | - | e : office@fairgroundfish.co.uk |
| | | fairgroundfish.co.uk |



Summary of Receipts and Payments

All Cost Centres and Codes

Administration

| Code | Title | Receipts | | | Payments | | | Net Position |
|-----------|------------------|----------|--------|----------|----------|----------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 3 | Clerk Expenses | | | | 200.00 | | 200.00 | 200.00 (100%) |
| 4 | Office & Admin | | | | 440.00 | 47.00 | 393.00 | 393.00 (89%) |
| 5 | Payroll Service | | | | 70.00 | | 70.00 | 70.00 (100%) |
| 6 | Audit Costs | | | | 251.88 | 251.88 | | (0%) |
| 7 | Website hosting | | | | 200.00 | 186.00 | 14.00 | 14.00 (7%) |
| 8 | Insurance | | | | 550.00 | 556.52 | -6.52 | -6.52 (-1%) |
| 9 | Hall Hire | | | | 111.00 | 60.00 | 51.00 | 51.00 (45%) |
| 10 | Election Reserve | | | | | | | (N/A) |
| 11 | Training | | | | 300.00 | 37.50 | 262.50 | 262.50 (87%) |
| 12 | Newsletter | | | | 429.00 | 296.00 | 133.00 | 133.00 (31%) |
| 13 | Bank Charges | | | | | | | (N/A) |
| 14 | Other | | | | | | | (N/A) |
| SUB TOTAL | | | | | 2,551.88 | 1,434.90 | 1,116.98 | 1,116.98 (43%) |

Earmarked Reserves

| Code | Title | Receipts | | | Payments | | | Net Position |
|-----------|----------------|----------|--------|----------|----------|--------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 36 | Election costs | | | | | | | (N/A) |
| SUB TOTAL | | | | | | | | (N/A) |

Events

| Code | Title | Receipts | | | Payments | | | Net Position |
|-----------|-----------------------------|----------|--------|----------|----------|--------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 27 | Summer Event | | | | 1,300.00 | | 1,300.00 | 1,300.00 (100%) |
| 28 | Winter Event | | | | 500.00 | 338.28 | 161.72 | 161.72 (32%) |
| 33 | Spring National Clebrations | | | | 500.00 | 271.43 | 228.57 | 228.57 (45%) |
| SUB TOTAL | | | | | 2,300.00 | 609.71 | 1,690.29 | 1,690.29 (73%) |

General

| Code | Title | Receipts | | | Payments | | | Net Position |
|-----------|-------------------|----------|--------|----------|----------|--------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 23 | Poppy Wreath | | | | 20.00 | | 20.00 | 20.00 (100%) |
| 24 | Kiosks & Electric | | | | 150.00 | | 150.00 | 150.00 (100%) |
| 25 | AED | | | | | | | (N/A) |
| 26 | Misc & Reserve | | | | 350.00 | | 350.00 | 350.00 (100%) |
| 32 | Bank Charges | | | | 72.00 | 54.00 | 18.00 | 18.00 (25%) |
| 34 | CAB Donation | | | | 50.00 | 50.00 | | (0%) |
| 39 | Donation | | | | | | | (N/A) |
| 41 | PC Assets | | | | 400.00 | | 400.00 | 400.00 (100%) |
| SUB TOTAL | | | | | 1,042.00 | 104.00 | 938.00 | 938.00 (90%) |

Summary of Receipts and Payments

All Cost Centres and Codes

| Income | | Receipts | | | Payments | | | Net Position |
|-----------|-------------------|-----------|-----------|----------|----------|--------|----------|----------------------|
| Code | Title | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 31 | Precept | 11,495.00 | 11,495.00 | | | | | (0%) |
| 35 | Event Income | | | | | | | (N/A) |
| 37 | VAT reclaim | | | | | | | (N/A) |
| 38 | Donation Received | | 100.00 | 100.00 | | | | 100.00 (N/A) |
| 40 | Grant received | | 250.00 | 250.00 | | | | 250.00 (N/A) |
| SUB TOTAL | | 11,495.00 | 11,845.00 | 350.00 | | | | 350.00 (3%) |

| Litter Picking | | Receipts | | | Payments | | | Net Position |
|----------------|----------------------|----------|--------|----------|----------|----------|----------|----------------------|
| Code | Title | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 29 | Buckland Litter Pick | | | | 1,140.00 | 950.00 | 190.00 | 190.00 (16%) |
| 30 | Chipping Litter Pick | | | | 1,140.00 | 950.00 | 190.00 | 190.00 (16%) |
| SUB TOTAL | | | | | 2,280.00 | 1,900.00 | 380.00 | 380.00 (16%) |

| Maintenance | | Receipts | | | Payments | | | Net Position |
|-------------|------------------|----------|--------|----------|----------|----------|----------|----------------------|
| Code | Title | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 19 | Grass Cutting | | | | 2,280.00 | 1,770.00 | 510.00 | 510.00 (22%) |
| 20 | Dog Litter Bins | | | | 650.00 | 659.55 | -9.55 | -9.55 (-1%) |
| 21 | Trees & Reserve | | | | | | | (N/A) |
| 22 | Bus Shelter | | | | 600.00 | | 600.00 | 600.00 (100%) |
| 42 | Property Repairs | | | | 300.00 | 150.00 | 150.00 | 150.00 (50%) |
| 43 | AED unit | | | | 100.00 | 486.00 | -386.00 | -386.00 (-386%) |
| SUB TOTAL | | | | | 3,930.00 | 3,065.55 | 864.45 | 864.45 (22%) |

| Salary | | Receipts | | | Payments | | | Net Position |
|-----------|--------|----------|--------|----------|----------|----------|----------|----------------------|
| Code | Title | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 1 | Salary | | | | 3,344.39 | 2,022.96 | 1,321.43 | 1,321.43 (39%) |
| 2 | PAYE | | | | | 27.00 | -27.00 | -27.00 (N/A) |
| SUB TOTAL | | | | | 3,344.39 | 2,049.96 | 1,294.43 | 1,294.43 (38%) |

| Subscriptions | | Receipts | | | Payments | | | Net Position |
|---------------|-------|----------|--------|----------|----------|--------|----------|----------------------|
| Code | Title | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 15 | HAPTC | | | | 158.13 | 158.13 | | (0%) |
| 16 | ICO | | | | 40.00 | | 40.00 | 40.00 (100%) |
| 17 | SLCC | | | | 72.00 | | 72.00 | 72.00 (100%) |
| 18 | CPRE | | | | | | | (N/A) |

Summary of Receipts and Payments

All Cost Centres and Codes

| | | | | | | | |
|-----------|--|--|--|--------|--------|--------|--------------|
| SUB TOTAL | | | | 270.13 | 158.13 | 112.00 | 112.00 (41%) |
|-----------|--|--|--|--------|--------|--------|--------------|

Summary

| | | | | | | | |
|-------------|-----------|-----------|--------|-----------|----------|----------|----------|
| NET TOTAL | 11,495.00 | 11,845.00 | 350.00 | 15,718.40 | 9,322.25 | 6,396.15 | 6,746.15 |
| V.A.T. | | 2,304.91 | | | 367.37 | | |
| GROSS TOTAL | | 14,149.91 | | | 9,689.62 | | |

Buckland and Chipping Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

| | | | |
|----------|---|-----------|------------------|
| A | Bank Reconciliation at 27/12/2025 | | |
| | Cash in Hand 01/04/2025 | | 14,624.03 |
| | ADD Receipts 01/04/2025 - 27/12/2025 | | 14,149.91 |
| | SUBTRACT Payments 01/04/2025 - 27/12/2025 | | 28,773.94 |
| | Cash in Hand 27/12/2025 (per Cash Book) | | 9,231.62 |
| B | | | 19,542.32 |
| | Cash in hand per Bank Statements | | |
| | Petty Cash 27/12/2025 | 0.00 | |
| | Unity Bank 27/12/2025 | 19,542.32 | |
| | | | 19,542.32 |
| B | Less unrepresented payments | | |
| | | | 19,542.32 |
| | Plus unrepresented receipts | | |
| | Adjusted Bank Balance | | 19,542.32 |
| | A = B Checks out OK | | |

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Caroline Scott
Lye End Farm
Mill End
Buntingford
SG9 0RS

Date: 30/11/2025

Account Name: Buckland & Chipping Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20473251

Your arranged overdraft limit is £0.00

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Contact Us



Call us: **0345 140 1000**



Email us: **us@unity.co.uk**



Visit us: **unity.co.uk**

Your Current T1 account transactions:

| Date | Type | Details | Payments Out | Payments In | Balance |
|------------|----------------------|-------------------------|--------------|-------------|------------|
| 31/10/2025 | | Balance brought forward | £0.00 | £0.00 | £20,210.52 |
| 11/11/2025 | Faster Payment Debit | B/P to: Linards Ltd | £88.00 | £0.00 | £20,122.52 |
| 11/11/2025 | Faster Payment Debit | B/P to: C T Gardens | £190.00 | £0.00 | £19,932.52 |
| 11/11/2025 | Faster Payment Debit | B/P to: Naomi Longcroft | £190.00 | £0.00 | £19,742.52 |

Page number 1 of 3

Statement number 041

**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
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| Your Current T1 account transactions: | | | | | |
|---------------------------------------|----------------------|----------------------|--------------|-------------|------------|
| Date | Type | Details | Payments Out | Payments In | Balance |
| 11/11/2025 | Faster Payment Debit | B/P to: MR DALE HOLT | £190.00 | £0.00 | £19,552.52 |
| 11/11/2025 | Credit | HERTFORDSHIRE CC | £0.00 | £250.00 | £19,802.52 |
| 14/11/2025 | Direct Debit | Direct Debit (ICO) | £47.00 | £0.00 | £19,755.52 |
| 30/11/2025 | Fee | Service Charge | £6.00 | £0.00 | £19,749.52 |

Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

Accessibility

Unity offers a number of supporting services such as statements in braille or large print. Please contact us for more information.

Additional information

A copy of our interest rates can be found on our website – **[unity.co.uk/interest-rates](https://www.unity.co.uk/interest-rates)**

A copy of our fees and charges can be found on our website – **<https://www.unity.co.uk/terms-and-conditions/>**

This information is also available by calling **0345 140 1000**.

To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

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Your pre-notification statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Caroline Scott
Lye End Farm
Mill End
Buntingford
United Kingdom
SG9 0RS

Date: 30/11/2025

Page number 1 of 3

Account Name: Buckland & Chipping Parish Council

Statement number: 041

Sort Code: 608301

Account Number: 20473251

Dear Mrs Caroline Scott,

This letter outlines charges relating to the transactions and debit interest on your account between 01/11/2025 and 30/11/2025.

You can find full details of our fees and charges within the Standard Service Tariff on our website <https://www.unity.co.uk/terms-and-conditions/>

The charges for this billing period are:

| | |
|---|------------|
| Total charges | £6.00 |
| Total debit interest | £0.00 |
| To be debited from your account on | 31/12/2025 |

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| Pre-notification of account charges | | |
|-------------------------------------|-------|--------|
| Type | Count | Charge |
| Automated Payments | 2 | £0.00 |
| Faster Payments | 4 | £0.00 |
| Manual | — | £0.00 |
| Account Fee | — | £6.00 |

| Additional information | | | |
|---|---|---------------------|----------------------------|
| The combined account charge includes the following transaction types: | | | |
| Automated Payments | Bacs Credit (in) | Direct Debit (out) | Faster Payment Credit (in) |
| Faster Payments | Standing Orders (out) | Bill Payments (out) | |
| Manual | Cheques | Credits | |
| Account Fee | This is the standard charge for maintaining your account regardless of any transactions. | | |
| Total charge | These charges do not include cash or cheques paid in through the Post Office, Bank Counter or via our Freepost service. | | |

Interest and Charges

Our General Terms & Conditions state when we may apply charges or interest.

Further information about debit interest and other fees or charges can be found in our Standard Service Tariff.

Credit interest – AER stands for Annual Equivalent Rate and describes what the interest rate would be if interest was paid and compounded annually.

Debit interest – ABR stands for Above Base Rate and describes the rate charged annually above the Bank of England Base Rate.

Overdrafts

Arranged overdrafts – We agree in advance to provide you with an overdraft that allows you to borrow money on your account up to an agreed overdraft limit. If approved by Unity you will be given an arranged overdraft limit along with an agreed interest rate. These are typically agreed for a period of 12 months and are linked to the Bank of England Base Rate.

Unarranged overdrafts – An overdrawn balance on your account which we have not agreed in advance. We will charge our unarranged overdraft rate on any unarranged balances.

If you have an arranged overdraft limit and exceed this limit, we will charge interest at the rate we have agreed with you on the balance of your arranged overdraft limit and will charge an unarranged overdraft rate on any balance over your arranged overdraft limit.

In either of these circumstances, debit interest will be applied on each working day that your account is overdrawn.

For details of our interest rates and charges, please visit <https://www.unity.co.uk/terms-and-conditions/>

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

Thanks

Your Unity Team

Accessibility

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Additional information

Our interest rates can be found on our website – [unity.co.uk/interest-rates](https://www.unity.co.uk/interest-rates)

Our fees and charges can be found on our website – <https://www.unity.co.uk/terms-and-conditions/>

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INVESTORS IN PEOPLE
We invest in people Gold



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Buckland and Chipping Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

| Vouche | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------|----------------------|------------|--------|------------|-----------|----------------|--------------------------|----------|--------|-----|---------------|
| 49 | Bank Charges | 30/11/2025 | | Unity Bank | | bank charge | Unity Bank | E | 6.00 | | 6.00 |
| | | | | | | | | | | | 6.00 |
| 48 | Hall Hire | 09/12/2025 | | Unity Bank | INV 03736 | Hire of hall | Buntingford Town Council | Z | 20.00 | | 20.00 |
| | | | | | | | | | | | 20.00 |
| 54 | Hall Hire | 05/01/2026 | | Unity Bank | | Hire of hall | Buntingford Town Council | Z | 20.00 | | 20.00 |
| | | | | | | | | | | | 20.00 |
| 53 | Buckland Litter Pick | 05/01/2026 | | Unity Bank | | Litter Picking | Naomi Longcroft | Z | 190.00 | | 190.00 |
| | | | | | | | | | | | 190.00 |
| 52 | Chipping Litter Pick | 05/01/2026 | | Unity Bank | | Litter Picking | Dale Holt | Z | 190.00 | | 190.00 |
| | | | | | | | | | | | 190.00 |
| 51 | Bank Charges | 05/01/2026 | | Unity Bank | | bank charge | Unity Bank | E | 6.00 | | 6.00 |
| | | | | | | | | | | | 6.00 |
| 50 | Newsletter | 06/01/2026 | | Unity Bank | 5764 | Printing | Linards Ltd | Z | 52.00 | | 52.00 |
| | | | | | | | | | | | 52.00 |
| Total | | | | | | | | | 484.00 | | 484.00 |

Prepared by: _____

Date: _____

Name and Role

Approved by: _____

Date: _____

Name and Role

Approved by: _____

Date: _____

Name and Role

| | | | | | |
|--|----------------|------------|-----------|-----------|---|
| Calor Gas Cannister | Events | 06/05/2025 | £70.00 | £70.00 | Buckland Barn, Buckland |
| Salt bin | General | 5/2/2025 | £219.99 | £219.99 | Lye End Farm, Sandon SG9 ORS |
| Old Barbeque | Events | unknown | | £1.00 | St Andrews Church Buckland |
| Large Table Trolley | Events | 23/7/2024 | £358.34 | £358.34 | Buckland Barn, Buckland |
| 12x Contour25 Stacking Bench (6/10) 1830 x 254mm GP38 Beech 483mm High | Events | 23/07/2024 | £974.48 | £974.48 | Buckland Barn, Buckland |
| 6x Contour25 Folding Table (6/27) 1830 x 685mm GP38 Beech 700mm High | Events | 23/07/2024 | £764.18 | £764.18 | Buckland Barn, Buckland |
| 2m x 4m Portable Stage Kit | Events | 24/07/2024 | £1,549.99 | £1,549.99 | Buckland Barn, Buckland |
| Portable Dolly | Events | 24/07/2024 | £199.99 | £199.99 | Buckland Barn, Buckland |
| SubZero P810 10" Bluetooth PA System with Mics and Stands | Events | 24/07/2024 | £749.99 | £749.99 | 4 Chipping Hall Cottages Chipping Herts SG9 OPG |
| 2x Gala tent with ground bars, pole & canopy bags & gutter kit | Events | 22/07/2024 | £2,800.00 | £2,800.00 | Buckland Barn, Buckland |
| 2x BUFFALO FREESTANDING GAS CHARGRILL | Events | 22/07/2024 | £2,229.58 | £2,229.58 | Lye End Farm, Sandon SG9 ORS |
| Extension Lead | General | 06/06/2024 | £43.98 | £43.98 | Lye End Farm, Sandon SG9 ORS |
| Beacon | Events | 30/04/2024 | £150.00 | £150.00 | Top of Dawes Lane/R Arkle |
| 16 Soft Chairs | General | 2022 | £40.00 | £40.00 | St Andrews Church Buckland |
| gazebo | Events | 2021 | £83.00 | | Buckland common |
| Elmwood bench | Maintenance | 2021 | £672.00 | | St Andrews Churchyard Buckland |
| AED defibrillator cabinets | General | 2015 | £790.00 | | Buckland and Chipping |
| Laptop computer | Administration | 2020 | £332.00 | | Lye End Farm, Sandon SG9 ORS |
| church floor grille | General | 2014 | £455.00 | | St Andrews Church Buckland |
| Dog waste bin | Maintenance | 2014 | £830.00 | | Buckland and Chipping |

| | | | | |
|---|----------------|----------|-----------|--|
| Salt bins | General | 2014 | £324.00 | 1 outside Chipping Hall. 1 by Whitely Lane junction. 1 at junction of A10 and Barkway Road, Buckland |
| Commemorative sundial | Maintenance | 2014 | £266.00 | St Andrews Churchyard Buckland |
| Dawes Lane notice | Maintenance | pre 2000 | £1.00 | Dawes Lane |
| telephone kiosks | Maintenance | 2010 | £2.00 | Whitely land buckland, chipping |
| Church furniture 12 folding chairs, 4 folding tables, 1 table trolley | Maintenance | 2009 | £965.00 | St Andrews Church Buckland |
| picnic tables | Maintenance | 2010 | £675.00 | 1 on Buckland Common, 1 by Whitely Lane, Buckland |
| Printer | Administration | 2010 | £300.00 | 4 Chipping Hall Cottages Chipping Herts SG9 0PG |
| 2x Footpath info board | Maintenance | 2010 | £1,653.00 | 1 beside River Rib bridge (east side), Chipping. 1 by Whitely Lane junction with A10, Buckland |
| 2x Oak Noticeboards | Maintenance | 2010 | £2,249.00 | 1 outside Oak Cottage, Chipping. 1 opposite Hillcrest, Buckland |
| 2x Bus Shelter - Chipping | Maintenance | 2010 | £9,830.00 | 1 outside Chipping Hall, Chipping. 1 outside Oak Cottage, Chipping |
| 2x Bus Shelter - Buckland | Maintenance | 2009 | £9,700.00 | 1 outside 9 Hillview, Buckland. 1 opposite 9 Hillview, Buckland |

| | 2024/25 Actual | 2025/26 Budget | Actual to 27th December 2025 - Net | Forecast to 31 March 2026 - Net | Draft Budget 2026/27 | Comments December 2025 |
|--|-------------------|-------------------|--|------------------------------------|-------------------------|---|
| Receipts | | | | | | |
| Precept | 10,450.00 | 11,495.00 | 11,495.00 | 11,495.00 | 11,495.00 | 11839.85 |
| Summer Event | 573.25 | 250.00 | | | | |
| Winter Event | | | 250.00 | 250.00 | | received from locality grant |
| Coronation/May Celebration | | | | | | |
| Donation received | | | 100.00 | 100.00 | | |
| Grants | 10,477.58 | | | | | |
| VAT Reclaim | 384.42 | | 2,304.91 | 2,304.91 | 387.15 | anticipate £ vat reclaim |
| TOTAL | 21,885.25 | 11,745.00 | 14,149.91 | 14,149.91 | 11,882.15 | |
| Expenditure | | | | | | |
| Administration | | | | | | |
| Clerk Expenses | | 200.00 | | 200.00 | 50.00 | |
| Office & Admin | 560.33 | 440.00 | 47.00 | 440.00 | 440.00 | scribe in year 24-25 we paid scribe two payments for 2 separate years |
| Payroll Service | 137.76 | 70.00 | | 70.00 | 70.00 | Payroll in year 24-25 we paid two payments for 2 separate years |
| Audit Costs | 187.25 | 251.88 | 251.88 | 251.88 | 251.88 | Herts IAS charges for Councils 25-26.pdf depends on actual expenditure of the year |
| Website hosting | 165.99 | 200.00 | 186.00 | 186.00 | 190.00 | |
| Insurance | 527.23 | 550.00 | 556.52 | 556.52 | 575.00 | |
| Hall Hire | 129.50 | 111.00 | 40.00 | 111.00 | 114.00 | |
| Training | 124.00 | 300.00 | 37.50 | 300.00 | 300.00 | |
| Newsletter & Leaflets | 332.00 | 429.00 | 244.00 | 429.00 | 429.00 | |
| Bank Charges | 53.40 | 72.00 | 48.00 | 72.00 | 72.00 | |
| Other | | 350.00 | | 350.00 | | |
| Events | | | | | | |
| Summer Event | 557.60 | 1,300.00 | | 0.00 | 350.00 | all event expenses come under Section 137 payments, this is calculated at 227 electors £11.10/elector, the |
| Winter Event | 349.92 | 500.00 | 338.28 | 500.00 | 500.00 | maximum we are allowed to spend is £2519.70 (2025-26 figures) |
| Spring national celebrations | 641.98 | 500.00 | 271.43 | 271.43 | 500.00 | |
| General | | | | | | |
| Poppy Wreath | | 20.00 | | | 20.00 | |
| Kiosk Electricity | | 150.00 | | 150.00 | 150.00 | This has not been paid and is still in contention, I have not had confirmation that the kiosk is functioning |
| AED (automated external defibrillator) | | 100.00 | 486.00 | 486.00 | 100.00 | correctly vet- this figure in Net carried forward since 2023 1 battery replacement April 2025, 2 pads replaced May 2025, these have lasted 3+ years pads are approx £60, |
| CAB Donation (Citizens Advice) | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | we have 2 units, replacement batteries are approx £210. Is this what the Kiosk refurb reserve is there for or |
| Donations | 115.60 | | | 0.00 | 50.00 | are we expecting to refurb the kiosks again? |
| PC Assets | 9,109.68 | | | | 500.00 | As there are no current plans for a harvest fayre I have left this empty for now, however for future reference, |
| Storage of PC Assets | | 100.00 | | 100.00 | 100.00 | this is in payment for the use of the Field in Chipping. It was 30% of the takings at the door Sept 2024. |
| Litter Picking | | | | | | |
| Buckland Litter Pick | 1,140.00 | 1,140.00 | 760.00 | 1,140.00 | 1,140.00 | These have stayed the same for several years, do you want to consider an increase, especially due to the |
| Chipping Litter Pick | 1,140.00 | 1,140.00 | 760.00 | 1,140.00 | 1,140.00 | disposal of litter |
| Maintenance | | | | | | |
| Grass Cutting | 2,090.00 | 2,280.00 | 1,770.00 | 2,280.00 | 2,280.00 | no change in price for 26-27 |
| Dog Litter Bins | 640.34 | 650.00 | 659.55 | 659.55 | 680.00 | 4 dog bins 65 times a year |
| Trees | | | | 0.00 | | Lines of responsibility under review -earmarked reserve |
| Bus Shelters | 300.00 | 600.00 | | 600.00 | 360.00 | £60*6, consider a new cleaner |
| Property Repairs | 103.31 | 250.00 | 150.00 | 250.00 | 250.00 | |
| Milestone | | 50.00 | | 50.00 | | |
| Salt bin | | 400.00 | | | | |
| Salary | | | | | | |
| Salary & PAYE | 2,113.50 | 3,344.39 | 2,049.96 | 3,344.39 | 3,344.39 | This typically increases annually in line with NALC. 2025 - Payscale 16 £13.47/hr, 2025 Payscale 16 £7/hr |

| | | | | | |
|--|----------------------|-------------------------|----------------------|----------------------|--|
| Subscriptions | | | | | |
| HAPTC | 146.84 | 158.13 | 158.13 | 158.13 | 160.90 Exact membership emailed 13/11/25 Hertfordshire Association of Parish and Town Councils |
| ICO | 35.00 | 40.00 | | 40.00 | 40.00 Information Commissioners Office (GDPR) |
| SLCC | 72.00 | 72.00 | | 72.00 | 72.00 Society of Local Council Clerks is the professional body for local council clerks |
| Contingency reserve | | | | | |
| Technology Reserve | | | | | |
| Other reserves | | 350.00 | | | 350.00 |
| Earmarked reserves | | | | | |
| Election Reserve | | 600.00 | | | 600.00 THESE NEED TO BE DISCUSSED AND AGREED AT THE MEETING, INDIVIDUALLY MINUTED |
| Kiosk refurb | | 350.00 | | | 350.00 |
| Friends of St Andrews Church | | 100.00 | | | 100.00 |
| Trees | | 200.00 | | | 200.00 |
| AED savings | | | | | |
| TOTAL NET EXPENDITURE | 20,823.23 | 16,168.40 | 8,864.25 | 14,257.90 | 14,629.17 Precept expectation |
| Precept expectation | 21,885.25 | 11,745.00 | 14,149.91 | 14,149.91 | 11,882.15 |
| VAT | | | | | |
| Spending from general Reserves | -1,062.02 | 4,423.40 | -5,285.66 | 107.99 | 2,747.02 GENERAL RESERVE MINIMUM LEVEL RECOMMENDED £16000 |
| Opening bank accounts | | | | | |
| | 01 April 2025 | 09 December 2025 | 31 March 2025 | 31 March 2026 | |
| Unity Trust Bank | 15,886.56 | 19,542.32 | 15,886.56 | 15,778.57 | |
| TOTAL bank | | | | | |
| add projected income | | 11,745.00 | 14,149.91 | 11,882.15 | |
| less projected expenditure | | 16,168.40 | 14,257.90 | 14,629.17 | |
| Anticipated year end reserves | | 11,463.16 | 15,778.57 | 13,031.55 | |
| the tax base is important as the Band D tax for your area is calculated by dividing your precept by the tax base figure. | | | | | |
| | | Band D | | | |
| Council tax base 2026-27 | 111.88 | 102.74 | | | |
| Council tax base 2025-26 | 116 | 99.09 | | | |

PARISH OF

LOCAL GOVERNMENT FINANCE ACT 1992

PRECEPT UPON BILLING AUTHORITY

WE the Parish Council of (hereinafter called the "Parish Council") issue this precept to you the East Hertfordshire District Council (hereinafter called the "District Council") being the relevant Billing Authority for the said Parish in the sum of

£

being the Parish Council's total precept requirement for the financial year commencing 1 April 2026.

This precept is issued in respect of the general expenses of the Parish Council for the said financial year and is applicable to that part of the area of the District Council which constitutes the area of the Parish Council.

We hereby direct you the District Council to pay into the Parish Council's Bank Account, details as follows:-

Bankers:

Address:

Sort Code:

Account Name:

Account Number:

the said sum of £

from the East Hertfordshire District Council General Fund to meet the expenditure and payments which the Parish Council estimates that it will incur in respect of the items referred to in Section 50(2) of the Local Government Finance Act 1992 (or any statutory modification or re-enactment thereof for the time being in force) and we authorise payment of the said sum to the above named on our behalf in the proportions and on the dates specified in the Annual Schedule of Payments determined by East Hertfordshire District Council.

Signed at a meeting of the Parish Council held on the day of 20

Presiding Chairman

Two Members of the
 Parish Council

COUNTERSIGNED Clerk to the Parish