



Buckland & Chipping Parish Council

Clerk: Caroline Scott, Lye End Farm, Sandon, Herts, SG9 0RS
Tel: 07542 758 948
e mail: clerk@bucklandandchipping-pc.gov.uk
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 its 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/bnf6PE4uuvc?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

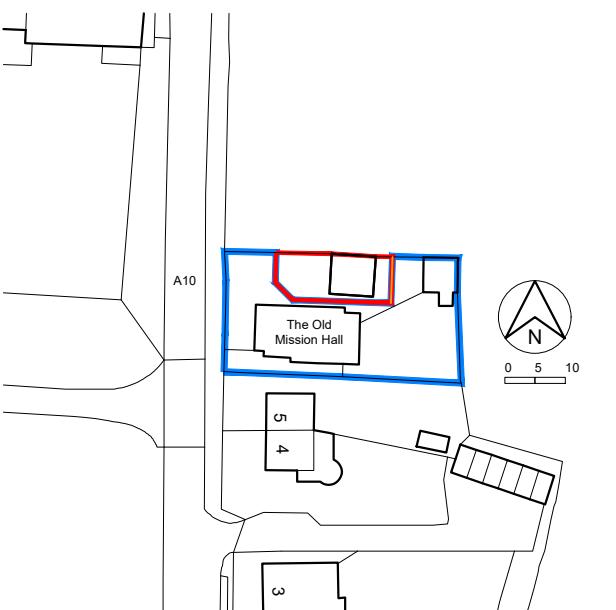


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CALENDAR OF MEETINGS 2026 to MARCH 2027

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

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Object Title
Old Mission Hall
Chipping
Hertfordshire SG9 0PQ

drawing Title

MWD
Range of Fish
Object No. OC35 2025 Bury Barn, Brent Pelham
Drawing No. FGF PR01 Hertfordshire SG9 0AU
Revision e: office@fairgroundfish.co.uk

Buckland and Chipping Parish Council

27 December 2025 (2025-2026)

Summary of Receipts and Payments

All Cost Centres and Codes

Administration

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
3	Clerk Expenses				200.00	200.00	0.00	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	0.00	(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 +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
36	Election costs							(N/A)
SUB TOTAL								(N/A)

Events

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
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 +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
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)

Buckland and Chipping Parish Council

27 December 2025 (2025-2026)

Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL		270.13	158.13	112.00		112.00 (41%)
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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)

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
A	Cash in Hand 27/12/2025 (per Cash Book)		19,542.32
	Cash in hand per Bank Statements		
	Petty Cash 27/12/2025	0.00	
	Unity Bank 27/12/2025	19,542.32	
	Less unpresented payments		19,542.32
	Plus unpresented receipts		19,542.32
B	Adjusted Bank Balance		19,542.32
	A = B Checks out OK		

Your Account Statement



For Businesses. For Communities. For Good.

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

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

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

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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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INVESTORS IN PEOPLE
We invest in people Gold



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

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Statement number 041

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INVESTORS IN PEOPLE
We invest in people Gold



For Businesses.
For Communities.
For Good.

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

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.

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. © Unity Trust Bank. All Rights Reserved.

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Your pre-notification statement



For Businesses. For Communities. For Good.

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

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

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.		

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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

For Businesses.
 For Communities.
 For Good.

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Accessibility

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

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/>

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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Buckland and Chipping Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

27 December 2025 (2025-2026)

Voucher	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
48	Hall Hire	09/12/2025		Unity Bank	INV 03736	Hire of hall	Buntingford Town Council	Z	20.00		20.00
54	Hall Hire	05/01/2026		Unity Bank		Hire of hall	Buntingford Town Council	Z	20.00		20.00
53	Buckland Litter Pick	05/01/2026		Unity Bank		Litter Picking	Naomi Longcroft	Z	190.00		190.00
52	Chipping Litter Pick	05/01/2026		Unity Bank		Litter Picking	Dale Holt	Z	190.00		190.00
51	Bank Charges	05/01/2026		Unity Bank		bank charge	Unity Bank	E	6.00		6.00
50	Newsletter	06/01/2026		Unity Bank	5764	Printing	Linards Ltd	Z	52.00		52.00
								Total	484.00		484.00

Prepared by: _____

Name and Role

Date: _____

Approved by: _____

Name and Role

Date: _____

Approved by: _____

Name and Role

Date: _____

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 0RS
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 0PG
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 0RS
Extension Lead	General	06/06/2024	£43.98	£43.98	Lye End Farm, Sandon SG9 0RS
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 0RS
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		250.00		received from locality grant
Winter Event			250.00	250.00		
Coronation/May Celebration						
Donation received			100.00	100.00		
Grants	10,477.58					
VAT Reclaim	384.42				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 <u>£2519.70</u> (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 correctly yet- this figure in Net carried forward since 2023
AED (automated external defibrillator)		100.00	486.00	486.00	100.00	1 battery replacement April 2025, 2 pads replaced May 2025, these have lasted 3+ years pads are approx £60, we have 2 units, replacement batteries are approx £210. Is this what the Kiosk refurb reserve is there for or are we expecting to refurb the kiosks again?
CAB Donation (Citizens Advice)	50.00	50.00	50.00	50.00	50.00	
Donations	115.60			0.00	50.00	As there are no current plans for a harvest fayre I have left this empty for now, however for future reference, this is in payment for the use of the Field in Chipping. It was 30% of the takings at the door Sept 2024.
PC Assets	9,109.68			500.00	500.00	There are no current plans for purchasing assets
Storage of PC Assets		100.00		100.00	100.00	This is to be discussed
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 disposal of litter
Chipping Litter Pick	1,140.00	1,140.00	760.00	1,140.00	1,140.00	
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 £?/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.

Council tax base 2026-27	111.88	102.74	Band D
Council tax base 2025-26	116	99.09	

PARISH OF

LOCAL GOVERNMENT FINANCE ACT 1992

PRECEPT UPON BILLING AUTHORITY

WE the Parish Council of [REDACTED] (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

[REDACTED]

£ [REDACTED]

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: [REDACTED]

Address: [REDACTED]

Sort Code: [REDACTED]

Account Name: [REDACTED]

Account Number: [REDACTED]

the said sum of [REDACTED]

£ [REDACTED]

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

[REDACTED] day of

20

[REDACTED]

Presiding Chairman

[REDACTED]

Two Members of the
Parish Council

[REDACTED]

COUNTERSIGNED

[REDACTED]

Clerk to the Parish