

Bovingdon Parish Council

Parish Council Office
Memorial Hall
High Street
Bovingdon
Hertfordshire HP3 0HJ

Tel: 01442 833036

Email: office@bovingdonparishcouncil.gov.uk

Website: www.bovingdonparishcouncil.gov.uk



NOTICE OF MEETING OF BOVINGDON PARISH COUNCIL

Dear Councillor,

I hereby give you notice to attend the Meeting of Bovingdon Parish Council to be held in the Memorial Hall, High Street, Bovingdon on **Monday 7th September 2026 at 7.00pm**, to transact the business set out in the attached Agenda.

Press and members of the public are also invited to join the meeting.

Dated this day 2nd September 2026.

Gemma Coventry
Clerk to the Council

To:

Councillor Caroline Barnett
Councillor Graham Barrett
Councillor Karen Bregazzi-Jones
Councillor Ian Field
Councillor Nic Leon
Councillor Hugh Schneiders
Councillor Julie Steer
Councillor Philip Walker
Councillor Pauline Wright

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Agenda

- 26/029/FPC Election of Chairman for the Meeting**
To elect a Chairman for this meeting, in accordance with the Council's Standing Orders, due to the absence of both the Chairman and Vice-Chairman.
- 26/030/FPC Apologies for Absence**
To receive apologies for absence
- 26/031/FPC Co-option of a new councillor to fill vacancy**
- 26/032/FPC Specific Declarations of Interest**
Members can make any specific declarations of interest at this point.
Members may also make declarations at any time during the meeting.
- 26/033/FPC Signing of:**
Minutes: Bovingdon Parish Council Meeting, 22nd June 2026
- 26/034/FPC Matters Arising from Minutes:**
Bovingdon Parish Council Meeting, 22nd June 2026
- 26/035/FPC PUBLIC PARTICIPATION 15 MINUTES TOTAL (MAX 3 MINS PER PERSON)**
Public Issues/Participation Members of the public can raise matters of concern or items for discussion pertinent to the agenda. Please note that there are 15 minutes maximum overall in this section
- 26/036/FPC To receive and adopt the following Committee reports:**
Planning Committee Meetings: 22nd June 2026, 13th July 2026, 3rd August 2026, 24th August 2026.
Finance & General Purposes Committee:
Outdoors:
Personnel: 21st August 2026
- 26/037/FPC Audit Actions and Statutory Duties**
(a) To receive and review the final external Auditor's Report for 2025/26
(b) To receive and review the conclusions of the external audit

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- (c) To approve the appointment of a new internal auditor Kevin Rose from IAC Audit & Consultancy Ltd for both Parish accounts
- (d) To receive and approve the Addendums to contracts for the Parish Clerk and the assistant to the parish clerk
- (e) To Note the 2026-2027 NALC salary scales settlement
- (f) To Adopt the following personnel policies
 - (1) BPC appraisal scheme
 - (2) BPC Guidance on completing an appraisal review form
 - (3) Appraisal scheme action plan
 - (4) Appraisal review form

26/038/FPC Finance and Audit

Resolutions to be considered from the Finance & General Purposes Committee

- (a) To note and ratify any payments made since the last meeting or those paid by Bovingdon Parish Council debit card under delegated powers, and to approve June/July payments to be made in accordance with the budget (included in monthly schedule attached)

Date Paid	Payee Name	Amount Paid	Authorised Ref	Transaction Detail
17/06/2026	HAPTC	446.51	LGA 1972 S111	Internal Audit 2025 - 2026
17/06/2026	Community Action Dacorum	46.80	LGA 1972 S112	Payroll Services
17/06/2026	Community Action Dacorum	4236.13	LGA 1972 S112	Salaries June 26
24/06/2026	Peter Shoults	80.00	LGA 1894 S8	Watering Highstreet planters
24/06/2026	Microshade	162.10	LGA 1972 S111	IT Services Jun 26
26/06/2026	Skipton Community Saver	28,000		Skipton Transfer
30/06/2026	Paul Hartwell	1,080	WCA 1981 S62	Litter Picking Jun 26
30/06/2026	Paul Hartwell	1,400	WCA 1981 S62	Warden Duties June 26
06/07/2026	NEST Pension	591.44	LGA1972 S112	Pensions June 2026
08/07/2026	Dropbox	19.99	LGA1962 S4	Provision of Dropbox

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08/07/2026	Peter Shoults	80.00	LGA 1894 S8	Watering High Street Planter
14/07/2026	Community Action Dacorum	46.80	LGA1972 S112	Payroll Services July 26
14/07/2026	Community Action Dacorum	4236.13	LGA1972 S112	Salaries July 2026
20/07/2026	British Telecom	387.89	LGA1972 S111	Phone & Broadband July-Sep 26
22/07/2026	Rialtas Business Solutions Ltd	367.20	LGA 1972 S111	Annual Support & Maintenance
22/07/2026	Electrical Testing Limited	1,536	LGA1972 S144	Structural Testing lamposts
22/07/2026	Microshade	162.10	LGA1972 S111	IT Services July 2026
29/07/2026	Peter Shoults	80.00	LGA1894 S8	Watering High Street Planters
29/07/2026	Paul Hartwell	1,080	WCA 1981 S62	Litter Picking July 2026
29/07/2026	Paul Hartwell	1,200	WCA1981 S62	Warden Duties July 2026
29/07/2026	Trevor Standen	1,714	LGA1972 S111	Professional Fees
29/07/2026	Konica Minolta	58.07	LGA1972 S111	Photocopier 07/26-10/26
29/07/2026	Konica Minolta	84.74	LGA 1972 S111	Printing 04/26 - 07/26

- (b) To receive and approve the statutory receipts and payments report up to 31st July 2026 (Circulated with agenda)
- (c) To receive and approve the bank reconciliation up to 31st July 2026 (Circulated with agenda)
- (d) To agree the new quotation from Microshade (Flotek) for IT services (Circulated to the council 19th August 2026)
- (f) To approve the fixed fee of £2,125 plus VAT for the Parkinson Partnership to review the councils VAT procedures (circulated to the council 28th August 2026)
- (g) To note the appointment of a temporary office administrator to work 15hrs a week
- (h) To approve a £100 payment for the docks clearance

26/038/FPC **County Councillor Update – Verbal Update**

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26/039/FPC Borough Councillor Update - Verbal Update

26/040/FPC Working group update – Verbal Update

Grange Farm
Communications
The High Street/Memorial Hall

26/041/FPC Report from Council Representatives on outside groups/bodies – Verbal update

HMP The Mount
Bovingdon Community Library
Bovingdon Primary Academy
Police liaison

General Business

26/042/FPC To consider arrangements for the provision of Christmas lights and decorations for the 2026/27 festive season. (Quote circulated to council 11th August 2026)

Statutory Matters

26/0043/FPC To appoint a new member serve on the personnel committee until the next Annual Meeting of the Council

Next scheduled meeting Monday, 2nd November 2026

Agenda & Reports items no later than 9am Monday, 19th October 2026

